



**Town of West Newbury  
Select Board  
Thursday, April 25 2024 @ 5:30pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)**

REC'D W. NEWBURY CLERK  
24 APR 23 PM 4:52

**AGENDA**

**Executive Session:** 5:30pm, Town Manager's conference room, 1910 Building, 381 Main Street

- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares (*Collective Bargaining Agreements, Police and Dispatch*);
- ❖ 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 (*Sawmill Brook property*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*Middle Street Bridge IMA; advice from Town Counsel; Citizen of the Year selection*)

**Open Session:** 6:00pm by in-person attendance or remote participation: First Floor Hearing Room

**Announcements**

- Annual & Special Town Meeting: Monday, April 29th at 7pm at Page School
- Annual Town Election, Monday, May 6th. Polls open 7am-8pm. Last day to request vote-by-mail ballot April 30th
- River Road Resiliency Planning: Envisioning Higher Water Conditions Workshop May 1, 5:30-8pm at the Middle/High School Atrium
- Earth Day 2024: Town-Wide Roadside Cleanup- Thanks to all for helping keep our community clean!
- Summer Bandstand Concert Series schedule and performers

**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. Town Manager Updates
  - a. Updated Capital Improvements Program reflecting all Town Meeting capital articles
  - b. ARPA status summary to date
  - c. Status of contracts with the Commonwealth for two budget earmarks, to be used to advance planning/engineering work for pedestrian safety improvements on Route 113 (at Page/Pipestave, and Town Center)
  - d. Summary of bids received in response to telecom RFP (bids to be opened on April 24th)
  - e. Updates on other ongoing/active projects/initiatives
- C. Department Updates/Discussion
  - a. Recap of working meeting held on April 24th regarding Sawmill Brook Management Plan
  - b. Town Clerk update on Dangerous Dog Hearing held Training April 12th
  - c. Town Planner Report
  - d. Recap of Q&A Town Meeting Forum hosted by the SAGE Center on April 23rd
- D. Board/Commission/Committee Updates/Discussion (and Select Board liaison updates)
  - a. Right to Farm/Agricultural Commission bylaw update
  - b. Update on Board of Assessors meeting with Equestrian Property owners
  - c. Board of Fire Engineers Questionnaire
- E. Action Items
  - a. Requests for reappointment to Board of Fire Engineers: Michael Dwyer; Ben Jennell; David Evans; Cooper Carifio; Mark Marlowe
  - b. Determine amount for Snow & Ice article (if any)
  - c. Determine amount for telecommunications article; Select Board vote on article recommendation
  - d. Select Board meeting minutes: Feb. 26, 2024; March 11, 2024; March 13, 2024; March 20, 2024; March 25, 2024
- F. General Discussion Items
  - a. **Not before 7:00pm:** Joint meeting with Finance Committee, Town Moderator, Town Counsel, Town Manager, Town Clerk to review draft Town Meeting Motions and logistics
  - b. Finance Committee vote recommendation regarding telecom upgrades warrant article
  - c. Recap of Newburyport tour/meeting regarding water infrastructure and potential pipeline project
  - d. 40R "Smart Growth Zoning" Informational Presentation / Discussion
- G. Correspondence
  - a. Whittier Regional update; FY25 approved budget received
  - b. MVMPO (Merrimack Valley Metropolitan Planning Organization) materials (incl. draft TIP)
  - c. Chargepoint monthly report

**Addendum to Meeting Notice regarding Remote Participation**

This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting is also accessible by remote participation as follows:

**Zoom Meeting**

Phone: (646) 558-8656

Meeting ID: 835 8266 9483

Passcode: 496043

Join at: <https://us06web.zoom.us/j/83582669483?pwd=XxpZKORvCTKiICFJuBEQ54jsb3fbh6.1>

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the West Newbury website an audio or video recording of proceedings as soon as practicable after the meeting.

Posted Agenda on 4/23/2024 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 Town Election Schedule

Event	Day	Date	Clerk's Office Extended Hours
Last day to Register to Vote for Town Meeting & Town Election	Friday	April 19, 2024	open until 5pm
Annual Town Meeting Monday, April 29, 2024	Monday	April 29, 2024	starts at 7pm
Last Day to request a Vote-By-Mail Ballot	Tuesday	April 30, 2024	open until 5pm
Town Election Monday, May 6, 2024	Monday	May 6, 2024	7am - 8pm

# Planning Forward: Envisioning River Road under Higher Water Conditions

Help West Newbury plan for a more resilient future! As sea levels rise and storm intensity increases, our town will experience an increase in flood events along the Merrimack River. Join us to explore what this means for our community as we plan for a future with higher water.



Join the Gulf of Maine Research Institute (GMRI), GEI Consultants, Town staff, and members of West Newbury's Climate Change Resiliency Committee (CCRC) for a scenario-based planning workshop, Planning Forward. This workshop engages residents in climate planning conversations grounded in local data and community values to identify community climate vulnerabilities, priorities, and needs.

**Where:** Pentucket Regional Middle/High School Atrium  
24 Main Street, West Newbury

**When:** **Wednesday May 1<sup>st</sup> from 5:30-8:00 pm**

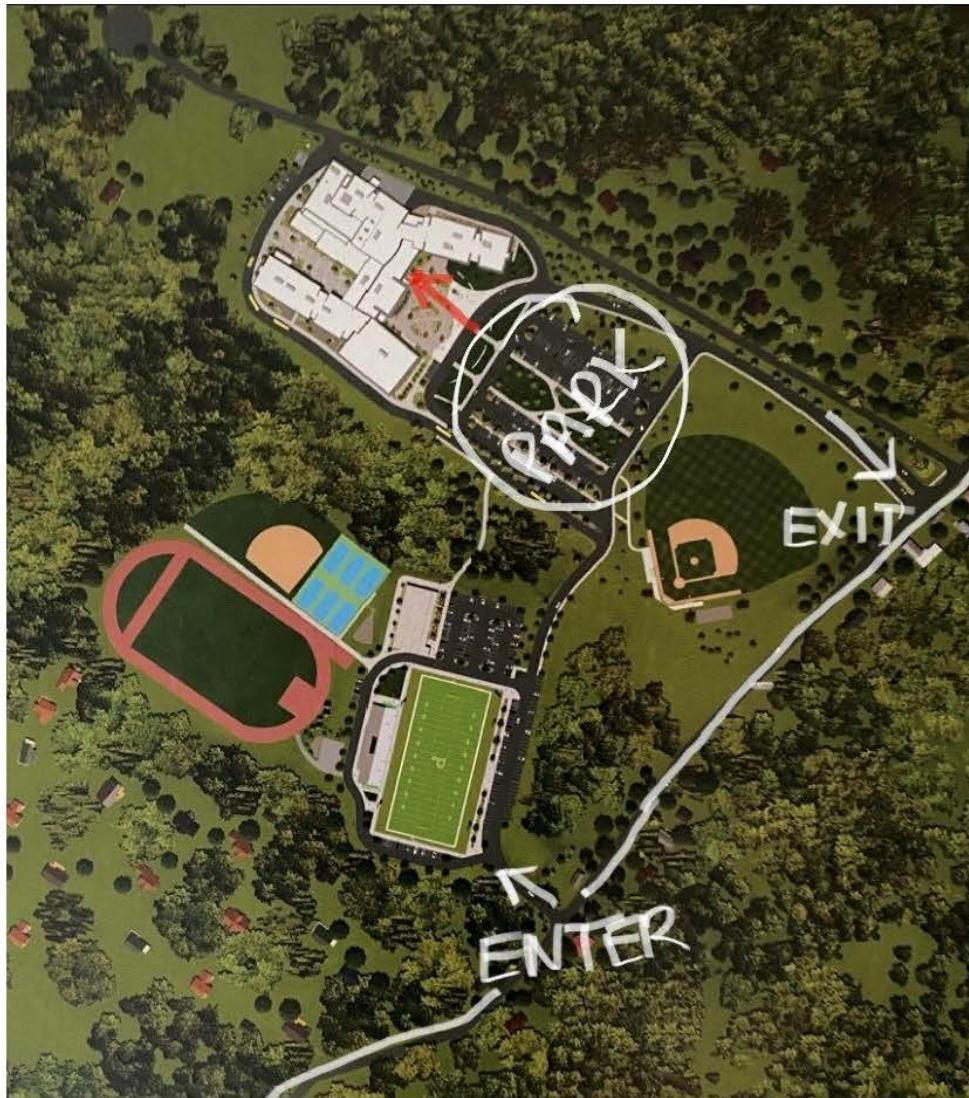
**Agenda:** 5:30 Refreshments, Social, View Materials  
6:00 Welcome and Introductions  
6:10 Community Values Discussion  
6:20 Presentation on River Road Flood Vulnerability  
6:45 Planning Forward, Scenario-Based Planning Activity  
7:45 Reflection and Next Steps  
8:00 End Program

This workshop is part of the MVP Action Grant, *Evaluating Vulnerabilities and Options to Promote Resiliency* project. To learn more, visit [www.wnewbury.org/2023MVPGrant](http://www.wnewbury.org/2023MVPGrant)



# Parking and Entrance for the Atrium at Pentucket Regional Middle/High School

24 Main Street, West Newbury, 01985



Source: Pentucket Regional School District

# WEST NEWBURY

SUMMER CONCERT  
SERIES  
2024

Every Thursday  
June 13th-August 22nd  
6:30pm to 8:00pm  
**ALL SHOWS ARE FREE!**

June 13th  
Thomas Machine Works Band

June 20th  
The Coalboilers

June 27  
Jittery Jack and Amy Griffin

July 4th  
No show today Happy 4th!

July 11th  
Dwayne Haggins Band

July 18th  
4EverFab

July 25th  
The Wolff Sisters

Aug 1st  
Conscious Band

Aug 8th  
The Gallerist

Aug 15th  
Liz Frame and The Kickers

Aug 22nd  
Merrimack Valley Concert Band



Town Bandstand at 381 Main Steet W. Newbury

Food and Beverages available for purchase - Rain Shows Held in Annex Building

For More Information visit [www.wnewbury.org](http://www.wnewbury.org)

**Angus Jennings**

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Elisa,

It'd be great if you would post to the CIC webpage the attached in place of the one from last March. Attached is fully reconciled with the upcoming Town Meeting proposals (with a "TBD" for the telecom cabling project), and is a more accurate snapshot than the one from the year ago. The FinCom booklet includes a hyperlink to the CIC page so some number of residents may be interested to review the longer-term projections.

I penciled in future police cruiser numbers though, as with all costs/projects shown for FY26+, they are a work in progress and subject to change. (I also genericized the language re the development of a new water source, to reflect that there is no presumptive future site for this, as the issue of site identification/selection is actively underway).

Thanks,  
Angus

p.s. the numbers in the attached are the same as those I sent around on April 4<sup>th</sup>, except that I added post-FY25 police cruiser costs. I also added two new columns to the far right of the cover page, to differentiate between projects already funded since FY21, and those still ahead.

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)

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**Subject:** RE: CIC updates

FWIW, both of the DLS documents are on the CIC website <https://www.wnewbury.org/capital-improvements-committee/pages/best-practices-capital-improvement-planning>

Something perhaps to think about for the next meeting is whether the updated work-in-progress Capital Improvements Program should be an update to the website

Elisa Grammer

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**From:** Angus Jennings

**Sent:** Thursday, April 4, 2024 1:23 PM

**To:** Judy Mizner <lbpenguin@gmail.com>; elisa.grammer <elisa.grammer@perennialmotion.com>; Ross Capolupo <ross@primecoatingsma.com>; ppgpmcdowell@verizon.net; Paul Niman <PNiman1951@gmail.com>; Rick Parker <rparker@wnewbury.org>

**Cc:** Selectboard <selectboard@wnewbury.org>

**Subject:** Updated draft Capital Improvements Program - reconciled with proposed Town Meeting warrant articles

CIC,

Please find attached the updated overall Capital Improvements Program. I have reviewed this closely against the proposed capital warrant articles (as they have changed over the course of the process), and verified that the proposed FY25 amounts shown reconcile to the sum total of funds proposed this cycle.

The changes in the attached include (among updating various articles' amounts) the addition of the River Road engineering study and the Police Cruiser. I did not build out projections of future (post FY25) Police Cruiser replacements, for 2 reasons:

- Despite a fair amount of correspondence with Chief Dwyer on this, there has not been time to come up with reliable projections of timing of future years' cruiser replacements. Typically, a decision as to whether a replacement cruiser is needed is made year-to-year, based on the condition of the oldest vehicle. The introduction of hybrid cruisers has introduced an additional variable which, because it is still dynamic, has made longer-term projections difficult. The hybrid vehicles offer benefits (reduced engine wear/tear while idling), but have also resulted in (continuing) maintenance/reliability challenges/costs.
- Also, I'm still not sure if the Select Board will make this change to a warrant/capital article (instead of an operating expense) a permanent change, or whether they may (in light of my recommendation, the Police Chief's recommendation, and the CIC's recommendation) revert to funding Police Cruiser replacements within future years' operating budgets since they – while not needed every year – are needed most years (so don't result in major fluctuations in operating budgets), they are a basic necessity in running a Police Department, and they don't always have a useful life of 5+ years.

**Please note: not all of the articles are proposed to be funded from Stabilization.** Several articles the CIC reviewed, but which are "soft costs" (i.e. engineering) are proposed to be funded from Free Cash, such as Coffin Street culvert engineering; Page School elevator repairs/engineering; and River Road resiliency planning/engineering. The amounts shown on the attached document (for FY25) include \$140,000 of FY25 expenses proposed to be paid from Free Cash. By my estimate, \$120,000 of the FY26 expenses shown would (if proposed) likely be proposed from Free Cash (not Stabilization).

A discussion – at a future CIC meeting (not tonight) – is regarding how to clarify the CIC Bylaw to make clear whether the CIC's review scope will relate to items proposed from Stabilization, or rather all articles exceeding \$20k that relate to

potential or anticipated future capital (i.e. bricks and mortar) projects. Over the many years prior to my tenure, I don't believe the CIC was reviewing/ranking expenditures for things like engineering. (Admittedly, there were a lot fewer such costs prior to my tenure, due to the current staffing/Board tackling things much more proactively, and also undertaking the engineering/studies needed to ensure adherence to applicable permitting requirements). This has undoubtedly added time, effort and cost to what in the old days may have just been fixed in the field, such as culvert replacements. While this is "the right thing to do" and (in many instances) required by applicable laws (wetlands protection act, NHESP, etc.), in my opinion the additional staff time/soft costs resulting from putting all these things through the CIC process has really cost us an enormous number of staff hours.

While a review of an updated CIP isn't on tonight's [agenda](#), I thought it would be helpful to have an updated overall CIP in front of you. As always, take anything shown in the post-FY25 columns with a grain of salt.

Thanks,  
Angus

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**TOWN OF WEST NEWBURY**  
**Capital Improvements Program FY25-FY30+**  
 PROPOSED DRAFT, April 4, 2024

# of													Code Cost -	Code Cost -	
Code	Projects	Department	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	Code Total Cost	Prior	Projected
DPW	44	Public Works	230,000	890,000	264,400	172,000	718,875	535,000	682,780	685,000	95,000	128,000	4,401,055	1,556,400	2,844,655
FD	14	Fire	-	35,000	39,000	117,000	560,000	165,000	750,000	500,000	-	1,515,000	3,681,000	191,000	3,490,000
PGE	20	Page School	344,000	33,000	85,000	-	100,000	500,000	1,161,250	840,000	50,000	835,000	3,948,250	462,000	3,486,250
PRK	4	Parks & Rec	465,000	-	-	-	-	25,000	-	-	300,000	-	790,000	465,000	325,000
PD	4	Police	-	-	-	-	57,000	178,000	59,000	60,000	-	112,000	466,000	-	466,000
COA	1	Council on Aging	-	-	-	-	-	83,000	-	-	-	-	83,000	-	83,000
<b>Town Departments</b>			<b>1,039,000</b>	<b>958,000</b>	<b>388,400</b>	<b>289,000</b>	<b>1,435,875</b>	<b>1,486,000</b>	<b>2,653,030</b>	<b>2,085,000</b>	<b>445,000</b>	<b>2,590,000</b>	<b>13,369,305</b>	<b>2,674,400</b>	<b>10,694,905</b>
WTR	34	Water	-	317,000	73,700	2,716,610	44,000	-	1,269,600	832,100	763,575	22,323,886	28,340,471	3,107,310	25,233,161
		<b>Water Department</b>	<b>-</b>	<b>317,000</b>	<b>73,700</b>	<b>2,716,610</b>	<b>44,000</b>	<b>-</b>	<b>1,269,600</b>	<b>832,100</b>	<b>763,575</b>	<b>22,323,886</b>	<b>28,340,471</b>	<b>3,107,310</b>	<b>25,233,161</b>
<i>Note: Water Dept. total includes development of new water source. Total Capital Projects excluding that initiative total:</i>													14,140,471		
<b>Total Capital Program Cost:</b>			<b>1,039,000</b>	<b>1,275,000</b>	<b>462,100</b>	<b>3,005,610</b>	<b>1,479,875</b>	<b>1,486,000</b>	<b>3,922,630</b>	<b>2,917,100</b>	<b>1,208,575</b>	<b>24,913,886</b>	<b>41,709,776</b>	<b>5,781,710</b>	<b>35,928,066</b>
<i>Note: Water Dept. total includes development of new water source. Total Capital Projects excluding that initiative total:</i>													\$ 27,509,776		

**Note:** Funding of costs shown in FY25 is proposed for 2024 Spring Town Meeting. All other costs and dates are estimated and should be considered interim working drafts of this Capital Program.  
**Note:** Estimated costs for future years (post-FY25) are not all adjusted for inflation.

87	Town Projects
34	Water Projects
<b>121</b>	<b>Total Projects</b>

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
DPW-001	Purchase Replacement Dump Truck (#6)	DPW	\$ 230,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
DPW-002	Purchase Replacement 1-Ton Dump Truck	DPW	\$	\$	\$ 80,000	\$	\$	\$	\$	\$	\$	\$
DPW-003	Purchase Replacement Backhoe	DPW	\$	\$ 150,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-004	Purchase Replacement Zero Turn Mower	DPW	\$	\$	\$	\$	\$ 33,500	\$	\$	\$	\$	\$
DPW-005	Purchase Replacement Small Pick-up Truck	DPW	\$	\$	\$ 56,000	\$	\$	\$	\$	\$	\$	\$
DPW-006	Purchase Replacement Compact Tractor	DPW	\$	\$	\$	\$	\$	\$ 65,000	\$	\$	\$	\$
DPW-007	Purchase Replacement Utility Tractor	DPW	\$	\$	\$	\$	\$	\$ 85,000	\$	\$	\$	\$
DPW-008	Purchase Replacement Utility Trailer	DPW	\$	\$	\$	\$	\$	\$ -	\$ 38,000	\$	\$	\$
DPW-009	Purchase Replacement Light Weight Trailer	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 23,000
DPW-010	Purchase Replacement Dump Truck (#2)	DPW	\$	\$	\$	\$	\$ 350,000	\$	\$	\$	\$	\$
DPW-011	Purchase Replacement Sidewalk plow/blower	DPW	\$	\$	\$	\$ 172,000	\$	\$	\$	\$	\$	\$
DPW-012	Purchase Replacement Dump Truck (#1)	DPW	\$	\$	\$	\$	\$	\$	\$	\$ 350,000	\$	\$
DPW-013	Purchase Replacement Zero Turn Mower	DPW	\$	\$	\$	\$	\$	\$	\$ 25,000	\$	\$	\$
DPW-014	Purchase Replacement 1-Ton Dump Truck	DPW	\$	\$	\$	\$	\$	\$ -	\$ 92,000	\$	\$	\$
DPW-015	Purchase Replacement Pick-up Truck	DPW	\$	\$	\$	\$	\$	\$ -	\$ 62,780	\$	\$	\$
DPW-016	Purchase Replacement Woodchipper	DPW	\$	\$	\$	\$	\$	\$	\$ 85,000	\$	\$	\$
DPW-017	Purchase Replacement Loader	DPW	\$	\$	\$	\$	\$	\$	\$	\$ 335,000	\$	\$
DPW-018	Purchase Replacement Roadside Mower	DPW	\$	\$	\$	\$	\$	\$ 85,000	\$	\$ -	\$	\$
DPW-019	Purchase Replacement Ballfield Mower	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$ 95,000	\$
DPW-020	Purchase Replacement Utility Body Truck	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 55,000
DPW-021	Town Offices & WNHA Septic System Replacement	DPW	\$	\$	\$	\$	\$	\$ 150,000	\$	\$	\$	\$
DPW-022	Town Offices - Interior Painting	DPW	\$	\$	\$	\$	\$	\$	\$ 30,000	\$	\$	\$
DPW-023	Roof Recoating	DPW	\$	\$ 95,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-024	Public Safety Complex - Interior & Exterior Painting & Improvements	DPW	\$	\$	\$	\$	\$ 23,835	\$	\$	\$	\$	\$
DPW-025	Children's Castle Window Replacement Project	DPW	\$	\$	\$	\$	\$	\$ 50,000	\$	\$	\$	\$
DPW-026	Children's Castle Interior Painting Project	DPW	\$	\$	\$	\$	\$	\$ 35,000	\$	\$	\$	\$
DPW-027	Parks and Recreation Building Demolition	DPW	\$	\$	\$	\$	\$ -	\$ 40,000	\$	\$	\$	\$
DPW-028	DPW Annex / Water Dept Building - Repairs	DPW	\$	\$	\$ 63,400	\$	\$	\$	\$	\$	\$	\$
DPW-029	Town Hall Exterior Painting & Repairs	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
DPW-030	Town Hall Parking Lot Paving and Drainage	DPW	\$	\$	\$	\$	\$ -	\$	\$	\$	\$	\$
DPW-031	Town Hall Septic System Replacement	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
DPW-032	Town Offices HVAC System Replacement	DPW	\$	\$	\$	\$	\$	\$ 25,000	\$ 275,000	\$	\$	\$
DPW-033	Library - Adult Room Rug Replacement	DPW	\$	\$ 45,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-034	Middle Street Bridge Replacement	DPW	\$	\$ 600,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-035	Town Office and Town Hall Electronic Keying System	DPW	\$	\$	\$	\$	\$ 28,000	\$	\$	\$	\$	\$
DPW-036	DPW Salt Shed - Roof Repairs / coating	DPW	\$	\$	\$	\$	\$	\$	\$ 75,000	\$	\$	\$

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
DPW-037	Town Buildings - Phone System Replacement	DPW	\$	\$	\$ 65,000	\$	TBD	\$	\$	\$	\$	\$
DPW-038	Town Annex - Generator	DPW	\$	\$	\$	\$	\$ 90,000	\$	\$	\$	\$	\$
DPW-039	Farm Lane Guard Rail Installation Project	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
DPW-040	Coffin Street Culvert Replacements	DPW	\$	\$	\$	\$	\$ 50,000	\$	\$	\$	\$	\$
DPW-041	Annex flooring replacement	DPW	\$	\$ -	\$ -	\$ -	\$ 62,000	\$	\$ -	\$ -	\$ -	\$ -
DPW-042	Boom mower for trackless machine	DPW	\$	\$ -	\$ -	\$ -	\$ 41,540	\$	\$ -	\$ -	\$ -	\$ -
DPW-043	Advance warning signage for Rocks Village Bridge	DPW	\$	\$ -	\$ -	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -
DPW-044	River Road resiliency planning	DPW	\$	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Total			\$ 230,000	\$ 890,000	\$ 264,400	\$ 172,000	\$ 718,875	\$ 535,000	\$ 682,780	\$ 685,000	\$ 95,000	\$ 128,000
Dept CIP total			\$ 4,401,055									

FD-001	Emergency Communication Upgrade	FD	\$	\$	\$ 39,000	\$	\$	\$	\$	\$	\$	\$
FD-002	Tower / Ladder Truck Replacement (engine 28)	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,000,000
FD-003	3,000 Gallon Water Tanker Truck Replacement (E25)	FD	\$	\$	\$	\$	\$ 560,000	\$	\$	\$	\$	\$
FD-004	KME Pumper Truck (engine #23) Replacement	FD	\$	\$	\$	\$	\$	\$	\$ 500,000	\$	\$	\$
FD-005	KME Pumper Truck (engine #24) Replacement	FD	\$	\$	\$	\$	\$	\$	\$	\$ 500,000	\$	\$
FD-006	Replace 2001 Pickup Truck (Engine #27)	FD	\$	\$	\$	\$ 117,000	\$	\$	\$	\$	\$	\$
FD-007	Replace 2004 Pickup Truck (Engine #26)	FD	\$	\$	\$	\$ -	\$ -	\$ 90,000	\$	\$	\$	\$
FD-008	Replace Rescue Boat and Trailer	FD	\$	\$	\$	\$	\$	\$ 75,000	\$	\$	\$	\$
FD-009	Replace Rescue Equipment – Jaws of Life	FD	\$	\$ 35,000	\$	\$	\$	\$	\$	\$	\$	\$
FD-010	Replace Rescue Equipment – Fire Fighter Gear	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 115,000
FD-011	Replace Rescue Equipment – SCBA Equipment	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
FD-012	Replace Rescue Equipment – Air Packs	FD	\$	\$	\$	\$	\$	\$	\$ 250,000	\$	\$	\$
FD-013	Replacement communications repeater	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
FD-014	Rescue Truck Replacement (Truck #1)	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 300,000
Annual Total			\$ -	\$ 35,000	\$ 39,000	\$ 117,000	\$ 560,000	\$ 165,000	\$ 750,000	\$ 500,000	\$ -	\$ 1,515,000
Dept CIP total			\$ 3,681,000									

PGE-001	Page School Fire Alarm System Upgrade	School	\$ 304,000	\$ 33,000	\$	\$	\$	\$	\$	\$	\$	\$
PGE-002	Page School Floor Repairs	School	\$ 40,000	\$	\$	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000
PGE-003	Page School Exterior Lintel Repairs / Remedial Masonry Work on Sills	School	\$	\$	\$	\$	\$	\$ -	\$ 266,250	\$	\$	\$
PGE-004	Page School Potable Water Plumbing Replacement	School	\$	\$	\$	\$	\$	\$ -	\$ 290,000	\$	\$	\$
PGE-005	Page School Interior Improvements	School	\$	\$	\$	\$	\$	\$ 75,000	\$ 75,000	\$	\$	\$ -
PGE-006	Page School Parking Lot and Lighting Improvements	School	\$	\$	\$	\$	\$	\$	\$ 100,000	\$ 75,000	\$	\$
PGE-007	Page School PA/Clock/Security System	School	\$	\$	\$	\$ -	\$	\$ 305,000	\$	\$	\$	\$
PGE-008	Page School Water Pumps and Control Replacement	School	\$	\$	\$	\$	\$	\$	\$	\$ 165,000	\$	\$
PGE-009	Page School Elevator Replacement Design	School	\$	\$	\$	\$	\$ 50,000	\$ 65,000	\$	\$ 600,000	\$	\$

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
PGE-010	Page School Exterior Fire Lane Access Roadway	School	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 85,000
PGE-011	Page School Gym Entrance Roof Leak Repair	School	\$	\$	\$	\$	\$ -	\$	\$	\$	\$	\$
PGE-012	Page School Standpipe Installation	School	\$	\$	\$	\$	\$	\$ 30,000	\$ 120,000	\$	\$	\$
PGE-013	Main Street Sidewalk to Church Street	School	\$	\$	\$	\$	\$	\$ -	\$ 60,000	\$	\$ -	\$ 400,000
PGE-014	Facility Feasibility Study	School	\$	\$	\$ 85,000	\$	\$	\$	\$	\$	\$	\$
PGE-015	Mortar/Brick Work	School	\$	\$	\$	\$	\$	\$ -	\$	\$	\$	\$
PGE-016	Replace Samsung HVAC Unit serving Office & Entry areas	School	\$	\$	\$	\$ -	\$	\$	\$	\$	\$	\$
PGE-017	E-911 Emergency Communication System Upgrade	School	\$	\$	\$	\$	\$ -	\$	\$	\$	\$	\$
PGE-018	Rear Door Entry Cover Enclosures	School	\$	\$	\$	\$	\$	\$ 25,000	\$	\$	\$	\$
PGE-019	Survey & Repair Interior Plaster, Ceilings, Doorways, Millwork	School	\$	\$	\$	\$	\$	\$ -	\$ 200,000	\$	\$	\$
PGE-020	Internal Bus/Car/Ped Site Circulation Improvements	School	\$	\$	\$	\$	\$ -	\$	\$	\$	\$	\$ 300,000
Annual Total			\$ 344,000	\$ 33,000	\$ 85,000	\$ -	\$ 100,000	\$ 500,000	\$ 1,161,250	\$ 840,000	\$ 50,000	\$ 835,000
Dept CIP total			\$ 3,948,250									

PRK-001	Action Cove Playground Replacement	P & R	\$	\$	\$	\$	\$	\$	\$	\$	\$ 300,000	\$
PRK-002	Page School Playground Replacement (approved for CPC funding, not subject to Capital Committee Bylaw).	P & R	\$ 465,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
PRK-003	Cammatt Fields Well	P & R	\$	\$	\$	\$	\$	\$ 25,000	\$	\$	\$	\$
PRK-004	Pickleball Courts	P & R	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Total			\$ 465,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 300,000	\$ -
Dept CIP total			\$ 790,000									

PD-001	Emergency Radio Upgrades	PD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
PD-002	Interior Painting of Public Safety Complex	PD	\$	\$	\$	\$	\$ -	\$	\$	\$	\$	\$
PD-003	Replace Pitched Section of Public Safety Complex Roof	PD	\$	\$	\$	\$	\$	\$ 120,000	\$	\$	\$	\$ -
PD-004	Replace Police Cruiser	PD	\$	\$	\$	\$	\$ 57,000	\$ 58,000	\$ 59,000	\$ 60,000	\$	\$ 62,000
Annual Total			\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ 178,000	\$ 59,000	\$ 60,000	\$ -	\$ 112,000
Dept CIP total			\$ 406,000									

COA-001	Purchase replacement COA vehicle	COA	\$	\$	\$	\$	\$	\$ 45,000	\$	\$	\$	\$
COA-002	Replace A/C Unit in Council on Aging / SAGE Center	COA	\$	\$	\$	\$	\$	\$ 38,000	\$	\$	\$	\$
Annual Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,000	\$ -	\$ -	\$ -	\$ -
Dept CIP total			\$ 83,000									

WTR-001	Church and Propsect Streets Water Main Replacements	Water	\$	\$	\$	\$ 2,700,000	\$	\$	\$	\$	\$	\$
WTR-002	(Formerly Prospect St; combined with WTR-001)	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
WTR-003	Steed Avenue Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 217,536
WTR-004	Chase Street Water Main Replacement	Water	\$	\$	\$	\$	\$	\$ -	\$ 141,000	\$	\$	\$

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
WTR-005	Maple Street Water Main Improvement	Water	\$	\$	\$	\$	\$	\$ -	\$ 943,800	\$	\$	\$
WTR-006	Main Street (phase I) Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$ 438,350	\$	\$
WTR-007	Main Street (phase II) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$ 393,750	\$	\$
WTR-008	Whetstone Street Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$ 306,225	\$
WTR-009	Sullivan Court Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$ 77,550	\$
WTR-010	Harrison Avenue Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 230,300
WTR-011	Bailey's Lane (phase I) Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$ 379,800	\$
WTR-012	Bailey's Lane (phase 2) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 337,500
WTR-013	Training Field Road Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 183,300
WTR-014	Mechanics Street Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 169,000
WTR-015	Merrill Street (phase I) Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 130,500
WTR-016	Merrill Street (phase II) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 78,000
WTR-017	Crane Neck Street (Phase I) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 375,200
WTR-018	Crane Neck Street (Phase II) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,378,300
WTR-019	Chestnut Hill Water Main Replacement	Water	\$	\$	\$	\$	\$	\$ -	\$ 184,800	\$	\$	\$
WTR-020	Water System Hydraulic Model and Water Distribution System Study	Water	\$	\$	\$ 73,700	\$	\$	\$	\$	\$	\$	\$
WTR-022	Main Street (phase III) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,068,000
WTR-023	Garden Street Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 535,500
WTR-024	Main Street (phase IV) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 2,494,750
WTR-025	Main Street (phase V) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 796,000
WTR-026	Replacement Utility Body Truck (2017)	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 70,000
WTR-027	Replacement Pick-up Truck (2022)	Water	\$	\$ 47,000	\$	\$	\$	\$	\$	\$	\$	\$ 60,000
WTR-028a	New Water Source; Wellfield and Chemical Feed Facility	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 4,500,000
WTR-028b	New Water Source; Water Filtration Plant (if needed)	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 9,700,000
WTR-029	Pipestave Water Tank Interior & Exterior Maintenance	Water	\$	\$ 270,000	\$	\$	\$	\$	\$	\$	\$	\$
WTR-031	Wellfield #1 Building Exterior Upgrades	Water	\$	\$	\$	\$ 16,610	\$	\$	\$	\$	\$	\$
WTR-032	Air Compressor replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
WTR-033	Replace well pump #1, distribution lines, valves and equipment	Water	\$	\$	\$	\$	\$ 44,000	\$	\$	\$	\$	\$
Annual Total			\$ -	\$ 317,000	\$ 73,700	\$ 2,716,610	\$ 44,000	\$ -	\$ 1,269,600	\$ 832,100	\$ 763,575	\$ 22,323,886
Dept CIP total			\$	\$ 28,340,471								
Dept CIP total (not incl. New Water Source)			\$	\$ 14,140,471								

Note: Items shown in FY25 and shaded in green or yellow are proposed for funding at the Spring 2024 Annual or Special Town Meeting.

Approved ARPA Requests	Project ID	Budget	Expenditure Category	Sub Category	Total Obligations
<b>CLA Consulting Services</b>	ARPA-01	\$ 9,500.00	6-Revenue Replacement	6.1 Provision of Government Services	\$ 9,500.00
<i>Project Description: For ARPA Grant Consulting services to support in-house staff efforts to ensure continued program compliance as the Town moves ahead to identify projects or programs for ARPA funding</i>					
<b>Church and Prospect Street Water Mains</b>	ARPA-02	\$ 625,000.00	6-Revenue Replacement	6.1 Provision of Government Services	\$ 9,000.00
<i>Project Description: Water main replacement on Church and Prospect Street, incl. up to \$9,000 in engineering/procurement services.</i>					
<b>Page School HVAC Unit Replacement</b>	ARPA-03	\$ 115,000.00	6-Revenue Replacement	6.1 Provision of Government Services	\$ 115,000.00
<i>Project Description: To replace the existing broken HVAC system at the Page School</i>					
<b>Page School Sills</b>	ARPA-04	\$ 50,000.00	6-Revenue Replacement	6.1 Provision of Government Services	\$ 50,000.00
<i>Project Description: Page School Remedial Masonry / Sills Repairs</i>					
<b>Highway Garage Roof Replacement</b>	ARPA-05	\$ 45,000.00	6-Revenue Replacement	6.1 Provision of Government Services	\$ -
<i>Project Description: Remove and replace asphalt shingles</i>					
<b>Middle Street Bridge permit/bid assistance</b>	ARPA-06	\$ 25,000.00	6-Revenue Replacement	6.1 Provision of Government Services	\$ 25,000.00
<i>Project Description: Engage project engineer for as-needed support to execute MassWorks and MDOT Small Bridge grant agreements;</i>					
<b>Middle Street Bridge construction funding</b>	ARPA-07	\$ 425,000.00	6-Revenue Replacement	6.1 Provision of Government Services	\$ -
<i>Project Description: Potential to propose supplemental funding for reconstruction of Middle Street Bridge.</i>					
<b>Sub-Total</b>					<b>\$ 1,294,500.00</b>
<b>Sub-Total</b>					<b>\$ 208,500.00</b>
Total Funds		\$ 1,409,046.80			
Unallocated		\$ 114,546.80			

Pending ARPA Requests	Project ID	Budget	Expenditure Category	Sub Category	
<b>Sub-Total</b>					
		<b>\$ 3,243,093.60</b>			

Anticipated/Potential ARPA Requests	Project ID	Budget	Expenditure Category	Sub Category
<b>Coffin Street culverts (construction costs)</b>	TBD	TBD	TBD	TBD
<i>Project Description: Pending engineering/permitting. Funding for engineering/permitting proposed for consideration at April 2024 Town Meeting.</i>				

Source: Angus Jennings, Town Manager, WORKING DRAFT of 4/13/24



# 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: April 23, 2024  
RE: State budget earmarks

As you may recall, West Newbury was awarded two State budget earmarks, each of which have been identified as funding sources for follow-on work to build on the results of the ongoing Route 113 (Main Street) corridor planning initiative.

In response to applicable timelines with the State, my office has submitted paperwork to each of two agencies in recent weeks as part of the pre-contracting process for each earmark. (Functionally, the earmarks are grants, with contracts to be executed with the Commonwealth, administered by specific agencies of the Commonwealth, and with attendant reporting requirements just like for other grants).

This is to provide a brief update as to the identified use of the funds:

<i>Earmark Amount</i>	<i>Source</i>	<i>Legislative Purpose</i>	<i>Local Purpose (Summary)</i>
\$25,000	Ch. 102 of the Acts of 2021	“provided further, that not less than \$25,000 shall be expended to improve and enhance pedestrian and multi-modal transportation infrastructure along state highway route 113, in proximity to Page elementary school and Pentucket middle and high school in the town of West Newbury”	survey and engineering services that MassDOT is requiring as part of its review of the 25% permitting plans for the improved crosswalk (with pedestrian-activated signals) to be located at the intersection of Main Street (Rte. 113), Page Elementary School, and the Town’s Pipestave Hill Recreation Area.
\$50,000	Ch. 268 of the Acts of 2022	“provided further, that not less than \$250,000 shall be expended for municipal economic development initiatives in the towns of Rowley, Hamilton, Middleton, West Newbury and Wenham;” <sup>1</sup>	engineering services to develop more detailed design plans for traffic calming / pedestrian infrastructure in the West Newbury Town Center. We will prepare a scope and invite proposals from multiple qualified traffic/transportation engineering firms, and select the firm that is best able to support our work on this important initiative.

We are working with TEC, Inc. to schedule the remainder of the work on the corridor planning effort.

<sup>1</sup> We confirmed with the administering agency that the earmark language in the bill, which allocates \$250,000 across 5 communities, will be administered as 5 separate earmarks for \$50,000 each.

**March 27, 2024**  
**RFP # 2024-WN-003**  
**IP Telephony and Voicemail System Voice Over Internet Protocol Solution (VoIP)**  
**1910 Building (Town Offices)**  
**Optional Briefing and On-Site Tour for Cabling**

**Town Staff Present:**

Christine Wallace, P.E., *West Newbury DPW Project Manager*  
 Angus Jennings, *West Newbury Town Manager*  
 Katelyn Barker, *West Newbury Chief Procurement Officer*  
 James RW Blatchford, *West Newbury Town Clerk*  
 Brian Richard, *West Newbury Facilities Manager*  
 Jake Soucy, *West Newbury IT Consultant*

**From the Sign-in Sheet:**

Raul Valdez, <i>AI Enterprise</i>	Bill Vozella, <i>Beacon Telecom</i>
Tony Foglia, <i>Connectivity Point</i>	Jim Lemay, <i>Partners Technology</i>
Jim Rabbit, <i>Partners Technology</i>	Stefano Jean Joseph, <i>JeanComputech Corp</i>

**Attachments:**

Attachment A (this document) – Attendance, Briefing Minutes/Q&A Responses  
 Attachment B – Electronic Floor Plans **\*updated\***  
 Attachment C – Prevailing Wage Sheet  
 Attachment D – Email from DLS regarding Prevailing Wage

**Briefing/Q&A (1910 Building, first floor hearing room 11:00 A.M)**

Christine Wallace initiated the briefing and Q&A session by giving a brief overview of the updates from the last site walk.

**Q. If cabling is part of the package, will this need to be prevailing wage?**

**A.** Per DLS, this work was a prevailing wage contract from the start. **Please see email from DLS, attached.**

**Q. Will all cables need to be replaced?**

**A.** Yes, all cabling will be replaced in the 1910 Building (Town Offices). There will be no new cabling in the library or Public Safety Complex.

**Q. Do old data and phone lines need to stay active until we cut over?**

**A.** Yes.

**Q. Does work need to happen outside normal business hours?**

**A.** No, we fully understand that there will be some disruption. We will work with the selected vendor on a schedule and can accommodate an early start (6 A.M), etc. Town Staff leaves at noon on Fridays.

**Q. Do we need to remove the old existing cables?**

**A.** Per the Building Commissioner Sam Joslin “Under the code there is not a requirement to remove low voltage lines. It is a good practice to remove any easily removable unused lines but again not required. Lines that are not low voltage (line voltage such as 110 or greater) do either need to be removed or terminate in an electrical box.”



**Q. Will permit fees be waived?**

A. Yes.

**Q. What happens if we already submitted a bid prior to this site walk and added cabling?**

A. You may submit a modification to your submitted bid by submitting the modifications in a sealed envelope clearly labeled "VoIP Phone System RFP – Modifications" to:

**West Newbury Town Clerk's Office  
381 Main Street  
West Newbury, MA 01985**

**Q. Do the phone and cabling need to be separate bids?**

A. Yes, please submit two bid sheets. Although it would be beneficial to select one vendor/team, the Town reserves the right to award a partial bid. Vendors may team up with other vendors to submit one complete bid.

**Q. Will patch cords be provided?**

A. Switch will be provided by vendor, patch cords for voice only provided by vendor.

**Q. Will we need to patch up any holes, painting, etc.?**

A. No, the Facilities Manager will take care of patchwork.

**Q. Will everything be on one rack?**

A. All data will be on one rack, no voice.

**Q. How many runs to the second floor?**

A. Two fiber runs to the second floor.

**Q. Will you be using all IP phones?**

A. Yes.

**Q. Will the rack be grounded?**

A. Yes.

**Q. Will there be an increase in the project budget to add the cabling?**

A. Yes, after proposals are received on April 24<sup>th</sup>, 2024, we will be proposing a supplemental increase to be voted upon at our Annual Town Meeting on April 29<sup>th</sup>, 2024.

**Q. Is the library and Public Safety Complex still needing phones and work done?**

A. Yes, those buildings do not need cabling so we did not include it in this site walk. Only the 1910 Building (Town Offices) needs cabling replaced and installed.

**Q. What do the red X's on the walls near the ports mean?**

A. The red X's indicate abandoned ports. We will NOT be using these. They will be covered with a regular wall plate.

**Q. Is cable molding OK?**

A. We would like to limit the appearance of cable molding. If you intend to use cable molding in ANY location, it must be approved by the Project Manager in advance.

**Q. If there is a location not being used, can we use it as a pull?**

**A.** Yes.

**Q. In the Annex, where would you like the data and the voice?**

**A.** We would like the access points (data) in the ceiling. The voice can remain on the wall. A wall phone can be placed in the Annex and one of the locations in the COA.

**Q. Is there a fire stop on the door going from the COA to the Annex?**

**A.** Yes, there might be a concrete wall making it hard to penetrate through. Follow all local codes to penetrate through fire walls.

**Q. How do we access the boiler room?**

**A.** The boiler room can be accessed from outside the Annex, near the housing apartments.

**Q. What Firewall does the 1910 Building (Town Offices) currently have?**

**A.** SonicWall.

**Q. What type of management level would you like for the phones?**

**A.** We would like to be able to do basic changes in house; extension changes, names, ability to change outgoing messages, etc.

**Q. Is the printer on the first floor remaining in the hallway?**

**A.** No, the printer will be moved to the mailroom.

**Q. Do we need to demo old lines?**

**A.** Per the Building Inspection, demo of old cabling is not required.

**Q. What type of flooring is on the first floor and attic?**

**A.** Hardwood flooring.

**Q. How do we access the attic?**

**A.** The attic can be accessed through a door in the ConCom office located on the second floor. The crawl space is approximately 3-4 feet, with blown in insulation.

**Q. Are Edgewater devices to be included in the quote?**

**A.** Yes.

**Notes:**

**Any interior OR exterior cabling runs using cable molding covers, MUST be approved by the Project Manager prior to any work being completed.**

**Google Drive with Access to Photos:**

<https://drive.google.com/drive/folders/13ohiVj8W8gDaSHCMcU8I6VHVFEJ8EaW?usp=sharing>

# Attachment B

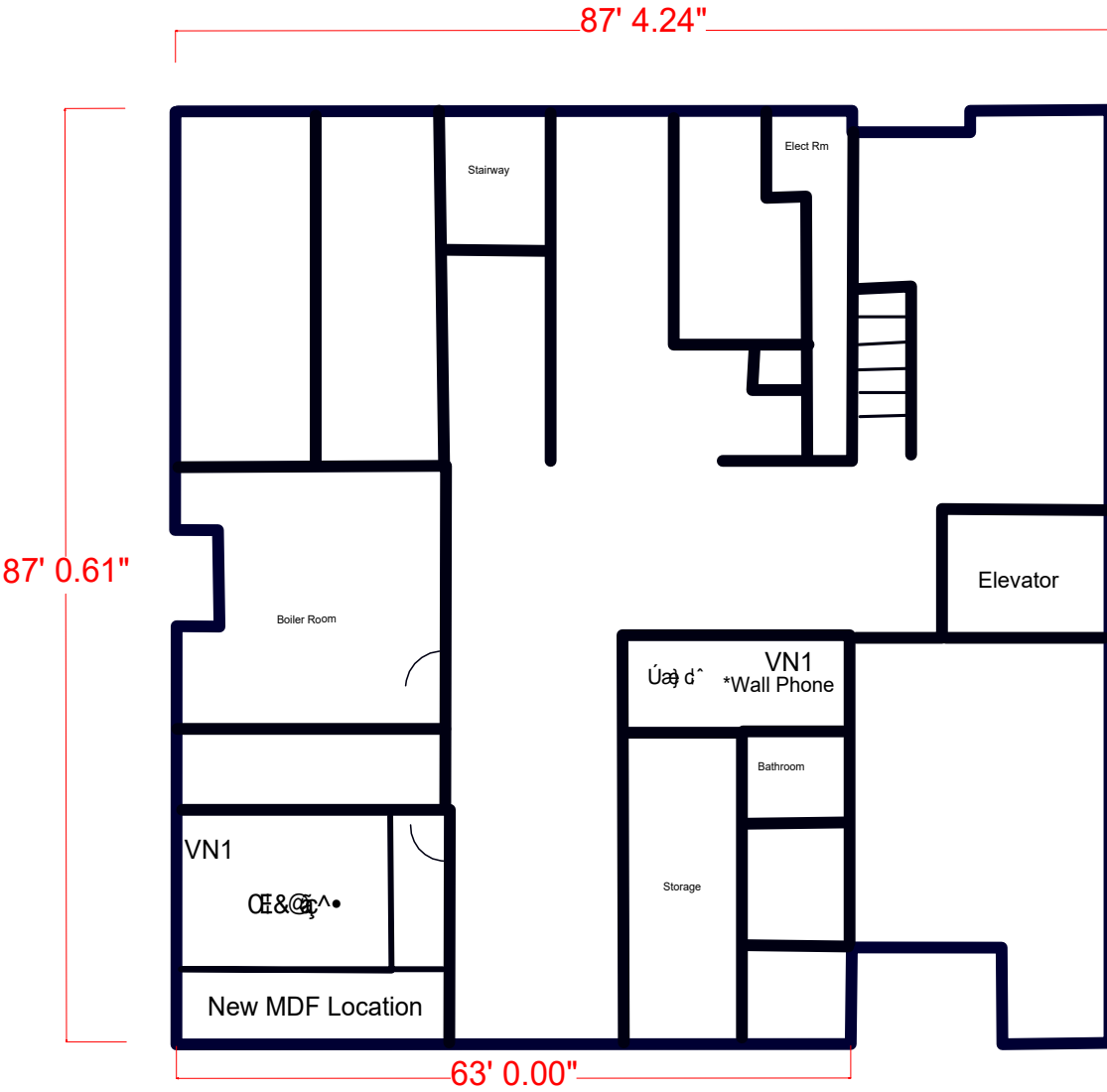
## Basement

V = Phone Port

D = Data Port

N = New Port

# = Amount needed



West Newbury
Data/Telco
Basement
Revised 03/21/24

Total 2 Voice Ports

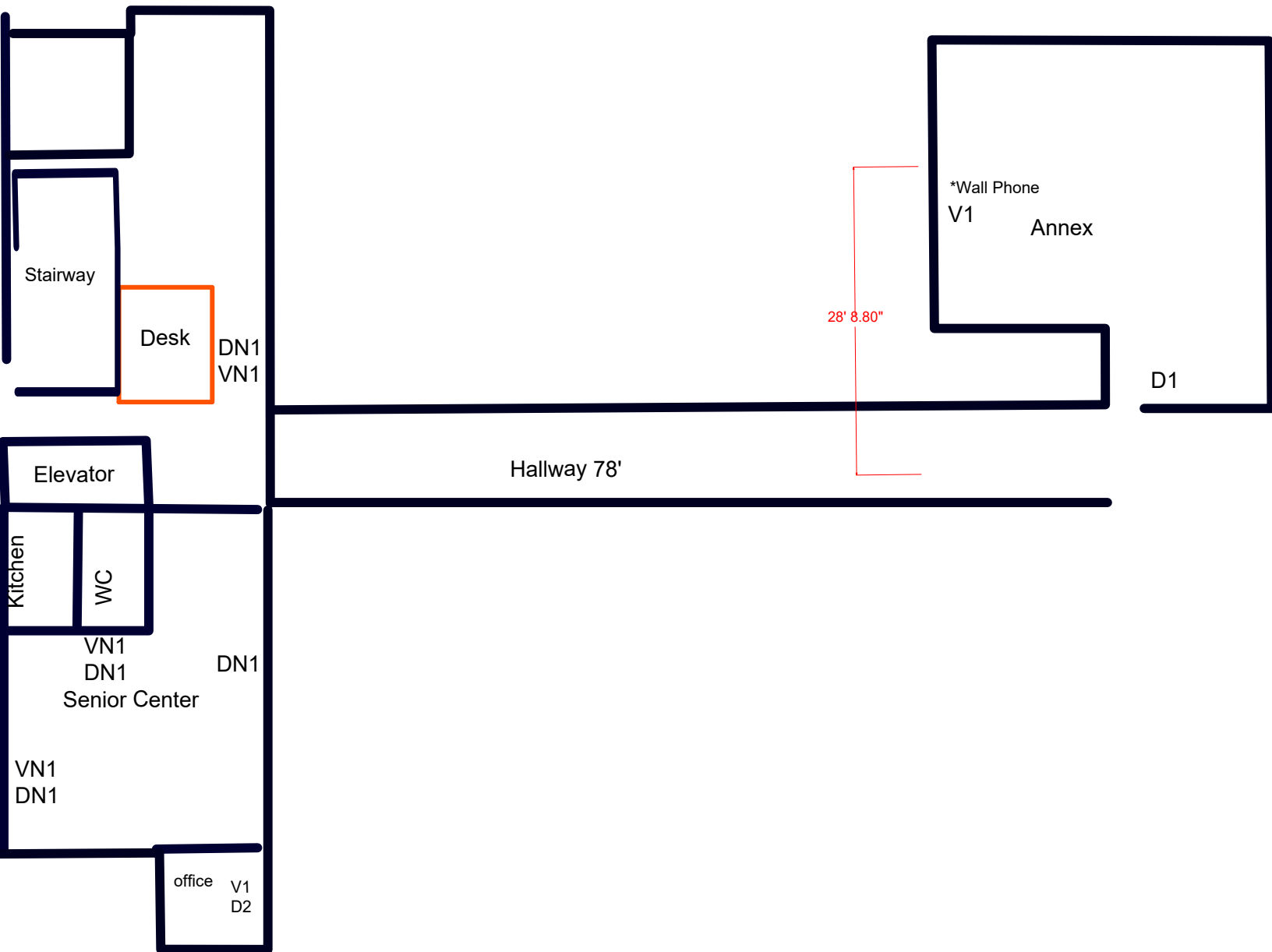
# Ground Floor

V = Phone Port

D = Data Port

N = New Port

# = Amount needed



Total 5 Voice Ports

Total 7 Data Ports

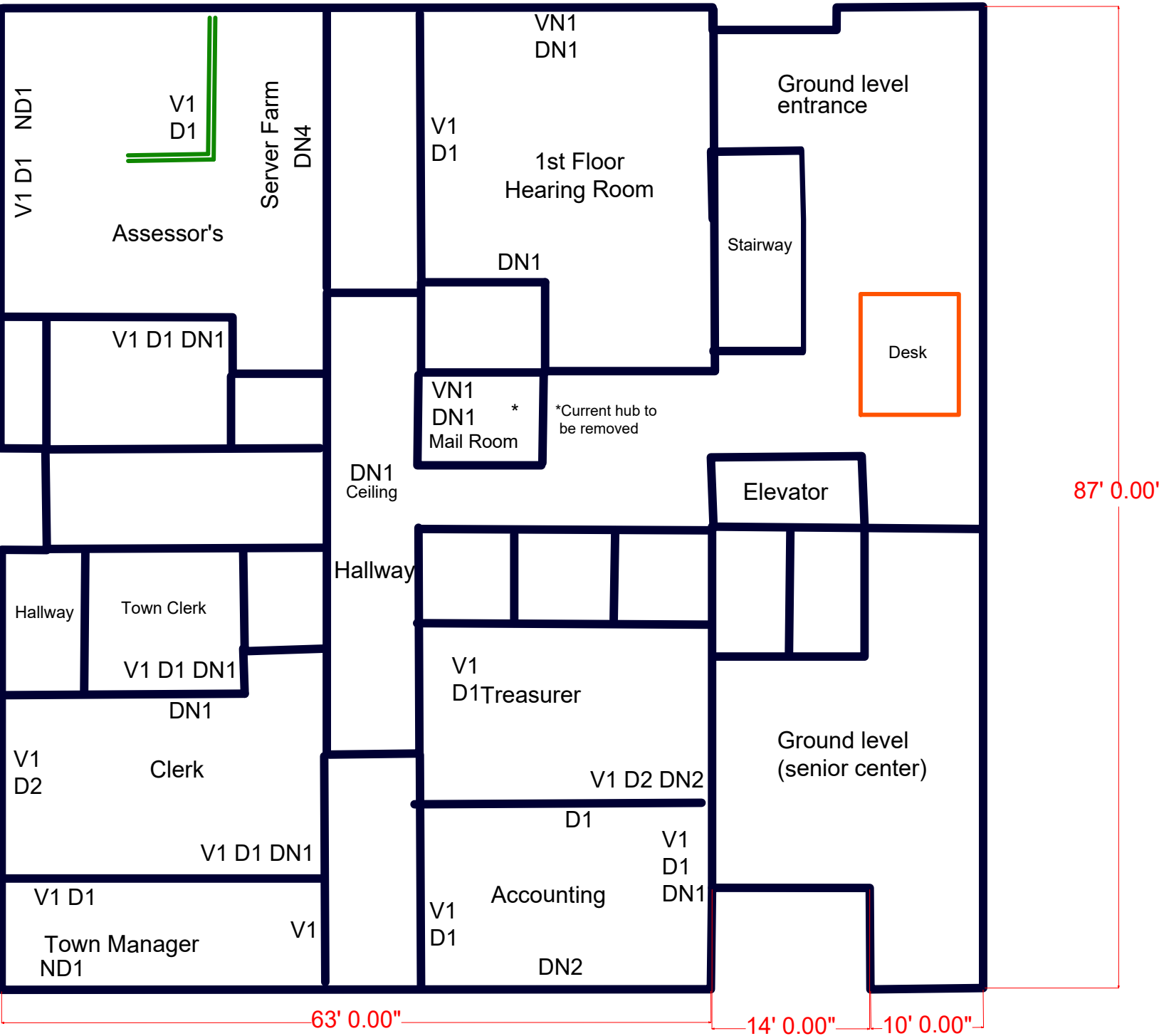
# First Floor

V = Phone Port

D = Data Port

N = New Port

# = Amount needed



Total 15 Voice Ports  
Total 34 Data Ports

Revised 03/21/24

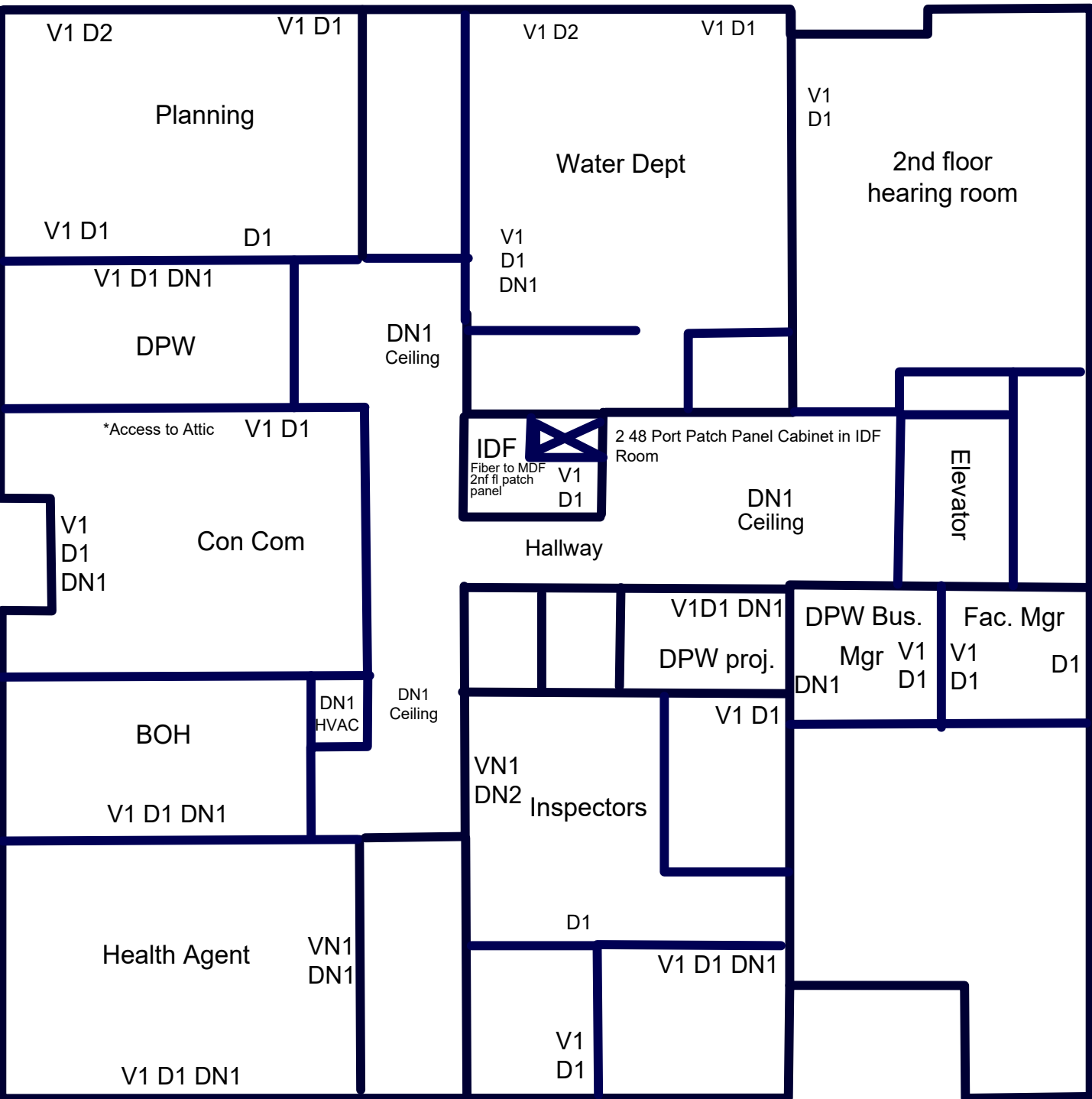
# 2nd Floor

V = Phone Port

D = Data Port

N = New Port

# = Amount needed



Total 21 Voice Ports  
Total 38 Data Ports

Revised 03/21/24

**From:** [Smith, Michael F \(DLS\)](#)  
**To:** [DPW Admin](#)  
**Cc:** [Riley, Christine \(DLS\)](#); [Casey, Kevin P. \(DLS\)](#)  
**Subject:** Re: Prevailing Wage Job Question  
**Date:** Tuesday, December 5, 2023 9:12:01 AM  
**Attachments:** [image001.png](#)

---

Katelyn,

Thanks for your question.

The prevailing wage statute makes repeated references to "construction" and "construction of public works" which is defined by section 27D, G.L. c.149 as follows: Wherever used in sections twenty-six to twenty-seven C, inclusive, the words "construction" and "constructed" as applied to public buildings and public works shall include additions to and alterations of public works, the installation of resilient flooring in, and the painting of, public buildings and public works; certain work done preliminary to the construction of public works, namely, soil explorations, test borings and demolition of structures incidental to site clearance and right of way clearance; and the demolition of any building or structure ordered by a public authority for the preservation of public health or public safety. (Emphasis added.)

Generally, this includes new construction, renovation, repair, demolition, road or highway work, etc. of a public work by a public entity.

Typically, this will include construction of a public work involving an "addition and or alteration" of a building and/or site, construction of a building and/or site, site infrastructure work, surveying, repair or installation of building components, affixed to a building and/or site, removed from a building and/or site, repaired or replaced such as building and/or site energy management systems, plumbing / hot water systems, communication systems, asbestos removal, painting, etc., this would be defined as construction.

I would say that **installation of of a telephone systems within town buildings** would meet the definition of construction as discussed above, and prevailing wage would apply.

(Please note that this determination is confined to this particular situation and is based on the facts as presented to DLS. If those facts are incorrect or change, or if additional facts come to light, DLS' determination could change as well.)

I hope this helps.

Michael Smith  
DLS - Prevailing Wage

---

**From:** DPW Admin <DPWAdmin@wnewbury.org>  
**Sent:** Monday, December 4, 2023 9:09 AM

**Subject:** Prevailing Wage Job Question

**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.

Good morning,

The Town of West Newbury is hiring a contractor to install a new telephone system within three of our town owned buildings – would this be considered a prevailing wage job?

*Katelyn Barker, MCPPO*

DPW Business Manager &

Chief Procurement Officer

Town of West Newbury

(978) 363-1100 ext. 135





Angus Jennings

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**From:** Conservation  
**Sent:** Friday, April 19, 2024 3:12 PM  
**To:** Wendy Reed; Angus Jennings; Graham Bach; Matthew Shwom  
**Subject:** Draft Sawmill Management Plan for review at 4/24 meeting  
**Attachments:** LAND Grant Management Plan V1.docx; LAND Grant Management Plan V1 - All changes accepted.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

Attached please find the draft Sawmill management plan for your review ahead of our upcoming meeting on 4/24 at 4:30 PM. I've attached a version with track changes on so you can see what I have filled into the template and also a version with all changes accepted which may be easier to read.

Please note this is a very early draft plan. Once we have worked on the plan you may distribute to your BCC members but this early draft version does not need to be shared outside of this group.

Please review this plan and closely look at, consider, and come prepared to our 4/24/2024 meeting to discuss the following:

- The permitted and prohibited activities especially the sections with comments.
- The sections on planned stewardship activities, management, Known stewardship issues or potential management challenges to address, and Planned actions to address potential management challenges or existing issues.
- Procedure for amending this document: *[Describe any procedures (e.g. votes or approvals) to amend the permitted uses or other sections of this document]* – I didn't even take a stab in the document. We need to discuss a game plan for this.
- Not in the plan per say, but we are required to post a sign for access to the area. The management document suggests including the permitted and prohibited activities on the sign so please be prepared to discuss.

Happy to answer any questions.

Michelle Greene  
 Conservation Agent  
 Town of West Newbury  
 381 Main Street  
 West Newbury, MA 01985  
 Office: (978) 363-1100 x126  
 Mobile: (978) 891-0238  
[conservation@wnewbury.org](mailto:conservation@wnewbury.org)

*Vernal pools are special, temporary wetlands that typically hold water only for a few months of the year in the spring or fall. A variety of unique animals rely on vernal pools to complete certain portions of their life cycles. These animals include salamanders that spend the majority of their lives underground in upland areas but start their lives as larva in vernal pools and fairy shrimp whose eggs survive drying out until the vernal pool*

**LAND MANAGEMENT PLAN  
WITH CURRENT CONDITIONS REPORT**

**FOR FEE ACQUISITIONS**

**Massachusetts Executive Office of Energy and Environmental Affairs  
LAND Grant Program**

MUNICIPALITY:	West Newbury
LAND GRANT #:	LAND Grant #5
PROJECT NAME:	Sawmill Brook Conservation Area
LOCATION:	Lot 2A and Lot 2B, Archelaus Hill Place and Poor House Lane, West Newbury 32.1 ± Acres of land situated in West Newbury, Essex County Massachusetts shown as Lot 2A and Lot 2B on plan entitled “Definitive Pan Poor House Lane” prepared by Cammett and Kutensky Engineering, Inc., dated January 17, 1983 and recorded in the Southern Essex District Registry of Deeds in Plan book 177 as Plan 37.
DATE ACQUIRED:	12/7/2023
OTHER INTEREST HOLDERS:	<u>Deed:</u> Grantee: Town of West Newbury acting by and through its Select Board with the Conservation Commission having care, custody and control of the premises. <u>Conservation Restriction:</u> Grantee: Essex County Greenbelt Association, Inc.

## **Table of Contents**

### **Section I: Property Information**

1. Property description
2. LAND Grant Program regulations & legal protection
3. Contact information
4. Proposed Property Management and Copy of Conservation Restriction

### **Section II: Maps**

1. Resource map

### **Section III: Site Visit Report**

1. General information
2. Current property conditions
3. Boundary conditions

### **Section IV: Photographs**

1. Photo location map
2. List of photographs
3. Photographs

### **Section V: Amendments**

### **Section VI: Signatures**

## **Section I:** **Property Information**

### **1. Property description**

The Sawmill Brook Conservation Area property, located at Lot 2A and Lot 2B, Archelaus Place and Poor House Lane, West Newbury, Assessors' map R14-30F and R14-30, is held by West Newbury, under care and control of the Conservation Commission, and subject to a conservation restriction held by Essex Country Greenbelt Association for the purposes of conservation and passive recreation, in perpetuity. The deed was recorded on 12/15/2023, in Book 4198, Page 501 in the Southern Essex County Registry of Deeds.

### **2. LAND Grant Program regulations & legal protection**

This property is permanently protected open space, for conservation and passive recreation only. It is subject to the standards and guidelines in 301 CMR 5.00: LAND and PARC Programs, of the Division of Conservation Services, Executive Office of Energy and Environmental Affairs (EEA). Important requirements include:

- 5.05(4): The property interest acquired with LAND Grant funding must be under the care and control of the Conservation Commission
- 5.08(1): The property must be for open space conservation and passive recreation purposes only, in accordance with MGL Ch. 132A, Sec. 11
- 5.08(1): The property is permanently protected under Article 97 of the Massachusetts Constitution, and may not be converted to other uses without explicit approval of the Secretary. Municipalities must pursue all feasible alternatives to conversion of grant-funded land. If conversion is finally determined to be the only possible choice, *all* of the following must occur: municipal approval of the conversion; a two-thirds majority vote of both houses of the state legislature; replacement of the land with new conservation land that is of equal or greater fair market value at the time of conversion, and of equal or greater acreage, ecological value, and usefulness, to be approved or disapproved by the Secretary of EEA.
- 5.08(2): If the property is no longer used, in whole or in part, for conservation and/or passive recreation purposes, the interest in the property may revert to the Commonwealth. The Conservation Commission must notify the Secretary of EEA of any change or potential change in the use of the property inconsistent with open space conservation and passive recreation. Additionally, the Secretary of EEA may notify the Conservation Commission that an inconsistent change in use has occurred. The Conservation Commission has 90 days to rectify the use to the satisfaction of the Secretary, or the property may revert to the Commonwealth.
- 5.07(2) and (3): The property must be open to use by all members of the public without discrimination
- 5.05(1): Off-street parking may be required

Additionally, no private enterprise may occur on properties for which the fee property is owned by the municipality, except that which contributes to and does not conflict

with appropriate public use and benefit. New structures are prohibited on properties where the fee interest is owned by the municipality, except those that further conservation or public passive recreational use of the property.

Through receipt of funding under the LAND Grant Program, this property is permanently protected under Article 97 of the Constitution of the Commonwealth of Massachusetts and may not be converted to other uses without pursuing all feasible alternatives to conversion of grant-funded land. If conversion is finally determined to be the only possible option, *all* of the following must occur: municipal approval of the conversion; a two-thirds majority vote of both houses of the state legislature; replacement of the land with new conservation land that is of equal or greater fair market value at the time of conversion, and of equal or greater acreage, ecological value, and usefulness, to be approved or disapproved by the Secretary of EEA.

A LAND Grant Project Agreement prohibiting conversion of the property from open space conservation and passive public recreation has been recorded with the property deed.

Additional applicable regulations include:

**Ch. 132A, §11** – Act establishing the Self-Help (now LAND) Grant Program

**Ch. 40, §8c** – Authority of conservation commissions to hold land for conservation purposes.

### 3. Contact Information

Interest Holder	Organization	Mailing address	Contact (phone/email)
Property Steward or Manager	West Newbury Conservation Commission	381 Main Street West Newbury, MA 01985	978-363-1100 x126 <a href="mailto:conservation@wnewbury.org">conservation@wnewbury.org</a>
CR Holder (if applicable)	Essex County Greenbelt Association, Inc.	82 Eastern Ave., Essex, MA 01929	(978) 768-7241
Other Partner	West Newbury Select Board	381 Main Street West Newbury, MA 01985	<a href="mailto:select-board@wnewbury.org">select-board@wnewbury.org</a>

### 4. Proposed Property Management

#### **Land Conservation Goals:**

- A. **Open Space.** The Premises contributes to the protection of the scenic and natural character of West Newbury, and the protection of the Premises will enhance the open-space value of nearby lands, including the Town’s Mill Pond and Pipestave Hill Conservation Areas, which the Premises abuts.
- B. **Public Access.** Public access to the Premises will be allowed for passive outdoor recreation, education, nature study. The Premises connects with the existing Mill Pond and Pipestave Hill Conservation and Recreation Areas owned by the Grantor, and will allow for expanding the public trail system in this area.

**Commented [c1]:** These are pulled in from the CR as per the instructions for this land management plan.

- C. **Biodiversity.** The Premises includes areas designated as BioMap Core for Rare Species and Wetlands, as well as Critical Natural Landscape for Wetland Core Buffers, as defined by the MA division of Fisheries and Wildlife acting by and through its Natural Heritage and Endangered Species Program (NHESP). The Premises will expand the conservation corridor in the area, enhancing ecosystem integrity and landscape connectivity. BioMap, last updated in 2022, is designed to guide strategic biodiversity conservation in Massachusetts by focusing land protection and stewardship on the areas that are most critical for ensuring the long-term persistence of rare and other native species and their habitats, exemplary natural communities, and a diversity of ecosystems.
- D. **Wetlands & Water Quality.** Wetlands on the Premises play an important role in cleaning water flowing to the adjacent Mill Pond, and ultimately the Merrimac River, of which Sawmill Brook is a tributary. Wetlands provide valuable habitat for a diverse array of wildlife species as well as provide the many other public benefits of wetlands protection recognized by the Commonwealth of Massachusetts (Section 40 of Chapter 131 of the Massachusetts General Laws).
- E. **Climate Change Resiliency.** The Premises is identified as an area of Slightly Above Average Terrestrial Resilience according to The Nature Conservancy's (TNC) Resilient Land Mapping Tool, including Average Landscape Diversity and Slightly Above Average Local Connectedness. TNC's Resilient Land Mapping Tool was developed in order to map 'climate-resilient' sites that are 'more likely to sustain native plants, animals, and natural processes into the future.' The protection of these climate resilient sites is an important step in both reducing human and ecosystem vulnerability to climate change and adapting to changing conditions.
- F. **Consistency with Clearly Delineated Federal, State, or Local Governmental Conservation Policy.** The protection of Sawmill Brook for conservation furthers the following overarching 2018 Open Space and Recreation Plan OSRP goals: 1) To preserve the rural character, charm, and sense of community, and 2) To protect and manage natural resource areas, including water resources and large, contiguous tracts of undeveloped land. The project will also further the Open Space Preservation goal of the 2020 Municipal Vulnerability Plan, specifically by implementing the Open Space and Recreation Plan and encouraging open space preservation. The acquisition furthers the Massachusetts Statewide Comprehensive Outdoor Recreation Plan Goal 2 to Support the Statewide Trail Initiative. Acquiring Sawmill Brook will allow the town to open trails formerly closed to the public and expand the trail system from existing conservation areas onto this new property. Additionally, the project aligns with the Merrimack Valley Priority Growth Strategy Goal 3: Protect and Enhance Critical Upland, Water Resource and Wetland Habitats to Sustain Biodiversity by preserving upland and wetland identified by BioMap as ecologically valuable.

**Permitted public activities:**

- A. **Public Access.** The Sawmill Brook Property is open to the public daily between dawn and dusk.
- B. **Pedestrian Walking, Hiking, Cross Country Skiing, and Snowshowing.** Pedestrian walkers, hikers, cross country skiers, and snowshoers are welcome on trails and throughout the property unless an area is specifically closed by the Conservation Commission, the Select Board, or Essex County Greenbelt.
  - a. All refuse and trash must be packed out of the property and lawfully disposed of offsite.
  - b. For safety reasons, the right of way order on any trail is: 1<sup>st</sup> – equestrian, 2<sup>nd</sup> – pedestrians and dog walkers, and 3<sup>rd</sup> – bicyclists.
- C. **Dog Walking.** Dog walking is permitted on the trails and throughout the property.
  - a. Dog walking is subject to all town bylaws relating to dogs.
  - b. Dog walkers are reminded that it is the duty of each person who owns, possesses or controls a dog to remove and lawfully dispose of any feces left by their dog on this town owned property.
  - c. Dog walkers must keep dogs out of wetland areas to protect sensitive areas and aquatic species.
  - d. Dog walkers must not let their dog(s) chase or harass people, horses, wildlife, or other dogs.
  - e. For safety reasons, the right of way order on any trail is: 1<sup>st</sup> – equestrians, 2<sup>nd</sup> – pedestrians and dog walkers, and 3<sup>rd</sup> – bicyclists.
- D. **Equestrian Use.** Equestrians are welcome on trails unless an area is specifically closed by the Conservation Commission, the Select Board, or Essex County Greenbelt.
  - a. There is no parking for trailers available at the property. Trailers may be parked at the Mill Pond / Pipestave Recreation Areas subject to any rules or regulations of these areas.
  - b. Organized equestrian activities are permitted at the property with advanced notice of at least 30 (thirty) days given to the Conservation Commission.
  - c. Horse manure must be removed from all trails and wetlands.
  - d. For safety reasons, the right of way order on any trail is: 1<sup>st</sup> – equestrians, 2<sup>nd</sup> – pedestrians and dog walkers, and 3<sup>rd</sup> – bicyclists.
- E. **Cyclist use.** Cyclists are welcome on trails unless an area is specifically closed by the Conservation Commission, the Select Board, or Essex County Greenbelt.
  - a. Bicycles are permitted on existing trails only.

**Commented [c2]:** In the permitted and prohibited activities section the document indicated "Note: These should be posted at the property entrance(s)." This is something we should consider when creating the sign for the Poor House Lane access

**Commented [c3]:** This is not a conclusive list of permitted activities in the CR. This is a list of activities that the public is permitted to use the property for. Other activities like invasive plant management and trail building and maintenance are permitted in the CR however, they are not the type of activities a property would be signed for the public to engage in.

**Commented [c4]:** This may need retooling. The way I see it and based this item is any organized activity would either be permitted through the MPC or SB. Since there is no parking for horse trailers at this property I don't see ConCom needing to also permit these events however, it is important to give notice of these activities to ConCom in case trails are not in good shape or there is conflict with planned maintenance activities

**Commented [c5]:** What about e-bikes?

- b. Jumps, ramps, and all other structures are not permitted to be built on trails or on the property.
  - c. For safety reasons, the right of way order on any trail is: 1<sup>st</sup> – equestrians, 2<sup>nd</sup> – pedestrians and dog walkers, and 3<sup>rd</sup> – bicyclists.
- F. **Motorized Mobility Devices.** Motorized mobility devices used by persons with mobility impairments for the purposes of outdoor enjoyment and all permitted activities are permitted on trails and throughout the property.
- G. **Other Outdoor Passive Recreational and Educational Activities.** Including Fishing, canoeing and other non-motorized boating, nature observation, picnicking, nature and educational walks and outings, outdoor educational activities, and other non-motorized outdoor recreational and educational activities.
- a. All refuse and trash must be packed out of the property and lawfully disposed of offsite.
  - b. For safety reasons, the right of way order on any trail is: 1<sup>st</sup> – equestrians, 2<sup>nd</sup> – pedestrians and dog walkers, and 3<sup>rd</sup> – bicyclists.
- H. **Indigenous Cultural Practices.**
- a. Cultural land ceremonial uses. Cultural practices are defined, for the purposes of this document, as including traditional spiritual ceremonies, seasonal celebrations, offerings, and cultural, educational, and interpretive programming; and
  - b. Harvesting plant-life for traditional cultural practices, using methods which, are deemed by Essex County Greenbelt to, ensure sustainable populations of the harvested species within the property, including re-growth and replanting;
- I. **Parking.** Parking is permitted in designated parking areas only. Vehicles shall not block the trail into the property as it may be needed for access by emergency vehicles.
- J. **Swimming.**

**Commented [c6]:** This is from the CR

**Commented [c7]:** Permitted in the CR. Mill Pond is not part of this property but Sawmill Brook does pass through it. Something to consider.

**Prohibited public activities:**

- A. **Entry After Dark.** Unless specific permission is granted by the Conservation Commission, Select Board, or Essex County Greenbelt the property is closed daily between dusk and dawn.
- B. **Motorized Vehicles.** Using, parking, or storing motorized vehicles, including motorcycles, mopeds, all-terrain vehicles, off-highway vehicles, motorboats or other motorized watercraft, snowmobiles, launching or landing aircraft, or any other motorized vehicles, but excluding as prohibited motorized mobility

**Commented [c8]:** In case there was ever an opportunity for a planned nighttime event like a full moon hike or nighttime nature walk.

**Commented [c9]:** Snowmobiles are permitted in the Mill Pond management plan however, as they are prohibited in the CR for this property, I have carried them as prohibited here.



devices used by persons with mobility impairments for the purposes of outdoor enjoyment and all permitted activities.

- C. **Fires.** Fires by members of the public are not permitted on the property.
- D. **Camping.** Camping is not permitted on the property.
- E. **Alcoholic Beverages.** Alcoholic beverages shall not be consumed on the property.
- F. **Disturbance or Destruction of Stone Walls, Boundary Markers, Signs, and Trail Blazes.** Disrupting, removing, or destroying stone walls, granite fence posts, or any other boundary markers, signs, or trail blazes.
- G. **Disturbance or Destruction of Vegetation.** Cutting, removing, or destroying trees, shrubs, grasses or other vegetation.
- H. **Dumping or Disposal of Trash, Waste, or Refuse.** All trash, waste, and refuse shall be packed out by any person's visiting or using the property.
- I. **Hunting and Trapping.** Hunting, Trapping, and the discharge of any firearms or weapons is not allowed anywhere on the property and is subject to any and all relayed town bylaws. Exceptions to this may be granted by the Select Board on a case by case basis. Examples of potential exceptions may include:
  - a. Hunting or trapping for management of nuisance wildlife that is impacting public health and or safety as allowed by law.
  - b. To allow a hunter lawfully hunting on an adjoining property to dispatch an animal that they have wounded that has entered this property.
  - c. If a specific hunting period for an overpopulated or diseased species by individual permit as issued by the Select Board with the approval of the Conservation Commission.
- J. **Archeological Investigations/Metal Detecting**

**Commented [c10]:** Open to a retool here. Goal is clarity that the public can't have fires but the town could if needed for vegetation / forest management

**Commented [c11]:** From CR but added "signs and trail blazes"

**Commented [c12]:** From CR, but do we want to permit sustainable foraging?

**Commented [c13]:** Thinking beavers here if say, a dam on this property was flooding on a private septic system

**Commented [c14]:** This is ethical hunting. If someone were to find themselves in this situation, they should know who to contact to discuss how to proceed.

**Commented [c15]:** This is pulled verbatim from the Mill Pond management plan and if a hunting policy was created to allow hunting on town owned land by permit/permission, I think this statement could then include this property if it was deemed to be appropriate.

**Commented [c16]:** Not sure of thoughts on this. CR permits this as follows:

"Archeological Investigations. Conducting archaeological activities, including without limitation archaeological research, surveys, excavation and artifact retrieval, but only in accordance with an archaeological field investigation plan, which plan shall also address restoration following completion of the archaeological investigation, prepared by or on behalf of the Grantor and approved in advance of such activity, in writing, by the Massachusetts Historical Commission State Archaeologist (or appropriate successor official) and by the Grantee. A copy of the results of any such investigation on the Premises is to be provided to the Grantee"

**Commented [c17]:** Anything else? The sign and parking area will exist when this is submitted so it doesn't seem right to include here.

I've covered invasive plant management and the need for a water crossing and trail blazes on the existing trail in the known issues section.

**Planned stewardship activities:**

- A. **Creation of new, designated trails.** To facilitate public access throughout the property while reducing unintended impacts from trail users to sensitive areas, new trails are being planned to be constructed on the property.
  - a. As per the Conservation Restriction, constructing new trails or relocating existing trails, may be done on the property with prior written approval of Essex County Greenbelt Association, Inc., provided that any construction or relocation results in trails that are no wider than four (4) feet in tread width.

**Regular management:**

- A. **Trail Maintenance.** Routine maintenance of trails may be done by seasonal land stewards, volunteers, and / or town staff or may be done by contracted professionals.
  - a. Trail maintenance may include but may not be limited to removal of downed trees and limbs impeding the tread of the trail, addressing eroded sections of trail, improving trail drainage, clearing vegetations from the trail envelope, and rerouting trails based on changing conditions.
  - b. Trail maintenance shall be done in accordance with any recognized best management practices.
  - c. Some trail maintenance activities may be subject to local, state, and or federal permitting for wetland resource areas, habitat of rare and endangered species, and historical areas.
  
- B. **Parking Area Maintenance.** The designated parking area may be maintained by the town through its Department of Public Works or its designee.
  - a. Parking maintenance activities may be subject to local, state, and or federal permitting for wetland resource areas, habitat of rare and endangered species, and historical areas.

**Known stewardship issues or potential management challenges to address:**

- A. **Invasive Plants.** The majority of the property is clear from invasive plant however, invasive plants have been observed on the property. The observed species include Asiatic bittersweet (*Celastrus orbiculatus*), multiflora rose (*Rosa multiflora*), and honeysuckle (*Lonicera spp.*). It is likely that other yet to be detected invasive plant species may exist on the property and that new invasive plant populations may be introduced to the property by natural means (i.e. seed dispersal by birds and other wildlife) or inadvertently by humans (i.e. seeds in mud tracked in the tread of shoes worn by hikers).
  
- B. **Trail Markers / Blazes.** The property contains existing trails. These trails are currently lacking trail markers / blazes which could lead to confusion by trail users and may make the trails difficult to show on mapping. Additionally, a lack of trail markers / blazes may make it difficult for emergency personnel to located a person in distress in an emergency situation.
  
- C. **Water Crossings.** The existing trails on the property cross the Sawmill Brook in one location without a crossing. Lack of a crossing in this location has led to erosion of the stream banks on both sides of the stream. The stream may be impacted further by disturbance of the streambed when trail users walk or ride through the stream. This activity may impact downstream aquatic vegetation, vertebrates, and invertebrates by causing turbidity and deposition of disturbed sediment. Lack of a crossing may create hazardous conditions for trail users during times of high flow or during icy conditions.

#### D. **Vegetation Management**

##### **Planned actions to address potential management challenges or existing issues:**

- A. **Invasive Plants.** To address invasive plant, the town will add this property to be monitored, mapped, and managed by seasonal invasive plant interns, seasonal land stewards, volunteers, and / or town staff.
- Monitoring and mapping will show locations of plant populations so that spread, eradication, and detection of new invasive plant populations can be understood.
  - Management will be done in a manner that minimizes damage to surrounding, non-target species, preserves water quality, and follows current best management practices.
  - Management may be done by seasonal invasive plant interns, seasonal land stewards, volunteers, and / or town staff or may be done by contracted invasive plant management specialists.
  - Invasive plant management is subject to all local, state, and federal permitting requirements for wetland resource areas, habitat of rare and endangered species, and historical areas.
- B. **Trail Markers / Blazes.** To ensure trail users are able to way find and safely use trails on the property and to ensure that emergency personnel can swiftly find persons in distress the town through collaboration with its Open Space Committee and Mill Pond Committee will create a system to mark and / or blaze trails. The work may be carried out by seasonal land stewards, volunteers, and / or town staff.
- C. **Water Crossings.** To ensure safety of trail users and to protect sensitive areas the town will pursue options to construct a water crossing where the existing trail crosses over the Sawmill Brook.
- Construction of the water crossing may be completed by seasonal land stewards, volunteers, and / or town staff or may be done by contracted professionals.
  - Construction of a water crossing is subject to all local, state, and federal permitting requirements for wetland resource areas, habitat of rare and endangered species, and historical areas..

**Commented [c18]:** The CR allows for “Vegetation Management. Maintaining vegetation, including pruning, trimming, cutting, and mowing, and removing brush, all to prevent, control, and manage hazards, disease, insect or fire damage, and/or in order to maintain the condition of the Premises as documented in the Baseline Report (see Paragraph XV.);”. Do we include this?

#### **Forest Management and Forestry Activities**

Forest management and forestry activities may be conducted on the property including conducting sound silvicultural uses of the property for the purposes of habitat management (“Forestry Activities”), provided that any Forestry Activities are carried out pursuant to a Forest Stewardship Plan (as defined below). All Forestry Activities shall avoid any stone structures or historical and cultural resources and shall prevent damage thereto to the extent feasible. All cutting operations shall be supervised by a licensed forester.

**Commented [c19]:** This section is pulled from the CR.

A. Requirement of a Forest Stewardship Plan. Before any Forestry Activities occur on the property, the Town of West Newbury shall submit a Forest Stewardship Plan to Essex County Greenbelt Association, Inc., the Massachusetts Department of Conservation and Recreation (“DCR”) or appropriate successor agency, and to any other required state agencies for their approval. The Forest Stewardship Plan shall:

- a. be prepared by a forester licensed through DCR and shall follow the “Directions for the Preparation of the Chapter 61 Forest Management Plans and Forest Stewardship Plans” (as such guidelines may be amended by DCR or its successor agency) and such statutes, regulations and directions in effect at the time of the approval of said Forest Stewardship Plan; and
- b. include provisions designed to comply with the recommended activities and guidelines and required best management practices established in the Massachusetts Forestry Best Management Practices Manual (Cattanzaro, Fish & Kittredge, University of Massachusetts, Amherst & DCR; 2013) and subsequent versions as may be approved by the Massachusetts Bureau of Forest Fire Control and Forestry (“Forestry BMPs”); and
- c. address how the Forest Stewardship Plan complies with Paragraph III.B.11 of the Conservation Restriction on this property; and
- d. be effective for a ten (10) year period and shall be resubmitted once every ten (10) years as necessary if additional Forestry Activities are desired.

**Commented [c20]:** As the CR refers to Grantor here, I've placed Town of West Newbury in this section in this document.

**Commented [c21]:** As the CR refers to Grantee here, I've placed Essex County Greenbelt in this section in this document.

**Section II:**  
**Property Resource Maps**

Please attach map(s) that clearly identify the property boundaries and the location of any relevant conservation or recreational resources for protection and/or management (e.g. wetlands, trails, designated habitat).

**Commented [c22]:** Will send as a separate PDF attachment for now. Once this plan is finalized, I'll convert to a PDF and insert.

**Section III:**  
**Site Visit Report**

**1. General information**

**Date of inspection:** 2/22/2024      **Time:** 9:00 AM      **Duration:** 2.5 hours

**Individuals present:**

<b>Name</b>	<b>Affiliation:</b>
Michelle Greene	West Newbury Conservation Agent
Graham Bacheller	West Newbury Open Space Committee Chair
Vanessa Johnson-Hall	Essex County Greenbelt Association, Inc.
Mike Carbone	Essex County Greenbelt Association, Inc.
Elizabeth Harkness	Essex County Greenbelt Association, Inc.

**2. Current property conditions:**

<b>Conservation Value</b>	<b>Existing Condition</b>	<b>Photo #</b>
Open Space	The property is in a natural and undeveloped state. The property contributes to the protection of the scenic and natural character of West Newbury, and the protection of the property will enhance the open-space value of nearby lands, including the Town's Mill Pond and Pipestave Hill Conservation Areas, which the property abuts.	X
Public Access	The public currently accesses the property from either parking at the abutting Mill Pond and Pipestave Hill Conservation Areas, or by parking at the end of the paved portion of Poore House Lane. Neighbors of the property also access it from private their properties located on Poor House Lane and Archelaus Place.	
Biodiversity	The property includes areas designated as BioMap Core for Rare Species and Wetlands, as well as Critical Natural Landscape for Wetland Buffers, as defined by the Massachusetts Natural Heritage and Endangered Species Program.	
Wetlands and Water Quality	Sawmill Brook flows through the property. The property also harbors and borders wetlands on the middle section of the western boundary, as well as to the north of the boundary, and along the Sawmill Brook corridor.	
Climate Change Resiliency	The property is identified as an area of Slightly Above Average Terrestrial Resilience according to The Nature Conservancy's (TNC) Resilient Land Mapping Tool, including Average	

**Commented [c23]:** Will insert pics from site visit then go back and include numbers here for final report

	Landscape Diversity and Slightly Above Average Local Connectedness.	
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Permitted Activity	Existing Condition / Evidence	Photo
Trails	Actively maintained trails exist on the property	
Public Use	Public use is primarily on the unpaved portion of Poore House Lane, which abuts the property. Members of the public also access the property through existing trails.	
Prohibited Activity	Existing Condition / Evidence	Photo
Dumping or Material Storage		
Hunting	Evidence of hunting was observed including game cameras and a seating area.	

**C. Additional comments regarding the present condition of the property:**

- a. Historic stonewalls were observed on the property see photos XXXXX and attached survey plan.
- b. The central section of the western boundary of the property is mostly dense shrubs along a wetland and difficult to traverse.

**3. Boundary Conditions**

- A. Describe existing boundary markings or physical bounds that identify the property lines (e.g., stone wall, water ways, flagging or property boundary signs):  
 The external boundaries of the property are identifiable by existing stonewalls and drill holes, consistent with what is shown in the Definitive Plan of Poor House Lane – 1983 (Plan Book 177, Plan 37).

Additional stakes and drill holes were set on March 20, 2024 to mark the property boundary with the 4 Poor House Lane (Vynorius Irrevocable Trust), on the southeastern area of the property.

- B. Are there portions of the property that are excluded from the Restriction? If so, are these clearly marked or otherwise evident on the ground?  
 The Conservation Restriction on the property does not contain any exclusions or envelopes.
- C. Are there existing or potential encroachment by abutters on the property? (If a CR will be recorded on the property, please consult with the CR holder to identify appropriate actions to address encroachments **prior to recording the CR**. Describe here how these encroachments have been or will be addressed.)
- D. Any other comments on boundaries?  
 N/A

## Section IV: Photographs

**1. Photo location map** Include a map showing the exact location of photographs documenting the current conditions of the property. **Mark each point with an arrow showing the direction the photo was facing; and, a label (A, B, C or 1, 2, 3 etc.) that correlates to the photo list below.**

Make sure to document the following:

- Property boundary (and CR boundary if applicable).
- Trails and/or other existing passive recreational resources
- Property boundary encroachments
- Management concerns that have been identified (e.g. invasive species, unauthorized motorized vehicle use, etc.)
- Any other features deemed of importance to the property manager and/or CR holder(s)

**2. List of documentary photographs**

Commented [c24]: Will include once finalized.

Photographer(s):

Date	Photo #	Photo location	Cardinal direction of photo	Description of photo subject

**3. Documentary Photographs** (Please attach or embed all numbered photographs)



**3. Preparers Statement**

This Land Management Plan was prepared to document the current status of the [*Property Name*] Property conveyed to [*Municipality/Organization*].

I certify that I am the [*Position/Title*] of [*Municipality/Organization*], that the information gathered and recorded herein are accurate and complete to the best of my knowledge, and that the current property conditions described herein reflect conditions on my final field visit(s) to the property obtained on [*date(s)*] and accurately describe the conditions of the property at the time of acquisition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Section V: Amendments

This property is permanently protected as open space for conservation and passive recreational use only. It is difficult to anticipate all potential changes to the property that may occur that may make specific activities or uses more or less appropriate for the property. It is also difficult to predict the specific passive recreational uses future visitors to the site may desire. For these reasons, it may become necessary in the future to revise portions of the Land Management Plan.

The following sections of this document may be revised:

- Contact information

- Land Management Plan sections:

- Permitted uses/activities

- Prohibited uses/activities

- Structures (to reflect structures removed in the future)

Any changes to these sections must still adhere to the LAND Grant Program regulations, Project Agreement, Article 97 requirements, and any other pertinent regulations. All changes must adhere to the terms of the conservation restriction, if applicable.

**Procedure for amending this document:** [*Describe any procedures (e.g. votes or approvals) to amend the permitted uses or other sections of this document*]

**Commented [c25]:** This is something we need to discuss at our meeting.

**Section VI:**

**Signatures**

I certify that I have reviewed the above Land Management Plan and that it is accurate and complete. I understand that this property is permanently protected open space under Article 97 of the Massachusetts Constitution, for conservation and passive recreation uses. I understand that the property may not be sold, subdivided, altered, or used for any other purposes, except with all of the following: approval of the municipality by town meeting/city council vote; vote of approval by both houses of the Massachusetts State Legislature; approval by the Governor of Massachusetts; and replacement with an unprotected property of equal or greater size, value at the time of disposition, ecological value, and passive recreational value, subject to approval by the Secretary of Energy and Environmental Affairs. Any change in use must also adhere to all relevant environmental laws and regulations, including but not limited to the Massachusetts Environmental Protection Act and Endangered Species Protection Act, the Wetlands Protection Act, the Rivers Protection Act, and Global Warming Solutions Act.

\_\_\_\_\_  
**Municipal CEO Signature** **Printed name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Conservation Commissioner** **Printed name**

\_\_\_\_\_  
**Conservation Commissioner** **Printed name**

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**Conservation Commissioner** **Printed name**

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**Conservation Commissioner** **Printed name**

\_\_\_\_\_  
**Conservation Commissioner** **Printed name**

\_\_\_\_\_  
**Date**



BOSTON WORK HORSE RELIEF ASSOCIATION INC.  
PRESENTS

# MASSACHUSETTS MUNICIPAL HEARING OFFICER TRAINING ON DANGEROUS DOG CASES

Often, cities and towns misunderstand the legalities of Dangerous Dog cases and their dispositions that lead to liability pitfalls.

Round table trainings are being offered in your area for Town Administrators, City Managers, Board of Selectman, City Council members, Police Chiefs and Hearing Officers.



**FRIDAY APRIL 12, 2024**  
**8:00AM - NOON**  
**METHUEN POLICE**  
**DEPARTMENT**  
**90 HAMPSHIRE STREET**  
**METHUEN, MA**



**[Bostonworkhorserelief.com](http://Bostonworkhorserelief.com)**

**\$75.00**

**Instructor: Darleen F. Wood, Esq.**  
**(508) 864-1091**

LIMITED SPACE- REGISTRATION REQUIRED

Municipalities can email for registration and purchase order information

**[silverwoodfarms@charter.net](mailto:silverwoodfarms@charter.net)**



# Town Planner Report

April 2, 2024

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## Housing Opportunities Initiative (MBTA Community Multi-Family Zoning District)

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- Public Hearing Continued to April 2, 2024 – Hybrid Meeting
- Planning Board will respond to unanswered questions from previous meeting and hear additional questions and testimony. Responses will be uploaded to project website.
- Anticipate preliminary review response from EOHLC by April 2.
- Select Board and Finance Committee awaiting Planning Board's recommendation on whether to bring Zoning Amendment forth at 2024 Annual Town Meeting.

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## Municipal Vulnerability Plan (MVP) – Evaluating Vulnerabilities and Options to Promote Resiliency

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- The Towns consultants (Gulf of Maine Research Institute and GEI) are hosting a workshop on Wednesday, April 3<sup>rd</sup> from 5:30 to 8 PM in the Town Annex.
- The interactive scenario-based planning workshop focusing on River Road considers local data and community values to identify community climate vulnerabilities, priorities and needs.
- For more information on this project visit [www.wnewbury.org/2023MVPGrant](http://www.wnewbury.org/2023MVPGrant)

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## Hazard Mitigation Plan

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- The Town is working with MVPC to complete its 5-year Mult-Hazard Mitigation Plan (HMP).
- Hazard Mitigation Plans help towns identify and assess potential natural hazards and develop risk reduction strategies that are feasible to implement.
- Having an approved HMP allows the Town to apply for and receive federal funding to support pre-disaster mitigation and recovery.
- A draft Plan is anticipated within the month with project completion anticipated by the end of July.

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## Projects Summary

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- Deer Run, 519 Main Street:
  - Applicant has remaining units under agreement.
  - Lot releases and additional Inclusionary Housing payments anticipated later in the year
- Drakes Landing Project Close-out
  - Applicant requesting release of Performance Bond and any Escrow balance
  - Town Counsel will review draft Performance bond release once submitted by Applicant
- 125 River Road, Eagle Nest Definitive Subdivision
  - Hearing Continued to April 2
  - Site Walk held on March 25
  - Applicant is planning to perform Perc tests this month
  - Conservation Commission hearing on-going
  - Applicant is revising Plans due to changes in wetland boundaries

Sue Brown, Town Planner  
4/9/2024

# Town Planner Report

April 2, 2024

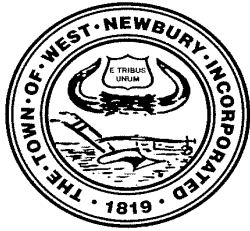
- 37 Coffin Street, Potential violation of Scenic Road Bylaw
  - Applicant advised to contact Board by Conservation Commission (see draft Conservation Commission Meeting Minutes of 3/4/2024)
  - Town Planner received notice of work done – including removal of stone wall
  - Town Tree Warden, Building Inspector and homeowner notified of Agenda Item

Sue Brown, Town Planner  
4/9/2024

Articles Summary				
Annual Town Meeting			Recommendations	
#	Article	\$	Select Board	Finance Committee
1	Town Election	\$ -	n/a	n/a
2	Hear Town Reports	\$ -	n/a	n/a
3	School Stabilization	\$ 200,000	3-0-0	5-0-0
4	Annual Budget	\$ -	n/a	n/a
5	Instructions, Rules and Regulations for Board of Water Commissioners	\$ -	n/a	n/a
6	FY25 Water operating budget	\$ 1,255,998	1-2-0	3-1-1
7	Appropriation from Septic Loan Revolving Fund	\$ 10,364	3-0-0	4-0-1
8	Transfer funds to Pension Liability Stabilization Fund	\$ 113,673	2-0-0	5-0-0
9	Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 25,500	2-0-0	4-0-1
10	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4	\$ 40,000	3-0-0	5-0-0
11	Revolving funds (reauthorize and establish max amounts for FY25)	\$ -	3-0-0	4-0-1
12	<b>CPA Article:</b> Allocate and/or reserve Community Preservation Fund annual revenues	\$ 730,000	3-0-0	5-0-0
13	<b>CPA Article:</b> Transfer CPA Housing Reserve funds to Affordable Housing	\$ 60,904	3-0-0	5-0-0
14	Transfer Free Cash to Stabilization	\$ 200,000	3-0-0	5-0-0
15	Police Cruiser purchase	\$ 57,000	3-0-0	4-0-0
16	Generator for Town Annex	\$ 90,000	3-0-0	5-0-0
17	Add'l Accessories for DPW Trackless Vehicle	\$ 41,540	3-0-0	4-0-0
18	Funding for River Road study, engineering	\$ 40,000	3-0-0	5-0-0
19	Proposed establishment of Capital Stabilization Fund	\$ -	2-0-0	5-0-0
20	Proposed establishment of Water Pension Liability Stabilization Fund	\$ -	3-0-0	4-0-1
21	Proposed adoption of new (replacement) Wetlands Bylaw	\$ -	3-0-0	2-3-0
22	Proposed amendments to Animal Bylaw (a/k/a "Dog Bylaw")	\$ -	2-1-0	-
23	Proposed amendments to Finance Committee Bylaws	\$ -	3-0-0	5-0-0
24	Proposed amendments to Town Meetings / Elections Bylaw	\$ -	2-0-0	-
25	Proposed amendments to Zoning Bylaws: Definitions	\$ -	3-0-0	-
26	Acceptance of MGL 59 Sec. 5N re Property Tax Relief for Veterans who volunteer	\$ -	2-0-0	5-0-0
27	<b>Citizen Petition:</b> Mullen and Soldiers & Sailors properties, 40R study/zoning and MBTA Communities zoning	\$ 100,000	0-3-0	0-5-0
28	<b>Citizen Petition:</b> File Home Rule Petition for Commonwealth to reduce voting age to 16	\$ -	2-1-0	-

<b>Articles Summary</b>				
<b>Special Town Meeting</b>			<b>Recommendations</b>	
#	Article	\$	<u>Select Board</u>	<u>Finance Committee</u>
1	Dissolve Opioid Settlement Stabilization Account	\$ -	2-0-0	5-0-0
2	Replace Water Pump at Wellfield	\$ 44,000	3-0-0	5-0-0
3	Funds for site testing for potential water source(s)	\$ 60,000	3-0-0	5-0-0
4	<b>CPA Article:</b> Funding for Pickleball feasibility study	\$ 30,000	3-0-0	5-0-0
5	<b>CPA Article:</b> Sawmill Brook administrative costs	\$ 10,000	3-0-0	5-0-0
6	<b>CPA Article:</b> Fund maintenance/clean-up of Town-owned cemeteries	\$ 4,000	3-0-0	4-0-0
7	Consulting/legal services related to planning/drafting zoning amendments, to remain in compliance with the "MBTA Communities Act"	\$ 75,000	2-1-0	5-0-0
8	Unbudgeted Personnel Costs, FY24-25	\$ 82,000	3-0-0	5-0-0
9	Funds for required testing at Steele Landfill	\$ 8,265	3-0-0	5-0-0
10	Tree removal funding	\$ 50,000	3-0-0	5-0-0
11	Page School: engineering/survey for crosswalk	\$ 18,000	3-0-0	4-0-0
12	Engineering funds for Coffin Street culvert replacement	\$ 50,000	3-0-0	5-0-0
13	Page School: engineering/repairs for elevator	\$ 50,000	3-0-0	5-0-0
14	Annex flooring replacement	\$ 62,000	3-0-0	5-0-0
15	Page School flooring repairs	\$ 50,000	3-0-0	4-0-0
16	Public Safety Complex repairs/improvements	\$ 23,835	3-0-0	5-0-0
17	Supplemental funding for telecom upgrades at Town Offices, Public Safety, and Library	\$ -	-	-
18	Town Offices Electronic Keying System	\$ 28,000	3-0-0	4-0-0
19	Replace Fire Pumper Tanker	\$ 560,000	3-0-0	4-0-0
20	DPW Plow Truck	\$ 350,000	3-0-0	5-0-0
21	Zero-Turn Mower for DPW	\$ 33,500	3-0-0	5-0-0
22	Transfer opioid funds	\$ 3,846.12	3-0-0	4-0-0
23	Unpaid bills from prior fiscal year(s)	\$ 7,841.02	3-0-0	5-0-0
24	Snow & Ice deficit	\$ -	-	-
25	Extend Sunset Dates for Previous Town Meeting Articles	\$ -	3-0-0	5-0-0





# TOWN OF WEST NEWBURY

D.b.

## 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

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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.

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- 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.

## Angus Jennings

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**From:** Angus Jennings  
**Sent:** Wednesday, February 7, 2024 2:53 PM  
**To:** Wendy Reed; Rick Parker; Chris Wile  
**Subject:** Changes in assessed values, equestrian properties

I met w Christian a short time ago to talk over the blowback his office is receiving re the increase in valuations approved by the Board of Assessors for properties marketed to horse owners. As you'll recall from the Tax Classification Hearing, this was one category of properties that his office with the BOA studied and adjusted. According to backup he had provided to the BOA leading up to their approval of values this past fall:

"These properties currently have improvements and infrastructure that would support keeping horses on the property along with appropriate acreage. I studied sales from the past 15 years and found that land on these sale properties were typically 25% under market value. In order to address this, I added a 25% increase to the first acre of these properties. It should be noted here that the property on the corner of Garden and Indian Hill St received a larger increase due to it being a large commercial facility. They are receiving a 125% increase on the first acre on both of their properties there but between two sales in the past six years, I feel I have enough standing to justify this."

No action is needed, just making you aware. I suggested to Christian that the BOA could include this as a discussion item at a future BOA meeting, and that if it would be helpful I (and perhaps a SB member, if available and interested) could attend to confirm that this information was shared ahead of the BOA's adoption of values, and was based on valid research. He/BOA had made a similar adjustment in a prior assessment cycle to riverfront properties, and got some blowback at that time, but I'm told the volume (and vigor) of correspondence they're receiving now is much greater.

It was suggested to Christian by one of the citizens representing the discontented property owners that the Select Board should somehow be overseeing the BOA. This would be wholly inappropriate (and, in fact, unethical). As you probably know, there is a "bright line" in every community between the assessment methodology/values and the "front office", hence the BOA's status as an independently elected Board. I only share this in the event the suggestion gets to any of you, to be sure everyone is aware of this clear and important separation of duties.

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)



# Town of West Newbury

## Select Board

[selectboard@wnewbury.org](mailto:selectboard@wnewbury.org)

Volunteer Boards, Commissions and Committees (BCC) are an integral part of the Town of West Newbury's organization. Although their origins range from proposals from interested residents to town meeting approved bylaws, members are appointed by the Select Board/Town Manager and serve specified terms prior to being considered for reappointment. As appointed entities, the work of these BCC is expected to be consistent with current and long-term priorities of the Town. In order to facilitate this, the Select Board will periodically review the size, terms, objectives, and accomplishments of all appointed BCC and provide direction and/or identify changes necessary to better reflect Town needs and operations. Each BCC will be asked to participate in this process by completing the attached questionnaire and returning it to the Select Board for discussion in a public meeting.

### Appointed Boards, Commissions and Committees

- Affordable Housing Trust
- Board of Fire Engineers
- Cable Advisory Committee
- Capital Improvements Committee
- Climate Change Resiliency Committee
- Community Preservation Committee
- Conservation Commission
- Council on Aging
- Cultural Council
- Energy & Sustainability Committee
- Finance Committee
- Harbor Committee
- Historic District Commission
- Historical Commission
- Investment Policy Committee
- Mill Pond Committee
- Open Space Committee
- Personnel Advisory Committee
- River Access Committee
- Tree Committee
- Whittier School Committee
- Zoning Board of Appeals



## Board, Commission, Committee Review

Please complete the following. Note that the size of the answer space will expand as information is entered. Also review the attached forms maintained by the Town Clerk's Office and note changes.

Name of BCC	Board of Fire Engineers															
Current Membership with Officers noted	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Michael Dwyer</td> <td style="width: 20%;">Chief Engineer</td> <td style="width: 60%;">4/10/23 to 4/29/24</td> </tr> <tr> <td>David Evans</td> <td>Deputy Chief</td> <td>4/10/23 to 4/29/24</td> </tr> <tr> <td>Benjamin Jennell</td> <td>Assistant Chief</td> <td>4/10/23 to 4/29/24</td> </tr> <tr> <td>Cooper Carifio</td> <td>Lieutenant</td> <td>4/10/23 to 4/29/24</td> </tr> <tr> <td>Mark Marlowe</td> <td>Lieutenant</td> <td>4/10/23 to 4/29/24</td> </tr> </table>	Michael Dwyer	Chief Engineer	4/10/23 to 4/29/24	David Evans	Deputy Chief	4/10/23 to 4/29/24	Benjamin Jennell	Assistant Chief	4/10/23 to 4/29/24	Cooper Carifio	Lieutenant	4/10/23 to 4/29/24	Mark Marlowe	Lieutenant	4/10/23 to 4/29/24
Michael Dwyer	Chief Engineer	4/10/23 to 4/29/24														
David Evans	Deputy Chief	4/10/23 to 4/29/24														
Benjamin Jennell	Assistant Chief	4/10/23 to 4/29/24														
Cooper Carifio	Lieutenant	4/10/23 to 4/29/24														
Mark Marlowe	Lieutenant	4/10/23 to 4/29/24														
Length of Terms	1 Year															
Meeting Schedule	As needed															
Location of Meetings	Central Fire Station   403 Main Street, 2 <sup>nd</sup> floor administrative office.															
Responsibility for Posting Meeting Agenda	Michael Dwyer															
Responsibility for Taking Meeting Minutes	David Evans															
Responsibility for Updating Website	Assistant Town Clerk															
Town Staff Liaison/Support (if any)	Rick Parker															
BCC Charge (Please review excerpt from webpage or summarize referenced bylaw or MGL citation)	<p>The Board of Fire Engineers is appointed by the Select Board during the month of April, per the timeline set out in the statute. The Board of Fire Engineers oversees the Financial Operations of the Department and approves all expenditures for the Fire Department. They conduct the annual appointment of department members.</p> <p>The Board of Fire Engineers' duties and authority shall include, but shall not be limited to, those specified in Massachusetts General Laws (MGL) <a href="#">Chapter 48</a>, Sections 45 to 49, 51 to 54, 74 to 75, specifically including the authority to appoint the Fire Department members and the responsibility to approve and oversee the financial operations of the Department.</p>															
Accomplishments since the last Evaluation	<p>Capital tanker replacement.</p> <p>Recommended budget restructuring and staffing plan.</p> <p>This year the board recommended to level funded the budget for FY25 and would support the recommended cost of living increase for non-union employees. The board worked during FY24 on a plan to restructure the current line-item budget to better manage wages, staffing and budget turn backs. LT. Carifio developed a staffing plan to begin using per-diem firefighters to work shift, primarily during the daytime when staffing is low. Many of our calls are medical in nature or to assist the public. This plan will allow us to continue working within our current budget and to focus on the needs of the community 1, 5 and 10 years out.</p>															



## Board, Commission, Committee Review

Priorities for the Next Year	Staffing plan review, and updates to the TM/SB. Review of the capital program (ongoing). Recruitment and retention (ongoing). Improvements to department training and professional development opportunities for future department leaders (ongoing). Investigate regional opportunities with citizen and student outreach, training and pre-planning for emergency response.
Two Year Priorities	Staffing plan, review, and updates to the TM/SB. Review of the capital program (ongoing). Recruitment and retention (ongoing).
Five Year Priorities	Staffing plan 5+ year – review of the current administrative structure of the FD. Does it make sense to maintain the current BOFE structure or move towards a strong chief model.
How can the Select Board/Town Manager better support the work of this BCC?	The BOFE feels strongly that the Town Manager and SB have been supportive to our needs, goals, and priorities. The addition of the SB liaison has been well received by the members of the BOFE.
Are there other BCC whose work overlaps with yours?	Water, Health, Planning and Conservation work directly with the Chief.
Is there other input you wish to provide?	
Completed by	Michael Dwyer
Date	March 29, 2024

**Executive Assistant**

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**From:**  
**Sent:** Friday, March 29, 2024 8:24 AM  
**To:** Executive Assistant  
**Subject:** Board of Fire Engineers

Good morning,  
I emailing to let you know I would be interested in being reappointed to the board of fire engineers.  
Thanks  
Ben

Sent from my iPhone

To: The Honorable Board of Selectmen

From: David Evans

Date: March 28, 2024

Re: Re-Appointment to the Board of Fire Engineers

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Good afternoon Everyone,

I am submitting this letter to you as a candidate for re-appointment to the Board of Fire Engineers for the Town of West Newbury. It has been a privilege to serve the Town of West Newbury in this capacity and work alongside Chief Dwyer, Assistant Chief Jennell, Lt. Carifio and Lt. Marlowe to move the Fire Department forward. I believe I possess the necessary qualifications for this position including but not limited to: Public Safety Management skills, Fire & Life Safety skills, strong communication skills, intimate knowledge of the day to day operations of the Fire Department, budget & finance skills, many years as a member of the community, passion and dedication to the West Newbury Fire department, as well as my multiple years on the Board of Fire Engineers.

I continue to work with the members of the board to bring modern trainings, equipment, and ideas to, the West Newbury Fire Department. The experiences I have been fortunate to have, along with being the former Director of the Massachusetts Fire Academy, the Department of Fire Services and other agencies (Local, State and Nationally), have been vital to moving the West Newbury Fire Department forward. I will continue to bring these opportunities to the members of the board and the department.

I feel that all of the experiences continue to makes me one of the strongest candidates for re-appointment to the Board of Fire Engineers.

It has been a privilege and an honor to serve the members of the fire department and the West Newbury community, and I look forward to doing more in the future.

I appreciate your consideration and look forward to working with you.

Respectfully,

*David C. Evans*

David C. Evans  
Deputy Fire Chief  
WNFD



## Executive Assistant

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**From:**  
**Sent:** Thursday, March 28, 2024 12:58 PM  
**To:** Executive Assistant  
**Subject:** BOFE

Hello Rebecca,

I am interested in serving on the Board of Fire Engineers for the upcoming year. It has been a privilege to serve the community on the board for the past two years and i hope to continue to do so.

Any questions please let me know.

Cooper Carifio

## Executive Assistant

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**From:** Water Superintendent  
**Sent:** Monday, April 1, 2024 2:21 PM  
**To:** Executive Assistant  
**Subject:** Board of Fire RE appointment

Hi could you please add my name to the reappointments for Board of Fire Engineers Please

Thank You

Mark Marlowe  
Water Manager/Superintendent  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985  
(978) 363-1100 X-128

Angus Jennings

From: DPW Admin
Sent: Monday, April 22, 2024 9:15 AM
To: Angus Jennings; Highway
Cc: Town Accountant; Executive Assistant
Subject: RE: Snow & Ice spending FY24

Good morning,
This is what we have remaining for the snow/ice line. We are still waiting on the invoice to come in for the last redlined item but we will not be going into a deficit. Most of these invoices were most likely paid in the last warrant.

Table with 2 columns: VENDOR and AMOUNT. Rows include Collins Tree - Plowing (\$1,146.97), Tasks Unlimited - Plowing (\$4,140.45), SK Tree - Clean Up (\$1,800.00), Chris Gasby - Plowing (\$1,472.16), CS Lincoln - Plowing (\$1,564.05), Pentucket Paving - Plowing (\$2,852.25), Mailbox Reimbursement (\$85.00), Stanwood - Plowing (\$2,760.30), Tyler Kimball - Plowing (\$3,958.20), Richard Davies - Plowing (\$1,380.15), Mailbox Reimbursement (\$85.00), Trees Unlimited - Tree Clean Up (\$5,500.00), Snow & Ice OT (\$1,714.98), and a red row for Auto shop Invoice for plow. Total: Snow/Ice Totals \$28,459.51.

Katelyn Barker, MCPPO
DPW Business Manager &
Chief Procurement Officer
Town of West Newbury
(978) 363-1100 ext. 135



From: Angus Jennings <townmanager@wnewbury.org>
Sent: Saturday, April 13, 2024 5:00 PM
To: Highway <highway@wnewbury.org>; DPW Admin <DPWAdmin@wnewbury.org>

**Cc:** Town Accountant <townaccountant@wnewbury.org>; Executive Assistant <exec.assistant@wnewbury.org>

**Subject:** Snow & Ice spending FY24

Hi,

Please work to obtain any/all vendor/expense invoices related to the recent storm so that we can arrive at a final number re FY24 expenses incurred for Snow/Ice. If there ends up being a deficit, this would be voted at Town Meeting, and we would want to bring a firm number to the Select Board meeting on Thurs., April 25<sup>th</sup>. If the number can be pinned down by end of day on Monday, April 22<sup>nd</sup>, that'd be great.

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)



**Town of West Newbury  
Select Board and Finance Committee Joint Meeting  
February 26, 2024 @ 6:00pm  
381 Main Street, Town Office Building  
www.wnewbury.org  
Meeting Minutes**

**Open Session:** The session opened at 6:10 for both Board and Committee.

**Participation at the Meeting:**

- Rick Parker, Wendy Reed - Select Board
- Ross Capolupo, Dan Innes, Dennis LaMalfa, Rob Phillips, Jim Sperelakis- Finance Committee
- Angus Jennings- Town Manager
- Jim Blatchford- Town Clerk
- Christian Kuhn- Town Assessor
- Jenny Walsh- Town Accountant
- Bob Janes- Water Commissioner
- Mark Marlowe- Water Superintendent

**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 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> 11:30am-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
- Reminder to subscribe for emailed Town agendas/news/announcements at 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.**

There was no public comment at this meeting.

**B. Consent Agenda**

There was no Consent Agenda at this meeting.

**C. Town Manager Updates**

- a. Route 113 corridor planning process; recent working meeting with consultant and staff**  
See Exhibit C.a., p. 6. The planning process continues, reported Jennings, with a recent meeting on the project taking place. The consultant reported they have taken into account resident and official feedback and sent over a fresh set of plans to the Town Offices with data points on crashes and other dimensions. A set of markups with potential safety improvements (flashers, crosswalks, sidewalks, etc.) is forthcoming, he said, and he added he planned to submit it to MVPC for TIP comments, to get on their radar.
- b. Newburyport Council Public Works & Safety Committee, mtg re Middle Street Bridge, Mon., March 4<sup>th</sup>**  
See Exhibit Cb, p. 7-20. Jennings said that the Newburyport City Council had referred the matter to its appropriate subcommittee, and that a meeting in Newburyport would be taking place in March. Jennings hoped that the meeting would serve as a gauge of the City's willingness to move ahead with the project.
- c. New Task Force regarding Whittier Tech Regional Agreement, upcoming meeting in Newburyport**  
See Exhibit Cc, p. 21-22. Mayor Sean Reardon is forming a task force to evaluate the Regional Agreement, and West Newbury had been in receipt of a letter explaining his plans and outlining an upcoming meeting in Newburyport he hoped would be attended by two senior representatives from each of the member Towns and Cities. Jennings reported the task force was purely in an exploratory stage at this time.
- d. Continuing work on Hazard Mitigation Plan updates**  
See Exhibit Cd, p. 23-24. Jennings assured the Board that work on the Plan was still ongoing. With staff help, it would be before state and federal authorities by Spring to get West Newbury eligible for related grants.
- e. 10 staff members' completion of Leadership Management International professional development course**  
See Exhibit Ce, p. 25-26. Jennings provided a glowing review of the LMI Professional Development course experience from which 10 staffers had recently graduated.
- f. Meeting with MIIA re FY25 health insurance renewal and updated employee benefits**  
See Exhibit Cf, p. 27-28. Jennings said that the Town had received confirmation on the 2.2% increase in rates, as well as a better explanation of insurance plan benefits for Town workers. He hoped to find a better way publicize these benefits to employees. As for the plans available, Jennings said the mandate to provide the top-tier PPO option remained- despite no one opting for this plan for yet another year. The Town had inquired about swapping it out for something more suitable, perhaps deductible-based, but this was apparently not possible.
- g. Status of review of draft River Road resiliency planning consultant reports**  
See Exhibit Cg, p. 29-30. Reed and Parker received draft reports seven days ago. The work combined public comment, Climate Change Resiliency Committee input, and input from the Projects Manager.

Select Board Open Session Monday, February 26, 2024.

Minutes approved March 25, 2024.

Posted Agenda on February 22, 2024 at the Town's Offices and the Town's Official Website www.wnewbury.org

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

**D. Department Updates/Discussion**

**a. AED grant awarded to Police Dept**

See Exhibit Da, p. 31-32. Reed announced the defibrillator grant was received.

**b. Pre-Construction meeting for Church and Prospect St water main project held on February 22<sup>nd</sup>**

See Exhibit Db, p. 33. Jennings said he included the Item as a brief update to the Select Board. Mark Marlowe spoke to his experience with the selected vendor when they did a ride-around to analyze the worksite. He reported the vendor felt confident about the size of the project and knew the area well. Marlowe said that the work would be underway in early April.

**Item Fc was taken out of order at this time.**

**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**

See Exhibit Ea, p. 34-37. Jennings told the Board that a large amount of headway had been made on the budgeting process and rate setting. A new rate structure would be referred to hearing March 21st. The rate-payers would be alerted via a mass mailer.

**b. Community Preservation Committee actions taken, re proposed warrant articles, at Feb. 22<sup>nd</sup> meeting**

See Exhibit Eb, p. 38. Reed told the room that the cemetery cleanup project, pickleball study, and the affordable housing trust transfer were approved by the Committee. An application for trail design on the Sawmill Brook property was paused for further review by the Board, since it would fall under their purview. The project would include the installation of a small bridge over the brook. The application included specs for various material costs (composite versus lumber) as well as costs for labor type (volunteer versus contracted). She solicited Parker's feedback on the best approach to spanning the stream. After considering the location (and environment) and the bridge options, it was felt a shorter span with composite materials may need more permitting, but it would allow for volunteer labor, and would guarantee a longer life for the footbridge.

**c. Cultural Council grant awarded**

See Exhibit Ec, p. 39-40. Jennings made the Board aware of the Cultural Council grant that West Newbury received.

**F. Action Items**

**a. Cont'd review, with Finance Committee, of proposed Town Meeting warrant articles; and proposed sections of FY25 operating budget**

See Exhibit Fa, p. 41-48. Chair Phillips opened the Finance Committee session at 7:01pm.

Town Moderator's Budget: No comments or changes were made to the Moderator's Budget.

Select Board's Budget: No comments or changes were made to the Select Board's Budget.

Rob Phillips asked that all focus on ways to reduce costs across the Operating Budget

Town Manager's Budget: The Manager's Budget carries "Manager's Newsletter" expenses (an idea that has not yet gotten off the ground). Jennings said that one of the variable expenses was posting job ads. Technology expenses are also highly increased and variable (such as Verizon Communications and Verizon Wireless expenses for Town cell phones). The Finance Committee wondered what the leadership seminar expenses were, and Jennings provided an overview of the recently completed LMI course the Town's employees had attended.

Finance Department Budget: The implementation of ClearGov software in the Finance Department caused a big increase. Jennings feels optimistic about the platform and said he would like to utilize it for a full Budget cycle.

Finance Committee Budget: Given that there have not been Reserve Fund Transfers in the last couple years, it was decided to reduce the budget line to \$40K.

Assessing Department's Budget: Jennings said that the Department has seen reductions in its financial needs by taking many things in-house versus contracting out, as previously had been done.

Town Clerk Budget: A increase in expenses for the Registrars is due to the number of elections needing executing and the number of paid workers each requires. Blatchford pointed out that a good deal of money is saved by having tax work-off poll workers. Sperelakis wondered if there was any reimbursement from the state or federal government for early voting or elections generally. Blatchford and Walsh spoke briefly on the small refunds provided to West Newbury to cover some elections-related expenses, but they stressed they did not cover them all.

Insurance and Bonds: The increase in this area was fairly minimal for FY25, and it yielded no questions from the Board or Committee.

Legal Counsel: The Select Board receives categorical breakdowns from Town Counsel on what their money is going toward. Innes wondered if there was a benchmark for Towns of West Newbury's size that West Newbury could compare itself to see if the expenses were in line.

Health Insurance: The plans carry some contingency for changing insurance needs due to family status or new hiring, reported Jennings, but some money could be taken out of the contingency funds. Parker suggested a reduction from \$60,000 to \$40,000.

Reaching the end of the Operating Budget, the Finance Committee confirmed the reductions that had been decided upon, namely, \$1,100 from Select Board training and travel and \$4,500 from the Town Manager's Budget.

Article 27: Pension Liability Stabilization Fund: To transfer funds to PEB. Based on prior joint Board and Committee discussions, the percentage increased from 10% to 11.5%. **Parker motioned to recommend Article 27. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain). Sperelakis motioned to recommend Article 27. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Phillips stated he would write the rationale.

Article 11: Transfer of Funds to OPEB. Jennings said that Walsh had pointed him to a past discussion with West Newbury's actuary wherein the Town committed to \$25,000 to put into OPEB. **Parker motioned to revise the recommended number in Article 11 to \$25,000. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain). Sperelakis motioned to revise the recommended number in Article 11. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Article 55: Amendments to Finance Committee Bylaw. The Article would allow for quorums to be set at a majority by those "then serving", allow for a Finance Committee representative on any School District Advisory Committee, provide for a vice chair, [and] to set dates regarding Town Meetings and Annual Budgets to those dates. Looking over the text of the Bylaw, the Finance Committee debated elements of the Bylaw and what they might like to amend. One of the first suggestions, made by Dan Innes, was supporting a reduction to five members and an elimination of the "secretary" position. The second area of debate was whether the Committee should weigh in on all Articles at Town Meeting or just Articles with a financial aspect. Jennings opined that he felt having the Committee responsible for offering a recommendation on Articles unrelated to their immediate duties, especially those with tremendous substance (such as the upcoming Wetlands Bylaw), was a burden to FinComm members. In situations where money is not being spent, it did not make sense for the Committee to make policy critiques, in his view, and could also come across as over-reach. Jennings said that the Finance Committee's involvement in non-financial affairs was a deviation from previous Committees' approaches. Reed asked the Finance Committee members if they felt that restricting recommendations/analysis to Articles where funds were being appropriated would suffice. Parker raised an example of a previous FinComm member who used their platform to advocate for their own benefit/viewpoint, even though the Article in question was unrelated to finance in any way. Phillips felt the same thing could happen with any Board or Committee member. Other Finance Committee members spoke up and said that at prior moments they felt uncomfortable being asked to offer opinions on non-financial matters (such as the non-binding referendum on changing the Commonwealth flag that was brought before a 2020's Town Meeting). The discussion continued. Jennings expressed his worry that the final sentence of the Bylaw made it sound like the FinComm's discretion would set the date that Budget drafts would need to be delivered, which in his prior experience created difficulties. He suggested revision of that sentence.

Article 56: Proposed Amendments to Town Meeting/Elections Bylaw: To provide clear authority to the Moderator to declare a two-thirds majority vote when the record or legislation requires it, without completing a hand-count vote. It was confirmed that the Moderator (KC Swallow) was in favor of the contents of this Article. **Parker motioned to recommend Article 56. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain). The Finance Committee took no action on this Article.**

Article 59: Dissolve the Opioid Settlement Stabilization Account. Revocation of the dedication of revenues to the Opioid Settlement Stabilization Fund. This would authorize release of the funds for spending by the Town Accountant. **Parker motioned to recommend Article 59. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain). Innes motioned to recommend Article 59. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain).** Phillips stated he would write the rationale.

Article 60: Establish Capital Stabilization Fund pursuant to MGLCh. 40 Sec 5B. Sperelakis encouraged the narrative to include what exactly "capital" was. **Parker motioned to recommend Article 60. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain). Sperelakis motioned to recommend Article 60. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Sperelakis stated he would write the rationale.

Article 61: Reduction of Property Tax Obligation of Veterans in Exchange for Volunteer Services. Veterans would be entitled to reduced property taxes if they donated their time to the Town (similar to the Senior Citizen work-off program now in effect). **Parker motioned to recommend Article 61. The motion was**

properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain). Innes motioned to recommend Article 61. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain). LaMalfa stated he would write the rationale.

With their business concluded, Spereklakis motioned to adjourn the Finance Committee Meeting. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain). The Finance Committee adjourned at 9:31pm.

- b. Review/ confirm method of funding for Police Cruiser replacements**  
See Exhibit Fb, p. 49-76. The Select Board debated if the Warrant should be reopened and the police cruiser acquisition turned into a standalone Article (versus a line in public safety's FY25 Budget). Parker felt that having the squad car included in the Budget was not of any particular advantage, and neither did others who chimed in. After further conversation, Jennings confirmed that a future Agenda Item could be the reopening of the Warrant to add a new Article on the cruiser.
- c. Reconsider ARPA funding award for Church/Prospect water main replacements**  
See Exhibit Fc, p. 77-88. Reed opened the discussion by stating that a prior Board's vote should be reconsidered only if the situation changed and in this case it had. She brought the Water Commissioners up to speed on Wile's investigation and subsequent memo into ARPA funding for the water main replacement project. The concern had been raised that the allotment of the ARPA funds was done under the assumption that the \$625,000 would go toward securing materials for the project. The bid the Town went with was significantly lower than anticipated, leading the Select Board to wonder if the \$625,000 awarded should be pared back. Reed opined that any change to the funding should have taken place much earlier out of fairness to the Water Commissioners. She also pointed out that based on cost per foot, piping would come in at about \$600,000 at the end of the day. Parker agreed with Reed, and added the Board should be true to its word on the matter- an agreement had been made with the Board of Water Commissioners/Water Department to allow them to use that money. He wanted to continue to foster a spirit of cooperation between the Select Board and the Water Commissioners that had grown in the recent past.
- d. Authorize submittal of FY25 Community Project Congressional Funding request (Middle Street Bridge)**  
See Exhibit Fd, p. 89-114. The Town would need to submit the CPCF grant request to Congressman Seth Moulton's office within two days. Much of the required materials was in hand, reported Jennings, it would just be a matter of assembling and sending the packet to Moulton's office. Permission had been requested from those who submitted support letters in the past to use them in the packet. Parker motioned to authorize the CPCF request. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain).
- e. Decide whether to seek participation in MassCEC Non-Profit Buildings Decarbonization Pilot Program**  
See Exhibit Fe, p. 115-118. Parker motioned to apply for the Pilot Program. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain).
- f. Review draft framework for potential budgeted step increases for FY25**  
See Exhibit Ff, p. 119-126. With personnel evaluations out of sync with the FY25 Budget development process, Reed wanted to make sure that any process decided upon could be replicated year-to-year. The Board felt it should pick an amount that would be paid out for performance based increases rather than decide on a certain number of pay step increases across all Departments. The basis for determining this amount was discussed and it was agreed that a percentage of the labor budget for non union, non contract employees and excluding overtime should be used. Jennings would calculate this number for discussion at the next meeting for further discussion.
- g. Request for Special Event Permit: Essex County Trails Assn. "Tails for the Trails" 5K Cani-cross at Pipestave / Mill Pond, March 30th, 2024 at 8am**  
See Exhibit Fg, p. 127-133. Parker motioned to approve the permit. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain).
- h. Select Board meeting minutes: February 6, 2024**  
See Exhibit Fh, p. 134-136. Parker motioned to approve the Minutes as amended. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain).

#### G. General Discussion Items

There were no General Discussion Items at this meeting.

#### H. Correspondence, including:

- a. Letter from Groveland Select Board member regarding PRSD Regional Agreement**  
See Exhibit Ha, p. 137-138. The Board took no action on this letter.
- b. Response from NHESP regarding proposed Ash Street Traffic Management Plan**  
See Exhibit Hb, p. 139-142. Jennings noted that he would discuss the response with relevant staff and report back to the Board..
- c. Letter from Assessing Dept. regarding FY24 valuation changes**  
See Exhibit Hc, p. 143-144. Parker suggested the information about valuation changes be publicly viewable. Jennings felt some sort of presentation or discussion would be good. Presently, Board of Assessors meetings are very early in the morning, which perhaps prevents residents from attending- but the fear is that such a meeting might become very politicized.
- d. Letters from Mass. Office of Dam Safety**  
See Exhibit Hd, p. 145-156. Jennings alerted the Select Board to the eight letters from the officials at Dam Safety.
- e. FEMA letter regarding updated Flood Insurance Rate Maps**  
See Exhibit He, p. 157-161. The Board took no action on this letter.



**I. Future Agenda Items / Meeting follow-up assignments**

Parker hoped that the April 8<sup>th</sup> Board meeting could be shifted to a Tuesday night instead. The rest of the group seemed agreeable to the idea.

**Reed motioned to adjourn the session. The motion was properly seconded. The motion unanimously passed. (2 Yes, 0 No, 0 Abstain). The Session adjourned at 10:09pm.**

**To access a video recording of the meeting, use the link below:**

<https://www.youtube.com/watch?v=185FIpcGtE0>



**Town of West Newbury  
Select Board Meeting  
March 11, 2024 @ 6:00pm  
381 Main Street, Town Office Building  
www.wnewbury.org  
Meeting Minutes**

**Open Session:** Chairwoman Reed opened the session at 6:07pm.

**Participation at the Meeting:**

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

**Announcements:**

- 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
- Community Science Event: High Tide tour of River Road area, Monday, March 11<sup>th</sup> at 1:30pm
- Matinee performance of *Les Misérables*, March 13<sup>th</sup>, at 3pm, Pentucket Middle/High School. FREE for residents aged 60+, sponsored by Pentucket Arts Foundation. Show open to General Audiences on March 14-16
- SAGE Center events: see Town website for dates and details
- RSV Clinic- March 12, 2024 10am-12pm in the Annex

**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**

There was no public comment at this meeting.

**B. Consent Agenda**

There were no Items on the Consent Agenda.

**C. Town Manager Updates**

**b. Newburyport Council Public Works & Safety Committee, mtg re Middle Street Bridge, Mon., March 18<sup>th</sup>**

**See Exhibit Cb, p. 10-27.** Jennings reported that the meeting with Newburyport had been postponed to March 18<sup>th</sup>. He said the City applied for a \$500K small bridge grant, which was presently under review by MassDOT. DOT had requested further elaboration on some of the finances presented by West Newbury and Newburyport, which would necessitate a meeting with Commonwealth and Newburyport officials. Parker urged reaching out to Newburyport's subcommittee responsible for the Bridge project with particular regard to an updated intermunicipal agreement. Jennings envisioned Newburyport handling the execution of the project and related maintenance in the field, while the Town would be responsible for administrative activities (since he felt that West Newbury was well-equipped to do this).

**c. Recent intermunicipal meeting in Newburyport regarding Whittier Tech Regional Agreement**

**See Exhibit Cc, p. 28-61.** Jennings hailed the meeting he and Reed attended as productive. Newburyport encouraged the other communities who attended their meeting to provide their feedback on concerns with Whittier they have in order to build unanimity. One major area of change to the Regional Agreement suggested was appointments to the Whittier School Committee by Select Board or City Council, rather than by the local School Committee in each Town or City, and another major suggestion improved communication to communities especially with regard to the posting of agendas and other materials. Parker wanted this in the Agreement itself. Jennings stated the next meeting of the intermunicipal group would be April 3<sup>rd</sup> at 3:30 pm in Amesbury. Looking over proposed revisions to the Agreement, Wile drew attention to the clause recommending a 2/3rds vote of the member communities to allow a City or Town withdraw. Wile felt that threshold was too low, and thought an 80% approval was more reasonable. Wile suggested cutting out the "school choice" clause, as well.

**d. Update on proposed extension of/updates to Harbormaster Intermunicipal Agreement with Salisbury**

**See Exhibit Cd, p. 62-67.** Jennings said the Harbormaster IMA would come back before the Board for further review as the renewal period draws near. He highlighted that one of the key changes was to the language regarding termination- a termination of the Agreement could take place 90 days before the end of the term, rather than at the end of the term, as West Newbury continues internal discussions as to whether Salisbury is the right partner to continue collaborating with for the service (versus Amesbury or Haverhill). Jennings said that not all of the waterways-related services were carried out by the Harbormaster, but rather were handled locally by members of West Newbury's Harbor Committee.

**e. FY25 budget updates and review of upcoming meeting schedule**

**See Exhibit Ce, p. 68-82.** The Town Manager pointed out a few changes in line items. These included an increase in Select Board Professional and Technical Services funds, and the minimum-wage PT "land steward" position envisioned by the Conservation Commission to assist with trail maintenance and other duties to alleviate burdens on the DPW. Among their duties would be operating chainsaws for the Town (to meet insurance requirements that wouldn't otherwise be met with volunteer labor). **Wile motioned to refer the new amounts, up to \$10,000, presented to Town Meeting. The motion was properly seconded. The**

**motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

- f. Land Management & Planning Group meeting on Feb. 28<sup>th</sup>**  
See Exhibit Cf, p. 83. Jennings said this Item was purely informational and was intended to keep the Select Board abreast.
- g. Updates on other ongoing/active projects/initiatives**  
See Exhibit Cg, p. 84-86. Jennings informed the Board that a cybersecurity training sequence for Town employees was forthcoming.

#### **D. Department Updates/Discussion**

- a. Police Chief & Town Manager attendance at Essex County Police Chiefs' legislative breakfast, March 6<sup>th</sup>**  
See Exhibit Da, p. 87-89. Dwyer and Jennings attended the high-profile annual breakfast on the 6<sup>th</sup>.
- b. Update on work toward Sawmill Brook Land Management Plan (required by June 30, 2024)**  
See Exhibit Db, p. 90-91. Jennings used this Item to remind the Board about ongoing progress on the Management Plan, in his efforts attempting to get comments on it before June.

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

- a. Board of Water Commissioners' water rate public hearing, March 21<sup>st</sup> at 6pm, Annex**  
See Exhibit Ea, p. 92. A save-the-date postcard went out to promote the hearing, and other required postings/announcements had gone up.
- b. River Road Resiliency Plan: receipt of draft consultant reports; project timeline and next steps**  
See Exhibit Eb, p. 93-98. Public access to these materials was needed, Reed said, after she had tried opening some of the links and finding she did not have permission to.
- c. Proposed Right to Farm bylaw/Agricultural Steering Committee - update from March 8, 2024 meeting**  
See Exhibit Ec, p. 99. Reed discussed the public meeting at the Laurel Grange which over two dozen people attended- including State Senator Bruce Tarr. What came out of it was a plan to draft a Bylaw similar to the Town of Newbury's by a nine-person *ad hoc* committee. Reed relayed comments she had heard at the meeting- those of farmers worried about their lifestyle and livelihood, and those of others hoping to better promote agriculture in West Newbury through education. Reed said that the committee would need to be composed of West Newbury residents, but many of the Laurel Grange event organizers were not. She predicted this could lead to conflict. If this would become a Bylaw, at the end of the day, the Board (or another Town government body) would have to be responsible for bringing that before voters, Jennings confirmed. The Bylaw would potentially help settle disputes, promote farmers/farming, warn new homeowners that ag. activity is taking place in Town. The goal would be to get the Bylaw before Fall Special Town Meeting. Wile suggested the committee provide the Board with monthly updates, but Parker wanted to let them operate unfettered to see how they'd do. Reed relayed that Senator Tarr suggested the Town should have some input in the process.

#### **F. Action Items**

- a. Review of new proposed/potential warrant articles for Spring Annual and Special Town Meeting**  
See Exhibit Fa, p. 100-107. The authorization to purchase a new police car was to be introduced to the Warrant for Town Meeting. The line item would account for a more expensive hybrid patrol car if Public Safety opted for one. Parker said that there was concern about a shortage of hybrid police cruisers nationwide that might impact West Newbury's attempts to get one.

This Item encompassed discussion of five additional Warrant Articles to be added (police cruiser included).

Jennings said that further understanding of the Opioid Settlement Stabilization Fund meant that two actions were required to one, dissolve the account, and two, put the revenue into another Town-owned account. Town Accountant Walsh confirmed this procedure. A third Article would incorporate Sawmill Brook funding for administrative costs associated with the acquisition of the land, and a fourth would raise funds for River Road work. Jennings said that a site walk on the 11<sup>th</sup> had been successful at revealing the problems with the byway, and that while he did not have anything in writing that night for the Board to look over, there would need to be a lot of follow-up to roll out mitigation efforts for issues they saw. Applying for an MVP Action Grant in Winter 2024 (with local matching funds that would need to be appropriated at Fall Town Meeting) was something Jennings hoped to do in order to fund these efforts. Much of what could be done to mitigate flooding wouldn't be accomplished without outside help (such as permitting for and dumping of crushed stone along the riverbank). Parker worried that the Town may not be eligible for another MVP Action Grant for this next phase of the project under refreshed "MVP 2.0" guidelines. He wanted to check with the proper authorities before doing any legwork for a new grant. Jennings said that in past years, placeholder Articles with generalized financials were put in the Warrant to allow the Town to vote on the funding once numbers were clearer, which he felt could be a possibility here. That said, permitting for mitigation along the riverbank could be a yearlong process (or longer). Highway Superintendent Butch Hills had requested that the Board reconsider the purchase of the Trackless vehicle, submitting a new write-up enhanced by new data. The Board felt that its inclusion on the Warrant was a good idea, and Parker felt that the re-inclusion was smart, enabling the Town to use it as a mower meant that with less snow in the coming decades, it wouldn't just sit idle.

- b. Vote to re-open Annual and Special Town Meeting Warrants; add new warrant article(s)**  
See Exhibit Fb, p. 108-113. Parker motioned to reopen the Warrants to add the five new Articles. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).
- c. Vote to withdraw/remove proposed warrant article(s)** The Board did not formally vote to remove any Items.
- d. Vote to close Annual and Special Town Meeting Warrants**  
Wile motioned to close the Warrants. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

The Board took up Item Ga at this time.

- e. **Review/update of capital articles for review by Capital Improvements Committee**  
See Exhibit Fe, p. 114-125. Jennings provided the Board with updates on several items, primarily highlighting the purchase of a new police cruiser becoming a capital expense. Jennings said that this year's CIC cycle was started later than normal, and that a vast number of proposals was going before the Committee. Overall, the Town Manager thought the process was going well despite the abbreviated timeline.
- f. **Cont'd review of draft framework for potential budgeted step increases for FY25**  
See Exhibit Ff, p. 126-129. Reed said the Board had no new information on the topic, but reiterated their desire to come up with a percentage of the Labor Budget to be sustained year over year for possible step increases. Accountant Walsh said she would do the calculations and get a final percentage for the joint Board and Finance Committee meeting on March 13. The Board planned to revisit the percentage in the future to make sure it was appropriate.
- g. **Request from MA Division of Fisheries & Wildlife for support letter re land acquisition on Ash Street**  
See Exhibit Fg, p. 130-131. Parker motioned to provide a letter of support. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).
- h. **Review of updated draft Ash Street Traffic Management Plan, reflecting NHESP response letter**  
See Exhibit Fh, p. 132-134. The Town Manager said West Newbury did not hear back from the state regarding approval or disapproval of the Traffic Plan the Town submitted.
- i. **Authorize submittal of FY25 Congressionally Directed Spending funding request (Middle Street Bridge)**  
See Exhibit Fi, p. 135-158. Jennings told the Board he needed a formal vote to submit the request. Parker motioned to allow the Town Manager to submit the request. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).
- j. **Request for approval Special Event Permit: Solar Eclipse Viewing Celebration at Pipestave, April 8<sup>th</sup>**  
See Exhibit Fj, p. 159-163. Jennings confirmed that no food trucks would be on-scene, from what the GAR Library had said, and there would be adequate toilets put in. The Library also planned to pay the cost of the police detail. Wile motioned to approve the permit. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).
- k. **Select Board meeting minutes: Feb. 12, 2024; Feb. 15, 2024; Feb. 20, 2024; Feb. 26, 2024**  
See Exhibit Fk, p. 164-176. Wile motioned to approve the February 12 Minutes as amended. The motion was properly seconded. The motion passed. (2 Yes, 0 No, Parker Abstaining). Reed motioned to approve the February 15 Minutes as amended. The motion was properly seconded. The motion passed. (2 Yes, 0 No, Parker Abstaining). Wile motioned to approve the February 20 Minutes as amended. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Board tabled the February 26 Minutes to the March 13, 2024 joint meeting with the Finance Committee.

#### G. General Discussion Items

- a. **Proposed draft amendments to Hunting Bylaw, to discontinue hunting on Town property 7:15 p.m.**  
See Exhibit Ga, p. 177-181. Reed said that the initiative for both Bylaw changes was purely sponsored by the Select Board as a result of resident requests. Taking up Ga first, Reed said that a number of written comments had been received on the matter both for and against changing the Bylaw, mostly for. A resident from 3 Poorhouse Lane spoke up in favor of hunting on Town property, and took umbrage with the inclusion of the word "weapon" which he found too vague. The resident also spoke to his need to have access to accessible hunting grounds due to his disability, and provided the Board with statistics on the relatively low number of injuries associated with hunting, in contrast to other recreational activities such as biking, skateboarding, fishing, and others. He suggested restricting all hunting to bow hunting (no explosives, no noise, more ethical). Following his comment, Reed said that an approach on Greenbelt-owned properties fit the mold of what the resident was saying, with prospective hunters being required to use bow and arrow and receive a permit. Wile spoke in favor of dedicating a parcel of Town land for hunting each Fall. Parker agreed with the idea of restricted hunting areas (versus an outright ban), and further stated he approved of bow hunting.
- b. **Proposed draft amendments to Animal Bylaw, to require dog leashing on Town property 7:30 p.m.**  
See Exhibit Gb, p. 182-188. Reed said that the initiative for both Bylaw changes was purely sponsored by the Select Board as a result of resident requests. Reed said that a number of written comments had been received both for and against changing the Bylaw. She displayed a slide documenting the Select Board's proposed changes. West Newbury resident Deborah Hamilton spoke to the need to compromise. She suggested a limited time period for off-leash dogs. This could come in the form of a few hours a day or week, presently how Newburyport handles this issue. She also pointed out that loose dogs chase away native birds, and that the Town should be mindful of this. West Newbury resident, Nate Pierce, echoed what Hamilton said, and urged a compromise- perhaps setting up designated areas for off-leash dogs in Town. Pierce's wife spoke to it being more of a volume problem (i.e. a larger quantity of dogs being walked by one person) than anything, but expressed her displeasure at a blanket leash law. West Newbury resident, Dan Finbury, spoke to his responsible management of his own dog, and agreeing that a blanket leash law would be undesirable. West Newbury resident, Callie Town, echoed previous speakers. She supported tightening up the language of the Bylaw but did not want an unleashed dog ban. She wondered how enforceable the leash law would be. Town said that poorly trained dog owners were a large part of the problem, and that options for compromise should be considered, suggesting out-of-Towners get permits for off leash dogs in conservation and recreation areas. Town also wondered what interactions of a negative variety have looked like pre-, post-, and during the Coronavirus pandemic. Town suggested portions of conservation or recreation land be offered for resident use only.

The Board returned to Item Fe at this time.

**c. Letter from Comcast re Commencement of Franchise Renewal Process**

See Exhibit Gc, p. 189-190. Reed suggested moving ahead with negotiations, though the Cable Advisory Committee had not provided the Board with feedback. Jennings confirmed that Verizon had also provided the Town with materials for renegotiations with them in the near future. Wile suggested inviting Comcast rep. Kelly Morris to give us a presentation to start the process.

**H. Correspondence, including:**

**a. Council on Aging Director letter to Parks & Rec Commission re Pickleball**

See Exhibit Ha, p. 190-192. The Select Board looked over Council on Aging/SAGE Center Director Marshall's plan to use the basketball courts for pickleball, which had been forwarded to the Park and Rec. Commission. Reed said that she had seen a pickleball court that could be disassembled, which meant that it could potentially be something that could be ordered and put in the Annex. Jennings expressed concerns about safety, but the Board did want to look into it as an option.

**b. Letter from ERRS regarding public hearing on retiree COLA, April 29<sup>th</sup> at 8:30am**

See Exhibit Hb, p. 193. The Select Board opted to not take a position at this time.

**c. Support letter sent to General Court re: S.2571 *An Act empowering municipalities and local governments***

See Exhibit Hc, p. 194-196. The Board looked at the letter, which Jennings had forwarded to the Energy and Sustainability Committee, as well.

**d. ChargePoint monthly report (re utilization of Electric Vehicle charging stations), January 2024**

See Exhibit Hd, p. 197-200. Parker said that usage was not increasing (with no usage of the Town's charger at Page School, and less overall recently at the Town Office Building). The primary user at 381 Main St. is a senior housing resident, as it had been in recent years.

**I. Future Agenda Items / Meeting follow-up assignments**

For this Item, Parker brought up the decarbonization program. A proposal had been received by the Town, and the cost would be \$3,000 (roping in other municipal buildings such as the Library to bring the total from three to five buildings). Parker still was unsure how the Town could supply the \$3,000 needed.

**Wile motioned to adjourn the Session. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Session adjourned at 8:28pm.**

**To access a video recording of the meeting, use the link below:**

<https://www.youtube.com/watch?v=Z-zc7r2Y2EA>



**Town of West Newbury**  
**Select Board and Finance Committee Joint Meeting**  
**March 13, 2024 @ 6:00pm**  
**381 Main Street, Town Office Building**  
**www.wnewbury.org**  
**Meeting Minutes**

**Open Session:** Chairwoman Reed opened the session at 6:01pm.

**Participation at the Meeting:**

- Rick Parker, Wendy Reed, Chris Wile- Select Board
- Dan Innes, Dennis LaMalfa, Rob Phillips, Jim Sperelakis- Finance Committee
- Angus Jennings- Town Manager
- Jim Blatchford- Town Clerk
- Jenny Walsh- Town Accountant
- Paul Sevigny- Health Agent
- Tom Fahey, Bob Janes, Blake Seale- Board of Health
- Chief Michael Dwyer- West Newbury Public Safety
- Christine Marshall- CoA Director
- Doug Mead- Park and Recreation Commissioner

**Announcements:**

There were no announcements read at this meeting.

**Regular Business:**

**A. Convene**

The session opened at 6:01pm. Rob Phillips of the Finance Committee walked through the drafting of the Annual Budget and provided context on its creation to date.

**B. Review and Discuss Budgets and Articles for Spring Town Meeting to be Held on April 29, 2024, Including Proposed FY25 Public Safety, Health Dept, and Council on Aging Operating Budgets and Warrant Articles**

This Item opened with Jennings requesting a Reserve Fund Transfer related to Public Safety. With Public Safety staff in attendance for the evening's proceedings, Jennings thought it was a good idea to discuss this matter. \$20,000 was requested to fund the costs of an internal affairs investigation of the West Newbury Police Department by an outside vendor. The account from which funds were usually drawn was exhausted, and could not handle the additional drain. The Finance Committee would be solely responsible for approving or denying the request. **Sperelakis motioned to the transfer. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).**

Jennings requested a Reserve Fund Transfer to cover additional expenses for PFAS testing at the shuttered Steele Landfill and on properties nearby. Jennings said that the Town was part of a class-action suit against PFAS manufacturers such as 3M and DuPont, but filing a claim would require updated testing to be done by the end of April, prior to the originally imagined testing dates for May that would have been bankrolled by a Town Meeting appropriation. Paul Sevigny explained the testing process, and how different testing intervals would potentially impact the price, but suggested the amount being asked for not be modified to a lower figure. The Finance Committee would be solely responsible for approving or denying the request. **Sperelakis motioned to approve up to \$15,410 in a transfer for the testing. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).**

The Committee and Board next took up the Board of Health Operating Budget. Sperelakis wondered about the expenditures in the Waste Collection and Disposal lines and in landfill monitoring/testing which were lagging behind the amounts set for them at prior year's Town Meeting. Phillips pointed out that the increases for FY25 (despite the present trends) were being driven by mandates and contractual obligations. Innes asked how long the PFAS testing would last. Sevigny said that it would be a good decade before the testing could be wound down, depending on the quantity of chemicals found during testing. With regard to the increased price tag for the waste disposal contract, Seale opined that the only way West Newbury might see a reduction in expenses is if fuel costs dip. Costs for recycling tonnage also had to be factored in, due to the People's Republic of China no longer accepting our recycling products, reported Seale. The present Budget would cover amounts up to \$100/ton. **Wile motioned to recommend the proposed Health Department Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Innes motioned to recommend the proposed Health Department Budget. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Sperelakis stated he would write the rationale.

The Committee and Board next took up the Historical Commission's request for a Quaker Cemetery cleanup. The Town Manager reported CPC supported the project. Wile wondered why the costs could not be included in the DPW's tree maintenance expenses. Jennings said he had not talked to Butch Hills about this but did not see a reason why it couldn't hypothetically. **Wile motioned to approve the Article on Cemetery cleanup. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Sperelakis motioned to approve the Article on Cemetery cleanup. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Sperelakis stated he would write the rationale. The sunset date is June 30, 2025.

The Committee and Board next took up the Council on Aging Budget Operating Budget. Jennings lauded the work of Marshall and Vincent at Council on Aging. Reed asked Marshall what the formula grant increase would be (that pays for many programs as well as Jen Vincent's salary as the Nutrition Coordinator). Marshall stated that it was \$14/senior (those 60 and older) based on 2020 Census numbers, bringing the total for 2024 to \$19,000. **Wile motioned to approve the CoA Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Sperelakis**

**motioned to approve the CoA Budget. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).**

The Committee and Board next took up the Historical Commission Operating Budget. Reed wondered what the Commission's Budget went toward. Jennings explained that some Committees and Commissions received funds, but the monies were rarely used. Jennings said he had gotten them to reduce the asked-for amount (as he had with other bodies). Reed suggested reexamining Budgets for Boards, Committees, and Commissions in the future. Jennings stated that historically BCCs were given their own funds to manage prior to the Town Manager form of government, and Phillips suggested that these funds could be included in the Town Manager's Budget for dispersal as needed. Making changes would be a decent amount of work, Jennings admitted, for a variety of reasons, both for Town administration and the Boards, Committees, and Commissions. The Board and Committee discussed when the best time might be to reevaluate whether these Budgets should be standalone or included in the Town Manager's portion of the FY Budget. **Wile motioned to approve the \$600 Historical Commission Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to approve the \$600 Historical Commission Budget. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).**

The Committee and Budget next took up the Public Safety Department's Operating Budget. Jennings pointed out some changes to the numbers since the initial Budget reveal. Some salary increases were not yet set in stone, with union negotiations still ongoing, Jennings told the Committee and Board. Other major expenses included unanticipated costs and OT salaries. **Wile motioned to approve the Police Department Budget for \$1,299,568. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Innes motioned to approve the Police Department Budget. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Following a brief clarification on whether the new Office Administrator position would be paid for out of the Police Budget alone (it would), **Wile motioned to approve the Fire Department Budget for \$328,091. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Phillips had further questions about the Budget before the FinComm voted on the Fire Budget. Chief Dwyer said the new numbers were to accommodate getting firefighters on hand during the day with greater ease, since evening shifts were much easier to fill at present. Public Safety would take a per diem approach to daytime wages, versus on-call. **Sperelakis motioned to approve the Fire Department Budget. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Following consideration of the Fire Budget, Jennings indicated that there would be increases in the Dispatchers' Budget. **Wile motioned to approve the Dispatch Budget for \$341,366. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **LaMalfa motioned to approve the Dispatch Budget. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Following consideration of the Dispatch Budget, **Parker motioned to approve the Emergency Management Agency Budget for \$12,601. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Innes motioned to approve the Emergency Management Agency Budget. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** The Select Board decided to table approving the Animal Control Officer's Budget until the financial picture in Newburyport was clearer. Jennings said that in a call with the City's Finance Director, Newburyport may be adjusting wages for the ACO. This would potentially impact how much West Newbury would need to contribute to retaining the Officer's services.

The Board and Committee next considered Warrant Articles.

Article 21: Replacement of the WNFDPumper/Tanker Truck. Dwyer explained that the existing pumper truck would be sold off to another Department or simply traded in. In its place, the new pumper would be a stock model, meaning, Dwyer explained, that it was available for purchase from the dealer now at \$560,000 a more affordable price than building it custom (like many of West Newbury's other Fire Dept. vehicles). **Wile motioned to recommend Article 21. The motion was properly seconded.** Prior to the final vote, Reed interjected and asked the Chief why grant money was not given to West Newbury to help with the purchase of the new truck. Dwyer said that West Newbury's finances were excellent, and this had resulted in being denied grants. **The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Jennings discussed options for funding the truck such as financing v. outright purchase. He felt that with interest rates, it may not be worth it. He encouraged Dwyer to look into it. **Sperelakis motioned to recommend Article 21. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to recommend Article 21. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Innes stated he would write the rationale. The sunset date is June 30, 2025.

Article 65: Purchase of a new police cruiser. **Wile motioned to recommend Article 65 in the amount of \$57,000. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Parker asked where the Department came down on purchasing a hybrid or non-hybrid vehicle. Chief Dwyer said that there's no available hybrid models (a one-year-plus waiting list at most dealers). Dwyer endorsed the lower wear and tear and fuel costs in hybrid cruisers and wanted to continue to pursue that route. However, he did say that the cruiser's undercarriages were posing issues because of plastic cladding to protect the hybrid components, and that the Ford Explorer Hybrid has not been very reliable. The Department was monitoring their Explorers and those in other Town's fleets to see if these problems persist. He stated that many new gas-powered vehicles were much more efficient, and that they were comparing the two engine types. **Innes motioned to recommend Article 65. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Innes stated he would write the rationale. The sunset date is June 30, 2025.

Article 34: Public Safety Complex repairs. **Wile motioned to recommend Article 34 in the amount of \$23,835. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Innes motioned to recommend Article 34. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** **Sperelakis stated he would write the rationale. The sunset date is June 30, 2026.**

Article 64: Transfer of Opioid Stabilization Fund money. Jennings explained that the original opioid stabilization fund would be closed (per Article 59), and that a second Article (64) would authorize the transfer of those funds. **Wile motioned to recommend Article 64. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to approve Article 64. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain).** Phillips said he would write the rationale. There was no sunset date.

Article 53 and 54: The Finance Committee intended to make no recommendation on these Articles asking for changes to the Hunting and Animal Bylaws, but Jennings said the Finance Committee could choose to do so if they wanted. Reed said that the Select Board was waiting on further input from other Town bodies after getting public feedback at a prior Board meeting. The Finance Committee decided not to make any recommendations either, with Phillips planning to write a rationale for the public to understand why.

The Board and Committee agreed that another joint meeting would be useful, and they agreed upon March 25<sup>th</sup>, a Monday. **At this time, the Finance Committee closed their session, with Sperelakis motioning to adjourn. The motion was properly seconded. The motion unanimously passed. (4 Yes, 0 No, 0 Abstain). The Committee Session adjourned at 8:04pm.**

The Select Board members next took up the still-unresolved matter of step raises, determining that an allotment of 1.25% (\$26,402) would be available to the Town Manager to accommodate pay increases across Town government, based on performance reviews. **Wile motioned to use up to \$26,402 for step raises. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

**Wile motioned to adjourn the Session. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Session adjourned at 8:22pm.**

DRAFT





**Town of West Newbury**  
**Select Board and Finance Committee Joint Meeting**  
**March 20, 2024 @ 6:00pm**  
**381 Main Street, Town Office Building**  
**www.wnewbury.org**  
**Meeting Minutes**

**Open Session:** Chair Reed opened the session at 6:00pm.

**Participation at the Meeting:**

- Rick Parker, Wendy Reed, Chris Wile- Select Board
- Ross Capolupo, Dan Innes, Dennis LaMalfa, Rob Phillips, Jim Sperelakis- Finance Committee
- Angus Jennings- Town Manager
- Jim Blatchford- Town Clerk
- Sue Brown- Town Planner
- Corinn Flaherty- GAR Library Director
- Sam Joslin- Inspections Agent
- Michelle Greene- Conservation Agent
- Molly Hawkins- Conservation Commission representative
- Brian Murphey- Planning Board representative
- Fred Chanania- Library Trustee
- David Archibald- Resident

**Announcements:**

There were no announcements read at this meeting.

**Regular Business:**

**A. Convene**

**B. Public Comment**

No public comment was made at this meeting.

**C. Review and discuss Budgets and Articles for Spring Town Meeting to be held on April 29, 2024.**

Chair Phillips of the Finance Committee explained the Budgeting process and the context of the evening's activities.

Library Operating Budget: Jennings said he had carried forward numbers from last year submitted by the Board of Library Trustees, with a COLA for employees factored in. There were no questions from Board or Committee. **Wile motioned to approve the Library Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Sperelakis motioned to approve the Library Budget. The motion was properly seconded. The motion unanimously passed.**

Conservation Operating Budget: Jennings pointed to a few small mistakes in the numbers for the room to keep in mind, having transposed the Planning Budget's salary line with Conservation's. Both salary line items account for the shared administrative position that will cover CPC, Conservation, inspections, and Planning. It will be a full-time position with partial funding from CPA. With staffing levels improved in other Departments, Jennings felt that the cross-trained administrative aide would be a good next step. The Conservation Budget accounted for summer intern/land steward funding as well. **Wile motioned to approve the Conservation Budget for the sum of \$102,249. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Sperelakis motioned to approve the Conservation Budget. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Planning Department Operating Budget: **Wile motioned to approve the Planning Department Budget for the sum of 87,921, to be verified. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Sperelakis motioned to approve the Planning Department Budget. The motion was properly seconded. The motion unanimously passed.**

Article 50: Wetlands Protection Bylaw. Reed lauded Greene for the clarity of the Bylaw's text. Wile felt that the conditions of the Bylaw were logical, and endorsed it, as did Parker. Reed felt that it was important to get it passed, as well. Wile and Jennings both spoke up and agreed that the ability to impose fines was a huge leap forward for enforcement of the state-mandated regulations. Greene said that public feedback had been incorporated into the document. **Wile motioned to recommend the Bylaw. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** To the Finance Committee, Greene explained that the Bylaw would give the Conservation Agent permission to issue fines rather than rely on the Commonwealth to do so- whose bandwidth is stretched too thin to resolve violations quickly and efficiently. The Finance Committee debated whether they should make a recommendation on the Bylaw or if it fell outside their purview. They agreed to attend the next information session on the measure to learn more. Parker pointed out that the financial aspects of the Bylaw would concern the Finance Committee. As the Board and the Committee wound down discussion, former Board member David Archibald expressed his

unhappiness at the “expansion” of government (in his opinion) the Bylaw promised saying that it would have a tremendous impact on the community.

Inspections and Zoning Board Operating Budget: The ZBA Budget’s \$700 would accommodate a Minutes-taker and/or legal postings. Jennings felt that the Minutes-taker would go by the wayside in the Operating Budget once the new full-time administrator is hired to take on those duties. Reed asked if they could remove the line item, but Jennings felt leaving it in place was the right thing to do. Level funding this particular Budget could still allow it be used for other costs, Wile pointed out, and Jennings agreed that it could be used for Town-sponsored legal postings. **Wile motioned to approve the ZBA Budget for the sum of \$700. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Jennings suggested the money could also be put toward trainings for the ZBA, too. **Sperelakis motioned to approve the ZBA Budget. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Phillips and Jennings lauded the work Inspections Agent Joslin has done to date. Joslin said he wanted to add a use table in the Zoning Bylaw to help make terminology clearer for all. **Wile motioned to approve the Inspections Department Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to approve the Inspections Department Budget. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Article 57: Proposed amendment to the Zoning Bylaw concerning definitions. Joslin said that there were no changes of substance- the proposed amendments were a clerical action more than anything. Wile asked if there was a hearing on these definitions, and Jennings said that it had taken place at a Planning Board meeting the night before. **Wile motioned to recommend Article 57. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to take no action on the Article. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Open Space Committee Operating Budget: Jennings said the Budget was level funded at \$750. No Budget was submitted to the Manager’s Office. Reed wondered why keeping this line item made sense given the lack of response. The Board and Manager debated rolling it into another line item for potential use. **Wile motioned to reduce the Open Space Committee Budget to \$0. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Innes motioned to reduce the Open Space Committee Budget to \$0. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Parker raised his concerns about eliminating the Committee Budget but Phillips reassured him that the Committee could still come before the Select Board or Manager and get funds if they were available. Wile pointed out that providing unused money to any Town body was not good business.

Bandstand Coordinator’s Operating Budget: Jennings spoke to the success and efforts of the Bandstand Coordinators. The amount requested was a level-funded \$8,000. The money has attracted decent talent year after year, he reported. **Wile motioned to approve the Bandstand Budget for the sum of \$8,000. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to approve the Bandstand Budget. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Park and Recreation Commission Operating Budget: AJ noted that the Parks & Rec budget was reduced as much of the funds are now in the DPW budget. **Wile motioned to approve the Park and Rec Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to approve the Park and Rec Budget. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Mill Pond Operating Committee: Over the course of the discussion, it was revealed that the Mill Pond Committee has \$1,000 in their gift account and more than \$5,000 in their Pipestave/Mill Pond Care and Maintenance Revolving Fund. **Wile motioned to approve the Mill Pond Committee Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to approve the Mill Pond Committee Budget. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Cultural Council Operating Budget: Jennings wondered why the Council was carrying an OB if their funding was Commonwealth-derived. The funds provided by West Newbury were untouched year to year. **Wile motioned to reduce the Cultural Council Budget to \$0. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to reduce the Cultural Council Budget to \$0. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

PEG Funds: The Cable Advisory Committee has engaged in several new initiatives, and the local cable server was recently replaced, reported Reed and Jennings. **Wile motioned to approve \$40,000 in PEG Funds. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to approve \$40,000 in PEG Funds. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Innes stated he would write the rationale.

Article 14: To allocate or reserve Community Preservation Fund annual revenues. While the numbers for 2024-2025 are not yet set in stone because of numerous factors such as tax rates, the money could not be expended until 2026 regardless. **Wile motioned to recommend Article 14. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to recommend Article 14. The motion was properly seconded.** Sperelakis stated he would write the rationale.

Article 15: Housing Fund Transfer. Transfer CPA Housing Reserve Funds to the Affordable Housing Trust. **Parker motioned to recommend Article 15. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to recommend Article 15. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Article 49: Proposed Zoning Amendment MBTA Communities Act. Wile opined that with regard to the pending lawsuits against the Commonwealth being brought by some Towns, it might be a wise move to wait before going ahead with the Article. Phillips expressed similar reservations about Article 49. Wile pointed out that the density requirements were “brutal”- which caused Murphey to chime in and suggested a happy medium could probably be found, within the state demands, that better suits West Newbury. Jim Sperelakis brought up one of the recurring themes at the public hearing on Article 49: the impact on the taxpayer for expanded services that could be required because of a new development. Sperelakis suggested getting an answer on “impact” by Town Meeting night would be a good idea. Wile suggested an economic analysis should be done. He pointed out that in the late 90’s, when new homes were built in West Newbury, the Town actually lost money, since the tax intake did not cover the expense of providing public safety protection, education, or other amenities to those new dwellings/residents. Murphey stated that a pause on trying to pass the zoning amendments might be warranted. Sperelakis asked what the deadline was to submit the Bylaw to the state. It was determined that the Town had until December 2025. Jennings felt that in the context of the MBTA Communities planning that this would allow the Town to bring more light to the ongoing 113 Corridor Study, and wondered if a Warrant Article in future could cover costs for a fiscal impact study around the development of high-density housing. **The Board and the Committee decided to table their vote on Article 49.**

Article 16: CPA Funding for Pickleball Court Feasibility Study. The \$30,000 in the Article included siting and design for a court. The CPC had recommended the Article. **Wile motioned to recommend Article 16. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Innes wanted to know if there was sustained interest in the sport in Town, which Reed confirmed there was. Capolupo was worried the study would lock the Town into building the recommended design at one of the proposed locations. Reed intimated that much more money would need to be raised to actually pull the trigger and get a court in, and reiterated that popularity in pickleball had been sustained in communities who’d built these courts. **Sperelakis motioned to recommend Article 16. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** LaMalfa stated he would write the rationale. The sunset date was set as June 30, 2025.

Article 38: Funding for Page School repairs and elevator. Jennings recapped some changes to the proposal as it had gone along, saying that there had been a change of vendor (City Elevator replacing a previous company). The process would focus on an assessment and repairs, and Jennings said that the funding request would cover expenses and offer the Town a little bit of breathing room for overruns. Wile stressed the importance of getting the repairs and other projects done. **Wile motioned to recommend Article 38. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Phillips asked if the money would come out of Free Cash (Jennings said it would). Wile inquired whether the Pentucket Middle High School building project fund would be turning any other money back to the Town, believing this Article would be a good use of those dollars. Jennings did not believe any more funds were forthcoming. **Sperelakis motioned to recommend Article 38. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Capolupo stated he would write the rationale. The sunset date was set as June 30, 2025.

Article 44: Snow and ice deficit. No action was taken on this Article.

Article 45: Unpaid bills from prior Fiscal Year. Jennings asked to table a decision on the Article, as new information had recently been received regarding bills from National Grid. Jennings said that in previous years West Newbury had been unsuccessful in negotiating reductions in bills submitted to the Town by National Grid that had arrived late or had other problems.

Article 66: Funding Saw Mill Brook administrative costs. **Wile motioned to recommend Article 66 for the sum of \$10,000. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** **Sperelakis motioned to recommend Article 66. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Sperelakis stated he would write the rationale. The sunset date was set as June 30, 2025.

#### D. Communications

There were no communications read at this meeting.

**E. Schedule of Future Meeting Dates**

No action was taken on this Item.

**Sperelakis motioned to adjourn the Finance Committee Session. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain). Wile motioned to adjourn the Select Board Session. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Session adjourned at 8:42pm.**

DRAFT



**Town of West Newbury**  
**Select Board and Finance Committee Joint Meeting**  
**March 25, 2024 @ 5:15pm**  
**381 Main Street, Town Office Building**  
**www.wnewbury.org**  
**Meeting Minutes**

**Open Session:** Chair Reed opened the session at 6:00pm.

**Participation at the Meeting:**

- Rick Parker, Wendy Reed, Chris Wile- Select Board
- Ross Capolupo, Dan Innes, Dennis LaMalfa, Rob Phillips, Jim Sperelakis- Finance Committee
- Angus Jennings- Town Manager
- Jim Blatchford- Town Clerk
- Jenny Walsh- Town Accountant
- Michael Dwyer- Chief, West Newbury Public Safety
- Zachary Dunham- Reserve Police Officer applicant
- Tom Ferguson- Resident
- Deb Hamilton- Resident
- Rich Baker- Resident, sponsor of Article 62
- David Seaton- Resident, sponsor of Article 63
- Rob- Alzheimer's Association representative

**Announcements:**

- SAGE Center- Ice Cream Social March 27<sup>th</sup> 12:30-1:30pm; Veterans' Breakfast April 10<sup>th</sup>, 10am
- River Road Resiliency Study- public meeting on Wednesday, April 3<sup>rd</sup> from 5:30-8pm, Town Annex
- Solar Eclipse viewing event - Monday, April 8<sup>th</sup> from 2:30-4:40pm; see Library & Town websites for details
- Information session re proposed Wetlands Bylaw - Tuesday, April 9<sup>th</sup> at 6pm, First Floor Hearing Room

**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.**

A resident spoke to the Board about the Water Department's proposed hike in water rates. He suggested that he (or the Town) could do analysis of who is using excess water in West Newbury. He also took umbrage with the way the Department handled the discussion and debate regarding the new rates.

**B. Town Manager Updates**

**a. Update on procurement process for telecom upgrade in Town Buildings**

**See Exhibit Ba.** Jennings said a supplemental component to the RFP detailing cabling needs had been issued, with a deadline for submissions of April 4<sup>th</sup>. Jennings stated that there was a good deal of interest on the part of vendors, but was not sure how much the bids would come in at.

**b. Quote received for work re Page School circulation and MDOT permitting of Page/Pipestave crosswalk**

**See Exhibit Bb.** Jennings wanted the Board to figure out what amount of money, if any, should be attached to this work for its Town Meeting Article on Wednesday during their joint meeting with the Finance Committee. The memo included in the packet gave the Board an overview of the Main St. crossing, traffic circulation, and other related concerns. Wile suggested that the first issue to be addressed should be the crosswalk, since it was not clear what the future of Page School would be. It would be a shame, in his view, to do a lot of work that could be undone by future projects. Parker agreed.

**c. Borrowing process/timeline for Church/Prospect project; Annual Report submitted to Hilltop**

**See Exhibit Bc.** The Town submitted their Annual Report to Hilltop Securities. Jennings said a date in June would be set for the Board to authorize borrowing for the water main replacement, once debt service numbers are set.

**d. Contract executed for Page School remedial masonry work/repairs**

**See Exhibit Bd.** The safety-focused repairs would be underway later in 2024, reported Jennings, but Parker and Wile were curious why the contract had the work = taking place during June when school was in session.

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

**C. Department Updates/Discussion**

There were no updates given at this Meeting.

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

**a. Capital Improvement Committee report and recommendations**

**See Exhibit Da.**

**b. Board of Water Commissioners' public hearing regarding water rates held on March 21<sup>st</sup> at 6pm**

**See Exhibit Db.** The Board of Water Commissioners voted to raise the water rates following the April bills. The raise would cover the Operating Budget of the Water Department, and help defray some of the costs associated with the Church and Prospect Street water main replacement projects. Reed confirmed that a notice with April's bills would be announcing the increase to the residents. It would also announce the different rates targeting heavy water users.

**E. Action Items**

- a. Request for appointment of Zachary Dunham as Reserve Police Officer**  
**See Exhibit Ea.** Chief Dwyer explained Dunham's background as an Essex County Sheriff employee, and said that he had expressed interest in being a West Newbury officer for some time. Dwyer explained that Dunham would need to take the Department's internal training course, offering a summary of what that involved. **Parker motioned to appoint Dunham to the Police Department.** Jennings explained that the initial appointment would last until June 30, with all officers on the force being reappointed annually after that date (which would include Dunham). **The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- b. Request to nominate Glenn Cogswell as additional Inspector of Animals**  
**See Exhibit Eb.** Jennings said that this Item included nomination of Kayla Provencher as well. **Wile motioned to appoint Cogswell and Provencher as Inspectors of Animals. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- c. Request to authorize Town Manager to execute 3-year lease for Children's Castle**  
**See Exhibit Ec. Wile motioned to authorize the Manager to execute the lease.** Wile inquired about the utility costs but Walsh was not sure of the number off the top of her head. The Town receives a special bill from Page School (where the Castle is located) that is paid to cover utilities. **The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- d. Review Middle Street Bridge financing and determine warrant article proposal amount; review draft IMA**  
**See Exhibit Ed.** The group decided to bring up the Item later in the meeting. When returning to this Item, Jennings presented a draft IMA to the Board. He said that based on feedback that there would be nothing about borrowing or multi-year payback. Upon passage in West Newbury, the hope would be that Newburyport would fund their share. Jennings said he would provide further information to the Board by the next day. The Manager and Select Board discussed whether they would need to employ ARPA funding and when best to do so.
- e. Review draft Harbormaster IMA with Town of Salisbury for 2024-2027**  
**See Exhibit Ee.** Jennings presented the IMA (between West Newbury and Salisbury) with markups to the Board. Jennings said that under the Clean Vessel Act the Commonwealth reimburses the Town roughly 75% of the costs of the pump out boat and its activities, with additional funds from the waterways permits contributing to reduce the Town's expenses. The new Agreement included language to allow the Town to enter into a more beneficial IMA if the opportunity arose with a 90-day termination clause. Parker wondered if a three-month window to draw up a new IMA to replace one being replaced was enough time, and the other Board members felt this was a very short period. Jennings suggested a six-month period instead, which was more agreeable to the three Board members. They did not feel that there was any pressing need to switch partners, however.
- f. Review /determine appropriation for testing of potential new public water site(s)**  
**See Exhibit Ef.** The Board did not take any action on this Item at this time.
- g. Request for release deed for two Ash Street Properties to the MA Division of Fisheries and Wildlife**  
**See Exhibit Eg.** Wile found the situation very unusual, but Parker pointed out that the taking of land at the time was so vast that perhaps these undeveloped parcels had been overlooked, and that the state did have legitimate claims to ownership. Jennings stressed that the properties would not be developed once in the Commonwealth's ownership and that the maneuvers being executed by the state were simply part of a wider housekeeping effort regarding the protected lands of the Crane River Refuge. **Wile motioned to release the deeds back to the state. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- h. Special Event Request: Myopia Hunt Club Fox Hunt, May 28, 2024**  
**See Exhibit Eh.** It was determined that no road crossings would be involved in the fox hunt which meant the Board felt comfortable approving the May 28 event. **Parker motioned to approve the permit. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- i. Special Event Request: West Newbury Riding and Driving Club, Adventure Ride June 15 & Sept 15<sup>th</sup>**  
**See Exhibit Ei.** Wile wondered if the events would cause any conflicts with other planned events, and Hamilton answered that after checking with Park and Rec and other stakeholders, it was determined there would be no strain on space or parking. Wile followed up by asking if Chief Dwyer had signed off on the event (those that were not on conservation/recreation land only). Hamilton said that they would manage the road crossing themselves and would follow up with further information on the September rides if it involved road crossings. Reed asked her if Hamilton would provide the Board with maps for their September when it was nailed down by the Riding and Driving Club. **Wile motioned to approve the permits pending the acquisition of route maps and the approval of the Police Chief. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- j. Special Event Request: Alzheimer's Association Fundraiser Bike Ride, June 1, 2024**  
**See Exhibit Ej.** The Board had provided with a map for the ride, but Wile was curious if there would be any signage in advance of the event to alert citizens of the event. A representative from the Association (via Zoom) told the Board they would put in whatever signs the Town required. Blatchford confirmed that Chief Dwyer had approved the ride and would provide the necessary coverage for the event. **Parker motioned to approve the permit. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- k. Select Board meeting minutes: February 26, 2024; March 11, 2024; March 13, 2024**  
**See Exhibit Ek.** The Board decided to table the Minutes for a future Meeting.
- l. NOT BEFORE 7:00PM: Cont'd review, with Finance Committee, of proposed Town Meeting warrant articles; and proposed sections of FY25 operating budget (see Finance Committee agenda for details)**  
**See Exhibit El.** Phillips opened the Finance Committee and Select Board Joint Meeting at 7:00pm.

Article 62: Petition for 40R Zoning Study on the Mullen property. The genesis of Baker's petition was

to reconsider the Mullen property on Main St. for use in complying with state-mandated zoning requirements under the MBTA Communities Act. 80 to 85 single bedroom units in West Newbury would add 5% toward meeting 40B requirements. The property would allow the Town to have much more control over the development than on other properties being considered. He also felt that it would be a boon for new homeowners and seniors, as well as those requiring a more affordable place to live in Town (such as its on-call firemen or its cops). The one-bedroom nature would fill a need, in his view. Within the Article, Baker sought \$100,000 in funding for the preparation of an RFP utilizing a third party. Baker pointed out that the Town would receive state and developer money if the Mullen property was used in this fashion, and there would be substantial tax revenue gained as well. Reed asked Baker who would manage the RFP, and reiterated that the lack of bandwidth on the part of Town staff would make it difficult for them to do. Baker did not have an answer at this time. Parker suggested diversifying the bedroom count, expressing his reservations about having just single bedroom units. Jennings and Phillips expressed their reservations as well. Jennings said bedroom count is a big factor in getting state funding. Reed referred to evaluations made by the consulting firm working with the Town on the MBTA Communities regulations/zoning changes, who had deemed the Mullen property as a poor fit for fulfilling the criteria, and further cited a non-committal response from the Commonwealth on the idea. Phillips cautioned against bringing open questions like this Article to Town Meeting, where debates on the actual content of the Article and the actual development of the property could break out. Wile pointed out that septic for 80 units would be hard with how marshy the parcel is. Jim Sperelakis chimed in to ask if Baker had worked with the Planning Board or Affordable Housing Trust on the Mullen property. Baker noted that he had gone to a large number of meetings for both bodies, but it was not clear if either body endorsed his idea. Deb Hamilton, speaking as a member of the Planning Board, reiterated that the Town's consultants did not recommend using the Mullen land for MBTA Communities Act housing, and Jennings said for the state to even consider the property, it would need to be sold first. The timeline was simply too tight to execute the proposal. **Parker motioned to not recommend Article 62. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Innes motioned to not recommend Article 62. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Phillips stated he would write the rationale.

Article 63: Citizen petition to reduce local election voting age to 16. Resident David Seaton presented his petition to the Board about why the voting age for local elections should be reduced to 16. Seaton pointed out that lowering the age had been done in local and international municipalities with positive results. Wile expressed concerns that high school age students were not property tax payers, and therefore not responsible as much for the financial implications of local votes. Seaton pointed out that plenty of other voters did not pay property taxes in West Newbury (18-year-olds, renters, etc). Phillips asked if this Home Rule petition would make its way to the State House if West Newbury passed it. Seaton said it would, and Blatchford explained more about the logistics of allowing those under 18 to vote. The administration of the election would be slightly more difficult due to the fact that 16 and 17 year olds would be classified as "confidential voters" since their information cannot be collected at that age. **Parker motioned to recommend Article 63. The motion was properly seconded. The motion passed. (2 Yes, Wile No, 0 Abstain). The Finance Committee took no action on this Article.**

Article 3. School Stabilization Fund transfer. The central question raised during discussion of this Article was whether or not the money should be saved to fund Whittier Tech. expenses or drawn down (as a multi-year model proposed). **Wile motioned to recommend Article 3. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Sperelakis motioned to recommend to Article 3. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Innes stated he would write the rationale.

Article 5. Use Free Cash to reduce tax rate. The Article would move \$200,000 into Stabilization from Free Cash, to increase that Fund to \$800,000. This would eliminate any strain on the tax payer, per the Capital Improvements Committee's recommendation. **Parker motioned to increase the Stabilization Fund to \$800,000. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Parker motioned to transfer \$200,000 from Free Cash to offset the Stabilization Fund increase. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Phillips motioned to increase the Stabilization Fund. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain). Phillips motion to transfer Free Cash to offset the Stabilization Fund. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Phillips stated he would write the rationale. Sperelakis asked when a Stabilization Fund for Page School or Whittier Regional High School ought to be established, and the Town Manager replied that October might be a good starting point for that decision-making process.

Article 43: Funding for unbudgeted personnel costs for FY24-25. The Article requested \$82,000 to cover these costs. Much of it would cover expenses incurred by the Police Department in overtime pay to cover Department training. **Wile motioned to recommend Article 43 for the sum of \$82,000. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Sperelakis motioned to recommend Article 43. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Phillips stated he would write the rationale. The sunset date was set as June 30, 2025.

Article 48: Supplemental funding for MBTA Communities Act consultant work. Jennings said he

included all the information he had to date relevant to the Article, but no final number was included in it. With extra money, a 50–70-page economic impact study could be undertaken, which Jennings envisioned would keep the consultant engaged if necessary. Jennings expressed caution at moving ahead since it was not clear what would happen with this Act. **Wile motioned to remove Article 48 from the Warrant. The motion was properly seconded. The motion passed unanimously. (3 Yes, 0 No, 0 Abstain).** Sperelakis urged the Town to undertake an economic impact study before next Spring’s Town Meeting. Discussion continued on the bigger picture regarding the MBTA Communities Act, and whether the Town should make sure they are on the appropriate timeline if the challenges the Act fail in court. The group decided to return to an economic impact study closer to Fall Town Meeting.

Article 55: Finance Committee Bylaw. **Wile motioned to recommend Article 55. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Sperelakis motioned to recommend Article 55. **The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Phillips stated he would write the rationale.

Article 67: Funding for River Road study and engineering. The Article followed up on the MVP Grant’s work examining the vulnerabilities of River Road to flooding and other issues. **Wile motioned to recommend Article 67 in the amount of \$40,000. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Sperelakis motioned to recommend Article 67 in the amount of \$40,000. **The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).** Capolupo stated he would write the rationale. The sunset date was set as June 30, 2025.

Pentucket Regional Middle High School Operating Budget: **Wile motioned to approve the Pentucket Budget for the sum of \$9,624,791. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Sperelakis motioned to approve the Pentucket Budget. **The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Whittier Technical High School Operating Budget: **Wile motioned to approve the Whittier Budget for the sum of \$300,687. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Sperelakis motioned to approve the Whittier Budget. **The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Essex Ag. Operating Budget: **Wile motioned to approve the Essex Ag. Budget for the sum of \$101,686. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Sperelakis motioned to approve the Essex Ag. Budget. **The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Harbormaster Operating Budget: Jennings went through the Harbormaster’s Budget. **Wile motioned to approve the Harbormaster Budget. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Sperelakis motioned to approve the Harbormaster Budget. **The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

Veterans Services Operating Budget: **Wile motioned to approve the Veterans Services Budget for the sum of \$29,598. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Sperelakis motioned to approve the Veterans Services Budget. **The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain).**

**Sperelakis motioned to adjourn the Finance Committee Session. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain). The Session adjourned at 9:16pm.**

At this time the Board returned to Item Ed.

## F. General Discussion Items

- a. **Correspondence from Sen. Tarr's office re FY25 State Budget Priorities**  
See Exhibit Fa. The two priorities for West Newbury are climate change resilience planning and engineering costs and pedestrian safety planning and engineering costs. The Manager and Board agreed to make sure Tarr’s office was informed of these.
- b. **Plan for finalizing proposed Animal Control and Hunting Bylaw amendments**  
See Exhibit Fb. Wile suggested establishing a dedicated dog park for West Newbury (whose site and scope would be determined by an *ad hoc* committee), and suggested a similar idea for a hunting-specific parcel in Town. The Board decided to examine this concept further at their April Meeting.
- c. **Building Decarbonization proposal for scope and services**  
See Exhibit Fc. The Board decided to wait and evaluate the program further due to upcoming changes to it.
- d. **Town Manager performance evaluation; process and timeline**  
See Exhibit Fd. Reed and Jennings agreed they would meet and discuss comments on his performance as Manager after April 8<sup>th</sup>.
- e. **Dangerous Dog Hearing Officer Training April 12<sup>th</sup>**  
See Exhibit Fe. Jennings made the Board aware of the training on a “dangerous dog” hearing’s procedure (a hearing that had not had cause to be convened in West Newbury recently, but Jennings felt was valuable to attend).



**G. Correspondence, including:****a. Chargepoint monthly report**

See Exhibit Ga. The Board looked at the Report.

**H. Future Agenda Items/ Meeting follow-up assignments**

Reed said she received a request to hunt on Middle Street and asked her fellow Board members to respond to the message. She asked Jennings if he had received an invitation to a Whittier Tech- sponsored dinner (Advisory Board). Jennings said he had not. Reed queried the group to see if anyone was interested in attending. No Board member was able to attend with certainty.

**Wile motioned to adjourn the Session. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Session adjourned at 9:41pm.**

**To access a video recording of the meeting, use the link below:**

<https://www.youtube.com/watch?v=zGw8PraCItE>

DRAFT

MEETING NOTICE-WEST NEWBURY  
Joint meeting of FINANCE COMMITTEE  
and SELECT BOARD

Date & Time: Thursday, April 25, 2024, 7:00 PM  
Location: 1910 Building 1st Floor Hearing Room  
By: Rob Phillips, Finance Committee Chairperson

AGENDA

1. Call to Order – convene joint session with Select Board
2. Review Town Meeting Motions and logistics with Select Board, Town Counsel, Moderator, Town Clerk, Town Manager
3. Finance Committee to set future meeting dates as needed
4. Adjournment

**Addendum to Meeting Notice regarding Remote Participation**

This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting is also accessible by remote participation as follows:

Zoom Meeting

Phone: (646) 558-8656

Meeting ID: 835 8266 9483

Passcode: 496043

Join at: <https://us06web.zoom.us/j/83582669483?pwd=XxpZKQRvCTKiICFJuBEQ54jsb3fbh6.1>

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the West Newbury website an audio or video recording of proceedings as soon as practicable after the meeting.

**Subject:** STM - Landfill Article  
**Attachments:** Landfill PFAS revised.pdf; Private well PFAS revised.pdf; Landfill STM final.docx  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Afternoon,

The private well testing went well last week. We were also allowed to reduce the landfill PFAS testing which has lowered the Article Amount needed. The new price is **\$5,605.**

Any questions, let me know.

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

## Steele Landfill **STM (April 2024)** Information (4/23/24)

The original landfill budget was approved at \$36,315. A month into the fiscal year we learned that our monthly gas testing was going to increase \$50/month (total increase of \$600). This was brought to the BOH's and the Town Managers attention. Ultimately \$600 was added to our budget at the October 2023 Town meeting, for a new budget total of **\$36,915**.

On October 30, 2023, we were notified by MA DEP that we needed to test the landfill & residential wells for the presence of PFAS. This would not need to occur until Spring of 2024. This new requirement was relayed to the BOH & Town Manager.

On November 28, 2023 via email MA DEP asked us to test the private wells during the Spring of 2024, rather than October 2024 (FY25) as originally planned.

The biannual testing of the groundwater for FY24 has also increased slightly due to increases analytical costs.

### **The budget increases for FY24 is as follows:**

Biannual GW and surface waters increased **\$485**

New PFAS testing requirement for the GW & surface waters **\$5,120** (price reduced per 3/21 proposal)

Private well testing for PFAS **\$11,460** (price reduced per 3/21 proposal)

Private well testing for 1,4 – Dioxane **\$3,190**

**Revised FY24 budget needed \$57,170**

**Approved FY24 budget (\$36,315) + (\$600) = \$36,915**

**Reserve Fund Transfer, March 2024 = \$14,650**

**Total** needed to complete the required landfill testing for FY24 **\$5,605**

ANNUAL TOWN MEETING 2024  
DRAFT MOTIONS

**ARTICLE 1:**

NO MOTION

**ARTICLE 2:**

NO MOTION

**ARTICLE 3: School Stabilization Fund**

MOTION: I move that the Town vote to transfer the sum of \$200,000 from the School Stabilization Fund to pay a portion of the Town share of debt service associated with the building of the new Middle/High School.

Motion:

Second:

**ARTICLE 4: FY25 Town Budget**

MOTION: I move that the Town vote to raise and appropriate the amounts of money set forth in the Finance Committee Booklet dated April 29, 2024, under the column heading “FinCom Proposed” for the FY2025 omnibus budget, as amended hereby, for the several purposes therein itemized, each numbered item being considered as a separate appropriation, and that the same be expended only for such purposes.

NOTE: The “HOLD/REVISED MOTION” below would only be needed if ATM Art. 3 **does not pass**.

HOLD: placed on line item 40 “Transfers – Stabilization”

MOTION: I move to amend Line 40 Transfers – Stabilization to remove the number “negative \$200,000” from the line “Transfers In – From School Stabilization”.

MOTION: I move to adopt the Line Item Budget (as amended).

Motion:

Second:

**ARTICLE 5: Water**

NO MOTION EXPECTED AT THIS TIME

**ARTICLE 6: FY25 Water Budget**

MOTION: I move that the Town vote to appropriate in anticipation of Water Department revenues the sum of \$1,272,462, of which \$327,672 is for salaries and wages, which include \$1,700 for Water Commissioners’ Stipends; \$54,200 for insurances; \$442,653 for expenses; \$353,033 for debt services; \$20,000 for extraordinary and unforeseen expenses; \$74,904 for budgeted surplus; and \$58,440 for indirect costs.

Motion:

Second:

**ARTICLE 7: Septic Loan Revolving Account repayment of debt service**

MOTION: I move that the Town vote to transfer the sum of \$10,364 from the Septic Loan Revolving Account for the repayment of debt service.

Motion:

Second:

**ARTICLE 8: Transfer to Pension Liability Stabilization Fund**

MOTION: I move that the Town transfer from Free Cash the sum of \$113,673 into the Pension Liability Stabilization Fund.

Motion:

Second:

**ARTICLE 9: Transfer to OPEB Stabilization Fund**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$25,500 into the Other Post-Employment Benefits (OPEB) Stabilization Fund.

Motion:

Second:

**ARTICLE 10: PEG Access and Cable Related Fund**

MOTION: I move that the Town vote to authorize expenditures from the PEG Access and Cable Related Fund, pursuant to Chapter 44, Section 53F<sup>3</sup>/<sub>4</sub> of the Massachusetts General Laws, an amount not to exceed \$40,000 in Fiscal Year 2025 by the Cable Advisory Committee for the payment of program-related wages, expenses, and equipment and such other purposes as permitted by the statute.

Motion:

Second:

**ARTICLE 11: Revolving Funds**

MOTION: I move that the Town vote, pursuant to MGL Chapter 44, Section 53E½, to set expenditure limits for each revolving fund in Section XL of the Town Bylaws as printed in Article 11 of the 2024 Annual Town Meeting Warrant included in the Finance Committee Booklet dated April 29, 2024.

Motion:

Second:

**ARTICLE 12: Community Preservation Fund annual revenues**

MOTION: I move that the Town vote to allocate, appropriate and reserve from the Community Preservation Fund Annual Revenues the amounts printed in Article 12 of the Annual Town Meeting Warrant included in the Finance Committee Booklet dated April 29, 2024.

Motion:

Second:

**ARTICLE 13: Community Preservation Act funds to Affordable Housing Trust**

MOTION: I move that the Town vote to transfer from the Community Housing Fund Balance of the Community Preservation Acts Funds the sum of \$60,904, in conformity with the applications submitted to the Community Preservation Committee.

Motion:

Second:

**ARTICLE 14: Transfer Free Cash to Stabilization Fund**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$200,000 to the Stabilization Fund prior to the close of Fiscal Year 2025.



Motion:

Second:

**ARTICLE 15: Police Cruiser**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$57,000 for all costs and expenses pertaining to the replacement of a Police Cruiser, including all safety equipment, for use by the Police Department, and to dispose of the existing vehicle in accordance with Town policy for disposition of surplus property, with any remaining funds to be closed out to the Stabilization Fund at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 16: Annex Generator**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$90,000 to fund the purchase and installation of a generator for the Town Annex located at 379 Main Street, including all incidental and related costs, with any remaining funds to be closed out to the Stabilization Fund at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 17: Accessories for DPW Trackless vehicle**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$41,540 for all costs and expenses pertaining to the purchase of boom mower accessories for the DPW MT7 Trackless Vehicle, including all incidental and related costs, with any remaining funds to be closed out to the Stabilization Fund at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 18:** River Road study

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$40,000 to fund costs associated with the study of River Road, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 19:** Establish Capital Stabilization Fund

MOTION: I move that the Town vote to accept the provisions of Massachusetts General Laws Chapter 40, Section 5B for the purpose of establishing a Capital Stabilization Fund, for the purpose of funding future capital expenditures.

Motion:

Second:

**ARTICLE 20:** Establish Water Pension Liability Stabilization Fund

MOTION: I move that the Town vote to accept the provisions of Massachusetts General Laws Chapter 40, Section 5B for the purpose of establishing a Water Pension Liability Stabilization Fund, for the purpose of funding future pension liabilities for Water Department employees and retirees.

**Motion:**

**Second:**

**ARTICLE 21: Wetlands Bylaw**

MOTION: I move that the Town vote to amend the West Newbury Town Bylaws by repealing Title XXV (West Newbury Wetlands Protection By-Law) in its entirety, and inserting in its place a new Title XXV (Wetlands Protection By-Law) as printed in Appendix B of the Finance Committee Booklet for the Annual and Special Town Meeting, dated April 29, 2024, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the remainder of the By-Laws, as necessary.

Motion:

Second:

**ARTICLE 22: Animal Bylaw**

MOTION: I move that the Town vote to amend the West Newbury Town Bylaws, Title VI (Animal Bylaw) as printed in Appendix C of the Finance Committee Booklet for the Annual and Special Town Meeting, dated April 29, 2024, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the remainder of the Bylaws, as necessary.

Motion:

Second:

**ARTICLE 23: Finance Committee bylaws**

MOTION: I move that the Town vote to amend and the West Newbury Town Bylaws, Title I (Original By-Laws), Section 8; and further to amend the West Newbury Town Bylaws, Title VIII (Finance Committee By-Law), as printed

in Appendix D of the Finance Committee Booklet for the Annual and Special Town Meeting, dated April 29, 2024, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the remainder of the Bylaws, as necessary.

Motion:

Second:

**ARTICLE 24: Vote Declared by Moderator Bylaw**

MOTION: I move that the Town vote to amend the West Newbury Town Bylaws, Title XX (Town Meeting/Elections) to add a new paragraph “Vote to be Declared by Moderator By-Law,” as printed in Article 24 of the Annual Town Meeting Warrant included in the Finance Committee Booklet dated April 29, 2024, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the remainder of the Bylaws, as necessary.

Motion:

Second:

**ARTICLE 25: Zoning definitions**

MOTION: I move that the Town vote to amend Section 2 (Definitions) of the West Newbury Zoning By-Law as printed in Appendix E of the Finance Committee Booklet for the Annual and Special Town Meeting, dated April 29, 2024, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the remainder of the Bylaws, as necessary.

Motion:

Second:

**ARTICLE 26:** Veterans' property tax workoff program

MOTION: I move that the Town vote to accept provisions of Massachusetts General Law Chapter 59, Section 5, to authorize the Town to establish a program to allow qualifying veterans to volunteer services to the town in exchange for a reduction in the veteran's real property tax obligations.

Motion:

Second:

**ARTICLE 27:** Citizen petition, MBTA zoning and 40R

MOTION: I move to authorize the Select Board to dispose, by sale or lease, all or any portion of Town of West Newbury-owned lots identified on Assessors Maps as R13-131(the Mullen property, so-called), and/or R13-130 (the driveway for the Mullen property), (the "Properties") to satisfy the requirements of Massachusetts General Law 40A, Section 3A and/or Massachusetts General Law 40R, subject to the procurement requirements, said proceeds to be deposited in the West Newbury General Fund.

Motion:

Second:

**ARTICLE 28:** Citizen petition, voting age

MOTION: I move that the Town vote to recommend the Select Board to file a home rule petition with the General Court substantially in the form listed in Article 28 of the Annual Town Meeting Warrant included in the Finance Committee Booklet dated April 29, 2024.

Motion:

Second:

SPECIAL SPRING TOWN MEETING 2024  
DRAFT MOTIONS

**ARTICLE 1.**

MOTION: I move that the Town revoke its acceptance of the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Massachusetts General Laws Chapter 40, Section 5B, to be effective for the fiscal year beginning July 1, 2024.

Motion:

Second:

**ARTICLE 2. Well Pump**

MOTION: I move that the Town vote to transfer from the Water Enterprise Stabilization Fund the sum of \$44,000 to fund the replacement of Well Pump #1, including distribution lines, valves, all incidental and related expenses, and related equipment to produce water at the Well Field, with any remaining funds to be closed out to the Water Enterprise Stabilization Fund at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 3: Water Sites**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$60,000 to fund all costs associated with the identification and evaluation of

potential sites to be used for the development of public well fields, with any remaining funds to be closed out to Free Cash at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 4: Pickleball**

MOTION: I move that the Town vote to transfer from Community Preservation Act Undesignated Reserves Funds the sum of \$30,000 to fund a Pickleball Court Site Feasibility and Design Study with any remaining funds to be closed out to the Community Preservation Act Undesignated Reserves Fund at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 5: Sawmill Brook**

MOTION: I move that the Town vote to transfer from Community Preservation Act Undesignated Reserves Funds the sum of \$10,000 for administrative and legal costs, and unpaid real property taxes, associated with the Town’s acquisition and protection, by Conservation Restriction, of certain parcels of land containing a total of 32 acres, more or less, which parcels are located on Poor House Lane (also known as “Sawmill Brook Conservation Area”), with any remaining funds to be closed out to the Community Preservation Act Undesignated Reserves Fund at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 6: Quaker Cemetery**

MOTION: I move that the Town vote to transfer from Community Preservation Act Historical Preservation Funds the sum of \$4,000 for the removal of trees and brush from the Quaker Cemetery, and any related expenses, with any remaining funds to be closed out to the Community Preservation Act Historical Preservation Funds at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 7: MBTA Communities / Smart Growth Zoning Consulting**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$75,000 to fund costs for consulting and legal services related to planning, and drafting of zoning amendments, as may be necessary to remain in compliance with Massachusetts General Laws Chapter 40A, Section 3A (the “MBTA Communities Act,” so-called), which may include drafting and proposing one or more zoning overlay districts pursuant to Massachusetts General Laws Chapter 40R (“Smart Growth Zoning,” so-called), with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 8: Unbudgeted personnel costs**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$82,000 to fund unbudgeted personnel costs, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

Motion:



Second:

**ARTICLE 9: Landfill**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$5,605 to fund environmental testing at the former Steele Landfill and adjacent sites, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 10: High Hazard Trees**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$50,000 to fund the removal of trees within public roadway rights-of-way that are designated by the Tree Warden as high hazard trees, including any incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 11: Page School Crosswalk**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$18,000 to fund engineering and surveying services, and any incidental or related expenses, for the permitting of the Page School/ Pipestave/ Route 113 intersection and crosswalk, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 12: Coffin Street Culverts**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$50,000 to fund the engineering, permitting, and any incidental or related expenses, for the replacement of culverts on Coffin Street, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 13: Page School Elevators**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$50,000 to fund expenses related to the assessment and repairs of the Page School elevators, including all incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 14. Annex flooring**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$62,000 to fund the replacement and repair of the flooring in the Town Annex, located at 379 Main Street, including any asbestos remediation, and other incidental and related expenses, with any remaining funds to be closed out to the Stabilization Fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 15. Page School Flooring**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$50,000 to fund the replacement and repair of a portion of the Page School flooring, including any incidental and related expenses, with any remaining funds to be closed out to the Stabilization Fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 16. Public Safety Complex Repairs**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$23,835 to fund repairs to the Public Safety Complex, including any incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 17. Telecommunications Systems**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$---- to fund the replacement of telecommunication systems in the Town Offices, Public Safety Complex, and the G.A.R Memorial Library, including any incidental and related expenses, with any remaining funds to be closed out to the Stabilization Fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 18. Keyless Entry System**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$28,000 to fund the purchase and installation of a keyless entry system for the Town Offices, including any incidental and related expenses, with any remaining funds to be closed out to the Stabilization Fund balance at the close of Fiscal Year 2026.

Motion:

Second:

**ARTICLE 19. Fire Pumper Truck**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$560,000 for all costs and expenses pertaining to the replacement of a Fire Pumper Truck, including all safety equipment, for use by the Fire Department, and to dispose of the existing vehicle in accordance with Town policy for disposition of surplus property, with any remaining funds to be closed out to the Stabilization Fund at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 20. Plow truck**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$350,000 for all costs and expenses pertaining to the purchase of a plow truck, including all equipment, for use by the Department of Public Works, and to dispose of the existing vehicle in accordance with Town policy for disposition of

surplus property, with any remaining funds to be closed out to the Stabilization Fund at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 21. Zero- Turn Mower**

MOTION: I move that the Town vote to transfer from the Stabilization Fund the sum of \$33,500 for all costs and expenses pertaining to the purchase of a Zero-Turn Mower, including all equipment, for use by the Department of Public Works, and to dispose of the existing equipment in accordance with Town policy for disposition of surplus property, with any remaining funds to be closed out to the Stabilization Fund balance at the close of Fiscal Year 2025.

Motion:

Second:

**ARTICLE 22. Opioid funds**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$3,846.12 into a Special Revenue Fund pursuant to Chapter 77, Section 197 of the Acts of 2023.

Motion:

Second:

**ARTICLE 23. Unpaid bills**

MOTION: I move that the Town vote to transfer from the Free Cash the sum of \$7,841.02 to fund the payment of unpaid bills incurred during prior fiscal years.

Motion:

Second:

**ARTICLE 24. Snow & Ice**

MOTION: I move that the Town vote to transfer from Free Cash the sum of \$ [REDACTED] to fund the existing year snow and ice deficit during fiscal year 2024.

NO MOTION EXPECTED AT THIS TIME.

**ARTICLE 25. Modify sunset clauses**

MOTION: I move that the Town vote to extend the sunset clause for costs and expenses pertaining to the Town’s share of the reconstruction of the Middle Street Bridge, as adopted under the Motion for Article 16 of the Annual Town Meeting on May 22, 2021, for a period of three years, until June 30, 2027; and further

to eliminate the sunset clause for costs associated with the preparation of a Historic Preservation Restriction, and costs associated with disposition, for the Soldiers and Sailors Memorial Building, located on Assessors’ parcel R10-34, located at 363 Main Street, as adopted under the Motion for Article 3 of the Annual Town Meeting on May 14, 2022; and further

to extend the sunset clause for costs and expenses pertaining to the replacement of the Town Offices telecommunications system, as adopted under the Motion for Article 18 of the Special Town Meeting on May 14, 2022, for a period of one year, until June 30, 2025; and further

to extend the sunset clause for costs and expenses pertaining to several facility improvements throughout the town, as adopted under the Motion for Article 6 of the Special Town Meeting on May 14, 2022, for a period of one year, until June 30, 2025; and further

to extend the sunset clause for costs and expenses pertaining to the relocation of the Department of Public Works (DPW) work station from the Highway Divisions Garage, as adopted under the Motion for Article 17 of the Annual Town Meeting May 14, 2022, for a period of one year, until June 30, 2025.

Motion:

Second:

DRAFT



# NEWBURYPORT MASSACHUSETTS


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## Lower Artichoke Dam Presentation and Site Visit

**Event Date:** Wednesday, April 24, 2024 - 2:00pm

On April 24th, the City is offering community members the opportunity to learn more about its water supply and short- and long-term efforts to protect its reservoirs. There will be a presentation and Q&A session at 2pm at the Senior Community Center, which will be followed by a site visit to the Lower Artichoke Dam around 3pm so that DPS staff can show members of the public the site and describe the mitigation work in more detail.

There will be transportation to the site from the Senior Community Center in order to accommodate the group. We will plan to cap the number of visitors at the site to 50, and we ask interested community members to sign up here: <https://forms.gle/YTc6ANEJ1vLYXkDD9>. Registration is not required to attend the presentation and Q&A at the Senior Community Center.

There was a minor breach of the Lower Artichoke Dam that occurred during significant flooding on January 13th. Many members of the public have been interested in learning more about this event and what City efforts are taking place to mitigate future occurrences. The Mayor's Office, together with the Department of Public Services and the Resiliency Committee, are organizing a public presentation and visit to the Lower Artichoke to provide more information to the community.





NEW ENGLAND  
ASSOCIATION  
OF SCHOOLS  
AND COLLEGES  
ACCREDITED MEMBER

Whittier Regional Vocational Technical High School  
115 Amesbury Line Road, Haverhill, MA 01830

# APPROVED BUDGET

## 2024 – 2025

(04/10/2024)

Maureen A. Lynch  
Superintendent

### SCHOOL COMMITTEE

Sandi Coppinger  
Amesbury

Scott Wood  
Haverhill

Brett Murphy  
Newburyport

Patricia Lowell  
Amesbury

Carol Sullivan  
Ipswich

David E. Irving  
Rowley

Kurt Slevoski  
Georgetown

Michael Rossi  
Merrimac

Ronald Fitzgerald  
Salisbury

Lisa O'Connor  
Groveland

Johanna True  
Newbury

Chip O'Connor  
West Newbury

Richard P. Early, Jr.  
Haverhill

Mary DeLai  
Newburyport

“EQUAL EDUCATIONAL OPPORTUNITY”

**Whittier Tech:**  
*Working on your future*



# Whittier Regional Vocational Technical High School

115 Amesbury Line Road  
Haverhill, MA 01830-1898  
978-373-4101  
Fax: 978-521-0260  
www.whittiertech.org

Maureen A. Lynch  
Superintendent

March 13, 2024

Dear Whittier Tech Community Members:

I am pleased to present the recommended budget and accompanying informational documents for Whittier Regional Vocational Technical High School.

The District Budget reflects a 2.59% increase over the FY24 budget. Total assessments to member communities have increased by \$343,133 which represents a 2.13% increase over FY24.

The District received an additional \$45,107 in Chapter 70 funding for FY25, which represents a .34% increase over FY24.

As a result of the districtwide vote in January, our capital budget for FY25 totals \$568,665, \$265,320 of which will be used to replace electrical panels throughout the building and \$303,435 will be used to replace pumps in the Waste Water Treatment Plant.

The FY25 budget, as presented, positions Whittier to continue meeting the diverse needs of our students as we equip them for the challenges of tomorrow. Through innovative programs and hands-on learning opportunities, we equip our students with the skills and knowledge necessary to succeed in a rapidly evolving workforce. Our curriculum is designed to blend academic rigor with practical training. Whether it's in the fields of engineering, healthcare, construction, or culinary arts, we strive to cultivate a supportive and inclusive learning environment where every student can thrive and reach their full potential.

I would like to thank the School Committee for their guidance and support during this budget process. Additionally, I am grateful to the staff, department heads, and administrative team for being fiscally responsible with their budget requests.

We will continue to send out our monthly newsletter, The Wildcat Wire, where we'll keep you informed on the progress of our journey. If you are not yet receiving these newsletters and would like to start, please register your email address at <http://eepuri.com/irYhUQ>.

Moreover, we continue to work diligently on a comprehensive and strategic plan to address the capital needs of our building. We welcome input from all our 11 communities and eagerly anticipate collaborating together to ensure a vibrant and sustainable future for Whittier Tech.

Thank you for your continued support and partnership as we strive to ensure the success and prosperity of every member of the Whittier Tech community. If you have any questions, please contact me at 978-373-4101 or [mlynch@whittier.tec.ma.us](mailto:mlynch@whittier.tec.ma.us)

Sincerely,

Maureen Lynch  
Superintendent

**Whittier Tech: *Working on your future***

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
<b>1000</b>	<b>DISTRICT LEADERSHIP</b>			
1100	School Committee			
1110.5	Supplies & Materials General Supply Items	130	500	500
1110.6	Other Expenses			
	Travel	1,043	3,500	3,500
	Memberships & Subscriptions	5,910	10,500	10,500
	Meeting Expenses	5,610	5,100	5,100
	Auditing Expenses	32,650	36,200	37,500
	Public Relations	31,990	29,500	29,500
	<b>TOTALS 1106</b>	<b>77,203</b>	<b>84,800</b>	<b>86,100</b>
	<b>TOTALS 1100</b>	<b>77,333</b>	<b>85,300</b>	<b>86,600</b>
1200	Superintendent's Office			
1210.1	Salaries, Professional Superintendent	220,482	222,272	232,928
1210.2	Salaries, Clerical			
	HR Director/Administrative Assistant	122,073	122,241	125,871
	Clerical support	200	7,500	2,500
	<b>TOTALS 1210.2</b>	<b>122,273</b>	<b>129,741</b>	<b>128,371</b>
1210.4	Maintenance of Equipment	0	0	0
1210.5	Supplies & Materials			
	Postage & Office Supplies	20,441	25,715	25,715
	Printing & Reproduction	19,797	23,350	23,350
	<b>TOTALS 1210.5</b>	<b>40,238</b>	<b>49,065</b>	<b>49,065</b>
1210.6	Other Expenses			
	Travel & Conferences	18,786	13,050	13,050
	Memberships & Subscriptions	22,918	21,374	21,374
	Advisory Boards	10,164	10,000	10,000
	NEASC & Accreditation	9,523	7,500	7,500
	<b>TOTALS 1210.6</b>	<b>61,391</b>	<b>51,924</b>	<b>51,924</b>
	<b>TOTALS - 1200</b>	<b>444,384</b>	<b>453,002</b>	<b>462,288</b>
	<b>TOTALS - 1000</b>	<b>521,717</b>	<b>538,302</b>	<b>548,888</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
<b>1400</b>	<b>FINANCE &amp; ADMINISTRATION</b>			
1410	Business & Finance			
1410.1	Salaries, Professional			
	Business Manager	171,831	170,300	175,387
	Comptroller	85,535	88,079	90,698
	<b>TOTALS 1410.1</b>	<b>257,366</b>	<b>258,379</b>	<b>266,085</b>
1410.2	Salaries, Clerical			
	Accounts Payable Clerk	63,300	61,500	62,830
	Payroll Clerk (80%)	48,495	49,951	51,449
	Business Office Clerk	0	51,819	53,374
	Clerical support	8,285	7,500	2,500
	Treasurer	18,054	19,065	19,637
	<b>TOTALS 1410.2</b>	<b>138,134</b>	<b>189,835</b>	<b>189,790</b>
1410.6	Travel, Memberships, Other	3,599	2,700	2,700
	<b>TOTAL 1410</b>	<b>399,099</b>	<b>450,914</b>	<b>458,575</b>
1420	Human Resource & Benefits			
1420.2	Salaries, Clerical			
	Payroll Clerk (20%)	12,124	12,488	12,862
1420.4	Advertising	2,339	3,000	3,000
	<b>TOTALS 1420</b>	<b>14,463</b>	<b>15,488</b>	<b>15,862</b>
1430	Legal Services			
1430.4	Contracted Services			
	Legal	47,017	30,000	40,000
	<b>TOTALS 1430</b>	<b>47,017</b>	<b>30,000</b>	<b>40,000</b>
1450	Information Technology			
1450.4	District Administrative Technology			
	Contracted Services	149,904	170,377	172,779
1450.5	Other Expenses	3,165	0	0
	<b>TOTALS 1450</b>	<b>153,069</b>	<b>170,377</b>	<b>172,779</b>
	<b>TOTALS 1400</b>	<b>613,648</b>	<b>666,779</b>	<b>687,216</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
<b>2000</b>	<b>INSTRUCTION</b>			
2100	Academic Leadership			
2110.1	Salaries, Professional			
	Director of Pupil Personnel	154,714	152,867	157,431
	Coord of Curriculum & Staff Development	152,161	156,688	160,963
	Vocational Coordinator	149,186	156,561	161,213
	Vocational Coordinator	148,686	152,617	156,799
	<b>TOTALS 2110.1</b>	<b>604,747</b>	<b>618,733</b>	<b>636,406</b>
2110.2	Salaries, Clerical			
	Secretary to Student Services	63,884	65,771	67,963
	Secretary Voc. & Curr Coord.	48,837	51,500	53,045
	<b>TOTALS 2110.2</b>	<b>112,721</b>	<b>117,271</b>	<b>121,008</b>
2110.6	Travel & Conferences	1,000	1,000	1,000
2120.1	Salaries, Professional			
	Cluster Chairs	84,695	90,715	93,436
2130.1	Salaries, Professional			
	Instructional Technology	0	108,799	112,719
	<b>TOTALS 2100</b>	<b>803,163</b>	<b>936,518</b>	<b>964,569</b>
<b>2200</b>	<b>School Building Leadership</b>			
2210.1	Salaries, Professional			
	Principal/Asst Supt	169,377	167,630	172,871
	Asst. Principals	303,322	311,876	320,426
	Associate Principal	152,161	162,594	167,684
	In House Suspension	71,723	73,937	76,204
	<b>TOTALS 2210.1</b>	<b>696,583</b>	<b>716,037</b>	<b>737,185</b>
2210.2	Salaries, Clerical			
	Secretary to Principal	60,541	70,000	72,100
	Secretary to Asst. Principals	47,265	48,683	50,143
	<b>TOTALS 2210.2</b>	<b>107,806</b>	<b>118,683</b>	<b>122,243</b>
2210.4	Contracted Services			
	Answering Service & Maintenance	6,100	0	0
2210.5	Supplies & Materials	21,689	16,000	16,000
2210.6	Other Expenses			
	Travel & Memberships	1,759	3,000	3,000

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY23</u>	<u>ADJUSTED</u> <u>BUDGET - FY24</u>	<u>RECOMMENDED</u> <u>BUDGET - FY25</u>
	School Council	718	700	700
	TOTALS 2210.6	<u>2,477</u>	<u>3,700</u>	<u>3,700</u>
	<b>TOTALS 2210</b>	<b>834,655</b>	<b>854,420</b>	<b>879,128</b>
2250	Admin Tech/Support - Schools			
2250.4	Principals Office Technology Cont Svcs	1,240	8,350	8,671
	<b>TOTALS 2250</b>	<b>1,240</b>	<b>8,350</b>	<b>8,671</b>
	<b>TOTALS 2200</b>	<b>835,895</b>	<b>862,770</b>	<b>887,799</b>
2300	Instruction Teaching Services			
2305.1	Salaries, Professional			
	Instructional	9,761,070	10,582,477	10,711,296
	Instructional, Special Needs	1,105,458	1,226,011	1,170,586
	TOTALS 2305.1	<u>10,866,528</u>	<u>11,808,488</u>	<u>11,881,882</u>
2315.1	Salaries, Community Partnerships	24,111	25,682	22,283
2325.3	Salaries, Substitutes	150,989	110,000	110,000
2330.3	Salaries, Teacher Aides			
	Teacher Aides	20,936	56,470	304,051
	Teacher Aides, Special Needs	13,538	71,120	36,535
	TOTALS 2330.3	<u>34,475</u>	<u>127,590</u>	<u>340,586</u>
2340.1	Salaries, Professional			
	Instructional Media Specialist	109,515	113,015	116,002
2351.1	Salaries, Professional			
	Prof Dev Mentor Stipends	0	0	0
2352.1	Salaries, Professional			
	Instructional Coach/Mentor	35,601	40,256	41,429
2352.4	Contracted Svcs, Prof Dev Coach/Mentor		0	0
2352.5	Supplies, Prof Dev Coch/Mentor	0	500	500
2352.6	Other Costs, Prof Dev Coach/Mentor	0	500	500
2354.1	Salaries, Stipends Staff Providing Prof Dev	0	7,000	7,000
2356.1	Salaries, Staff Attending Prof Dev	94	0	0
2356.6	Expenses for Staff Attending PD	78,777	89,500	89,500

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY23</u>	<u>ADJUSTED</u> <u>BUDGET - FY24</u>	<u>RECOMMENDED</u> <u>BUDGET - FY25</u>
2358.4	Contract Svcs, Outside PD Providers	12,524	7,000	7,000
2358.5	Supplies, Outside PD Providers	0	3,000	3,000
2358.6	Other, Outside PD Providers	1,489		
	<b>TOTALS 2300</b>	<b>11,314,102</b>	<b>12,332,531</b>	<b>12,619,682</b>
<b>2400</b>	<b>Instructional Materials &amp; Equipment</b>			
2410.5	Supplies & Materials Textbooks	15,204	21,895	9,690
2415.5	Library Books	1,472	8,450	8,450
2415.6	Library/AV Memberships	670	6,432	6,432
2420.5	Instructional Equipment	82,944	8,860	8,000
2430.4	Contracted Services Shop Requests	67,062	115,039	117,215
2430.5	Supplies & Materials General Instructional	412,679	357,330	356,661
	Computer Supplies	70,421	75,000	78,500
	General Classroom	8,177	9,750	9,750
	Program Expansion	0	2,500	2,500
	<b>TOTALS 2430.5</b>	<b>491,276</b>	<b>444,580</b>	<b>447,411</b>
2430.6	Other Expenses	15,279	23,738	27,483
2451.5	Instructional Hardware/Staff & Student Devices	299,409	375,080	375,334
2455.5	Instructional Software & Materials	69,677	84,255	98,000
	<b>TOTALS 2400</b>	<b>1,042,992</b>	<b>1,088,329</b>	<b>1,098,015</b>
<b>2700</b>	<b>Guidance</b>			
2710.1	Salaries, Professional Guidance Director	91,148	93,882	96,677
	Guidance Counselors	378,564	395,710	407,905
	School Adjustment Counselor	203,969	236,502	293,195
	Summer Coverage	9,834	7,129	9,004
	<b>TOTALS 2710.1</b>	<b>683,515</b>	<b>733,223</b>	<b>806,781</b>
2710.2	Salaries, Clerical	58,567	60,324	62,134
2710.5	Supplies & Materials Reference & Test Materials	2,507	2,000	2,000

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY23</u>	<u>ADJUSTED</u> <u>BUDGET - FY24</u>	<u>RECOMMENDED</u> <u>BUDGET - FY25</u>
	Postage, Brochures, Supplies	338	2,000	2,000
	TOTALS 2710.5	<u>2,845</u>	<u>4,000</u>	<u>4,000</u>
2710.6	Other Expenses			
	Travel & Memberships	967	1,000	1,000
	<b>TOTALS 2700</b>	<b>745,894</b>	<b>798,547</b>	<b>873,915</b>
2800	Psychological Services			
2800.1	Salaries, Professional School Psychologist	106,872	217,598	223,938
2800.4	Contracted Services	25,658	42,275	42,275
2800.5	Supplies & Materials	3,969	12,050	12,050
2800.6	Travel & Conferences	<u>1,354</u>	<u>1,000</u>	<u>1,000</u>
	<b>TOTALS 2800</b>	<b>137,853</b>	<b>272,923</b>	<b>279,263</b>
	<b>TOTALS 2000</b>	<b><u>14,879,899</u></b>	<b><u>16,291,618</u></b>	<b><u>16,723,243</u></b>



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
<b>3000</b>	<b>STUDENT SERVICES</b>			
3100	Attendance			
3100.1	Salaries, Professional Attendance Monitor	45,477	46,727	48,129
	<b>TOTALS 3100</b>	<b>45,477</b>	<b>46,727</b>	<b>48,129</b>
3200	Health Services			
3200.1	Salaries, Professional School Nurses Summer/other	175,927 5,350	181,189 9,250	184,015 9,250
		<hr/>	<hr/>	<hr/>
		181,277	190,439	193,265
3200.3	Salaries, Aides	35,379	35,560	36,535
3200.4	Contracted Services School Physician Laundry/Medical Waste	16,851 125	18,141 500	18,685 500
	<b>TOTALS 3204.4</b>	<hr/>	<hr/>	<hr/>
		16,976	18,641	19,185
3200.5	Supplies & Materials	8,522	10,000	10,000
3200.6	Other Expenses Memberships	0	720	720
	<b>TOTALS 3200</b>	<hr/>	<hr/>	<hr/>
		242,153	255,360	259,705
3310	Operation of School Buses			
3310.1	Salaries, Professional Coordinator of Transportation	77,387	79,709	82,100
3310.3	Salaries, Other Bus Drivers Mechanics Security/Bus Drivers (50%)	886,331 149,100 27,912	894,343 153,498 28,731	988,435 158,027 29,574
	<b>TOTALS 3310.3</b>	<hr/>	<hr/>	<hr/>
		1,063,343	1,076,572	1,176,036
3310.4	Contracted Services	3,755	3,576	3,576
3310.5	Supplies & Materials General Supply Items Fuel, Oil, Lubricants Equipment	110,464 158,512 23,423	86,567 148,105 4,990	86,567 153,105 4,990
		<hr/>	<hr/>	<hr/>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY23</u>	<u>ADJUSTED</u> <u>BUDGET - FY24</u>	<u>RECOMMENDED</u> <u>BUDGET - FY25</u>
	TOTALS 3310.5	292,400	239,662	244,662
3310.6	Other Expenses			
	Licensing & Physicals	5,669	5,000	5,000
	Insurance, Health	80,940	56,110	44,824
	Insurance, Buses	35,458	36,775	38,615
	Insurance, Workers Comp	0	22,116	23,222
	Leasing Expense	136,208	171,113	182,000
	TOTALS 3310.6	258,275	291,114	293,661
	<b>TOTALS 3310</b>	<b>1,695,160</b>	<b>1,690,633</b>	<b>1,800,035</b>
3510	Athletics			
3510.1	Salaries, Professional			
	Athletic Dir & Equipment Tech	31,871	32,827	33,812
	Coaches	233,706	225,805	231,450
	Trainer	31,503	32,448	33,421
	Transportation	24,026	20,000	22,000
	TOTALS 3510.1	321,106	311,080	320,683
3510.4	Contracted Services			
	Officials	70,230	42,000	44,000
	Police	3,681	5,000	5,000
	Reconditioning of Equipment	0	32,000	32,000
	TOTALS 3510.4	73,911	79,000	81,000
3510.5	Supplies, Sporting Goods/1st Aid	94,692	76,575	76,575
3510.6	Other			
	Memberships, Clinics & Travel	28,822	17,175	17,175
	Athletic Equipment	3,000	3,000	3,000
		31,822	20,175	20,175
	<b>TOTALS 3510</b>	<b>521,531</b>	<b>486,830</b>	<b>498,433</b>
3520	Student Body			
3520.1	Salaries, Class & Club Advisors, Other Stipends	50,007	54,970	56,344
	MCAS & Other Stipends	53,955	82,928	85,000
		103,962	137,898	141,344
3520.5	Supplies, Other Student Activites	22,266	10,000	10,000
3520.6	Other Expenses			
	Skills USA/Other	89,517	80,000	85,000
	Graduation Expenses	16,455	9,000	10,000
	TOTALS 3520.6	105,972	89,000	95,000
	<b>TOTALS 3520</b>	<b>232,200</b>	<b>236,898</b>	<b>246,344</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
3600	School Security			
3600.1	Salaries, Professional			
	District Safety	38,100	47,000	47,000
	Security Officer/Student Mediator	48,810	50,018	51,481
		<u>86,910</u>	<u>97,018</u>	<u>98,481</u>
3600.3	Salaries, Other			
	Monitors	65,378	61,963	96,444
	Security/Bus Drivers (50%)	27,912	28,731	29,574
	Security Special Events	10,669	12,000	12,000
	TOTALS 3600.3	<u>103,959</u>	<u>102,694</u>	<u>138,018</u>
3600.4	Contracted Services			
	Security Contract	193,926	212,605	212,605
	School Resource Officer	77,922	88,767	91,430
	TOTALS 3600.4	<u>271,849</u>	<u>301,372</u>	<u>304,035</u>
3600.5	Supplies & Materials	7,625	15,000	15,000
3600.6	Repairs Security Equipment	52,999	43,607	44,607
	<b>TOTALS 3600</b>	<b>523,343</b>	<b>559,691</b>	<b>600,141</b>
	<b>TOTALS 3000</b>	<b><u>3,259,863</u></b>	<b><u>3,276,139</u></b>	<b><u>3,452,787</u></b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
<b>4000</b>	<b>OPERATIONS/MAINTENANCE</b>			
4110	Custodial Services			
4110.3	Salaries, Summer and Co-Op	25,303	40,000	40,000
4110.4	Contracted Services, Cleaning Contract	335,368	355,500	355,500
	<b>TOTALS 4110</b>	<b>360,671</b>	<b>395,500</b>	<b>395,500</b>
4120	Heating of Building			
4120.4	Contracted Services-Natural/Propane Gas	62,618	107,000	105,000
	<b>TOTALS 4120</b>	<b>62,618</b>	<b>107,000</b>	<b>105,000</b>
4130.4	Utility Services			
	Water	14,484	12,203	14,000
	Sewerage Treatment	72,597	67,500	68,000
	Refuse Removal	35,663	47,859	47,860
	Telephone	43,226	50,000	50,000
	Hazardous Waste Removal	38,696	40,000	40,000
	Electrical Service	433,155	525,000	525,000
	<b>TOTALS 4130.4</b>	<b>637,821</b>	<b>742,562</b>	<b>744,860</b>
4130.5	Supplies & Materials	19,899	20,000	20,000
	<b>TOTALS 4130</b>	<b>657,720</b>	<b>762,562</b>	<b>764,860</b>
4210	Maintenance of Grounds			
4210.3	Salaries, Overtime & Snow	27,131	15,000	15,000
4210.4	Contracted Services	4,297	0	0
4210.5	Supplies & Materials Ice Melt, Sand, Fertilizer	15,582	25,000	25,000
	<b>TOTALS 4210</b>	<b>47,011</b>	<b>40,000</b>	<b>40,000</b>
4220	Maintenance of Buildings			
4220.1	Salaries, Plant Facilities Manager	127,000	133,350	137,351
4220.3	Salaries, Other			
	Forer Stipend	6,765	6,968	7,177
	Maintenance Staff	348,716	379,530	416,456
	Shift Differential	0	7,650	7,650
	STP Stipend	0	4,500	4,500

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED</u> <u>FY23</u>	<u>ADJUSTED</u> <u>BUDGET - FY24</u>	<u>RECOMMENDED</u> <u>BUDGET - FY25</u>
	TOTALS 4220.3	355,481	398,648	435,783
4220.4	Contracted Services	57,510	60,000	60,000
4220.5	Supplies & Materials			
	Electrical, Paint, Plumbing, Etc	63,120	90,000	90,000
	Office Supplies	8,312	2,000	2,000
	Equipment	36,640	10,586	10,600
	TOTALS 4220.5	108,072	102,586	102,600
4220.6	Other Expenses			
	Repair & Replacement	84,206	75,000	75,000
	Travel & Seminars	0	2,500	2,500
	TOTALS 4220.6	84,206	77,500	77,500
	<b>TOTALS 4220</b>	<b>732,268</b>	<b>772,084</b>	<b>813,234</b>
4230	Maintenance of Equipment			
4230.4	Contracted Services			
	Maint/Rpr of Equipment	14,708	62,564	62,564
	Maint/Rpr of Vehicles	3,861	5,000	5,000
	TOTALS 4230	18,569	67,564	67,564
4400	Tech Infrastructure, Maint & Support, Salaries			
4450.1	Technology Director	126,247	126,421	123,600
4450.3	Technology Support Staff	63,925	87,291	105,102
	TOTALS 4440	190,172	213,712	228,702
4450	Tech Infrastructure, Maint & Support, All Other			
4450.4	Contracted Services	122,867	123,288	127,118
4450.5	Supplies	10,216	7,431	7,803
	TOTALS 4450	133,083	130,719	134,921
	<b>TOTALS 4000</b>	<b>2,202,112</b>	<b>2,489,141</b>	<b>2,549,781</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
<b>5000</b>	<b>FIXED CHARGES</b>			
5100	Employee Retirement, Other Expenses			
5100.6	City of Haverhill	938,502	979,683	1,017,182
	Annuities	17,500	17,500	25,000
	<b>TOTALS 5100</b>	<b>956,002</b>	<b>997,183</b>	<b>1,042,182</b>
5150	Employee Separation Costs, Other			
5150.6	Employee Separation costs	3,981	5,000	8,900
5200	Insurance Programs, Other Expenses			
5200.6	Health Insurance-active employees	2,556,602	3,048,047	3,108,202
	Dental Insurance -active employees	94,293	102,655	112,804
	Medicare	262,482	245,000	265,000
	Life Insurance	2,565	4,000	6,287
	Disability Insurance	3,500	3,500	3,500
	<b>TOTALS 5200</b>	<b>2,919,442</b>	<b>3,403,202</b>	<b>3,495,793</b>
5250	Insurance Retired School Employees, Other Expenses			
5250.6	Health Insurance - retiree	950,798	1,246,473	1,295,795
	Life Insurance	2,772	2,000	3,000
	OPEB Liability Reserve	75,000	80,000	85,000
	<b>TOTALS 5250</b>	<b>1,028,570</b>	<b>1,328,473</b>	<b>1,383,795</b>
5260	Non Employee Insurance			
5260.6	Student Accident	21,595	23,436	24,608
	Package Insurance	190,643	199,125	209,081
	Worker's Compensation	112,401	109,530	115,007
	Umbrella	11,959	12,557	13,185
	Treasurer's Bond	753	700	700
	School Board Indemnity	4,695	4,735	4,972
	Automotive	8,379	8,799	9,240
	Unemployment	3,225	100,000	100,000
	Employment Practices Liability	19,862	20,855	21,929
	<b>TOTALS 5260</b>	<b>373,512</b>	<b>479,737</b>	<b>498,722</b>
5300.4	Rental of Equipment			
	Postage Meter	2,531	3,800	3,800
	Copy Machines	41,763	57,393	57,393
	<b>TOTALS 5300</b>	<b>44,294</b>	<b>61,193</b>	<b>61,193</b>
	<b>TOTALS 5000</b>	<b>5,325,801</b>	<b>6,274,788</b>	<b>6,490,585</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
RECOMMENDED FY 2025  
BUDGET BY LINE ITEM**

<u>FUNCTION/CODE</u>	<u>CATEGORY/DESCRIPTION</u>	<u>EXPENDED FY23</u>	<u>ADJUSTED BUDGET - FY24</u>	<u>RECOMMENDED BUDGET - FY25</u>
<b>6000</b>	<b>COMMUNITY SERVICES AND STAFF DEVELOPMENT</b>			
6200.5	Supplies & Materials Office, Flyers, Postage	13,085	12,000	12,000
	<b>TOTALS 6000</b>	<b>13,085</b>	<b>12,000</b>	<b>12,000</b>
<b>7000</b>	<b>ACQUISITION, IMPROVEMENT &amp; REPLACEMENT OF FIXED ASSETS</b>			
7100.4	Acquisition and Improvement of Sites Contracted Services	0	0	0
	<b>TOTALS 7100</b>	<b>0</b>	<b>0</b>	<b>0</b>
7200.4	Acquisition and Improvement of Buildings Contracted Services	24,722		0
	<b>TOTALS 7200</b>	<b>24,722</b>	<b>0</b>	<b>0</b>
7400.6	Replacement of Equipment	33,440	101,843	100,685
	<b>TOTALS 7400</b>	<b>33,440</b>	<b>101,843</b>	<b>100,685</b>
7500.6	Acquisition of Motor Vehicles	491,412	0	0
	<b>TOTALS 7500</b>	<b>491,412</b>	<b>0</b>	<b>0</b>
	<b>TOTALS 7000</b>	<b>549,574</b>	<b>101,843</b>	<b>100,685</b>
<b>9000</b>	<b>TUITIONS TO OTHER SCHOOLS</b>			
9100	Tuitions to Mass Schools	0	6,750	6,750
9110	Tuition School Choice Out	10,000	35,000	35,000
9400	Tuitions to Collaboratives	0	44,000	44,000
	<b>TOTALS 9000</b>	<b>10,000</b>	<b>85,750</b>	<b>85,750</b>
<b>STABILIZATION</b>	Transfer to Stabilization	900,000	0	0
<b>TOTAL BUDGET</b>		<b>28,275,699</b>	<b>29,736,360</b>	<b>30,650,935</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
TOTAL ASSESSMENTS FOR FY 2025**

Required Net School Spending	27,188,332
Other Assessments, Transportation and Community Education	1,800,035
Long Term Debt Assessment	-
Capital Assessment	568,665
Other Educational Assessment	<u>1,662,568</u>
Gross Budget	31,219,600

Less Revenues To Be Applied:		
Chapter 70 aid	13,432,714	
E and D		
Transportation	<u>1,300,000</u>	<u>14,732,714</u>

Total Assessments 16,486,886

	<u>Minimum Contribution</u>	<u>Other Assessments</u>	<u>Long-term Debt Assessments</u>	<u>Capital Assessments</u>	<u>Other Educational Assessments</u>	<u>Total Assessments</u>
Amesbury	1,899,737	48,163	-	54,918	160,138	2,162,956
Georgetown	1,029,996	23,886	-	41,627	79,418	1,174,927
Groveland	574,147	14,488	-	24,575	48,172	661,381
Haverhill	6,822,339	334,009	-	237,545	1,110,549	8,504,442
Ipswich	471,181	10,572	-	42,984	35,152	559,890
Merrimac	615,214	15,663	-	23,670	52,077	706,624
Newbury	281,700	6,265	-	18,890	20,831	327,687
Newburyport	562,904	12,530	-	62,865	41,662	679,961
Rowley	333,490	7,831	-	20,898	26,039	388,258
Salisbury	907,216	20,753	-	23,104	69,002	1,020,076
West Newbury	257,694	5,874	-	17,590	19,529	300,686
<b>TOTALS</b>	<u><u>13,755,618</u></u>	<u><u>500,035</u></u>	<u><u>-</u></u>	<u><u>568,665</u></u>	<u><u>1,662,568</u></u>	<u><u>16,486,886</u></u>



**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**REQUIRED NET SCHOOL SPENDING  
FY 2025**

Required Net School Spending	27,188,332
Less: Chapter 70 Aid	<u>13,432,714</u>
Net Minimum Contribution	<u><u>13,755,618</u></u>
Member Municipalities:	
Amesbury	1,899,737
Georgetown	1,029,996
Groveland	574,147
Haverhill	6,822,339
Ipswich	471,181
Merrimac	615,214
Newbury	281,700
Newburyport	562,904
Rowley	333,490
Salisbury	907,216
West Newbury	<u>257,694</u>
TOTALS	<u><u>13,755,618</u></u>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**OTHER ASSESSMENTS  
FY 2025**

Transportation	1,800,035
Less: Transportation Revenue to be Applied	<u>1,300,000</u>
Net Assessment	<u><u>500,035</u></u>

	<b><u>FY24 PUPILS/% OF CONTRIBUTION</u></b>				
	<b><u>FOR COMPARISON ONLY</u></b>				
	<b><u>PUPILS</u></b> <b><u>10/1/2022</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	<b><u>PUPILS</u></b> <b><u>10/1/2023</u></b>	<b><u>PERCENT OF</u></b> <b><u>CONTRIBUTION</u></b>	
<b>MEMBER MUNICIPALITIES:</b>					
Amesbury	117	9.18%	123	9.63%	48,163
Georgetown	55	4.31%	61	4.78%	23,886
Groveland	35	2.75%	37	2.90%	14,488
Haverhill	867	68.00%	853	66.80%	334,008
Ipswich	30	2.35%	27	2.11%	10,572
Merrimac	40	3.14%	40	3.13%	15,663
Newbury	16	1.25%	16	1.25%	6,265
Newburyport	29	2.27%	32	2.51%	12,530
Rowley	23	1.80%	20	1.57%	7,831
Salisbury	50	3.92%	53	4.15%	20,753
West Newbury	13	1.02%	15	1.17%	5,874
<b>TOTALS</b>	<b>1275</b>	<b>100.00%</b>	<b>1277</b>	<b>100.00%</b>	<b>500,034</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

**OTHER ASSESSMENTS  
FY 2025**

Transportation	1,800,035
Less: Transportation Revenue to be Applied	<u>1,300,000</u>
Net Assessment	<u><u>500,035</u></u>

	<b>FY24 PUPILS/% OF CONTRIBUTION FOR COMPARISON ONLY</b>				
	<u>PUPILS 10/1/2022</u>	<u>PERCENT OF CONTRIBUTION</u>	<u>PUPILS 10/1/2023</u>	<u>PERCENT OF CONTRIBUTION</u>	
<b>MEMBER MUNICIPALITIES:</b>					
Amesbury	117	9.18%	123	9.63%	48,163
Georgetown	55	4.31%	61	4.78%	23,886
Groveland	35	2.75%	37	2.90%	14,488
Haverhill	867	68.00%	853	66.80%	334,008
Ipswich	30	2.35%	27	2.11%	10,572
Merrimac	40	3.14%	40	3.13%	15,663
Newbury	16	1.25%	16	1.25%	6,265
Newburyport	29	2.27%	32	2.51%	12,530
Rowley	23	1.80%	20	1.57%	7,831
Salisbury	50	3.92%	53	4.15%	20,753
West Newbury	13	1.02%	15	1.17%	5,874
<b>TOTALS</b>	<b>1275</b>	<b>100.00%</b>	<b>1277</b>	<b>100.00%</b>	<b>500,034</b>

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL  
CAPITAL COSTS ASSESSMENTS  
FY 2025**

**Assessed as a Capital Cost**

7000 Asset Acquisition

Electrical Panel Replacements	265,320
Waste Water Treatment Pump Replacements	303,345
<b>Total Capital Cost Assessment</b>	<b>568,665</b>

<u>MEMBER MUNICIPALITIES</u>	<u>Resident Pupils 10/1/2023 *</u>	<u>%</u>	<u>Capital Cost Assessment</u>
Amesbury	1942	9.66%	54,918
Georgetown	1472	7.32%	41,627
Groveland	869	4.32%	24,575
Haverhill	8400	41.77%	237,545
Ipswich	1520	7.56%	42,984
Merrimac	837	4.16%	23,670
Newbury	668	3.32%	18,890
Newburyport	2223	11.05%	62,865
Rowley	739	3.67%	20,898
Salisbury	817	4.06%	23,104
West Newbury	622	3.09%	17,590
<b>TOTAL</b>	<b>20109</b>	<b>100.00%</b>	<b>568,665</b>

\*Capital costs shall be apportioned annually on the basis of pupil enrollment defined as "the number of pupils residing in a member municipality and enrolled in grades 1 through 12, inclusive, of any public, private or parochial school, wherever located". Each member municipality's share of capital costs for each year shall be determined by computing the ratio which its pupil enrollment on October 1 of the year next preceding the year for which the apportionment is determined bears to the total pupil enrollments of all the member municipalities on the same date. Capital costs represented by debt services shall be apportioned as a capital cost of the year in which the debt service falls due. Source: Whittier Tech Regional Agreement 7/26/67

**Angus Jennings**

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**From:** MVPC Transportation Program <transportation@mvpc.org>  
**Sent:** Monday, April 22, 2024 11:54 AM  
**Subject:** MVMPO Materials  
**Attachments:** 2024\_03\_27\_MVMPO\_Meeting\_Minutes.pdf; 2024\_04\_24\_MVMPO\_Docket.pdf; 2024\_04\_24\_MVMPO\_Meeting\_Agenda.pdf; FFY25\_UPWP\_MVMPO\_Release.pdf; FFY2025\_2029\_MVMPO\_TIP\_Draft\_MVMPO\_Release.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

Please see the MVMPO April meeting attachments, including the agenda, informational docket, draft UPWP, draft TIP, and March meeting minutes.

We look forward to seeing you on Wednesday at noon.

Thank you,  
MVPC Transportation Program



Jonah Williams  
Regional Mobility Planner  
Merrimack Valley Planning Commission  
160 Main Street, Haverhill, MA 01830  
Office: 978.374.0519 x24  
[MVPC.org](http://MVPC.org)

## AGENDA

### MERRIMACK VALLEY MPO (MVMPO) MEETING

**DATE:** Wednesday, April 24, 2024  
**TIME:** 12:00 p.m. – 1:00 p.m.  
**PLACE:** Virtual – See Access Information Below

#### **AGENDA:**

1. Call to Order
2. Opportunity for Public Comment
3. Adoption of Previous Meeting's Minutes
4. **ACTION ITEM:** FFY25-29 Transportation Improvement Program
5. CIP Development and Relation to TIP/STIP (MassDOT)
6. **ACTION ITEM:** FFY25 Unified Planning Work Program
7. MassDOT Beyond Mobility (MassDOT)
8. Status of Ongoing and FFYs 2024-2028 TIP Projects
  - Status of Transit Projects
  - Status of TIP Roadway and Bridge Projects
9. Other Business
10. Adjourn

#### **ACCESS:**

Join: <https://us06web.zoom.us/j/86060143324?pwd=QTabSqcEkDf2dYMKP53wBzMyx81PWb.1>

Meeting ID: 860 6014 3324

Passcode: 327906

One tap mobile:

+13092053325,,86060143324# US

+13126266799,,86060143324# US (Chicago)

Meeting ID: 860 6014 3324

Find your local number: <https://us06web.zoom.us/j/86060143324?pwd=QTabSqcEkDf2dYMKP53wBzMyx81PWb.1>

# ACCESSIBILITY

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## Spanish

Si necesita esta información en otro idioma, por favor contacte al coordinador de MVMPO del Título VI/Contra la Discriminación al 978-374-0519 ext.15.

## Portuguese

Caso estas informações sejam necessárias em outro idioma, por favor, contate o Coordenador de Título VI e de Não Discriminação daMVMPO pelo telefone 978-374-0519, Ramal 15.

## Chinese Simple

如果需要使用其它语言了解信息，请联系Merrimack Valley大都会规划组织（MVMPO）《民权法案》第六章协调员，电话978-374-0519，转15。

## Chinese Traditional

如果需要使用其他語言瞭解資訊，請聯繫Merrimack Valley大都會規劃組織（MVMPO）《民權法案》第六章協調員，電話978-374-0519，轉15。

**Vietnamese**

Nếu quý vị cần thông tin này bằng tiếng khác, vui lòng liên hệ Điều phối viên Luật VI/Chống phân biệt đối xử của MVMPO theo số điện thoại 978-374-0519, số máy nhắn 15.

**French Creole**

Si youmoun vle genyen enfòmasyon anyon lòt lang, tanpri kontakte Kowòdinatè kont Diskriminasyon/MVMPO Title VI la nan nimewo 978-374-0519, ekstansyon 15.

**Russian**

Если Вам необходимо данная информация на любом другом языке, пожалуйста, свяжитесь с координатором Титула VI/Защита от дискриминации в MVMPO по тел: 978-374-0519, добавочный 15.

**French**

Si vous avez besoin d'obtenir une copie de la présente dans une autre langue, veuillez contacter le coordinateur du Titre VI/anti-discrimination de MVMPO en composant le 978-374-0519, poste 15.

**Italian**

Se ha bisogno di ricevere queste informazioni in un'altra lingua si prega di contattare il coordinatore del MVMPO del Titolo VI e dell'ufficio contro la discriminazione al 978-374-0519 interno 15.

**Mon-Khmer, Cambodian**

ប្រសិនបើលោក-អ្នកត្រូវការបកប្រែពីភាសានេះ សូមទាក់ទងអ្នកសម្របសម្រួលជំពូកទី6/គ្មានការរើសអើងរបស់ MVMPO តាមរយៈលេខទូរស័ព្ទ 978-374-0519 រួចភ្ជាប់ទៅលេខ 15។

**Arabic**

إذا كنت بحاجة إلى هذه المعلومات بلغة أخرى، يُرجى الاتصال بمنسق الفقرة السادسة لمنع التمييز التابع لمنظمة التخطيط الحضري في ميريماك فالي على الهاتف: 978-374-0519 وتم اضغط الأرقام 15.



## TITLE VI NOTICE OF PROTECTION

The MVMPO complies with federal and state nondiscrimination obligations and does not discriminate on the basis of race, color, age, religion, creed, national origin (including limited English proficiency), ethnicity, ancestry, sex, gender, sexual orientation, gender identity or expression, disability, veteran's status, or background. For more information, to express a concern, or to file a complaint, please contact MVPC Transportation at 978-374-0519, Ext. 15 or by email at [transportation@mvpc.org](mailto:transportation@mvpc.org). Visit [www.mvpc.org](http://www.mvpc.org) to learn more about these nondiscrimination obligations.

El MVMPO cumple con el Título VI del Acta de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA) y otros estatutos de no discriminación federales, estatales y los reglamentos en todos sus programas y actividades. Para obtener más información sobre la declaración de no discriminación de la MVMPO e información relacionada, por favor vea la sección Transporte de la página web MVPC en [www.mvpc.org](http://www.mvpc.org).

## **Merrimack Valley Metropolitan Planning Organization Docket April 24, 2024**

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### **Item 4 – FFY2025-2029 Draft Transportation Improvement Program (TIP)**

**Context:** Each year, MVMPO staff develop the region's Transportation Improvement Program (TIP). The TIP is a five-year plan for capital improvements that are candidates for federal aid. The TIP programs apportioned and discretionary funding administered by both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). In Massachusetts, highway side funding is broken into two portfolios: *regional target* funding and *statewide* funding. State staff develop and propose a program of *statewide* projects for MVMPO board review and approval. For *regional target* funding, MVMPO staff coordinate with municipal officials and MassDOT to develop a proposed program for board review.

MVMPO staff inform initial program scenarios with two primary measures: a *readiness* determination and a project score. For readiness, staff coordinate with MassDOT to determine a project's design and engineering status. MassDOT assigns each project a year in which the MassDOT project manager believes the project will be able to advertise and obligate funds. Programming a project prior to the readiness year is allowable, but not advised as failure to obligate funding each year of programming essentially forfeits access to such funds. A project score is developed based on a given project's alignment with MVMPO board goals and priorities. Staff developed a new scoring methodology during this year's TIP cycle, but as no new regional target projects are to be programmed, current legacy stores were retained for programming purposes.

**Discussion:** Last month, MVMPO staff provided MVMPO's board a proposed TIP scenario for review and comment. In total, the proposed FFY25-29 program includes \$73,864,188 worth of regional target funding with a \$1,180,000 reserve (FHWA aid), a statewide portfolio of \$440,022,195 (FHWA aid), and \$76,652,714 of transit support (FTA aid). During the March 27 meeting, the board reviewed the proposed program and indicated its support. Based on this, staff prepared the draft TIP. Should it be the board's pleasure, the board may release the draft TIP during its April meeting for the required 21-day comment period.

**Action:** Release the draft FFY2025-2029 TIP for the 21-day comment period.

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### **Item 6 – FFY2025 Unified Planning Work Program (UPWP)**

**Context:** Each year, MVMPO staff develop the region’s Unified Planning Work Program. The Unified Planning Work Program lays out the anticipated deliverables and work of MVMPO staff over the course of a given fiscal year. The document is presented annually for MVMPO Board approval.

**Discussion:** Staff has prepared the draft FFY2025 Unified Planning Work Program for review. The draft UPWP programs four tasks—3C Program Management, Data Collection and Analysis, Transportation Planning, and Other Planning Support—and 18 total associated subtasks.

Work performed in support of these tasks will generate the following major deliverables:

- FFY2026 Unified Planning Work Program (Task 1.3)
- FFY2026-2030 Transportation Improvement Program (Task 1.4)
- Mechanics/Guidance for use of Regional Target on Design (Task 1.4)
- MassDOT and Regional Counting Program (Task 2.1)
- Traffic Counter Install and Monitoring (Task 2.1, continuing from FFY24)
- Pavement Management Program Evaluation (Task 2.2, carried over from FFY24)
- Travel Time Competitiveness Tool (Task 2.4, carried over from FFY24)
- Annual Performance Monitoring Benchmarks (Task 2.5)
- Active Transportation Plan Phase 2: Node Activation (Task 3.1)
- Active Transportation Pilot (Task 3.1)
- Fare Free Evaluation (Task 3.3, continuing from FFY24)
- Merrimack Valley Transit Automatic Passenger Counter Validation (Task 3.3)
- Scoping for a Future Years’ Transit Enhancement Analysis (Task 3.3)
- Elder Friendly Service Design White Paper (Task 3.3)
- Third Party American with Disabilities Act Compliance Review (Task 3.3)
- Ferryboat Business Plan Development (Task 3.4)
- Annual High Injury Network Updates (Task 3.6)
- Up to Two Safety Quick Builds (Task 4.2)
- Collective Purchase for Roadway Salt (Task 4.2)
- Collective Purchase for Roadway Services (Task 4.2)

The FFY25 UPWP also includes standard process-oriented tasks and deliverables, including:

- Certification Review (Task 1.1)
- MVMPO Preparation and Facilitation (Task 1.2)
- Updated MVMPO Memorandum of Understanding (Task 1.2)
- MVMPO “Retreat” (Task 1.2)
- Review of Regional Target Plan Sheets & Scoring (Task 1.4)
- Re-organization/Consolidation of Online Transportation Tools (Task 2.3)
- Urbanized Area GHG Coordination (Task 2.5)
- Border to Boston Support and Coordination (Task 3.1)
- Regional Priority Growth Strategy Support (Task 3.4)
- Vision Zero Community Capacity Building (Task 3.6)
- Council on Aging Coordination (Task 3.3)
- Miscellaneous Grant Support (Task 4.2)

Funding for the Unified Planning Work Program is sourced through several federal aid programs. \$1,235,684 of Metropolitan Planning (PL) and Section 5303 funds, \$94,080 of Section 5307 funds, and a proposed

\$118,910 of Metropolitan Planning carryover. Combined, these sources will support the salary, indirect costs, and direct expenditures of MVPC's transportation planning work program over the course of FFY25.

**Action:** Release the draft FFY2025 UPWP for the 21-day comment period.

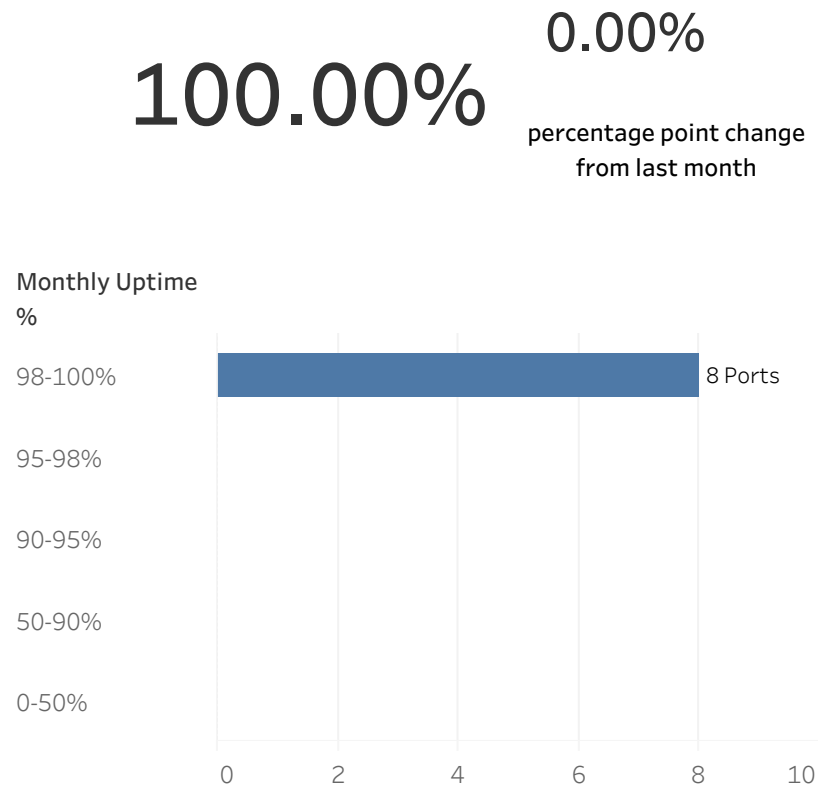
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**Attachments:**

- A. Draft FFY2025-2029 Transportation Improvement Program
- B. Draft FFY2025 Unified Planning Work Program

### Monthly Uptime - March 2024

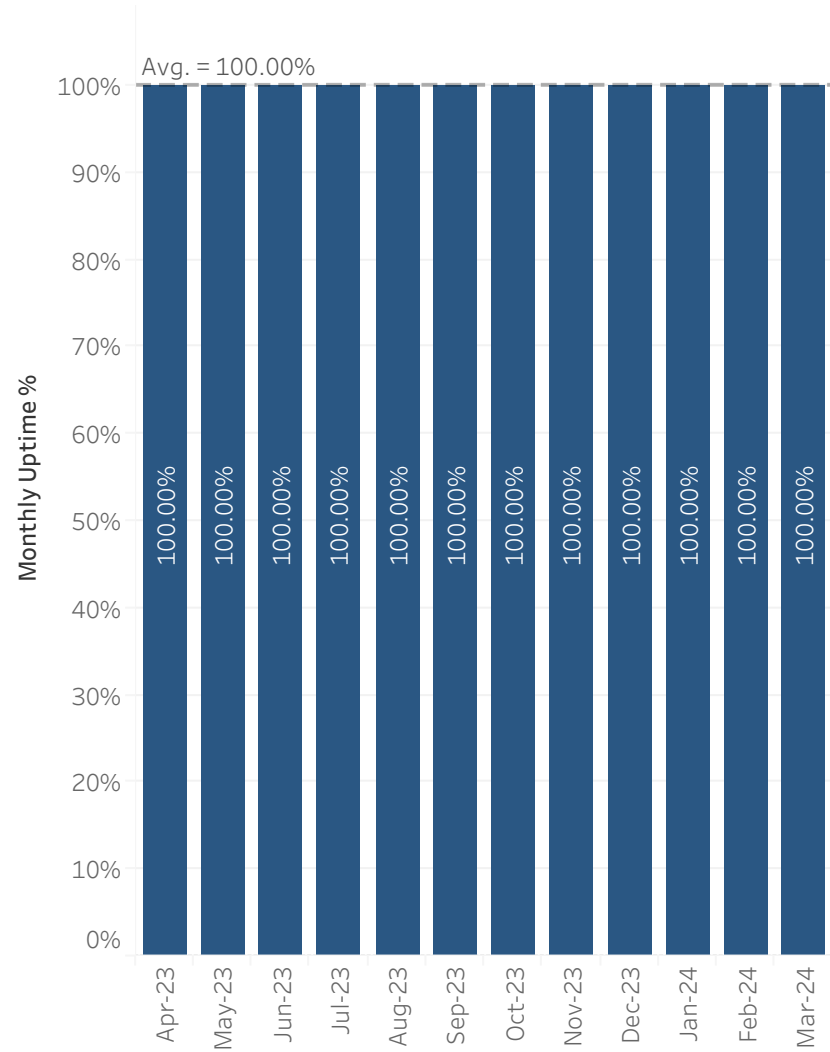
**Monthly Uptime** is the percentage of time each individual charging port is able to dispense energy, averaged across all ports for your organization within the time period.



Distribution of average monthly uptime across 8 ports and 4 Stations

### Monthly Uptime - Last 12 months

**Monthly Uptime - Last 12 months** is the percentage of time each individual charging port is able to dispense energy, averaged across all ports for your organization within the time period. Only stations that are activated for the complete month are included.

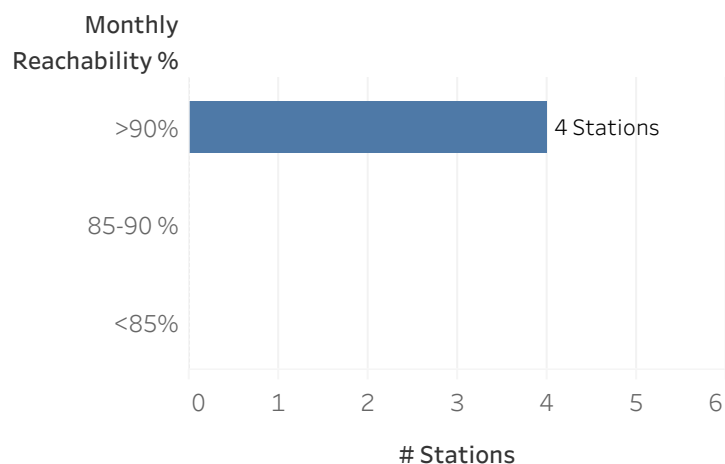


Monthly average port uptime over the last 12 months.

### Reachability - March 2024

**Reachability** is the percentage of successful pings a station makes to the ChargePoint network, based on the total expected pings in this time period. Stations ping to the ChargePoint network every 10 minutes via cellular connection.

■ No connectivity issues



Connectivity status of your stations

### Total stations in report

## 4 Stations

Includes the following models and service types:

Device Model Family_old	Assure *	Non Assure **
CT4000	4 Stations	0 Stations

\* indicates stations with Assure or Assure Pro service type

\*\* indicates stations with Parts Only service type or no service type

See table for service type per station

#### Report Feedback

As we update our reporting format to provide the most valuable information as possible, we welcome any feedback at

<http://chargepoint.com/survey/customer-reports>

# Monthly Charging Reliability Report

## March 2024

This monthly report tracks Uptime for all stations in your organization. Ports with outages or reachability issues that impact Uptime are listed first.

- **Monthly Uptime** is the percentage of time each individual charging port is able to dispense energy over the time period.
- **12-month Rolling Average** is calculated for stations that have been activated for the entire 12-month period. No value is calculated for stations activated for less than 12 months.
- **Outages** are events where a port is unable to dispense energy for more than 2 hours.
- **Total Outage Duration** is the total number of hours a port is unable to dispense energy to drivers due to outages.
- **Reachability** is the percentage of successful pings a station makes to the ChargePoint network, based on the total expected pings in this time period.

Index	Station Name	Port	Device Model Family	Service Type	Monthly Uptime %	12-month Rolling Avg	Total Outages (Greater than 2 Hr.)	Downtime Hours	Monthly Reachability
1	WEST NEWBURY PAGE SCHOOL 1	1	CT4000	Assure	100%	100%	0	0	92%
2	WEST NEWBURY PAGE SCHOOL 1	2	CT4000	Assure	100%	100%	0	0	92%
3	WEST NEWBURY PAGE SCHOOL 2	1	CT4000	Assure	100%	100%	0	0	92%
4	WEST NEWBURY PAGE SCHOOL 2	2	CT4000	Assure	100%	100%	0	0	92%
5	WEST NEWBURY 1910 BLDG 2	1	CT4000	Assure	100%	100%	0	0	92%
6	WEST NEWBURY 1910 BLDG 2	2	CT4000	Assure	100%	100%	0	0	92%
7	WEST NEWBURY 1910 BLDG 1	1	CT4000	Assure	100%	100%	0	0	93%
8	WEST NEWBURY 1910 BLDG 1	2	CT4000	Assure	100%	100%	0	0	93%

# Energy Last 30 Days

