



**Town of West Newbury
Board of Selectmen
Thursday, August 6, 2020 @ 6:00pm**

381 Main Street, Town Office Building

www.wnewbury.org

AGENDA

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 AUG -3 PM 10:12

Open Session: 6:00pm 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.
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Review of requests for use of Pipestave Hill on Sunday, September 13, 2020 and Sunday, October 11, 2020 by both the West Newbury Riding & Driving Club and the West Newbury Youth League (pursuant to Sec. A.15 of the Pipestave Hill / Mill Pond Management Plan)
- B. Establish a deadline for Board of Selectmen receipt of proposed Articles for potential inclusion on the Warrant for a Special Town Meeting on Saturday, October 17, 2020 at 10 AM

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: 976-281-637

Or, from computer, tablet or smartphone: <https://global.gotomeeting.com/join/976281637>

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: Town Manager
Sent: Monday, August 3, 2020 5:12 PM
To: David Archibald; Glenn Kemper; Rick Parker - Selectman (rparker@wnewbury.org)
Cc: Michael McCarron; dpwdirector@wnewbury.org; Jennifer Walsh (finance.admin@wnewbury.org)
Subject: FW: UPDATE re BOS review of requests for Pipestave use Sept 13 and Oct 11, 2020
Attachments: WNRDC Adventure Trail Parking Letter.pdf

The notice below was sent a short time ago to Parks & Rec Comm, with similar notices also going to ConCom, Mill Pond Committee and WNRDC.

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: Town Manager
Sent: Monday, August 3, 2020 5:10 PM
To: Jack Foley [REDACTED]; Brad Buschur [REDACTED] Wendy Willis
Cc: Jennifer Walsh (finance.admin@wnewbury.org) <finance.admin@wnewbury.org>; Annie Sterling (residents.admin@wnewbury.org) <residents.admin@wnewbury.org>
Subject: UPDATE re BOS review of requests for Pipestave use Sept 13 and Oct 11, 2020

P&R Comm,

Following on the discussion thread below, this is to provide notice that the Board of Selectmen will post a special meeting for **this Thursday, Aug 6th at 6pm** to review the requests for multiple uses of the Pipestave site on Sunday, Sept 13 and Sunday, Oct 11. Instructions to access this remote meeting will be included on the posted agenda, and are online [here](#).

The following is summary info:

- Early this year, the West Newbury Riding & Driving Club submitted requests for use of the site on both dates for the Adventure Trail event (Sept 13), and for Pipestave Hill Horse Trials (Oct 11). The WNRDC has requested that the Parks & Rec Commission not schedule use of the Pipestave ballfields on these dates (see attached letter).
- The Parks & Rec Commission believes that multiple uses of the facility can safely occur on the same dates, with advance planning and coordination. As of this time, subject to approval by the Board of Health that it can do so in light of COVID-19, the West Newbury Youth League intends to move forward with the fall Flag Football season, including the annual jamboree on Sept. 13. And, while no Flag Football events are currently planned for the Oct. 11 date, my office has been advised that this could change in light of schedule work-arounds that may become necessary due to COVID-19.

Under Sec. F.4 of the Pipestave Hill/Mill Pond Management Plan (online [here](#)), the P&R Commission is responsible for management and scheduling of the athletic fields. However, under Sec. A.15 of the Management Plan (cited in my initial email of March 5, forwarded below), the Board of Selectmen has the responsibility to act as arbitrators in the event of "a disagreement... between two committees or organizations or between a committee or organization and a private

party.” Options available to the Board, for each of the two dates, include but are not limited to allowing one but not another event; allowing both events; and allowing both events subject to conditions it may require.

As of this writing, I do not know if the Board will make a decision at the meeting this Thursday, or consider the matter but postpone a decision until a future meeting. However, with the Board’s next regularly scheduled meeting on Aug 17, Chairman Archibald and I agreed it would be important for the Board to meet before then to provide additional time before the (potential) events on Sept 13 and Oct 11.

In preparing for this Thursday’s meeting, my office is assembling a good deal of correspondence already on file re this matter, to ensure that the Board has this background information for review. If you have additional comments you would like the Board to consider, please send them to me with copy to Jenny Walsh and Annie Sterling (both copied here). Of course, you are also most welcome to participate (remotely) in this Thursday’s meeting.

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: Town Manager
Sent: Thursday, March 12, 2020 3:23 PM
To: Bill Bachrach [REDACTED] Jack Foley [REDACTED]
Cc: Jennifer Walsh (finance.admin@wnewbury.org) <finance.admin@wnewbury.org>; Annie Sterling (residents.admin@wnewbury.org) <residents.admin@wnewbury.org>
Subject: BOS March 16 mtg NOT to include review of WNRDC request for Pipestave use Sept 13, 2020

Hi,
This is a quick follow-up to my correspondence below. Per direction of Chairman Archibald, and based on continuing and evolving planning re the coronavirus pandemic, the BOS review of the WNRDC request for exclusive use of Pipestave Hill for Fall 2020 events will not take place at the March 16th BOS meeting. This request will be taken up at a future BOS meeting with advance notice provided to you and other interested parties.

Thanks for your understanding,
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: Town Manager
Sent: Thursday, March 5, 2020 6:14 PM
To: Bill Bachrach [REDACTED] Jack Foley [REDACTED]
Cc: Jennifer Walsh (finance.admin@wnewbury.org) <finance.admin@wnewbury.org>; Annie Sterling

residents.admin@wnewbury.org <residents.admin@wnewbury.org>

Subject: BOS March 16 mtg to include review of WNRDC request for Pipestave use Sept 13, 2020

Parks & Rec Commission,

My office recently received the attached letter from the West Newbury Riding & Driving Club.

I've been generally aware of this issue for some time, most directly via Annie Sterling in my office who as you know handles facility use requests; however neither I nor the BOS have been directly involved.

However, the WNRDC contacted me directly re the matter, and my review of the Pipestave Hill/Mill Pond Area Management Plan (online [here](#)) suggested that the situation fell into the category contemplated in the Management Plan, excerpted below:

Sec. A.15. General Management / Procedures for Approvals and Arbitration

Throughout this Management Plan, particular committees and organizations are specified as having responsibilities and

control over different aspects of management. These committees/organizations will not unreasonably withhold approval as long as the proposed action meets the terms and conditions of this Management Plan and the Conservation

Restriction. Except where some other procedure is provided by law, ***should a disagreement arise between two committees or organizations or between a committee or organization and a private party, the Selectmen shall act as***

arbitrators. Should the Selectman be a party to any dispute, an independent arbitrator acceptable to all parties will

resolve the dispute. *(emphasis added)*

If I am understanding the situation correctly, WNRDC requested P&R Comm's permission to use Pipestave on Sept. 13, 2020; P&R declined (which is your authority to do under the Management Plan Sec. F.4); and now WNRDC has cited a "disagreement... between... a committee or organization [P&R Comm] and a private party [WNRDC]..."

I do not believe the BOS will relish getting into the middle of this, but I did review the matter w Chairman Archibald and he is in agreement that, though this section of the Management Plan has not been invoked in his recollection, this matter does fall within what appears to be the intent of Sec. A.15. Chairman Archibald has agreed that this matter will be included on the March 16 BOS agenda, and in addition to this notice to you I'm also providing notice to the Mill Pond Committee and ConCom as the other "boards, committees, groups and/or organizations... charged with effectuating the Management Plan."

Please let me know if P&R Comm intends to be represented in person at the March 16 BOS meeting. Whether you will or won't, if you would like to provide any written information for inclusion in the BOS meeting packet for that evening, please send it no later than next Friday March 13th at noon.

Feel free to contact me with any questions.

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

To The Selectman and Town Manger:

The West Newbury Riding and Driving Club (WNRDC) has scheduled the Adventure Trial ride (AT) at the Pipestave Hill Equestrian Area, surrounding trails and Riverbend the second Sunday in September for the last fourteen years. Two years ago a flag football tournament was mistakenly scheduled for the same date, after we had reserved it. Careful management and attention to the parking of cars and trailers resulted in an incident free event, but the situation was far from ideal. This past year, the flag football was again scheduled on our reserved date, requiring additional volunteers to insure a smooth event. AT drew 67 riders, our largest group to date. WNRDC has already requested Sunday September 13, 2020 from 8AM to 2PM for the AT ride. We expect an even larger group of riders as this is the club's centennial year celebration. More parking for trailers will be needed, not less, likely including the DPW lot. Parks and Recreation now seems to regard this double scheduling as a precedent. Though the conflicts have been successfully managed for these 2 years, there is no guarantee that future events will be able to maintain this record.

The Mill Pond Management Plan Section A-15 states that if there is a scheduling conflict that MPC cannot resolve, the Selectmen act as arbitrators. Since Parks and Recreation has declined our request to not book flag football on the same date as Adventure Trail, Mr. Angus Jennings recommended we pursue the documented procedure for recourse as soon as possible so that all organizations can plan accordingly. Therefore we are requesting that this item be added to the agenda of the meeting scheduled March 16, 2020.

Thanks for your prompt attention to this matter.

WNRDC Board of Directors
Deb Hamilton, Vice President
Carole Ganz, Secretary

Residents Admin

From: Jack Foley [REDACTED]
Sent: Monday, July 20, 2020 11:09 AM
To: Residents Admin
Subject: Re: Flag Football - 9/13/2020

Hi Annie,

Whether WNYL holds the flag football jamboree this fall will depend on what the COVID-19 guidance is at that time. We won't know for a while.

Typically, we have about 180 youth athletes, so assuming 3 people per family, upwards of 600 people, I would think.

Best,

Jack

On Mon, Jul 20, 2020 at 10:31 AM Residents Admin <residents.admin@wnewbury.org> wrote:

Hi Jack~

Could you let me know if Park and Rec is hold the Flag Football event on September 13th this year? If so could you estimate the amount of people attending.

Thanks,

~annie

Annie Sterling

Residents Services Administrator

Town of West Newbury

381 [Main Street](#)

[West Newbury, MA 01985](#)

978-363-1100 ext 113

residents.admin@wnewbury.org

Town Manager

From: Jack Foley [REDACTED]
Sent: Wednesday, July 29, 2020 7:18 AM
To: Town Manager
Subject: Re: Parking diagram / agenda items

Good Morning Angus,

WNYL is optimistic about the Fall season. Fall Soccer and Flag Football have opened no-cost registrations at this point which will be flipped to fee-based registrations if the season can take place. The two dates you mention are both Sundays; the WNYL activity which is traditionally scheduled at Pipestave for Sundays in the Fall is Flag Football.

The September 13th date is traditionally the Flag Football jamboree weekend. In 2016, the jamboree was held on the U8 Soccer fields (baseball outfields) at Bachelor Street. As the sport grew, the jamboree was moved to Pipestave in 2017, 2018 and 2019. The October 11th date is Columbus Day weekend; WNYL does not traditionally schedule activities for Columbus Day weekend (although with COVID-19, there is a lot of non-traditional, creative work-around scheduling taking place in general).

Subject to the reopening guidance at that time, WNYL is planning on holding the Flag Football jamboree at Pipestave fields 4, 5 and 7 on Sunday, September 13th. There are currently no plans to hold WNYL activities on Columbus Day weekend, but that may change given guidance and workarounds at the time.

Regarding P&R Com position, we've not discussed it beyond our June meeting agenda item at which time the concern from Cx Wendy Willis pertained to parking. Given Wendy's involvement with the equestrian group, I assume the nature and extent of concern from WNRDC is limited to parking, but I'd like to get more input from the equestrian group. The discussion ended with Commissioners in agreement, feeling the events could be held simultaneously.

I subsequently spoke with Jesse Ciccone, WNYL Flag Football Director about parking and his overall perception of the dual-use event. Jesse indicated he did not receive any negative feedback about WNYL families being asked to park at the DPW lot with overflow to Page School lot on the opposite side of Main St. Myself, for the dual use date in September, I'd like to see a drop-off loop in close proximity to the fields similar to Cherry Hill Soccer fields in Newburyport.

Annie's email to me had inquired about the total number of projected people for the event. I had indicated Flag Football registrations typically hover around 180. Assuming one car per athlete and a family of three (athlete and two additional family members), I think planning on 200 cars and 600 people total would be safe.

I'm free for a quick call today excluding 10:00 - 12:00 and 14:00 - 15:00 today, or a longer call anytime after 15:00.

Best,

Jack

On Tue, Jul 28, 2020 at 6:10 PM Town Manager <townmanager@wnewbury.org> wrote:

Jack, welcome back. Do you have any more info re whether there will be requests for rec-related events at Pipestave on Sept 13 and/or Oct 11? Annie Sterling's last update to me said this info is pending, but the dates are fast approaching so if there are potential events my thought is we may need to go forward with placing this on a BOS agenda to review whether both events can be safely accommodated, and if so pursuant to what conditions? If this

does go to the BOS it would be nice to know what the current position of the P&R Comm is on this question, since it may have changed since the Commission took this up over the winter and felt that events could be held simultaneously. Happy to schedule a time to connect by phone. 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: Jack Foley [REDACTED]
Sent: Tuesday, July 28, 2020 5:28 PM
To: Brad Buschur [REDACTED]
Cc: Town Manager <townmanager@wnewbury.org>; Wendy Willis [REDACTED]
Subject: Re: Parking diagram / agenda items

Hi everyone,

Back from vacation, returning to a landslide of activities at work. I'm not going to be able to get my act together for a 7/30 meeting. Can we forego a July meeting and hit the reset button for a meeting week of 8/10 or 8/17? If agreeable, I propose Thursday, August 13th or Thursday August 20th.

Brad,

Thanks for sending your conceptual sketch for parking.

Best,

Town Manager

From: Tom Flaherty [REDACTED]
Sent: Thursday, March 5, 2020 8:21 PM
To: Town Manager; Jack Foley; William Bachrach
Subject: Re: FW: BOS March 16 mtg to include review of WNRDC request for Pipestave use Sept 13, 2020

angus

the WNRDC has asked the P+R board to only allow their use of the Pipestave facility on Sept 13; we (wnrdc and p+r) have not met yet as it appeared that the WNRDC seems to be more willing to have two events on that day (as has occurred for the last two years);

P+R did NOT decline the WNRDC's request to use the riding rings on Sept. 13; we feel strongly that both events can occur on the same day; through a mistake on our part, AND strong belief of the two event procedure, we have had the two events for the last two years;

i really don't believe that we need to take this matter any further, UNLESS the WNRDC is requesting that the BoS be involved;

respectfully, tom flaherty

ps acting as a former P+R board member, knowledgeable in the matter, as we wait for the spring election to fill my vacancy

On Thu, Mar 5, 2020 at 6:21 PM Town Manager <townmanager@wnewbury.org> wrote:

Tom – though you no longer officially sit on the P&R Comm, sending to you as an interested party and recent alum...

From: Town Manager
Sent: Thursday, March 5, 2020 6:14 PM
To: Bill Bachrach [REDACTED] Jack Foley [REDACTED]
Cc: Jennifer Walsh (finance.admin@wnewbury.org) <finance.admin@wnewbury.org>; Annie Sterling (residents.admin@wnewbury.org) <residents.admin@wnewbury.org>
Subject: BOS March 16 mtg to include review of WNRDC request for Pipestave use Sept 13, 2020

Parks & Rec Commission,

My office recently received the attached letter from the West Newbury Riding & Driving Club.

I've been generally aware of this issue for some time, most directly via Annie Sterling in my office who as you know handles facility use requests; however neither I nor the BOS have been directly involved.

Residents Admin

From: Tom Flaherty [REDACTED]
Sent: Thursday, November 21, 2019 5:19 PM
To: Residents Admin
Subject: Re: Adventure Trail - 9/13/2020

annie

i feel strongly that the pipestave recreational area has enough room at all times for multiple events; the flag football league scheduled their opening 2018 event (fall jamboree) on the second sunday! we (p+r) scrambled and survived the 'double event' day very well with minimum interference (if any) with the equestrian event

after much conversation this past year (2019) we (p+r) scheduled both events on the same day and we feel that there was minimal (if any) interference with the equestrian event

please relay these objections to their request ; we are always available for a meeting to resolve the issues (far removed trail ride areas, and parking-drop off shuffling) as we understand them

thank you
best, tom

On Thu, Nov 21, 2019 at 11:31 AM Residents Admin <residents.admin@wnewbury.org> wrote:

Hello Tom & Ryan~

I received the following request for the Pipestave Area from the West Newbury Riding and Driving Club; I have included the letter attached as well.

Please let me know if you have any comments or concerns.

Thank you,

~annie

Annie Sterling

Residents Services Administrator

Town of West Newbury

381 Main Street

West Newbury, MA 01985

Residents Admin

From: Ryan Goodwin [REDACTED]
Sent: Thursday, November 21, 2019 7:43 PM
To: Residents Admin; Town Manager
Cc: [REDACTED]
Subject: Re: Adventure Trail - 9/13/2020

Hi Annie,

Thanks for sending this over. I think this deserves discussion as the R&D club have been doing this program for years but I am a believer that because "that's the way it's always been done" should not be the benchmark or meritocracy for the future.

There are just as many children in events through Parks and Rec. who are equally entitled to the use of facilities. Perhaps a middle ground can be found through thoughtful and considerate discussion. We did have a horse escape the pen this past year and could have injured someone, so worthy of a good plan.

We should have a sit-down with the parties.

Best,
Ryan

On Nov 21, 2019, at 11:31 AM, Residents Admin <residents.admin@wnewbury.org> wrote:

Hello Tom & Ryan~

I received the following request for the Pipestave Area from the West Newbury Riding and Driving Club; I have included the letter attached as well.

Please let me know if you have any comments or concerns.

Thank you,

~annie

Annie Stirling
Residents Services Administrator
Town of West Newbury
381 Main Street
West Newbury, MA 01985
978-363-1100 ext 113
residents.admin@wnewbury.org

<Adventure Trail 9-13-2020.pdf>

Town Manager

From: Kathy Feehery [REDACTED]
Sent: Thursday, July 23, 2020 3:29 PM
To: Town Manager
Subject: WNRDC Pipestave Events and parking

Hi Angus,

I talked with Paul Sevigny yesterday about our upcoming events at Pipestave. One is Adventure Trail on Sunday September 13, our annual fundraiser for ECTA to support the trail network in West Newbury. The other is our 3 phase event on Sunday Oct 11. They had been previously okayed by the Selectmen. Paul said since we had discussed and BOH had given green light on the July event they should be fine. We will send in what our COVID health protocols will be.

Just before all the pandemic problems, we were scheduled to meet with Selectmen about a possible conflict for the parking areas with a youth sports flag football event. Paul thought this might not be happening due to COVID restrictions on contact sports but to be sure we wanted to check with the Selectmen. If you need us to be included on any Selectmen's agenda, please let us know.

The other item I discussed with Paul, who said he would talk to the BOH about it, is the restriction on parking at the top of Pipestave, particularly for horse trailers. We have members (and others) who live out of town, have out of town registrations or board in a local barn but live not in West Newbury (such as my farm) who wish to either trail ride or use the cross country area but do not currently have access. Could horse trailers be allowed up top? Generally there will only be a few people at a time and riding is an outdoor socially distant activity. We do understand that if restrictions increase again, that privilege may go away but it seems a shame to not enjoy the summer. I will wait to hear what the BOH decides but just want to keep you and the Selectmen aware of our concern.

Thanks,
Kathy Feehery
WNRDC

Sent from my iPhone

Residents Admin

From: Thomas Atwood [REDACTED]
Sent: Thursday, March 05, 2020 6:30 PM
To: Town Manager; Dawne Fusco [REDACTED]; Wendy Reed; Judith Mizner; Molly Hawkins; Conservation
Cc: Finance Admin; Residents Admin
Subject: RE: BOS March 16 mtg to include review of WNRDC request for Pipestave use Sept 13, 2020

Hi Angus,

I would like to attend and comment as a taxpayer/resident at this meeting as I have been rather outspoken on the parking issue topic publicly. If the Selectmen can review this at the beginning of their meeting at 7 pm as the ConComm meeting starts at 7:30 pm, that would be very helpful.

Best,

Tom

Thomas M. Atwood, CFA
[REDACTED]

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, March 5, 2020 6:14 PM
To: Dawne Fusco [REDACTED]; Wendy Reed [REDACTED]; Judith Mizner [REDACTED]; tmatwood [REDACTED]; Molly Hawkins [REDACTED]; Conservation <conservation@wnewbury.org>
Cc: Finance Admin <finance.admin@wnewbury.org>; Residents Admin <residents.admin@wnewbury.org>
Subject: BOS March 16 mtg to include review of WNRDC request for Pipestave use Sept 13, 2020

Conservation Commission,

My office recently received the attached letter from the West Newbury Riding & Driving Club.

I've been generally aware of this issue for some time, most directly via Annie Sterling in my office who as you know handles facility use requests; however neither I nor the BOS have been directly involved.

However, the WNRDC contacted me directly re the matter, and my review of the Pipestave Hill/Mill Pond Area Management Plan (online [here](#)) suggested that the situation fell into the category contemplated in the Management Plan, excerpted below:

Sec. A.15. General Management / Procedures for Approvals and Arbitration

Throughout this Management Plan, particular committees and organizations are specified as having responsibilities and

control over different aspects of management. These committees/organizations will not unreasonably withhold approval as long as the proposed action meets the terms and conditions of this Management Plan and the Conservation

Restriction. Except where some other procedure is provided by law, ***should a disagreement arise between two committees or organizations or between a committee or organization and a private party, the Selectmen shall act as***

arbitrators. Should the Selectman be a party to any dispute, an independent arbitrator acceptable to all parties will

resolve the dispute. *(emphasis added)*

Name: _____

Event: _____

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of West Newbury for a scheduled event. A general liability policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town as an additional insured must be provided before the date of the event as proof of said policy. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

*** ATHLETIC PLAYING FIELDS RENTAL:** Must have prior approval by the Parks and Rec Commissioners. Payment by check (to: Town of West Newbury) or cash must be received in the Town Manager's Office, and a Certificate of Insurance must be received prior to the date requested to use the fields. (See above for details.)

****MILL POND RECREATION BUILDING AND PIPESTAVE EQUESTRIAN AREA:** Must have prior approval by the Mill Pond Committee.

Indemnification Agreement: I/We, West Newbury Riding & Driving Club (group), agree to pay for any damage to the facility incurred during the term of rental by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we hereby agree to save and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.



Individually/Authorized Signature for Group

11/7/2019

Date

Parks & Rec Committee or Mill Pond Committee
Signature (if applicable): _____

Date: _____

Requests and comments:

Chief of Police
Signature: _____

Date: _____

Requests and comments:

Fire Chief
Signature: _____

Date: _____

Requests and comments:

Approval granted if signed here by Town Manager:

Date: _____

Requests and comments:

Town Manager

From: Kathy Feehery [REDACTED]
Sent: Monday, August 3, 2020 8:24 PM
To: Town Manager
Subject: Adventure Trail 9/13

Hi Angus,

Here is the proposed route for the riders for Adventure Trail on Sept 13. This was drafted by Deb Hamilton who has been figuring out the various routes for most of the 10 years or so that we have been running this fundraiser for town trails through contribution to ECTA.

My proposed route for the September 13 Adventure Trail ride is as follows:

Leave Ring 1 and head East along the north side of the baseball outfield into Dunn Field. Hug north edge into north field, along the Chase Street hedgerow, along the west side of south field into the woods. Follow loop through the woods, pass well site, back on Mother's Day Trail to green Archelaus Hill to Mill Pond Trail, Follow Mill Pond up driveway, cross onto Connector Trail to Main Street. With volunteers to hold traffic, cross Main Street by the solar array, then bear left through woods to Myopia Trail. Have trail help at the bridge at Pike's Dam. Riders either cross and head out to Coffin or head up Pentucket Trail to the Page septic field, then into woods, cross the ski hill, follow blue trail to the red watertower trail. Longer route will ride to Coffin Street, turn right, down to River Road, cross the Indian River and do the Tupelo Trail loop, head down river along the River Road Trail, then jog to the right turn up to the "cornfield", good place for a lope. Blue trail back to red Watertower trail, rejoin short route up hill. Cross Main Street at Page driveway, with crossing assistance and back to sign out at ring 1.

Thank you.
Kathy Feehery
WNRDC

Sent from my iPad

Town of W. Newbury Special Event Application for the Pipestave Hill Horse Trials

Location of Events: Pipestave Hill/Mill Pond Recreation Area
Organization: West Newbury Riding and Driving Club
Person Making Reservation: Kathy Feehery
Contact's Mailing Address: [REDACTED], W. Newbury, MA 01985
Status: Resident non-profit organization

Phone & E-Mail: [REDACTED]

Event Dates & Time: Sundays, July 12 & October 11 8 AM - 4 PM

Reason for Event: Horse Trials

Number of attendees: 35 - 65 riders

Fee Charged by Town: None has been charged as organization does extensive mowing and clean-up on the Mill Pond Recreation Area.



Provide a Schedule of Events:

Horse trials start at 8 AM with volunteers arriving at about 6:15 AM to set-up. Horse trailers start arriving at about 7 AM. Rides are staggered throughout the day, so they come and go all day, rather than come all at once and stay all day. Event usually finishes by 4 PM with volunteers remaining to do cleanup for about one more hour.

Site Plan which addresses (also see map which ^{is enclosed} ~~was sent~~ as a ^{page} separate file):

The location of the event on the property: Top of Pipestave Hill, including the two riding rings, the parking area, the area between the DPW and the rings, the front part of the DPW area (permission has been granted by the DPW), the Middle and Lower fields, the edge of the hay field, and the path to the lower side of the athletic field.

For road or walk race, a detailed map of the route: Not applicable

Features and attractions: Low level horse trials with 60 competitors offering the three phases of dressage, stadium jumping and cross country jumping. This is our 31st year.

Participant circulation: Horse trailers enter and leave at main entrance. Riders compete in both riding rings and on the cross country course, which goes over the Middle and Lower fields, as well as the perimeter of the hay field closest to Rte. 113 and the path at the lower perimeter of the athletic fields (see map).

Proposed parking including how you will handle overflow parking: Trailers are parked in gravel parking area and along the side of the entrance road. A few are also parked in the front of the DPW area with their permission. We provide two parking directors on the property to guide everyone to their correct spot. All cars are parked across the street at the Page Elementary School parking area with their permission.

Town of W. Newbury Special Event Application for the Pipestave Hill Horse Trials

Any proposed road closures: None

Location of trash receptacles and dumpsters: We provide trash and recycling barrels and remove our trash.

Location of temporary toilet facilities: Portable toilets (1 or 2) are placed on the main road coming in near the road going down to the athletic fields.

Accessible routes for the disabled: If there is a disabled spectator, we allow that car to park close to the rings.

Locations, size and number of any tents, trailers or temporary structures: We put up two or three 10x10 pop up tents and use a horse trailer for a scoring office.

Location, size, and description of any signage or banners: We have one sandwich board at the entrance road to guide trailers, and one sandwich board at the entrance to the Page School parking area to guide cars. West Newbury Emergency Management provides orange cones and vests for Rte. 113.

If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event: We have trouble finding a vendor for such a small group. At this time, there will be no food sold on site, and we will provide sandwiches and drinks for our volunteers.

If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit: Traffic is minimal as start times are staggered throughout the day, so Police detail is not necessary. We pay an EMT from the Fire Company to be on site for the whole event.

Provide a Certificate of Insurance to the Finance Director's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance: Certificate to be filed.

Town of W. Newbury Special Event Application for the Pipestave Hill Horse Trials

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for person injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and non-profit persons or organizations.

Kathy Feehery _____ 1/23/2020
Individual/Authorized Signature for Group Date

Police Chief's Signature: [Signature] Date: 2/5/20
Requests and comments:

No Issues

Fire Chief's Signature: Approved - no requests - via email Date: 2-5-2020
Requests and comments:

If EMS details are needed email
FD a few weeks prior to the event schedule

Mill Pond - no issues 2/4/20 see attached
Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:

Residents Admin

Oct 11th date

From: Ryan Goodwin [REDACTED]
Sent: Tuesday, February 04, 2020 12:29 PM
To: Residents Admin
Cc: Town Manager; Tom Flaherty
Subject: Re: Horse Trials

Hi Annie,

Not a problem for the July date. The **October date had** been circulated and was a dialogue point for discussion on sharing of resources for scheduled activities at Pipestave that day for Parks and Rec. I had proposed a discussion to remedy expectations and resources to ensure that activities could coincide without the noise and voiced discontent following.

I am a believer that both activities should be able to coincide with some planning and appropriate expectations set.

I would like to include all parties schedules and a **proposed discussion prior to any approval for that October date.**

Copying Tom Flaherty for input on when this years Jamboree is scheduled.

Best,
Ryan

On Feb 4, 2020, at 12:24 PM, Residents Admin <residents.admin@wnewbury.org> wrote:

Hi Ryan~

Please find attached a Special Event Application for the Pipestave Hill Horse Trial taking place on July 12 and October 11, 2020.

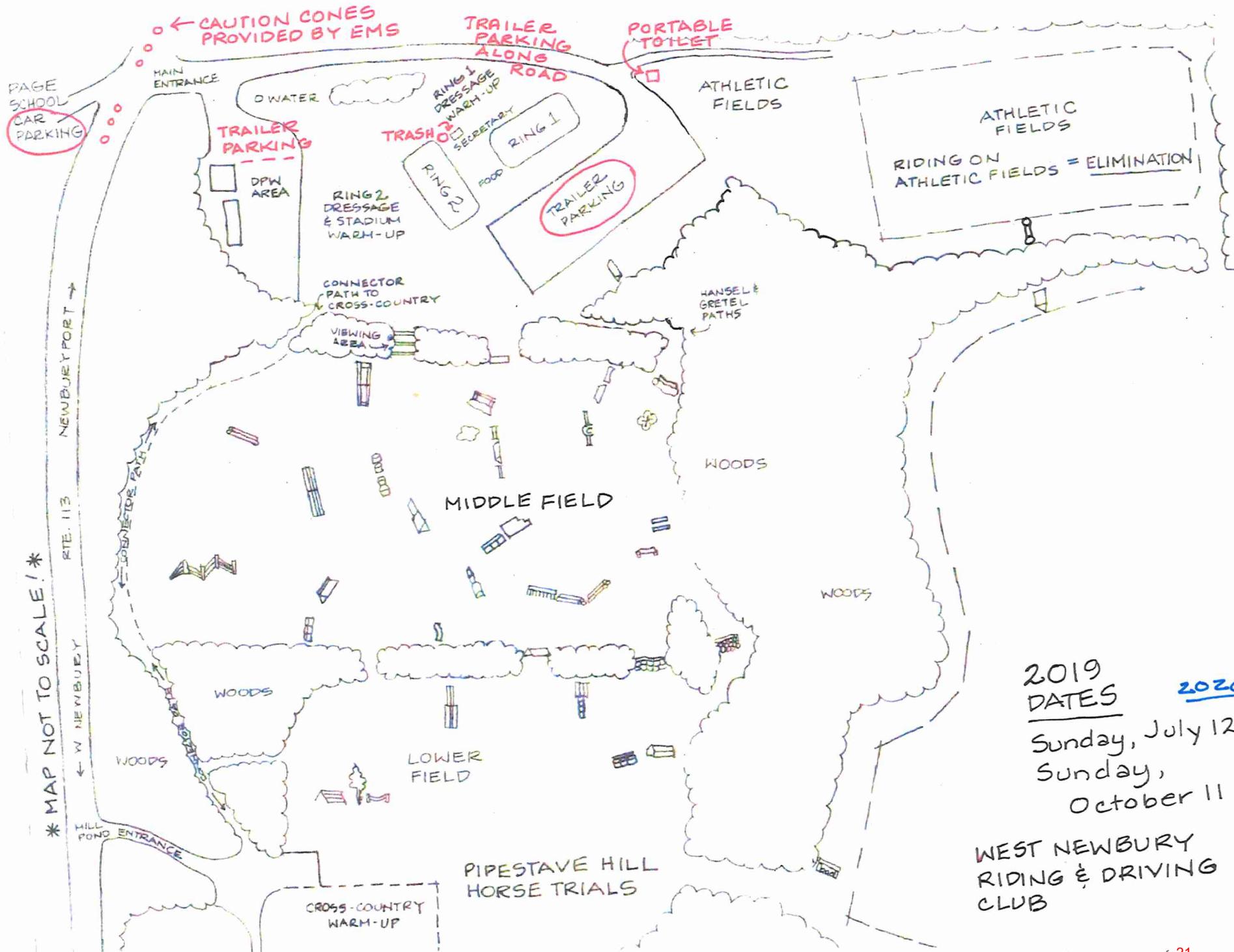
Let me know if you have any comments or concerns.

Thank you,

~annie

Annie Sterling
Residents Services Administrator
Town of West Newbury
381 Main Street
West Newbury, MA 01985
978-363-1100 ext 113
residents.admin@wnewbury.org

<Horse Trials- 7-12-20 & 10-11-20.pdf>



Town Manager

From: Brad Buschur [REDACTED]
Sent: Friday, July 24, 2020 7:15 AM
To: Town Manager
Cc: Jack Foley; Wendy Willis
Subject: Fwd: Parking diagram / agenda items
Attachments: PARKING DIAGRAM 7-22-20.pdf

Hi Angus,

Jack is on vacation this week. We exchanged emails a few days ago, but I think his access to email is limited.

Attached is a parking diagram I created to show how we could run flag and equestrian events concurrently. This has not been discussed by P&R et al and is only a concept.

FWIW, my kids play soccer for WNYL and PYSA. My understanding is the fall season is not confirmed. The leagues seem to be taking a wait and see approach due to C-19.

Jack mentioned our next mtg may be July 30.

Brad

bb

----- Forwarded message -----

From: Brad Buschur [REDACTED]
Date: Wed, Jul 22, 2020, 3:00 PM
Subject: Parking diagram / agenda items
To: Jack Foley [REDACTED], Wendy Willis [REDACTED]

Hi,

At our last meeting I committed to presenting a diagram showing how flag and equestrian events could happen at the same time.

The basic idea is to claim underutilized space for parking along the rock wall between Dunn and Pipestave. The space is currently occupied by invasive vines and shrubs. The big trees along the rock wall would greatly benefit from clearing the understory to free them of the vines. It would also open up views between Dunn and Pipestave.

The first page shows the space to be cleared in yellow (large trees to remain). The second page shows a double loaded parking option with many more spaces. Obviously this option would not be suitable for wet weather / soggy soils. These concepts are for discussion purposes only.

Notice how many cars are parked when all the fields are being used for soccer.

bb

TEMPORARY PARKING MEASURES AT PIPESTAVE / DUNN FIELD
FOR DISCUSSION PURPOSES ONLY
JULY 22, 2020



TEMPORARY PARKING MEASURES AT PIPESTAVE / DUNN FIELD - DOUBLE LOADED OPTION
FOR DISCUSSION PURPOSES ONLY
JULY 22, 2020

