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2020 JUL 16 PM 7:16

**Town of West Newbury
Board of Selectmen**

Monday, July 20, 2020 @ 6:00pm

381 Main Street, Town Office Building

www.wnewbury.org

AGENDA – updated

Agenda reposted on 7/16/20 to add Verizon contract as Executive Session item

Executive Session: 6:00pm by remote participation

- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Archelaus Place correspondence; Police Union contract*);
- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*Finance Department staffing*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*Verizon contract*).

Open Session: 7pm by remote participation (see below)

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Call for volunteers: seeking members for Finance Committee, Capital Improvements Committee, etc.
- Settlement agreement between Manchester, NH and U.S. EPA requiring expenditure of \$231 million over the next 20 years to reduce Combined Sewer Overflows (CSOs) in the Merrimack River
- Announcement of agreement with City of Newburyport relative to Middle Street Bridge
- Reminder to Town officials (including Boards, Commissions, Committees) to take (or renew) required State ethics tests
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Joint meeting with West Newbury Housing Authority Board to consider application of Richard Miller for appointment to WNHA Board
- B. Application for appointment to Finance Committee – *Joe Heyman, MD*
- C. Request for appointment of Nicholas Levesque and Ryan Green as Reserve Police Officers – *Police Chief Durand*
- D. Discussion with Board of Health regarding planning for phased reopening of Town Offices
- E. Proposal to modify restrictions on rental/use of Town facilities & add Health Agent sign-off on requests
- F. Update on review of new proposal from Cottage Advisors to MassHousing re proposed 40B on Coffin Street / Main Street; and anticipated schedule for second site walk
- G. Notification from Open Space Committee regarding intent to seek modification of Order of Conditions for Essex County Trails Association (ECTA) Town-wide Management Plan
- H. Request for approval of dates/times/locations for Early Voting for November 6th Election – *Mike McCarron, Town Clerk*
- I. Meeting minutes: May 26, 2020; June 22, 2020; June 27, 2020; July 6, 2020.

Town Manager Updates

- J. Updates on Middle/High School project
- K. Updated FY20 preliminary financial closeout numbers
- L. Upcoming NERAC workshop regarding cybersecurity
- M. Follow up meeting assignments; and placing items for future agendas

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (872) 240-3311

Access Code: 574-096-189

Or, from computer, tablet or smartphone: <https://global.gotomeeting.com/join/574096189>

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

Town Manager

From: David Archibald
Sent: Thursday, July 16, 2020 3:03 PM
To: Town Manager
Subject: Fwd: CSO

Hi Angus:
Under Announcements: this is good news

Sent from my iPhone

Begin forwarded message:

From: Lenny Mirra [REDACTED]
Date: July 16, 2020 at 1:46:53 PM EDT
To: David Archibald <darchibald@wnewbury.org>
Subject: Re: CSO

Hi Archie,

I think it's a good idea to do some positive news at your next meeting, we could certainly use some these days. I did not do a press release because it was highly reported and I can provide some links. Also keep in mind that we did pass a bill for a notification system so that people can know when a CSO occurs; the next step is to put a plan in place like they did in NH to reduce outflows.

Here are some links:

https://www.unionleader.com/news/environment/epa-manchester-will-spend-231-million-over-next-20-years-to-clean-merrimack-river/article_d51dbd95-1f0f-5b34-bac8-bc3f4a1a326f.html#:~:text=Manchester%20will%20spend%20%24231%20million%20over%20the%20next%2020%20years,River%2C%20the%20EPA%20announced%20Monday.&text=In%20a%20statement%2C%20Mayor%20Joyce,the%20agreement%20with%20the%20EPA.

<https://apnews.com/f38635bdaeb85208ab2d2e28c83bf1a8>

<https://manchesterinklink.com/city-to-spend-231-million-over-20-years-to-reduce-sewage-overflow-into-merrimack-river/>

Let me know if you need any more info, we're more than happy to help!

Lenny

On Wed, Jul 15, 2020 at 4:41 PM David Archibald <darchibald@wnewbury.org> wrote:

Hi Lenny: do you or the state have a press release or info about the Manchester announcement about this that we could use on Monday's BOS meeting? It's nice to have some positive news.

Thanks Archie

Sent from my iPhone

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City to spend \$231 million over 20 years to reduce sewage overflow into Merrimack River



Merrimack River. Photo, Carol Robidoux

MANCHESTER, NH – The city will spend \$231 million over the next 20 years to reduce [sewer system overflows into the Merrimack River](#), the source of drinking water for more

than 500,000 people, according to a settlement agreement with the U.S. Environmental Protection Agency (EPA).

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The proposed settlement, filed Monday in U.S. District Court in Concord, also involved the U.S. Department of Justice and the State of New Hampshire, which joined the U.S. government as a co-plaintiff on the agreement that resolves alleged violations of the Clean Water Act by the city.

“This agreement means a healthier Merrimack River and cleaner water for the communities along the river in both New Hampshire and Massachusetts,” said EPA New England Regional Administrator Dennis Deziel in a news release. “EPA has long been committed to working with our state and federal partners and cities like Manchester to improve water quality along the Merrimack, which is an important source of drinking water and recreation destination.”

“This agreement demonstrates a recognition by all parties of the importance of maintaining our clean waters,” said Bob Scott, Commissioner of the NH Department of Environmental Services. “NHDES looks forward to continuing to work with Manchester, both in terms of financing the projects and ensuring they are successful.”



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Manchester, NH
Manchester Consent Decree Gantt Chart

Item	Description	Start	End	Contract	Amount	Activity
1	Wastewater Treatment Plant Improvements and System Operations - Mechanical Compliance Project	N/A	9/19		\$22,000,000	Design/Report
2	Program Assessment and Reporting (Three Annual Reporting)	N/A	9/19		\$2,000,000	Design/Report
3	System Optimization with Real-Time Controls Study	N/A	Contract 1		\$5,000,000	Design/Report
4	Installation for Permanent Closures of Inactive CSO Outfalls	N/A	9/19		\$700,000	Design/Report
5	Cemetery Brook Drain Basis of Design	N/A	9/19		\$2,500,000	Design/Report
6	Cemetery Brook Drain (Outfall to Queen City Ave. at Elm St.)	9	Contract 2		\$22,200,000	Construction
7	Cemetery Brook Drain (Queen City Ave. at Elm St. to Beech St.)	6	Contract 3		\$20,900,000	Construction
8	Cemetery Brook Drain (Beech St. to Valley St.)	7	Contract 4		\$20,900,000	Construction
9	Cemetery Brook Drain (Valley St. to East of Main street Rd.)	8	Contract 5		\$20,900,000	Construction
10	Queen City Ave./Johnny P. and Cedar St. Area Sewer Separation Project	8 & 9	Contract 6		\$8,800,000	Construction
11	City St. and South Lincoln St. Area Sewer Separation Project	8 & 7	Contract 7		\$14,400,000	Construction
12	Market/Barnard/Sum St. Area Sewer Separation Project	8	Contract 8		\$16,000,000	Construction
13	Market/Barnard St./Howard St. Area Sewer Separation Project	8 & 9	Contract 9		\$12,200,000	Construction
14	Barnard St./Horton/Howard St. Area Sewer Separation Project	9	Contract 10		\$11,500,000	Construction
15	Beaver Ave. Area Sewer Separation Project	9	Contract 11		\$17,400,000	Construction
16	Chickadee Brook Area Project - Chickadee Brook Main Drain	N/A	Contract 12		\$16,100,000	Construction
17	Chickadee Brook Area Project - Chickadee Brook Lateral	18	Contract 13		\$11,000,000	Construction
18	CSO Discharge Monitoring and Diffusion Program	N/A	9/19		\$4,000,000	Design/Report
19	Post-Construction Monitoring Program (intermittent and fluctuating)	N/A	9/19		\$1,000,000	Design/Report
Total					\$230,750,000	

Note: Start/End dates and activities are provided upon a review and approval period for 90 days that is no longer than 60 days, provided, however, that the City shall provide submissions no less than 60 days before deadline requesting the City to obtain approval by 9/30/21 of all project items.

Activity Legend: Design/Report Activity Construction Activity

Over the past decade, the city has spent nearly \$41 million to upgrade the sewer system. However, Manchester’s combined sewer system, when overwhelmed by rain and stormwater, still discharges raw sewage, industrial waste, nitrogen, phosphorus and polluted stormwater into the Merrimack River and its tributaries.

According to the EPA, about 280 million gallons of raw sewage and other pollutants from the city’s sewer system end up in the river each year, nearly half of the combined sewage discharge volume from all communities along the Merrimack River.

Under the proposed consent decree, Manchester will implement combined sewer overflow (CSO) abatement controls and upgrades at its wastewater treatment facilities that are expected to reduce the city’s total annual combined sewer discharge volume by approximately 74 percent from approximately 280 million gallons to 73 million gallons.

The two major components of the CSO abatement controls will disconnect Cemetery Brook in Manchester, the largest of the local five significant connected brooks, from the



city's combined sewer system. Manchester will design and construct a new 2.5-mile drain for Cemetery Brook from Mammoth Road to the Merrimack River to convey both the brook's and sub-surface flows. The city will also design and construct projects to separate the combined sewers for areas adjacent to the Cemetery Brook drain. These drainage and sewer separation projects will together address the largest drainage basin in the city and produce the greatest volume of CSO reduction.

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The work under the proposed consent decree also includes the construction of a new drain and sewer separation in the Christian Brook drainage basin, which will remove the third-largest brook from the wastewater collection system.

Projects Completed

Project Description	Prerequisite Items	CSO Contract #	Project Costs (\$)
Increase WWTP Primary and Secondary Treatment to 42 MGD and WWTP Primary Treatment and Disinfection for Flows between 42 MGD and 72 MGD.	N/A	N/A	\$22,000,000
Chestnut St Separation (formerly North Chestnut St/Elm St. South)	N/A	Contract 6	\$6,450,000
North Chestnut St Separation (formerly North Chestnut St/Elm St. South)	Contract 6	Contract 7	\$11,845,000
		TOTAL	\$40,295,000

The proposed consent decree also requires the city to implement a CSO discharge monitoring and notification program, which will include direct measurement of all discharges from six CSO outfalls estimated to be more than 99% of all of the city's total CSO discharge volumes. The city will be required to provide initial and supplemental notification to the public

In addition to the 20-year control plan, the proposed settlement also requires the upgrades to improve the handling of solid waste at the wastewater treatment plant to reduce discharges of phosphorous.

Many of the communities in the Merrimack River watershed are environmental justice communities with large numbers of minority and low-income residents.



The projects are expected to result in the following annual reductions in pollutants:

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- 1,814,450 pounds of total suspended solids;
- 535,695 pounds of biochemical oxygen demand;
- 881,304 pounds of chemical oxygen demand;
- 16,416 pounds of total nitrogen; and
- 3,283 pounds of total phosphorus.

The proposed consent decree is subject to a 30-day public comment period and court approval after it is published in the Federal Register. It will be available for viewing on the DOJ's website: www.justice.gov/enrd/Consent_Decrees.html.

For more information on this settlement, visit: <https://www.epa.gov/enforcement/city-manchester-nh-clean-water-act-settlement-information-sheet>

The 83-page settlement document is below:



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UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW HAMPSHIRE

_____)	
UNITED STATES OF AMERICA,)	
Plaintiff,)	
STATE OF NEW HAMPSHIRE,)	CIVIL ACTION NO.
Plaintiff-Intervenor,)	
v.)	
CITY OF MANCHESTER, NEW HAMPSHIRE,)	
Defendant.)	
_____)	

CONSENT DECREE

Page 1 /



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Town Manager

From: Giannotti, David (ETH) <david.giannotti@state.ma.us>
Sent: Monday, July 6, 2020 4:57 PM
To: Selectmen
Subject: Conflict of interest law seminars- State Ethics Commission

The State Ethics Commission conducts bi-monthly In-house seminars on the conflict of interest law at the Commission's office. These seminars present an opportunity for cities and towns to have new hires, or employees who were not able to attend a locally hosted seminar conducted for your city or town to receive important conflict of interest law training on the restrictions imposed under General Laws chapter 268A. **Due to the Covid-19 pandemic, the Commission office is closed to the public and seminars are being conducted via Zoom video conference.**

In-house seminars are scheduled every other month on the 4th Thursday of the month at 10:00 a.m. Remaining seminar dates for 2020 are as follows:

**Thursday, July 23,
2020**

Click this link to [register](#) to attend the July 23 seminar via Zoom video conference

**Thursday, September
24, 2020**

Click this link to [register](#) to attend the September 24 seminar via Zoom video conference

**Thursday, December
3, 2020**

Once the Commission's office can reopen, we will again conduct seminars in our office. Note that seating at In-house seminars is limited. To register for a seminar please call **617-371-9500** or email David.Giannotti@mass.gov. You may also register to participate remotely by webinar.

If your city or town hasn't hosted a seminar in a while, please consider scheduling one. Contact me at 617-371-9505 or David.Giannotti@mass.gov for more information or to schedule a seminar. Additional information can be found on the Commission's website, www.mass.gov/orgs/state-ethics-commission.

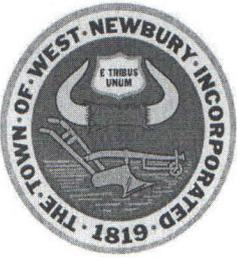
Thank you,

David

David Giannotti
Public Education and Communications Division Chief
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108
617-371-9505
email: David.Giannotti@mass.gov
www.mass.gov/orgs/state-ethics-commission

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Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 115.

The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: selectmen@wnewbury.org

Name: Richard Miller

Address: [REDACTED]

e-mail: [REDACTED]

Mobile phone [REDACTED] Home phone: NONE

Board(s) or committee(s) you are interested in volunteering on:
Housing Authority

Current or past committees served on: NONE IN MA CURRENTLY TREASURER
OCEAN MEADOW Board of Trustees

Relevant skills, expertise and education: 36 YEARS OWNING A PROPERTY MANAGEMENT
COMPANY IN NJ. MEMBER OF CAI AND WORKED IN INDUSTRY 43 YEARS
College Graduate

All board or committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law, Open Meeting Law, Public Records Law, the Bylaws of The Town of West Newbury and all other applicable federal, state and local laws or regulations.

Signature: Richard Miller Date: 6/23/2020

Board/Committee _____

Appointing Authority _____

Date of Appointment _____ Sworn in _____

Town Manager

From: Joe Heyman [REDACTED]
Sent: Saturday, June 27, 2020 2:12 PM
To: Selectmen
Subject: Application for appointment to Finance COmmittee
Attachments: wn_application_for_appointment_pdf-1.pdf; Abbreviated Resume.docx

Dear Selectmen,

It would be an honor to serve on the Finance Committee of West Newbury. I have lived here since 1975 and I practiced Obstetrics and Gynecology in our Main Street building until I left Women’s Health Care in 2011.

I am attaching my resume and a West Newbury application form. Please keep me in mind whenever there is a vacancy.

All the best, and stay safe,

Joe Heyman

Joe Heyman, MD
[REDACTED]



World Medical Association
Chair, Associate Membership

HIMSS NEW ENGLAND CHAPTER

Treasurer-Elect



American College of Obstetricians and Gynecologists
Delegate to the American Medical Association



American Medical Association
Former Chair, Board of Trustees, 2008-2009



Former President, 1996-1997

JOSEPH M. HEYMAN, MD, FACOG

██████████
West Newbury, MA 01985
██████████
██████████

EDUCATION:

MD, 1963-1967 State University of New York, Downstate Medical Center, Brooklyn, NY
BS, 1959-1963, The City College of New York, New York City

ADDITIONAL TRAINING:

Residency, 1970-1973: Sinai Hospital of Baltimore, Obstetrics and Gynecology
Internship 1967-1968: United States Public Health Service Hospital, Staten Island, NY

CERTIFICATIONS:

1975 Certification, American Board of Obstetrics and Gynecology
1975 Fellow, American College of Obstetricians and Gynecologists

GOVERNMENT SERVICE:

1968-1970: Northern Navajo Indian Hospital United States Public Health Service, Shiprock, New Mexico, General Medical Officer, Venereal Disease Control Officer. Chief of Ambulatory Services

EMPLOYMENT:

1973 to 2001: Women's Health Care, a group practice of eight obstetrician-gynecologists, two nurse practitioners and one nurse-midwife.
2001 to 2014: Joe Heyman, MD, PC, a solo gynecology practice.
2013-2018: Whittier IPA, Inc. Chief Medical Information Officer

LEADERSHIP POSITIONS:

American Medical Association

Board of Trustees 2002-2010

Chair, May 2008-May 2009

Secretary, May 2005-May 2006

Finance Chair, 2006-2008

Delegate to the House of Delegates

January 1, 1991 through December 31, 2002

(Served on Reference Committee C at 1-92 in Nashville)

November 2010 to present

Alternate Delegate

January 1, 1987 through December 31, 1990

Member of the "Study of the Federation"

Council on Medical Service

June 1996 through June 2003

Council Executive Committee since June 1997

Chair, June 2000 through June 2001

Intercouncil Task Force on Patient Privacy and Confidentiality, 1998-2000

IT Advisory Committee, January 2000 through June 2011

CPT Workgroup on E&M Guidelines and Documentation, 2001-2003

Membership since 1980

American Medical Accreditation Program

Governing Body
January 1997 through December 2000
Accreditation Subcommittee
January 1998 through December 2000

American Medical Association Foundation

Board of Directors, August 2002 to July 2005
Program Committee, Chair

Anna Jaques Hospital, Newburyport, MA

Executive Committee of Board of Trustees 1993 - 1999
Corporator, December, 1991 - 1999
President, Medical Staff
January 1990 through December 1991
Member, Medical Staff 1973 - 2014

Asentral, Inc. Institutional Review Board

Member 2013 - 2016

Bryan University, Tempe, AZ

Online Informatics Program Advisory Board 2012 - 2015

CareFullyInc.com

Advisory Board, 2018-2019

Connecting For Health (a project of the Markle Foundation)

Steering Committee, 2003 to 2012

Digital Collaboration Solutions

Advisory Board, 2011 to 2018

e-Health Initiative Foundation 2003 to 2016

Small and Medium Size Practice Workgroup
Advisory Board for Annual Meeting
Co-chair, Continuity of Care Council 2011
Interoperability Workgroup 2015

Essex North District Medical Society

President, May 1984 through April 1985
Executive Committee since May 1980
Membership since 1973

Health Care Finance Administration, US Department of Health and Human Services

Practicing Physicians Advisory Council (PPAC), 2000 to 2004

Health-It World

Editorial and Conference Advisory Board, 2003 to 2005

Healthy Women & Babies, LLC (A network of Obstetrician/Gynecologists,

Nurse Practitioners and Midwives)
Founder, President, Board Chair, 1997 to 2001

iHealth Alliance

EHR Advisory Board, 2011-2015

The Joint Commission

Board of Commissioners, January 2003 to February 2011
Standards and Survey Procedures Committee, Vice Chair
Information Dissemination Workgroup
Vice-chair Health IT Workgroup
Member, Expert Panel on Health-IT
Board Liaison to Small and Rural Hospitals Special Interest Workgroup
Board Liaison to Business Advisory Group

Joint Commission Resources -- Joint Commission International

Director, January 2006 to February 2011
Accreditation Committee
Treasurer
Chair, Finance Committee
Globalization Workgroup

Lower Merrimac Valley Physician Hospital Organization

Board of Directors, 2001 through 2014
Wrote major part of successful grant application to the Massachusetts e-Health Collaborative for a health information data exchange for the Greater Newburyport Medical Community
Steering Committee for the Greater Newburyport Health Data Exchange

Massachusetts Medical Society

President, 1996-1997
Speaker 1992-1994
Chaired and supervised reorganization process of the Society
Wrote Rules of the House of Delegates
Chair, Committee on Nominations, 1988-1989

Medem

Physician Advisory Committee 2001-2007

HIMSS New England Chapter

Treasurer 2020 to 2022

Optum, Inc. (formerly Ingenix, Inc.)

Chair, National Physician Advisory Board, 9/26/2010 to 2014
Advisor, 2010 to 2014

Radix Health, LLC

Board of Advisors, 2015 to present

RequestHealth.com

Advisory Board 2001-2003

Tufts Associated Health Maintenance Organization

Board Member, 1986-1997

Wellport (the regional health information network for greater Newburyport medical community)

Steering Committee, 2006 to 2018
Chief Medical Information Officer (Manager of Implementation), 2013 to 2018

West Newbury Democratic Town Committee

2017-Present

West Newbury Parents Teachers Association

President, 1978

Whittier IPA (Serving 25,000 patients and 200 physicians in the Merrimack Valley)

Founder

President 1985-1995

Board of Directors, 1985 to 2014

Chief Medical Information Officer, 2013 to 2018

Manager of HIE Implementation, 2013 to 2018

Women's Health Care

President, 1985-1998

Medical Director 1992-1996

World Medical Association

Member of Council and Ethics Committee, 2008-2009

Chairperson, Associate Membership, 2014-present

PUBLICATIONS:

Health IT and Solo Practice: A Love-Hate Relationship, Heyman, Journal of Law, Medicine & Ethics, Spring 2010, p14-16.

Shopping for a good doctor, Heyman, Boston Globe, October 24, 1996

A Balance between Healing and Harm, Heyman, Washington Post, March 10,

Human Genetics, 54, 25-30

Dysfunctional Uterine Bleeding, Heyman; Family Practice Recertification 1997

H-Y Antigen in 46,XY Gonadal Dysgenesis, Wachtel, et al;

, 4, 6, 75-85

AWARDS:

Investing in Information Award, September 26, 1997, Massachusetts Health Data Consortium

Massachusetts Medical Society Community Physician of the Year, 2008 (Essex North)

2010 Physician Mentor Recognition by the AMA Women's Physician Congress

Young at Heart Award, June 2011, Young Physician Section of the American Medical Association



Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 115.

The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: selectmen@wnewbury.org

Name: _____

Address: _____

e-mail: _____

Mobile phone: _____ Home phone: _____

Board(s) or committee(s) you are interested in volunteering on:

Current or past committees served on: _____

Relevant skills, expertise and education: _____

All board or committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law, Open Meeting Law, Public Records Law, the Bylaws of The Town of West Newbury and all other applicable federal, state and local laws or regulations.

Signature: Joseph W. Ferguson Date: _____

Board/Committee _____

Appointing Authority _____

Date of Appointment _____ Sworn in _____



WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

978-363-1213
978-363-1114 fax

Jeff Durand, Police Chief
durand@westnewburysafety.org

TO: Angus Jennings, Town Manager

FROM: Jeff Durand, Chief of Police

DATE: July 8, 2020

RE: Reserve Officer Appointments

Angus, I would like to have the following two candidates appointed as Reserve Police Officers by the Board of Selectmen at the next meeting.

Nicholas Levesque, who has been employed by the Town of West Newbury since 2018 as a part time dispatcher and Ryan Green, who lives in Rowley, MA and is employed by North Shore community college as a security officer. Both individuals have completed the Reserve Officer Academy, background checks, and psychological testing.

Thank You, Chief Durand

Town Manager

From: Jane Krafton
Sent: Wednesday, July 15, 2020 8:21 AM
To: Town Manager; Paul Sevigny
Cc: 'Bob Janes'; Blake [REDACTED]; Finance Admin
Subject: RE: BoS meeting

Hi Angus,

Appreciate the information.

Today's meeting is discussion, the first of several I'm sure.

I'm on vacation this week, but plan on attending this afternoon's meeting and I will pass along notes of their discussion ASAP.

Thank you.

Jane

From: Town Manager
Sent: Tuesday, July 14, 2020 7:08 PM
To: Jane Krafton; Paul Sevigny
Cc: 'Bob Janes'; Blake Seale; [REDACTED]; Finance Admin
Subject: RE: BoS meeting

Jane,

We'll pencil this in for Monday's (7/20) BOS agenda. Archie signs off on final agenda but I'm sure will be agreeable. I saw the BOH agenda for tomorrow afternoon. Is the BOH taking the lead on drawing up a reopening plan (or plans, as the case may be)? It will be good to understand the goal of Monday's BOS mtg so we can prepare properly. Please let me know how this should be listed on the agenda – discussion? Review of a proposal? Vote? I'm assuming it'll be more toward the discussion stage but let me know.

As I've discussed w Paul a few times, I've been hoping to find time to advance an early draft of a reopening plan and circulate something for staff review, but unfortunately haven't found time to get this done – and with the Finance Dept in overdrive due to fiscal year closeout/start-up, I don't see my schedule lightening up anytime soon.

I do want to share, as follows, the occupancy numbers I'd asked Sam to prepare a few weeks ago, when we were looking at the potential 25% occupancy threshold. I'm not sure how relevant this info is or isn't, but sharing in case helpful:

- Public Safety Building, 401 Main Street – Occupant Load is 97 which is verified by the occupancy certificate.
- Old Town Hall, 491 Main Street – The issued Certificate of Inspection lists a range of 94-298 depending on the way the building is used: tables and chairs set up = 94; standing room only = 298.
- 1910 Building, 381 Main Street – No CO or CI on file. Based on the Building Code Business use, we are allowed 100 occupants per 1000 gross sf. Building is 13,800sf so occupant load = 138.
- Library, 490 Main Street – No CO or CI on file. Square footage is 6,289sf = 62 occupants. Due to the specialized use of the structure we could make assumptions if needed that the books take up roughly half of the floor space and reduce occupant load by half as well.
- DPW Garage, 693 Main Street – No CO or CI on file. Square footage 1000sf = 10 occupants if this is used as a business office.

Sam noted that, for some of the buildings, it would be necessary to hire an architect to calculate an exact number for the occupant load based on all the criteria the building code takes into account. That being said he does feel the numbers he's provided reasonably reflect an occupant load.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org

From: Jane Krafton <jkrafton@wnewbury.org>
Sent: Monday, July 13, 2020 1:10 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: 'Bob Janes' [REDACTED]; Blake Seale [REDACTED]
Subject: BoS meeting

Hi Angus,

My board is hoping to get on the Selectmen's meeting agenda next Monday to start discussing opening of building. Would they happen to have an available slot of time for the BoH?

Thank you.

Jane Krafton

Town of West Newbury
Board of Health Admin. Assistant



**SECTOR SPECIFIC WORKPLACE SAFETY STANDARDS FOR
LIBRARIES TO ADDRESS COVID-19
Updated as of July 6, 2020**

Purpose

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix upon which these guidelines are based can and does change frequently, and the owner or operator for each library is accountable for staying abreast of any updates to these requirements.

Safety Standards for Libraries in Massachusetts:

No activity in Libraries can occur without meeting these sector specific COVID-19 workplace safety standards for Libraries. These standards apply to all Libraries until rescinded or amended by the State.

The following workplace specific guidance is organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Each library must monitor patron entries and exits and limit occupancy at all times to the greater of the following:
 - 40% of the building's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder
 - Buildings for which no permitted occupancy limitation is on record may allow 8 persons (including staff) per 1,000 square feet of accessible space
 - In any case, no enclosed space within the building may exceed occupancy of 8 persons per 1,000 square feet
 - All occupancy counts and calculations shall include patrons, staff, and other workers
- Ensure separation of 6 feet or more between individuals where possible:
 - Close or reconfigure common spaces and high density areas where workers and patrons are likely to congregate (e.g., break rooms and eating areas for workers; lobbies and workstations for patrons) to allow social distancing
 - Physical partitions must separate workstations that cannot be spaced out (partitions must be at least 6 feet in height)
 - Install physical barriers for checkout stations where possible; otherwise maintain 6 feet distance by closing adjacent checkout stations as needed to establish 6 feet of separation
 - Install visual social distancing markers to encourage patrons to remain 6 feet apart (e.g., lines outside of the libraries if applicable, checkout lines, lines to use the restroom)
 - Mark rooms and hallways to indicate 6 feet separation

- Stagger lunch and break times, regulating max number of people in one place and ensuring at least 6 feet of physical distancing
- Require face coverings for all workers and patrons, except where unsafe due to medical condition or disability
- Establish directional pathways to manage visitor flow for foot traffic, to minimize contact (e.g., one-way entrance and exit to rooms, one-way pathways). Post clearly visible signage regarding these policies
- Arrange all public computers and technology so work stations are spaced out at least 6 feet apart
- If spacing or physical partitioning is not possible, equipment should be blocked off (e.g., every other or every third computer) to maintain 6 feet distancing
- Contactless payment methods are encouraged
- Offer self-checkout where possible

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Post visible signage throughout the site to remind workers of hygiene and safety protocols
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for both workers and patrons
- Avoid sharing equipment and supplies between workers
- All public computers and other shared technology and equipment accessible to multiple users must be wiped down and disinfected between uses. Provide disinfectant wipes at each work station for patrons to wipe down equipment after use
- Books and other materials should be placed in marked containers after patron handling or return and subject to 24-hour quarantine before being returned to shelves by library workers

III. Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature and symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Facilities must screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea

- Worker has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
- Workers who fail to meet the above criteria must be sent home
- Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Maintain a log of workers and patrons to support contact tracing (name, date, time, contact information) if needed
- Libraries are encouraged to offer exclusive hours or other accommodations for those in high-risk populations as defined by the CDC
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Workers must stay home if feeling ill
- Encourage workers who test positive for COVID-19, to disclose to library managers for purposes of cleaning, disinfecting, and contact tracing. If library management is notified of a positive case at the workplace, management shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and patrons of important health information and relevant safety measures as outlined in the Commonwealth’s [Mandatory Safety Standards for Workplace](#)
- Libraries should maintain operating hours that allow for on-going off-hour sanitation and cleaning
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- Limit movement of workers to discrete work zones to minimize overlap where possible
- Consider waiving fines and extending due dates to discourage patrons from coming into the library in-person
- Allow water fountains to be used as refill stations only, provided that social distancing can be maintained. Patrons and workers should bring their own water bottles
- Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth’s Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the [Reopening Plan website](#), applicable to the amenity or service. Examples include:
 - Restaurants and cafes: Must follow the latest restaurant guidance
 - Book shops: Must follow the latest retail guidance

IV. Cleaning and Disinfecting

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, baskets, carts, worker break rooms)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
- Open windows and doors to increase airflow where possible
- Once returned or handled by patrons, remove books from service for 24 hours (before it can be returned by workers and checked out by another patron)

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#) (Updated 3/21/20)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website

mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Town Manager

From: Paul Sevigny
Sent: Thursday, July 16, 2020 10:00 AM
To: Finance Admin; Sam Joslin (sjoslin@grovelandma.com); Town Manager; Residents Admin; Conservation; Brian Richard; Assistant Clerk; DPW Admin; Glenn Clohecy; Jane Krafton; Community Preservation Committee; Joan Croteau; WNWater; John Savage; Leah Zambarnardi; Assistant Assessor; Meredith Stone; Michael McCarron; Mike Gootee; Planning Admin; Selectmen; Town Accountant; Susan Yeames; COA; DPW Director
Cc: Corinn Flaherty; Susan Curry; 'EMA'; Chief Jeffrey Durand; Fire Chief Dwyer (dwyer@westnewburysafety.org); Blake Seale [REDACTED]; Bob Janes [REDACTED]; David Archibald; Glenn Kemper; Rick Parker; Public Nurse
Subject: RE: Facial Coverings

Facial Covering
Reminder. I am still
receiving complaints and
seeing ignorance first
hand. Be part of the TEAM
and cover your face.

From: Paul Sevigny
Sent: Thursday, July 9, 2020 12:15 PM
To: Finance Admin <finance.admin@wnewbury.org>; Sam Joslin (sjoslin@grovelandma.com) <sjoslin@grovelandma.com>; Town Manager <townmanager@wnewbury.org>; Residents Admin <residents.admin@wnewbury.org>; Conservation <conservation@wnewbury.org>; Brian Richard <brichard@wnewbury.org>; Assistant Clerk <assistantclerk@wnewbury.org>; DPW Admin <DPWAdmin@wnewbury.org>; Glenn Clohecy <gclohecy@wnewbury.org>; Jane Krafton <jkrafton@wnewbury.org>; Community Preservation Committee <cpc@wnewbury.org>; Joan Croteau <inspection.admin@wnewbury.org>;

WNWater <wnwater@wnewbury.org>; John Savage <jsavage@wnewbury.org>; Leah Zambernardi <lzambernardi@wnewbury.org>; Assistant Assessor <asst.assessor@wnewbury.org>; Meredith Stone <chief.assessor@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>; Mike Gootee <mgootee@wnewbury.org>; Planning Admin <planning.admin@wnewbury.org>; Selectmen <selectmen@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>; Susan Yeames <syames@wnewbury.org>; COA <coa@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>
Cc: Corinn Flaherty <cflaherty@westnewburylibrary.org>; Susan Curry <s1@westnewburysafety.org>; 'EMA' <ema@westnewburysafety.org>; Chief Jeffrey Durand <durand@westnewburysafety.org>; Fire Chief Dwyer (dwyer@westnewburysafety.org) <dwyer@westnewburysafety.org>; Blake Seale [REDACTED]
[REDACTED]; Bob Janes [REDACTED] tfahey63
[REDACTED] David Archibald <darchibald@wnewbury.org>; Glenn Kemper <gkemper@wnewbury.org>; Rick Parker <rparker@wnewbury.org>; Public Nurse <phn.wnewbury@gmail.com>

Subject: Facial Coverings
Importance: High

Good afternoon,

I am still getting complaints about individuals entering the building and/or walking the halls without facial coverings. Please be considerate of others and wear facial coverings while in any common areas of Town Buildings. The coverings are not to protect you, but necessary to protect others from you spreading the virus. The virus is still very much alive and active and we all need to continue doing our part as we move through the summer months.

If you enter the building through the main door, please remember to manually lock it behind you. It has been left unlocked several times today and customers have been allowed access to roam the building.

Thank you in advance for covering your face and working as a TEAM to stop the spread.

Paul Sevigny, Health Agent
Town of West Newbury
381 Main Street
West Newbury, MA 01985
978-363-1100, x119

Town Manager

From: Town Manager
Sent: Thursday, July 2, 2020 4:37 PM
To: Paul Sevigny (psevigny@wnewbury.org)
Subject: Town policy re use/rental of town facilities
Attachments: Delegation of authority Facility Use Rentals 9-20-19.pdf

Paul – please view thread below. As you know the BOS voted back in March to disallow use/rental of town facilities, and in general I think we should stay the course for the time being. However, a couple of exceptions have now been made incl. the Pentucket gazebo event below, the upcoming WNRDC event at Pipestave, perhaps one or two others I’m forgetting – and more requests are coming in.

If we’re going to make exceptions (which I support in certain instances, incl. the 2 named above), I think it is more fair to do so pursuant to a revised policy. What would you think about the BOS easing the limitation, but with the provision that any facility use/rental would require your sign-off (based on your assessment that the adequate protocols will be followed)? (The Town rental policy is online [here](#)).

If we do this, my goal would not be to inundate your office with these requests. I would think that the only requests we should entertain, if any, would be from public sector groups (like Pentucket), affiliated non-profits (like Boy/Girl Scouts), and perhaps special events (such as the WNRDC event). Annie, working with me, would be the “gatekeeper” to ensure that your office isn’t flooded with even more case-by-case reviews... which I know are time-consuming to process.

In a normal year, the BOS office (via Annie) reviews/approves nearly 1,000 facility use/rental requests. In the old days, these all went to the BOS. Then, they all went to me. Many of them still do come to me (and the 2 Chiefs) for signature, though last fall we did authorize Annie to approve small, routine requests a while back to further streamline the process (per attached memo). It is a workload issue and I don’t want to make it your problem... but I think we should either have a black & white policy, or if we’re going to make exceptions I think this should be pursuant to an updated BOS policy and these would, by necessity I think, require your sign-off.

Since Police and Fire already sign off on most of these requests, and Annie reviews all of them, perhaps there would be a way that you could train one of those offices to look at the requests for the COVID precautions/protocols you would normally look for, and – if you were comfortable doing so – delegating your review to someone else who’s reviewing them anyway. We’ve worked hard during my time to make these reviews/approvals more efficient and less staff-time-intensive than they used to be, and I don’t want to backslide, but in the current circumstances I do think your review – either directly or through someone looking “through your lens” will be important.

This item is not presently agenda’d but if we work it out to a point where you agree it makes sense I’d like to bring something to the Board later in July – even if it’s a recommendation to make no policy change – simply to ensure that the advice Annie is giving (no rentals) continues to reflect their policy intent.

If/when the Board does loosen the restriction, I’m aware this will carry additional implications for cleaning protocols, hence impact on DPW/B&G staff. These manpower issues would need to be addressed, and in my opinion reflected in an updated fee schedule.

Thanks.

From: Residents Admin <residents.admin@wnewbury.org>
Sent: Wednesday, July 1, 2020 12:41 PM

To: Town Manager <townmanager@wnewbury.org>

Subject: Re: Gazebo gathering

That sounds right.

~annie

Anniz Stirling

Residents Services Administrator

Town of West Newbury

381 Main Street

West Newbury, MA 01985

978-363-1100 ext 113

residents.admin@wnewbury.org

From: Town Manager <townmanager@wnewbury.org>

Sent: Wednesday, July 1, 2020 12:35 PM

To: Residents Admin <residents.admin@wnewbury.org>

Subject: RE: Gazebo gathering

BOS will be looking for advice from BOH on when and how to re-open facilities. Adding their sign-off may be – at least in the interim – a better approach to allow at least some limited use.

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

townmanager@wnewbury.org

From: Residents Admin <residents.admin@wnewbury.org>

Sent: Wednesday, July 1, 2020 12:25 PM

To: Town Manager <townmanager@wnewbury.org>

Subject: Re: Gazebo gathering

The buildings are still closed - what do you think about waiting until the BoS open the facilities and at that time add guidelines from the Health Agent and the BoH - masks, social distancing, limit the number of people and possibly add a required signature for questionable events.

~annie

Anniz Stirling

Residents Services Administrator

Town of West Newbury

381 Main Street

West Newbury, MA 01985

978-363-1100 ext 113

residents.admin@wnewbury.org

From: Town Manager <townmanager@wnewbury.org>

Sent: Wednesday, July 1, 2020 12:04 PM

To: Residents Admin <residents.admin@wnewbury.org>

Subject: RE: Gazebo gathering

Thanks. Should we propose a temporary policy amendment to the rental of town facilities policy, whereby BOH (or Health Agent) is added as a required signatory? Let me know, this could be put on the 7/6 BOS agenda if appropriate. Thanks

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

townmanager@wnewbury.org

From: Residents Admin <residents.admin@wnewbury.org>

Sent: Wednesday, July 1, 2020 12:00 PM

To: Town Manager <townmanager@wnewbury.org>

Subject: Gazebo gathering

Hi Angus~

FYI- I heard from Paul and the BOH gave the go ahead for the small gathering on the lawn by the gazebo. Instructions - face masks and social distancing. They plan to meet after 6:00pm for less than an hour.
~annie

Anniz Stirling

Residents Services Administrator

Town of West Newbury



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Annie Sterling, Residents' Services Administrator
FROM: Angus Jennings, Town Manager
DATE: September 25, 2019
RE: Delegation of authority for some facility rentals

Under the Town Manager legislation Sec. 8(j), "The town manager shall have jurisdiction over the rental of all town facilities and real property."

Pursuant to that authority, I have received approval from the Board of Selectmen, by their unanimous vote at a duly noticed public meeting on August 19, 2019, to delegate approvals for certain types of facility rentals to you.

You are hereby authorized to approve Facility Use Requests meeting the following thresholds:

- No alcohol; and
- Under 30 people attending; and (including but not limited to):
- Recurring meetings – sports, Boy Scouts, Garden Club, condo and homeowners' association, etc.

For requests meeting the above criteria, approvals by Chief Durand and Chief Dwyer will no longer be required. Your office would, however, continue to make public safety personnel aware of off-hours facility rentals so they would know when the various facilities are scheduled to be occupied. You should also continue to share information and coordinate with the Building & Grounds superintendent and staff, as you have done.

Other Facility Use Requests will continue to require my approval, and signatures from both Chiefs.

These changes were approved by the Board with the goal of reducing staff time associated with processing facility use requests; and I expect these changes may also increase timeliness of approvals.

The Board has also authorized me to modify the facility use rental policy and forms to reflect this new process. These changes will be made and uploaded to the website as time allows.

Please let me know if you have questions, and thank you for your initiative in bringing forward these helpful suggestions!

cc: *Chief Durand, Chief Dwyer, Michael McCarron, Brian Richard*

DESCHENES & FARRELL, P.C.

Attorneys at Law
515 Groton Road, Suite 204
Westford, MA 01886
Telephone: (978) 496-1177
Facsimile: (978) 577-6462

Douglas C. Deschenes
Kathryn Lorah Farrell
*Melissa E. Robbins**

**Admitted in MA and NH*

July 14, 2020

Town of West Newbury Conservation Commission
381 Main St
West Newbury, MA 01985
Attn: Bert Comins

**RE: NRAD Application, DEP File Number 078-0707
Cottage Advisors MA, LLC**

Dear Bert and Members of the Commission,

As you know this past March, we filed for a Notice of Resource Area Delineation for the property off of Coffin Street and Main Street on behalf of Cottage Advisors MA, LLC. The Commission decided at that time to delay the opening of the hearing in conformance with Chapter 53 of the Acts of 2020; "An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19" which provides for suspension of certain statutory deadlines relating to land use permitting during the state of emergency, plus 45 days. Under that regulation, the Commission may postpone hearings during the state of emergency but is not obliged to.

My client certainly appreciates and understands the Commissions delay in opening the hearing due to Pandemic at that time. Since the time, the Commission has become proficient in holding public hearings virtually and allowing for presentations and public participation during these hearings. Furthermore, site visits can also be held successfully with proper social distancing.

As you know, Cottage Advisors MA, LLC is currently proposing a development pursuant to Massachusetts General Laws Chapter 40B. We have received extensive comments from the Town of West Newbury along with residents of the Town of West Newbury. Many of these comments were regarding the impacts to the wetlands and the proposed development's location in relation thereto. At this point we think it would be beneficial to the Town and the Developer to open the hearing so this line can be determined.

We kindly request that you reconsider holding a public hearing for this matter so that we can continue with the NRAD process and respond to the comments raised by the Town and the residents. Thank you for your consideration.

Very Truly Yours,

A handwritten signature in black ink that reads "Melissa Robbins". The signature is written in a cursive style with a large, stylized initial 'M'.

Melissa Robbins

Town Manager

From: Wendy Reed [REDACTED]
Sent: Tuesday, July 7, 2020 10:38 AM
To: Town Manager
Subject: Amended ECTA Trail Management Plan
Attachments: ECTA Management Plan Amendment 2020.pdf

Hi Angus,

Attached is an amended ECTA Trail Plan before the Con Comm for a three year extension to their Order of Conditions. In response to interest from members of the Con Comm and Open Space Committee, ECTA agreed to allow town groups to complete work under this plan. Please note the limits on liability included with this amendment and see whether you think town counsel needs to review this language.

The BOS voted on May 18, 2018 to move forward with the Wetland Trail Corridor Maintenance Plan that allows limited trail work by members of the Open Space Committee, Mill Pond Committee and West Newbury Riding and Driving Club without a formal filing with the Conservation Commission. The ECTA plan allows more extensive trail work including stream crossings and culvert work as long as the notification and technical requirements of the plan are followed. By not requiring the formal Con Comm filing process, this plan will streamline approval of trail work in wetland areas on town owned properties. It is our intent to have the Conservation Agent be the point of contact to coordinate trail work completed under this plan.

As the landowner, the town/BOS would be notified as part of the notification process outlined in this plan each time work is to be completed. There would be the opportunity then for their input and approval on a project specific basis, As a result, it's not clear a formal BOS approval of the amended ECTA plan is required but the Commission thought that the BOS should be in the loop on this. I will also forward the plan to the Open Space Committee and the Mill Pond Committee and request their review and input. ECTA has asked that the WN Riding and Driving Club not be included at this point as they are not a town entity and there is joint membership between the groups that would allow trail work needed by the Club to be completed by ECTA.

We are looking to modify and/or approve this extension request at our next meeting on July 20, 2020 and are requesting input prior to that meeting. If this does not work with your meeting schedule, please let me know when we could expect a response. We may end up approving the amended plan pending approval and input from the BOS, OSC and Mill Pond Committee given the short turn around we're requesting for this.

Thanks,
Wendy

Resident Andrew Kafalas stated his concern on the management of this request considering the history of the property.

Selectman Kemper motioned to take the request under advisement. Seconded by Selectman Anderson and it carried 3-0-0.

Documentation Reviewed: 15 Norino Drive Short Term Rental License Application 5/4/18

VII. Open Space and Mill Pond Committees, Riding and Driving Club: Wetland Trail Corridor Maintenance Plan

The Open Space Committee discussed the Wetland Trail Corridor Management Plan that the Open Space Committee would like to present to the Conservation Committee.

Selectman Kemper motioned to move forward with the Wetland Trail Corridor Maintenance Plan with the Open Space Committee presenting it to Conservation Commission for filing with the Heritage Foundation, and that the money will come from Selectmen Professional and Technical account. Seconded by Selectman Anderson and it carried 3-0-0.

A representative from Open Space will file the paperwork and send it to Mary Winglass.

Documentation Reviewed: Wetland Trail Corridor Maintenance Plan April 2018

VIII. Police Dept: Updating the rules and regulation manual

Police Chief Art Reed gave an update on the department accreditation with an award ceremony in September. The department rules and regulations were discussed in that updates are to bring the document to current standards within the police department.

Documentation Reviewed: Assessment for State Accreditation 5/11/18, Update to Rules and Regulation Manual 5/8/18

IX. Hilltop Circle Parking

Resident Forbes Dury requested temporary parking be allowed during construction of the Brake Hill Water Tower. He also expressed his concern on the length of the project and there appears that there has been some miscommunication between what was discussed with neighbors and the Planning Board compared to has been happening presently during the project. The Board agreed to speak with the Water Department to discuss the specifics of the construction plan for this project.

Selectman Anderson motioned to approve the payroll warrant. Seconded by Chairman Archibald and it carried 2-0-1. Selectman Kemper abstained.

Selectman Kemper discussed his concern with the invoice for Mello that is 90 days old. He also suggested to collaborate the bills from Jackson Lumber. Chairman Archibald requested detail on a check.

Selectman Anderson motioned to approve the invoice warrant. Seconded by Selectman Kemper, and it carried 3-0-0.

XVI. Reorganization of Board of Selectmen

Selectman Anderson motioned to appoint Glenn Kemper as Chairman of the Board of Selectman with a term ending May 13, 2019. Seconded by Chairman Archibald and it carried 2-0-1. Selectman Kemper abstained.

Selectman Anderson motioned to appoint David Archibald as Clerk with a term ending May 13, 2019. Seconded by Selectman Kemper and it carried 2-0-1. Chairman Archibald abstained.

XVII. Follow up meeting assignments

- Selectman Kemper will follow-up with the construction details from the water department regarding Brake Hill water tower.
- Create a policy that Board's vote a chairperson annually after July 1, 2018 meeting.
- Write a letter to the Board of Assessors recommending releasing \$300,000 from their overlay account.

XVIII. Placing items for future agendas

- The Board will review a draft of the reorganization policy at the following meeting.
- Discuss the Town Manager List of goals and priorities.
- Invite the water department to discuss the new water tower at the next meeting.
- Tony Roselli will attend the following the meeting. Selectman Anderson discussed creating a budget policy.
- Employee salary transfers
- Discuss special request forms
- The Board discussed addressing an appointed committee that is in violation of the social media policy.
- Approve the FY 19 wage detail
- Discussed the petition regarding changing the speed limit on Bridge St. Selectman Kemper recommended to notify residents on Bridge St. that they are working on the matter and

sending them documentation from the state legislature. To do this is a long and complicated process. The Board will discuss with the Police Department to have more patrol on that street.

- Invite Paul Sevigny, Board of Health to the following meeting to discuss State recommendations for the Pentucket School.
- Discuss the Draft Housing Report with MVPC and Planning Board in July.
- The Board discussed attending a meeting in Amesbury regarding the sale of recreational marijuana.

Selectman Anderson motioned to adjourn, seconded by Selectman Kemper and it carried 3-0-0.

Respectfully Submitted,

Lori Dawidowicz
Recording Secretary

TOWN CLERK MEMO

TO: Town Manager and Board of Selectmen

FROM: Michael P. McCarron

SUBJECT: Early Voting State Primary and November Election

DATE: July 6, 2020

CC:

Please be advised that the Governor has this day has endorsed Chapter 115 of the Acts of 2020. This statute deals with a number of issues regarding the conduct of the September 1, 2020 State Primary and November Presidential Election. I am attaching a copy of the memo from the Secretary of Commonwealth's Election Division regarding the changes to the election process. There are a number of changes that will expand the use of Early Voting both by mail and in person. These changes will greatly expand the workload of the Town Clerk's office not only for the additional tasks, but also regarding the numerous questions that will be directed to my office due to these changes. Including working weekends to provide access to early voting.

In this regard, I anticipate we will have to provide access to an early voting site for individuals which want to vote early in person. In the early voting for the Presidential Primary, we utilized the front lobby. I anticipate that the Town Office Building would still be closed to the public, at least for the State Primary September 1. To that end, I would suggest that early voting site be the Town Annex. For that I would need the Board's approval. The early voting period for the for the State Primary will be From Saturday August 22 to Friday August 28. For the Presidential Election.



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

MEMORANDUM

TO: Local Election Officials

FROM: Michelle K. Tassinari, Director and Legal Counsel, Elections Division

DATE: July 6, 2020

RE: Changes to State Election Laws: Chapter 115 of the Acts of 2020

The purpose of this memo is to provide information on changes to the Massachusetts state election laws. As you may be aware, House Bill 4820, An Act relative to voting options in response to COVID-19, was passed by the House and Senate last week and was just signed into law as Chapter 115 of the Acts of 2020.

While most of the changes included in the new law are temporary and will expire at the end of 2020, some permanent changes were included. A summary of those sections making permanent changes are below:

- The deadline to request an absentee ballot by mail will be **5 p.m. on the 4th business day before an election**. For Tuesday elections, in most cases, this will mean you will need to receive an absentee ballot application by 5 p.m. on the Wednesday before the election. The deadline to request an absentee ballot in person will remain 12 p.m. the day before the election.
- Similarly, the deadline to request a mail-in early ballot will be **5 p.m. on the 4th business day before an election**.
- Voters will be able to request a hand-delivered absentee ballot if they have been admitted to a health care facility after 12 p.m. on the **seventh day** before an election.
- Early voting by mail will begin **as soon as you receive ballots and materials**, as is currently the case with absentee voting. You will no longer need to wait until the early voting period begins in order to mail out early ballots.

- Mail-in ballots may be returned in person, by mail, or **by secured drop box, where provided.**

The above changes will be permanent and apply to all elections going forward. Unlike those provisions, the changes below are only for 2020 elections and they will expire on December 31st, unless extended by a new law. The 2020-specific changes are listed below, sorted by topic.

We expect that you will have questions about many of these changes. Please be aware that the Elections Division will provide additional information on many of these changes as soon as we are able.

Some of these changes will require emergency regulations to be promulgated. The Elections Division will be working as quickly as possible to promulgate the needed regulations, in the order in which they are needed.

VOTER REGISTRATION

- The voter registration deadline for any election held on or before December 31, 2020 shall be 10 days before the election. In-person registration shall be offered from 2 p.m. to 4 p.m. and 6 p.m. to 8 p.m. on the last day to register.
 - The deadline to register to vote for the September 1st primary will be Saturday, August 22nd.
 - The deadline to register to vote for the November 3rd election will be Saturday, October 24th.

VOTE BY MAIL – ELIGIBILITY

- Early voting by mail will be available for all elections in 2020.
- Any person taking precautions relating to COVID-19 shall be deemed to qualify for an absentee ballot by reason of disability for any election held on or before December 31st.
- A voter who has been instructed by a medical professional or public health official to self-quarantine in their home within 7 days of an election may vote in the same manner as someone admitted to a healthcare facility within 7 days of the election.

NOTE: To avoid voter confusion, the SOC will be referring to early ballots by mail as “Vote by Mail” ballots. Early “Vote by Mail” ballots require no excuse, and should be advertised to voters in lieu of absentee ballots, unless the voter is in a situation where an absentee ballot would be needed or preferable.

Situations where a voter may need to apply for an absentee ballot instead of a “Vote by Mail” early ballot would include military/overseas voters, voters who have been admitted to a healthcare facility or need to self-quarantine within a week of the election, voters who are specially qualified, or voters who need a family member to request the ballot on their behalf.

VOTE BY MAIL – APPLICATIONS

- The SOC must mail all voters registered who have not already applied for a primary ballot by July 1 a Vote by Mail application for an early ballot no later than July 15. The application will be send to the voter’s residential address, unless a mailing address is on file in VRIS. These applications must be pre-addressed back to the clerk’s office and postage pre-paid.
- Clerks must include a Vote by Mail application with the acknowledgement notice to all voters who register or change their address between July 1st and August 22nd, inclusive. A copy the application is included with this memo.
- The SOC must mail all voters registered who have not already applied for a State Election ballot by September 1st a Vote by Mail application for an early ballot no later than September 14th. The application will be send to the voter’s residential address, unless a mailing address is on file in VRIS. These applications must be pre-addressed back to the clerk’s office and postage pre-paid.
- Clerks must include a Vote by Mail application with the acknowledgement notice to all voters who register or change their address between September 1st and October 24th, inclusive.
- Vote by Mail Applications must be posted on every local election office’s website, as well as the SOC’s website.
- Applications for mail-in ballots are acceptable if they are submitted by email or fax, as long as the signature is visible and it is signed in substantially the same manner as a handwritten signature. This includes applications signed with a mouse, stylus, or finger. Applications with typed signatures are still not acceptable.
- The deadline to submit a Vote by Mail application or absentee ballot application for mailed ballot for the primary will be 5 p.m. on Wednesday, August 26th.
- The deadline to submit a Vote by Mail application or absentee ballot application for mailed ballot for the primary will be 5 p.m. on Wednesday, October 28th.
- The SOC must establish an online ballot request portal by October 1st.

VOTE BY MAIL – MAILING BALLOTS

- Return ballot envelopes (AV-8s) must be postage pre-paid and pre-addressed to the voter's local election office.
- Early ballots for the State Election must be postmarked by November 3rd and received no later than 5 p.m. on November 6th on order to be counted. All primary ballots still need to be returned by 8 p.m. on September 1st in order to be counted.

NOTE: The Elections Division will be providing you with postage pre-paid and pre-addressed AV-8 return ballot envelopes to send to your voters.

IN-PERSON EARLY VOTING

- In-person early voting for the State Primary and any local election being held on September 1st shall be held from Saturday, August 22nd – Friday, August 28th.
- In-person early voting MUST be offered in at least one location in each municipality on Saturday, August 22nd AND Sunday, August 23rd. The required hours for each Saturday and Sunday are based on the number of registered voters in your community. They are:

# of Registered Voters	Required Hours Per Day
0 - 4,999	2 Hours
5,000 - 19,999	4 Hours
20,000 - 39,999	5 Hours
40,000 - 74,999	6 Hours
75,000+	8 Hours

- In-person early voting MUST be offered in at least one location in each municipality on Saturday, October 17th, Sunday, October 18th, Saturday, October 24th, and Sunday, October 25th. The required hours each day are the same as the ones above for the primary.
- Early voting sites for the State Primary must be designated no later than August 7th.
- Early voting locations, dates, and hours for the primary must be published no later than August 14th. The notice shall be posted conspicuously in the clerk's office or on the city/town bulletin board, on any other public building considered necessary, the city/town website, the SOC's website. To post on the SOC's website, you will need to have your early voting info entered into VRIS before August 14th.

- Early voting sites for the State Election must be designated no later than October 2nd.
- Early voting locations, dates, and hours for the State Election must be published no later than October 9th. The notice shall be posted conspicuously in the clerk's office or on the city/town bulletin board, on any other public building considered necessary, the city/town website, the SOC's website. To post on the SOC's website, you will need to have your early voting info entered into VRIS before October 9th.
- Primary ballots and envelopes must be delivered by the SOC to each city and town no later than August 3rd.
- Election ballots and envelopes must be delivered by the SOC to each city and town no later than October 9th.

ELECTION DAY

- At least 3 days before moving a polling place, the selectmen or city council must evaluate and report on whether the change would have a disparate adverse impact on the basis of race, national origin, disability, income, or age. The report must be posted on the city/town's website and in the clerk's office.
- Polling place changes must be posted on the municipal website and other places determined by the selectmen or city council. Voters shall be notified by electronic means, to the extent possible, including by email or by reverse 911 call. You DO NOT need to mail a notice to every household this year.
- In cities, polling places may be moved to a non-adjacent precinct if the city council determines that the public convenience or public health would be better served.
- If the clerk determines, in writing, that there is a deficiency in the number of poll workers, the appointing authority may appoint additional poll workers without regard to political party, voter registration status, residency, or inclusion on a list from the local party committees.
- If any poll worker positions are still vacant 3 weeks before an election, the clerk may appoint people to fill those vacancies without regard to political party, voter registration status, residency, or inclusion on a list from the local party committees.
- The clerk may choose to eliminate the check-out table and list for elections this year.

- The SOC will promulgate regulations and certify at least 1 e-poll book by July 15th.
- The SOC will consult with the Department of Public Health and promulgate regulations regarding safety at polling places.

COUNTING BALLOTS

- Ballots cast by mail may be opened and inserted into a tabulator or ballot box before the day of the primary or election, provided that the ballots are kept secured, locked, and unexamined until the polls are closed. The SOC will be providing regulations on processing ballots before Election Day.
- Absentee and early ballots cast by voters who have since died will still be counted, as long as the ballot was mailed, delivered by hand or put into a drop box or voted in person prior to the voter's death.
- Any voter who has returned an early or absentee ballot that has been accepted cannot vote in person on Election Day.

We hope this information is helpful and will continue to provide clarification and instruction as we move through this process.

TOWN CLERK MEMO

TO: Town Manager and Board of Selectmen
FROM: Michael P. McCarron
SUBJECT: Early Voting
DATE: July 7, 2020
CC:

Following up on my recent memo regarding early voting for the September 1 State Primary and the November Presidential Election, the Board of Selectmen needs to take the following action:

The Board needs to vote to designate the Town Annex, 379 Main Street as the early site. The vote should be as follows:

I move that the Early Voting site for the September 1 State Primary and the November 6 Presidential Election be the Town Annex, 379 Main Street, West Newbury, MA.

This designation needs to be done by August 7, 2020.

The schedule for early voting for the September 1, 2020 State Primary is as follows:

Saturday,	August 22, 2020	from	2PM to 8PM
Sunday,	August 23, 2020	from	12 Noon to 3PM
Monday	August 24, 2020	from	8AM to 4:30PM
Tuesday	August 25, 2020	from	8AM to 4:30PM
Wednesday	August 26, 2020	from	8AM to 4:30PM
Thursday	August 27, 2020	from	8AM to 4:30PM
Friday	August 28, 2020	from	8AM to 12 Noon

The last day to register to vote to participate in the September 1 State Primary is August 22, 2020. Registration will be available concurrent with the Early Voting hours on August 22 at the Town Annex.

2020 Vote by Mail Application



William Francis Galvin
Secretary of the Commonwealth

Voter Information

1

Name: _____

Address of Voter Registration: _____

Date of Birth: _____ Telephone Number: _____

E-mail Address: _____

Ballot Information

2

Ballot Requested For:

September 1, 2020 Primary*

November 3, 2020 Election

All 2020 Elections*

* Independents – Choose Your Primary Ballot:

Democratic

Republican

Green-Rainbow

Libertarian

Mail Ballot to: _____

Assistance (If applicable)

3

Voter required assistance in completing application due to physical disability.

Assisting person's name: _____

Assisting person's address: _____

Signed (under penalty of perjury): _____ Date: _____

Eligibility

Any registered voter may use this application to request a mail-in ballot for any election being held in 2020.

Completing the Application

1. Voter Information – Provide your name, the address where you are registered to vote, and date of birth. Telephone number and e-mail address are optional.
2. Ballot Information – Choose which election(s) in which you want to vote by mail. **If you are voting by mail in the State Primary and you are Unenrolled (Independent), choose one party ballot.** Also provide the address where you want the ballots mailed.
3. Assistance – If you are assisting a voter in completing this application, complete this section.
4. Sign your name – If you require assistance in signing the application, you may authorize someone to sign your name in your presence. That person must complete the assisting person's information in Section 3.

Submitting the Application

Send the completed application to the local election official at your city or town hall.

Find contact information for local election officials at www.sec.state.ma.us/ele or by calling 1-800-462-VOTE (8683).

Applications can be mailed or hand-delivered. Applications may also be submitted electronically by fax or e-mail, as long as your signature is visible.

If you're applying for a State Primary ballot, this application must arrive at your local election office by **August 26**.

For November 3 State Election ballots, the application must arrive by **October 28**.



I

**Town of West Newbury
Board of Selectmen
Tuesday, May 26, 2020
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting – DRAFT**

Open Session: 7pm by remote participation (see below)

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (786) 535-3211

Access Code: 765-986-013

Or, from computer, tablet or smartphone: <https://global.gotomeeting.com/join/765986013>

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

The meeting was called to order at 7:06 p.m. by Chairman David Archibald.

Participation at the Meeting:

- ❖ Board of Selectmen: David Archibald, Richard Parker and Glenn Kemper
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh
- ❖ Police Chief Jeffrey Durand
- ❖ Moderator KC Swallow
- ❖ Town Accountant/Business Manager Stephanie Fronteira
- ❖ Donald Doak
- ❖ Adam Stone

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below
- Recognition of Memorial Day 2020

Chairman David Archibald thanked all those involved in putting together such a meaningful tribute in honor of Memorial Day, with special thanks going out to Town Manager Angus Jennings and Adam Stone for their time taking pictures, shooting video and editing work. The video is available on the Town's Website, Facebook and YouTube accounts.

- Announcement of HILLAP grant award for improvements to Hills Court and Boynton Court

Town Manager Angus Jennings shared that the Housing Authority received word they have been awarded the HILLAP Grant for improvements to kitchens and bathrooms at Hills Court and Boynton Court. The amount of the award will be included in the official letter, expected presently, and is estimated to be substantial. At Town Meeting this past fall, voters authorized \$387,000 for these improvements and based on the HILLAP program the State match tends to be \$2.5 for every \$1 of local funds spent. Once the official letter is received, it will be shared with the Board.

- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Request for appointment of Interim Sergeant Jay Johnson as Police Sergeant – *Police Chief Durand*

Police Chief Durand requested appointment of Interim Sergeant Jay Johnson as Police Sergeant noting that he has done an exemplary job for the Department as acting sergeant since being appointed last year.

Motion was made by Selectman Richard Parker to appoint Interim Sergeant Jay Johnson as Police Sergeant, seconded by Selectman Glenn Kemper.

Yes 3, No 0

- B. Consideration of appointment of temporary Constable

Town Clerk/Counsel Michael McCarron advised that it is necessary to appoint a temporary Constable to assist with the June 3, 2020 election and recommended Dan Grabowski, a retired State Police Officer and resident in Town.

Motion was made by Selectman Glenn Kemper to appoint Dan Grabowski as a Constable for the June 3, 2020 election, seconded by Selectman Richard Parker.

Yes 3, No 0

- C. Updates regarding coronavirus pandemic, including updates from Town Counsel regarding recent and proposed legislation regarding COVID-19

Town Manager Angus Jennings spoke about the guidance received from STAM on accessing the CARES Act funding available to Massachusetts governments to pay costs incurred in response to COVID-19. The Town has until June 5th to submit certification for first round funding. Discussion took place on eligible uses which is still being explored with new guidance coming out daily.

Chairman David Archibald asked how the Town has been functioning with the number of employees that are working remotely. Town Manager Jennings stated that the Town is doing a good job managing the baseline services; however, expressed the difficulties faced in advancing the Town's policy agenda.

Town Clerk/Counsel announced that the election will be going forward as scheduled and ensured the public that social distancing protocols will be observed as well as personal protective gear made available for anyone who does not have their own. The procedure for voting by absentee ballot for anyone who is not comfortable with in-person voting was reiterated.

- D. Updates on recent meetings with Town Clerk/Counsel, Town Moderator and Health Department regarding Special and Annual Town Meeting scheduled for Saturday, June 27, 2020 at 10am

Discussion took place with the Board of Selectmen, Moderator KC Swallow and Town Clerk/Counsel Michael McCarron concerning the proposed site for Town Meeting and the planning in process for check-in and seating while observing social distancing. It was recommended, and agreed upon, that a section be designated for anyone not wearing a face covering for health reasons.

- E. Updates on planning underway for re-opening of Town buildings and facilities incl. Library

Town Manager Angus Jennings informed the Board that planning continues toward phased reopening of Town buildings and facilities; however, timelines are not firm and subject to change as we continue to get updated guidance from the Department of Public Health.

- F. Discussion of FY21 Budget including potential need to propose 1/12 budget if proposed budget not approved by June 30th

Chairman David Archibald addressed the need to file a 1/12th budget request for approval from DLS prior to June 30th as a precautionary measure. If due to emergency circumstances the Town is unable to hold an Annual Town Meeting prior to June 30, 2020 then as of July 1, 2020 would be unable to spend any funds. A *minimum* 1/12th of the prior year's budget would be proposed based on forecasted expenditures for the month.

Town Clerk/Counsel Michael McCarron recommended that the Board preplan a rain date for the Annual and Special Town Meetings and make it known to residents in order to better position the Town to have an approved budget by June 30, 2020. He suggested a date of Sunday, June 28th to which the Board and Moderator agreed adding that Monday, June 29th in the evening could also be considered.

- G. Review of Town Manager proposal to increase proposed FY21 veterans' services budget

Town Manager Angus Jennings briefed the Board on a proposed increase to the FY21 veterans' services budget due to notification that a veteran who qualifies for benefits pursuant to MGL Ch. 115 has recently moved to town. His proposal is contained in the agenda packet.

Motion was made by Selectman Glenn Kemper to increase the proposed FY21 veteran's services budget from \$10K to \$24K, seconded by Selectman Richard Parker.

Yes 3, No 0

H. Discussion of funding for pay for Summer Recreation Program staff

Town Manager Angus Jennings, since learning the Summer Recreation Program was canceled and, therefore, not generating revenues for the Summer Rec. revolving fund, brought forward the question of whether to compensate the two program coordinators their full stipend authorized for the season. These employees invested time planning for the program in advance of COVID-19 and the subsequent decision to cancel. The Board felt that compensation should be made for hours worked; however, not for time lost due to cancelation of programs. Town Manager Jennings stated he had a clear sense of the Board's direction on this.

I. Updates regarding Coffin Street/Main Street 40B housing proposal

Town Manager Jennings gave an update regarding the Town's ongoing review of the developer's application to MassHousing for 40B Project Eligibility/Site Approval for the site at 566 Main Street and 28 Coffin Street. Town Manager Jennings and Chairman Archibald each commended the Planning Board and staff for their tremendous efforts toward comments provided on the application (contained in the agenda packet.)

The Board of Appeals is working with the Town Manager and Building Inspector, in consult with outside legal counsel Jon Witten, to review and update its existing 40B rules and regulations. A draft is anticipated to be completed by end of week and circulated to the ZBA for approval at their meeting on June 2nd and subsequently referred to public hearing on June 11th with a goal to have new 40B regulations locally approved prior to the June 16th deadline.

J. Discussion of anticipated citizen petition article to provide supplemental funding regarding Coffin Street/Main Street 40B proposal

Chairman David Archibald, in anticipation of receiving a citizens' petition article, consulted with Town Moderator KC Swallow about timing and logistics for a second Special Town Meeting which, in accordance with Massachusetts statutes, has to be called within forty-five days of certifying that the petition has been signed by at least two hundred registered voters. Following discussion and consideration of all options and potential complications, it was agreed that it would make sense to call a second Special Town Meeting on the same date, time and place as the Annual and Special Town Meeting currently scheduled for Saturday, June 27, 2020 at 10am. Discussion continued regarding how to best conduct abbreviated meetings. Town Manager Jennings will recommend Articles that could be passed over without putting the Town's legal or financial obligations at risk. The Board will consider his recommendations at their next scheduled meeting.

Resident Donald Doak, lead sponsor of the petition article, was available by remote participation and informed the Board that it was his intention to bring signatures (over 370 by last count) for certification tomorrow (May 27th). He followed by asking what the potential was for further postponement of the date for Annual and Special Town Meeting; and, what consequence that would have given the statute to call this second Special Town Meeting within forty-five days. Town Clerk/Counsel McCarron explained that, just as with the other Town Meetings, if the decision to postpone is made, the moderator may extend the date for a period of up to 30 days from the original date. That extension may be renewed should the condition still exist at the time of the rescheduled session. All subsequent continuances may be done for periods of up to 30 days at a time, until the time that the emergency has been rescinded

- K. Update on financing strategy for Water capital (Brake Hill water tank, and new treatment building for bedrock well) projects and Soldiers & Sailors Memorial building

Chairman David Archibald reviewed the strategy in issuing new BANs to support the ongoing Water capital projects underway rather than issuing permanent financing at this time. At the Board's May 11, 2020 meeting, Chairman David Archibald asked about the risk in waiting considering today's financial uncertainties. Town Manager Angus Jennings conferred with Hilltop Securities to provide the Board with rationale for why this strategy is financially advantageous which they provided in email (contained in the agenda packet.) Following review of the rationale, the Board agreed with this strategy.

- L. Endorsement of proposed extension of MOU with Salisbury for FY21 Harbormaster services

A draft of the Intermunicipal Agreement is contained in the agenda packet.

Motion was made by Selectman Glenn Kemper to endorse the extension of MOU with Salisbury for FY21 Harbormaster services, seconded by Selectman Richard Parker.

Yes 3, No 0

- M. Meeting minutes: May 11, 2020

Draft minutes are contained in the agenda packet.

Motion was made by Chairman David Archibald to approve meeting minutes for May 11, 2020, seconded by Selectman Richard Parker.

Yes 3, No 0

Town Manager Updates

- N. Update on work with ZBA and upcoming meeting dates

- O. MassWorks grant for Middle Street Bridge fully executed

Town Manager Jennings confirmed that quarterly reporting requirements start right away. The first report will be due June 30th. A call is scheduled for later this week with the Mayor of Newburyport and her Chief of Staff to go over a number of discussion items toward that effort.

- P. Follow up meeting assignments; and placing items for future agendas

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to adjourn the meeting at 9:29 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh



**Town of West Newbury
Board of Selectmen
Monday, June 22, 2020**
381 Main Street, Town Office Building
www.wnewbury.org

Minutes of Meeting

Open Session: 7:03 p.m. by remote participation (see below)

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (872) 240-3212

Access Code: 767-572-605

Or, from computer, tablet or smartphone: <https://global.gotomeeting.com/join/242554413>

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

The meeting was called to order at 4:44 p.m. by Chairman David Archibald.

Participation at the Meeting:

- ❖ Board of Selectmen: David Archibald, Richard Parker and Glenn Kemper
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh
- ❖ Moderator KC Swallow
- ❖ Wendy Reed
- ❖ Nancy Keller
- ❖ Tom Atwood
- ❖ Kate Day
- ❖ Adam Stone
- ❖ Sandra Capo
- ❖ Bill Sullivan

Announcements:

- Vacancies on committees that do end of fiscal year summer work and looking for volunteers for the Fin Com and Capital Improvements Committee.
- June 23rd, 6:00 p.m., login information on Town Website. Having an informational forum about Saturday's outdoor Town Meeting. People will answer questions about warrant articles, budget, and how the meeting will work. (See page 2, Informational Flyer on Pre-Town Meeting Online Forum)
- Municipal Vulnerability Preparedness Listening Session will be held on June 25th, 7:00 p.m. Will review the process and the results. It will be explained what the process was to look at climate vulnerabilities and assess strengths, weaknesses, and how to address weaknesses or reinforce strengths, and the set of outcomes. The final report is on the MVP website. (See page 3, Informational Flyer on Listening Session: Climate Change Municipal Vulnerability Preparedness)
- Pentucket Arts Foundation drive-by arts festival has been cancelled. Instead, they are asking people to identify a place of culture within the community with meaning to them and ECCF is putting together a map of all cultural assets in the Towns, and you can visit www.pentucketarts.org to get all links. Deadline is June 30th.

REGULAR AGENDA

A. Approval of Sale of Bond Anticipation Notes (BANs) and Award of Interest Rate of Purchaser:

Related to funding for the water projects. Had bids and selected company, have to sign off.

Hilltop Securities has been managing the process in consultation with the Town Manager and Town Treasurer and awarded \$1.1 million bond anticipation note, subject to Board approval, to Piper Sandler & Co., based on 2% interest rate and premium just short of \$14,000. (See Exhibit A, pages 4 through 11 for information)

This will carry forward financing for the two water capital projects currently under construction, i.e. Brakes Hill water tank and new treatment building associated with bedrock well. Payable July 2021.

Motion made by Selectman Richard Parker to accept the vote for the bond participation notes as set forth on pages 4 and 5 of the Selectmen's meeting packet for June 22, 2020 and incorporated herein. Seconded by Glenn Kemper.

Yes 3, No 0

B. Discussion of Special and Annual Town Meeting and Special Town Meetings, Consideration for Reducing Quorum Requirements:

Chairman David Archibald explained discussion at the last meeting that a quorum of 40 be used for 2020 Town Meeting. (See Exhibit B, pages 12-13)

Motion made by Selectman Richard Parker that in accordance with provisions of Section 7 of Chapter 92 of the Acts of 2020, with the advice and consent of the Town Moderator, that the Board votes to change the quorum for the Annual Town Meeting, the Special Town Meeting No. 1, and Special Town Meeting No 2 to 40 registered voters. Seconded by Glenn Kemper.

Yes 3, No 0

Town Manager Angus Jennings explained that this vote is helpful with regards to improving the likelihood of going forward with Town Meeting and approval of an FY '21 budget and thanked all Selectmen for voting for this.

C. Review/Finalize Motions for Annual Town Meeting and Special Town Meetings with Town Moderator and Town Clerk/Counsel:

Discussion regarding approval of the Draft Motions for the Special Town Meeting. (See Exhibit C, pages 14-17) Moderator KC Swallow stated that she did read all motions and feels they are all appropriate.

Town Manager Angus Jennings advised that the Board has not taken a recommendation on the Citizen Petition article on Second Special Town Meeting. (See Exhibit C, p. 16)

Chairman David Archibald explained that the amount of money that the Citizen's Petition was requesting was to provide legal advice, consultants, etc., to Town related to 40B application was \$250,000 from free cash, but the Board can approve a lesser amount, that there was no agreement was made to a figure. Feels as stated, it's too much. Jon Witten advised that amount would not be needed and suggested \$40,000 to \$50,000.

Town Manager Angus Jennings summarized Jon Witten's opinion, walked through the stages of the process, described the amounts that might be needed at each stage of the 40B process, i.e. legal fees in the range of \$35,000 to \$40,000 should be adequate unless there's a possible appeal by the Town to the Housing Appeals Committee, costing an additional \$40,000. If further appealed to the Superior Court, could cost additional \$20,000. Estimated budget in the range of \$100,000 would be sufficient.

Motion made by Selectman Richard Parker to propose at Town Meeting \$50,000. Seconded by Chairman David Archibald. Motion withdrawn.

Nathan Kelley from Finance Committee suggested two ways a motion could be recommended, i.e. motion for \$50,000 for one year, sunset date of end of fiscal year 2021, but his suggestion is to recommend \$80,000 with a sunset date of end of fiscal year 2022 as it doesn't make sense to tie up free cash for years.

Town Manager Angus Jennings stated that given that the idea is to get everyone on the same page to streamline Town Meeting, he would recommend the Board spend time tonight talking about it, but taking a vote on Saturday once they have complete information, so as to not create confusion on the floor of Town Meeting.

Discussion regarding review of article a year at a time or two years being better able to assess legal standing and that \$80,000 to \$100,000 with a two-year sunset clause would be smarter since legal development will happen in the next two years. It was suggested amount has to come from petitioner, they have the right to amend the amount upward or downward, and suggestion was made for first motion to be made by representative of petitioner's group.

D. Review of Town Meeting Online Informational Forum, June 23rd, 6:00 p.m.:

Discussion regarding informational letter to be sent to Town regarding format of Town Meeting (See Exhibit D, pages 17-18) and format for running of Annual Town Meeting and an explanation by Moderator KC Swallow of how she plans to run the meeting. Also discussion regarding set-up of the location, etc. Recommended that people follow along on the website and go to the Town webpage regarding information on Town Meeting.

Discussion regarding committees making reports at the Town Meeting, i. e. Open Space Committee and Conservation Commission on purchase of Middle Street property, playground, and Energy Advisory's Committee's recommendation on electrical charging stations. Not going to limit comments, but they should be limited. Letter sent from Moderator KC Swallow states that there will be no reports, and everyone will be allowed two minutes for comments.

E. Report by the Massachusetts Office of the Inspector General Re: Selectman Kemper and Money Owed to Town:

Chairman Archibald stated that because both he and Selectman Kemper are mentioned in the report, defers to Selectman Parker to chair this part of the meeting.

Selectman Glenn Kemper made a motion to have Richard Parker chair Section E. Seconded by Chairman David Archibald.

Yes, 2, No. 0, Parker abstain

Selectman Parker stated that he will read the introduction, conclusion, and recommendations in the letter from the Office of the Inspector General, (See Exhibit E, pages 19-25), then Selectman Kemper and Selectman Archibald would have time to speak, limiting to three minutes. Asked that if anybody has a comment, to put it in the chat and they'll try to address it.

Selectman Glenn Kemper stated that he read the report which did not sit well with him and the situation he put the Town in. When it came to light, he owned it, should have owned it earlier, his fault. His intention always was to make the Town whole. Sorry to the Town, learned a lesson, and feels he's a better Selectman for it.

Stated that he has less than a year left, but when he got up to reelection this time, this was his end game was this term, so he will not be a Selectman any longer going forward after the next Town election.

Regarding the interest free loan portion, has asked and wants to pay for that so that the Town is made whole. Complicated and hard to get to a number, but he's willing to pay an outside person to get to that number because of the bankruptcy and legally, hard to get to a number legally, but he wants to make sure that it's a whole number.

Chairman David Archibald stated that he takes issue with the report in that Mr. Anderson and he let down their fiscal responsibilities. States he's always taken those to the fullest, respects every taxpayer dollar, and this whole episode has been without question the worst experience of his time as a Selectman. Lost a lot of sleep agonizing over the problem, and he would like to have other things to say but doesn't want to go on too long.

One of the things the report says is that they did not make an attempt to get the money, which is completely not true. In 2017, when they learned of the full extent of the problem, he went to Selectman Kemper since it was going to be mentioned in the audit. Within a week after that, Selectman Kemper had paid \$2,000 towards the debt and thought the problem would begin to be resolved. He assumed wrongly in hindsight that payments would continue, and none were forthcoming after May of 2017.

Feels the report unfairly shed blame on Mr. Anderson and himself in an incredibly awkward situation and was even worse awkward situation for Town employees and he's in no way blaming them, completely felt it wasn't their problem either. Tried to get the issue resolved repeatedly, took it extremely seriously even though the report said they didn't do anything about it. No one except him ever mentioned this issue in a public forum, tried to get it resolved two years earlier. He and Mr. Anderson were castigated for not acting forcefully enough while at the same time, they were trying to treat a colleague with dignity. Unfortunately, he was ignoring them and the Town.

Selectman Kemper stated that he agreed with everything that Chairman Archibald said, and stated that he was sorry.

Selectman Parker stated that when he came in, he saw what was going on and it was never clear to him what the correct resolution was. He understands the difficult that Selectman Archibald and Mr. Anderson were in and has some sense for the personal difficulty that Selectman Kemper was in.

Stated that he's lived in town for 24 years, and this is the second time he's seen an instance with a Selectman where there was probably reasonable cause for the Selectman to be forced to resign, but there is no provision for that. He's not asking that of Selectman Kemper at this point, but he's suggesting that the Town needs to wrap its head around the issue and feels that for the health of the Town going forward, need to figure out a way to deal with inappropriate behavior on the part of a Selectman and have the means to remove them if they believe it's necessary.

Selectman Kemper again stated that he respects everything that was said and was sorry to put him in that light because he did have to handle it. He owns and it doesn't want anybody else dragged into it and tied in with him. Also stated that Chairman Archibald and Mr. Anderson did come to him. There are other non-factual things in the report, doesn't want to debate it, but that is totally wrong since they both came to him.

Town Manager Angus Jennings stated that comments came through chat from Tom Atwood, Jen Solis, and Wendy Reed, which were all read. (See all comments sent via chat, appended hereto to these Minutes)

Chairman Archibald suggested that the Board review and strengthen the controls and policies that have been put in place. Those accounts are reconciled monthly now, that wasn't always done, etc., so that the Town is confident in the future that this can't recur.

Town Manager Angus Jennings stated that there are two policy things that have changed since then, and he stated that, (1) Anyone on health insurance who is not subject to withholdings, (which is pretty rare, i.e. elected officials receiving stipends, which is a benefit by virtue of state statute, not a local benefit, is entitled to be on the community health insurance), will be removed from health insurance if they fall into arrears by two months. This policy was not in place in the past, which put staff in an awkward position where the account was overdue.

Secondly, under the Town Manager form of government, his position signs the accounts payable warrants, not the Board of Selectmen. Prior to the Town Manager forum, it was the Board signing weekly or bi-weekly warrants. So, he feels that addresses the issue of potential conflict of an elected official signing off on payment and by nature, there's more communication between the Treasurer/Collector and Town Manager since they work together on a daily basis than the Treasurer/Collector and Board of Selectmen, so this results in the financial management having a better finger on the pulse of what's going on both in expenses and revenues.

A question was asked regarding calculation of the interest payments. Chairman Archibald stated that you can't charge interest payments retroactively on something if the person had not been informed of such beforehand. Going forward, interest can be added, and since there was no policy in place, one can be put in. Selectman Kemper stated that if they come up with a number, he'll make a donation to the Town, even though he can't legally be given a bill for the interest.

With regards to the question of the traumatic situation having to have gone through by Town employees, both Selectman Parker and Selectman Kemper stated that they would be happy to speak with any staff who was affected and apologize, as well as apologizing to Town Manager Angus Jennings.

Town Clerk Michael McCarron corrected Town Manager Angus Jennings' statement earlier, stating that an elected official isn't automatically entitled to be on the Town's health insurance, they would have to earn a minimum stipend of \$5,000, of which no elected official on the Town of West Newbury does. There is a possibility that an elected official could be on the Town health insurance if the Board of Selectmen votes to do it. In 2010, they did allow that, but right now, there is no elected official who is on the Town health insurance.

Chairmanship passed back to Chairman Archibald.

F. Personnel Reappointments for FY21:

Staff reappointments were discussed, routine votes, and Town Manager Angus Jennings referred everyone to the supplemental attachment e-mailed earlier, one page, which lists 3 police officers whose term would run through the current fiscal year (each of them, 3-year term with reappointment to the end of FY23); one-year reappointments for 6 police reserve officers; dispatch, 1 proposed reappointment of a full-time dispatcher for a 3-year term, and 7 1-year reappointments of part-time dispatchers.

Outside the public safety realm, 3 appointments of ADA Coordinator, Assistant ADA Coordinator, each for one year, and proposed 1-year reappointments of DPW Director, as well as Town Clerk Michael McCarron in his 7 appointed capacities.

Motion made by Chairman Archibald to reappoint all above reappointments (names, departments, positions, and terms read). Seconded by Selectman Kemper)

Yes 3, no 0.

G. Board/Commission/Committee Appointments and Reappointments for FY 21:

Discussion regarding reappointment on all of the above. (See Exhibits G and H, pages 26 to 35) Suggested that everyone just be reappointed, but there are some people requesting not to be reappointed.

Selectman Kemper suggested that committees are appointed, but don't have any charges or direction and the committees come with a life of their own, asking for support. Chairman Archibald suggested that all committees have a group meeting with all boards, committees and commissions to discuss what should be handled by who.

Motion made by Selectman Parker to make any applicable appointments or reappointments exactly as shown (See Exhibits G and H, pages 26 to 35) and the completion dates in all cases extending to June 30th instead of June 15th of the same year as shown in the packet. Seconded by Selectman Kemper.

Yes 3, no 0

H. Designation of Board of Selectmen Representatives to other Boards and Committees for FY 21:

Designation of Selectmen's representation to the different committees as follows: Selectman Parker, EAC, CIC; Selectman Kemper, School Building Committee, Cable Advisory Committee; Chairman Archibald, Investment Advisory Committee.

Motion by Chairman Archibald to nominate Selectman Parker for the EAC and CIC committees. Seconded by Selectman Kemper.

Yes 2, no 0 (Parker abstained)

Motion by Chairman Archibald to nominate Selectman Kemper for School Building Committee and Cable Advisory Committee. Seconded by Selectman Parker.

Yes 2, no 0 (Kemper abstained)

Motion by Selectman Parker to nominate Chairman Archibald for the Investment Advisory Committee. Seconded by Glenn Kemper.

Yes 2, no 0 (Archibald abstained)

I. Discussion of Overall Work Plan and Prioritization of Staff Efforts for Remainder of Fiscal Year:

Town Manager Angus Jennings led the continuation of the discussion started a few weeks ago, but really longer regarding the need for a clear direction for the Boards, Commissions, and Committees regarding staff structure and staff support. (See Exhibit I, pages 36 to 48)

He stated that there is no formal relationship, so everyone feels that they're not getting the support that they need, some get more, but that staff have been pulled in different directions about what their job is. Thinks there is a need for both Board, Commission, Committee structure and staff structure and how that all aligns.

Chairman Archibald feels that the Town has been stretched with time and resources and we need to think through new initiatives. States that he feels that Angus has a hard time saying no to people needing help and spends time assisting them, taking his time away from his own job responsibilities.

Selectman Parker stated that since he has spoken to Town Manager Jennings, he is concerned about the core finance aspects, at the same time trying to correct for errors stretching back years, and doesn't think in the finance area, not adequately staffed and can't keep up with current reality. Selectman Kemper feels that we failed or didn't go far enough with the Town Manager's position, and need to make improvements, i.e. job sharing.

Town Manager Jennings stated that it's difficult as Town Manager to be a resource to staff when he himself is under the gun every hour of every day. He tries to do that with everyone that comes to him, feels like he always finds a way, but it's suboptimal at best, he can't be all things to all people, so that's a core flaw in the design is that the workload is such that there is no slack, no down time since his first day on the job. Feels that finance and personnel in his view are two areas that are strapped on resources, without question.

J. Meeting Minutes – May 26, 2020, June 8, 2020:

(See Exhibit J, pages 49 to 69)

Motion by Chairman Archibald to approve the meeting minutes of May 26, 2020 and June 8, 2020. Seconded by Selectman Parker.

Discussion regarding June 8th meeting minutes, (page 66 of packet, page 13 of minutes), talking about warranty for the charging station. Rather than total cost of \$5,990, should say \$5,990 per location or \$11,098 per year per location. Over a 5-year period, commitment of \$11,098 per location per year, so two times that for the entire package.

Make sure it's crystal clear because in order to carry forward the Board's intent, it is going to require a hold on an amended motion of the DPW operating budget. Selectman Parker stated that he would re-forward the document, "Cellular Plan and Warranty Pricing Breakdown" from the vendor which shows the price structure, and he'll be specific as to which one it is, which is \$5.990 for five years, covers two charging stations at a single location for five years.

TOWN MANAGER UPDATES

K. Report on Anticipated Schedule for Newburyport City Council Consideration of Proposed MOU regarding Middle Street Bridge:

With regards to the bridge, Town Manager Jennings stated that they have continued correspondence with the Mayor's Office, provided them a signed copy of the MOU on the bridge agreement, the Mayor needs council authorization to sign the agreement, and have been notified that this will be an agenda item of the Newburyport City Council agenda, Monday, June 29th. Thinks it's going to be a procedural step, would go into committee process, at which point the more substantive discussions would happen. He will stay in touch with Mayor's Office. (See Exhibit K, pages 70 to 74)

L. Recent ZBA Approval of the new 40B Comprehensive Permit Rules and ZBA Call for Comments on Approved Rules for Consideration at a Public Hearing on Thursday, July 2nd at 6:00 p.m.:

Town Manager Jennings reported that the regs were adopted at Public Hearing on June 11th, so we do now have updated 40B regs. (See Exhibit L, pages 75 to 92) Board did receive some thoughtful comments a short time prior to the hearing. Wanted to give themselves time to review the comments but didn't want to not move forward on prepared draft, so voted to approve the regulations but scheduled second public hearing on Thursday, July 2nd, 6:00 p.m. to allow the Board to consider comments received and others that come in. He will send out approved regs to other permitting boards and committees to solicit input for public hearing.

M. Review of Proposed FY 21 Holiday Recognition Schedule:

(See Exhibit M, page 93) No comments.

N. Follow-Up Meeting Assignments and Placing Items for Future Agendas:

- Update on minutes log
- Update on school building – effect on workload.

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to adjourn the meeting at 10:06 p.m.

Yes 3, No 0

Respectfully submitted,

Susan M. Lobie, Certified Electronic Transcriptionist
Office Solutions Plus
15 Marion Road, Salem, MA 01970

Rose Vetere

7:41 PM

The article amount is designed to cover more than legal fees. engineering, hydrology, and financial review.

Nathan Kelly

7:43 PM

KP Law said that putting money into those things at the ZBA level does not make sense because at the HAC level the case has a de novo review.

Jen S

7:51 PM

Doesn't it have to be as stated in the petition?

Rose Vetere

7:51 PM

thank you, KC

Angus Jennings

7:51 PM

Engineering, hydrology and financial review (pro forma review, fiscal impact study, etc) can all be lawfully funded through the 53G account funded by the applicant.

Rose Vetere

7:55 PM

yes

Jen S

7:56 PM

Thanks -- I just thought the petitioners had the right to ask for up to that amount and KC was saying they couldn't if Selectman made the initial motion for lower -- but then McCarron explained that they could still make

Tom Atwood

8:50 PM

Hi Selectmen,
It would be helpful if the Board of Selectmen and Finance Committee works together to come up with new policies that will rectify and prevent such issues in the future, with such recommendations presented within 60 days of today. The broader set of people from both boards is essential to get as diverse a set of perspectives as possible. Let's focus on fixing the problems. Thank you for considering this request.

Jen S

8:55 PM

will kemper seek outside help to calculate interest owed? When?

Wendy Reed

8:55 PM

What is being done to address this issue with Town staff who had to work through this?

Tom Atwood

9:00 PM

By the way, Rick Parker's earlier comment about "two Selectmen having been asked to resign" is an insult to the majority of voters that chose me as Selectman in 2009. THAT is a problem (that a current Selectman dismisses residents that voted). Perhaps ⁶¹you should apologize to voters Rick.

**Town of West Newbury
Board of Selectmen
Minutes of Meeting - DRAFT
Saturday, June 27, 2020 @ 9:00am
Bandstand behind Town Annex, 379 Main Street, Town Office Building**

ATTENDANCE

- Board of Selectmen David Archibald, Glenn Kemper, Richard Parker
- Town Manager Angus Jennings
- Others in Attendance Jennifer Walsh

The meeting was called to order at 9:10 a.m. by Chairman David Archibald.

REGULAR BUSINESS

- A. Review and make recommendations regarding proposed citizen petition article to allocate funds related to potential 40B comprehensive permit on Coffin Street

Discussion took place on what amount of funding for the article may be supportable, as well as to recommend a sunset date.

Motion was made by Selectman Glenn Kemper, and seconded by Selectman Richard Parker, to recommend the sum of \$100,000 and a sunset clause of Fiscal Year 2022 for the proposed citizen petition article.

Yes 3, No 0

- B. Review of Town Meeting Motions

The draft of the prepared Motions is contained in the agenda packet. No changes were made.

- C. Designate Board member to read Motions at Town Meeting

The Board has chosen to have all of the Motions at Town Meeting read by a designated Board member in order to expedite the meeting as a precautionary measure and in response to the health concerns still present due to COVID-19. By a drawer of straws, Selectman Richard Parker was designated to read the Motions.

Motion was made by Chairman David Archibald, and seconded by Selectman Glenn Kemper, to adjourn the meeting at 9:19 a.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh



**Town of West Newbury
Board of Selectmen
Monday, July 6, 2020**
381 Main Street, Town Office Building
www.wnewbury.org

Minutes of Meeting

Open Session: 7:13 p.m. by remote participation (see below)

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (224) 501-3412

Access Code: 483-709-997

Or, from computer, tablet or smartphone: <https://global.gotomeeting.com/join/483709997>

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

The meeting was called to order at 7:13 p.m. by Chairman David Archibald.

Participation at the Meeting:

- ❖ Board of Selectmen: **David Archibald, Richard Parker and Glenn Kemper**
- ❖ Town Manager, **Angus Jennings**
- ❖ Town Clerk/Counsel & Procurement Officer, **Michael McCarron**
- ❖ Assistant to Town Manager and Finance Department, **Jennifer Walsh**
- ❖ Don Doak
- ❖ Representative Lenny Mirra

Announcements:

- One person applied for the open position on Fin Com. Advised there's more than one opening and would rather have more people before dealing with one person at a time. Fin Com, Capital

Improvements Committee are looking for people. Information at WestNewbury.org and subscribe to Town News and Announcements.

REGULAR AGENDA

A. Review of Governor’s recent Executive Orders re: COVID-19, Phase 3 and Updates from Board of Health meetings on June 30th and July 1, 2020:

Opening of parks and fields of greatest public interest. Guidelines out today. COVID Update #10 issued summarizing key points. Additional specific guidelines out regarding athletics and sports. Informational update on the website. Information still being considered by the Board of Health who can be contacted with questions and concerns. (See Exhibit A, pages 2 through 24 for information)

B. Designation of Board of Selectmen Representative to Pentucket Health and Safety Team:

Pentucket is looking for someone from the Town to participate in how the schools might end up opening, recommendations for the physical plant. (See Exhibit B, pages 25 through 43 for information)

Town Manager Jennings stated that the guidelines that the schools are operating under are very difficult and the direction that they’ve been given from the School Committee is to prepare plans that assume a full reopening, in person. First meeting held last Wednesday for the Middle/High School, another meeting this Wednesday at 1:00. Page School convening its own planning team.

Went to Wednesday’s meeting and essentially the school needs to prepare specific plans for each classroom, how it will be configured, how many students it will hold. Tougher issues are how to handle meals, how to handle time between classes, how much time students have to get from point A to point B, and how does the school manage the amount of inevitable interaction with crossing through hallways, restrooms.

He was at the meeting along with Paul Sevigny, who has been there throughout, so if the Board is looking for staff to represent them, they’re happy to do that. Timeline is moving quickly, next meeting on Wednesday, July 15th where reopening plans from each school are due.

Motion by Selectman Kemper to elect Paul Sevigny as Representative for everything.

Chairman Archibald stated that a formal vote is not needed.

C. Review and Approval of Proposal from KP Law to Provide Legal Counsel Regarding Anticipated Filing of 40B Comprehensive Permit and Related Matters:

Town Manager Jennings stated that it’s pretty straightforward, timeline summed up in agenda packet. (See Exhibit C, pages 44 through 46 for information)

Chairman Archibald stated that he is confident in their performance. Selectman Parker also agreed that he is very satisfied with what have gotten so far. Selectman Kemper questioned funding, wanting to know if it’s coming from articles or line items with outside counsel account? Also inquired as to whether they can give him blanket approval to work with Witten on all

matters related to 40B and trust with making decisions about what needs to be done rather than him coming back to the Board.

Town Manager Jennings stated with regards to the first question, his thought would definitely be that the cost would be tracked against the funding allocated by Town Meeting on June 27th, Town Accountant sets up a separate expense line so everything would be accounted in that line. Separate expense budget for special counsel but budgeted back in January/February timeframe and only covers about an hour a week average over the course of the year for outside counsel. Up to this point, been adequate. He would like to keep the operating budget available for personnel, labor law issues that come up.

Regarding the second question, anything to do with legal strategy is going to be the Board of Selectmen's authority but there's lots of coordination and coordination day in, day out. The way the motion was voted at Town Meeting, entirely the Board's authority, so however they want to do that is fine.

Motion made by Chairman Archibald that Town Manager Jennings, in consultation with Town Counsel McCarron have the authority to engage KP Law related to 40B to any extent necessary for the time being unless otherwise see fit to do so. Seconded by Selectman Kemper.

Yes 3, No 0

D. Discussion of New Proposal from Cottage Advisors to MassHousing re: Proposed 40B Coffin Street/Main Street; Review of Town Counsel Correspondence to MassHousing; Discussion of Next Steps:

Chairman Archibald summarized the new proposal from Cottage Advisors to MassHousing. (See Exhibit D, pages 47 through 64 for information)

Town Counsel McCarron stated that hasn't had an opportunity to conduct the type of review with regard to location of streets, grades, wetlands. Planning Board made a very comprehensive view of a particular plan that isn't applicable so they, the Town, and the citizens should be given the opportunity to review the new plan. Currently, comments are due by July 22nd.

Town Manager Jennings stated that the e-mail came in prior to the letter sent on July 2, 2020. (See Exhibit D, pages 47 through 49) Have not received a response but left a voicemail but did not get a response. Feels that anything less than 60 days would be logistically impossible since commenting entities are public boards or committees, to have meetings, do review, all of which precedes Selectmen preparing comments. He feels it will hurt the Town with the short timetable.

Chairman Archibald stated he feels the boards, the Water Department or Planning Board need to be supplied with the updated date and information. Town Manager Jennings stated that everything is posted to the website, e-mail list, and Facebook, so the word on the new plans has gotten out, but no deadline has been set.

Town Manager Jennings stated that the applicant is on the meeting and thinks it would make a big difference if he would voluntarily consent to a longer period of time to respond, which would go a long way. (No response from developer)

Chairman Archibald stated that the deadline is what it is, but we need to do something, we can't just punt. Selectman Parker stated that we continue to move forward. Town Manager Jennings read comments that have come in via chat. Don Doak stated that we don't take a short negotiation on it until we hear from the Boards and MassHousing.

He also shared that the coalition members who have received hundreds of comments are all in the process of reviewing plans and making comments, so they are full steam ahead, but the comments of the boards and committees are imperative. No hesitancy about redoing the comments even based on the complete change in the plan.

Motion by Selectman Kemper to request an extension in writing from the developer. Seconded by Selectman Parker.

Yes 3, No 0.

E. Discussion of Town Meeting Results:

Summarized account balances after Town Meeting votes. (See Exhibit E, pages 65 through 91 for information) Thanked everyone and stated that Town Meeting went very well. Introduced idea of having joint board/committee/commission meeting to begin thinking of the Town as a whole.

Town Manager Jennings stated that once his office has the time to run the analysis, thinks it would be very important to get onto a future agenda a discussion of the estimated tax impact of the decision to reduce the recommended transfer from school stabilization because at the time that the Fin Com booklet was prepared, it was based on certain assumptions of things being adopted or not adopted in terms of tax rate impact, and since the actual votes in some cases differed pretty significantly from what was anticipated, feels it would be good at a future agenda to make people aware of how that's likely to affect the FY21 tax rate.

(See attached comments received via chat at the end of this Summarization)

Kevin Bowe, who sent the letter, asked what was thought of his letter. Chairman Archibald stated that in the future, he would like to discuss it further. Mr. Bowe just wanted to make sure that his comments were heard.

F. Review and Approval of FY 21 Wage Schedule:

Passed over. Town Manager Jennings stated that it is not ready for action. He also stated that any FY21 increase is going to be retroactive to July 1.

G. Review and Approval of MOU with Pentucket for School Resource Officer (SRO) for FY21:

Chairman Archibald stated he didn't see any specific changes versus previous. (See Exhibit G, pages 92 through 104 for information) Town Manager Jennings stated that it's identical to what had been reviewed back in the early part of the calendar year, but wasn't brought to a vote to wait for budget approval.

Motion by Selectman Kemper to endorse MOU. Seconded by Selectman Parker.

Yes 3, No 0

H. Review and Approval of Intermunicipal Agreement with Newburyport for Shared Animal Control Services for FY21-23:

Chairman Archibald stated he sees minimal changes. (See Exhibit H, pages 105 through 113 for information) But also wanted to ask about the replacement vehicle on the chart on page 113, not previously reflected in '17, '18, and '19, so what is that \$3,324?

Discussion was had by Town Manager Jennings who stated it was to reflect as the long-time animal control vehicle needed to be replaced, so in the winter/spring of 2019, had always been the Town's vehicle, so updated the latest police cruiser to be the new ACO vehicle, so monetizes the vehicle contribution as written into the agreement.

Motion by Selectman Parker to accept the new agreement with Newburyport as written. Seconded by Selectman Kemper.

Yes 3, No 0

I. Reappointment of EMA Officers and Personnel for FY21:

No discussion. (See Exhibit I, pages 114 through 115 for information)

Motion by Selectman Parker to accept the listing of reappointment of EMA officers and personnel for FY21. Seconded by Selectman Kemper.

Yes 3, No 0

J. Request for Rent Waivers for July 2020 – *The Children's Castle and The Learning Tree*:

Town Manager Jennings stated that the requests are contained in the agenda packet. (See Exhibit J, pages 116 through 117 for information)

Children's Castle starting at 25% in August. Same with Learning Tree but even more questionable. They're important to the community and should do what we can to help them survive. Town Counsel McCarron suggests a rent deferral instead of waiving, meaning haven't forgiven the rent, but not going to ask that they pay it at this time, and make a suggestion that they attempt to get some type of assistance so it can come to the Town. It is a loss of revenue to the Town. And if that doesn't happen, you always have the option in the future of waiving the deferral.

Motion by Selectman Kemper to defer the rent of both entities for July until October 1st. Seconded by Selectman Parker.

Discussion regarding how long to defer, making sure the Town is kept in the loop, and having a meeting prior to deferment deadline. Town Manager Jennings stated that a timeline of September works better since the tax rate is tied to this revenue.

Yes 3, No 0

K. Review of Schedule for Upcoming Board of Selectmen Meetings:

Town Manager Jennings suggested that everyone meet on Monday, July 13th for line item transfers. The next regularly schedule meeting is July 20th. Would like the Board to consider a gap between meetings to allow the Finance Department to catch up on a backlog of work.

Selectman Kemper suggested meeting July 13th and then in August, and if an emergency meeting is needed, one will be called.

L. Meeting Minutes: June 8, 2020, June 15, 2020:

No discussion. (See Exhibit L, pages 118 through 151 for information)

**Motion made by Chairman Archibald to approve minutes of June 8th and June 15th.
Seconded by Selectman Parker.**

Yes 3, No 0

TOWN MANAGER UPDATES

M. Review of Street Paving List Prepared by DPW Director:

Town Manager Jennings gave information regarding topic. Paving list is in the agenda. (See Exhibit M, pages 152 through 153 for information)

N. Preliminary Update re: FY20 Financial Closeout; Review of Anticipated FY20 Line Item Transfer Requests:

No discussion. Already spoken about. (See Exhibit N, page 154 for information)

O. Mass Works Grant Quarterly Report; Update re: Proposed MOU With Newburyport re: Middle Street Bridge

Town Manager Jennings gave an update on the topic for approval of MOU. (See Exhibit O, pages 155 through 159 for information) Went to City Council, referred to committee. Meeting was posted for Wednesday at 7:30, login information posted to the website.

P. Page School Playground Updates; Closeout of FY 20 State Earmark Funds; Process for Vendor Selection

Town Manager Jennings updated the Board and stated got the Geotech report, did test holes and looked at the soils. Talked about timeline for vendor selection, intends to invite multiple proposals, not a formal bidding process, all vendors prequalified.

Q. Update Regarding Architect Contract for Soldiers & Sailors Memorial Building

Town Counsel McCarron stated that he has no update. With Town Meeting being closed out and the new 40B proposal, got pushed back. Will hope to work on it this week.

R. Discussion of Finance Department and Town Manager’s Office Workload and Prioritization of Staff Efforts; Potential to Convene Reps from Departments and Boards/Commissions/Committees for Strategic Retreat

Town Manager Jennings gave an update stating that he would like to schedule something with the auditor in the next 4-6 weeks to review the FY19 closeout to formally close the book on that but working to close out FY20. Lots of staff turnover last year and hopefully this year it will be smoother.

S. Follow-up Meeting Assignments and Placing Items for Future Agendas

No discussion.

Motion was made by Selectman Kemper, seconded by Selectman Parker to adjourn the meeting at 9:12 p.m.

Yes 3, No 0

Respectfully submitted,

Susan M. Lobie, Certified Electronic Transcriptionist
Office Solutions Plus
15 Marion Road, Salem, MA 01970

Rose Vetere

7:41 PM

Where is the revised application?

Jean Lambert

7:42 PM

Why can't MA Housing decide on the application we all commented on thoroughly?

Jean Lambert

7:43 PM

Why does the Town have to be at a disadvantage when we did not change the terms? This is not fair to the Town.

Rose Vetere

7:43 PM

Do you think this emergency was part of the developer's plan?

Angus Jennings

7:44 PM

<https://www.wnewbury.org/MassHousing-40B-project-eligibility-site-approval-application>

Angus Jennings

7:44 PM

New plan set posted to site linked from Board of Selectmen page.

Rose Vetere

7:45 PM

What about all the other pieces of the application, like revised costs, etc?

State Rep. Lenny Mirra

7:45 PM

Perhaps ask the applicant in writing if he'd be willing to grant an extension?

Jean Lambert

7:46 PM

I f
re
allowed sufficient time to respond this time too?

Reply with a private chat message

Jean Lambert

7:48 PM

60 days, please.

Jen S

7:50 PM

Not sure why the fact that the meeting is Zoom matters -- it is legally considered an open meeting -- where Mr. Hall in person at meeting, I would assume he would have to respond in some way.

Jen S

7:50 PM

*were

Jen S 7:50 PM

*were

Jen S 7:54 PM

I agree with Selectman Parker

Rose Vetere 7:54 PM

I also agree with Rick.

Jen S 8:01 PM

Thank you Glenn!

Jen S 8:03 PM

Can the public know what letters Selectman Kemper is referring to please?

Jen S 8:06 PM

Can the public please know what letter from a citizen was submitted --per Kemper's comment.

Jen S 8:07 PM

There is no correspondence listed on the agenda (??)

Jen S 8:10 PM

I dont have a packet just a agenda

Jen S 8:13 PM

I dont get a packet anymore --remember? --but I will request the letters now that I know they exist thank you



Town of West Newbury
 Office of
 Inspectional Services
 West Newbury, MA 01985
 Phone: 978-363-1100 x122

July 16, 2020

RE: 3rd Party Review of PRSD

The following is my response (in red) to Dore & Whittier's response (in blue) to comments for items of correction/clarification discovered in BCS's review of the Pentucket Regional School plans. I am in agreement with D & W in regard to the action needed to be taken for the majority of the items listed below. A few items will require further clarification as indicated. Once the items listed have been resolved and agreed upon, I will issue a final memorandum of understanding as to the approved action to be taken in relation to the comments made in BCS's review of the PRSD plans.

Architectural

- Correct occupant load calculations and change effected door swing and number of egress where appropriate.

D+W has been using the vocational occupant type (1 occupant per 50 SF) for science, art, tech labs, and other similar spaces since 2006 following guidance from Hal Cutler during our work on the Newton North High School project. These spaces often include larger equipment and require more space to perform tasks or conduct experiments and, as such, are more similar to a traditional vocational classroom than a typical general classroom. We have used this method on multiple public-school projects in Massachusetts. Further, a number – but not all – of other architectural firms doing MSBA are using the same calculation method.

Although it is unlikely that occupancy in these areas would ever exceed 50 persons, the code does consider it a classroom that is subject to the removal of furniture and thus should be calculated at a 20 net occupant load. If the furniture/equipment is fixed or semi-permanent in nature it is easy to apply the occupant load calculation for vocational room areas of 50 net. Please clarify if the furniture/equipment is to be fixed in place or semi-permanent in nature. If the furniture/equipment is not going to fixed in place or semi-permanent I would be willing to discuss with the Fire Chief to propose a reduced occupant load for those rooms and placard the room reflecting the reduction in occupancy. Also if you have supporting documentation regarding the use of

this calculation method indicated above it would be very helpful if you could provide it.

- Indicate a single construction type for entire structure and make necessary corrections needed as a result of the associated change.

The summary reads (bold for emphasis) "the building includes a mixture of construction systems that would best fall into the classifications of Type II A and Type IV. Because Type IV construction is the more restrictive construction type as it related to allowable area and height, **the entire building is categorized and evaluated as such.**" The intent is to be clear that the building is evaluated as Type IV despite being mostly constructed using standard steel frame. Both types are listed in the tables only for the depiction of Type IV as the more restrictive. Therefore, there is no impact to the building design.

Agreed.

- Indicate fire protection of structural supporting members pursuant to 707.5.1

All supporting construction within Building 1 is protected based on the Type IV construction requirements listed in Table 601. Per 707.5.1, Exception #2 the supporting construction in Building 2 (Type IIB) is not required to be protected. Fire protection diagrams will be added to clarify requirements.

Agreed.

- Address non-compliant fire walls

Item 51-53 note the designation is for a fire separation rather than a fire wall. D+W agrees there is an error in the designation on the plans, but the wall is designed as a fire wall with independent structure on each side and all of the other requirements of 706. Item 108 and 109 indicate the fire wall is not in compliance with the requirements for vertical continuity. D+W believes the fire wall is in compliance with IBC 706.6, Exception 3; "Walls shall be permitted to terminate at the underside of noncombustible roof sheathing, deck or slabs where both buildings are provided with not less than a Class B roof covering. Openings in the roof shall not be located within 4 feet of the fire wall." The fire wall is not designed to terminate directly at the deck due to slightly differing heights on each side, but the intent is met such that the wall is not required to extend a minimum 30" above the deck.

Please verify the roof to be used is a Class B covering with no openings within four feet of the fire wall. If this is the case the wall as presented will comply as it meets the criteria of exception 3. If this is not the case the fire wall would need to be extended to 30' above the roof surface.

- Indicate fire rating of elevator machine room

Agree. These walls are tagged on the plans as 1-hour fire separation and the door is listed as rated in the door schedule. 1-hr rating requirement designation will be added to the Code Plan for clarity.

Agreed.

- Clarify stair and ramp wall fire ratings

1-hour fire separation requirement is shown at exterior wall adjacent to the stair, with the exception of Stair 6 on the second floor. The drawing will be corrected to show the same designation. Exterior wall assembly is similar to UL454.

Agreed.

- Review chases and utilities in stair enclosures

D+W has reviewed and agree that revisions are required. Sprinkler line in Stair #2, vent pipe in Stair #3, and exhaust duct in Stair #5 will be relocated outside of stair shaft, or chase construction will be revised to include 1-hour fire separation.

Agreed.

- Depict travel distances, common paths of travel and dead ends on construction documents

D+W typically documents only the most remote travel distance(s) and common paths of travel and dead ends that are close to the limit. All spaces have been reviewed and comply, but additional documentation can be provided for clarity as desired.

Agreed.

- Indicate fire separation of stage and dressing rooms

Agree. These walls will be revised to be 1-hr fire separations and doors will be revised accordingly.

Agreed.

- Indicate access panels and signage where needed for plumbing, gas, electrical, mechanical, fire dampers, etc.

Final access panel quantities and locations will be determined with the Trade Contractors during the coordination process. Each Trade is responsible for their own access panels and identification (FP 21 00 10, 3.01, K; Plumbing 22 05 53, 3.01, A, 10, e; Mechanical 23 05 53, 3.03, C, 4; Electrical 26 05 53, 3.03, N, 2, c)

Agreed.

- Supply detail of transition assembly from Sprayed Fire-Resistant Material (SFRM) to intumescent paint

Agree, detail will be added. Note there is no UL listed detail for this transition but the detail being used has been coordinated with the SFRM and intumescent product manufacturers and used on previous projects.

Agreed.

- Submit a list of deferred submittals – retaining wall(s), bleachers, kitchen hood, cooler wall assembly, etc.

To be provided

Agreed.

- Submit construction control documents

Affidavits, narratives, ComCheck, and other required information has been submitted with the application for permit subsequent to the 3rd party review set.

Agreed. The ComCheck and affidavits have been received. Other information as required by code is currently being developed or under discussion as to the level of documentation needed.

- Submit a statement of special inspections

Chapter 17 testing requirements have been submitted with the application for permit subsequent to the 3rd party review set.

This statement has been received.

- Provide Tier 1 drawings pursuant to Chapter 9 Fire Protection Systems

Narrative provided with the application for permit subsequent to the 3rd party review. Full stamped drawings and calculations to be provided by installing contractor.

Agreed.

- Provide approved or applied for variance information

See attached.

Received and accepted.

Fire Alarm

- Indicate fire alarm shop drawings will be submitted

Fire alarm shop drawings will be submitted.

Agreed.

- Indicate and depict all fire alarm zones per floor

D+W to review with engineer

Agreed.

- Indicate Fire Department will receive alarm within 90 seconds of supervising station receiving alarm

D+W to review with engineer

Agreed.

Fire Protection

- Address stair 2 sprinkler line

Sprinkler line will be relocated per comment above.

Agreed.

- Submit sprinkler plan for bleachers and walk in coolers

Walk-in cooler and freezer are shown on the FP drawings to receive dry sprinkler heads – although the notes will be cleaned up to clarify. FP engineer has indicated that bleachers do not require fire protection. D+W will review with them and confirm with Code references.

Agreed with submitted code references.

Accessibility

- Address door maneuvering clearance issues

Most of the door locations indicated do meet the maneuvering clearance requirements. Doors that do not meet the requirements will be updated accordingly.

Agreed.

- Use the more restrictive of 521 CMR or 2010 ADA

This is an error on the cover sheet of the electrical portion of the drawings. The building and site have been designed in accordance with 521 CMR and 2010 ADA.

Agreed.

- Submit walkway slope variance

See attached.

Received and accepted.

- Provide 5% accessible seating in cafeteria

Seating in the cafeteria will be part of the loose furniture (FF&E) procurement. FF&E components will be required to meet 521 CMR and 2010 ADA similar to the main building package.

Agreed.

- Provide 5% accessible lockers

Accessible lockers are identified in the main building and designations will be added to the stadium building for clarity.

Agreed.

- Depict van spaces and access aisles on site plan

Refer to sheet L1.06 for van accessible spaces in front of and behind the main building and to sheet L1.08 for van accessible spaces at the District Office and Stadium buildings.

Agreed.

Plumbing

- Use MA Plumbing Code not International Plumbing Code

Item 47 (?); This item was unclear to D+W. The Code summary section that appears to be referenced reads "The plumbing fixture types and counts have been calculated based on the anticipated occupancy of the building in accordance with 248 CMR 10.00: Uniform State Plumbing Code, Table 1, and distributed throughout the buildings as indicated below:". The comment only says "Massachusetts". To be clear, the building is designed based on the MA Plumbing Code.

I believe this item is in compliance based on D & W comments. I will reach out to BCS for clarification on the issue noted.

- Indicate that all fixtures and materials are to be MA Plumbing Board approved

All fixtures and materials shall be MA Plumbing Board approved. Note(s) will be added to clarify.

Agreed.

Mechanical

- Supply Type 1 hood drawings

Refer to sheet FS100, FS101, and FS102 for hood information. Ansul fire suppression system shall be provided by Foodservice subcontractor as part of the hood installation. Hood and Ansul system shop drawings can be provided for review.

Agreed.

- Clarify fire resistance ratings of mechanical rooms

The main mechanical room – Boiler/Chiller Room #1114 – is enclosed with a 1-hour fire separation per Table 509. No other mechanical rooms in the building exceed the thresholds listed in Table 509.

Agreed.

Electrical

- Review exit signage based on revised occupant loads

Following confirmation of occupant load calculations, exit signage and emergency lighting will be updated as required.

Agreed.

- Indicate Arc-fault warning labels as required

D+W to review with engineer

Agreed.

- Submit emergency generator sizing calculations

D+W to review with engineer

Agreed.

- Indicate emergency power for emergency lighting for exit discharge

D+W to review with engineer

Agreed.

Should you have any questions, my office hours are Monday and Wednesday 8:00 am to 12:00 pm, or you may phone me at 978-363-1100 x122.

Respectfully,

Sam Joslin
Building Commissioner

**Pentucket Regional School Project
22 Main St. West Newbury, MA
July 12, 2020**

Project Update for June 2020:

Completed Work for the Month of June

- Installation Rigid Inclusions at building A and B under slab (35%)
- Rammed Aggregate Piers at building C under slab (60%)
- Working platform materials installed and compacted to bottom of slab 29.5' elevation.
- Contractor and OPM trailers fully set up with power and internet access.
- Stripped, stockpiled and hydroseeded topsoil from Temporary Parking at front.
- The scraped topsoils from existing rear sports fields tested and hauled offsite.
- Temporary hot water heater and piping inspection and start up complete.
- Construction fence installed around temporary materials storage locations.
- Erosion and sedimentation control in place in both Groveland and West Newbury areas of project.
- Gas and water connections at boiler room cut and capped.
- Underground oil tank and septic tanks cleared and removed.
- NGrid cut & capped gas from street
- Demolition of existing house and existing boiler room completed.
- Interior piping and insulation completed at the temporary supply lines to the apparatus room for the temp. boiler.

Work in Progress

- Testing: Cylinders for Rigid Inclusion Grout; Working Platform Compaction testing.
- Installing hoses and gas pressure transition to temp. boiler.
- Drainage lines installed, grading and placing of recycled asphalt for front temporary parking area.
- Water main installation from Groveland connection down driveway toward pond.
- Rigid Inclusions at bldg. A and B under slab
- Rammed aggregate piers at bldg. C under slab
- Gas and water meter hookups for temp boiler

Key Items for Next Month

- Complete Installation of Rigid Inclusions at bldgs. A, B and D slab and foundations.
- Complete Installation of Rammed Aggregate Piers at bldgs. C & D slab and foundations.
- Start rebar, concrete footing/foundations and slab installation at bldg. A and B.
- Complete temporary parking lot
- Water main installation from Groveland to W. Newbury
- Site utilities layout and trenching
- Hookups and piping for temp boiler at front of school

Site Meetings

- Owner, Contractor & A/E team met in virtual meetings weekly to discuss schedule, coordination, and ongoing site activities.
- Contractor holding safety orientations for all new workers on site.
- Construction issues meetings held as needed.

Shop Drawings & Material Submittals

- The team meets weekly to review critical submittals and RFIs in order to maintain the phased construction schedule. All are processed through Procore.

Design/Construction Issues

- Contractor verifying all Rigid Inclusions meet the specified design depth to refusal prior to starting foundation piers.

Inspections, Construction Monitoring, Testing & Quality Assurance

- The CM at Risk (W.T.Rich), Architect (D&W) and their consultants are using Procore for all project documentation.
- Fenagh Engineering & Testing has been awarded the Owners Testing Agency. (copies of inspection reports are available as requested) Ongoing testing for Rigid Inclusions grout and platform compaction.

Site Safety, Security, Code

- No COVID-19 related incidents have been reported.
- No code violations identified.
- No security issues reported this period.
- There were no reportable safety incidents in the month of June.

Working Personnel on Site

- During the month of June, the average work force was 30 trade's people a day (5 days a week)
- The subcontractors working on site during the month of June were; Vertex Engineering, W.T. Rich Company (CM at Risk), D&W (Architect), Fenagh Engineering & Testing, United Civil, Inc. (Earthwork), E. Amanti & Sons, Inc. (Plumbing), American Environmental, Inc. (Abatement & Demo), Keller (ground improvements), PES (Geotech Engineers)

Below are several photos of the progress in June 2020.



Existing house demolished / removing loam for temporary parking lot



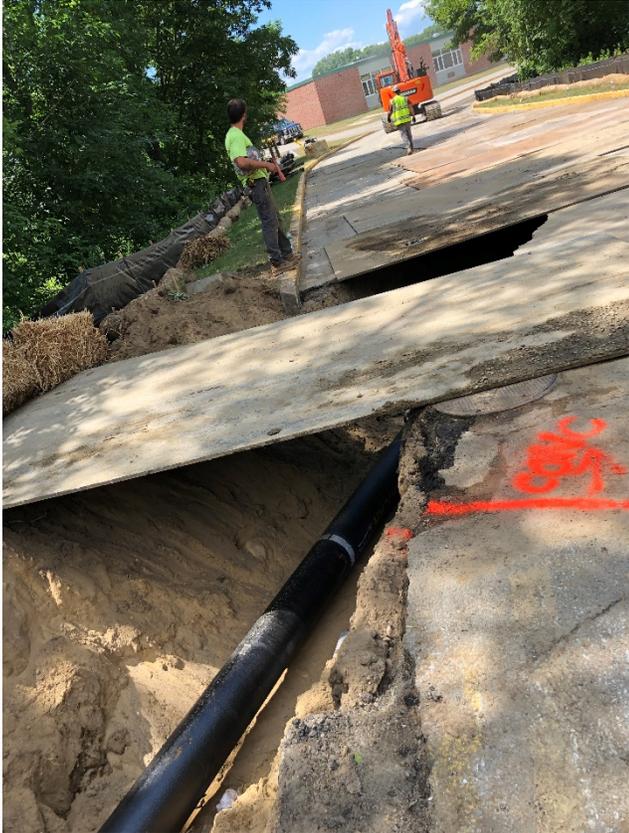
Temporary parking lot graded and drainage installed



Boiler Room demolition



Boiler Room demolition complete



Trenching & Installing new water main from Groveland



Trenching & Installing new water main in street toward W.Newbury line



Cutting and stockpiling topsoil at building footprint



Trucking topsoil off site



Erosion & Sedimentation controls reviewed with Groveland Conservation Commission



Erosion and Sedimentation Control completed around new building site



Rammed Aggregate Piers installation at Bldg C



Rigid Inclusion piers installation at bldg. A and B



NGrid cut & cap gas lines at Farm Lane



Temporary gas meter hookup for temporary boiler



Laurie Soave

CONSTRUCTION SITE MANAGER

O: 339.499.4744 [REDACTED] | VERTEXENG.COM

THE VERTEX COMPANIES, INC.
400 LIBBEY PARKWAY
WEYMOUTH, MA 02189



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Stephanie Frontiera, Town Accountant/Business Manager

978-363-1100, Ext. 112 Fax 978-363-1826

townaccountant@wnewbury.org

TO: Board of Selectman
FROM: Stephanie Frontiera, Town Accountant/Business Manager
DATE: July 16, 2020
RE: Preliminary FY20 financial closeout second update

This is a brief update on the FY20 financial closeout. All FY20 accounts payable and payroll warrants have been completed as of July 15th.

Expenses:

- The amount expended in the general fund is \$14,701,738.48 with an ending available balance of \$485,264.52 which is 96.80% not including encumbrances
- FY20 line item transfers were approved by the BOS and Finance Committee
- Expenditure turn backs will be estimated around 450K once reserve for encumbrances are backed out

Revenue:

- FY20 Real Estate collections are at \$13.7 million or 98.79% of the tax commitment
- Motor Vehicle Excise collected is \$654,644 which is 80.82%
- Investment interest for June is currently pending until all bank statements are received

Filter by: Segment 1: 01

Segment 3: 5100, 5110, 5111, 5112, 5113, 5114, 5115, 5117, 5118, 5170, 5171, 5172, 5173, 5174, 5200, 5201, 5210, 5211, 5240, 5243, 5245, 5248, 5290, 5291, 5292, 5293, 5300, 5301, 5306, 5308, 5340, 5341, 5345, 5380, 5385, 5400, 5405, 5410, 5415, 5420, 5460, 5499, 5530, 5580, 5581, 5689, 5690, 5691, 5692, 5693, 5710, 5711, 5720, 5740, 5770, 5780, 5781, 5800, 5804, 5820, 5821, 5840, 5853, 5856, 5860, 5880, 5900, 5910, 5915, 5929, 5972

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-114-5111-000000	Moderators Salary	200.00	-200.00	0.00	100.00
01-114-5400-000000	Moderators Expenses	60.00	-55.00	5.00	91.67
01-122-5300-000000	Professional & Tech Services	15,439.78	-7,939.78	7,500.00	51.42
01-122-5301-000000	Salary and Wages	0.00	0.00	0.00	0.00
01-122-5400-000000	Selectmens Operating Expenses	7,000.00	-6,945.30	54.70	99.22
01-123-5110-000000	Town Manager Salary	147,900.00	-147,900.00	0.00	100.00
01-123-5112-000000	Salary and Wages	62,522.85	-62,522.68	0.17	100.00
01-123-5306-000000	Technology Expense	41,132.37	-41,132.37	0.00	100.00
01-123-5340-000000	Telephone Expenses	0.00	0.00	0.00	0.00
01-123-5400-000000	Town Manager Expenses	19,126.88	-12,688.12	6,438.76	66.34
01-123-5710-000000	Vehicle Allowance	3,600.00	-3,600.00	0.00	100.00
01-131-5400-000000	Finance Committee Expenses	1,500.00	-1,066.50	433.50	71.10
01-132-5780-000000	Reserve Fund	42,386.00	0.00	42,386.00	0.00
01-135-5112-000000	Finance Dept Salaries & Wages	210,794.04	-200,794.04	10,000.00	95.26
01-135-5201-000000	Annual Audit	20,500.00	-20,500.00	0.00	100.00
01-135-5300-000000	Tax Title And Foreclosure	75.00	-75.00	0.00	100.00
01-135-5341-000000	Postage Expenses	12,941.79	-12,941.79	0.00	100.00
01-135-5400-000000	Finance Dept Expenses	18,209.00	-18,209.00	0.00	100.00
01-135-5710-000000	Travel	1,018.29	-1,018.29	0.00	100.00
01-141-5111-000000	Assessors Salaries	125,180.00	-124,296.75	883.25	99.29
01-141-5112-000000	Assessors Apptd Pers Salaries	0.00	0.00	0.00	0.00
01-141-5400-000000	Assessors Expenses	46,900.00	-42,538.76	4,361.24	90.70
01-141-5710-000000	Assessor Vehicle Allowance	2,400.00	-2,400.00	0.00	100.00
01-141-5711-000000	Board & Clerk Mileage	1,500.00	-79.86	1,420.14	5.32
01-151-5200-000000	Legal Fees	15,000.00	-13,770.05	1,229.95	91.80
01-161-5112-000000	Town Clerk Salary & Wages	116,657.00	-112,719.00	3,938.00	96.62
01-161-5340-000000	Operation Of Fax/Copier Machine	5,650.00	-5,348.83	301.17	94.67
01-161-5400-000000	Town Clerks Expenses	6,450.00	-3,661.71	2,788.29	56.77
01-162-5111-000000	Town Clerk Compensation	150.00	-150.00	0.00	100.00
01-162-5112-000000	Bd of Registrars Salary & Wages	4,400.00	-4,235.25	164.75	96.26
01-162-5400-000000	Bd Of Registrars Expenses	7,500.00	-6,086.39	1,413.61	81.15
01-171-5112-000000	Conservation Com Salary & Wages	29,440.00	-26,442.39	2,997.61	89.82
01-171-5400-000000	Conservation Com Expenses	2,410.00	-533.36	1,876.64	22.13
01-171-5710-000000	Con Com Vehicle Allowance	600.00	-350.00	250.00	58.33

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-175-5112-000000	Planning Bd Salary & Wages	55,390.00	-53,024.45	2,365.55	95.73
01-175-5400-000000	Planning Board Expenses	6,600.00	-5,166.61	1,433.39	78.28
01-175-5690-000000	MVPC Assessment	1,623.00	-1,622.88	0.12	99.99
01-176-5112-000000	ZBA Salary & Wages	1,000.00	-1,000.00	0.00	100.00
01-176-5400-000000	ZBA Expenses	400.00	-397.50	2.50	99.38
01-179-5400-000000	Open Space Expenses	750.00	0.00	750.00	0.00
01-210-5111-000000	School Resource Officer	65,537.00	-65,537.00	0.00	100.00
01-210-5112-000000	Police Salaries & Wages	902,049.00	-854,835.46	47,213.54	94.77
01-210-5113-000000	Police OT Wages	55,487.00	-42,025.97	13,461.03	75.74
01-210-5400-000000	Police Expenses	104,229.00	-85,233.90	18,995.10	81.78
01-210-5853-000000	Police Cruiser	37,000.00	-37,000.00	0.00	100.00
01-220-5112-000000	Fire Alarm Wages	89,000.00	-59,542.04	29,457.96	66.90
01-220-5113-000000	Fire Drills	26,284.00	-13,560.95	12,723.05	51.59
01-220-5114-000000	Fire Dept Other Wages	25,000.00	-23,929.55	1,070.45	95.72
01-220-5115-000000	Fire Administration Wages	25,730.00	-23,406.60	2,323.40	90.97
01-220-5200-000000	Fire Dpt - Medical Exam	5,000.00	-689.00	4,311.00	13.78
01-220-5240-000000	Hydrant Mapping Maint/Repair	77,207.00	-77,207.00	0.00	100.00
01-220-5340-000000	Fire Alarm & Communications	11,000.00	-9,271.13	1,728.87	84.28
01-220-5400-000000	Fire Expenses	46,000.00	-43,846.08	2,153.92	95.32
01-230-5112-000000	Municipal Dispatch Salaries & Wages	267,006.00	-223,286.38	43,719.62	83.63
01-230-5113-000000	Municipal Dispatch OT Wages	24,229.00	-17,117.94	7,111.06	70.65
01-230-5400-000000	Municipal Dispatch Expenses	26,370.00	-22,516.66	3,853.34	85.39
01-240-5112-000000	Inspectors Salaries & Wages	125,670.00	-121,766.98	3,903.02	96.89
01-240-5400-000000	Inspectors Expenses	9,270.00	-9,016.09	253.91	97.26
01-240-5710-000000	Inspectors Vehicle Allowance	5,220.00	-5,220.00	0.00	100.00
01-291-5112-000000	Emergency Mgmt Salary & Wages	8,059.00	-7,587.97	471.03	94.16
01-291-5400-000000	Emergency Mgmt Expenses	3,265.00	-2,208.43	1,056.57	67.64
01-292-5112-000000	Animal Control Professional Services	24,050.00	-24,050.00	0.00	100.00
01-295-5112-000000	Harbormaster Salary and Wages	2,000.00	-2,000.00	0.00	100.00
01-304-5690-000000	Pentucket Regional Sch Assessm	7,372,813.00	-7,372,812.97	0.03	100.00
01-304-5692-000000	Pentucket Capital Assessment	58,227.00	-58,227.00	0.00	100.00
01-304-5693-000000	Pentucket Asmnt Page Phase II	509,538.00	-509,538.00	0.00	100.00
01-305-5690-000000	Whittier Minimum Contribution	225,975.00	-225,974.75	0.25	100.00
01-305-5691-000000	Whittier Other Assessments	40,443.00	-40,442.70	0.30	100.00
01-305-5692-000000	Whittier Debt/Capital Assess	21,993.00	-21,993.55	-0.55	100.00
01-310-5690-000000	Essex North Shore Agricultural Tech	17,200.00	-16,822.00	378.00	97.80
01-420-5112-000000	DPW Salary & Wages	455,168.36	-428,918.42	26,249.94	94.23

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-420-5113-000000	DPW Overtime Wages	16,824.64	-16,824.64	0.00	100.00
01-420-5200-000000	Snow & Ice Removal	150,000.00	-211,087.00	-61,087.00	140.72
01-420-5210-000000	Town Bldgs Operating Expenses	122,191.55	-121,855.39	336.16	99.72
01-420-5240-000000	Town Bldgs Improvements	68,614.00	-65,704.83	2,909.17	95.76
01-420-5243-000000	Street Paving/Repairs	39,900.27	-25,671.70	14,228.57	64.34
01-420-5380-000000	Highway Sidewalk & Trees	140,000.00	-129,480.05	10,519.95	92.49
01-420-5385-000000	Stormwater Management	10,000.00	-7,108.98	2,891.02	71.09
01-420-5400-000000	DPW Expenses	16,040.18	-11,065.18	4,975.00	68.98
01-420-5405-000000	Parks Expenses	15,000.00	-9,298.30	5,701.70	61.99
01-420-5415-000000	Electricity	70,509.65	-70,509.65	0.00	100.00
01-420-5530-000000	Road Machinery Op Expenses	49,000.00	-29,328.50	19,671.50	59.85
01-420-5710-000000	DPW Vehicle Allowance	6,000.00	-6,000.00	0.00	100.00
01-424-5410-000000	Public Street Lights	6,490.35	-5,340.56	1,149.79	82.28
01-510-5111-000000	Board of Health Salary & Wages	122,620.00	-119,906.13	2,713.87	97.79
01-510-5200-000000	Public Health Nurse	3,840.00	-3,840.00	0.00	100.00
01-510-5290-000000	Waste Collection	325,080.00	-311,390.37	13,689.63	95.79
01-510-5291-000000	Recycling	50,000.00	-38,400.99	11,599.01	76.80
01-510-5292-000000	Hazardous Waste Expenses	2,000.00	-1,612.78	387.22	80.64
01-510-5293-000000	Steele Landfill Monitoring	22,646.00	-22,646.00	0.00	100.00
01-510-5400-000000	Bd of Health Expenses	6,500.00	-5,909.30	590.70	90.91
01-541-5112-000000	Council On Aging Salary & Wages	72,950.00	-68,754.35	4,195.65	94.25
01-541-5400-000000	Council On Aging Expenses	19,500.00	-18,921.41	578.59	97.03
01-543-5460-000000	Soldiers Grave Expenses	2,600.00	-2,185.00	415.00	84.04
01-543-5499-000000	Memorial Day Expenses	600.00	-455.40	144.60	75.90
01-543-5770-000000	Northern Essex Veterans Services	30,357.00	-28,858.74	1,498.26	95.06
01-610-5112-000000	Library Salaries & Wages	263,813.00	-257,916.03	5,896.97	97.76
01-610-5400-000000	Library Expenses	33,000.00	-32,653.89	346.11	98.95
01-610-5580-000000	Library Books & Periodicals	67,000.00	-66,605.36	394.64	99.41
01-630-5112-000000	Recreation Dept Salaries & Wages	1,800.00	-1,666.00	134.00	92.56
01-630-5400-000000	Recreation Expenses	5,500.00	-239.91	5,260.09	4.36
01-631-5400-000000	Mill Pond Operating Expenses	2,100.00	-1,188.96	911.04	56.62
01-635-5200-000000	Bandstand Expenses	6,000.00	-4,849.00	1,151.00	80.82
01-637-5400-000000	Action Cove Expenses	3,000.00	-2,218.75	781.25	73.96
01-691-5400-000000	Historical Commission Expenses	500.00	-175.00	325.00	35.00
01-695-5400-000000	Cultural Council Expenses	100.00	0.00	100.00	0.00
01-710-5910-000000	Maturing Debt	350,614.00	-350,613.84	0.16	100.00
01-750-5915-000000	Interst & Paydowns on Debt	22,200.00	-22,200.00	0.00	100.00

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-911-5170-000000	Essex Regnl Retirement Assess	660,171.00	-660,171.00	0.00	100.00
01-913-5171-000000	Unemployment Insurance	15,001.00	-10,300.97	4,700.03	68.67
01-914-5172-000000	Group Insurance	465,397.00	-373,473.40	91,923.60	80.25
01-916-5173-000000	F.I.C.A. Insurance	48,279.00	-47,511.56	767.44	98.41
01-919-5174-000000	OPEB Contribution (xfr out)	1.00	0.00	1.00	0.00
01-945-5740-000000	Insurance & Bonds	172,832.00	-150,797.38	22,034.62	87.25
01-993-5972-000000		0.00	0.00	0.00	0.00
	115 Account(s) totaling:	15,186,997.00	-14,701,732.48	485,264.52	96.80

Filter by: Segment 1: 01

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-123-4841-618001	Indirect costs water	0.00	50,954.00	50,954.00	0.00
01-145-4110-202000	PP Tax Revenue 2020	-229,336.98	229,353.85	16.87	100.01
01-145-4120-201800	Real Estate Tax Revenue - 2018	0.00	827.96	827.96	0.00
01-145-4120-201900	Real Estate Tax Revenue - 2019	0.00	110,648.78	110,648.78	0.00
01-145-4120-202000	Real Estate Tax Revenue - 2020	-13,869,750.56	13,701,845.34	-167,905.22	98.79
01-145-4142-000000	Tax Liens Redeemed	0.00	39,948.61	39,948.61	0.00
01-145-4150-201200	Motor Vehicle 2012	0.00	45.00	45.00	0.00
01-145-4150-201500	Motor Vehicle 2015	0.00	73.75	73.75	0.00
01-145-4150-201700	Motor Vehicle Exc. Rev 2017	0.00	207.19	207.19	0.00
01-145-4150-201800	Motor Vehicle Exc. Rev 2018	0.00	5,340.53	5,340.53	0.00
01-145-4150-201900	Motor Vehicle Exc. Rev 2019	0.00	123,812.97	123,812.97	0.00
01-145-4150-202000	Motor Vehicle Exc. Rev 2020	-810,000.00	654,644.27	-155,355.73	80.82
01-145-4161-201900	BOAT EXCISE REVENUE 2019	0.00	10.00	10.00	0.00
01-145-4161-202000	BOAT EXCISE REVENUE 2020	-1,600.00	1,739.00	139.00	108.69
01-145-4170-000000	Penalties And Interest on Taxes	-40,895.00	41,090.14	195.14	100.48
01-145-4171-000000	Penalties And Interest On Excise	0.00	14,775.34	14,775.34	0.00
01-145-4180-000000	In Lieu Of Taxes	-14,000.00	3,645.14	-10,354.86	26.04
01-145-4190-000000	Ch 61A Rollback Taxes	0.00	9,623.88	9,623.88	0.00
01-145-4321-000000	Municipal Lien Certificates	0.00	6,225.00	6,225.00	0.00
01-145-4360-000000	Rental - Town Other	-145,000.00	122,144.44	-22,855.56	84.24
01-145-4820-000000	Earnings On Investments	-70,000.00	53,158.51	-16,841.49	75.94
01-145-4840-000000	Other Misc Revenue	-43,000.00	33,447.28	-9,552.72	77.78
01-145-4843-000000	Vendor Refunds	0.00	648.79	648.79	0.00
01-161-4324-000000	Misc Town Clerk Rev	0.00	2,869.75	2,869.75	0.00
01-161-4325-000000	Filing Fees	0.00	1,900.00	1,900.00	0.00
01-161-4370-000000	Other Departmental Revenue	0.00	800.00	800.00	0.00
01-161-4410-000000	Alcoholic Beverage Licenses	0.00	800.00	800.00	0.00
01-161-4420-000000	Other Licenses	0.00	130.00	130.00	0.00
01-161-4421-000000	Dog Licenses & Fees	0.00	7,105.00	7,105.00	0.00
01-161-4456-000000	Other Misc Permits	0.00	425.00	425.00	0.00
01-161-4770-000000	Non-Criminal Disposition Fines	0.00	600.00	600.00	0.00
01-210-4322-000000	Police Reports	0.00	65.00	65.00	0.00
01-210-4323-000000	Police Serv Chg O/S Detail	0.00	4,502.90	4,502.90	0.00
01-210-4450-000000	Firearm & Related Permits	0.00	2,175.00	2,175.00	0.00
01-210-4770-000000	Court & Parking Fines	-15,000.00	11,496.53	-3,503.47	76.64
01-220-4451-000000	Fire Inspection/Permit Fees	0.00	8,075.00	8,075.00	0.00

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-240-4452-000000	Building And Occupancy	-220,000.00	181,046.00	-38,954.00	82.29
01-240-4453-000000	Wiring Permits	0.00	29,918.00	29,918.00	0.00
01-240-4454-000000	Plumbing & Gas Permits	0.00	22,766.00	22,766.00	0.00
01-510-4455-000000	Septic- Perc- Wells- Misc Bd	0.00	21,704.30	21,704.30	0.00
01-820-4610-000000	C.S. Elderly Exempt-C59/S5/41C	0.00	13,032.00	13,032.00	0.00
01-820-4611-000000	C.S. State Owned Land	-44,320.00	44,525.00	205.00	100.46
01-820-4661-000000	C.S. Lottery- Beano- Charity	-314,642.00	340,182.00	25,540.00	108.12
01-820-4662-000000	C.S. Veterans Blind Survig Sp	-15,855.00	2,734.00	-13,121.00	17.24
01-820-4663-000000	C.S. Veterans Benfts Reimb	-4,698.00	853.00	-3,845.00	18.16
01-820-4670-000000	C.S. CHAPTER 70	0.00	210.00	210.00	0.00
01-820-4682-000000	Extended Polling Elections- State	0.00	423.00	423.00	0.00
47 Account(s) totaling:		-15,838,097.54	15,902,547.25	64,449.71	100.41

Balances Report	1/1/2020	Estimated					Unreserved: Available for Appropriation				
		Town Capital Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
		1,518,461	229,705	1,594,230	1,542,986	15,359	0	26,956	148,308	1,416,420	267,581
CPC FY20 Estimated Receipts							41,166	41,166	41,166	(20,583)	
6/2020 STM	Art #										
CPC Page School Playground	2									(462,857)	
Town building repairs	3				(49,150)						
Snow & Ice deficit	4				(61,087)						
2020 voting expenses	5				(3,800)						
Mill Pond benches/tables	6				(14,000)						
Electric vehicle charging	7				(8,048)						
Essex Ag FY20 costs	8				(16,443)						
Nat'l Grid underbilled costs	9				(20,247)						
Balances after STM		1,518,461	229,705	1,594,230	1,370,211	15,359	41,166	68,122	189,474	932,980	267,581
CPA FY2020 Closeout											
Closeout to CPA Undesignated	N/A									267,581	(267,581)
										1,200,561	0
6/2020 ATM	Art #										
Omnibus Budget	3	500,000									
Pension Liability Stab. Fund	6		0		0						
OPEB Stab. Fund	7				0						
School Stabilization Fund	8			328,600							
From School Stab. Fund	9			(247,347)							
Capital Stabilization	11	0			0						
CPC Estimated Receipts	12						43,240	43,240	43,240	(21,620)	281,060
CPC Artichoke River Woods	13								(143,308)	(26,692)	
CPC Soldiers & Sailors debt	14							(85,000)			
DPW dump truck	15	0									
Page School Fire Alarm	16	(304,000)									
Page School floor repairs	17	(40,000)									
Police radios	18				(19,000)						
Fire ice/water rescue suits	19				(4,000)						
Fire Dept. power fans	20				(7,500)						
Balances after ATM		1,674,461	229,705	1,675,483	1,339,711	15,359	84,406	26,362	89,406	1,152,249	281,060

Source: Angus Jennings, Town Manager, 7/16/20

Town Manager

From: Murray, Austin [REDACTED]
Sent: Thursday, July 9, 2020 12:35 PM
To: Murray, Austin
Cc: Graham, Caroline
Subject: Upcoming NERAC Cybersecurity Workshops - Developing Cybersecurity Incident Response Plans
Attachments: You're Invited: Developing a Cyber Incident Response Plan

Good Afternoon NERAC Town Administrators, Mayors, and Managers,

In partnership with the [MassCyberCenter](#), the Northeast Homeland Security Regional Advisory Council (NERAC) is offering a free series of workshops and a Q&A session about developing municipal cybersecurity incident response plans. A cyber incident response plan is a document that “articulates the roles and responsibilities, capabilities, and coordinating structures that support how a municipality will respond to and recover from cyber incidents”.

More information can be found at the MassCyberCenter website: <https://masscybercenter.org/why-cybersecurity/municipal-cybersecurity/cyber-incident-response-plan-workshops-massachusetts>

The first workshop for municipalities in the Northeast Region will be held virtually on **Wednesday, July 22nd at 10:00am – 12:00pm**. Registration information can be accessed via the link above or by clicking [here](#).

Please feel free to contact me with any questions, and we hope to see you there!

Best,



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