



**Town of West Newbury  
Select Board  
Monday, February 26, 2024 @ 5:15pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)**

TOWN CLERK  
24 FEB 22 10:51 AM

**AGENDA**

**Executive Session: 5:15pm in 1910 Building, 381 Main Street: Town Manager's office**

- ❖ 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 (*review of draft Evergreen Farm Conservation Restriction, with Essex County Greenbelt*);
- ❖ 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 (*Police Union contract; Dispatch Union contract*).

The Board may reconvene in Executive Session, after the conclusion of the Open Session, if needed.

**Open Session: 6:00pm by in-person attendance or remote participation (instructions below) [NOTE 6PM START TIME]**

**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.
- Nomination papers available for local office- contact the Town Clerk's Office! [townclerk@wnewbury.org](mailto:townclerk@wnewbury.org) or call or visit. Final day to obtain nomination papers: March 14, 2024
- Presidential Primary Tuesday, March 5, 2024- Last day to request vote by mail ballot February 27, 2024
- SAGE Center Lunch and Learn: Senior Tax Circuit Breaker Tax Relief- March 6<sup>th</sup> 11:30-1pm
- RSV Clinic- March 12, 2024 10am-12pm in the Annex
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business**

- A. Public Comment. Limited to 2 minutes per resident on any topic. Please note that the Board will not discuss or take action at this meeting.
- B. Consent agenda
- C. Town Manager Updates
  - a. Route 113 corridor planning process; recent working meeting with consultant and staff
  - b. Newburyport Council Public Works & Safety Committee, mtg re Middle Street Bridge, Mon., March 4<sup>th</sup>
  - c. New Task Force regarding Whittier Tech Regional Agreement, upcoming meeting in Newburyport
  - d. Continuing work on Hazard Mitigation Plan updates
  - e. 10 staff members' completion of Leadership Management International professional development course
  - f. Meeting with MIIA re FY25 health insurance renewal and updated employee benefits
  - g. Status of review of draft River Road resiliency planning consultant reports
  - h. Updates on other ongoing/active projects/initiatives
- D. Department Updates/Discussion
  - a. AED grant awarded to Police Dept
  - b. Pre-Construction meeting for Church and Prospect St water main project held on February 22<sup>nd</sup>
- E. Board/Commission/Committee Updates/Discussion (and Select Board liaison updates):
  - a. Board of Water Commissioners' continuing work regarding water rates; rate public hearing in March
  - b. Community Preservation Committee actions taken, re proposed warrant articles, at Feb. 22<sup>nd</sup> meeting
  - c. Cultural Council grant awarded
- F. Action Items
  - a. **NOT BEFORE 7:00PM:** Cont'd review, with Finance Committee, of proposed Town Meeting warrant articles; and proposed sections of FY25 operating budget
  - b. Review / confirm method of funding for Police Cruiser replacements
  - c. Reconsider ARPA funding award for Church/Prospect water main replacements
  - d. Authorize submittal of FY25 Community Project Congressional Funding request (Middle Street Bridge)
  - e. Decide whether to seek participation in MassCEC Non-Profit Buildings Decarbonization Pilot Program
  - f. Review draft framework for potential budgeted step increases for FY25
  - g. Request for Special Event Permit: Essex County Trails Assn. "Tails for the Trails" 5K Cani-cross at Pipestave / Mill Pond, March 30<sup>th</sup>, 2024 at 8am
  - h. Select Board meeting minutes: February 6, 2024
- G. General Discussion Items
- H. Correspondence, including:
  - a. Letter from Groveland Select Board member regarding PRSD Regional Agreement
  - b. Response from NHESP regarding proposed Ash Street Traffic Management Plan
  - c. Letter from Assessing Dept. regarding FY24 valuation changes
  - d. Letters from Mass. Office of Dam Safety
  - e. FEMA letter regarding updated Flood Insurance Rate Maps
- I. Future Agenda Items / Meeting follow-up assignments

**Addendum to Meeting Notice regarding Remote Participation**

Public participation in this meeting of the West Newbury Select Board will be available via remote participation. 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: 892 8172 1732

Passcode: 988867

Join at: <https://us06web.zoom.us/j/89281721732?pwd=xBX1Jk6kOwzq372oOPKn9SmbnKC8lk.1>

Posted Agenda on 2/22/2024 at the Town Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)



# West Newbury

Town Clerk's Office – 381 Main St.  
 Phone: 978-363-1100 ext. 110  
 townclerk@wnewbury.org

## BOARD OF REGISTRARS PUBLIC NOTICE

Town of West Newbury 2024 Presidential Primary Election Schedule

\*All In-person early voting will take place in the Town Clerk's Office - 381 Main St.

Event	Day	Date	Clerk's Office Hours
Last day to Register to Vote	Saturday	February 24, 2024	8am to 5pm
First Day of In-Person Early Voting	Saturday	February 24, 2024	8am to 5pm
In-Person Early Voting	Monday	February 26, 2024	8am to 4:30pm
In-Person Early Voting <b>(Late Night Early Voting)</b>	Tuesday	February 27, 2024	8am to 7pm
Last Day to request a Vote-By-Mail Ballot	Tuesday	February 27, 2024	8am to 7pm
In-Person Early Voting	Wednesday	February 28, 2024	8am to 4:30pm
In-Person Early Voting	Thursday	February 29, 2024	8am to 4:30pm
Last Day of In-Person Early Voting	Friday	March 1, 2024	8am to 4:30pm
Presidential Primary Election	Tuesday	March 5, 2024	7am - 8pm (In the Town Annex)



SAGE CENTER

*social | activities | growth | education*

# LUNCH & LEARN SPEAKER SERIES

**WEDNESDAY, MARCH 6**

**11:30 AM - 1:00 PM**

Please join us for lunch and learn more about the Senior Circuit Breaker Tax Relief. Brian will discuss eligibility & qualifying criteria, how to calculate one's Circuit Breaker Credit amount, and how to file and receive the refundable credit from the Commonwealth through the Massachusetts Department of Revenue.



## **Topic: SENIOR CIRCUIT BREAKER TAX RELIEF**

**with Brian Lynch from the  
DEPARTMENT OF REVENUE  
and Senator Tarr's Office**

### **REGISTER**

**at 978-363-1104 or  
coa@wnewbury.org**

**Lunch: Chicken Alfredo  
Lasagna**

**Suggested Donation \$5**



SAGE CENTER

*social | activities | growth | education*

# COFFEE & CONVERSATION

*Thursday, March 7 from 10-11 am*

---



Join our monthly breakfast gathering to socialize with friends and make new ones! Coffee and homemade baked goods will be served. Therapy Dog, Frasier, will join us!



West Newbury Council on Aging | 381 Main Street, West Newbury | 978-363-1104 | [coa@wnewbury.org](mailto:coa@wnewbury.org)



Town of  
**West Newbury**  
Massachusetts

# RSV CLINIC

Hosted by



The West Newbury Health Department has partnered with Letourneau's Compounding Pharmacy to offer a special RSV Vaccine Clinic in the Annex, 381 Main Street, West Newbury. Take a proactive step towards safeguarding your health with an RSV vaccine.

## Date, Time & Location



March 12th, 2024



10:00 AM - 12:00 PM



Town of West Newbury, 381 Main Street, West Newbury, Massachusetts 01985

**LOCATION: ANNEX**

## Registration Information



Call Letourneau's Compound Pharmacy at [978-475-7779](tel:978-475-7779) to register.



Must register in advance.



Online Registration Available Soon  
[www.lcpcares.com/register](http://www.lcpcares.com/register)

*\*Please have your insurance details ready when calling for a seamless registration process.*



Update: Moderna and Pfizer Vaccines will also be available.





## 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](mailto:townmanager@wnewbury.org)

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: February 23, 2024  
RE: Route 113 corridor planning

---

On February 21<sup>st</sup>, Christine Wallace, Butch, Sue and I had a very productive working meeting with TEC, Inc. regarding the Route 113 corridor planning initiative (and, regarding Page School interior site circulation).

Regarding the corridor study, they have updated their base maps (which you may recall were on display at the November project fairs/forums, running the length of the corridor from Groveland to Newburyport) to reflect all comments received to date including: staff comments; public comments received at the project fairs/forums; and public comments received (over the past several years) by different staff offices (typically via email). Their base maps show the comments received, indexed to the locations that are the subject of comment, as well as crash data. During Wednesday's meeting, we made additional comments and clarifications of the notes.

We expect to receive updated base maps in the near term. TEC is also working toward one of the major project deliverables, which will be a corridor-long conceptual plan illustrating potential improvements, with an emphasis on the focus areas identified in our work scope. Our contract with TEC provides for two additional public meetings/workshops (one in-person, one virtual), and we expect the concept plan to be a centerpiece of this future public engagement.

During the meeting, TEC also provided a brief update regarding the active effort to advance the permitting for the Page/Pipestave crossing. (Their contract covers bringing that crossing to 100% design and MassDOT approval). While too soon to know, it may be that MassDOT could be looking for a minor right-of-way change in order to bring the proposed new sidewalk extending up the Page secondary driveway (toward the Water/DPW building and the WNHA property) into the State layout.

We will continue to keep the Board apprised of this effort.

cc: *Christine Wallace, Butch Hills, Chief Dwyer, Sue Brown*

**Angus Jennings**

---

**From:** Angus Jennings  
**Sent:** Thursday, February 22, 2024 1:10 PM  
**To:** Andrew Levine; Ed Cameron  
**Cc:** Ed Cameron [Council]; Richard Jones  
**Subject:** RE: Middle Street/Plummer Spring Bridge, proposed next steps  
**Attachments:** RE: Question re Federal funding eligibility for Middle Street Bridge (West Newbury / Newburyport)

Thanks for the update, that's great. We will plan to attend.

If we do have substantive new info by then – (we are in active correspondence w MDOT re whether the bridge is eligible for the Federal Bridge Formula Program and our most recent correspondence from Paul Stedman, a couple of days ago, said they're actively working to get an answer) – is there a date/time by which we'd need to get this to the Council so it could be included in whatever materials are sent to them ahead of the Committee meeting? (I have attached the email thread with MDOT, let me know if this doesn't come through clearly on your end).

Thanks again -

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](mailto:townmanager@wnewbury.org)

---

**From:** Andrew Levine <ALevine@CityofNewburyport.com>  
**Sent:** Thursday, February 22, 2024 12:54 PM  
**To:** Angus Jennings <townmanager@wnewbury.org>; Ed Cameron <edcameronnbpt@gmail.com>  
**Cc:** Ed Cameron [Council] <ECameron@CityofNewburyport.com>; Richard Jones <RJones@CityofNewburyport.com>  
**Subject:** RE: Middle Street/Plummer Spring Bridge, proposed next steps

Thanks, Angus. The matter was referred to the Public Works and Safety Committee and should be discussed at their next meeting, which is currently scheduled for March 4<sup>th</sup> at 6:30pm.

Thanks,

Andrew

Andrew Levine  
Chief of Staff  
City of Newburyport  
60 Pleasant St.  
PO Box 550  
Newburyport, MA 01950  
Office: 978-465-4411  
Cell: 978-572-6590  
Sign up for e-alerts and general City information on [CityofNewburyport.com](https://www.cityofnewburyport.com)



---

**From:** Angus Jennings <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Sent:** Thursday, February 22, 2024 10:46 AM  
**To:** Ed Cameron [REDACTED] >  
**Cc:** Ed Cameron [Council] <[ECameron@CityofNewburyport.com](mailto:ECameron@CityofNewburyport.com)>; Richard Jones <[RJones@CityofNewburyport.com](mailto:RJones@CityofNewburyport.com)>; Andrew Levine <[ALevine@CityofNewburyport.com](mailto:ALevine@CityofNewburyport.com)>  
**Subject:** Re: Middle Street/Plummer Spring Bridge, proposed next steps

Hi,

Please keep me posted once a date is set for a Council sub-committee to take up our recent correspondence re the bridge. We continue to actively pursue any/all opportunities for add'l non-local funding (grants).

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](mailto:townmanager@wnewbury.org)

On Feb 7, 2024, at 9:22 AM, Ed Cameron <[REDACTED]> wrote:

Hi Angus, yes, this will be referred to committee at our next meeting Monday. Your last communication was just a little too late for our last full meeting.

We'll be in touch.

Thanks for the reminder.

Ed

On Tue, Feb 6, 2024 at 2:23 PM Angus Jennings <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)> wrote:

Hi,

Could you advise as to whether our correspondence will be referred to a Council Committee as a communication? This would seem to be a great avenue to advance communications on this matter.

I did run into the Mayor briefly earlier today and am aware he's got a staff meeting scheduled in the near term to discuss this, but we (West Newbury) would also like to involve the Council in the communications in the interest of sharing information.

We do have (informed) optimism that a significant amount of add'l non-local (grant) funds could be secured with the City's engagement, and will continue those conversations with the Mayor's office and DPS.

Thanks very much,

Angus

Angus Jennings, Town Manager

Town of West Newbury

## Angus Jennings

---

**From:** Stedman, Paul D. (DOT) [REDACTED]  
**Sent:** Tuesday, February 20, 2024 10:08 AM  
**To:** Angus Jennings; Suszynski, Frank G. (DOT); Fallon, Brian M. (DOT); Lee, Jonathan K. (DOT); Romano, Ralph R. (DOT)  
**Subject:** RE: Question re Federal funding eligibility for Middle Street Bridge (West Newbury / Newburyport)

Hi Angus – we have been working with our colleagues at MassDOT Headquarters to get definitive information/determinations on this matter and will update you as soon as that concludes.

I apologize for the delay but want to make sure we have clear direction on this matter.

Paul

*Paul D. Stedman  
District 4 Highway Director  
MassDOT – Highway Division*

**Please note: my new direct telephone number is (857) 368-4010**

---

**From:** Angus Jennings <townmanager@wnewbury.org>  
**Sent:** Tuesday, February 20, 2024 10:05 AM  
**To:** [REDACTED]

**CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.**

Hi, please let me know once you've determined whether the Middle Street Bridge project may be eligible for the Bridge Formula Program, or whether another office/department will need to review this to determine if it may be eligible. If it is eligible, we'd like to get going on whatever steps would be needed to submit the project for consideration.

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](mailto:townmanager@wnewbury.org)

---

**From:** Suszynski, Frank G. (DOT) [REDACTED]  
**Sent:** Friday, February 9, 2024 5:14 PM  
**To:** Angus Jennings <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>

[REDACTED]

Good evening Angus,  
Paul is traveling this weekend but we will be able to review the eligibility information and will get back to you.  
Thanks  
Frank

On Feb 9, 2024, at 4:47 PM, Angus Jennings <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)> wrote:

**CAUTION:** This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Paul, et. al.

Please see below the response we received from the MA Federal Funds and Infrastructure office. We asked a very specific question and hoped for a clearer answer, but this just seems to put the ball back in MDOT's court as to whether the Middle Street Bridge (because, post-

reconstruction, it would meet the Federal standard to be considered a “bridge”) may be eligible for the Bridge Formula Program referenced below.

Is your office able to answer our question definitively (even if it’s not the answer we’re looking for)? (From our email exchanges on 12/8/23 I’m not totally optimistic, but the Program Q&A linked in the thread below does suggest potential eligibility in this case). If you’re not able to answer it, can we together re-approach the MA Federal Funds and Infrastructure office to get a clear answer?

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](mailto:townmanager@wnewbury.org)

---

**From:** Groustra, Ben (A&F) <[REDACTED]>  
**Sent:** Thursday, February 8, 2024 3:45 PM  
**To:** Angus Jennings <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>; Federal Funds Infrastructure (A&F) [REDACTED]  
**Cc:** Selectboard <[selectboard@wnewbury.org](mailto:selectboard@wnewbury.org)>  
**Subject:** RE: Attn: Quentin Palfrey: Question re Federal funding eligibility for Middle Street Bridge (West Newbury / Newburyport)

Hi Angus,

Thanks for reaching out about this, apologies on the delay in getting back to you. The first step to have your project considered is to go through the MassDOT project initiation in the [Massachusetts Project Intake Tool \(MaPIT\)](#). The project will then be considered by MassDOT District 4- you can follow up with them using [their contact information here](#). Please let us know if there is anything else we can be helpful with through that process!

Best,

**Ben Groustra**  
**Project Manager for the Director of Federal Funds and Infrastructure**  
857-262-6576

---

**From:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>

**Sent:** Tuesday, January 23, 2024 4:51 PM

**To:** Federal Funds Infrastructure (A&F) <[REDACTED]>

**Cc:** Selectboard <[selectboard@wnewbury.org](mailto:selectboard@wnewbury.org)>

**Subject:** Attn: Quentin Palfrey: Question re Federal funding eligibility for Middle Street Bridge (West Newbury / Newburyport)

**CAUTION:** This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Mr. Palfrey,

I attended the session you co-led at the MMA Conference on Saturday re “Unlocking Federal Funds.” The session was helpful, and I have a specific follow-up question that I’m hoping your office can assist with:

Question: Is the replacement of a small bridge (with a span less than 20’ in length, so below the Federal definition of “bridge” and, for that reason, not presently included on the National Bridge Inventory (NBI)) with a new bridge (with a span greater than 20’ in length, and which would, post-construction, be eligible for placement on the NBI), eligible for funding under the [Bridge Formula Program](#) (“BFP”)? The BFP [program Q&A](#) includes (at QE6) as a “scenario for eligibility for BFP funds” to “Replace a small structure (that is less than or equal to 20 feet in length) with a NBI bridge: Eligible as a new construction.” This suggests that our project would be eligible, but we are seeking confirmation.

This question relates to a specific project – the [Middle Street Bridge](#), which until it was closed in 2018 connected West Newbury to Newburyport – which (after \$550k in engineering and permitting expenses) is now **fully-permitted and shovel-ready**. Despite having access to more \$2.3M in available funds (State grants and local appropriations), the project still faces a substantial (roughly \$2.1M) shortfall in funding needed for construction. We are working hard to fill this funding gap so we can put the project out to bid for construction.

We have had correspondence regarding this question with MassDOT and FHWA (via a liaison from Congressman Moulton’s office) and as yet have not received a clear answer. We continue to work with these offices toward getting this clarified.

We are hoping for a clear and prompt response from your office as to whether the BFP is an eligible funding source; and if so how we (or we, with MDOT, if appropriate) could pursue this Federal funding support. Of course, we will be happy to provide whatever additional information may be needed to provide a reliable answer.

Thanks in advance!

Angus

Angus Jennings, Town Manager  
Town of West Newbury  
Town Office Building



## 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](mailto:townmanager@wnewbury.org)

January 28, 2024

City Council

ATTN: Edward C. Cameron Jr., City Council President

City of Newburyport

### RE: Proposed Intermunicipal Agreement, Middle Street/Plummer Spring Bridge

To the Honorable City Council:

As you know, over these past six years, our communities have worked together toward solving our shared problem of the closure (in summer 2018) of the Middle Street / Plummer Spring Bridge, following its structural failure. Highlights of our collaboration to date include:

- 2018: Newburyport secured MDOT Small Bridge grant, providing \$500,000 of State funding. The City expended \$251,300 from the grant, which allowed engagement of the design engineer (BSC Group) and significant progress on survey/engineering/permitting. Roughly half of the grant funds (\$248,700) **remain available for project construction**.<sup>1</sup>
- 2019: West Newbury secured MassWorks grant for \$1,000,000. The Town expended \$292,285 from the grant prior to the expiration of unspent funds on 6/30/23. During this time, the project successfully completed its design and permitting processes.
- 2020: Intermunicipal Agreement executed (2020), upon endorsement by Newburyport Mayor and Council,<sup>2</sup> and upon authorization of the West Newbury Select Board.<sup>3</sup> IMA provided, generally, for 50/50 cost share for net (not grant-funded) project costs (based on the then-current cost estimates, which were appended to the IMA).
- 2021: West Newbury Town Meeting (in May) appropriated \$600,000 toward the project.

The IMA expired in September, 2021. Due in part to an updated (spring 2021) construction cost estimate that significantly exceeded the initial cost estimate, both communities understood that the increased costs would require new commitments of local, State and/or Federal funding.

Since that time, there have been a number of important milestones:

- The project has secured all required permits. Bid docs are prepared. **The project is “shovel ready,”** once the funding gap for construction costs can be filled.
- The Town (in fall 2023) secured an additional \$1.5M in State grant funds.<sup>4</sup>

<sup>1</sup> Of the \$500,000 MDOT grant, \$248,700 was made available only for construction. That funding remains available, and the original grant expiration date has been extended by MDOT upon Newburyport's prior extension requests. These construction funds will expire on 6/30/24 unless further extended by MDOT.

<sup>2</sup> By 11-0 vote of Newburyport City Council, August 31, 2020.

<sup>3</sup> By 3-0 vote of West Newbury Select Board, June 8, 2020.

<sup>4</sup> \$1,000,000 MassWorks grant awarded 9/21/23. \$500,000 MDOT Small Bridge grant awarded 11/7/23.

- The estimated project costs have also increased, with a detailed cost estimate prepared by the design engineer in May, 2023, and updated earlier this month to increase recommended contingency to reflect other recent publicly-bid bridge project costs.

The reflect these milestones, and to ensure that we lock in the existing \$1.8M in available, unspent State funding toward this project (in addition to the nearly \$550k in State grant funding already expended to get the project this far), **the time is right to resume work toward a new IMA**. In fact, for reasons outlined, an IMA will be necessary to bring this project to completion.

My office has worked with our Select Board and Town Counsel to prepare proposed amendments to the prior IMA that was previously in effect between the communities, intended to reflect the current circumstances, and to secure those intermunicipal agreements that will be legally required for the project (once fully funded) to move forward. Our draft is in a late stage of review, and will be sent for your and Mayor Reardon’s consideration in the near term.

The major ingredients of the Town’s proposal will include:

- That the Select Board and the City Council each formally authorize the work to take place within these public rights-of-way, in a form accepted by Bond Counsel;
- Clarification of each municipality’s role with regard to project procurement, contracting, contract management, inspections, grants management, and record-keeping;
- Commit each municipality to continued efforts to secure non-local grant funding, including agreement that the City seeks extension of its remaining 2018 MDOT Small Bridge funds, and that it applies for a new MDOT Small Bridge grant in 2024;<sup>5</sup>
- Apportion net (non-grant-funded) project costs 50/50 between the communities,<sup>6</sup> with default provisions in the event of non-payment; and
- If necessary or advisable for either community’s financing of the project, a 2/3 majority vote of the legislative body of the borrowing community to authorize debt for its share of project costs (or, alternatively, for the Council to grant the Town rights to issue debt for the portion of the project located in Newburyport, in a form accepted by Bond Counsel).<sup>7</sup>

Our discussions with Bond Counsel (Locke Lord) and our Financial Advisor (Hilltop Securities) suggest options to borrow, if doing so proves necessary or beneficial: the Town and City could each issue debt for its share of the project costs; or, subject the City providing it rights to do so, and Select Board approval and Town Meeting authorization, the Town could issue debt for full project costs, with an IMA providing for City reimbursement of its share of debt service over the

---

<sup>5</sup> In a January 2024 meeting with MDOT, regarding the Town’s Small Bridge grant, MDOT officials expressed willingness to consider a new Small Bridge grant application from the City. The max grant award is \$500,000, and MDOT has previously confirmed that the project is eligible for a separate Small Bridge grant **each fiscal year**.

<sup>6</sup> Subject to appropriation by City Council (in Newburyport) and Town Meeting (in West Newbury). Basis for 50/50 split based generally on: 1) land survey documenting municipal boundary at bridge midpoint; 2) consistent with prior IMA; 3) to align each communities’ interest with regard to securing add’l non-local funding; 4) language in Mayor Reardon’s project narrative for the Plummer Spring Bridge Replacement that “Both communities will share the balance of the bridge cost” (Newburyport FY2024-2028 Capital Improvement Program, proposed by Mayor Sean R. Reardon, May 8, 2023, pg. 45); and 5) basic fairness.

<sup>7</sup> Locke Lord has advised that such an approach would be permissible, if agreed by both communities.

term of the IMA (which may be up to 25 years), provided that the term of the IMA exceeds the term of the debt.

While purely hypothetical, we (with Hilltop Securities) have drawn up borrowing scenarios to illustrate estimated annual debt service if the current estimated funding gap (\$2.1M) were to be financed, as well as if the City successfully obtained a new \$500k MDOT Small Bridge grant to reduce the estimated funding gap to \$1.6M.

If financed over a 20-year term, annual debt service for \$2.1M is estimated to be about \$153,000 per year. Annual debt service for \$1.6M is estimated to be about \$118,000 per year. Keeping in mind that the current estimated funding gap reflects West Newbury's direct appropriation of \$600,000, with no direct appropriation (yet) by the City – which will need to be taken into account in determining an appropriate inter-municipal cost share – it appears that project financing could be apportioned in a manner that each of our communities could bear.

### **Next Steps**

In the next week or two, we expect to send to the Council and Mayor a proposed IMA for your consideration. Although we have not discussed terms in detail, Mayor Reardon and I have met on multiple occasions specifically to discuss the bridge, and on those occasions (which, admittedly, were some time ago), the Mayor expressed clear willingness to work toward a new IMA (while understanding clearly that its execution would require Council approval).

In order to take advantage of the \$1.5M in State grant funding awarded to West Newbury, to retain (upon MDOT approval of grant extension) the roughly \$250k in State grant funding awarded to Newburyport, to optimize Town efforts to secure Town Meeting approval (on April 29<sup>th</sup>) to extend the sunset date of the \$600k in local funds approved in May 2021, and to best position the project to secure additional State, Federal and/or local funding as needed to allow for project procurement and contract award, it will be necessary to execute an IMA this spring.

When it meets on February 6<sup>th</sup> to close the spring Town Meeting warrants, our Select Board will be asked to include articles regarding the Middle Street Bridge. In order to ensure that our proposals to our legislative body (Town Meeting) are in coordination and alignment with the City Council's considerations of its policy, budgeting and capital budgeting processes, it will be necessary to work together closely in the coming weeks and months.

I respectfully request that the Council either designate or authorize a member or members of your body to participate in an effort, with my office (on behalf of, and in consultation with, the Select Board), Mayor Reardon's office, our respective staff, and our respective legal and bond counsels, to refine the IMA as needed to get it in a form suitable for consideration by the full Council and Select Board. Achieving this **by the end of April** will optimize our chances of securing the Town Meeting vote(s) we'll need to fund our commitments to the project.

We in West Newbury recognize that the bridge project may not rank as highly on the City's list of capital improvement priorities as it does for West Newbury, but we also see a shared public interest in bringing this project to completion at this time. This will maximize available (and

prospective new) non-local funds, honor each municipality's prior commitments to MDOT and MassWorks in accepting and expending grant funds; and meet each municipality's obligation to maintain the functionality and the safety of its public infrastructure.

We do appreciate and thank you for your anticipated attention to this matter. On behalf of West Newbury's Select Board and residents, I look forward to continuing to work together.

Sincerely,



Angus Jennings  
Town Manager

Attachments:

- Middle Street Bridge, Funding Summary, WORKING DRAFT, 1/28/24
- Estimated debt service tables, \$2.1M and \$1.6M, January 2024
- Expired IMA dated Sept., 2021: "Agreement By and Between The City of Newburyport and the Town of West Newbury Regarding Allocation of Costs for Evaluation, Design and Repair of The Plummer Spring Road/Middle Street Bridge"

cc: *West Newbury Select Board, Finance Committee*  
*The Honorable Mayor Sean Reardon; Chief of Staff Andrew Levine*  
*Wayne Amaral, DPS Director; Jon-Eric White, City Engineer*  
*MassDOT: Paul Stedman, District 4 Highway Director; Jonathan Lee, District 4 Bridge Engineer; Cassandra Gascon, Community Grants Program Administrator*  
*Eddie Bates & Kristen Pennucci, MassDOT Small Bridge grant program*

**Middle Street Bridge, Funding Summary, WORKING DRAFT, 1/28/24**

<b>Project Costs</b>		<b>Notes</b>
Construction costs	\$ 3,315,000	Source: BSC Group, 5/5/23; UPDATED 12/18/23
Design/Permitting	\$ 550,000	
Construction contingency (25%)	\$ 828,750	
Resident Engineer	\$ 200,000	
Construction Engineering Services	\$ 100,000	
<b>TOTAL project costs (est.)</b>	<b>\$ 4,993,750</b>	
<b>Available Funds (grants)</b>		
MassDOT Small Bridge grant, 2018, design funds (expended)	\$ 251,300	Awarded to Newburyport; construction funds due to expire 6/30/2024, if not further extended by MDOT
MassDOT Small Bridge grant, 2018, construction funds (remaining)	\$ 248,700	
MassWorks grant (2019, \$1M grant, partially expended)	\$ 292,285	Grant has now expired
MassWorks (2023)	\$ 1,000,000	Awarded to West Newbury
MassDOT Small Bridge grant (2023)	\$ 500,000	Awarded to West Newbury
<b>Sub-Total: grant funding sources</b>	<b>\$ 2,292,285</b>	
<b>Available Funds (local appropriations)</b>		
Town Meeting appropriation	\$ 600,000	Approved May 2021; sunset date 6/30/2024, if not further extended by Town Meeting
Newburyport (requiring City Council approval)	\$ -	\$700,000 included in Mayor Reardon's FY24 Capital Program (CIP #HW04); however, funding source identified as "State/Federal grant" (not local appropriation).
<b>Sub-Total: local funding sources</b>	<b>\$ 600,000</b>	
<b>Est. Shortfall</b>	<b>\$ (2,101,465)</b>	Based on <u>existing</u> appropriations and grants
<b>Potential Funds</b>		
MassDOT Small Bridge grant, 2024	\$ 500,000	MDOT has stated willingness to consider a new grant application from Newburyport, off cycle
Federal Bridge Formula Program funds	?	Work ongoing to determine project eligibility (or not)
	\$ 500,000	
<b>Summary</b>		
<b>Modified Est. Shortfall</b>	<b>\$ 1,601,465</b>	Assumes 2024 MDOT Small Bridge grant award to Newburyport
Source: Angus Jennings, Town Manager		

**Town of West Newbury, Massachusetts**  
 \$2,100,000 General Middle St. Bridge Bonds; Dated July 15, 2024  
 20yrs - Level Debt Service  
 Interest Estimated, Subject to Change

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total	Est. 50/50 Share
07/15/2024	-	-	-	-	-	-
01/15/2025	-	-	42,000.00	42,000.00	-	-
06/30/2025	-	-	-	-	42,000.00	21,000.00
07/15/2025	70,000.00	4.000%	42,000.00	112,000.00	-	-
01/15/2026	-	-	40,600.00	40,600.00	-	-
06/30/2026	-	-	-	-	152,600.00	76,300.00
07/15/2026	75,000.00	4.000%	40,600.00	115,600.00	-	-
01/15/2027	-	-	39,100.00	39,100.00	-	-
06/30/2027	-	-	-	-	154,700.00	77,350.00
07/15/2027	75,000.00	4.000%	39,100.00	114,100.00	-	-
01/15/2028	-	-	37,600.00	37,600.00	-	-
06/30/2028	-	-	-	-	151,700.00	75,850.00
07/15/2028	80,000.00	4.000%	37,600.00	117,600.00	-	-
01/15/2029	-	-	36,000.00	36,000.00	-	-
06/30/2029	-	-	-	-	153,600.00	76,800.00
07/15/2029	80,000.00	4.000%	36,000.00	116,000.00	-	-
01/15/2030	-	-	34,400.00	34,400.00	-	-
06/30/2030	-	-	-	-	150,400.00	75,200.00
07/15/2030	85,000.00	4.000%	34,400.00	119,400.00	-	-
01/15/2031	-	-	32,700.00	32,700.00	-	-
06/30/2031	-	-	-	-	152,100.00	76,050.00
07/15/2031	90,000.00	4.000%	32,700.00	122,700.00	-	-
01/15/2032	-	-	30,900.00	30,900.00	-	-
06/30/2032	-	-	-	-	153,600.00	76,800.00
07/15/2032	90,000.00	4.000%	30,900.00	120,900.00	-	-
01/15/2033	-	-	29,100.00	29,100.00	-	-
06/30/2033	-	-	-	-	150,000.00	75,000.00
07/15/2033	95,000.00	4.000%	29,100.00	124,100.00	-	-
01/15/2034	-	-	27,200.00	27,200.00	-	-
06/30/2034	-	-	-	-	151,300.00	75,650.00
07/15/2034	100,000.00	4.000%	27,200.00	127,200.00	-	-
01/15/2035	-	-	25,200.00	25,200.00	-	-
06/30/2035	-	-	-	-	152,400.00	76,200.00
07/15/2035	105,000.00	4.000%	25,200.00	130,200.00	-	-
01/15/2036	-	-	23,100.00	23,100.00	-	-
06/30/2036	-	-	-	-	153,300.00	76,650.00
07/15/2036	110,000.00	4.000%	23,100.00	133,100.00	-	-
01/15/2037	-	-	20,900.00	20,900.00	-	-
06/30/2037	-	-	-	-	154,000.00	77,000.00
07/15/2037	115,000.00	4.000%	20,900.00	135,900.00	-	-
01/15/2038	-	-	18,600.00	18,600.00	-	-
06/30/2038	-	-	-	-	154,500.00	77,250.00
07/15/2038	120,000.00	4.000%	18,600.00	138,600.00	-	-
01/15/2039	-	-	16,200.00	16,200.00	-	-
06/30/2039	-	-	-	-	154,800.00	77,400.00
07/15/2039	120,000.00	4.000%	16,200.00	136,200.00	-	-
01/15/2040	-	-	13,800.00	13,800.00	-	-
06/30/2040	-	-	-	-	150,000.00	75,000.00
07/15/2040	125,000.00	4.000%	13,800.00	138,800.00	-	-
01/15/2041	-	-	11,300.00	11,300.00	-	-
06/30/2041	-	-	-	-	150,100.00	75,050.00
07/15/2041	130,000.00	4.000%	11,300.00	141,300.00	-	-
01/15/2042	-	-	8,700.00	8,700.00	-	-
06/30/2042	-	-	-	-	150,000.00	75,000.00
07/15/2042	140,000.00	4.000%	8,700.00	148,700.00	-	-
01/15/2043	-	-	5,900.00	5,900.00	-	-
06/30/2043	-	-	-	-	154,600.00	77,300.00
07/15/2043	145,000.00	4.000%	5,900.00	150,900.00	-	-
01/15/2044	-	-	3,000.00	3,000.00	-	-
06/30/2044	-	-	-	-	153,900.00	76,950.00
07/15/2044	150,000.00	4.000%	3,000.00	153,000.00	-	-
06/30/2045	-	-	-	-	153,000.00	76,500.00
<b>Total</b>	<b>\$2,100,000.00</b>	<b>-</b>	<b>\$992,600.00</b>	<b>\$3,092,600.00</b>	<b>-</b>	<b>\$1,546,300.00</b>

**Town of West Newbury, Massachusetts**  
**\$1,600,000 General Middle St. Bridge Bonds; Dated July 15, 2024**  
**20yrs - Level Debt Service**  
**Interest Estimated, Subject to Change**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total	Est. 50/50 Share
07/15/2024	-	-	-	-	-	-
01/15/2025	-	-	32,000.00	32,000.00	-	-
06/30/2025	-	-	-	-	32,000.00	16,000.00
07/15/2025	55,000.00	4.000%	32,000.00	87,000.00	-	-
01/15/2026	-	-	30,900.00	30,900.00	-	-
06/30/2026	-	-	-	-	117,900.00	58,950.00
07/15/2026	55,000.00	4.000%	30,900.00	85,900.00	-	-
01/15/2027	-	-	29,800.00	29,800.00	-	-
06/30/2027	-	-	-	-	115,700.00	57,850.00
07/15/2027	55,000.00	4.000%	29,800.00	84,800.00	-	-
01/15/2028	-	-	28,700.00	28,700.00	-	-
06/30/2028	-	-	-	-	113,500.00	56,750.00
07/15/2028	60,000.00	4.000%	28,700.00	88,700.00	-	-
01/15/2029	-	-	27,500.00	27,500.00	-	-
06/30/2029	-	-	-	-	116,200.00	58,100.00
07/15/2029	60,000.00	4.000%	27,500.00	87,500.00	-	-
01/15/2030	-	-	26,300.00	26,300.00	-	-
06/30/2030	-	-	-	-	113,800.00	56,900.00
07/15/2030	65,000.00	4.000%	26,300.00	91,300.00	-	-
01/15/2031	-	-	25,000.00	25,000.00	-	-
06/30/2031	-	-	-	-	116,300.00	58,150.00
07/15/2031	70,000.00	4.000%	25,000.00	95,000.00	-	-
01/15/2032	-	-	23,600.00	23,600.00	-	-
06/30/2032	-	-	-	-	118,600.00	59,300.00
07/15/2032	70,000.00	4.000%	23,600.00	93,600.00	-	-
01/15/2033	-	-	22,200.00	22,200.00	-	-
06/30/2033	-	-	-	-	115,800.00	57,900.00
07/15/2033	75,000.00	4.000%	22,200.00	97,200.00	-	-
01/15/2034	-	-	20,700.00	20,700.00	-	-
06/30/2034	-	-	-	-	117,900.00	58,950.00
07/15/2034	75,000.00	4.000%	20,700.00	95,700.00	-	-
01/15/2035	-	-	19,200.00	19,200.00	-	-
06/30/2035	-	-	-	-	114,900.00	57,450.00
07/15/2035	80,000.00	4.000%	19,200.00	99,200.00	-	-
01/15/2036	-	-	17,600.00	17,600.00	-	-
06/30/2036	-	-	-	-	116,800.00	58,400.00
07/15/2036	85,000.00	4.000%	17,600.00	102,600.00	-	-
01/15/2037	-	-	15,900.00	15,900.00	-	-
06/30/2037	-	-	-	-	118,500.00	59,250.00
07/15/2037	85,000.00	4.000%	15,900.00	100,900.00	-	-
01/15/2038	-	-	14,200.00	14,200.00	-	-
06/30/2038	-	-	-	-	115,100.00	57,550.00
07/15/2038	90,000.00	4.000%	14,200.00	104,200.00	-	-
01/15/2039	-	-	12,400.00	12,400.00	-	-
06/30/2039	-	-	-	-	116,600.00	58,300.00
07/15/2039	95,000.00	4.000%	12,400.00	107,400.00	-	-
01/15/2040	-	-	10,500.00	10,500.00	-	-
06/30/2040	-	-	-	-	117,900.00	58,950.00
07/15/2040	95,000.00	4.000%	10,500.00	105,500.00	-	-
01/15/2041	-	-	8,600.00	8,600.00	-	-
06/30/2041	-	-	-	-	114,100.00	57,050.00
07/15/2041	100,000.00	4.000%	8,600.00	108,600.00	-	-
01/15/2042	-	-	6,600.00	6,600.00	-	-
06/30/2042	-	-	-	-	115,200.00	57,600.00
07/15/2042	105,000.00	4.000%	6,600.00	111,600.00	-	-
01/15/2043	-	-	4,500.00	4,500.00	-	-
06/30/2043	-	-	-	-	116,100.00	58,050.00
07/15/2043	110,000.00	4.000%	4,500.00	114,500.00	-	-
01/15/2044	-	-	2,300.00	2,300.00	-	-
06/30/2044	-	-	-	-	116,800.00	58,400.00
07/15/2044	115,000.00	4.000%	2,300.00	117,300.00	-	-
06/30/2045	-	-	-	-	117,300.00	58,650.00
<b>Total</b>	<b>\$1,600,000.00</b>	<b>-</b>	<b>\$757,000.00</b>	<b>\$2,357,000.00</b>	<b>-</b>	<b>\$1,178,500.00</b>

Hilltop Securities  
Public Finance

## Angus Jennings

---

**From:** Angus Jennings  
**Sent:** Wednesday, February 21, 2024 1:26 PM  
**To:** Sean Reardon  
**Subject:** RE: Whittier Task Force

Hi, thanks for reaching out; did you mean to write Wednesday March 6<sup>th</sup>? Will review w my Board chair and I expect we'll have 2 in attendance on the confirmed date/time. Thanks again -

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](mailto:townmanager@wnewbury.org)

---

**From:** Sean Reardon <SReardon@CityofNewburyport.com>  
**Sent:** Wednesday, February 21, 2024 1:14 PM  
**To:** Debbie Eagan <debbie@townofrowley.org>; Neil Harrington <nharrington@salisburyma.gov>; Mayor Gove <govek@amesburyma.gov>; Carol McLeod - Finance (X3040) <cmcleod@townofmerrimac.com>; StephenC@ipswichma.gov; opacheco@georgetownma.gov; Tracy Blais <administrator@townofnewbury.org>; roldham@grovelandma.com; Angus Jennings <townmanager@wnewbury.org>; mayor@cityofhaverhill.com  
**Cc:** Christine Jackson <CJackson@CityofNewburyport.com>; Andrew Levine <ALevine@CityofNewburyport.com>  
**Subject:** Whittier Task Force

Good Afternoon Local Leaders,

I hope everyone is having a great week. I wanted to bring us all together to kick off this Whittier Task Force idea. My hope was to have two people from each community: the 11 of us on this email and then a representative from each city council or select board. I am going to send a similar email to them as well to get this on their radar. I know this will be a long process. Anything that this group comes up with will eventually have to go through each community's board for approval. I have already spoken about this group with our City Council President Ed Cameron who is eager to participate. As you know Newburyport has been working with law firm Pierce Atwood to examine the 1967 Regional Agreement and compile a list of possible amendments to that agreement. I will have a document to share from them when we meet.

I am proposing that we meet on Wednesday, March 4<sup>th</sup> at 2pm here at City Hall in our Auditorium. Please let me know if that does not work for you. My idea for a first agenda is as follows:

Welcome/Introduction on group and purpose  
Round table discussion around the vote  
Next steps for Whittier including capital plan and ongoing communication  
Opportunities around the agreement  
Process for potential amendments  
Next Steps

I look forward to meeting with you all, and please let me know what questions or concerns you may have.

Respectfully,

Sean Reardon  
Mayor  
City of Newburyport  
60 Pleasant St.  
PO Box 550  
Newburyport, MA 01950  
978-465-4411  
Sign up for e-alerts and general City information on [CityofNewburyport.com](http://CityofNewburyport.com)



**Disclaimer**



# 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](mailto:townmanager@wnewbury.org)

C.d.

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: February 23, 2024  
RE: Hazard Mitigation Plan updates

Our work continues on this effort, including our Local Hazard Mitigation Planning Team (LHMPT) comprised of Christine Wallace, project manager; Rick Parker; Chief Dwyer; Highway Superintendent; DPW Business Manager; Water Superintendent; Health Agent; Town Planner; Conservation Agent; Building Inspector; COA Director; and me. The following is a current status update regarding the 6 modules of what will eventually be an updated Hazard Mitigation Plan:

Module	Description	Status	Details	Link to Module
Module 1	Establishing a Local Hazard Mitigation Planning Team	Complete	Team formed	
Module 2	Identifying and ranking natural hazards	Complete	Natural Hazards Identified	
Module 3	Updating Community Lifeline Workbook	Complete	Workbook complete	
	Finalizing Community Profile	Nearly Complete	Please review final Community Profile, paying attention to comments and yellow highlights.	<a href="#">West Newbury Draft Community Profile.docx</a>
Module 4	Developing Challenge Statements	Complete-Needs Review	Please review edits/comments made by LHMPT on challenge statements and resolve	<a href="#">West Newbury Final Challenge Statements.docx</a>
	Updating Existing Capabilities Workbook	Incomplete	Information missing on Tab 1 and Tab 2.	<a href="#">West Newbury Existing Capabilities Matrix.xlsx</a>
Module 5	Finalize Mitigation Action Plan	Incomplete	Missing information throughout. Please review and address yellow highlights	<a href="#">West Newbury Mitigation Action Plan.xlsx</a>
Module 6	Developing a Maintenance Plan	Final module to be completed in February		

Christine Wallace (project manager for this effort) attended a meeting with MVPC last week to discuss the final module and the overall project schedule. The goal is to complete Module 6, locally, by Tuesday, March 12<sup>th</sup>, so we will be working to meet that timeline.

MVPC has told us that a final draft of the full 2024 Hazard Mitigation Plan will be shared with each LHMPT at the beginning of April for a thorough review. Public meetings are expected to be held in each of the MVPC communities participating in this process in May and June to gather public comments, with a target deadline of submitting the final plan for MEMA and FEMA review in July.

One of our objectives in completing this work – which is mandated by Federal law – is to retain eligibility for certain grant funding that requires us to have a current, approved Hazard Mitigation Plan. One grant we have an eye on is the FEMA BRIC grant which comes out in November. By that time, the Hazard Mitigation Plan should be approved which will make the town eligible. Part of our ongoing work planning on the HMP is to identify any projects we might like to see funded. There is an obvious overlap between this and the ongoing River Road resiliency planning, and though there may be some timing challenges, we'll work to ensure that our HMP is reflective of recommendations coming out of that work.

cc: LHMPT



## 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](mailto:townmanager@wnewbury.org)

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: February 23, 2024  
RE: Completion of LMI course “Effective Personal Productivity”

---

Following successful completion of this 6-session course, led by Carlisle, MA-based Marc Wey, each of the following staff members earned a certificate such as the one attached:

- Rebecca Ambra, Executive Assistant
- Katelyn Barker, DPW Business Manager & Chief Procurement Officer
- James RW Blatchford, Town Clerk
- Corinn Flaherty, Library Director
- Michelle Greene, Conservation Agent
- Richard “Butch” Hills, Highway Superintendent
- Angus Jennings, Town Manager
- Christian Kuhn, Chief Assessor/GIS Coordinator
- Mark Marlowe, Water Superintendent
- Brian Richard, Facilities Manager

The course was extremely well-received, both on its merits and – due to the excellence of the trainer Marc Wey – as a team-building exercise. All of us came away with improved understanding of one another’s work, enhanced opportunities for collaboration, and specific, actionable improvements to our own personal productivity.

I have included funding in the proposed FY25 Town Manager expense budget in order to allow us to provide this training to other staff members next year.



**LEADERSHIP MANAGEMENT® INTERNATIONAL, INC.**  
**WACO, TEXAS**  
*hereby certifies that*

*Angus G. Jennings*

*has successfully completed the prescribed course of study  
in the skills and techniques of*

*Effective Personal Productivity*

*Date: January 16, 2024 By: M. H. Long*

*Management Tools & Resources*

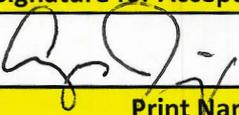


*Randy Slechta, C.E.O.*

**MIIA HEALTH BENEFITS TRUST**  
**West Newbury**  
Renewal Proposal  
07/01/2024 - 06/30/2025

MONTHLY CONTRIBUTION RATES				
PRODUCTS		CURRENT	RENEWAL	
Unified Plan Name for FY2025	COVERAGE	RATES	RATES	CHANGE
PPO Blue Options V.5	Individual	\$1,349.88	\$1,379.58	2.2%
	Family	\$3,612.10	\$3,691.57	
Network Blue NE Options V.5 High Option	Individual	\$1,104.65	\$1,128.95	2.2%
	Family	\$2,955.91	\$3,020.94	
Network Blue NE Options V.5 Low Option	Individual	\$1,055.47	\$1,078.69	2.2%
	Family	\$2,824.32	\$2,886.46	

Renewal rates are based on final plan design and enrollment.  
Senior plans will renew on January 1, 2025.  
Please provide a copy of the in-force PEC or IAC agreement, if applicable.  
Signed commitment is due on or before April 1, 2024.  
Deductible funding on Medical plans limited to 50% of the deductible.

Signature for Acceptance of Rates	Title	Date
	Town Manager	2/21/24
Print Name		
Angus Jennings		

**MIIA HEALTH BENEFITS TRUST**  
Renewal Proposal 1/1/2024 - 12/31/2024  
West Newbury

MONTHLY CONTRIBUTION RATES				
PRODUCTS		CURRENT	RENEWAL	
		RATES	RATES	INCREASE
Medex 2	Medex 2	\$163.44	\$166.71	2.00%
	Blue Med Rx	\$169.35	\$180.45	6.55%
	Total	\$332.79	\$347.16	4.32%

Blue Medicare Rx rates represent PDP Option 26 (\$10/\$20/\$35 RX, 2x MO).

Renewal rates are based on continuing the current enrollment level.

**Please return signed renewal confirmation no later than 11/1/23.**

Signature for Acceptance of Rates	Title	Date
	Town Manager	10/10/23
Print Name		
Angus Jennings		

**Angus Jennings**

---

**From:** Angus Jennings  
**Sent:** Thursday, February 8, 2024 6:03 PM  
**To:** Wendy Reed; Rick Parker; Chris Wile  
**Cc:** Town Clerk; Executive Assistant  
**Subject:** River Road draft studies (Resiliency Study / MVP Action Grant)  
**Attachments:** MEMO\_3D Drone Model Links\_2024-01-31.pdf

Board: One of the items you'll see on the Feb 12 posted agenda is:

- a. Acknowledge receipt of draft consultant reports regarding River Road Resiliency Study; review of process/timeline for further consideration and timely provision of comments on draft reports

The consultants' draft reports were received late last week and have been undergoing initial review by key staff, MVP grant working group members, and have more recently been circulated to the full Climate Change Resiliency Committee.

In order to maintain the project schedule dictated by the MVP Action Grant (which, as you'll recall, was compressed to a 10-month process rather than the 2-year process the Town had proposed), the consultants have asked to receive the Town's comments – ideally, consolidated into a single set – prior to the next (monthly) grant working group team meeting to be held on Feb 28<sup>th</sup>. This topic, incl. the draft reports, will be discussed at next Wednesday's [5:30pm meeting of the CCRC](#).

Due to the file size of the two primary reports (one is 32MB and the other 56MB), they are too large for email, so the consultant posted them to their site as follows:

DRAFT Shoreline Evaluation Memo 2024-01-31

[WestNewbury - OneDrive \(sharepoint.com\)](#)

DRAFT River Road Vulnerability Assessment - Culvert Survey Memo\_2024-01-30

[WestNewbury - OneDrive \(sharepoint.com\)](#)

There is a third document, as well, which is the footage from the aerial drone survey of the shoreline. Info to access this is below, and included in the attached memo:

The website for viewing the drone footage in 2D and 3D mode is here:

<http://tinyurl.com/WestNewburyDrone>

Due to the volume of information now available, it is not assumed that the Select Board will have comments coming out of the upcoming Feb 12 meeting, but the goal of Monday's meeting (on this topic) will be to set out a schedule/division of labor to ensure that the Board (as a Board, or its members) can timely provide comments on these draft work products. I have talked this over with involved staff, and with Wendy, and anticipate that – once finalized – the consultants' reports will be agenda'd for public presentation later this winter/spring.

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](mailto:townmanager@wnewbury.org)



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
 STATE HOUSE BOSTON, MA 02133  
 (617) 725-4000

**MAURA T. HEALEY**  
 GOVERNOR

**KIMBERLEY DRISCOLL**  
 LIEUTENANT GOVERNOR

February 12, 2024

Angus Jennings, Town Manager  
 West Newbury Police Department  
 381 Main Street  
 West Newbury, MA 01985

Dear Town Manager Jennings,

Congratulations! We are pleased to notify you that West Newbury Police Department has been awarded **\$1950.55** in state funding from the **Automated External Defibrillators Equipment Program** from the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

Additional correspondence, including all the documents necessary to make this award official will be forthcoming from OGR. In the meantime, if you have any questions, please feel free to contact Allison Garvey at 781-535-0078 or [Allison.c.garvey@mass.gov](mailto:Allison.c.garvey@mass.gov)

Once again, congratulations on this award and thank you for your commitment to public safety.

Sincerely,

A handwritten signature in blue ink that reads "M. T. Healey".

GOVERNOR MAURA T. HEALEY

A handwritten signature in blue ink that reads "Kim Driscoll".

LT. GOVERNOR KIMBERLEY DRISCOLL



The Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research

35 Braintree Hill Office Park  
Braintree, MA 02184

Tel: (617) 725-3301  
Fax: (617) 725-0260

MAURA T. HEALEY  
Governor

KIMBERLEY DRISCOLL  
Lieutenant Governor

TERRENCE M. REIDY  
Secretary

KEVIN STANTON  
Executive Director

February 12, 2024

Angus Jennings, Town Manager  
West Newbury Police Department  
381 Main Street  
West Newbury, MA. 01985

Dear Town Manager Jennings,

I am pleased to inform you that West Newbury Police Department has been awarded \$1950.55 from the Office of Grants and Research (OGR) to support the **Automated External Defibrillators Equipment Program**.

Additional correspondence, including all the necessary documents required to make this award official, are included in this email. **Please note, your official start date will be the date that your returned contract is signed and dated by OGR and will terminate on June 30, 2024**

In the meantime, if you have any questions, please feel free to contact Allison Garvey, Program Manager at [Allison.c.garvey@mass.gov](mailto:Allison.c.garvey@mass.gov)

Congratulations on your award. I look forward to working with you and your staff on this important public safety initiative.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Stanton'.

Kevin Stanton  
Executive Director

**MEETING NOTICE**

BOARD OR COMMITTEE: Water Commissioners

DATE: February 22, 2024

TIME: 10:00 A.M.

PLACE: Water Department Office

RECORDS & COMMUNITY SERVICES  
MAR 29 2024 10:07

SIGNED:



, Admin. Asst.

Agenda:

Pre-Construction Meeting for the Church and Prospect Street water main project.

- Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting

### MEETING NOTICE

**BOARD OR COMMITTEE:** Water Commissioners

**DATE:** February 21, 2024

**TIME:** 10:00 A.M.

**PLACE:** Water Department Office

**SIGNED:**



, Admin. Asst.

**Agenda:**

Water rate discussion and Budget approval

- Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting

RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA  
2024 FEB 20 AM 9:16

West Newbury Water Department

Proposed Budget FY 2025, ending June 30, 2025

	FY 2025 Budget	FY 2024 Budget
<b>Revenues</b>		
Water User Charges	\$1,203,000	\$ 890,000
Water Miscellaneous Revenue	\$ 85,000	\$ 75,000
Water Earnings on Investment	\$ 17,500	\$ 15,171
Water System Development	\$ 9,500	\$ 6,000
Water Interest & Demands	\$ 5,000	\$ 4,000
	<b>\$ 117,000</b>	<b>\$ 100,171</b>
Transfer In		
Total Income	<b>\$1,320,000</b>	<b>\$ 990,171</b>
<b>Expenses</b>		
Salaries Wages	\$ 326,126	\$ 318,848
Facilities	\$ 59,000	\$ 59,000
Office Expense	\$ 10,600	\$ 9,500
Dues & Memberships	\$ 4,800	\$ 5,300
Outside Services	\$ 29,070	\$ 29,070
Computer Expense	\$ 7,250	\$ 7,250
Vehicle/Equip. Rental	\$ 9,000	\$ 9,000
Materials/Supplies/Contractor	\$ 93,000	\$ 93,000
DEP Safe Water	\$ 1,000	\$ 1,000
Legal	\$ 2,000	\$ 2,000
Supt. Mileage Stipend	\$ 2,400	\$ 2,000
Other Expenses (Clothing, Phone, etc)	\$ 3,000	\$ 500
Extraordinary & Unforeseen	\$ 20,000	\$ 20,000
Water Purchase (NBPT)	\$ 150,000	\$ 110,000
	<b>\$ 391,120</b>	<b>\$ 347,620</b>
Debt Service	\$ 353,033	\$ 167,913
Retirement Expense	\$ 76,533	\$ 47,407
Insurances	\$ 53,500	\$ 52,191
Indirect Costs	\$ 58,440	\$ 56,192
	<b>\$ 541,506</b>	<b>\$ 323,703</b>
Total Expenses	<b>\$1,258,752</b>	<b>\$ 990,171</b>
Surplus Generated	<b>\$ 61,248</b>	<b>\$ -</b>

RECEIVED  
 FEB 21 2024  
 TOWN MANAGER  
 TOWN OF WEST NEWBURY

not needed  
 54,200  
 Placeholder

2024-25 Rates Options  
 \$1,258,752 Budget  
 60MGY sold: 16.2MG @ \$9.25/1000gal, 43.8MG Produced  
 Based on 2022, 12% of water (7.2MG) used at over CRT of 35,000gal  
 Base Charge: \$70.00/bill x 2 Bills/yr  
 1061 Customers

$\$1,258,752 = (1061 \times \$140) + (\$BR \times 52800000/1000) + (\$CR \times 7200000/1000)$

**Scenario 1: 60 MG sold**

CR/BR Ratio	BR	CR	BC Revenue	BR Revenue	CR Revenue	Total "User" Revenue	Total Dept Revenue (\$125, from "Other" Revenue)	Surplus/(Deficit)
CR = 2BR	16.52	33.05	148540	872256	237960	1258756	1383756	125004
CR = 1.5BR	17.46	26.19	148540	921888	188568	1258996	1383756	125004
Hybrid	16.43	26.19	148540	867504	188568	1204612	1329612	70860
Hybrid 2	16.43	27.48	148540	867504	197856	1213900	1338900	80148

**Scenario 2: 64 MG sold 2MG at BR and 2MG at CR (extra 4MG purchased)**

CR/BR Ratio	BR	CR	BC Revenue	BR Revenue	CR Revenue	Total "User" Revenue (includes +\$37,000 purchased)	Total Dept Revenue (\$125,000 from "Other" Revenue)	
CR = 2BR	16.52	33.05	148540	905296	304060	1320896	1445896	187144
CR = 1.5BR	17.46	26.19	148540	956808	240948	1309296	1434296	175544
Hybrid	16.43	26.61	148540	900364	244812	1256716	1381716	122964
Hybrid 2	16.43	27.48	148540	900364	252816	1264720	1389720	130968

**Scenario 3: 56MG sold, MG less at BR and 2MG less at CR (savings of 4MG NOT purchased)**

CR/BR Ratio	BR	CR	BC Revenue	BR Revenue	CR Revenue	Total "User" Revenue (includes +\$37,000 saved)	Total Dept Revenue (\$125,000 from "Other" Revenue)	
CR = 2BR	16.52	33.05	148540	839216	171860	1196616	1321616	62864
CR = 1.5BR	17.46	26.61	148540	886968	138372	1210880	1335880	77128
Hybrid	16.43	26.61	148540	834644	138372	1158556	1283556	24804
Hybrid 2	16.43	27.48	148540	834644	142896	1163080	1288080	29328

RECEIVED  
 FEB 21 2024  
 TOWN MANAGER  
 TOWN OF WEST NEWBURY

	Year				
	FY25	FY26	FY27	FY28	FY29
<b>Expenses</b>	Dollars (\$)				
Everything but debt service and N'port (+3.6%/yr)	755752	782959.1	811145.6	840346.8	870599.3
N'Port Purchase (+5%/yr)	150000	157500	165375	173643.8	182325.9
Debt Service (Tata & Howard estimates)	353000	362,192	484514	482264	480000
<b>Total</b>	<b>1258752</b>	<b>1302651</b>	<b>1461035</b>	<b>1496255</b>	<b>1532925</b>
<b>Revenue</b>					
Base Charge (+5%/yr)	148540	155967	163765.4	171953.6	180551.3
Base Rate Revenue (+5%/yr)	867504	910879.2	956423.2	1004244	1054457
Conservation Rate Revenue (+5%/yr)	197856	207748.8	218136.2	229043.1	240495.2
Fire/New User/Backflow (+5%/yr)	85000	89250	93712.5	98398.13	103318
Other	40000	40000	40000	40000	40000
<b>Total</b>	<b>1338900</b>	<b>1403845</b>	<b>1472037</b>	<b>1543639</b>	<b>1618821</b>
<b>Net</b>	<b>80148</b>	<b>101193.9</b>	<b>11002.65</b>	<b>47384.52</b>	<b>85895.8</b>
Stabilization Fund (Balance of previous year)	406905	487053	588246.9	599249.6	<del>1704717</del>
Stabilization Fund + Net	487053	588246.9	599249.6	646634.1	<del>1790613</del>
<b>RATES</b>					
Based on 60MGY					
Base Charge (+5%/yr)	70.00	73.50	77.18	81.03	85.09
Base Rate (+5%/yr)	16.43	17.25	18.11	19.02	19.97
Conservation Rate (+5%/yr)	27.48	28.85	30.30	31.81	33.40

RECEIVED  
FEB 21 2024  
TOWN MANAGER  
TOWN OF WEST NEWBURY



## MEETING NOTICE

**B/C/C:** Community Preservation Committee

**DATE:** Thursday, February 22, 2024

**TIME:** 6:00 p.m.

**LOCATION:** Second Floor Hearing Room – Town Office Building

**AGENDA:**

1. Funding Applications for Cemetery Clean up - **CPC approved 6-0**
2. Funding Application for Pickleball Feasibility Study - **CPC approved 6-0**
3. Eligibility and Funding Applications for Sawmill Brook Trail - **CPC approved eligibility 6-0**  
- **funding application tabled**
4. Eligibility Application for Affordable Housing Trust Transfer - **CPC approved 6-0**
5. Review of AHT-CPC Grant Agreement
6. Draft Public Hearing Presentation
7. Revision of Community Preservation Plan
8. Review of January 24, 2024 minutes
9. Review of financial report
10. Adjournment

## Town Manager

---

**From:** MassCultural\_noreply@smartsimple.com  
**Sent:** Thursday, February 15, 2024 11:15 AM  
**To:** Town Accountant  
**Cc:** Angus Jennings; Town Clerk  
**Subject:** Mass Cultural Council Notification for Local Cultural Council Allocation (FY24-LC-LCC-1822)

Dear Jennifer Walsh,

Congratulations! Mass Cultural Council is pleased to inform you that your FY24 Local Cultural Council Allocation application (FY24-LC-LCC-1822) has been approved for a grant in the amount of **\$5,500**.

Mass Cultural Council looks forward to celebrating this important public investment in the Commonwealth's cultural sector, and West Newbury Cultural Council will be listed in our Agency's publicity materials. Please refer to our [Credit and Publicity Kit](#) for information on how you can share your great news!

The new fiscal year brings two NEW updates to our grant payment process:

- We've shifted to electronic contracts with DocuSign.
- The Commonwealth Comptroller's office has revised the Contractor Authorized Signatory Listing (CASL) Form.

Below are the instructions and what to anticipate next in the contracting and payment procedures for your FY24 Local Cultural Council Allocation grant (FY24-LC-LCC-1822).

1. **The Contract Authorized Signatory** (Angus Jennings, townmanager@wnewbury.org): will receive **two** DocuSign forms from the Massachusetts Office of the Comptroller:
  - **Form #1 Contractor Authorized Signatory Listing (CASL) Form:** Even if your organization has provided this in the past, you must now provide this information again.
  - **Form #2 W-9 and Electronic Funds Transfer (EFT) Form:** Whether this is your first time providing this information or you have previously submitted these forms, you are now required to submit the W-9 and Electronic Funds Transfer (EFT) forms again.
    - You must include an uploaded image of a voided check OR a Direct Deposit Confirmation Letter from your bank containing your name, address, account, and routing number.
    - Please note that PO Box addresses are not acceptable on the W-9 Form. **Helpful Links:** [W-9/EFT Job Aid](#), [DocuSign FAQ](#).
2. **The Contract Authorized Officer** (James RW Blatchford, townclerk@wnewbury.org): will receive **one** DocuSign email containing the Contractor Authorized Signatory Listing (CASL) Form after the Contract Authorized Signatory signs the CASL. This is a newly instituted requirement.
3. **Mass Cultural Council:** We will review all submitted forms carefully and contact you if clarification or adjustments are needed. An email confirmation will follow, indicating your state forms are complete and your standard contract is ready to sign.
4. **The Contract Authorized Signatory** (Angus Jennings, townmanager@wnewbury.org): Expect one DocuSign form from Mass Cultural Council's DocuSign account containing the **Standard Contract Form** (SCF) and attachments.
5. **Final Steps:** Once Mass Cultural Council signs the Standard Contract Form, you will receive an email from the grants management system letting you know it has been executed. A PDF copy of the executed contract will be available in the grants management system to download for your records. The Contract Authorized Signatory will also receive a copy from DocuSign. Grant payments are typically made 7 to 10 business days after the contract is executed. You can look up payment details in the grants management system.

We are excited to introduce electronic signature contracts this year and recognize that change, even positive, can present challenges for our grantees. For more information, you can review the [contract instructions](#) or the [Frequently Asked Questions \(FAQs\)](#).

If you have questions about the contract, please contact [finance.helpdesk@mass.gov](mailto:finance.helpdesk@mass.gov).

Mass Cultural Council is proud to support the great work you do to advance the Power of Culture across the Commonwealth.

Best Regards,

Mass Cultural Council

MEETING NOTICE-WEST NEWBURY  
FINANCE COMMITTEE

Date & Time: Monday, February 26, 2024, 7:00 PM  
Location: 1910 Building 1st Floor Hearing Room  
By: Rob Phillips, Finance Committee Chairperson

WEST NEWBURY TOWN CLERK  
170 FEB 22 AM 0121

AGENDA

1. Call to Order – convene joint session with Select Board
2. Review and discuss budgets and articles for spring Town Meeting to be held on April 29, 2024. Proposed FY25 operating budgets for review include:
  - Moderator
  - Select Board
  - Town Manager
  - Finance Department
  - Town Clerk
  - Board of Registrars/Elections
  - Board of Assessors
  - Insurance and Bonds
  - Legal Counsel
  - Health Insurance
3. Communications
4. Schedule of future meeting dates.
  - February 27, 2024 at 6:00 pm- Attending Pentucket School Committee budget hearing
  - March 13, 2024 at 6:00 pm- Finance Committee / Select Board joint meeting
  - March 20, 2024 at 6:00 pm- Finance Committee / Select Board joint meeting
  - March 27, 2024 at 6:00 pm- Finance Committee / Select Board joint meeting
5. Adjournment



## Town of West Newbury Finance Committee FY25 Budget Meeting Schedule 2/22/24

*All meetings **except as noted below** will be in the 1910 Building  
381 Main Street, West Newbury, MA  
Hearing Room 1*

<u>Date/Time</u>	<u>Departments/Topics To Be Reviewed</u>	
Tuesday, Feb. 13 <sup>th</sup> 6:30pm	Whittier School Committee public hearing re FY25 School Budget <b>Location: Whittier Tech High School</b>	
Thursday, Feb. 15 <sup>th</sup> Joint FinCom/SB mtg 6pm	Presentation of proposed FY25 budget Review of proposed Town Meeting warrant articles	
Tuesday, Feb. 20 <sup>th</sup> 6:30pm Joint FinCom/SB mtg	DPW	
Monday, Feb 26 <sup>th</sup> Joint SB/FinCom mtg 7pm	Moderator Select Board Town Manager Finance Department Town Clerk Debt Service	Board of Registrars/Elections Board of Assessors Legal Counsel Health Insurance Insurance and Bonds Unemployment Compensation
Tuesday, Feb. 27 <sup>th</sup> 6pm	Pentucket School Committee public hearing re FY25 School Budget <b>Location: Pentucket Middle/High School</b>	
Tuesday, March 5 <sup>th</sup> or Tues., March 12th 6pm	Pentucket School Committee expected to vote FY25 School Budget	
Wednesday, March 13 <sup>th</sup> 5:30pm	Whittier Tech School Committee, Budget Workshop <b>Location: Whittier Tech High School</b>	
Wednesday, March 13 <sup>th</sup> Joint FinCom/SB mtg 6pm	Police Department Fire Department Dispatch Animal Control	Board of Health Council on Aging Emergency Management Agency Historical Commission
Tuesday, March 19 <sup>th</sup> 7pm	Planning Board public hearing re proposed MBTA Communities zoning	
Wednesday, March 20 <sup>th</sup> Joint SB/FinCom mtg 6pm	Library Conservation Commission Planning Board Inspectional Services Board of Appeals	Parks & Rec Commission Open Space Committee Mill Pond Committee Bandstand Cultural Council
Wednesday, March 27 <sup>th</sup> Joint SB/FinCom mtg 6pm	Education Water Veterans' Services Harbormaster Finance Committee	Community Preservation Comm Transfers to/from Stabilization Essex County Retirement COLA & non-COLA adjustments Medicare (FICA)

**Please note:** *The order that topics are listed are not necessarily the order they will be reviewed. The Finance Committee Chairperson reserves the right to take up items out of order. The Committee will consider proposed Town Meeting warrant articles at the time that the article sponsor(s) appear before the Committee for review of proposed operating budgets, supplemental review at subsequent meetings if/as needed.*

*Posted Schedule on 2/22/2024 at the Town Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)*

Annual OR Special Warrant Articles - Spring 2024 Town Meeting											
# <u>(DRAFT)</u> Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup		Date of initial FinCom review	Select Board	FinCom	Recommendations		Notes
				Info Received?					Rationale	Sunset Date (if applicable)	
1	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a	n/a	
2	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a	n/a	BOWC update re financial plan
6	n/a	???	Y			2/15/24	n/a	n/a	n/a	n/a	
8	n/a	Town Manager	Y			2/15/24	RP-CW 3-0	JS-DI 4-0-1	Rob	n/a	2/3 vote to create fund
9	\$ 10,364	Town Manager	Y	Y		2/15/24	CW-RP 3-0	DI-JS 4-0-1	Jim	n/a	
13	n/a	Town Manager	Y			2/15/24	CW-RP 3-0	DI-JS 4-0-1	Dan	n/a	
19	n/a	Town Manager	Y	Y		2/15/24	CW-RP 3-0	JS-DI 5-0	Jim	n/a	
36	\$ 50,000	Town Manager	Y	Y		2/15/24	CW-WR 3-0	DI-JS 5-0	Ross	6/30/25	amt increased at FC/SB mtg
40	\$ 22,915	BOH	Y	Y		2/15/24	RP-WR 3-0	JS-DI 5-0	Dan	6/30/25	
23	\$ 62,000	DPW/Facilities	Y			2/20/24	CW-WR 3-0	DI-JS 5-0	Ross		amt updated at FC/SB mtg
25	\$ 90,000	DPW/Facilities	Y	Y		2/20/24	CW-WR 3-0	DI-JS 5-0	Dan		
26	\$ 50,000	Pentucket/DPW	Y	Y		2/20/24	CW-RP 3-0	DI-JS 5-0	Dan		
28	\$ 350,000	DPW/Highway	Y	Y		2/20/24	CW-RP 3-0	JS-DI 5-0	Jim		
29	\$ 33,500	DPW/Highway	Y	Y		2/20/24	CW-RP 3-0	JS-DI 5-0	Jim		
41	\$ 50,000	DPW/Highway	Y			2/20/24	CW-WR 3-0	JS-DI 5-0	Ross	6/30/25	

Annual OR Special Warrant Articles - Spring 2024 Town Meeting						Recommendations				
# (DRAFT) Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
10	\$ 113,673	Town Manager	Y	Y	2/15/24; and 2/26/24					amt incr. to 11.5% per SB/FC discussion on 2/15/24
11	\$ 21,586	Town Manager	Y	Y	2/15/24	RP-WR 3-0	JS-DI 4-0-1	Dan	n/a	proposed increase to \$25,500 - for re-review by SB/FC
55	n/a	FinCom	Y	Y	2/26/24					
56	n/a	Select Board	Y	Y	2/26/24					
59	n/a	Town Acct.	Y	Y	2/26/24					
60	n/a	Town Manager	Y		2/26/24					
61	no appropriation	Treasurer/Collector	Y	Y	2/26/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting						Recommendations					
#	Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
18	<b>CPA Article:</b> Fund maintenance/clean-up of Town-owned cemeteries - favorably recommended by CPC 6-0 on 2/22/24	\$ 4,000	Historical Comm	Y	Y	3/13/24					
21	Replace Fire Pumper Tanker	\$ 560,000	BOFE	Y	Y	3/13/24					
22	Rocks Village Bridge warning signals	TBD	Town Manager	Y	Y	3/13/24					
34	Public Safety Complex, interior/exterior improvements	\$ 75,000	DPW/Facilities	Y	Y	2/20/24; and 3/13/24	table pending more info				
37	Page School standpipe installation (engineering/design)	\$ 30,000	Pentucket/DPW	Y	Y	2/20/24; and 3/13/24					
38	Page School: study design/cost to bring elevator into ADA compliance	TBD	Pentucket/DPW	Y	Y	3/13/24					
39	Page School: engineering/design re internal site circulation, lighting	TBD	Town Manager	Y	Y	3/13/24					
53	Proposed amendments to Hunting Bylaw	n/a	Select Board	Y		3/13/24					
54	Proposed amendments to Animal Bylaw	n/a	Select Board	Y		3/13/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting						Recommendations					
#	Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
12	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4	TBD	CAC	Y		3/20/24					CAC expected to meet on 3/7/24
16	<b>CPA Article:</b> Funding for Pickleball feasibility study - favorably recommended by CPC 6-0 on 2/22/24	\$ 30,000	Select Board	Y	Y	3/20/24					amt increased at CPC mtg on 2/22/24
48	Supplemental funding for MBTA Communities consulting (if needed)	TBD	Town Manager	Y		3/20/24					
49	Proposed Zoning Amendment: Adopt MBTA Communities overlay district	n/a	Planning Board	Y	Y	3/20/24					Planning Board hearing 3/19
50	Proposed adoption of Wetlands Bylaw	n/a	ConCom	Y	Y	3/20/24					
57	Proposed amendments to Zoning Bylaws: Definitions	n/a	Bldg. Inspector	Y	Y	3/20/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting											Recommendations			
#		Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes			
3	School Stabilization Fund transfer	\$ 200,000	Town Manager	Y		3/27/24								
4	FY25 Town Operating Budget	TBD	FinCom	n/a		3/27/24								
5	Transfer Free Cash to reduce FY25 tax rate	TBD	Town Manager	Y	Y	3/27/24								
7	FY25 Water operating budget	TBD	BOWC	Y		3/27/24								
14	<b>CPA Article:</b> Allocate and/or reserve Community Preservation Fund annual revenues	TBD	CPC	Y		3/27/24								
15	<b>CPA Article:</b> Transfer CPA Housing Reserve funds to Affordable Housing Trust - pending favorable review/recommendation by CPC	TBD	AHT / SB	Y	Y	3/27/24								
17	<b>CPA Article:</b> Sawmill Brook trails, design and permitting - pending favorable review/recommendation by CPC; to be taken up by CPC on 3/21/24	TBD	Select Board	Y	Y	3/27/24								
20	Appropriation and/or Debt Authorization for Middle Street Bridge	TBD	Town Manager	Y	Y	3/27/24								
31	Supplemental funding for telecom upgrades at Town Offices, Public Safety Complex and Library	TBD	Town Manager	Y	Y	2/20/24; and 3/27/24	table pending more info							
32	Town Offices Electronic Keying System	\$ 65,000	DPW/Facilities	Y	Y	2/20/24; and 3/27/24	table pending more info				amt increased at FC/SB mtg			
35	Replace Water Pump at Wellfield	\$ 44,000	BOWC	Y	Y	3/27/24								
43	Unbudgeted Personnel Costs, FY24-25	TBD	Town Manager	Y		3/27/24								
44	Snow & Ice deficit (amount TBD)	TBD	DPW/Highway	Y		3/27/24								
45	Unpaid FY23 Bills	TBD	Town Manager	Y	Y	3/27/24								
46	Funds for site testing for potential water source(s)	\$ 50,000	Town Manager	Y		3/27/24								
52	Proposed amendments to General Harbor Regulations Bylaw	n/a	Select Board	Y		3/27/24								

Annual OR Special Warrant Articles - Spring 2024 Town Meeting						Recommendations				
# <i>(DRAFT)</i> Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
51	n/a	Town Manager	Y	Y	TBD					
62	\$ 100,000	Citizen Petition	n/a	Y	TBD					
63	n/a	Citizen Petition	n/a	Y	TBD					
24	\$ <del>38,000</del>	DPW/Facilities	Y	Y	2/20/24			CW - RP 3-0 to remove from warrant		
27	\$ <del>75,000</del>	Pentucket/DPW	Y	Y	2/20/24			CW-WR 3-0 to remove from warrant		
30	\$ <del>41,540</del>	DPW/Highway	Y	Y	2/20/24			CW-RP 3-0 to remove from warrant		
33	\$ <del>120,000</del>	DPW/Facilities	Y	Y	2/20/24			CW-WR 3-0 to remove from warrant		agreed to postpone for a future Town Meeting
42	\$ <del>12,000</del>	DPW/Facilities	Y		2/20/24			CW-RP 3-0 to remove from warrant		funds for work can be found in operating budget
47	\$ <del>7,995</del>	BOWC	Y	Y	n/a					Withdrawn
58	n/a	Select Board	Y		n/a					Not ready for this cycle

Notes:

Numbering does **not** correspond to order or numbering that will appear on Town Meeting warrants.

Cells shaded in green indicate that the materials have been added to PDF info packet.

Cells shaded in blue are recommended/requested for STM, not ATM.

**Angus Jennings**

---

**From:** Angus Jennings  
**Sent:** Friday, February 2, 2024 5:03 PM  
**To:** Wendy Reed  
**Subject:** Records re cruiser purchases  
**Attachments:** Police Dept report re vehicle replacement program Dec 2017.pdf; Excerpted minutes etc re police cruiser purchases 2016-18.pdf

Find attached the Dec 2017 P.D. report; and minutes etc. we were able to assemble (drawing from materials posted to the Town website) from 2016-18 (most recent docs first). I highlighted the sections related to cruiser purchases.

Referring to the second PDF doc, the most relevant info (I think) is on pp. 1, 2, 7 (though I don't agree with Dick Preble's statement here, since Stabilization fund can be used for any lawful purpose, not just capital, it's still notable in documenting that these purchases have not been viewed as capital for at least the past 8 years or so), and pg. 17 (Elisa Grammer response to Rob's question).

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](mailto:townmanager@wnewbury.org)



April 30, 2018

Dear Fellow Residents of West Newbury:

We have prepared this booklet to assist you in making informed decisions on this year's warrant Articles.

The Articles presented on the Annual Town Meeting Warrant are requests for expenditures in addition to the Town's annual budget for fiscal year ending June 30, 2019. The Articles of the Special Town Meeting are requests to be included in the Town's budget for the fiscal year ending June 30, 2018. The Finance Committee has reviewed each of these Articles and reports to you our recommendation to approve or disapprove each Article, together with our reasons. At the end of this booklet you will find a Glossary of Terms, overview of Finance Committee responsibilities and a spreadsheet of Town fund balances, which we thought you would find helpful.

We began this budget year, as in prior years, with the goal of keeping expenses within our levy limit. We approach each consideration with thoughtful attention to budget line items and prudent use of our Free Cash. The Finance Committee met with several Department Heads, and we thank them for helping us understand their responsibilities and financial needs.

The Omnibus Budget for fiscal year 2019 contains several changes, most notably, those relating to the incorporation of a town manager. The net cost of this administrative addition to town government, \$63,000, is outlined below. A new line item, "Police Cruisers" was added to section 15, Police Department. This line item will pay for replacement of the Town's patrol car fleet whose funding source was previously Warrant articles.

Department Additions		Department Subtractions		Difference
Budget Section 3: Town Manager		Budget Sections 2, 6: Selectmen, Finance Dept		
3 - Town Manager Salary	\$145,000	6 - Finance Dept. - Salary & Wages	-\$92,511	\$52,489
3 - Salary & Wages	\$110,168	2 - Selectmen - Salary & Wages	-\$62,564	\$1,131
		6 - Finance Dept. - Salary & Wages	-\$46,473	
3 - Technology Exps.	\$35,744	6 - Finance Dept. -1910 Building Tech Expense	-\$35,744	\$0
3 - Expenses	\$36,517	6 - Finance Dept. -1910 Building Telephone Expense	-\$8,000	\$5,500
		6 - Finance Dept. - 1910 Building Postage Expense	-\$13,517	
		6 - Finance Dept. - Expenses	-\$5,000	
		2 - Selectmen - Expenses	-\$4,500	
3 - Vehicle Allowance	\$3,600			\$3,600
			<b>Total</b>	<b>\$62,720</b>

**West Newbury Finance Committee  
Minutes of the Meeting  
Monday, March 5, 2018**

**Finance Committee Meeting**

Acting Chairman Beaudoin called the Finance Committee meeting to order at 6:01 p.m. in the second floor hearing room of the 1910 Building with Ms. Grammer, Mr. Kelly, Mr. Durey, Mr. Roberts, and ex officio member Finance Director Gould in attendance.

There being no public comment, the Committee considered its agenda.

Transfers: none

**Budget Increase rate**

Dr. Beaudoin stated Selectman Anderson expressed concern about the tax rate increase. In prior years, the budget increases fell in the 2% range. However, this year the overall budget increase is 4%. Mr. Kelly remarked there has been a 1% increase in both the school and the police. There is an overall concern regarding the continually increasing police budget.

**Public Safety — Police Department Budget**

FinCom members discussed the addition of two officers over the last few years. Ms. Grammer commented the addition of a second midnight officer was for the safety of the first officer. Mr. Gould stated this is the first year the cruisers show as a separate line item. Previously, Article Requests were the typical method of obtaining police vehicles. Mr. Roberts commented on the noticeable increase in overtime.

Mr. Durey questioned if there is any feedback regarding Pentucket funding of the School Resource Officer (SRO). Ms. Grammer stated the Pentucket School System continues to support the SRO. Mr. Gould added with the elimination of the SRO position, the town is responsible to pay \$18,000.00 in unemployment. FinCom noted the police budget has increased 30% since 2016. It is important to consider downsizing areas within the budget. *FinCom will discuss the budget with the Board of Selectmen when they meet later this evening.*

**Capital Improvement Process**

Ms. Grammer stated there has been no appropriation for the Capital Improvement Committee (CIC) Stabilization. She suggested the Department of Local Services (DLS) might have some answers. Mr. Durey, having been in communication with the DLS, stated the DLS is interested in discussing stabilization.

**Employee Wage and Salary Schedule**

Ms. Grammer remarked there are several omissions and errors in the current schedule.

**Solar Energy Savings**

Mr. Ellis will confer with Mr. Gould regarding itemization of the use of funds. Additionally, FinCom will invite Selectman Kemper to review the function of the Cable Advisory Committee.

### **Public Safety—Police Department**

Mr. Durey commented he is unclear regarding the cruiser rotation schedule. He remarked it is a combination of mileage on the odometer and the idle meter. Other FinCom members replied that one hour of idle time is equivalent to 33 miles on the odometer. The calculation of both occurs at the time of oil changes. Mr. Durey remarked he understands the importance of considering the useful life mileage for resale purposes.

Mr. Kelly remarked the overall police budget has increased over \$250,000.00 since FY16. Other members explained when Chief Reed came to West Newbury two years ago; he came with the intent of modernizing the police department. Two important issues on his agenda were the addition of a second midnight officer and hiring a SRO for the school. Chief Reed also encountered high overtime expenses. The town does employ reserve officers. However, they have full time jobs and often turn down requests to work a shift. Therefore, paying full time officers overtime becomes necessary. Ms. Grammer noted the chief increased the overtime budget in order to prevent the need of requesting a reserve transfer later in the fiscal year.

Ms. Grammer remarked the town is currently in mediation with the police union. Costs will most likely increase. FinCom members queried what the public safety budget for other towns of similar size was. Acting Chairman Beaudoin found statistics online for two towns:

- Avon, MA
  - Population-4,356
  - Police Budget-1.8M
  - Replace two cars this year
- Sherbourne, MA
  - Population-approximately 4,000
  - Police Budget-1.5M
  - Replace one car this year

Mr. Durey remarked West Newbury falls in the upper 1/3 of towns in Massachusetts based on income levels. Ms. Grammer expressed the need for more transparency. She suggested the midnight shift could author a police log published in the local newspaper. Acting Chairman Beaudoin stated the log would reflect a decrease in break-ins due to increased police presence.

### **School Resource Officer (SRO)**

Acting Chairman Beaudoin, expressed concern regarding West Newbury potentially paying the full cost of the SRO. Pentucket Regional School System had previously stated it would contribute to the cost of the SRO. However, a figure has not been determined. Ms. Grammer stated the SRO provides community outreach concerning the use of drugs and bullying. She added she has heard positive comments regarding the SRO.

### Revolving Funds

Mr. McCarron reported submission of an article requesting a police revolving fund. Collected revenues from police cruiser details would fund the account. Chief Reed projected the department will collect \$7,500.00. In this case, the revolving funds defray the annual purchase of a police vehicle, thus reducing the funds needed to “raise and appropriate”. Additionally, the initiation of the proposed police annual vehicle replacement schedule not only provides safe vehicles for the officers, but low mileage vehicles obtain a greater trade in value.

According to Mr. McCarron, typically, a revolving fund is established for a specific purpose. In some cases, it is possible to roll over revolving funds to free cash. Mr. McCarron continued revolving funds are particularly effective for field related services such as:

- Cable Public, Educational, or Government use (PEG) funds
- Parks and Recreation.

FinCom members stated this was a particularly busy year for police details and therefore it is difficult to determine a specific amount for the fund. Mr. McCarron replied approximately \$7,500.00 have been collected this year. The article cites an amount of \$10,000.00. Mr. McCarron stated that the new generic revolving fund revisions (prompted by state law changes), if approved, would allow the BOS and FinCom to alter the amount. Chairman Codair asked if the failure to pass the purchase of the vehicle affect the Police Vehicle Revolving Fund. Mr. McCarron replied in the affirmative, to the extent that no expenditure for a new police care would be authorized at this Town Meeting.

### Annual Town Meeting

**Article 3:** To determine what sums of money the town will raise and appropriate for defraying the expenses of the town for the ensuing fiscal year and for payment of the town debt. By request of the Board of Selectmen.

FinCom delayed a vote until receiving final budget with salary increases from the BOS. *Mr. Gould will forward the BOS approved budget in the form of a spreadsheet.*

**Article 16:** (new article) To see if the town will vote to authorize the Police Vehicle Revolving Fund for the Police Department as revolving funds are described in Chapter 44, Section 53E ½ of the Massachusetts General Laws, for FY 2018. This revolving fund would be to accept receipts from fees charged for use of police vehicles for details. The receipts would be expended, not to exceed

\$10,000.00 in FY 2018 by the Police Department for the payment of costs and expenses for replacement of police vehicles in accordance with the vehicle replacement policy established by the Police Department to take any other action relative thereto. By request of the Police Department.

*FinCom voted to approve pursuant to statute, 6-0-0.*

Rationale: Mr. Phillips

*Ms. Grammer will forward a spreadsheet reflecting changes in numbering warrant articles.*

calculate our intended reimbursement, they proposed to charge West Newbury for the identifiable costs of bus expenses only. That amount is expected to be approximately \$2,500. **Funding:** Free Cash.

**ARTICLE 4.** To see if the town will vote to transfer the sum of \$11,769.73 from the Septic Loan Revolving Account for repayment of the loan debt service. By Request of the Finance Director.

**Selectmen Recommendation::**

Approve: 3-0-0

**FinCom Recommendation:**

Approve: 5-0-0

**Rationale:** In 2001 the Town enrolled in a 20 year state-financed program to loan residents money to help them rebuild septic systems that do not conform to Title V. This MassDEP program offers 0% loans to communities, which in turn provide low-interest betterment loans to eligible homeowners with failed septic systems through the local Board of Health. The Town loans money to homeowners at an interest rate of 3% (mainly to cover the cost of administering the program). The homeowners repay the loan money to the Town and the Town repays the State. Neither the Town nor the State profits from this transaction. This Article is for the payment of the principal. We have been making these payments since 2001 with the amount of repayment dependent upon the number of borrowers. The amount remaining to be paid in this fiscal year is \$11,769.73. This program is no longer open to new participants. **Funding:** Septic Loan Revolving Account.

**ARTICLE 5.** To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$44,300.00 to hire and pay for a Police Officer. By request of the Police Chief.

**Selectmen Recommendation::**

Approve: 3-0-0

**FinCom Recommendation:**

Approve: 6-0-0

**Rationale:** Chief Reed has identified the need for a full time midnight shift officer for purposes of safety and reducing the need to rely on surrounding towns for support in an emergency. It is important to note that this cost is associated with the remaining eight months of the current budget year and the expected expense for future budget years is anticipated to be between \$85,000 and \$90,000. Chief Reed has expressed the importance of West Newbury becoming a fully accredited police department; this will support that goal. **Funding:** Raise and Appropriate.

**ARTICLE 6.** To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$39,720.00 to purchase a Police Department utility vehicle. By request of the Police Chief.

**Selectmen Recommendation::**

Approve: 2-1-0

**FinCom Recommendation:**

Approve: 3-3-0

**Rationale:** Pro-- The supporting viewpoint on this Article is based upon three points. First, the increasing age and mileage level of the cruiser recommended for replacement is far beyond standard mileage levels for replacement. That is becoming a concern of safety for the operator. Second, both this vehicle and the next oldest are well beyond the recommended replacement trigger of 85k miles. In order to maintain a rotating replacement cycle for proper fleet management, the oldest should be replaced now, with the possibility of replacement of the next oldest being brought before spring town meeting. This would allow for the establishment of a more consistent replacement schedule of the fleet. Third, the Town has been concerned with the quantity of vehicles and whether or not there should be 3 or 4 cruisers. A recent accident involving a cruiser supports the need for a fourth. With 2 vehicles on the road, and one in repair, a fourth would need to be available to support the force.

Con-- The dissenting viewpoint on this Article concerns the timing and process of the request. While the request for a replacement cruiser is clear, we submit that a recurring line item should be added to the annual Police budget should the Chief pursue a revolving

replacement schedule. As such, the appropriate time to consider this request would be at the Annual Town Meeting in the spring, giving the Town the opportunity to review this as a line item in the context of the overall budget. **Funding:** Free Cash.

**ARTICLE 7.** To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$45,000.00 for a new Fire Department Communications Repeater. By request of the Fire Chief.

**Selectmen Recommendation::**  
**FinCom Recommendation:**

Approve: 2-1-0  
Approve: 6-0-0

**Rationale:** This Article seeks to appropriate \$45,000 from free cash in order to improve the Town's radio communications infrastructure. The Fire Department currently uses vehicle mounted and hand held radios to communicate during emergencies and over recent years has experienced a significant decrease in the quality of these communications, particularly as other municipalities have recently increased use of our frequency, crowding us out. This is a "non-repeater" radio system that is no longer the public safety standard.

As a result the Fire Department has studied how it can more effectively and constantly communicate during emergencies, and has determined a three step solution. First, apply for a new communications frequency, which has been completed. Second, seek funding to purchase and install a Fire Department repeater system at the Pipestave Hill complex, 694 Main Street (2016 Fall Town Meeting). Third, establish a communications link between the Public Safety Building and the west end of Town (2017 Annual Town Meeting). Installation of a repeater system will immediately improve communications by eliminating radio interference due to sharing on the current frequency and increase the strength of the radio transmissions. The Finance Committee unanimously supports the use of \$45,000 in Free Cash to address this urgent public safety need. **Funding:** Free Cash.

**ARTICLE 8.** To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$1,400.00 to add to the Board of Registrars Expense Line to provide an up-dated computer program for the online registration of dogs in the Town. By request of the Town Clerk.

**Selectmen Recommendation::**  
**FinCom Recommendation:**

Approve: 3-0-0  
Approve: 6-0-0

**Rationale:** This one-time \$1,400 investment will set-up and capture all the data and allow dog owners the option to register and pay the licensing fees for their pets online. The annual costs and maintenance expenses will be covered by the fee income. **Funding:** Free Cash.

**ARTICLE 9.** To see if the town will vote to transfer from Community Preservation Act funds the sum of \$66,000.00, with \$36,722.00 from CPA Historic Resources Reserve and with \$29,278.00 from CPA Unrestricted Fund Balance, to conduct an Inventory of Historical Properties, or take any other action relative thereto. By request of the Community Preservation Committee and the Historical Commission.

**Selectmen Recommendation::**  
**FinCom Recommendation:**

Approve: 2-1-0  
Approve: 6-0-0

**Rationale:** In 2006 the Town adopted the Community Preservation Act (CPA) which establishes an account to provide funding for open space recreational use, community housing, and historical preservation. The state mandates that CPA funds be allocated annually and may only be used for items related to the relevant reserve account.

**West Newbury Finance Committee  
Minutes of the meeting  
Monday, October 17, 2016**

Chairman Codair called the Finance Committee meeting to order at 7:30 p.m. in the second floor hearing room of the 1910 Building with Mr. Ellis, Ms. Grammer, and Mr. DeLena in attendance.

There being no public comment, the Committee considered its agenda.

**Joint Meeting of FinCom and the Capital Improvements Committee (CIC)**

Mr. Richard Preble is the newly elected Chair of the CIC. CIC attending members included Mr. Brad Beaudoin, Ms. Julia Boria, and Ms. Elisa Grammer (FinCom representative). The meeting focus is to review CIC goals. Additionally, to determine instances where FinCom may assist CIC in achieving their goals.

Mr. Preble explained projects considered by the CIC must be at least five years duration and cost over \$10,000.00. A change of the amount to \$20,000.00 will be under consideration at the fall Town Meeting. Mr. Preble stated the initial process begins with a litmus test of twenty-five questions. The questions are a mix of financial and priority. Each question receives a numerical value. Projects with a high litmus test outcome will move up in the priority list.

According to Mr. Preble, the CIC will place an emphasis on the Stabilization Fund this year. He noted most town buildings fall under the Stabilization. The CIC is now in the process of developing a rolling 12 month 12-year cycle. Chairman Codair and Ms. Grammer inquired if the plan included the general status, such as maturity, of vehicles and equipment. Mr. Preble stated vehicles, if replaced in under five years, are not eligible for funding from stabilization. He cited the example of police cruisers with a typical life span of three years.

Ms. Grammer noted the Stabilization Fund should include both short and long-term investments to accommodate different timeframes of needed capital outlays. Mr. Preble was questioned if the CIC had access to information regarding acquisitions and projects from the various departments. He presented a sample spreadsheet depicting costs and annual totals for Public Safety. Ongoing projects were also included.

Mr. Preble noted Finance Director Bertino's view that due to the large amount of free cash available, free cash funded articles presented at the Spring Meeting. The ongoing goal of the CIC is for the Stabilization Fund to cover 12 years of asset purchases. Eventually the CIC will be tracking projects for 15 to 20 years.

Ms. Grammer remarked the question remains if funding should come from stabilization or free cash. Mr. Preble suggested the answer is complex. For example, the Department of Public Works (DPW) budget includes line items for some buildings. The discussion continued. Funds from stabilization require a 2/3 approval at Town Meeting. On the other hand, funds from free cash

require a 50% approval. Chairman Codair stated funding of items on the CIC list should be from the Stabilization Fund. Mr. Preble agreed.

Typically, the CIC would present a stand up Stabilization Report at the Town Meeting. Mr. Preble stated the last report is outdated and an updated report will not be complete for the fall meeting. It is the hope of the CIC to publish a Stabilization Report by the end of the calendar year. However, it may not be prepared in time for the Town Report. Mr. Preble stated it is a living document including comprehensive information on every town building. Some delays may result due to the acquisition of possible grants. *Mr. Preble agreed to share the completed report, and any additional report to the Selectmen, with FinCom.* Once the reports are reviewed, FinCom plans to request a joint meeting with CIC in order for CIC to make recommendations to FinCom.

### **Future FinCom Meeting**

Monday, October 24, 2016: FinCom to meeting at 6:30 p.m. prior to the Town meeting at 7:00 p.m.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Elisa Grammer  
Secretary

**West Newbury Finance Committee**  
**Minutes of the meeting**  
**Monday, September 12, 2016**

Chairman Codair called the Finance Committee meeting to order at 7:00 p.m. in the second floor hearing room of the 1910 Building with Mr. Ellis, Ms. Grammer, Mr. Phillips, Mr. DeLena, and Mr. Winch in attendance.

There being no public comment, the Committee considered its agenda.

**Fire Chief Michael Dwyer: \$45,000.00 for purchase of a Fire Department Communications Repeater**

Chief Dwyer presented the Special Town Meeting (STM) Article request for the purchase of a Fire Department communications repeater. He stated there is an urgent need for the purchase of this communications tool, used in communications between ambulance services, police and fire departments.

The current fire department transmissions contain static and are of poor quality. Chief Dwyer provided an audio example of a recent transmission between an ambulance service and dispatch. The proposed upgrade in the fire department communications system would occur in two phases. The first phase involves the purchase and installation of the communications repeater. Phase II involves the upgrade of the current communications system and is slated for presentation in the spring.

Chief Dwyer explained the purpose of the repeater is to boost signals. The need of a repeater is necessary due to the topography of West Newbury. The hills and valleys of the town include a high point at the Page School and a low point at the Pentucket Regional School. Currently, two police repeaters are located at the Page School and at Pentucket. If approved, the repeater will be located on Pipestave Hill at the Page School complex.

An update of the entire communications system (Phase II) is in the research stage. The first decision would be choosing a fiber optic or microwave system. A combination of a switch in frequency and installation of a repeater will significantly improve fire department communications.

**Police Chief Arthur Reed: \$39,720.00 from free cash for the purchase of a 2017 Ford Interceptor Utility Vehicle for the Police Department**

Officer Johnson accompanied the chief. Chief Reed explained the vehicle would replace the oldest car in the fleet. The car currently has 125,000 miles on the odometer. Idle time also adds wear to the power train of the vehicle. Maintenance of the vehicle since the spring Town Meeting amounted to a total of \$3,400.00.

Chief Reed expressed safety concerns with officers driving the older vehicle and stated the replacement car is more maneuverable during winter. The four-car fleet allows for vehicle maintenance and cruiser down time. The chief's plan is to replace the oldest car in the fleet on an

annual basis and replacing Crown Victoria cars with SUVs. Chief Reed added the information that vehicle resale values significantly drop after 80,000 to 90,000 miles on the odometer.

When queried about not replacing the fourth vehicle and operating the fleet with three marked cars, Chief Reed stated the amount is important for fleet maintenance. Officer Johnson added the department has been operating with four marked vehicles for approximately the last ten years. Chief Reed further remarked officers use vehicles during court appearances or as transportation for training. Routine maintenance visits will also remove vehicles from the active fleet.

**Police Chief Arthur Reed: Addition of a full time Police Officer for the overnight (11pm to 7am) shift using \$44,300.00 from free cash**

Chief Reed's main concern is one of safety. Currently, a single officer covers the shift. If backup were necessary, the officer would need to rely on assistance from the surrounding towns and cities. An increase in response time would result. Motor vehicle stops and domestic situations are the most common events occurring on the third shift. The frequency of responses varies.

Chief Reed also stated the training of reserve officers is insufficient for them to work third shift alone. In order to run a shift, including vacation and time out, a shift would ideally run with three officers. However, with two full time officers in place, reserve officer can fill in with a full timer. The chief reported with the exception of Merrimac, all of the area cities and towns employ two third shift officers. Currently, Merrimac is in the process of hiring a second officer for third shift.

Chairman Codair inquired if the addition of the new officer would cut down overtime expenses. Chief Reed replied training takes place during the day and therefore a training officer's shift would need to be covered.

Chief Reed has compiled a listing of overnight police responses from 2013 to the present. *Chief Reed will forward an electronic copy to Chairman Codair.*

**Town Counsel Michael McCarron: Transfer of \$1,400.00 from Free Cash to provide an updated computer program online registration of dogs in the Town**

The current program allows usage at one computer only. Mr. McCarron, thereby, processes the applications and renewals. A cloud-based program would efficiently increase the processing of license information from any of the office computers.

The initial cost of the program is a one-time set up fee of \$1,400.00. The \$600.00 maintenance fee is currently in the budget.

**Town Counsel Michael McCarron: Amendment of the West Newbury Town Bylaws by adding a new provision to SECTION XVIII Enforcement of Town Bylaws by adding a new provision to relating to Lodging House Licenses, to wit:**

**XXXVIII. Lodging House. (Building Inspector, Health Agent, Fire Chief, and Selectmen)**

Mr. McCarron relayed this will allow the BOS to enforce regulations and impose a fine of up to \$300.00. Additionally state law designates a \$50.00 license fee.

**ARTICLE 14.** To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$5,000.00 to add to the special fund established in accordance with the provisions of MGL Chapter 44, Section 53I for a celebration of West Newbury’s Bicentennial in 2019. By request of the Board of Selectmen.

**Selectmen Recommendation::**  
**FinCom Recommendation:**

Approve: 3-0-0  
Approve: 6-0-0

***Rationale:** In 2019 West Newbury will celebrate its bicentennial. State law allows for the creation of a celebration fund up to five years prior to the event. This Article would allow funding of \$5,000, to be transferred from Free Cash. This transfer will be in addition to the original funding of \$5,000 approved at the 2015 spring meeting. The Town will form a bicentennial committee to develop and manage the celebration.*

***Funding Source:** Free Cash.*

**ARTICLE 15.** To see if the town will vote to raise and appropriate and/or transfer from the available funds, the sum of \$30,401.00 to remodel the G.A.R. Library’s Children’s Room into a dynamic early learning space. By request of the Library Director.

**Selectmen Recommendation::**  
**FinCom Recommendation:**

Approve: 3-0-0  
Approve: 6-0-0

***Rationale:** Library staff and Trustees have a plan for improving services and expanding current popular programs. In the children’s wing, programs have utilized 100% of currently available space. An innovative plan to increase useful floor space by having movable bookcases has been designed. Library staff have consulted with furniture vendors and visited neighboring libraries in this endeavor. This Article is to fund implementation.*

***Funding Source:** Free Cash.*

**ARTICLE 16.** To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$41,023.00 to purchase for a new Police vehicle and to authorize the Board of Selectmen to dispose of the old vehicle in the best interest of the Town. By request of the Chief of Police.

**Selectmen Recommendation::**  
**FinCom Recommendation:**

Approve: 2-1-0  
Approve: 1-5-0

***Rationale:** The Finance Committee disapproved by 5 to 1. There are several reasons behind the action. 1) The Town population is 4429 (2014 census); in 2007 the census figure was 4478; 2) In 2007 there were 3 marked patrol cars and an unmarked pickup truck driven by then-Chief Dennis as the Chief’s car; 3) Chief Dennis retired in 2007 and was replaced by Chief Holmes, who then lease purchased an unmarked car with a community policing grant. This resulted in having 3 marked cars and the unmarked pickup left over, in addition to the Chief’s car; 4) The consequence of the above increased the “cruiser” fleet from 3 to 4 unintentionally, when the Department ordinarily operates with maximum two-person shifts.*

*The last of the 4 car fleet has now aged out and should be retired not replaced. The Town Meeting has traditionally been willing to keep a 3 car fleet up to date with frequent replacements. We believe this is the responsible efficient way to balance needs and cost. If Town policies such as those relating to police details develop further, then the Finance Committee would revisit this matter.*

***Funding Source:** Free Cash.*

**West Newbury Finance Committee  
Minutes of the Meeting  
April 11, 2016**

Chairman Codair called the Finance Committee to order at 7:08 p.m. in the second floor hearing room of the 1910 Building with Mr. DeLena, Ms. Grammer, Mr. McGrath, Mr. Phillips, and Mr. Winch present. Mr. Bertino was also present.

There being no public comment, the Committee considered its agenda.

Chairman Codair informed the committee members Chief Reed had requested an opportunity to restate his case regarding Police replacement vehicle.

***Police Department***

***Representatives — Chief Arthur Reed and Sergeant Daniel Cena***

***Article 16 — To see if the town will vote to raise and appropriate and/or transfer the sum of \$41,023.00 to purchase a new Police vehicle and to authorize the Board of Selectmen to dispose of the old vehicle in the best interest of the town. By request of the Chief of Police.***

Chief Reed began by stating he didn't want to give FinCom the impression he was not concerned either way regarding the replacement of the older marked police vehicle. The Chief's goal, at this meeting, is to assure FinCom he believes it is important to maintain the current status quo. The Police Department, at this time, owns four marked vehicles and one unmarked car. The odometer on the older car displays 116,000 miles which is high for a police vehicle which may spend an extended period of time idling. He reported the combined mileage of all the marked police cars is approximately 110,000 miles annually. This averages out to 21,000 to 28,000 miles per vehicle. Chief Reed stated the greater the mileage leads to more required maintenance. As it now stands, if one car is in the shop, they can maintain the rotation of the fleet. The Chief stated the older vehicle is currently in for maintenance.

Chief Reed said if a car is used for detail work, the town earns \$10.00 per hour. The funds could be placed in an account to defray the cost for a new vehicle if another is retired from service. The Chief mentioned there is also a cost associated with stripping a car. Ms. Grammer asked if that was removing the special police gear. Chief Reed replied it involves removal of such items as the light bar, radio, and guns to be installed in a new vehicle. Mr. McGrath stated the cost of stripping the car did not involve a large amount of money. He further remarked the extra gear for a police car would most likely last the life time of one or two vehicles. There is continual improvements of items such as lights. The desire for safety would deem the gear be routinely updated. Mr. McGrath also noted the fourth marked car replaced a pickup truck a year ago. The pickup was not equipped with police gear.

Ms. Grammer stated she understands fleet management and wants the police to be safe and adequately equipped. Chief Reed remarked it has been proposed to retire the older vehicle. Ms. Grammer inquired if the police would be safe and able to carry out the job with three patrol cars. Chief Reed replied in the affirmative. However, he stated, if a car is out of commission, they

may not be able to commit to other things. Chief Reed stated four vehicles would be easier if there was a detail or if a SRO is hired.

Mr. McGrath suggested it has been a long standing policy, an officer on detail is not working for the town and generally would use a private vehicle. Chief Reed responded there are three reasons to use a police vehicle for detail work on a main thoroughfare. The reasons include: protection of the motoring public, safety of the officer, and safety of the work crew. Mr. McGrath inquired about Chief Reed's proposed fee. The Chief replied there would be a \$10.00 surcharge. Mr. Bertino stated a receipt reserve fund could be set up and dedicated for vehicle replacement. Mr. McGrath asked if the BOS had approved the surcharge. Chief Reed replied they had.

Chairman Codair asked Chief Reed to provide a list including the age and mileage of all of the police vehicles. *Chief Reed remarked he will forward the information in the morning.* Chairman Codair asked if there have been any issues with the older car breaking down. Chief Reed said there have not be issues.

Mr. McGrath suggested every few years, the Chief could approach the town in April to request a new car in the fall. Mr. Phillips inquired if the older Crown Victoria is not replaced, will the department continue to run it. Chief Reed answered he would consider it second line.

#### ***School Resource Officer***

Ms. Grammer expressed she is a proponent of community policing. Chief Reed stated it is important for the police to reach out and talk with the residents. Ms. Grammer stated she has viewed some videos showing a SRO to be a problem for the school. Ms. Grammer also remarked she was aware Triton employed a full-time SRO and Newburyport employs a part-time officer.

Ms. Grammer said she is unsure how the SRO is paid at Triton, another regional school. Chief Reed replied he was not familiar with Triton. However, he himself had been a SRO for ten years. The Chief further remarked in some districts the employment of a SRO has failed, but there are also many success stories. In order to reinforce his request, Chief Reed stated on today alone there were 22 bomb scares in Massachusetts schools.

Ms. Grammer inquired if there are some federal grants available. Chief Reed replied there are some but they are mostly related to technology. Ms. Grammer suggested looking into the COPS in schools (CIS) grant which is sponsored by the Federal Department of Justice. Chief Reed replied grant proposals are very time consuming to write and to maintain.

Mr. McGrath stated it is necessary to obtain School Committee approval with  $\frac{2}{3}$  of the vote. Chief Reed stated both the Superintendent and School Board are in favor. Mr. McGrath mentioned it is important to receive a vote from the School Committee.

Mr. McGrath inquired if the SRO is not available will the other towns provide a replacement officer. Chief Reed replied it would not happen because a replacement officer would alter the dynamics.

Mr. McGrath stated the town will need a funding Article with a dollar amount. Ms. Grammer suggested it is worth looking into Triton. *Chief Reed will contact Chief Riley in Newbury.* The Chief stated Pentucket offered to pay a portion of the cost of a SRO but approval will not occur before April 25<sup>th</sup>. Chief Reed plans to meet with Superintendent Mulqueen tomorrow. He will take the opportunity to request a letter of support from him.

Mr. DeLena asked why Groveland and Merrimac were not contributing. Chief Reed stated the towns will support the addition of the SRO but not with money. Both towns have less available funds. The West Newbury Police Department has more to work with.

Chairman Codair turned to Sergeant Cena to ask about his recent training. Sgt. Cena stated he had recently participated in an active shooter scenario. He said all of the surrounding towns were able to participate. Chairman Codair inquired if the entire West Newbury Police Department was able to take part. Chief Reed answered they were able to. He continued by stating it is important for police officers to be properly trained.

Chairman Codair remarked the SRO would need more training beyond shooting scenarios. Chief Reed agreed. The SRO would educate students on school safety, review and practice lockdown procedures, and address bullying of all types. The Chief expressed the importance of mentoring. He used the example of becoming a coach. The more visible an officer is, the more common place it will be to have them as part of the community.

Chairman Codair asked if the presence of the SRO would result in a reduction of drug use. Chief Reed responded for the reduction of drug use, it would be necessary to bring in drug dogs. The Chief continued stating education is a large part of solving the drug issue but it is a long process. Mr. Winch remarked he is excited about the program and he had seen it work successfully in Kingston, NH.

### ***FinCom Business***

#### ***Police Department Detail Fee***

Mr. Bertino stated the fee will need the approval of the Selectmen. *Mr. Bertino will follow up with the BOS. He also stated he will need to find out if utility companies such as Verizon, will pay the contracted rate.*

#### ***Article 16 — Police Car Purchase Discussion***

Chairman Codair expressed some concern if the Police Department went back to three cruisers and one was in the shop, they would be left with two cars. Chairman Codair stated West Newbury has funds available now. Ms. Grammer suggested since there have been some recent repairs on the older vehicle, the town could look to purchasing a new car in the fall. Regarding the purchase of a new cruiser, Mr. Bertino remarked a good argument could be made either way.

Mr. McGrath reaffirmed the opportunity to purchase a vehicle is not just an annual occurrence but rather it takes place on a biannual basis. Mr. Winch asked once approved what is the wait time to receive a vehicle. Mr. Bertino answered approximately two to three months.

Chairman Codair requested, as a favor to the Police Department, for a revote of Article 16.

*FinCom voted 1-5-0, Winch in favor.*

***FinCom Booklet***

Ms. Grammer stated the omnibus budget now reflects the budget recommended by the BOS and FinCom.

***SRO***

Mr. McGrath recommended a statement should be prepared for FinCom to weigh in on the subject of the SRO. Ms. Grammer remarked that is a good idea since the subject is high profile. Chairman Codair agreed to compose a statement. Mr. Bertino suggested it could be added to the introductory letter being touted as innovative.

***Special Town Meeting Article 15 — Vote to transfer from available funds the sum of \$20,000.00 to fund the Snow and Ice deficit. By request of the DPW Director.***

Ms. Grammer reported the amount of \$20,000.00 has been determined. Ms. Grammer inquired if it is necessary to make a snow emergency declaration. Mr. Bertino replied it was not necessary. Ms. Grammer stated a rationale had been provided but there is no vote listed from the BOS. Chairman Codair suggested Ms. Grammer report a no vote and add the statement FinCom opted to refrain from voting due to an uncertainty of the need to transfer.

***Revenue***

Mr. McGrath asked Ms. Grammer if the revenue is included in the booklet. She replied it could be found on the last chart.

***Investment Advisory Committee***

Mr. Bertino announced the committee will be meeting on May 9<sup>th</sup>. The committee's monthly report tabulates accounts and assets. However, the report is complicated with some monies not given. Mr. Bertino said the report should have been included in the annual report but it was not. Both Ms. Grammer and Chairman Codair expressed they did not want to include it in the FinCom Booklet if it was too confusing. *Mr. Winch (Investment Advisory Committee member) and Mr. Bertino will prepare a statement.* Mr. Bertino stated it was difficult to match as money is always in flux. Mr. Winch added they are dealing with two separate investment years; one January through December and the other July through June.

***Omnibus Budget***

Chairman Codair asked for a vote on the omnibus budget.

*FinCom voted in favor 6-0-0.*

Ms. Grammer requested everyone edit the booklet and examine the spreadsheet for errors or formatting issues. Chairman Codair also asked for feedback regarding the cover letter.

Mr. McGrath suggested FinCom set up a schedule to meeting with CIC and CPA after the Town Meeting and prior to the start of the meetings in the fall.

**Article 14 — To see if the town will vote to raise and appropriate and/or transfer from available funds, the sum of \$30,401.00 to remodel the G.A.R. Library's Children's Room into a dynamic early learning space. By request of the Library Director.**

Ms. Grammer remarked the remodel would be funded with Free Cash. She also noted the new furniture offers greater flexibility. Chairman Codair stated there is no pressing need but it would be nice to have. Mr. Phillips asked for the reason behind the purchase. Mr. DeLena replied in order to support programs for the children and teens. There is also a need for space to accommodate the "tween" population.

*FinCom voted in favor of the expenditure, 6-0-0.*

Mr. McGrath agreed to author the rationale for Article 14.

**Article 15 — To see if the town will vote to raise and appropriate and/or transfer the sum of \$41,023.00 to purchase a new Police vehicle and to authorize the Board of Selectmen to dispose of the old vehicle in the best interest of the town. By request of the Chief of Police.**

Chairman Codair began the discussion by stating there is some reluctance to decrease the current police vehicle fleet. Ms. Grammer recapped Chief Reed's thoughts regarding the replacement of the vehicle. Chief Reed commented, owning four marked vehicles, allows the Police Department to maintain the vehicle pool. Currently, in addition to the Chief's car, there are four cruisers-two sedans and two SUVs.

Mr. McGrath provided some history. There are now four cruisers. However, prior to 2007, the count was three marked cars. The fourth vehicle was added in 2007. Chairman Codair asked if the purchase presented to the townspeople who approved the purchase. Mr. McGrath replied the Town did not approve the vehicle. The former Chief leased the vehicle and thereby the acquisition was not put up for approval. The Selectmen agreed to the lease of the car. Mr. McGrath continued by stating the size of the Police Department has not increased during this time period. Each shift is covered by one and sometimes two officers. Now there are four marked cars in addition to the vehicle used by the Chief. Both Ms. Grammer and Mr. DeLena stated the obvious scenario would be to replace the older 2008 vehicle. Mr. DeLena proposed retiring the older car and not replacing it. Mr. McGrath suggested FinCom explain to the Town the fifth vehicle was a relatively new addition to the fleet. Mr. Bertino stated if a replacement was not approved, the Department most likely would continue to run the fifth car.

Ms. Grammer commented at any given time, only two of the four marked cars are out. However, in the long run, is it more cost effective to purchase a new vehicle for insurance and maintenance purposes? Ms. Grammer also noted that Chief Reed indicated that if a School Resource Officer were hired, that would not necessarily require another Police car. Mr. Bertino followed up with Ms. Grammer regarding maintenance. He stated the garage in town maintains vehicles at a minimum cost.

Mr. McGrath remarked the old vehicle should be retired. He used the example of patrolling on Route 95. Mr. McGrath stressed the importance of police cars being provided with high quality, new equipment. Chairman Codair inquired if the older vehicle was often out of commission. Mr. Bertino state he did not believe so. Mr. Winch asked if the car would be replaced by another Crown Victoria or is the choice now a small SUV. Mr. McGrath stated the Crown Victoria cars are no longer manufactured. He also mentioned the Police Ford Explorer had been purchased to

replace a pickup truck. Ms. Grammer reaffirmed Chief Reed's desire to keep the current status quo. Mr. Phillips inquired if it were a capital expense. Ms. Grammer replied it was not viewed as capital. Mr. Phillips followed up by asking if there should be a policy to replace a vehicle every year. Mr. McGrath stated it would be good management to discard all older vehicles and if they are to be replaced, an SUV is the recommended vehicle.

Mr. Winch questioned why the car was listed as a line item and now considered an Article. Mr. Bertino stated the vehicle was at first a line item, removed, and then presented as an Article. *FinCom voted to disapprove the expenditure 1-5-0, Winch approving.* Mr. McGrath agreed to author the rationale.

Chairman Codair suggested the Police Department runs four vehicles. If one car is out of commission, they would be able to function with three. She continued by stating the Police could request a new vehicle during the next budget round in the fall. Ms. Grammer suggested Mr. McGrath add in the rationale three vehicles would be sufficient.

***Article 16 — To see if the town will vote to re-authorize the Summer Recreation Revolving Fund for the Park and Recreation Commission as described in Chapter 44, Section 53E½ of the Massachusetts General Laws, for FY17. This revolving fund would be to accept receipts from fees charged to participants of the Summer Recreation Program. The receipts would be expended, not to exceed \$42,000.00 in FY17 by the Park and Recreation Commission for the payment of program-related wages, expenses and filed trips of the 2017 Summer Recreation Program or to take any other action relative thereto. By request of the Park and Recreation Commissioners.***

Ms. Grammer stated the amount had increased. Mr. Bertino remarked the amount taken in every years needs to be spent. Mr. Winch inquired if the Program was self-funding. Mr. Bertino replied in the affirmative. If they take in more, they will spend more. *FinCom voted in favor of the re-authorization, 6-0-0.*

***Article 17 — To see if the town will vote for the re-authorize a Revolving Fund for FY2017 for the Cable Advisory Committee as described in Chapter 44, Sections 53½ and 53¾ of the Massachusetts General Laws. This revolving fund would be to accept funds received in connection with a franchise agreement between a cable operator and a municipality commonly referred to as PEG (Public Education and Government). The receipts would be expended, not to exceed \$56,000.00 in FY2017 by the Cable Advisory Committee for the payment of program-related wages, expenses, and equipment or such other purposes as permitted by the statute, or to take any other action relative thereto. By request of the Cable Advisory Committee.***

Mr. Bertino stated it is necessary to re-authorize revolving funds annually. Mr. Kemper is on the Committee. *FinCom voted in favor of the re-authorization, 6-0-0.* Mr. Phillips agreed to author the rationale for Articles 16 and 17.

Ms. Grammer reiterated West Newbury has 2 patrol officers on both the day and evening shifts but only 1 officer on the Midnight shift. Mr. Phillips asked about the possibility of backup support for the Midnight from Newburyport or Groveland. Chief Reed responded they each have to deal with their own issues and therefore cannot always be counted on.

Ms. Grammer requested a run through of the activities of the Midnight shift. Chief Reed responded the first few hours of the shift involve monitoring pass through travel in the town. This period is followed by a lull allowing the officer to complete security check lists. The traffic pattern picks up again between 4:30 and 5:00 a.m.

### **Request for New Cruiser**

Mr. McGrath noted in the FY17 requested budget, there was an Article for a Vehicle Request. The chief stated the oldest vehicle has 112,000 miles on the odometer. As a police vehicle, it most likely has idled for a period of 4,100 hours which impacts the Power Tran. Ms. Grammer inquired if the replacement car would be the same type of vehicle as the SUV recently purchased. Chief Reed responded it would be the same.

Chairman Codair stated the expense line increased \$2,000.00 from last year. Mr. Bertino responded the increase was an inflationary cost for maintenance of equipment such as computers.

Mr. McGrath presented an account of the Police vehicles. Prior to 2006, the Police Department maintained 4 cars. Currently there are 5 vehicles:

- Ford Explorer  
An unmarked vehicle purchased for the chief before last.
- 2—Ford Taurus  
Marked
- 2—Ford Crown Victoria  
Marked

If one vehicle was sidelined, the Police would be maintaining a fleet the same size as it had prior to 2006. Chief Reed replied a new vehicle would maintain the status quo. He also stated the alternative would be an increase in the vehicle maintenance costs. When asked if there were other reasons to have an additional vehicle, Chief Reed confirmed that the reason is fleet management.

Chief Reed remarked in his past experience (in N.H.) officers on detail duty would use the police cars. The Utility Company needing the service would pay a fee which would be deposited into a revolving account dedicated to the purchase of new vehicles. Selectman Anderson asked if it were possible, where the fee money would be placed. Mr. Bertino was not aware of the legality of collecting fees in Massachusetts and expressed concern about a possible backlash. Mr. McGrath stated in most municipalities, the officer would use their personal vehicles. Chief Reed followed up with the comment cruisers are more visible and therefore safer.

Ms. Grammer asked if at any given time not all of the cars are on the road, in light of the fact that only two officers are usually on a given shift. Chief Reed replied in the affirmative. He believes the amount of vehicles now in use by the Police is working and allows for a rotation of vehicles.

Chairman Codair asked the approximate value of the older vehicle. Chief Reed remarked the car was most likely valued \$1,000.00 to \$1,200.00.

Mr. Phillips summarized the Police Department vehicle inventory:

- 2—Ford Taurus
- 1—SUV Ford Explorer
- 2—old LTD (Crown Victoria)

Ms. Grammer questioned if West Newbury did hire a School Resource Officer, would a car be dedicated to the officer. Chief Reed stated if a car were available, they could use it. He added he was not looking to add to the fleet for the additional officer.

### ***Public Safety Dispatch***

#### ***Representative – Chief Arthur Reed***

Chairman Codair noted a raise in salaries by approximately \$30,000.00. Mr. Bertino stated the contract has been settled. There are currently three full-time dispatchers. The Department is actively recruiting for a fourth member whose salary is included. Chief Reed stated the West Newbury Police are accredited by the state but the Dispatch Center is not. The position to be filled is that of a lead dispatcher who would assist the Department in obtaining accreditation.

Chairman Codair questioned if the Department was adding a fourth person, why raise the overtime budget. Mr. Bertino remarked the West Newbury dispatcher's salary levels are low compared to the surrounding towns. Once a fourth person is hired, we should see a reduction in overtime.

Ms. Grammer inquired if there were a similar situation with the part-time dispatchers as there was with the Police Reserve Officers. Chief Reed commented overall it is difficult to find dispatchers. Originally the position was clerical and now it is considered professional requiring medical 911 training.

Chairman Codair stated there is little change in expenses for the department. Chief Reed was thanked for his time.

### ***Board of Fire Engineers***

#### ***Representative – Chief Michael Dwyer***

Chief Dwyer reported no basic changes. Mr. Bertino mentioned the increase in expenses is driven by COLA. Chief Dwyer stated the \$1,000.00 increase in licensing fees is the cost, set-up, and maintenance of an electronic medical call system. There is an annual fee associated with the system. Chairman Codair stated next year the amount should decrease because there will be no set-up fee. Chief Dwyer agreed.

Mr. McGrath mentioned previously the Miscellaneous Fire Department wages included stipends and extra duty fire inspections. Currently, personnel are paid by the hour.

Mr. McGrath asked Chief Dwyer about fees collected for fire code and tank removal inspections. The Chief replied they collect \$25.00 per permit. Mr. McGrath asked if the fee balanced the cost of service. *He asked if Chief Dwyer would reach out to the local Chief's Association to inquire the level of their fees.*



## **West Newbury Police Department**

### **Proposed Fleet Replacement Schedule 2018 - 2024**

updated 12/2017

**Mission Statement:** To establish efficient and effective delivery of police services to the public by providing officers with safe and reliable vehicles.

**Objective:** To control the cost of operating and maintaining a fleet of vehicles and equipment through a thought out plan.

**Fleet size:** The West Newbury Police Department currently has four front line marked units (Ford) and one unmarked Chiefs vehicle (Ford). The four front line vehicles consist of one sedan and three SUV's. All of the front line police vehicles have similar equipment installed in each of them. The unmarked vehicle has only the basic equipment installed. ( See appendix A)

**Background:** Over the course of the last two decades the Town has purchased its police vehicles by two different methods. The department had to either include the vehicle purchase in its annual budget or it was voted on by a warrant article during the spring or fall Town meeting. The unofficial thought process was, if it fails at one you will get it at the other.

The purpose of this document is to have a vehicle replacement plan in place going forward for the next six years. By adopting such a plan it will assist the department and Town in standardizing its capital expenditures and to decrease fluctuations in purchasing which will help long term maintenance. The document should be viewed as a living document and will be updated annually to reflect changes in the Town's organizational climate.

**Fleet acquisition:** The goal of the department is to obtain the vehicle at the lowest possible price at the highest possible quality. Currently the department purchases its vehicles and equipment through a state and county bid process.

**Maintenance:** The goal of the department is to keep its fleet in sound working order, keep it's officers safe and to maximize its investment. Routine preventative maintenance intervals are conducted and based on local driving conditions and manufacturer's recommendations. Maintenance cost can play a significant role in the total cost of the vehicle if not done or if the vehicle is kept beyond its life cycle. The department keeps its own records of maintenance to each of it's vehicles so it can be monitored and adjusted.

Because of the size of the Town, our maintenance of the police fleet is conducted by outside vendors. We monitor the cost to each vehicle and use the vendor which provides the best service at the lowest cost. All warranty work is provided through a Ford dealership or a vendor certified by Ford. ( See appendix C for fleet maintenance schedule)

**Replacement:** With managing our fleet, it is vital to monitor the vehicles and to know when it's time to replace them. Replacing a vehicle too soon or too late wastes time and money. It is

important to monitor the current market value of the vehicle being replaced. Waiting too long will decrease the value of the trade in.

The replacement policy should be based on the following criteria:

1. Economic life expectancy of the vehicle (3-4 years)
2. Odometer and idle miles (for each hour of idle time, it equals an additional 33 extra miles on the power train) (see appendix D)
3. Maintenance and operating cost history (past and future)
4. Utilization of the vehicle
5. Down time (maintenance / accidents)
6. Salvage/resale value
7. Safety of vehicle
8. Need
9. Appearance
10. Available funds ( purchase outright or lease)

The above criteria shown should be reviewed when replacement time gets closer for each of the vehicles. When determining to replace a vehicle all criteria needs should be looked at in order to make good financial decisions.

By instituting a replacement plan for purchasing police vehicles it will allow the department to replace its front line vehicle every 3-4 years. To help offset the capital cost of purchasing a vehicle the police department over the last year has been collecting a standard fee each time the vehicle is used on a special road detail. The money is supposed to be set aside in a fund for the purchase of police vehicles. (Appendix B)

**Disposal of vehicles:** Vehicles should be disposed of by means of either trading the vehicle in on the new purchase or auction the vehicle off and then using the money to offset the purchase of the new fleet vehicle. **If the monies collected from an auction is used to offset the purchase price of new police vehicle(s) it would allow the Town to raise less in taxes.**

To follow the adopted plan, the police department is currently asking the Town to replace its two oldest vehicles. The oldest, 2008 Ford unmarked Chiefs unit (300). December 2017 odometer mileage is 85,305 with 510 idling miles which equals a total of 102,135 miles on the

power train. The second vehicle to be replaced is a 20<sup>15</sup> Ford with <sup>181,000</sup>~~96,785~~ odometer miles and <sup>4,196</sup> idle hours which equals a total of 240,693 miles on the power train. To date the department has spent \$6,000. on unit 300 and \$6,288.00 on unit on maintenance. If approved at Town meeting the vehicles would not be delivered until fall which will add additional miles to both units.

Each marked unit usually is replaced every 3.5 years. The chief's unit is replaced on average every 10 years.

**Vehicle Purchasing:** When ordering a police vehicle it can take upwards of three months to receive the unit depending on stock availability at the dealership. Depending on the time of year the vehicle may have to be ordered from the vehicle manufacture.

Once the vehicle is received it is transferred to a vendor for up fitting of the standard electronics which are used in police vehicles.

**Vehicle Rotation:** Starting in 2017, the Sergeants will use the new vehicle for the first two years which will keep the miles low. Thereafter, the vehicle will be moved to the patrol officers to use. By using this method of rotation it is believed it will extend the life of the patrol fleet.

West Newbury Police Department Fleet

UNIT #	YEAR	MAKE	STYLE	MILES	IDLE HOURS	AVG MILES PER YEAR
CHIEFS 300	2008	FORD	CROWN VIC	*85305	510	**12,000
PATROL /Reserve 301	2014	FORD	SEDAN	*96785	4196	**24831
Sgt. 302	2017	FORD	SUV	*3916	78	**12,000
PATROL 303	2017	FORD	SUV	*25350	894	**25,000
PATROL 304	2016	FORD	SUV	*35299.5	826	**18649

\* FIGURES AS OF December 2017

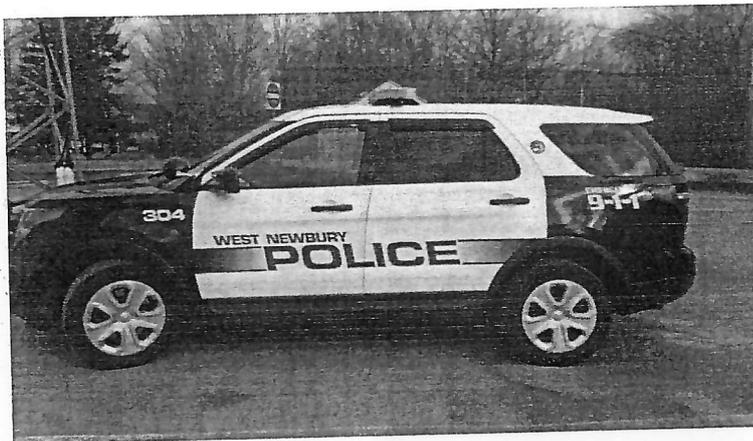
\*\* Miles per year do not reflect idle hours. Each hour must be multiplied by 33

Appendix A

REPLACEMENT @ 85,000 - 90,000 Miles

Unit	Year	Current Mileage	Current Avg Miles per year	Projected Replacement Mileage	Projected Second replacement Mileage	2017	2018	2019	2020	2021	2022	2023
Chief 300	2008	85,305	12,000	97,350	95,000			X				
Patrol 1	2014	96,785	24,831	130,324	93,000			X				X
Sgt. 2	2017	3,916	12,000	90,000	93,000		X				X	
Patrol 3	2017	25,350	25,350	99,000	93,000	X				X		
Patrol 4	2016	35,300	17,650	93,000	92,000				X			X

Starting in (June)2017, the Sergeants will use the new vehicle for the first two years which will keep the miles low. Thereafter, the vehicle will be moved to the patrol officers to use. By using this method of rotation it is believed it will extend the life of the patrol fleet.



Appendix B

### Maintenance Schedules

2013 Ford Taurus	
Driving Condition:	Extensive idling and/or driving at low speeds

Recommended maintenance for your vehicle

This vehicle is equipped with Intelligent Oil Life Monitor (IOLM). Based on driving condition, the IOLM will display a message when your vehicle needs an oil change. Every time the display reads 'Oil Change Required', the following maintenance is recommended.



EVERY  
IOLM OIL  
CHANGE

Change engine oil and replace oil filter when indicated on vehicle message center or every 12 months, whichever occurs first

MEMO: Gas engine; Up to 6.0 quarts of oil (IOLM)

Rotate and inspect tires; check wheel end play and turning noise

Inspect complete exhaust system and heat shields

Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints

Inspect cabin air filter

Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system

Inspect cooling system and hoses

Perform multi-point inspection

Mileage	20K	30K	40K	60K	80K	90K	100K	120K	140K	150K
Replace cabin air filter, if equipped	X		X	X	X		X	X	X	
Change orange coolant							X			X
Replace accessory drive belts (if not replaced within last 100,000 miles)										X
Replace climate controlled seat filters, if equipped		X		X		X		X		X
Replace engine air filter		X		X		X		X		X
Replace Platinum spark plugs (6 cyl. Platinum)				X				X		
Change automatic transmission fluid		X		X		X		X		X
Inspect accessory drive belt(s)							X	X	X	

Following the recommended Maintenance Schedule is the best way to keep your vehicles running right - It provides exactly what your vehicle needs, when it needs it. Visit Genuine Ford and Lincoln Mercury Parts & Service website for additional vehicle maintenance information.

New Search    Print

---

**ENGINE IDLE HOUR METER (IF EQUIPPED):**

Your vehicle may be equipped with an idle meter to indicate how much time the vehicle is idling in P (Park) or N (Neutral). The meter is incorporated with the vehicle odometer. Depressing the odometer-reset button once will display the trip odometer (miles [km] followed by a "T" for trip odometer); depressing the odometer-reset button a second time will display the idle meter (hours followed by an "H" for hours). The idle meter only accumulates time when the vehicle is in P (Park) or N (Neutral). Displayed time is cumulative for the vehicle. **It cannot be reset to zero.** Police/Fleet vehicles often experience long periods of idling, during which engine oil will continue to break down but distance is not accumulated on the odometer.

To assist fleet managers in maintaining proper oil change intervals, the idle meter will help determine when an oil change is required. For every hour that the vehicle idles, it has accumulated the equivalent of approximately **33 miles (53 km)** of driving. Using the combination of the vehicle odometer and idle meter allows the fleet manager to better determine when the oil needs to be changed.

**Engine idle hour meter calculation :**

Idle hours x 33 = miles (km) equivalency

Miles (km) driven + miles (km) equivalency = oil change interval

Great Newbury Police Department

Proposed Fleet Replacement Schedule

2018 - 2024

Appendix D

**Angus Jennings**

---

**From:** Chris Wile  
**Sent:** Thursday, February 22, 2024 12:29 PM  
**To:** Angus Jennings  
**Cc:** Wendy Reed  
**Subject:** ARPA thoughts  
**Attachments:** ARPA funds info.docx

Hi Angus-

I have done a bit of digging into the ARPA funds for the water main project and have attached a summary of what I have found. I have cc'd Wendy so that you can both determine if this is of any help for our meeting on Monday.

Thanks

Chris

At recent Select Board meetings there has been discussion pertaining to the ARPA funding of \$625,000 that was voted by the Select Board on March 13, 2023 to purchase piping and associated materials for the Church and Prospect Street water main project. The question of pulling back ARPA funds based on the bidding process and the drastically reduced project cost merits discussion and the following is an attempt to bring together the facts of this issue.

The following documents have been reviewed and are beneficial to adding clarity to this discussion.

-Town of West Newbury ARPA request form dated 3/3/23. Found in the Select Board meeting packet of March 13, 2023. Page 62 Of 157

-Town of West Newbury, Select Board meeting minutes. Item G- "Request for allocation of ARPA funds for Church/Prospect water main replacement"

-Video of the Select Board meeting of March 13, 2023 (available on the Town website). Discussion time frame from 1:22:30 to 1:51:30.

-Tata & Howard email of January 5, 2024, found in Select Board packet of January 8, 2024, page 37. This provides a breakdown of the estimated cost versus the update costs for the Church Street and Prospect Street water main project.

The original request from the Water Department was to have been a request of Town Meeting to approve \$625,000 from free cash or stabilization to purchase the water main materials for this project. The urgency was based on excessive lead time issues of securing materials potentially delaying the project. An article request was presented to the Select Board for consideration at the spring 2023 Town Meeting. At the March 13, 2023 Select Board meeting the Water Department revised this request for funding and presented a request for ARPA funds. Per the request form- "The BOWC would like to receive approval to use ARPA funds to purchase the water main this year." A sum of \$625,000 was requested for this purchase.

The West Newbury Select Board discussed this request as can be viewed in the noted video. Rick Parker made a motion to provide for \$625,000 of ARPA funds for pipe and fittings, components and storage of the materials for the Church Street and Prospect Street project. The motion was seconded and discussion followed. It was ultimately decided to amend the motion to include wording that documentation would be required and a MOU needed to confirm that procurement and contracting requirements would be met to comply with ARPA requirements.

The materials were not purchased separately as had been planned, but were incorporated into the overall project bid proposal. Bids were received that were significantly less than had been anticipated.

Per the Tata & Howard breakdown the estimated cost of the "Construction" was \$2,595,000 vs. low bid of \$1,821,191. Also noted is the "Construction Total" estimated at \$3,325,000 versus \$2,120,751.

Whereas the funding of \$625,000 of ARPA funds was not used to purchase materials in advance to secure a construction schedule, as was stated in the original request for the funds, the question has been discussed as to how much of the ARPA funding should remain within the Water Departments control.

There are a number of options that could be considered.

1) The Select Board could choose to let the ARPA funding remain with the Water Department.

2) The Select Board could decide that as the ARPA funds were not needed as originally requested that the total of \$625,000 be returned to the ARPA account.

3) The Select Board could decide that a pro-rated amount be returned to the ARPA account based on the reduced project cost. Two calculations would provide slightly different allotments of the funds. The first “Construction” is based on the bid price for the project excluding engineering and contingency. The second, “Construction Total” includes the engineering and contingency costs.

ITEM	ESTIMATED	BID
“CONSTRUCTION”	\$2,595,000	\$1,821,191
ARPA dollars at 24.08%	\$625,000	\$438,630
Delta (return to ARPA)		<b>\$186,370</b>

ITEM	ESTIMATED	BID
“CONSTRUCTION TOTAL”	\$3,325,000	\$2,120,751
ARPA dollars at 18.796%	\$625,000	\$398,637
Delta (return to ARPA)		<b>\$226,363</b>

Another item to consider is if there is any provision or ability to address this issue at this time in the process.



## ARPA MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING** (“MOU”) is made as of this 19 day of October, 2023, by and between the West Newbury Board of Water Commissioners, an elected public body with an address 381 Main Street, West Newbury, Massachusetts 01985 (hereinafter referred to as the “Recipient”), and the Town of West Newbury (the “Town”), with an address of 381 Main Street, West Newbury, Massachusetts 01985, acting through its Select Board (collectively, the “Parties”).

### RECITALS

**WHEREAS**, the American Rescue Plan Act (“ARPA”) provides for the use of funds to make necessary investments in water, sewer, or broadband infrastructure as noted in the Department of the Treasury’s Final Rule, 31 CFR Part 35 RIN 1505-AC77; and

**WHEREAS** on March 13, 2023, the Town of West Newbury Select Board approved the use of a portion of the Town’s ARPA funds to purchase water mains for the Church and Prospect Street Water Main Replacement (the “Project”); and

**WHEREAS** the purpose of this project is to replace aging and deteriorating water mains on Church and Prospect Streets; and

**WHEREAS**, the Recipient submitted an application for ARPA funding to support the Project to replace water mains located at Church Street and Prospect Street, West Newbury, MA; and

**WHEREAS**, the Town has reviewed the Recipient’s application and has determined that the proposed project is consistent with the terms of ARPA and the Project, and has elected to authorize funding for a portion of the Project on condition that such funding be used exclusively for the purposes described below, and in a manner consistent with the terms and conditions contained herein.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. **The Project.** The Recipient agrees that all funds provided for herein shall be used exclusively for the work described in EXHIBIT A (the “Project”).
2. **Award.** Subject to the terms of this MOU, the Town agrees to allocate \$625,000 from the Town’s ARPA funds towards the Project. The Town Accountant shall disperse such funds pursuant to the terms of any contracts executed in accordance with Paragraph 5 herein.
3. **Additional Funding.** The Parties recognize that Town Meeting, through its approval of Article 7 of the Annual Town Meeting on April 24, 2023, has appropriated \$2,700,000 for



## ARPA MEMORANDUM OF UNDERSTANDING

this Project. As of this MOU, Project costs are estimated at a total of \$3,325,000. Thus, including the ARPA funds allocated as specified herein, there are sufficient funds for the Project. To the extent that Project costs exceed the estimated amount, the Parties shall work together to secure additional funding for such work.

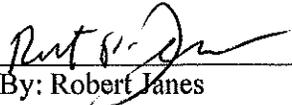
4. Contracts. The Parties recognize that (a) the Town Manager has contracting authority for the portion of the Project to be funded in whole or in part by the authorized ARPA funds, as specified in EXHIBIT A; and (b) all contracts and contracts amendments related to the portion of the Project to be funded in whole or in part by the ARPA funds shall be executed by the Town Manager, and shall include a signature block for the Recipient documenting their receipt of any and all related executed contracts and contract amendments. Where the Recipient believes that a contract or contract amendment is necessary to fulfill or complete the portion of the Project to be funded in whole or in part by the ARPA funds, the Recipient shall discuss the matter with the Town Manager and a designee of the Select Board, providing supporting documentation where necessary.
5. Contract Management. Once under contract, the Water Superintendent shall serve as Project Manager for work to be funded in whole or in part by ARPA funds; and shall maintain regular communication with the Town Manager on an ongoing basis, including written updates as needed, through the duration of the Project.
6. Right to Audit. The Recipient agrees to track and maintain records of all Project related documents, including communications, receipts and invoices. The Town Manager shall have the right to inspect Project related documents and engage in an active review process of all Project related documents.
7. Term. This MOU shall remain in effect until the Recipient has completed the portion of the Project to be funded in whole or in part by the ARPA funds, and the Town has disbursed final payment of the grant awards.



## ARPA MEMORANDUM OF UNDERSTANDING

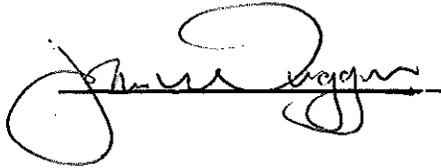
IN WITNESS HEREOF, the parties hereto have caused this MOU to be duly executed this  
19<sup>th</sup> day of October, 2023.

### Board of Water Commissioners

  
By: Robert Janes

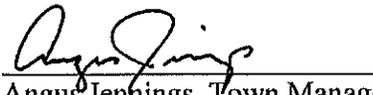
Its: Chairperson

Duly authorized: By 3 vote of Board of Water Commissioners on October 19, 2023





### Town of West Newbury

  
Angus Jennings, Town Manager

Duly authorized: By 3-0 vote of Select Board on October 16, 2023

**ARPA MEMORANDUM OF UNDERSTANDING  
EXHIBIT A**

**EXHIBIT A:**

Authorized expenses for the portion of the Project to be funded in whole or in part by ARPA funds

<u>Authorized Expense Category</u>	<u>Maximum Authorized Amount for Expense Category</u>
A. Pipe, couplings, fittings, and related parts and materials, substantially as itemized in Bid ID: 5599806 from E.J. Prescott, Inc., to the West Newbury Water Department dated 2/13/23, or as may be revised as the project proceeds through the bidding and contract award process.	\$625,000.00
B. Engineering services necessary for the procurement of the parts and materials in Category A.	\$9,000.00
<b>TOTAL AUTHORIZED ARPA ALLOCATION</b>	<b>Not to Exceed \$625,000.00</b>

**Town of West Newbury, Massachusetts**  
 \$1,504,751 General Water Bonds; Dated May 15, 2024  
 Church/Prospect Water Main - 20yrs - Level Debt Service  
 Interest Estimated, Subject to Change

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
06/30/2024	-	-	-	-
06/30/2025	54,751.00	4.250%	63,951.92	118,702.92
06/30/2026	50,000.00	4.250%	61,625.00	111,625.00
06/30/2027	55,000.00	4.250%	59,500.00	114,500.00
06/30/2028	55,000.00	4.250%	57,162.50	112,162.50
06/30/2029	60,000.00	4.250%	54,825.00	114,825.00
06/30/2030	60,000.00	4.250%	52,275.00	112,275.00
06/30/2031	65,000.00	4.250%	49,725.00	114,725.00
06/30/2032	65,000.00	4.250%	46,962.50	111,962.50
06/30/2033	70,000.00	4.250%	44,200.00	114,200.00
06/30/2034	70,000.00	4.250%	41,225.00	111,225.00
06/30/2035	75,000.00	4.250%	38,250.00	113,250.00
06/30/2036	75,000.00	4.250%	35,062.50	110,062.50
06/30/2037	80,000.00	4.250%	31,875.00	111,875.00
06/30/2038	85,000.00	4.250%	28,475.00	113,475.00
06/30/2039	85,000.00	4.250%	24,862.50	109,862.50
06/30/2040	90,000.00	4.250%	21,250.00	111,250.00
06/30/2041	95,000.00	4.250%	17,425.00	112,425.00
06/30/2042	100,000.00	4.250%	13,387.50	113,387.50
06/30/2043	105,000.00	4.250%	9,137.50	114,137.50
06/30/2044	110,000.00	4.250%	4,675.00	114,675.00
<b>Total</b>	<b>\$1,504,751.00</b>	<b>-</b>	<b>\$755,851.92</b>	<b>\$2,260,602.92</b>

**Yield Statistics**

Bond Year Dollars.....	\$17,784.75
Average Life.....	11.819 Years
Average Coupon.....	4.250000%
Net Interest Cost (NIC).....	4.250000%
True Interest Cost (TIC).....	4.250000%
Bond Yield for Arbitrage Purposes.....	4.250000%
All Inclusive Cost (AIC).....	4.250000%

**IRS Form 8038**

Net Interest Cost.....	4.250000%
Weighted Average Maturity.....	11.819 Years

## Angus Jennings

---

**From:** Timothy D. Zessin [REDACTED]  
**Sent:** Friday, October 15, 2021 3:10 PM  
**To:** Town Manager  
**Cc:** Town Accountant; Finance Admin  
**Subject:** RE: ARPA

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Angus:

Sorry for the delay in getting back to you on this question. My understanding is that the ARPA funds are received by the Town as a grant. Acceptance and expenditure of grant funds is governed by the provisions of G.L. c. 44, §53A which states, in pertinent part, as follows:

“An officer or department of any ... town ... may accept grants or gifts of funds from the federal government and from a charitable foundation, a private corporation, or an individual, or from the commonwealth, a county or municipality or an agency thereof, and in the case of any grant or gift given for educational purposes may expend said funds for the purposes of such grant or gift with the approval of the school committee, and in the case of any other grant or gift may expend such funds for the purposes of such grant or gift ... in towns with the approval of the board of selectmen.”

In reviewing the Town Manager Act and the Town’s bylaws, there does not appear to be any provisions that supersede this statute or provide more specific guidance.

It is my understanding that ARPA funds are being provided by the federal government to the Town, through the Board of Selectmen as the Town’s executive body. The Board may therefore accept the grant funds and those funds may be expended with the approval of the Board of Selectmen. Therefore, in my opinion, the Board of Selectmen has sole oversight over the expenditure of the ARPA grant funds, provided that such expenditure is consistent with the purposes of the grant.

Feel free to contact me with any further questions regarding this matter.

Regards,  
Tim

Timothy D. Zessin, Esq.

KP | LAW  
101 Arch Street

12th Floor  
Boston, MA 02110  
Phone: 617 654-1730  
Fax: 617 654-1735  
E-mail: [t\[REDACTED\]](mailto:t[REDACTED])

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and its attachments, if any, and destroy any hard copies you may have created and notify me immediately.

---

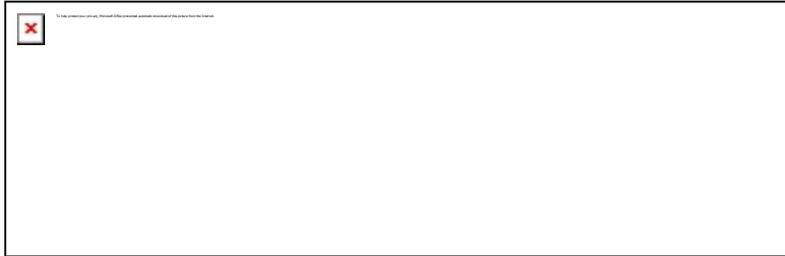
**From:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Sent:** Friday, October 1, 2021 3:07 PM  
**To:** Timothy D. Zessin [REDACTED]  
**Cc:** Town Accountant <[townaccountant@wnewbury.org](mailto:townaccountant@wnewbury.org)>; Finance Admin <[finance.admin@wnewbury.org](mailto:finance.admin@wnewbury.org)>  
**Subject:** ARPA

Tim – one other legal question to add to the list (but no response needed/expected before your vacation) is to clarify which entity(ies) in West Newbury has/have authority to allocate our ARPA funds. Stephanie, Jenny and I have all been participating in various trainings, webinars etc., and understand that this question varies from one municipality to another, based on Town Charter/form of govt. It will be important, later this fall, to clarify this so we can set out a process for community decision-making re how best to allocate this resource. 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](mailto:townmanager@wnewbury.org)

---

**From:** DLS Alerts <[dls\\_alerts@dor.state.ma.us](mailto:dls_alerts@dor.state.ma.us)>  
**Sent:** Friday, October 1, 2021 1:56 PM  
**To:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Subject:** DLS Alert: US Treasury State and Local Fiscal Recovery Funds: Updated Timeline for NEU Reporting



## US Treasury State and Local Fiscal Recovery Funds: Updated Timeline for NEU Reporting

Executive Office for Administration and Finance's (A&F) Federal Funds Office (FFO)

We've received the below message from the US Department of the Treasury regarding an extension of the deadline for the first Project and Expenditure Report. Of note, **the first report for NEUs that was originally due on October 31, 2022 is now due on April 30, 2022**.

Dear SLFRF Recipient:

Thank you for your partnership in the Department of the Treasury's State and Local Fiscal Recovery Funds (SLFRF) program. We appreciate the significant efforts you have made to meet the goals and objectives of the program and provide the Interim Report and the Recovery Plans that were recently due.

As a result of the feedback and comments gathered from recipients during that process, Treasury is revising the deadline for the submission of the first **Project and Expenditure Report** as follows:

- For non-entitlement units of government (NEUs) the report will now be due on **April 30, 2022** and will cover the period between award date and March 31, 2022. This is a change from the previously communicated October 31, 2021 due date for the NEU Project and Expenditure Report.

As an NEU you should continue working with your state or territory to take action on your allocated distribution and provide the necessary contact information to set up your account in Treasury's Portal. In the event you decide to decline and request the transfer of funds, you will need to submit the Treasury form provided by your state or territory.

Further instructions will be provided at a later date, including updates to existing guidance as well as a

user guide to assist recipients to gather and submit the information through Treasury's Portal. Please visit Treasury's website at [www.Treasury.gov/SLFRPReporting](http://www.Treasury.gov/SLFRPReporting) for the latest information.

Treasury looks forward to working with you to ensure the continued success of the program.

If you have questions or need additional information, please send an email via [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

**Office of Recovery Programs**  
**U.S. Department of the Treasury**

*You are receiving this message through the [Massachusetts Department of Revenue's Division of Local Services](#) DLS Alerts system. These periodic notices include our City & Town e-newsletter, IGRs, Bulletins, Cherry Sheets and other municipal finance-related information. To unsubscribe to DLS Alerts and the City & Town e-newsletter, please email [dls\\_alerts@dor.state.ma.us](mailto:dls_alerts@dor.state.ma.us).*

---

This email was sent to [townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Massachusetts Department of Revenue - Division of Local Services · 100 Cambridge Street · Boston, MA 02114 · USA

**Executive Assistant**

---

**From:** Angus Jennings  
**Sent:** Wednesday, February 7, 2024 1:13 PM  
**To:** Wayne Amaral  
**Cc:** Jon-Eric White; Sean Reardon; Andrew Levine; Executive Assistant  
**Subject:** FW: Invitation to Submit Requests for FY 2025 Community Project Funding (CPF)  
**Attachments:** --Ca Response to Email to State re Fed funding for Bridge 1-23-24.pdf

Wayne, thanks for calling, I'll call you back shortly. Below FYI; we will look into whether the bridge could be eligible for any of these programs. I have also attached for your files recent correspondence with the State office re Federal Grants, as we are looking into potential project eligibility for the Bridge Formula Program.

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](mailto:townmanager@wnewbury.org)

---

**From:** Bovio, Kelly [REDACTED]  
**Sent:** Wednesday, February 7, 2024 1:00 PM  
**To:** Bovio, Kelly [REDACTED]  
**Subject:** Invitation to Submit Requests for FY 2025 Community Project Funding (CPF)

Dear Massachusetts Sixth District Leaders,

On behalf of Congressman Moulton, I am reaching out to provide information regarding the process for requesting FY 2025 Community Project Funding (CPF) through the annual federal appropriations process. While the FY 2024 budget has not yet been finalized, we anticipate Congress will begin to consider the FY 2025 budget next month. At this point, it appears the House Republican Majority will once again accept a limited number of CPF requests from each Member.

As a reminder, CPF provides project-specific funding to government and non-profit entities. Projects submitted for consideration must be shovel-ready and meet underlying requirements for permitting and matching funds. While there is no dollar limit to CPF requests, the projects secured by the Congressman in the past have ranged between \$350K and \$2.25 million.

**While we are awaiting updated guidance on the FY 2025 process, we wanted to open the portal to your submissions in order to ensure you have ample time to provide information regarding your priorities. Please [CLICK HERE](#) to submit your CPF request by 5:00 p.m. on Wednesday, February 28. Additional information regarding the process is available in our [Community Project Funding Guide](#).**

Please keep in mind that our office will receive far more CPF requests than can be fulfilled. While many deserving and eligible projects will not be awarded CPF in FY 2025, we will also review your submissions for federal grant eligibility.

We stand ready to help advance your priorities by identifying all sources of potential federal funding that might be a match. Should you have any questions about the CPF process, please don't hesitate to reach out to me or my colleague, Tom Arsenault, cc'd here.

Best,  
Kelly

--

**Kelly Bovio**

District Director and Legislative Advisor  
21 Front Street | Salem, MA 01970  
978-531-1669 (office)



# FY25 Community Project Funding Request Submission Form Overview

## Contact Information

1. Your Name
2. Your Email Address
3. Phone Number

## Organization Overview

4. Legal Name of Organization Requesting CPF \*
5. Leader of Organization (Name, Title) \*
6. Staff Point of Contact (POC) for Organization\*
7. POC Email Address \*
8. POC Phone Number \*
9. Organization Legal Address \*

## Project Details

10. Project Name \*
11. In less than 1,000 words, please describe the project and note why it is a good use of taxpayer dollars. What problem will the project address, and which communities and populations will benefit from it? \*
12. How much Community Project Funding are you requesting in FY 2025 for this project? \*
13. Please provide an overall budget for the project. What is the total budget? If that amount is more than the CPF request, what other sources of funding will be used to make up the difference? \*
14. If CPF is awarded, will all other necessary funding have been secured to begin the project in FY 2025?
15. While it is important for projects to be shovel-ready, please also note that FY 2025 funding cannot be applied to expenses incurred prior to the passage of the legislation. From beginning to end, what is the projected timeline for the project?
16. Have all necessary permitting and regulatory approvals been secured already? If not, what is the timeline for completion?
17. What sources of community support exist for this project? Are you able to provide letters of support? These may include, but are not limited to, letters from local elected officials, community organizations, and press articles highlighting the need for the project.
18. Will you be submitting this CPF request to other Members of Congress?



[Home](#) / [Services](#)

## COMMUNITY PROJECT FUNDING

Complete and submit [this form](#) to submit a Community Project Funding Request for FY25.

**NOTE: Applications are now open.**

You can learn more about the process in our [expansive CPF Guide here](#). You can find a preview of the application questions in the form in [our question overview here](#).

### FY 2024 CPF PROJECTS:

Congressman Moulton has submitted funding requests for important community projects in the Massachusetts Sixth District to the House Committee on Appropriations.

Under guidelines issued by the Committee, each Representative may request funding for community projects for obligation in fiscal year 2024 - although only a handful may actually be funded. Projects are restricted to specific accounts with differing eligibility.

In compliance with House Rules and Committee requirements, Rep. Moulton has certified that he, his spouse, and his immediate family have no financial interest in any of the projects he has requested.

In no particular order, here is a list of the projects Rep. Moulton has submitted for FY24:

*To view Representative Moulton's FY23 Community Project Funding requests, please see [here](#).*

#### Main Street Corridor Multimodal Enhancements (Wakefield)

Recipient: Town of Wakefield

1 Lafayette Street  
Wakefield, MA 01880

Request Amount: \$2,625,000

The Town of Wakefield will invest in multi-modal enhancements around Lake Quannapowitt, including: a new shared use path and separated bike lane on the lake's western side and a new shared use path and separated bike lane project in Quannapowitt Parkway on the lake's northern side. The project will facilitate multimodal transportation to support the heavy pedestrian and cycling traffic around the lake.

Certification of no financial interest: available [here](#).

## Replace Three Major Water Mains for Increased Capacity (Groveland)

Recipient: Town of Groveland

183 Main Street

Groveland, MA 01834

Request Amount: \$2,160,000

The Town of Groveland will replace the water mains on Washington Street, Wood Street, and Balch Ave. These water mains are undersized and are almost a century old. Once completed, these improvements will not only create another water line to the town's nearest water tower but will also improve water quality and quantity. The project will also increase the supply of water to the south side of the Town.

Certification of no financial interest: available [here](#).

## Essex Tech Building Expansion for Workforce Development and Veterans' Programs (Danvers)

Recipient: Essex North Shore Agricultural and Technical School District

565 Maple St

Danvers, Massachusetts, 01923

Request Amount: \$2,000,000

Essex North Shore Agricultural & Technical School District (ENSATS) will renovate two aging buildings on campus to create a STEAM Academy incorporating workforce training for high school and adult learners. Essex Tech will also construct a veteran outreach center to house a veteran service office, a branch of the Lowell Veterans Center, and the non-profit, Companies2Heroes, a unique service dog training program specializing in dogs working with combat veterans who have been diagnosed with PTS, TBI, or MST.

Certification of no financial interest: available [here](#).

## McPherson Youth Center Expansion (Beverly)

Recipient: City of Beverly

191 Cabot Street

Beverly, Massachusetts, 01915

Request Amount: \$2,000,000

The McPherson Youth Center will redesign its campus and building to most effectively use its space to serve the City's youth, making it more appropriate and inviting. Overall, renovation and modernization of the McPherson Youth center campus provides significant benefits to the entire community, but particularly the physical and mental health of Beverly's most underserved youth and their families through increased opportunities for socialization, exercise, and learning.

Certification of no financial interest: available [here](#).

### **Wastewater Treatment Plant (Rockport)**

Recipient: Town of Rockport

34 Broadway

Rockport, MA 01966

Request Amount: \$2,000,000

The Town of Rockport will repair and replace a sewer pipe, pump station, and make necessary upgrades to its wastewater treatment plant. The Town witnessed a catastrophic failure of its main pump station in February 2023. The project will ensure the system can operate as required, maintain sanitation, and protect public health.

Certification of no financial interest: available [here](#).

### **Complete Streets Multimodal Enhancements Recipient (Tewksbury)**

Recipient: Town of Tewksbury

1009 Main Street

Tewksbury, MA 01876

Request Amount: \$1,930,000

The Livingston Street Transportation Improvement Project will provide multi-modal enhancements for pedestrians, bicycles, and transit in the Town of Tewksbury. The scope includes 4,100-feet of sidewalk along Livingston Street between East Street and Roy's Way, which will connect existing sidewalks on East Street and Livingston Street. The project will address significant issues of connectivity, safety, access, and rideability by bridging a significant gap in the Town's sidewalk network.

Certification of no financial interest: available [here](#).

### **LEO Child Care Center Renovation (Lynn)**

Recipient: LEO Inc.

181 Union Street, Suite 209

Lynn MA 01901

Request Amount: \$1,800,000

LEO will renovate and expand their center, dedicating the entire property to a whole-child/whole-family preschool campus for 1700 children and adults annually. LEO is consolidating all Head Start classrooms, adding two additional classrooms, and increasing capacity to 270 low-income 3-5 year olds. The project will bring their teachers, social-emotional behavior specialists, health advocates, case managers, and content specialists under one roof, amplifying the effectiveness of LEO services.

Certification of no financial interest: available [here](#).

### **Residential Water Main Upgrades Housing Development (Amesbury)**

Recipient: City of Amesbury

62 Friend Street

Amesbury, MA 01913

Request Amount: \$1,520,000

The City of Amesbury will upgrade water mains serving both an affordable housing development and general residences. The City will replace a century-old water main along Main Street, from Rocky Hill Road to Merrimac Street/Main Street Intersection. The project will ensure that residents have improved water quality, water flow, and fire protection.

Certification of no financial interest: available [here](#).

### **PFAS Water Filtration System (Manchester-by-the-Sea)**

Recipient: Town of Manchester-by-the-Sea

10 Central Street

Manchester-by-the-Sea, MA 01944

Request Amount: \$1,400,000

The Town of Manchester-by-the-Sea will test and design a PFAS filtration system. PFAS concentration levels in the Town's drinking water are at the maximum thresholds set by the Commonwealth and above the new thresholds for which the EPA is promulgating regulations. Federal funding will enable the Town to test various systems and design the appropriate option. The project will ensure that residents are able to access safe drinking water.

Certification of no financial interest: available [here](#).

Recipient: Pathways for Children, Inc.

29 Emerson Avenue  
Gloucester, Massachusetts, 01930

Request Amount: \$1,330,000

Pathways for Children will bring its Gloucester building's electrical system up to code, increase security, and improve accessibility. Nearly 200 children and families rely on Pathways in Gloucester for affordable early education and care, while over 1,000 families access their family support programs. More than 80% of the children Pathways serves are from low-income families, and their services are critical to their parents maintaining employment. The project will prevent energy-related disruptions to service, increase the building security, and improve access for people of all abilities.

Certification of no financial interest: available [here](#).

### **North Shore Community College Science Lab Upgrades (Lynn)**

Recipient: North Shore Community College  
1 Ferncroft Road  
Danvers MA 01923

Request Amount: \$1,000,000

This funding will allow the college to modernize and expand science labs on their campus in the Gateway city of Lynn, MA. This proposed project will fund renovation of an existing physics lab into a new life sciences lab and increase capacity by renovating rooms adjacent to the current labs into a modernized physics lab. These two new lab spaces will enable NSCC to enhance curriculum, add capacity for Early College and the Frederick Douglas Academy, and develop workforce programming in Life Sciences.

Certification of no financial interest: available [here](#).

### **2Life Communities Affordable Senior Housing Development (Lynn)**

Recipient: 2Life Communities  
28 Wallingford Road  
Brighton, MA 02135

Request Amount: \$1,000,000

This funding will allow for the completion of housing for extremely low-income and very low-income seniors. It will provide 148 affordable apartments for households earning up to 60% AMI, with Section 8 and MRVP PBVs for 39 apartments to serve households up to 30% AMI and 69 apartments up to 50% AMI.

Certification of no financial interest: available [here](#).

### **PFAS Water Filtration System (Wilmington)**

Recipient: Town of Wilmington  
121 Glen Road  
Wilmington, MA 01887

Request Amount: \$1,000,000

The Town of Wilmington will design and construct a PFAS filtration system and water mains. This project covers the replacement of granular activated carbon (GAC), helping to mitigate PFAS levels. The project will improve water quality and increase available water flow for firefighting by removing accumulated deposits from the existing water main.

Certification of no financial interest: available [here](#).

### **Willow Street Sewer Pipe Renovation (Salem)**

Recipient: City of Salem  
93 Washington Street  
Salem, MA 01970

Request Amount: \$950,000

The City of Salem will renovate and bolster the existing pile supported trunk sewer in Salem Harbor, to avoid a potential collapse and the ensuing environmental damage to the community. The aging trunk sewer is frequently subject to storm damage; if it were to fail, there could be a prolonged discharge of sewage into Salem Harbor, creating significant environmental and public health risks.

Certification of no financial interest: available [here](#).

### **USACE New England Confined Aquatic Disposal Facility Study (MA-06)**

Recipient: U.S. Army Corps of Engineers, New England District  
96 Virginia Road  
Concord, MA 01742

Request Amount: \$500,000

The USACE New England District will conduct a study that has been authorized under WRDA. Due to the history of industrialization in New England, there are a number of waterways and harbors that are contaminated with heavy metals and toxic substances. Contaminated sediment cannot be deposited at offshore disposal sites. Confined Aquatic Disposal cells are increasingly becoming the selected option for the management of unacceptably contaminated sediments. A study of regional CADs is necessary for the New England region in order to assess how many additional CADs are required to support future dredging

projects.

Certification of no financial interest: available [here](#).

## **SERVICES**

[Help with a Federal Agency](#)

[Washington, D.C. Tour Request](#)

[Flag Requests](#)

[Internship Application](#)

[NDAA Request](#)

[Community Project Funding](#)

[Grant Applicants](#)

[Passport Assistance](#)

[Severe Weather Guidance](#)

[Appropriations Request](#)

## **WASHINGTON, D.C. OFFICE**

1126 Longworth House Office  
Building  
Washington, DC 20515  
Phone: (202) 225-8020  
Fax: (202) 225-5915

## **SALEM OFFICE**

21 Front Street  
Salem, MA 01970  
Phone: (978) 531-1669  
Fax: (978) 224-2270

## **ABOUT**

Biography  
Vision, Mission, and Values

# Community Project Funding Guide

## Overview of Community Project Funding

Congressman Moulton is pleased to advance critical initiatives that will positively impact quality of life in cities and towns across the 6th district through the annual Community Project Funding (CPF) process.

CPFs allow Members of Congress to request direct federal funding for specific projects benefiting the communities we represent. The funds are provided through the annual appropriations bills drafted by the House Committee on Appropriations. These funds can finance a wide variety of public projects and activities, including the construction and renovation of facilities, the expansion of existing programs and funds needed to support the planning and design of future initiatives.

Congress did not allow funding like this from 2011 through 2020. However, in 2021 Members on both sides of the aisle agreed to lift the moratorium and restore the ability of Members to directly fund local needs. The Committee's updated guidelines included increased transparency and accountability rules to prevent abuse.

There is no guarantee that CPFs will continue in the future, but this guide is prepared using the best information available at this time based on the expectation that they will continue.

Congressman Moulton's selected FY24 CPFs, which are still pending during ongoing budget negotiations, can be found [on his website here](#). The projects from FY23 [can be found here](#).

## Eligibility and Evaluation Criteria

### Ban on For-Profit Recipients

For-profit entities cannot receive CPF. All requests must be directed to a unit of government or non-profit entity.

## State and Local Governmental Entities as Grantees

Members are encouraged to support government entities as primary grantees.

## Nonprofits as Grantees

For CPF requests directed to non-profit organizations, Members must provide evidence that the recipient is a nonprofit organization by either supplying the Employer Identification Number or an Internal Revenue Service determination letter.

## One-Year Funding

Requests cannot include multi-year funding. However, the performance period will depend on the appropriations account from which the project is funded and may extend longer than a single year.

## Matching Requirements

Several federal CPF projects will require a cost match. The Committee will not waive these matching requirements. This does not mean that matching funds must be in-hand prior to requesting a project but CPF recipients must have a plan to meet such requirements for such a project to be viable.

## Community Support

Members are required to provide evidence of community engagement and support. Community support is crucial to determining which projects should receive federal funding. Examples of community support include, but are not limited to:

1. Letters of support from elected community leaders (e.g. state legislator, mayor, councilmembers or other officials);
2. Press articles highlighting the need for the requested CPF;
3. Support from newspaper editorial boards;
4. Projects listed on official state plans, community development plans or other publicly available planning documents; or
5. Resolutions passed by the city council or a government board.

Note: these are intended to be examples of the type of information that may be presented to the Committee. It is not an exhaustive list.

## Public Transparency and Accountability

### Mandatory Audit

All CPF are subject to an audit by the independent Government Accountability Office.

### Financial Disclosure

All Members requesting projects must sign and provide to the Committee for each proposal a financial disclosure certification stating that they do not have any financial interest in the projects they request, nor do any of their immediate family members.

### Request in Writing

Any Member requesting a CPF must do so in writing. This request will include the Member's name, the name and location of the intended recipient and the purpose of the project.

### Requests Posted Online

All CPF requests will be posted online by Members. You may find Congressman Moulton's at: <https://moulton.house.gov/services/community-project-funding>

The information that Members must post online includes:

- Proposed recipient (legal name along with tax status);
- Address of the recipient;
- Project title and description; o Amount of the request;
- Explanation of request, including purpose and justification for why it is an appropriate use of taxpayer funds; and
- Member's signed financial disclosure stating there is no conflict of interest.

### Limit on Number of Requests

Members were able to submit a maximum of 15 requests for Fiscal Year 2024. This number could change in the future. Additionally, there is no assurance that any or all CPF requests submitted by Members will be approved by the Committee in the amounts requested or at all.

## Eligible Accounts and Guidelines

Members will likely be able to submit requests across a handful of “accounts” (programs) for Fiscal Year 2025. Below is a list of the expected accounts, followed by a more detailed description of each account. The summaries are as follows:

### Department of Agriculture–Farm Production and Conservation Programs

- Natural Resources Conservation Service (NRCS)–Conservation Operations
- Agricultural Research Service (ARS)–Buildings and Facilities

### Department of Agriculture–Rural Development

- Rural Housing Service (Community Facilities)
- Rural Utilities Service (ReConnect Program)
- Rural Utilities Service (Distance Learning and Telemedicine Grants)
- Rural Utilities Service (Rural Water and Waste Disposal Grants)

### Department of Commerce

- National Institute for Science and Technology (NIST)–Scientific and Technical Research
- National Oceanic and Atmospheric Administration (NOAA)–Coastal Zone Management

### Department of Justice

- Community Oriented Policing Services (COPS) Technology and Equipment
- Byrne Justice Assistance Grants (JAG)

### National Aeronautics and Space Administration (NASA)

- Safety, Security and Mission Services

### Army Corps of Engineers (Civil Works)

- Investigations
- Construction
- Mississippi River and Tributaries
- Operation and Maintenance

### Department of the Interior/Bureau of Reclamation

- Water and Related Resources

### Federal Emergency Management Agency

- Federal Assistance–Emergency Operation Centers
- Federal Assistance–Pre-Disaster Mitigation

**Environmental Protection Agency**

- State and Tribal Assistance Grants (STAG)–Clean Water State Revolving Fund
- STAG–Drinking Water State Revolving Fund

**Military Construction****Department of Housing and Urban Development**

- Community Development Block Grants (CDBG)–Economic Development Initiatives

**Department of Transportation**

- Airport Improvement Program
- Highway Infrastructure Projects
- Transit Infrastructure Projects
- Consolidated Rail Infrastructure and Safety Improvements
- Port Infrastructure Development Program

Details of the account descriptions can be found in the appendix at the end of this guide.

## Frequently Asked Questions

**How does Congressman Moulton decide which requests to support?**

Given the Committee's limits on the number of CPF requests that each Member may sponsor, Congressman Moulton utilizes a three-pronged approach when determining whether to support a proposed project, which includes

1. Consulting with state and county governments and neighborhood boards, non-profit organizations and other community groups and individual constituents,
2. Applying his own knowledge and understanding of the District's needs, and
3. Considering whether the project could obtain federal funding through other means, whether existing federal programs or his own work on the House Committee on Appropriations, or whether CPF offers the only practical avenue for federal funding of worthy projects.

He also focuses on one-time needs as opposed to normal annual funding assistance.

## Do I need to provide a detailed budget for the proposed project?

Yes. The Committee requires that Members include a detailed budget breakout in their formal submission to the Committee specifically describing how the requested funding would be used. For example, amounts for salaries for providers or instructors, educational materials, exhibits, supplies, evaluation activities, equipment, construction materials, travel costs, etc.

## Do our Senators also support CPFs?

The Senate has a similar funding process that is called "Congressionally Directed Spending." While the House and Senate generally synchronize the list of eligible accounts, there will be some difference between the two chambers. The House and Senate Appropriations Committees will each make their lists of eligible accounts available on their respective websites before any submission deadlines.

## Learn More

### House Appropriations Committee guidelines:

→ <https://appropriations.house.gov/fiscal-year-2024-member-request-guidance>

### CPF Funding Form and examples of projects sponsored by Rep. Moulton in the past:

→ <https://moulton.house.gov/services/community-project-funding>

### Rep. Moulton's Appropriations webpage:

→ <https://moulton.house.gov/appropriations-request>

### Overview of the Appropriations process from the Congressional Research Service:

→ <https://crsreports.congress.gov/product/pdf/R/R47106>

### For specific questions, please reach out to Senior Legislative Assistant Tyler Allard:

→ [Tyler.Allard@mail.house.gov](mailto:Tyler.Allard@mail.house.gov)

The CPF process is highly competitive, and while there are many worthy projects that deserve support, funding limitations prevent many from receiving funding through the Congressional appropriations process. However, it is important to note that CPF represents only a small fraction of the discretionary funding available through competitive grants, loans and other opportunities.

Below are a number of useful resources to explore other federal funding opportunities. Each Congressional office has staff dedicated to assisting organizations with seeking and applying for grants; you are strongly encouraged to contact your Congressional representatives to discuss how you can access any assistance from your federal elected officials.

### **Key Resources**

- **Grants.gov:** Looking for other federal funding opportunities? On the Grants.gov website, organizations can search and apply for competitive grants from 26 different federal agencies. Grants can be searched by agency, type of applicants, intended purposes and more.
- **Sam.gov:** The official U.S. government website for people who make, receive and manage federal awards.
- **GovLoans.gov:** Interested in finding out which loans or benefits you may be eligible for? Here you can learn more about federal loans, determine which loans may be right for you and more.
- **Benefits.gov:** This tool will help you figure out what government benefits you may be eligible for. It also provides information on how to apply for these programs.
- **USA.gov:** The official guide to federal government information and services.

## APPENDIX: Detailed Account Descriptions

### Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

- Department of Agriculture–Farm Production and Conservation Programs
  - NRCS–Conservation Operations. The NRCS supports private landowners, conservation districts and other organizations to conserve, maintain and improve the nation's natural resources. Examples of specific objectives include reducing soil erosion, improving soil health, enhancing water supplies, improving water quality, increasing wildlife habitat and reducing damage caused by floods and other natural disasters.
  - ARS–Buildings and Facilities. The ARS owns and operates laboratories and facilities across the United States. Requests can assist in the acquisition of land, construction, repair, improvement, extension, alteration and purchase of fixed equipment or facilities as necessary to carry out the agricultural research programs of the Department of Agriculture. Requests must be for ARS-owned or operated facilities. Members are strongly encouraged to provide details on the research to be conducted, why the research is a high priority, as well as details on the modernization and why it is critical in carrying out the research.
- Department of Agriculture-Rural Development
  - Rural Housing Service (Community Facilities)
    - Grants to purchase, construct or improve essential community facilities, to purchase equipment, and pay other related project expenses. Examples of eligible projects include but are not limited to: medical or dental clinics, healthcare facilities, police or fire departments and public works vehicles.
  - Rural Utilities Service (ReConnect Program)
    - The area must be rural and lack sufficient access to broadband service. A rural area is any area which is not located within a city, town or incorporated area that has a population of greater than 20,000 inhabitants.
  - Rural Utilities Service (Rural Water and Waste Disposal Grants)

- Eligible entities include rural areas and towns with a population of 10,000 or less. Potential recipients will be required to provide a 25% non-federal cost share.

## Commerce, Justice, Science and Related Agencies

- Department of Commerce
  - NIST–Scientific and Technical Research
    - Funding must be for activities consistent with, and supportive of, NIST’s mission and aligned with one or more of the functions and activities described in 15 USC 272. Funds cannot be used for construction or renovation projects.
  - NOAA–Coastal Zone Management
  - Funding must be for activities consistent with, and supportive of, NOAA’s mission and aligned with one or more of the purposes described in the Coastal Zone Management Act of 1972 (16 USC 1451 et seq.).
- Department of Justice
  - COPS Technology and Equipment
    - Eligible recipients are state and local law enforcement agencies. Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 USC 10381(b)(8)). The Subcommittee will consider projects to develop and/or acquire technologies and equipment, including interoperable communications technologies, modernized criminal record technology and forensic technology to assist state and local law enforcement agencies. This includes reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies. Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment CPF.
  - Byrne JAG
    - Funding must be for activities consistent with, and supportive of, the Office of Justice Programs’ mission and aligned with one or more of the purposes described in the Byrne JAG program in Section 501 of the

Omnibus Crime Control and Safe Streets Act of 1968. Notwithstanding any other provision of this law, no funds provided under this part may be used to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

- Examples of unallowed projects: (A) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters); (B) luxury items; (C) real estate; (D) construction projects (other than penal or correctional institutions); or (E) any similar matters.
  - In addition, the Subcommittee will not support the following: (A) initiatives that involve the distribution of drug paraphernalia, (B) initiatives that undermine the 2nd Amendment or infringe upon rights guaranteed by the Constitution without due process of law, (C) initiatives that appear to be anti-law enforcement or unrelated to criminal justice. Larger projects for the construction or renovation of penal or correctional institutions that will exceed the capability of single-year funding.
- NASA
    - Safety, Security and Mission Services
      - Funding must be for activities advancing the purposes described in 51 USC 20102. Projects should focus on science, education, research and technology development related to NASA's mission. Note: The following projects will not be considered for CPF:
        - Building construction or renovation projects.
        - Medical research projects.

## Energy and Water Development

- Army Corps of Engineers (Civil Works)\*
  - Investigations
  - Construction
  - Mississippi River and Tributaries
  - Operation and Maintenance
- Department of the Interior/Bureau of Reclamation
  - Water and Related Resources. This account funds most of the agency activities, including construction, operations and maintenance, dam safety,

ecosystem restoration and Indian water rights settlements, as well as the agency's programmatic and grant authorities (including those for water reuse and recycling, desalination, conservation and efficiency and restoration, among other purposes.

*\*Army Corps of Engineers Projects must be already specifically authorized by law.*

## Homeland Security

- FEMA
  - Federal Assistance–EOCs
    - FEMA's EOC grants improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located and fully interoperable EOCs with a focus on addressing identified deficiencies and needs. An EOC is defined as a "facility or capability from which direction and control is exercised in an emergency. This type of center or capability is designated to ensure that the capacity exists for leadership to direct and control operations from a centralized facility or capability in the event of an emergency."
  - Federal Assistance–PDM
    - FEMA's PDM grants assist state and local governments with planning and implementing sustainable, cost-effective measures to provide long-term, permanent risk reduction to individuals and property from future natural hazards, such as floods and wildfires, while reducing reliance on federal funding for future disasters.
  - Cost-Share Requirements:
    - The PDM and EOC grant programs have cost-share requirements. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs must generally be derived from non-federal sources. The non-federal cost-share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is \$100,000 and the non-federal cost-share is 25 percent, then the non-federal contribution is \$25,000. For PDM grants, small, impoverished communities are eligible for up to a 90 percent federal cost-share for their mitigation

planning and project sub-applications in accordance with the Stafford Act.

## **Interior, Environment and Related Agencies**

- Environmental Protection Agency
  - STAG–Clean Water State Revolving Fund
  - STAG–Drinking Water State Revolving Fund
    - For FY 2024, the Subcommittee only accepted certain types of project requests. These projects include the construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. The Subcommittee will limit STAG infrastructure grants to projects that are publicly owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state's Clean Water or Drinking Water State Revolving Funds' loan programs.

## **Military Construction, Veterans Affairs and Related Agencies**

- Military Construction
  - Eligible CPF requests include both construction and unspecified minor military construction projects for active components. In addition, requested projects must meet the following criteria:
    - Be included on an unfunded requirements/unfunded priorities list from a military service or combatant command or the FY 2026 – FY 2029 Future Years Defense Program.
    - Projects suggested by an installation or unit commander will not be accepted.
    - Have at least 35 percent of its design completed.
    - For projects that have not reached 35 percent design, planning and design funding can be requested.

## **Transportation, Housing and Urban Development and Related Agencies**

- Department of Housing and Urban Development
  - CDBG–Economic Development Initiatives

- Project requests must be eligible under one or more of the following criteria of the CDBG program: 42 USC 5305(a)(1), 5305(a)(2), 5305(a)(4), 5305(a)(5); which are as follows—but limited to—land or site acquisition, demolition or rehabilitation; blight removal; and construction and capital improvements of public facilities, except for “buildings used for the general conduct of government.” Programmatic and operational expenses are not eligible. Below are summaries of the key sections of the United States Code for this program:
  - 5305(a)(1) – the acquisition of real property (including air rights, water rights and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources and scenic areas, the provision of recreational opportunities or the guidance of urban development; (D) to be used for the provision of public works, facilities and improvements eligible for assistance under this chapter; or (E) to be used for other public purposes;
  - 5305(a)(2) – the acquisition, construction, reconstruction or installation (including design features and improvements with respect to such construction, reconstruction or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government) and site or other improvements
  - 5305(a)(4) – clearance, demolition, removal, reconstruction and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance and financing public or private acquisition for reconstruction or rehabilitation and reconstruction or rehabilitation, of privately owned properties and including the renovation of closed school buildings);
  - 5305(a)(5) – special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
  - Given that projects must meet these authorized purposes of the CDBG program, the Committee expects to fund the following types of projects and other similar projects:

- Water or sewer infrastructure projects, which are not otherwise eligible to be funded as a CPF in EPA STAG (Interior bill) or Rural Water and Waste (Agriculture bill);
- Local road infrastructure, which is not otherwise eligible as CPF in "Highways" (in this bill);
- Streetscape improvements;
- Public or non-profit housing rehabilitation, housing development financing, residential conversions
- and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community;
- Projects with a clear economic development benefit, such as workforce training centers and manufacturing incubators;
- Projects that meet a compelling local need consistent with the statutory purposes. For example, food banks in economically disadvantaged neighborhoods, youth and senior centers and multipurpose community centers.
- The following types of projects are not eligible for funding:
  - Museums, commemoratives and memorials;
  - Swimming pools, water parks and golf courses;
  - Healthcare facilities; and
  - Venues strictly for entertainment purposes (theaters, performing arts venues, etc.).
- Department of Transportation
  - AIP
    - AIP CPF requests are intended to enhance airport safety, capacity and security and environmental concerns. All projects must be:
      - Eligible in accordance with 49 USC 47100 et seq. and Federal Aviation Administration (FAA) policy and guidance.
      - Included in the FAA's National Plan of Integrated Airport Systems.
      - Supported broadly by local stakeholders, including residents, businesses and elected officials.
      - Administered by an airport and/or airport sponsor.
      - Comply with various federal requirements such as competition in contracting, Buy America and the National Environmental

Policy Act. The potential grantee should reach out to FAA Regional District Offices to ensure that projects will be in compliance with these mandates. For large and medium primary hub airports, the grant covers 75 percent of eligible costs (or 80 percent for noise program implementation).

- For small primary, reliever and general aviation airports, the grant covers a range of 90-95 percent of eligible costs, based on statutory requirements. Specific cost share requirements should be understood by the grantee Page 14 of 18 and verified by the FAA Regional District Office, along with other requirements to receive FAA funding
- Highway Infrastructure Projects
  - Eligible projects are described under 23 USC Section 133(b), as amended by the Infrastructure Investment and Jobs Act. All projects must be:
    - 1. Capital projects or project-specific design for a capital project
    - 2. Supported by the government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan or Transportation Improvement Plan would satisfy this requirement.
    - 3. Administered by public entities. The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses and planning activities required under 23 USC 134-135. Applicants should be aware that Highway Infrastructure Projects have a non-federal cost share calculated on a sliding scale. The cost-share requirements are defined in statute and vary based on activity, location and other factors.
- Transit Infrastructure Projects
  - Transit Infrastructure Projects are public transportation capital projects eligible described under 49 USC 5302(4). All projects must be
    - 1. Transit capital projects or project-specific planning/design for a transit capital project.
    - 2. Supported by the state or local governmental authority that would administer the project. Inclusion on a Statewide Transportation Improvement Plan or Transportation Improvement Plan would satisfy this requirement; and

- 3. Sponsored by designated recipients, states or local governmental authorities. 4. The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, joint development projects and planning activities.
- Consolidated Rail Infrastructure and Safety Improvements
- Port Infrastructure Development Program
  - The Subcommittee will only fund projects that meet eligibility criteria defined in 46 USC 54301 and will be administered by eligible applicants, as described by statute. Priority will be given to projects at small inland river and coastal ports and terminals, as described in 46 USC 54301(b), and to discrete, smaller-scale projects at larger ports and intermodal connections to ports. This program has a statutory non-Federal matching requirement, with potential exceptions for small and rural area ports. Applicants should review 46 USC 54301(a)(8) and 54301(b) for more information on these cost-share requirements before submitting requests for funding. The Subcommittee strongly encourages potential funding recipients to reach out to their local port authorities and the Maritime Administration's Gateway Offices to help determine the eligibility and viability of projects.

**Angus Jennings**

---

**From:** Rick Parker  
**Sent:** Friday, February 16, 2024 1:49 PM  
**To:** Angus Jennings  
**Cc:** 'Arthur Wallace'  
**Subject:** FW: West Newbury, MA: MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot

Angus,

The thread below (particularly text in **Red**) answers questions asked at the 2/12 SB meeting about the Decarbonization Non-Profits Pilot.

For an overview of the pilot: [BETA: Non-Profit Buildings Pilot | MassCEC](#)

and a representative decarbonization plan (for Melrose, MA): [City of Melrose Decarb Roadmap.pdf \(masscec.com\)](#)

Thx - rick

---

**From:** Erin Camp [REDACTED]  
**Sent:** Thursday, February 15, 2024 10:58 AM  
**To:** Rick Parker [REDACTED]  
**Subject:** Re: West Newbury, MA: MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot

Hi Rick,

Yes \$3k is a safe upper value. May be a bit lower depending on when we contract. Looking forward to chatting in a couple weeks and good luck with your SB!



**Erin Camp, Ph.D.**  
 Program Manager,  
 Energy Sustainability and Analytics

(857) 990-1971  
 Schedule time with me [here](#)

**A nonprofit energy consortium powering nonprofits since 1998**

Check us out [here](#) to see how we serve or follow us on [Twitter](#), [Facebook](#) & [LinkedIn](#)

---

**From:** Rick Parker [REDACTED]  
**Date:** Thursday, February 15, 2024 at 9:52 AM  
**To:** Erin Camp [REDACTED]  
**Subject:** RE: West Newbury, MA: MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot

Hi Erin,

Thanks for the feedback. That's great and satisfies immediate questions! Since we'll probably discuss this at the 2/26 SB meeting, how about we keep our scheduled 2/27 meeting to answer any new questions or details?

Using the building qty. vs. \$cost points you mentioned (\$4,000/5 bldg. roadmap, \$9,200/15 bldg. roadmap) and assuming it's a linear  $y=mx+b$  calculation, I come up with a 3 building roadmap cost of \$2,940 (or maybe \$3k, for the sake of round numbers?). Reasonable?

Have a great vacation!

Thx - rick

---

**From:** Erin Camp <[REDACTED]>  
**Sent:** Wednesday, February 14, 2024 5:01 PM  
**To:** Rick Parker [REDACTED]  
**Subject:** Re: West Newbury, MA: MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot

Hi Rick,  
I'm trying to reserve some time to crank out a few proposals this Friday before I head out (yes, on vacation! Hope the same for you) – so how about I provide some quick responses below in red for your select board meeting? Let me know if this is helpful.



**Erin Camp, Ph.D.**  
*Program Manager,  
Energy Sustainability and Analytics*

(857) 990-1971  
*Schedule time with me [here](#)*

A nonprofit energy consortium powering nonprofits since 1998  
Check us out [here](#) to see how we serve or follow us on [Twitter](#), [Facebook](#) & [LinkedIn](#)

---

**From:** Rick Parker [REDACTED]  
**Date:** Wednesday, February 14, 2024 at 4:41 PM  
**To:** Erin Camp [REDACTED]  
**Subject:** RE: West Newbury, MA: MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot

Hi Erin,

Thank you for the quick reply. I was hoping to be able to provide some feedback at our 2/26 Select Board meeting, but understand that we're all juggling lots of things - similar to what your schedule shows I'll also be unavailable all next week (2/19-2/23). I just used your online link to schedule for noon on Tuesday 2/27, but noticed that it also show availability this Friday 2/16. I completely understand that if you're headed out for a week (hopefully vacation!) you may be avoiding opening any new topics immediately before leaving, but please let me know if you see any possibility for Friday and I'll reschedule.

Looking forward to talking with you.

Thx – rick parker

---

**From:** Erin Camp [REDACTED]  
**Sent:** Wednesday, February 14, 2024 1:47 PM  
**To:** Rick Parker <[rparker@wnewbury.org](mailto:rparker@wnewbury.org)>  
**Subject:** FW: West Newbury, MA: MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot

Hi Rick,

My colleague passed along your email inquiry to me. You've got some great questions below and would be happy to chat with you about the program and participation by West Newbury. Do you mind scheduling a 30 minute call with me using the link below – preferably the 27<sup>th</sup> or after. Thanks and looking forward to connecting!



**Erin Camp, Ph.D.**  
*Program Manager,  
Energy Sustainability and Analytics*

(857) 990-1971  
*Schedule time with me [here](#)*

A nonprofit energy consortium powering nonprofits since 1998  
Check us out [here](#) to see how we serve or follow us on [Twitter](#), [Facebook](#) & [LinkedIn](#)

---

**From:** Rick Parker [REDACTED]  
**Date:** Tuesday, February 13, 2024 at 14:43  
**To:** EnergyTeam <[REDACTED]>  
**Cc:** Angus Jennings <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Subject:** West Newbury, MA: MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot

Hello,

The Town of West Newbury Select Board is considering applying to participate in the MassCEC Building Electrification and Transformation Accelerator (BETA): Non-Profits Pilot. Having reviewed MassCEC's website materials ([BETA: Non-Profit Buildings Pilot | MassCEC](#)), we have a few questions:

We are interested in the Non-Profits Pilot, but the website states that the BETA: Commercial program is limited to 15 projects.

Q: Is there a limit in the number of Non-Profits projects that will be selected and is that program close to fully subscribed?

A: **There are 2 programs – BETA commercial and BETA nonprofits. PowerOptions runs the BETA nonprofits program, which has no limit to the # of projects. No application process either.**

The website states "Participants of the BETA: Non-Profit Pilot receive a decarbonization roadmap at a nominal fee per building enrolled."

Q. How much is that fee per building?

A: **this is dependent on the # of buildings in the roadmap. Example: for a 5 building roadmap the price is \$4k; for a 15 building roadmap the price is \$9,200. Note that we are slowly increasing the fee over time so that by the time our MassCEC funding runs out, we are pricing at our normal rate.**

West Newbury's program interest might include three connected buildings, with two owned by the Town (Town Office Building and Town Annex [public meeting/event space]) and one consisting of 14 housing units owned by the West Newbury Housing Authority.

Q. Does a complex ownership portfolio fall within the scope of the program?

A: **complex ownership does not prove a problem. So long as we can get 1 year of monthly energy usage for each building separately as well as some building level information. See attached spreadsheet**

Q. What would be the anticipated Town staff time commitment to participate in the planning process?

A: **Just the time required to fill out the spreadsheet and we do a 1-hour feedback session when we share the draft roadmap for input.**

Q. If selected for the program and a plan was developed for West Newbury, what would be the final obligation for implementation timing?

A: **no implementation commitment at all, though we do hope our members implement 😊 We guide our members through the implementation process at no cost once the roadmap is complete! If our members want extra support we do offer a premium implementation support package which we can discuss at a later date.**

Thank you – Richard Parker



# 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](mailto:townmanager@wnewbury.org)

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: February 19, 2024  
RE: Budgeting for non-COLA salary/wage adjustments, FY25

Board adoption, in December 2022, of a grade/step schedule as a framework for personnel salary/wages also provided a framework for consideration of step increases, in addition to the COLA that has been part of the Town's annual budgeting for many years.

As part of its FY25 budget policy direction, in December 2023 the Board proposed (*emphasis added*):

6. We propose that any revisions to budgeted FY25 salary and wages, relative to FY24, shall be primarily limited to contractual changes (i.e. Collective Bargaining Agreements, and employment contracts); and to cost-of-living adjustments (COLA), at a percentage proposed by the Town Manager and approved by the Select Board within the budgeting process. *The Select Board will only consider approving a proposed step increase for a non-Union employee if the proposed step increase is based on a recent performance evaluation completed as part of a process that is consistent for all regularly scheduled, non-seasonal, non-Union employees across the organization.*

The performance evaluation process is well underway, but not yet complete. As expected, due in part to there being 12 staff supervisors, and (up to) 5 Boards/Commissions, involved with the performance evaluation process, the process of scoping, scheduling, and either completing – or ensuring completion of – all evaluations has been a major, time-intensive process. (For more detail re evaluation process, see 12/12/23 memo to all dept. heads/supervisors, enclosed).

In keeping with the Board's policy direction, I cannot bring forward any specific proposed step increases until the overall evaluation process is complete. As presented during last week's initial budget presentations, proposed FY25 salary/wage lines have not been adjusted to include potential step increases.

After review with the Select Board Chair, I am proposing the following in order to allow your Board and the Finance Committee to proceed with timely review of proposed operating budgets:

- Request Board support for a total dollar amount (based on an estimated number of step increases) (related analysis, and alternate scenarios, enclosed).
- Proceed with ongoing evaluation processes and, upon completion, and based on number/amount authorized by Board, if any, present proposed step increases to affected employees.
- Prior to completion of the Select Board/FinCom budget review process, adjust any proposed salary/wage budget lines if/as needed to account for step increases.
- Following Town Meeting adoption of budget, approved step increases to be reflected in FY25 salary/wage schedule acted typically upon by Board every June, prior to first FY25 payroll.

Step Budgeting Scenarios

My proposed FY25 budget carried an assumed 2.0% COLA for non-Union employees. This would result in the following Grade/Step rate schedule beginning July 1, 2024:

TOWN OF WEST NEWBURY EMPLOYEE COMPENSATION POLICY SALARY AND WAGE GRADES AND STEPS FISCAL YEAR 2025 - DRAFT														
	Cola (FY24)	1.020	FY25 - TM proposed											
Grade	Min. Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Max. Hourly Rate	
Grade Level A	57.79	59.86	61.92	63.98	66.06	68.12	70.19	72.25	74.31	76.38	78.44	80.50	82.57	
Grade Level B	50.58	52.40	54.20	56.01	57.81	59.62	61.42	63.24	65.05	66.85	68.66	70.46	72.27	
Grade Level C	44.31	45.88	47.47	49.05	50.63	52.21	53.79	55.38	56.97	58.54	60.13	61.70	63.29	
Grade Level D	35.53	36.80	38.07	39.33	40.61	41.87	43.15	44.41	45.68	46.95	48.22	49.49	50.76	
Grade Level E	32.67	33.84	35.01	36.18	37.34	38.51	39.68	40.84	42.01	43.18	44.34	45.51	46.68	
Grade Level F	27.65	28.64	29.63	30.61	31.60	32.59	33.58	34.57	35.56	36.54	37.53	38.52	39.50	
Grade Level G	24.81	25.69	26.58	27.46	28.35	29.23	30.12	31.01	31.90	32.78	33.66	34.55	35.43	
Grade Level H	20.58	21.31	22.04	22.79	23.52	24.26	24.99	25.72	26.46	27.19	27.93	28.66	29.40	
Grade Level I	16.81	17.41	18.00	18.60	19.21	19.81	20.40	21.00	21.61	22.21	22.81	23.41	24.01	
<i>Massachusetts minimum wage</i>														
\$15.00 effective January 1, 2023														
													Hours in FY25	2088
Annualized (at 40 hrs/wk; 52.2 weeks in FY25)														
Grade	Min. Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Max. Hourly Rate	
Grade Level A	120,672	124,996	129,298	133,600	137,923	142,225	146,549	150,851	155,153	159,476	163,779	168,081	172,404	
Grade Level B	105,615	109,406	113,175	116,945	120,715	124,484	128,254	132,045	135,815	139,584	143,354	147,124	150,893	
Grade Level C	92,517	95,797	99,119	102,420	105,721	109,022	112,324	115,625	118,947	122,227	125,549	128,829	132,152	
Grade Level D	74,180	76,842	79,483	82,124	84,786	87,427	90,089	92,730	95,371	98,033	100,674	103,336	105,977	
Grade Level E	68,216	70,665	73,093	75,543	77,971	80,398	82,848	85,276	87,725	90,153	92,581	95,030	97,458	
Grade Level F	57,738	59,804	61,870	63,914	65,980	68,046	70,112	72,178	74,243	76,288	78,354	80,420	82,486	
Grade Level G	51,796	53,649	55,502	57,333	59,186	61,039	62,892	64,745	66,598	68,450	70,282	72,135	73,988	
Grade Level H	42,979	44,491	46,024	47,579	49,112	50,646	52,179	53,713	55,246	56,779	58,313	59,846	61,380	
Grade Level I	35,098	36,355	37,590	38,847	40,103	41,360	42,595	43,852	45,130	46,365	47,621	48,878	50,135	

Step increases would represent the following percentage increase (at different Grades/Steps):

Estimated annual percentage increase of step increases at different grade/step levels (based on 40 hrs/wk)													
Grade	Min. Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Max. Hourly Rate
Grade Level A	n/a	3.6%	3.4%	3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.8%	2.7%	2.6%	2.6%
Grade Level B	n/a	3.6%	3.4%	3.3%	3.2%	3.1%	3.0%	3.0%	2.9%	2.8%	2.7%	2.6%	2.6%
Grade Level C	n/a	3.5%	3.5%	3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.8%	2.7%	2.6%	2.6%
Grade Level D	n/a	3.6%	3.4%	3.3%	3.2%	3.1%	3.0%	2.9%	2.8%	2.8%	2.7%	2.6%	2.6%
Grade Level E	n/a	3.6%	3.4%	3.4%	3.2%	3.1%	3.0%	2.9%	2.9%	2.8%	2.7%	2.6%	2.6%
Grade Level F	n/a	3.6%	3.5%	3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.8%	2.7%	2.6%	2.6%
Grade Level G	n/a	3.6%	3.5%	3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.8%	2.7%	2.6%	2.6%
Grade Level H	n/a	3.5%	3.4%	3.4%	3.2%	3.1%	3.0%	2.9%	2.9%	2.8%	2.7%	2.6%	2.6%
Grade Level I	n/a	3.6%	3.4%	3.3%	3.2%	3.1%	3.0%	3.0%	2.9%	2.7%	2.7%	2.6%	2.6%

The following provides a summary of the number of current (FY24) non-Union staff positions at each position Grade:

<u>Grade</u>	<u>#</u>	<u>%</u>
Grade Level A	0	0%
Grade Level B	0	0%
Grade Level C	0	0%
Grade Level D	7	17%
Grade Level E	6	15%
Grade Level F	4	10%
Grade Level G	12	29%
Grade Level H	5	12%
Grade Level I	7	17%
	<u>41</u>	
Contract positions, not on Grade/Step schedule:	4	

At the assumed salary/wage rates including in the table on the previous page, a step increase at the different grade levels would cost, on average (not including Medicare tax, 1.45% of taxable wages):

<u>Grade</u>	<u>Avg. step increase cost</u>	<u>Max. step increase cost</u>
Grade Level A	\$ 4,311	\$ 4,323
Grade Level B	\$ 3,773	\$ 3,791
Grade Level C	\$ 3,303	\$ 3,322
Grade Level D	\$ 2,650	\$ 2,662
Grade Level E	\$ 2,437	\$ 2,449
Grade Level F	\$ 2,062	\$ 2,066
Grade Level G	\$ 1,849	\$ 1,853
Grade Level H	\$ 1,533	\$ 1,555
Grade Level I	\$ 1,253	\$ 1,278

It is not known how many steps would be proposed at different grades. Therefore, it may make sense to look at the average annual cost of a step (for Grades D-I, since there are no non-contract positions at Grades A-3). The average annual cost of a step for these 6 Grades is \$1,964. However, I have run financial estimates of the total cost of a range of numbers of steps, based on both average cost per step, and (alternatively) if step increases were approved in the same proportion as the number of positions in each grade.

The following table summarizes, based on different scenarios as to how many steps (if any) may be supported in FY25, the est. dollar cost, what that amount would represent (as a percentage of total DRAFT FY25 salary/wage budget lines, as of the current draft FY25 budget), and what that percent that amount would add to the DRAFT FY25 overall Town budget, relative to current (FY24) budget:

Number of Steps	Est. FY25 cost (if steps proportional to positions per grade, @ max step costs)*	Est. FY25 cost (@ avg. step cost)*	Percent of proposed FY25 salary/wage budget (DRAFT)	Percent added to total proposed FY25 budget relative to adopted FY24 operating budget (DRAFT)
8	\$13,716	\$15,713	0.34-.39%	0.08-.09%
10	\$19,509	\$19,641	0.48-.49%	0.11%
12	\$23,811	\$23,569	0.58-.59%	0.13%
14	\$25,365	\$27,498	0.63-.68%	0.14-.15%
16	\$33,224	\$21,426	0.78-.82%	0.18-.19%
18	\$35,673	\$35,354	0.87-.88%	0.20%
20	\$37,526	\$39,282	0.93-.97%	0.21-.22%
* Not incl. FICA Medicare tax @ 1.45% of gross taxable wages.				

Policy Questions:

- Will Board authorize set number of FY25 steps, and if so based on proportional or avg. est. cost?
- Is an employee necessarily capped at 1 step per budget year, or (if warranted) could a single employee be granted more than 1 step?

To foster consistent administration over time, it is recommended that a framework for consideration of step increases be developed for inclusion in the Town’s Personnel Policy. However, in the nearer term, the Board’s policy direction is sought as a basis for continued work on the personnel evaluation process, and on salary/wage budgeting for FY25.

cc: *Town Accountant*



# 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](mailto:townmanager@wnewbury.org)

TO: Department Heads and Supervisors  
FROM: Angus Jennings, Town Manager  
DATE: December 12, 2023  
RE: Process and timing for conduct of Annual Employee Performance Evaluations

---

This memo is intended to outline the process and timeline for conduct of employee performance evaluations for calendar year 2023.

As you know, in 2022 the Select Board and my office undertook a wage and classification study.<sup>1</sup> This resulted in the adoption of a grade and step schedule for non-Union employee compensation. The current FY24 grade/step schedule is attached. Once the Select Board approves a COLA adjustment for the FY25 budget, which will happen in the first quarter of 2024 during the budgeting process, an updated grade/step schedule will be circulated, reflecting the FY25 COLA-adjusted rates.

Under the Town Manager Act, the Select Board is the approving authority for all salary and wages. (Sec. 9(d) reads in part: “The town manager shall recommend the salaries and pay rates for town employees, except for those employees covered by a collective bargaining agreement; provided, however, that the salaries and pay rates recommended by the town manager shall be subject to modification and approval by the [select] board.”)

The adoption of a grade/step schedule provides a mechanism to consider step increases. At the time that the Board adopted the wage study, the Board set an expectation that any consideration of step increases would be preceded by completion of employee performance evaluations, to be undertaken based on a consistent process across the organization for regularly-scheduled, non-Union employees. This is consistent with the Personnel Policy, excerpted as follows:

Sec. 4.1 “The job performance of all regular employees will be evaluated at least once each fiscal year by the immediate supervisor. The Board will develop and distribute forms to be used for this purpose to assess the quantity and quality of performance of job duties, attendance, attitude and other relevant performance measures. Employees shall be provided the opportunity to read and file comments on their evaluations. Evaluations shall be maintained as confidential personnel records which may be disclosed only in connection with personnel actions concerning the employee.”

Based on my own prior experience, and in discussions with Board members, Department Heads and others, it was evident that there was opportunity to come up with a better personnel evaluation form than the one that has been used in prior years. In recent months, my office has researched various evaluation forms and platforms, and has found that our insurance provider MIIA (MA Interlocal Insurance Association) offers a free, online Performance Review Builder (“Zywave”) that is well suited to our needs.

---

<sup>1</sup> The wage/classification study can be found on the Town website at: <https://www.wnewbury.org/town-manager> (See link to “Classification and Compensation Study” on the left side of the page).

Drawing from the MIIA service, we have prepared three different forms of evaluation, tailored to positions with different grades. The evaluation forms are intended to facilitate employees’ self-evaluation and supervisors’ evaluation of the following job competencies:

Competencies	Position Grade							
	A	B	D	E	F	G	H	I
Job Knowledge					1	1	1	1
Quantity of Work	1	1	1	1	1	1	1	1
Quality of Work	1	1	1	1	1	1	1	1
Dependability					1	1	1	1
Cooperation	1	1	1	1	1	1	1	1
Initiative	1	1	1	1	1	1	1	1
Problem Solving	1	1	1	1				
Judgment	1	1	1	1	1	1	1	1
Planning & Organization	1	1	1	1				
Attendance & Punctuality	1	1	1	1	1	1	1	1
Safety & Security	1	1	1	1	1			
Customer Service						1	1	1
Communications	1	1	1	1				
Innovation	1	1	1	1				
Adaptability	1	1	1	1	1	1	1	1
Cost Consciousness	1	1	1	1				
Management Skills	1	1	1	1				
	14	14	14	14	10	10	10	10

The attached spreadsheet lists all employees’ immediate supervisors, who will be responsible for completing the evaluations. The process will also invite each employee to prepare a self-evaluation using the same form, for the employee and supervisor to review together. The process is as follows:

- 1) Supervisors provide each employee a self-evaluation form
- 2) Supervisors and employees schedule a date to meet to review the evaluation (not less than 1 week after the self-evaluation form is provided)
- 3) Supervisors prepare evaluation form for employee (covering the time period calendar year 2023)
- 4) Supervisors meet with each employee to review the employee’s self-evaluation, and the supervisor’s evaluation. During the meeting, the supervisor may revise, or add notes to, the evaluation. Please note that each evaluation meeting must include 3 people: the supervisor, the employee, and an observer.<sup>2</sup>
- 5) Evaluation form signed by both supervisor and employee. This may take place at the meeting, or within 2 work days after the meeting.
- 6) Signed evaluation form placed in the employee’s personnel file in the Treasurer/Collector’s office

Supervisors will be provided evaluation forms in hard copy, and in editable Word format. At their option, supervisors will be given login credentials if they’d like to write the evaluations using the online MIIA (Zywave) platform, which offers draft evaluation narratives generated by AI. The supervisor can export the online form to Word to refine the narratives. Alternatively, supervisors can provide their forms to Rebecca for input to Zywave, who can then export to Word, to then be finalized by supervisors.

<sup>2</sup> Observers may include the Town Manager, Executive Assistant, Town Accountant, or a designee of a Board or Commission. Participation to be determined by the supervisor.

**Non-Union, Regularly-Scheduled Town Employees for Annual Performance Evaluation Process, 2023**

Department	Staff Position	Immediate Supervisor	Need Annual Evals?	Responsible to Complete Eval
1. Town Manager	Town Manager	Select Board	YES	Select Board or designee
1. Town Manager	Executive Assistant	Town Manager	YES	Town Manager
3. Assessing	Chief Assessor/GIS Coordinator	Town Manager	YES	Town Manager
3. Assessing	Assistant Assessor	Chief Assessor	YES	Chief Assessor
4. Finance Department	Town Accountant	Town Manager	YES	Town Manager with Select Board designee
4. Finance Department	Treasurer/Collector	Town Manager	YES	Town Manager
4. Finance Department	Finance Assistant	Town Accountant	YES	Town Accountant
5. Town Clerk	Town Clerk	Town Manager	YES	Town Manager
5. Town Clerk	Assistant Town Clerk	Town Clerk	YES	Town Clerk
6. Conservation	Conservation Agent	Town Manager	YES	Town Manager with ConCom designee
7. Planning	Town Planner	Town Manager	YES	Town Manager with Planning Board designee
7. Planning	Admin Asst to the Town Planner/Planning Board	Town Planner	YES	Town Planner
8. Police	Police Chief	Town Manager	YES	Select Board or designee
8. Police	Administrative Assistant	Police Chief	YES	Police Chief
11. Fire	Chief Engineer	Town Manager	YES	Board of Fire Engineers or designee
12. Emergency Management	EMA Director	Town Manager	YES	Town Manager
12. Emergency Management	EMA Deputy Director (2)	EMA Director	YES	EMA Director
14. Inspectional Services	Building Inspector	Town Manager	YES	Town Manager
14. Inspectional Services	Electrical Inspector	Building Inspector	YES	Building Inspector
14. Inspectional Services	Plumbing Inspector	Building Inspector	YES	Building Inspector
14. Inspectional Services / ZBA	Administrative Assistant	Building Inspector	YES	Building Inspector
16. DPW	Business Manager & Chief Procurement Officer	Town Manager	YES	Town Manager
16. DPW	Programs & Projects Manager	Town Manager	YES	Town Manager
16. DPW / Highway	Highway Superintendent	Town Manager	YES	Town Manager
16. DPW / Bldgs. & Grounds	Facilities Manager	Town Manager	YES	Town Manager
16. DPW / Bldgs. & Grounds	Buildings & Grounds Custodian	Facilities Manager	YES	Facilities Manager
17. Health	Health Agent	Board of Health	YES	Board of Health or designee
17. Health	Administrative Assistant	Board of Health	YES	Board of Health or designee
17. Health	Recycling Coordinator	Board of Health	YES	Board of Health or designee
18. Council on Aging	COA Director	Town Manager	YES	Town Manager
18. Council on Aging	Nutrition Coordinator	COA Director	YES	COA Director
19. Library	Library Director	Board of Library Trustees	YES	Board of Library Trustees or designee
19. Library	Children's Librarian	Library Director	YES	Library Director
19. Library	Youth Services Librarian	Library Director	YES	Library Director
19. Library	Staff Librarian (2)	Library Director	YES	Library Director
19. Library	Assistant Librarian	Library Director	YES	Library Director
20. Water	Superintendent	Board of Water Commissioners	YES	Town Manager with BOWC designee
20. Water	Licensed Operator (2)	Water Superintendent	YES	Water Superintendent
20. Water	Administrative Assistant	Water Superintendent	YES	Water Superintendent
22. Community Preservation Committee	CPC Administrative Assistant	Town Manager	YES	Town Manager with CPC Chair

**TOWN OF WEST NEWBURY  
EMPLOYEE COMPENSATION POLICY  
SALARY AND WAGE GRADES AND STEPS  
FISCAL YEAR 2024 - **APPROVED** 6/26/23**

	Cola (FY24)	1.030	FY24 COLA per Select Board vote on 3/13/23										
<u>Grade</u>	<u>Min Hourly Rate</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Max Hourly Rate</u>
Grade Level A	56.66	58.69	60.71	62.73	64.76	66.78	68.81	70.83	72.85	74.88	76.90	78.92	80.95
Grade Level B	49.59	51.37	53.14	54.91	56.68	58.45	60.22	62.00	63.77	65.54	67.31	69.08	70.85
Grade Level C	43.44	44.98	46.54	48.09	49.64	51.19	52.74	54.29	55.85	57.39	58.95	60.49	62.05
Grade Level D	34.83	36.08	37.32	38.56	39.81	41.05	42.30	43.54	44.78	46.03	47.27	48.52	49.76
Grade Level E	32.03	33.18	34.32	35.47	36.61	37.75	38.90	40.04	41.19	42.33	43.47	44.62	45.76
Grade Level F	27.11	28.08	29.05	30.01	30.98	31.95	32.92	33.89	34.86	35.82	36.79	37.76	38.73
Grade Level G	24.32	25.19	26.06	26.92	27.79	28.66	29.53	30.40	31.27	32.14	33.00	33.87	34.74
Grade Level H	20.18	20.89	21.61	22.34	23.06	23.78	24.50	25.22	25.94	26.66	27.38	28.10	28.82
Grade Level I	16.48	17.07	17.65	18.24	18.83	19.42	20.00	20.59	21.19	21.77	22.36	22.95	23.54
<i>Massachusetts minimum wage</i>													
	\$15.00	effective January 1, 2023											
<b>Annualized (at 40 hrs/wk; 52.2 weeks in FY24)</b>													
<u>Grade</u>	<u>Min Hourly Rate</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Max Hourly Rate</u>
Grade Level A	118,307	122,539	126,764	130,990	135,215	139,441	143,666	147,891	152,117	156,342	160,568	164,793	169,019
Grade Level B	103,553	107,252	110,952	114,651	118,350	122,049	125,748	129,447	133,146	136,845	140,544	144,243	147,943
Grade Level C	90,692	93,918	97,166	100,413	103,639	106,887	110,113	113,360	116,608	119,834	123,081	126,307	129,555
Grade Level D	72,735	75,326	77,923	80,520	83,118	85,715	88,313	90,910	93,508	96,105	98,703	101,300	103,897
Grade Level E	66,885	69,276	71,665	74,054	76,442	78,831	81,220	83,609	85,998	88,386	90,775	93,164	95,553
Grade Level F	56,605	58,626	60,648	62,670	64,691	66,713	68,734	70,756	72,778	74,799	76,821	78,842	80,864
Grade Level G	50,777	52,592	54,406	56,219	58,033	59,846	61,660	63,473	65,287	67,101	68,914	70,728	72,541
Grade Level H	42,131	43,627	45,131	46,636	48,140	49,644	51,149	52,653	54,157	55,662	57,166	58,671	60,175
Grade Level I	34,410	35,636	36,862	38,088	39,314	40,540	41,765	42,991	44,239	45,465	46,690	47,916	49,142

# Special Event Application

Organization or Group Essex County Trail Association

Person Making Reservation Deborah Hamilton

Mailing Address 227 Middle St., West Newbury

Phone [REDACTED]

Event Date: 3/30/24 Start Time 8 am End

Time noon

Reason for Event "Tails for the Trails" 5K canicross race, fundraiser

Number of attendees 60-80

### Check Appropriate Block:

- Resident       Non-resident
- Fund Raising Group       Non-Profit       Commercial       Other

Submit your application (with all maps, diagrams and attachments as required). map attached

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property Pipestave hill, bellfields, back field, Mill Pond and Town forest trails, lower and middle front fields, riding rings, parking lot
2. For road or walk race, a detailed map of the route \_\_\_\_\_  
\_\_\_\_\_
3. Features and attractions A runner in a waist belt leashed to a dog in a pulling harness running 5K on a marked course with course monitors along the way
4. Participant circulation Teens & adults competing, family, friends, spectators
5. Proposed parking including how you will handle overflow parking Pipestave lot should easily accommodate participants and spectators. Spill over along driveway or into DPW lot.
6. Any proposed road closures None

7. Location of trash receptacles and dumpsters At start/finish line, parking lot
8. Location of temporary toilet facilities Along entry drive next to recycling area.
9. Accessible routes for the disabled or mobility impaired Spectator parking area above start line, accessible views.
10. Locations, size and number of any tents, trailers or temporary structures Sponsors tables, displays or merchandise, awards, along entry way to ball fields.
11. Location, size, and description of any signage or banners Announcement sign near recycling the weekend of Mar. 22 and 30, 5 announcement signs at parking lots advising no loose dogs
12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event. I've discussed this with health agent. We'll serve fruit and granola bars, and we have someone with a food handler certification.
13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. No need
14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance will provide

Name: Deborah Hamilton Event: EETA "Tails for the Trails"

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

Deborah Hamilton 2/5/24  
Individual/Authorized Signature for Group Date

Chief of Police's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

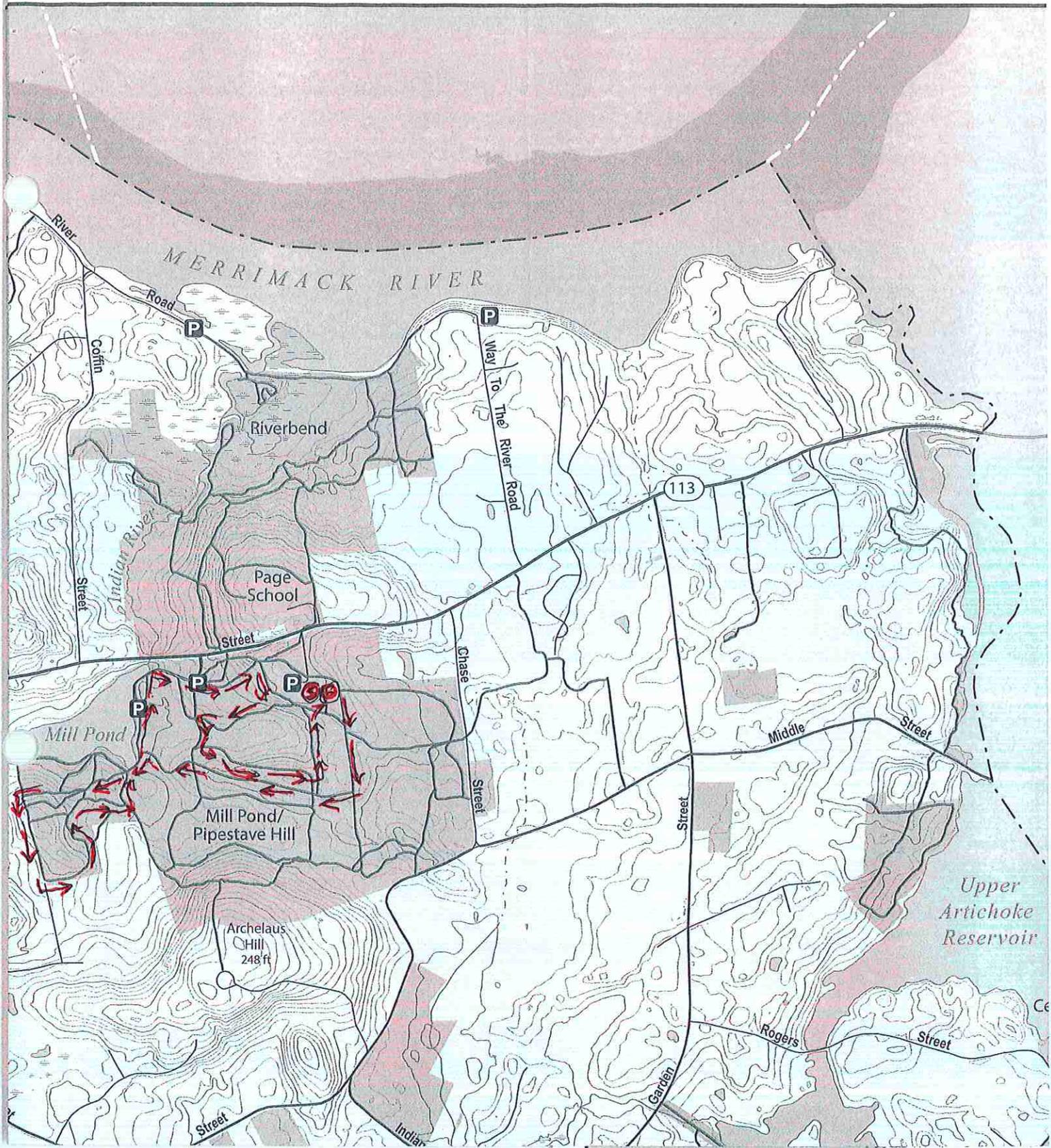
Fire Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

Approval granted if signed here by Select Board: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Requests and comments:



ECTA "Tails for the Trails" Canicross 5K

March 30, 2024

(S) Start

(F) finish

→ route

**From:** [Michael Dwyer](#)  
**To:** [Town Clerk](#)  
**Subject:** Re: ECTA/WNRDC Events Requiring Approval  
**Date:** Friday, January 26, 2024 8:41:48 AM  
**Attachments:** [image001.png](#)

---

No issues. If you need EMS or cones/traffic assistance they can contact me directly. Thank you

Get [Outlook for iOS](#)

---

**From:** Town Clerk <townclerk@wnewbury.org>  
**Sent:** Friday, January 26, 2024 8:27:31 AM  
**To:** Michael Dwyer <dwyer@westnewburysafety.org>  
**Subject:** ECTA/WNRDC Events Requiring Approval

Hey Chief,

Any comments or concerns about this event?

Let me know,

**James RW Blatchford**

Town Clerk

Town of West Newbury

Phone 978-363-1100 X 110

Mobile 978-891-0039

[www.WNewbury.org](http://www.WNewbury.org)



**From:** [Matthew Shwom](#)  
**To:** [Assistant Clerk](#)  
**Cc:** [REDACTED], [Town Clerk](#)  
**Subject:** Re: "Tails for Trails" event application  
**Date:** Wednesday, February 21, 2024 12:32:56 PM

---

Yes this event is approved for mill pond  
Sent from my iPhone

On Feb 21, 2024, at 9:43 AM, Assistant Clerk <[assistantclerk@wnewbury.org](mailto:assistantclerk@wnewbury.org)> wrote:

Good morning gentlemen,

Just checking in: has Mill Pond and/or Park and Rec seen this application for "Tails for Trails" yet? If there are any comments from these bodies or questions please let Jim and I know!

Thanks,

Max Close  
Assistant Town Clerk  
Town of West Newbury  
[www.wnewbury.org](http://www.wnewbury.org)  
Phone 978-363-1100 ext. 110  
<image001.png>

<20240221090954348.pdf>

**From:** [Assistant Clerk](#)  
**To:** [Town Clerk](#)  
**Subject:** FW: "Tails for Trails" event application  
**Date:** Wednesday, February 21, 2024 12:47:14 PM  
**Attachments:** [image001.png](#)

---

Max Close  
Assistant Town Clerk  
Town of West Newbury  
[www.wnewbury.org](http://www.wnewbury.org)  
Phone 978-363-1100 ext. 110



---

**From:** [REDACTED]  
**Sent:** Wednesday, February 21, 2024 10:07 AM  
**To:** Assistant Clerk <[assistantclerk@wnewbury.org](mailto:assistantclerk@wnewbury.org)>  
**Subject:** Re: "Tails for Trails" event application

Hi Max,

I have not seen this. It was discussed at our Parks and Rec meeting last night to have an eventual shift for all Parks and Rec facilities requests to be through myRec to prevent stuff like this. All that extra info aside, I am happy to approve the request and send it up the chain as necessary.

Thanks,  
Doug

---

**From:** Assistant Clerk <[assistantclerk@wnewbury.org](mailto:assistantclerk@wnewbury.org)>  
**Date:** Wednesday, February 21, 2024 at 9:43 AM

[REDACTED]

**Cc:** Town Clerk <[townclerk@wnewbury.org](mailto:townclerk@wnewbury.org)>  
**Subject:** "Tails for Trails" event application

Good morning gentlemen,

Just checking in: has Mill Pond and/or Park and Rec seen this application for "Tails for Trails" yet? If there are any comments from these bodies or questions please let Jim and I know!



**Town of West Newbury  
Select Board Meeting  
February 6, 2024 @ 6:00pm  
381 Main St., West Newbury, MA 01985  
www.wnewbury.org  
Meeting Minutes**

**Open Session:** Chairwoman Reed opened the session at 6:08pm.

**Participation at the Meeting:**

- Rick Parker, Wendy Reed, Chris Wile- Select Board
- Angus Jennings- Town Manager
- Jim Blatchford- Town Clerk
- Rob Phillips- Finance Committee representative

**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.
- Mill Pond Open House – Sat., Feb. 10, 10am-2pm. Roasted marshmallows, hot chocolate, snacks, hiking & more!
- Nomination papers available for local office- contact the Town Clerk's Office! [townclerk@wnewbury.org](mailto:townclerk@wnewbury.org) or call or visit. Final day to obtain nomination papers: March 14, 2024.
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business:**

- A. Public Comment. Limited to 2 minutes per resident on any topic. Please note that the Board will not discuss or take action on public comments at this meeting.**

No comments were made.

**B. Consent Agenda**

There were no actions on the Consent Agenda.

**C. Town Manager Updates**

- a. Updated schedule for presentation of proposed FY25 budget; preliminary updates as known, incl. receipt of proposed FY25 Pentucket budget**

**See Exhibit Ca.** Jennings shared with the Board that the Pentucket Budget presentation would be taking place at a different time, but that the Town was in receipt of it. He explained that there would be areas of the Town and school budgets that would remain in flux even toward the final presentation of the Budget (2/12) and on the date of its vote at Town Meeting, largely due to CBAs being worked out. The Whittier High School budget, due to the special election, would be delayed until March though Superintendent Lynch had said she did not think there would be capital projects included in their budget the upcoming Fiscal Year. Addition of a new electrical specialist to attend to the school's wiring problems was anticipated, per Jennings, as well as the potential expense of analyzing the building's issues and prioritizing the most critical fixes.

Jennings spoke on the work being done with DPW to wrap up the restructuring of their Department, and also said he urged Park and Recreation to move some of their baseline expenses out of their purview and under the DPW's instead.

Other aspects to be determined were insurance rates and legal expenses.

- b. Addition of new focus area to Rte. 113 corridor planning: Ocean Meadow easement/Way to the River**

**See Exhibit Cb.** Conservation Agent Greene had been working hard on sorting out this issue of trail access, and the Select Board was warned that the issue may come into the Board's lap depending on how things progressed, particularly with regard to Route 113 crossing points for this trail and affiliated sidewalks. The Manager again underlined the need to address safety along the Corridor as a whole.

- c. Ash Street Traffic Management Plan submitted to NHESP**

**See Exhibit Cc.** This Item was included to provide information to residents as needed, given the great interest in the issue last Fall.

- d. Executed contract with B2Q for Page School HVAC Repairs**

**See Exhibit Cd.** Jennings reported that the work was now under contract. Reimbursements for energy efficient utilities would be signed off on when the job was nearly completed. The work, Jennings informed the Board, was being scheduled to take place over April vacation, when the school is closed. The delay had been in response to vetting a potentially lower quote for the job from another vendor, which did not come to fruition.

- e. Upcoming interior modifications to Old Town Hall for regulatory compliance**

**See Exhibit Ce.** Brian Richard of Buildings and Grounds had recently requested the Town Manager's approval to work on an internal wall of the Hall to make the space leased out for child care compliant with applicable DESE regulations. Wile expressed concern that the work was being paid for with the Town's dollars when he felt that the lessee was responsible. Reed and Jennings felt that further review of the Lease Agreement would be warranted. Jennings said that he would review Brian's proposal relative to the present Lease Agreement, and bring this forward for further review if needed.

- f. MMA Annual Conference, updates on information received/lessons learned**

**See Exhibit Cf.** Jennings provided information from the MMA Annual Conference, and Parker asked if there was anything in particular they all should take from it. One aspect was the handling of solid waste more cost-efficiently, with Jennings raising the idea that perhaps it would be better for the Town to go out to bid on said services when the contract comes up in 2026, relaying that the Finance Committee had already endorsed the idea

for some time. The solid waste contract is one of the largest expenses to the Town.

**g. Updates on other ongoing/active projects/initiatives**

Reed queried Jennings on a state-sponsored change to RFPs, moving the total to apply from 50,000 to 100,000 dollars. These new policies would make a difference to small municipalities like West Newbury.

**D. Department Updates/Discussion**

**a. Merrimack Valley “Vision Zero” Municipal Liaison meeting presentation, and upcoming meeting**

**See Exhibit Da.** Christine Wallace, Butch Hills, and Chief Michael Dwyer have been representing West Newbury in this activity. The MVPC received a grant to improve traffic safety- and an interactive had been unveiled showing danger hotspots across the area. West Newbury’s small size and limited amount of dangerous areas make the Town less competitive to receive improvement funding.

**b. Land Management & Planning working group**

**See Exhibit Db.** Jennings used this Item to highlight the enhanced collaboration between land management, conservation, planning, and others in their bi-monthly meetings- which has lead to better cooperation and swifter progress on issues.

**c. Town Planner Report**

**See Exhibit Dc.** The Town Manager acknowledged the valuable Report and Sue Brown’s work on it.

**E. Board/Commission/Committee Updates/Discussion (and Select Board liaison updates):**

**a. Update re PRSD Agreement working group**

**See Exhibit Ea.** Wile said that at the most recent meeting was agreeable, and that the only main issue of contention was the demand by Merrimac and Groveland to keep language in the Agreement stating that each Town would be required to have their own elementary school. He reported that Groveland’s representatives wanted to add “stabilization” as a fourth component of the budget section, along with “capital”, “operating costs”, and “debt”. Wile relayed that a longer timeline might be necessary to finalize the Agreement (as opposed to getting it before this upcoming Spring Town Meeting) with blessing from MA DESE, Pentucket officials, and the approval of each component community. Reed said she had put a placeholder Article in the Warrant for Town Meeting. She asked Wile why the two other Towns were opposed to consolidating elementary schools, and Phillips chimed in saying that Merrimac and Groveland had never explained it, a sentiment which Wile echoed. Phillips said that the fear might be that West Newbury would then be able to renege on its commitments to the District.

**b. Update re Municipal Energy Aggregation – recent call with MassDOER**

**See Exhibit Eb.** Jennings said that West Newbury attended a call with a trio of other Towns to check in. Parker, who also was on the call, indicated progress toward municipal aggregation was ongoing, and aggregation could even take place as soon as a few months from the meeting date. Originally, the timeline had set things back two years.

**c. Closeout of Green Communities grant**

**See Exhibit Ec.** Parker said the final report of the Green Communities Grant was submitted on Friday, February 2, 2024. He felt the Town would be meeting the targets for energy conservation that had been set. No follow-up call on the submission was planned, per Parker, but any questions would be brought to the Town’s attention if necessary.

**d. Review status of remaining Board/Commission/Committee Questionnaires**

During this Item, Reed said that no questionnaire had been sent to the Board of Fire Engineers, and asked Parker (since he was the liaison to the Board) if there were any upcoming meetings, to which he replied he was unsure. She requested they address the questionnaire at a future meeting. The Select Board next turned to the Capital Improvements Committee, which had not met since August 2023, wondering when a questionnaire could be presented to them. It was determined a meeting of the CIC would be taking place in early February, and a questionnaire might be taken up then. Reed followed up about other outstanding entities including the Climate Change Resiliency Committee, the Historic District Commission, and the Cultural Council. It was reported the River Access Committee had not received one, but the body had not met in two years. It was suggested that meeting with Chip O’Connor of the Whittier School Committee would also be valuable, especially given the recent developments regarding the Whittier project vote. Jennings said he had encouraged District administrators to provide the Town with meeting notices and updates, and in light of the failure of the building project vote he hoped that the District would take him up on his recommendations.

As discussion continued it was revealed the Harbor Committee had been invited to come to a Select Board meeting to discuss their questionnaire, but they had not shown up. It was determined that following up and getting the Committee to a meeting was important, and similar actions were planned with several other outlying BCCs.

**F. Action Items**

**a. Review of proposed/potential warrant articles for Spring Annual and Special Town**

Jennings and the Board discussed the process of submitting Articles, improving efficiency in the process of review and analysis, and the timeline for closing the Warrant for Town Meetings. As the discussion turned to the Warrant for Spring 2024 Town Meeting itself, Reed lead discussion by asking which of the tentative Articles, if any, her fellow Board members would object to being included. No objections were raised. Jennings indicated that some Articles did not yet have formal sponsors. Concern was raised about residents objecting to rising property tax rates, and to provide greater context for these increases, it was decided that the Board of Assessors should make a report in advance of Town Meeting.

**b. Vote to close Annual and Special Town Meeting Warrants**

**See Exhibit Fb. Parker motioned to close the Warrants. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

**c. Referral of proposed capital articles to the Capital Improvements Committee**

**See Exhibit Fc.** The group looked at several Articles that may or may not be appropriate to be bankrolled by Stabilization funds. Jennings urged a future look at defining what should be a capital item expense and what shouldn't. This led to a broad discussion on the role of the CIC and other Town bodies with regard to optimizing efficiency and examining proposed financial expenditures. Parker suggested that the \$20,000 threshold currently in place where a project would pull in the CIC was too low. The dollar amounts attached to the Bylaw governing this were originally established in 1977, meaning that inflation has made \$20,000 in 70s dollars equivalent to \$100,000 today. Wile chimed in that he felt even \$50,000 was too small a figure for CIC direct involvement. Jennings pointed out that depending on the interpretation of the Bylaw governing the CIC, it could restrict the Town to having the Committee review every dollar spent- and clearing up this ambiguity was a priority for him and the Select Board agreed. Eventually the Board settled on which Articles to forward to the CIC. **Wile authorized Articles 21-37 (excluding 36) to be brought before the Capital Improvements Committee. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

**d. Decide whether to seek participation in Commercial Building Pilot Program**

The Select Board opted to delay discussing or taking action on this Item until the next meeting.

**e. Vote to sign Presidential Primary Warrant**

**See Exhibit Fe.** Parker motioned to sign the Warrant. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

**f. Request for authorization to submit MIIA Wellness Grant**

**See Exhibit Ff.** Parker motioned to authorize submission and acceptance of the MIIA Wellness Grant. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

**G. General Discussion Items**

**a. Request for top two State budget priorities for West Newbury, Office of Representative Ramos**

**See Exhibit Ga.** Reed asked if there was a predetermined list of priorities for the Board to examine. In response Jennings recapped prior requests to the state legislature, and Blatchford offered insight on his time on Beacon Hill with regard to the sorts of projects legislators were more likely to champion for the Town (those that were fairly simple such as a public park, etc.). Wile emphasized introducing one major priority to Rep. Ramos and Sen. Tarr. The Board alighted on the Middle Street Bridge Project as the priority.

**b. Whittier Regional Technical High School updates**

**See Exhibit Gb.** The Town Manager recapped a recent meeting for Town leadership across the Whittier School District hosted by the school. During the meeting Superintendent Maureen Lynch said that the outcome of the election was not what the District wanted, with their new building project being defeated at the polls by District voters. The assembled City and Town leadership offered united sentiments to Lynch and her colleagues, emphasizing the unfair nature of the 1967 Regional Agreement (and possibly restructuring it), as well as concerns that Whittier was not serving as a trade school but rather generating college-bound students. Overall, Jennings felt the gathering was cordial enough, but could not offer a prediction as to where things would go next. The communities also told the District that decision-making regarding the Regional Agreement should be undertaken by members of the communities as a whole rather than just Whittier School Committee representatives- and that the budgeting process going forward would be under intense scrutiny from the 11 member communities.

**H. Correspondence, including:**

**a. Attorney General approval received for remaining items from fall Special Town Meeting**

**See Exhibit Ha.** Blatchford reported that all approvals and correspondence had been received from the Commonwealth regarding decisions made by West Newbury Town Meeting voters in October 2023.

**b. Letter from MassDCR re required dam inspection, Mill Pond Dam**

**See Exhibit Hb.** Jennings said Butch Hills of the Highway Department would be handling the DCR and the dam inspection.

**c. EV Stations monthly metrics report, Dec. 2023**

**See Exhibit Hc.** The Board did not discuss this topic.

**I. Future Agenda Items / Meeting follow-up assignments**

Parker said he would bring up the Commercial Building Pilot Program on February 12th. Reed said she would like to go over the Animal Control, Town Meeting/Elections, and Hunting Bylaws up for potential Town Meeting voting. Additionally, she wanted to reevaluate appointment processes to Board, Committees, and Commissions, and discuss starting Open Session at an earlier hour (and how to promote any time change to the public).

**Reed motioned to adjourn the Session. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Session adjourned at 8:53pm.**

To access a video recording of the meeting, use the link below:

<https://www.youtube.com/watch?v=VbbZl8b1QeM>



# Town of Groveland

## Board of Selectmen

RECEIVED  
TOWN CLERK

NEWBURY, MA 83 Main Street  
Groveland, MA 01834  
978-556-7207  
Fax: 978-469-5000

Selectmen@grovelandma.com

Daniel MacDonald, Chair  
Kathleen Kastrinelis  
Edward Watson  
Jason Naves  
Mark Parenteau

February 13, 2024

Pentucket Regional District School Committee  
22 Main Street  
West Newbury, MA 01985

Honorable School Committee Members,

On February 12, 2024 the Board of Selectmen discussed the Pentucket Regional School District Fiscal Year 2024 enrollment calculations. We believe there is an error in the enrollment information used to calculate our assessment with the inclusion of those students in the Chapter 74 program that were incorrectly included in the Choice Out category.

Groveland had 10 students enrolled in Essex North Shore Agricultural & Technical School in FY2024. The Town provides tuition for those students, and we are invoiced by the Essex North Shore Agricultural & Technical School

Students are eligible to apply for admission to Essex North Shore Agricultural & Technical School's animal science, agricultural, and natural resource programs because those programs are not offered through PRSD or Whitter Technical Vocational School. They are not included in our Foundation Enrollment.

We understand that per the Pentucket Regional School Agreement, we use the two-step method in calculating the assessment.

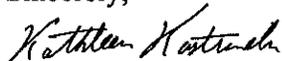
- A. *All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.*
1. *The district assessment will be calculated and reported to the member towns by using the two - step method. The District shall list all general fund revenues, including but not limited to Chapter 70 and Transportation Aid, and reduce the member assessment as it relates to the approved operating budget by said amount. The remaining member assessments shall be calculated by charging each member Town its net minimum spending amount as approved by the Department of Elementary and Secondary Education for the Fiscal Year being assessed. **Should the requested member assessments exceed the net minimum spending required then the remaining amount shall be charged to each member Town based upon its percentage of the entire District enrollment calculated to 4 decimal places as of October 1 of the prior Fiscal Year for grades K to 12, including out of District placements, as reported to the Massachusetts Department of Elementary and Secondary Education on the statewide pupil census . All Debt Service and Capital Costs not associated directly to one member community's Elementary School(s) shall be allocated and assessed annually using the calculation stated above for any amount over the net minimum spending requirement.***

The District reported we had a total of 924 students (both out-of-district and at PRSD) and our share was 0.39236%. But if the numbers were reduced by those 10 students, for the total of 914 the percentage would be 0.3918%. That would also indicate that both Merrimac and West Newbury had errors in their enrollment. We believe from the Choice-Out Category Merrimac would need to have 8 students reduced and 4 students from West Newbury. If our calculations are correct Groveland was over assessed by about \$34,508.

Our Town Administrator approached the administration back in December of 2023 with this error and requested that it be corrected and was told it would be corrected for fiscal year 2025. While we appreciate that this error was corrected in the FY25 enrollment numbers, we would like to formally request that the FY2024 Assessment be amended, and adjustments be made accordingly to the member communities.

We appreciate your prompt attention to this matter.

Sincerely,



Kathleen Kastrenelis  
Vice-Chair

cc. Merrimac Select Board  
West Newbury Select Board

**Angus Jennings**

---

**From:** Angus Jennings  
**Sent:** Friday, February 23, 2024 7:48 PM  
**To:** McGuire, Timothy (FWE); Cheeseman, Melany (FWE)  
**Cc:** Jones, Michael T (FWE); Huckery, Pat (FWE); Selectboard; Conservation; Highway; Michael Dwyer  
**Subject:** RE: Ash Street Swamp RC-65534, 23-8626

Tim,

This is to acknowledge receipt. We'll be reviewing these items with involved staff, then confirming Select Board's approval of response. We expect to respond after the Board's March 11<sup>th</sup> meeting.

Thanks,  
Angus

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

---

**From:** [REDACTED]  
**Sent:** Wednesday, February 21, 2024 4:28 PM

[REDACTED]

g>;

Hello Angus,

I have reviewed your submitted Traffic Control Plan and offer the following comments. These are organized by your numbered sections:

**2. Roadway resurfacing**

Please clarify that the Agent’s visual surveys will be immediately prior to work commencing, not several hours or days prior, as turtles may move onto the road in such time.

Please clarify that all observations of Blanding’s turtles will be reported to the Division within 48 hours. This should be completed through our online “Heritage Hub” reporting system.

**3. Roadway Flooding/Culvert Clearing**

This work should be completed during the active season for Blanding’s turtles (April 15- October 15), to avoid impacts to overwintering turtles in the adjacent wetlands. Culvert cleaning is similarly not exempt under MESA. NHESP should be consulted prior to starting emergency work. Please also note that we have our own regulations for what qualifies as an emergency under MESA.

**5. Speed Enforcement/Management**

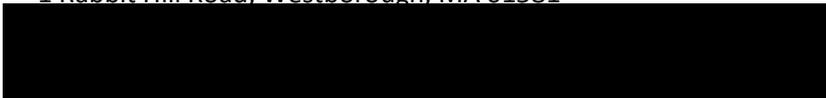
Seeing firsthand how fast vehicles travel on this road during our site walk this past Summer, I am pleased to see that solutions will be implemented to aid in slowing passing traffic. Physical infrastructure such as temporary rubber or otherwise speed bumps implemented during nesting season (May-July). Speed control measures such as these should prove very effective for the goals for this road. I am happy to discuss this in more detail if that is helpful.

Feel free as always to reach out with any questions or concerns regarding these revisions.

My best,

**Tim McGuire**

Endangered Species Review Biologist  
Massachusetts Division of Fisheries & Wildlife  
1 Rabbit Hill Road, Westborough, MA 01581



---

**From:** Angus Jennings <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>



[g](#)>;

**CAUTION:** This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Please find attached, on behalf of and with the approval of the Select Board, and provided in response to the DFW letter issued on Oct. 17, 2023 (NHESP File No. 23-8626).

Thank you,  
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](mailto:townmanager@wnewbury.org)

---

**From:** Town Manager

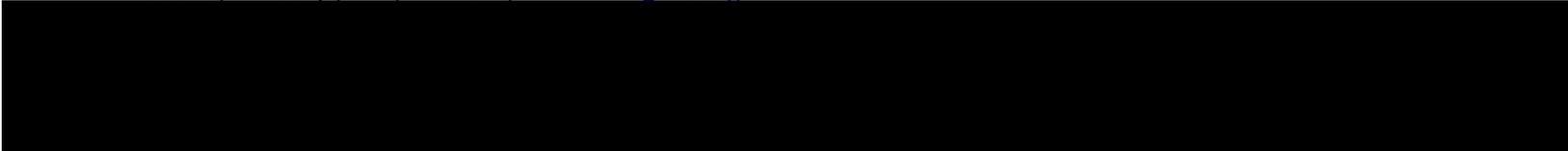


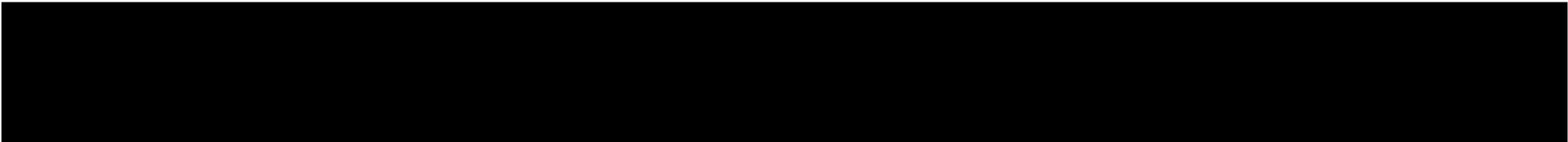
Thank you very much. We will follow up per the condition in the Determination.

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](mailto:townmanager@wnewbury.org)

---

**From:** McGuire, Timothy (FWE) <[Timothy.McGuire2@mass.gov](mailto:Timothy.McGuire2@mass.gov)>





Please note that regrading and other maintenance work may proceed prior to the submittal of the Traffic Control Plan. Please feel free to reach out if you have any questions or concerns regarding this determination. We look forward to continuing to work with you to bring this site back into MESA compliance.

My best,

**Tim McGuire**

Endangered Species Review Biologist  
Massachusetts Division of Fisheries & Wildlife  
1 Rabbit Hill Road, Westborough, MA 01581



Good morning,

Please see the attached MESA determination letter. Please contact Tim ) with any questions about the required traffic control plan.

**Melany Cheeseman**

Endangered Species Review Assistant  
Natural Heritage & Endangered Species Program  
Massachusetts Division of Fisheries & Wildlife





# TOWN OF WEST NEWBURY

## ASSESSORS OFFICE

381 Main Street, West Newbury, Mass. 01985

TEL: 978-363-1100 x117

Memo To: Select Board  
From: Christian Kuhn, Chief Assessor  
CC: Angus Jennings  
Date: 2/24/2024  
Re: FY24 Assessed Values

---

Comments: This memo informs the members of the Select Board of changes made to the valuation of some of the properties within the community for FY24. This provides context and background to current concerns regarding equine property assessments. Any questions beyond the material presented here should be directed to the Assessing Department.

- The Assessing Department's primary goal is to develop property valuations that reflect what properties would sell for on the open market. This is done to distribute the tax levy equitably. According to Department of Revenue guidelines, properties should be valued at 100% of assessment to sale ratio (ASR).
- One of the steps to ensure an equitable distribution is to prepare an analysis that looks at different strata of properties. Each stratum is given a group ASR that best represents the central tendency of the stratum.
- These group ASR should be within 5% of the overall sales study population ASR, per Department of Revenue guidelines.
- During the sales analysis of FY24, the Assessor's Office had trouble setting the values of properties with amenities to make it suitable to keep horses there.
- Needing further information, the sales of all such properties over the past 15 years were studied, and their ASR was compared to the corresponding year's overall ASR.
- It was found that this stratum of properties was typically 10% under that year's overall ASR. This would suggest that this group of properties were being consistently undervalued.
- To ensure an equitable distribution of taxes, the values of this group of properties needed to be addressed. The analysis found that the best method was to increase the land valuation of the first acre by 25%. In applying this factor, the ASR of the sales of equine properties were now being assessed at the same level as the rest of the population.

- 
- The West Newbury Board of Assessors and the MA Department of Revenue must approve the yearly assessments before issuing tax bills. The analysis of the entire town, and specifically the equine properties, was presented prior to the Board of Assessors' approval of assessed values for FY24. Additionally, this analysis was part of the information provided to the Select Board during the yearly Classification Hearing.



January 2024

RECEIVED  
15  
FEB 2024  
TOWN MANAGER  
TOWN OF WEST NEWBURY

**Subject: Enclosed Series of Public Safety Notices**

Dear Dam Owner,

You are receiving this packet of information as you are listed as the owner of a dam or dams located within the Commonwealth of Massachusetts that fall(s) under the jurisdiction of the Office of Dam Safety and is subject to MGL Ch. 253, Sections 44 – 50 and corresponding regulations 302 CMR 10.00.

Enclosed, for your review and that of your engineering consultant, please find a series of public safety notices that have been drafted for informational purposes. Subjects include:

- Notice Regarding Public Safety Hazards at "Low Head" Dams That are Subject to State Regulation
- Public Safety Notice Regarding Spillway Adequacy
- Public Safety Notice Regarding the Policy on Trees on Dams
- Public Safety Notice Regarding the Potential Impacts of Beaver Activity on or Near Man-Made Dams
- Public Safety Notice Regarding Hazard Creep
- Public Safety Notice Regarding Overtopping of Dams
- Public Safety Notice Regarding Winter Risks to Dams

Please note, any actions taken by you as the dam owner must be in conformance with all applicable local, state, and/or federal regulations. It is recommended that you seek the guidance of your chosen engineering consultant before conducting any work at your dam.

The enclosed public safety notices are also available on the Office of Dam Safety website located at the following link: <https://www.mass.gov/office-of-dam-safety>.

If you have any questions pertaining to these enclosed notices, please contact Office of Dam Safety at 617-620-8583 or [dam.safety@mass.gov](mailto:dam.safety@mass.gov).

Thank you for your cooperation in ensuring dam safety in the Commonwealth.

Sincerely,

William C. Salomaa, Director  
Office of Dam Safety





RECEIVED

FEB 15 2024

TOWN MANAGER  
TOWN OF WEST HEWBURY

**Subject: Public Safety Notice Regarding Hazard Creep**

Dear Dam Owner:

The Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) is contacting you to share information pertaining to a phenomenon known as "hazard creep" and how this phenomenon may change your regulatory obligations as a dam owner.

302 CMR 10.03 defines Hazard Potential Classification as the rating for a dam based on the potential consequences of failure. The rating is based on the potential for loss of life and damage to property downstream of the dam if failure occurred. The Hazard Potential Classification for a dam has no relationship to the current structural integrity, operational status, flood routing capability, or safety condition of the dam or its appurtenances. Per 302 CMR 10.06, there are three possible Hazard Potential Classifications for dams located in Massachusetts:

HAZARD POTENTIAL CLASSIFICATION TABLE

High Hazard Potential (Class I)	Dams located where failure will likely cause loss of life and serious damage to home(s), industrial or commercial facilities, important public utilities, main highway(s) or railroad(s).
Significant Hazard Potential (Class II)	Dams located where failure may cause loss of life and damage to home(s), industrial or commercial facilities, secondary highway(s) or railroad(s) or cause interruption of use or service of relatively important facilities.
Low Hazard Potential (Class III)	Dams located where failure may cause minimal property damage to others. Loss of life is not expected.

The Hazard Potential Classification of a dam determines which regulatory requirements apply to a dam. A dam with a higher Hazard Potential Classification is subject to more stringent regulations, such as more frequent inspections, in the interest of public safety.

According to the Federal Emergency Management Agency (FEMA) publication numbered FEMA P-919, titled "Summary of Existing Guidelines for Hydrologic Safety of Dams", <https://www.damsafety.org/resourcecenter/national-dam-safety-program-guidelines-flyers-and-other-tools#Technical%20Manuals,%20Flyers%20and%20Tools>: the development of an area downstream of a dam often causes a condition called "hazard creep." Dams originally classified as Low Hazard Potential or Significant Hazard Potentials may later be reclassified as High Hazard Potential due to development downstream that occurs after reconstruction of the dam and the initial assessment of Hazard Potential. These reclassified dams are then subject to additional regulatory requirements, including but not limited to, increased inspection frequencies and development of Emergency Action Plans, as well as becoming subject to increasingly conservative design standards and may require significant upgrading to pass flood events of a greater magnitude in order to protect downstream interests.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
Department of Conservation and Recreation  
180 Beaman Street  
West Boylston, MA 01583  
508-792-7423 508-792-7805 Fax  
www.mass.gov/dcr



Maura T. Healey  
Governor

Kimberley Driscoll  
Lt. Governor

Rebecca L. Tepper, Secretary  
Executive Office of Energy & Environmental Affairs

Brian Arrigo, Commissioner  
Department of Conservation & Recreation

Sincerely,



William C. Salomaa, Director  
Office of Dam Safety

CC: Ariana Johnson, Esq., DCR  
Patrice Kish, Chief, DCR, Design & Engineering  
Robert Lowell, Deputy Chief, DCR, Design & Engineering  
David Ouellette, P.E., DCR, Office of Dam Safety  
Dam Safety file



RECEIVED

FEB 15 2024

TOWN MANAGER  
TOWN OF WEST NEWBURY

**Subject: Notice Regarding Public Safety Hazards at "Low Head" Dams That are Subject to State Regulation**

Dear Dam Owner:

The Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) is contacting you to share information regarding hazardous flow conditions that have the potential to develop at "low head" dams, also known as "roll" dams. Per dam safety regulations 302 CMR 10.03 Definitions, a roll dam, or a low head dam, is defined as "usually run-of-the-river overflow weir[s] or spillway structures that produce vertical water surface drops of one to 15 feet and change river flows from super-critical to sub-critical."

According to the American Society of Civil Engineers (ASCE), "A **low head dam** is a manufactured structure, built in a river or stream channel, extending fully across the banks. A low-head dam is designed and built such that water flows continuously over the crest from bank to bank. If water levels rise downstream, a submerged hydraulic jump can form that produces an upstream directed current that traps any recreationist who might go over the dam."

Information on the hazard posed by the submerged hydraulic jump flow condition, also known as a "hydraulic roller," has been compiled by the Association of Dam Safety Officials (ASDSO) and is available on the following web page, <https://www.damsafety.org/public-safety-hazards#Hydraulic%20Roller>.

With support from the Federal Emergency Management Agency (FEMA), the Public Broadcasting Service (PBS) has produced a video, "Over, Under, Gone: The Killer in our Rivers," which demonstrates the hazardous flow conditions that can exist at low head dams. The video is available at the following web page, <https://www.pbs.org/video/over-under-gone-killer-our-rivers/>.

In June 2021, DCR ODS updated the required Phase I inspection report template to include "Section 2.5 **Awareness of Potential Dam Related Safety Hazards at, near, and on Dams**". If your dam has been inspected since June 2021 and your inspecting engineer determined that your dam is or may be subject to this condition, it is likely specified in Section 2.5 of the report. Please review Section 2.5 of your most recent Phase I inspection report and direct your engineering consultant to 1) assess the possibility of hydraulic roller conditions developing at your dam and to 2) evaluate the need for installation of safety measures at the dam such as signage, booms, and buoys to limit exposure of the public to potential water-based safety hazards.

If your dam has not been inspected since June 2021 or your most recent report does not reference this condition in Section 2.5, during your next inspection, please direct your inspecting engineer to evaluate the potential of hydraulic roller conditions developing at the dam.

As a dam owner, you are responsible for maintaining and operating your dam in a manner that is protective of public safety. Per 302 CMR 10.13 (1), you are reminded that a dam "owner shall be responsible and liable for damage to property of others or injury to persons, including but not limited to, loss of life resulting from the operation, failure of or mis-operation of a dam."

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
Department of Conservation and Recreation  
180 Beaman Street  
West Boylston, MA 01583  
508-792-7423 508-792-7805 Fax  
[www.mass.gov/dcr](http://www.mass.gov/dcr)



Maura T. Healey  
Governor

Kimberley Driscoll  
Lt. Governor

Rebecca L. Tepper, Secretary  
Executive Office of Energy & Environmental Affairs

Brian Arrigo, Commissioner  
Department of Conservation & Recreation



**Subject: Public Safety Notice Regarding Overtopping of Dams**

Dear Dam Owner:

The Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) is contacting you to share information pertaining to the impact of overtopping on the stability of dams. Overtopping is a serious dam safety concern as this can lead to dam failure, which can cause damage to downstream interests, including, but not limited to, loss of life and damage to homes, industrial or commercial facilities, and public infrastructure.

Overtopping should be considered an emergency situation. Overtopping for even a short period of time can cause damage to a dam embankment and possible failure of the dam. If overtopping occurs, appropriate emergency actions should be taken in accordance with developed Emergency Action Plans and guidance from your chosen engineering consultant, and in coordination with emergency management personnel.

The Association of State Dam Safety Officials (ASDSO) has compiled many resources regarding various topics pertaining to dam safety. One such resource titled "Dam Ownership Fact Sheet" which can be viewed in entirety at the following link: <https://www.damsafety.org/dam-owners>, describes that "overtopping failures result from the erosive action of water on the embankment. Erosion is due to uncontrolled flow of water over, around, and adjacent to the dam. Earth embankments are not designed to be overtopped and therefore are particularly susceptible to erosion. Once erosion has begun during overtopping, it is almost impossible to stop." The ASDSO has also created a helpful video to explain this phenomenon, which is available for viewing at the following link: <https://www.youtube.com/watch?v=VRGtKcV3sU&list=PLt9aDt7bNpdyASEPeH7juGk--ZJ6oCUDu&index=7>. ASDSO captioned this video with the following statements: "Overtopping of a dam is often a precursor of dam failure. National statistics show that overtopping due to inadequate spillway design, debris blockage of spillways, or settlement of the dam crest account for approximately 34% of all U.S. dam failures."

There are multiple factors that can lead to overtopping. Common factors include reduced discharge capacity due to debris or vegetation blockages in spillways; structural damage to spillways and any outlet works; and/or rainfall events that exceed and overwhelm the capacity of a spillway and any outlet works. Scenarios such as these can create higher than normal pool levels. The combination of these factors can dramatically reduce the discharge and storage capacity of a dam which increases the likelihood that the dam will be overtopped during a severe storm event. Other factors that can lead to overtopping include, but are not limited to, presence of low spots or ruts on the crest, crest settlement, formation of "ice dams", high winds causing wave run up, and seismic activity.

Appropriate actions should be taken to prevent overtopping from occurring. The Federal Emergency Management Agency (FEMA) has drafted several technical publications, including a publication numbered FEMA 145, titled "Dam Safety: An Owner's Guidance Manual" and a publication titled "Emergency Operations Planning: Dam Incident Planning Guide" both of which can be viewed online at the following link: <https://www.damsafety.org/resourcecenter/national-dam-safety-program-guidelines-flyers-and-other-tools>.

COMMONWEALTH OF MASSACHUSETTS  
Department of Conservation and Recreation  
180 Beaman Street  
West Boylston, MA 01583  
508-792-7423 508-792-7805 Fax  
[www.mass.gov/dcr](http://www.mass.gov/dcr)



EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
Maura T. Healey  
Governor  
Rebecca L. Tepper, Secretary  
Executive Office of Energy & Environmental Affairs  
Kimberly Driscoll  
Lt. Governor  
Brian Arrigo, Commissioner  
Department of Conservation & Recreation

If you have any questions, please contact Office of Dam Safety at [dam.safety@mass.gov](mailto:dam.safety@mass.gov) or 617-620-8583. Thank you for your attention to this important public safety concern and for your anticipated cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "William C. Salomaa". The signature is written in a cursive style with a large initial "W".

William C. Salomaa, Director  
Office of Dam Safety



RECEIVED

FEB 15 2024

TOWN MANAGER  
TOWN OF WEST NEWBURY

**Subject: Public Safety Notice Regarding the Policy on Trees on Dams**

Dear Dam Owner:

The Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) is contacting you to share information regarding the policy on trees on dams. **The Massachusetts Office of Dam Safety requires that earth embankment dams be maintained free of the existence of trees and woody growth.**

Tree and woody vegetation growth on earthen dams and in close proximity to other dams such as concrete dams is undesirable and at a minimum has some level of detrimental impact upon operation, inspection, performance, and safety of dams. Tree roots cause serious structural damage to earth embankment and appurtenant dam features such as gate wells, spillway walls, and other components.

It is recommended that earth embankment dams be maintained with a healthy uniform cover of desirable vegetation such as an appropriate variety of grasses. Dam embankment grass should be mowed periodically to promote healthy cover and prevent infestation of undesirable woody growth and weeds.

Trees and woody growth can make it difficult to conduct inspections of dams. Tree roots can cause leaks, damage concrete joints and overturn during high wind events causing large voids due to pull out of root balls and cause many other problems that will be very costly to repair. Trees and woody growth located in spillways will dramatically reduce spillway flow capacity. Trees are known to accelerate deterioration of dams and can lead to dam failure.

It is recommended that the area at least 20 feet downstream from the entire downstream toe of earth embankment dams be maintained free of trees and woody growth. This is necessary to prevent root systems from growing into the dam embankment causing damage to this area of the dam.

For concrete dams and appurtenant features of all dams it is recommended that tree growth not be allowed to occur within 20 feet of such features. In some cases, it may be necessary to maintain a greater distance to ensure roots do not adversely impact dam components. Do not allow tree growth in areas located above buried conduits/pipes.

Prior to removal of existing trees and woody growth from dams, part A of a Chapter 253 Dam Safety Permit Application must be submitted to the Office of Dam Safety. Permit applications should be prepared by a qualified dam engineer for larger projects involving removal of trees in excess of 4 inches and where there is planned excavation of roots. The Office of Dam Safety will review applications and determine if the planned work requires a permit. If the project involves removal of brush and trees 4 inches and less in diameter the Office of Dam Safety may find a permit is not necessary to conduct the work. In general, routine maintenance activity does not require a Dam Safety permit.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
Department of Conservation and Recreation  
180 Beaman Street  
West Boylston, MA 01583  
508-792-7423 508-792-7805 Fax  
www.mass.gov/dcr



Maura T. Healey  
Governor

Kimberley Driscoll  
Lt. Governor

Rebecca L. Tepper, Secretary  
Executive Office of Energy & Environmental Affairs

Brian Arrigo, Commissioner  
Department of Conservation & Recreation



RECEIVED

FEB 15 2024

TOWN MANAGER  
TOWN OF WEST NEWBURY

**Subject: Public Safety Notice Regarding the Potential Impacts of Beaver Activity on or Near Man-Made Dams**

Dear Dam Owner:

The Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) is contacting you to share information regarding the potential impacts of beaver activity on or near man-made dams. Beavers and other rodents can impact the structural integrity and performance of man-made dams. Management of beaver activity is an essential component of ensuring the structural integrity and safe operations of a man-made dam and to limit potential liability.

Beavers are naturally attracted to running water and will often try to plug spillways, intake structures, outlet works, channels, etc. with their cuttings, mud, rocks, and debris. Beaver activity on or near man-made dams can result in elevated water levels both upstream and downstream of man-made dams. The elevated water levels can cause significant issues such as increased pressure on a man-made dam, sudden uncontrolled releases of water from behind a beaver dam, erosion of embankments, or reduced discharge capacity, etc., all of which may lead to failure of a man-made dam.

The Federal Emergency Management Agency (FEMA) has compiled several resources that contain information relative to the impact of beaver activity on man-made dams:

- FEMA 145 Dam Safety an Owners Guidance Manual (available for download on the ODS website at the following link: <https://www.mass.gov/doc/fema-145-dam-safety-an-owners-guidance-manual/download>)
- FEMA 473 Impacts of Animals on Earthen Dams (available for download at the following link: <https://www.fema.gov/sites/default/files/2020-08/fema-473.pdf>)
- FEMA L-264 Dam Owner's Guide to Animal Impacts on Earthen Dams (available for download at the following link: <https://www.fema.gov/sites/default/files/2020-08/fema-l264-dam-owners-guide-animal-impacts-earthen-dams.pdf>)

The Massachusetts Division of Fisheries and Wildlife has also compiled several resources regarding beaver related issues. Those resources are available at the following link: <https://www.mass.gov/service-details/learn-about-beavers>. Please note that located at the bottom of this webpage is a section titled "Additional Resources" that may prove helpful, including a resource titled "A Citizen's Guide to Addressing Beaver Conflicts".

Routinely removing beaver cuttings and other debris is one way to try and mitigate beaver activity, but beavers can rebuild their obstructions in a very short span of time, even overnight. Trapping beavers may be done by the owner during the appropriate season, but beavers can migrate up and down a stream or river system and proliferate wherever habitat appears suitable. Installation of various beaver management devices may be an alternative to trapping. Continual observation is required on the part of a man-made dam owner to limit beaver activity on or near man-made dams.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
Department of Conservation and Recreation  
180 Beaman Street  
West Boylston, MA 01583  
508-792-7423 508-792-7805 Fax  
[www.mass.gov/dcr](http://www.mass.gov/dcr)



Maura T. Healey  
Governor

Kimberley Driscoll  
Lt. Governor

Rebecca L. Tepper, Secretary  
Executive Office of Energy & Environmental Affairs

Brian Arrigo, Commissioner  
Department of Conservation & Recreation



RECEIVED

FEB 15 2024

TOWN MANAGER  
TOWN OF NEWBURY

**Subject: Public Safety Notice Regarding Spillway Adequacy**

Dear Dam Owner:

The Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) is contacting you to share information pertaining to the spillway adequacy of dams. The term "adequate spillway capacity" is defined as the ability of a dam's existing primary spillway, as well as auxiliary spillway (if available), and other discharge/outlet works to pass the Spillway Design Flood (SDF) without overtopping the dam. Dam Safety regulations 302 CMR 10.03 defines the Spillway Design Flood as "the flood used in the design of a dam and its appurtenant works particularly for sizing the spillway(s) and outlet works, and for determining maximum temporary storage and height of dam requirements."

Details regarding the SDF applicable to your dam(s) are provided in Attachment A to this letter. Additional details regarding computing SDFs are provided in Attachment B to this letter.

It is recommended that you hire an engineer to review 1) all records pertaining to the adequacy of your dam's spillway, and 2) conduct and submit to ODS an updated hydrologic and hydraulic analysis demonstrating the spillway adequacy of your dam using an appropriate methodology.

302 CMR 10.08 (7) states that when the spillway capacity of the existing dam does not meet stated criteria, the Commissioner may require the dam owner's engineer to perform a relative impact analysis. This analysis shall address such factors as: downstream impact area, capacity and/or condition of outlet work(s), overtopping potential, operation plans, consideration of incremental impacts of possible failure, and Emergency Action Plans. A reduction in the standard design flood may be allowed to such dam upon review and approval by the Commissioner.

As a dam owner, you are responsible for maintaining and operating your dam in a manner that is protective of public safety. Per 302 CMR 10.13 (1), you are reminded that a dam "owner shall be responsible and liable for damage to property of others or injury to persons, including but not limited to, loss of life resulting from the operation, failure of or mis-operation of a dam." You are therefore responsible for any adverse consequences that may occur downstream of your dam as a result of damage that occurs to your dam during an extreme rainfall event. It is recommended that you maintain the operability of your spillway and outlet works and always ensure they are free and clear of debris and obstructions to flow, especially during periods of significant rainfall and runoff events.

If you have any questions or require assistance responding to this request, please contact David Ouellette, P.E. of ODS by phone at 617-549-3553 or by email at [David.Ouellette@mass.gov](mailto:David.Ouellette@mass.gov).

Thank you for your attention to this important public safety concern and for your anticipated cooperation.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
Department of Conservation and Recreation  
180 Beaman Street  
West Boylston, MA 01583  
508-792-7423 508-792-7805 Fax  
[www.mass.gov/dcr](http://www.mass.gov/dcr)



Maura T. Healey  
Governor

Kimberley Driscoll  
Lt. Governor

Rebecca L. Tepper, Secretary  
Executive Office of Energy & Environmental Affairs

Brian Arrigo, Commissioner  
Department of Conservation & Recreation

**Attachment A**

302 CMR 10.14 Design and Construction Criteria for New and Existing Dams

(6) Spillway Design

(a) The spillway system shall have a capacity to pass a flow resulting from a design storm, as indicated in the following table, unless the applicant provides calculations, designs and plans to show that the design flow can be stored, passed through, or passed over the dam without failure occurring.

**SPILLWAY DESIGN FLOOD DESIGN STORM**

Hazard Potential	Size	Existing Dams	New Dams
Low	small intermediate large	50 year 50 year 100 year	100 year 100 year 100 year
Significant	small intermediate large	100 year 100 year 500 year	500 year 500 year ½ PMF
High	small intermediate large	500 year ½ PMF ½ PMF	PMF PMF PMF



February 2024

**Subject: CORRECTED Public Safety Notice Regarding Winter Risks to Dams**

Dear Dam Owner:

***Please be advised as with any work that a dam owner plans to undertake at their dam, any plans to manipulate water levels for any purpose, including, but not limited to, conducting repairs, seasonal winter drawdowns, vegetation management, etc., will require you to seek permission from the applicable local, state, and federal permitting agencies, including, but not limited to, your local Conservation Commission. See second page for additional details.***

The Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS) is contacting you to share information pertaining to potential risks to dams associated with typical winter weather in New England.

Some common risks associated with winter weather are as follows:

- Frozen and saturated ground in the watershed limiting infiltration and increased runoff rates and velocity compared to the warmer months
- Ice loading outside accepted range as established by the United States Army Corps of Engineers, additional details available at the following link:  
[https://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM\\_1110-2-1612.pdf](https://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_1110-2-1612.pdf)
- Ice debris potentially becoming jammed in spillway(s) and obstructing outflow
- Scour and other direct damage occurring to concrete spillway(s) due to ice

In addition to the potential risks associated with winter weather, there are risks associated with spring weather:

- Ice on the lake posing the same risks as in the winter
- Seasonal heavy precipitation in spring
- Ripe snowpack releasing a water equivalency that increases the inflows to the pond, compounding with direct precipitation to increase the "experienced" precipitation depth
- Waterways (upstream and downstream) already at or near high water, limiting discharge capacity without causing flooding

It is recommended that you communicate with your engineering consultant to develop a plan to identify possible risks such as those noted above and assess options to mitigate these issues, for example, conducting a seasonal drawdown and allowing an impoundment to refill during the spring when risks to the dam have been minimized. The potential benefits of conducting seasonal drawdowns are as follows:

- Reducing freeze/thaw cycles on dam and appurtenances
- Reducing ice scour on dam and appurtenances
- Reducing ice loading on dam and appurtenances

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
Department of Conservation and Recreation  
180 Beaman Street  
West Boylston, MA 01583  
508-792-7423 508-792-7805 Fax  
[www.mass.gov/dcr](http://www.mass.gov/dcr)



Maura T. Healey  
Governor

Kimberley Driscoll  
Lt. Governor

Rebecca L. Tepper, Secretary  
Executive Office of Energy & Environmental Affairs

Brian Arrigo, Commissioner  
Department of Conservation & Recreation

- Reducing potential for dam overtopping
- Mitigating for the predictable, seasonal risks that occur in winter and spring by:
  - Creating flood storage and attenuation for inflows from watershed
  - Providing "head-start" on discharging water downstream to create additional flood storage without causing dangerous downstream flooding
  - Shifting ice loading forces on the dam into the accepted range established by the United States Army Corps of Engineers by lowering water surface elevation
  - Avoiding ice jams within spillway(s)
  - Mitigating possible ice scour impacts to the lower, wider portion of spillway

As a dam owner, you are responsible for maintaining and operating your dam in a manner that is protective of public safety. Per 302 CMR 10.13 (1), you are reminded that a dam "owner shall be responsible and liable for damage to property of others or injury to persons, including but not limited to, loss of life resulting from the operation, failure of or mis-operation of a dam."

***You are reminded that it is the obligation of the dam owner to contact and notify all applicable local, state, and federal permitting agencies prior to conducting any work at a dam including manipulation of water levels.***

***In order to maintain compliance with the Commonwealth's Wetlands Protection Laws you may have to seek requisite approval from your local Conservation Commission in accordance with G.L. c. 131, §40. You are obligated to contact and maintain communication with your local Conservation Commission and any other local, state, or federal permitting agencies to ensure compliance with the Wetlands Protection Act and any other regulatory requirements, which may include, but not be limited to, Department of Environmental Protection, Wetlands and Waterways Program, whose website can be viewed at the following link: <https://www.mass.gov/topics/wetlands-waterways>, the Massachusetts Environmental Policy Act (MEPA) Office, whose website can be viewed at the following link: <https://www.mass.gov/orgs/massachusetts-environmental-policy-act-office>, and the US Army Corps of Engineers Regulatory/Permitting Division, whose website can be viewed at the following link: <https://www.usace.army.mil/missions/civil-works/regulatory-program-and-permits/>.***

Thank you for your attention to this important public safety concern and for your anticipated cooperation.

Sincerely,



William C. Salomaa, Director  
Office of Dam Safety



# Federal Emergency Management Agency

Washington, D.C. 20472

February 6, 2024

RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA  
2024 FEB 16 PM 12:05

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Angus Jennings  
Town of West Newbury Manager  
381 Main Street  
West Newbury, MA 01985

IN REPLY REFER TO:

Case No.: 22-01-1004P  
Community Name: Town of West Newbury, MA  
Community No.: 250108  
FIRM Panel Affected: 25009C0092F

116

Dear Angus Jennings:

In a Letter of Map Revision (LOMR) dated September 12, 2023, you were notified of proposed flood hazard determinations affecting the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for the Town of West Newbury, Essex County, MA. These determinations were for Merrimack River - From approximately 2,740 feet downstream of the confluence of Millvale Reservoir Brook to approximately 500 feet of the confluence of Riverside Airport Brook. The 90-day appeal period that was initiated on October 5, 2023, when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of proposed Flood Hazard Determinations in *The Daily News of Newburyport* has elapsed.

FEMA received no valid requests for changes to the modified flood hazard information. Therefore, the modified flood hazard information for your community that became effective on February 2, 2024, remains valid and revises the FIRM and FIS report that were in effect prior to that date.

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. The community number(s) and suffix code(s) are unaffected by this revision. The community number and appropriate suffix code as shown above will be used by the National Flood Insurance Program (NFIP) for all flood insurance policies and renewals issued for your community.

FEMA has developed criteria for floodplain management as required under the above-mentioned Acts of 1968 and 1973. To continue participation in the NFIP, your community must use the modified flood hazard information to carry out the floodplain management regulations for the NFIP.

If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, please contact the Mitigation Division Director, FEMA Region I, in Boston, Massachusetts either by telephone at (617) 956-7576, or in writing at 99 High Street, Boston, Massachusetts, 02110.

If you have any questions regarding the LOMR, the proposed flood hazard determinations, or mapping issues in general, please call the FEMA Map Information eXchange, toll free, at (877) 336-2627 (877-FEMA MAP).

Sincerely,



Patrick "Rick" F. Sacbibit, P.E., Branch Chief  
Engineering Services Branch  
Federal Insurance and Mitigation Administration

cc: The Honorable James J. Fiorentini  
Mayor, City of Haverhill

The Honorable Daniel MacDonald  
Chair, Board of Selectmen  
Town of Groveland

Sam Joslin  
Floodplain Administrator  
Town of Groveland and Town of West Newbury

Thomas Bridgewater  
Building Commissioner  
City of Haverhill

Amy Coppers, P.E.  
Lead Project Engineer  
Wright-Pierce

## Executive Assistant

---

**From:**  
**Sent:**  
**Subject:**



Good morning everyone,

Please check out these announcements that may be of interest to you.

### **Annual reports (GC only)**

This is a reminder to please respond to the questions I have sent to you by **March 14**. If you have already sent me responses but have not received an approved report yet, you do not need to take further action. You will receive it soon.

### **Climate leaders (GC only)**

DOER will be hosting a webinar on how to get certified as a climate leader and the assistance we are offering for decarbonization roadmaps. The webinar is scheduled for **March 7 at 2pm**. Register [here](#).

### **Invitation to Northeast Get-together (all)**

Just a reminder that I am hosting a gathering of municipal energy staff at Wakefield Library next **Tuesday, February 27<sup>th</sup> at 10AM** for 2 hours. If interested, please RSVP [here](#) by tomorrow noon. There is free 2 hour on street parking. You may attend virtually via Teams. I will share the agenda once the RSVP form is closed. There will be a talk from Clearly Energy and NEEP on Building Performance Standards for small, rural, and Justice40 Communities.

### **MassCEC's Act4All Round 2 (all)**

MassCEC has released its RFP for the second round of its Act4All grant. These grants award \$500,000-\$1,000,000. Round 2 is expected to focus on charging stations, RTA decarbonization, and 'expanding access to economic opportunities.'

Applications are due on May 31<sup>st</sup>. An Information Webinar will be presented on **February 27<sup>th</sup> at noon**.

### **DOER Town Hall (all)**

DOER is hosting its first town hall on **Thursday February 29<sup>th</sup> at 11:30AM**. DOER Leadership will provide a brief introduction to DOER, an overview of key initiatives for 2024, a timeline with opportunities for engagement throughout the year, and a Q&A session.

Please register at <https://bit.ly/DOERTownHall>.

### **Fleet electrification survey (all)**

DOER and MassCEC is soliciting feedback for fleet owners to inform funding for fleet electrification. The State is applying for EPA's CPRG to potentially bolster the MOR-EV Truck and Mass Fleet Advisory programs.

Link to Fleet Electrification Feedback Survey: <https://www.surveymonkey.com/r/MAfleetelectrification>

Kind regards,

**Dillan Patel (he/him)**

Regional Coordinator, Green Communities  
Massachusetts Department of Energy Resources  
857-283-1264 (cell)



*Creating a Clean, Affordable and Resilient Energy Future for the Commonwealth*

Letter to the Editor – West Newbury Right to Farm bylaw

I wanted to provide some context to the Daily News article printed on February 23, 2024 regarding a Right to Farm bylaw in West Newbury. Massachusetts is one of many states that have adopted Right to Farm language in its statutes, and these already protect farmer's rights throughout the state. A local bylaw that adds to these protections requires careful consideration, crafting of its regulations and voter approval at Town Meeting. The Select Board is currently working through this process with interested West Newbury residents. A Right to Farm bylaw would also create an Agricultural Steering Committee to increase public awareness about the needs and benefits of local agriculture. Approaches to this could include educational programming, community events, and promotion of a local farmer's market. West Newbury has a long and proud history of farming. Our intent is to support its continuation, as well as promote a mutually beneficial and respectful relationship between farmers and their neighbors.

The Select Board welcomes any input West Newbury residents would like to provide on a Right to Farm bylaw. We can be reached at [selectboard@wnewbury.org](mailto:selectboard@wnewbury.org).

Wendy Reed  
West Newbury Select Board Chair