



Town of West Newbury
Board of Selectmen
Tuesday, January 21, 2020 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 JAN 16 PM 5:24

AGENDA

Executive Session: 6pm in the Town Manager's Office

- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*31 Dole Place*);
- ❖ 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 (*consultation with Town Counsel: permitting/inspections agreement with Pentucket for Middle/High School*);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Police Union contract*);
- ❖ Executive Session meeting minutes: December 18, 2019; December 9, 2019.

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Town received \$1,000,000 MassWorks grant to support Middle Street Bridge project
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer> including opening for Interim appointment to Parks & Recreation Commission

Regular Business

- A. Public Hearing on National Grid petition to install underground facilities at 19 Hilltop Circle
- B. Review and approval of Note results for the sale of \$1,100,000 in short-term Bond Anticipation Notes (BANs) to support two water department capital projects
- C. Request for appointment of Building Inspector Sam Joslin as ADA Coordinator
- D. Request to approve new job description establishing a Lieutenant position in the Police Department – *request of Chief Durand*
- E. Discussion of Pipestave parking and potential improvements – *request of Parks & Rec Commission*
- F. Discussion of pet waste left on Town properties, establishment of fines, method of enforcement
- G. Vote to establish Page School Playground Gift Account pursuant to MGL c.44 s.53A
- H. Method of appointment of Memorial Day Parade Chairperson pursuant to approved Parade Guidelines
- I. Announcement and discussion of Municipal Vulnerability Preparedness (MVP) workshop scheduled for Saturday, February 29th from 9am to 4pm
- J. Update on FY21 budget process and timeline
- K. Meeting minutes: January 6, 2020; January 6, 2020 (regional meeting with Congressman Moulton); July 22, 2019; July 15, 2019.

Town Manager Updates

- L. Status update and anticipated timeline for Middle Street Bridge project
- M. Update on designer selection process for Soldiers & Sailors Memorial Building
- N. Updates from January 16, 2019 meeting of the Community Preservation Committee
- O. Update on MVPC mapping work pursuant to Local Technical Assistance work scopes
- P. Updates on active and pending projects
- Q. Follow up meeting assignments
- R. Placing items for future agendas



Town of West Newbury

Board of Selectmen

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 113 | selectmen@wnewbury.org

January 8, 2020

FOR IMMEDIATE RELEASE

West Newbury Receives \$1 Million MassWorks Infrastructure Grant

Earlier today, during an event at the Hopedale Housing Authority, Massachusetts Executive Office of Housing & Economic Development (EOHED) Secretary Mike Kennealy announced the award of a \$1 million MassWorks grant to the Town of West Newbury to support the reconstruction of the Middle Street/Plummer Spring Road Bridge. The award was one of three grants announced today to support infrastructure projects in Hopedale, Gosnold and West Newbury. Local representation at today's event included State Representative Lenny Mirra, Selectman Rick Parker and Town Manager Angus Jennings.

In August of this past year, the Town of West Newbury submitted a grant application to the highly competitive MassWorks Infrastructure Program to support reconstruction of the bridge, which was closed to vehicular traffic the previous summer following a failure in the spandrel wall. The grant was accompanied by nearly two dozen letters of support from local residents and officials including Mayor Donna Holaday of Newburyport. The Executive Office of Housing and Economic Development (EOHED) received 92 applications requesting over \$223 million. The award to West Newbury was one of a total of 36 successful applications in the 2019 grant round, and the \$1 million award was for the maximum amount available for a single project.

"The West Newbury Board of Selectmen and its residents are deeply thankful for the Commonwealth's \$1 million MassWorks grant for the Plummer Spring Road/Middle Street Bridge. The award is absolutely critical to the communities' ability to bring this important project to timely completion," said Town Manager Angus Jennings. "The bridge is an important connection between West Newbury and Newburyport, which has been unavailable for nearly 18 months due to a structural failure and poses a substantial cost to both communities."

West Newbury's Board of Selectmen Chairman David Archibald added, "Working together paid off. The Town has secured major state MassWorks funding for the iconic bridge over the Artichoke between Newburyport and West Newbury. This is a big boost to maintaining our transportation infrastructure. The superb collaboration among Senator Bruce Tarr, Representative Lenny Mirra, Governor Charlie Baker, the city of Newburyport and the Town was key. Special thanks go to DPW Director Wayne Amaral and Town Manager Angus Jennings for putting the proposal together."

The fact that the bridge crosses a drinking water supply adds substantial permitting requirements, costs and complexity. The design, survey, and engineering are on schedule to be completed in April of 2021. Construction is projected to start in August of 2021 with anticipated completion in May of 2022.



September 24, 2019

The Board of Selectmen West Newbury, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit, please contact:



If this petition meets with your approval, please return an executed copy to:

National Grid: Lisa Ayres; 1101 Turnpike Street; North Andover, MA 01845; # 978-725-1418

Very truly yours,

Dave Johnson/lla

Dave Johnson
Supervisor, Distribution Design

Enclosures

W. Newbury

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 24th day of September 2019.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked -Edge of Hilltop Circle @ No. 19 - West Newbury, Massachusetts.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

28552739 Edge of Hilltop Circle at No. 19 - National Grid to install conduit and conductor from transformer # 4 at 19 Hilltop Circle 196 feet +/-.

I hereby certify that the foregoing order was adopted at a meeting of the
.....
....., held on the day of, 20

....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....

..... hereby certify that on20....., at o'clock,M
at, a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID for permission to construct the
underground electric conduits described in the order herewith recorded, and that I mailed at least
seven days before said hearing a written notice of the time and place of said hearing to each of the
owners of real estate (as determined by the last preceding assessment for taxation) along the ways
or parts of ways upon which the Company is permitted to construct the underground electric
conduits under said order. And that thereupon said order was duly adopted.

.....
.....
.....

Ngrid

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 24th day of September 2019.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked -Edge of Hilltop Circle @ No. 19 - West Newbury, Massachusetts.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

28552739 Edge of Hilltop Circle at No. 19 - National Grid to install conduit and conductor from transformer # 4 at 19 Hilltop Circle 196 feet +/-.

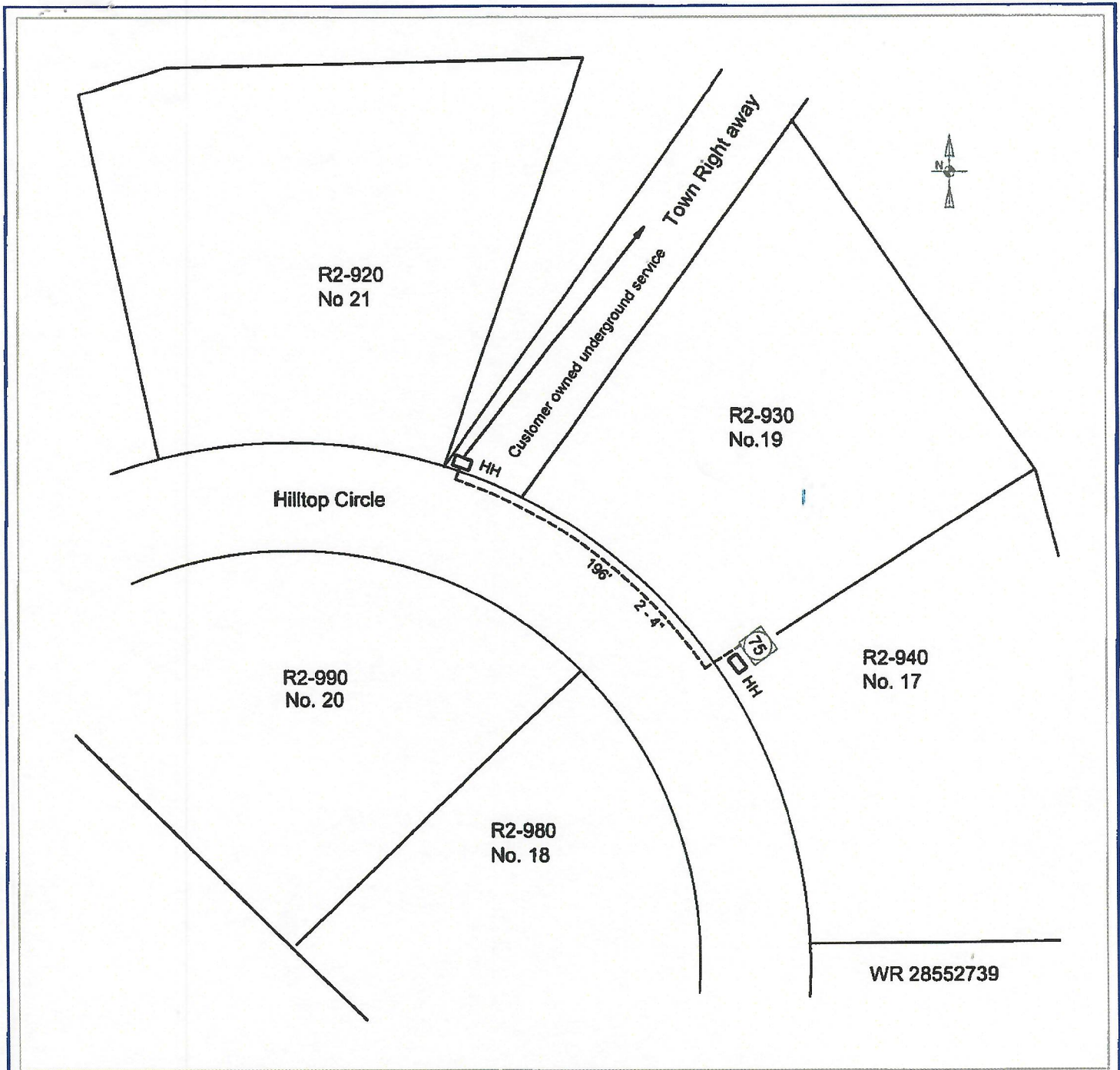
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owners of real estate (as determined by the last preceding assessment for taxation) along the ways
or parts of ways upon which the Company is permitted to construct the underground electric
conduits under said order. And that thereupon said order was duly adopted.

.....
.....
.....



UNDERGROUND PETITION



- 2 - 4" Underground Conduit
- HH Hand Hole
- 75 Existing Transformer

Date: September 23 , 2019

WORK REQUEST: WR 28552739

To The: Town Of West Newbury

For Proposed: underground Location: Main St.

Drawn By: J Butler

Job description

Installation of new underground facilities to serve the West Newbury water tower.

DISTANCES ARE APPROXIMATE



TOWN OF WEST NEWBURY

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
978-363-1826 (Fax)

Public Hearing-Underground Conduit

In accordance with the provisions of Massachusetts General Law, Chapter 166, Section 22, a public hearing before the Board of Selectmen of the Town of West Newbury will be held at 7:15 PM on Tuesday, January 21, 2020 in the First Floor Hearing Room, 1910 Office Building, 381 Main Street, West Newbury on the Petition of National Grid for permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity at 19 Hilltop Circle, West Newbury, MA.

The following are the streets and highways referred to: National Grid work request #28552739, Edge of Hilltop Circle at No. 19 – National Grid to install conduit and conductor from transformer #4 at 19 Hilltop Circle 196 feet +/-.

The public is invited to attend and hear the petition of National Grid.

Board of Selectmen of the Town of West Newbury

Town Manager

From: DPW Director
Sent: Monday, January 13, 2020 7:16 PM
To: Town Manager
Cc: Residents Admin; Mike Gootee
Subject: RE: NatGrid petition re 19 Hilltop Circle.pdf

Angus,

I have review this conduit request with Mike Gootee and support this proposal. If approved by the BOS, the applicant would be responsible to apply and meet all DPW permit requirements.

Wayne

From: Town Manager <townmanager@wnewbury.org>
Sent: Monday, January 13, 2020 3:38 PM
To: DPW Director <dpwdirector@wnewbury.org>; Mike Gootee <mgootee@wnewbury.org>
Cc: Residents Admin <residents.admin@wnewbury.org>
Subject: NatGrid petition re 19 Hilltop Circle.pdf

Please review attached, which will be taken up by the BOS at their meeting next Tuesday Jan 21. If you have any questions or comments please send them to me.

Thanks,
Angus

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

Town Manager

From: DPW Director
Sent: Tuesday, January 14, 2020 2:35 PM
To: Mike Gootee; Town Manager
Cc: Residents Admin
Subject: RE: NatGrid petition re 19 Hilltop Circle.pdf

Mike,
Great idea and I will hold DPW permit approval (if approved by BOS) until I hear back from you.

Wayne

From: Mike Gootee <mgootee@wnewbury.org>
Sent: Tuesday, January 14, 2020 11:47 AM
To: Town Manager <townmanager@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>
Cc: Residents Admin <residents.admin@wnewbury.org>
Subject: RE: NatGrid petition re 19 Hilltop Circle.pdf

Hello,

I have contacted Tata and Howard and asked them to reach out to Comcast to see how they are installing the internet. My issue is that if Comcast is going to install internet in the same trench as National Grid, then I would rather see them coordinate with each other so they can schedule the installation at the same time so they don't have to dig up the road twice.

If you can recall, the property owners have been delaying installing a new driveway for the last two years because we all thought they would be digging in the yard and crossing the driveway. T&H said National Grid does not want to cross the driveway.

Comcast may not go back to the transformer box and may splice in right at the entrance so then there will be no issue with the dig.

T&H is reaching out to Comcast to see what they plan to do. We have been reaching out to them for months but minimal response. I will update you once T&H responses back to me.

Mike

From: Town Manager <townmanager@wnewbury.org>
Sent: Monday, January 13, 2020 3:38 PM
To: DPW Director <dpwdirector@wnewbury.org>; Mike Gootee <mgootee@wnewbury.org>
Cc: Residents Admin <residents.admin@wnewbury.org>
Subject: NatGrid petition re 19 Hilltop Circle.pdf

Please review attached, which will be taken up by the BOS at their meeting next Tuesday Jan 21. If you have any questions or comments please send them to me.

Thanks,
Angus

Town Manager

From: [REDACTED]
Sent: Tuesday, January 14, 2020 11:16 AM
To: Susan Yeames; Town Manager; Town Accountant
Cc: Peter Frazier (HTS); Abby Jeffers (HTS); Megan Hyland (HTS); Melissa Toland (HTS); Raela Trifoni (HTS); Monica Mulcahy (HTS)
Subject: West Newbury BAN Results
Attachments: West Newbury BAN Results.pdf; West Newbury BAN MPL.PDF; West Newbury BAN Certificate of Award.pdf

Good Morning,

Attached please find the results, MPL and Certificate of Award for the Town’s \$1,100,000 General Obligation Bond Anticipation Notes which sold today. Please sign the Certificate of Award and email it back to us at your earliest convenience.

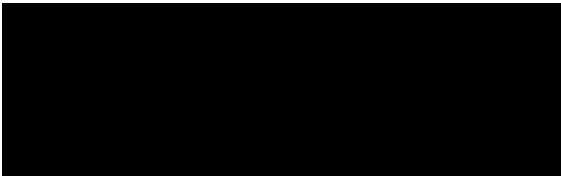
We will be contacting you shortly to confirm where you would like the proceeds to go.

Also, please be sure to include in the posted meeting agenda an item concerning “the review and approval of Note results”.

Should you have any questions, please contact Peter Frazier at (617) 619-4409.

Thank you!

Olivia Colantuoni



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Town of West Newbury, Massachusetts

\$1,100,000 General Obligation Bond Anticipation Notes

Sale Date: 1/14/2020
Dated Date: 1/24/2020
Delivery Date: 1/24/2020
Due Date: 7/17/2020
Days Per Year: 360
Day Count: 173
Bank Qualified: Yes
Rating: None



Bidder	Underwriter	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Oppenheimer & Co., Inc.	•	\$1,100,000	1.75%	\$1,375.00	\$9,250.69	\$7,875.69	1.4899%	\$1,375.00	\$9,250.69	\$1,100,000	
Piper Sandler & Co.	•	\$1,100,000	2.00%	\$2,255.00	\$10,572.22	\$8,317.22	1.5734%				
Newburyport Bank		\$1,100,000	1.67%	\$0.00	\$8,827.81	\$8,827.81	1.6700%				
Century Bank		\$1,100,000	1.70%	\$0.00	\$8,986.39	\$8,986.39	1.7000%				
Award Totals								\$1,375.00	\$9,250.69	\$1,100,000	

Weighted Average Net Interest Cost: 1.4899%

MUNICIPAL PURPOSE LOAN

Town of West Newbury, Massachusetts

\$1,100,000 General Obligation Bond Anticipation Notes

Sale Date: 1/14/2020
 Dated Date: 1/24/2020
 Delivery Date: 1/24/2020
 Due Date: 7/17/2020
 Bank Qualification: Yes



<u>Purpose</u>	<u>Vote Date(s)</u>	<u>Reference Statutory Reference</u>	<u>Amount Authorized</u>	<u>Previous Issues</u>	<u>Bonds, Grants, and/or Paydowns</u>	<u>Renewal This Issue</u>	<u>New This Issue</u>	<u>Total This Issue</u>	<u>Balance Unissued</u>	<u>Original Issue Date</u>	<u>Prorata Interest</u>	<u>Prorata Premium</u>
Water Tank & Wellfield Chemical Building	4/29/2019	Ch. 44, s. 8(4)	\$1,100,000	\$0	\$0	\$0	\$1,100,000	\$1,100,000	\$0	1/24/2020	\$9,250.69	\$1,375.00
Totals			\$1,100,000	\$0	\$0	\$0	\$1,100,000	\$1,100,000	\$0		\$9,250.69	\$1,375.00

Certificate of Award

I, the Treasurer of the Town of West Newbury, Massachusetts, hereby award the \$1,100,000 General Obligation Bond Anticipation Notes dated January 24, 2020 (the “Notes”) to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated January 7, 2020 relating to the Notes, subject to the approval of this award by the Board of Selectmen.

Date: January 14, 2020

Treasurer

Competitive Note Worksheet

Issuer:	Town of West Newbury, Massachusetts		
Principal Amount:	\$1,100,000	General Obligation Bond Anticipation Notes	
Dated Date:	1/24/2020	Sale Day:	Tuesday
Due Date:	7/17/2020	Sale Date:	1/14/2020
Coupon Rate:	TBD	Sale Time:	11:00 A.M. (Eastern Time)
Rating(s):		Submit Bids to:	<i>PARITY</i>
Moody's Note:	-	Contact Name:	Hilltop Securities Inc.
S&P Note:	-	Contact Title:	FA to Town
Moody's Bond:	-	* Telephone #:	617-619-4400
S&P Bond:	-		
Bank Qualification:	Yes	Award basis:	Lowest NIC
Year:	2020	CUSIP:	Yes
Time Basis:	30/360	Legal Opinion:	Locke Lord LLP
Number of Days:	173	Delivery:	Against Payment
Interest Payable:	At Maturity	Funds:	Federal Funds
Certification:	None	Disclosure:	POS
Right To Prepay:	No	Paying Agent:	U.S. Bank
Fax Bids:	Not Allowed	Denominations:	Set/DTC
Form:	DTC		
Bid Basis:	Par/Premium		
Premium Required:	N/A		
Bid Limits:	Split-OK		
Minimum Bid:	Par/Premium		
Coupon Limitation:	Not to Exceed 3.00%		

Purposes:	<u>New</u>	<u>Renewal</u>	<u>Total</u>
Water Tank & Wellfield Chemical Building	\$1,100,000	\$0	\$1,100,000
Totals	\$1,100,000	\$0	\$1,100,000

*** When submitting telephone bids, bidders must indicate if they are bidding to hold the Notes to maturity, and if so, must provide such affirmation in writing to the Financial Advisor upon submission of the bid as follows:**

In connection with the Town of West Newbury, MA \$1,100,000 General Obligation Bond Anticipation Notes dated January 24, 2020 and selling competitively today, January 14, 2020, [BIDDER] will NOT be an "underwriter" (as defined in the Notice of Sale dated January 7, 2020) of the Notes.

Addendum to Municipal Advisory Agreement

**Addendum to Municipal Advisory Agreement by and between:
The Town of West Newbury, Massachusetts and Hilltop Securities Inc.
Effective Date of Agreement: March 1, 2018**

**This Addendum is specific to the issuance of \$1,100,000 General Obligation Bond Anticipation Notes,
Dated January 24, 2020 (the "Notes")**

Scope of Municipal Advisory Services:

The scope of services to be provided in connection with the issuance of the Notes is as provided in the Agreement.

Form and Basis of Compensation. The form and basis of compensation for HilltopSecurities' services as municipal advisor to the Issuer are as provided in the Agreement. The municipal advisory fees charged by HilltopSecurities in connection with the sale and issuance of the Notes will be \$3,650.00. The amount of reimbursable expenses is estimated to be \$200.00 or not to exceed \$500.00.

Disclosure of Conflicts of Interest and Information Regarding Legal or Disciplinary Events. Attached hereto as Appendix A is the Municipal Advisor Disclosure Statement, current as of the date of this Addendum, setting forth disclosures by HilltopSecurities of material conflicts of interest (the "Conflict Disclosures"), if any, and of any legal or disciplinary events required to be disclosed pursuant to MSRB Rule G-42. The Conflict Disclosures also describe how HilltopSecurities addresses or intends to manage or mitigate the disclosed conflicts of interest, as well as describing the specific type of information regarding, and the date of the last material change, if any, to the legal and disciplinary events required to be disclosed on Forms MA and MA-I filed by HilltopSecurities with the Securities and Exchange Commission.

Disclosure of Material Risks. Attached hereto as Appendix B is the Disclosure of Material Risks (the "Risk Disclosures") setting forth disclosures by HilltopSecurities of the material financial risks associated with the issuance of the Notes known to or reasonably foreseeable to HilltopSecurities as of the date below. The Risk Disclosures may be supplemented by HilltopSecurities if the financial characteristics of the financing structure materially change as the transaction progresses.

Hilltop Securities Inc.

By: 

Peter Frazier
Managing Director

January 7, 2020

Date

MUNICIPAL ADVISOR DISCLOSURE STATEMENT

This disclosure statement (“Conflict Disclosures”) is provided by **Hilltop Securities Inc.** (“the Firm”) to you (the “Client”) in connection with our current municipal advisory agreement, (“the Agreement”). These Conflict Disclosures provide information regarding conflicts of interest and legal or disciplinary events of the Firm that are required to be disclosed to the Client pursuant to MSRB Rule G-42(b) and (c)(ii).

PART A – Disclosures of Conflicts of Interest

MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable.

Material Conflicts of Interest – The Firm makes the disclosures set forth below with respect to material conflicts of interest in connection with the Scope of Services under the Agreement with the Firm, together with explanations of how the Firm addresses or intends to manage or mitigate each conflict.

General Mitigations – As general mitigations of the Firm’s conflicts, with respect to all of the conflicts disclosed below, the Firm mitigates such conflicts through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates the Firm to deal honestly and with the utmost good faith with Client and to act in Client’s best interests without regard to the Firm’s financial or other interests. In addition, because the Firm is a broker-dealer with significant capital due to the nature of its overall business, the success and profitability of the Firm is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity, quality of service and strict adherence to its fiduciary duty. Furthermore, the Firm’s municipal advisory supervisory structure, leveraging our long-standing and comprehensive broker-dealer supervisory processes and practices, provides strong safeguards against individual representatives of the Firm potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

I. Affiliate Conflict. The Firm, directly and through affiliated companies, provides or may provide services/advice/products to or on behalf of clients that are related to the Firm’s advisory activities within the Scope of Services outlined in the Agreement. Hilltop Securities Asset Management (HSAM), a SEC-registered affiliate of the Firm, provides post issuance services including arbitrage rebate and treasury management. The Firm’s arbitrage team verifies rebate and yield restrictions on the investments of bond proceeds on behalf of clients in order to meet IRS restrictions. The treasury management division performs portfolio management/advisor services on behalf of public sector clients. The Firm, through affiliate First Southwest Advisory, provides a multi-employer trust tailor-made for public entities which allows them to prefund Other Post-Employment Benefit liabilities. The Firm has a structured products desk that provides advice to help clients mitigate risk through investment management, debt management and commodity price risk management products. These products consist of but are not limited to swaps (interest rate, currency, commodity), options, repos, escrow structuring and other securities. Continuing Disclosure services provided by the Firm work with issuers to assist them in meeting disclosure requirements set forth in SEC rule 15c2-12. Services include but are not limited to ongoing maintenance of issuer compliance, automatic tracking of issuer’s annual filings and public notification of material events. The Firm administers two government investment pools for Texas governments; the Short-Term Asset Reserve Fund (TexSTAR) and

the Local Government Investment Cooperative (LOGIC). These programs offer Texas government entities investment options for their cash management programs based on the entities specific needs. The Firm and the aforementioned affiliate's business with a client could create an incentive for the Firm to recommend to a client a course of action designed to increase the level of a client's business activities with the affiliates or to recommend against a course of action that would reduce or eliminate a client's business activities with the affiliates. This potential conflict is mitigated by the fact that the Firm and affiliates are subject to their own comprehensive regulatory regimes.

II. PlainsCapital Bank Affiliate Conflict. The Firm, directly and through affiliated companies, provides or may provide services/advice/products to or on behalf of clients that are related to the Firm's advisory activities within the Scope of Services outlined in the Agreement. Affiliate, PlainsCapital Bank, provides banking services to municipalities including loans and custody. The Firm and the aforementioned affiliate's business with a client could create an incentive for the Firm to recommend to a client a course of action designed to increase the level of a client's business activities with the affiliates or to recommend against a course of action that would reduce or eliminate a client's business activities with the affiliates. This potential conflict is mitigated by the fact that the Firm and affiliates are subject to their own comprehensive regulatory regimes.

III. Other Municipal Advisor or Underwriting Relationships. The Firm serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of Client. For example, the Firm serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, the Firm could potentially face a conflict of interest arising from these competing client interests. In other cases, as a broker-dealer that engages in underwritings of new issuances of municipal securities by other municipal entities, the interests of the Firm to achieve a successful and profitable underwriting for its municipal entity underwriting clients could potentially constitute a conflict of interest if, as in the example above, the municipal entities that the Firm serves as underwriter or municipal advisor have competing interests in seeking to access the new issue market with the most advantageous timing and with limited competition at the time of the offering. None of these other engagements or relationships would impair the Firm's ability to fulfill its regulatory duties to Client.

IV. Secondary Market Transactions in Client's Securities. The Firm, in connection with its sales and trading activities, may take a principal position in securities, including securities of Client, and therefore the Firm could have interests in conflict with those of Client with respect to the value of Client's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, the Firm or its affiliates may submit orders for and acquire Client's securities issued in an Issue under the Agreement from members of the underwriting syndicate, either for its own account or for the accounts of its customers. This activity may result in a conflict of interest with Client in that it could create the incentive for the Firm to make recommendations to Client that could result in more advantageous pricing of Client's bond in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through units of the Firm that operate independently from the Firm's municipal advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by the Firm to Client under this Agreement.

V. Broker-Dealer and Investment Advisory Business. The Firm is dually registered as a broker-dealer and an investment advisor that engages in a broad range of securities-related activities to service its clients, in addition to serving as a municipal advisor or underwriter. Such securities-related activities, which may include but are not limited to the buying and selling of new issue and outstanding securities and investment advice in connection with such securities, including securities of Client, may be undertaken on behalf of, or as counterparty to, Client, personnel of Client, and current or potential investors in the securities of Client. These other clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of Client, such as when their buying or selling of Client's securities may have an adverse effect on the market for Client's securities, and the interests of such other clients could create the incentive for the Firm to make recommendations to Client that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from the firm effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of the Firm that operate independently from the Firm's municipal advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by the Firm to Client.

VI. Compensation-Based Conflicts. Fees that are based on the size of the issue are contingent upon the delivery of the Issue. While this form of compensation is customary in the municipal securities market, this may present a conflict because it could create an incentive for the Firm to recommend unnecessary financings or financings that are disadvantageous to Client, or to advise Client to increase the size of the issue. This conflict of interest is mitigated by the general mitigations described above.

Fees based on a fixed amount are usually based upon an analysis by Client and the Firm of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by the Firm. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the Firm may suffer a loss. Thus, the Firm may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

Hourly fees are calculated with, the aggregate amount equaling the number of hours worked by Firm personnel times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if Client and the Firm do not agree on a reasonable maximum amount at the outset of the engagement, because the Firm does not have a financial incentive to recommend alternatives that would result in fewer hours worked. This conflict of interest is mitigated by the general mitigations described above.

VII. Additional Conflicts Disclosures.

The Firm has identified the following additional potential or actual material conflicts of interest:

In addition to serving as Municipal Advisor to the Issuer on the transaction, the Firm or an affiliate may be providing other services to the Issuer unrelated to the transaction or outside the scope of the Municipal Advisory Agreement and either will receive additional fees or may receive additional fees for such other services from the Issuer.

- The Firm provides continuing disclosure services/dissemination agent services either under a separate contract or under the municipal advisory fee structure.

PART B – Disclosures of Information Regarding Legal Events and Disciplinary History

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, the Firm sets out below required disclosures and related information in connection with such disclosures.

I. Material Legal or Disciplinary Event : The Firm discloses the following legal or disciplinary events that may be material to Client's evaluation of the Firm or the integrity of the Firm's management or advisory personnel:

- For related disciplinary actions please refer to the Firm's BrokerCheck webpage.
- The Firm self-reported violations of SEC Rule 15c2-12: Continuing Disclosure. The Firm settled with the SEC on February 2, 2016. The firm agreed to retain independent consultant and adopt the consultant's finding. Firm paid a fine of \$360,000.
- The Firm settled with the SEC in matters related to violations of MSRB Rules G-23(c), G-17 and SEC rule 15B(c) (1). The Firm disgorged fees of \$120,000 received as financial advisor on the deal, paid prejudgment interest of \$22,400.00 and a penalty of \$50,000.00.
- The Firm entered into a Settlement Agreement with Rhode Island Commerce Corporation. Under the Settlement Agreement, the firm agreed to pay \$16.0 million to settle any and all claims in connection with The Rhode Island Economic Development Corporation Job Creation Guaranty Program Taxable Revenue Bond (38 Studios, LLC Project) Series 2010, including the litigation thereto. The case, filed in 2012, arose out of a failed loan by Rhode Island Economic Development Corporation. The firm's predecessor company, First Southwest Company, LLC, was one of 14 defendants. HilltopSecurities's engagement was limited to advising on the structure, terms, and rating of the underlying bonds. Hilltop settled with no admission of liability or wrongdoing.
- On April 30, 2019, the Firm entered into a Settlement Agreement with Berkeley County School District of Berkeley County, South Carolina. The case, filed in March of 2019, arose in connection with certain bond transactions occurring from 2012 to 2014, for which former employees of Southwest Securities, Inc., a predecessor company, provided financial advisory services. The Firm agreed to disgorge all financial advisory fees related to such bond transactions, which amounted to \$822,966.47, to settle any and all claims, including litigation thereto. Under the Settlement Agreement, the Firm was dismissed from the lawsuit with prejudice, no additional penalty, and with no admission of liability or wrongdoing.

II. How to Access Form MA and Form MA-I Filings. The Firm's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at [Forms MA and MA-I](#). The SEC permits certain items of information required on Form MA or MA-I to be provided by reference to such required information already filed by the Firms in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. Information provided by the Firm on Form BD or Form U4 is publicly accessible through reports generated by Broker Check at <http://brokercheck.finra.org/>, and the Firm's most recent Form ADV is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov/>. For purposes of accessing such BrokerCheck reports or Form ADV, click previous hyperlinks.

PART C – Future Supplemental Disclosures

As required by MSRB Rule G-42, this Municipal Advisor Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of the Firm. The Firm will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

DISCLOSURE OF MATERIAL RISKS

Municipal entities and other obligated parties should carefully consider the risks of all securities transactions prior to execution. A certain level of risk is inherent in all liabilities. The key is to determine whether the level of risk is acceptable. Risks will vary depending upon the structure, terms, and timing of the issue. There are risks that are common to all deal types and some that are specific to each offering. Some risks can be mitigated if properly identified ahead of time. Some risks are out of the control of all parties involved in the transaction and therefore cannot be mitigated nor avoided. Some risks are borne by the lender, resulting in the lender demanding a higher interest rate to offset the acceptance of risk.

As a municipal advisor, it is our fiduciary duty to analyze every aspect of a client's financial situation. A municipal advisor must take into account all assets and all liabilities of the client, current and anticipated, to create the best financial plan to achieve the client's objectives. No single transaction is viewed as separate and apart from prior transactions. The analysis includes a number of other factors, but it must include a thorough understanding of the client's risk tolerance compared to the material risks associated with a specific contemplated transaction.

The following is a general description of the financial characteristics and material risks associated with West Newbury Dec. 2019 that are foreseeable to us at this time. As the transaction progresses, material changes to the risk disclosures identified here will be supplemented for your consideration. However, the discussion of risks contained here should not be considered to be a disclosure of all risks or a complete discussion of the risks that are mentioned. Nothing herein constitutes or shall be construed as a legal or tax advice. You should consult your own attorney, accountant, tax advisor or other consultant for legal or tax advice as it relates to this specific transaction.

Fixed Rate Bond Risks

Issuer Default Risk

You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and, depending on applicable state law and the terms of the authorizing documents, the holders of the bonds, the trustee and any credit support provider may be able to exercise a range of available remedies against you. For example, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes. Other budgetary adjustments also may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the bonds are revenue bonds, you may be required to take steps to increase the available revenues that are pledged as security for the bonds. A default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, you may find it necessary to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds. This description is only a brief summary of issues relating to defaults and is not intended as legal advice. You should consult with your bond counsel for further information regarding defaults and remedies.

Redemption Risk

Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk

If your financing plan contemplates refinancing some or all of the bonds at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your ability to refund the bonds to take advantage of lower interest rates.

Reinvestment Risk

You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

Tax Compliance Risk

The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure

to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited. This description of tax compliance risks is not intended as legal advice and you should consult with your bond counsel regarding tax implications of issuing the bonds.

Disclosure Compliance Risk

By selling securities in the public capital markets, issuers are usually required by contract to enter into a continuing disclosure contract to provide certain financial information contained in the official statement for the life of the notes to the Municipal Securities Rulemaking Board. The failure to comply with this contractual undertaking may impair or limit the ability of an issuer to access the capital markets, to make disclosure on its failure to comply with the contract and may be subject to other actions by regulatory bodies or investors or underwriter's enforcing the contractual obligation. In addition, the issuer and its representatives are responsible for fair and accurate disclosure of its financial condition and all material information is contained within the offering document, and is amended as needed within the underwriting period. Failure to accurately disclose information within the offering document can have significant legal implications to the issuer and its representatives.

Capital Appreciation Bonds (CABs) Risk

Capital Appreciation Bonds ("CABs"), or any bond that pays interest at maturity, may pose additional risks. CABs have been used by many municipalities to comply with various restrictions and to sculpt debt service; but have also been misused to delay debt service repayment longer than is prudent. CABs may be limited by State laws or statutes, and may incur a perception that their use automatically increases overall debt service.

Asset/Liability Match Risk

When issuing fixed rate, long-term bonds, there is a risk that the proceeds invested in short-term securities will not have a rate of return high enough to meet the long-term obligations since rates are typically lower on the short end of the yield curve.

Annual Appropriation Obligations

"Annual Appropriation Obligations" are financial obligations that may or may not constitute an indebtedness under applicable state law but is a promise to pay principal and interest that is subject to appropriation of funds each year for that purpose by your governing body. The promise to pay is not enforceable beyond the current year's appropriation. Although you need to be able to identify sufficient funds that will be available to make the debt service payments, state law may prohibit a debt service levy or specific revenue to be pledged to the repayment of the obligations. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of these obligations. These obligations may or may not take the form of a lease-purchase transaction. In the event of non-appropriation in a lease purchase transaction, your possession of the leased property will revert to the bond trustee for the benefit of the bondholders for the remainder of the underlying lease term and any revenues produced from the leased property during that time will be used to pay the bondholders.

Grant Revenue Anticipation Bonds

Grant Revenue Anticipation Bonds are payable solely from federal aid revenues received by or on behalf of the State that are legally available for the payment thereof, and moneys held in certain funds under the Indenture (the “Trust Estate”). Such federal aid revenues consist of amounts derived from certain federal surface transportation programs (“Federal Transportation Funds”). Grant Revenue Anticipation Bonds are limited obligations of the State payable solely from the Trust Estate, and shall not be deemed or construed as creating a debt, liability or obligation of the State or of any political subdivision of the State or a pledge of the full faith and credit of the State or of any political subdivision of the State.

Federal funding for highway transportation projects to be funded directly or indirectly from federal aid must be reauthorized and adopted by Congress from time to time. There can be no assurance that future appropriations will be sufficient to ensure that Federal Transportation Funds will be available as needed. In the future, Congress may 1) amend existing laws; 2) fail to reauthorize expired transportation legislation; or 3) pass future legislation or federal administrative action to reduce the amount of Federal Transportation Funds available to the State. Future changes in law, regulation, policy, or the availability of revenues at the federal level may materially adversely affect the future availability of Federal Transportation Funds. Although certain measures have been enacted by Congress and/or Federal Highway Administration in the past, no assurance can be given that such measures would or could be enacted in the future to maintain the flow of federal aid funding upon termination of either a short-term or multi-year authorization period. If there is a deficit in the Federal Highway Trust Fund or other event that results in a severe reduction in revenues dedicated to the Grant Anticipation Revenue Bonds, there could be insufficient Federal Transportation Funds to pay debt service on the Grant Revenue Anticipation Bonds.

Fixed Rate Notes

Certain risks may arise in connection with your issuance of Fixed Rate Notes, including some or all of the following (generally, the obligor, rather than you, will bear these risks for conduit revenue Notes):

Issuer Default Risk

You may be in default if the funds pledged to secure your notes are not sufficient to pay debt service on the notes when due. The consequences of a default may be serious for you and, depending on applicable state law and the terms of the authorizing documents, the holders of the Notes, the trustee and any credit support provider may be able to exercise a range of available remedies against you. For example, if the notes are secured by a general obligation pledge, you may be ordered by a court to raise taxes. Other budgetary adjustments also may be necessary to enable you to provide sufficient funds to pay debt service on the notes. If the notes are revenue notes, you may be required to take steps to increase the available revenues that are pledged as security for the Notes. A default may negatively impact your credit ratings and may effectively limit your ability to publicly offer Notes or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, you may find it necessary to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the notes. This description is only a brief summary of issues relating to defaults and is not intended as legal advice. You should consult with your bond counsel for further information regarding defaults and remedies.

Redemption Risk

Your ability to redeem the notes prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk

If your financing plan contemplates refinancing some or all of the notes at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those notes when required. Further, limitations in the federal tax rules on advance refunding of notes (an advance refunding of Notes occurs when tax-exempt notes are refunded more than 90 days prior to the date on which those notes may be retired) may restrict your ability to refund the notes to take advantage of lower interest rates.

Reinvestment Risk

You may have proceeds of the notes to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the notes, which is referred to as “negative arbitrage”.

Tax Compliance Risk

The issuance of tax-exempt notes is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt notes. You also must covenant to take certain additional actions after issuance of the tax-exempt notes. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the notes to become taxable retroactively to the date of issuance of the notes, which may result in an increase in the interest rate that you pay on the notes or the mandatory redemption of the notes. The IRS also may audit you or your notes, in some cases on a random basis and in other cases targeted to specific types of note issues or tax concerns. If the notes are declared taxable, or if you are subject to audit, the market price of your notes may be adversely affected. Further, your ability to issue other tax-exempt notes also may be limited. This description of tax compliance risks is not intended as legal advice and you should consult with your bond counsel regarding tax implications of issuing the notes.

Disclosure Compliance Risk

By selling securities in the public capital markets, issuers are usually required by contract to enter into a continuing disclosure contract to provide certain financial information contained in the official statement for the life of the notes to the Municipal Securities Rulemaking Board. The failure to comply with this contractual undertaking may impair or limit the ability of an issuer to access the capital markets, to make disclosure on its failure to comply with the contract and may be subject to other actions by regulatory bodies or investors or underwriter’s enforcing the contractual obligation. In addition, the issuer and its representatives are responsible for fair and accurate disclosure of its financial condition and all material information is contained within the offering document, and is amended as needed within the underwriting period. Failure to accurately disclose information within the offering document can have significant legal implications to the issuer and its representatives.

Qualified School Construction Bond/Note (QSCB) Program Risk

Issuers that receive subsidy payments from the Federal Government under the QSCB program for their bond or note issuances can have that subsidy payment reduced or even eliminated in the event of Sequestration or the violation of QSCB program rules.



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

ADA Coordinator Designation Form

ADA Coordinator Name: Sam Joslin

Name of Town Department that ADA Coordinator Works: Inspectional Services

Job Title: Building Inspector

E-Mail: building.inspector@wnewbury.org

Phone: (978) 363-1100 x121

Address: 381 Main Street
West Newbury, MA 01985

Date Appointed: January 21, 2020

Is This Appointment: Permanent

Does this ADA Coordinator report directly to the appointing authority? Yes

Are the ADA Coordinator Duties Full-Time OR Part-Time: Part-Time

Direct Supervisor (Name and Title): Angus Jennings
Town Manager

Appointing Authority Signature:

 Angus Jennings
 Town Manager

 Date

ADA Coordinator Signature:

 Sam Joslin

 Date

*Please send copy of completed form to:
 The Massachusetts Office On Disability, 1 Ashburton Place, Room 1305*



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 20, 2020
RE: Pipestave parking

The Parks & Rec Commission has continued to emphasize that it sees a need for focused attention and potential engineering solutions to periodic parking shortages and/or conflicts at Pipestave. Earlier in January, Wayne and I met with Tom Flaherty and agreed that the issue could benefit from the attention of a civil engineer without a preconceived notion regarding potential outcomes. Tom suggested there would be ways to better define current parking areas, and for people to “park better” to more efficiently use parking. We discussed the potential to request funding at Town Meeting to support the study of this issue, with potential solutions brought to a future Town Meeting for implementation. Tom will attend the Board of Selectmen meeting to discuss the issue.

Please note that Tom’s tenure on the Commission has ended, as the Commission voted at its January 14 meeting to accept his letter of retirement. As an elected position, a joint appointment of the Board of Selectmen and the remaining members of the Commission will be needed to fill the vacancy created by his retirement. The appointed Interim would serve until the next Town election, at which time the balance of Tom’s tenure would be filled by election.

Scoop it!



Scoop the Poop— Whenever and Wherever

...even in your own yard,

...even in the woods or remote locations,

...even in the snow,

...even if you have a small dog.

- **Always bring bags**
Be prepared, bring more than one.
- **Always put filled bags in trash cans!**
Even bio-degradable bags.
- **Never put dog waste into a storm drain!**
Storm drains flow directly into our local waters — they are not connected to the sanitary sewer.
- **Never leave bags of poop**
by the side of the road, in bushes, or lying around.

**Scooping Poop is not just about
the mess – it's about
clean water and our health!**

www.greenskapes.org

F



Did you know? Unscoped poop pollutes our water!

Doggy doo has twice as much bacteria as human waste!

Rain washes the bacteria into the nearest river. It ends up in the ocean.

Kids are most affected! Symptoms are flu-like, vomiting, diarrhea, ear infections, rashes, fever.

All dogs pollute, even small dogs! Consider this:

A 40 lb. dog produces 7.8 billion fecal coliform bacteria per day!

Giardia, Salmonella, and Campylobacter are some of the parasites, viruses and bacteria in doggy poo that can be transmitted to humans.



www.greenskapes.org

Produced by Greenscapes Massachusetts Coalition:
Ipswich River Watershed Association
MVPC/8 Towns and the Great Marsh
North & South Rivers Watershed Association
Salem Sound Coastwatch

MOTIONS FOR BOARD OF SELECTMEN

1. I move to establish the Page School Playground Gift Account in accordance with the provisions of MGL c. 44 §53A; and
2. I move to accept gift funds for said Page School Playground Gift Account and authorize the expenditure of such funds for the study, support, maintenance, repair, reconstruction and all other costs pertaining to the Page School Playground.

NOTICE TO TOWN ACCOUNTANT

To: Stephanie Frontiera

Please be advised that on the 21st day of January, 2020 at a duly posted and convened meeting of the West Newbury Board of Selectmen, on motions duly made and seconded, it was voted, by a vote of three in favorite and none opposed, to:

1. Establish the Page School Playground Gift Account in accordance with the provisions of MGL c. 44 §53A; and
2. Accept gift funds for said Page School Playground Gift Account and authorize the expenditure of such funds for the study, support, maintenance, repair, reconstruction and all other costs pertaining to the Page School Playground.

Date

David Archibald, Chair
Board of Selectmen



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 20, 2020
RE: Memorial Day Parade Chairperson

Since posting notice of this volunteer opportunity, we have been contacted by one resident interested in serving in this position. We anticipate that there may be other residents also interested, and seek the Board's direction regarding whether to set a deadline for statements of interest. If the Board were to consider an appointment at its next meeting on Feb 3, I would recommend a deadline of Thursday, Jan 30.



INVITATION

In order to be as proactive as we can in preparing our community for the impacts of climate change, I would like to personally invite you to join me for this important workshop.

West Newbury Climate Change Vulnerability Preparedness Planning Workshop
Saturday, February 29, 2020
9:00 am – 4:00 pm
Town Annex
(located behind the 1910 Town Office Building at 381 Main St.)

This will be a full day of learning, sharing perspectives, and vibrant discussion. Refreshments and lunch will be served.

We would like your help identifying the town's vulnerabilities and potential actions to prepare for climate change. The Town of West Newbury is hosting this Workshop to bring together community members like you whose experience and perspective are sought to enhance the comprehensive identification of steps to reduce risk and improve resilience to climate change impacts across the Town. This Workshop, through your participation, will help us to focus our resilience building efforts by prioritizing actions the Town should take *now* to reduce the impacts of climate change on our community, our residents and businesses, our natural resources, and our infrastructure. This work will also enable our community to apply for state grant funding to implement the actions we identify together.

West Newbury has several important municipal plans in place to address certain aspects of our community growth. We will be building upon the discussions, recommendations, goals, and action items that our Town has already worked hard to develop, and will be updating and expanding the discussion to include your ideas and concerns. Our focus will be reducing West Newbury's vulnerabilities to climate change.

[Redacted signature area]

Sincerely,

Rick Parker, West Newbury Selectman and MVP Working Group Member



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Department Heads, Town Officials, Boards/Commissions/Committees
 FROM: Angus Jennings, Town Manager
 DATE: January 9, 2020
 RE: Budget Package: Guidance and Policy Direction for FY21 Budget Process

This Budget Package is intended to provide uniform guidelines to Department Heads and Boards / Commissions / Committees (B/C/Cs) for the formation of the FY21 Town Operating Budget. Please find enclosed the following to support your preparation of a proposed FY21 Expense Budget:

- FY21 Budget Schedule
- Board of Selectmen Budget Policy Direction
- Town Manager Notes regarding Board of Selectmen Budget Policy Direction
- Town Manager Budget Guidelines
 - Budget Narrative with Goals and Objectives
 - Line Item Budget Form
 - Salary and Wage Worksheet
 - Article Request Form
 - What to Expect When Presenting an Article or Budget for FinCom Vote
 - Capital Planning Process
 - Expenditure Detail Report: FY19 and FY20 YTD

Following the adoption of special legislation in 2017, this year marks the second budget cycle with a Town Manager form of government. My office and the Finance Department will continue to work closely with the Finance Committee, Capital Improvements Committee and the Board of Selectmen to manage the budget process in a manner that is consistent with the legislation, existing Town Bylaws and Policies, and that builds on prior years' budget formats and processes so as to provide you – as the initial preparers of Departmental budget – a clear and familiar process.

We will work to communicate with participants in the budget process on an ongoing basis in order to provide a clear and effective FY21 budget process. If you do have questions, please let me know.

FY21 Budget Schedule

December 18	Board of Selectmen adopt FY21 Budget Policy Direction
January 24	Expense Budgets for all Dept. Heads, Town Officers and Boards/ Commissions/Committees due to Town Manager and Town Accountant
January 31	Town Manager proposed FY21 budget, with Town Manager budget message and proposed FY21 departmental and organizational structure, due to Finance Committee and Board of Selectmen
January 31	Town Manager proposed FY21 Capital Improvements Program due to Capital Improvements Committee and Board of Selectmen
January 31, noon	Town Mtg. Warrants close. <u>Article requests due to Town Manager.</u>
February 3, 7 PM	Board of Selectmen meeting to review proposed warrant articles and invite article sponsors to present at future Board meeting, if needed
February 3, 7 PM	Town Manager presentation of proposed FY21 Budget
Feb-March (Dates TBD)	Finance Committee meetings to review Town Manager proposed budget. Departments and B/C/Cs will be notified regarding timing of meetings related to your section(s) of the budget.
March 2 (as late as 16 th)	Pentucket Regional School District Assessment to be Voted
March 16	Capital Improvements Committee report due to Board of Selectmen
March 16	Board of Selectmen Endorsement of Proposed FY21 Budget
March 23	Joint meeting of Selectmen, Town Manager, Finance Committee, Town Counsel/Town Clerk, and Moderator
(no later than) April 10	Posting of Warrants
April 13	Vote Draft Motions
April 27	Annual and Special Town Meetings
Late Spring	Approve Employee Wage Schedule (based on approved budget numbers)



Town of West Newbury

Board of Selectmen FY '21 Budget Policy Direction

December 18, 2019

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

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

Approved by unanimous vote of the Board of Selectmen

December 18, 2019

Town Manager Notes regarding Budget Message/Policy Direction

The FY21 Budget Policy Direction approved by the Board of Selectmen on December 18, 2019 is included on the preceding page (page 3).

This narrative is offered to clarify which aspects of the Policy Direction apply to the initial preparation of proposed expense budgets by Department Heads and B/C/Cs; which aspects will be completed by my office with the Finance Department; and which aspects will be completed by my office with the Finance Department, in consultation with Department Heads and B/C/Cs.

While every Department and B/C/Cs may face challenges in meeting certain objectives in the Policy Direction (such as limiting average single-family tax increase to no more than 2%), my office and the Finance Department will undertake most of the extra work that is called for in the Policy Direction. This is summarized as follows, with reference to the items numbered 1 to 10 in the Policy Direction:

1. This item applies to the total budget bottom line, and each section should limit its increase accordingly, if possible. If meeting this budget for your budget would require any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified. Likewise, if my preparation of an overall Town Budget – working from the initial budgets you prepare – includes any such changes, these will be specified in my presentation to the Finance Committee and Board of Selectmen.
2. My office will take primary responsibility for managing a clear, transparent public process.
3. The Board of Selectmen will propose to continue to allocate previously budgeted (and since retired) debt service payments toward the School Stabilization Fund. In FY21, which will be the first year that the costs of the Middle/High School will begin to affect taxpayers, the Board will also propose to begin drawing down the balance in the School Stabilization Fund in order to offset the financial impact of the project on taxpayers.
4. The Capital Planning process began this past fall in consultation with the DPW Director, Water Superintendent and Commission, Library Director, and Police and Fire Chiefs. This process will continue concurrent with the budget process.
5. The Middle Street Bridge project will be proposed for addition to the Capital Program.
6. If the FY20 operations (and costs) of your Department or B/C/C will be affected by new policy mandates, the impacts (and costs) of these mandates should be specified.
7. All proposed expense budgets must specify which staff person(s), B/C/C, or B/C/C designee(s) will have authority to sign off on expenditures within that section of the budget.

Signed,



Angus Jennings

Town Manager Budget Guidelines

- **Budget Narrative with Goals and Objectives**
Initial requested expense budgets should include new or updated statements of goals and objectives based on what is proposed for FY21. This should focus in particular (but not solely) on the cost impact – positive or negative – of any such goals and objectives. This is the appropriate section of your budget to respond to the Board of Selectmen Policy Objectives item 6 (estimating the impact of known or proposed policy changes and government mandates on your operations) and item 7 (identifying authorized signer(s)). Departments and B/C/Cs may use whatever format you wish for this section of the budget.
- **Line Item Budget Form** (*available in editable Excel format*)
Please clearly explain ANY changes from the previous fiscal year budget amounts in the notes section provided, and/or in an attached memorandum. **THIS WORKSHEET IS JUST A GUIDE. ALL LINE ITEM DESCRIPTIONS INCLUDED ARE SAMPLES WHICH MAY OR MAY NOT APPLY TO YOUR DEPARTMENT.** All proposed expenses must be clearly identified in the notes section and/or in an attached memorandum. For example, if the proposed budget for “Training / Education / Dues” is \$800, the backup information should specify that this is comprised of, for example, \$400 for seminars and workshops, \$250 to attend an annual conference, and \$150 for dues for professional organizations. These subset numbers will not be binding through the budget year, but will assist my office and the Finance Committee to understand what is “behind the numbers.” If you maintain a more detailed breakdown of prior expenses than our accounting software tracks, this should be included. Departments with projected overtime line items must submit documentation of the basis and need for this overtime.
- **Salary and Wage Worksheet** (*available in editable Excel format*)
This worksheet should list all employees in your Department, FY20 budgeted hours and rate of pay, FY20 budgeted amount/year (salary/wages only), and proposed hours, rate of pay, and proposed budgeted amount/year (salary/wages only). For workers with a union or employment contract, please budget the contracted amount for FY21. For non-union and non-contract personnel, please use the current pay, with no increase for cost of living. Cost of living adjustments (COLAs) will be added to non-union personnel at a later date. If you wish to propose a change in position classification (grade) due to changes in the position’s responsibilities, and/or merit pay increases, justification must be provided in the notes section or in a separate memorandum. The Town Manager will review all such proposals on a case by case basis, and any such changes in pay rate are subject to approval by the Board of Selectmen. You will receive prior notice of any public meeting which will include discussion of your proposed budget.
- **Expenditure Detail Report** (*available in editable Excel format*)
My office with the Town Accountant prepared the enclosed report of FY19 Budget and Expended, FY20 Budget and Year-to-Date (as of 1/9/20, which was 52.6% through the current fiscal year). On request, the Town Accountant will run a detailed report for your section(s) of the budget showing all expenditures made from your accounts during the current or prior fiscal years.
- **Article Request Form** (*available in editable Word or Excel format*)
This form is unchanged from last year’s budget cycle. Each Article Request Form must include supporting documentation (quotes, etc.). Departments proposing capital items should work with my office to prepare Form Bs required by the Capital Improvements Committee.

Line Item Budget Form (available in editable Excel format)

**Town of West Newbury
Departmental Expense Budgeting Form**



SAMPLE DEPARTMENT	FY2018		FY2019				FY2020				FY2021	
	Actual Expended		Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	
Personnel												
Salary & Wages	237,551		245,000	245,000	236,520	8,480	245,000	245,000	236,520	8,480		
Overtime	28,542		35,000	30,000	26,250	3,750	35,000	29,000	26,250	2,750		
Other (incentives, longevity, stipends)	2,000		2,000	2,000	1,850	150	2,100	2,100	1,250	850		
Sub-Total:	268,093		282,000	277,000	264,620	12,380	282,100	276,100	264,020	12,080		0
Expenses												
Advertising	265		500	500	220	280	500	500	385	115		
Communications	379		500	500	385	115	500	500	385	115		
Equipment Purchase, Repairs	379		500	500	385	115	500	500	385	115		
Materials & Supplies	3,750		4,000	4,000	2,650	1,350	5,000	4,000	3,251	749		
Mileage / Travel	265		500	500	220	280	500	500	385	115		
Professional / Technical Svcs	3,750		4,000	4,000	2,650	1,350	5,000	4,000	3,251	749		
Training / Education / Dues	2,835		5,000	5,000	3,251	1,749	5,000	4,000	3,251	749		
Uniforms	1,350		1,500	1,500	879	621	1,500	1,500	879	621		
Utilities	265		500	500	220	280	500	500	220	280		
Vehicle Maintenance	379		500	500	385	115	500	500	385	115		
Other Expenses	1,350		1,500	1,500	879	621	1,500	1,500	879	621		
Sub-Total:	14,967		19,000	19,000	12,124	6,876	21,000	18,000	13,656	4,344		0
Department Total:	283,060		301,000	296,000	276,744	19,256	303,100	294,100	277,676	16,424		0

Please complete the above current fiscal year budget request.
For each line item that varies from prior year actual, provide a detailed explanation below.
Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

Budget request submitted by: _____
Contact (phone/email): _____

Salary and Wage Worksheet *(available in editable Excel format)*



**Town of West Newbury
Departmental Salary and Wage Worksheet**

Grade	Position	Hrs/Wk (FY20)	Rate (FY20)	Amount / Year	Proposed Rate (FY21)	Proposed Hrs/Wk (FY21)	Proposed Amt / Year (FY21)

Note: Add additional lines if needed.

Proposed Salary/Wages: \$ _____ -

For any salary/wage increases/decreases, provide all relevant information (prior hours/rate, new hours/rate, approvals received, and reason for request).

Budget request submitted by: _____

Contact (phone/email): _____

ARTICLE REQUEST FORM

ARTICLE:

AMOUNT REQUESTED:

CONTACT PERSON:

PHONE NUMBER:

Why should the town make this purchase? What needs will be met? Who will benefit?

What factors affect the timing of this purchase?

When should this Article be sunsetted--how long will the project take?

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Does this Article involve improvement, preservation or creation of tangible assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

Please attach additional pages or other supporting documentation.

What to Expect When Presenting an Article or Budget for FinCom Vote

Under Town Bylaws, the Finance Committee is charged with vetting, analyzing and voting whether to recommend “all Articles in the Warrant, especially those involving the appropriation of money.” We also must present an Omnibus Budget at the Annual Town Meeting. We must prepare a booklet to guide Town Meeting and explain our rationales to the Town. The FinCom takes these responsibilities seriously and works hard to obtain a full understanding of the pros and cons of all matters that come before it.

The FinCom cannot in good faith recommend a proposal that it does not fully understand. To help you help us do our job when you have a matter that will require a FinCom vote, we have prepared this guide, which will be circulated to every Town Department, Board, and Committee approximately four months prior to each Town Meeting.

If you would like FinCom to vote on your proposed Article or Budget item, please a) provide us with requested information via <http://www.wnewbury.org/home/webforms/contact-us> **SUBJECT Finance Committee** and b) arrange to meet with us as requested, and c) specifically please:

- 1) Provide any Article submission on the Town Article Request Form and any supporting materials to the Town Manager so that the submission may reach us in a timely manner—and provide summary answers as opposed to “see attached”;
- 2) Provide any proposed budget and any supporting materials (with prior comparative data) to the Town Manager for timely submission to us;
- 3) When we ask to meet with you, make yourself available in time for FinCom to complete its evaluation;
- 4) Provide the Town Manager with any additional written materials, for distribution to the FinCom at least one week prior to meeting with us;
- 5) Be prepared to answer questions relating to such matters as a) the short- and long-term costs and benefits of your proposal; b) your consultation with/approvals from other affected Town departments, committees, boards; c) the alternatives you considered in developing your proposal; d) your proposed funding source(s); e) your plan to implement the proposal if approved at Town Meeting; f) date for completion/sunsetting of Article;
- 6) Keep us up to date with follow-up information FinCom may request as well as any changes to or further developments regarding your proposal;
- 7) Recognize that the FinCom booklet – the culmination of months of Committee work – will go to press at least two weeks before Town Meeting, making last minute changes infeasible.
- 8) With regard to prior approved money Articles, provide us with status updates explaining the expenditures to date and work accomplished (please note the Prior Money Articles Status spreadsheet to be provided to Departments and Committees should be filled out with respect to completion dates).

FY20 Committee Members		
<u>Name</u>	<u>Title</u>	<u>Term</u>
Gary L. Roberts, Jr.	Chairman	2022
Forbes C. Durey	Vice Chair	2020
Brad Beaudoin	Secretary	2020
Nathan Kelly	Member	2022
Jessica Knezek	Member	2021
Jim Sperelakis	Member	2021
Committee webpage: https://www.wnewbury.org/finance-committee		

Capital Planning Process

The role of the Capital Improvements Committee (CIC) is set forth in the CIC Bylaw, and includes consideration of the relative need: impact, timing and cost of proposed capital expenditures and the effect each will have on the financial position of the town. The DPW Director has been working with my office to integrate all known and potential capital items into a consolidated Capital Program, working from information we have received (or may receive) from Department Heads and B/C/Cs.

Specific projects proposed for FY21 funding will proceed through the familiar CIC process, but I will be available to present proposed projects, either with or in consultation with the sponsoring Department or B/C/C. Therefore – unless you choose to – you will not need to participate in two project reviews – one with my office, and one with the CIC. Instead, I will essentially take on the sponsorship and advocacy role for those capital projects that I recommend for FY21.

Our goal is to produce a comprehensive Capital Program, to support clear decision-making regarding the comparative costs and benefits of the Town’s capital needs. The CIC review process and recommendations for specific projects will proceed in parallel with the overall budget process.

The Capital Improvements Committee shall study proposed capital projects involving the planning for and the improvement, preservation and creation of tangible assets and projects which:

- 1) have useful life of at least five years;
- 2) cost over \$20,000; and/or
- 3) for which the town is authorized to borrow funds.

The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report. The Committee shall not fail to report on any proposal that has been properly submitted.

The CIC shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, including any items to be funded in the current fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Board of Selectmen not later than six weeks prior to the Annual Town Meeting for its consideration and recommendations. The Board shall submit the Capital Budget together with its recommendations to the Annual Town Meeting.

FY20 Committee Members		
<u>Name</u>	<u>Title</u>	<u>Term</u>
Richard Preble	Chairman	2020
Rick Parker	Selectmen's Representative	2020
Nathan Kelly	Finance Committee Rep	2020
Judith Mizner	Member	2022
Polly McDowell	Member	2022
Julie Boria	Member	2022
Committee webpage: https://www.wnewbury.org/capital-improvements-committee		

Expenditure Detail Report: FY18, FY19 and FY20 YTD

My office with the Town Accountant/Business Manager prepared the enclosed report of FY18 Expended, FY19 Budget and Expended, FY20 Budget and Year-to-Date (as of 1/9/20, which was 52.6% through the current fiscal year).

On request, the Town Accountant/Business Manager Stephanie Frontiera will run a detailed report for your section(s) of the budget showing all expenditures made from your accounts during the current or prior fiscal years.

Please note that, due to the accounting software conversion and new chart of accounts that took effect on July 1, 2019, reporting for prior fiscal years will be in a different format than reporting for the current FY20. To facilitate your review and to present the information as clearly as possible, the attached report consolidates data from the prior year's software (SoftRight) and the current year's software (Vadar).

*Provided separately to each Department Head and
Board/Commission/Committee*

Filter by: Segment 1: 01

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

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-114-5111-000000	Moderators Salary	200.00	-200.00	0.00	100.00
01-114-5400-000000	Moderators Expenses	60.00	-55.00	5.00	91.67
01-122-5300-000000	Professional & Tech Services	13,600.00	-3,559.28	10,040.72	26.17
01-122-5301-000000	Salary and Wages	0.00	0.00	0.00	0.00
01-122-5400-000000	Selectmens Operating Expenses	7,000.00	-5,023.60	1,976.40	71.77
01-123-5110-000000	Town Manager Salary	147,900.00	-75,640.32	72,259.68	51.14
01-123-5112-000000	Salary and Wages	77,870.00	-21,203.07	56,666.93	27.23
01-123-5306-000000	Technology Expense	39,000.00	-28,374.07	10,625.93	72.75
01-123-5340-000000	Telephone Expenses	0.00	0.00	0.00	0.00
01-123-5400-000000	Town Manager Expenses	20,100.00	-7,121.13	12,978.87	35.43
01-123-5710-000000	Vehicle Allowance	3,600.00	-600.00	3,000.00	16.67
01-131-5400-000000	Finance Committee Expenses	1,500.00	-384.00	1,116.00	25.60
01-132-5780-000000	Reserve Fund	42,386.00	0.00	42,386.00	0.00
01-135-5112-000000	Finance Dept Salaries & Wages	183,390.00	-112,586.62	70,803.38	61.39
01-135-5201-000000	Annual Audit	20,500.00	0.00	20,500.00	0.00
01-135-5300-000000	Tax Title And Foreclosure	1,000.00	-75.00	925.00	7.50
01-135-5341-000000	Postage Expenses	15,000.00	-8,858.81	6,141.19	59.06
01-135-5400-000000	Finance Dept Expenses	29,100.00	-13,216.54	15,883.46	45.42
01-135-5710-000000	Travel	2,200.00	-140.24	2,059.76	6.37
01-141-5111-000000	Assessors Salaries	125,180.00	-63,961.99	61,218.01	51.10
01-141-5112-000000	Assessors Apptd Pers Salaries	0.00	0.00	0.00	0.00
01-141-5400-000000	Assessors Expenses	46,900.00	-40,672.44	6,227.56	86.72
01-141-5710-000000	Assessor Vehicle Allowance	2,400.00	-1,279.86	1,120.14	53.33
01-141-5711-000000	Board & Clerk Mileage	1,500.00	0.00	1,500.00	0.00
01-151-5200-000000	Legal Fees	15,000.00	-3,852.30	11,147.70	25.68
01-161-5112-000000	Town Clerk Salary & Wages	116,657.00	-57,334.76	59,322.24	49.15
01-161-5340-000000	Operation Of Fax/Copier Machine	5,650.00	-2,548.82	3,101.18	45.11
01-161-5400-000000	Town Clerks Expenses	6,450.00	-834.52	5,615.48	12.94
01-162-5111-000000	Town Clerk Compensation	150.00	-75.00	75.00	50.00
01-162-5112-000000	Bd of Registrars Salary & Wages	4,400.00	-250.00	4,150.00	5.68
01-162-5400-000000	Bd Of Registrars Expenses	7,500.00	-123.90	7,376.10	1.65
01-171-5112-000000	Conservation Com Salary & Wages	29,440.00	-12,982.49	16,457.51	44.10
01-171-5400-000000	Conservation Com Expenses	2,410.00	-503.00	1,907.00	20.87
01-171-5710-000000	Con Com Vehicle Allowance	600.00	0.00	600.00	0.00
01-175-5112-000000	Planning Bd Salary & Wages	55,390.00	-26,110.06	29,279.94	47.14
01-175-5400-000000	Planning Board Expenses	6,600.00	-2,864.55	3,735.45	43.40

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-175-5690-000000	MVPC Assessment	1,623.00	-1,622.88	0.12	99.99
01-176-5112-000000	ZBA Salary & Wages	1,000.00	-500.00	500.00	50.00
01-176-5400-000000	ZBA Expenses	400.00	0.00	400.00	0.00
01-179-5400-000000	Open Space Expenses	750.00	0.00	750.00	0.00
01-210-5111-000000	School Resource Officer	65,537.00	-28,248.75	37,288.25	43.10
01-210-5112-000000	Police Salaries & Wages	902,049.00	-441,558.48	460,490.52	48.95
01-210-5113-000000	Police OT Wages	55,487.00	-26,307.52	29,179.48	47.41
01-210-5400-000000	Police Expenses	104,229.00	-52,900.85	51,328.15	50.75
01-210-5853-000000	Police Cruiser	37,000.00	-37,000.00	0.00	100.00
01-220-5112-000000	Fire Alarm Wages	89,000.00	-26,507.68	62,492.32	29.78
01-220-5113-000000	Fire Drills	26,284.00	-7,604.56	18,679.44	28.93
01-220-5114-000000	Fire Dept Other Wages	25,000.00	-17,099.23	7,900.77	68.40
01-220-5115-000000	Fire Administration Wages	25,730.00	-7,354.06	18,375.94	28.58
01-220-5200-000000	Fire Dpt - Medical Exam	5,000.00	-564.00	4,436.00	11.28
01-220-5240-000000	Hydrant Mapping Maint/Repair	77,207.00	-77,207.00	0.00	100.00
01-220-5340-000000	Fire Alarm & Communications	11,000.00	-3,910.43	7,089.57	35.55
01-220-5400-000000	Fire Expenses	46,000.00	-31,340.52	14,659.48	68.13
01-230-5112-000000	Municipal Dispatch Salaries & Wages	267,006.00	-117,552.43	149,453.57	44.03
01-230-5113-000000	Municipal Dispatch OT Wages	24,229.00	-10,231.47	13,997.53	42.23
01-230-5400-000000	Municipal Dispatch Expenses	26,370.00	-15,440.86	10,929.14	58.55
01-240-5112-000000	Inspectors Salaries & Wages	125,910.00	-62,837.88	63,072.12	49.91
01-240-5400-000000	Inspectors Expenses	9,270.00	-5,135.45	4,134.55	55.40
01-240-5710-000000	Inspectors Vehicle Allowance	4,980.00	-2,490.00	2,490.00	50.00
01-291-5112-000000	Emergency Mgmt Salary & Wages	8,059.00	-7,041.09	1,017.91	87.37
01-291-5400-000000	Emergency Mgmt Expenses	3,265.00	-445.87	2,819.13	13.66
01-292-5112-000000	Animal Control Professional Services	24,050.00	-12,025.00	12,025.00	50.00
01-295-5112-000000	Harbormaster Salary and Wages	2,000.00	0.00	2,000.00	0.00
01-304-5690-000000	Pentucket Regional Sch Assessm	7,372,813.00	-4,300,807.57	3,072,005.43	58.33
01-304-5692-000000	Pentucket Capital Assessment	58,227.00	-33,965.75	24,261.25	58.33
01-304-5693-000000	Pentucket Asmnt Page Phase II	509,538.00	-297,230.50	212,307.50	58.33
01-305-5690-000000	Whittier Minimum Contribution	225,975.00	-112,987.50	112,987.50	50.00
01-305-5691-000000	Whittier Other Assessments	40,443.00	-20,221.50	20,221.50	50.00
01-305-5692-000000	Whittier Debt/Capital Assess	21,993.00	-10,997.00	10,996.00	50.00
01-310-5690-000000	Essex North Shore Agricultural Tech	17,200.00	-16,822.00	378.00	97.80
01-420-5112-000000	DPW Salary & Wages	461,589.00	-222,568.41	239,020.59	48.22
01-420-5113-000000	DPW Overtime Wages	10,404.00	-8,351.36	2,052.64	80.27
01-420-5200-000000	Snow & Ice Removal	150,000.00	-104,667.04	45,332.96	69.78

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-420-5210-000000	Town Bldgs Operating Expenses	96,400.00	-73,470.65	22,929.35	76.21
01-420-5240-000000	Town Bldgs Improvements	68,614.00	-39,866.77	28,747.23	58.10
01-420-5243-000000	Street Paving/Repairs	70,000.00	-7,412.00	62,588.00	10.59
01-420-5380-000000	Highway Sidewalk & Trees	140,000.00	-50,364.54	89,635.46	35.97
01-420-5385-000000	Stormwater Management	10,000.00	-2,000.00	8,000.00	20.00
01-420-5400-000000	DPW Expenses	9,132.00	-8,633.37	498.63	94.54
01-420-5405-000000	Parks Expenses	15,000.00	0.00	15,000.00	0.00
01-420-5415-000000	Electricity	70,000.00	-28,344.80	41,655.20	40.49
01-420-5530-000000	Road Machinery Op Expenses	49,000.00	-16,420.18	32,579.82	33.51
01-420-5710-000000	DPW Vehicle Allowance	6,000.00	-1,500.00	4,500.00	25.00
01-424-5410-000000	Public Street Lights	7,000.00	-3,005.41	3,994.59	42.93
01-510-5111-000000	Board of Health Salary & Wages	122,620.00	-60,271.80	62,348.20	49.15
01-510-5200-000000	Public Health Nurse	3,840.00	-1,920.00	1,920.00	50.00
01-510-5290-000000	Waste Collection	325,080.00	-137,573.95	187,506.05	42.32
01-510-5291-000000	Recycling	50,000.00	-14,565.98	35,434.02	29.13
01-510-5292-000000	Hazardous Waste Expenses	2,000.00	-1,039.09	960.91	51.95
01-510-5293-000000	Steele Landfill Monitoring	22,646.00	-11,085.80	11,560.20	48.95
01-510-5400-000000	Bd of Health Expenses	6,500.00	-3,825.93	2,674.07	58.86
01-541-5112-000000	Council On Aging Salary & Wages	72,950.00	-35,564.58	37,385.42	48.75
01-541-5400-000000	Council On Aging Expenses	19,500.00	-11,260.10	8,239.90	57.74
01-543-5460-000000	Soldiers Grave Expenses	2,600.00	-415.00	2,185.00	15.96
01-543-5499-000000	Memorial Day Expenses	600.00	0.00	600.00	0.00
01-543-5770-000000	Northern Essex Veterans Services	30,357.00	-23,769.84	6,587.16	78.30
01-610-5112-000000	Library Salaries & Wages	263,813.00	-131,502.70	132,310.30	49.85
01-610-5400-000000	Library Expenses	33,000.00	-27,152.97	5,847.03	82.28
01-610-5580-000000	Library Books & Periodicals	67,000.00	-41,477.83	25,522.17	61.91
01-630-5112-000000	Recreation Dept Salaries & Wages	1,800.00	0.00	1,800.00	0.00
01-630-5400-000000	Recreation Expenses	5,500.00	-1,155.00	4,345.00	21.00
01-631-5400-000000	Mill Pond Operating Expenses	2,100.00	0.00	2,100.00	0.00
01-635-5200-000000	Bandstand Expenses	6,000.00	-4,849.00	1,151.00	80.82
01-637-5400-000000	Action Cove Expenses	3,000.00	0.00	3,000.00	0.00
01-691-5400-000000	Historical Commission Expenses	500.00	-175.00	325.00	35.00
01-695-5400-000000	Cultural Council Expenses	100.00	0.00	100.00	0.00
01-710-5910-000000	Maturing Debt	350,614.00	-349,663.84	950.16	99.73
01-750-5915-000000	Interst & Paydowns on Debt	22,200.00	-13,750.00	8,450.00	61.94
01-820-5639-000000	Mosquito Contrl C.S.	45,177.00	-26,309.00	18,868.00	58.24
01-820-5640-000000	Air Pollution Control District	1,688.00	-986.00	702.00	58.41

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

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-820-5646-000000	M. V. Excise Tax Bills	2,240.00	-780.00	1,460.00	34.82
01-820-5661-000000	Ma Bay Trnsprtn Auth Assessmt	24,199.00	-14,460.00	9,739.00	59.75
01-820-5663-000000	C.S. Regional Transit Authorit	6,887.00	-3,600.00	3,287.00	52.27
01-911-5170-000000	Essex Regnl Retirement Assess	660,171.00	-660,171.00	0.00	100.00
01-913-5171-000000	Unemployment Insurance	15,001.00	-10,300.97	4,700.03	68.67
01-914-5172-000000	Group Insurance	465,397.00	-211,866.08	253,530.92	45.52
01-916-5173-000000	F.I.C.A. Insurance	48,279.00	-25,141.29	23,137.71	52.08
01-919-5174-000000	OPEB Contribution (xfr out)	1.00	0.00	1.00	0.00
01-945-5740-000000	Insurance & Bonds	172,832.00	-147,493.90	25,338.10	85.34
01-992-5960-000000	Transfers Out - To Stabilization	500,000.00	0.00	500,000.00	0.00
01-993-5972-000000		0.00	0.00	0.00	0.00
	121 Account(s) totaling:	15,764,588.00	-8,815,120.38	6,949,467.62	55.92



**Town of West Newbury
Board of Selectmen
Monday, January 6, 2020 @ 7pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting - DRAFT**

Open Session: 7pm in the First Floor Hearing Room

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

Attendance: Board of Selectmen: David Archibald and Rick Parker
Town Manager, Angus Jennings
Asst. to Town Manager & Finance Dept., Jenny Walsh
Town Clerk/Counsel & Procurement Officer, Michael McCarron
Town Accountant/Business Manager, Stephanie Fronteira
Tricia Sabulis
Jennifer Solis

Absent: Board of Selectmen: Glenn Kemper

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Deadline for submittal of CPC proposals for April 2020 Town Meeting: Tuesday, January 7th.
- Notification of April 11, 2020 date for unveiling of the Julian D. Steele marker at the Town Hall.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices are available at the Town Clerk's Office.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>.

Regular Business

- A. Public Hearing on National Grid petition to relocate existing utility pole #14 at 9 Cherry Hill Street – Michael Bonitas, National Grid

Entered into public hearing by full vote of the Board.

Michael Bonitas of National Grid gave a description of the petition brought forward at customer's request. Following due notice, this hearing is the final step. The relocation should only take a few hours with little disruption to the public. It was noted by Town Clerk Michael McCarron that a drain pipe exists in that area. National Grid will take that under advisement and contact the DPW.

Motion was made by Selectman Richard Parker to approve the relocation of existing utility pole #14, seconded by Chairman David Archibald.

Yes 2, No 0.

Moved out of public hearing by full vote of the Board.

- B. Review of draft proposal to Community Preservation Committee (CPC) for improvements to Page School playground, and request for Board endorsement of application.

Chairman David Archibald explained that the Board, as the site owner, is the sponsoring authority for the proposal and cited several issues with the existing playground, including its non-compliance with ADA, lack of handicap access and the existing sub-par woodchip base as the basis for the application. Town Manager Angus Jennings added that the design included as a requirement of the CPC application (contained in the Agenda packet) is conceptual and likely to change. Selectman Richard Parker asked about the lifespan and environmental impact of the poured-in-place safety surface proposed in the design. This will be explored further.

Motion was made by Chairman David Archibald to endorse the application, seconded by Selectman Richard Parker.

Yes 2, No 0.

- C. Review of additional public comments received on adopted Memorial Day Parade policy; consideration of potential revisions

Chairman David Archibald read the additional comments that are contained on page 22 of the agenda packet. Discussion took place regarding the suggestion to provide examples of prohibited language in the policy citing concern that, in doing so, would leave it open to argument if not specifically listed. Selectman Richard Parker added that the Parade Chairperson would be given the responsibility to make judgement calls.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to add language regarding hate speech to the Memorial Day Parade Policies; but, to leave out examples of prohibited language.

Yes 2, No 0.

- D. Discussion with Town Accountant/Business Manager Stephanie Frontiera regarding initial observations and priority work items for finance/accounting office in early 2020

Town Accountant/Business Manager Stephanie Fronteira gave an account of her first two months on the job which comprised challenges, accomplishments and her priorities going forward. A detailed memo to the Board is contained in the agenda packet.

- E. Review and adoption of proposed Board of Selectmen policy to authorize Town Manager to establish and enact financial procedures to clarify and standardize routine financial operations

Town Manager Angus Jennings requested authorization from the Board to implement day to day financial procedures.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to authorize the Town Manager to implement procedural guidance for routine financial operations.

Yes 2, No 0.

- F. Vote to establish date and hours for early voting for the March 3, 2020 Massachusetts Presidential Primary Election – *request of Town Clerk*

Town Clerk Michael McCarron proposed a place and time for early voting to take place.

Motion was made by Selectman Richard Parker, seconded by Chairman David Archibald to designate the Town Office Building Lobby as the early voting location for the Presidential Primary Election from 8 a.m. – 4:30 p.m. Monday – Thursday and 8 a.m. – Noon on Friday during the week of February 24th to the 28th.

Yes 2, No 0.

- G. Review of valuation and tax rate changes for other towns in region, provided by Chief Assessor

Informational. Chairman David Archibald reviewed data supplied by Chief Assessor Meredith Stone contained in the agenda packet. West Newbury will see a 0.61% (\$50.47) tax bill increase which comes in much lower than the average tax bill increase of 3.46% (\$266.37) of tax payers in Essex County.

- H. Discussion of “Congressional Town Hall” with Congressman Seth Moulton, attended earlier this evening at Pentucket Regional Middle School

Chairman David Archibald briefed the audience on the meeting with Congressman Seth Moulton that took place just prior to this meeting. CSOs, PFAS, dredging and other issues related to the Merrimack River as well as recycling and energy production were among topics of shared concern.

- I. Preview of known/potential warrant articles for April 27, 2019 Special and Annual Town Meetings

Town Manager Angus Jennings shared known and potential Town Meeting articles provided in the agenda packet. Discussion took place about the National Grid underbilled account. Town Clerk Michael McCarron explained that it becomes a novation and essentially becomes a new agreement. Chairman David Archibald asked about the supplemental funding for Essex Ag, specifically if this is expected to continue. Town Manager Angus Jennings recommended a placeholder article for Special Town Meeting in the Fall due to the number of variables involved. Town Manager Angus Jennings discussed the potential initiative of adopting a Town Charter to more clearly define the form of Town government.

- J. Request for Board authorization for employee lodging and meals expenses to attend MMA Conference.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker, invoking the rule of necessity, to approve expenditure for Selectman Richard Parker’s meals and lodging expenses to attend MMA Conference

Yes 2, No 0.

- K. Meeting minutes: December 18, 2019; December 9, 2019.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to approve the minutes as written.

Yes 2, No 0.

Town Manager Updates

- L. Construction updates: water capital projects (Brake's Hill Tank; wellfield chemical building)
- M. Update on proposed financing of water capital projects (Brake's Hill Tank; wellfield chemical building); anticipated request for authorization of sale of Bond Anticipation Notes (BANs) on January 21, 2019
- N. Notification of additional FY20 Chapter 90 funds (\$21,491) to support additional paving next summer
- O. Updates on active and pending projects
- P. Follow up meeting assignments
- Q. Placing items for future agendas

Chairman David Archibald made a motion which was seconded by Selectman Richard Parker to adjourn the meeting at 9:14 p.m.

Yes 2, No 0.

Respectfully submitted, Jennifer Walsh



**Town of West Newbury
Board of Selectmen
Monday, July 22, 2019 @ 7pm**

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

Minutes of Meeting - DRAFT

Open Session: 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:21 p.m.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Hot weekend ahead! Public Safety Building open 24/7 as cooling location if temps get too high. Officers can provide transportation assistance. Stay cool! If you need help, call Public Safety Dispatch 363-1213
- Roundtable discussion on Gov. Baker Climate Change Adaptation proposal, July 24 at 2pm, Salisbury
- "Drawing from our Past: A Tri-Town Tape Art Festival." Up and running now through Aug. 3rd. Pageant Day July 27th at 1pm at Pentucket Middle School. More info at www.pentucketarts.org
- FY20 Senior Tax Work-off Program: interested residents contact Theresa Woodbury at COA
- FY20 Assessors' inspections for personal property and property data now underway
- Preconstruction meeting on Sullivan's Court July 23, 2019 at 9:00 a.m. at the Intersection of Sullivan's Court and Whetstone – road to be paved.
- Community Bandstand Summer Concert Series! Every Thursday through August 29th 6:30-8pm, Rain or Shine! July 25th The Mark Marquis Group. All performers listed on Town website (events calendar).
- Passing of Woody Cammett – Amesbury Lions Club person of the year and contributions to West Newbury including the Little League Field.

Regular Business

- A. Brake's Hill Water Tank/Hilltop Circle: discuss truck traffic flow, potential on-street parking restrictions
Discussion took place regarding the progress on this construction project.
Work on the 12 inch water main has begun. Wayne Amaral, DPW Director discussed the flow of traffic being counter clockwise and stated that the material deliveries will vary in frequency. Bob Janes presented photos of the work to the Board. Forbes Durey a resident of the neighborhood described conditions such as trees needing pruning for a line of sight and that the fiber optic is very shallow in that area. Angus Jennings, Town Manager suggested that the second right on Robin Road should be taken not the first. Wayne Amaral also suggested the following:
- 1.) Steel Trucks (Tractor Trailer) go in a counter clockwise direction.
 - 2.) Advisory speed limit sign of 20 mph.
 - 3.) Children at Play sign.
 - 4.) No parking around circle weekdays from 7:00 a.m. to 5:00 p.m.
- It was decided that all traffic should be counter clockwise. Copy of estimated project schedule was mailed to the abutters and is contained in the Agenda Packets.

- B. Request for appointment of Carol Decker as Associate member of Open Space Committee

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Carol Decker as an Associate Member of the Open Space Committee with a term ending June 15, 2020.

Yes 3, No 0.

- C. Discussion of potential location to bury Bicentennial time capsule - *Bicentennial Committee*

Item Tabled

- D. Historical Commission notice to Board of Selectmen re proposal to create National Historic Districts

Angus provided a description of this project. Properties and Districts are contained in the Agenda Packets.

- E. Update on CPC review of Carr Post funding proposal; and Town Manager report on estimated level of service impact of potential budget allocations to fund Carr Post architectural and engineering services

Source of Funding, estimated Design time schedule, Community Preservation Committee application and Minutes of Meeting for the Carr Post Building Committee are contained in the Agenda Packets. The estimated cost of the design work is \$30,000.00

- F. Carr Post Building Committee: composition and Committee charge

Chairman David Archibald read a copy of the Draft Charge of this Committee. Discussion took place regarding the potential uses of the building. Discussion took place regarding setting up a gift Account for this project. Town Counsel Michael McCarron stated that contributions to the gift Account would be tax deductible as there would not be a service in return.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to create a Committee of 5 members.

Yes 3, No 0.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to Reappoint Robert Janes, Marlene Switzer and Rick Atwater to the Carr Post Building Committee With a term ending June 15, 2020.

Yes 3, No 0.

- G. Request for declaration of ACO van as surplus with authorization to dispose pursuant to MGL Ch.30B

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to dispose of the ACO van at the highest possible value.

Yes 3, No 0.

- H. Review and approval of lease renewal: portion of Town Hall to The Learning Tree for FY20 and FY21

Copies of the Lease and Exhibits are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve Lease Renewal with The Learning Tree for FY 20 and FY 21 keeping Exhibit B as part of the lease.

Yes 3, No 0.

- I. Continued review of FY18 Audit and Management Letter

Discussion took place regarding the Audit and Management Letter from the Town's outside Auditor. Chairman David Archibald read a statement outlining that while one subscriber to the Town's Health Insurance was behind in payments several employees had over paid premiums due to a change in the Town's contribution rate which amounts were almost equal for a period of time. This issue came to light during the Town's Audit. The amounts that were over paid have been returned to the effected employees and the subscriber who owed the town has now paid the amount due the town in full. Angus reported that Internal Controls have been substantially improved. He requested that a policy be adopted with specific time provisions for timely notices should any subscriber fall behind in payments in the future.

- J. Policy goals for FY20 and discussion of goal-setting process with Departments/Boards/Committees

Angus provided a verbal update on this subject and is working on a draft letter.

Town Manager Updates

- K. Letter from Attorney General July 18, 2019, approving bylaw amendments from Annual Town Meeting

Copies of documentation are contained in the Agenda Packets.

- L. Update on FY20 finance office work: updates to property/casualty insurance schedules; changeover to new accounting software and chart of accounts; initial Auditor visit, July 17 and 18; work underway on updated OPEB Actuarial Valuation

Angus provided a verbal update. Copies of documentation are contained in the Agenda Packets.

- M. Review of draft Fall Town Meeting schedule

Angus provided a verbal update of known meeting items. A draft copy of the Calendar for the Fall Town Meeting is contained in the Agenda Packets.

N. Upcoming meeting of Personnel Advisory Committee

Memorandum from the Town Manager, draft letter, Payroll Change Form and Human Resources Best Practices are contained in the Agenda Packets. Angus is seeking the Board's input and validation that these are legitimate areas where clarification is needed. There appear to be inconsistencies in policies and job descriptions and other housekeeping items that all need to be brought into alignment.

O. Notification from Open Space Committee re Commonwealth approval of 2018 Open Space & Rec Plan

Informational. Copy of State Approval notification contained in Agenda Packets.

P. Updates regarding Municipal Vulnerability Preparedness grant award and initial steps

Informational. Copies of Grant Award Letter and documentation are contained in the Agenda Packets. Angus and Michael McCarron are looking for the Board's direction. Currently this is a working group of volunteers to fulfill a grant. They question whether this is a committee as the members have not been appointed by anyone.

Q. Follow up meeting assignments; and Placing items for future agendas

- 1.) Complaints received regarding the Memorial Day Parade.
- 2.) Corresponding with the City of Newburyport - joint meeting regarding the bridge project and Memorandum of Understanding.

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker
To adjourn the meeting at 10:13 p.m.**

Yes 3, No 0.

Respectfully submitted, Mary DiPinto



**Town of West Newbury
Board of Selectmen
Monday, July 15, 2019 @ 7pm**
381 Main Street, Town Office Building

www.wnewbury.org

Minutes of Meeting-DRAFT

Open Session: 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:15p.m. by Chairman David Archibald.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Community Bandstand Summer Concert Series! Every Thursday through August 29th, 6:30-8pm, Rain or Shine! Performers listed on Town website (events calendar)
- FEMA letter: proposed updates to Flood Insurance Rate Maps; working mtg 7/16 1:30PM, Haverhill Public Library. There are also several meetings in Southern New Hampshire. Bert Comins, Conservation Agent will attend and report back.
- Tickets still available! West Newbury Day at Fenway Park, Red Sox v. Angels, Friday, August 9th
- Verizon notice re Regional Sports Network FiOS rate change
- Jennifer Solis spoke of the Tape Art Festival. This Festival ends August 3, 2019 at which time the exhibits will be taken down.

Regular Business

- A. Appointment of Royster "Jay" Johnson as Interim Police Sergeant - *requested by Chief Durand*

Police Chief Jeffrey Durand reported that his department has been down a Sergeant position for 6 months since his promotion to Chief. The test for a permanent Sergeant will need to be posted for 4 months with the test taking place sometime in June.

Motion was made by Selectman Kemper, seconded by Selectman Richard Parker to promote Royster "Jay" Johnson for a term ending when a Full Time Sergeant is named.

Yes 3, No 0.

- B. Appointment of Reserve Police Officers: Sarah Hinkle; and Paul DeCosta - *requested by Chief Durand*

Police Chief Jeffrey Durand reported that Sarah Hinkle and Paul DeCosta have completed rescue training, background checks and oral boards.

Motion was made by Selectman Richard Parker., seconded by Selectman Glenn Kemper, with Selectman Kemper amending the motion with the approval of Selectman Parker to appoint Sarah Hinkle and Paul DeCosta as Reserve Police Officers with a term ending June 15, 2020.

Yes 3, No 0.

- C. Confirmation of appointment of Anthony Pecci as Part-Time Dispatcher

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to appoint Anthony Pecci as a Part-Time Dispatcher and to waive the 15 day waiting period with a term ending June 15, 2020.

Yes 3, No 0.

- D. Report on recent damage to Rocks Village Bridge

Police Chief Jeffrey Durand reported that he spoke with Mass DOT. Repairs to the bridge have been made and the bridge is fully functional. There will be more repairs in the future which will be cosmetic in nature. The Board expressed their desire that the bridge be repaired in time for September when School buses will be using the bridge to bus students to Whittier Regional Vocational Technical High School.

- E. Request for Street Opening Permit: 7B Archelaus Hill Road. Tyler Nardone

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve the Street Opening Permit with stipulations contained within the communication from DPW Director Wayne Amaral.

Yes 3, No 0.

- F. Reflection on week of Bicentennial Events and thanks to Bicentennial Committee and volunteers!

Chairman David Archibald sent out thanks to everyone who put in a lot of hours and tremendous effort to make the week of events so successful and enjoyable for the community. Angus Jennings, Town Manager also gave credit to the Bicentennial Committee who planned the events as well as staff members who contributed support services. Angus also mentioned that the closing ceremony will be sometime in October.

- G. Review and endorsement of Carr Post building assessment proposal to Community Preservation Comm.

Discussion took place regarding the Carr Post building assessment and how the \$30,000.00 needed to fund this assessment might be raised. The Board discussed this project with Peter Ringenbach and Ann O'Sullivan. Both reported that there has been further deterioration to the building since the last assessment was completed. Angus Jennings, Town Manager suggested a mixture of Community

Preservation Funds in the amount of \$7,500.00 and Private Contributions and budgetary funds making up the balance of funds needed. Michael McCarron, Town Counsel suggested Free Cash Reserve or Interdepartmental transfer. Much discussion took place as to how the money necessary to do a thorough review might be raised. Chairman David Archibald stressed the need for good data for the restoration project. Peter Ringenbach outlined the processes necessary to construct a plan that details the work to be done and to get to the phase where a professional cost estimator and bidding and construction phases would be completed. This information would give the residents the information necessary to bring this project to a vote at Fall Town Meeting. After much discussion the Board agreed to use \$7,500.00 Community Preservation Committee funds with the balance of funds coming from Operating Budgets.

H. Carr Post Committee, composition and Committee charge

Related communication and Mission and Vision Statements are contained in the Agenda Packets.

I. FY20 Committee appointments

Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to Reappoint Dennis Lucey as an Alternate Member to the Zoning Board of Appeals to a term ending June 15, 2020.

Yes 3, No 0.

Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to appoint Alyson Tedeschi to the Cultural Council with a term ending June 15, 2022.

Yes 3, No 0.

Motion was made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to reappoint Phillips Robinson and appoint Elizabeth Hatch to the Energy Advisory Committee to a term ending June 15, 2020.

Yes 3, No 0.

J. Approval of Finance Comm. member Nathan Kelly's disclosure of financial interest, Whittier Vo- Tech

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve Finance Committee member Nathan Kelly's disclosure of Financial Interest in Whittier Regional Vocational Technical High School with

the provision that he not act on anything related to Whittier Regional Vocational Technical High School.

Yes 3, No 0.

- K. Middle Street Bridge: draft MOU with Newburyport; authorize pursuing Mass Works grant application

Chairman David Archibald stated that the Town of West Newbury is preparing a Mass Works Grant application and also would like a Memorandum of Understanding with the City of Newburyport regarding the Middle Street Bridge. Angus Jennings, Town Manager also will need letters of support for the application. Selectman Glenn Kemper also stated that this bridge is a means of egress out of town. It also is an ambulance route to Anna Jaques Hospital in Newburyport in an emergency. Memorandum from Angus as well as photos of the bridge are contained in the Agenda Packets. Several Preliminary Design Alternatives are also contained in the Agenda Packets. Discussion took place regarding the width of the bridge for safety purposes.

Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to authorize the Town Manager to pursue the grant.

Yes 3, No 0.

- L. Middle/High School project, updates incl. from July 9th School Building Committee meeting

Town Manager Angus Jennings and Selectman Glenn Kemper discussed the Pentucket Regional School Building Project. Minutes of the June 20, 2019 are contained in the Agenda Packets.

- M. Proposal to establish Tree Committee and review of draft Charge - *Open Space Committee*

Item Tabled.

- N. Policy goals for FY20 and discussion of goal-setting process with Departments/Boards/Committees

Angus Jennings, Town Manager gave a summary of the Chairman's Roundtable Discussion. If these goals are created in a vacuum the Chairman is concerned that people might not be aware of what other departments and boards might be doing. Selectman Kemper expressed a desire to be sure the various board chairs are accurately reflecting their Board Committee Charge. The goals would need to be limited to 2 or 3 per Board Committee Charge. The Chairman wishes that all Boards be notified this week that the Board wishes to complete this task.

Town Manager Updates

- O. Submittal of MS4 Stormwater Management Plan to EPA, and Year 1 MS4 permit update

Angus reported that there is a lot of documentation to completing this report. Chairman David Archibald remarked that it appears the work on this project is going well. This item is Informational. Related Memorandum from Wayne Amaral, DPW Director contained in the Agenda Packets.

- P. Brake's Hill Water Tank updates

Informational. Letter to effected residents and Pre-Construction conference of June 19, 2019 are contained in the Agenda Packets.

- Q. Correspondence from Sen. Tarr's office; budget funds for Page School playground ADA improvements

Informational. Copies of communication via email are contained in the Agenda Packets.

- R. Plan to address resident concern regarding horse trailer and wood chip pile at Pipestave Hill

Discussion took place regarding the trailer located on Town property on Pipestave Hill. Related email and photos are contained in the Agenda Packets.

- S. Recent correspondence with Cannabis Control Commission

Informational. Copies are contained in the Agenda Packets.

- T. MVPC Regional Housing Plan

Informational. Angus stated that he would like to see housing policy on the table. The Board expressed a desire to determine the path to assist lifelong residents remain in the community and believe there is an absolute need for this type of housing.

- U. "Valuing Arts, Culture, and Creativity: Mapping our Assets in the Merrimack Valley" event Aug. 7th

Informational. Related materials are contained in the Agenda Packets.

- V. Follow up meeting assignments

W. Placing items for future agendas

Angus gave an overview of future agenda items.

- 1.) Brake's Hill Water Tank
- 2.) Bicentennial Committee Time Capsule
- 3.) Senior Tax Work Off Program – Retool Guidelines for Clarity
- 4.) Execution of Highway Union Contract
- 5.) Memo from Planning Board Chapter Land Policies and Procedures
- 6.) Historical Commission creating Historic District
- 7.) Disposing of ACO Van – Vote to Declare Surplus
- 8.) Fall Town Meeting/Budgeting Process in August
- 9.) List from DPW Director Wayne Amaral – Roads to be paved/guard rails to be repaired

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to adjourn the meeting at 9:20 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto

Town of West Newbury

Board of Selectmen

Meeting Minutes – DRAFT

Regional Meeting with Congressman Seth Moulton

Monday, January 6, 2020 at 5 PM

Pentucket Middle School

Attendance:	Selectman Chair David Archibald	Selectman Rick Parker
	Congressman Seth Moulton	Rep. Lenny Mirra
	Bill O’Neil, Groveland Selectman	Kelly Bovio
	Town Manager Angus Jennings	Others

The meeting began at 5 PM. The Board of Selectmen did not officially call to order, nor deliberate, nor take any votes or actions, but these meeting minutes were prepared because a quorum of West Newbury Selectmen was present.

Rep. Moulton began the meeting by saying that there is no agenda for the meeting. He represents some or all of 39 cities and towns, and finds that the most effective way to stay current with local concerns is to meet with local leaders and citizens. He invited comments on issues that would benefit from Federal policy or funding.

Selectmen Archibald said that an issue with need for Federal involvement is the CSOs (Combined Sewer Overflows) that affect the Merrimack River. The River begins in New Hampshire and the Federal govt has a role in facilitating inter-state solutions. He said it’s a massive problem that won’t be solved overnight, and will require a massive public works undertaking. We are downstream, so upstream sewage discharges end up here, and it feels like there’s nothing we can do about it.

Rep. Mirra spoke about his efforts with Congresswoman Laurie Trahan. He said as a nation we’re not properly investing in infrastructure, especially the “invisible infrastructure” like sub-surface drain lines. He said Manchester, NH has a ten-year plan to address CSOs. He said his office hears about CSOs the whole time but there is not enough infrastructure money to go around.

Kelly Bovio said that the staff supporting Rep. Custer, Pappas and Trahan are trying to put together a summit of stakeholders from both states.

Rep. Mirra said it has to become as big a problem for NH as it is for MA. He also referred to PFAS (Per- and Polyfluoroalkyl Substances) as coming from New Hampshire. Selectman Parker said that some of this is coming from MA initially then being transported to NH where’s it’s again discharged downstream.

Rep. Moulton said that PFAS was a big issue in the Defense Bill but there was not consensus about the urgency or seriousness of the issue, or how quickly to move.

Rep. Mirra said that Federal support of dredging would be a huge help, especially for Plum Island to help protect coastal areas.

Kelly Bovio referred to an upcoming meeting on this topic with the Army Corps of Engineers. She said there are a number of smaller rivers and harbors in the sixth district, and it can be tough to get projects funded unless they can be shown to be economic drivers.

Rep. Mirra said we need to expedite permitting for dredging to benefit Plum Island. He also noted that off-shore wind turbines are being held up at the Federal level.

Rep. Moulton cited the closure of nuclear power plants as a factor in why the U.S. will miss our carbon reduction targets, and said MIT is doing work on next generation nuclear technology. There was discussion of nuclear plants and the perceived v. actual risk.

Selectman Archibald introduced the topic of solid waste and recycling costs. Rep. Moulton discussed the need to figure out how to reuse, noting that aluminum recycling makes a lot of sense. Selectman O'Neil said in the old days towns got paid for recycling, but now it's costing towns more per ton than disposal of trash. Rep. Moulton said we need long-term life cycle costs, and financial incentives to reduce waste. Selectman Parker agreed that the solution needs to be market driven, and that incentives are needed for producers of waste to produce items with less waste by-product.

Rep. Moulton suggested that labeling standards could be set regarding how companies are using packaging, akin to a carbon score.

Rep. Mirra discussed the potential to update the sub-surface natural gas transmission system. Selectman Parker spoke about the potential for distributed geothermal, noting that Eversource has a pilot program.

At approximately 5:53 PM the meeting disbanded.

Respectfully submitted,

Angus Jennings, Town Manager

Town Manager



Good Morning,

Attached is the required 25% preliminary design submission to MassDOT. I was planning on submitting it to MassDOT on Tuesday 1/21/2020.

If you have questions please let me know.

Thank you,
Micah

Micah Morrison, P.E., S.E. | Senior Associate / Manager of Structural Engineering

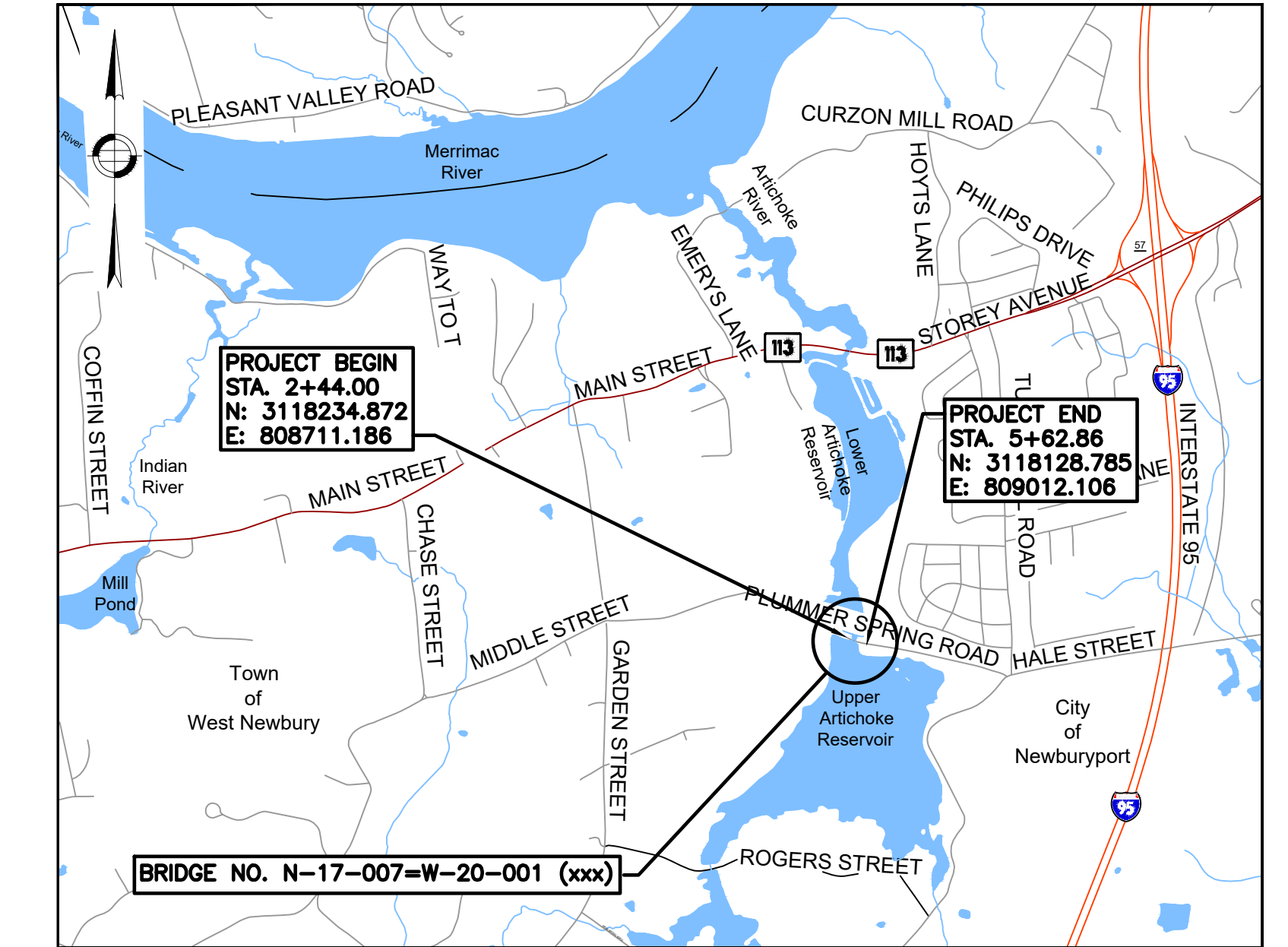
BSC Group



**NEWBURYPORT=WEST NEWBURY
PLUMMER SPRING ROAD/MIDDLE STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

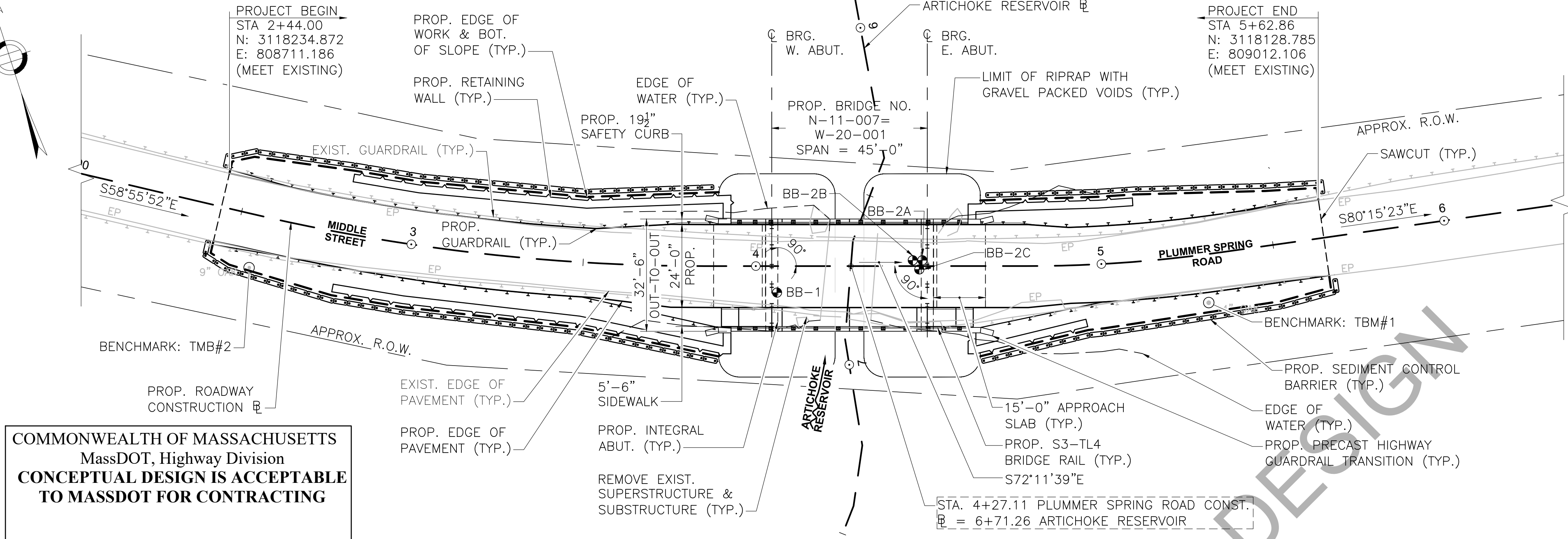
KEY PLAN, LOCUS & PROFILES



LOCUS PLAN
SCALE: 1" = 2000'

INDEX

SHEET NO.	DESCRIPTION
1 OF 20	KEY PLAN, LOCUS & PROFILES
2 OF 20	GENERAL NOTES
3 OF 20	BORING LOG BB-1
4 OF 20	BORING LOG BB-2A
5 OF 20	BORING LOG BB-2C
6 OF 20	PROPOSED PLAN & ELEVATION
7 OF 20	EXISTING CONDITIONS
8 OF 20	ABUTMENT PLAN & SECTION
9 OF 20	ABUTMENT DETAILS
10 OF 20	WINGWALL & STRIATION DETAILS
11 OF 20	FRAMING PLAN & BEAM DETAILS
12 OF 20	TRANSVERSE SECTION & DECK DETAILS (1/2)
13 OF 20	DECK DETAILS (2/2)
14 OF 20	PRECAST HIGHWAY GUARDRAIL TRANSITION BASE DETAILS AT SAFETY CURB
15 OF 20	PRECAST HIGHWAY GUARDRAIL TRANSITION BASE DETAILS AT SIDEWALK
16 OF 20	APPROACH SLAB & MISCELLANEOUS DETAILS
17 OF 20	HIGHWAY GUARDRAIL TRANSITION S3-T34 (1/2)
18 OF 20	HIGHWAY GUARDRAIL TRANSITION S3-TL4 (2/2)
19 OF 20	S3-TL4 RAILING DETAILS (1/2)
20 OF 20	S3-TL4 RAILING DETAILS (2/2)

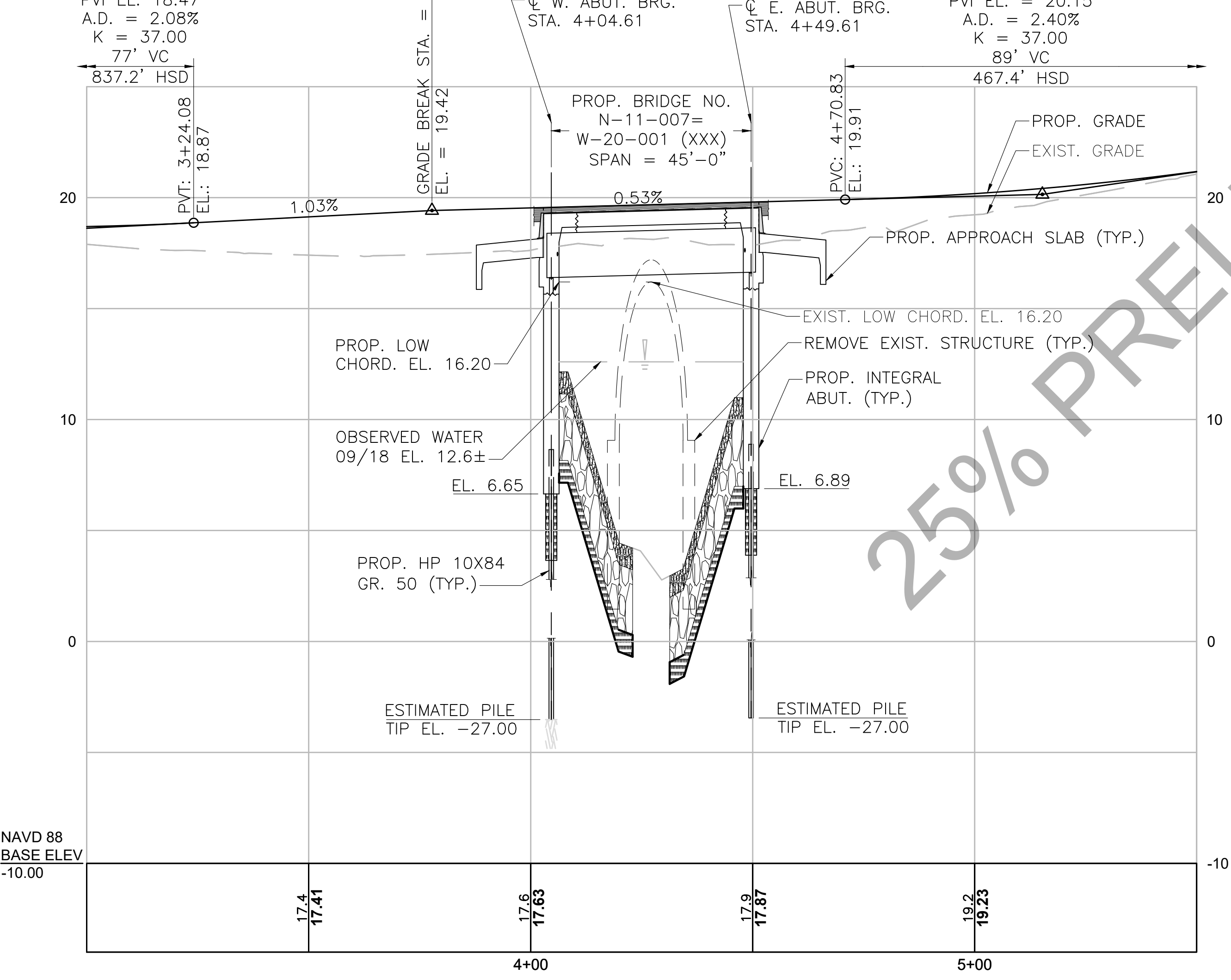


KEY PLAN
SCALE: 1" = 20'

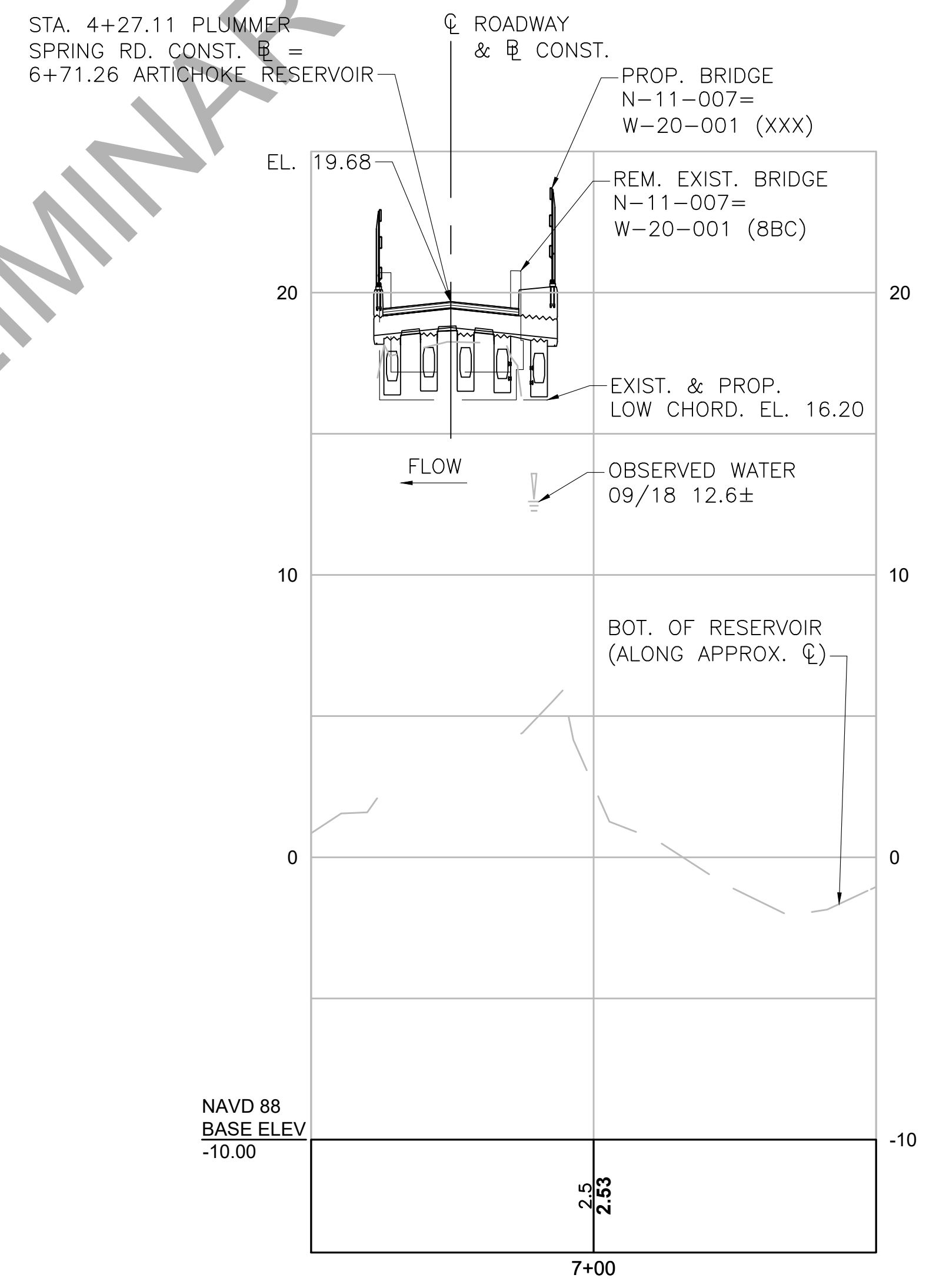
COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
**CONCEPTUAL DESIGN IS ACCEPTABLE
TO MASSDOT FOR CONTRACTING**

STATE BRIDGE ENGINEER _____ DATE _____

LOW POINT EL. = 18.67
LOW POINT STA. = 2+85.96
PVI STA. = 2+85.59
PVI EL. 18.47
A.D. = 2.08%
K = 37.00
77' VC



ROADWAY PROFILE
1" = 20' HORIZONTAL
1" = 4' VERTICAL



ARTICHOKE RESERVOIR PROFILE
1" = 20' HORIZONTAL
1" = 4' VERTICAL

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
BRIDGE REPLACEMENT NEWBURYPORT/WEST NEWBURY	
PLUMMER SPRING RD./MIDDLE ST. OVER ARTICHOKE RESERVOIR	
 803 SUMMER STREET BOSTON, MA 02127 (617) 896-4300 www.bscgroup.com	

Drawing name: C:\Users\jmorris\Documents\Projects\Newburyport\Newburyport\110112\110112.dwg
 Plotted on: Thursday, January 16, 2020 7:43 AM
 Plotted by: jmorris

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

GENERAL NOTES

GENERAL NOTES:

DESIGN:

IN ACCORDANCE WITH THE 2017 (8TH EDITION) LRFD SPECIFICATIONS OF THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO) WITH INTERIM SPECIFICATIONS THROUGH 2018 FOR HL-93 LOADING.

BENCH MARK:

BENCHMARK 1: TBM#1
NAIL IN 14" OAK
N=3118121.019, E=808974.433, EL.=22.17

BENCH MARK 2: TBM#2
SPIKE IN 9" OAK
N=3118215.642, E=808713.356, EL.=18.40

ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM (NAVD) OF 1988.

SURVEY:

AN INSTRUMENT FIELD SURVEY WAS PERFORMED BY BSC GROUP IN SEPTEMBER 2018. THE COORDINATES, IN FEET, ARE BASED UPON THE NORTH AMERICAN DATUM OF 1983 (NAD 83)

DATE:

THE DATE USED SHALL BE THE LATEST YEAR OF THE CONTRACT COMPLETION AS OF THE DATE THE BRIDGE IS CONSTRUCTED. BOTH ENDS OF THE BRIDGE SHALL FEATURE THE SAME DATE, SEE SHEET 6 OF 20.

SCALES:

SCALES NOTED ON THE PLANS ARE NOT APPLICABLE TO REDUCED SIZE PRINTS. DIVIDE SCALES BY 2 FOR HALF-SIZED PRINTS (A3).

FOUNDATIONS:

FOUNDATIONS MAY BE ALTERED, IF NECESSARY, TO SUIT CONDITIONS ENCOUNTERED DURING CONSTRUCTION, WITH THE APPROVAL OF THE ENGINEER.

UNSUITABLE MATERIAL:

ALL UNSUITABLE MATERIAL SHALL BE REMOVED WITHIN THE LIMITS OF THE FOUNDATIONS OF THE STRUCTURE, AS DIRECTED BY THE ENGINEER.

SEISMIC GROUND SHAKING HAZARD:

DESIGN RETURN PERIOD: 1000 YEARS

DESIGN SPECTRA:

A_s = 0.149
S_{ps} = 0.290
S_{DI} = 0.101

SITE CLASS = D

SEISMIC DESIGN CATEGORY (SDC) = A

ANCHOR BOLTS:

ALL ANCHOR BOLTS (BRIDGE RAILING) SHALL BE SET BY A TEMPLATE BEFORE THE CONCRETE IS PLACED.

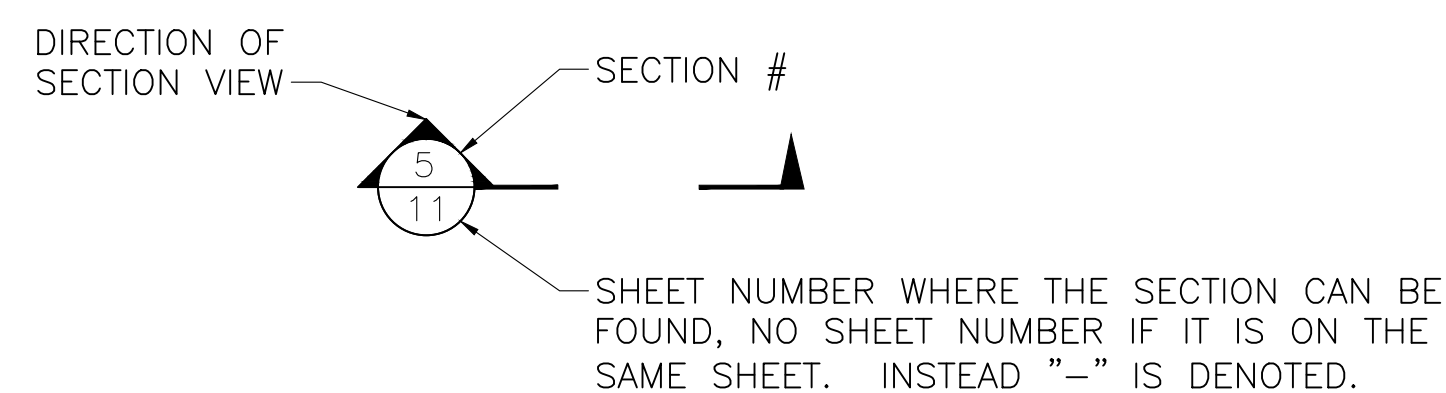
REINFORCEMENT:

REINFORCING STEEL SHALL CONFORM TO THE REQUIREMENTS OF AASHTO M31 GRADE 60. UNLESS OTHERWISE NOTED ON THE CONSTRUCTION DRAWING, ALL BARS SHALL BE LAPPED AS FOLLOWS:

MODIFICATION CONDITION	#4 BARS	#5 BARS	#6 BARS	#7 BARS	#8 BARS
1. NONE	21"	26"	31"	39"	51"
2. 12" OF CONCRETE BELOW BAR	29"	36"	43"	54"	71"
3. COATED BARS, COVER < 3d _b , OR CLEAR SPACING < 6d _b	31"	39"	46"	58"	76"
4. COATED BARS, ALL OTHER CASES	25"	31"	37"	47"	61"
5. CONDITION 2. AND 3.	35"	44"	53"	66"	86"
6. CONDITION 2. AND 4.	34"	43"	52"	65"	85"

IF THE ABOVE BARS ARE SPACED 6" OR MORE ON CENTER, THE LAP LENGTH SHALL BE 80% OF THE LAP LENGTH GIVEN ABOVE. ALL OTHER BARS SHALL BE LAPPED AS SHOWN ON THE CONSTRUCTION DRAWINGS.

SECTION MARK:



EXISTING CONDITIONS:

ALL DIMENSIONS AND DETAILS SHOWN FOR THE EXISTING STRUCTURE ARE NOT GUARANTEED TO BE CORRECT. MASSDOT, THE CITY OF NEWBURYPORT AND TOWN OF WEST NEWBURY DO NOT HAVE ANY EXISTING PLANS OF THE STRUCTURE. THE CONTRACTOR SHALL DETERMINE AND ESTABLISH ALL DIMENSIONS AND DETAILS NECESSARY FOR THE COMPLETION OF ALL WORK BY FIELD MEASUREMENT AND SURVEY.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY AND ADEQUACY THEREOF AND SHALL NOT COMMENCE ANY FABRICATION UNTIL THEY HAVE MADE THE REQUIRED MEASUREMENTS ON THE ACTUAL STRUCTURE AND THE SUBMITTED SHOP DRAWINGS HAVE BEEN APPROVED BY THE ENGINEER. SHOP DRAWINGS SHALL STATE THAT THE EXISTING DIMENSIONS, ANGLES, ELEVATIONS AND FIELD CONDITIONS HAVE BEEN FIELD VERIFIED BY THE CONTRACTOR.

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS REQUIRED FOR THE PROPER PERFORMANCE OF THE WORK. FIELD CONDITIONS MAY EXIST, WHICH DEVIATE FROM THE TYPICAL WORK AND THEORETICAL DIMENSION SHOWN ON THE PLANS. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR FABRICATION AND FIT OF THEIR WORK.

TRAFFIC NOTES:

THE BRIDGE IS CURRENTLY CLOSED WITH A DETOUR IN PLACE. THE BRIDGE WILL REMAIN CLOSED FOR THE DURATION OF BRIDGE CONSTRUCTION. REFER TO THE TRAFFIC MANAGEMENT AND/OR DETOUR PLANS FOR TRAFFIC CONTROL DURING DEMOLITION AND CONSTRUCTION.

UTILITIES:

THE CONTRACTOR SHALL PROTECT FROM DAMAGE, AS NECESSARY, ANY EXISTING UTILITIES/POLES. THE CONTRACTOR SHALL COORDINATE AND COOPERATE WITH THE RESPECTIVE UTILITY OWNERS FOR ALL UTILITIES THAT ARE TO BE TEMPORARILY OR PERMANENTLY RELOCATED FOR THE BRIDGE REPLACEMENT WORK.

CONSTRUCTION:

ANY PERMIT MODIFICATIONS REQUIRED DUE TO THE CONTRACTOR'S MEANS AND METHODS WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL MODIFY ALL REQUIRED PERMITS AND LICENSES AND PAY ALL CHARGES AND FEES INCURRED. THE CONTRACTOR SHALL GIVE ALL NOTICES NECESSARY AND INCIDENT TO THE DUE AND LAWFUL PROSECUTION OF THE WORK, AND SHALL COMPLY WITH ALL LAWS, ORDINANCES, RULES, AND REGULATIONS OF THE FEDERAL GOVERNMENT, THE STATE, THE TOWN/CITY, AND OTHER BODIES HAVING JURISDICTION OVER THE WORK AND ENCOMPASSED BY THE CONTRACT. THE COMPLETION DATE WILL REMAIN AS STATED IN THE CONTRACT DOCUMENTS.

AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE.

CONSTRUCTION JOINTS:

CONSTRUCTION JOINTS, OTHER THAN THOSE SHOWN ON THE PLANS, WILL NOT BE PERMITTED WITHOUT THE APPROVAL OF BSC GROUP.

CONCRETE SCHEDULE:

CONCRETE TYPE	APPLICATION
CAST IN PLACE	
4000 PSI, 1.5 INCH, 565 CEMENT CONCRETE	LOWER INTEGRAL ABUTMENTS & WINGWALLS
4000 PSI, 3/4 INCH, 585 HP CEMENT CONCRETE	DECK SLAB, UPPER INTEGRAL ABUTMENTS & WINGWALLS
4000 PSI, 3/4 INCH, 610 CEMENT CONCRETE	BEAM PEDESTALS
5000 PSI, 3/4 INCH, 685 HP CEMENT CONCRETE	SAFETY CURB & SIDEWALK
PRECAST	
5000 PSI, 3/4 INCH, 685 HP CEMENT CONCRETE	GUARDRAIL TRANSITIONS
4000 PSI, 1.5 INCH, 565 CEMENT CONCRETE	APPROACH SLABS

* SEE SHEET 11 OF 20 FOR PRESTRESSED B36-24 BEAM DETAILS.

GENERAL NOTE:

THE CONTRACTOR MUST COORDINATE ALL WORK WITH THE CITY OF NEWBURYPORT, THE TOWN OF WEST NEWBURY, ALL UTILITY COMPANIES, THE ENGINEER, AND ANY AFFECTED ABUTTERS. WORK SHALL NOT PROCEED WITHOUT WRITTEN APPROVAL FROM THE CITY OF NEWBURYPORT AND THE TOWN OF WEST NEWBURY.

CHAPTER 85 SECTION 35 REVIEW AND APPROVAL:

IN ACCORDANCE AND COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 85 SECTION 35 OF THE MASSACHUSETTS GENERAL LAWS, THE CONTRACTOR SHALL SUBMIT TO THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION ALL CONSTRUCTION DRAWINGS AND DESIGN CALCULATIONS THAT SHALL BE USED TO FABRICATE AND CONSTRUCT THE STRUCTURE DENOTED ON THESE PLANS FOR REVIEW AND APPROVAL. THIS APPROVAL SHALL CONSTITUTE THE FINAL APPROVAL AS STIPULATED BY CHAPTER 85 SECTION 35 OF THE MASSACHUSETTS GENERAL LAWS.

COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
**CONCEPTUAL DESIGN IS ACCEPTABLE
TO MASSDOT FOR CONTRACTING**

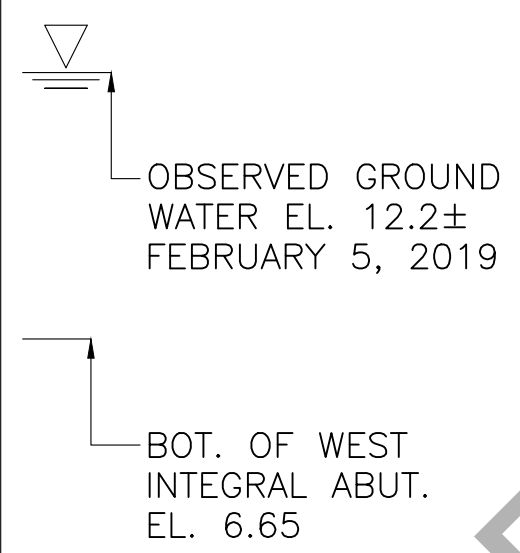
STATE BRIDGE ENGINEER _____ DATE _____

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

BORING LOG BB-1

Driller: Steve Desimone (helpers: Joe Frank)	Equipment: Hammer Wt. 300 lb	Casing: 4"	Sampler: SS	Core: NX	Groundwater: -	Depth (ft):
Start Date: 2/4/2019	Type: HW	Size I.D.: 4"	Date: 2/5	Time: 7am	Water: 5.5'	Hole: 45'
End Date: 2/5/2019	Hammer Wt. 300 lb	140 lb				
Gnd Surface Elev (ft): ~17.7'	Hammer Fall: 30 in	30 in				
Location: See Plan						
Note: Truck mounted Deidrich D50 with Automatic Hammer						

Depth	Case BPF	Sample Data					Stratum	Additional Data	Notes
		No.	Pen/Revy	Depth (ft)	Blows per 6in	Field Test			
		SS-1A	24/16	0.7-1.7	59-20	S-1A, Dry, brown, dense, fine SAND, little Silt, trace Gravel	ASPHALT		1,2
		SS-1B		1.7-2.7	14-8	S-1B, Dry, brown, Hard, Clayey SILT, trace fine Sand	8"		
5		S-2	24/15	5-7	2-3 1 for 12"	Wet, Brown, very loose, fine to medium SAND, little Clayey Silt, trace Gravel	FILL		
10		SS-3	24/14	10-12	3-2 1 for 12"	Wet, Brown, very loose, fine to medium SAND, trace Silt, trace Gravel			
15		SS-4	24/12	15-17	20-7 3-7	Wet, Brown, loose, fine to medium SAND, some Gravel			
20		SS-5	24/20	20-22	3-2 3-3	Gray, medium stiff, CLAY & SILT	CLAY	18.5'	
25		SS-6	24/12	25-27	4-4 5-7	Gray, loose, fine to medium SAND, little Silt, trace Gravel	SAND	23.5'	



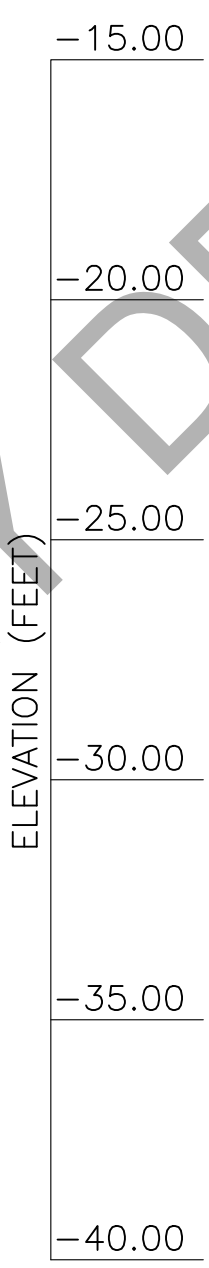
NOTES:
 1. Water level checked prior to starting the second day of drilling.
 2. The upper 15 feet of the boring was completed with 4-inch hollow stem augers.

Order of Sample Description (Modified Burmister) 1. Moisture Content: Dry, Moist, Wet 2. Soil Relative Density or Consistency 3. Color 4. Major Component: Should be capitalized 5. Minor Component: "and" - 35% to 50% minor grain size "some" - 20% to 35% minor grain size "little" - 10% to 20% minor grain size "trace" - < 10% of minor grain size	PENETRATION RESISTANCE (N) GUIDE	
	Cohesionless Soils (Sands) Relative Density / Blows per Foot Very Loose >> 0-4 Loose >> 4-10 Medium Dense >> 10-30 Dense >> 30-50 Very Dense >> Over 50	Cohesive Soils (Clays) Consistency / Blows per Foot Very Soft >> Below 2 Soft >> 2-4 Medium Stiff >> 4-8 Stiff >> 8-15 Very Stiff >> 15-30 Hard >> Over 30

NOTES:
 1. LOCATION OF BORINGS SHOWN ON THE PLAN THUS: BB-# .
 2. BORINGS ARE TAKEN FOR PURPOSE OF DESIGN AND SHOW CONDITIONS AT BORING POINTS ONLY, BUT DO NOT NECESSARILY SHOW THE NATURE OF THE MATERIALS TO BE ENCOUNTERED DURING CONSTRUCTION.
 3. WATER LEVELS SHOWN ON THE BORINGS LOGS WERE OBSERVED AT THE TIME OF TAKING BORINGS AND DO NOT NECESSARILY SHOW THE TRUE GROUND WATER LEVEL.
 4. FIGURES IN COLUMNS INDICATE NUMBER OF BLOWS REQUIRED TO DRIVE A 1 1/8" I.D. SPLIT SPOON SAMPLER 6" USING A 140 POUND WEIGHT FALLING 30".

CONTINUATION -

Depth	Case BPF	Sample Data					Stratum	Additional Data	Notes
		No.	Pen/Revy	Depth (ft)	Blows per 6in	Field Test Results			
30		SS-7A	24/14	30-31	10-7	SS-7A, Gray, medium dense, fine to medium SAND, little Gravel, trace Silt	SAND	31'	
		SS-7B		31-32	17-12				
35		S-8	24/12	35-37	17-24 36-31	Gray, very dense, GRAVEL, some fine to coarse Sand, trace Clayey Silt	GLACIAL TILL		
40		SS-9	24/10	40-42	37-37 45-51	Gray, very dense, fine to medium SAND, little Gravel, little Silt			
45		SS-10	2/0	45-45.2	100 for 2"	No Recovery		44'	
		C-1	60/51	45.2-50.2	5:45 min 6:30 min 6:45 min 6:15 min	Gray, slightly to moderately weathered, moderately to highly fractured, medium grained, moderately hard, TONALITE/ GRANODIORITE	BEDROCK		
50		C-2	60/54	50.2-55.2	4:45 min 4:00 min 6:00 min 6:30 min 6:30 min	Gray, slightly to moderately weathered, moderately to highly fractured, medium grained, moderately hard, TONALITE/ GRANODIORITE			
55						Bottom of boring at 55.2 feet below ground surface with 10 foot rock core.		55.2'	



NOTES:
 3. Based on drilling action top of rock is at approximately 44 feet below ground surface.

Order of Sample Description (Modified Burmister) 1. Moisture Content: Dry, Moist, Wet 2. Soil Relative Density or Consistency 3. Color 4. Major Component: Should be capitalized 5. Minor Component: "and" - 35% to 50% minor grain size "some" - 20% to 35% minor grain size "little" - 10% to 20% minor grain size "trace" - < 10% of minor grain size	PENETRATION RESISTANCE (N) GUIDE	
	Cohesionless Soils (Sands) Relative Density / Blows per Foot Very Loose >> 0-4 Loose >> 4-10 Medium Dense >> 10-30 Dense >> 30-50 Very Dense >> Over 50	Cohesive Soils (Clays) Consistency / Blows per Foot Very Soft >> Below 2 Soft >> 2-4 Medium Stiff >> 4-8 Stiff >> 8-15 Very Stiff >> 15-30 Hard >> Over 30

3 APPROXIMATE E. PILE TIP EL. -27.00

COMMONWEALTH OF MASSACHUSETTS
 MassDOT, Highway Division
CONCEPTUAL DESIGN IS ACCEPTABLE TO MASSDOT FOR CONTRACTING
 STATE BRIDGE ENGINEER _____ DATE _____

BORING LOG BB-1
 SCALE: 1/4" = 1'-0"

Drawn by: C:\Users\james\OneDrive\Documents\james\james\11011\Boring Log BB-1.dwg
 Plotted on: Thursday, January 16, 2020 10:25:11 AM
 Plotted by: james

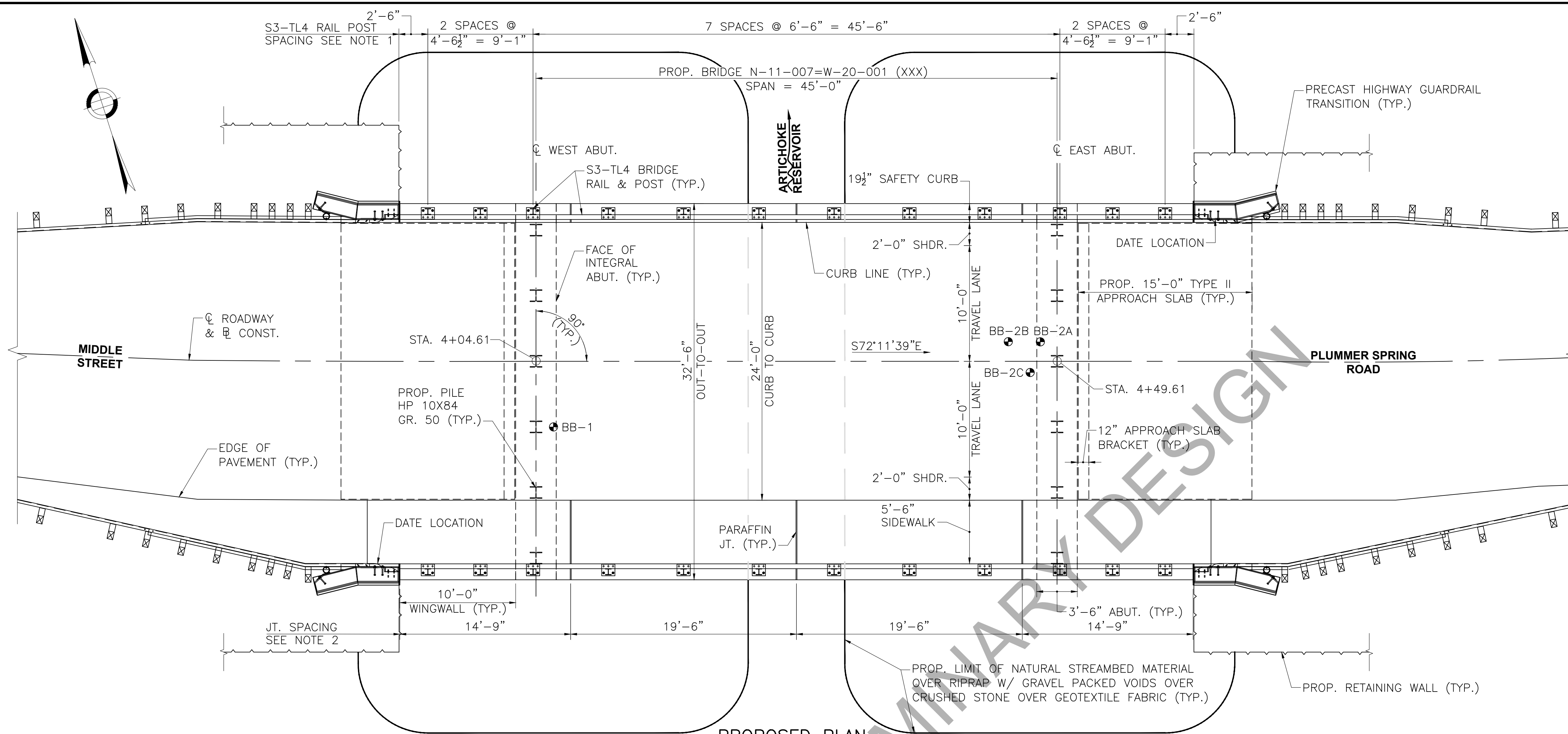
**NEWBURYPORT=WEST NEWBURY
PLUMMER SPRING ROAD/MIDDLE STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

PROPOSED PLAN & ELEVATION

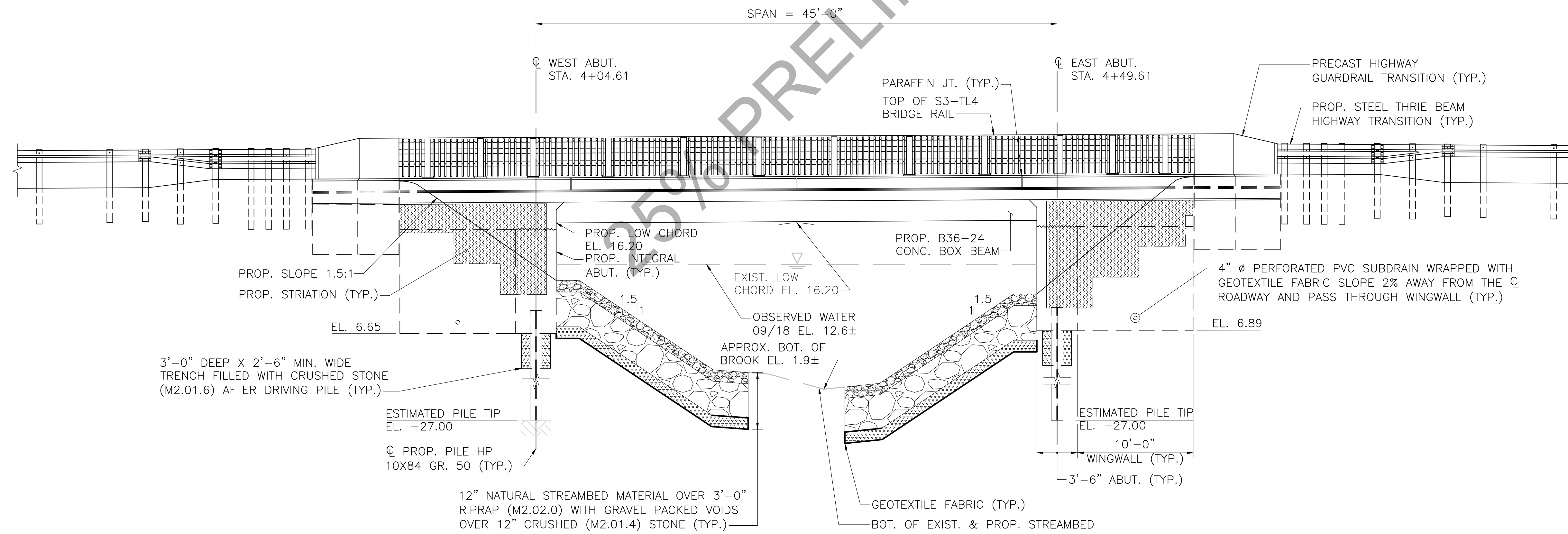
NOTES:

- BRIDGE RAIL POST SPACING IS DIMENSIONED FROM FACE OF PRECAST HIGHWAY TRANSITION TO CENTER LINE OF POST.
- PARAFFIN JOINT IS DIMENSIONED FROM START OF BRIDGE SAFETY CURB TO CENTER LINE OF JOINT.
- SEE SHEET 14 & 15 OF 20 FOR ADDITIONAL ELEVATIONS.



PROPOSED PLAN

SCALE: 3/16" = 1'-0"



PROPOSED SOUTH ELEVATION

SCALE: 3/16" = 1'-0"

COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
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STATE BRIDGE ENGINEER _____ DATE _____

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

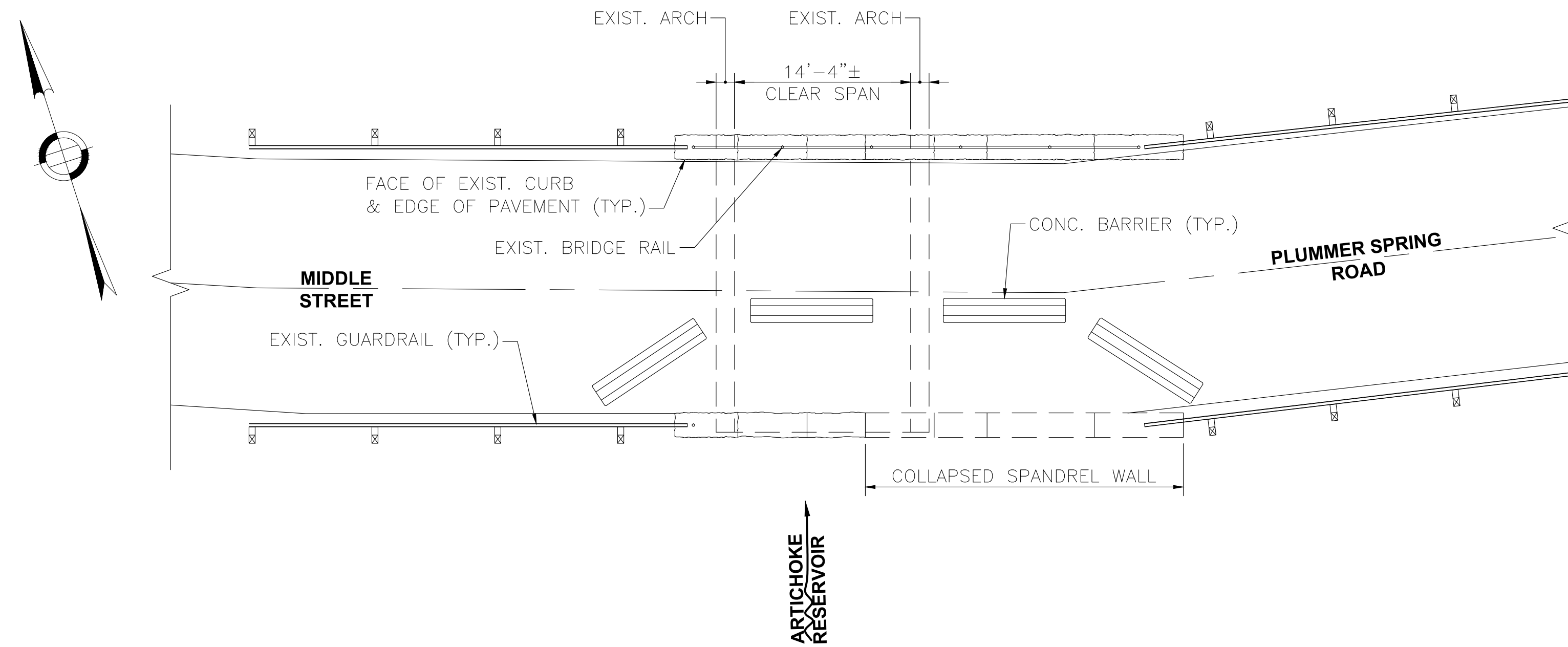
**NEWBURYPORT=WEST NEWBURY
PLUMMER SPRING ROAD/MIDDLE STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

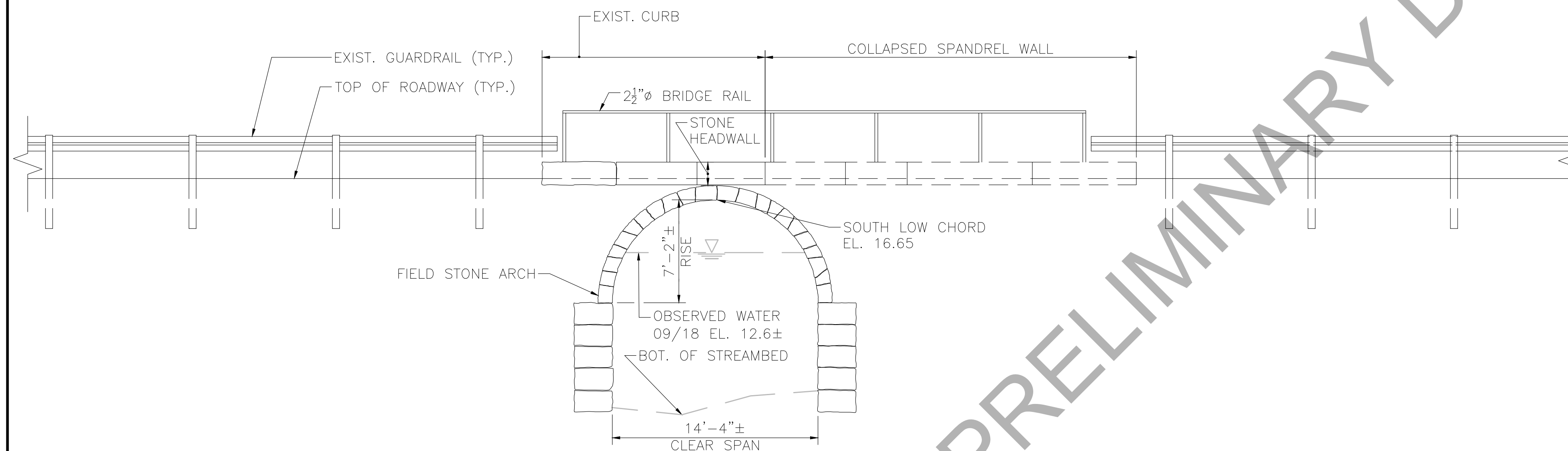
EXISTING CONDITIONS

NOTES:

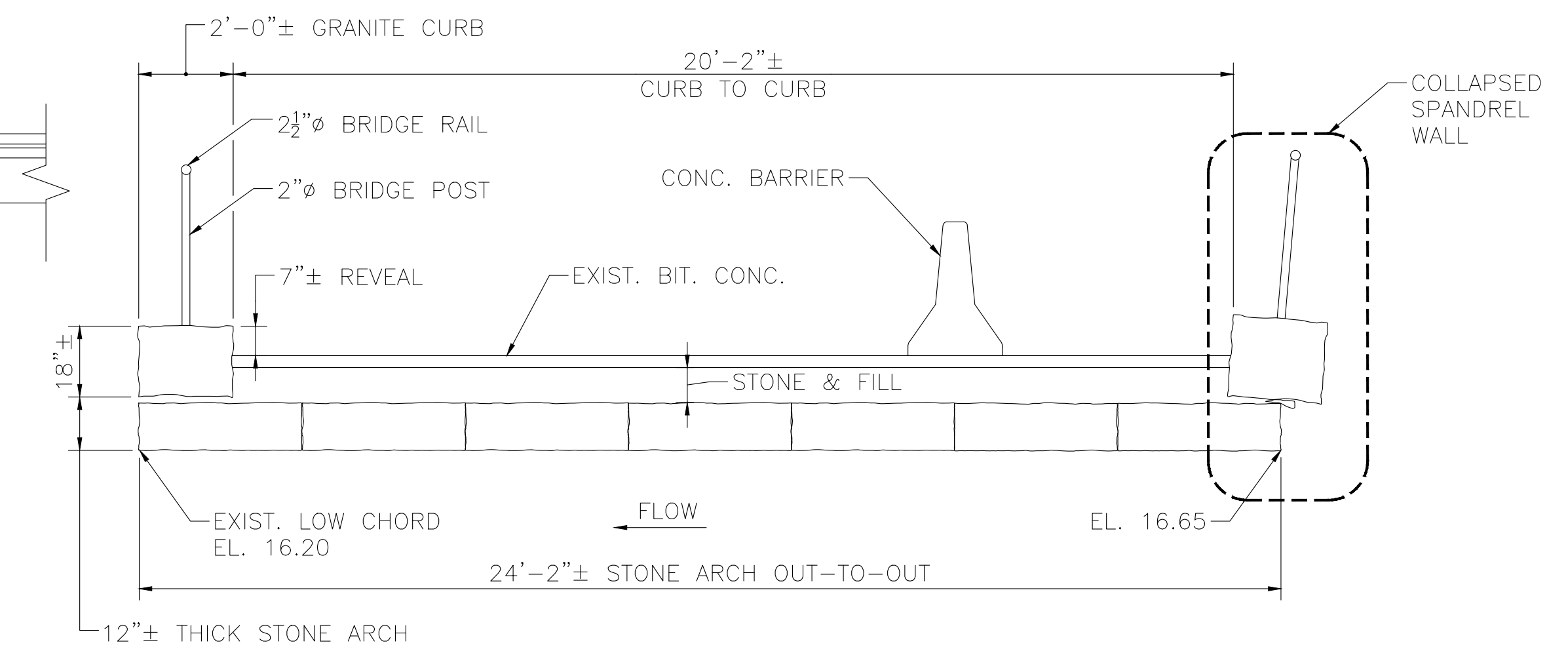
1. THE ENTIRE EXISTING BRIDGE AND SUBSTRUCTURE WILL BE DEMOLISHED INCLUDING ALL WINGWALLS, ARCH AND FOOTINGS.
2. SKETCHES WERE BASED OFF LIMITED EXPLORATORY INVESTIGATION AND ARE CONCEPTUAL ONLY. THE CONTRACTOR SHALL DETERMINE AND ESTABLISH ALL DIMENSIONS AND DETAILS NECESSARY FOR COMPLETION OF ALL WORK BY FIELD MEASUREMENTS AND SURVEY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADEQUACY AND ACCURACY THEREOF, AND SHALL NOT ORDER ANY MATERIAL OR COMMENCE ANY FABRICATION UNTIL HE/SHE HAS MADE THE REQUIRED MEASUREMENTS AND THE EXTENT OF THE PROPOSED WORK HAS BEEN APPROVED BY THE ENGINEER.
3. ALL DEMOLITION ACTIVITIES SHALL OCCUR IN THE DRY.
4. CONTRACTOR SHALL SUBMIT A CONTROL OF WATER, TEMPORARY PROTECTIVE SHIELDING, DEMOLITION PLAN AND PROCEDURE BEFORE THE START OF DEMOLITION.
5. THE CONTRACTOR SHALL DISPOSE OF ANY DEMOLITION DEBRIS, CONSTRUCTION DEBRIS, WOOD WASTES, CONTAMINATED SOILS, HAZARDOUS MATERIALS AND OTHER MATERIALS OR SPECIAL WASTES IN STRICT ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS.
6. THE CONTRACTOR MUST COORDINATE ALL WORK WITH THE CITY OF NEWBURYPORT AND THE TOWN OF WEST NEWBURY, THE ENGINEER AND ANY EFFECTED ABUTTERS. WORK SHALL NOT PROCEED WITHOUT WRITTEN APPROVAL FROM THE CITY OF NEWBURYPORT AND THE TOWN OF WEST NEWBURY.
7. UTILITIES NOT SHOWN FOR CLARITY.



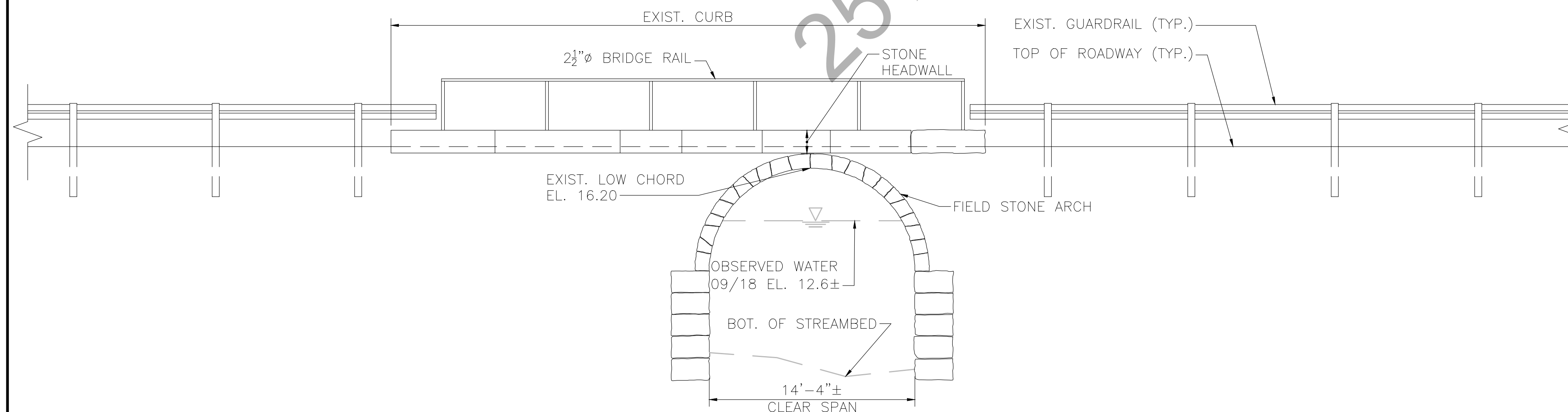
EXISTING PLAN
SCALE: 1/8" = 1'-0"



EXISTING SOUTH ELEVATION
SCALE: 3/16" = 1'-0"



EXISTING TRANSVERSE SECTION
SCALE: 3/8" = 1'-0"



EXISTING NORTH ELEVATION
SCALE: 3/16" = 1'-0"

**COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
CONCEPTUAL DESIGN IS ACCEPTABLE
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STATE BRIDGE ENGINEER _____ DATE _____

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

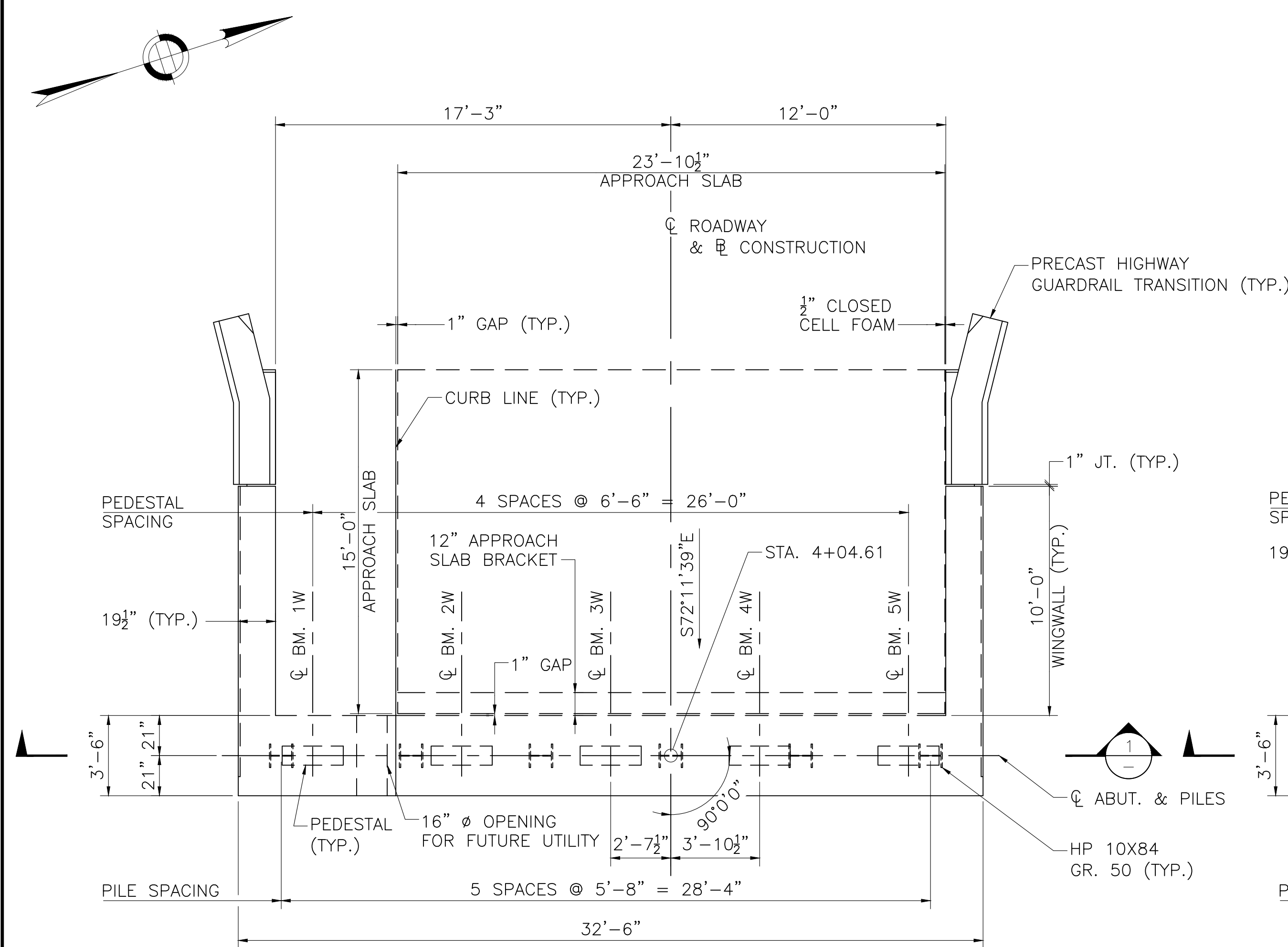
25% PRELIMINARY DESIGN

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PROJECT FILE NO.		N/A	

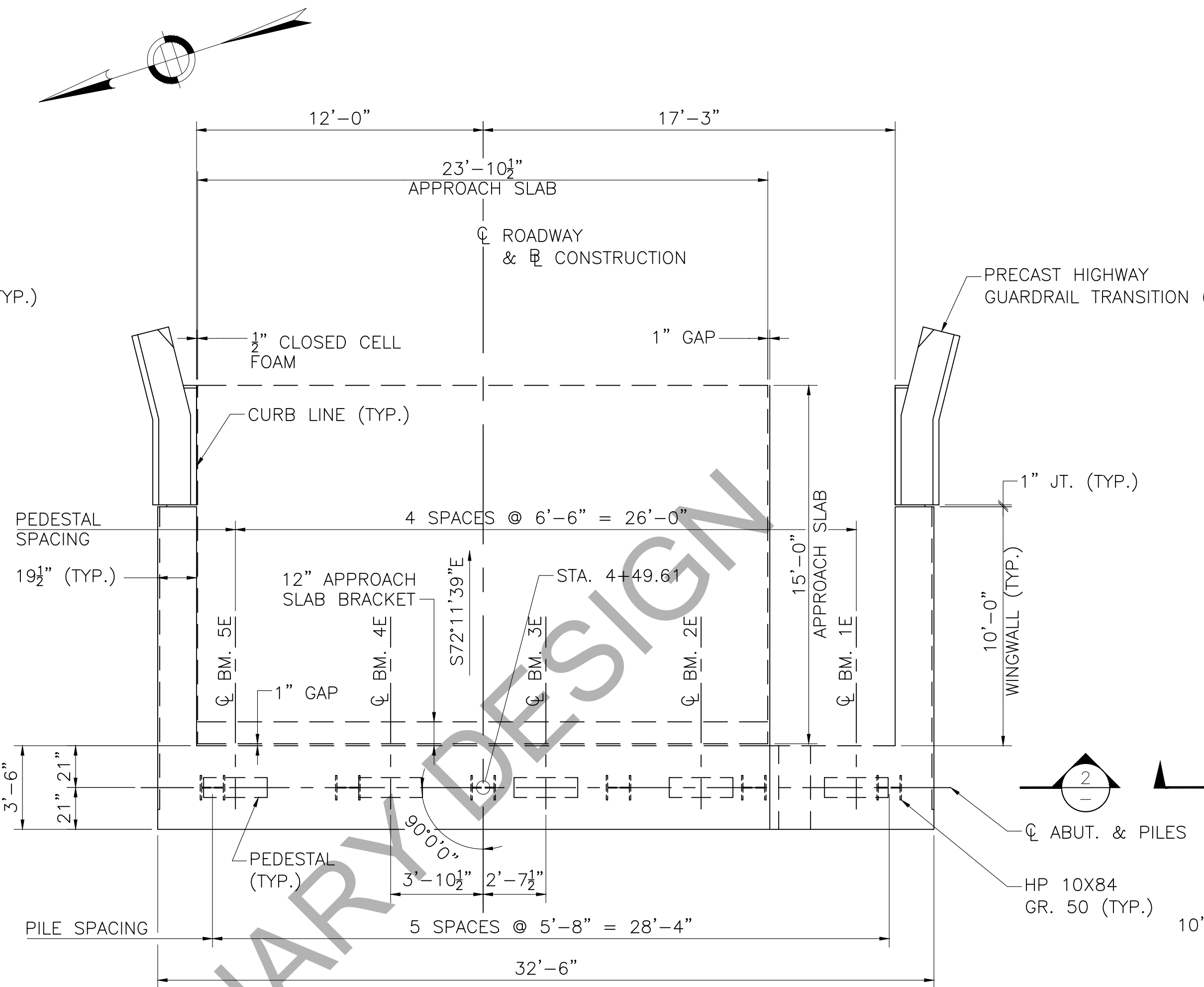
ABUTMENT PLAN & SECTION

NOTES:

- ALL ELEVATIONS ARE SHOWN AT ABUTMENT CENTERLINE.
- DETAILS ABOVE DECK LEVEL ARE NOT SHOWN FOR CLARITY.
- TOP OF PEDESTAL ELEVATIONS DO NOT INCLUDE ERECTION PAD THICKNESS.

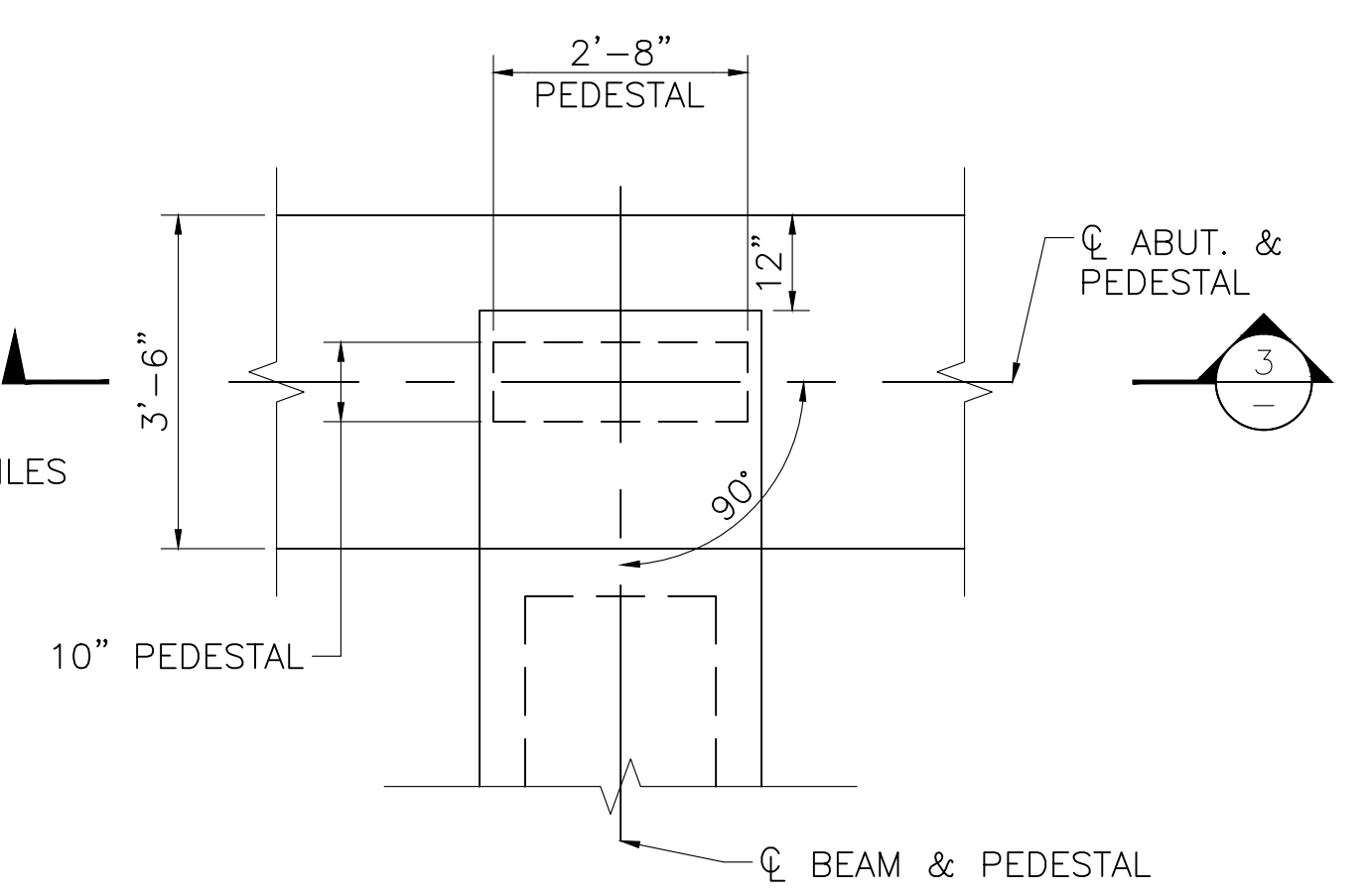


NOTE:
BEAMS NOT SHOWN FOR CLARITY.
WEST ABUTMENT PLAN
SCALE: 1/4" = 1'-0"

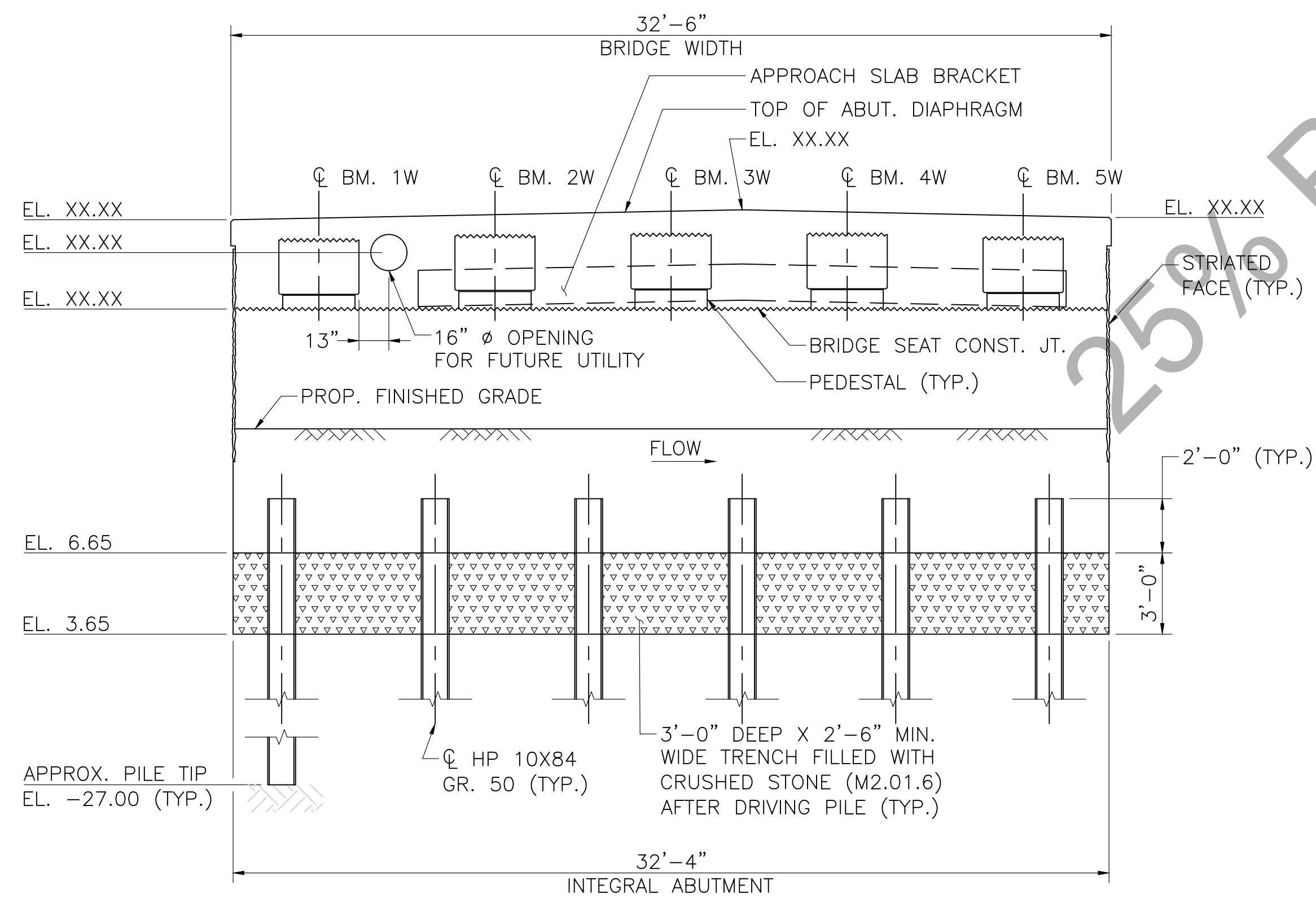


NOTE:
BEAMS NOT SHOWN FOR CLARITY.
EAST ABUTMENT PLAN
SCALE: 1/4" = 1'-0"

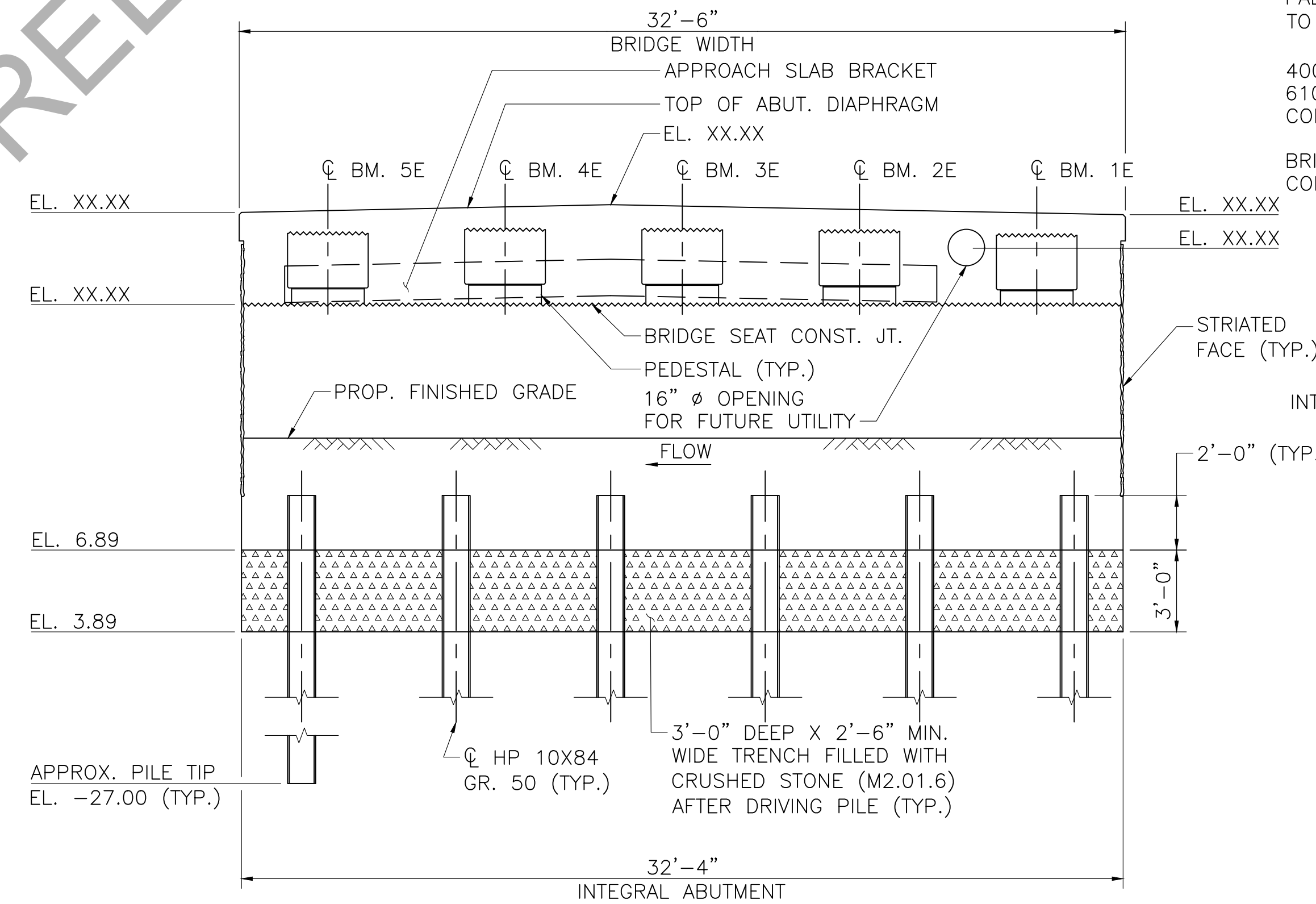
TOP OF PEDESTAL ELEVATIONS			
BM. #1W	XX.XX	BM. #1E	XX.XX
BM. #2W	XX.XX	BM. #2E	XX.XX
BM. #3W	XX.XX	BM. #3E	XX.XX
BM. #4W	XX.XX	BM. #4E	XX.XX
BM. #5W	XX.XX	BM. #5E	XX.XX



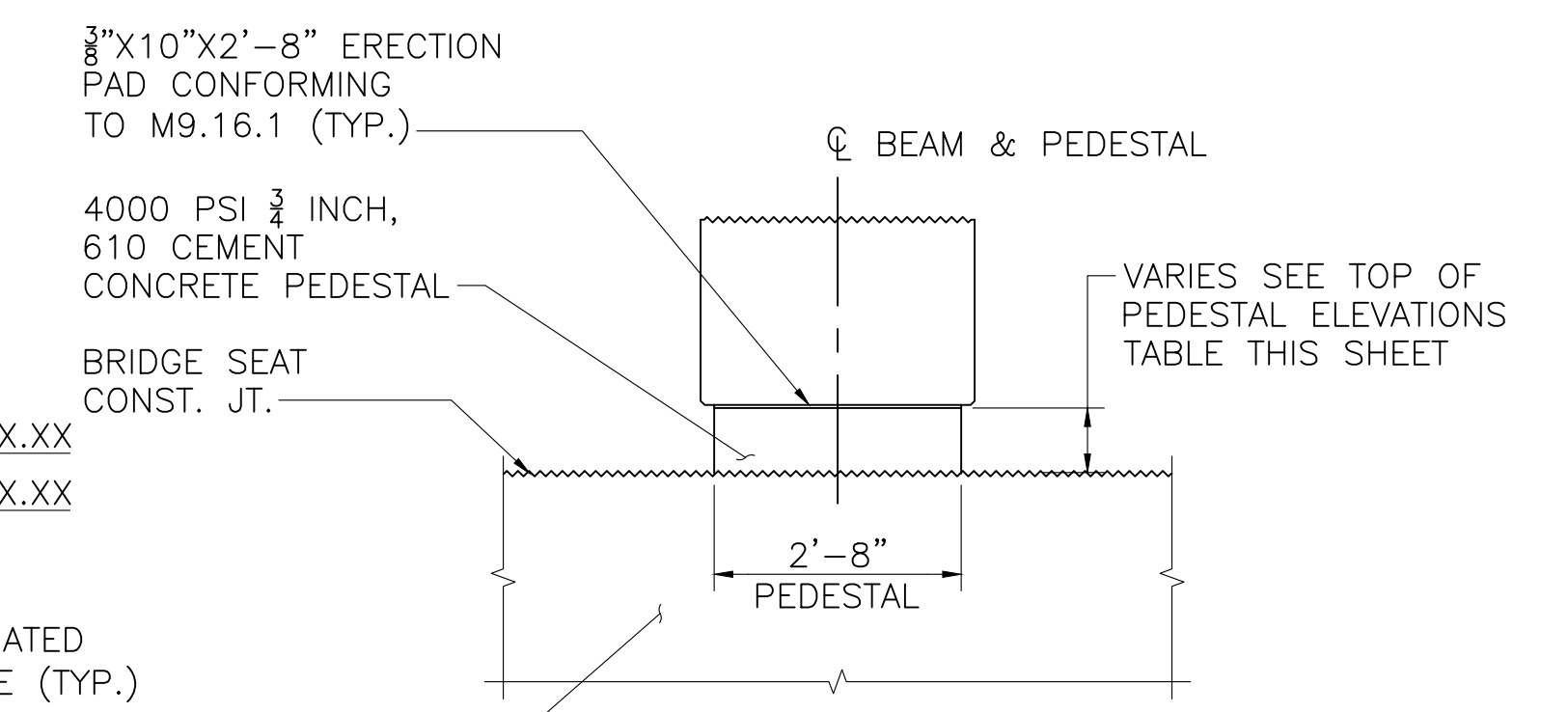
PEDESTAL PLAN
SCALE: 1/2" = 1'-0"



SECTION 1 - WEST ABUTMENT
SCALE: 1/4" = 1'-0"



SECTION 2 - EAST ABUTMENT
SCALE: 1/4" = 1'-0"



SECTION 3
SCALE: 1/2" = 1'-0"

COMMONWEALTH OF MASSACHUSETTS
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 Plotted on: Thursday, January 16, 2020 7:44 AM
 Plotted by: jmorris

2839500_BRF-8-16(N11007=W20001)DWG
 Plotted on: 16-Jan-2020 7:44 AM
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MA	-	XX	XX
PROJECT FILE NO.		N/A	

ABUTMENT DETAILS

CONSTRUCTION NOTES:

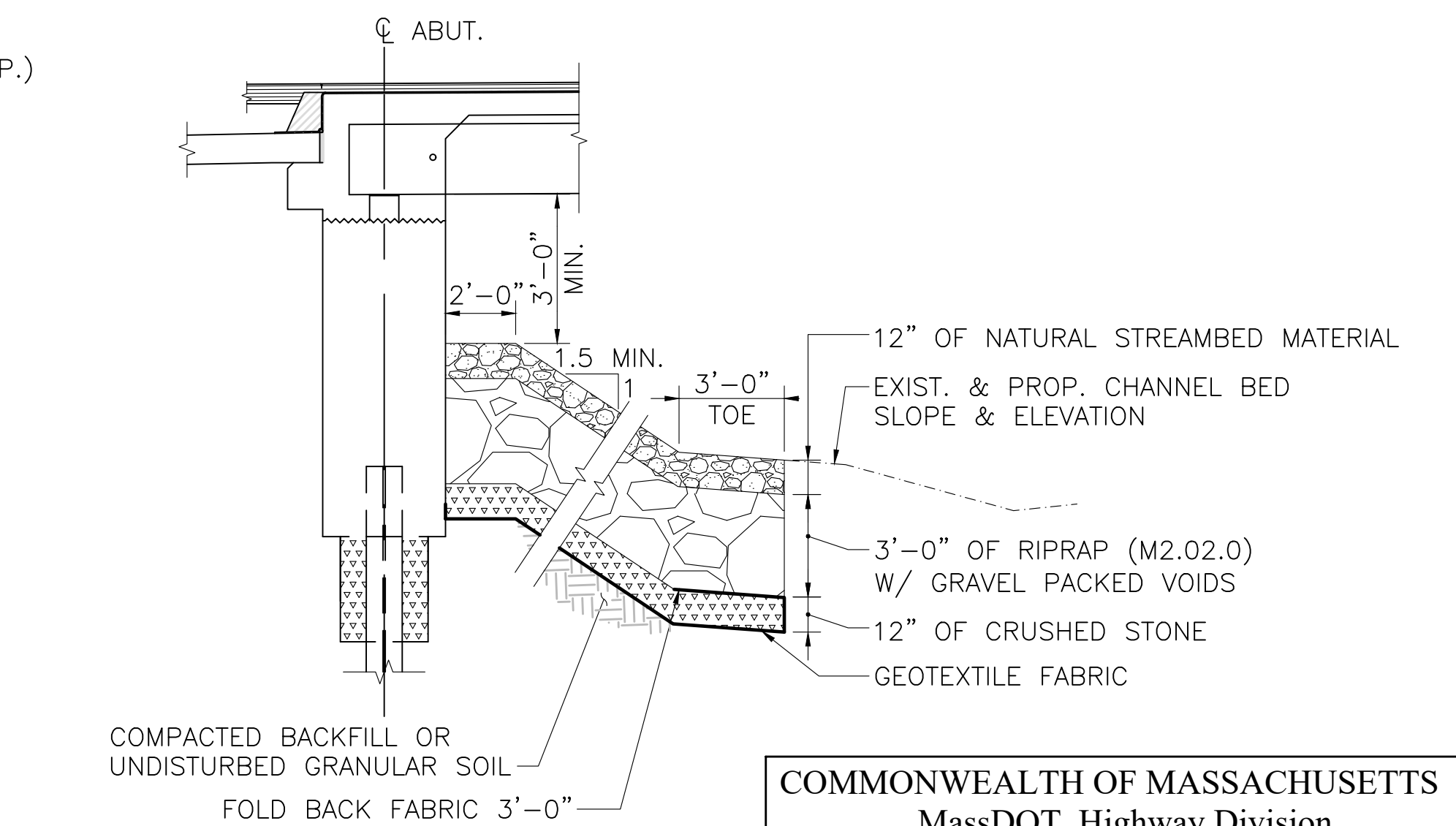
1. ALL REINFORCEMENT SHALL BE COATED.
2. DECK SLAB REINFORCEMENT NOT SHOWN FOR CLARITY. CONTINUE DECK SLAB REINFORCEMENT TO BACK OF ABUTMENT.
3. THE CONTRACTOR SHALL FOLLOW THE DECK PLACEMENT SEQUENCE AS SHOWN ON THESE CONSTRUCTION DRAWINGS (SEE SHEET 13 OF 20).
4. ALL CONCRETE SHALL CONTAIN SUPERPLASTICIZER TO ENSURE ADEQUATE CONSOLIDATION.
5. BOTH ABUTMENTS SHALL BE BACKFILLED SIMULTANEOUSLY. NO MORE THAN TWO (2) FEET OF DIFFERENTIAL BACKFILL HEIGHT SHALL BE PERMITTED. BACKFILLING SHALL NOT BEGIN UNTIL THE ABUTMENT AND DECK CONSTRUCTION IS COMPLETE.
6. THE CONTRACTOR MAY USE MECHANICAL REINFORCING BAR SPLICERS IN LIEU OF TENSION LAP SPLICES TO FACILITATE CONSTRUCTION. HOWEVER, NO ADDITIONAL COMPENSATION WILL BE PROVIDED FOR THE USE OF MECHANICAL REINFORCING BAR SPLICERS. MECHANICAL REINFORCING BAR SPLICERS SHALL BE INSTALLED TO MAKE THIS REINFORCEMENT CONTINUOUS.
7. THE TOP OF THE APPROACH SLAB WATERPROOFING PROTECTIVE COURSE SHALL MATCH THE TOP OF THE ABUTMENT DIAPHRAGM.

INTEGRAL ABUTMENT PILE NOTES:

1. A TRENCH WITH A DEPTH OF 3'-0" AND A MINIMUM WIDTH OF 2'-6" SHALL BE CONSTRUCTED DIRECTLY BELOW THE BOTTOM OF THE PILE CAP ELEVATION. AFTER THE PILES ARE DRIVEN, THE TRENCH SHALL BE FILLED WITH CRUSHED STONE (M2.01.6).
2. NO SPLICES WILL BE PERMITTED.
3. THE FACTORED AXIAL DESIGN LOAD PER PILE IS 217 KIPS AS PER AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS STRENGTH I LOAD COMBINATION.
4. THE FACTORED STRUCTURAL RESISTANCE PER PILE IS 615 KIPS AND IS THE PRODUCT OF THE NOMINAL STRUCTURAL RESISTANCE OF 1230 KIPS AND A RESISTANCE FACTOR OF 0.50.
5. THE FACTORED GEOTECHNICAL PILE RESISTANCE IS 306 KIPS. THE ESTIMATED TIP ELEVATION IS -27 FEET. HEAVY DUTY PILE SHOES SHALL BE INSTALLED ON THE TIPS OF ALL PILES. PREFABRICATED PILE SHOES MAY BE USED IF APPROVED BY THE ENGINEER.
6. DETERMINATION OF THE DRIVEN PILE RESISTANCE, PILE DRIVING CRITERIA, AND PILE INTEGRITY SHALL BE PERFORMED USING THE PDA DRIVING/TESTING METHOD WITH A RESISTANCE FACTOR OF 0.65. PILE SHALL BE INSTALLED TO ACHIEVE A FACTORED DRIVEN RESISTANCE EQUAL TO OR GREATER THAN THE FACTORED AXIAL DESIGN LOAD.
7. THE CONTRACTOR SHALL SUBMIT A PILE SCHEDULE, PILE INSTALLATION, AND PILE DRIVING/TESTING PLAN FOR REVIEW AND APPROVAL OF THE ENGINEER.
8. PILES SHALL CONFORM TO AASHTO M270 GRADE 50.
9. ONE (1) INDICATOR PILE AT EACH ABUTMENT SHALL BE TESTED DURING THE END OF INITIAL DRIVING AND DURING RESTRIKE A MINIMUM OF 24 HOURS AFTER INITIAL DRIVING WITH A PDA.
10. THE MINIMUM REQUIRED TIP ELEVATION TO THE POINT OF FIXITY IS APPROXIMATELY EL. -18.5. THE PILES MAY NEED TO BE DRIVEN GREATER THAN THE REQUIRED GEOTECHNICAL PILE RESISTANCE TO ACHIEVE THE MINIMUM TIP ELEVATION.

REQUIRED PILE LOCATION TOLERANCES:

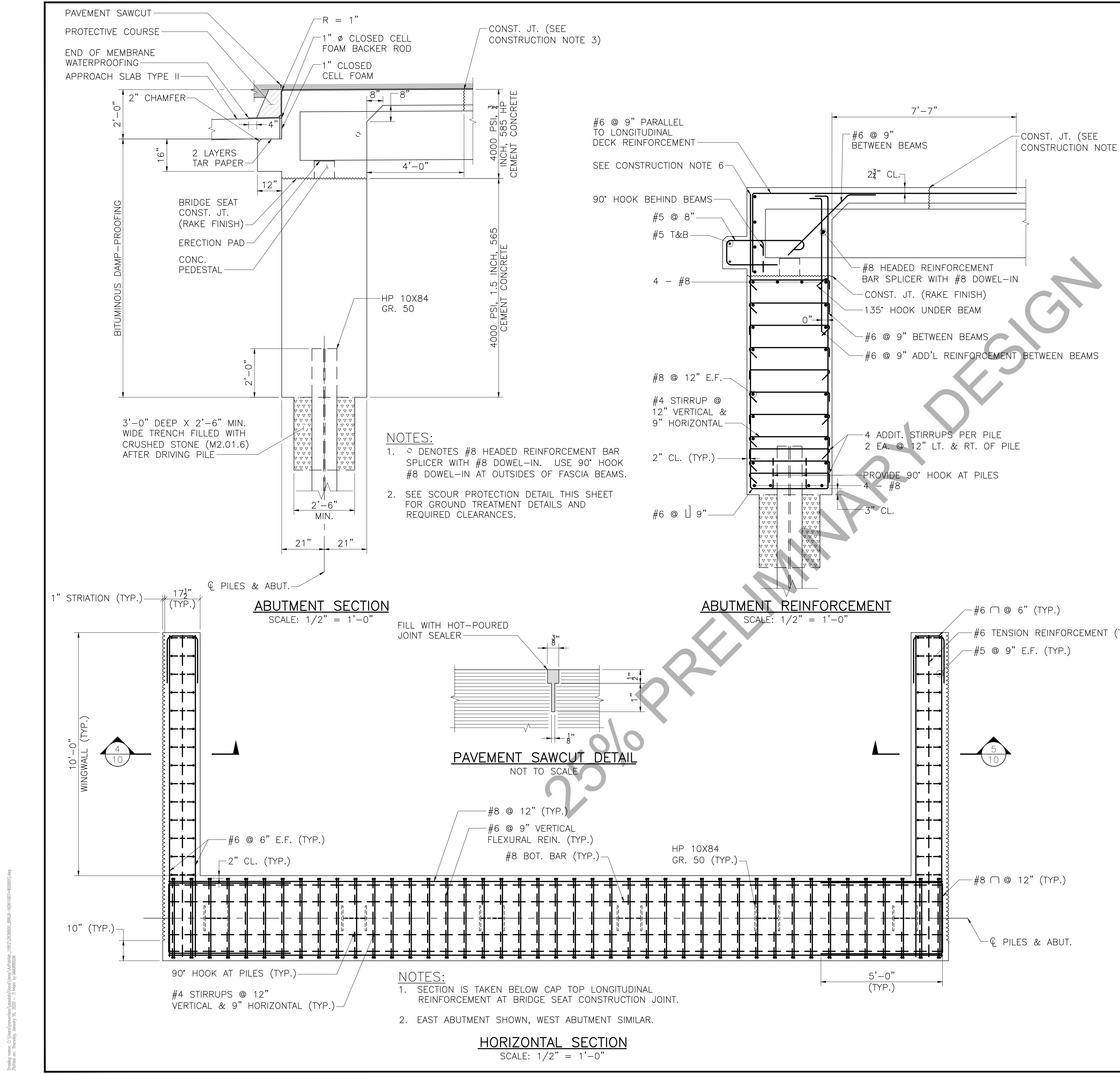
1. CONFORMANCE TO THE FOLLOWING TOLERANCES IS OF EXTREME IMPORTANCE TO FOUNDATIONS OF THIS TYPE.
2. PRIOR TO DRIVING, EACH ABUTMENT PILE SHALL BE HELD BY A TEMPLATE WITHIN 1" OF PLAN LOCATION.
3. AFTER EACH ABUTMENT PILE IS DRIVEN, THE TOP OF THE PILE SHALL BE WITHIN 3" OF PLAN LOCATION.



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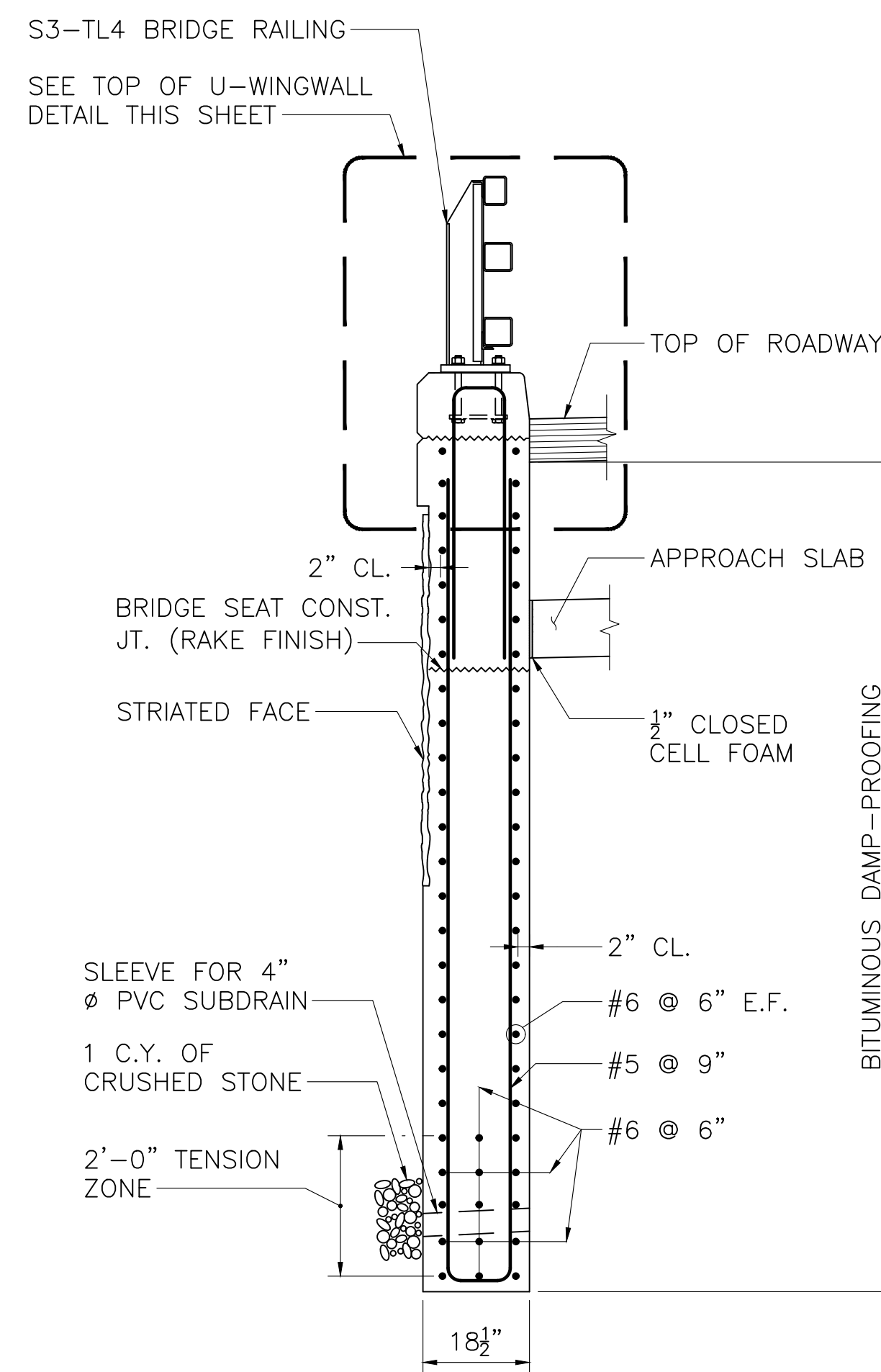
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 Plotted on 16-Jan-2020 7:44 AM
 Plans Submitted (SPX) XX-XX-201X

**NEWBURYPORT=WEST NEWBURY
PLUMMER SPRING ROAD/MIDDLE STREET**

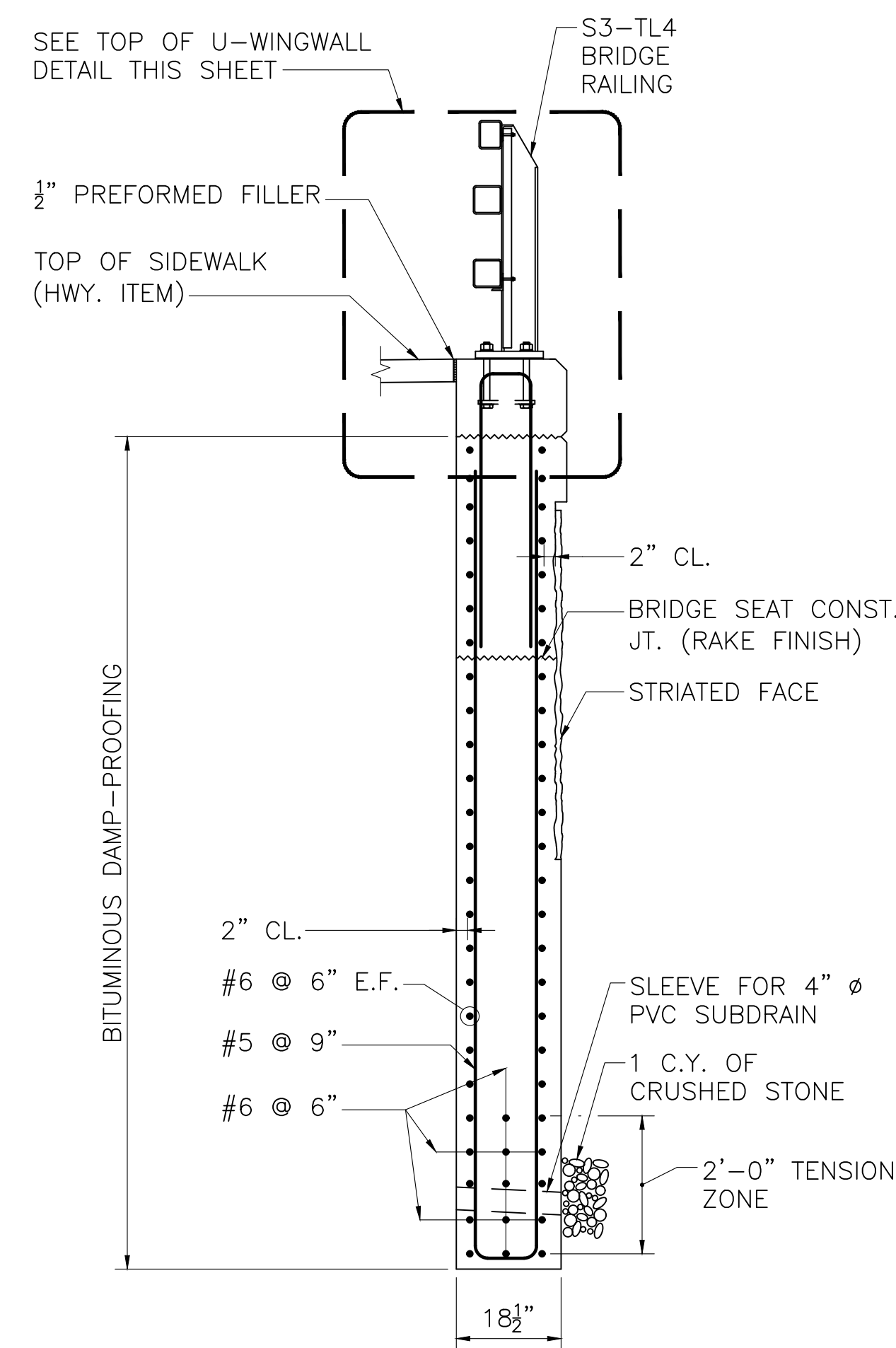
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

WINGWALL & STRIATION DETAILS

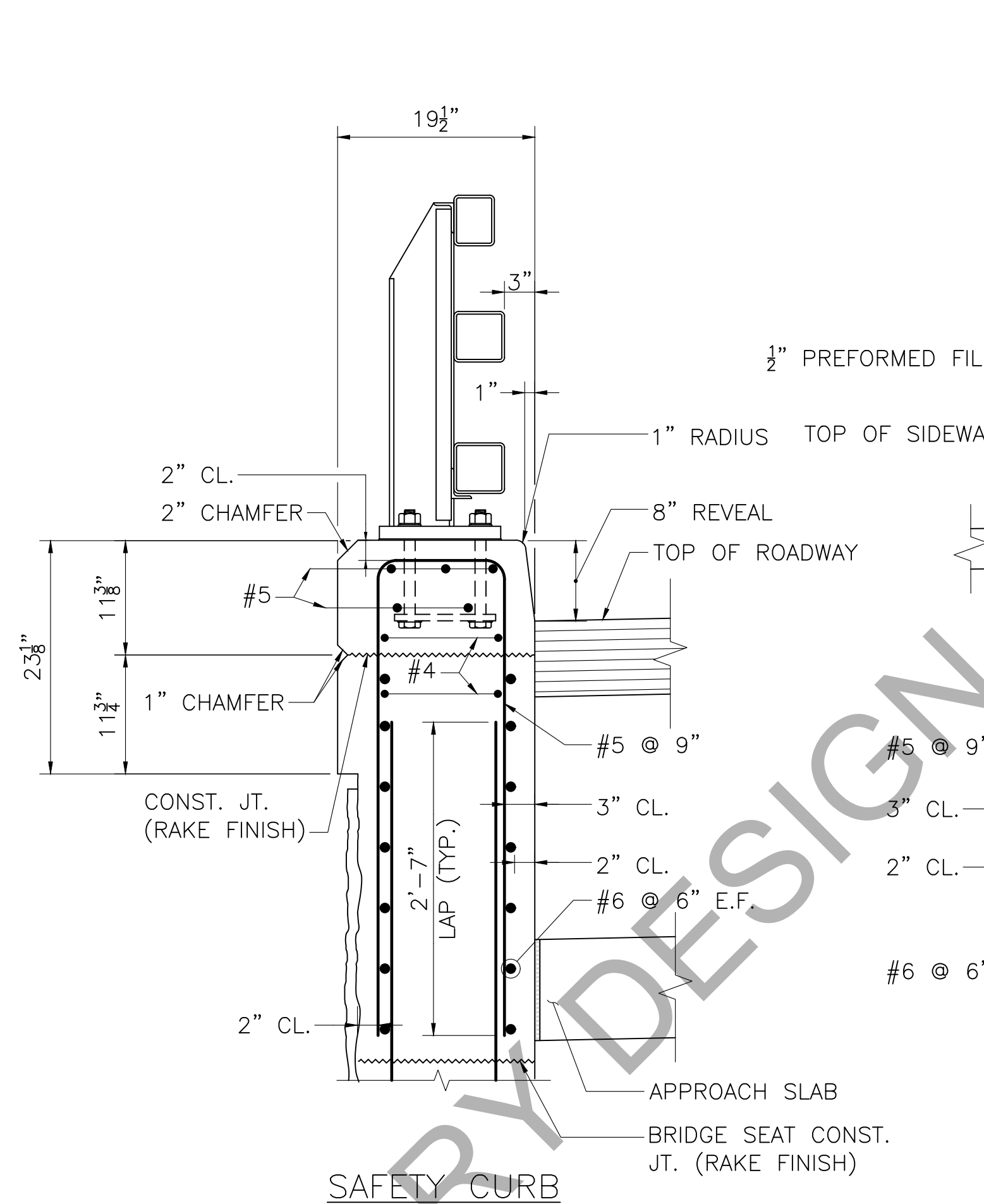
STRIATION NOTE:
THE CONTRACTOR SHALL MAKE SURE THAT THE STRIATION FINS ARE PLUMB AND LINED UP VERTICALLY FROM PANEL TO PANEL FOR THE FULL HEIGHT OF THE WALL.



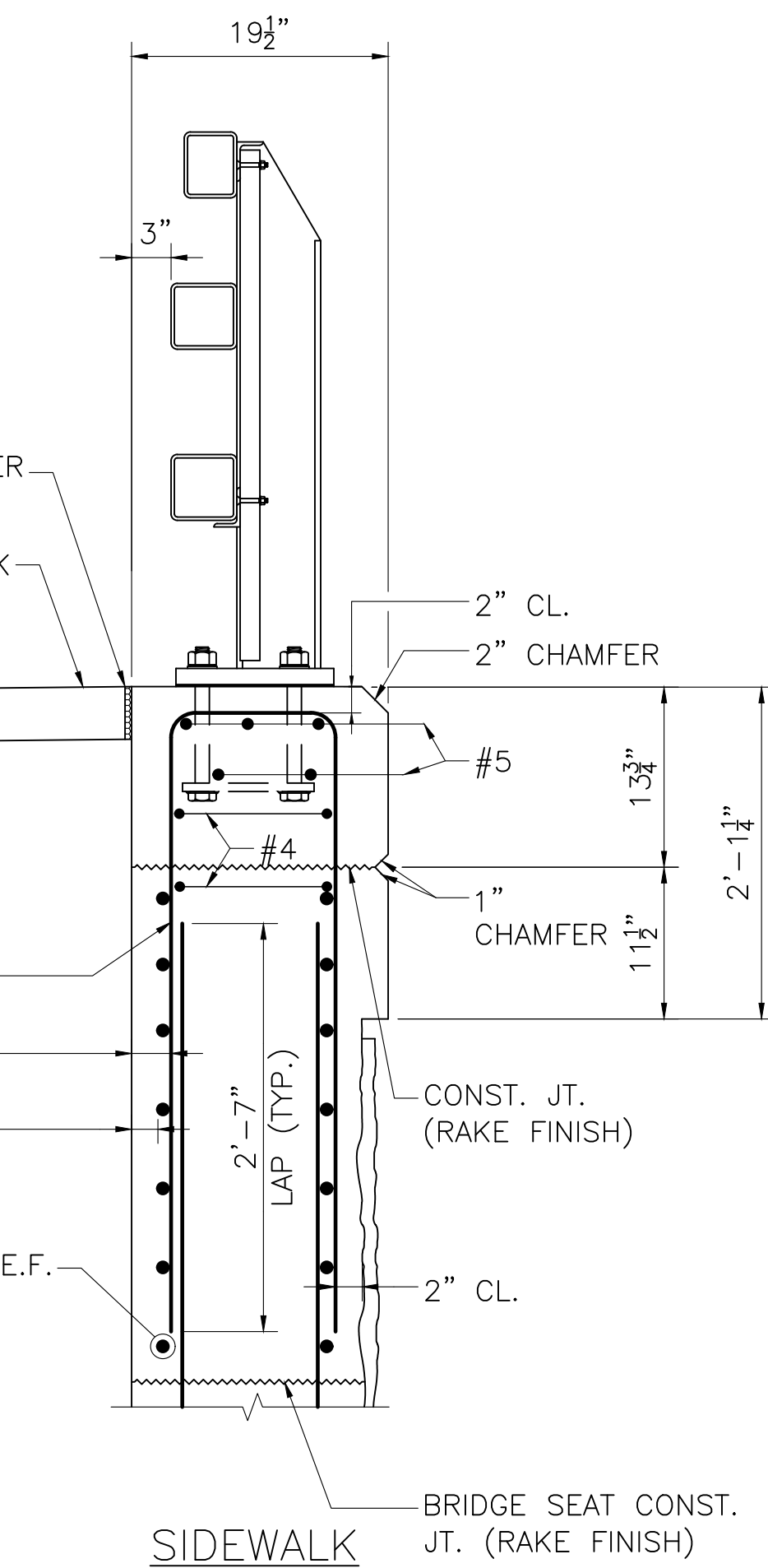
SECTION 4
SCALE: 1/2" = 1'-0"



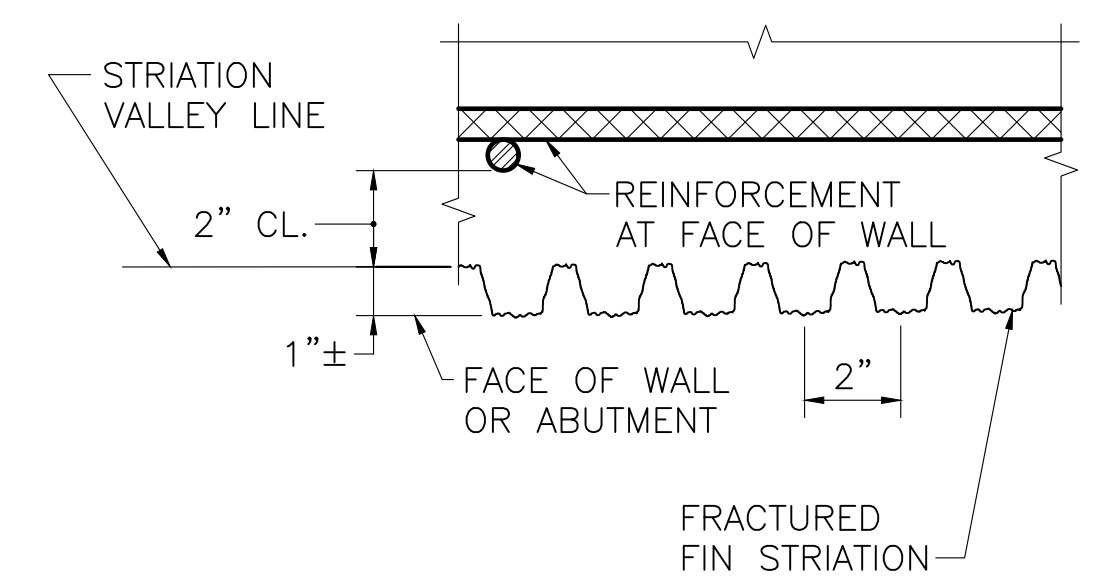
SECTION 5
SCALE: 1/2" = 1'-0"



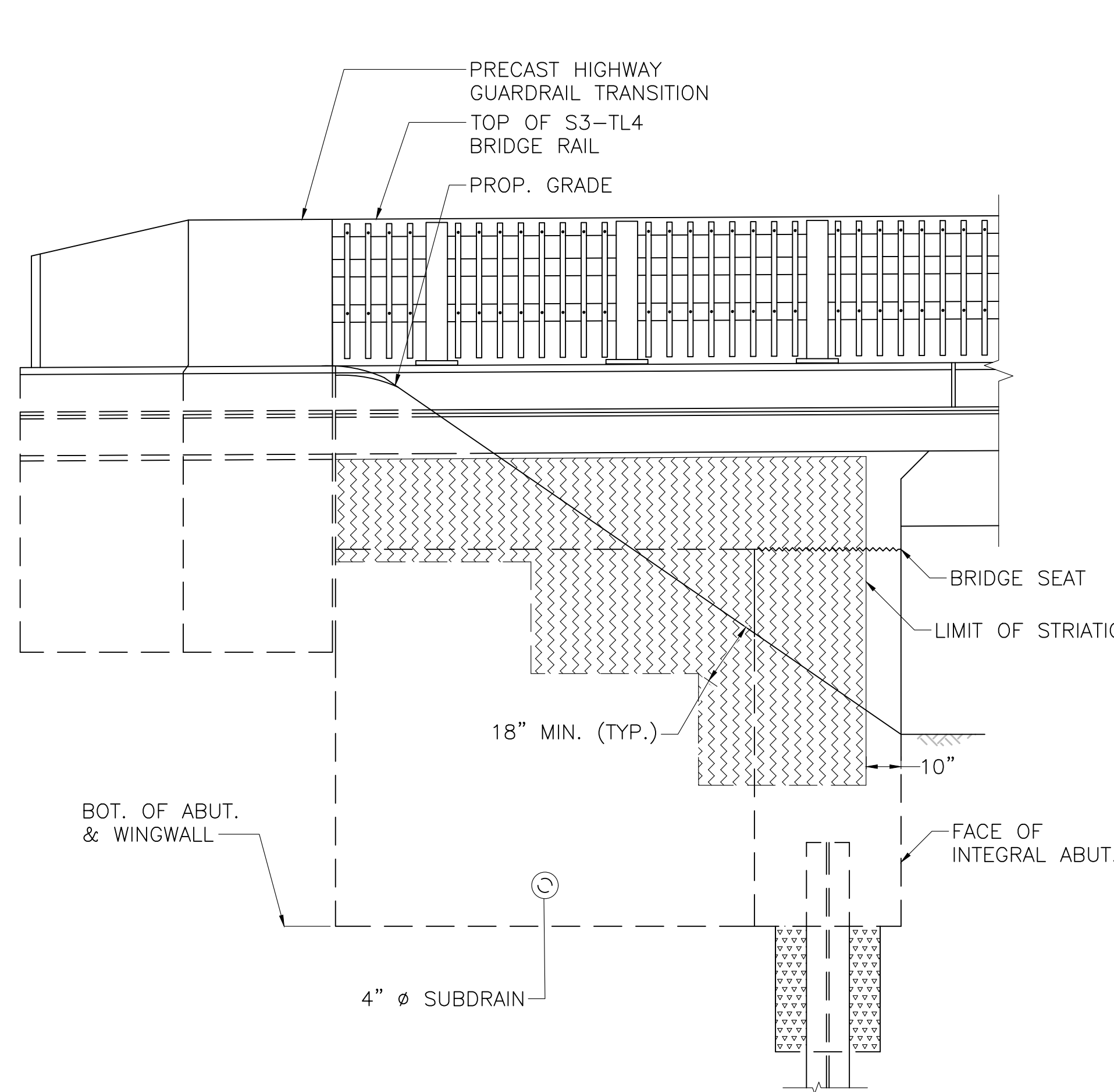
TOP OF U-WINGWALL
SCALE: 1" = 1'-0"



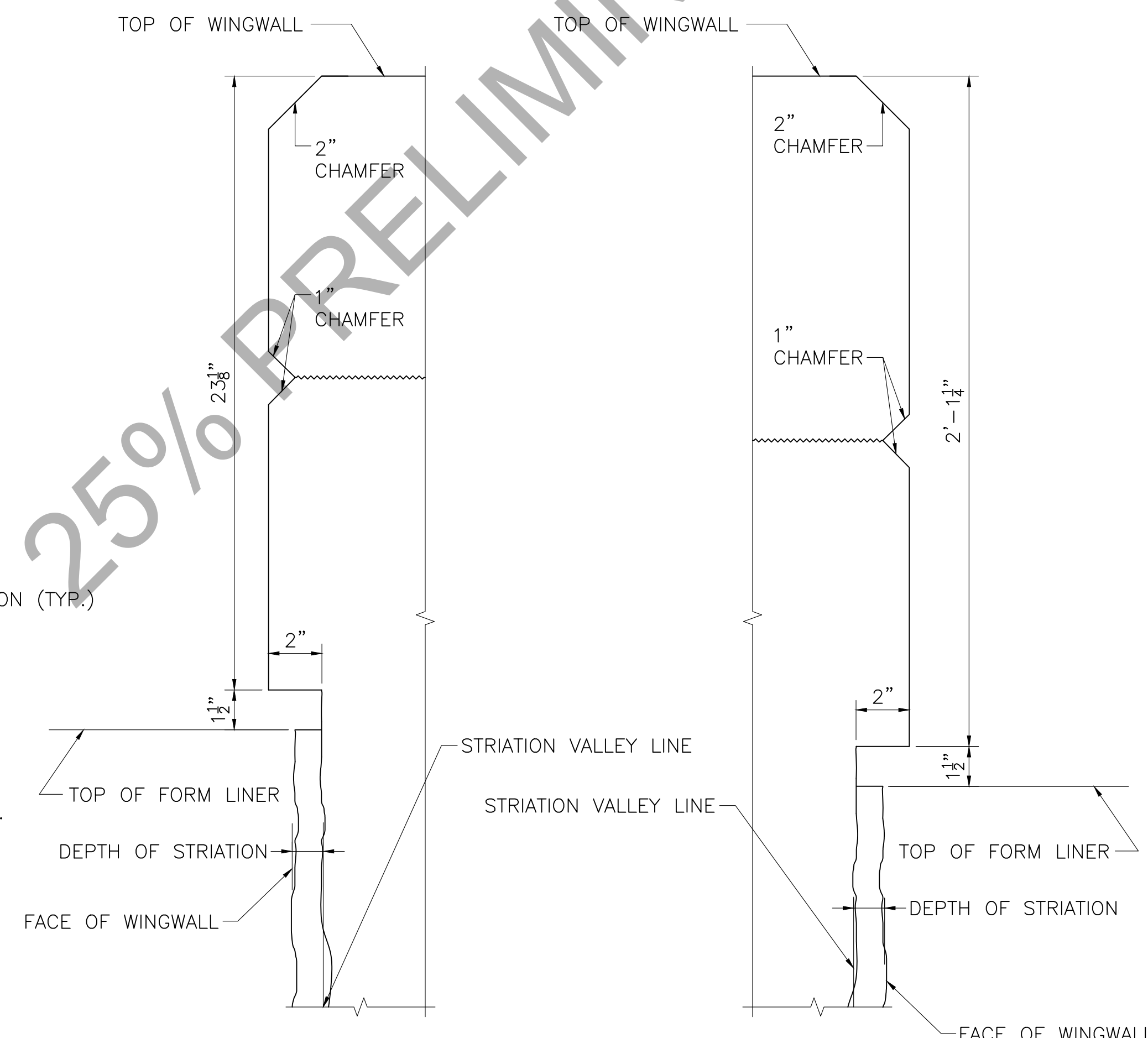
SIDEWALK



TYPICAL STRIATION DETAIL
SCALE: 3" = 1'-0"



STRIATION ELEVATION
SCALE: 3/8" = 1'-0"



STRIATION DETAIL AT TOP OF WINGWALL
SCALE: 3" = 1'-0"

COMMONWEALTH OF MASSACHUSETTS
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PROJECT FILE NO.		N/A	

FRAMING PLAN & BEAM DETAILS

BEAM END DETAILS NOTES:

1. THE LATERAL STABILITY OF THE BEAMS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR DURING ERECTION AND CONSTRUCTION. A LATERAL SUPPORT SYSTEM SHALL BE DESIGNED BY THE CONTRACTOR IN ACCORDANCE WITH THE AASHTO LRFD BRIDGE DESIGN AND BRIDGE CONSTRUCTION SPECIFICATIONS.
2. #8 HEADED DOWEL BAR SPlicERS SHALL BE CAST-IN-PLACE IN THE PRECAST BEAMS BY THE FABRICATOR AND SHALL BE EMBEDDED AS REQUIRED TO PROVIDE A MINIMUM NOMINAL TENSILE RESISTANCE OF 71.0 KIPS AS SPECIFIED BY THE MANUFACTURER.

PRESTRESS NOTES:

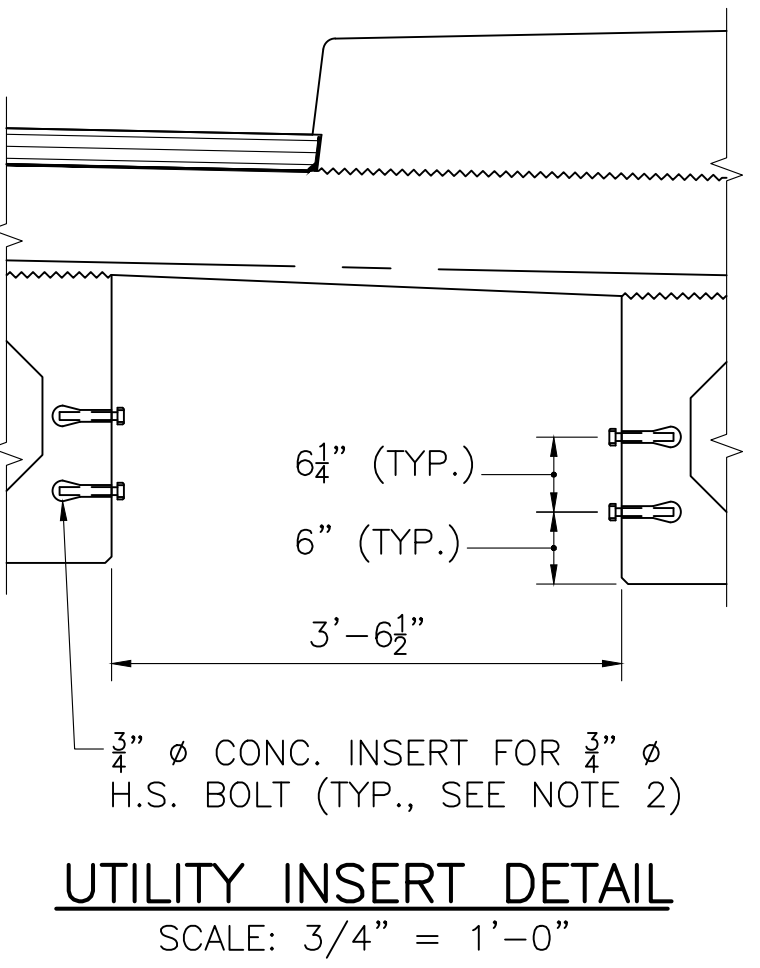
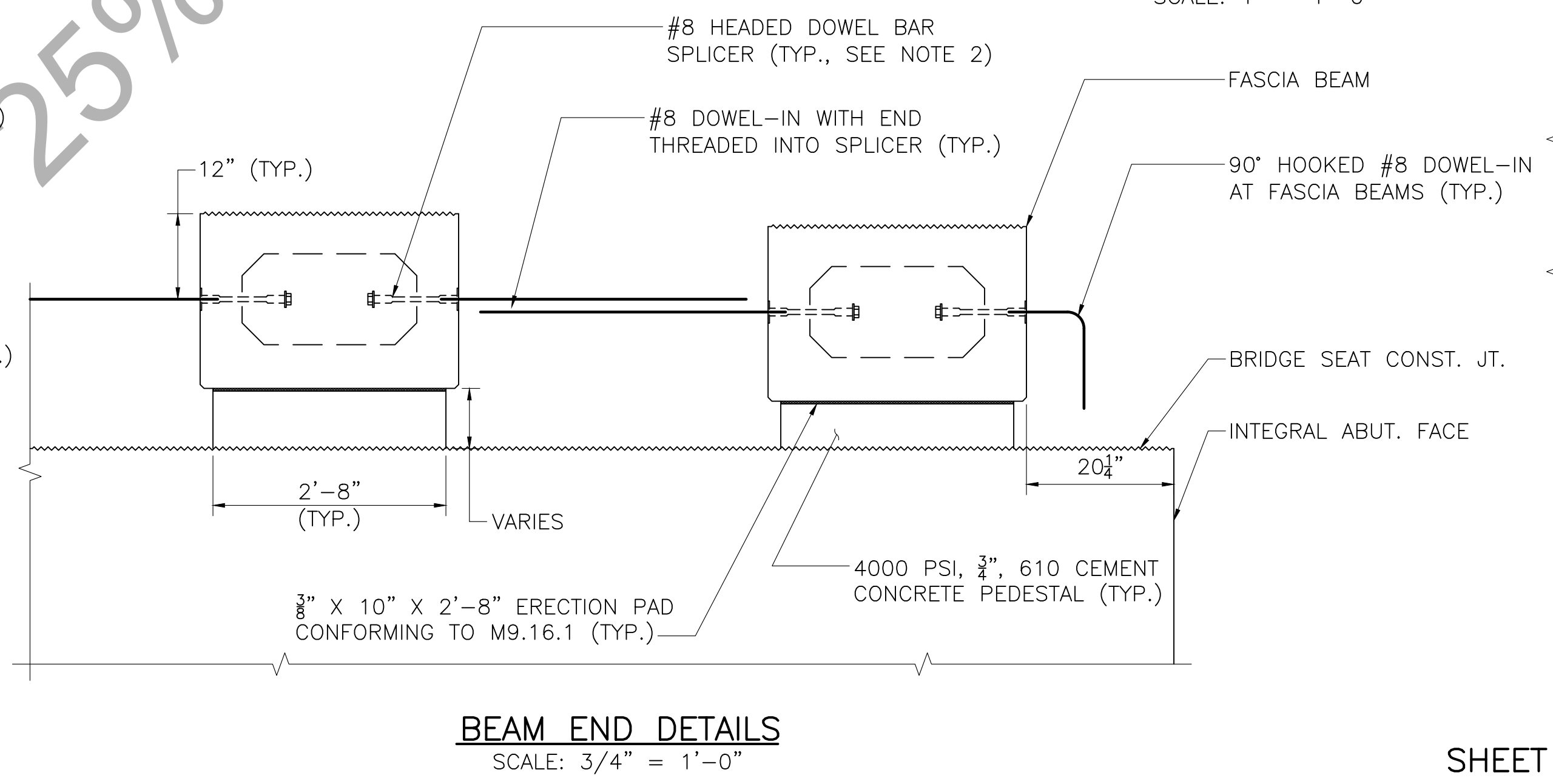
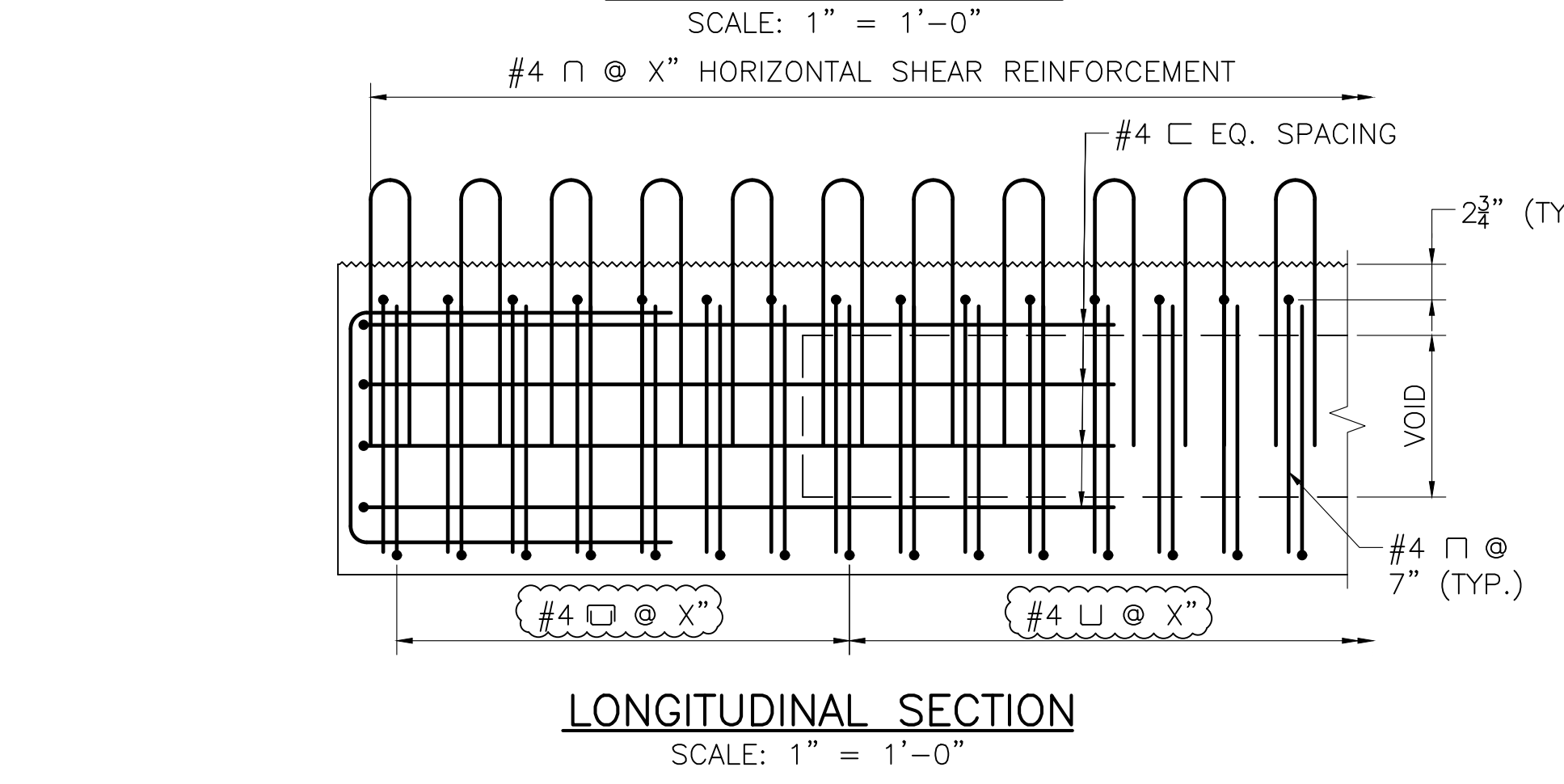
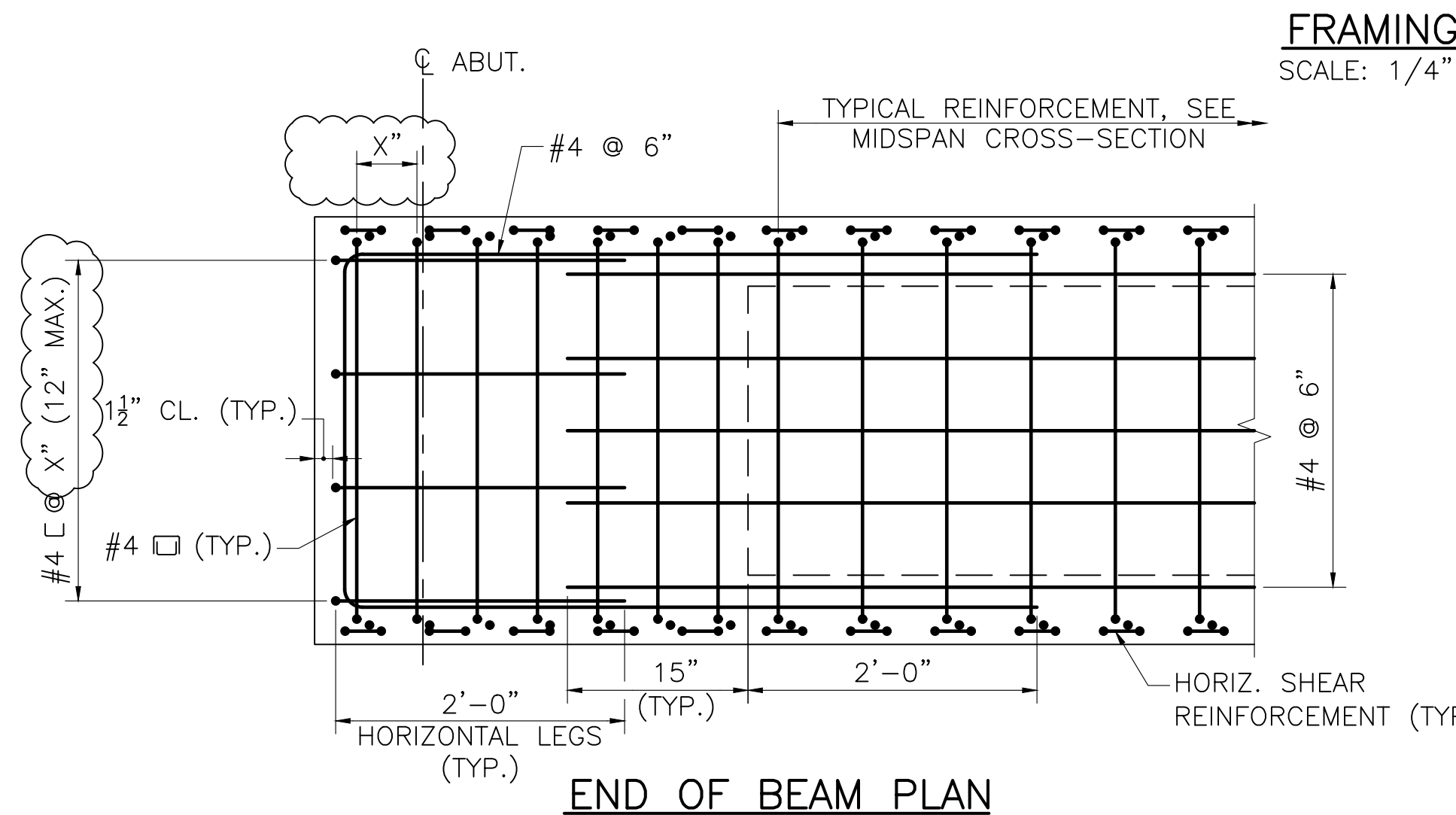
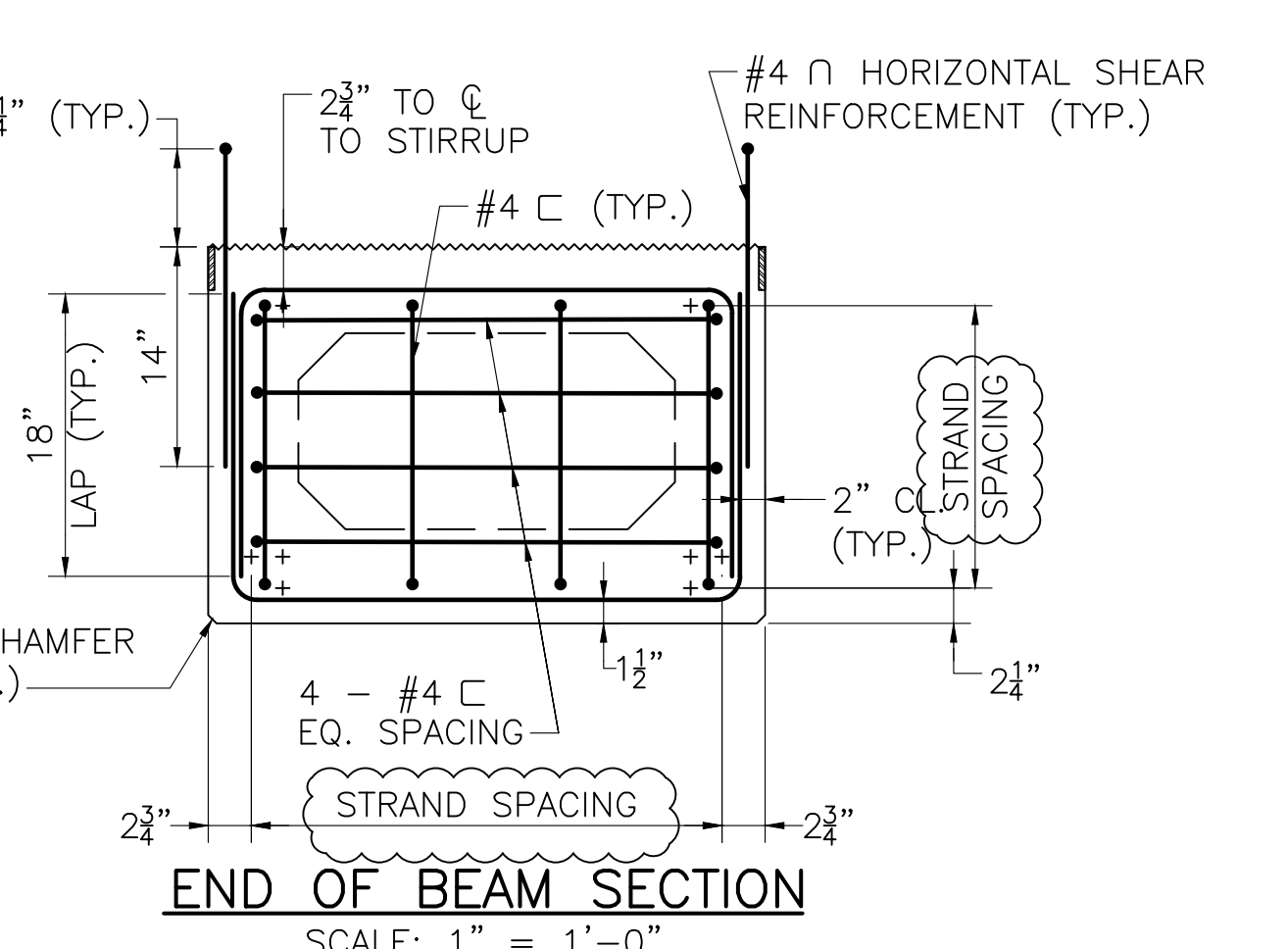
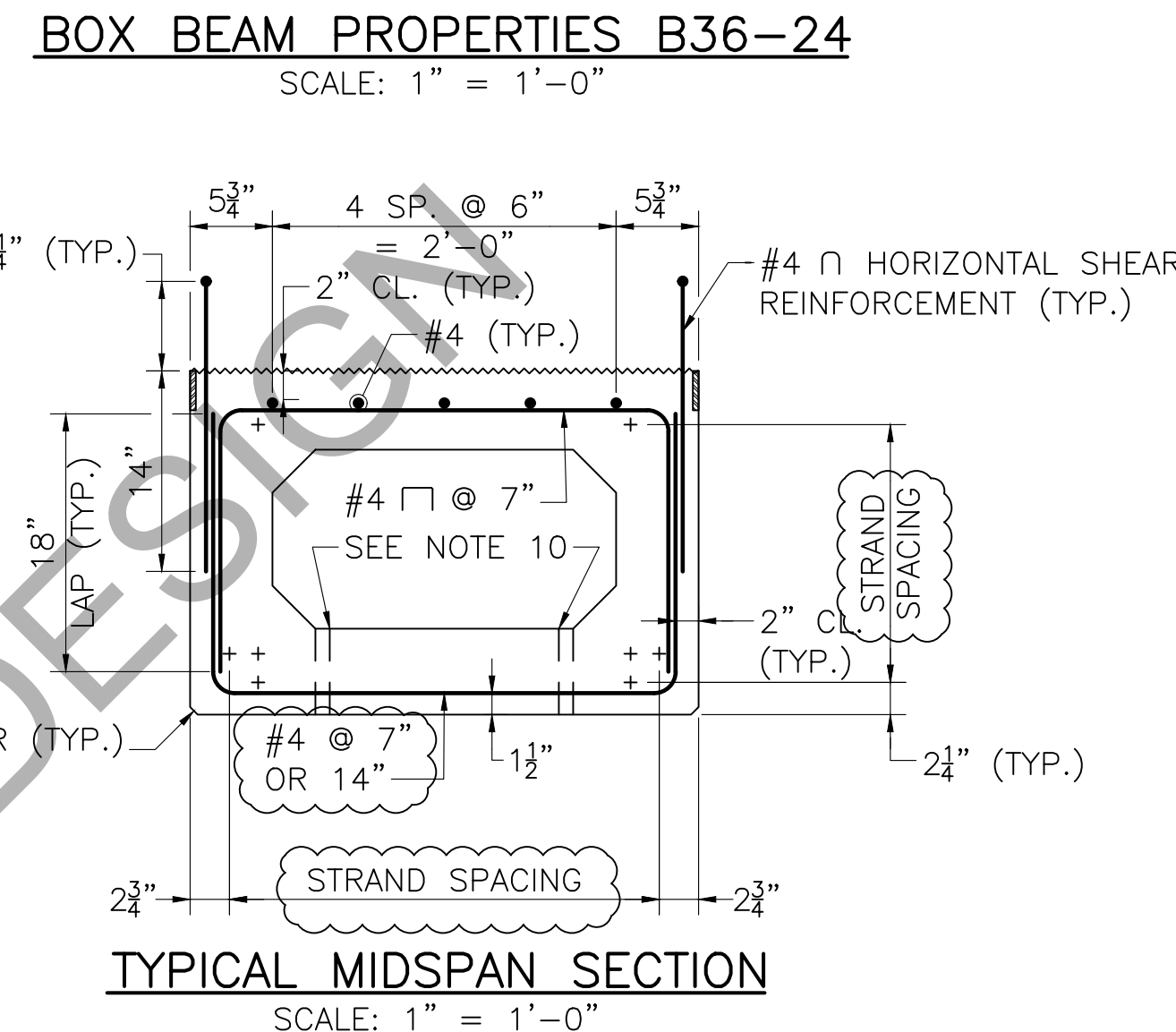
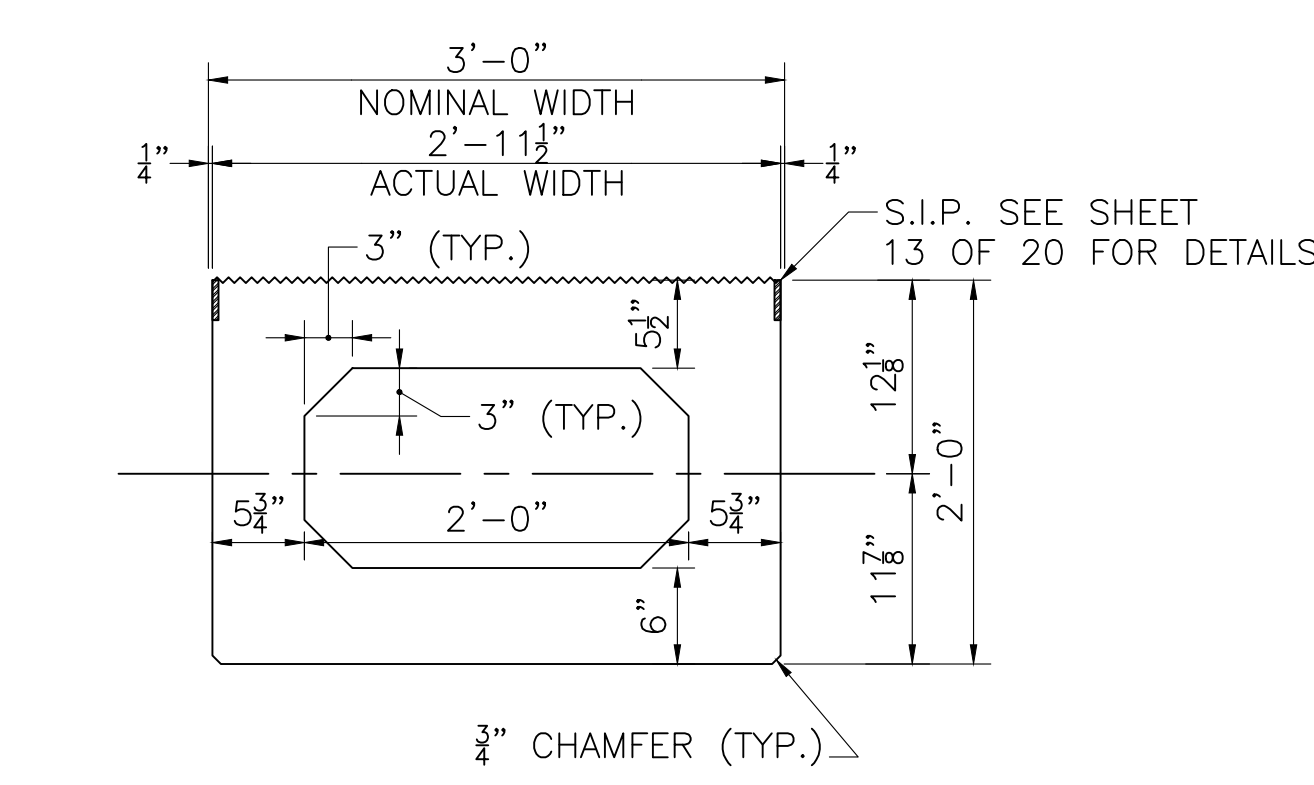
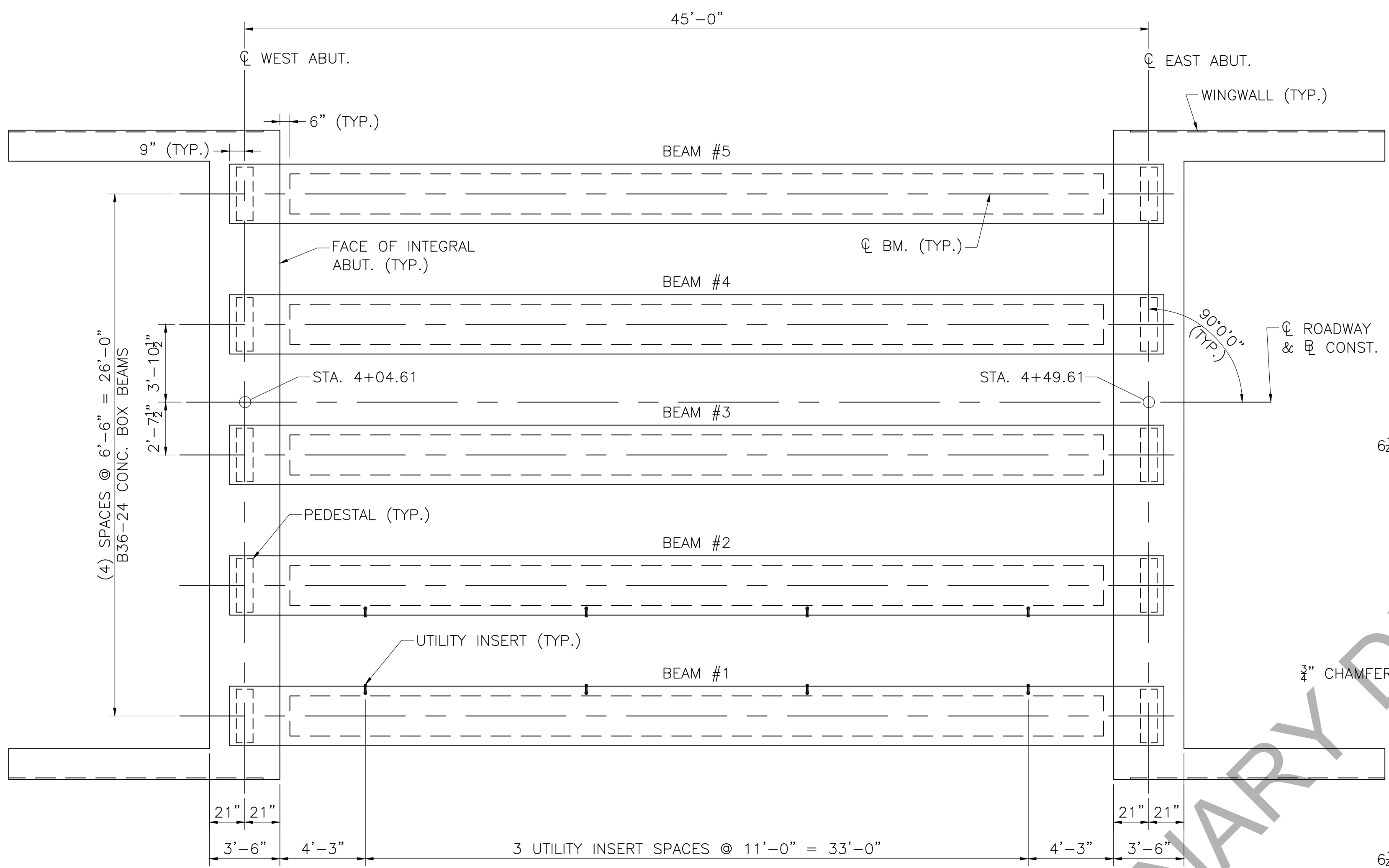
1. ALL PRETENSIONING ELEMENTS SHALL BE 0.6" ϕ , UNCOATED, SEVEN-WIRE, LOW RELAXATION STEEL STRANDS AND SHALL CONFORM TO AASHTO M203.
2. THE NOMINAL TENSILE STRENGTH OF THE PRETENSIONING STRANDS SHALL BE 270 KSI.
3. THE INITIAL TENSION PER 0.6" ϕ STRAND SHALL BE 44 KIPS.
4. THE MINIMUM 28 DAY COMPRESSIVE STRENGTH SHALL BE 6500 PSI.
5. NO PRESTRESS SHALL BE TRANSFERRED TO THE CONCRETE UNTIL IT HAS ATTAINED A COMPRESSIVE STRENGTH, AS SHOWN BY CYLINDER TEST, OF AT LEAST 4500 PSI.
6. THE TOP OF ALL BEAMS SHALL BE GIVEN A RAKE FINISH ($\frac{1}{4}$ " AMPLITUDE) ACROSS THE WIDTH (PERPENDICULAR TO THE BEAM'S AXIS).
7. THE FABRICATOR IS FULLY RESPONSIBLE FOR THE DESIGN OF THE LIFTING DEVICES WHICH SHALL BE ADEQUATE FOR THE SAFETY FACTORS REQUIRED BY THE ERECTION PROCEDURE.
8. + DENOTES STRAIGHT STRANDS.
9. \oplus DENOTES DEBONDED STRANDS (X'-X" EACH).
10. 1" ϕ DRAIN, PLACED AT BOTH ENDS OF EACH VOID.

FRAMING PLAN NOTES:

1. SEE STANDARD SPECIFICATIONS FOR BEAMS ERECTION AND LAYOUT.
2. THE MAIN LOAD CARRYING MEMBERS ARE B36-24 CONCRETE BOX BEAMS.

UTILITY INSERT DETAIL NOTES:

1. $\frac{3}{4}$ " DIAMETER THREADED INSERTS FOR $\frac{3}{4}$ " H.S. BOLTS SHALL BE CAST INTO THE PRECAST BEAMS BY THE FABRICATOR AND SHALL PROVIDE A MINIMUM NOMINAL TENSILE RESISTANCE OF 6.0 KIPS AND A MINIMUM NOMINAL SHEAR RESISTANCE OF 6.0 KIPS IN 3000 PSI CONCRETE.
2. INSERTS SHALL BE POSITIONED TO AVOID INTERFERENCE WITH PRESTRESSING STRANDS.



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Scale: 1/4" = 1'-0"

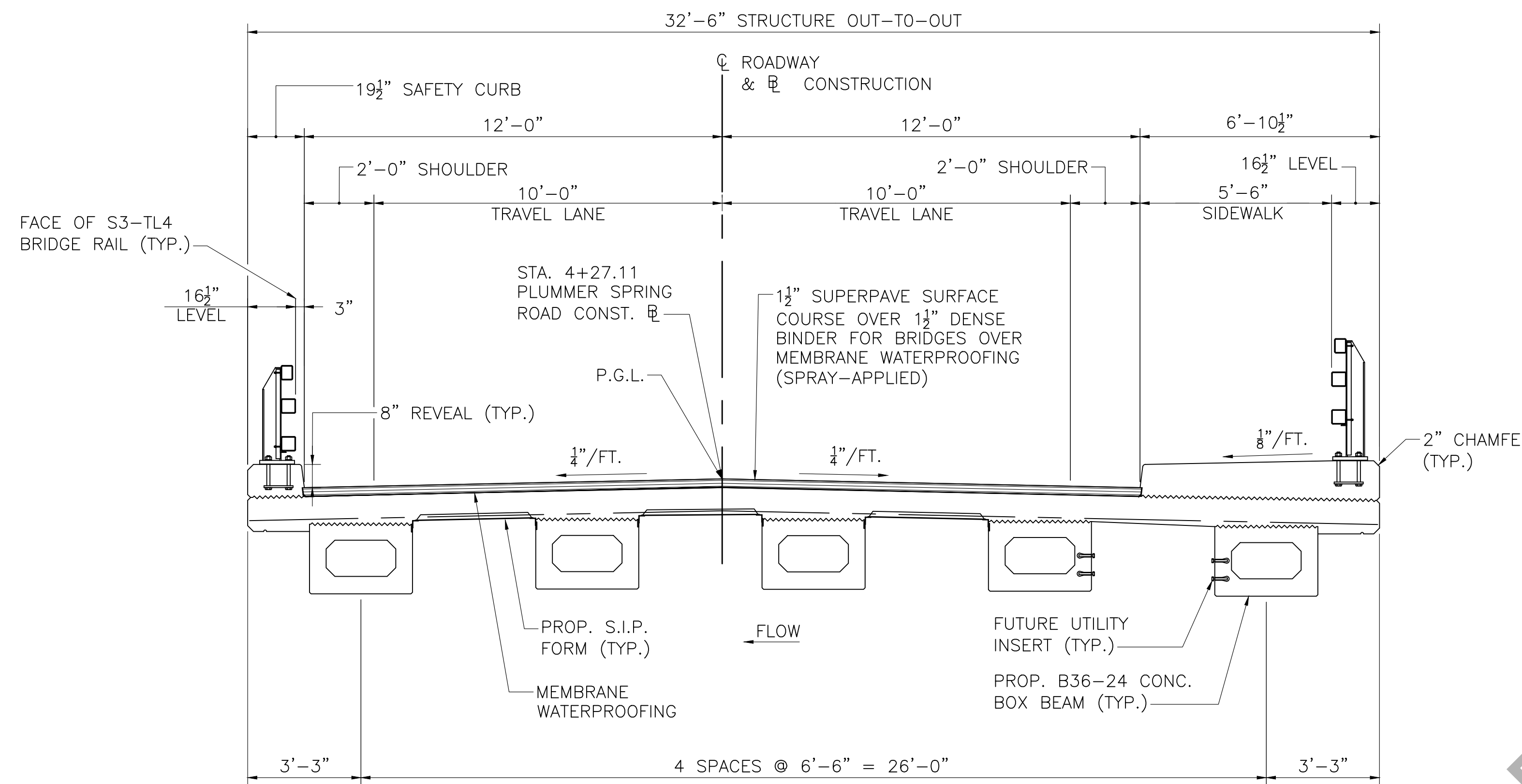
**NEWBURYPORT=WEST NEWBURY
PLUMMER SPRING ROAD/MIDDLE STREET**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
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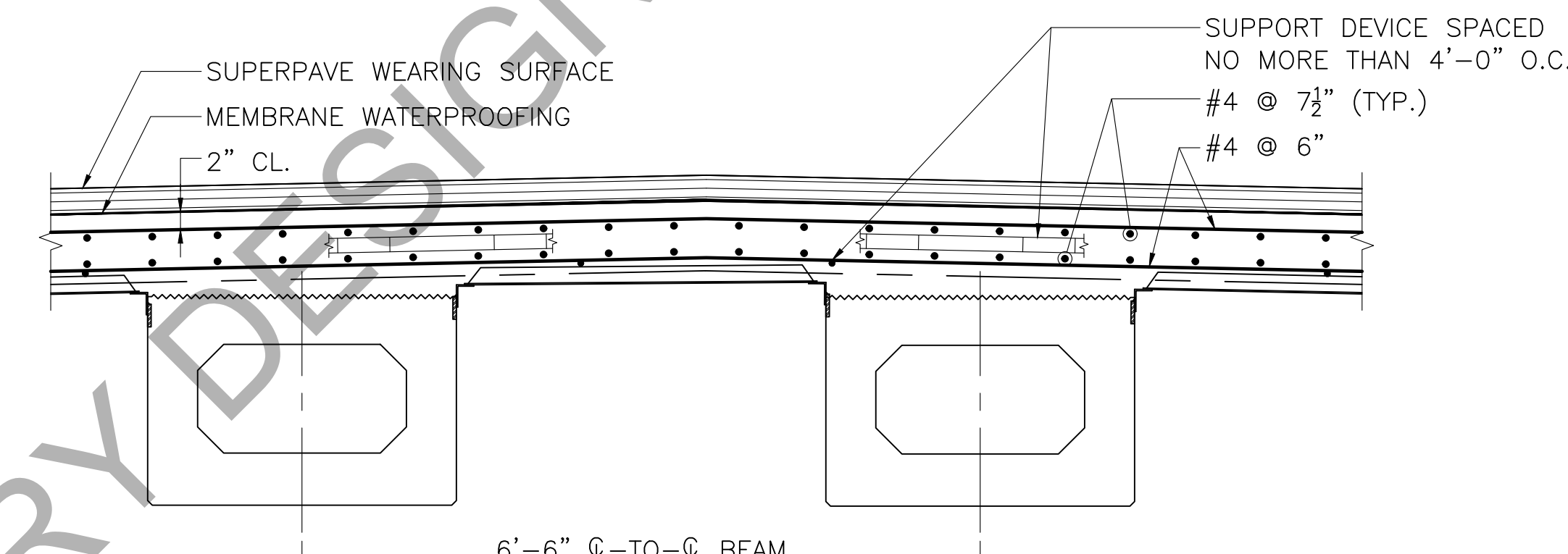
**TRANSVERSE SECTION
& DECK DETAILS (1/2)**

DECK NOTES:

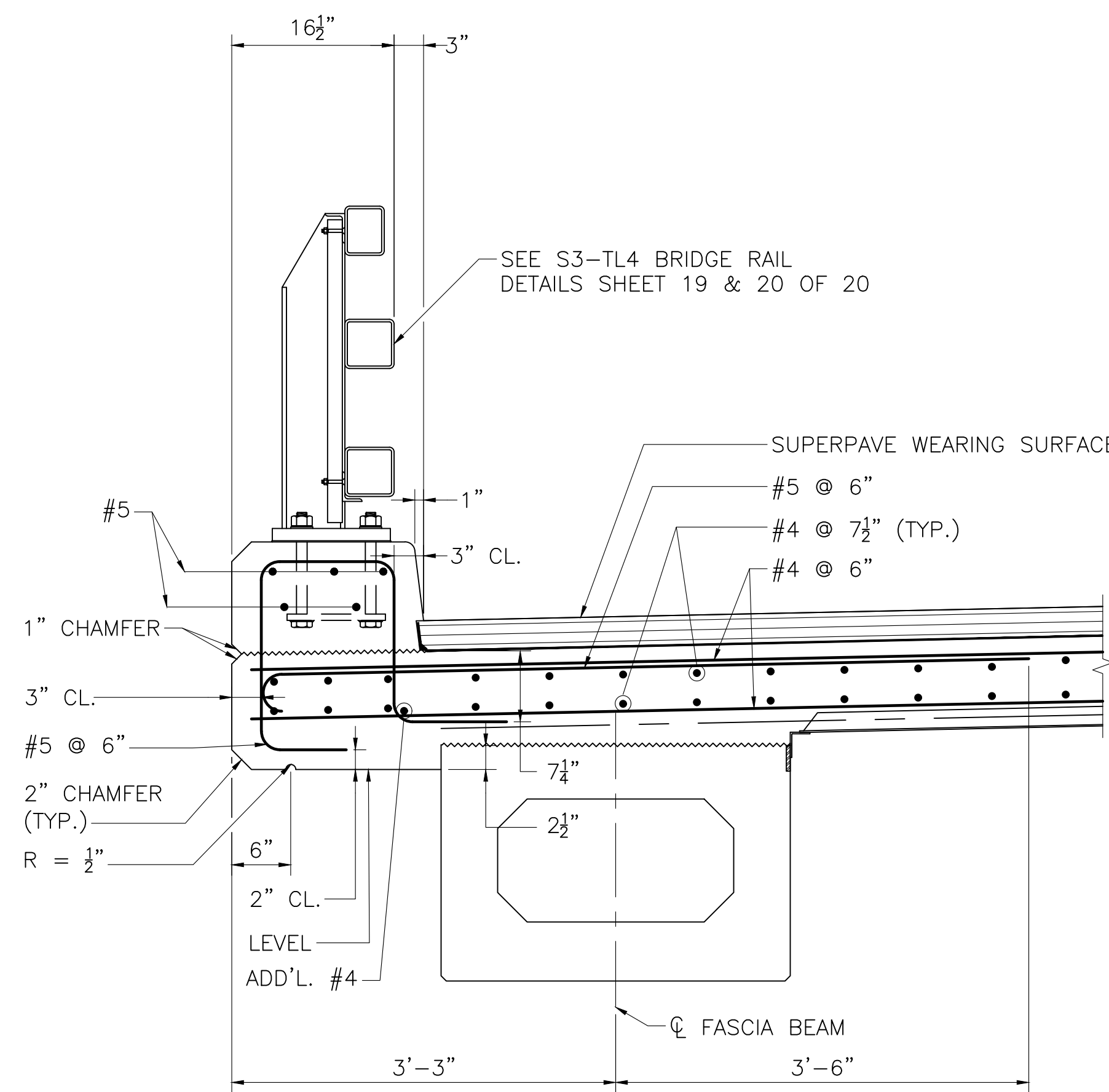
1. ROADWAY DECK SLAB SHALL BE 4000 PSI, 3/4 INCH, 585 HP CEMENT CONCRETE.
2. LONGITUDINAL REINFORCEMENT SHALL BE PLACED PARALLEL TO THE CL OF CONSTRUCTION. TRANSVERSE (PRIMARY) REINFORCEMENT SHALL BE PLACED PERPENDICULAR TO THE CL OF CONSTRUCTION.
3. ALL REINFORCEMENT AND SUPPORT DEVICES SHALL BE COATED.
4. THE FINISHED SURFACE OF THE BRIDGE DECK SHALL BE SMOOTH AND WITHOUT ANY PROJECTIONS THAT COULD PUNCTURE THE MEMBRANE WATERPROOFING OR DEPRESSIONS THAT COULD RETAIN WATER.



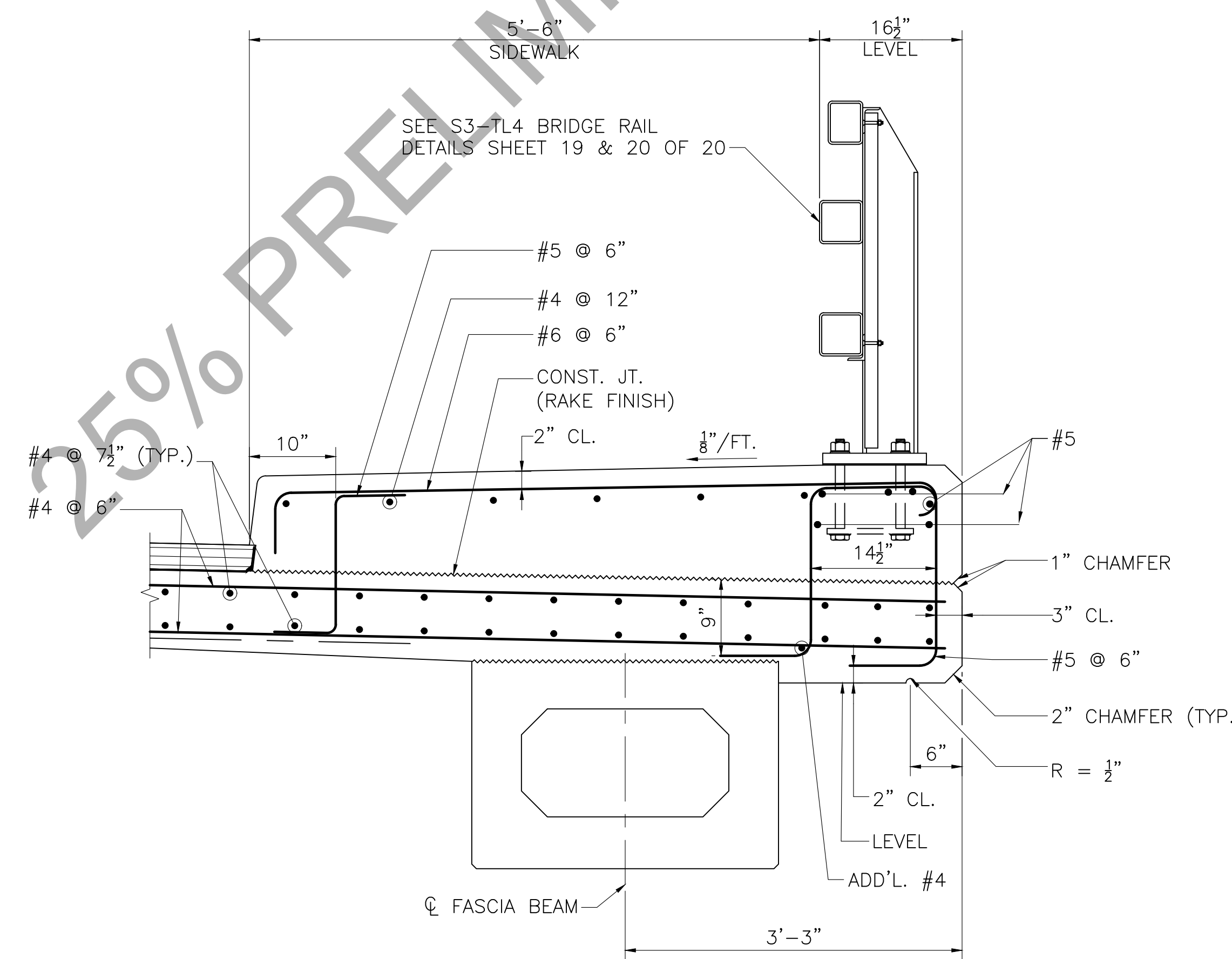
PROPOSED TRANSVERSE SECTION
SCALE: 3/8" = 1'-0"



TYPICAL DECK REINFORCEMENT
SCALE: 3/4" = 1'-0"



SECTION THRU SAFETY CURB
SCALE: 1" = 1'-0"



SECTION THRU SIDEWALK
SCALE: 1" = 1'-0"

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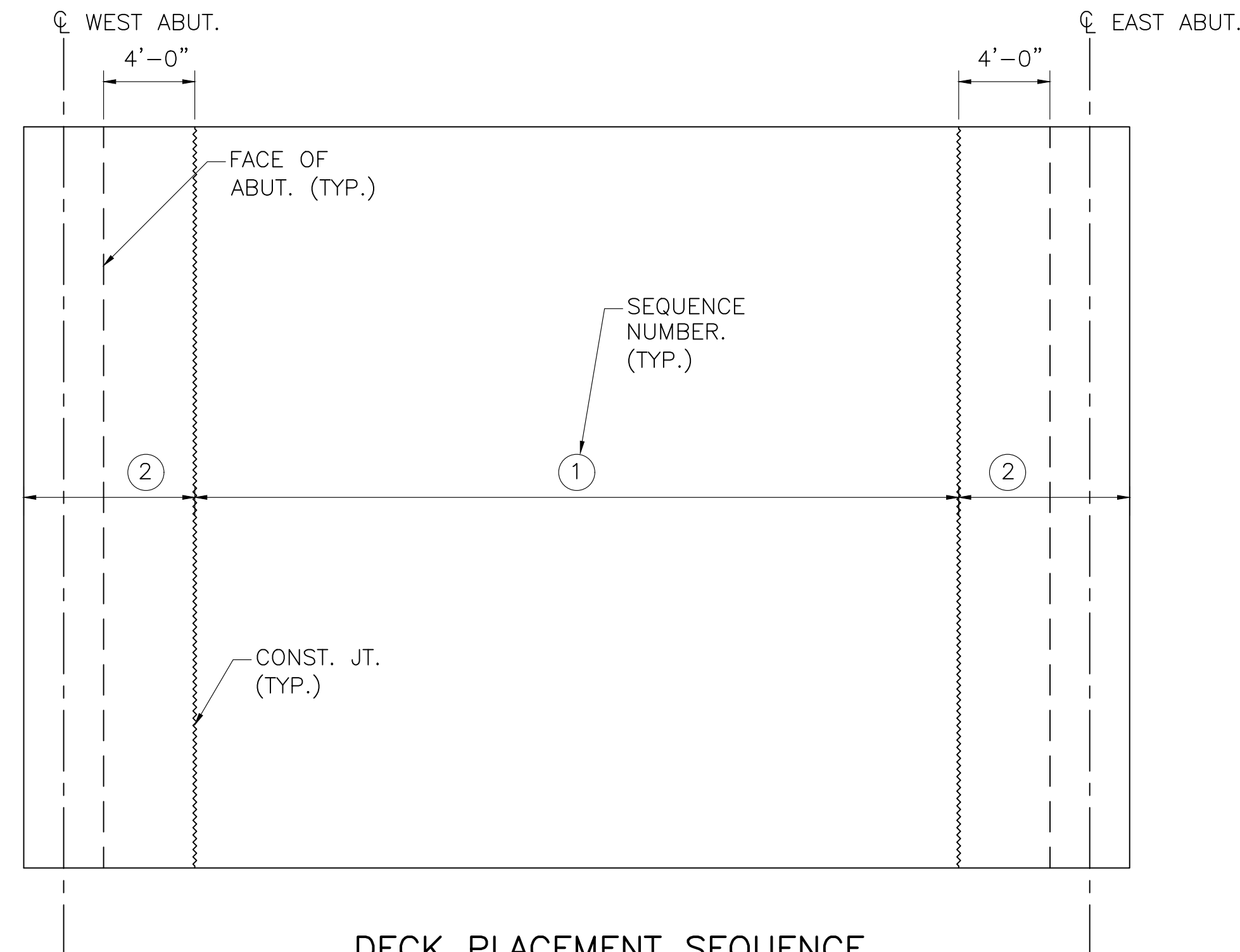
DECK DETAILS (2/2)

STAY-IN-PLACE FORM NOTES:

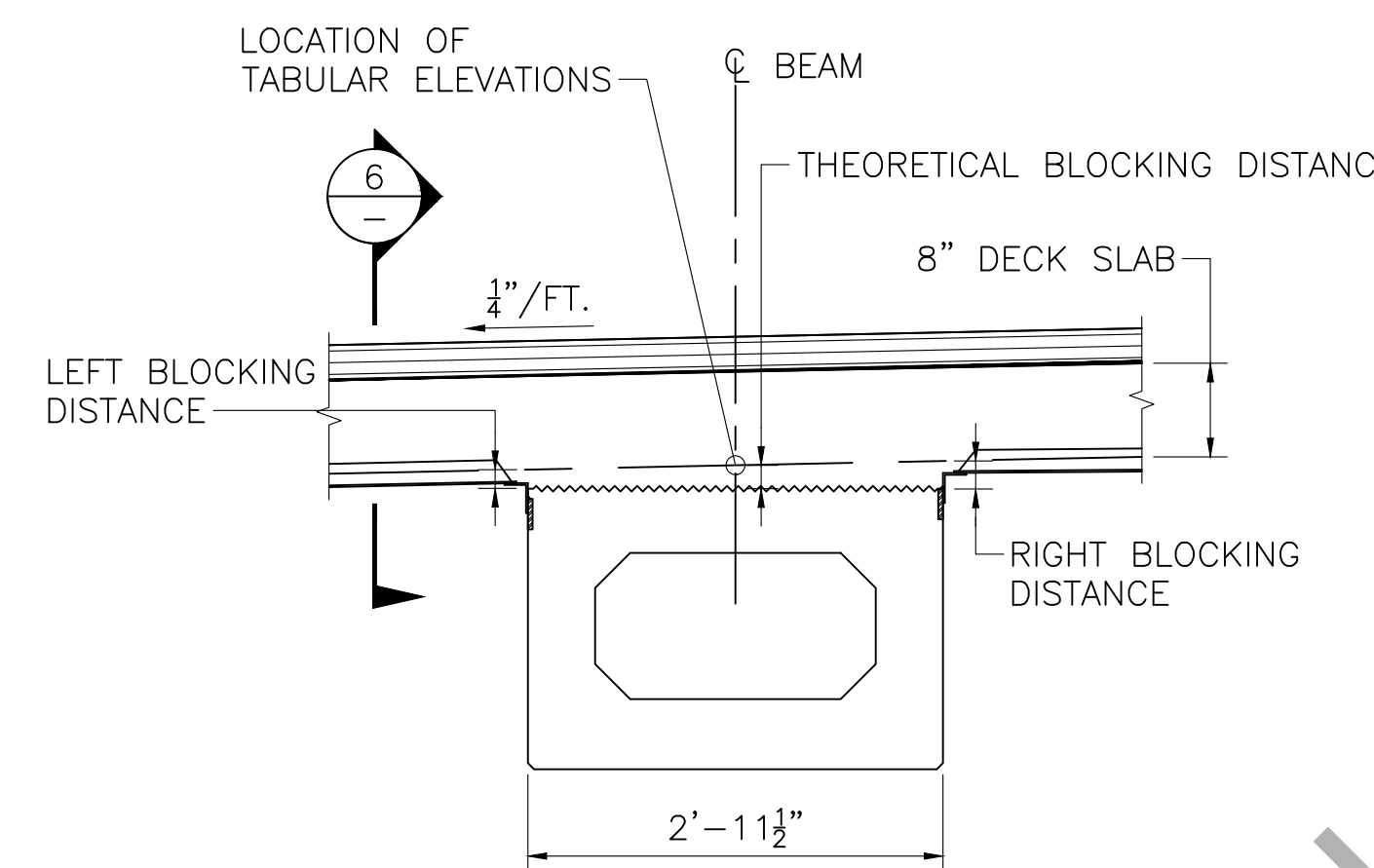
- FOR 2" S.I.P. FORM, SET BOTTOM OF FORM 1" BELOW ELEVATION GIVEN IN TABLE. FOR 3" S.I.P. FORM, SET BOTTOM OF FORM 1 1/2" BELOW TABLE ELEVATIONS.
- FORM ENDS SHALL BE CRIMPED CLOSED IN A TAPERED MANNER. SEPARATE END CLOSURE PIECES WILL NOT BE ALLOWED.
- SUPPORT ANGLES SHALL BE PLACED IN THE "LEG DOWN" POSITION WHERE POSSIBLE. WHERE "LEG UP" POSITION IS NECESSARY, THE UPPER MOST PORTION OF THE ANGLE SHALL NOT PROJECT MORE THAN 1" ABOVE THE TOP FLANGE. THE CONTRACTOR SHALL HAVE AN ASSORTMENT OF ANGLES OF VARIOUS SIZES AVAILABLE ON THE SITE TO CONFORM TO THIS REQUIREMENT.
- ALL MAIN STEEL REINFORCEMENT IN THE LOWER MAT SHALL BE CENTERED OVER THE VALLEY OF THE S.I.P. FORM.
- THE CONTRACTOR SHALL DESIGN AND DETAIL ALL ELEMENTS OF THE FORMING SYSTEM AND SHALL SUBMIT TO THE ENGINEER FOR APPROVAL.
- IN CASES WHERE STANDARD 2" OR 3" DEEP S.I.P. FORMS DO NOT SATISFY DESIGN REQUIREMENTS AN ALTERNATIVE FORMING SYSTEM CONSISTING OF DEEPER S.I.P. FORMS OR REMOVABLE FORMS SHALL BE DESIGNED AND DETAILED BY THE CONTRACTOR AND SUBMITTED TO THE ENGINEER FOR APPROVAL. THE DESIGN THICKNESS OF THE SLAB SHALL NOT BE REDUCED.

STAY-IN-PLACE FORM ATTACHMENT NOTES:

- EMBEDDED ATTACHMENT PLATES SHALL BE HOT-DIPPED GALVANIZED AASHTO M270 GRADE 36 STEEL. THE PLATES SHALL BE IN LENGTHS FROM 3' TO 12' WITH PIECES BUTTED TOGETHER WITHOUT END CONNECTIONS FOR FULL LENGTH OF BEAM. THE HEADED ANCHORS SHALL BE ATTACHED TO THE PLATES PRIOR TO GALVANIZING.
- HEADED ANCHORS SHALL CONFORM TO M8.04.1 FOR MATERIAL REQUIREMENTS ONLY.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN OF THE S.I.P. FORM SEAT AND WELD.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING THE CONCRETE LAITANCE FROM THE ATTACHMENT PLATE BEFORE INSTALLING THE S.I.P. FORMS.



DECK PLACEMENT SEQUENCE
SCALE: 3/16" = 1'-0"



NOTES:

- THE RIGHT AND LEFT ORIENTATION IS TAKEN LOOKING UPSTATION ALONG THE BEAM.
- RIGHT BLOCKING DISTANCE = THEORETICAL BLOCKING DISTANCE + ("R." = 0.375"). LEFT BLOCKING DISTANCE = THEORETICAL BLOCKING DISTANCE + ("L." = -0.375").

HAUNCH DETAIL

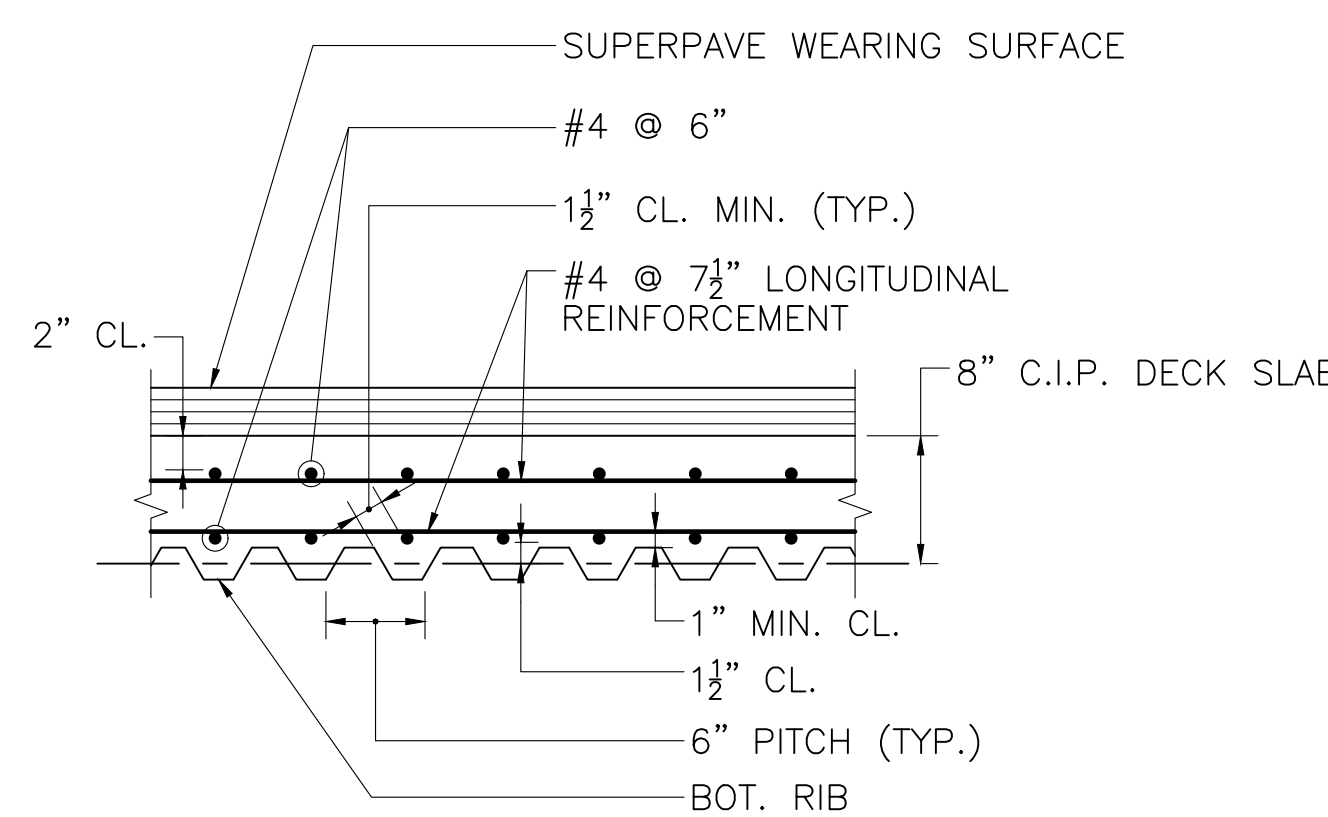
SCALE: 3/4" = 1'-0"

TOP OF FORM ELEVATIONS FOR DECK SLAB PRIOR TO PLACEMENT OF CONCRETE

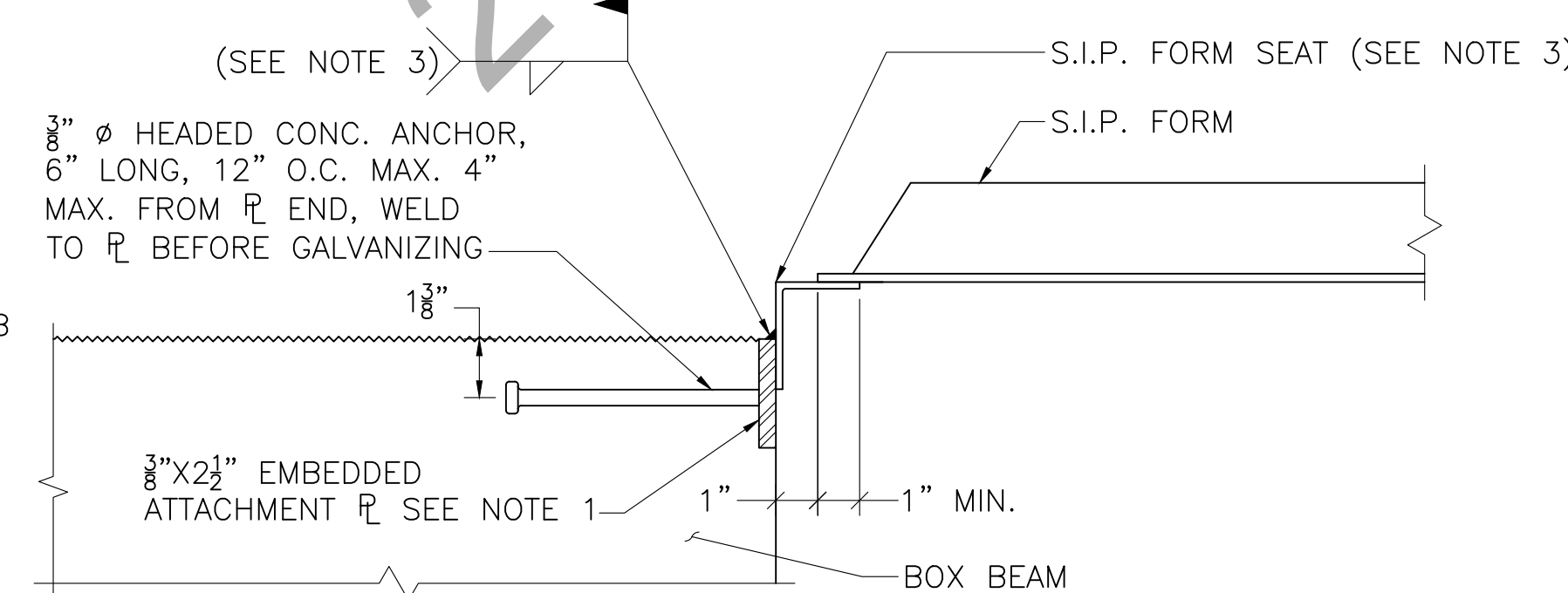
BEAM NO.	INCREASING STATIONS →				
	CL BRG.	1/4 PT.	1/2 PT.	3/4 PT.	CL BRG.
1	XX.XX	XX.XX	XX.XX	XX.XX	XX.XX
2	XX.XX	XX.XX	XX.XX	XX.XX	XX.XX
3	XX.XX	XX.XX	XX.XX	XX.XX	XX.XX
4	XX.XX	XX.XX	XX.XX	XX.XX	XX.XX
5	XX.XX	XX.XX	XX.XX	XX.XX	XX.XX

NOTE:

AFTER THE BEAMS ARE ERECTED BUT BEFORE THE FORMS ARE BUILT, ELEVATIONS ON TOP OF THE FLANGE OF THE BEAMS ARE TO BE OBTAINED AT THE POINTS INDICATED IN THE TABLE. THE DIFFERENCE BETWEEN THE ELEVATIONS OBTAINED AND THOSE SHOWN IN THE TABLE GIVES THE THEORETICAL BLOCKING DISTANCE FROM THE TOP OF BEAM TO THE BOTTOM OF THE SLAB AT CENTER LINE OF BEAM.

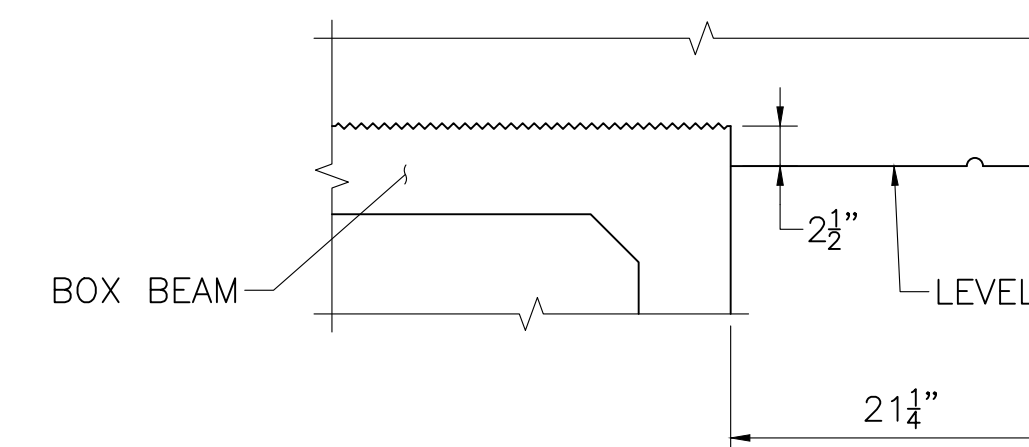


SECTION 6
NOT TO SCALE



NOTE:
REINFORCEMENT NOT SHOWN FOR CLARITY.

STAY-IN-PLACE FORM ATTACHMENT DETAIL
SCALE: 3" = 1'-0"



SLAB OVERHANG AT FASCIA BEAM
SCALE: 1" = 1'-0"

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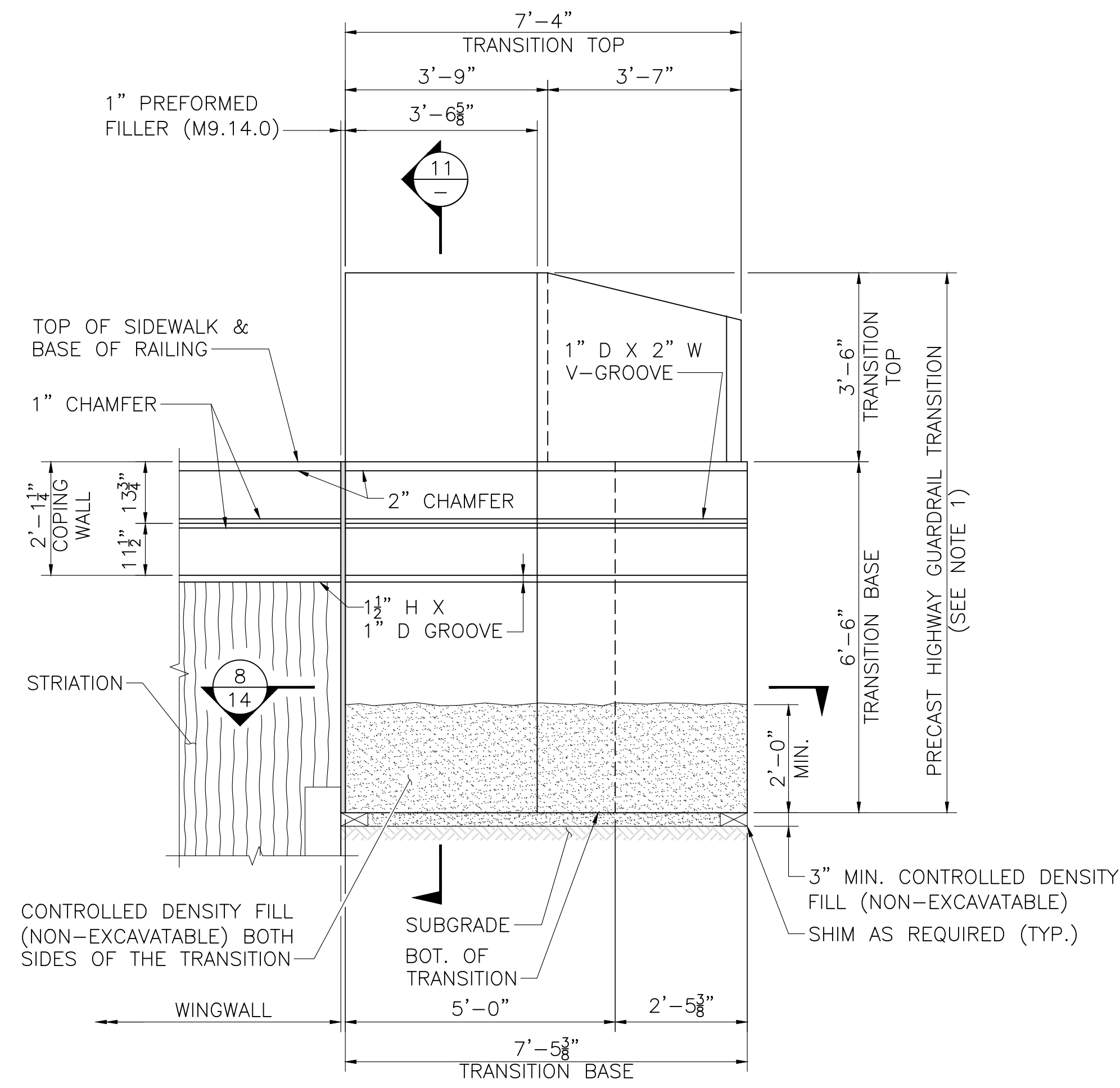
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MA	-	XX	XX
PROJECT FILE NO.		N/A	

**PRECAST HIGHWAY GUARDRAIL
 TRANSITION BASE DETAILS
 AT SIDEWALK**

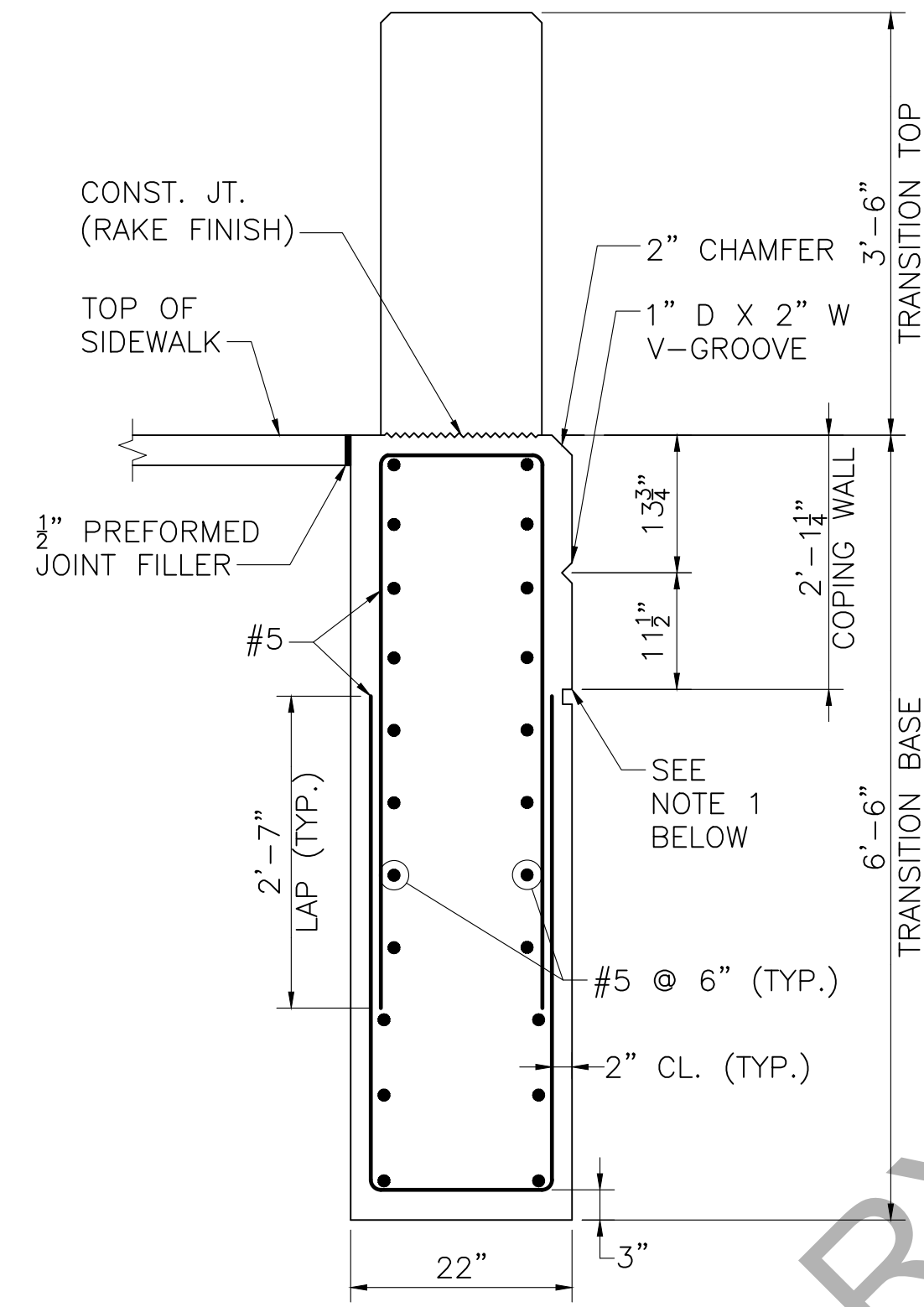
NOTES:

1. PRECAST GUARDRAIL TRANSITION SHALL BE 5000 PSI, 3/4 INCH, 685 HP CEMENT CONCRETE.
2. GRAVEL BORROW SHALL BE PLACED AND THOROUGHLY COMPACTED TO THE GRADE OF 3" MINIMUM BELOW THE INTENDED BOTTOM OF THE PRECAST GUARDRAIL TRANSITION BASE AND TO A HEIGHT OF 2'-0" MINIMUM ON ALL SIDES OF THE TRANSITION BASE TO FORM A TRENCH IN WHICH TO SET THE TRANSITION. WHERE NO GRAVEL BORROW IS REQUIRED BELOW THE BASE, IT SHALL BE PLACED ON UNDISTURBED SOIL.
3. CONTRACTOR SHALL SET THE PRECAST GUARDRAIL TRANSITION TO THE REQUIRED ELEVATION AND ALIGNMENT, AND BACKFILL PRECAST GUARDRAIL TRANSITION WITH CONTROLLED DENSITY FILL (NON-EXCAVATABLE) TO THE ELEVATION SHOWN.
4. THE REST OF THE REINFORCEMENT IS NOT SHOWN FOR CLARITY.



SIDEWALK

PRECAST GUARDRAIL TRANSITION ELEVATION AT U-WINGWALL
 SCALE: 1/2" = 1'-0"

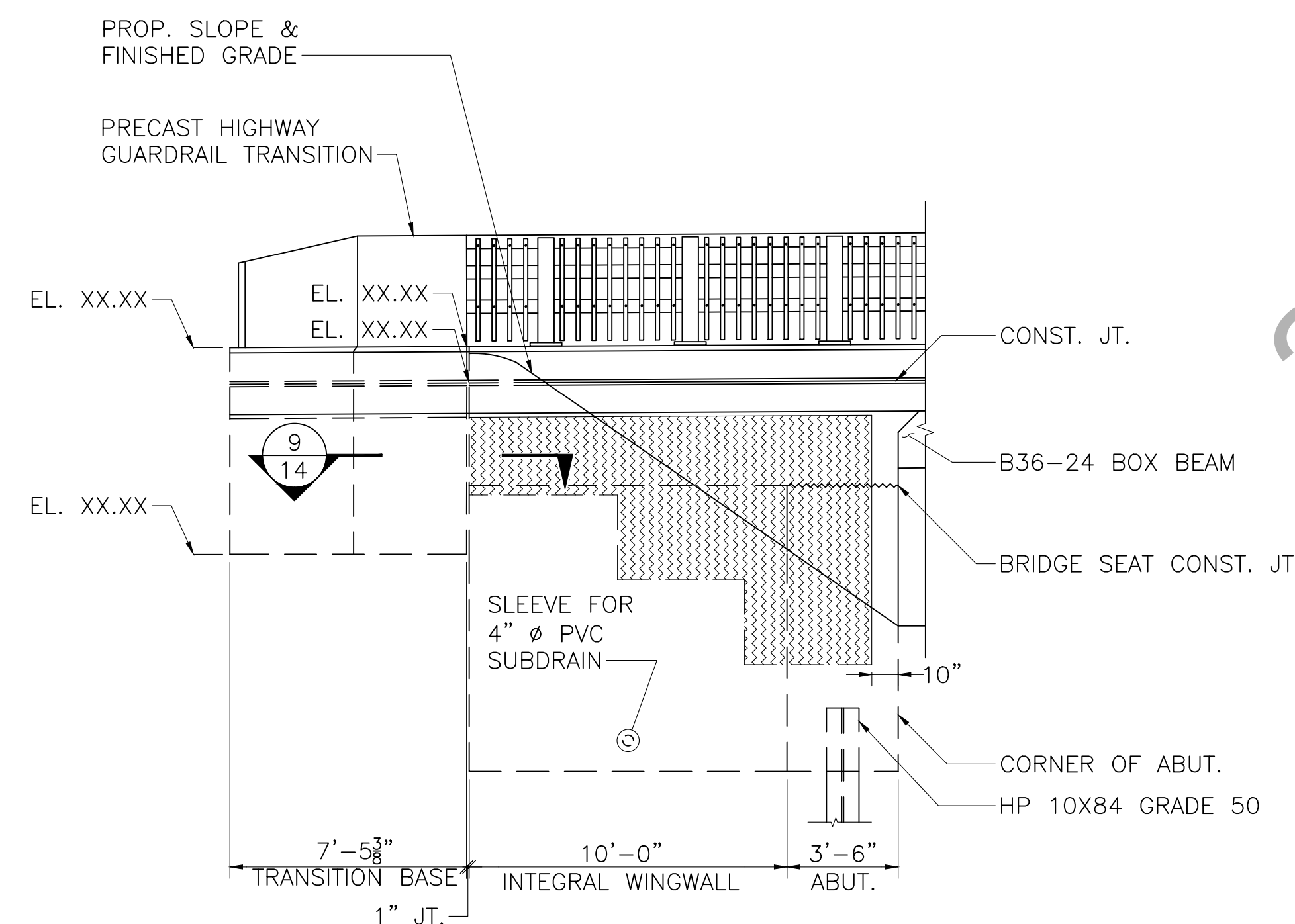


NOTES:

1. 1 1/2" H X 1" D GROOVE. ALIGN WITH GROOVE AT TOP OF STRIATIONS.
2. REINFORCEMENT OF THE TRANSITION TOP IS NOT SHOWN FOR CLARITY.

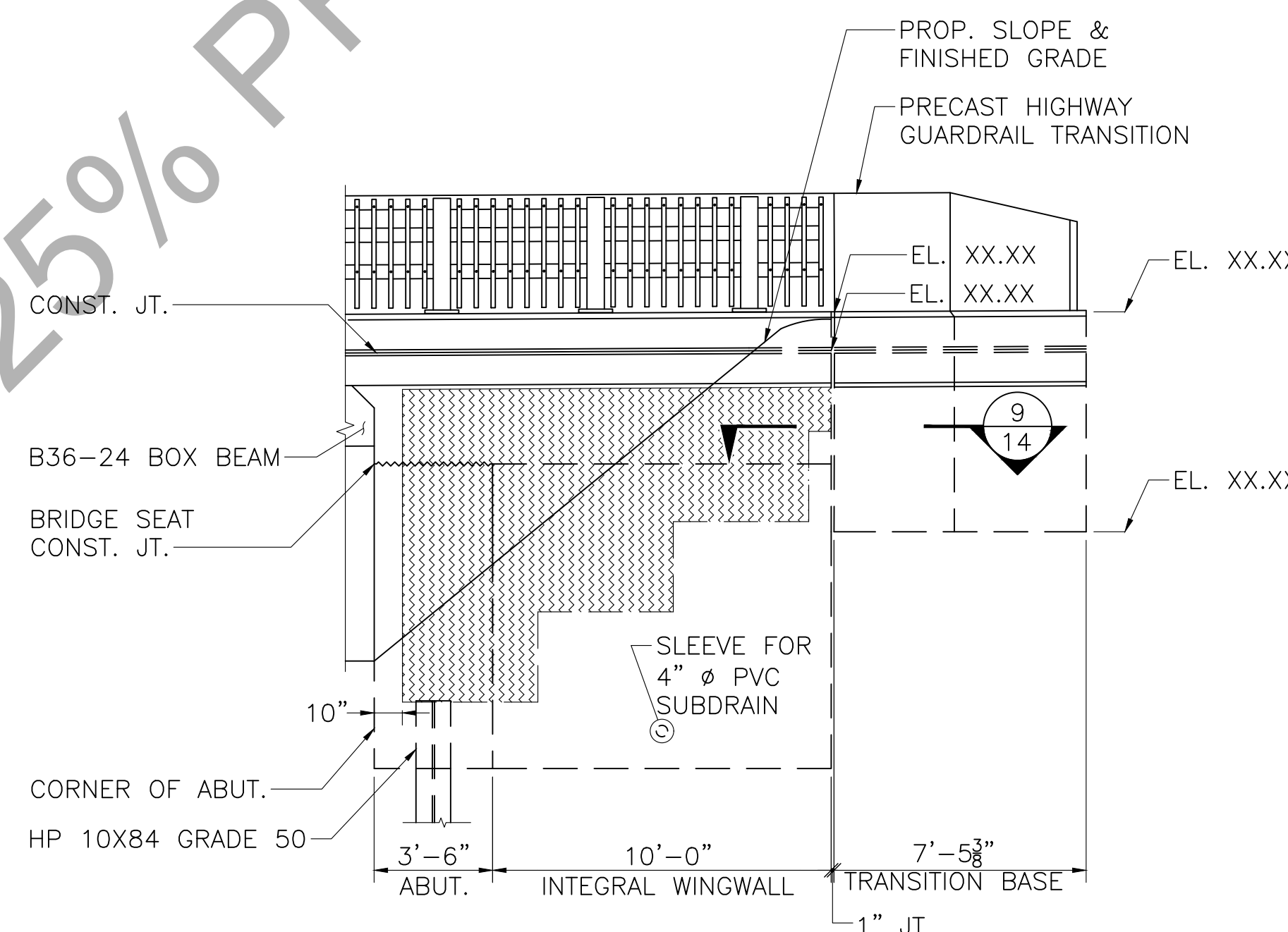
SECTION 11

SCALE: 3/4" = 1'-0"



SOUTHWEST GUARDRAIL ELEVATION

SCALE: 1/4" = 1'-0"



SOUTHEAST GUARDRAIL ELEVATION

SCALE: 1/4" = 1'-0"

COMMONWEALTH OF MASSACHUSETTS
 MassDOT, Highway Division
**CONCEPTUAL DESIGN IS ACCEPTABLE
 TO MASSDOT FOR CONTRACTING**

STATE BRIDGE ENGINEER _____ DATE _____

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

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 Plotted on: Thursday, January 16, 2020 7:45 AM
 Plotter: HP DesignJet 2580

2639500_BRF6-8-16(N11007=W20001).DWG
 Plotted on: 16-Jan-2020 7:45 AM
 Plans Submittal (SPX) XX-XX-201X

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

APPROACH SLAB & MISCELLANEOUS DETAILS

APPROACH SLAB NOTES:

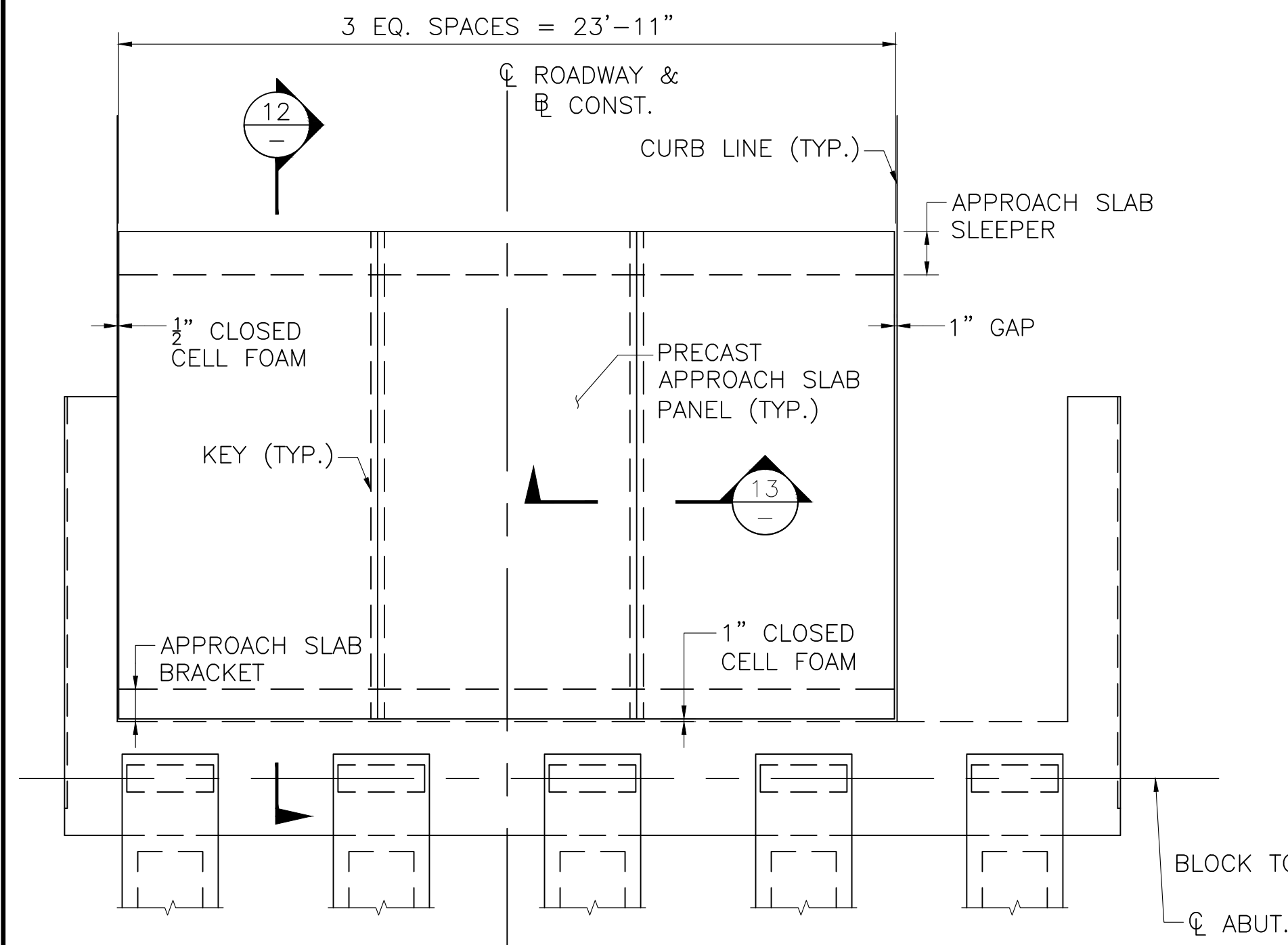
1. PRECAST APPROACH SLAB PANEL TO BE 4000 PSI, 1.5 INCH, 565 CEMENT CONCRETE. SUBSTITUTIONS WILL NOT BE PERMITTED.
2. PROTECTIVE COURSE TO BE SUPERPAVE BRIDGE PROTECTIVE COURSE, PLACED IN 2 INCH LAYERS AND COMPACTED WITH A MECHANICAL HAND-GUIDED TAMPER WITHIN 12 HOURS AFTER PLACING MEMBRANE WATERPROOFING.
3. PLACE LONGITUDINAL REINFORCEMENT PARALLEL TO THE C OF THE BRIDGE. PLACE TRANSVERSE REINFORCEMENT PARALLEL TO THE ABUTMENT.
4. PVC SLEEVES TO BE INCLUDED IN PRECAST APPROACH SLAB TO FACILITATE PLACEMENT OF CONTROLLED DENSITY FILL (NON-EXCAVATABLE).

PARAFFIN JOINT NOTES:

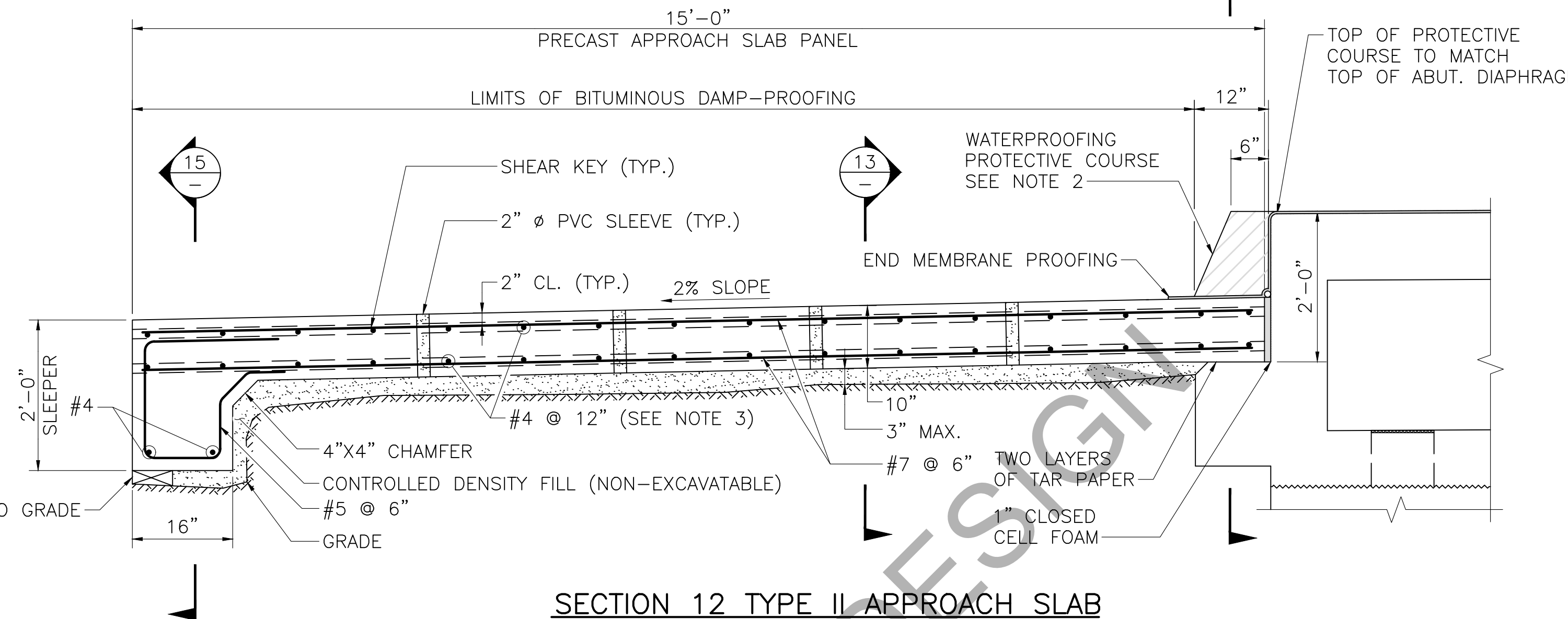
1. ALL CONCRETE ABOVE SLAB SHALL BE POURED IN ALTERNATING SECTIONS WITH NOT LESS THAN 3 DAYS BETWEEN POURS.
2. DO NOT CARRY LONGITUDINAL BARS THROUGH THE PARAFFIN JOINTS. END THE REINFORCEMENT 2" CLEAR OF JOINT.
3. JOINT SHALL BE SQUARE TO FACE OF CURB.
4. FOR JOINT LOCATIONS SEE SHEET 6 OF 20.

FACE OF CURB NOTES:

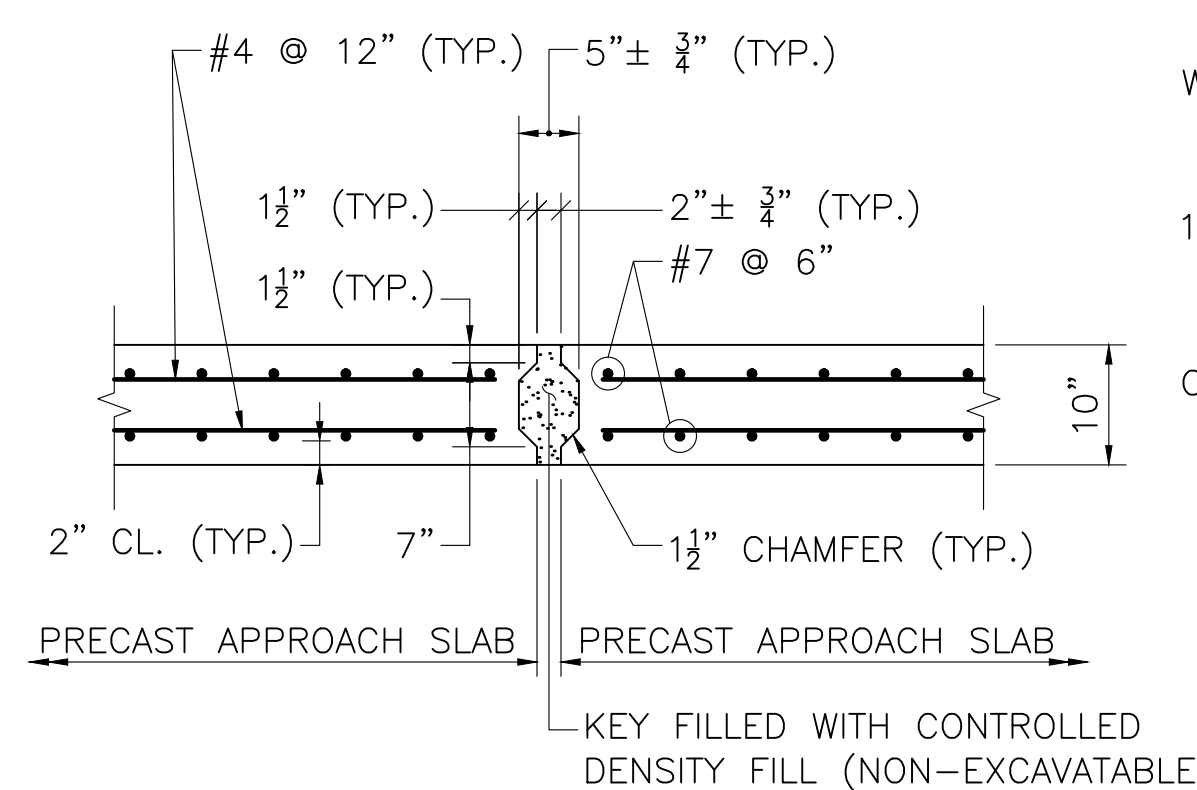
1. TURN MEMBRANE UP INTO 3" HIGH POCKET.
2. DIMENSIONS AT THE FACE OF SIDEWALK ARE THE SAME FOR SAFETY CURB.



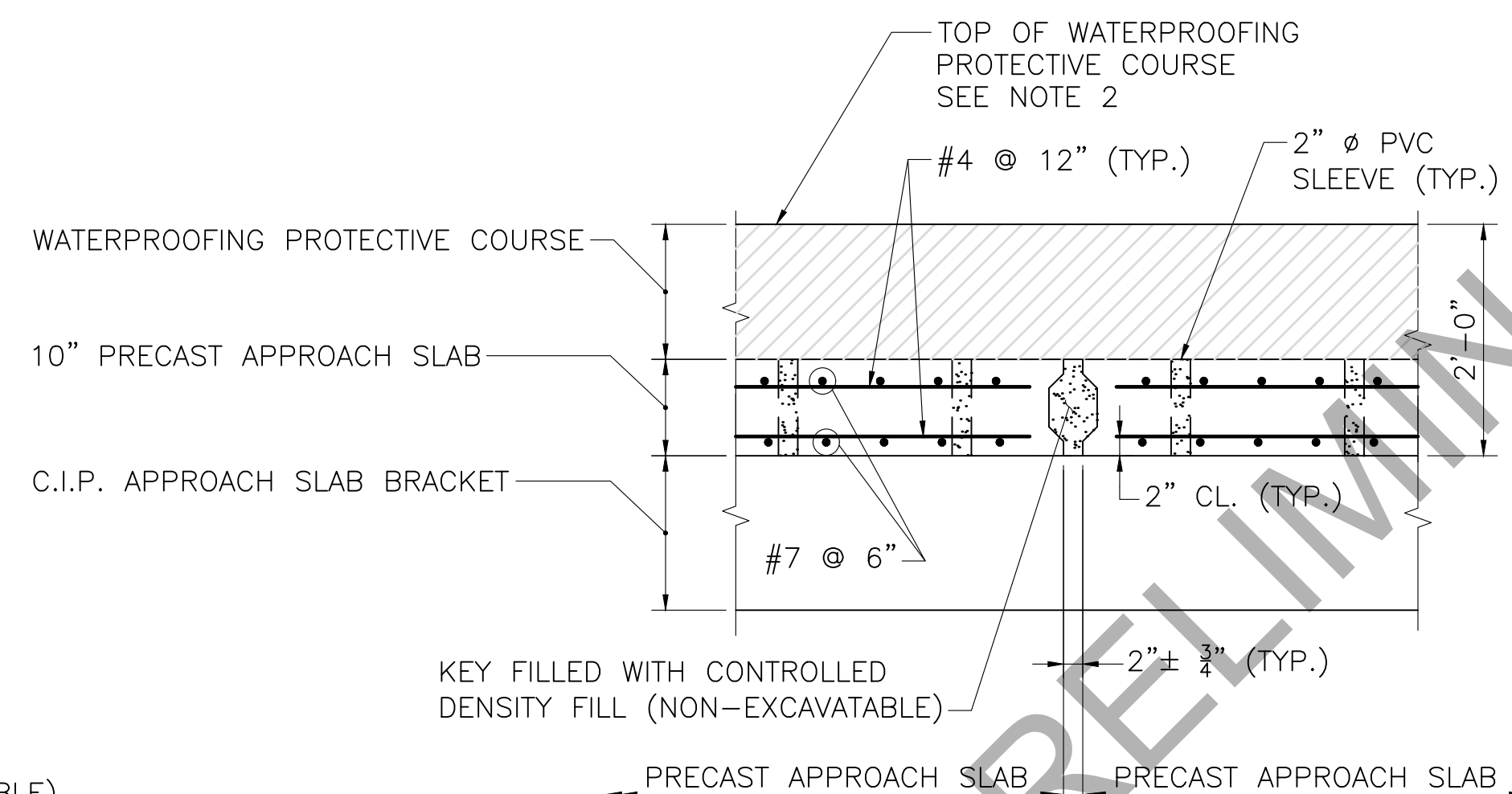
APPROACH SLAB PLAN
SCALE: 1/4" = 1'-0"



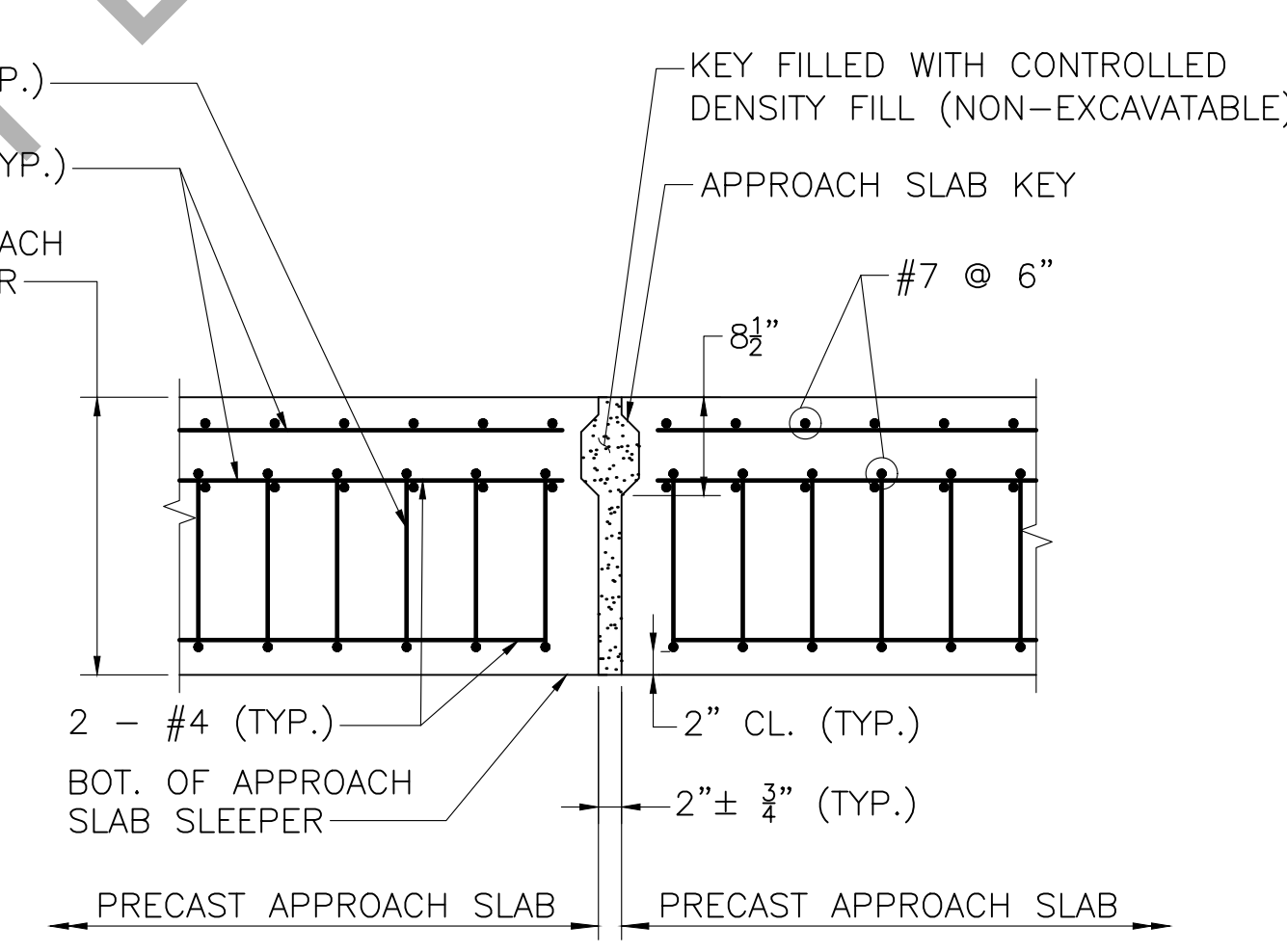
SECTION 12 TYPE II APPROACH SLAB
SCALE: 3/4" = 1'-0"



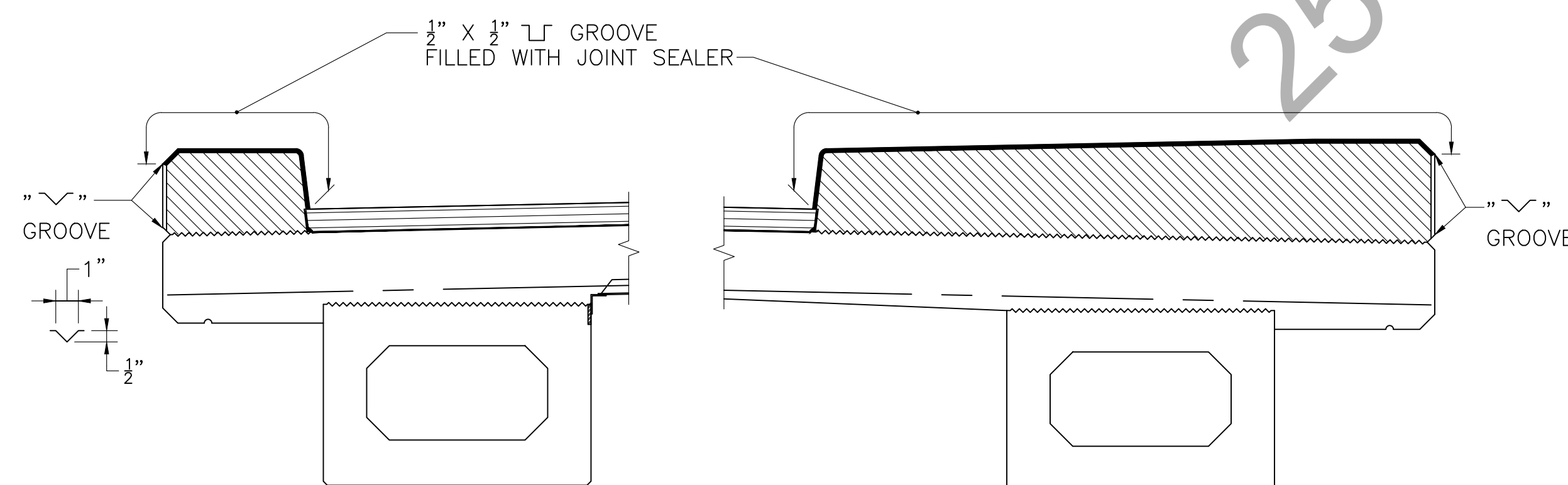
SECTION 13
SCALE: 3/4" = 1'-0"



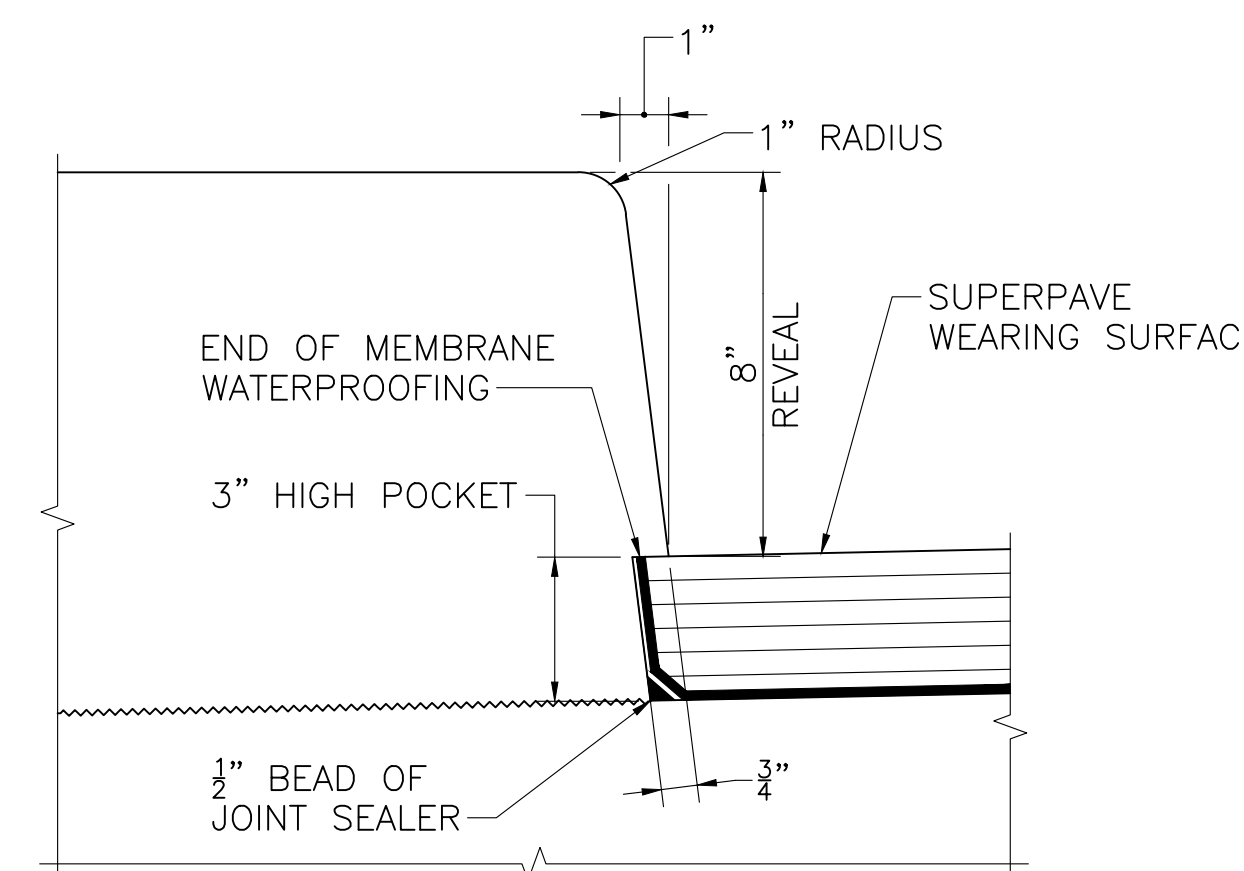
SECTION 14
SCALE: 3/4" = 1'-0"



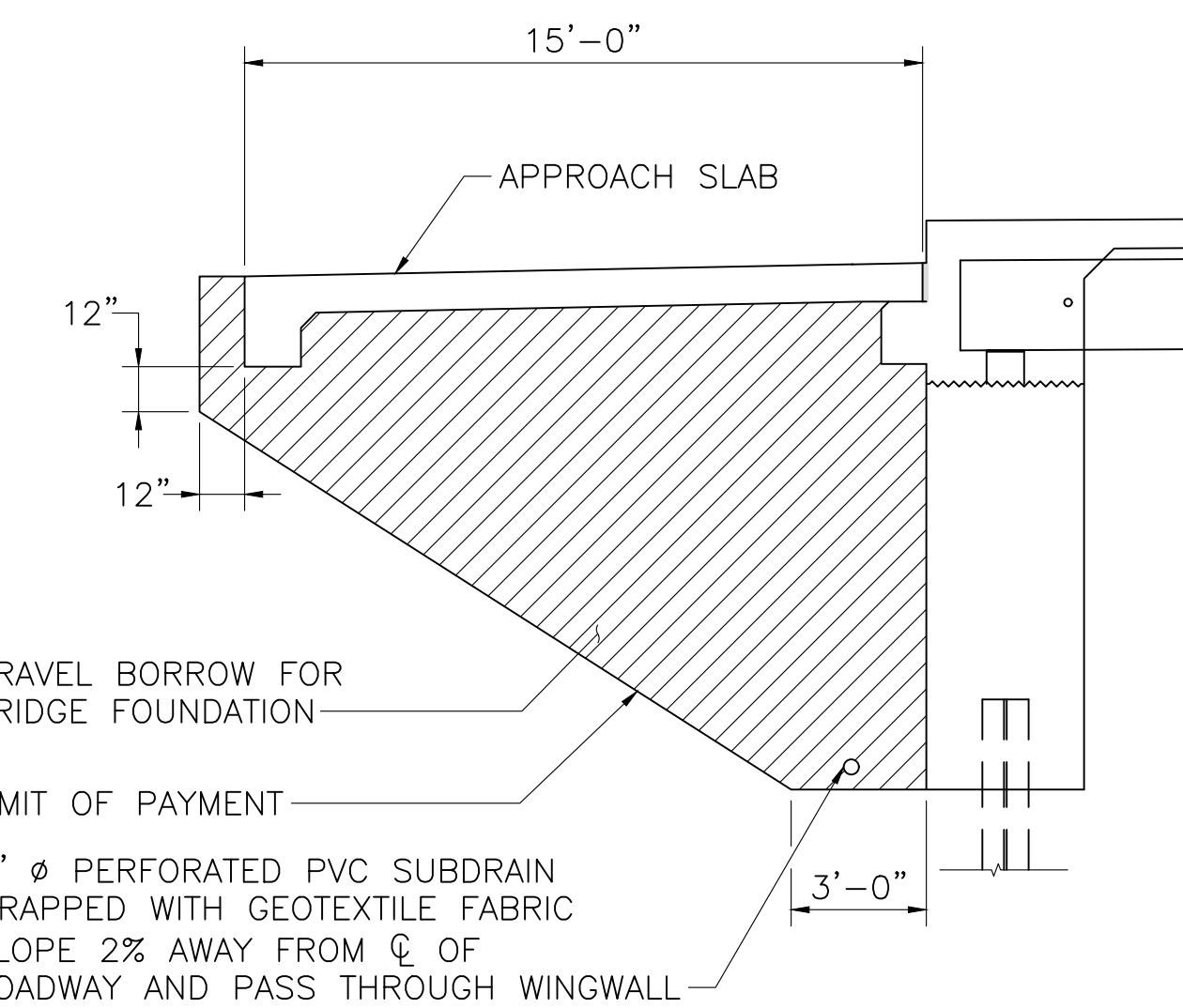
SECTION 15
SCALE: 3/4" = 1'-0"



PARAFFIN JOINT DETAIL
SCALE: 3/4" = 1'-0"



FACE OF CURB DETAILS
SCALE: 3" = 1'-0"



INTEGRAL ABUTMENT BACKFILL
SCALE: 1/4" = 1'-0"

COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
**CONCEPTUAL DESIGN IS ACCEPTABLE
TO MASSDOT FOR CONTRACTING**

STATE BRIDGE ENGINEER _____ DATE _____

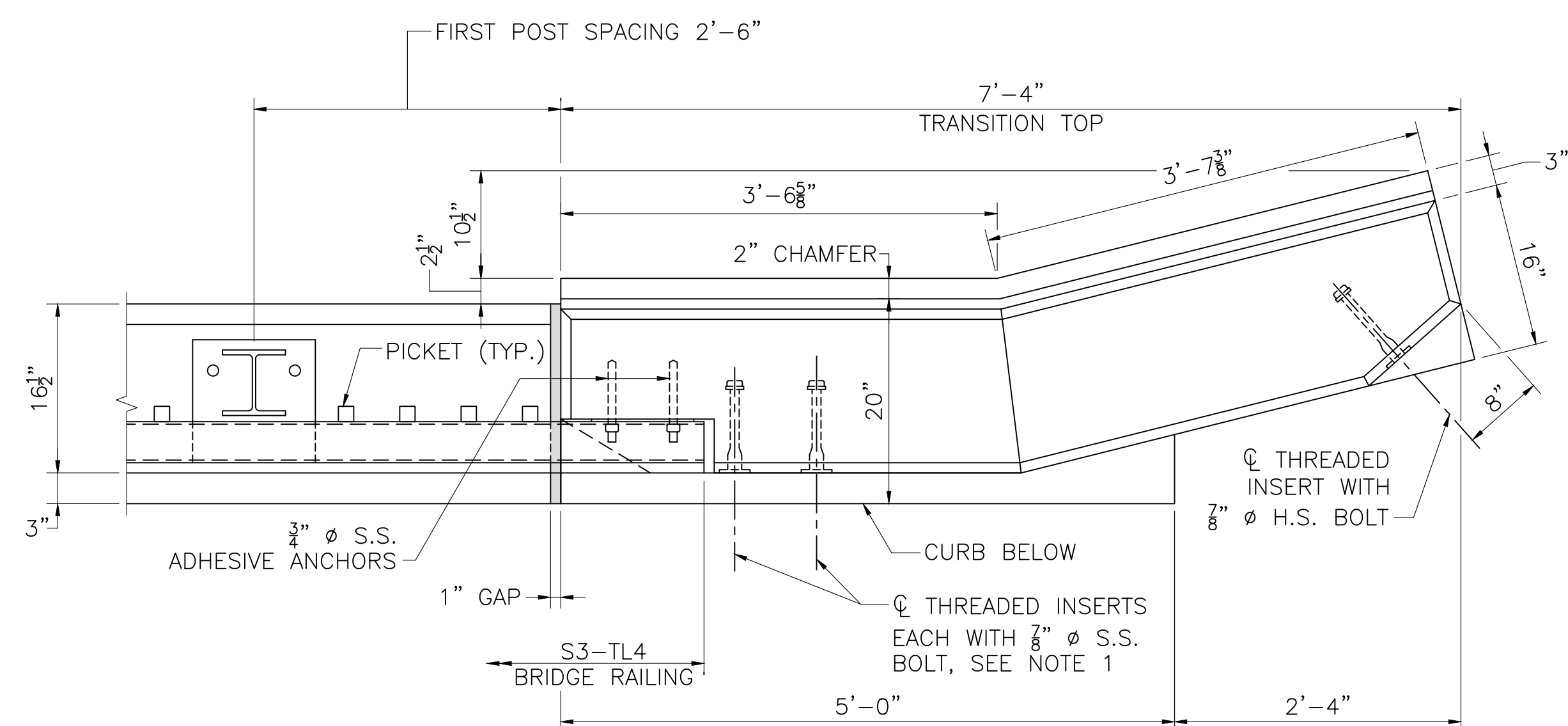
MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

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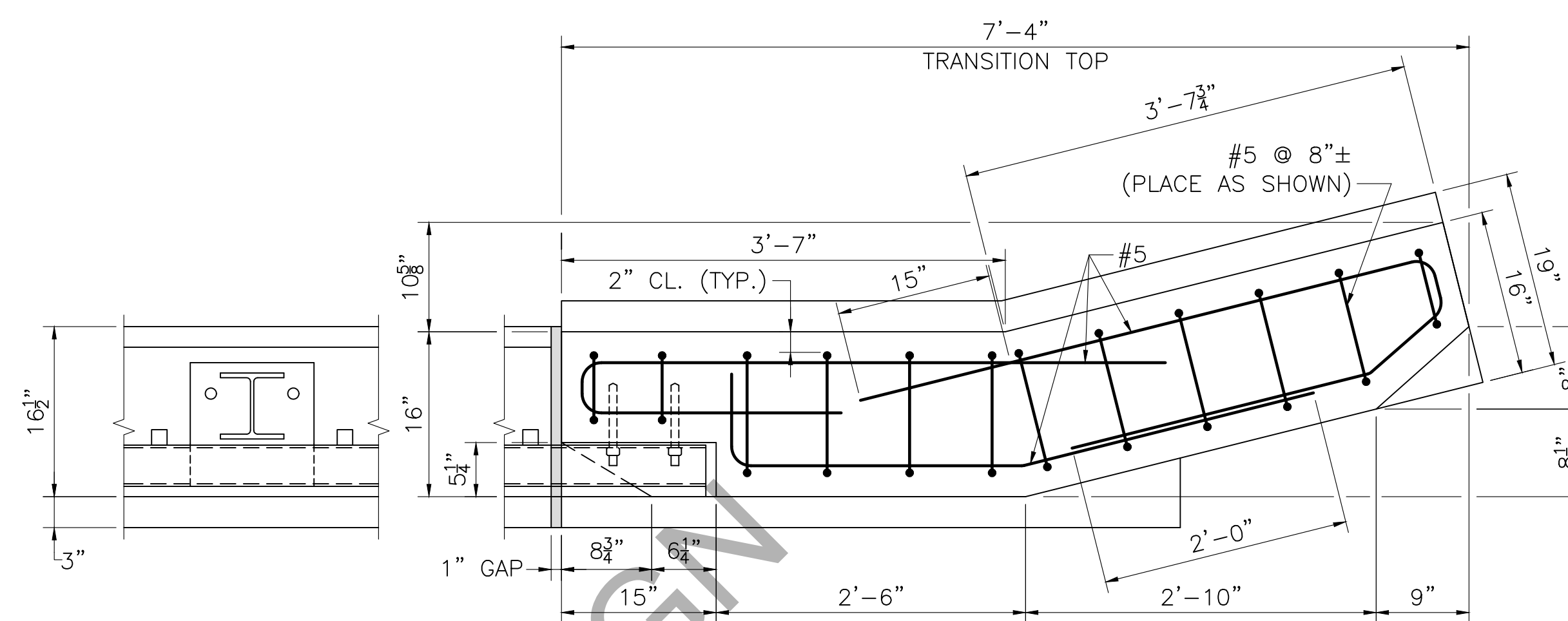
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 Plans Submittal (SPX) XX-XX-201X
 Plotted on 16-Jan-2020 7:45 AM

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

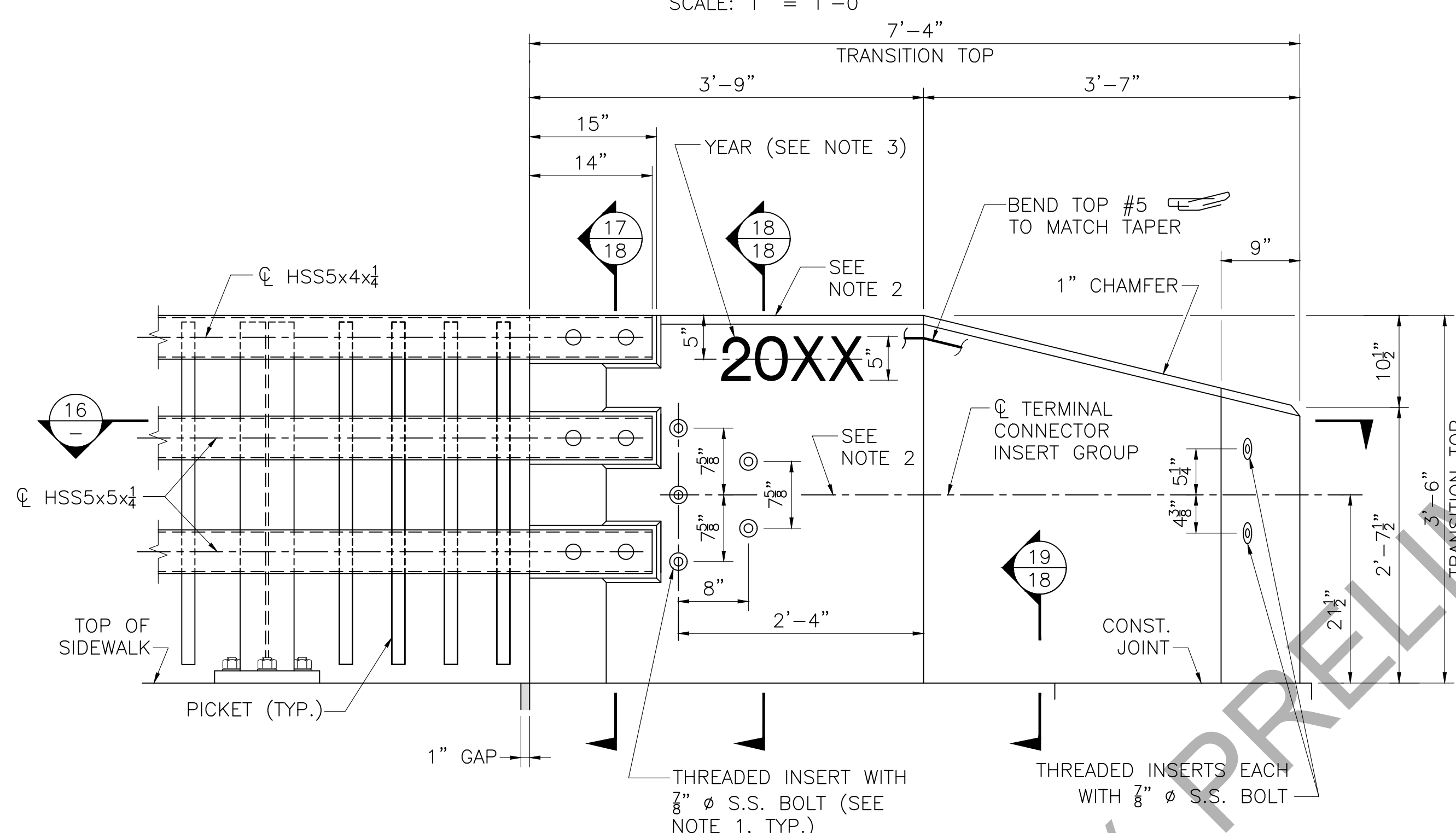
HIGHWAY GUARDRAIL
TRANSITION S3-TL4 (1/2)



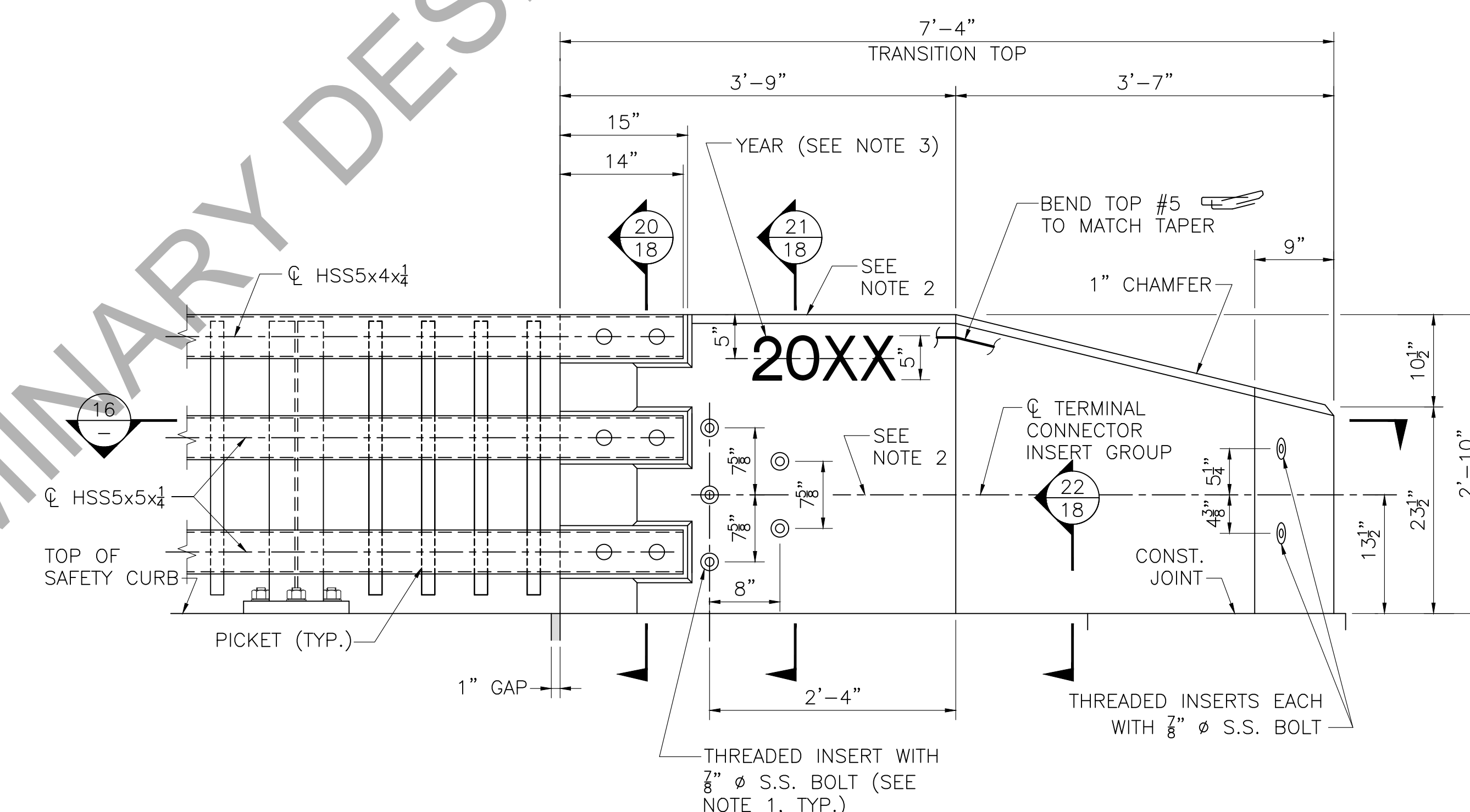
PLAN AT SAFETY CURB/SIDEWALK
SCALE: 1" = 1'-0"



SECTION 16
SCALE: 1" = 1'-0"



ELEVATION AT SIDEWALK
SCALE: 1" = 1'-0"



ELEVATION AT SAFETY CURB
SCALE: 1" = 1'-0"

NOTES:

1. THREADED INSERTS SHALL BE PREQUALIFIED BY THE MANUFACTURER AS BEING CAPABLE OF DEVELOPING A NOMINAL SHEAR RESISTANCE OF 20 KIPS PER 7/8" Ø S.S. BOLT. S.S. BOLTS SHALL BE 7/8" Ø x 1 1/2" LONG FULLY THREADED AISI TYPE 304N STAINLESS STEEL. INSERTS FOR 7/8" S.S. BOLTS SHALL BE GALVANIZED AND CAST INTO THE TRANSITION.
2. FOR AN APPROACH GRADE UP TO 3%, THE TRANSITION MAY BE CAST SQUARE AND SET PLUMB WITH THE MINIMUM EMBEDMENT DEPTH SHOWN. THE TERMINAL CONNECTOR INSERT GROUP SHALL BE SQUARE TO THE POST.

FOR AN APPROACH GRADE IN EXCESS OF 3%, THE TRANSITION TOP AND THE TOP OF CURB SHALL FOLLOW THE APPROACH GRADE. THE HEIGHT OF THE TRANSITION TOP SHALL VARY PROVIDED THAT THE MINIMUM DIMENSIONS SHOWN ON THE CONSTRUCTION DRAWINGS ARE MET. THE BOTTOM OF THE TRANSITION BASE SHALL BE SET LEVEL WITH THE MINIMUM EMBEDMENT DEPTH SHOWN. THE TERMINAL CONNECTOR INSERT GROUP SHALL BE SLOPED TO FOLLOW THE APPROACH GRADE.
3. USE LATEST CONTRACT COMPLETION YEAR IN EFFECT WHEN THE FIRST GUARDRAIL TRANSITION IS CAST. USE THIS YEAR FOR ALL GUARDRAIL TRANSITIONS.
4. ALL CONCRETE FOR THE PRECAST HIGHWAY GUARDRAIL TRANSITION SHALL BE 5000 PSI, 3/4", 685 HP CEMENT CONCRETE.
5. LIFTING DEVICES (NOT SHOWN), INCLUDING THEIR NUMBER AND LOCATION, SHALL BE DESIGNED AND DETAILED BY THE PRECASTER. THEY SHALL BE GALVANIZED AND SHALL BE PLACED AND RECESSED IN POCKETS TO PROVIDE 1 1/2" CLEAR COVER TO THE FACE OF THE TRANSITION CONCRETE. THESE DEVICES SHALL BE CLEARLY SHOWN ON THE SHOP DRAWINGS ALONG WITH ALL SUPPORTING CALCULATIONS AND/OR CATALOG CUTS. ONCE THE PRECAST TRANSITION IS SET IN PLACE, THE LIFTING DEVICE POCKETS SHALL BE FILLED WITH A NON-SHRINK GROUT THAT MATCHES THE COLOR OF THE TRANSITION CONCRETE WHEN CURED AND THE FILLED POCKETS SHALL BE RUBBED WITH A CORUNDUM STONE TO BLEND OUT THE JOINTS.

COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
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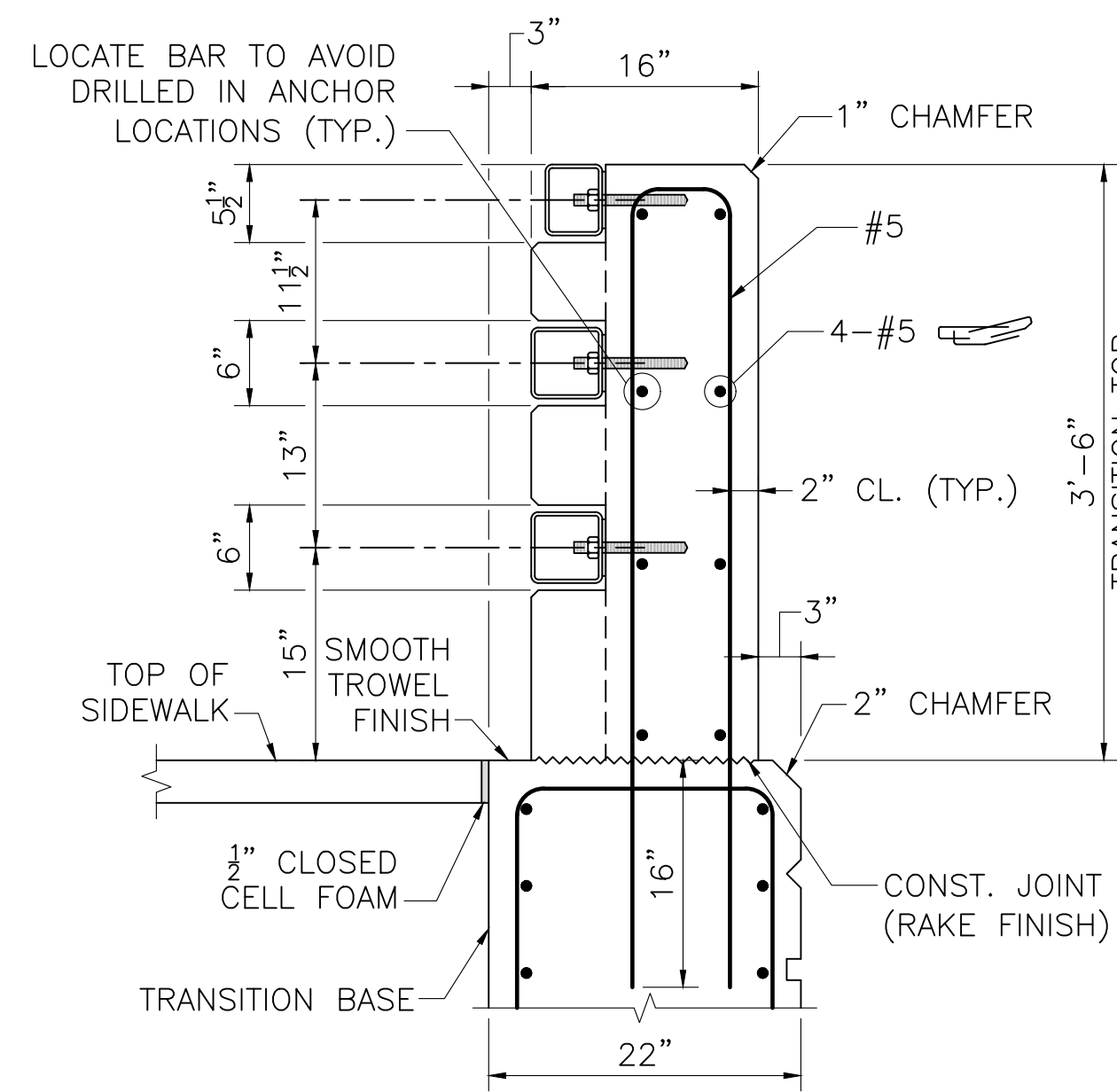
MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

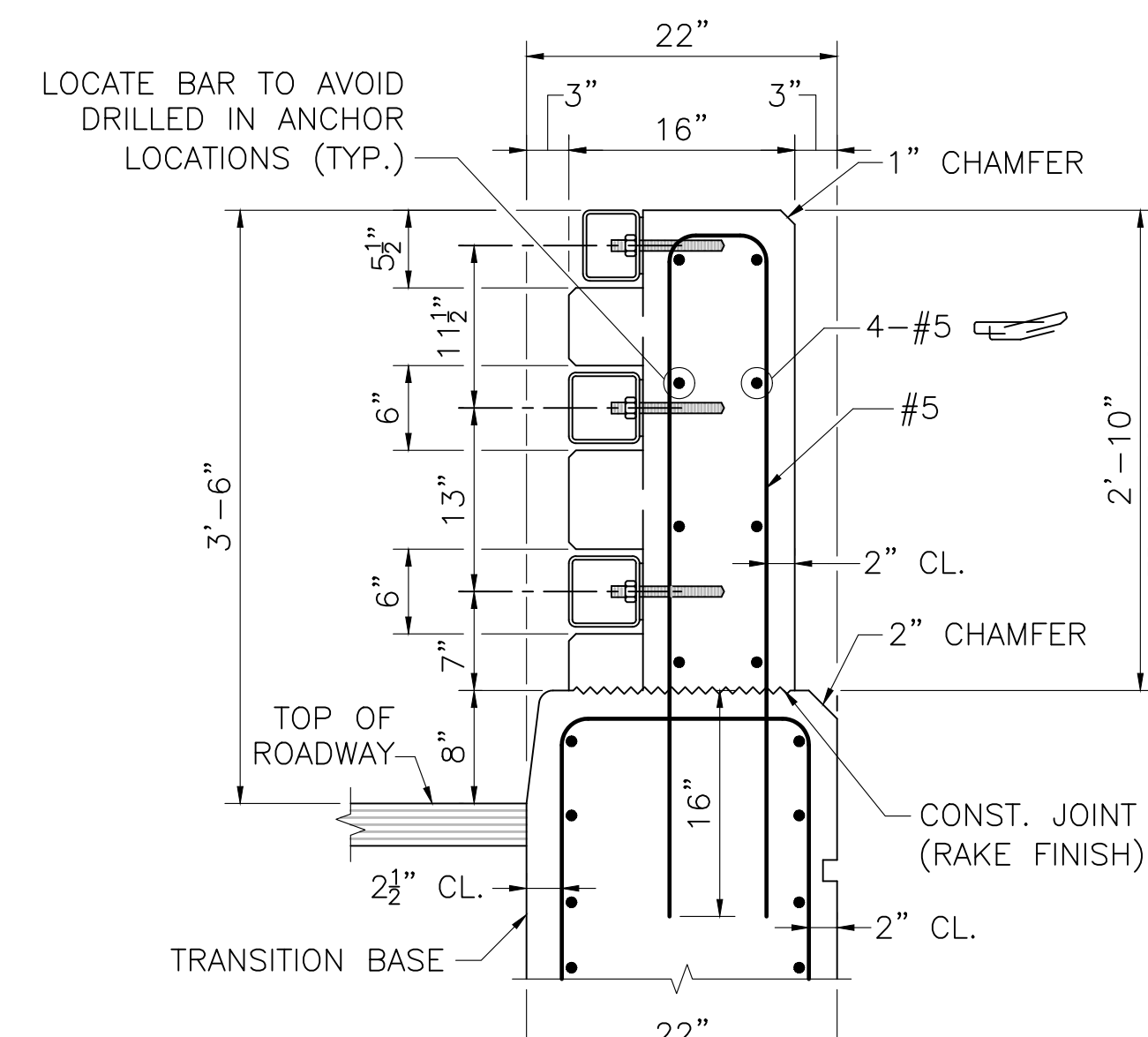
HIGHWAY GUARDRAIL
TRANSITION S3-TL4 (2/2)

NOTE:

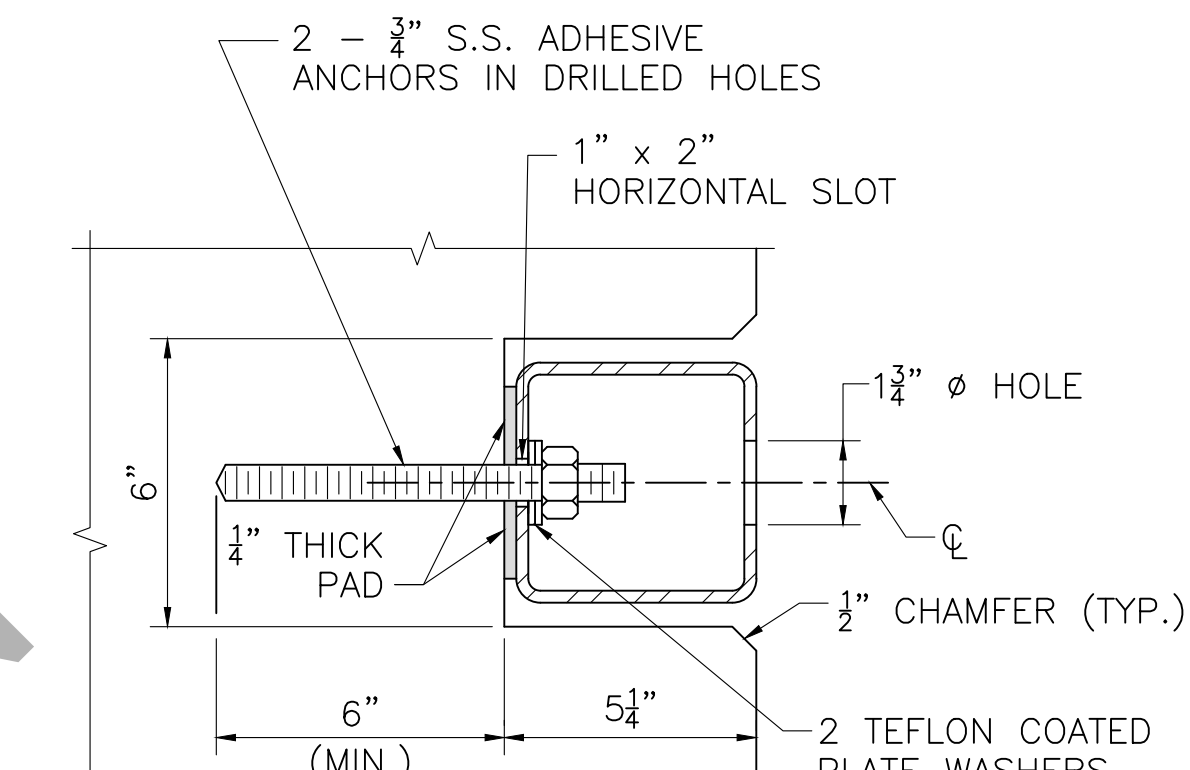
SEE SHEET 17 OF 20 FOR HIGHWAY GUARDRAIL
TRANSITION NOTES.



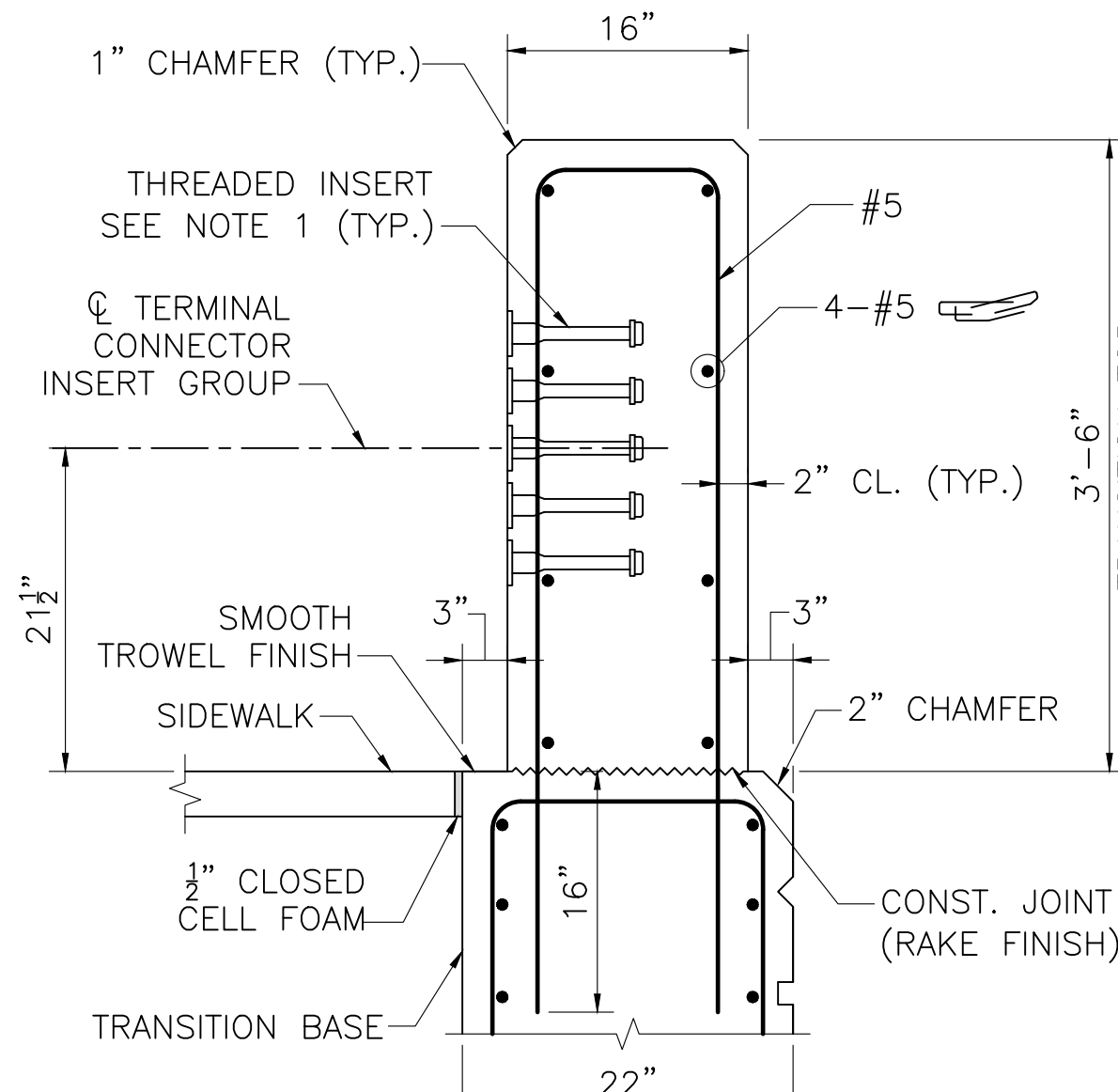
SECTION 17 AT SIDEWALK
SCALE: 1" = 1'-0"



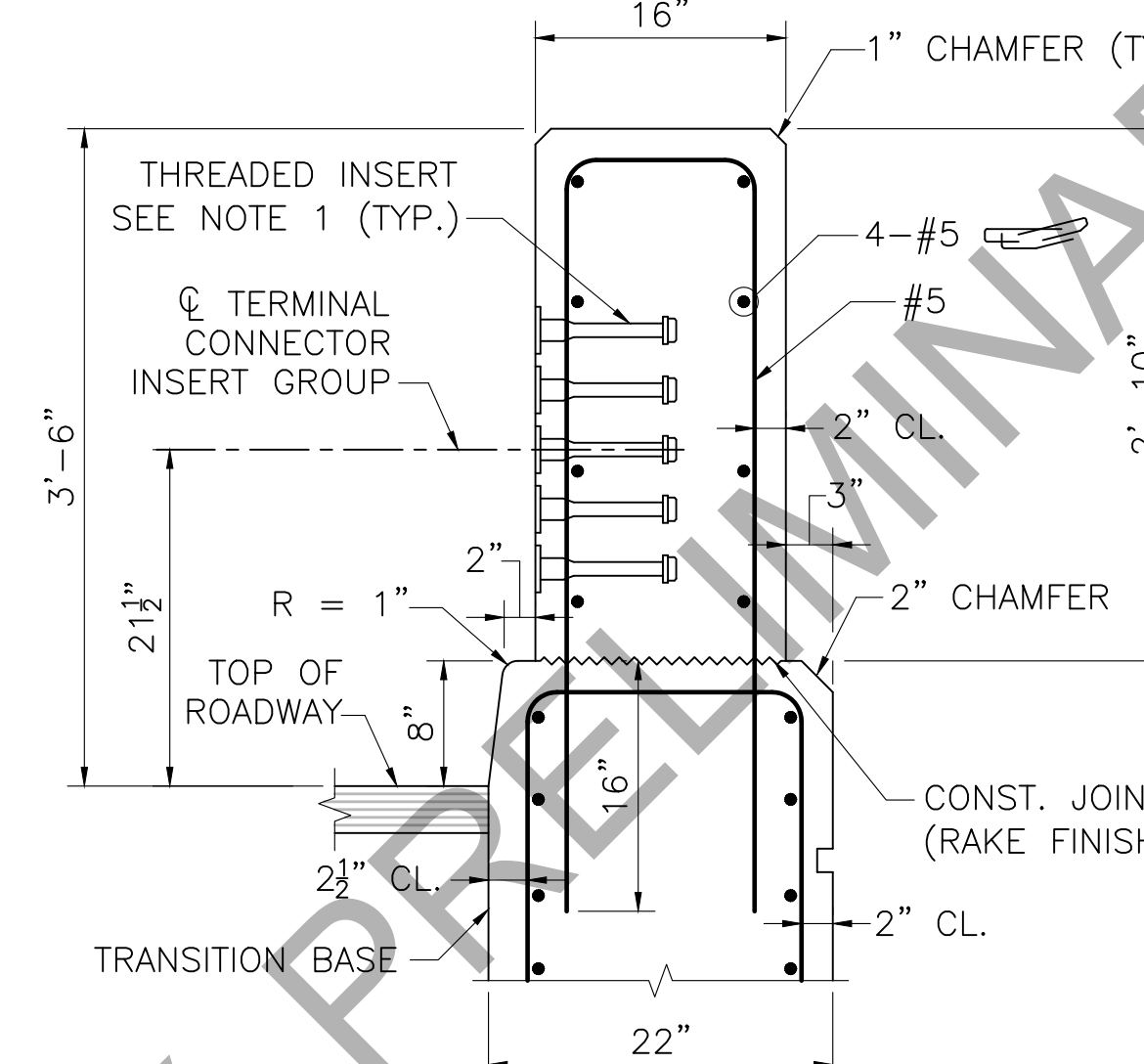
SECTION 20 AT SAFETY CURB
SCALE: 1" = 1'-0"



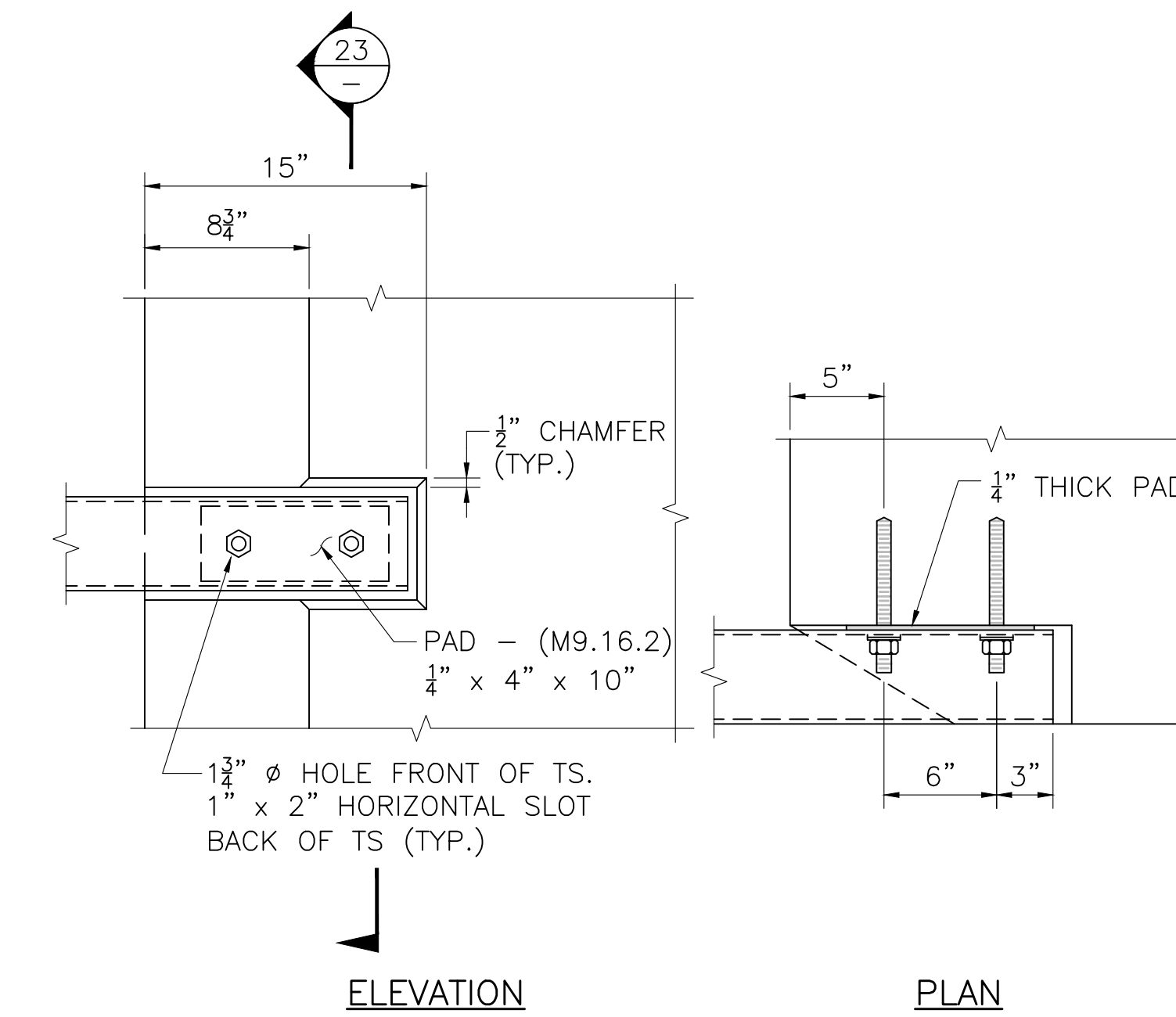
SECTION 23
SCALE: 3" = 1'-0"



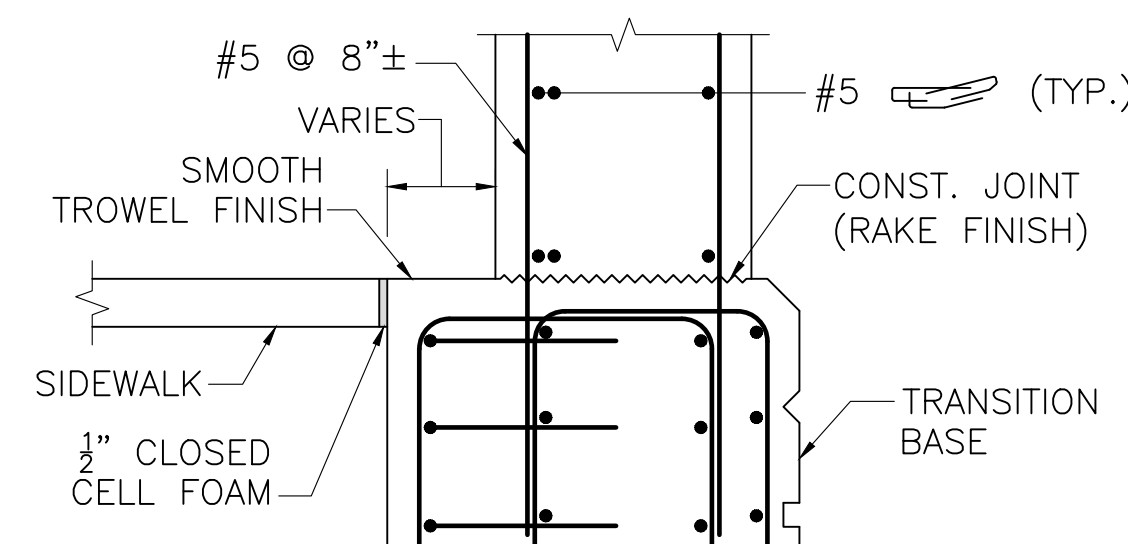
SECTION 18 AT SIDEWALK
SCALE: 1" = 1'-0"



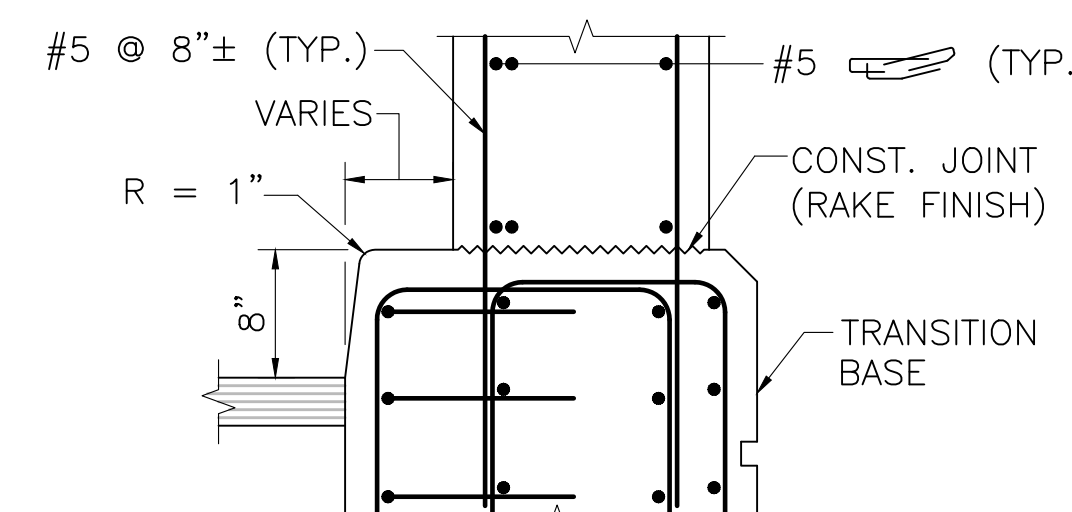
SECTION 21 AT SAFETY CURB
SCALE: 1" = 1'-0"



RAIL ATTACHMENT
SCALE: 1 1/2" = 1'-0"



SECTION 19 AT SIDEWALK
SCALE: 1" = 1'-0"



SECTION 22 AT SAFETY CURB
SCALE: 1" = 1'-0"

COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
**CONCEPTUAL DESIGN IS ACCEPTABLE
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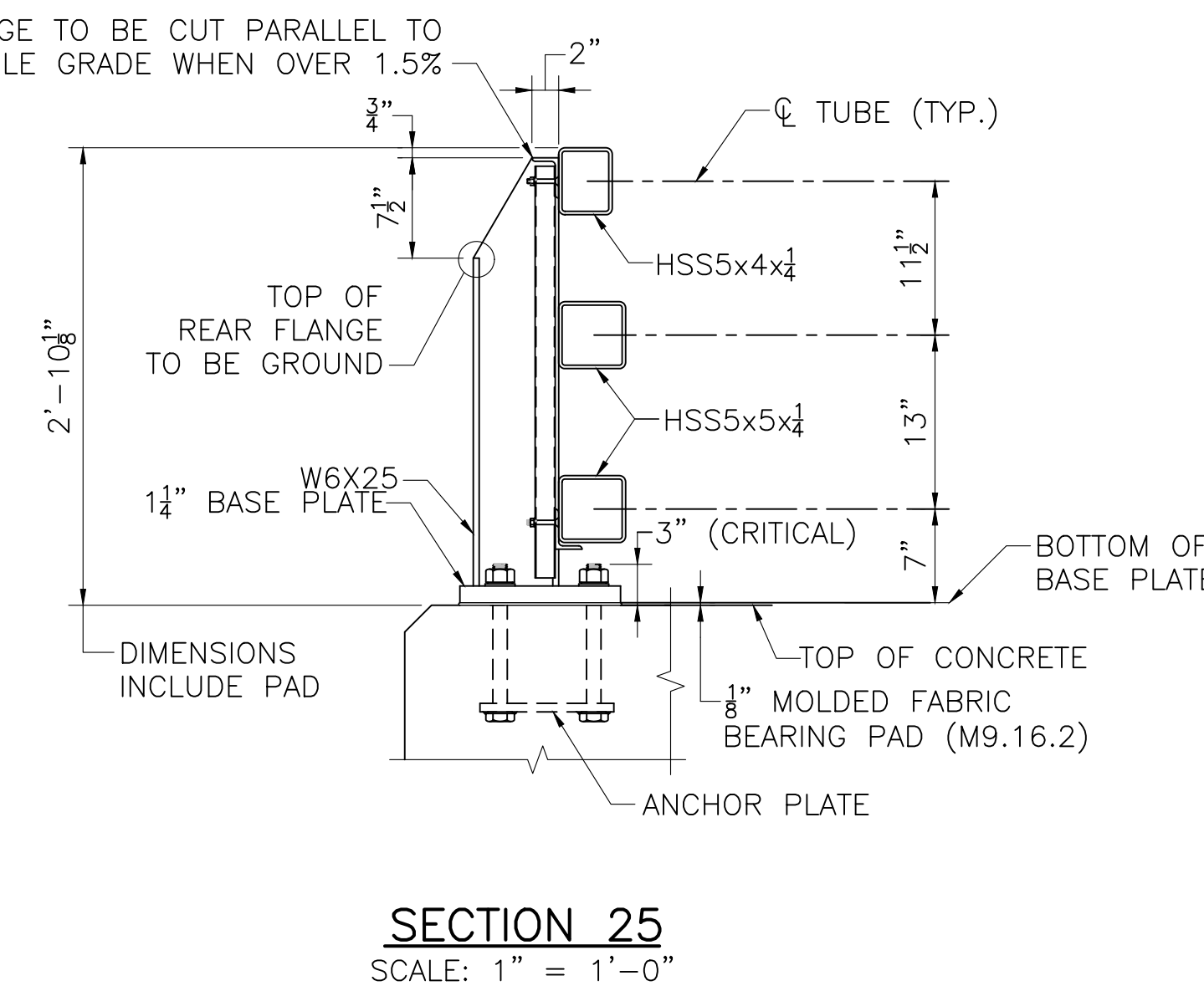
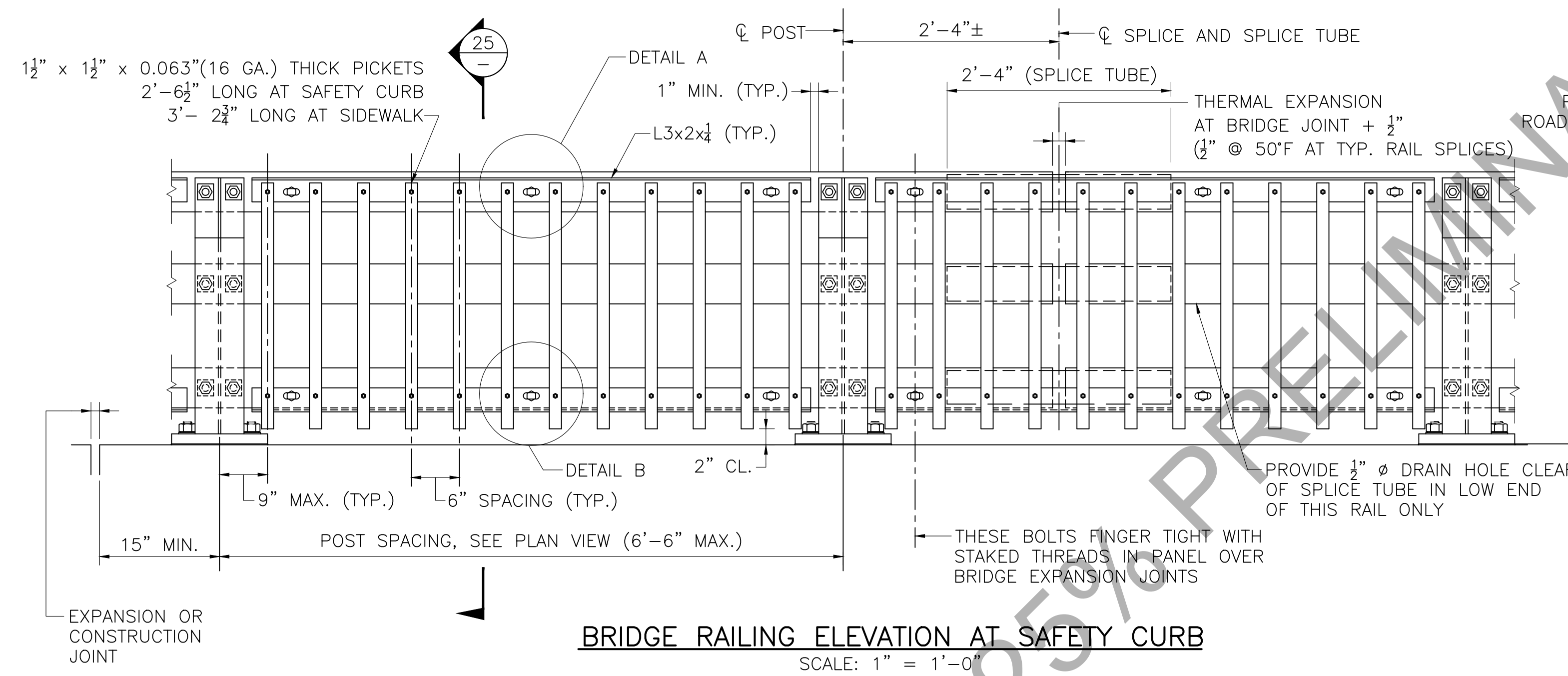
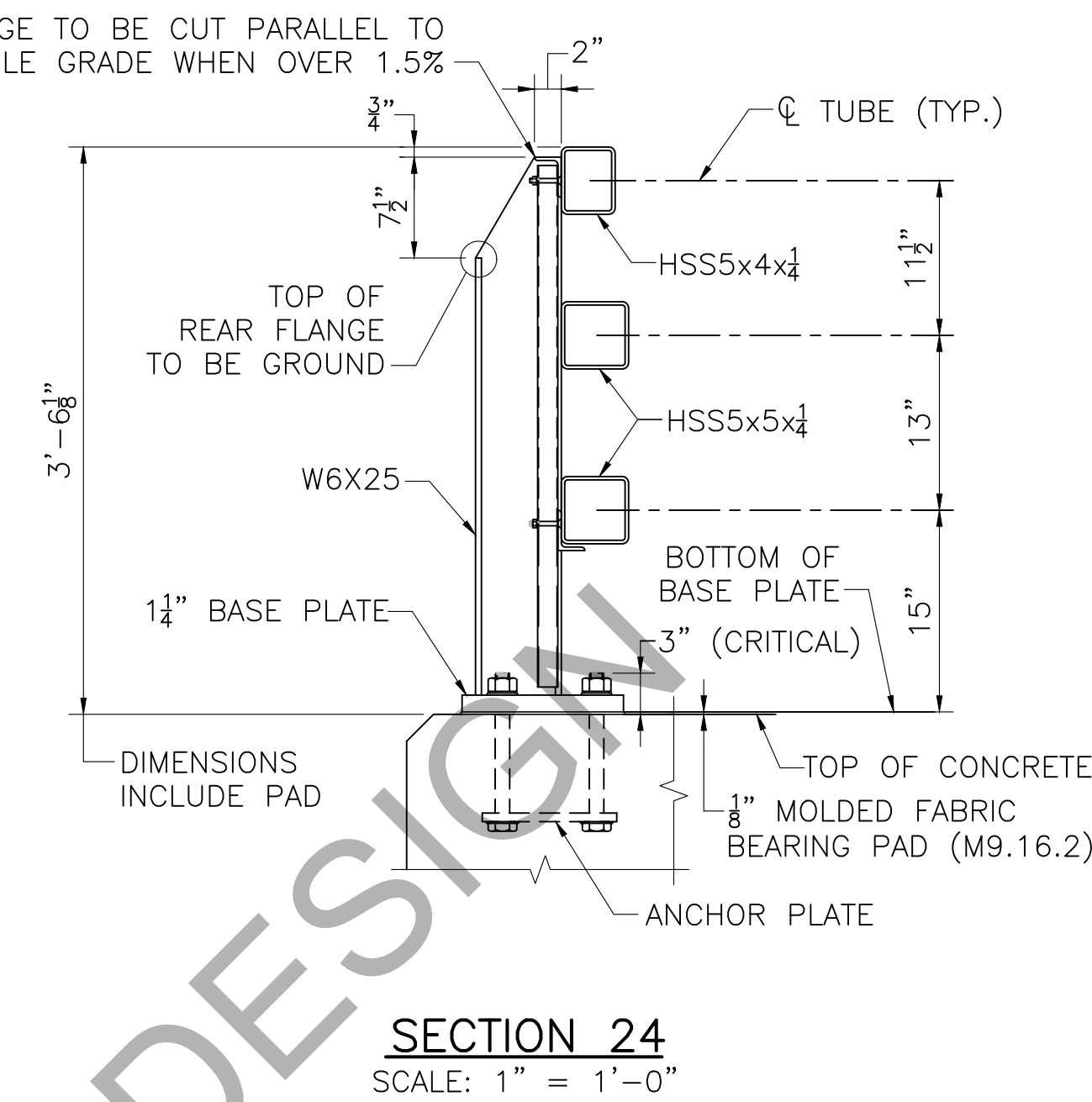
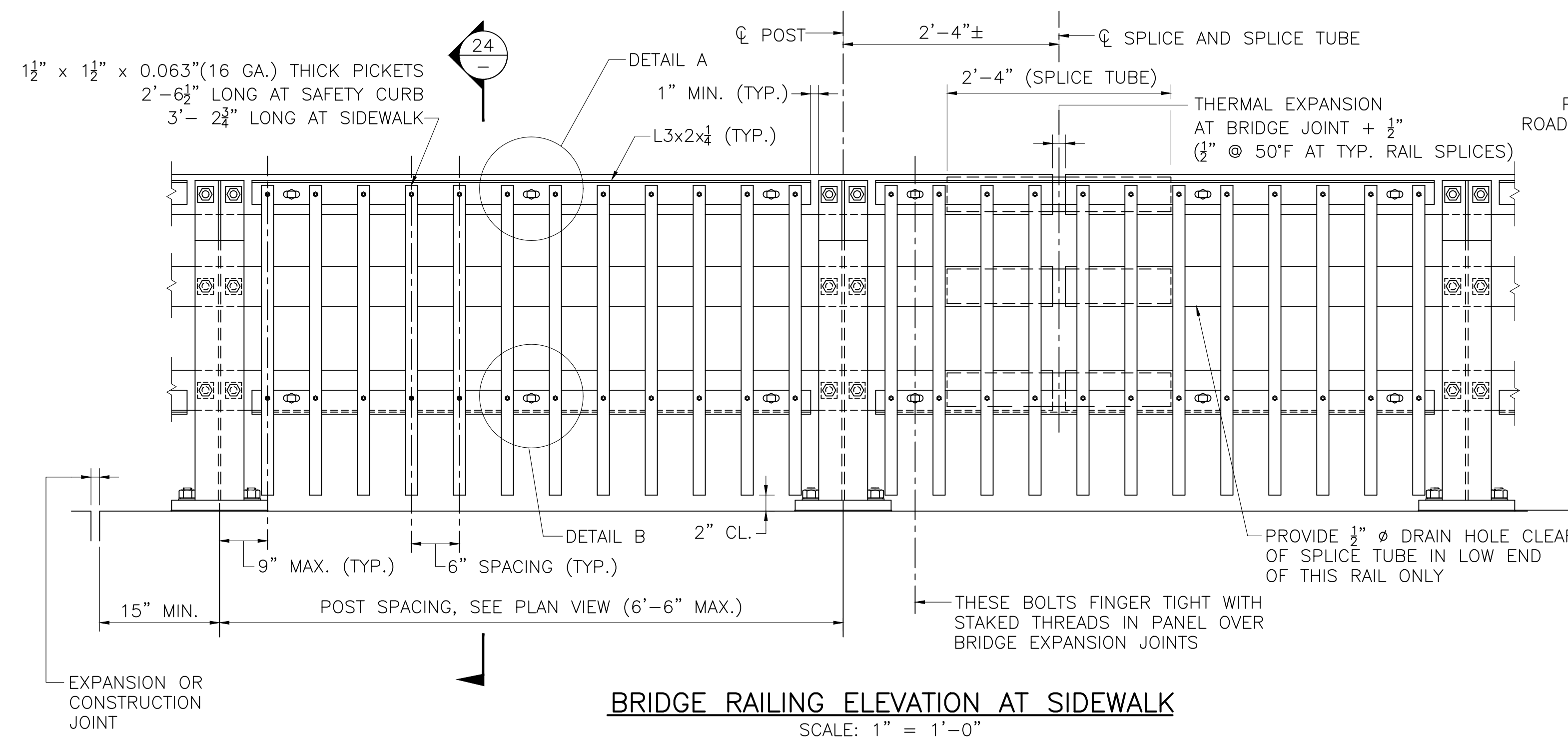
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STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	XX	XX
PROJECT FILE NO.		N/A	

S3-TL4 RAILING DETAILS (1/2)

RAILING NOTES:

1. RAIL POST AND BASE PLATES SHALL CONFORM TO THE REQUIREMENTS OF AASHTO M 270 GRADE 50. HOLLOW RAILING STRUCTURAL TUBING (HSS) SHALL CONFORM TO THE REQUIREMENTS OF ASTM A 500 WITH A CERTIFIED $F_y = 50$ KSI MINIMUM. THE MINIMUM HORIZONTAL BENDING RADII OF THE HSS TUBING SHALL BE 8 FEET. PICKET CARRIER ANGLES, ANCHOR PLATES, AND SPLICE TUBE PLATES SHALL CONFORM TO THE REQUIREMENTS OF AASHTO M 270 GRADE 36. PICKET TUBING SHALL CONFORM TO ASTM A 513 WITH $F_y = 36$ KSI MIN. OR A 500 GRADE B.
2. ALL STEEL (EXCEPT THE $\frac{5}{8}$ " ANCHOR PLATE AND FASTENERS) SHALL BE GALVANIZED AND PAINTED DARK BRONZE (FEDERAL STD. 595B COLOR NO. 10045). ANCHOR PLATE SHALL BE GALVANIZED ONLY. HEADS OF $\frac{7}{8}$ " ϕ ROUND HEAD BOLTS SHALL BE PAINTED TO MATCH RAIL.
3. ANCHOR BOLTS SHALL BE SET WITH TEMPLATES. THE NUT SECURING THE POST BASE PLATE TO THE CONCRETE SHALL BE TIGHTENED TO A SNUG FIT AND GIVEN AN ADDITIONAL $1/8$ TURN AFTER STEEL IS IN PLACE.
4. RAILS SHALL BE CONTINUOUS OVER A MINIMUM OF FOUR (4) POSTS WITHOUT SPLICES WHERE POSSIBLE. RAILS SHALL BE SPLICED IN THE PANELS OVER EXPANSION JOINT.
5. ENDS OF TUBE SECTIONS SHALL BE SAWED. GRIND SMOOTH EXPOSED EDGES. ALL CUT ENDS SHALL BE TRUE AND SMOOTH.
6. ALL POSTS TO BE PLUMB WHEN PROFILE GRADE EXCEEDS 1.5%. FOR PROFILE GRADES LESS THAN 1.5%, POSTS SHALL BE SET PERPENDICULAR TO GRADE.
7. POST FLANGE WELD DOES NOT REQUIRE MAGNETIC PARTICLE TESTING. WELD SHALL BE BACK-GOUGED ON BACK SIDE EXCEPT AT WEB. WELD IS THE SAME ON BOTH FLANGES.
8. $\frac{7}{8}$ " ϕ ROUND HEAD BOLTS SHALL CONFORM TO THE CHEMICAL AND PHYSICAL REQUIREMENTS OF AASHTO M 164.



COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
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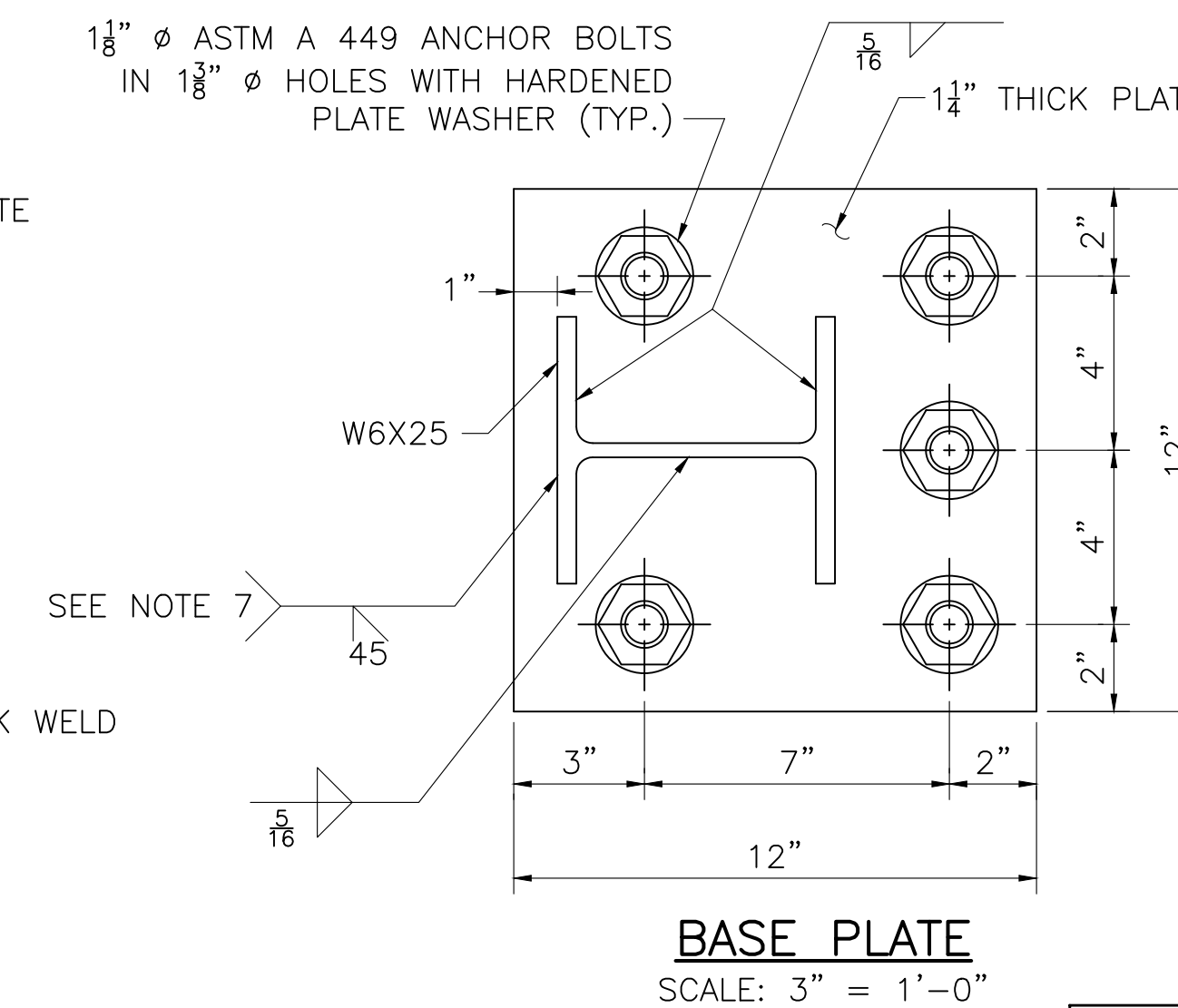
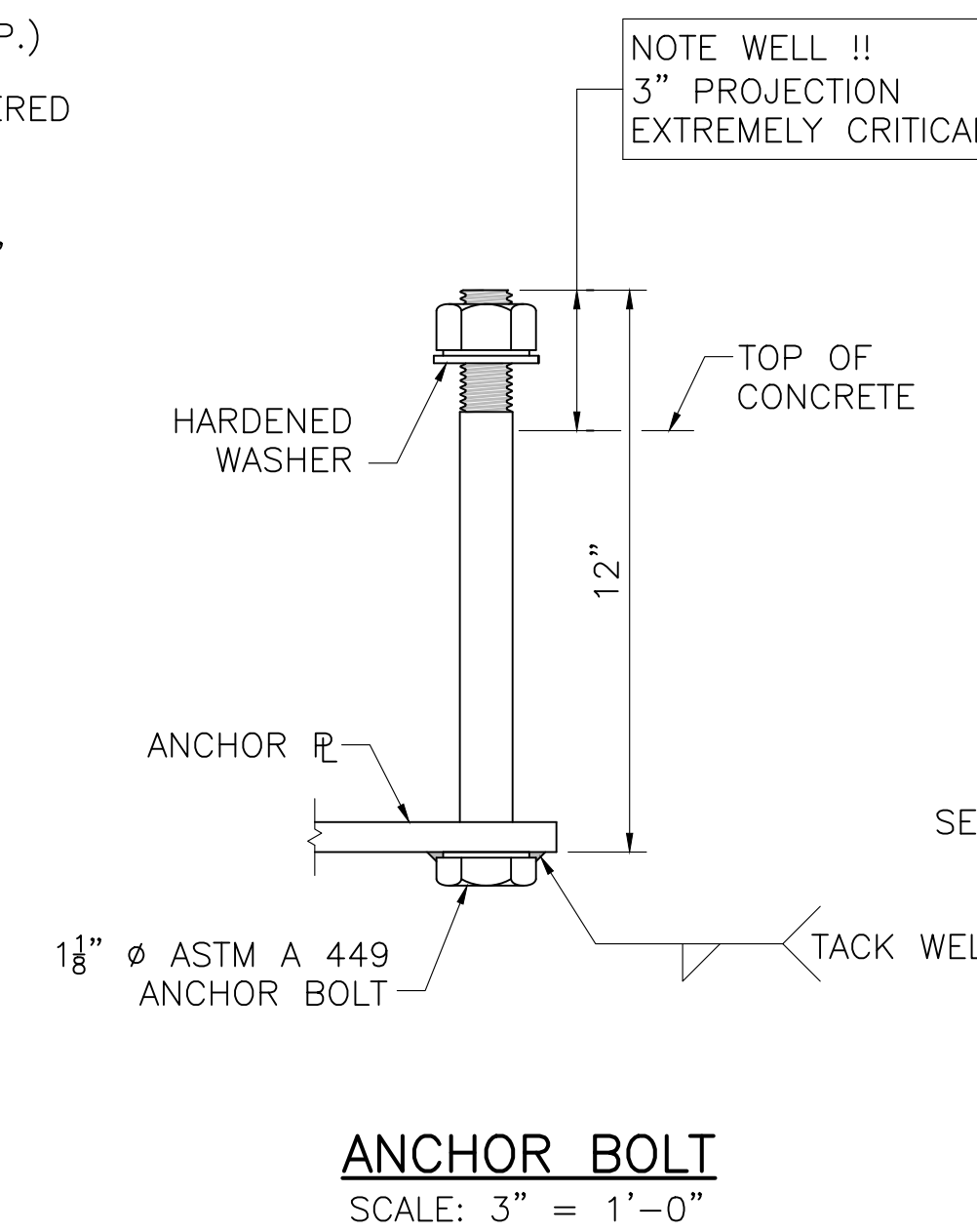
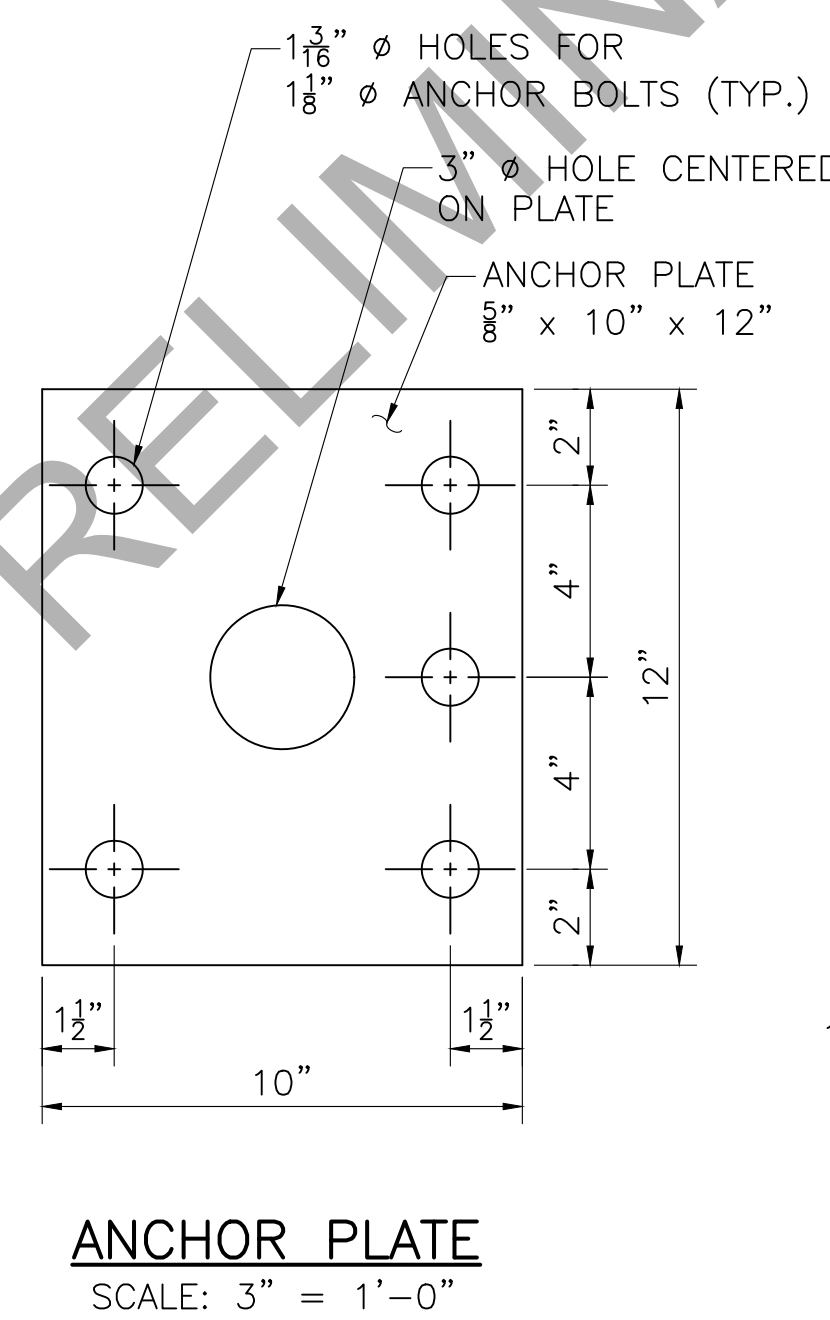
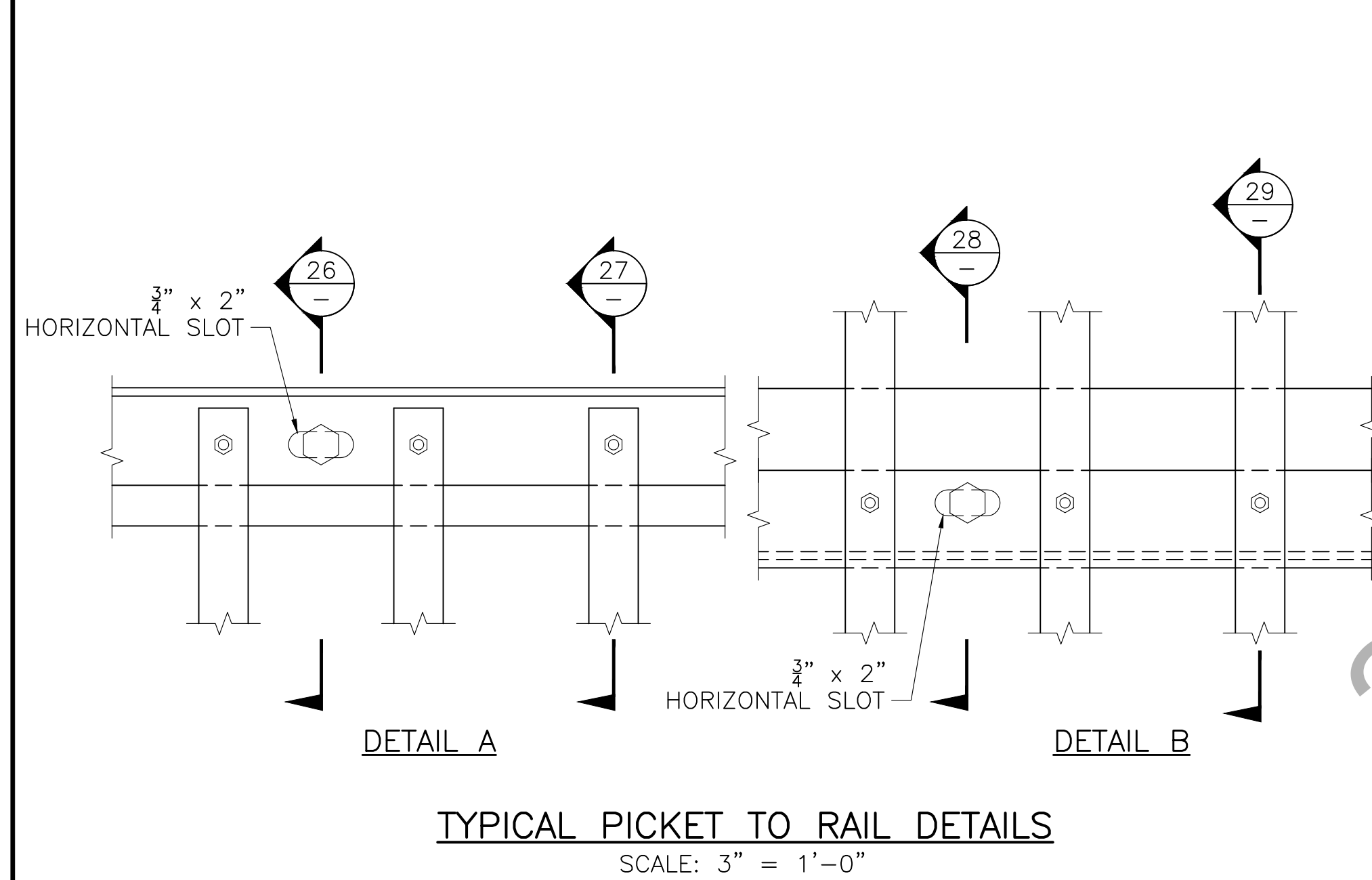
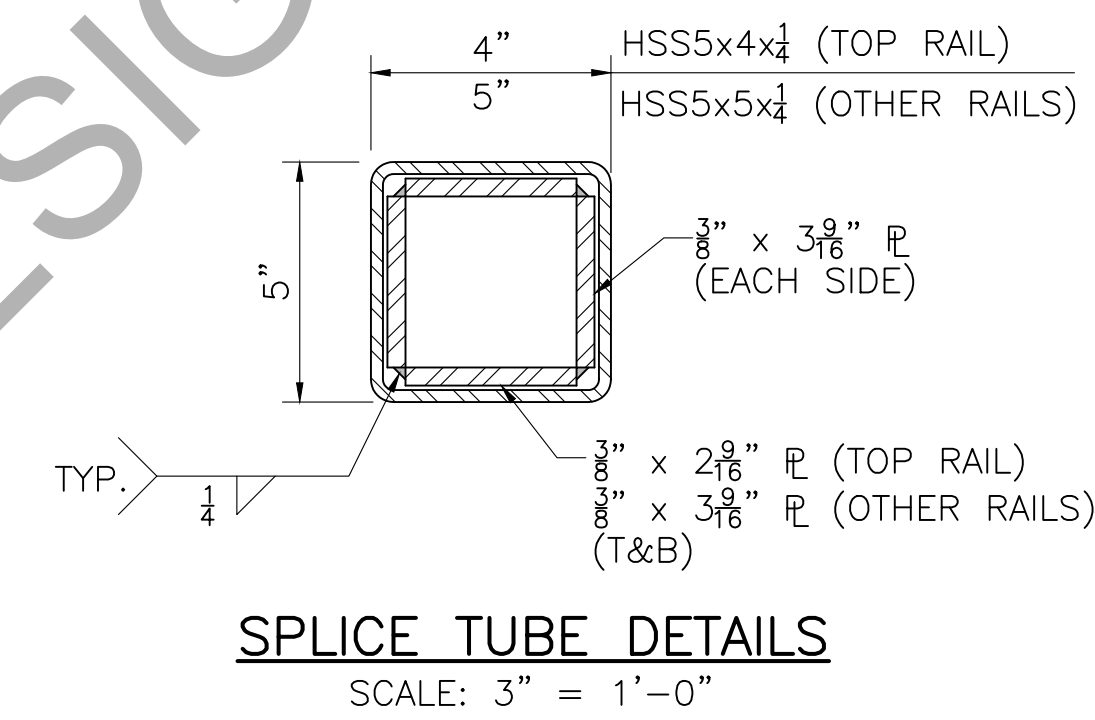
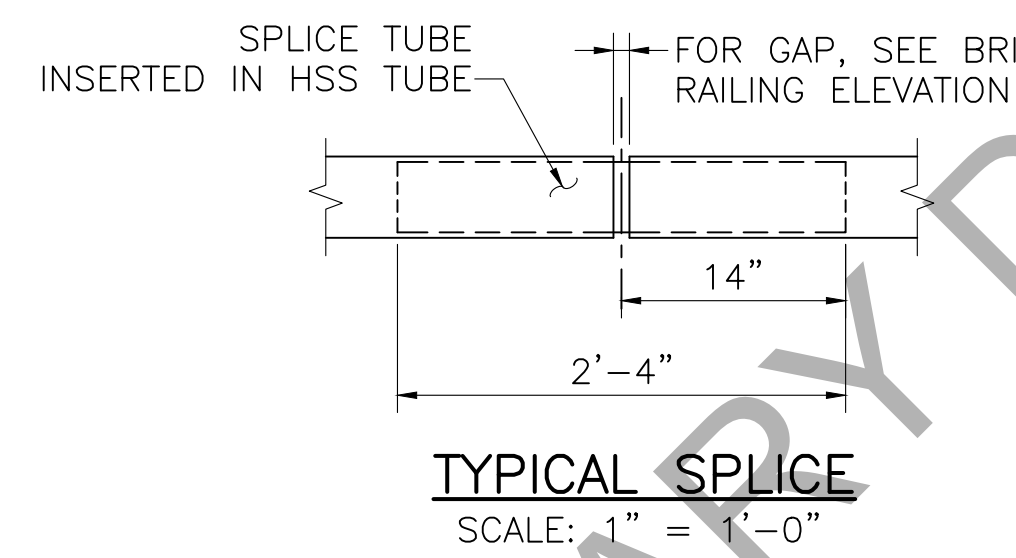
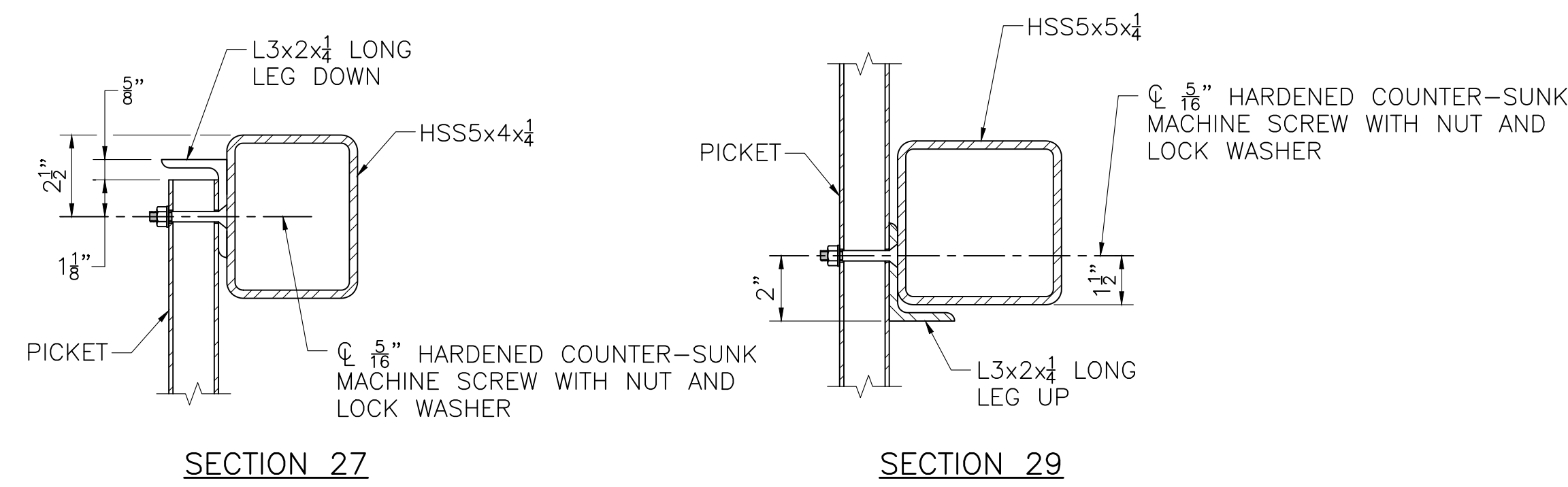
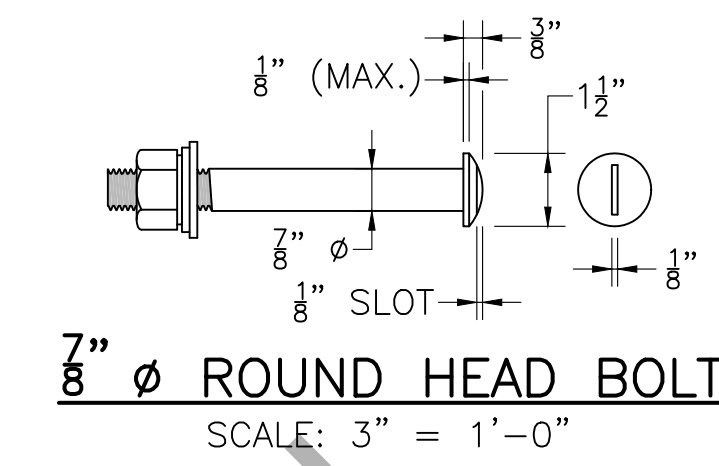
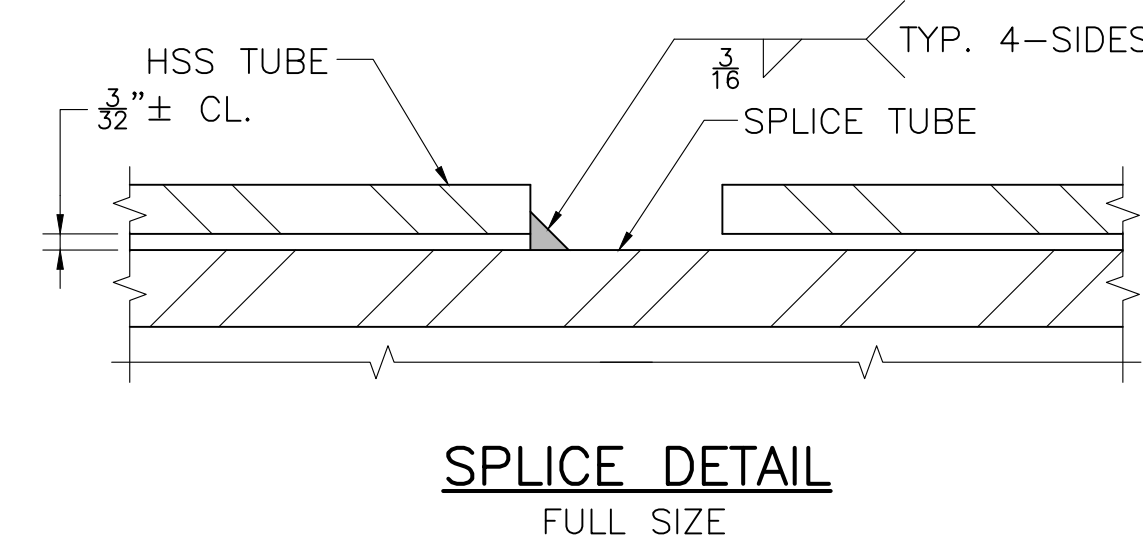
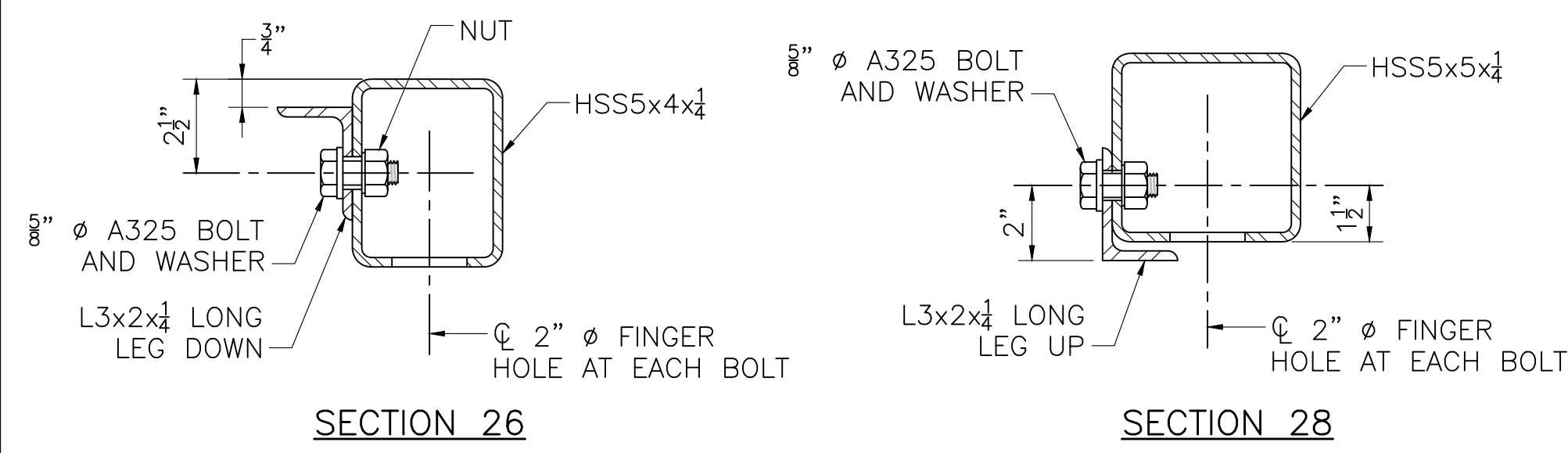
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MA	-	XX	XX
PROJECT FILE NO.		N/A	

S3-TL4 RAILING DETAILS (2/2)

NOTE:

SEE SHEET 19 OF 20 FOR RAILING NOTES.



COMMONWEALTH OF MASSACHUSETTS
MassDOT, Highway Division
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STATE BRIDGE ENGINEER _____ DATE _____

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Commonwealth of Massachusetts
EXECUTIVE OFFICE OF
HOUSING & ECONOMIC DEVELOPMENT
One Ashburton Place, Room 2101, Boston, MA 02108

RECEIVED

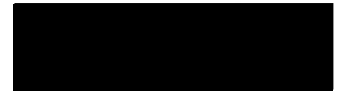
OCT 28 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MIKE KENNEALY
SECRETARY



October 25, 2019

Angus Jennings, Town Manager
Town of West Newbury
381 Main St.
West Newbury, MA 01985

Dear Town Manager Jennings:

Thank you for submitting an application to the 2019 Round of the MassWorks Infrastructure Program, which continues to be a highly competitive grant program. This year, the Executive Office of Housing and Economic Development (EOHED) received 92 applications requesting over \$223 million. The team at EOHED worked together with our other state agency partners to carefully evaluate each application and recommend the most shovel-ready and highest-impact projects for grant funding.

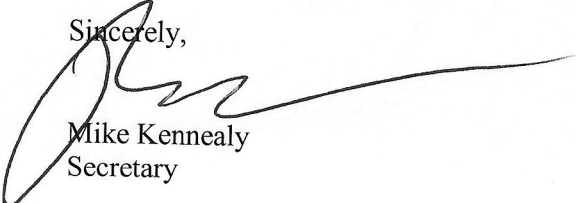
On behalf of the Baker-Polito Administration, I am pleased to inform you that a grant to the Town of West Newbury (Grantee) in the amount of **\$1,000,000** has been approved to support the **West Newbury - Bridge Replacement Project**. In order to begin preparing a contract for this grant, please respond with a completed Pre-Contract Form by November 15th, 2019. You will be contacted by a MassWorks staff member to discuss any additional conditions and/or requirements related to this grant award and about next steps. See attached for further contracting guidance.

Please be advised that this letter does not constitute an agreement or contract with EOHED or the Commonwealth of Massachusetts, nor does it confer any rights onto the Grantee. The Grantee is not authorized to proceed with any purchases or construction work, for which it expects reimbursement from this grant, until a contract has been fully executed with EOHED.

The grant commitment outlined above is contingent upon successful execution of a contract no later than June 30, 2020, with a project scope/timeline confirming that the project can be completed within the next three years. Projects not under contract by the June 30 deadline will no longer be eligible for this funding but may reapply in a future competitive round. Projects contracted but not completed by the contract expiration date will forfeit unexpended funds at that time.

Again, thank you for your participation in the MassWorks Infrastructure Program. We look forward to working with you to advance the economic growth of your community and the Commonwealth.

Sincerely,


Mike Kennealy
Secretary



MASSWORKS INFRASTRUCTURE PROGRAM

MassWorks 2019 Round – New Contracting Guidance

Congratulations on receiving a MassWorks Grant Award. This attachment outlines information about changes in the announcement and contracting process this year.

Please note the following:

- **Public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release.** Please refrain from sharing or publicizing news about this award until it is officially announced.
- A MassWorks contract manager has been assigned to your community to work with you on all contract billing and reporting matters. This person will reach out directly to assist with the contracting process and if/when an announcement event is scheduled.
- This MassWorks award commitment will expire if not contracted by the end of the fiscal year. **The 2019 round awards must be contracted before June 30, 2020.**
- The earlier issuance of the award letter is intended to inform the municipal CEO and help to begin the contracting process immediately. The CEO may share this info with a designee who will be responsible for gathering/submitting the contract paperwork.
- Attached is a copy of a Pre-Contract Form, which requests the updated scope of work, timeline, and budget information that EOHEd will need to prepare the contract documents. (An electronic version of the form is available on the MassWorks website.) **Please complete and submit the pre-contract no later than November 15, 2019.** Contracts will be prepared, approved, and fully executed in the order they are received.

Again, as outlined in the commitment letter:

- This award is contingent on a contract being executed by June 30, 2020. If the grant is not under contract by this date, the project will no longer be eligible for the funding. The community may apply again for the same project in any future competitive round.
- **Grantees are expected to complete the contracted infrastructure work within three years or less.** No extensions will be approved. If project is not finished and/or funds are not fully incurred/expended by the contract expiration date, all remaining funds will be forfeited. The community may apply in the next round for funds to complete the project.

Please email any questions to massworks@mass.gov.



TOWN OF WEST NEWBURY

Michael P. McCarron
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
978-363-1826 (Fax)
mmccarron@wnewbury.org

January 16, 2020

Lynne Spencer
Doug Manley
Spencer, Sullivan & Vogt
1 Thompson Square, Suite 504
Charlestown, MA 02129

RE: Carr Post Design Services

Dear Ms. Spencer and Mr. Manley:

After reviewing your "Qualifications for Renovation of the Building Known as the Carr Post (Soldiers & Sailors Memorial), I am pleased to inform you that the Town has selected your firm for entering into negotiations to perform the design services for the renovation of the Carr Post.

You may contact my office to arrange an initial meeting for reviewing contractual terms.

Congratulations on your selection and I am confident that we may commence with this project expeditiously.

Please feel free to contact me if you have any questions.

Very truly yours,



Michael P. McCarron

cc: Town Manager



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Community Preservation Committee
FROM: Angus Jennings, Town Manager
DATE: January 14, 2020
RE: CPC Quarterly Update, Preservation & Restoration of Soldiers & Sailors Memorial Bldg.

This quarterly update is provided as requested in Item A(5) of the “Procedure for Expenditures from Community Preservation Act Funds, including General Information.”

Designer Selection

Work to date has been almost entirely focused on the designer selection process, which has proceeded in accordance with the Board of Selectmen’s Designer Selection Procedures.¹ At their meeting on November 12, 2019, the Board designated Chief Procurement Officer Michael McCarron as the individual responsible for conducting the designer selection process.

An optional site inspection that took place on Monday, December 9th, and was attended by representatives of eight firms, as well as by Town staff and a representative from the Carr Post Building Committee. The Town received three proposals prior to the deadline on Tuesday, December 17th.

Mike has evaluated all proposals and had intended to notify the selected firm this week in order to begin work toward a contract; however he has been out sick for a couple of days so this work will be tabled until he’s back in the office. If there are further updates prior to this Thursday’s CPC meeting I’ll provide them verbally at the meeting.

A complete copy of the RFQ and related materials can be provided upon request.

Other

The Town has received notice of the Application Instructions for the upcoming Massachusetts Preservation Projects Fund grant round offered by the Massachusetts Historical Commission. Review is underway to determine whether the Town has the capacity to pursue this grant timely for the March 20, 2020 deadline.

¹ Online at:

https://www.wnewbury.org/sites/westnewburyma/files/uploads/west_newbury_board_of_selectmen_designer_process_-_amended_11-12-19.pdf



**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE
381 MAIN STREET
WEST NEWBURY MA 01985
978-363-1100 X131 Fax: 978-363-1119
e-mail: cpc@wnewbury.org**

Procedure for Expenditures from Community Preservation Act Funds, including General Information

For Town of West Newbury Entities

Project Name: Preservation and Restoration of the Soldiers and Sailors Memorial Building (Carr Post), ARTICLE 10, Special Town Meeting of November 4, 2019, Application from the Board of Selectmen for \$1,500,000 to pay costs of preserving, restoring and making extraordinary repairs to the building.

AMOUNT APPROVED by TOWN MEETING: \$250,000 from existing CPA funds, (\$141,100.33 from Historic Resources Reserve Fund, and \$108,899.67 from Undesignated Fund Balance), and \$1,250,000 to be bonded over a 20-year period.

The Application for Funding was approved by the CPC with two Conditions:

1. With reference to Page 3 of the Application, that the amount of CPA expenditures shall be reduced by any grants received, and
 2. In compliance with M.G.L. Chapter 44B, the work performed shall comply with the Department of Interior Standards for Rehabilitation.
- A. GENERAL REQUIREMENTS:**
1. All services for Town projects are subject the provisions of M.G.L. Chapter 30B. Other M.G.L. statutes may apply, depending on the scope and dollar amount of a project. Michael McCarron is the Chief Procurement Officer for the Town of West Newbury. Please consult with him for procurement requirements.
 2. Work contracted must be in accordance with the Application filed with and approved by the CPC. If there are deviations from the scope of the Application, please contact the CPC Office to discuss this. You may be required to attend a CPC meeting for discussion.
 3. It is your obligation to obtain all permits and approvals necessary for implementation of the project.
 4. Any printed or posted literature or product shall acknowledge funding by the Community Preservation Act funds, such as "Funding for this Project has been provided with Community Preservation Act Funds." There is currently a CPA sign installed in front of the building, and it should remain on site through the duration of the project. We understand that with active construction the sign may be moved to a more secure location.

5. We request a quarterly update of the status of your project in writing in the following months: January, April, July, and October. The update should be submitted by the second Thursday of the month for CPC distribution and review.
6. Please notify the CPC that your project is about to start.
7. When the project has been completed, the CPC requests that a permanent sign be installed acknowledging the use of CPA funds expended for the project. See the Action Cove sign installed and paid for with CPA Admin Funds. The content of the sign can be reviewed at a later date.
8. When the project has been completed, please notify the CPC in writing so that we can close out the account.

The Community Preservation Committee has established the following procedure to expedite payments to the vendors and contractor(s).

B. FOR CONTRACTUAL SERVICES:

1. An electronic copy of all Requests for Proposal must be sent to the CPC Office: cpc@wnewbury.org
2. An executed copy of all contracts with vendors and providers of services must be sent electronically to the CPC. The Town Accountant requires an original executed copy of all contracts and/or agreements entered into by the Town.
3. All invoices must be stamped for payment with the Account Number indicated, and signed by the Town Manager approving the invoice and indicating to the CPC that the work has been performed as invoiced. When signed, the invoice should be submitted to the CPC Office for payment. When submitted, the CPC will do their best to process the invoice(s) quickly. The CPC has a procedure for invoices to be signed under the provisions of Municipal Modernization Act, 57-58, and voted on November 21, 2019, to have 3 people sign invoices for payment, due to the dollar amount of the project.
4. The CPC Administrator, will facilitate processing a Town of West Newbury invoice for payment to the vendor(s). She/he will verify and process as follows:
 - a. Validity of the invoice: Vendor, Date, Work Performed, Name of Project, etc.
 - b. If there are questions, the Town Manager will be contacted.
 - c. The Administrator will track expenditures against contracts and the total amount of the funding to ensure that the project is within the amount of the approved article. We suggest that you also track expenditures to ensure that you stay within budget.
5. Since the Town will be paying invoices, we will need a completed W-9 Form for all vendors and contractors used. Note that the Vendor Code must appear on all invoices for payment, and that we do not pay Sales Tax.

Since the Town of West Newbury is the “last stop” in the process, if there are delays in processing/approving/mailling by any of the other entities, it will impact processing of the payment to the vendor. We will make every effort to process promptly, but are subject to the processing timelines of the other entities.

December, 2019



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 20, 2020
RE: CPC updates

At its meeting on Thursday, Jan 16, the CPC voted to favorably recommend the application for open space funding to support acquisition and conservation restriction of the Rogers property off Middle Street.

The CPC began its deliberations regarding the Page School playground proposal, and continued its consideration until its next regularly scheduled meeting on Thursday, Feb 20 at 7:30 PM. The CPC requested that additional information be provided regarding potential lower-cost options that would still result in a high quality and ADA compliant playground.

I advised the CPC that I would request that the BOS approve including a placeholder article on the Special Town Meeting warrant regarding the Page School playground. I noted that the actual dollar amount included in the article, if it is favorably recommended by the CPC, could be adjusted later this spring, prior to the Board's signing and posting of the warrant; and that the article could be removed from the warrant if it is not favorably recommended.

CPC Chairman Sherry Pruyn introduced a proposed amendment to the CPC Bylaw which would have the effect of changing the appointment authority of the CPC Administrator position from the Town Manager to the CPC, but the Committee did not take a position on the proposed amendment.

Town Manager

From: Lento, Christina M (ANF) <christina.m.lento2@state.ma.us>
Sent: Tuesday, January 14, 2020 9:51 AM
To: Town Manager
Cc: Finance Admin; Mcnamara, William J (ANF)
Subject: RE: West Newbury earmark for Page School ADA improvements

Good morning Angus,

I have consulted with our legal and they do not see a problem with using the funds for engineering costs as long as they are associated with improving the public accessibility for the playground and by doing engineering work on drainage issues that seems to be increasing public accessibility to the park.

I should have the two signed copies of the contract in the mail to your attention, today. You will want to sign both copies, and then return one to me.

Best,
Christina

Business Manager

Executive Office for Administration & Finance
State House, Room 373, Boston, MA 02133
Office: 617-727-2040 x35427
Christina.M.Lento@mass.gov



Christina,

Please find attached the requested information. In addition to the swingset and accessibility improvements, the Town is undertaking plans for a broader reconstruction of the Page School playground, and will require engineering services to resolve some long-standing drainage problems with the current playground. I have built in costs for that engineering work into the project budget; please confirm that this is an acceptable use of the earmark funds.

Let me know if any questions or if any further information needed at this time; as well as whether I should mail you the original of the contract signatory form.

Thanks,
Angus

Project Budget, Town of West Newbury

Page School Playground Accessibility improvements
FY20 Commonwealth earmark 1599-0026

<u>Item</u>	<u>Cost</u>
Two Jenn-Swing 382-411 swings at \$600 each (including installation hardware)	\$ 1,200.00
5'-6' wide stone dust path	\$ 3,000.00
Landing surface under swing (rubber material and mat)	\$ 2,500.00
Labor done by town staff	\$ -
Contingency 15%	\$ 780.00
	<hr/>
Sub-total	\$ 7,480.00
	<hr/>
Site working engineering services - Review, design, survey and oversee site work	\$ 12,520.00
	<hr/>
Total	\$ 20,000.00
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Merrimack Valley
Planning Commission

MERRIMACK VALLEY PLANNING COMMISSION

REQUEST FOR LOCAL TECHNICAL ASSISTANCE

Executive Director
Merrimack Valley Planning Commission
160 Main Street Haverhill, MA 01830

Assigned LTA # <u>2020-001</u>	
MVPC Office Use Only:	
LTA _____	DLTA <input checked="" type="checkbox"/>
TRANS _____	Other _____

GIS

Subject: Request for Local Technical Assistance

Dear Executive Director,

I would like to request four (4) hours of Local Technical Assistance time for the City/Town of West Newbury

This time will be used for creating one or more GIS maps and data layers to supplement the Town of West Newbury Capital Plan.

The project is described as follows:

Town staff will provide MVPC database of projects in Capital Plan, with locations and supporting information as needed. MVPC will create data layer(s) to illustrate capital project list. Resulting map(s) will be included as exhibit(s) to Capital Plan, to be finalized in late January 2020.

To arrange the time, provide further information, and/or answer any questions,

please contact: Wayne Amaral, DPW Director

Telephone: 978-363-1100 x120

email: dpwdirector@wnewbury.org

Barry Murphy
Commissioner Signature

Anthony Kononich
Executive Director

Date: 1/06/2020

Date: 1/10/2020

Approval: Yes No



Merrimack Valley
Planning Commission

MERRIMACK VALLEY PLANNING COMMISSION

REQUEST FOR LOCAL TECHNICAL ASSISTANCE

Executive Director
Merrimack Valley Planning Commission
160 Main Street Haverhill, MA 01830

Assigned LTA # <u>2020-003</u>	
MVPC Office Use Only:	
LTA <input checked="" type="checkbox"/>	DLTA <input type="checkbox"/>
TRANS <input type="checkbox"/>	Other <input type="checkbox"/>

Subject: Request for Local Technical Assistance

Dear Executive Director,

I would like to request 28 hours of Local Technical Assistance time for the City/Town of West Newbury

This time will be used for creating one or more GIS maps and data layers to illustrate historical properties and other historical resources in coordination with the Historical Commission and their consultant, Stacy Spies, currently working to add approx. 100 houses to the inventory of historic properties.

The project is described as follows:

Town staff will provide MVPC list of new properties to be added to inventory, with locations and supporting information as needed. MVPC will create data layer(s) to illustrate properties. Resulting map(s) will be included as exhibit(s) to historic property inventory, to be finalized no later than June, 2020.

To arrange the time, provide further information, and/or answer any questions,

please contact: Elisa Grammer, Hist. Comm.

Telephone: 703-855-5406

email: elisa.grammer@perennialmotion.com

Be R Murphy
Commissioner Signature

Christy Konovich
Executive Director

Date: 1/06/2020

Date: 1/15/2020

Approval: Yes No