



**Town of West Newbury
Select Board
Monday, January 30, 2023 @ 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org**

REC'D W. NEWBURY CLERK
23 JAN 26 PM 5:29

AGENDA

Executive Session: 5:30pm in 1910 Building, 381 Main Street: Town Manager's office

- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*0 Poorhouse Lane; 31 Dole Place*);
- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*Town Manager contract*);
- ❖ 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 (*Elliot Fund; work scope, Special Counsel services; request for release of Counsel opinion*).

The Board may take a brief recess between the Executive Session and the Open Session beginning at 7 PM.

Open Session: 7:00pm by in-person attendance or remote participation (instructions below)

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

- A. Request for determination of COA Van as surplus property – *COA Director Christine Marshall*
- B. Review of ERRS proposed 5% Retiree COLA for FY23, FY24
- C. Recap of January 24th School Committee meeting regarding FY24 budgeting
- D. Review of known/anticipated articles for Spring 2023 Town Meeting
- E. Town Manager performance evaluation
- F. Meeting minutes: December 6, 2021; December 20, 2021

Town Manager Updates

- G. Middle Street Bridge updates
- H. RFQ issued for MBTA Communities consultant
- I. 2022 CyberStrength training, Final Report Card
- J. Updates re active/pending projects
- K. Follow up meeting assignment; placing items for future agendas

Addendum to Meeting Notice regarding Remote Participation

Public participation in this meeting of the West Newbury Select Board will be available via remote participation. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

Zoom Meeting

Phone: (646) 558 8656
Meeting ID: 824 4637 5242
Passcode: 535310

Join at: <https://us06web.zoom.us/j/82446375242?pwd=UjBhSVlOaGZjOWk5dGVJdmIybkrQT09>

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



A

SAGE CENTER

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RECEIVED

OCT 25 2022

TOWN MANAGER
TOWN OF WEST NEWBURY

To: West Newbury Select Board
 Angus Jennings, Town Manager
 Wayne Amaral, Chief Procurement Officer

From: Christine Marshall, COA Director *CM*

Date: October 21, 2022

Re: Request to declare COA van as surplus

At the Council on Aging Meeting on October 18, 2022, there was a unanimous vote taken to dispose of the COA van.

The van has not been in use since February 2022 when the van driver resigned. At that time, we started using Northern Essex Elder Transport (NEET) for medical transportation rides. NEET is a non-profit volunteer driver program serving seniors in fourteen communities, including West Newbury. There are currently 22 volunteers that drive for West Newbury, which helps to meet the needs of our seniors.



West Newbury Council on Aging

381 Main Street, West Newbury, MA 01985 | (978) 363-1104 | coa@wnewbury.org



Policies of the West Newbury Select Board

5. Disposal of Surplus Property Policy

This policy complies with Massachusetts general Laws Chapter 30B which requires municipalities to adopt a written policy regarding the disposal of surplus property.

From time to time the Town of West Newbury finds it necessary to dispose of materials, equipment, residue inventory or other items that are no longer required. The following procedures describe the process to be followed when disposing of surplus items. The intent is to establish reasonable control over usage, surplus and obsolete material handling, sale and disposition. This policy applies to all surplus items regardless of value. It does not apply to disposal of real estate. This policy applies to all Town departments, boards and committees.

Items taken into custody by the West Newbury Police Department through statutory procedures i.e. drug, criminal and civil forfeitures pursuant to MGL Chapter 94c and 18 USC §§ 981-87, will be disposed according to state and federal law. Unclaimed property taken into possession by the West Newbury Police Department will be auctioned according to MGL Chapter 135, § 8.

Procedures

The Department Head will submit a written recommendation to the Chief Procurement Officer (CPO) that the item(s) are surplus to department needs and may be disposed of.

The Board of Selectmen shall vote to designate the items surplus.

For surplus property valued at less than \$10,000 the CPO will advertise the items for sale on the Town website, or in the local newspaper, or by online auction as she or he deems in the best interest of the Town.

For surplus property valued at \$10,000 or more, the CPO shall dispose of the property in accordance with MGL Chapter 30B by sealed bids, or by public auction, including online auction.

Items that have only scrap value may be disposed of as the CPO deems appropriate.

At its discretion, the Town may either sell at less than fair market value or donate surplus property to a government entity or an organization which has Internal Revenue Service tax exempt status by reason of its charitable nature. For property valued at less than \$1,000 the CPO may exercise his own judgment. For property valued at \$1,000 or more the Selectmen must first approve the disposition.

Adopted: 9/3/2019



Town of
West Newbury
Massachusetts



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Transportation

NEET (Northern Essex Elder Transport, Inc.) Call 978-363-1104

- We have partnered with NEET, a non-profit volunteer program providing transportation to medical appointments and errands for residents age 60 and over.
- [Rider Registration Packet](#)
- Don't miss an appointment - please contact Christine at 978-363-1104 for more information.

CareRide Program through AgeSpan Call 978-651-3118

- CareRide is a subsidized transportation service for non-emergency medical appointments for anyone 65 plus who resides in the Greater Haverhill or the Greater Lowell areas.
- The program uses Lyft to provide transportation.
- For more information, contact Alexandra Luciano, AgeSpan CareRide Program Coordinator at 978-651-3118.

Ring & Ride Call 978-469-6878 press option 3

- Ring & Ride is a curb-to-curb transportation service provided by the Merrimack Valley Regional Transit Authority (MVRTA) for the communities of Amesbury, Andover, Boxford,

Georgetown, Groveland, Haverhill, Lawrence, Methuen, Newbury, North Andover, Rowley, Salisbury, West Newbury.

- Effective July 1, 2022 rides are free for the resident of West Newbury.
- This service allows residents to travel anywhere within the MVRTA service area.
- The service also allows you to connect to any of the MVRTA fixed route bus systems.
- For reservations call 978-469-6878, press option 3 between 8 am and 4:30 pm Monday through Friday at least one day in advance.

Coffee and Conversation

Congregate Lunch and Meals on Wheels Menu

Craft Corner

Exercise Classes

Food Pantry

Foot Care

Games & Puzzles

Lunch and Learn Speaker Series

Medical Equipment Closet

Membership Form

National Resources

Newsletters

Policies and Procedures - SAGE Center

Resources

Scam Warnings

Senior Tax Work-Off Program

Social Media

Sunray Cafe Luncheon

Transportation

Wellness Check

ESSEX REGIONAL RETIREMENT SYSTEM

491 Maple Street, Suite 202, Danvers MA 01923

Telephone: 978-739-9151

Email: info@essexrrs.org

www.essexregional.com

B

Charles E. Kostro
Executive Director

Board Members:
Andrew J. Sheehan
Kevin A. Merz
Katherine E. Carleton
Susan J. Yaskell
Vincent R. Malgeri

January 18, 2023

Angus Jennings
Town Manager
Town of West Newbury
Town Hall
381 Main Street
West Newbury, MA 01985

RECEIVED

JAN 23 2023

TOWN MANAGER
TOWN OF WEST NEWBURY

Dear Mr. Jennings:

On November 16, 2022, the Governor signed into law Chapter 269 of the Acts of 2022. This act provides that retirement boards may increase the Cost-of-Living Adjustment ("COLA") for Fiscal Year 2023 ("FY2023") up to five percent on the base amount for eligible members of the Essex Regional Retirement System ("ERRS"). The COLA base amount for ERRS is \$16,000.

At their meeting on December 19, 2022, the Essex Regional Retirement Board ("Board") voted four members in favor, and one opposed, to increase the COLA for FY2023 to five percent. This would add an additional two percent to the previously approved three percent increase approved by the Board at their meeting on April 25, 2022. The three percent increase in the COLA was effective as of July 1, 2022. The additional two percent increase in the COLA would be retroactive to that date.

However, the additional two percent increase in the COLA cannot take effect unless it is approved by two thirds of the select boards of the municipal units of ERRS. Enclosed please find a copy of the memo outlining this process which was distributed by the Public Employee Retirement Administration Commission (PERAC).

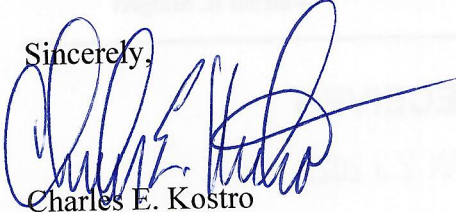
There are nineteen municipal units that are members of ERRS. Therefore, the increase in the COLA to five percent will not be effective unless it is approved by a majority vote of the select board in thirteen municipal units.

The Board respectfully requests that such a vote be taken, and the retirement system notified of the results, on or before April 1, 2023. Should thirteen municipal units approve this additional increase, receiving notice of the votes on or before April 1, 2023, will permit sufficient time for the additional COLA to be calculated and correctly applied to the benefit payments of eligible recipients. The application of this additional increase must be done within this fiscal year, which ends on June 30, 2023. Upon a vote of your Select Board, please submit a certified copy of the vote to ERRS.

If you have any questions regarding this notice, please do not hesitate to contact me at (978) 739-9151, extension 105, or via email at ckostro@essexrrs.org. You may also submit a copy of your certified board vote to me at this email address.

Thank you for your cooperation in this matter.

Sincerely,



Charles E. Kostro
Executive Director

On November 18, 2022, the Governor signed into law Chapter 399 of the Acts of 2022. This act provides that retirement boards may increase the Cost-of-Living Adjustment ("COLA") for fiscal year 2023 ("FY 2023") up to the amount on the base amount for eligible members of the Essex Regional Retirement System ("ERRS"). The COLA base amount for ERRS is \$1,000.

At their meeting on November 18, 2022, the Essex Regional Retirement Board ("Board") voted four members in favor and one opposed to increase the COLA for FY2023 to five percent. This would add an additional two percent to the previously approved three percent increase approved by the Board at their meeting on April 22, 2022. The two percent increase in the COLA was effective as of July 1, 2022. The additional two percent increase in the COLA would be retroactive to that date.


However, the additional two percent increase in the COLA cannot take effect unless it is approved by the Board. The Board is currently reviewing the proposal and will hold a public hearing on the proposal on or before April 1, 2023. Should the Board approve the proposal, a copy of the decision outlining the proposal which was distributed by the Retirement Administration Commission (RAC).

There are nineteen municipal units that are members of ERRS. Therefore, the increase in the COLA to five percent will not be effective unless it is approved by a majority vote of the Board in their municipal unit.

The Board respectfully requests that such a vote be taken and the retirement system notified of the results on or before April 1, 2023. Should the Board approve the proposal, the Board will provide additional notice of the vote on or before April 1, 2023. The Board will provide additional notice for the additional COLA as calculated and correctly applied to the benefit payments of eligible recipients. The application of this additional increase will be done when this fiscal year, which ends on June 30, 2023. Upon a vote of your Board, please submit a certified copy of the vote to ERRS.

MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director 

RE: 5% Local COLA option

DATE: November 18, 2022

RECEIVED

JAN 23 2023

TOWN MANAGER
TOWN OF WEST NEWBURGH

On November 16, 2022, the Governor signed Chapter 269 of the Acts of 2022 into law. This act provides the local retirement systems with a local option to increase the Cost of Living Adjustment (“COLA”) for Fiscal Year 2023 to up to 5 percent on the base amount specified pursuant to G.L. c. 32, § 103. The approval of the increase can occur at any time during the fiscal year and will take effect as of July 1, 2022.

The local approval mechanism is different than traditional COLA increases and COLA base increases. In order for a system to adopt a COLA increase pursuant to this act, **the retirement board must vote for the increased amount and then it must also receive local approval.**

For purposes of this act, local approval means:

- In a city, the mayor must recommend the increase to the city council and the council must vote in favor.
- In a city having a Plan D or Plan E charter, the city manager must recommend the increase to the city council and the council must vote in favor.
- In a town, the chief executive officer¹ - the select board in nearly all cases - must vote in favor to accept the increase rather than the town meeting as is the case for COLA base increases.
- In a district, or other political subdivision, the governing board, commission or committee must vote in favor to accept the COLA increase.

¹ As defined in G.L. c. 4, § 7, "chief executive officer", when used in connection with the operation of municipal governments shall include the mayor in a city and the select board in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.



MEMORANDUM - Page Two

TO: All Retirement Boards
FROM: John W. Parsons, Esq., Executive Director
RE: 5% Local COLA option
DATE: November 18, 2022

- In a regional system, two-thirds of the cities and towns within the system must approve the increase. This is done in the same fashion as stated above for municipalities: in a city, by the city council upon recommendation by the mayor or, in a city with a Plan D or Plan E charter, the city manager; or, in a town, by approval of the chief executive officer (likely the select board) as defined by G.L. c. 4, § 7.
- In a county, the county commissioners, who normally do not have a role in COLAs nor COLA base increases, must vote to accept **and** two-thirds of the cities and towns within the system must approve the increase in the same manner as stated above for regional systems.

Though many local systems are comprised of multiple units such as housing authorities and districts, the two-thirds language only applies to regional and county systems as the approval specified in the statute only refers to cities and towns as voting political subdivisions.

Section 2 of the act provides that a COLA increase pursuant to this act is retroactive to July 1, 2022. Any COLA increase, in addition to any COLA previously adopted for FY 23, will become part of the fixed amount of a retirees' retirement allowance in the same manner as all COLAs granted pursuant to section 103.

PERAC has already received questions about estimating the cost of the enhanced COLA. PERAC Actuary John Boorack has provided the following formula for a conservative full-cost estimate, not a one-year estimate, to assist boards in their planning:

$$(0.2) \times (\text{COLA base}) \times (\# \text{ of retirees/beneficiaries})$$

If you have any questions about this memo, please contact PERAC's General Counsel, Judith Corrigan, at (617) 591-8904 or at judith.a.corrigan@mass.gov.

Town Manager

From: Charles Kostro <CKostro@essexrrs.org>
Sent: Wednesday, January 25, 2023 9:19 AM
To: Town Manager
Cc: Finance Admin
Subject: RE: Estimating cost of potential 5% ERRS COLA

Angus – What you wrote below is correct. Approving the extra 2% COLA does not require a change in the FY2024 appropriation. The cost will become an obligation of the retirement system which will be part of the overall future cost allocated among all units in the normal course of the appropriation process.

I would just note that there have been times in the past when either the overall appropriation was changed after the initial notice, or a particular unit's appropriation was changed. A change in the overall appropriation after the initial notice is sent is very rare (it has happened only once that I can recall in my 12 years at ERRS and on that occasion it was done in order to reduce the amount of the appropriation.) The only time I recall there being a change in an individual unit's appropriation was when West Newbury's appropriation was adjusted as a result of an error that was discovered in the salary survey. (That too is rare, and that example is the only time I can recall it happening in my 12 years as well.)

Just for your information, in the past, individual units of the retirement system had the option to adopt an Early Retirement Incentive (ERI). If a unit adopted the ERI, that unit did pay a special appropriation over and above their regular appropriation amount. For instance, if you look at the FY2024 appropriation letter, you will see a charge of \$9,753 for the Town of Groveland. That is a payment for the cost of an ERI adopted by Groveland when that option was made available in the early 2000's. But the ERI process is different from the 5% COLA. The 5% COLA, if adopted, will be applied system-wide. The ERI was specific to only those units that voted to adopt it.

I hope this helps but if you need anything further, just let me know.

Thanks –

Chuck

From: Town Manager <townmanager@wnewbury.org>
Sent: Tuesday, January 24, 2023 4:46 PM
To: Charles Kostro <CKostro@essexrrs.org>
Cc: Finance Admin <finance.admin@wnewbury.org>
Subject: Re: Estimating cost of potential 5% ERRS COLA

[CAUTION:] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

I'm not looking to belabor this, but I want to be sure I'm clear prior to bringing to Select Board for a vote.

Is it accurate to say that the increased COLA would become a financial obligation of ERRS, and while there would be no direct assessment to municipalities, that the costs would be built into the formulas for future years' ERRS assessments? And, that our FY24 ERRS assessment, already provided to us, would be unchanged?

That is my understanding from what you wrote, but I want to confirm. (I think the inclusion of the cost estimating formula in the PERAC memo will lead to questions about the town's direct costs from this increased COLA).

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

Sent from my mobile device

On Jan 23, 2023, at 2:46 PM, Charles Kostro <CKostro@essexrrs.org> wrote:

Angus – There would be no change in the FY2023 assessment, nor is there any supplemental assessment planned if the 5% COLA is adopted. The cost associated with the additional 2% COLA for FY2023, would become part of the overall liabilities of the retirement system as calculated in future valuation studies. This cost would be funded through the regular funding schedule and appropriation process. I hope this helps but if you need anything further, just let me know. Thanks –

Chuck

From: Town Manager <townmanager@wnewbury.org>
Sent: Monday, January 23, 2023 2:23 PM
To: Charles Kostro <CKostro@essexrrs.org>
Cc: Finance Admin <finance.admin@wnewbury.org>
Subject: FW: Estimating cost of potential 5% ERRS COLA

[CAUTION:] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Chuck,

Based on the info in the attached memos, and below, I'm estimating West Newbury's cost (if COLA goes to 5%) at \$80,000 as follows:

$$0.2 \times 16,000 \text{ (COLA base)} \times 25 \text{ (\# of retirees/beneficiaries)} = \$80,000$$

Would this be added to the Town's ERRS assessment for FY24 budgeting? The reference in the memos to this being retroactive to also cover FY23 isn't clear. Would there also be a supplemental assessment to towns in the current fiscal year?

Thanks,
Angus

From: Town Treasurer <treasurer@wnewbury.org>
Sent: Monday, January 23, 2023 2:04 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: Estimating cost of potential 5% ERRS COLA

Hi Angus

As of right now we have 25 active retirees and/or spouses on the town's health insurance. I don't know if there will be anyone else retiring before the end of the fiscal year.

Very truly yours,

Kaitlin Gilbert, CMMT

Treasurer/Collector
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
978-363-1100 ext 114

The Secretary of the Commonwealth's Office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

From: Town Manager <townmanager@wnewbury.org>
Sent: Monday, January 23, 2023 10:52 AM
To: Town Treasurer <treasurer@wnewbury.org>
Cc: Finance Admin <finance.admin@wnewbury.org>
Subject: Estimating cost of potential 5% ERRS COLA

Kaitlin,

Please see attached. What is the number of retirees/beneficiaries we would use to estimate this cost? (See bottom of pg. 2 of the first memo in the attachment). The math would be:

$$0.2 \times 16,000 \text{ (COLA base)} \times \# \text{ of retirees/beneficiaries} = ?$$

Once I have a cost estimate I'll bring this to a future Select Board mtg for their review.

If you have questions we can talk this over or reach out to ERRS or PERAC.

Thanks,
Angus

MEMORANDUM

TO: Essex Regional Retirement Board
FROM: John W. Parsons, Esq., Executive Director
RE: Appropriation for Fiscal Year 2024
DATE: December 6, 2022



Required Fiscal Year 2024 Appropriation: **\$47,406,073**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2024 which commences July 1, 2023.

As we indicated in PERAC Memo #26/2022, we are no longer including the Projected Appropriations page as an attachment. Attached please find the portion of the Fiscal Year 2024 appropriation to be paid by each of the governmental units within your system.

The amount above assumes appropriations will be made July 1. Some units make the appropriation in equal installments on July 1 and January 1. The allocation shows the figures for each unit on both bases. The amount above includes the additional special appropriation for the Manchester-Essex Regional School District and the Rowley Housing Authority. We have included these additional amounts in the Additional Appropriation for CRAB column on Pages 2 and 3.

The current schedule is due to be updated by Fiscal Year 2025.

If you have any questions, please contact PERAC's Actuary, John Boorack, at (617) 666-4446 Extension 935.

JWP/jfb
Attachment

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Essex Regional Retirement System FY24 Appropriation by Governmental Unit

Aggregate amount for appropriation for the Pension Fund: \$47,351,362
 Aggregate amount for appropriation for the Pension Reserve Fund: \$0
 Aggregate additional appropriation for the E.R.I.: \$54,711

UNIT	PEN.FND. APP %	PENSION FUND APPROP.	PENSION RES. FUND APPROP.	ADD'L. APP. FOR E.R.I.	ADD'L. APP. FOR CRAB	TOTAL PAID JULY 1	APPROP SEMI-ANNUAL
Agricultural School	0.00%	0	0			0	0
Retirement Board	0.00%	0	0			0	0
Town of Boxford	3.68%	1,742,530	0			1,742,530	1,772,255
Town of Essex	1.67%	790,768	0			790,768	804,257
Town of Georgetown	5.16%	2,443,330	0			2,443,330	2,485,010
Town of Groveland	2.14%	1,013,319	0	9,753		1,023,072	1,040,524
Town of Hamilton	2.56%	1,212,195	0			1,212,195	1,232,873
Town of Ipswich	10.57%	5,005,039	0			5,005,039	5,090,418
Town of Lynnfield	7.76%	3,674,466	0			3,674,466	3,737,147
Town of Manchester	3.44%	1,628,887	0			1,628,887	1,656,673
Town of Merrimac	2.53%	1,197,989	0			1,197,989	1,218,425
Town of Middleton	5.60%	2,651,676	0			2,651,676	2,696,910
Town of Nahant	2.03%	961,233	0			961,233	977,630
Town of Newbury	2.35%	1,112,757	0			1,112,757	1,131,739
Town of North Andover	15.72%	7,443,634	0			7,443,634	7,570,611
Town of Rockport	5.38%	2,547,503	0			2,547,503	2,590,960
Town of Rowley	3.23%	1,529,449	0			1,529,449	1,555,539
Town of Salisbury	4.51%	2,135,546	0			2,135,546	2,171,975
Town of Topsfield	3.64%	1,723,590	0			1,723,590	1,752,992
Town of Wenham	2.06%	975,438	0			975,438	992,078
Town of West Newbury	1.52%	719,741	0			719,741	732,019
East.Essex Vet.Dist.	0.05%	23,676	0			23,676	24,080
No.And.-Box.Vet.Dist.	0.00%	0	0			0	0
North Essex Vet.Dist.	0.00%	0	0			0	0
Byfield Water Dist.	0.08%	37,881	0			37,881	38,527
Lynnfld.Ctr.Wat.Dist.	0.50%	236,757	0			236,757	240,796
Lynnfield Water Dist.	0.26%	123,114	0			123,114	125,214
NE Mass Mosq.Cont.	0.46%	217,816	0			217,816	221,532
Ham.-Wen.Reg.School	2.22%	1,051,200	0			1,051,200	1,069,132
Man-Essex Reg. School	1.50%	710,270	0		18,613	728,883	741,317
Masconomet Reg.School	1.91%	904,411	0			904,411	919,839
Pentucket Reg.School	2.54%	1,202,724	0			1,202,724	1,223,241
Triton Reg.School	3.55%	1,680,973	0			1,680,973	1,709,648
Essex Housing Authority	0.04%	18,941	0			18,941	19,264
Georgetown Hous.Auth.	0.16%	75,762	0			75,762	77,054
Groveland Hous. Auth.	0.05%	23,676	0			23,676	24,080
Hamilton Hous.Auth.	0.04%	18,941	0			18,941	19,264
Ipswich Housing Auth.	0.14%	66,292	0			66,292	67,423
Lynnfield Hous.Auth.	0.03%	14,205	0			14,205	14,447
Manchester Hous. Auth.	0.07%	33,146	0			33,146	33,711
Merrimac Hous.Auth.	0.04%	18,941	0			18,941	19,264
Middleton Hous.Auth.	0.05%	23,676	0			23,676	24,080
Nahant Housing Auth.	0.03%	14,205	0	10,501		24,706	25,127
No.Andover Hous.Auth.	0.43%	203,611	0			203,611	207,084

In accordance with your funding schedule, appropriations are due July 1 and January 1. Whenever payments are made at a date one month or more before the scheduled date or whenever payments are made one month or more after the scheduled date, PERAC's actuary should be contacted so that a revised amount can be calculated. Payments will be adjusted with interest at the rate assumed in the actuarial valuation used as the basis for your schedule. In no case may payments be made at a date beyond this fiscal year.

Essex Regional Retirement System FY24 Appropriation by Governmental Unit

Aggregate amount for appropriation for the Pension Fund:	\$47,351,362
Aggregate amount for appropriation for the Pension Reserve Fund:	\$0
Aggregate additional appropriation for the E.R.I.:	\$54,711

<u>UNIT</u>	<u>PEN.FND. APP %</u>	<u>PENSION FUND APPROP.</u>	<u>PENSION RES. FUND APPROP.</u>	<u>ADD'L. APP. FOR E.R.I.</u>	<u>ADD'L. APP. FOR CRAB</u>	<u>TOTAL PAID JULY 1</u>	<u>APPROP SEMI-ANNUAL</u>
Rockport Hous.Auth.	0.11%	52,086	0			52,086	52,975
Rowley Hous. Auth.	0.04%	18,941	0		15,844	34,785	35,378
Salisbury Hous. Auth.	0.03%	14,205	0			14,205	14,447
Topsfield Hous.Auth.	0.04%	18,941	0			18,941	19,264
Wenham Housing Auth.	0.08%	37,881	0			37,881	38,527
W. Newbury Hous. Auth.	0.00%	0	0			0	0
TOTAL	100.00%	\$47,351,362	\$0	\$20,254	\$34,457	\$47,406,073	\$48,214,750

In accordance with your funding schedule, appropriations are due July 1 and January 1. Whenever payments are made at a date one month or more before the scheduled date or whenever payments are made one month or more after the scheduled date, PERAC's actuary should be contacted so that a revised amount can be calculated. Payments will be adjusted with interest at the rate assumed in the actuarial valuation used as the basis for your schedule. In no case may payments be made at a date beyond this fiscal year.

p:/exceldir/actuarial/iessap24.xlsx

From: Charles Kostro <CKostro@essexrrs.org>

Sent: Thursday, December 8, 2022 4:17 PM

Subject: RE: Essex Regional Retirement Board Meeting Posting and Agenda for Monday, November 21, 2022

Dear ERRS Chief Executives & Advisory Council Members – The retirement system received today the Fiscal Year 2024 appropriation letter from our state oversight agency, the Public Employee Retirement Administration Commission (PERAC). This appropriation letter has been posted to our website, www.essexregional.com. You can access the appropriation letter directly by clicking [here](#).

Please do not hesitate to contact us if you have any questions about the appropriation letter.

Thank you –

Chuck Kostro

Contact Information:

Charles E. Kostro
Executive Director
Essex Regional Retirement System
491 Maple Street, Suite 202
Danvers, MA 01923
(978) 739-9151

Please be advised that messages to and from this e-mail account are subject to M.G.L. c66, s10, the Public Records Law.

Town Manager

From: Charles Kostro <CKostro@essexrrs.org>
Sent: Thursday, January 5, 2023 10:54 AM
To: Town Manager
Cc: Finance Admin
Subject: RE: Essex Regional Retirement Board Meeting Posting and Agenda for Monday, November 21, 2022

Angus – I was finally able to analyze all of the salary survey data for all of our units in PERAC’s appropriation letter. West Newbury had a small increase in your salary survey total from 2021 to 2022 of 2.73%. The total increase in salaries from all units was 5.98%. Even though West Newbury’s total salaries went up in 2022, compared to the total of all other units, your salary increase was substantially less. This was likely the most significant factor in PERAC dropping your share of total salaries to 1.52% for FY2024.

I would also note that the total appropriation increase also dropped in FY2024. The appropriation increase for FY2024 was 6.50% versus the 7.41% total increase in FY2023.

If you have any other questions regarding the FY2024 appropriation, please feel free to contact me or our Deputy Executive Director, Scott Provensal. Scott can be reached at (978) 739-9151, extension 123, or via email at sprovensal@essexrrs.org, if you are unable to reach me.

Chuck

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, December 8, 2022 4:29 PM
To: Charles Kostro <CKostro@essexrrs.org>
Cc: Finance Admin <finance.admin@wnewbury.org>
Subject: RE: Essex Regional Retirement Board Meeting Posting and Agenda for Monday, November 21, 2022

[CAUTION:] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chuck,

Our FY24 appropriation is showing a pretty significant drop from FY23, which appears to result from a reduction in our percentage from 1.95% (FY23) to 1.52% (FY24). Prior to sharing what looks to be good news (for West Newbury anyway), I want to be sure this is correct. And if so, any insights as to why?

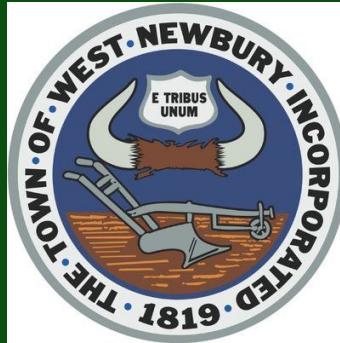
Thanks,
Angus

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



C

Joint Meeting of Board of Selectmen & Finance Committees



January 24, 2023

INTRODUCTIONS

Why this format for a presentation?

- March 1st - Timeline shifting because of how late assessment letters will go out
 - Even in a normal year - information changes from 1st meeting to last

Review of Last Meeting

ACADEMICS

Pentucket's D.A.R.T. Districts



- Grafton
- Hamilton-Wenham (Regional)
- Hanover
- King Philip
- Longmeadow
- Masconomet (Regional)
- Newburyport
- North Reading
- Sandwich
- Amesbury
- Georgetown
- Triton (Regional)

ELA MCAS performance compared to 12 DART Districts



2017

Place in % Proficient **13th**
Place in SGP **13th**
Place in Scaled Score **13th**

2022

Place in % Proficient **10th**
Place in SGP **8th**
Place in Scaled Score **9th**

Math MCAS performance compared to 12 DART Districts



2017

2022

Place in % Proficient **13th**
Place in SGP **12th**
Place in Scaled Score **13th**

Place in % Proficient **8th**
Place in SGP **4th**
Place in Scaled Score **7th**

Worth revisiting...



In 2018 - the Pentucket schools were in the **43%** of all schools in Massachusetts for overall accountability performance.

In 2022 - the Pentucket schools are now in the **64%** of all schools in Massachusetts.

Student to Teacher Ratios

This year and what it looks like in 23-24 if kept the same

Sweetsir & Donaghue

<u>FACILITY / GRADE</u>	<u># of Students</u>	<u># of Classroom Teachers</u>	<u>Avg. Class Size</u>	<u>Target Class Size</u>	<u>Actual Class Size vs. Target Class Size</u> <u>Over/Under</u>
<u>Sweetsir</u>					
Kindergarten (Est.)	69	3	23.00	18	-5.00
Grade 1	66	3	22.00	18	-4.00
Grade 2	55	3	18.33	18	-0.33
Total	190	9	21.11		
<u>Donaghue</u>					
Grade 3	60	3	20.00	21	1.00
Grade 4	66	3	22.00	21	-1.00
Grade 5	62	3	20.67	21	0.33
Grade 6	63	3	21.00	21	0.00
Total	251	12	20.92		

Bagnall

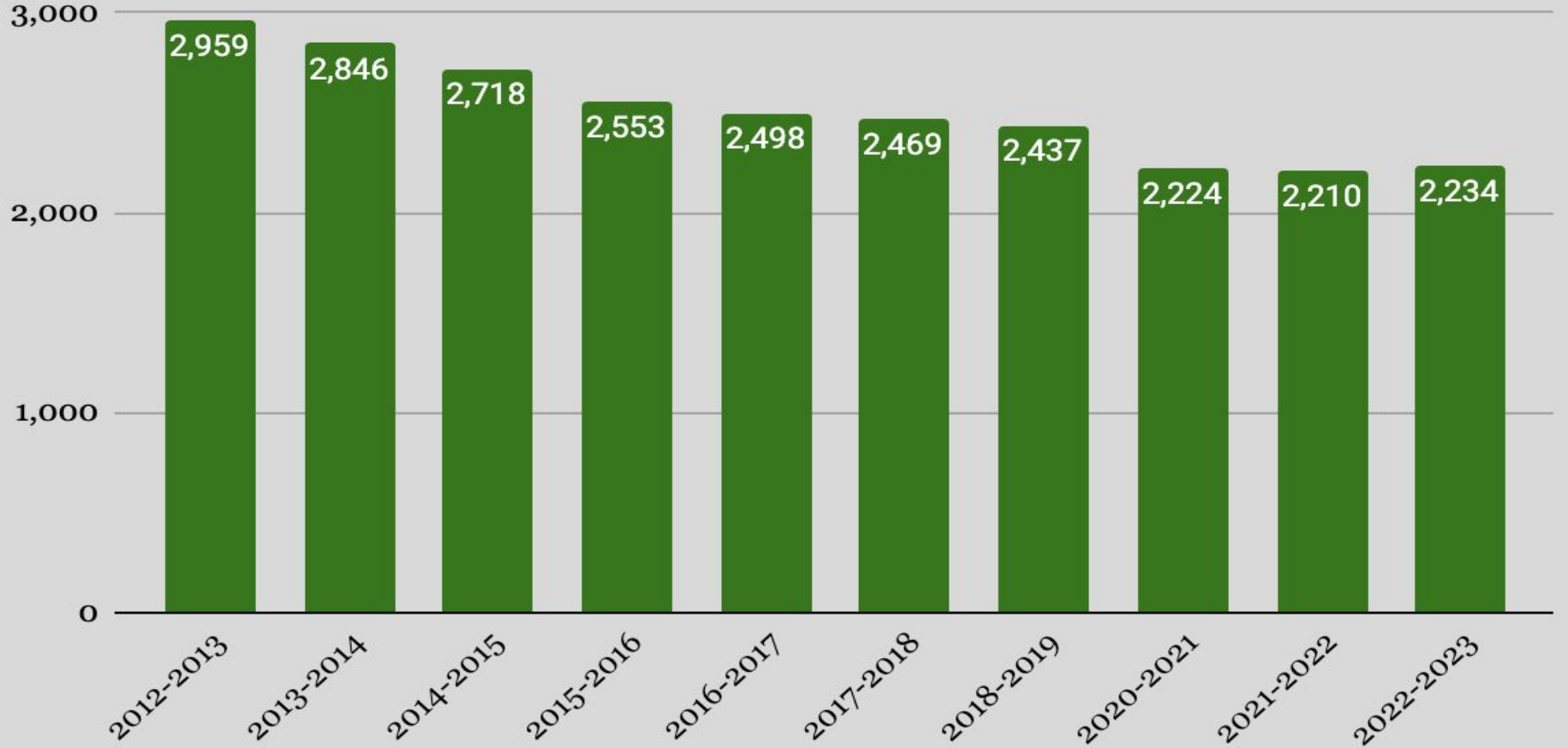
<u>FACILITY / GRADE</u>	<u># of Students</u>	<u># of Classroom Teachers</u>	<u>Avg. Class Size</u>	<u>Target Class Size</u>	<u>Actual Class Size vs. Target Class Size</u> <u>Over/Under</u>
<u>Bagnall</u>					
Kindergarten (Est.)	62	3	20.67	18	-2.67
Grade 1	81	4	20.25	18	-2.25
Grade 2	63	3	21.00	18	-3.00
Grade 3	64	3	21.33	21	-0.33
Grade 4	59	3	19.67	21	1.33
Grade 5	69	3	23.00	21	-2.00
Grade 6	51	2	25.50	21	-4.50
Total	449	21	21.38		

Page

<u>FACILITY /GRADE</u>	<u># of Students</u>	<u># of Classroom Teachers</u>	<u>Avg. Class Size</u>	<u>Target Class Size</u>	<u>Actual Class Size vs. Target Class Size</u> <u>Over/Under</u>
<u>Page</u>					
Kindergarten (Est.)	41	2	20.50	18	-2.50
Grade 1	43	2	21.50	18	-3.50
Grade 2	30	2	15.00	18	3.00
Grade 3	58	3	19.33	21	1.67
Grade 4	41	2	20.50	21	0.50
Grade 5	41	2	20.50	21	0.50
Grade 6	40	2	20.00	21	1.00
Total	294	15	19.60		

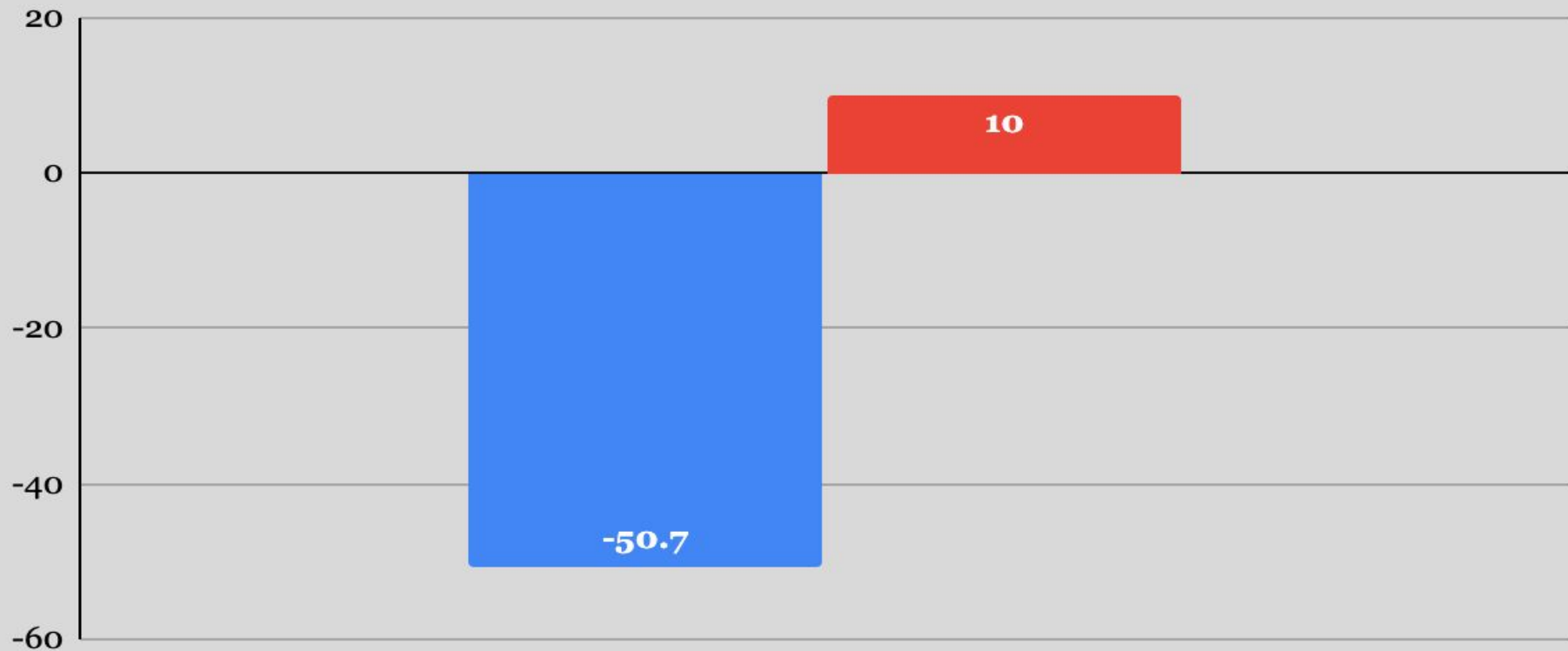
Why so much “red”?

PRSD Student Enrollment by Year



Teacher Losses/Gains Past 10 Years (Decrease of 725 students over this time period)

Classroom Teachers Special Education Teachers



Another way to think about that data



Over the last 10 years

- Student population has dropped by 725 students.
- To maintain balance, that should equate to a maximum of 36 classroom teaching positions cut (@ 20 students per teacher)
- PRSD has cut 50.7 teachers in that time

Over the last 5 years

- Student population has decreased by 203 students
- Balance would have been to cut 10 classroom teachers
- PRSD has cut 34.1 classroom teachers

That explains the red, what
about current and future?

Past 3 years



Over the past 3 years

- Student population has increased by 10 students (we have plateaued)
 - 2020-2021 - 2,224
 - 2021-2022 - 2,210
 - 2022-2023 - 2,234
- Last choice students are in 10th grade.
- Why was so much cut?
 - Stopped replacing retirees with new teachers
 - Trying to avoid override situation

Last year's cuts: Non-personnel



- MS/HS - reduction of \$45,864 for supplies
- Grade 6 - Not paying for 6th Grade Cedardale Trip
- Grade 7 - No longer pay for team building trips (\$28,000)
- District - Music - no longer paying for percussion contract (\$24,500)
- MS/HS - Reduction in all curricular & extracurricular programming offerings

Last Year's Cuts: Athletics Positions



- Freshmen Field Hockey
- JV2 Boys Soccer
- JV2 Girls Soccer
- JV Volleyball
- Freshmen Girls Basketball
- Freshmen Boys Basketball
- JV Wrestling
- Freshmen Baseball
- Freshmen Softball

Last Year's Cuts: Teachers



- Page - .4 Art Teacher
- Bagnall - 6th Grade Teacher
- Bagnall - Kindergarten Teacher
- MS - Nurse
- HS - English Teacher
- HS - Math Teacher
- HS/MS - .5 Chorus Teacher
- HS/MS - Art Teacher
- HS - Wellness Teacher
- HS - .2 Music Teacher
- Bagnall - Library Media Aide
- District - 2 Paraeducators
- Sweetsir - Kindergarten
- Sweetsir - 1st Grade
- MS - Science Teacher

Even with that, teacher cuts would have been worse, but we did the following to prevent really large class sizes...

How we prevented more cuts



- **Before and After School Program**
 - Increased by \$50/month (average)
 - Estimated \$100,000
- **Athletics**
 - Remove Cap & Double User Fees (waiver system still in place)
 - Estimated \$105,950
- **Stabilization funds**
 - Added one-time \$250,000
 - This starts us out **-\$250,000** for FY24

\$455,950

That's just over 7 teaching positions

Where are we now budgetarily with
FY24?

Budget Challenges We Do & Do Not Control

Budget challenges for which we have no control



- OSD's Operational Services Division 14% tuition increase
- Addition of Special Education teachers and related personnel
- Inflation (which we will all experience)
- Utility increases (which we will all experience)
- Student Opportunity Act (old song, but same issue)

Budget challenges we do control



- Classroom/Program Teaching Issues
 - Student to Teacher Ratios in the elementary
 - MSHS Programs (Arts, Business, Wellness, Robotics, Nursing)
- Updating necessary, expensive technology (switches and access points)
- Support Personnel
- Coaching Positions
- Cap on Athletic Fees
- Cost of fees for Before/After School Program
- DPH - Numerous complaints and loss of Medication Delegation

Worth mentioning...



- During the year, we have had to use funds to pay for teachers in district and to pay for students who have been placed out of district. This was not budgeted for in FY23, but has to appear in FY24.
- Being fiscally responsible is essential. Emptying a Town's "Free Cash" for "Project X" would be fiscally irresponsible. The same applies to a school district.

Big Question:
Will we need an override?

What the Governor has/has not said



No Insights yet on...

- How will they address Special Education costs (14% OSD)
- Fully funding Regional Transportation

Some insights on...

- Fully funding McKinney-Vento
- Funding Student Opportunity Act
- Funding Circuit Breaker (not sure what rate)

Estimated shortfall right now -
\$1,674,345.86

Note: When first brought to the School Committee in November, that was over \$3,100,000, and level services was over \$1,300,000

Common thoughts that are either incorrect, misguided, or hurt our school system



- “We need the State to fix this. Let’s organize!”
- “They are too top heavy... just cut administrators.”
- “This is just a scare tactic.”
- “What about (fill in a specific budget item)... why do they need that?”
- “They are going to need to adjust their budget.”
- “This is happening too quickly... why didn’t we know about this.”

What happens in the district if an
override is needed and it fails?

Failed budget, what to expect:



- **The loss of \$1,674,345.86** in this current budget:
- If 1 teacher = \$65,000; that is cutting **25.8 teachers** or position equivalencies
- Already raised fees for Before/After School and Athletics, so that is not a viable source.
- **Cutting regional transportation** (minimal benefit since there is a reimbursement)
- **Class sizes will balloon**, especially at secondary and late elementary
- We will put everything left from ESSER (Elementary and Secondary School Emergency Relief) to help for one more year (that will cause a deficit the following year, and continue to dig the financial hole)
- Potentially using some stabilization again (which also adds to the financial hole)

Are other districts in the
same place?

How are we compared to other districts?



- Every small district and regional district is in tough shape this year.
- Big difference for PRSD was that we are coming off big cuts after a failed override.
- The smallest increase we know of (locally) so far is 4.5% and the highest is north of 6.3%.
- Some districts shared amount shortfall, and one at a \$2.5M shortfall after looking at adjustments (which is about where PRSD had started)

Here are some *Daily News Headlines...*

Port schools looking at \$500K increase in special ed costs

(12/21/22)

(Addressing the OSD, 14% increase)

Newburyport school superintendent presents \$40.1M budget proposal

(1/18/23)

(\$4.9M more than current budget for level services)

Triton superintendent hoping for no budget cuts

(1/24/23)

(Trying to address increasing costs, \$900K in new out of district special education expenses, and other factors just to maintain level services)

FY 24 Budget Process

Budget Process Timeline



- **Within next 2 weeks:** Budget books distributed to Towns, School Committee, and posted on website
- **February 14th** - Public Hearing on PRSD Budget
- **March 1st:** Currently the date when we are expecting to see the Governor's Budget.
- **March 7th (at the latest):** School Committee votes a budget #
- **Mid-March** - Budget #s certified by Treasurer and sent to Pentucket Towns (override known or not at that point)
- **Monday, April 24th** - Town Meetings (budget/potential override vote)
- **Monday, May 1st** - Town elections (potential override vote)

Note: Meeting monthly with Town Administrators and also started budget conversation publicly on November 1st.

What happens next?



We need more budget information to come to us

- Health insurance costs (March)
- Governor's Budget (March 2nd is the last date)
- Chapter 70 funds

Our budget will continue to be refined as these numbers adjust

How can you help?

- Advocate with our legislators/Governor/Lt. Governor (in person, mail, on the phone, or emails)
- Immediate Specific areas:
 - 14% OSD
 - Fully funding regional transportation
 - Fully funding circuit breaker
- Long-Term areas:
 - Chapter 70 Funding Formula
 - Increasing Circuit Breaker
 - Reviewing state laws pertaining to special education in order to secure proper funding for all special education students.
- Help spread the facts and realities and challenge those who spread falsities. We all want what is best for our communities.



Senator Bruce Tarr
Bruce.Tarr@masenate.gov



Senator Barry Finegold
Barry.Finegold@masenate.gov



Representative Adrienne Ramos
Adrienne.Ramos@mahouse.gov



Representative Dawne Shand
Dawne.Shand@mahouse.gov

Fact: While people can debate the merits of Town finances and PRSD finances, the fact is that if an override is needed and if all Towns do not pass it, one entity will be in horrific financial trouble.

PRSD Budget Website

www.pentucketbudget.com

VISIT THE OFFICIAL DISTRICT WEBSITE



PENTUCKET REGIONAL SCHOOL DISTRICT
Official Budget Website

[HOME](#) [AGENDAS & MINUTES](#) [IMPORTANT DATES](#) [RESOURCES](#) [FAQS](#) [NEWS](#) [CONTACT](#)



BUDGET QUESTIONS?

Welcome to the Pentucket Regional School District budget site. We encourage you to use this site to learn more about the District's finances and challenges, and to stay up to date with District budget meetings.

[Visit the FAQs](#)

IMPORTANT DATES

- | | |
|-----------|---|
| JAN | 6:00 pm – 8:00 pm |
| 24 | Joint Meeting with Town Managers, Board of Selectmen and Finance Committee Members RE: FY24 Budget |
| MAR | All day |
| 2 | Governor's Budget Deadline |
| MAY | All day |
| 1 | Town Elections |

[View Calendar](#)

Next Meeting - Wednesday March 8, 2023

# (DRAFT)	Article	Recurring?	Sponsor	Form Received	Draft Article Language?
1	To give their votes to the election of the following offices: Term Position Seat(s); Three Years Selectman (1) Three Years School Committee (1) Three Years Assessor (1) Three Years Board of Health (1) Five Years Planning Board (1) Three Years Library Trustees (3) Three Years Park & Recreation Commissioner (1) Two Years Park & Recreation Commissioner (1) Three Years Water Commissioner (1) Two Years Water Commissioner (1) Three Years Constable (1)	Y	Select Board	N	Y
2	To hear and act upon the reports of Town officers and committees, or take any other action relative thereto.	Y	Select Board	N	Y
3	To see if the Town will vote to transfer and appropriate the sum of \$_____ from the School Stabilization Fund to pay a portion of the Town share of debt services associated with the building of the new Middle/High School, or take any other action relative thereto.	Y	Select Board	N	Y
4	To determine what sums of money the Town will raise and appropriate for defraying the expenses of the Town for ensuing fiscal year and for the payment of Town debt, or take any other action relative thereto.	Y	Select Board	N	Y
5	In accordance with the provisions of Chapter 38 of the Acts of 1936, to see what instructions, rules, and regulations the Town may wish to impose on the Board of Water Commissions, or take any other action relative thereto.	Y	Select Board	N	Y
6	To see if the Town will vote to appropriate, in anticipation of Water Department revenues, the sum of \$_____ of which \$_____ for salaries and wages, which include \$_____ for Water Commissioners' Stipends; \$_____ for insurances; \$_____ for expenses; \$_____ for debt services; \$_____ for extraordinary and unforeseen expenses; and \$_____ for indirect costs, or take any other action relative thereto.	Y	BOWC	N	Y
7	To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$_____ for the Pension Liability Stabilization Fund, or take any other action related thereto.	Y	Select Board	N	Y
8	To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$_____ for the Other Post-Employment Benefits (OPEB) Stabilization Fund, or take any other action related thereto.	Y	Select Board	N	Y
9	To see if the Town will vote to transfer the sum of \$_____ from the Septic Loan Revolving Account for the repayment of debt service, or take any other action related thereto.	Y	Select Board	N	Y

# (DRAFT)	Article	Recurring?	Sponsor	Form Received	Draft Article Language?
10	<p>To see if the Town, in accordance with Massachusetts General Laws Chapter 44, Sec. 53E1/2, and Section XL of the Bylaws of the Town of West Newbury, will fix the maximum amounts that may be spent during the fiscal year beginning on July 1, 2023 for the revolving funds established in town bylaws, as set forth below for certain departments, boards, committees, agencies or officers, with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to revise the same; or take any other action relative thereto:</p> <ul style="list-style-type: none"> ▪ Section 5.1 Summer Recreation Revolving Fund \$ _____ ▪ Section 5.2 GAR Library Fines and Penalties Revolving Fund \$ _____ ▪ Section 5.3 Police Vehicle Revolving Fund \$ _____ ▪ Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund \$ _____ ▪ Section 5.5 Electric Vehicle Charging Stations Revolving Fund \$ _____ ▪ Section 5.6 Curbside Collection of Trash, Recycling and Food Waste Revolving Fund \$ _____ 	Y	Select Board	N	Y
11	<p>To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2023, with each item to be considered a separate appropriation, or take any other action related thereto.</p> <ul style="list-style-type: none"> ▪ Appropriate \$_____ from FY 2023 estimated revenues for Committee Administrative Expenses. ▪ Reserve \$_____ from FY 2023 estimated revenues for Community Housing Reserve. ▪ Reserve \$_____ from FY 2023 estimated revenues for Historic Resources Reserve. ▪ Reserve \$_____ from FY 2023 estimated revenues for Open Space & Recreation Reserve. ▪ Reserve \$_____ from FY 2023 estimated revenues for Budgeted Reserve 	Y	CPC	N	Y
12	Funding for cemetery cleanup	N	Historical Commission	Y	N
13	Church/Prospect Water Main Replacements	N	BOWC	N	N
14	Sawmill Brook (Poorhouse Lane) land acquisition	N	CPC/SB	N	N
15	Transfer CPC funds to Affordable Housing Trust	N	CPC/SB	N	N
16	Whetstone Greenway, Supplemental Funding for construction (IF NEEDED)	N			
17	DPW Plow Truck replacement - CAPITAL ARTICLE	N	DPW Director	Y	N
18	Fire Pickup Truck replacement - CAPITAL ARTICLE	N	DPW Director	Y	N

<u># (DRAFT)</u>	<u>Article</u>	<u>Recurring?</u>	<u>Sponsor</u>	<u>Form Received</u>	<u>Draft Article Language?</u>
19	MBTA Communities grant matching funds	N	Select Board	N	Y
20	Page School security cameras	N	DPW Director	Y	N
21	Page School HVAC - CAPITAL ARTICLE	N	DPW Director	Y	N
22	Funding for well at Cammett Fields	N	Parks & Rec Comm	N	N
23	Purchase infield grader	N	Parks & Rec Comm	N	N
24	Pipestave fencing	N	DPW Director	Y	N
25	Police Cruiser purchase, supplemental funding (FY23 vehicle)	N	Police Chief	N	N
26	Stormwater Bylaw amendments (POTENTIAL)	N			
27	Zoning Bylaw Recodification	N	Planning Board/ Bldg Inspector	N	Y
28	Funds for study of Dole Place (IF NEEDED)	N	Select Board	N	N

Notes:

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

Articles will be assigned to Annual or Special Town Meeting warrants at a later date.



**Town of West Newbury
Select Board**

F

Monday, December 6, 2021 @ 7:00pm

381 Main Street, Town Office Building

www.wnewbury.org

Open Session Meeting Minutes- DRAFT

Open Session: Open Session was called to order by Chairperson Parker at 7:26pm

Participation at the Meeting:

Richard Parker, David Archibald, and Wendy Reed; *Select Board Members*

Angus Jennings, *Town Manager (remote)*

James Blatchford, *Town Clerk*

Sgt. Michael Dwyer, *West Newbury Police*

Kelly Scott

Fred Chanania, *Tree Committee*

Bob Janes, *Historic Commission*

Deborah Hamilton

Ann O'Sullivan

Doreen Crowley

Patricia Reeser

Richard Baker

Kevin Bowe

Leisa Mingo

Leigh Stoecker

Mary Joyce-Acosta

Stephanie Frontiera, *Town Accountant*

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; see agenda for details.
- Regional Vaccination Clinics, ages 5-11. December 6, 13, 20.
- Holiday Tree Lighting and carols – Thursday, December 9th at 6:30pm – Training Field – All Welcome!
- Thank you and best wishes to outgoing COA Director Theresa Woodbury for 16 years of service!
- Call to Boards/Commissions/Committees and Town Departments for FY21 Town Reports!
- Call for volunteers: current opportunities at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>
- Acknowledgement of Comcast price increases (see pages 5-6 for details)

Regular Business

A. Recognition of employee efforts to support Pentucket Arts Foundation Terror Trail

Parker stated that John Elwell submitted a letter of recognition commending the Police and Fire Department employees for their assistance in maintaining a safe environment for all the participants of the fundraiser (see exhibit A page 7 for details). **No motion was made at this time.**

B. Request for waiver of 15-day waiting period, appointment of Sydney Lathrop as Part-Time Dispatcher

Sgt. Michael Dwyer appeared before the Select Board in person for this request. Dwyer discussed Lathrop's current position as dispatch supervisor in Maine and prior experience as a dispatcher in West Newbury training (see exhibit B page 8 for details). Dwyer stated it was anticipated that Lathrop would move back to the area in February. **Parker made a motion to waive the 15-day waiting period for the appointment of Sydney Lathrop effective through June 30, 2022. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

C. Applications for Committee appointments:

a. Kelly Scott – Tree Committee

Kelly Scott appeared before the Select Board in person for the requested appointment. Scott discussed the importance of trees and tree preservation in the community. Fred Chanania appeared before the Select Board remotely and stated the Tree Committee had voted unanimously to recommend Scott for appointment. **Parker made a motion to appoint Kelly Scott to the Tree Committee. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

b. Robert Belmont – Historical Commission

Bob Janes appeared before the Select Board in person to recommend Robert Belmont to be appointed on the Historical Commission. Janes stated there were currently four members on the Historical Commission. **Parker made a motion to appoint Robert Belmont to the Historical Commission effective**

immediately and effective through June 30, 2023. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

c. Richard Baker; Kevin Bowe; Doreen Crowley; Deborah Hamilton; Leisa Mingo; Ann O’Sullivan; Pamela Shaffer; Leigh Stoecker – Affordable Housing Trust Bylaw Committee

Parker stated eight people had volunteered to serve on the Affordable Housing Bylaw Committee but only five volunteers would be needed to serve on the committee (see exhibit C.c pages 9-12 for details). Parker stated the Select Board was looking for one member from the Planning Board, one member from the Select Board, one member with financial background, one member with legal experience, and one member from the community with an interest in affordable housing. The Select Board clarified that the committee members would serve a limited term effective through April 30, 2022 and would be responsible for writing the Affordable Housing Bylaw.

Deborah Hamilton, associate member of the Planning Board, appeared before the Select Board in person for appointment as the requested representative for the Planning Board.

Ann O’Sullivan appeared before the Select Board in person and stated interest in serving on the committee. O’Sullivan discussed prior financial experience, as well as, prior experience in the Affordable Housing Bylaw process. O’Sullivan stated the application of interest would be withdrawn if new individuals within the town that could provide a fresh prospective requested to be involved.

Doreen Crowley appeared before the Select Board in person and discussed experience as a construction estimator that could be helpful on the committee. The Select Board discussed how Crowley’s skill set could be valuable on the Affordable Housing Trust once established.

Patricia Reeser appeared before the Select Board in person and stated prior legal background of 40 years. Reeser stated that application of interest would be withdrawn if new individuals within the town requested to be involved.

Richard Baker, Chairperson of the Board of Assessors, appeared before the Select Board in person and discussed experience monitoring real estate transactions and property evaluations as a helpful skill for the committee. Baker informed the Select Board that serving on the Affordable Housing Trust was of more interest than serving on the Affordable Housing Bylaw Committee.

Kevin Bowe appeared before the Select Board in person and discussed prior experience in state government and private institutions. Bowe asked to withdraw the request from consideration due to the wealth of talent that had applied for appointment and stated interest in serving on the Affordable Housing Trust once established.

Leisa Mingo, Chairperson of the Housing Authority, appeared before the Select Board in person requesting the at-large appointment. Mingo stated the Housing Authority and Affordable Housing Bylaw Committee had similar goals but the committee would focus on the town instead of the county.

Leigh Stoecker appeared before the Select Board in person requesting the at-large appointment. Stoecker discussed interest in land use and the importance of affordable housing within the town.

Reed volunteered to represent the Select Board on the Affordable Housing Bylaw Committee. **Parker made a motion to appoint Deborah Hamilton for the Planning Board representative, Doreen Crowley as the representative with financial background, Leigh Stoecker as the member at-large, Patricia Reeser as the representative with legal experience, Wendy Reed as the Select Board representative.** The Select Board stated that any assistance from Ann O’Sullivan, although O’Sullivan was not officially appointed, would be welcomed. **Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

d. Mary Joyce-Acosta – Council on Aging, or Affordable Housing Trust Bylaw Committee

Mary Joyce-Acosta appeared before the Select Board remotely. Joyce-Acosta discussed 18 years of experience in the human services field and elder services. **Parker made a motion to appoint Mary Joyce-Acosta to the Council on Aging. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

D. Liquor License Renewal applications – West Newbury Pizza Company and West Newbury Food Mart

The Select Board and Blatchford discussed the annual renewal process and requirement of the Select Board to approve the renewals on an annual basis as the Licensing Authority (see exhibit D pages 13-14 for details). **Archibald made a motion to approve the retail alcohol license for West Newbury Pizza Company for Wines & Malt with the expiration date of December 31, 2022. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Archibald made a motion to approve the package store retail alcohol license for West Newbury Food Mart for all types of alcoholic beverages with the expiration date of December 31, 2022. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

E. Consideration of proposal to remove (or remove and replace) two interpretive signs regarding Native Americans (at Indian Hill and Garden Street; and on Turkey Hill Road)

Parker stated the topic had been discussed 5 weeks prior but no action had been taken at that time. The Select Board reviewed the letters of support to remove the signage that had been received (see exhibit E pages 15-19 for details). **Parker made a motion to remove the two interpretive signs regarding Native Americans at Indian Hill and Garden Street and on Turkey Hill Road to be removed from the right of way.** Parker stated the Historical Commission would propose different signage in the future. **Reed seconded.** Janes stated the Historical Commission had voted to remove the signage and had discussed creating more appropriate replacement signage for the historic location. The Select Board discussed the importance of committees completing the process of where their charge lies before a decision is made by the Select Board. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).** The Select Board stated that once appropriate wording was proposed and recommended by the Historic Commission, the Select Board would review and make a determination of approval for the installation on the right of way.

Janes addressed the Select Board and stated a large 150yr old map of the town and Essex County had been donated to the Historic Commission and West Newbury by Kelly Scott. Janes suggested the map could be hung on the wall outside of the Hearing Room. The Select Board viewed a picture of the map and stated the determination of where the map would be placed would be discussed at a later time.

F. Discussion of proposed work scope/budget from Lynne Spencer re Soldiers & Sailors Memorial Bldg.

The Select Board reviewed the proposal received from Lynne Spencer of Spencer Preservation Group (see exhibit F pages 20-33 for details). The Select Board and Jennings discussed the proposal, the cost associated with the services, and if there was a prioritized list of steps within the proposal received. Discussion continued concerning the current zoning limitations, the memo from the Building Inspector concerning the distinction of the property as non-conforming, and sanitary disposal options for the property. Jennings stated the importance of the zoning component and how that would lend to a market for the building. The Select Board agreed that identifying zoning possibilities for what businesses could be allowed would determine if there was a market for the building to pursue. The Select Board discussed presenting the proposal to the CPC and the need to move forward if options were to be presented to residents at the Spring Town Meeting. **Parker made a motion to bring this to the CPC December meeting. Reed seconded.** Jennings stated the form and brief narrative for CPC would be completed. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).** Jennings briefly discussed the abutters to the property desire for a buffer between the building parking lot and the residence.

G. Review/approval of Sullivan's Court trail easement

The Select Board reviewed the trail easement document and land plan map (see exhibit G pages 34-51 for details). The Select Board requested a more accurate depiction of where the water line was located within the plans. **This item was tabled until a more detailed location of the water line could be determined.**

H. Request for authorization to pursue MMA designation as Cyber Aware Community

Jennings explained the cyber training modules would be created by MMA and administered to all staff at no cost to the town (see exhibit H pages 52-55 for details). The Select Board briefly discussed the importance of cyber security. **Reed made a motion to pursue MMA designation as Cyber Aware Community. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

I. Approve Letter of Intent for Municipal Vulnerability Program (MVP) Action Grant

Parker stated the Municipal Vulnerability Program Action Grant had not been pursued the prior year as more detailed information was needed in order to be awarded the grant (see exhibit I page 56 for details). Parker stated that the Climate Change Resiliency Committee would discuss topics for the action grant they wished to apply for this year at the meeting on Wednesday. Parker stated this topic would be brought before the Select Board in the following weeks. **No motion was made at this time.**

J. Discussion of FY23 budget policy direction

The Select Board and Jennings reviewed the FY22 budget policy direction and discussed edits to be made for the FY23 budget policy direction (see exhibit J pages 57-61 for details). Archibald discussed the rising cost over that last year and suggested increasing the expense budget to 2.5%. The Select Board and Jennings discussed the ARPA funds and determining the allocation toward a specific project. Discussion continued surrounding whether the funds should be used for a water project or if use on a different project would be a more substantial benefit for the town.

The Select Board agreed to remove #2 (budgeted specific impacts of COVID-19) and #6 (transfer of funds to support the Middle Street Bridge project) from the policy direction for FY23. The Select Board briefly discussed continuation of #10 (Free Cash transfer to reduce the tax rate) at the Fall Town meeting. Jennings briefly made note that the budget for Whittier Vocational High School would have a significant increase as the student enrollment had risen from 9 to 14 student.

The Select Board discussed how to build in the potential wage changes to the budget upon the completion of the wage and compensation study. Town Accountant, Stephanie Frontiera, appeared before the Select Board remotely and discussed how an account within the General Fund could hold the appropriated funds. The Select Board, Jennings, and Frontiera discussed whether the funding should be listed as a line item

or presented as a warrant article. It was decided to propose this as a warrant article as it would not be a reoccurring item in the budget each year. Jennings stated the revisions would be made to the policy direction and brought back before the Select Board the following meeting. **No motion was made at this time.**

K. Update on Middle/High School project

Reed stated the exterior work had been completed and the project was proceeding at a good pace within the budget that had been set (see exhibit K pages 62-77 for details). The Select Board discussed that ledge was anticipated to be uncovered which could result in an additional cost for demolition. Parker discussed a letter from West Newbury Wild & Native which addressed planting smaller native trees to the landscape, as opposed to larger trees, and the response from the landscape architect. The Select Board discussed this topic and decided to the Building Committee could examine the cost differentials and make a determination as the group had the authority over the building budget. **No motion was made at this time.**

L. Meeting minutes: August 30, 2021

The Select Board noted clerical errors to be corrected (see exhibit L pages 78-89 for details). Jennings advised the Select Board to mark a copy of the minutes for correction and a staff member would complete them. **Parker made a motion to accept the minutes as marked. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Town Manager Updates

M. Update on interim staffing plan for Senior Center/Council on Aging; and proposed Senior Center repairs

Jennings informed the Select Board that Assistant Clerk, Christine Marshall, would be providing coverage for the Council on Aging office Monday-Thursday 8:30-12:30pm (see exhibit M pages 90-95 for details). Jennings stated that Marshall had six years of experience working with the Council on Aging in Andover and would provide coverage until a new director was in place. Jennings reviewed the structural issue of the skylight within the Senior Center and the intent to pursue a short-term fix that would make the space safe. **No motion was made at this time.**

N. Vendor contract, Wage Classification Study

Jennings stated a proposal had been received from the Collins Center but a sign contract was not in place at this time. **No motion was made at this time.**

O. Vendor contract, Page School/Pipestave/Main Street safety audit

Jennings stated the signed contract provided in the packet reflected changes from the original proposal which included the addition of a weekend traffic count (see exhibit O pages 96-101 for details). Jennings stated the audit would be completed by June. **No motion was made at this time.**

P. Update on 2021 paving work: status complete/remaining

Jennings stated information regarding the paving was included in the packet and the work was moving right along (see exhibit P pages 102-105 for details). **No motion was made at this time.**

Q. FY21 Green Communities Annual Report; initial work toward Greenhouse Gas Inventory

Jennings thanked Parker for all the work put into the Green Community Annual Report (see exhibit Q pages 106-112 for details). **No motion was made at this time.**

R. RFP issued to engage surveyor for Cortland Lane right-of-way

Jennings stated an RFP had been issued with a submission deadline of December 20, 2021 (see exhibit R pages 113-121 for details). **No motion was made at this time.**

S. Follow up meeting assignment; placing items for future agendas

It was stated that the Personnel Committee and the MBRTA would be discussed at the following meeting on December 20, 2021. **No motion was made at this time.**

Parker made a motion to adjourn. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open Session adjourned at 10:38pm.



**Town of West Newbury
Select Board**

Monday, December 20, 2021 @ 7:00pm

381 Main Street, Town Office Building

www.wnewbury.org

Open Session Meeting Minutes- DRAFT

Open Session: Open Session was called to order at 7:12pm by Chairperson Parker.

Participation at the meeting:

Richard Parker, David Archibald, and Wendy Reed; *Select Board Members*

Angus Jennings, *Town Manager (remote)*

James Blatchford, *Town Clerk*

Fred Chanania

Ashley Adams

Heather Connor, Paula Breger, Sandy Nawrocki, Laura Collins, and Marcia Sellos-Maura

Vanessa Johnson-Hall, *Greenbelt*

Brad Buschur

Stephanie Frontiera, *Town Accountants*

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; see agenda for details.
- Regional Vaccination Clinics for COVID booster shots. See Town website for dates and details.
- Call to Boards/Commissions/Committees and Town Departments for FY21 Town Reports!
- Call for volunteers: current opportunities at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

A. Joint mtg w/Library Board of Trustees: application for appointment of Ashley Adams to Library Board

A joint meeting of the Select Board and the Library Board of Trustees was convened. Fred Chanania, Chairperson of the G.A.R Library Board of Trustees, appeared remotely and stated a quorum had been reached as there were 6 Trustees in attendance. Heather Connor, Paula Breger, Sandy Nawrocki, Laura Collins, Marcia Sellos-Maura attended the meeting remotely (see exhibit A pages 6-8 for details). Ashley Adams appeared remotely for the requested appointment. Reed stated Adams had served on the Library Director Search Committee and proved to be a valuable member. Chanania stated the Board of Trustees had voted unanimously to recommend Adams for appointment at the last meeting. **Parker made a motion to appoint Ashley Adams to fill the remaining period of the vacancy on the Library Board of Trustees. Chanania seconded. Motion unanimously passed (9 Yes, 0 No, 0 Abstain).** Blatchford stated arrangements to be sworn into office would be made.

B. Request for endorsement to seek Tree City USA designation – Fred Chanania, Tree Committee

Chanania explained that the Tree City USA program emerged from the Arbor Day Foundation (see exhibit B pages 9-14 for details). Chanania stated the designation would recognize the community's commitment to the trees and landscape of the town and there was no obligation or fee associated with the designation. As the application was due by the end of the month, Chanania requested the endorsement of the Select Board to submit the application. **Archibald made a motion to support the application for Tree City USA designation. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

C. Review/potential approval of draft Coffin Street Conservation Restrictions – Vanessa Johnson-Hall, Greenbelt

Vanessa Johnson-Hall appeared before the Select Board in person (see exhibit C pages 15-81 for details). Johnson-Hall stated the conservation restriction had not yet been reviewed by the Executive Office of Energy and Environmental Affairs, explained the two conservation restrictions associated with the Coffin Street project, and discussed the temporary unrestricted easement on the adjacent property that would allow the opportunity to create trails around the wetlands.

Johnson-Hall discussed comments received from Patricia Reeser that requested the town would be allowed the right to maintain and create trails on the property. While the request was a departure from typical conservation restrictions, Johnson-Hall stated there were several ways to work through the request with Judy Mizner and Patricia Reeser.

Parker requested a revised draft of the conservation restrictions be brought back before the Select Board before a vote of approval was cast. Johnson-Hall stated the revised draft could be completed by the January 18, 2022 meeting. **No motion was made at this time.**

D. Used Car License Renewal applications

See exhibit D pages 82-95 for details. **Archibald made a motion to approve Main Street Auto, Pearson's Automotive, and Crane Neck Auto used car licenses effective January 1, 2022 through December 31, 2022. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

E. Review/potential approval of Sullivan's Court trail easement (cont'd from 12/6/21)

Brad Buschur appeared in person and discussed the design of the trail that would include wooden sections that could be lifted out of place in the event the water line required repair. The Select Board and Buschur reviewed the proposal and discussed changes noted from the originally proposal (see exhibit E pages 96-117 for details). Jennings clarified the Select Board was requested to approve the easement and not the design at this time. **Parker made a motion to approve the easement Sullivan's Court. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

F. Review/potential revisions to COVID protocols in Town buildings

Jennings and the Select Board discussed the proposed revisions to the Covid-19 protocols in Town buildings (see exhibit F pages 118-131 for details). Jennings stated that CDC guidance continued to change as the original guidance had been written when no one had been vaccinated. The proposed changes to the policy hoped to distinguish the different protocols to follow vaccinated versus unvaccinated employees if exposure occurred should occur. The Select Board and Jennings discussed remaining aware of employee safety concerns and allowing employees to continue to work remotely if desired.

Town Accountant, Stephanie Frontiera, appeared before the Select Board remotely. Fronteira stated the current Covid-19 protocol was very strict when compared to other communities. Fronteira suggested the Board to consider a policy that followed CDC guidelines and that could be updated, with the help of the Health Agent, as CDC guidelines were changed.

The Select Board discussed how each modification to the policy would have to be brought before the Board and discussed transferring the authority to update the policy as CDC guidelines changed. Jennings stated the Town Manager Act granted the authority to enforce policy set forth by the Select Board, but the Board would be required to vote to modify or repeal the policy as it had been adopted. **Parker made a motion to change the Covid 19 protocol to follow the CDC recommendations; continue to require masking and safe social distancing within the Town Office Building for all people in the building, whether employees or visitors. And to continue to be accommodating for any employee uncomfortable being within the space of the building given the above set of conditions, to allow them to work remotely. Archibald seconded.** Reed questioned how the motion reflected the requested amendments to the current policy or if the motion would replace the current policy. Archibald stated a clear sunset date was needed for the policy as it would not be feasible to continue to allow remote work to occur multiple years from now. Parker agreed and stated the addition "effective through the end of the fiscal year" could be added to the motion.

The Select Board, Jennings, and Fronteira discussed whether the Town could legally ask employees their vaccination status or if the Town would rely on employees independently self-reporting. The Select Board and Jennings discussed how best to approach amendments to the policy. The Select Board expressed the main goals of people remaining healthy and the Town Offices to continue to operate. **Parker withdrew the motion.** The Select Board continued to discuss how the policy should reflect the most current CDC guidelines concerning vaccinated and unvaccinated employees. Jennings reviewed the policy from East Bridgewater included in the packet and the Select Board agreed the language listed was favorable. Reed stated a few sentences concerning quarantine requirements for vaccinated employees needed to be inserted to clarify the different requirements. **Parker made a motion to accept the proposed draft with the exception removing the word "vaccinated" on the second page under "Compensation During Time Off", include the discussed language from the East Bridgewater model concerning the CDC, and to change the sunset date to read "this protocol, as may be amended by the Town Manager, shall be in effect through June 30, 2022". Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

G. Discussion of FY23 budget policy direction (cont'd from 12/6/21)

Archibald noted a minor typo in the first paragraph to be updated (see exhibit G pages 132-134 for details). Parker agreed that the increase to the expense budget should be set to no more than 2.5% as costs had continued to rise over the past year. As questions surrounding the retirement budget arose, Jennings stated an invitation to appear before the Select Board would be extended to a representative from the Essex Retirement Board. Lastly, Jennings stated the language within section two concerning COVID-19 related expenses had been revised as continuing expenses going forward would have to be absorbed by the Town. **Parker made a motion to approve the budget policy direction. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

H. Report on research regarding MVRTA levels of service, process to seek potential changes

Blatchford stated the recent attendance at the MVRTA Communities meeting was the first instance a representative from West Newbury had participated. Blatchford discussed the Ring & Ride service available to the residents of West Newbury with the cost of \$2.00 per ride to any location within the MVRTA community (see exhibit H pages 135-136 for details) and how the service was primarily aimed to serve members elderly of the community and those with disabilities. Blatchford and the Select Board discussed how the service and cost

of the service may not be known to residents but could be promoted through the Council on Aging. Discussion continued surrounding the current MVRTA bus routes and the lack of services in West Newbury. Blatchford stated that increased use of the Ring & Ride service could provide clear evidence of the need for MVRTA services with the Town.

Blatchford informed the Select Board of a Federal/State program that would allow the Town to lease a vehicle from the MVRTA to provide transportation to the elderly and individuals with disabilities. Blatchford stated this program could prove to be beneficial as the Council on Aging Van would likely need replacement in the next 4-5 years. Jennings stated the turn around time was roughly 18 months and recommended the Town look into what would be needed to be placed on the list for the leasing program. **No motion was made at this time.**

I. Notice regarding applicability of “MBTA Communities” legislation to West Newbury

The Select Board, Jennings, and Blatchford discussed the new legislation for “MBTA Communities” and the requirement for communities adjacent to a transit station to identify a multifamily zoning district (see exhibit I pages 137-139 for details). Jennings stated the requirement for communities was to identify the new zoning district but the communities were not required to build any units. Jennings informed the Select Board that a plan for the zoning district would need to be submitted by the end of December 2022. Failure to submit a plan would deem the community out of compliance and ineligible for grants and other state funding. Parker stated a proposal for funding should be pursued in the spring in order to engage a consultant to assist with the requirements. **No motion was made at this time.**

J. Update on CPC review of proposal for CPA admin funds (re Soldiers & Sailors Memorial Bldg.)

Reed stated the topic had been discussed at the CPC meeting and the comments were overall favorable, but the details surrounding the sewage disposal were a topic of concern (see exhibit J page 140-166 for details). Jennings stated the Board of Health would be reviewing if a tight tank could be use at the location at their meeting the following day or in a meeting held in early January. Due to the building remaining vacant for more than two years, the zoning for the property only allowed for a 1-2 family dwelling, municipal office, or a religious, agricultural, or educational center under the Dover Amendment. **No motion was made at this time.**

K. Update re discussion w/School Building Committee re use of native plantings

Reed stated that although the topic was not on the School Building Committee agenda, the topic was briefly discussed without a definitive consensus (see exhibit K pages 167-170 for details). **No motion was made at this time.**

L. Discussion of policy regarding electric vehicle (EV) charging stations

The Select Board discussed placing more definitive signage limiting the EV charging spaces for electric cars only (see exhibit L pages 171-185 for details). Discussion continued surrounding the usage of the stations and allowing for flexibility in parking during events such as the vaccination clinics and Town meetings. Jennings stated more definitive signage could be placed at the Town Office Building but the charging station at the Page School would need to be discussed with the new principal. The Select Board discussed promoting the usage of the charging station at Page School as the usage was close to zero. **No motion was made at this time.**

M. Review charge of Personnel Committee

The Select Board and Jennings discussed the charge of the Personnel Committee and how the responsibilities for personnel administration now rest within the Town Managers Office after the adoption of the Town Manager Act (see exhibit M pages 186-189 for details). Jennings stated that any change to the Personnel Committee would need to be brought before Town Meeting as the Personnel bylaw had been adopted in 1999. **No motion was made at this time.**

N. Amendments to FY22 wage schedule

The Select Board stated a sight adjustment in hourly rate for two positions had been approved in executive session (see exhibit N page 190 for details). **Parker made a motion to approve the change in the employee compensation schedule for two positions as shown on page 186 of the December 20, 2022 open session packet. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Town Manager Updates

O. Vendor contract, Wage Classification Study

Jennings stated the draft had not been finalized yet but the scope of the study had been determined (see exhibit O pages 191-194 for details). Jennings stated that each position and job description would be reviewed in a systematic approach. Reed stated a similar study had been conducted in Rowley and Topsfield. **No motion was made at this time.**

P. Update re potential staffing structure for 2022 summer rec program

Jennings stated the summer rec program was going to resume after two years of the program being on hold due to COVID-19. Jennings stated staffing structure and wages would be brought before the Select Board at the January 18, 2022 meeting. **No motion was made at this time.**

Posted Agenda on 12/16/2021 at the Town Offices and the Town’s Official Website www.wnewbury.org

Q. Project timeline, Page School/Pipestave/Main Street safety audit

Jennings stated the town would solicit public input and be made aware the safety audit and traffic count would take place in the spring (see exhibit Q page 195 for details). The completion of the audit would position the town in a good spot to apply for the Safe Routes to School grant in the fall. **No motion was made at this time.**

R. Project timeline, Mill Pond All Persons Trail

Jennings stated a contract had been signed with the vendor that included the timeline and scope of the work (see exhibit R pages 196-201 for details). **No motion was made at this time.**

S. Upcoming meeting w Town Administrators in Merrimac and Groveland

Jennings stated the meeting would provide an opportunity for enhanced collaboration of existing and future collaboration between the towns. **No motion was made at this time.**

T. Acknowledge receipt of recent report Moody's Annual Issuer Comment Report

Jennings stated the information included in the packet was a brief snapshot of the Town's finances (see exhibit T pages 202-207 for details). Jennings stated that some numbers did not align with the certified assessments and further discussion with Moody's would take place. **No motion was made at this time.**

U. Follow up meeting assignment; placing items for future agendas

No items were stated at this time.

Parker made a motion to adjourn. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open session adjourned at 10:54pm.



TOWN OF WEST NEWBURY
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Request for Qualifications (RFQ)
for Planning Consultant Services

MBTA Communities(3A) Zoning Compliance Initiative

Contract #2023-WN-002
January 2023

The Town of West Newbury seeks a Planning Consultant to lead the town in an effort to achieve compliance with the MBTA Communities As-Of-Right Multi-Family Zoning District requirements. This Request for Qualifications (RFQ) has been prepared and issued by the Town as a process to select the best consultant for this task.

West Newbury is identified as an MBTA “Adjacent Small Community” as there are no MBTA stations in Town or within ½ mile of its border. It is therefore necessary that the Town undertake a study examining the feasibility of creating a zoning district or districts that allows a minimum of 87 multi-family units as of right. In order to successfully sponsor a zoning amendment for Town Meeting approval, it will be necessary to undertake an iterative public process that involves all town residents and stakeholders.

The Town has received a Rural and Small Town Grant and has pledged matching local funds to support this Initiative and will be selecting a consultant from the State’s PRF76 Approved Consultants List through this targeted solicitation for qualifications. The Town will select the Consultant that in the Town’s opinion outlines a clear and comprehensive approach to a public engagement process that helps build consensus and illustrates a strong understanding of the State’s technical assessment tools developed for this initiative. The Town is interested in a consultant team with strong communication and presentation skills and an ability to translate technical information into easily understood maps and graphics for various engagement opportunities.

Town Planner Sue Brown, working with the Town Manager Angus Jennings, will work directly as Project Manager with the Consultant and will be the primary point of contact for the Project.

DPW Director Wayne Amaral and Board of Water Commissioners will be involved with reviewing public infrastructure capacity and advising regarding infrastructure limitations and/or opportunities for system improvement/expansion.

The Water Department is conducting a comprehensive drinking water distribution system study update to determine adequacy of the system to meet current and estimated future demands through 2042.

Police Chief Michael Dwyer, who also serves as Chief Engineer of the West Newbury Board of Fire Engineers, will be consulted regarding appropriate siting of potential higher-density housing districts as relates to transportation safety, infrastructure and public safety response times.

In addition to Town staff roles, regular updates regarding this initiative will be provided at meetings of the West Newbury Select Board and the Planning Board, among others. All meetings will be posted publicly, and all Select Board meetings are televised on local cable and available for viewing on the Town's YouTube channel.

The Town anticipates engaging the Planning Consultant in February or March 2023.

The Consultant would then undertake the following tasks within the general timeline indicated:

1. Work with Project Manager to develop a robust and iterative Public Engagement Plan. (Feb/Mar 2023)
2. At the Project Kick-off Meeting, train staff, boards and local officials about requirements of the law and outline the scope of the initiative. Prepare information suitable for the general public for the Town's website. (Mar 2023)
3. Gather and analyze information and conduct Public Meetings. (Apr-Sept 2023)
 - a. Determine Town's recent goals and strategies for housing development through focused staff and board member interviews and by reviewing existing Town Planning Reports, maps, infrastructure/capital improvement plans, etc.
 - b. Analyze current Zoning and General Bylaws and Subdivision Regulations and identify barriers to achieving compliance with the Multi-Family Zoning requirements.
 - c. Review existing conditions, and create a map or maps to illustrate land use and transportation patterns, "Developable Land" of a scale as defined in the MBTA Communities Guidelines, existing infrastructure in Town and within proximity to Town boundaries, and areas meeting the State's Smart Growth Principles to the greatest extent practicable.

- d. Coordinate with Water Department’s Engineering Consultant to understand Drinking Water Distribution System Infrastructure and its adequacy for meeting estimated future demands.
- e. Facilitate Public Meetings to review information and receive feedback (a-d above). Produce materials as necessary for Public Meetings including outreach materials, and meeting summaries, and for populating the website.
4. Work with staff and local boards and conduct Public Meetings and other engagement strategies to identify up to three potential alternative districts or district combinations. Outline potential regulatory changes required for compliance (height, parking requirements, use restrictions). (May–Nov 2023)
 - a. Identify and create maps of potential zoning district(s) or district combinations.
 - b. Present Density Visualizations, Visual Preference Surveys or similar strategies to gauge community choices.
 - c. Identify options for regulatory approaches.
 - d. Utilize the MBTA Communities Compliance Model to evaluate identified District(s) for compliance with density, size and minimum unit capacity.
 - Export parcel data and import data into the compliance model.
 - Review existing zoning and assist with completion of the model checklist.
 - Review proposed zoning and assist with completion of the model checklist.
 - Determine parcel overrides in the model if changes to constrained land are required.
 - Run the model to test for compliance with district size, unit capacity, density metrics, etc.
 - Test potential modifications and amendments to district boundaries and/or intensity requirements.
 - e. Generate Findings Report with Recommendations for Zoning Amendment(s).
 - f. Facilitate Public Meeting(s) to review materials and receive feedback (a-e above). Produce materials as necessary for Public Meetings including outreach materials, and meeting summaries, and for populating the website.
5. Draft Zoning Bylaw Amendment and Conduct Public Meeting(s) (Nov 2023-Jan 2024)
 - a. Translate proposed district requirements (use, intensity, location, exceptions, etc. into draft zoning amendment.
 - b. Review existing zoning and other applicable state and local regulations for ALL potential conflicts (limitations, restrictions, defined terms).

- c. Develop all necessary amendments to existing Bylaw in a form customary to municipality.
 - d. Facilitate Public Meeting(s) to review materials and receive feedback (a-c above). Produce materials as necessary for Public Meeting(s) including outreach materials, easy-to understand explanatory material (graphic and narrative) and meeting summaries.
6. Pursue Zoning Bylaw Amendment per G.L. Ch 40A, S. 5. (Jan–April 2024)
- a. Support the Town Planner in preparing for and presenting at the 40A Zoning Bylaw Amendment Public Hearing and the Annual Town Meeting including developing outreach materials for distribution and the website.

Selection Process.

If you are interested in providing consulting services to the Town for this initiative, please submit your proposal for Town review with a:

- Brief (no more than three pages) description of your approach to this project, along with a recommended budget and schedule by task.
- Sample of outreach/presentation materials for a similar project.
- Team member qualifications and experience on similar projects.

Send your response via email to townplanner@wnewbury.org. Submissions shall be received no later than **4pm on Thursday, February 9, 2023.** Any questions or inquiries regarding this RFQ should be send to same e-mail address no later than 4pm on Wednesday, February 1, 2023.

The Town’s Consultant Review Team will include the Town Manager, Town Planner, and Chief Procurement Officer. Upon review of submission qualifications the Town anticipates recommending two or more firms for interview, said interviews to be conducted by the Planning Board. The successful Consultant will be selected based on the following criteria:

- 1) Demonstrated successful completion of projects of comparable scope.
- 2) Established competence and experience of proposed project team members.
 - a. Project approach
 - b. Effective public engagement
 - c. Technical expertise
 - d. Graphic excellence.
- 3) Proposed schedule and budget.

The Team will recommend three or more Consultants (if possible) for an interview by the Planning Board. The Planning Board will make a recommendation for contract award to the Chief Procurement Officer, who will prepare a standard town contract. The anticipated date of contract award is late February to early March.

The Town of West Newbury reserves the right to reject any and all proposals, in whole or in part, and to negotiate the terms and conditions with any proposer and to accept any proposal, in whole or in part, which the Town deems, in its sole opinion, to be in the best interest of the Town of West Newbury.

Final Report Card Break Down

The fourth quarter (final) report card compares your organization's performance on the Municipal Cybersecurity Awareness Grant Program to the aggregate performance of all participating organizations throughout the Commonwealth.

Report Card Statistics Breakdown

We measured your organization's performance in the program with the following metrics: the completion of the Initial and Final CyberStrength Assessments, Assignment #1 to #4, and all eight Phishing Campaigns.

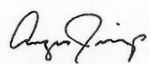
N/A for Phishing Campaigns indicates domain safelisting issues and/or non-delivery of Phishing Campaign emails.

Wrapping Up the Year 2022 and Starting 2023

To all participating organizations, thank you so much for taking part in MCAGP 2022. We encourage you all to keep abreast of current cybersecurity issues and concerns in the Commonwealth. Also, for those returning for Round 4, we look forward to working with you all once again.

For any questions, inquiries, or comments, please email us at CyberAwarenessGrant@mass.gov



Signature: 

Email: townmanager@wnewbury.org

West Newbury, Town of
2022 MCAGP Final Report Card as of January 2, 2022

Seats: 33

Initial CyberStrength Assessment Completion Rate	
West Newbury, Town of	State Average
100.00%	69%
Final CyberStrength Assessment Completion Rate	
West Newbury, Town of	State Average
75.76%	50%
Assignment #1 Completion Rates	
West Newbury, Town of	State Average
84.85%	51%
Assignment #2 Completion Rates	
West Newbury, Town of	State Average
87.88%	52%
Assignment #3 Completion Rates	
West Newbury, Town of	State Average
72.73%	45%
Assignment #4 Completion Rates	
West Newbury, Town of	State Average
75.76%	44%

Phish Campaign #1 Failure Rate	
West Newbury, Town of	State Average
2.35%	1.00%
Phish Campaign #2 Failure Rate	
West Newbury, Town of	State Average
0.00%	1.98%
Phish Campaign #3 Failure Rate	
West Newbury, Town of	State Average
0.00%	4.79%
Phish Campaign #4 Failure Rate	
West Newbury, Town of	State Average
3.13%	2.44%
Phish Campaign #5 Failure Rate	
West Newbury, Town of	State Average
0.00%	4.00%
Phish Campaign #6 Failure Rate	
West Newbury, Town of	State Average
3.03%	1.00%
Phish Campaign #7 Failure Rate	
West Newbury, Town of	State Average
0.00%	1.00%
Phish Campaign #8 Failure Rate	
West Newbury, Town of	State Average
0.00%	1.00%