Town of West Newbury
Board of Selectmen
Monday, December 14, 2020 @ 4:30pm

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 DEC 10 PM 4:29

381 Main Street, Town Office Building
www.wnewbury.org

AGENDA

Executive Session: *4:30pm 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 *(potential litigation; Police Union contract; Dispatch 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; Town Manager contract)*;
- MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body *(Updates on draft Artichoke River Woods Conservation Restriction).*

Open Session: *6:30pm 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.
- Recognition of retirement of Treasurer/Collector Susan Yeames; welcome incoming T/C Kaitlin Gilbert
- Call for FY20 Town Reports: Boards/Commissions/Committees
- Deadline for Community Preservation Committee proposals for Annual Town Meeting: January 2, 2021
- Reminder to subscribe for emailed Town news/announcements at https://www.wnewbury.org/subscribe

Regular Business

A. Request for appointment of Emmanuel Terrero as full-time Police Patrol Officer
B. Request for waivers of 15-day notice requirement for Town Manager appointment of Kylie Kennedy and Nicholas Levesque as full-time Dispatchers
C. Wage rate request, Board of Library Trustees
D. Updates regarding coronavirus pandemic / COVID-19, including regarding vaccination working group
E. Consideration of rescinding COVID-related residents-only parking restriction at Mill Pond / Pipestave
F. Presentation of report/conclusions from the MVP process – *Municipal Vulnerability Preparedness Working Group*
G. Request to sponsor CPC proposal for painting of Old Town Hall – *Wayne Amaral, DPW Director*
H. Recap/discussion of recent Dec. 7, 2020 Goals Meeting with Boards/Commissions/Committees
I. FY22 budget message / policy direction
J. Liquor license renewals
K. Consideration to extend Children's Castle lease and set rent level for January – March 2021
L. Consideration to waive Children's Castle rent for July, 2020 (full) and August, 2020 (partial)
M. Consideration to waive Learning Tree rent for July and August, 2020
N. Schedule for Board of Selectmen meetings, first half of 2021
O. Request for authorization to close Town Offices and Library early on Dec. 24 and 31, 2020
P. Meeting minutes: November 16, 2020; November 2, 2020

Town Manager Updates

Q. Tax collections, YTD (FY21 relative to FY20)
R. Update on anticipated process toward updating Personnel Policy
S. Notification of participation in regional grant application, with MVPC and the City of Lawrence, to update the Merrimack Valley Region Multi-Hazard Mitigation Plan
T. 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:

Zoom Meeting
Phone: (646) 558 8656
Meeting ID: 913 6709 4464
Passcode: 969909
Join at https://zoom.us/j/91367094464?pwd=Mk5abnpwSnBDTFF3elg1TWZvbFJ5Zz09

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.

Posted Agenda on 12/10/2020 at the Town Offices and the Town's Official Website www.wnewbury.org

Town Manager

From: Finance Admin
Sent: Wednesday, December 9, 2020 4:06 PM
To: Alyson Tedeschi [redacted]; Arthur Wallace [redacted]; [redacted]; Bob Janes [redacted]; David Archibald; Dawne Fusco [redacted]; Fred Chanania; Gary Roberts; Glenn Kemper; Jack Foley [redacted]; Jacqueline Johnston [redacted]; Jenn Poliseno; John Dodge; Judith Mizner; Margaret Dunlap [redacted]; Michael Dwyer [redacted] Michael McCarron; Nathan Kelly [redacted]; Paul O'Kelly [redacted]; Raymond Cook [redacted]); Rick Parker; Rob Phillips [redacted]; ryan@little-king.com; Tracy Watson; [redacted]
Cc: Town Manager
Subject: RE: Call for FY20 Town Reports

Hello again,

Realizing that it may be difficult for some boards, committees and commissions to meet the deadline set out in my earlier email due to the timing of meetings and other commitments, an extension of time has been made. We ask that all reports be submitted no later than **Thursday, January 28th**. Obviously, if you can submit your report earlier, that is always appreciated.

Thank you and stay well,
Jenny

From: Finance Admin
Sent: Friday, December 04, 2020 9:45 AM
To: Alyson Tedeschi [redacted] Arthur Wallace [redacted] Bob Janes [redacted]>; David Archibald [redacted]; Dawne Fusco [redacted] Fred Chanania [redacted] Gary Roberts [redacted]; Jack Foley [redacted] Jacqueline Johnston [redacted] Jenn Poliseno [redacted] John Dodge [redacted]; Judith Mizner [redacted]; Margaret Dunlap [redacted] Michael Dwyer [redacted]; Michael McCarron [redacted]; Nathan Kelly [redacted] Paul O'Kelly [redacted] Raymond Cook [redacted] Rick Parker [redacted]; Rob Phillips [redacted]; Tracy Watson [redacted]
Cc: Angus Jennings (townmanager@wnewbury.org) <townmanager@wnewbury.org>
Subject: Call for FY20 Town Reports

Hello all,

We are beginning work to prepare the FY20 Town Report including annual reports from all departments, boards, committees and commissions. This notice is being sent to all department heads, and to the chairs of all boards/ committees/commissions.

Please submit a report for FY20 (July 1, 2019 to June 30, 2020) for inclusion in the Town Report. To allow time for boards/commissions/committees to prepare your reports, we are requesting that all reports be submitted **no later than Thursday, January 7th**. Responses should be sent via email to finance.admin@wnewbury.org. Earlier submittals are most welcome.

You may submit your report in any standard file format, but if you choose to submit it in PDF format please also attach it in an editable format to facilitate overall document assembly. If your report includes any graphics or images, please also send these as separate files to ensure that we have images in appropriate resolution to facilitate printing.

Please let me know if you need any assistance or have any questions.

Thanks,

Jenny Walsh
Assistant to the Town Manager and Finance Department
Town of West Newbury
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x115
finance.admin@wnewbury.org

Town Manager

From: Finance Admin
Sent: Friday, December 4, 2020 9:31 AM
To: Town Manager; Assistant Assessor; Building Inspector; COA; Community Preservation Committee; Conservation; Corinn Flaherty; DPW Director; Jeff Durand (durand@westnewburysafety.org); Leah Zambernardi; Michael Dwyer (dwyer@westnewburysafety.org); Michael McCarron; Mike Gootee; Paul Sevigny; Residents Admin; Susan Yeames; Town Accountant
Subject: Call for FY20 Town Reports

Hello all,

We are beginning work to prepare the FY20 Town Report including annual reports from all departments, boards, committees and commissions. This notice is being sent to all department heads, and to the chairs of all boards/ committees/commissions.

Please submit a report for FY20 (July 1, 2019 to June 30, 2020) for inclusion in the Town Report. To allow time for boards/commissions/committees to prepare your reports, we are requesting that all reports be submitted **no later than Thursday, January 7th**. Responses should be sent via email to finance.admin@wnewbury.org. Earlier submittals are most welcome.

You may submit your report in any standard file format, but if you choose to submit it in PDF format please also attach it in an editable format to facilitate overall document assembly. If your report includes any graphics or images, please also send these as separate files to ensure that we have images in appropriate resolution to facilitate printing.

Please let me know if you need any assistance or have any questions.

Thanks,

Jenny Walsh
Assistant to the Town Manager and Finance Department
Town of West Newbury
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x115
finance.admin@wnewbury.org

A

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 and the Board of Selectmen

FROM: Jeff Durand, Chief of Police

DATE: 11/30/20

RE: Appointment of Emmanual Terrero to Full Time Officer

Gentlemen, I would like to have Emmanual "Manny" Terrero appointed as a full time police officer for the Town. He would be filling a position open when Officer John Ripa resigned from the department 12/01/20.

Manny has worked as a reserve officer for the department over the past year, and has done a fantastic job. He has filled many shifts, and has proven himself to be a valued member of the department and the community during this time.

Thank you for your consideration of this appointment.

Chief Jeff Durand

WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213
Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

Emmanuel Terrero
10 Judith E Lane
Methuen, MA 01844

12/11/2020

Dear Emmanuel,

I am pleased to offer you the position of full-time Office for the West Newbury Police Department. The offer consists of the following:

This is a full-time union position, paid bi-weekly at 37.5 hours per week. The duties and responsibilities are described in the full-time Officer job description as well as in the West Newbury Police Department's Policies and Rules and Regulations. Starting pay rate is offered at $27.57 per hour, with three different steps available, which are dependent on years of service. Shift differential premiums are also provided for some shifts in accordance with the Collective Bargaining Agreement between the Town of West Newbury and Teamster Union Local No.170 ("CBA"). The position consists of working a 4 on-2 off rotation. The Police Chief determines the shifts each full-time officer shall work.

Pursuant to the Personnel Policy, all persons appointed to a full-time position for the West Newbury Police Department shall serve a one-year probationary period and shall be evaluated by the Police Chief prior to the conclusion of the probationary period.

The following additional benefits are provided, per Town policy and per the CBA:

- The town is a member of the Essex County Regional Retirement System, which establishes payroll deductions and Town contribution amounts. Additional details are available upon request.
- Health Insurance through MIIA or Teamsters at 65% Town contribution. Employees who opt out of health insurance due to other coverage, are eligible to receive an annual incentive of $1,200 if the individual is covered on a family plan, or $600 if on an individual plan.
- The Town offers an optional Flexible Spending Account (FSA) though cafeteria 125.
- The Town offers a life insurance policy through Colonial Life. Employees may opt in to the policy and may add additional coverage, at the employee's expense.
- Vacation time accrues at a rate of 10 days/year (.83 days per month), with four steps. For those with up to 5 years of service, a total of 10 vacation days are accrued each year. Vacation time increased by 5 days per year, after each five years of continuous service, up to a maximum benefit of 30 days' vacation per year.
- The contract provides for 2 personal days per year.

- Sick time is accrued at a rate of 1 day per month, equal to 12 per year and cumulative to 120 total sick days. The first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month.

The Police contract lasts for three years and benefits are subject to change with each subsequent contract. All full-time employees who work on a holiday as defined by the contract, are subject to be paid at time and a half. The following are considered holidays, per the Police contract:

1. New Year's Day
2. Martin Luther King's Birthday
3. Washington's Birthday
4. Patriots Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Christmas

Subject to your acceptance of this offer, the Town's goal is that you would begin full-time employment on December 15th, 2020, after being appointed and sworn in as a full-time Officer. Pursuant to M.G.L. Ch. 41, Sec. 97A, my appointment is subject to confirmation of the Board of Selectmen, and the Board will take up your appointment at their meeting on December 14, 2020 at 6:30 PM. Your scheduled hours of work will be 11:00 a.m. to 7:00 a.m. If operationally possible and approved by the Police Chief, he may alter these days or hours by advance notice. When operationally possible, your work schedule can be flexible and may vary from time to time with approval of the Police Chief.

All Town employees are responsible for reading and complying with the policies contained in the Town Personnel Policies and any revisions made to it. The Personnel Policy is available for viewing on the Town's website www.wnewbury.org, on the Board of Selectmen's page. All Police Department employees are responsible for reading and abiding by the West Newbury Police Department Policies and Rules and Regulations.

Congratulations on your selection for this position. I know you will do a great job for the Department, as well as the Town of West Newbury.

Sincerely,

Chief Jeff Durand

I, _____, hereby accept this offer of employment from the Town of West Newbury under the terms outlined.

Signature_____ Date: _____

Appointing Authority Signature: _____ Date: _____

WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213
Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

Kylie Kennedy
6 Carlida Road
Groveland, MA 01834

12/11/2020

Dear Kylie,

I am pleased to offer you the position of full-time Dispatcher for the West Newbury Police Department. The offer consists of the following:

This is a full-time, 32 or 40 hours a week, unionized hourly position. The duties and responsibilities are described in the full-time dispatch job description as well as in the Dispatch Center's Standard Operating Procedures. Starting pay rate is offered at $21.45 per hour, with three different steps available which are dependent on years of service. The position consists of working a 4 on-2 off rotation. The Police Chief determines the shifts each full-time Dispatcher shall work.

Pursuant to the Personnel Policy, all persons appointed to a full-time position for the West Newbury Police Department shall serve a one-year probationary period and shall be evaluated by the Police Chief prior to the conclusion of the probationary period.

The following additional benefits are provided, per Town policy and per the Collective Bargaining Agreement between the Town of West Newbury and Teamster Union Local No.170:

- The town is a member of the Essex County Regional Retirement System, which establishes payroll deductions and Town contribution amounts. Additional details are available upon request.
- Health Insurance through MIIA or Teamsters at 65% Town contribution. Employees who opt out of health insurance due to other coverage, are eligible to receive an annual incentive of $1,200 if the individual is covered on a family plan, or $600 if on an individual plan.
- The Town offers an optional Flexible Spending Account (FSA) though cafeteria 125.
- The Town offers a life insurance policy through Colonial Life. Employees may opt in to the policy and may add additional coverage, at the employee's expense.
- Vacation time accrues at a rate of 10 days/year (.83 days per month), with four steps. For those with up to 5 years of service, a total of 10 vacation days are accrued each year. Vacation time increased by 5 days per year, after each five years of continuous service, up to a maximum benefit of 25 days' vacation per year.
- The contract provides for 2 personal days per year.
- Sick time is accrued at a rate of 1 day per month, equal to 12 per year and cumulative to 120 total sick days. The first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month.

The Dispatch contract lasts for three years and benefits are subject to change with each subsequent contract. All full-time employees who work on a holiday as defined by the contract, are subject to be paid at time and a half, in addition to the eight hours holiday pay at straight time. Employees who work on any of the contractual holidays may, in lieu of eight hours of regular holiday pay at straight time, take the eight hours off at a later date. When a holiday falls on a day when and employee does not work, an employee may choose to be paid the eight hours holiday pay, or take the eight hours off with pay at a later date. The following are considered holidays, per the Dispatch contract:

1. New Year's Day
2. Martin Luther King's Birthday
3. Washington's Birthday
4. Patriots Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Christmas

Subject to your acceptance of this offer, the Town's goal is that you would begin full-time employment after being appointed and sworn in as a full-time Dispatcher. Pursuant to the West Newbury Town Manager Act, your appointment is subject to confirmation of the Board of Selectmen, and the Board will take up your appointment at their meeting on December 14, 2020 at 6:30 PM. Your scheduled hours of work will be 7:00 a.m. to 3:00 p.m. If operationally possible and approved by the Police Chief, he may alter these days or hours by advance notice. When operationally possible, your work schedule can be flexible and may vary from time to time with approval of the Police Chief.

All Town employees are responsible for reading and complying with the policies contained in the Town Personnel Policies and any revisions made to it. The Personnel Policy is available for viewing on the Town's website www.wnewbury.org, on the Board of Selectmen's page. All Dispatch employees are responsible for reading and abiding by the Dispatch Center's Standard Operating Procedures.

Congratulations on your selection for this position. I know you will do a great job for the Department, as well as the Town of West Newbury.

Sincerely,

Chief Jeff Durand

I, _____, hereby accept this offer of employment from the Town of West Newbury under the terms outlined.

Signature_____ Date: _____

Appointing Authority Signature: _____ Date: _____

WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213
Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

To: Town Manager Angus Jennings

From: Jeff Durand, Chief of Police

Date: November 30, 2020

Re: Part time dispatcher Kylie Kennedy

I would like to report that Kylie Kennedy has completed the state required training required of dispatchers and is ready to work as a part time dispatcher for the Town of West Newbury. The Dispatch Center relies on part time dispatchers to work open shifts created by sick days, vacation days, and the weekly shifts not covered by full timer rotations. As you know it takes new dispatchers a long time to obtain the necessary certifications and to go through the proper in-house training.

Kylie started her training on September 11, 2020 and it was clear from day one that she would be more than capable of performing the duties and responsibilities expected of a dispatcher. Kylie caught on very quickly and proved to be well organized and extremely professional in her work. She had no difficulty learning the various ways that we do things in the dispatch center, specifically with our computer aided dispatch system, IMC. Her communication skills and multi-tasking abilities stood out to myself, the dispatch liaison officer, and all of the dispatcher trainers. She has built on and strengthened all of these qualities over the past couple of months.

All of Kylie's dispatch required certifications are currently up to date, including CPR, APCO Telecommunicator, and NG911. Due to the State 911 Department issuing EMD waivers, dispatcher can work the desk without a current EMD certification. Kylie is currently enrolled to take the online APCO EMD course, starting December and finishing in January. There is an agreement in place in place between the department, Atlantic Ambulance, and the State 911 that will allow Kylie to transfer E911 medical calls to Atlantic to be EMD'd, until she becomes certified in EMD herself. Kylie has been training on the desk for just over 2 months, while completing her required dispatch courses. Her professionalism and knowledge will undoubtedly make her a valuable asset to this department.

Respectfully,

Chief Jeff Durand

WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213
Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

Nicholas Levesque
21 Howe Street
Methen, MA 01844

12/11/2020

Dear Nicholas,

I am pleased to offer you the position of full-time Dispatcher for the West Newbury Police Department. The offer consists of the following:

This is a full-time, 32 or 40 hours a week, unionized hourly position. The duties and responsibilities are described in the full-time dispatch job description as well as in the Dispatch Center's Standard Operating Procedures. Starting pay rate is offered at $21.45 per hour, with three different steps available which are dependent on years of service. The position consists of working a 4 on-2 off rotation. The Police Chief determines the shifts each full-time Dispatcher shall work.

Pursuant to the Personnel Policy, all persons appointed to a full-time position for the West Newbury Police Department shall serve a one-year probationary period and shall be evaluated by the Police Chief prior to the conclusion of the probationary period.

The following additional benefits are provided, per Town policy and per the Collective Bargaining Agreement between the Town of West Newbury and Teamster Union Local No.170:

- The town is a member of the Essex County Regional Retirement System, which establishes payroll deductions and Town contribution amounts. Additional details are available upon request.
- Health Insurance through MIIA or Teamsters at 65% Town contribution. Employees who opt out of health insurance due to other coverage, are eligible to receive an annual incentive of $1,200 if the individual is covered on a family plan, or $600 if on an individual plan.
- The Town offers an optional Flexible Spending Account (FSA) though cafeteria 125.
- The Town offers a life insurance policy through Colonial Life. Employees may opt in to the policy and may add additional coverage, at the employee's expense.
- Vacation time accrues at a rate of 10 days/year (.83 days per month), with four steps. For those with up to 5 years of service, a total of 10 vacation days are accrued each year. Vacation time increased by 5 days per year, after each five years of continuous service, up to a maximum benefit of 25 days' vacation per year.
- The contract provides for 2 personal days per year.
- Sick time is accrued at a rate of 1 day per month, equal to 12 per year and cumulative to 120 total sick days. The first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month.

The Dispatch contract lasts for three years and benefits are subject to change with each subsequent contract. All full-time employees who work on a holiday as defined by the contract, are subject to be paid at time and a half, in addition to the eight hours holiday pay at straight time. Employees who work on any of the contractual holidays may, in lieu of eight hours of regular holiday pay at straight time, take the eight hours off at a later date. When a holiday falls on a day when and employee does not work, an employee may choose to be paid the eight hours holiday pay, or take the eight hours off with pay at a later date. The following are considered holidays, per the Dispatch contract:

1. New Year's Day
2. Martin Luther King's Birthday
3. Washington's Birthday
4. Patriots Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Christmas

Subject to your acceptance of this offer, the Town's goal is that you would begin full-time employment after being appointed and sworn in as a full-time Dispatcher. Pursuant to the West Newbury Town Manager Act, your appointment is subject to confirmation of the Board of Selectmen, and the Board will take up your appointment at their meeting on December 14, 2020 at 6:30 PM. Your scheduled hours of work will be two 7:00 a.m. to 3:00 p.m. shifts and two 11:00 p.m. to 7:00 a.m. shifts. If operationally possible and approved by the Police Chief, he may alter these days or hours by advance notice. When operationally possible, your work schedule can be flexible and may vary from time to time with approval of the Police Chief.

All Town employees are responsible for reading and complying with the policies contained in the Town Personnel Policies and any revisions made to it. The Personnel Policy is available for viewing on the Town's website www.wnewbury.org, on the Board of Selectmen's page. All Dispatch employees are responsible for reading and abiding by the Dispatch Center's Standard Operating Procedures.

Congratulations on your selection for this position. I know you will do a great job for the Department, as well as the Town of West Newbury.

Sincerely,

Chief Jeff Durand

I, _____, hereby accept this offer of employment from the Town of West Newbury under the terms outlined.

Signature_____ Date: _____

Appointing Authority Signature: _____ Date: _____

C

Town Manager

From: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Sent: Friday, December 11, 2020 2:41 PM
To: Town Manager
Subject: Re: Staffing question
Attachments: Wage ranges.xlsx

The attached may be helpful for the wage rate discussion. This is a hard position to compare, most libraries do not have subs or temp positions, but I compared similar rolls in neighboring libraries - positions that only involve basic circulation tasks, like our 10-hour positions. These are generally the lowest paying library positions. The most recent year MBLC has stats for this is FY2018. But even so, it shows that 3 years later, the wage rate I'm asking for is well within the typical range.

Thanks. Hope you have a nice weekend,
Corinn

Corinn Flaherty

Director
G.A.R. Memorial Library
490 Main Street
West Newbury, MA 01985
978-363-1105

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, December 10, 2020 4:59 PM
To: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Subject: RE: Staffing question

Corinn,

I was able to get an answer from Mike McCarron a short time ago re my questions to him. His opinion is that BOS approval of the wage rate is needed, even for a temporary employee, per the Salary Compensation Bylaw (here), which reads as follows:

> "Appointing authorities shall establish salary and wage rates after consultation with the Personnel Committee and with the approval of the Board of Selectmen."

In practice, the Personnel Committee (which had been dormant for about 4 years prior to my tenure, and has only met a few times since) has not been consulted (at least not for the past many years), but wage rates have all gone through BOS approval both prior to and since the effective date of the Town Manager Act (which separately provides BOS authority over wage rates).

I got this info a short time before the posting deadline so added the following for Monday's BOS agenda:

> Wage rate request, Board of Library Trustees

It will be late tomorrow before I close out the Board's meeting packet, and unless there's something further/different you'd like included I would include in their packet your initial email. Please let me know if you or a member of the Trustees would like to speak to the request.

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: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Sent: Wednesday, December 9, 2020 2:21 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Staffing question

Hi Angus,

It looks like [redacted] will be out many more weeks. The last day she worked was Nov 13. We have been struggling to maintain our open hours without her and have narrowly avoided closing on more than one occasion because we didn't have enough people available to keep the building open. Two staff have forgone the vacation time they had planned for this month because we would have to close if they took their time. After meeting with the Trustees last night, it was agreed the situation is not sustainable. [redacted] works 27 hrs/wk. I would like to request that I be able to hire a part-time temporary person to fill in while she is gone at the rate of $15.78/hr (this is what the 10-hr positions make). There is already money in my salary line for this as a result of the $5315 transfer Fin Comm approved in October. Please let me know your thoughts on this. It's something I'd like to resolve as soon as possible.

Thank you,
Corinn

Corinn Flaherty

Director
G.A.R. Memorial Library
490 Main Street
West Newbury, MA 01985
978-363-1105

2018 Massachusetts Board of Library Commisioners Wage Rates for Circulation/Librarian Technician Staff (2018 is most recent)

Municipality	Minimum compensation	Maximum Compensation
Salisbury	$15.00	$15.50
Groveland	$12.00	$12.00
West Newbury	$12.27	$16.53
Newbury	$13.12	$20.31
Merrimac	$14.95	$17.95
Amesbury	$16.17	$21.23
Gerogetown	$16.40	$16.40
Newburyport	$19.37	$22.67

Department	Personnel (as of 7/1/20)	Position	Grade	H-Hourly / E-Exempt / S-Stipend	Hrs/Wk (up to)	FY20 Approved Rate	FY21 Budgeted Rate	% Change	Annualized	BoS Approval
Library	Corinn Flaherty	Library Director	8	E	40	$ 36.06	$ 36.78	2.0%	$ 76,796.64	7/13/2020
	Kate Gove	Children's Librarian	7	H	40	$ 31.34	$ 31.97	2.0%	$ 66,753.36	7/13/2020
	Dawn Watson	Staff Librarian	5	H	31	$ 23.41	$ 23.88	2.0%	$ 38,642.62	7/13/2020
	Kristen Young	Staff Librarian	4	H	28	$ 20.15	$ 20.55	2.0%	$ 30,035.88	7/13/2020
	Tracy Larrabee	Staff Librarian	4	H	27	$ 18.25	$ 18.61	2.0%	$ 26,228.93	7/13/2020
	Jean Berkenbush	Assistant Librarian	2	H	10	$ 15.78	$ 16.10	2.0%	$ 8,404.20	7/13/2020
	Elizabeth Torrisi	Assistant Librarian	2	H	10	$ 15.78	$ 16.10	2.0%	$ 8,404.20	7/13/2020
	Varies	Coverage				$ 3,000.00	$ 3,060.00	2.0%		7/13/2020

7 employees on schedule

Copy of Schedule Payroll Nov 20 - Dec 3 Fri Nov 20 2020 - Thu Nov 26 2020							
Name	**Fri 11/20**	**Sat 11/21**	**Sun 11/22**	**Mon 11/23**	**Tue 11/24**	**Wed 11/25**	**Thu 11/26**
Corinn Flaherty	Sick	-	-	8:30A-5P	8:30A-5P	8:30A-5P	Off TDay
Kate Gove	8:30A-3P	-	-	8:30A-5P	8:30A-5P	8:30A-5P	Off Tday
Dawn Watson	9A-3P	8:45A-1P	-	9A-4P	2P-8P	9A-3P	Off Tday
Kristen Young	-	8:45A-1P	-	9A-4P	1P-8P	10A-5P	Off Tday
Tracy Larrabee	Sick	-	-	Sick	Sick	Sick	-
Liz Torrisi	-	-	-	3P-8P	-	-	Off Tday
Jean Berkenbush	-	-	-	4P-8P	9A-2P	-	-

7 employees on schedule

Payroll Nov 20 - Dec 3 Fri Nov 27 2020 - Thu Dec 3 2020							
Name	**Fri 11/27**	**Sat 11/28**	**Sun 11/29**	**Mon 11/30**	**Tue 12/1**	**Wed 12/2**	**Thu 12/3**
Corinn Flaherty	8:30A-3:30P	-	-	8:30A-5P	8:30A-5P	8:30A-5P	8:30A-5P
Kate Gove	8:30A-11:30A	8:45A-1P	-	8:30A-5P	8:30A-5P	8:30A-5P	8:30A-5P
Dawn Watson	9A-3P	-	-	9A-4P	2P-8P	9A-3P	10A-4P
Kristen Young	-	-	-	9A-4P	9A-4P	1P-8P	10A-5P
Tracy Larrabee	Sick	-	-	1P-8P	1P-8P	9A-4P	-
Liz Torrisi	-	8:45A-1P	-	3P-8P	-	-	9A-2P
Jean Berkenbush	-	-	-	-	9A-2P	3P-8P	-

Commonwealth of Massachusetts
EXECUTIVE OFFICE OF
HOUSING & ECONOMIC DEVELOPMENT
ONE ASHBURTON PLACE, ROOM 2101
BOSTON, MA 02108
www.mass.gov/eohed

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MIKE KENNEALY
SECRETARY

TELEPHONE
(617) 788-3610

FACSIMILE
(617) 788-3605

D

Dear Employers,

As we find ourselves at the beginning of the holiday season, I want to take this opportunity to thank you for your commitment to our community, your employees, and your customers. We have asked a lot of our employers this year and the response has been overwhelming. Our collective ability to adapt and implement safety protocols in the face of COVID-19 has been remarkable. Main Street retailers and restaurants have been particularly resilient despite a challenging environment. Thank you for your continued support and adherence to safety measures as the cold weather arrives.

We find ourselves in the anticipated second surge of the COVID-19 pandemic. From a public health perspective, we must remain vigilant, while also showing compassion. With community spread and transmission risk on the rise, it is critical that employers continue to protect and support your employees and customers. This means reminding your workers about their **obligation to report potential exposure to the virus or a positive test and their need to quarantine or isolate in accordance with Department of Public Health guidelines. We are asking all employers to continue to accommodate employees who need to isolate or quarantine.**

If you have an employee that tests positive for the coronavirus, **you are required to report this to and cooperate with your local board of health.** Furthermore, the participation of your employees in the COVID-19 Community Tracing program is essential. The ability of contact tracers to act quickly and stop the spread depends on prompt disclosure. By supporting employees during quarantine or isolation and cooperating with contact tracers, you can continue to do your part to flatten the curve in Massachusetts. The business community has met the challenge posed by COVID-19 in so many ways. We are grateful for your continued efforts and partnership.

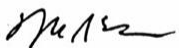
Employers can follow the below steps to help prevent and slow the spread of COVID-19:

1. Review the Department of Public Health's information and guidance for persons in quarantine or isolation, and share it with your employees.
2. Remind all employees to report instances of possible exposure and to immediately quarantine until either they receive a negative test or they self-isolate for 14 days, in accordance with the DPH guidance.
3. Ensure employees who have faced possible exposure **do not feel pressured to report to the workplace**, whether or not they are exhibiting symptoms. **Reassuring employees of their job security will help prevent virus transmission between coworkers**.
4. Monitor use of break rooms and warn employees of risks associated with car pooling. These settings have both been identified as hot spots for COVID-19 infections. Information about car pooling can be found here.

Most workers in Massachusetts have the right to earn and use up to 40 hours of job-protected sick time per year to take care of themselves and certain family members. Workers must earn at least one hour of earned sick leave for every 30 hours worked. Additional information on sick time requirements can be found on the Attorney General's Office website.

I want to express my gratitude for your partnership, engagement, and commitment to public health during this pandemic. As we take the fight to the virus, I know all of us will do our best to protect our communities and flatten the curve.

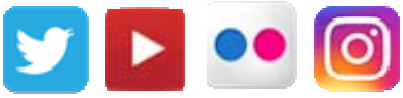
Kind Regards,



Mike Kennealy
Secretary of Housing and Economic Development

FOR IMMEDIATE RELEASE:
December 9, 2020

CONTACT
Sarah Finlaw
sarah.finlaw@state.ma.us



Baker-Polito Administration Announces Initial Steps for COVID-19 Vaccine Distribution

BOSTON – Today, the Baker-Polito Administration announced allocation and distribution plans for the first round of COVID-19 vaccine shipments to Massachusetts set to begin around December 15. The state's first shipment of 59,475 doses of the Pfizer vaccine was ordered from the federal government this past Friday and will be delivered directly to 21 hospitals across 8 counties, as well as to the Department of Public Health Immunization lab.

Doses will then be redistributed for access to 74 hospitals across all 14 counties for front line medical workers. The next 40,000 doses of Pfizer vaccine will be allocated to the Federal Pharmacy Program to begin vaccinating staff and residents of skilled nursing facilities, rest homes and assisted living residences.

Vaccine is being prioritized for these groups to maximize life preservation and to support the health care system. Based on information at this time, Massachusetts is expecting 300,000 first doses of the vaccine to be delivered by the end of December. The first vaccines, manufactured by Moderna and Pfizer, will require two doses administered 3-4 weeks apart.

Click here to view the administration's vaccine website: www.mass.gov/COVIDvaccine.

Click here to view the administration's vaccine presentation

Click here for Frequently Asked Questions

While all delivery dates and quantities are subject to change due to ongoing federal approval and allocation, the Administration plans to receive and distribute over 2 million doses to priority population groups by the end of March.

In collaboration with the COVID-19 Vaccine Advisory Group, the Administration designated groups of medical workers, first responders and residents most at risk for serious illness to receive the vaccine before the general population. The Vaccine Advisory Group is made up of leading medical, infectious disease and public health experts as well as representatives from communities of color and representatives of high-risk populations.

Communities of color and at-risk populations are prioritized throughout the process to maximize life preservation and to prevent serious complications from COVID related illnesses.

Anticipated Vaccination Phases and Timeline:

Phase One (December 2020-February 2021):
In order of priority

- Clinical and non-clinical healthcare workers doing direct and COVID-facing care
- Long term care facilities, rest homes and assisted living facilities
- Police, Fire and Emergency Medical Services
- Congregate care settings (including shelters and corrections)
- Home-based healthcare workers
- Healthcare workers doing non-COVID facing care

Phase Two (February 2021-April 2021):
In order of priority

- Individuals with 2+ comorbidities (high risk for COVID-19 complications)
- Early education, K-12, transit, grocery, utility, food and agriculture, sanitation, public works and public health workers
- Adults 65+
- Individuals with one comorbidity

Phase Three (April 2021-):

- Vaccine available to general public

The first shipments of the vaccine are expected to contain doses manufactured by Pfizer and Moderna. While both Pfizer and Moderna vaccines are pending FDA emergency use authorization, Massachusetts will not distribute the COVID-19 vaccine until it receives this authorization.

Vaccines go through extensive testing, more than any pharmaceuticals, including extensive testing in clinical trials. The FDA, which approves the vaccine, and the CDC's Advisory Committee on Immunization Practices (ACIP), which will make its recommendation for use, must ensure any vaccine is both safe and effective for the public before approval and distribution.

The infectious disease experts in the state's academic medical centers have pledged to review the EUA data and provide an independent opinion about their safety and efficacy.

All residents should visit www.mass.gov/COVIDVaccine to learn more or contact their medical provider for questions about their vaccination plans.

###

Town Manager

From: Paul Sevigny
Sent: Wednesday, December 2, 2020 12:21 PM
To: [redacted]; Public Nurse; 'EMA'; Fire Chief Dwyer (dwyer@westnewburysafety.org); Town Manager; [redacted]
Subject: FW: Action Required: 12192 - West Newbury Board of Health - Massachusetts COVID-19 Vaccine Program (MCVP) Agreement

Please see email below and review the MCVP sample. I am not sure what the deadline (if any) is but we could discuss this at our next meeting. If you have any thoughts before hand, let me know..

From: DPH-Vaccine-Management@MassMail.State.MA.US <DPH-Vaccine-Management@MassMail.State.MA.US>
Sent: Wednesday, December 2, 2020 9:19 AM
To: Paul Sevigny <psevigny@wnewbury.org>
Subject: Action Required: 12192 - West Newbury Board of Health - Massachusetts COVID-19 Vaccine Program (MCVP) Agreement

Massachusetts COVID-19 Vaccine Program (MCVP) Agreement

Paul Sevigny

Your site has been identified to enroll in the Massachusetts COVID-19 Vaccine Program (MCVP) Agreement. Click here to start the process: MCVP Agreement
Once you submit this agreement, your site will be eligible to receive COVID-19 vaccine once it becomes available.

You can also access a blank PDF version of the MCVP Agreement here: MCVP Sample
Please note this is being provided as a reference or data collection tool but it cannot be used for submission.

Note: Internet Explorer is not well-supported, please use a modern browser like Google Chrome or Microsoft Edge to complete the agreement.

If you have any questions, please contact the Vaccine Unit at 617-983-6828 or DPH-Vaccine-Management@massmail.state.ma.us.

Thank you,
Vaccine Management Unit

Town Manager

From: Paul Sevigny
Sent: Thursday, December 3, 2020 10:41 AM
To: Diane M. Dardeno; [redacted]; Fire Chief Dwyer (dwyer@westnewburysafety.org); Jeff Durand; 'EMA'; Comcast; Town Manager
Subject: FW: Vaccine Storage

See below. Great response from AJ..

From: Paul Sevigny
Sent: Thursday, December 3, 2020 10:39 AM
To: Gary Lee [redacted]; Mark Goldstein [redacted]; Yinka Ojutalayo [redacted]
Cc: Dave Fowler [redacted]; Danielle Perry [redacted]
Subject: RE: Vaccine Storage

Thank you Gary, very much appreciated. We are still in the planning phase and this is great news if the BOH does indeed receive vaccines. Currently, we have been told by DPH that the BOH would be involved in phase 3 or 4 of the States vaccination plan (which would be sometime in the spring of 2021).

Again, thank you for partnering with us during these unprecedented times.

From: Gary Lee [redacted]
Sent: Thursday, December 3, 2020 10:25 AM
To: Mark Goldstein [redacted]; Paul Sevigny <psevigny@wnewbury.org>; Yinka Ojutalayo [redacted]
Cc: Dave Fowler [redacted]; Danielle Perry [redacted]
Subject: RE: Vaccine Storage

Good Morning Paul –

If you receive the Moderna vaccine, we have the capacity in our pharmacy here to store it for you. The Pfizer vaccine requires ultracold refrigeration, which we do not have locally. Our Westwood, MA facility does and they do have the capacity to store it there. Once you know which vaccine you receive, let us know and we can plan appropriately.

Thx-

Gary G. Lee, MS
Vice President Clinical Services
Anna Jaques Hospital
978-463-1075

CONFIDENTIALITY NOTICE:
This message is intended for the use of the person(s) to whom it may be addressed. It may contain information that is privileged, confidential, or otherwise protected from disclosure under applicable law. If you are not the intended recipient, any dissemination, distribution, copying, or use of this information is prohibited. If you have received this message in error, please permanently delete it and immediately notify the sender.

From: Mark Goldstein
Sent: Tuesday, December 1, 2020 11:23 AM

To: Paul Sevigny <psevigny@wnewbury.org>; Yinka Ojutalayo [redacted]; Gary Lee [redacted]
Cc: Dave Fowler [redacted]; Danielle Perry [redacted]
Subject: RE: Vaccine Storage

Paul, Gary Lee, VP of clinical operations will get back to you.

MG

Mark L. Goldstein
President

Anna Jaques Hospital
25 Highland Ave
Newburyport, Ma. 01950
P: 978.463.1017
[redacted]

Beth Israel Lahey Health
Anna Jaques Hospital

From: Paul Sevigny <psevigny@wnewbury.org>
Sent: Tuesday, December 1, 2020 10:41 AM
To: Yinka Ojutalayo [redacted]
Cc: Dave Fowler [redacted]; Mark Goldstein [redacted]
Subject: Vaccine Storage

WARNING: This email originated from outside of Anna Jaques Hospital. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Yanka,

Hope all is well. My name is Paul Sevigny and I am the Health Agent for the Town of West Newbury. Several years ago, the state would allow a common household refrigerator to be used for vaccine storage. This is not the case now, especially for COVID vaccines. We are polishing up our Emergency Dispensing Site plans in the hope that we will be getting the COVID vaccine for the general population sometime in the spring. With that said, I didn't know if there is a possibility that the COVID vaccine provided to the Town of West Newbury could be stored at Anna Jaques Hospital.

Please let me know your thoughts and availability of this idea. Thank You & be safe.

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

PUBLIC NOTICE

TOWN OF WEST NEWBURY

PARKING REGULATIONS AND TRAFFIC RULES

PIPESTAVE HILL AND MILL POND RECREATION AREAS

The Board of Selectmen of the Town of West Newbury, Massachusetts, at its public meeting held on Monday, May 11, 2020 at 7:00 pm by remote participation, voted to approve the following parking regulations:

Parking at the Mill Pond/Pipestave recreation areas shall be limited to Town residents who obtain a parking permit.

Any Town resident wishing to use the parking areas at the Mill Pond/Pipestave recreation areas shall first obtain a parking permit from the Town.

Any violator shall be subject to fines and penalties, including but not limited to towing of vehicles without a permit, in accordance with the provisions of MGL c.40 sec. 22D.

The purpose of this notice is to make these restrictions and regulations effective in accordance with the provisions of MGL c.40 sec. 22. Information regarding how to obtain a parking permit can be found on the Town website (Mill Pond Committee webpage) or by calling the Town Offices at (978) 363-1100 x134 or email parkingpermitwn@wnewbury.org.

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY
David Archibald, Chairman
Glenn Kemper
Richard Parker

Town Manager

From: Paul Sevigny
Sent: Thursday, December 10, 2020 7:40 AM
To: Town Manager
Cc: Jane Krafton
Subject: RE: Mill Pond Residents Only Feedback

Angus,

I recommended to the BOH that they remove the parking restrictions at Mill pond & Pipestave. They briefly commented one at a time and each stated that they had no problems with lifting the restrictions. Bob asked if they needed to conduct a more official vote and I said that I was good with it because is wasn't going to be a contentious decision. They did conduct a role call vote for the Basketball discussion.

From: Town Manager <townmanager@wnewbury.org>
Sent: Wednesday, December 9, 2020 9:49 PM
To: Ryan Goodwin [redacted]
Cc: Paul Sevigny <psevigny@wnewbury.org>; Jane Krafton <jkrafton@wnewbury.org>
Subject: RE: Mill Pond Residents Only Feedback

Ryan,
At yesterday evening's Board of Health mtg, the Board voted to recommend that the BOS lift the residents-only parking restriction. (Paul or Jane, do either of you have the exact language of the Board's vote?)
At their upcoming meeting on 12/14, the BOS is expected to take up the question. Their imposition of the residents-only restriction was upon the then-recommendation of the BOH and, while I don't know how the BOS will vote on Monday night, I know they will take into account the BOH recommendation. (Parking restrictions rest within the statutory authority of the BOS, so their vote – and a subsequent legal notice in the newspaper – are necessary to effectuate any change).
If you and/or other Mill Pond Committee members wish to share your personal opinions on this matter with the BOS, I will include in their 12/14 packet and correspondence received by the end of this week (and of course, public comments will be welcome at Monday's mtg – and emails received after the Board's packet is closed out can also be shared). (I can also simply share the emails included in the thread below, as those residents' / Committee members' opinions on the matter).

Hope this helps –
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: Ryan Goodwin [redacted]
Sent: Wednesday, December 9, 2020 9:35 PM

To: Paul Sevigny <psevigny@wnewbury.org>; Town Manager <townmanager@wnewbury.org>
Subject: Re: Mill Pond Residents Only Feedback

Hi Paul,
I hope you are well!
In summary of the Mill Pond Committee meeting held this evening. A vote was held to table any opinion or recommendation from the committee on re-opening of the area to non- residents until our next meeting 03/10. There were an assortment of opinions on the matter, but we felt that we did not want to provide any undue influence on any decisions made and would defer to your office & knowledge regarding what is best for the Health and Safety of our town populace.

Thank You,
Ryan Goodwin

F

Horsley Witten Group
Sustainable Environmental Solutions
90 Route 6A, Unit 1 • Sandwich, MA • 02563
Phone - 508-833-6600 • Fax - 508-833-3150 • *www.horsleywitten.com*

Note from Angus: The complete copy of this report is on the Town website at
https://www.wnewbury.org/sites/g/files/vyhlif1436/f/uploads/west_newbury_mvp_report_final.pdf

Summary of Findings

West Newbury Municipal Vulnerability Preparedness Workshop

West Newbury, Massachusetts

May 2020

Prepared for:
Town of West Newbury
Municipal Vulnerability
Preparedness Working Group
381 Main Street
West Newbury, Massachusetts 01985

Prepared by:
Horsley Witten Group, Inc.

West Newbury Municipal Vulnerability Preparedness Workshop
Summary of Findings

Executive Summary

On February 29, 2020, West Newbury held a Municipal Vulnerability Preparedness (MVP) workshop. The workshop's goal was to discuss hazards West Newbury faces that are being exacerbated by climate change, and to prioritize actions the Town can take to prepare for these hazards. This workshop, planned by a core team of organizers and the Horsley Witten Group, Inc. was a step towards MVP certification, which allows certified communities access to additional state grants for projects related to climate change resiliency. Forty-two community members attended the workshop, representing a wide cross section of Town officials, response partners, and other interested parties.

Prior to the workshop, the MVP Core Team considered input provided through interviews with 12 key staff, volunteer board and commission members, and local citizens, as well as information gathered through a local public survey completed by 146 individuals, to identify four key climate change hazards facing West Newbury. These hazards, which served as a basis for discussion in the workshop, were: severe storms, changing precipitation patterns, diseases and invasive species, and temperature extremes. In five small groups, participants identified features of West Newbury that may be impacted by climate change or may serve as community strengths to help the community cope with climate related hazards. These groups then identified and discussed actions that could be taken to protect these features or mitigate the impacts to these features in the face of the four climate change hazards. Each group reported out its top priority actions to the full workshop. Through a large group discussion and dot voting, and subsequent refining by the core team, the following Final Recommended Priority Actions were identified:

Final Recommendations

1. Emergency communications and communication infrastructure
    - Improve cellular wireless and radio infrastructure
    - Maintain lists of vulnerable populations for outreach and communication by citizens to Town of their needs in emergencies
    - Code Red service – evaluate what is currently in place and what is needed

2. Open Space Preservation (Open Space, Agriculture, and Forests)
    - Continue implementing OSRP
    - Encourage open space acquisition, based on criteria
    - GIS analysis, evaluate open space distribution across Town for equity of access
    - Maintain CPA as a priority
    - Green infrastructure
    - Invasive species management, including mapping problem species and areas, and working with DPW, Open Space Committee, and other civic groups to practice Best Management Practices to prevent spread and eradicate new invasions
    - Improve land use controls and bylaws/policies
        - Tree/tree canopy preservation
        - Wetland protection
        - Forests/Trees/Fields Management
    - Develop a comprehensive plan that considers development growth (conversion of open space) in relationship to available town resources and services

3. Water Supply Development and Water Supply Protection Planning
    - Including but not limited to potential dam modification
    - Reduce CSO Potential for Contamination
        - Develop/Implement notification system for downstream residents (consider possibly incorporating it into Code Red)
        - Coordinate with upstream WWTPs to reduce occurrence
        - Work with adjacent towns (e.g., Newburyport, Haverhill, Amesbury) on water quality monitoring, notification and education
        - Educate about health impacts of CSOs – including via fishing, recreational use

4. Municipal microgrid with back-up storage (green energy) for emergency shelter and senior housing

5. Improved educational communications around climate change impacts and preparedness
    - Outreach through libraries, school curriculum, senior services
    - Education on climate awareness, disease vectors, disease prevention and detection

6. Vulnerable populations (elder, disabled, etc.)
    - Conduct outreach to participate in Code Red
    - Include communications and outreach regarding emergencies/maintenance (water breaks, fire hydrant cleaning, etc.)
    - Increase functions and resources for Council on Aging

7. Stormwater and flood management, operation and maintenance
    - Develop/improve/enforce stormwater Operation and Maintenance plan
    - Map locations of all drainage/flooding issues and prioritize them to be addressed
    - Perform a culvert analysis, and map and prioritize improvements
    - Assess vulnerable neighborhoods and plan to address vulnerabilities, such as erosion and flooding
        - Priority area is River Rd. erosion
        - Other areas include: Rte. 113 Bridge, Crane Neck, River Meadow Drive, and others
8. Promote Town-owned electric vehicles and equipment, reduce waste, and increase compost

These action items will be incorporated into ongoing municipal planning efforts and will inform future Town efforts in the realm of resilience planning. Actions identified in this process are also eligible for future grant funding under the MVP Action Grants program administered by the MA Executive Office of Energy and Environmental Affairs (EEA). By undertaking the MVP workshop and preparing this report, the Town is also initiating its certification as an MVP Certified Community, which enables the Town to apply for future MVP Program grants and elevates the scoring profile for related project proposals to other state grant programs.

Town of West Newbury

381 Main Street
West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works
978·363·1100, Ext. 120
DPWDirector@wnewbury.org

G

Memorandum

TO: Board of Selectmen

FROM: Wayne S. Amaral, DPW Director

DATE: December 10, 2020

RE: BOS Support Letter to CPC regarding Town Hall Exterior Painting Project Funding Request

---

In recent years, our historic Town Hall has experienced a major failure regarding the exterior paint of the structure. It has been estimated that the building was painted over 15 years ago and from the condition of the exterior, it seems that this improvement has reached its useful life. From general observation, the building is showing about 8-10% of unprotected exterior siding that no longer has any paint remaining to preserve the wood. Failure to paint (apply a protective coating) to the existing siding within the next 12 months can permanently damage the woodwork and result in total replacement at a cost 3 to 4 times higher than maintaining the structure now.

The windows also need replacement; however, I recommend that these be addressed next time the town is eligible for a Green Community Grant or National Grid incentive project. Additional painting around the new windows would be a minimal cost and can be done while the windows are being replaced.

As a result of the concerns I have listed above, I respectfully request your full support regarding a CPC request to fund a Town Hall Exterior Painting Project. The project would include painting of the exterior, replacing or redesigning any gutters and downspouts, repairing electrical service drop connection, and basic general exterior repairs as it relates to the painting of the structure.

I have met with our painting contractor who painted the Town Offices a few years back. I sought his advice regarding means and methods of painting such a structure while also maintaining a very rough cost estimate. I will also be meeting with the West Newbury Historic Commission within the next 2-3 weeks to discuss options and review what their expectations may be on such an important project.

Your letter of support would be paramount in showing that this is a priority to all the residents in town.

From: DPW Admin <DPWAdmin@wnewbury.org>
Sent: Thursday, December 10, 2020 9:36 AM
To: Town Manager <townmanager@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>
Subject: BOS Memorandum for the Old Town Hall Building

Good Morning,

Please find attached a memorandum from Wayne in regards to the historic Town Hall building.

Thank you,

Marie

Marie Felzani
DPW Administrative Assistant
Town of West Newbury
381 Main Street
West Newbury, MA 01985
978/363-1100 x130

Town Manager

From: Town Manager
Sent: Thursday, December 10, 2020 12:40 PM
To: Michael McCarron; DPW Admin
Cc: DPW Director
Subject: RE: BOS Memorandum for the Old Town Hall Building

Mike,
Wayne has been talking w Bob Janes and working toward an on-site visit to include one other Historical Commission member (so less than a quorum). And Hist Comm's support will be important given their representation on the CPC. But you're right that the Historic District Commission will also have review authority. Wayne I've just sent you and Marie a recent email I received from the Chair Margaret Dunlap. I suggest copying her/HDC on your memo when it is finalized, and I'll include same in Monday's BOS mtg packet. Perhaps she or another member could accompany you, Bob and (as I understand it) Elisa when you meet on site.

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: Michael McCarron <mmccarron@wnewbury.org>
Sent: Thursday, December 10, 2020 9:43 AM
To: DPW Admin <DPWAdmin@wnewbury.org>; Town Manager <townmanager@wnewbury.org>
Cc: DPW Director <dpwdirector@wnewbury.org>
Subject: RE: BOS Memorandum for the Old Town Hall Building

Wayne

Just to be clear, I assume that you will be discussing the matter with the West Newbury Historic District Commission

Michael P. McCarron
Town Clerk
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Tel 978-363-1100 ext 110

Goal Setting Meeting

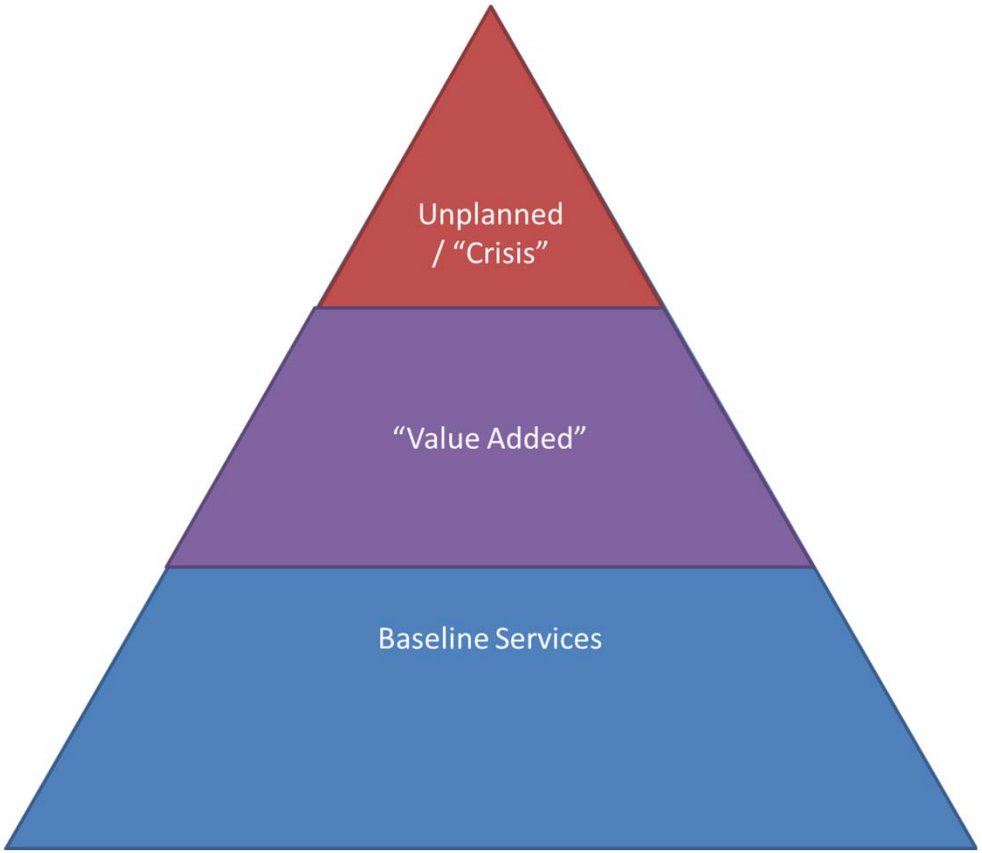
Hosted by Board of Selectmen and Town Manager

December 7, 2020

Intro: Context, and Goals for Tonight

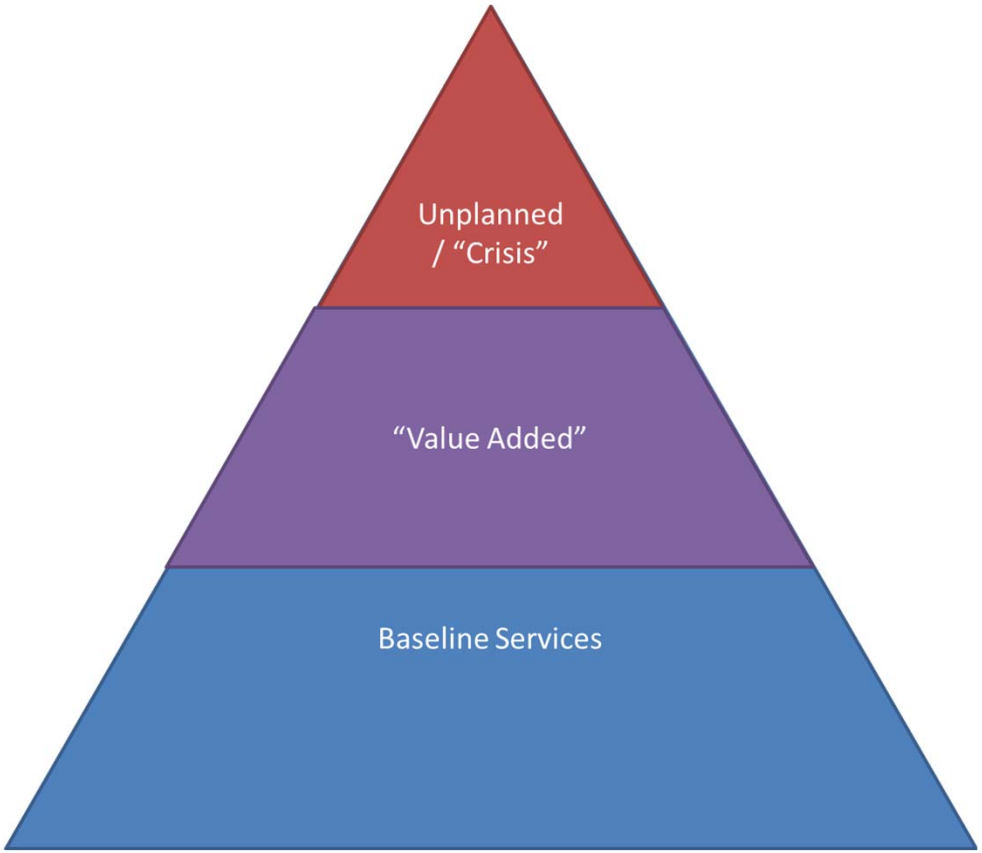
- Decentralized form of government / venue for decision-making
  - 8 elected Boards/Commissions
  - 21 appointed Commissions/Committees
- Many current issues
- Many "backlog" issues
- With very few (if any) exceptions, no unimportant issues
- We cannot do everything at once; choices must be made
- Policy issue, therefore, becomes *relative* importance **and** *relative* urgency
- To set that policy direction, the organization (and its chief elected official the Board of Selectmen) needs an understanding of the full universe of what is (or could/should be) "on the table"

3 Categories of Town Government Work



- Unplanned / Crisis (not part of a specific work plan but, when they arise, must be addressed)
- "Value Added" (i.e. expanding public level of service; proactive planning and zoning efforts; non-mandated services that are nonetheless provided on a regular basis; etc.)
- Baseline (mandated by local, State or Federal statute, regulation or administrative agency.)

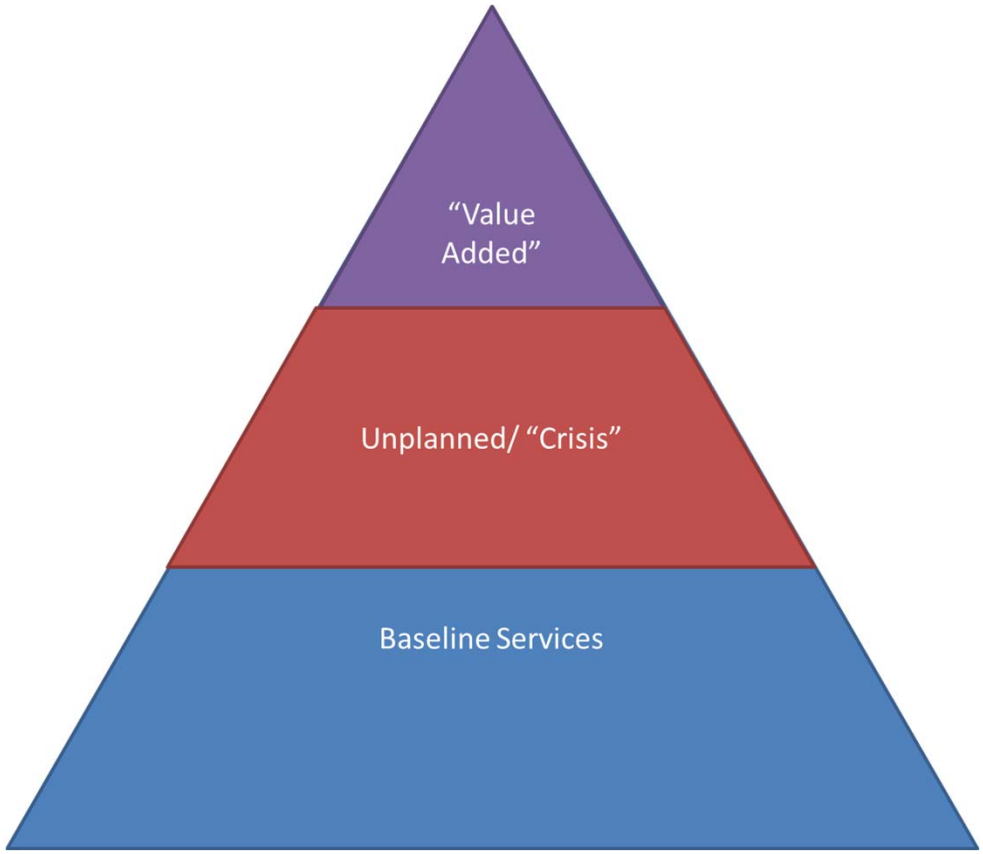
Typical town government work pyramid



- Town staffing generally based on capacity needed for "baseline" (i.e. mandated) services
- Largest share of staff time goes toward these essential functions
- Ideally, the next "tier" of staff resources (by time spent) goes toward "value added" (such as policy/planning initiatives)
- Inevitably, and from time to time, "crises" arise

Work pyramid during times of “crisis”

- When “crises” arise, they demand attention – often immediate attention
- [Note: Some “crises” are truly “crises” (i.e. Page School flooding); others arise due to lack of proactive planning / anticipation]
- These “crises” inevitably divert time from “value added” initiatives
- In either instance, they cannot be allowed to undermine/threaten core “baseline” services



Management Objectives for Goal Setting

- Prioritize among the universe of potential projects a shorter list that is – collectively – realistic and attainable (even if ambitious)
- Prior to making new commitments (i.e. translating "goals" to a work plan), identify resources necessary to honor those commitments
- To the extent that new commitments draw from finite resources, first ensure capacity to carry forward existing commitments that have already been made (incl. continuity of baseline services) – or, make the knowing decision to reshuffle existing commitments to free up time for new ones
- Minimize (through proactive planning) avoidable "crises"

Known/ongoing policy initiatives

- CARES Act and FEMA filings (re COVID-19)
- Secure long-term financing for Brake Hill water tank, wellfield chemical building, and Soldiers & Sailors Building
- Establish regulations to govern use of affordable housing fee-in-lieu funds
- Potential land acquisition to develop (long-term) local water source
- Middle Street Bridge: design, permitting, financing (incl. MOU with Newburyport)
- Adopt and implement DOR Community Compact financial policies
- Enhanced implementation of 2018 Housing Production Plan

Known/ongoing policy initiatives

- Page School Playground: procurement, vendor selection, design, construction
- Soldiers & Sailors Building Restoration: design, procurement, contracting, construction; and, determine building use(s)
- Adopt stormwater bylaw (required in FY21 by EPA MS4 permit)
- Rewrite of Floodplain Bylaw
- Potential adoption of Surface Water Protection Bylaw
- Review Town Manager legislation; begin process to consider potential amendments to improve efficiency and effectiveness. Consider establishment of Charter Committee or Commission.

Advancing existing / known initiatives – while maintaining “baseline” services and responding to “crises” – is what keeps Town personnel busy, day-in / day-out

Bottom line

- We are all part of the same whole
- To be most effective, we need to work in coordination
- Goal is to identify top priorities – including issues that (by nature) run across several areas of the organization – so we can work together to get them done

Existing (known) “cross-cutting” initiatives

- Update Personnel Policy (incl. work with all Appointing Authorities)
- Programming use(s) for Soldiers & Sailors Building
- Pipestave/Mill Pond/Dunn (incl. consider potential amendments to Mill Pond Management Plan)
- Establish public access to Merrimack River
- Housing planning / plan implementation
- Evaluate from of government / potential to consider adoption of Town Charter

Board / Commission / Committee Presentations & Discussion

Town of West Newbury
Board of Selectmen
Monday, December 7, 2020
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting – DRAFT

Open Session: *6:00pm 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:

Zoom Meeting
Phone: (646) 558 8656
Meeting ID: 982 7336 7979
Passcode: 907875
Join at https://zoom.us/j/98273367979?pwd=OCs0V29XOHBDTkZyUE1hcS9LOEVsdz09

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.

The meeting was called to order at 6:05pm by Chairman David Archibald.

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. FY21/22 Goals Meeting with Boards/Commissions/Committees

Chairman David Archibald spoke in regard to the spirit of tonight's meeting commenting that the want is for a feeling of synergy at the conclusion.

Town Manager Angus Jennings shared the several comprehensive projects already in motion that are requiring a vast amount of staff time above the baseline services. A memo detailing the various undertakings is contained in the agenda packet.

The following is an outline of goals set forth by the representatives of the various boards, commissions and committees in attendance.

1. **Conservation Commission** represented by Thomas Atwood
    a. Preparing a Wetlands Protection Bylaw.
    b. Providing additional hours for the Land Agent for land monitoring and management.
    c. In coordination with PRSD, develop an internship program for high school students interested in conservation.
2. **Finance Committee** represented by Nathan Kelly
    a. In attendance to hear tonight's objectives.
3. **Cultural Council** represented by Alyson Tedeschi
    a. Recruitment of new members.
    b. Looking for new and creative ways for art presentation. A possible collaboration with the Cable Advisory Committee.
4. **Cable Advisory Committee** represented by Kevin Bowe
    a. Solicit input from the community regarding utilization of PEG fees.
5. **Capital Improvements Committee** represented by Nathan Kelly
    a. Listening in to understand the capital needs of the whole town. Has been meeting with Departments over the last few months in hopes to be more proactive and less reactive as needs arise.
6. **Board of Water Commissioners** represented by Michael Gootée
    a. Secure potential property for future well field.
    b. Noting the department is severely understaffed, hire another water operator.
7. **Tree Committee** represented by Fred Chanania
    a. Working with the Tree Warden, conduct educational outreach.
    b. Publish and distribute booklet on best management practices for protecting trees during construction.
    c. Survey residents to determine priorities for Tree Committee.
    d. Continue to add qualifying trees to the Roster of Significant and Remarkable Trees.
    e. Longer term: tree replacement.
8. **River Access Committee** represented by Rob Phillips
    a. Acquisition along River Road. Greenbelt will review specs for potential access with the town in mid-2021 prior to going to ConCom with a design.
9. **Board of Library Trustees** represented by Wendy Reed
    a. Cleaning: Reopening to the public would require daily cleaning at a cost of $550 - $600 per week.
    b. HVAC improvements: Have completed all but two of the recommendations from State report. In the process of obtaining quotes for an evaluation to be completed.
    c. Operations: Install microphones for the plexiglass shields and post signs and arrows to direct foot traffic to promote physical distancing. These costs can be absorbed in the current year's budget.
10. **Board of Health** represented by Angus Jennings
    a. New automated curbside trash and recycling program.
    b. Improved food waste program.
    c. Continued Covid-19 updates, management and follow-ups. Vaccination plan.
    d. Continue the monitoring and testing results of the Steele Landfill.
11. **Energy Advisory Committee** represented by Arthur Wallace
    a. Community outreach/education with an energy and environmental fair.
    b. Explore new potential solar fields.
12. **Carr Post Building Committee** represented by Angus Jennings
    a. Designer contract complete. Need to update charge of the committee.

13. **Investment Policy Committee** represented by David Archibald
    a. Revamped the plan of the committee.
    b. May need to re-bid investment services but are happy with current management company and how things are running.
14. **Community Preservation Committee** represented by Richard Parker
    a. Deadline for applications is January 2, 2021.
15. **Board of Assessors** represented by Richard Baker
    a. Re-assess utility properties in town potentially increasing values.
    b. New initiatives on the education of programs available to taxpayers to reduce taxes.
16. **Open Space Committee** represented by John Dodge
    a. Construct an all access trail along Mill Pond working with the Mill Pond Committee.
    b. Town-wide field management plan.
    c. Conduct educational projects on invasive species working with the MVP Working Group.
    d. Foster a greater trail network in town.
    e. Artichoke River Woods project.
17. **Planning Board** represented by Ray Cook
    a. Affordable Housing: Local preference; Fee in Lieu Fund; Trust or Committee.
    b. Bylaws/Regulations: Scenic Roads Bylaw; Storm Water Bylaw; Review/amend Site Plan Review for Municipal Uses. Further review of housekeeping zoning amendments.
18. **Municipal Vulnerability Preparedness Working Group** represented by Richard Parker
    a. Conduct educational projects on invasive species working with Open Space Committee.
    b. Working with the Energy Advisory Committee, conduct community outreach/education with an energy and environmental fair.
19. **Park & Recreation Commissioners** represented by Angus Jennings
    a. Develop a field use tiered fee schedule based on user group.
    b. Develop a better understanding of the Summer Rec program operations.
    c. Develop short- and long- term capital use program.
    d. Develop a realistic budget for FY22.
    e. Develop better alignment with Pipestave/Mill Pond management plan requirements.
    f. Develop better collaboration with COA.

B. Meeting minutes: November 16, 2020

Tabled until the next scheduled meeting on December 14, 2020.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to adjourn the meeting at 7:53pm.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh

I

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: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: December 11, 2020

RE: FY22 Budget / Policy Direction

I have enclosed for reference the FY21 budget policy direction.

There has been no time available to begin work on a draft FY22 document for Board review. However I have a number of thoughts (as I expect you may as well) that can support a constructive discussion on Monday night, and if we can get a clear enough sense of direction we can put this in writing next week for inclusion in the FY22 budget package to be circulated to Department Heads and B/C/Cs.

I have enclosed some budget analysis of FY20 and multi-year trends that I think will be interesting for you to review. Not all of the numbers are as they seem – for instance, several of what appear to be jumps from FY20 to FY21 are due to under-spending in FY20 (since the reported prior years numbers are "actual" not "budgeted" numbers) but, as long as these assumptions are clear, this multi-year trend analysis is a good input as we look ahead to FY22.

Name	FY18 Actual	FY19 Actual	FY20 Budget	Town Meeting Approved	FY21 Change $	FY21 Change %	FY21 Amendments +/-	Amended $	Amended Change	Amended %
	TOWN OF WEST NEWBURY APPROVED FY21 BUDGET JUNE 27, 2020							TOWN OF WEST NEWBURY PROPOSED AMENDED FY21 BUDGET OCTOBER 17, 2020		
General Government										
MODERATOR	220	200	260	260	0	0.0%		260	0	
SELECTMEN	78,418	13,059	20,600	49,860	29,260	142.0%		49,860	29,260	
TOWN MANAGER	0	329,213	288,470	295,057	6,587	2.3%	15,000	310,057	21,587	7.5%
FINANCE DEPARTMENT	403,547	202,844	251,190	245,289	(5,901)	-2.3%	45,000	290,289	39,099	15.6%
FINANCE COMMITTEE	8,400	10,835	61,500	62,000	500	0.8%		62,000	500	
BOARD OF ASSESSORS	159,413	163,005	175,980	185,964	9,984	5.7%		185,964	9,984	
SPECIAL COUNSEL	0	0	15,000	12,500	(2,500)	-16.7%	10,000	22,500	7,500	50.0%
TOWN CLERK/TOWN COUNSEL	118,358	119,350	128,757	134,578	5,821	4.5%	2,000	136,578	7,821	6.1%
BOARD OF REGISTRARS/ELECTIONS	7,635	12,110	12,050	14,077	2,027	16.8%		14,077	2,027	
CONSERVATION COMMISSION	31,024	31,243	32,450	33,891	1,441	4.4%		33,891	1,441	
PLANNING BOARD	49,938	51,452	63,613	64,546	933	1.5%		64,546	933	
BOARD OF APPEALS	1,410	1,000	1,400	700	(700)	-50.0%		700	(700)	
OPEN SPACE COMMITTEE	121	278	750	750	0	0.0%		750	0	
CABLE ADVISORY COMMITTEE	0	0	0	0	0	n/a		-	0	
Public Safety										
POLICE DEPARTMENT	943,632	1,044,459	1,164,302	1,192,167	27,865	2.4%	4,000	1,196,167	31,865	2.7%
FIRE DEPARTMENT	278,252	280,516	305,221	308,542	3,321	1.1%		308,542	3,321	
AMBULANCE SERVICE	0	0	0	0	0	n/a		-	0	
INSPECTION DEPARTMENT	126,238	130,668	140,160	144,426	4,266	3.0%		144,426	4,266	
EMERGENCY MANAGEMENT	11,011	8,548	11,324	11,783	459	4.1%		11,783	459	
ANIMAL CONTROL OFFICER	21,500	22,865	24,050	25,073	1,023	4.3%		25,073	1,023	
HARBORMASTER	0	226	2,000	2,000	0	0.0%		2,000	0	
PUBLIC SAFETY DISPATCH	249,405	260,080	317,605	325,515	7,910	2.5%		325,515	7,910	
Education										
EDUCATION	7,777,197	8,054,847	8,246,189	8,831,545	585,356	7.1%	(335,360)	8,496,185	249,996	3.0%
Department of Public Works										
DPW	1,206,266	1,087,210	1,145,525	1,195,163	49,638	4.3%	62,880	1,258,043	112,518	9.8%
Human Services										
BOARD OF HEALTH	444,536	503,374	532,686	627,817	95,131	17.9%		627,817	95,131	
COUNCIL ON AGING	80,942	79,069	92,450	99,674	7,224	7.8%		99,674	7,224	
COMMUNITY CENTER	12,000	0	0	0	0	n/a		-	0	
VETERANS	25,449	29,631	33,557	34,362	805	2.4%		34,362	805	
LIBRARY	346,506	353,413	363,813	359,326	(4,487)	-1.2%		359,326	(4,487)	
RECREATION	12,942	18,911	18,400	18,400	0	0.0%	17,220	35,620	17,220	93.6%
HISTORICAL COMMISSION	302	340	500	600	100	20.0%		600	100	
CULTURAL COUNCIL	76	82	100	100	0	0.0%		100	0	
Debt Service										
DEBT SERVICE	511,000	371,900	372,814	356,000	(16,814)	-4.5%		356,000	(16,814)	
Benefits										
ESSEX COUNTY RETIREMENT FUND	555,396	641,424	660,171	687,493	27,322	4.1%		687,493	27,322	
UNEMPLOYMENT COMPENSATION	0	0	15,001	1	(15,000)	-100.0%	7,500	7,501	(7,500)	-50.0%
EMPLOYEES' HEALTH INSURANCE	378,958	413,400	465,397	479,745	14,348	3.1%	(63,000)	416,745	(48,652)	-10.5%
MEDICARE INSURANCE (FICA)	43,774	45,176	48,279	49,486	1,207	2.5%		49,486	1,207	
OPEB	0	0	1	1	0	0.0%		1	0	
INSURANCE AND BONDS	161,365	161,801	172,832	189,990	17,158	9.9%		189,990	17,158	
TRANSFERS OUT - STABILIZATION	0	300,000	500,000	500,000	0	0.0%		500,000	0	
								-	0	
EXPENSE BUDGET TOTAL	14,045,229	14,742,532	15,684,397	16,538,681	854,284	5.4%	(234,760)	16,303,921	619,524	3.9%

Town of West Newbury

Board of Selectmen FY '21 Budget Policy Direction

December 18, 2019

To insure the growing and continued financial health of the Town of West Newbury, provide the public with confidence that Town officials respect their responsibility for fiscal stewardship and demonstrate to taxpayers and bond rating agencies that the Town has thoughtfully prepared for its future, the Board of Selectmen present to our employees, Boards, Commissions and Committees the following guidance in preparing the FY21 budget.

1. We propose a FY21 operating budget that will limit average single-family tax increase to no more than 2%, not including the Pentucket Middle/High School override, taking into account reasonable estimates of new growth and changes to assessed values. The proposed budget may rely on an appropriation from Free Cash in order to meet this budgetary goal. If, in order to meet this budgetary goal, the proposed budget includes any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified.
2. We will carry out a clear, transparent public process for finance committee and public review of the proposed FY21 budget, upon its presentation by the Town Manager on or before January 31, 2020, taking into account information from taxpayers, town officials, department heads, Boards/ Commissions/ Committees, and residents.
3. We propose to continue to recommend that Town Meeting appropriate retired debt service into the School Stabilization Fund; and that the Town begin to draw-down the balance in that fund in FY21 based on a multi-year plan to mitigate the financial impact of the Middle/High School project on taxpayers.
4. We propose that updates and revisions to the Capital Improvement Program should be presented by the Town Manager concurrently with the proposed FY21 budget, understanding that capital planning and budgeting will continue concurrently with the overall budgeting process, and taking into account the process requirements of the Capital Improvements Committee Bylaw.
5. We will propose that the Middle Street Bridge project be added to the Capital Program, and that the recommended FY21 and FY22 appropriations be sufficient, combined with other known financing sources, to allow this project to begin construction early in FY22.
6. We propose that the FY21 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, regulation or policy, and should specify the estimated impact of any such newly effective requirements.
7. We propose that, for each section of the proposed budget, specify the individual(s) or the Board/Commission/Committee that will have authority to expend the budgeted funds.

Approved by unanimous vote of the Board of Selectmen

December 18, 2019

		FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Approved	Trend Line, FY15-FY21
1	MODERATOR	$ 220	$ 245	$ -	$ 220	$ 200	$ 255	$ 260	
2	SELECTMEN	$ 85,976	$ 76,383	$ 73,375	$ 78,418	$ 13,059	$ 13,989	$ 49,860	
3	TOWN MANAGER	$ 65,127	$ -	$ -	$ -	$ 329,214	$ 266,767	$ 310,057	
4	FINANCE COMMITTEE	$ 26,838	$ 21,562	$ 16,701	$ 8,400	$ 10,835	$ 1,067	$ 62,000	
5	BOARD OF ASSESSORS	$ 131,000	$ 147,753	$ 150,792	$ 156,760	$ 163,006	$ 169,271	$ 185,964	
6	FINANCE DEPARTMENT	$ 373,898	$ 374,653	$ 370,515	$ 403,547	$ 202,844	$ 253,538	$ 290,289	
7	SPECIAL COUNSEL	$ -	$ -	$ -	$ -			$ 22,500	
8	TOWN CLERK/TOWN COUNSEL	$ 110,663	$ 112,776	$ 116,106	$ 118,358	$ 119,350	$ 135,500	$ 136,578	
9	BOARD OF REGISTRARS/ELECTIONS	$ 11,016	$ 6,248	$ 9,323	$ 7,635	$ 12,111	$ 10,472	$ 14,077	
10	CONSERVATION COMMISSION	$ 26,259	$ 28,573	$ 28,329	$ 31,024	$ 31,243	$ 27,326	$ 33,891	
11	PLANNING BOARD	$ 45,082	$ 43,343	$ 45,536	$ 49,938	$ 51,451	$ 59,576	$ 64,546	
12	BOARD OF APPEALS	$ 1,159	$ 1,302	$ 1,169	$ 1,410	$ 1,000	$ 1,398	$ 700	
13	OPEN SPACE COMMITTEE	$ 626	$ 1,057	$ 836	$ 121	$ 278	$ -	$ 750	
14	CABLE ADVISORY COMMITTEE	$ -	$ -	$ 1	$ -	$ -		$ -	
15	POLICE DEPARTMENT	$ 869,531	$ 853,547	$ 877,379	$ 943,632	$ 1,044,459	$ 1,074,659	$ 1,196,167	
16	FIRE DEPARTMENT	$ 293,907	$ 280,377	$ 265,124	$ 278,252	$ 280,517	$ 249,108	$ 308,542	
17	AMBULANCE SERVICE	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
18	INSPECTION DEPARTMENT	$ 112,784	$ 117,978	$ 123,859	$ 126,238	$ 130,669	$ 136,003	$ 144,426	
19	EMERGENCY MANAGEMENT AGENCY	$ 7,239	$ 8,167	$ 9,850	$ 11,011	$ 8,548	$ 9,796	$ 11,783	
20	ANIMAL CONTROL OFFICER	$ 20,000	$ 20,000	$ 20,000	$ 21,500	$ 22,865	$ 24,050	$ 25,073	
21	HARBORMASTER	$ 2,382	$ -	$ -	$ -	$ 226	$ 2,000	$ 2,000	
22	PUBLIC SAFETY DISPATCH	$ 195,629	$ 230,516	$ 242,752	$ 249,405	$ 260,080	$ 263,061	$ 325,515	
24	DPW	$ 1,246,907	$ 1,068,218	$ 1,103,819	$ 1,206,266	$ 1,087,210	$ 1,122,286	$ 1,258,043	
25	BOARD OF HEALTH	$ 394,896	$ 370,839	$ 417,986	$ 444,536	$ 503,376	$ 503,706	$ 627,817	
26	COUNCIL ON AGING	$ 66,563	$ 71,053	$ 74,400	$ 80,942	$ 79,069	$ 86,296	$ 99,674	
27	COMMUNITY CENTER	$ -	$ -	$ -	$ 365	$ -	$ -	$ -	
28	VETERANS	$ 21,430	$ 24,229	$ 25,561	$ 25,449	$ 29,631	$ 31,499	$ 48,362	
29	LIBRARY	$ 316,561	$ 326,143	$ 337,478	$ 346,506	$ 353,414	$ 356,385	$ 359,326	
30	RECREATION	$ 12,917	$ 11,710	$ 11,730	$ 12,942	$ 18,911	$ 10,163	$ 35,620	
31	CULTURAL COUNCIL	$ -	$ 66	$ 70	$ 76	$ 82	$ -	$ 100	
32	HISTORICAL COMMISSION	$ 330	$ 400	$ 2,000	$ 302	$ 340	$ 175	$ 600	
33	DEBT SERVICE	$ 822,075	$ 684,000	$ 634,400	$ 511,000	$ 371,900	$ 371,439	$ 356,000	
34	ESSEX COUNTY RETIREMENT FUND	$ 468,843	$ 494,917	$ 533,246	$ 555,396	$ 641,424	$ 660,171	$ 687,493	
35	UNEMPLOYMENT COMPENSATION	$ 1	$ -	$ -	$ -	$ -	$ 10,301	$ 7,501	
36	EMPLOYEES' HEALTH INSURANCE	$ 254,926	$ 289,773	$ 297,636	$ 378,958	$ 413,400	$ 373,473	$ 416,745	
37	MEDICARE INSURANCE (FICA)	$ 37,400	$ 37,707	$ 41,979	$ 43,774	$ 45,176	$ 47,512	$ 49,486	
38	INSURANCE AND BONDS	$ 123,887	$ 155,858	$ 155,602	$ 161,365	$ 161,801	$ 150,797	$ 189,990	
39	Transfer Out - Stabilization	$ -	$ -	$ -	$ -	$ 300,000	$ 500,000	$ 500,000	
	Town-wide (non Schools)	**6,146,072**	**5,859,391**	**5,987,554**	**6,253,746**	**6,687,689**	**6,922,037**	**7,821,735**	
23	EDUCATION	$ 6,999,518	$ 7,378,369	$ 7,539,131	$ 7,777,197	$ 8,054,847	$ 8,245,811	$ 8,496,563	
	TOTAL	$ 13,145,590	$ 13,237,760	$ 13,526,685	$ 14,030,943	$ 14,742,536	$ 15,167,848	$ 16,318,298	

	Change FY15-FY21		Change FY15-FY16		Change FY16-FY17		Change FY17-FY18		Change FY18-FY19		Change FY19-FY20		Change FY20-FY21	
	$	%	$	%	$	%	$	%	$	%	$	%	$	%
1 MODERATOR	$ 40	18%	$ 25	11%	$ (245)	-100%	$ 220		$ (20)	-8%	$ 55	25%	$ 5	2%
2 SELECTMEN	$ (36,116)	-42%	$ (9,593)	-11%	$ (3,007)	-4%	$ 5,043	7%	$ (65,359)	-86%	$ 930	1%	$ 35,871	256%
3 TOWN MANAGER	$ 244,930	376%	$ (65,127)	-100%	$ -		$ -		$ 329,214		$ (62,447)		$ 43,290	
4 FINANCE COMMITTEE	$ 35,162	131%	$ (5,276)	-20%	$ (4,860)	-23%	$ (8,301)	-50%	$ 2,435	11%	$ (9,769)	-116%	$ 60,934	5713%
5 BOARD OF ASSESSORS	$ 54,964	42%	$ 16,753	13%	$ 3,039	2%	$ 5,968	4%	$ 6,246	4%	$ 6,265	4%	$ 16,693	10%
6 FINANCE DEPARTMENT	$ (83,609)	-22%	$ 755	0%	$ (4,138)	-1%	$ 33,032	9%	$ (200,703)	-54%	$ 50,694	13%	$ 36,751	14%
7 SPECIAL COUNSEL	$ 22,500		$ -		$ -		$ -		$ -		$ -		$ 22,500	
8 TOWN CLERK/TOWN COUNSEL	$ 25,915	23%	$ 2,113	2%	$ 3,330	3%	$ 2,252	2%	$ 992	1%	$ 16,150	14%	$ 1,078	1%
9 BOARD OF REGISTRARS/ELECTIONS	$ 3,061	28%	$ (4,768)	-43%	$ 3,075	49%	$ (1,688)	-18%	$ 4,476	72%	$ (1,639)	-21%	$ 3,605	34%
10 CONSERVATION COMMISSION	$ 7,632	29%	$ 2,314	9%	$ (244)	-1%	$ 2,695	10%	$ 219	1%	$ (3,917)	-13%	$ 6,565	24%
11 PLANNING BOARD	$ 19,464	43%	$ (1,739)	-4%	$ 2,193	5%	$ 4,402	10%	$ 1,513	3%	$ 8,125	16%	$ 4,970	8%
12 BOARD OF APPEALS	$ (459)	-40%	$ 143	12%	$ (133)	-10%	$ 241	21%	$ (410)	-32%	$ 398	28%	$ (698)	-50%
13 OPEN SPACE COMMITTEE	$ 124	20%	$ 431	69%	$ (221)	-21%	$ (715)	-86%	$ 157	15%	$ (278)	-230%	$ 750	
14 CABLE ADVISORY COMMITTEE	$ -		$ -		$ 1		$ (1)	-100%	$ -		$ -		$ -	
15 POLICE DEPARTMENT	$ 326,636	38%	$ (15,984)	-2%	$ 23,832	3%	$ 66,253	8%	$ 100,827	12%	$ 30,200	3%	$ 121,508	11%
16 FIRE DEPARTMENT	$ 14,635	5%	$ (13,530)	-5%	$ (15,253)	-5%	$ 13,128	5%	$ 2,265	1%	$ (31,409)	-11%	$ 59,434	24%
17 AMBULANCE SERVICE	$ -		$ -		$ -		$ -		$ -		$ -		$ -	
18 INSPECTION DEPARTMENT	$ 31,642	28%	$ 5,194	5%	$ 5,881	5%	$ 2,379	2%	$ 4,431	4%	$ 5,334	4%	$ 8,423	6%
19 EMERGENCY MANAGEMENT AGENCY	$ 4,544	63%	$ 928	13%	$ 1,683	21%	$ 1,161	12%	$ (2,463)	-30%	$ 1,248	11%	$ 1,987	20%
20 ANIMAL CONTROL OFFICER	$ 5,073	25%	$ -		$ -		$ 1,500	8%	$ 1,365	7%	$ 1,185	6%	$ 1,023	4%
21 HARBORMASTER	$ (382)	-16%	$ (2,382)	-100%	$ -		$ -		$ 226		$ 1,774		$ -	
22 PUBLIC SAFETY DISPATCH	$ 129,886	66%	$ 34,887	18%	$ 12,236	5%	$ 6,653	3%	$ 10,675	5%	$ 2,981	1%	$ 62,454	24%
24 DPW	$ 11,136	1%	$ (178,689)	-14%	$ 35,601	3%	$ 102,447	9%	$ (119,056)	-11%	$ 35,076	3%	$ 135,757	12%
25 BOARD OF HEALTH	$ 232,921	59%	$ (24,057)	-6%	$ 47,147	13%	$ 26,550	6%	$ 58,840	16%	$ 330	0%	$ 124,111	25%
26 COUNCIL ON AGING	$ 33,111	50%	$ 4,490	7%	$ 3,347	5%	$ 6,542	9%	$ (1,873)	-3%	$ 7,227	9%	$ 13,378	16%
27 COMMUNITY CENTER	$ -		$ -		$ -		$ 365		$ (365)		$ -		$ -	
28 VETERANS	$ 26,932	126%	$ 2,799	13%	$ 1,332	5%	$ (112)	0%	$ 4,182	17%	$ 1,868	7%	$ 16,863	54%
29 LIBRARY	$ 42,765	14%	$ 9,582	3%	$ 11,335	3%	$ 9,028	3%	$ 6,908	2%	$ 2,971	1%	$ 2,941	1%
30 RECREATION	$ 22,703	176%	$ (1,207)	-9%	$ 20	0%	$ 1,212	10%	$ 5,969	51%	$ (8,748)	-68%	$ 25,457	251%
31 CULTURAL COUNCIL	$ 100		$ 66		$ 4	6%	$ 6	9%	$ 6	9%	$ (82)	-108%	$ 100	
32 HISTORICAL COMMISSION	$ 270	82%	$ 70	21%	$ 1,600	400%	$ (1,698)	-85%	$ 38	10%	$ (165)	-55%	$ 425	243%
33 DEBT SERVICE	$ (466,075)	-57%	$ (138,075)	-17%	$ (49,600)	-7%	$ (123,400)	-19%	$ (139,100)	-20%	$ (461)	0%	$ (15,439)	-4%
34 ESSEX COUNTY RETIREMENT FUND	$ 218,650	47%	$ 26,074	6%	$ 38,329	8%	$ 22,150	4%	$ 86,028	17%	$ 18,747	3%	$ 27,322	4%
35 UNEMPLOYMENT COMPENSATION	$ 7,500	750000%	$ (1)	-100%	$ -		$ -		$ -		$ 10,301		$ (2,800)	
36 EMPLOYEES' HEALTH INSURANCE	$ 161,819	63%	$ 34,847	14%	$ 7,863	3%	$ 81,322	27%	$ 34,442	12%	$ (39,927)	-11%	$ 43,272	12%
37 MEDICARE INSURANCE (FICA)	$ 12,086	32%	$ 307	1%	$ 4,272	11%	$ 1,795	4%	$ 1,402	4%	$ 2,336	5%	$ 1,974	4%
38 INSURANCE AND BONDS	$ 66,103	53%	$ 31,971	26%	$ (256)	0%	$ 5,763	4%	$ 436	0%	$ (11,004)	-7%	$ 39,193	26%
39 Transfer Out - Stabilization	$ 500,000		$ -		$ -		$ -		$ 300,000		$ 200,000		$ -	
Town-wide (non Schools)	**$ 775,965**	**13%**	**$ (286,681)**	**-4.7%**	**$ 128,163**	**2.2%**	**$ 266,192**	**4.4%**	**$ 128,163**	**2.0%**	**$ 234,348**	**3.5%**	**$ 899,698**	
23 EDUCATION	$ 1,246,293	17.8%	$ 378,851	5.4%	$ 160,762	2.2%	$ 238,066	3.2%	$ 160,762	2.1%	$ 277,650	3.4%	$ 250,752	
TOTAL	$ 2,022,258	15.4%	$ 92,170	0.7%	$ 288,925	2.2%	$ 504,258	3.7%	$ 288,925	2.1%	$ 511,998	3.5%	$ 1,150,450	

FY20 Expense Turnbacks

Department	Dept Number	Account name	Amount	Dept Sub-Total
Reserve Fund	132	Reserve Fund	42,386.00	42,386.00
Police	210	Salaries/Wages	53,942.51	89,642.70
		OT	13,461.03	
		Expenses	22,239.16	
Fire	220	Fire Alarm wages	29,457.96	46,492.01
		Fire Drills	12,723.05	
		Fire Dept Medical exams	4,311.00	
Dispatch	230	Dispatch Salaries	43,719.62	54,544.02
		OT	7,111.06	
		Expenses	3,713.34	
DPW	420	Salaries/Wages	26,249.94	95,958.71
		OT	8,776.06	
		Building Improvements	4,322.29	
		Street Paving	14,228.57	
		Sidewalk/trees	11,531.95	
		Expenses	5,476.70	
		Parks exp	5,701.70	
		Road machinery exp	19,671.50	
Health	510	Waste Collection	13,689.63	25,288.64
		Recycling	11,599.01	
COA	541	Salaries/Wages	4,195.65	4,195.65
Library	610	Salaries/Wages	5,896.97	5,896.97
Recreation	630	Expenses	5,260.09	5,260.09
Insurance	914	Group Insurance	91,923.60	91,923.60
Insurance/Bonds	945	Insurance/Bonds	22,034.62	22,034.62
		Grand Total of Largest Turnbacks	**483,623.01**	
		Large Salary/Wage Turnbacks	205,533.85	
		Large Expense Turnbacks	278,089.16	

Source: Finance Depatment, 12/11/20

J

Town Manager

From: Residents Admin
Sent: Saturday, December 5, 2020 9:10 AM
To: Town Manager
Subject: Liquor License Renewal

Angus~

I scanned you the liquor license paper work for the West Newbury House of Pizza and the West Newbury Food Mart for the next BOS meeting. I have the certificates for signatures and will leave them out for signature after the meeting.
Thank you,
~annie

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

Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2021
Retail License Renewal

License Number: 00001-RS-1406

License Name : Gn Enterprises Inc

DBA : West Newbury Pizza Company

Premise Address: 282 Main Street West Newbury, MA 01985

Manager: Dennis Gikas

Municipality: WEST NEWBURY

License Class: Annual

License Type: Restaurant

License Category: Wines and Malt

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

D Gikas
Signature

11-17-2020
Date

DENNIS GIKAS
Printed Name

PRESIDENT
Title

Additional Information:

Inspection #: 20-10-IS
Inspection Type: BUSINESS INSP

Entered: 11/23/2020
By: Assistant Chief Benjamin D Jennell

Status: Completed

Completed: 11/20/2020 Start: 1500 End: 1515
By: Assistant Chief Benjamin D Jennell

Paid: No

No Images on File

Location

WEST NEWBURY PIZZA CO
282 MAIN ST
WEST NEWBURY MA 01985

Contact Type	Info	Comments
Work Phone	978-363-2920	Contact created from site: WN-MA282B2

Schedule

Type: Date
Date: 11/20/2020 @ 1500

Company Name

Company Name: West Newbury Pizza Company

Phone(s)

Phone: 978-363-2920

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/30/20

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Fran McEvoy	
Circle Business Ins. Agcy, Inc 247 Newbury Street Danvers, MA 01923	PHONE (A/C, No, Ext): 978-777-5619	FAX (A/C, No): 978-777-4898
	E-MAIL ADDRESS: fmcevoy@circleinsurance.net	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Travelers Insurance	
INSURED	INSURER B :	
GN Enterprises Inc Dba West Newbury Pizza Co. Po Box 303 West Newbury, MA 01985	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			6804G209025	12/01/20	12/01/21	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB3J835797	08/01/20	08/01/21	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Town of West Newbury
Town Hall
381 Main Street
West Newbury, MA 01985

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

FM Evoy

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

TOWN OF WEST NEWBURY

Schedule of Departmental Payments to the Treasurer

Dept Selectmen **Number** 1 **Date** 11/17/2020

Acct # 01-161-4410-000000 **Acct Description** Liquor Licensing

From/Check #	Source	Amount
G.N. Enterprises, Inc.	Retail License Renewal	$300.00
DBA West Newbury Pizza Co		
Annual Liquor License / Check #1789		
TOTAL		**$ 300.00**

The above is a detailed list of monies collected by me, amounting in the aggregate amount of

Three Hundred----------00/100 Dollars

for the week ending 11/17/2020 which I have paid to the Treasurer,

whose receipt I hold therefore:

Annie Sterling
Signature

Admin
Title

Received of Selectmen the sum of

three hundred and 00/100 Dollars

filed in my office on:

11/17/20
Stamp

Susan Yeomans
Assistant Treasurer Collector

Z:\Annie's Files\Selectmen\Selectmen's payment to Treasurer\Selectmen - Alcoholic Beverage licenses

Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2021
Retail License Renewal

License Number: 00003-PK-1406

License Name : W Newbury Food Mart Inc

DBA :

Premise Address: 275 Main Street West Newbury, MA 01985

Manager: Elaine Fowler

Municipality: WEST NEWBURY

License Class: Annual

License Type: Package Store

License Category: All Alcoholic Beverages

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Elaine M Fowler
Signature

11-17-2020
Date

ELAINE M FOWLER
Printed Name

Treas
Title

Additional Information:
EMAIL WNFOODMART@VERIZON.NET

Inspection #: 20-11-IS
Inspection Type: BUSINESS INSP

Entered: 11/15/2020
By: Chief Michael D Dwyer

Status: Completed

Completed: 11/15/2020 Start: 1600 End: 1630
By: Chief Michael D Dwyer

Approved: 12/04/2020
By: Chief Michael D Dwyer

Disposition: Passed
Fee: 25.00

No Images on File

Paid: Yes

Location

WEST NEWBURY FOOD MART
275 MAIN ST
WEST NEWBURY MA
Contact: MARY FOWLER

Contact Type	Info	Comments
Work Phone	978-363-2242	Contact created from site: WN-MAIN275

Schedule

Type: Date
Date: 11/15/2020 @ 1600

Recommendations

Description: Discussed future inprovements to the fire alarm system and safety equipment.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Association Members Insurance Agency
80 Willow Rd
Nahant MA 01908

CONTACT NAME: Frank Michaud
PHONE (A/C, No, Ext): 781-771-0009 FAX (A/C, No):
E-MAIL ADDRESS: FrankM@amiagent.net

INSURER(S) AFFORDING COVERAGE — NAIC #
INSURER A: Preferred Mutual
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED
West Newbury Food Mart Inc
Fowler Realty Trust
275 Main St
West Newbury MA 01985

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			BOP 0100734817	7/1/20	7/1/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Liquor Liability						Each Common Cause Limit Aggregate Limit	$1,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Town of West Newbury
381 Main St
West Newbury MA 01985

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

TOWN OF WEST NEWBURY

Schedule of Departmental Payments to the Treasurer

Dept Selectmen **Number** 1 **Date** 11/18/2020

Acct # 01-161-4410-000000 **Acct Description** Liquor Licensing

From/Check #	Source	Amount
West Newbury Food Mart	Retail License Renewal	$500.00
Check #64314		
TOTAL		**$ 500.00**

The above is a detailed list of monies collected by me, amounting in the aggregate amount of Five Hundred----------00/100 Dollars

for the week ending 11/18/2020 which I have paid to the Treasurer,

whose receipt I hold therefore:

Annie Sterling
Signature

Admin
Title

Received of Selectmen the sum of

Five Hundred & 00/100 Dollars

filed in my office on:

RECEIVED
JUL 18 2020
TOWN OF
WEST NEWBURY
Stamp

Susan Yeames
Assistant Treasurer Collector

Z:\Annie's Files\Selectmen\Selectmen's payment to Treasurer\Selectmen - Alcoholic Beverage licenses

Town Manager

From: Michael McCarron
Sent: Wednesday, December 2, 2020 9:18 AM
To: Town Manager
Subject: Amendment to Lease Children's Castle
Attachments: Amendment to CC Lease 12022020.docx

Angus

The BOS discussed extending the lease for the Children's Castle for an additional three months. I have drafted such an Amendment, which if the Board can vote and authorize someone (you or Archie) to sign.

Michael P. McCarron
Town Clerk
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Tel 978-363-1100 ext 110

Amendment to Lease

REFERENCE is made to the Lease by and between the Town of West Newbury, a Massachusetts Municipal Corporation (hereinafter "Lessor") and The Children's Castle, Inc. a Massachusetts Corporation (hereinafter "Lessee") dated November 30, 2017 for the Property located at 694 Main Street, West Newbury, MA 01985.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to the following amendments:

Section 3 TERM: The term of the Lease is hereby extended for a period of three (3) months commencing January 1, 2021 and ending on March 31, 2021.

Section 4 RENT: The LESSEE shall pay to the LESSOR rent in advance in monthly installments as follows:

January 1, 2021	$11,665.00
February 1, 2021	$11,665.00
March 1, 2021	$11,665.00

All other terms and conditions set forth in the abovementioned Lease are hereby ratified and confirmed.

WITNESS our hands and seals this day of December, 2020

THE CHILDREN'S CASTLE, INC

_____

BY:

TOWN OF WEST NEWBURY

_____

BY:

DRAFT

LEASE

1. PARTIES

LESSOR, TOWN OF WEST NEWBURY, a municipal corporation, having a usual place of business at 381 Main Street, West Newbury, MA 01985

does hereby lease to

THE CHILDREN'S CASTLE, INC. a Massachusetts Corporation having a usual business address at 694 Main Street, West Newbury, MA 01985 (hereinafter "LESSEE", which expression shall include its successors, executors, administrators, and assigns where the context so admits,) and the LESSEE hereby leases the following described premises:

2. PREMISES

The Property located at 694 Main Street, West Newbury, MA 01985 commonly referred to as the "Children's Castle Wing" consisting of the following floor areas.

First Floor	2,670
Second Floor	2,670
Third Floor	2,670
Total	**8,010**

together with the right to use in common, with others entitled thereto, the hallways, stairways, designated parking areas and other means of access necessary to serve said leased premises,

3. TERM
(fill in)

The term of this lease shall be for three years commencing on January 1, 2018 and ending on December 31, 2020.

4. RENT

The LESSEE shall pay to the LESSOR rent in advance in monthly installments as follows:

Year Beginning	Monthly Fee
January 1, 2018	$11,385.00
January 1, 2019	$11,726.00
January 1, 2020	$12,078.00

5. UTILITIES

The LESSOR shall pay, as they become due, all bills for electricity and other utilities (whether they are used for furnishing heat or other purposes) that are furnished to the leased premises and presently separately metered, and all bills for fuel furnished to a separate tank servicing the leased premises exclusively. The LESSOR agrees to provide all other utility service and to furnish reasonably hot and cold water and reasonable heat to the leased premises, the hallways, stairways, elevators, and lavatories during normal business hours on regular business days of the heating seasons of each year, and to light passageways and stairways during business hours, all subject to interruption due to any accident, to the making of repairs, alterations, or improvements, to labor difficulties, to trouble in obtaining fuel, electricity, service, or supplies from the sources from

which they are usually obtained for said building, or to any cause beyond the LESSOR's control.

LESSOR shall have no obligation to provide utilities or equipment other than the utilities and equipment within the premises as the commencement date of this lease. In the event LESSEE requires additional utilities or equipment, the installation and maintenance thereof shall be the LESSEE's sole obligation, provided that such installation shall be subject to the written consent of the LESSOR.

6. USE OF LEASED PREMISES (fill in)

The LESSEE shall use the leased premises only for the purpose of a licensed child day care facility and only to the extent authorized by such license.

7. COMPLIANCE WITH LAWS

The LESSEE acknowledges that no trade or occupation shall be conducted in the leased premises or use made thereof which will be unlawful, improper, noisy or offensive, or contrary to any law of any municipal by-law or ordinance in force in the city or town in which the premises are situated. Said uses shall also comply with the requirements of the lease by and between the Pentucket Regional School District and the Town of West Newbury.

8. FIRE INSURANCE

The LESSEE shall not permit any use of the leased premises which will make voidable any insurance on the property of which the leased premises are a part, or on the contents of said property or which shall be contrary to any law or regulation from time to time established by the New England Fire Insurance Rating Association, or any similar body succeeding to its powers. The LESSEE shall on demand reimburse the LESSOR, and all other tenants, all extra insurance premiums caused by the LESSEE's use of the premises.

9. MAINTENANCE

A. LESSEE'S OBLIGATIONS

The LESSEE agrees to maintain the leased premises in good condition, damage by fire and other casualty only excepted, and whenever necessary, to replace plate glass and other glass therein, acknowledging that the leased premises are now in good order and the glass whole. LESSEE shall be responsible for the orderly keeping and removal of rubbish associated with the use of the premises and may maintain appropriate dumpsters or other such receptacles on school grounds at its own expense in areas designated thereof by the LESSOR. LESSEE shall be responsible for the removal of snow and ice from the walkways and entrances immediately adjacent to the Leased Premises. The LESSEE shall not permit the leased premises to be overloaded, damaged, stripped, or defaced, nor suffer any waste. LESSEE shall obtain written consent of LESSOR before erecting any sign on the premises.

B. LESSOR'S OBLIGATIONS

The LESSOR agrees to maintain the structure, heating, electrical, water and sewage systems of the building of which the Leased Premises are a part during the term or as it may be put in during the term of this lease, reasonable wear and tear, damage by fire and other casualty only excepted, unless such maintenance is required because of the LESSEE or those whose conduct the LESSEE is legally responsible.

LESSOR shall coordinate with the Pentucket Regional School District for the removal of snow and ice from all driveways and walkways that are not for exclusive access to the leased Premises.

10. ALTERATIONS ADDITIONS The LESSEE shall not make structural alterations or additions to the leased premises, but may make non-structural alterations provided the LESSOR consents thereto in writing, which consent shall not be unreasonably withheld or delayed. All such allowed alterations shall be at LESSEE's expense and shall be in quality at least equal to the present construction. LESSEE shall not permit any mechanics' liens, or similar liens to remain upon the leased premises for labor and material furnished to LESSEE or claimed to have been furnished to LESSEE in connection with work of any character performed or claimed to have been performed at the direction of LESSEE and shall cause any such lien to be released of record forthwith without cost to LESSOR. Any alterations or improvements made by the LESSEE shall become the property of the LESSOR at the termination of occupancy as provided herein.

11. ASSIGNMENT SUBLEASING The LESSEE shall not assign or sublet the whole or any part of the leased premises without LESSOR's prior written consent. Notwithstanding such consent, LESSEE shall remain liable to LESSOR for the payment of all rent and for the full performance of the covenants and conditions of this lease.

12. LESSOR'S ACCESS The LESSOR or agents of the LESSOR may, at reasonable times, enter to view the leased premises and may remove placards and signs not approved and affixed as herein provided, and make repairs and alterations as LESSOR should elect to do and may show the leased premises to others, and at any time within three (3) months before the expiration of the term, may affix to any suitable part of the leased premises a notice for letting or selling the leased premises or property of which the leased premises are a part and keep the same so affixed without hindrance or molestation.

13. INDEMNIFICATION AND LIABILITY (fill in) The LESSEE shall save the LESSOR harmless from all loss and damage occasioned by the use or escape of water or by the bursting of pipes, as well as from any claim or damage resulting from neglect in not removing snow and ice from the roof of the building. LESSEE shall save LESSOR harmless from all loss or damage occasioned by any nuisance made or suffered on the leased premises,

14. LESSEE'S LIABILITY INSURANCE The LESSEE shall maintain with respect to the leased premises and the property of which the leased premises are a part comprehensive public liability insurance in the amount of ONE MILLION DOLLARS ($1,000,000.00) with property damage insurance in limits of FIFTY THOUSAND DOLLARS ($50,000.00) in responsible companies qualified to do business in Massachusetts and in good standing therein insuring the LESSOR as well as LESSEE against injury to persons or damage to property as provided. The LESSEE shall deposit with the LESSOR certificates for such insurance at or prior to the commencement of the term, and thereafter within thirty (30) days prior to the expiration of any such policies. All such insurance certificates shall provide that such policies shall not be cancelled without at least ten (10) days

prior written notice to each assured named therein.

15. FIRE CASUALTY - EMINENT DOMAIN

Should a substantial portion of the leased premises, or of the property of which they are a part, be substantially damaged by fire or other casualty, or be taken by eminent domain, the LESSOR may elect to terminate this lease. When such fire, casualty, or taking renders the leased premises substantially unsuitable for their intended use, a just and proportionate abatement of rent shall be made, and the LESSEE may elect to terminate this lease if:

(a) The LESSOR fails to give written notice within thirty (30) days of intention to restore leased premises, or
(b) The LESSOR fails to restore the leased premises to a condition substantially suitable for their intended use within ninety (90) days of said fire, casualty or taking.

The LESSOR reserves, and the LESSEE grants to the LESSOR, all rights which the LESSEE may have for damages or injury to the leased premises for any taking by eminent domain, except for damage to the LESSEE's fixtures, property, or equipment.

16. DEFAULT AND BANK-RUPTCY

(fill in)

In the event that:

(a) The LESSEE shall default in the payment of any installment of rent or other sum herein specified and such default shall continue for ten (10) days after written notice thereof; or
(b) The LESSEE shall default in the observance or performance of any other of the LESSEE's covenants, agreements, or obligations hereunder and such default shall not be corrected within thirty (30) days after written notice thereof; or
(c) The LESSEE shall be declared bankrupt or insolvent according to law, or, if any assignment shall be made of LESSEE's property for the benefit for creditors.

then the LESSOR shall have the right thereafter, which such default continues, to re-enter and take complete possession of the leased premises, to declare the term of this lease ended, and remove the LESSEE's effects, without prejudice to any remedies which might be otherwise used for arrears of rent or other default. The LESSEE shall indemnify the LESSOR against all loss of rent and other payments which the LESSOR may incur by reason of such termination during the residue of the term. If the LESSEE shall default, after reasonable notice thereof, in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed under or by virtue of any of the provisions in any article of this lease, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account and at the expense of the LESSEE. If the LESSOR makes any expenditures or incurs any obligations for the payment of money in connection therewith, including but not limited to, reasonable attorney's fees in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations insured, with interest at the rate of 12% per cent per annum and costs, shall be paid to the LESSOR by the LESSEE as additional rent.

17. NOTICE

Any notice from the LESSOR to the LESSEE relating to the leased premises or

to the occupancy thereof, shall be deemed duly served, if left at the leased premises addressed to the LESSEE, or if mailed to the leased premises, registered or certified mail, return receipt requested, postage prepaid, addressed to the LESSEE. Any notice from the LESSEE to the LESSOR relating to the leased premises or to the occupancy thereof shall be deemed duly served, if mailed to the LESSOR by registered or certified mail, return receipt requested, postage prepaid addressed to the LESSOR at such address as the LESSOR may from time to time advise in writing. All rent notices shall be paid and sent to the LESSOR at the agreed mailing address.

18. SURRENDER The LESSEE shall at the expiration or other termination of this lease remove all LESSEE's goods and effects from the leased premises, (including, without hereby limiting the generality of the foregoing, all signs and lettering affixed or painted by the LESSEE, either inside or outside the leased premises). LESSEE shall deliver to the LESSOR the leased premises and all keys, locks thereto, and other fixtures connected therewith and all alterations and additions made to or upon the leased premises, in good condition, damage by fire or other casualty only excepted. In the event of the LESSEE's failure to remove any of LESSEE's property from the premises, LESSOR is hereby authorized, without liability to LESSEE for loss or damage thereto, and at the sole risk of LESSEE, to remove and store any of the property at LESSEE's expense, or to retain same under LESSOR's control or to sell at public or private sale, without notice any or all of the property not so removed and to apply the net proceeds of such sale to the payment of any sum due hereunder, or to destroy such property.

19. OTHER SECURITY – LESSEE shall by written schedule keep the Principal of the John C. Page School informed at all times as to the persons in possession of keys providing access to the leased premises and other portions of the LESSOR'S property and as to all maintenance schedules of the LESSEE. The parties shall cooperate with the Pentucket Regional School District in implementing security procedures as may be deemed appropriate by the LESSOR in conjunction with the Pentucket Regional School District.

ACTIVITY SCHEDULE – The parties shall regularly consult with the Pentucket Regional School District such that all school activities and the LESSEE'S activities do not conflict over or otherwise overload available resources. Consultation and coordination shall occur regularly with respect to the following guides by the Principal of the John C. Page School that wherever consistent with public safety, school policy, and the school's achievement of its educational goals and responsibilities, the LESSEE shall have access to other resources of the LESSOR provided any additional cost in providing such access to other resources of the LESSOR is coordinated with and acceptable to the said Principal, including:

A. Traffic flow – arrivals and departures
B. Playground schedules
C. Fire drills
D. Cafeteria access
E. Summer schedules
F. Snow day – plowing

G. Student capacity
H. Afternoon programs
I. Field trips.

LESSEE shall coordinate with the Principal of the John C. Page School use of any of the core facilities of the School in accordance Pentucket's Use of Facilities Policy in force at the time of the requested use.

UPON WITHNESS WHEREOF, the said parties hereunto set their hands and seals this 30th day of November, 2017.

THE CHILDREN'S CASTLE

BY: Jennie Rogers

THE TOWN OF WEST NEWBURY

BY: 12/11/2017

L

From: Susan Yeames
To: Town Manager
Cc: Finance Admin
Subject: RE: Lease revenues
Date: Thursday, December 10, 2020 8:03:58 PM

Yes, I received a check from Learning Tree for one month's rent today. Kelly is only one month behind at this point. I also received another check from the Childrens Castle earlier this week. I will be sure to give you the latest update Monday morning. Sue

E ear

From: Town Manager
Sent: Thursday, December 10, 2020 7:49 PM
To: Susan Yeames o
Cc: Finance Admin
Subject: Lease revenues

Sue: Any new revenues come in from Learning Tree or Children's Castle since the 12/2 invoices? I want to include the latest balances in the 12/14 BOS mtg packet, since the Board will be asked to vote rent waivers for July and August. Please copy Jenny on your response since she'll also be working on BOS packet in the morning. 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

Town Manager

From: [redacted]
Sent: Thursday, December 3, 2020 10:43 AM
To: Town Manager
Subject: RE: Rent invoice, December

Hi Angus
We so appreciate all you have done! The recommendation for three months at a lower rate helps us immensely. I am going to pay
What we would owe to catch up through December as if the amounts were approved.
Thanks again for all you do
Debbie

From: Town Manager [mailto:townmanager@wnewbury.org]
Sent: Thursday, December 03, 2020 9:43 AM
To: Debbie Rogers [redacted]
Cc: Susan Yeames <syeames@wnewbury.org>
Subject: Rent invoice, December

Debbie,
Following on prior correspondence, please find attached an invoice showing amounts payable, received, and remaining balance for FY21 year-to-date. Amounts anticipated for waiver for July (full) and August (partial) remain on the invoice pending Board vote in open session, which is scheduled for their meeting on Monday, Dec. 14th.

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

Town of West Newbury
Office of the Treasurer/Collector

381 Main Street
West Newbury, MA 01985
Phone: 978-363-1100 x114
Fax: 978-363-1826

INVOICE

DATE: DECEMBER 2, 2020

TO:
The Children's Castle, Inc.
ATTN: Debbie Rogers
694 Main Street
West Newbury, MA 01985

FOR:
Rental of portion of Page School
Per lease in effect through December, 2020

DESCRIPTION	DATE	RATE	AMOUNT
Monthly rent	July, 2020	$12,078.00	$12,078.00
Monthly rent	August, 2020	$12,078.00	$12,078.00
Monthly rent	September, 2020	$12,078.00	$12,078.00
Monthly rent	October, 2020	$12,078.00	$12,078.00
Partial payment (received)	October 8, 2020	($9,999.00)	($9,999.00)
Partial payment (received)	October 28, 2020	($9,000.00)	($9,000.00)
Monthly rent	November, 2020	$12,078.00	$12,078.00
Partial payment (received)	Nov. 9, 2020	($1,977.20)	($1,977.20)
Payment (received)	Nov. 17, 2020	($12,078.00)	($12,078.00)
Payment (received)	Nov. 30, 2020	($12,078.00)	($12,078.00)
Monthly rent	December, 2020	$12,078.00	$12,078.00
		TOTAL	$27,335.80

Make all checks payable to Town of West Newbury
Per terms of lease, rent payable in advance monthly installments.

If you have any questions please contact Susan Yeames, Treasurer/Collector, at the office phone number above.

Town Manager

From: Town Manager
Sent: Thursday, December 3, 2020 9:40 AM
To: Kelli Webster [redacted]
Subject: Updates

Hi,
I have a couple of updates:

- The Board of Selectmen are favorably inclined to approve a full waiver of rent for July and August 2020.
- Rent for September and on would be $1,207.44 per the terms of the lease.

The Board would need to vote these waivers in open session but before putting this on the Board's Dec. 14th meeting agenda I wanted to send to you so you could review with the owners to advise if this is agreeable.
Please note that, as we did in early November, we will shortly be sending an invoice for December rent and reflecting payments made to date. Unless/until the Board formally votes any waiver/reduction the full amounts will appear on the invoice, but I have outlined above the actions I expect the Board will take.

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

Town of West Newbury
Office of the Treasurer/Collector

381 Main Street
West Newbury, MA 01985
Phone: 978-363-1100 x114
Fax: 978-363-1826

INVOICE

DATE: DECEMBER 2, 2020

TO:
Learning Tree Preschool
ATTN: Kelli J. Webster
491 Main Street
West Newbury, MA 01985

FOR:
Rental of portion of West Newbury Town Hall
Per lease in effect through June, 2021

DESCRIPTION	DATE	RATE	AMOUNT
Monthly rent	July, 2020	$1,207.44	$1,207.44
Monthly rent	August, 2020	$1,207.44	$1,207.44
Monthly rent	September, 2020	$1,207.44	$1,207.44
Monthly rent	October, 2020	$1,207.44	$1,207.44
Monthly rent	November, 2020	$1,207.44	$1,207.44
Partial payment received (check #1179)	Nov. 9, 2020	($4,829.76)	($4,829.76)
Monthly rent	December, 2020	$1,207.44	$1,207.44
		TOTAL	$2,414.88

Make all checks payable to Town of West Newbury
Per terms of lease, rent payable on the first day of each month.

If you have any questions please contact Susan Yeames, Treasurer/Collector, at the office phone number above.

Town of West Newbury

381 Main Street
West Newbury, Massachusetts 01985

Jennifer Walsh,
Assistant to the Town Manager and Finance Department

TO: Angus Jennings

FROM: Jennifer Walsh

DATE: December 9, 2020

RE: Board of Selectmen Meeting Schedule – Remainder of FY2021

Per your request, the following dates are what show on your calendar for the remainder of FY21 meetings of the Board of Selectmen:

- Monday, December 14, 2020
- Monday, January 4, 2021
- Tuesday, January 19, 2021 (following Martin Luther King Day)
- Monday, February 1, 2021
- Tuesday, February 16, 2021 (following Presidents' Day)
- Monday, March 1, 2021
- Monday, March 15, 2021
- Monday, March 29, 2021
- Monday, April 12, 2021
- Monday, April 26, 2021
- Monday, May 10, 2021
- Monday, May 24, 2021
- Monday, June 7, 2021
- Monday, June 21, 2021

978·363·1100, Ext. 115 finance.admin@wnewbury.org Fax 978·363·1826

From:	Town Manager
To:	Finance Admin
Subject:	Fwd: Library hours for 12/24 and 12/31
Date:	Friday, December 11, 2020 9:32:13 AM

From: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Date: December 11, 2020 at 9:04:45 AM EST
To: Town Manager <townmanager@wnewbury.org>
Subject: Re: Library hours for 12/24 and 12/31

Thank you! 1 pm would be great for the Library for both days. It looks like we closed at noon last year, which seems a bit early. I'll be at the meeting Monday night, but please let me know if you'll need anything further from me regarding this.

Corinn Flaherty

Director
G.A.R. Memorial Library
490 Main Street
West Newbury, MA 01985
978-363-1105

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, December 10, 2020 5:50 PM
To: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Subject: Library hours for 12/24 and 12/31

Hi,
I included the following item on Monday's BOS agenda:

> Request for authorization to close Town Offices and Library early on Dec. 24 and 31, 2020

I had this on my draft agenda list for town offices and added Library in case there is a request; sorry didn't have time to review w you before posting. What time would you normally close on those dates, and what time would you/BOLT propose to close due to

holidays? If no action needed the Library portion of this item can be passed over. I haven't decided yet what time to propose town offices close, but would be sometime ahead of typical 4:30 closing, probably either 2 or 1pm.

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

P

Town of West Newbury
Board of Selectmen
Monday, November 16, 2020
381 Main Street, Town Office Building
www.wnewbury.org

Minutes of Meeting

Open Session: *7:06 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: *(646) 558-8656*
Access Code: *989-8496-0020*
Or from computer, tablet, or smartphone:
https://zoom.us/j/98984960020?pwd=NTdYT2szcUQvZ2E1R1A0Z0ttblZBdz09

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
- Adam Stone
- Sam Joslin
- Corinn Flaherty
- Fred Chanania
- Wendy Reed
- Rose Vetere

- ❖ Jen LS
- ❖ Kathy Feehery
- ❖ Marie D
- ❖ Michael Ricci
- ❖ Kim Borgioli
- ❖ Albert, Cullen House Mac

Announcements:

- Community Preservation Committee, Annual Public Hearing regarding the needs, possibilities and resources of the Town relative to the Community Preservation Act in the areas of community housing, historic preservation, and open space recreation, to be held Thursday, November 19, 2020 at 7:30 p.m. (See page 2 for information)

- Pentucket Arts Foundation, 17th Annual A Cappella Night, virtual meeting to be held Saturday, November 21, 2020, available as of 6:00 p.m. Tickets $10 at www.pentucketarts.org. All proceeds to benefit arts in the Tri-Town Pentucket Region. (See page3 for information)

- Reminder to subscribe for e-mailed Town news/announcements at https://www.wnewbury.org/subscribe

REGULAR AGENDA

A. Request for Appointment to the Zoning Board of Appeals, Kim Monahan Borgioli:

Chairman Archibald reviewed Kim's credentials at the previous meeting. (See Exhibit A, pages 8 through 12 for information) Stated that she expressed an interest in the ZBA position but hadn't completed the application, which has now been done. Town Manager Jennings clarified that it would be a full member position, 5-year term ending on June 30, 2025, which she stated that she doesn't know what will happen in the next five years but she will give it her best shot.

Motion made by Chairman Archibald to appoint Kim Monahan Borgioli to the Zoning Board of Appeals full member position for five years, ending Jun 30, 2025. Seconded by Selectman Kemper.

Yes 3, No 0

B. Updated Regarding Coronavirus Pandemic/COVID-19:

Chairman Archibald discussed the new updates and guidelines issued by the Commonwealth. (See Exhibit B, pages 13 through 35 for information)

Town Manager Jennings stated that a Board of Health reminder went out regarding masks being required and changing the risk assessment process regarding colors. Jen asked whether there will be a fine with regards to mask enforcement. Town Manager Jennings stated that there is not a fine scheduled. The Board of Health took that question up about a month ago and did not vote to establish any fines at this point. She asked what's the teeth behind the law or the rule.

Chairman Archibald stated that this is not the Town's regulation, this is from the Commonwealth, so would have to ask the Governor.

Town Manager Jennings also stated that with regards to the Chapter 201 modifications, the tolling period for hearings ends December 1st and clocks start to run as of December 1st. Town Counsel McCarron added that the timeframe for which a board must act was suspended for this period, that suspension ends on December 1st and the clock starts up, so any proposals that are brought before a board which has a statutory time limit in them, now that clock proceeds.

C. Consideration of Whether to Exercise First Refusal Option, Pursuant to M.G.L. Ch. 61A, Section 14 for Portion of Land at 183 River Road (Grew Parcel):

Chairman Archibald provided background regarding this topic. (See Exhibit C, pages 36 through 42 for information) He explained that it's a small area that's to be subdivided off of the large property to accommodate one house lot. This has been looked at by the Planning Board and the large parcel itself ultimately will be maintained in Chapter 61A, so only this small parcel of approximately four and a half acres will be taken out of 61A. Parcel is right along River Road, so it would be a regular house lot, but the large parcel would still remain in 61A.

Motion made by Selectman Parker to waive first right of refusal on the Grew property on 4.43 acre parcel on River Road. Seconded by Selectman Kemper.

Yes 3, No 0

D. Informational Update Regarding Recent MassHousing Issuance of 40B Project Eligibility/Site Approval Letter for Property at 28 Coffin Street and 566 Main Street:

Town Manager Jennings gave a brief summary on this topic. (See Exhibit D, pages 43 through 57 for information) The developer of the site requested a letter of project eligibility and site approval from MassHousing. Has been pending for some time. He explained the issuance of PEL, which gives a developer the option to apply for the 40B project. Nothing filed to date. Local requirements updated by the ZBA are strong.

Chairman Archibald stated that eligibility doesn't mean approved. Town Manager Jennings stated that it's important to keep in mind that under Chapter 40B, the Conservation Commission maintains full jurisdiction to enforce the Wetlands Protection Act, and they are scheduled to have an open hearing on ANRAD on December 7th. Further discussion was had regarding the timeframe for this being done with the winter coming along and what can be done at this time.

Rose Vetere commented that she has heard of work being done on the property and inquired as to whether the developer checks in with the Town. Town Manager Jennings stated that the Water Department did have to authorize for them to tie into the water for perk tests. Selectman Kemper commented that they aren't legally bound to inform the Town to do work on the property unless the work requires a Town permit. Town Manager Jennings stated that there is a letter posted on the BOS web page.

E. Discussion with Library Board of Trustees:

Chairman Archibald requested that this topic be taken up early. (See Exhibit E, pages 58 through 72 for information) Chairman Archibald explained the inquiry at the previous meeting regarding staffing.

Corinn Flaherty stated that the pandemic has changed their operations completely since they're not letting the public in. Stated that a lot of the work that was done previously by patrons are now being done by staff. She explained how work has increased. Stated that curbside started on June 15th and slowly been inching their way back up to their regular circulation and right now, only 25% behind where they were last year. So, with the extra staff work and moving closer to regular circulation statistics, they're plenty busy.

Wendy Reed explained that early on in the pandemic, Corinn did a lot of research on how other libraries are handling services during the pandemic. They developed a phased reopening plan for the library which she circulated to the Health Agent, Town Manager Jennings, and the Public Health Nurse and the Board of Trustees worked with her on to finalize and approve, which they have been using all along to determine when they could open for various phases.

She also expressed concerns regarding how the concerns were addressed. Fred Chanania commented on the programming strides that have been made.

Selectman Kemper stated that he did mention that this should be done across the board, not singling out the library. Stated that he was answering resident concerns. Selectman Parker stated that he has received multiple comments regarding the tone of the previous discussion. Selectman Kemper stated that as Selectmen, if we aren't looking at this, we aren't doing our job, and now we have this great conversation to work with, we have great materials to work with.

F. Discussion of Resident Correspondence Regarding Truck Traffic on River Road:

Chairman Archibald updated on this topic. (See Exhibit F, pages 73 through 74 for information) Town Manager Jennings stated that he has received a complaint of increased traffic on River Road by Dick Cushing and asked that it be put on the agenda.

Also stated that the Town can issue non-enforceable guidance signage on truck traffic but prohibiting truck traffic is a much higher threshold. Stated that the DPW Director, who is a traffic engineer with a lot of experience in this spelled out in his e-mail why he didn't think that was likely to happen in this case, but did state that perhaps they can place non-regulatory signs to discourage such traffic and can have Wayne advise at a future meeting. Chairman Archibald stated that it seems we would just be moving the problem to another road. Selectman Kemper suggested that we keep an eye on it.

G. Discussion of Format and Schedule for FY21/22 Goals Meeting with Boards/Commissions/ Committees:

Chairman Archibald commented on this topic. (See Exhibit G, pages 75 through 77 for information) Stated that we should bring BCCs together to understand/prioritize FY21 projects and goals and into future years. His idea would be a Zoom meeting with one representative from each board to present. Asked if this is an exercise that would work and be worthwhile?

Town Manager Jennings recommended December 7th, which would be an extra meeting. Stated he can send out invitations in the next week and stated that it should be a stand-alone meeting. Everyone agreed that an attempt should be made to set this meeting up. Selectman Kemper suggested that they try it and see if it works, but there should be a limit of three minutes for presentations and three minutes for questions.

H. Discussion of Upcoming Administrators/Managers' Meeting with Representative Moulton:

Chairman Archibald asked for ideas for Town Manager Jennings to present to Representative Moulton. Chairman Archibald stated that he would like to add, with regards to what happened at the last BOS Zoom meeting, he would like to add to the list regarding municipalities' risk for ransomware targeting communities, as well as continuing to work on the CSO's on the Merrimack in cooperation with congressional people in New Hampshire. (See Exhibit H, pages 78 through79 for information)

Selectman Parker stated that with regards to cyber security, he agrees that anything that could help out at the federal level, that would be very valuable, and regarding energy systems and their contribution to greenhouse gasses. Selectman Kemper stated that we should talk about more federal help to protect our river shorelines and suggested a follow-up in six or seven months to see how things are progressing.

I. Discussion of Potential Amendments to Personnel Policy:

This item was passed over. (See Exhibit I page 80 for information)

TOWN MANAGER UPDATES

J. CARES Act Funds Received, Sub-Grantee Agreement with Pentucket, and November 13th Report:

Town Manager Jennings gave a status update on this topic. (See Exhibit J, pages 81 through 96 for information) Stated quarterly report was put in on Friday and again explained the process of how it works with CARES and FEMA. Also stated that the sub-grantee agreement with Pentucket was executed. He also provided notice to local departments that round two of the funds were received of around $113,000.

Selectman Kemper asked if this is helping to offset some of our revenue loss or just paying for additional expenses. Town Manager Jennings stated that no, it is not credited towards revenue expenses, only covers expenses that were not budgeted and would not have occurred other than for COVID.

K. Electric Vehicle Charing Stations, Schedule for Installation:

Town Manager Jennings gave an update on this topic. Stated that installation is scheduled to begin this month. (See Exhibit K, page 97 for information) Stated that the Page School will start Thursday the 19th and the 1910 Building will start Monday, the 23rd. Working to get into place the contract with Charge Point and have them be fully operating once they're fully installed. Expects it to take three to four days start to finish. Selectman Parker stated that his only concern is power and working with National Grid.

Town Manager Jennings stated that once they're up and ready for use, plan to heavily promote those through the Town website and social media to make sure that people know once they're available to see what utilization they get. Selectman Parker stated that we have four plug-in vehicles for trial/demonstration.

L. Update on Middle/High School:

Town Manager Jennings gave an update on this topic. (See Exhibit L, pages 98 through 127 for information) Had a meeting last Tuesday. Amendment voted to add to guaranteed maximum price. He explained that everything is going well and that some items cut during the value engineering phase were able to be added back due to costs coming in lower than costed.

Selectman Kemper stated that it is estimated that the kids will move in at the beginning of the school year in 2022, with completion of the entire project in 2023.

M. Design Contract for Soldiers & Sailors Building Restoration:

Town Manager Jennings updated on this topic. (See Exhibit M, pages 128 through 129 for information) Stated that a contract was sent to the architect on October 9th, and a signed copy was returned on November 7th. Waiting to get the schedule updated to reflect the passage of time. Did reach out to Lynn Spencer last week to see if can speak by phone but hasn't heard from her yet. Will keep working with her to get a timeline and get the design work done this winter and go out to bid late winter, early spring when the contractors are still looking for work.

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

Establish Pipestave Parking Committee; discuss BCC's keeping/posting minutes.

Motion was made by Selectman Kemper to adjourn the meeting at 8:47 p.m. Seconded by Chairman Archibald.

Yes 3, No 0

Respectfully submitted,

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

Town of West Newbury
Board of Selectmen
Monday, November 2, 2020
381 Main Street, Town Office Building
www.wnewbury.org

Minutes of Meeting

Open Session: *7:06 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: *(646) 558-8656*
Access Code: *913-4843-3773*
Or from computer, tablet, or smartphone:
https://zoom.us/j/91348433773?pwd=U0hxcnpzTERmTkF0dzVtam94L2VaUT09

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
- Adam Stone
- Paul Sevigny
- Ann Bardeen
- Jake Cormier
- Wayne Amaral
- Nathan Kelly

- ❖ Eric B.
- ❖ Ray Cook
- ❖ Kim Monahan Borgioli
- ❖ Rose Vetere
- ❖ Jen LS
- ❖ Annie Sterling

Announcements:

- Call for volunteers: seeking members for Finance Committee, ZBA (Associate Member), etc.

- Reminder to subscribe for e-mailed Town news/announcements at https://www.wnewbury.org/subscribe

- Selectman Kemper thanked everyone for a seamless Halloween. Also wanted to thank the Fire Department and the Police Department for delivering families and kids.

  Also wanted to thank everyone involved with early voting, especially Mike McCarron and his office. Been overwhelming. As of today, have had 2,200 votes, absentee, mail in, early voting that's gone on out of 3,600 registered voters.

REGULAR AGENDA

A. Request for Appointment of Associate Planning Board Member; Discussion with Both Candidates, Kim Monahan Borgioli and Jake Cormier:

Chairman Archibald stated that there are two candidates who are looking to be on the Associate Member of the Planning Board. (See Exhibit A, pages 13 through 17 for information)

Jake Cormier gave a brief biography of his position. Moved to West Newbury five years ago, purchased the old Walker Farm on 111 Indian Hill and did some extensive renovation. Worked with members of the Town during the construction project. Grew up in a town in north central Mass, background in construction, worked for a design build firm doing site construction, site engineering and meeting with towns and boards to get approval for small commercial projects, cul-de-sacs and 40B projects. Last 10 years, been working with Liberty Mutual Insurance as part of their strategy team, product claims office. Wants to be involved in the community to help shape for the future, learn from the current Board members.

Kim Monahan Borgioli gave a brief biography of her position. Previously served as an Associate Planning Board member a couple of years ago, but due to work constraints, traveling back and forth to New York, she stepped down at the end of her term. Now that she's changed jobs, looking to rejoin. She is a Senior Credit Officer for a local financial institution, with her background primarily in commercial real estate, finance and development. Has worked for local banks, national banks, done private equity and distress debt, but in the last five or six years, mostly on the credit side and structuring transactions. Has a vast knowledge of different real estate development projects and financing.

Selectman Parker advised that he had a phone conversation with Kim and asked if she would be interested in the ZBA position since there are two very qualified candidates. Thinks she is interested, but it's not on the agenda tonight, so can't vote on it, but wanted everyone to know that information. Chairman Archibald asked if she was interested in the Associate ZBA position. Kim stated that she feels that the ZBA would be a great option since the 40B project is very intriguing to her and has a big impact on the Town and would be great to be a part of a project like that. Has some limited knowledge of 40B, been a few years since she's worked on a 40B project but doesn't believe the state statutes have changed much over the last 10 years.

Motion made by Selectman Kemper to appoint Jake Cormier as Associate Member of the Planning Board. Seconded by Selectman Parker.

Yes 3, No 0

Town Manager Jennings stated that he would like to add an unanticipated item that was not previously listed on the agenda due to time constraints. (See page 2 of packet)

Motion by Selectman Kemper to add an unanticipated item to agenda re: DPW dump truck trade. Seconded by Selectman Parker.

Yes 3, No 0

DPW Director Amaral stated that he wanted to get the okay from the BOS to use the older dump truck that is being replaced as a trade-in, so wants to declare it as surplus to put in with purchase price of the new dump truck. Chairman Archibald inquired as to whether it's equal value and less work to use as a trade-in or to sell it independently. Mr. Amaral stated that it's a very unique truck because it has a salter built inside of it, so not really a dump truck. Can't sell to a landscaper because the salter is built into the body. Dealer looked at it and has many on his lot and nobody wants them, came with a cost, negotiated up $4,000 for trade-in, so got around $15,000. Researched online and something close to that was running between $16,000 and $18,000, but with auction fees, about the same, so will be nice to get rid of it when the time comes.

Motion made by Selectman Kemper to use the salter as a trade-in and get the value of $14,500 for it. Seconded by Selectman Parker.

Yes 3, No 0

B. Discussion of Availability of Town Meeting spaces for use by non-Town Groups; COVID-19 Protocols:

Chairman Archibald gave background regarding this subject, stating that there has been some requests for use of Town facilities by outside groups, especially the large annex facility, so that people could be more spread out. (See Exhibit B, pages 18 through 19 for information) Stated that with bad weather coming, people will probably make more requests for the large facilities.

Selectman Parker stated that he was asked by Nathan Kelly regarding the use of the facilities by Cub Scouts and thought it could be done safely. Finds it hard because wants residents to be able to use Town facilities again and feels things are headed in the wrong direction from a health and safety standpoint right now.

Nathan Kelly stated that he's involved with Cub Scout Pack 26 in West Newbury. This year, he's the new Cub Master of the pack. Den leaders have approached him about the fact that things are going well right now but have to do things different. Was having outdoor meetings, but as the weather changes, can't do things outside, and now with the time change, getting darker earlier, so that becomes an issue. Stated that when he spoke with Selectman Parker a couple weeks ago, thought things were okay, but since then, the new developments with COVID are not good, now prohibited for any indoor meetings. Hopes when things turn around, can revisit.

Chairman Archibald stated that he was formerly involved with the Cub Scouts. Suggested that maybe can establish some guidelines for when things do turn around. One of the issues is that there is not the person power to have someone to make sure that a Town facility is cleaned up afterwards, especially on a weekend and need to rely on the people using the facility, especially with the new COVID cleaning protocols.

Mr. Kelly explained that his organization does have liability insurance that would be a precursor to any Town insurance for anyone directly related to the events that they would be a part of. Selectman Kemper stated that the Town is covered for $100,000 on the policy related to COVID, and Town Manager Jennings confirmed that the Town has communicable disease insurance, but has a high deductible, and someone would have to prove that they contracted the disease through a Town facility, but is some exposure there and need to be aware of that.

Mr. Kelly suggested perhaps spacing out days between uses. Selectman Parker stated that there is a limited resource and more demand and spacing out days between use will slim down resources. Stated that at the he went to the last Board of Health meeting just to speak with them about it, and there is concern about cleaning, but if given enough time between meetings, that's irrelevant because the virus doesn't last for that long, but it's complicated.

Annie Sterling added that she does the facility use, gets the calls at work, Selectman's Office. Stated that it's not uncommon for her to get quite a few calls during the week. People don't want to meet in their home. Right now, no use, but wondered what will happen when it opens up, how all of this is limited. Chairman Archibald asked what kind of calls she's getting. She stated she gets Homeowner's Associations, school pods who want to do things with a small group of kids, 7 to 10, activities, some of the businesses in town that use the annex, youth leagues, music boosters, Boy Scouts, Girl Scouts. No Council on Aging, yoga, Zumba, line dancing yet.

Selectman Kemper stated that there is a policy that needs to be administered by the Town Manager in concert with the Board of Health who needs to make the determination down the line when things they think should be opened up and come back to BOS with their recommendations and thinks we should leave it at that.

Town Manager Jennings stated that back in March or April, had worked to put together a comprehensive framework for the Town offices on COVID-19. Never got over the finish line. Met with Paul last week and in agreement that it would be good at this point to put together some of the things that have been voted at different times by different entities, BOS and BOH, and put into more consolidated protocols for COVID-19 as it relates to public buildings and facilities. Paul Sevigny stated that he agrees with what's been said, and given the new orders by the Governor, this is not the time to make any changes to open up facilities and should work on a plan for when things do turn around.

C. Discussion of Public Access to Town Offices During COVID-19 Public Health Emergency:

Chairman Archibald updated regarding the survey given to employees, which is contained in the packet. (See Exhibit C, pages 20 through 26 for information) Stated that 24 people sent their responses back and the employees overwhelmingly felt that things were going well, working at 100% capacity. The only negative feedback was from the library regarding patrons wishing they could physically browse categories of books on the premises. Most employees felt there should be no changes regarding opening to the public or meeting residents outside.

Everyone felt their duties were being carried out very well, a few people wanted a few more physical barriers placed in their place of work, there was a suggestion to have thermometers available so that when outside people come in, they could be checked. He stat that almost all of the comments were positive, the staff was very happy that their input was wanted before trying to do anything, felt that the Town was addressing things well, happy with the BOH's response, how the DPW has put things in place, happy with the Library Trustees, BOS, and the employees were overwhelmingly positive of how things are being addressed.

Selectman Kemper asked whether all of the employees are being utilized since there is not the foot traffic, and do people have work to do since we continue to pay everyone. Thinks that owe it to the residents to discuss doing job sharing in order to save money for the Town.

Chairman Archibald stated he hears what's being said but that the Library Trustees have jurisdiction over the library and its budget. Selectman Kemper stated that he things that the Trustees might like to have a conversation and maybe they're waiting to have the conversation, or maybe they're totally utilized and can't help, maybe not. Explained that this needs to be asked of every department.

Chairman Archibald asked what Town Manager Jennings thinks. He stated that he agrees with Selectman Kemper that it's worth having the discussion and would have these same questions when preparing the FY22 budget, asking department heads to self-evaluate due to COVID, the levels of utilization of employees, positive and negative effects on time.

Selectman Kemper stated that the taxpayers deserve the conversation. Perhaps the Library Board of Trustees could joint next meeting, and everyone agreed that the dialogue should be started as soon as possible with all department heads. Town Manager Jennings agreed to type up questions addressed tonight and will give to Mike Gootee.

D. Update on 28 Coffin Street, Including Anticipated Site Testing Pursuant to MassDEP Requirements:

Town Manager Jennings gave a brief summary on this topic. (See Exhibit D, pages 27 through 28 for information) He stated that the presumptive developer recently contacted the Water Department to request permission to tie into an adjacent hydrant. There's some site testing that's being required by MassDEP that has to be completed before an applicant can seek a wastewater discharge permit or ground water discharge permit under the MassDEP regulations. He asked Paul Sevigny about it and he described it as a glorified perk test, but on a significantly larger scale. This type of tie-in to a hydrant is somewhat like a hydrant rental where a developer can pay a fee to pay for the water used through a meter and tap into a hydrant under the oversight of the Water Department.

The request has been put in and is pending before the Water Department and the Board of Water Commissioners will met Wednesday at 9:00 to take up the request. The Board doesn't always act on these, sometimes it's handled at the administrative level or the Superintendent, but due to the scale of the request and the public interest in the site, it's being taken up by the Board for the Board of Water Commissioners to make a recommendation to allow or not.

Selectman Kemper inquired with regards to the amount of gallons used, whether it's a big amount, and Town Manager Jennings stated it's like 30,000 per days over 4 days, about 114,000 gallons. Inquired as to what rate would be used. Town Manager Jennings is looking into this but knows that the Board of Water Commissioners will look at both of those questions. Selectman Kemper stated he just wants to make sure that we charge as much as we possibly can charge, that the Town is made whole and we're not giving anything away.

Chairman Archibald inquired as to who oversees this process. Paul Sevigny stated that DEP oversees this, but he will go out and see what's being done, but the project is subject to DEP approval.

Rose Vetere inquired as to whether the leaching fields are still in the same place as on the plans. Town Manager Jennings stated that there is a plan sheet that was submitted to the Water Commission but hasn't compared it to the earlier plans. Selectman Kemper stated that there has to be an established leaching field because that's the ground water he has to test. Chairman Archibald stated that according to the plans in the packet, it's the same as seen last spring. Ms. Vetere stated that she's concerned about the project being moved around to find the optimal leaching fields, since her property abuts the project and her concern about the project going forward. Selectman Kemper stated that since it's a 40B, it supersedes all local stuff. Ms. Vetere just wants to make sure she's notified if plans change.

Chairman Archibald inquired as to whether the Conservation Commission has made any progress with defining a time when they're going to look at the wetlands delineations. Town Manager Jennings stated that they are meeting tonight and that's one of the topics that they were going to discuss. He met with the Conservation Agent last week and the Commission is looking to engage a third party wetlands scientist to review the delineations that the developer submitted, however, in order for them to set up the 53G peer review account that would fund the engagement of a consultant with the developers, the developer will put the money up for the Town to then hire the consultant, they would have to open a hearing because it's within the hearing that the scope and budget for that third party review is determined, so one of the items that Con Com will talk about tonight is what might be a schedule to open a hearing on the ANRAD application that was filed last spring. He also further explained the process and how it works for understanding by everyone.

E. Review of Draft Sub-Grantee Agreement with Pentucket Regional School District to Fund and/or Offset Eligible Costs Pursuant to CARES Act (Coronavirus Relief Fund – Municipal Program):

Town Manager Jennings reviewed the sub-grantee agreement contained in the agenda packet. (See Exhibit E, pages 29 through 33 for information) He described the COVID related expenses included in the submission and stated that no costs will be incurred unless funding is granted. He also explained the complication with FEMA eligible costs. Held accountable for how the funds are spent and important to have a contractual agreement with Pentucket that would ensure they are complying with all of the program requirements.

He also explained that some categories of funding in the CARES Act are assumed to be FEMA eligible, and if they're assumed to be so, CARES will only fund 25% of them because you're required to also file for FEMA for the remaining 75% balance. In order to qualify for CARES, has to be purchased and in use no later than December 30, 2020 and no way FEMA turns things around that quickly. Explained all of this to the Superintendent and District.

Put in CARES Act filing last week. Summary of the numbers put in on page 60 of the packet, and further explained how the payments work. Selectman Kemper asked why it has to come back to the BOS, why can't they give the authority to do so now. Town Manager Jennings stated that it makes sense to hold off on signing until we know that we're getting funding. Chairman Archibald agreed that they vote tonight so that can move more quickly.

Motion by Selectman Kemper to allow the Town Manager to authorize the agreement. Seconded by Selectman Parker.

Yes 3, No 0

F. Rate Setting for Electric Vehicle (EV) Charging Stations to be Installed at 1910 Building and Page School:

Selectman Parker summarized this topic. (See Exhibit F, pages 34 through 37 for information) Thinks that the operational costs should be covered completely plus some buffer, safety factor. Thinks in the near term, trying to encourage usage of the charging stations, provide a service, and encourage people to trend towards electric vehicles to reduce carbon footprint.

Explained that rates in the area work out to 70-80 cents per kilowatt hour to charge, but if evaluating it, not going to pay that price can do lesser price at home. So, his thought would be to take the Town's cost of electricity plus service charge that is used for processing and handling the data, plus some safety factor, and call it that, which should be about 30-35 cents per kilowatt hour range, which is not much more than charging at home. Also stated that don't know what their costs are yet, have to find out the rate class and schedule, but he feels the rate could be changed at any time, as the Town has control over the rate setting.

Chairman Archibald inquired as to how it's paid, by Chipcard, etc. Selectman Parker stated that there are three or four companies that operate EV charging platforms in the country, Charge Point has the biggest footprint. With Charge Point, has a key fob card, scan that at the station, accesses the account and enables the charging station. Charge Point will process the charge and forward the Town's proceeds electronically to wherever the Town has designated. Further discussion was had regarding whether there should be more than one company available for the customers to be able to charge.

Motion made by Selectman Kemper to charge 35 cents. Seconded by Chairman Archibald.

Yes 3, No 0

G. Request for Authorization to Waive 15-Day Notice and Confirmation Process and to Authorize the Town Manager to Appoint an Interim Acting Chief Assessor:

Motion made by Selectman Kemper to appoint Maureen Curtin as Interim Acting Chief Assessor at the rate supportable by the FY21 budget, assessing salaries and wages,

retroactive to the date they assumed these responsibilities, and to waive the 15-day period for the appointment to become effective. Seconded by Selectman Parker.

Town Manager Jennings stated that the former Chief Assessor, Meredith Stone, left 5-6 weeks ago for a different job and Maureen has been filling her shoes since that time, has done a terrific job through a busy time of year with the tax rate recap coming up, etc., so he wants to commend her for the work she's been doing. Stated that he has a lot of confidence in her during this interim period.

Yes 3, No 0

H. Notification of Hiring of Community Preservation Committee (CPC) Administrative Assistant and Request for Authorization to Waive 15-day Notice and Confirmation Process:

Motion made by Selectman Kemper. Seconded by Selectman Parker.

Town Manager Jennings explained that he extended an offer to Barbara Gard. (See Exhibit H, pages 38+ for information) She lives in Amesbury, was formerly on the Conservation Commission there and had served on the Open Space Committee in Norwell, MA for a number of years. She has a degree in Massachusetts Environmental Policy from Tufts University, tremendous experience working with conservation restrictions, historic preservation restrictions, and has a good base knowledge of affordable housing, as well.

Held interviews last week attended by three members of the Community Preservation Committee. Had top notch candidates and good choices, but Barbara stood out, so he's pleased to bring her on board. She brings a lot of deep knowledge of some issues and will be really helpful for the Town.

Yes 3, No 0

I. Proposed Job Description and Wage Classification for Water Laborer/Water Operator in Training Position:

Chairman Archibald gave background for this proposed position. (See Exhibit I page 38 for information) Request to change the position because having a hard time finding an individual with enough training that wants to come to the Town and do the multi-faceted tasks that a small Water Department needs, so decided to hire someone with less training and get them trained while doing the duties for the Water Department.

Town Manager Jennings stated that anything to do with wages, he puts before the BOS for their authority under the statute. So, the former licensed operator is what the position had been advertised as, with a prerequisite of the water treatment and distribution licenses, so the approach now after posting that and not getting much response is to post it as a laborer/water operator in training, and from a wage standpoint, the main thing before the BOS, the licensed operator had been at the Grade 6 level and our idea is to hire the position at the Grade 5 level, but then to put it in that once they receive their licenses, it would go to a Grade 6, but didn't want to advertise that without making sure the BOS were supportive of that so when the time comes, can make that change, to which the BOS had no objections.

J. Meeting Minutes: September 28, 2020:

(See Exhibit J, pages 39 through 41 for information)

Motion by Selectman Kemper to approve the meeting minutes. Seconded by Chairman Archibald.

Yes 3, No 0

TOWN MANAGER UPDATES

K. Update on CARES Act Filing Submitted on October 30th and Next Report Due on November 13th:

Town Manager Jennings updated on this topic. (See Exhibit K, pages 42 through 60 for information) Explained that the next report is due in two weeks, which is a report of the actual expenditures through September 30th.

L. Update on FY20 Audit:

Town Manager Jennings updated on this topic. Explained that the auditors were in the office two weeks ago. Went through all of the books, ask for back-up documentation, do a walk through, like a pop quiz looking at different processes and have you walk them through it without you knowing what they're going to ask about. Feels it went well but will find out when they see the management letter. Feels they provided everything that was requested and this year it went much more smoothly.

Scheduled December 14th the presentation of the audit which will include the FY19 audit and management letter, which was never presented, so will close out FY19, as well as the auditor will be in attendance to present the FY20 financials.

M. Update on Fraudulent Unemployment Claims:

Town Manager explained that this is something that's really affected many communities in the Commonwealth, been a lot of press coverage, as bad actors have taken data that the Department of Unemployment Assistance was gained by hacks of large credit monitoring agencies and now putting the information to use to file claims in their name with the Department of Unemployment, which as the current employer, gets notice of that claim. (See Exhibit M, pages 61 through 67 for information)

He's been keeping the BOS apprised of this. Initially, 70 claims came in of which 14 were current employees, none of whom had filed for unemployment, so all bogus. Since that time, every week or so, get more filings, so is a continuing problem. Been following the advice of the Department of Unemployment Assistance, who had set up a fraud e-mail account to notify. Now, asking that every person employed to follow-up personally to file reports.

Last week, got an updated advisory from the DUA now asking that they fill out every form that they're sent, because get it by mail as well as e-mail. One day of mail last week, 120 letters from the DUA in a single day. Been in touch with Senator Tarr's office to make sure his office is

aware of the problem as well as the impact that it's having on the Town office since really don't have the personnel to fill out every form and send it back, so trying to figure that out.

N. Update on Hazard Mitigation Plan Due for Update in 2021 and Potential Grant Funding with MVPC:

Town Manager Jennings explained that there's a potential regional grant. (See Exhibit N, pages 68 through 71 for information) Will bring back if they decide to apply for the grant. Due in January. Hard time to start a new plan update, but is a required plan which expires after five years and have to have it in place in order to be eligible for post-disaster assistance from FEMA in the event of another ice storm or snow emergency. Not sure how they're treating with COVID-19, if it's factoring in, but we need to make sure the plan stays current and the most efficient way to go at it would be to partner with other communities in the region and work with MVPC. The idea is MVPC would apply for a grant to fund their work to update the regional plan that West Newbury is part of that was done back in 2015.

Selectman Parker stated that he got feedback today from somebody that couldn't attend tonight, but are on the MVP committee and just wanted to point out that they had some concern about using MVPC for this particular plan because of errors in the data that MVPC has for us currently in the mapping for the Town and their somewhat unenthusiastic response at getting things right. So, if do this with MVPC, somehow need to really get them to engage and take us seriously even though we're not the biggest community that they work with, but need to make sure we're taken seriously, as well. Further discussion was had about this topic and Town Manager Jennings stated that he would like to know more about these inaccuracies even though he feels he knows what they are and just a matter of falling under the wrong contract.

O. Summary of Grants Currently Under Active Management:

Town Manager Jennings stated that he had not finalized the information on this topic, but can state that there are over 20 grants that are currently under active management, some of which are very low administrative burden, some very high with quarterly reports.

Will put all of the information together for them to have a good understanding of what already doing from grand management, as well as things applied for and not received. Other good grants out there, but before take on new commitments, need to make sure that they are looked at.

This item was passed over for a future agenda.

P. Update on New Initiative to Provide Periodic Town Updates via Local Cable and YouTube Channel:

This item was passed over for a future agenda.

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

Selectman Kemper stated that he asked for minutes from an appointing committee and the last set he received were June of 2018. Wanted to stress that people should keep up with their minutes and remind people that it's imperative that they file them with the Town Clerk's Office. Asked for this to be put on a future agenda.

Town Manager Jennings stated that on his list, working towards the Tax Classification Hearing with the Board of Assessors, who will meet this Wednesday. Met with staff earlier today, that could be as early as the 16th. If not, the following meeting, Monday, the 30th.

Town Manager Jennings also stated that on his list, resident contacted us today regarding truck traffic on River Road, and as the BOS knows, it's all restricted by DOT of what you can and can't legally restrict, but can consider some advisory signage. So, circulated that to the Police Chief and DPW Director and Town Council and got some good comments back, so would like to put that on for discussion two weeks from tonight to share what they know.

Selectman Kemper commented that if it's dump trucks, has seen an increase of dump trucks coming through West Newbury and people have been complaining about it. Stated that this is new, has seen stuff on social media. Thinks it might have a direct correlation with the high school since it has popped up since the high school got underway. So, might be advantageous to mention it to the School Building Committee meeting to mention to them that the contractors use the main roads.

Motion was made by Chairman Archibald to adjourn the meeting at 9:53 p.m. Seconded by Selectman Parker.

Yes 3, No 0

Respectfully submitted,

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

Q

Town Manager

From: Town Accountant
Sent: Thursday, December 10, 2020 3:27 PM
To: Town Manager
Subject: RE: Re and PP FY20 vs FY21
Attachments: FY21YTDREPP.pdf; FY21Decemberpending.pdf

Hello:

Attached is a Re and PP report. I have also attached what is pending in the receipt module that I can't post to the GL until Treasurer is done with her process. The report shows and extra $18,929.86 that was collected in RE.

Thank you,

Vwhskdqlh#Iurqwlhud#
Town Accountant/ Business Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x112
townaccountant@wnewbury.org

From: Town Manager <townmanager@wnewbury.org>
Sent: Wednesday, December 9, 2020 1:57 PM
To: Town Accountant <townaccountant@wnewbury.org>
Subject: RE: Re and PP FY20 vs FY21

Could you run updated version of the FY21 report late this week (either tomorrow or Friday)? I'm going to include an update on collections on the 12/14 BOS agenda so want to include in the packet the latest numbers. (I understand it won't yet have the commitment amount pending finalization of the tax rate). 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: Town Accountant <townaccountant@wnewbury.org>
Sent: Tuesday, December 1, 2020 8:16 AM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: Re and PP FY20 vs FY21

Absolutely. I enter the amounts once the tax rate is approved so the report will look like Fy20.

Thanks,

Stephanie Frontiera
Town Accountant/Business Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x112
townaccountant@wnewbury.org

From: Town Manager <townmanager@wnewbury.org>
Sent: Monday, November 30, 2020 9:10 PM
To: Town Accountant <townaccountant@wnewbury.org>
Subject: RE: Re and PP FY20 vs FY21

This is terrific info, thanks.

Once the tax rate is formally set and the FY21 property taxes are committed, can the "committed" amounts be entered as beginning balances in Vadar so these reports would show YTD collections? Understanding some amounts would be abated, those transactions would still show in Vadar (presumably as changes to the commitment amount, so analogous to a budget amendment). Any reason not to do this one the amounts are committed?

Thanks again, this is great.

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 Accountant <townaccountant@wnewbury.org>
Sent: Monday, November 30, 2020 7:59 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Re and PP FY20 vs FY21

Hello:

I have attached two reports for your viewing as you can see we are on target. Sue will be able to give you numbers on whom may owe etc.

Fy20 as of 11 30 19 6,458,351
Fy21 as of 11 30 20 6,490,242

Vwhskdqlh#Iurqwlhud#
Town Accountant/ Business Manager
Town of West Newbury
Town Office Building
381 Main Street

Filter by: Segment 1: 01
Segment 3: 4110, 4120

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 11/30/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name		Allocated	Expended	Ending	% Var.
01-145-4110-202000	PP Tax Revenue 2020		0.00	-79.93	-79.93	0.00
01-145-4110-202100	PP Tax Revenue 2021		0.00	114,816.98	114,816.98	0.00
01-145-4120-201900	Real Estate Tax Revenue - 2019		0.00	385.52	385.52	0.00
01-145-4120-202000	Real Estate Tax Revenue - 2020		0.00	69,800.03	69,800.03	0.00
01-145-4120-202100	Real Estate Tax Revenue- 2021		0.00	6,305,319.42	6,305,319.42	0.00
		5 Account(s) totaling:	0.00	6,490,242.02	6,490,242.02	n/a

Filter by: Segment 1: 01
Segment 3: 4110, 4120

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 11/30/2019

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name		Allocated	Expended	Ending	% Var.
01-145-4110-202000	PP Tax Revenue 2020		0.00	114,646.47	114,646.47	0.00
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	109,743.98	109,743.98	0.00
01-145-4120-202000	Real Estate Tax Revenue - 2020		0.00	6,233,132.91	6,233,132.91	0.00
		4 Account(s) totaling:	0.00	6,458,351.32	6,458,351.32	n/a

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: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: December 11, 2020

RE: Personnel Policy

One of the primary aspects of the Personnel Policy that needs attention is to ensure consistency of administration regardless of appointing authority. Despite the adoption of a so-called Town Manager Act, my office does not hold the authority customary for Town Managers in other towns. To illustrate, I have enclosed a list of citations illustrating the disparate authority for appointments here in West Newbury; as well as an Org Chart I prepared some time ago based on these citations (which differs substantially from the Org Chart presented to Town Meeting in October 2017 at the time of adoption of the Town Manager Act). These disparate authorities, and the ambiguity and conflict between statutes, bylaws, policies and past practice, contribute major inefficiencies to my office and to overall Town operations.

We have begun to solicit other employees' input on aspects of the Personnel Policy that may also need attention (and we have files with both my prior notes and with other employee comments received over the years, both pre- and post- my tenure).

It will also be essential to engage all appointing authorities in a process to consider potential changes to policy and administration.

I expect to need to engage a third-party consultant to manage this process, due to workload, and to engage high level human resources expertise; as you know, an FY21 budget amendment approved at October STM allocated funds for this purpose.

My office has begun work to prepare a scope of work to be used to solicit proposals, with the goal of engaging a consultant and more formally kicking off this process early in 2021.

PERSONNEL APPOINTMENT CITATIONS

Town Manager Appointees

Building Commissioner and Staff

Mass. Gen. Laws Ch. 143, Sec. 3. The chief administrative officer of each city or town shall employ and designate an inspector of buildings or building commissioner as well as such other local inspectors as are reasonably necessary...

EMA Director

Chapter 639 of the Acts of 1950, Sec. 13. Each local organization for civil defense shall have a director, who shall, in case of a city, be appointed by the mayor, or in a city having the Plan E form of government by the city manager, and in towns shall be appointed by the selectman [sic], or in towns having a town manager by the manager, and who shall have direct responsibility for the organization, administration and operation of such local organization for civil defense, subject to the direction and control of such appointing authority.

[Recommend amendments to Civil Defense Bylaw, which provides: The Board of Selectmen shall appoint a Director thereof, who, subject to the direction and control of the appointing authority, will be directly responsible for the organization, administration, and operation of Civil Defense functions determined by the aforesaid Act.]

Other Town Manager Appointees

Chapter 97 of the Acts of 2017, Sec. 10(a). The town manager of the town of West Newbury shall appoint and may remove all department heads as the term may be defined in the town departmental and organizational structure and any other employees for which a method of selection is not provided in this act or by law.

> ***Town Manager notes:*** *Department heads and employees subject to the Town Manager's appointing authority: Treasurer/Collector; Chief Assessor and Assessing Staff; Building Inspector and staff; EMA Director; Council on Aging Director; and CPA Administrator.*
>
> *It should be noted that, in order to fully effectuate the Town Manager appointment authority summarized here, modifications to some number of bylaws, policies and/or job descriptions may be necessary. Among other potential or known conflicts, there is a disagreement regarding appointing authority for Water personnel. The Board of Water Commissioners contends that they have appointing authority, but there is no reference to personnel appointment authority in the 1936 special legislation. In practice, this has not been a real problem, as the Town Manager is content for the BOWC and Superintendent to conduct employee screening for open positions; and, when the Department made its last hire in early 2020, the Manager and BOWC Chair agreed to co-sign the offer letter. However, this is a remaining ambiguity that should be clarified.*

Appointments by Other Than the Town Manager

Conservation Agent

Mass. Gen. Laws Ch. 40, Sec. 8C. The [Conservation] commission may appoint a director, clerks, consultants and other employees, and may contract for materials and services within available funds insofar as the same are not supplied by other departments...

DPW Director and Staff

PERSONNEL APPOINTMENT CITATIONS

Ch. 184 of the Acts of 2005, An Act Establishing a Department of Public Works in the Town of West Newbury. Sec. 2. The board of selectmen shall appoint a director of public works, who shall recommend to the board of selectmen all employees of the department of public works.

Executive Administrator, Town Accountant, Town Counsel
Chapter 97 of the Acts of 2017, Sec. 4(e). The board of selectmen shall appoint the town manager, the town counsel, the chief of police, the independent auditor, the town accountant, the assistant or special counsel and the executive administrator to the board of selectmen…

Fire Chief
Mass. Gen. Laws Ch. 48, Sec. 45. The selectmen, except as provided in the three preceding sections, may establish a fire department, and thereafter shall annually, in April, appoint a suitable number of engineers, not exceeding twelve, for one year from the following May first...

Mass. Gen. Laws Ch. 48, Sec. 46. [The Board of Fire Engineers] shall, immediately after such appointment, notify each of said engineers to meet at a time and place designated. At such meeting the engineers shall choose a chief engineer, a clerk and other necessary officers.

Health Agent and Staff
Mass. Gen. Laws Ch. 111, Sec. 27. Every such board [of Health] shall organize annually by the choice of one of its number as chairman. It may make rules and regulations for its own government and for the government of its officers, agents and assistants. It may appoint a physician to the board, who shall hold his office during its pleasure, may choose a clerk, who in a city shall not be a member of the board, and may employ the necessary officers, agents and assistants to execute the health laws and its regulations. It may fix the salary or other compensation of such physician and its clerk and other agents and assistants.

Library Director and Staff
Mass. Gen. Laws Ch. 78, Sec. 34. The board of trustees of a free public library... shall... execute a written employment contract with an employee of said library..."

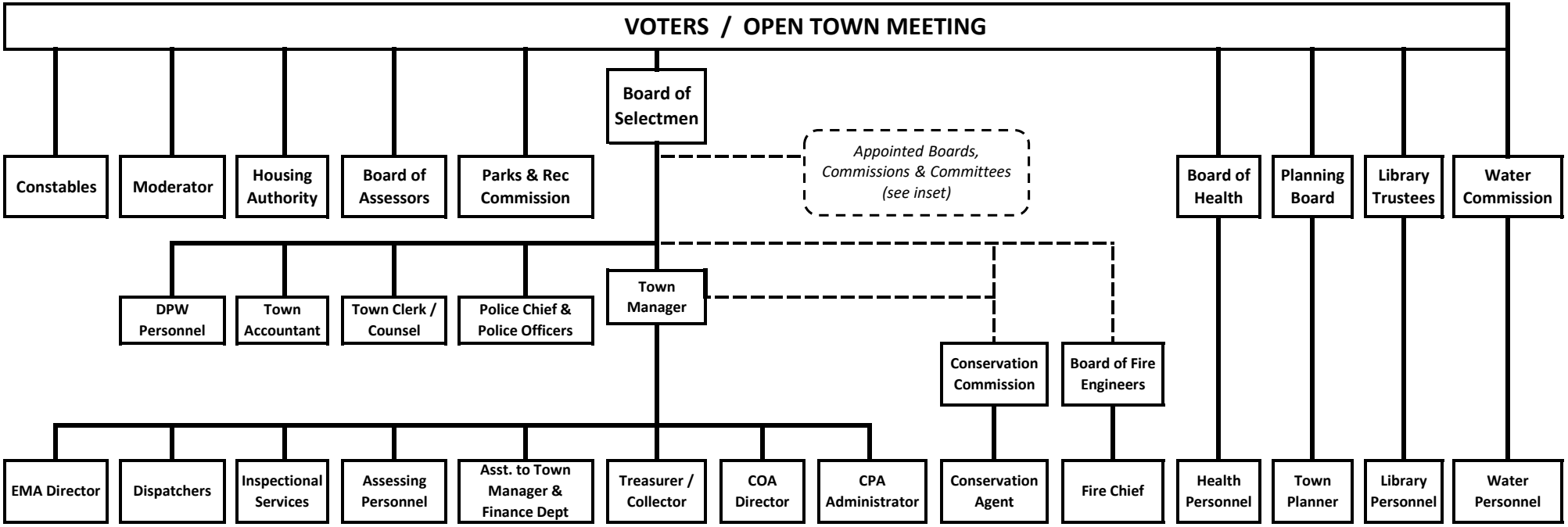
Police Chief and Staff
Mass. Gen. Laws Ch. 41, Sec. 97A. The selectmen of any such town shall appoint a chief of police and such other officers as they deem necessary, and fix their compensation, not exceeding, in the aggregate, the annual appropriation therefor.

Chapter 97 of the Acts of 2017, Sec. 4(e). The board of selectmen shall appoint the town manager, the town counsel, the chief of police, the independent auditor, the town accountant, the assistant or special counsel and the executive administrator to the board of selectmen…

Town Planner
Mass. Gen. Laws Ch. 41, Sec. 81A. Such a [Planning] board shall elect annually a chairman and a clerk from among its own number, and may employ experts and clerical and other assistants.

Planning Board Rules and Regulations, Sec. I(2)(f). The Board may hire a Town Planner, secretary and other professional assistance as needed for the conduct of its duties. Personnel added to the payroll of the Town are subject to the job description, personnel regulations, and appropriations voted by the Town Meeting or adopted by the Board of Selectmen.

Town of West Newbury Organizational Chart



LEGEND

Appointing Authority (staff) ——

Appointing Authority (B/C/C) - - - -

Notes:

All Town Manager appointments subject to Board of Selectmen approval.

All new staff appointments require signed Personnel Action Form.

Source: Angus Jennings, Town Manager. WORKING DRAFT of 10/6/20.

Boards, Commissions & Committees appointed by Board of Selectmen

- Board of Registrars
- Cable Advisory Committee
- Capital Improvements Committee*
- Carr Post Building Committee
- Community Preservation Committee**
- Council on Aging
- Cultural Council
- Energy Advisory Committee
- Finance Committee
- Harbor Committee
- Historic District Commission
- Historical Commission
- Insurance Advisory Committee
- Investment Policy Committee*
- Mill Pond Committee
- Open Space Committee
- Personnel Advisory Committee
- River Access Committee
- Tree Committee
- Zoning Board of Appeals

** Also has member appointed by Finance Committee.*

*** Appointed by BOS, Planning Board, Conservation Comm, Housing Authority, Historical Comm, and Parks & Rec Comm.*

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: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: July 20, 2019
RE: Personnel Advisory Committee

The next meeting of the PAC is August 1 at 7:30 PM. Per the Personnel Bylaw, "the Personnel Advisory Committee shall conduct such research and carry out such instructions as the Board of Selectmen shall direct including, but not limited to, review of compensation for employees, benefits, methods of selection of personnel, performance appraisal, and personnel procedures."

To reflect the change to a new form of government, and my responsibilities under the Town Manager legislation at Sec. 8(e) to "oversee the town's personnel system and staff in accordance with town by-laws and shall oversee personnel evaluation policies and practices, employee benefit programs, enforcement of labor contracts, labor relations, collective bargaining, state and federal equal opportunities law compliance in the town and such other human resource obligations as designated by the board of selectmen," and in compliance with the FY18 Audit Management Letter recommendations, I anticipate recommending changes to local bylaws and policies to clarify and to more fully integrate the new form of government into the Town's policy structure.

Because the scope of the Committee's work is defined by the Board of Selectmen, I respectfully request that the Board forward the following questions to the PAC for review and consideration:

1. Continue PAC initiative, initiated in February 2019, related to employee job descriptions.
2. Review of Salary Compensation By-Law, including recommending changes if appropriate.
3. Review of Personnel Bylaw and Personnel Policies, including recommending changes if appropriate including but not limited to:
    a. Definition of full-time employee as working 40 hours/week; vacation and sick accruals and use; holidays and holiday compensation; office hours; Board/ Commission/Committee support; performance reviews; draft Payroll Change Form.
    b. Standardizing process for advertising jobs, hiring, on-boarding, and amendment and approval of employee job descriptions, including implementing uniform practices for all appointing authorities of non-union personnel.
4. Review of proposed changes to job functions related to human resources, personnel and benefits administration, as may be recommended by the Town Manager.
5. Review potential change to timing for processing payroll, as may be recommended by the Town Manager and Town Accountant.

The topics above have all been considered at one or more previous meetings of the PAC, and are expected to be continuing areas for review. The Board's endorsement of this scope of review will provide direction to the PAC to continue its review and bring forward eventual recommendations.

S

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

December 10, 2020

Mayor Daniel Rivera
City of Lawrence

Dear Mayor Rivera,

Thank you for serving as the lead community in the region's request for funding through FEMA's Building Resilient Infrastructure Communities (BRIC) grant program to update the Merrimack Valley Region Multi-Hazard Mitigation Plan. The Town of West Newbury recognizes the importance of developing a regional mitigation strategy based on our risk to similar hazards, saving time and sharing resources while preparing for natural hazards including those exacerbated by climate change.

As a Municipal Vulnerability Preparedness (MVP) community, designated under the program administered by the Massachusetts Executive Office of Energy and Environmental Affairs, West Newbury is acutely aware of the reality and risks of climate change, and we look forward to working with you in this important effort.

Please contact me if you have any questions.

Sincerely,

Angus Jennings
Town Manager

Town Manager

From: Theresa Park [redacted]
Sent: Wednesday, December 9, 2020 1:01 PM
To: Amesbury - Daniel Grayton, Director of Communications; Amesbury - Kassandra Gove, Mayor; Amesbury - Paul Fahey, Chief of Staff; Andover - Flanagan, Andrew, Town Manager; Andover - Michael Lindstrom, Deputy Town Manager; Boxford - Benson, Alan, Town Administrator; Boxford - Susan Inman, Assistant Town Administrator; Georgetown - Janet Pantano, Admin Ass't; Georgetown - Mike Farrell, Town Administrator; Groveland - Denise Dembkowski, Finance & Personnel Director; Haverhill - Allison Heartquist, Chief of Staff; Haverhill - James Fiorentini, Mayor; Lawrence - Dan Rivera, Mayor; Lawrence - Kate Reilly, Deputy Chief of Staff; Merrimac - Carol McLeod, Finance Administrator; mambra@ci.methuen.ma.us; Methuen - Neil Perry, Mayor; Nancy Lavallee; Theresa Park; Newbury - Tracy Blais, Town Administrator; Newburyport - Donna Holaday, Mayor; Newburyport - Donna Musumeci, Executive Assistant/Aide; Newburyport - Matt Coogan, Chief of Staff; North Andover - Denise Casey, Deputy Town Manager; North Andover - Melissa Murphy-Rodrigues, Town Manager; Rowley - Amy Lydon, Assistant Town Administrator; debbie@townofrowley.org; Rowley - Natalie Lovett, Assistant Town Administrator; Salisbury - James Ryan, Chief Aide; Salisbury - Neil Harrington, Town Manager; Town Manager
Cc: Jennifer Hughes; Amesbury - Angela Cleveland, Community Dev Dir, MVPC Commissioner Alternate; Amesbury - Nipun Jain, Planner; Andover - Ann Ormond, Director of Business, Arts & Culture; Andover - Dan Beckley, Staff Planner; Andover - Jacki Byerley, Planner; Andover - Lisa Schwarz, Planning; Andover - Paul Materazzo, Planning Director; rpovenmire@town.boxford.ma.us; Georgetown - John Cashell, Town Planner, MVPC Commissioner; Groveland - Rebecca Oldham, Town Planner, MVPC Commissioner; Haverhill - Andrew Herlihy, Community Development Division Director; Haverhill - Pam Price, Economic Development Assistant Director; Haverhill - William Pillsbury, Econ Dev & Planning Dir, MVPC Commissioner Alternate; Lawrence - Dan McCarthy, Planner; Lawrence - Pedro Soto, Planning Director, MVPC Commissioner; Lawrence - Vilma Martinez-Rodriguez, Director of Community Development & Housing; Methuen - Brian Keating, Senior Planner; Methuen - Kathleen B Colwell, Planner, MVPC Vice Chair; Methuen - William Buckley, Econ Dev Dir, MVPC Commissioner Alternate; Nate Robertson; planningboard@townofnewbury.org; Newburyport - Andrew Port, Planning & Development Director; Newburyport - Geordie VIning, Project Manager; Newburyport - Katelyn Sullivan, Planner; North Andover - Andrew Shapiro, Planning Director; North Andover - Jean Enright, Town Planner; Rowley - Kirk Baker, Town Planner; Salisbury - Lisa Pearson, Planning Director; Salisbury - Michelle Grenier, Assistant Planner; Leah Zambernardi
Subject: IMPORTANT: letter of support needed for BRIC grant (to update hazard mitigation grant) due this Friday

Importance: High

Mayors, Managers, and Administrators:

We have been busy working on the BRIC application due this Friday, which if successful, will provide funding to update the regional hazard mitigation plan scheduled to expire in May 2021. As part of the application package, a letter of support from the participating communities is required. Jen Hughes, in a separate email, will provide you with a template. If you would print the letter on your letterhead, sign and email the letter back to us by close of business tomorrow. I apologize for the short notice but we have been focused on the grant application itself. Thank you for your prompt attention and please don't hesitate to contact me with any questions.

Best,
Theresa

Theresa Park
Executive Director
MVPC
160 Main Street
Haverhill, MA 01830
T: 978-374-0519