



Town of West Newbury
Board of Selectmen
Monday, February 4, 2019 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA

2019 FEB -1 AM 11:29

AGENDA – Revised (*Item C to be tabled*)

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

- MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
- MGL Chapter 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- MGL Chapter 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.

Open Session: 7pm in the First Floor Hearing Room

Announcements: This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

- February 13, 2019 at 4 PM – Town Meeting Article requests due to Board of Selectmen's office
- Mill Pond Winter Carnival, Sunday February 10, 2019 from 11am to 3pm. All are welcome!
- Bicentennial Committee:
 - a. Black-Tie Gala Celebration, Saturday, February 23rd 6pm to 11pm @ Groveland Fairways
 - b. Bicentennial Committee is buying a block of tickets for Red Sox Day at Fenway Park for August 9, 2019. If interested, please contact the committee via email at wnbirthday@wnewbury.org.
 - c. West Newbury Birthday Party & Birthday cake contest, Feb. 24th 2-6pm at Pentucket Middle School
- 2019 Volunteer Opportunities are still available. Committee openings online at www.wnewbury.org.

Regular Business

- A. Applications for Appointment:
 - a. Phillips Robinson to the Energy Advisory Committee
 - b. Polly McDowell as an Alternate to the Mill Pond Committee
- B. Discussion with Finance Committee regarding FY'20 Budget Calendar and Board/Committee roles
- ~~C. Cont. discussion of Energy Advisory Committee request to consider Municipal Vulnerability Preparedness (MVP) designation~~
- D. Cont. discussion of PRSD Regional Agreement and School Committee work on draft Contingency Plan – Superintendent Justin Bartholomew
- E. Correspondence from the Community Center Committee regarding Committee member resignations
- F. Review of known and potential Board of Selectmen Warrant Articles for Town Meeting
- G. Review of Community Compact Policies
 - a. Indirect Cost Allocation – *referral from Town Manager and Board of Water Commissioners*
 - b. Capital Planning – *discussion of questions from Capital Improvement Committee*
- H. Policy direction regarding potential posting of signage regarding Mill Pond ice
- I. Update on application for Tenant User Liability Insurance Policy (TULIP)
- J. Review of Selectmen's policy booklet

Town Manager Updates

- K. Health Insurance Opt-Out Program for Fiscal Year 2020-2023
- L. Update on comments received regarding Mill Pond Management Plan
- M. Update on Historical Commission grant proposal for historic property surveys (phase 2)
- N. Page School Generator, confirmation of project completion and generator capacity
- O. Follow up meeting assignments
- P. Placing items for future agendas



TOWN OF WEST NEWBURY

APPLICATION FOR APPOINTMENT

The Town appreciates your interest in serving. Please complete this form and return to: Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or e-mail to: selectmen@wnewbury.org
For additional information please call 978-363-1100, ext. 115.

Name: _____

Address: _____

e-mail: _____

Mobile phone: _____ Home phone: _____

Board(s) or committee(s) you are interested in volunteering on:

Current or past committees served on: _____

Relevant skills, expertise and education: _____

All board or committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law, Open Meeting Law, Public Records Law, the Bylaws of The Town of West Newbury and all other applicable federal, state and local laws or regulations.

Signature: _____ Date: _____

From: [Liz Callahan](#)
To: [Selectmen](#)
Cc: [Town Manager:](#) [REDACTED]
Subject: Re: Volunteer Application
Date: Tuesday, January 22, 2019 11:23:48 PM

Hi Mary,

The West Newbury Energy Advisory Committee reviewed Phillips Robinson's application at our meeting this evening and are very supportive of having him join the WNEAC. Could you please convey our support to the Selectmen as part of their consideration of his appointment request?

Thank you.

Liz Callahan
WNEAC chair
[REDACTED]

RECEIVED

JAN 23 2019

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

The Town appreciates your interest in serving. Please complete this form and return to: Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or e-mail to: selectmen@wnewbury.org
For additional information please call 978-363-1100, ext. 115.

Name: Polly McDowell
Address: 13 Anduze Hill St West Newbury
e-mail: [REDACTED]
Mobile phone: [REDACTED] Home phone: [REDACTED]

Board(s) or committee(s) you are interested in volunteering on:
Mill Pond
Current or past committees served on: Mill Pond

Relevant skills, expertise and education: previous member families with the property

All board or committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law, Open Meeting Law, Public Records Law, the Bylaws of The Town of West Newbury and all other applicable federal, state and local laws or regulations.

Signature: [Handwritten Signature] Date: 1/23/19

Currently only Alternate positions are open, membership allows for (5) or more Associate Members/one year terms

Town Manager

From: [REDACTED]
Sent: Thursday, January 24, 2019 11:29 AM
To: Mary Winglass; Town Manager; Forbes C. Durey; Brad Beaudoin; Nathan Kelly; Jessica Knezek; Sperelakis, Jim
Subject: Feb 4th Selectman meeting

Dear Mary, On behalf of the West Newbury Finance Committee I would like to request a space be made on the upcoming agenda for the committee to discuss the budget process with the Board of Selectmen at their meeting scheduled for February 4th. If there is anyway that it can be handled toward the beginning of the meeting I am sure that members with young children would appreciate it.

Sincerely,

Gary Roberts

West Newbury Finance Committee

(m) The town manager shall keep full and complete records of the town manager's office and shall annually submit to the board of selectmen, unless requested to do so more frequently, a full written report of the operations of the town manager's office.

SECTION 9. (a) The town manager of the town of West Newbury shall be the chief financial officer of the town.

(b) The town manager may approve any warrants for payment of town funds prepared by the town accountant; provided, however, that the approval of any such warrant by the town manager shall be in compliance with the policies for payment as promulgated by the board of selectmen and such warrant shall be sufficient to authorize payment by the treasurer. If there is a vacancy of the town manager, in the town manager's absence or at any other time, the board of selectmen or a designee of 1 of the members of the board of selectmen may approve such warrants.

(c) The town manager shall annually prepare and propose a budget to be included in the annual town meeting warrant. The proposed budget shall be prepared in accordance with the most current budget process established by the board of selectmen. The proposed budget shall detail all estimated revenue from all sources and all proposed expenditures.

(d) The town manager shall annually submit a town departmental and organizational structure and that town departmental and organization structure shall be subject to the approval of the board of selectmen. The town manager shall recommend the salaries and pay rates for town employees, except for those employees covered by a collective bargaining agreement; provided, however, that the salaries and pay rates recommended by the town manager shall be subject to modification and approval by the board of selectmen.

(e) The town manager shall be responsible for filing grant applications and for informing the board of selectmen of the status of such applications.

(f) The town manager shall notify and inform the board of selectmen of any matter impacting the expenditures or revenues of the town.

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

(b) Appointments or removals made by the town manager pursuant to subsection (a) shall be effective 15 calendar days from the date of the filing of a written notice of the appointment or removal with the board of selectmen, unless the



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: February 2, 2019
RE: PRSD Regional Agreement

Superintendent Bartholomew will attend the meeting Monday evening to invite the Board's input on the enclosed draft revisions to the Regional Agreement.

At last week's meeting in Merrimac, Chairman Kemper suggested modifying Sec. XIV(C) to include each Town's CFO "and/or Board of Selectmen designee." The enclosed draft language is intended to be responsive to this objective, but as written would ensure the involvement of the CFO in any case. The revised language also specifies responsibility of each CFO to keep their respective Board apprised, etc.

On Monday we can review whether the majority of the Board agrees with these changes, or has other recommended language. Once there is language the West Newbury Board of Selectmen supports, this will be further reviewed in Groveland and Merrimac.

As you know, the intent is to bring forward changes for consideration at the Annual Town Meeting in each of the three towns.

PENTUCKET REGIONAL SCHOOL DISTRICT
REGIONAL AGREEMENT

PreK-12 REGIONAL AGREEMENT OF APRIL 30, 1993
AS AMENDED JULY 1, 1997, JULY 1, 1998, JULY 1, 1999, JULY 1, 2005,
JULY 1, 2006, JULY 1, 2012, ~~AND~~ JULY 1, 2014, AND MAY 2019

For a Regional School District for the Towns of Groveland, Merrimac, and West Newbury, towns in the Commonwealth of Massachusetts hereinafter referred to as member towns.

Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE

- A. The Regional District School Committee shall consist of nine members, three from each member town, who shall be elected by the voters of that town. Each member so elected shall serve a three year term. In the event that a town or towns separate from the Regional School District at the elementary level as stated in Section X, the three (3) elected members from said town or towns shall constitute the elementary school committee as well as represent their town at the regional level.
- B. Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectmen and the remaining School Committee members from the town where the vacancy occurs. Such replacement shall serve until the next annual town election.
- C. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, Section 16A, known as “Regional School Committee, Organization”. In addition, the Regional District School Committee shall fix the time and place for its regular meetings for the new term, provide for the calling of special meetings upon notice to all its members, and appoint appropriate sub-committees and other officers.
- D. The Chairmanship, Vice Chairmanship and Secretary positions shall be revolving with one position being from each town. No Town shall hold more than one office.

Section II. QUORUMS, VOTES AND GOVERNANCE

- A. A quorum to conduct business at regular meetings shall consist of a simple majority of its members and special meetings shall require not less than two members from each of the towns.
- B. On all issues requiring a vote of the Regional District School Committee, each member’s vote will be weighted according to the respective town’s population based on the most recent decennial Federal census data, calculated out to two decimal places, and remain as such until the next official Federal census.

- C. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town shall require that two of the three members of the Regional District School Committee from the town in which the affected elementary school is located vote in support of that action. In order, however, for a school to be closed in any member town where there is more than one elementary school, all three committee members from the affected town are required to vote in favor of the proposed closure after a public hearing is held in the affected town.

Section III. TYPE OF SCHOOL

- A. The Regional School District shall include all grades from PK – 12.
- B. The secondary schools shall serve students in grades 6 or 7 – 12.
- C. The elementary schools shall serve students in grades PK – 5 or 6.
- D. In the agreement where “preschool” is mentioned it is done so for future purposes to permit the Regional District School Committee with the approval of all member towns at their respective Town Meetings, at some future date, to include preschool classes. Until such time all preschool expenses shall be on a self supporting basis, except those excluded by law.

Section IV. LOCATION OF SCHOOLS

- A. The Regional District secondary school buildings shall be located on sites owned by the District.
- B. There shall be not less than one elementary school in each member town. Students in grades PK – 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional “magnet” classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District “Contingency Plan” as approved by the Pentucket Regional School Committee, and as may be amended from time to time.
- C. Each member town shall retain ownership of all elementary school buildings and related grounds, including any new elementary school buildings constructed in the future. Each member town shall lease each elementary school building and related grounds to the Pentucket Regional School District for the sum of one dollar. Each lease shall be for a term not greater than the term permitted by either general or special State law. The initial term of each lease shall commence on the date that the Regional District School Committee assumes jurisdiction over the pupils in grades PK-12 or as otherwise provided in such lease. Each lease may contain provisions for an extension of the lease term at the option of the Regional District School Committee. Responsibilities for maintenance of elementary school buildings shall be uniform across all District elementary school leases. A lease shall not prevent the use of the elementary school buildings or premises by the

respective owner towns with the approval of the School Committee, which shall not withhold such approval unless educationally necessary. If permitted by either general or special State law, a lease may provide that it shall terminate and the leased property shall revert to the member town if the town should no longer be a member of the Pentucket Regional School District or if the Regional District School Committee should determine that the land, with the building and other improvements thereon, is no longer needed for the educational program of the District. Each lease may include such other terms as may be agreed upon by the Board of Selectmen of a member town and the Regional District School Committee. A lease shall be executed by the Board of Selectmen on behalf of the member town and the Regional District School Committee on behalf of the District.

- D. Said requirements to lease land and buildings shall not include portions of land and buildings already under separate lease at the time of the effective date of this agreement until such time as the existing lease terms expire.
- E. Payments from present leases and future leases shall be paid to the Regional School District in accordance with the lease agreement by and between the District and the Town.

F. When necessary to implement due to an emergency as described in Section IV (B), the Pentucket Regional School District “Contingency Plan” will be in place for not more than one year, or until all towns have had the opportunity to convened a special town meeting for the purpose of reviewing any amendments as may be proposed to the Regional Agreement, whichever comes first.

Section V. TRANSPORTATION

Transportation shall be provided by the Regional School District. The Regional District School Committee shall set District transportation policy.

Section VI. DEFINITIONS

The budget for construction and operation of the District’s Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of two parts: operating costs and debt service, each as herein defined.

1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years.
2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

Section VII. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

- A. All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.
 1. The district assessment will be calculated and reported to the member towns by using the two – step method. The District shall list all general fund revenues, including but not limited to Chapter 70 and Transportation Aid, and reduce the member assessment as it relates to the approved operating budget by said amount. The remaining member assessments shall be calculated by charging each member Town its net minimum spending amount as approved by the Department of Elementary and Secondary Education for the Fiscal Year being assessed. Should the requested member assessments exceed the net minimum spending required then the remaining amount shall be charged to each member Town based upon its percentage of the entire District enrollment calculated to 4 decimal places as of October 1 of the prior Fiscal Year for grades K to 12, including out of District placements, as reported to the Massachusetts Department of Elementary and Secondary Education on the statewide pupil census. All Debt Service and Capital Costs not associated directly to one member community’s Elementary School(s) shall be allocated and assessed annually using the calculation stated above for any amount over the net minimum spending requirement.
 2. Should all member Towns agree on an alternative method of assessment the District shall be notified in writing by each member community’s Board of Selectmen Chair on the agreed procedure on or before March 1 of the year prior to the Fiscal year budget start date. If the per pupil method of assessment is chosen then the calculation shall be the same as the amount over net minimum spending stated in Part 1 of this section.
- B. Debt Service, incurred by the District for an elementary school building of a member town, less applicable Chapter 70B MSBA aid, shall be assessed to the member town in which the elementary school is located.
- C. The payment of the assessed share of operating costs and debt service by each member town, as computed by the Regional District School Committee according

to the methods specified in Sections VI, and VII, shall be made by each member town's Treasurer by check payable to the Regional School District in twelve equal installments by the fifteenth of each month.

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town by January 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, the District shall provide the member towns with a maintenance plan for each of its buildings. The District shall include a line item in its budget to fully fund this plan. A year end maintenance report shall be provided to the member towns identifying the cost of all maintenance performed.

- B. Each member town shall be responsible for payment of costs associated with the construction of new buildings, renovations, or making extraordinary repairs to the elementary school building/s located in that member town so long as they meet the requirements of a capital project as described in VIII A.
- C. The costs of on-going maintenance for those items not included in paragraph VIII B. for the elementary schools and all costs for the secondary schools shall be borne by the Regional School District.

Section IX. ADMISSION OF ADDITIONAL TOWNS

By an amendment of this agreement adopted by each member town in accordance with Section XIV and complying with the provision therein contained, any other town or towns may be admitted to the Regional School District upon adoption as herein provided of such amendment and upon acceptance of the agreement as so amended, and also upon compliance with the provision of law as may be applicable and such terms as may be set forth in such amendment.

A new member may be admitted to the Regional School District as of July 1 of any fiscal year, provided that all requisite approvals for such admission, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission until July 1 of a subsequent fiscal year.

Section X. WITHDRAWAL OF MEMBER TOWNS FROM THE REGIONAL SCHOOL DISTRICT

- A. Any town withdrawing from the District must first pay all its share of total debt and current operating expenses. All withdrawals are subject to the approval of the Commissioner of Elementary and Secondary Education and must be approved by two thirds of the member Towns.

Any member town may withdraw from the regional school district in total or at the elementary level if accepted by a majority vote of the voters present and voting on the question at its Annual Town meeting called for the purpose, such withdrawal to become effective on June 30th of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one years written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the District Treasurer to the Treasurer of the withdrawing town.

Section XI. ANNUAL REPORT

- A. The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the secondary schools and each elementary school as may be deemed necessary by the Regional District Committee or by the Selectmen and/or the Finance Committee of any member town. This report shall contain a detailed listing of salaries by individual employee.

Section XII. BUDGET

- A. ~~There shall be a Regional Finance Advisory Committee, comprised of the following: one Selectmen from each member town annually appointed by each member town Board of Selectmen; the Finance Director, or person holding such position by whichever title it may be known, from each member town; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager.~~ The Regional Advisory Committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. ~~The chairmanship of the Advisory Committee shall rotate annually among the members from each of the towns.~~ The Committee shall prepare reports to be read into the School Committee minutes.
- B. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:

1. The budget process shall be initiated annually in December and shall provide an opportunity for the Selectmen and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Selectmen, Finance Directors and Finance Committee members of each member town.
2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; outlay, debt and interest charges; the last named to specify all items costing \$1,000.00 or more. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Board of Selectmen or Finance Committee may request further information.
3. 45 days prior to the date of the earliest member Annual Town Meeting the Regional District School Committee shall adopt by a two-thirds vote of all its members a budget with such changes as may have resulted from conferences and an open hearing. This budget shall be presented in two parts as outlined in the attached template (Exhibit A). No later than 30 days from the date of the approval vote, but within 10 days if possible, the Treasurer of the District shall certify to the Treasurer of each member town its assessed share of such budget.
4. The budget and assessment shall be so constructed as to show debt service, capital and operating costs. It shall also list all general fund revenue used to reduce member assessments as described in VII. A. This budget should also identify the costs of any programs not uniformly offered at all District elementary schools.
5. Budget approval will be in accordance with M.G.L. Chapter 71, Section 16B.

6. If, in the opinion of the Board of Selectmen and/or Finance Committee of any of the towns, the Regional School District budget will not fit the budgetary capabilities of their town, they can request of the Regional District School Committee a special meeting to discuss the budget.

This meeting shall be called within seven (7) days of the presentation of the budget to the member towns.

The meeting shall be attended by six members of the Regional District School Committee (two members from each member town), as well as two representatives of the Board of Selectmen and two representatives of the Finance Committee from each member town.

The purpose of this meeting will be to discuss the ability of the town or towns to meet the financial obligation brought forth by their assessment of the submitted Regional School District budget.

The charge of this group will be to recommend to the Regional District School Committee a reduced budget that least affects the educational integrity of the District and meets the financial capabilities of the town(s).

7. If a member town fails to hold a meeting within forty-five (45) days from the date on which an amended assessment was adopted by the Regional District School Committee, the member town shall be deemed to have voted affirmatively regardless of whether the town had previously approved an amount equal to or greater than the revised assessment. No action by the town constitutes approval.

Section XIII. INCURRING OF DEBT

- A. The Regional District School Committee shall have authority to develop plans for District schools. According to Chapter 71, S.16d. the Regional District School Committee shall not incur any debt for the school until the expiration of sixty (60) days from the date said debt is authorized by the Regional District School Committee. Prior to the expiration of said period each member town will be notified of the intent to incur debt. Each member town which would bear a financial responsibility for the debt through the assessment of all or a portion of the principal and interest on such debt shall hold a Town Meeting for the purpose of expressing approval or disapproval of the amount of debt authorized by the Regional District School Committee by a majority of voters present and voting on the question. If the debt is disapproved by any member town, the debt shall not be incurred, and the Regional District School Committee shall then prepare an alternative proposal and a new or revised authorization to incur debt. The only exception to the restrictions in this paragraph shall be the incurring of debt in anticipation of revenues.

- B. In the event that a member town should determine, prior to the issuance by the District of long term indebtedness to finance a Capital Cost, to make an upfront cash contribution to pay all of its allocable share of such Capital Cost, then the total borrowing authorized to pay costs of such Capital Cost shall be reduced by the amount of such upfront cash contribution. A member town's share of Capital Costs for purposes of this section shall be determined in the same manner as used in determining the allocation of Capital Costs for the fiscal year in which the District's borrowing for a particular Capital Cost is authorized.

When a member town has paid its entire share of such Capital Cost, then such member town shall not be assessed for any portion of Debt Service incurred by the District to finance the balance of such Capital Cost. Then, notwithstanding the provisions of Section VII(A) to the contrary, Debt Service on the amount to be borrowed shall be assessed upon the member town or towns that did not determine to make an upfront cash contribution on account of such Capital Cost, as if the District's total enrollment consisted solely of the students from the noncontributing town or towns.

Any upfront cash contribution on account of a Capital Cost shall be paid to the District prior to the issuance of long term bonds by the District to finance such capital cost.

Section XIV. AMENDMENTS

- A. Amendments to the agreement must receive a majority vote of approval by each member town at a Town Meeting. Amendments may be initiated by the Regional District School Committee or by the Board of Selectmen of any one of the member towns.
- B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding or the rights of the District to procure the means for payment thereof.
- C. This agreement will be reviewed every three years by a group comprised of the Chief Financial Officer of each town (or person holding such position by whichever title it may be known), the PRSD Business Manager, and the PRSD Superintendent, the members of the Regional Finance Advisory Board, as described in Section XII. A who will jointly make recommendations for changes to the member Town's Boards of Selectmen. Each town's Chief Financial Officer review shall participate on behalf of their respective Board of Selectmen, and shall be responsible to keep their Board apprised of communications and related meetings, and to provide their respective Board regular opportunities to initiate any potential amendments to this agreement or respond to any amendments as may be initiated by others. At any time the Towns may also appoint a task force to review the Regional Agreement. This task force will be made up of a member from each Town's Board of Selectmen, the member town's Finance Directors, the

Chairman of the School Committee, the Superintendent and a citizen from each member town.

- D. All amendments are subject to the approval of the Commissioner of Elementary and Secondary Education.

Section XV. SEVERABILITY OF SECTIONS

According to Chapter 71.S.16L., in the event that any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.

Approval Signatures

Chair, PRSD School Committee **Date**

Chair, Groveland Board of Selectmen **Date**

Chair, Merrimac Board of Selectmen **Date**

Chair, West Newbury Board of Selectmen **Date**

PRSD Contingency Plan Overviews - Draft

| School | Building Value | 30% Value** | Short-term Plan | Long-Term Plan |
|---------------|----------------|-------------|--|---|
| Bagnall | \$18,119,900 | \$5,435,970 | <ul style="list-style-type: none"> ● PK through 1st Grade → Sweetsir ● 2nd through 5th Grade → Page ● Language Program → Page ● 6th Grade → MS | Optimal Educational Option - Regionalize by grade Alternative - Keep Short-term plan in place |
| Donaghue | \$7,030,500 | \$2,109,150 | <ul style="list-style-type: none"> ● 3rd Grade → Sweetsir ● 4th Grade through 6th Grade → Page | Optimal Educational Option - Regionalize by grade Alternative - Keep Short-term plan in place |
| High School | \$12,104,700 | \$3,631,410 | <ul style="list-style-type: none"> ● MS. MS moves to Short-term Plan | HS → MS; MS moves to MS Long-Term Plan |
| Middle School | \$3,364,700 | \$1,009,410 | <ul style="list-style-type: none"> ● Each elementary school will become a PK-8 | Optimal Educational Option - Regionalize by grade Alternative - 7th Grade to Donaghue; 8th grade to Page |
| Page | \$9,075,300 | \$2,722,590 | <ul style="list-style-type: none"> ● 5th & 6th Grade → MS ● 3rd & 4th Grade → Donaghue ● K through 2nd Grade → Sweetsir ● PK → Bagnall | Optimal Educational Option - Regionalize by grade Alternative 1 - Possibly keep Short-Term Plan (send based on geographic location) Alternative 2 - PK-2 → Bagnall; 3rd and 3rd from Donaghue → Sweetsir; 4-6 → Donaghue |
| Sweetsir | \$4,237,000 | \$1,271,100 | <ul style="list-style-type: none"> ● PK through 2nd Grade → Page ● District Programs → Donaghue | Optimal Educational Option - Regionalize by grade Alternative - School moves to Page; Need to determine what happens to SPED Programming |

** 30% Value is 30% of the building's actual assessed value. Any repair at or above that amount would require that the entire structure be brought up to code for accessibility and with the various systems. See *Code of Massachusetts Regulation Title 521*.

1/28/19

To the Board of Selectmen,

Effective immediately, we resign from the Community Center Committee.

Vanessa Graham
Vanessa Graham

Joel Grossman
Joel Grossman

Mary Harada
Mary Harada

January 28, 2019

RECEIVED

JAN 29 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

To the West Newbury Board of Selectmen,

Enclosed you will find a resignation letter from the members of the Community Center Committee (CCC). These resignations are the direct result of my learning from Mr. Angus Jennings, Town Manager, that after three years of work and just as we are completing the charge that you gave to us, the CCC's project has been put "on the back burner" and it would be "several years" before our project would be considered.

This news is obviously disappointing to those of us who have invested so greatly in expanding the support for West Newbury's most vulnerable and fastest growing population--individuals 60+ years old and residents of all ages who utilize social services. This news also comes just two months after I received a phone call at work from Joe Anderson saying that he would " earmark \$200,000 for the project".

The letter of resignation does not reflect a lack of support for the CCC or its charge. Let me be clear: West Newbury needs an expanded Senior Center now more than ever. That need isn't diminished just because of a few myopic decision makers.

In my three years on this Committee, I have become deeply disheartened by the culture that I have seen the Board of Selectmen perpetuate. During these three years I have struggled to work within the confines of your leadership style and overt favoritism so that the CCC could achieve its best outcome. During this time, I haven't found one West Newbury resident who will say that the current Selectmen are trustworthy--individually or collectively. Instead, the words that keep coming up are "degrading," "duplicitous", and "disingenuous". My experience has been similar.

A well-known example is when Mr. Joe Anderson asked the CCC to contact every group in town to inventory their use of The Annex, time of usage, space usage and other details. We spent months gathering this data from dozens of groups. We updated the data twice after that so that the inventory was always current. During a televised Selectmen meeting, I reported back to the Board the work that we had done as a result of this request, and Mr. Glenn Kemper rolled his eyes at Mr. Anderson as if to say, why did you have them do this? Even in the aftermath, Mr. Anderson's friend, Mr. Robert Phillips, attended two CCC meetings demanding we update the inventory further. With Mr. Anderson and Mr. Jennings in attendance, Mr. Phillips went on to accused the CCC of operating in violation of Open Meeting Law. When I researched his claim after the meeting, I learned that Mr. Phillips accusation was 100% false. That night Mr. Anderson had the audacity to call another CCC member and said he thought the CCC was taking too long on its charge.

The culture that the Board of Selectmen fosters has trickled down to the Finance Committee as well. For instance, during my time as Chair, members of the FinCom have gone after me personally in a public meeting and on the West Newbury News Facebook page. Their behavior and general conduct was so outrageously inappropriate, that residents around town have pulled me aside, including then Chief of Police Arthur Reed, on more than one occasion. They pull me aside to lend their support and let me know that they too have been on the receiving end of certain FinCom members' unhinged outbursts.

Twice that I'm aware of during my time as CCC Chair, FinCom has delivered erroneous information to the Selectmen, overstating the CCC's spending by thousands of dollars. For example, the 03/03/18 FinCom minutes indicate that "Dr. Beaudoin stated that the CCC has spent close to \$10,000.00 and has yet to provide any documentation justifying the cost." In reality, the Committee had spent \$2,500 at that time and had provided detailed documentation. With Mr. Anderson's encouragement, I attempted to set the record straight with FinCom Chair Mr. Gary Roberts, but he told me that he would not set the record straight, to instead just "focus on moving forward", in an email dated 04/01/18. Why allow that perception to exist when it is not factual? Just a few months later now, the CCC expended an additional \$400. Yet according to Mr. Angus Jennings, FinCom told the Board of Selectmen just two weeks ago that the CCC had spent more than \$20,000. I'm not sure when facts became less important than power and good ol' boy relationships in this town. It's a sad cliché, really. But this disregard for factual information is intentional, foolish and stifles the rest of our work from reaching its full potential--a loss for the entire West Newbury community.

The CCC met for three years and comprised West Newbury's former Town Clerk, a retired Selectman, the 13-year Director of the Council on Aging, and many others that have been volunteering on committees in this town since the 1970s. Although this was the first committee I served on, across membership the CCC had nearly 200 years of combined committee and other civil service. With zero guidance or support from town leadership, these seasoned committee members were my advisors, helping me navigate so many unwritten rules of committee culture and processes I had never seen.

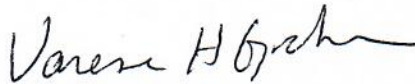
A perfect example of this is the laptop that I purchased, with CCC approval. As you are likely unaware, I manage more than \$100 million dollars for Harvard Medical School, and raise much of those funds myself via the National Institutes of Health, private foundations and others. I am not bad with numbers and I'm not bad with money. I'm great with both, actually. When I requested committee funds for administrative purposes, I used a small portion of it on office supplies for CCC activities. I called Ms. Laurie Zywiak, Town Accountant, and she confirmed that a laptop is an allowable administrative expense. So I purchased an inexpensive PC laptop so that our administrator could dig in on fundraising for the project, hoping to lift the financial burden on the town as much as possible. When Mr. Anderson expressed concern about the laptop during one of my reports to the Selectmen, he said that no other committees have laptops. This was new information for me and was not stated elsewhere.

In my extensive professional experience, when an individual or organization requests funds that are budgeted for a specific purpose and those funds are awarded, you are free to spend them on project-related needs that fall under allowable expenses for that specific purpose. However, with Mr. Anderson's pushback, I quickly recognized that I had stumbled on yet another unwritten rule that folks like me are publicly reprimanded for not knowing. During a televised Selectman meeting, I let Mr. Anderson know that the laptop was still in the box and could be returned since it was upsetting him, however Mr. Kemper instructed me not to return the laptop. Yet as recently as September 2018, Mr. Anderson still complained to me about the laptop, putting me in a position to again defend an allowable, approved purchase.

My family and I have lived in West Newbury for more than 40 years. We love it here; our roots are here. From the CCC to the Senior Center to the Council on Aging, we have watched for years as the Board of Selectmen drag its feet on capital improvements while delivering the same message in perpetude: Residents over the age of 60--regardless of their increasing vulnerability, rapid expansion, and myriad decades of paying taxes into the town--are "on the back burner" for the next "several years".

I encourage the Board of Selectmen to act on a new message--that West Newbury supports and invests in its elders from the highest elected office down. Additionally, I hope for the sake of the town that the Board of Selectmen address its and the FinCom's widespread transparency, integrity and general civility because it is unnecessary, ineffective, unprofessional and exhausting.

Sincerely,



Vanessa H. Graham

cc: Theresa Woodbury, Director, Council on Aging
Marge Peterson, Chairman, Council on Aging
Mary Harada, Council on Aging
Joel Grossman
Angus Jennings, Town Manager
Kathleen C. Swallow, Moderator
Lenny Mirra, State Representative



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: January 23, 2019
RE: Account history, Community Center Committee

At the Committee's previous meeting on January 8th, there was discussion about the Community Center Committee and questions about prior money appropriated and expended. The Town Accountant prepared the following information:

| Article | Amount | Purpose(s) | Amount Spent | Notes |
|--|------------|---|--------------------|--|
| 4/25/16 ATM Article #23 | \$6,000.00 | Administrative Costs | \$2,224.03 to date | (detail below) |
| 4/27/17 ATM Line #26 of Omnibus Budget | \$6,000.00 | payroll | \$365 | (closed \$5,635 of unspent funds to general fund) |
| 4/30/18 ATM Line #27 of Omnibus Budget | \$6,000.00 | payroll | \$420.00 | (unspent funds will close to general fund at 6/30/19) |
| 10/22/18 STM Article #4 | \$4,000.00 | Architectural and/or engineering service to review proposed or potential Annex designs, offer recommendations regarding feasibility and costs, and/or prepare visual representations. | \$0 | Sunset date 6/30/19 (Unspent balance will close to general fund at 6/30/19) |

Accounting of 4/25/16 ATM Article #23, expenditures to date:

| | | |
|------------|---------|--|
| \$186.18 | 9/7/16 | North of Boston Media |
| \$1,000.00 | 11/2/16 | Mary Behrle – Consultant contract attached |
| \$22.00 | 6/27/18 | W. B. Mason – Wireless mouse |
| \$149.49 | 6/27/18 | W. B. Mason – Office Supplies |

| | | |
|---------|---------|--------------------------------|
| \$69.31 | 6/27/18 | W. B. Mason – Office Supplies |
| 797.05 | 6/27/18 | W. B. Mason – Probook Computer |

\$2,224.03 Total for Article #23 4/24/16

In speaking with the Committee Chairperson Vanessa Graham, she has confirmed that the Committee does not intend to propose a FY20 operating budget.

A copy of the Town Meeting votes referenced on the prior page, along with the consultant Mary Behrle letter agreement and scope of work, are attached.



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

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: February 2, 2019
 RE: Known and potential Board of Selectmen articles for Spring Town Meeting

The Board has already voted to sponsor (or it is anticipated will sponsor) the following articles:

- 1) Raise and appropriation to School Stabilization Fund.
- 2) Raise and appropriation to Pension Stabilization Fund.
- 3) Authorization of raise & appropriation and borrowing, and Prop. 2½ debt exclusion, for construction of new Middle/High School (draft language from PRSD Bond Counsel enclosed).
- 4) Transfer funds to pay debt service associated with Dunn Property Acquisition.
- 5) Authorization of revolving funds.

Other anticipated articles the Board will (or may) be asked to sponsor include:

- 6) Borrowing authorization to support Water infrastructure projects (Brake's Hill water tank; and deep wellfield/chemical building). (Work is ongoing with Bond Counsel).
- 7) Town Clerk article to purchase new optical scan ballot tabulators.
- 8) Amendments to Site Plan Review bylaw and other sections of Zoning Bylaw to authorize the adoption of rules & regulations governing construction and post-construction erosion and sedimentation control, for compliance with our EPA MS4 (stormwater) permit.
- 9) Amendments to Town Counsel Bylaw for consistency with Board of Selectmen policy, and to establish better oversight on Town Counsel time.
- 10) Amendments to Opening of Streets Bylaw to better reflect current practice, and to provide a greater role to the DPW Director.
- 11) Amendments to Trench Excavation Bylaw to better reflect current practice, and to provide a greater role to the DPW Director.
- 12) Amendment to para. 16 of Mill Pond Management Plan to make effective the amendments approved (but not voted by Town Meeting, as required) in 2007 (or to revise para. 16 other than what was voted in 2007).

In addition to the above, Monday's discussion is intended to identify other potential articles the Board may wish to see brought forward prior to the Town Meeting warrant closing on February 19th. This will not be the Board's last opportunity to initiate potential warrant articles.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 30, 2019
RE: Policy discrepancy, Town Counsel

The Town Counsel Bylaw is as follows:

XIX. TOWN COUNSEL BY-LAW

TOWN COUNSEL BY-LAW [Adopted at the Annual Town Meeting of March 3, 1958.

Approved by the Attorney General April 1, 1958, and posted according to law November 18, 1963.]

That the Selectmen appoint a Town Counsel, and that the services of said counsel shall be available as follows:

- 1) To any elected board by majority vote of said board
- 2) To any elected single office holder
- 3) To any appointed office holder, board or committee upon majority vote of the appointing authority, or upon written consent of the moderator.

The salary of said counsel shall be established annually.

This is inconsistent with the following Board of Selectmen policy:

Request for Review of an Issue by Town Counsel

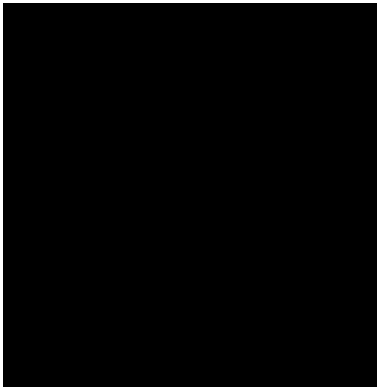
Any request by a Department Head to have Town Counsel review an issue must be approved by the Town Manager. Any request by a Board/Commission/Committee to have Town Counsel review an issue must be approved by Chairman of the Board of Selectmen. If the Chairman is unavailable, another member of the Board may sign the request form.

Adopted 11/6/2009

Amended 8/6/2018

I am seeking Board direction whether you would prefer to a) propose amendments to the Bylaw to create consistency with the policy; b) propose amendments to the policy to create consistency with the Bylaw; or c) consider anew what policy you recommend, then propose amendments to either or both Bylaw and policy.

If the Board shares my interest in arriving at consistency, and if this will require a change to the Bylaw, I recommend working toward a proposal for the Annual Town Meeting.



January 31, 2019

Lori Lombard, Vice President



RE: Pentucket Regional School District Suggested Proceedings – New Middle/High School

Dear Lori:

As requested, I suggest the following form of vote of the District Committee to appropriate funds and authorize a borrowing for the new Middle/High School Project:

“VOTED: That the District appropriates _____ Dollars (\$ _____) for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, including the payment of all costs incidental or related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) _____ and _____ hundredths percent (____%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in

accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the Board of Selectmen of each of the member towns of this District as to the amount and general purposes of the borrowing herein authorized, as required by Chapter 71, Section 16(d), of the General Laws, and by the District Agreement."

When the vote has been passed by the Regional School District School Committee, notice of the debt authorization should be mailed by registered mail (return receipt requested) to the board of selectmen of each member town. Under Chapter 71 of the General Laws, the notice must be received by each board not later than seven days after the date of the committee vote. We suggest the following form of notice:

Dear _____:

Pursuant to the agreement establishing the Pentucket Regional School District and the provisions of section 16(d) of Chapter 71 of the General Laws as amended, I hereby notify you that the following is a true copy of the vote passed by the Regional School District Committee at a meeting held _____, 2019:

[insert text of Regional School District Committee vote]

Yours truly,

Secretary
Regional School District School Committee

Pursuant to G.L. c.71, §16(d) as amended and Section XIII(A) of the district agreement, because each member town will bear financial responsibility for the debt, each member town must call a town meeting within sixty days of the date of the Regional School District School Committee's vote, for the purpose of approving or disapproving the authorized borrowing, and the borrowing may not be incurred until the expiration of such sixty day period. A majority vote in favor at town meeting by each member town is needed for approval.

The following forms of article and vote should be used by the member towns for the town meetings:

Article

Article _____. To see if the Town will approve the appropriation and borrowing authorized by the Pentucket Regional School District for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated

useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Building Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; to determine whether the approval of such borrowing will be contingent upon a vote of the Town to exempt its allocable share of the debt service on the borrowing for the Project from the tax limitations of Proposition 2 1/2, so-called; or take any other action relative thereto.

Vote

That the Town approves the appropriation and borrowing authorized by the Pentucket Regional School District of _____Dollars (\$_____) for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, including the payment of all costs incidental or related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Committee; that the Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) _____ and _____hundredths percent (____%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District’s borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 1/2) and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. Any premium received upon the sale of any bonds or notes approved by thw vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by the vote in

accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The warrants for the town meetings at which the member towns are to vote with respect to this borrowing, must, of course, be posted and/or published in accordance with the provisions of the respective town's bylaws relating to the calling of town meetings.

I understand that the member towns will be making the town meeting votes contingent upon the passage of a Proposition 2½ debt exemption vote with respect to such Town's allocable share of the borrowing, and I suggest the following form of ballot question:

Ballot Question

Shall the Town of _____ be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Pentucket Regional School District for the purpose of paying costs of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto?

The question must appear in the warrant for the town election at which it is to be considered and such warrant must, of course, be posted and/or published in accordance with the provisions of the respective town's bylaws relating to the calling of town elections.

I note that the forms of proceedings should be submitted to the MSBA for their approval prior to their use by the District or member towns. It would be preferable to have the dollar amount for the project and approved MSBA percentage completed prior to such approval by the MSBA.

In preparing this letter we have relied on (a) the copy of the district agreement of April 30, 1993 as amended July 1, 1997, July 1, 1998, July 1, 1999, July 1, 2005, July 1, 2006, July 1, 2009, July 1, 2012, and July 1, 2014, as appearing on the District's website as of the date hereof, and (b) the District Bylaws adopted December 4, 2007, as appearing on the District's website as of the date hereof.

Please call me if there are any questions about the suggested proceedings.

Yours truly,

/s/ Brenda M. McDonough

Brenda M. McDonough

Cc: Greg Labrecque, District Business Manager



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

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: February 2, 2019
RE: Review of Community Compact policies

The enclosed draft of a proposed Indirect Cost Allocation policy – both “clean” and with redlines from the original Community Compact draft – has been reviewed with the Water Superintendent, Board of Water Commissioners, and Finance personnel, and is in a form recommended for adoption. This policy as written would essentially codify the existing and longstanding methodology to allocate indirect costs.

At the Capital Improvement Committee’s meeting on January 16th, the Committee briefly reviewed the Capital Planning policy approved by the Board at its December 3rd meeting. The Committee raised a couple of questions regarding the policy relative to the Capital Improvement Committee Bylaw. This included:

1. The policy’s definition of a capital improvement, which in part specifies that an asset must cost more than **\$20,000**, have a useful life of five years, **or** require borrowing. The bylaw states that a capital project shall “1) have useful life of at least five years; 2) cost over **\$10,000 and or** 3) for which the town is authorized to borrow funds.” (*emphasis added*).
2. Also, the Committee noted that the items in Item C of the police “Evaluation of Capital Projects” differ somewhat from the Committee’s methodology (i.e. “litmus test”).

I recommend that, after the Annual Town Meeting is complete, the two be reviewed carefully, and in consultation with the Capital Improvement Committee, to determine whether amendments to one or the other may be advisable.

This is also to make the Board aware that the Investment Policy Committee, at its January 29th meeting, spent time considering an updated draft of an Investment Policy Statement that integrates recommendations from the Community Compact report. This work will be ongoing, and is expected to result in Committee recommendations back to the Board of Selectmen by the end of the fiscal year.

INDIRECT COST ALLOCATION

PURPOSE

To apportion all the indirect costs associated with the Town's water enterprise fund in an equitable manner that reflects the operation's true shared costs, this policy provides guidelines for calculating, allocating, and reviewing those costs.

Under authority established in [M.G.L. c. 44 § 53F½](#), the water service is managed and accounted for separately from the general fund and has its own financial statements. Consolidating the program's direct and indirect costs, debt service, and capital expenditures into a segregated fund allows the Town to demonstrate to the public the true, total cost of providing the service.

APPLICABILITY

This policy applies to budgetary functions of the Finance Department/Town Accountant, the Water Department Superintendent and the Board of Water Commissioners. Further, it encompasses enterprise-related administrative functions of the Finance Department/Town Accountant, Treasurer/Collector, and Town Manager.

POLICY

As part of the annual budget process, the Town Accountant will calculate the Water Department's indirect costs to the general fund and will review the figures with the Water Department Superintendent. The calculations will take into account all the enterprise-related expenses of the Town departments that provide administrative services to the water operation, namely:

- Accounts payable, payroll, and general ledger services provided by the Town Accountant
- Turnover processing, banking, investment, tax title, and payroll services provided by the Treasurer/Collector Department
- Annual budget development and coordination services provided by the Town Manager

For these expenses and those listed below, the Town Accountant will calculate indirect costs using the most recent fiscal year's appropriations and based on the estimated support methodology, which is outlined as follows and takes into account:

- Benefits for active and retired employees, including insurances, Medicare tax, unemployment, workers' compensation
- Pensions
- Vehicle insurance
- Property insurance
- Independent audit services
- Actuarial services
- Legal services
- Information technology expenses
- Other costs that may be considered and agreed to and documented

The Town Accountant will maintain a written procedure detailing the costs and calculation methodologies used. Upon preparation of the calculated results for the subsequent fiscal year budget, the Finance Department will provide the calculated amount, with supporting methodology, to the Water Department Superintendent and the Board of Water Commissioners as early in the annual budgeting process as is feasible, based on when information becomes known regarding the indirect costs to be allocated. The Finance Department will make the Town Accountant, or other department representative, available to meet with the Water Superintendent and Water Commission if and as needed to review the calculated amount and methodology.

If the Water Commission wishes to contest the amount or methodology of the calculated amount, it may do so in writing to the Town Manager. The Town Manager shall have the authority, based on his/her review of the methodology and based on conferral with the parties, to authorize the calculated amount, or another amount if found to be a more accurate estimate, which will appear in the Water Department expense budget to be proposed to Town Meeting.

Upon approval of the Annual Town Budget, including a Water Department expense budget that incorporates the calculated amount, the Town Account will record transfers between the relevant funds by January 1 each year.

Methodology for Calculating Indirect Costs

The Finance Department will prepare a reasonable **estimate of support** (i.e., an estimate of the average time spent to support a particular service). For example, the Town Manager estimates he/she spends on average four hours weekly, or 10 percent of his/her time, on water-related activities (e.g., meetings, budgeting, clerical tasks). This percentage is applied against the department’s or official’s salary and benefits, including health and life insurance, Medicare, retirement and any workers’ compensation.

$$\frac{\text{Hours worked on enterprise activities per year by individual(s)}}{\text{Total hours worked per year by individual(s)}} \times \text{Salary and benefits of individual(s) working on enterprise activities} = \text{Indirect Departmental Salaries}$$

The sum total of all departments’ or officials’ expenses related to water operations will be included in the annual Water Department budget per the aforementioned process, then charged directly to the Water Department’s budget within the subsequent fiscal year.

REFERENCES

DLS Informational Guideline Release 08-101: [Enterprise Funds](#)
 Government Finance Officers Association Best Practices: [Indirect Cost Allocation](#) and [Full Cost Accounting for Government Services](#)

EFFECTIVE DATE

This policy was adopted on February __, 2019.

INDIRECT COST ALLOCATION

PURPOSE

To apportion all the indirect costs associated with the Town's water enterprise fund in an equitable manner that reflects the operation's true shared costs, this policy provides guidelines for calculating, allocating, and reviewing those costs.

Under authority established in [M.G.L. c. 44 § 53F½](#), the water service is managed and accounted for separately from the general fund and has its own financial statements. Consolidating the program's direct and indirect costs, debt service, and capital expenditures into a segregated fund allows the Town to demonstrate to the public the true, total cost of providing the service.

APPLICABILITY

This policy applies to budgetary functions of the [Finance Department/Town Accountant](#) ~~and, the Water Department Superintendent~~ [and the Board of Water Commissioners](#). Further, it encompasses enterprise-related administrative functions of the [Finance Department/Town Accountant](#), Treasurer/Collector, and Town Manager.

POLICY

As part of the annual budget process, the Town Accountant will calculate the Water Department's indirect costs to the general fund and will review the figures with the Water Department Superintendent. The calculations will take into account all the enterprise-related expenses of the Town departments that provide administrative services to the water operation, namely:

- Accounts payable, payroll, and general ledger services provided by the Town Accountant
- Turnover processing, banking, investment, tax title, and payroll services provided by the Treasurer/Collector Department
- Annual budget development and coordination services provided by the Town Manager

For these expenses and those listed below, the Town Accountant will calculate indirect costs using the most recent fiscal year's appropriations and based on ~~one or more of the following estimated support methodologies~~ [methodology](#), which ~~are is~~ outlined ~~on the next page: actual, transactional, estimated support, and proportional~~ [as follows and takes into account:-](#)

- Benefits for active and retired employees, including insurances, Medicare tax, unemployment, workers' compensation
- Pensions
- Vehicle insurance
- Property insurance
- Independent audit services
- Actuarial services
- Legal services
- Information technology expenses
- Other costs that may be considered and agreed to and documented

The Town Accountant will maintain a written procedure detailing the costs and calculation methodologies used. ~~Based on~~ Upon preparation of the calculated results for the subsequent fiscal year budget, the ~~Town Accountant, with the agreement of Finance Department will provide the calculated amount, with supporting methodology, to~~ the Water Department Superintendent and the Board of Water Commissioners as early in the annual budgeting process as is feasible, based on when information becomes known regarding the indirect costs to be allocated. The Finance Department will make the Town Accountant, or other department representative, available to meet with the Water Superintendent and Water Commission if and as needed to review the calculated amount and methodology.

If the Water Commission wishes to contest the amount or methodology of the calculated amount, it may do so in writing to the Town Manager. The Town Manager shall have the authority, based on his/her review of the methodology and based on conferral with the parties, to authorize the calculated amount, or another amount if found to be a more accurate estimate, which will appear in the Water Department expense budget to be proposed to Town Meeting.

Upon approval of the Annual Town Budget, including a Water Department expense budget that incorporates the calculated amount, the Town Account will record transfers between the relevant funds by [January 1] each year.

Options-Methodology for Calculating Indirect Costs

- ~~1. **Actual cost** uses specific schedules to provide documentation of certain indirect costs, such as debt service and life, health, and property insurances.~~
- ~~2. The **transaction-based** method is calculated based on the number of transactions attributed to a service as a percentage of the whole. For example, the number of Water Department bills processed by the Treasurer/Collector as a percentage of the total number of bills processed by the Treasurer/Collector. This percentage is applied against the Treasurer/Collector's total budget, including health and life insurance, Medicare, retirement and any workers' compensation attributable to the department.~~

$$\begin{array}{rcccl}
 \frac{\text{Number of Water Department transactions}}{\text{Total number of transactions processed by the department}} & \times & \begin{array}{l} \text{Total budget plus} \\ \text{benefits of the} \\ \text{department} \\ \text{processing enterprise} \\ \text{transactions} \end{array} & = & \begin{array}{l} \text{Indirect} \\ \text{Departmental} \\ \text{Salaries} \end{array}
 \end{array}$$

- ~~3. A-The Finance department-Department or official may be able to will provide-prepare a reasonable **estimate of support** (i.e., an estimate of the average time spent to support a particular service). For example, the Town Manager estimates he/she spends on average four hours weekly, or 10 percent of his/her time, on water-related activities (e.g., meetings, budgeting, clerical tasks). This percentage is applied against the department's or official's salary and benefits, including health and life insurance, Medicare, retirement and any workers' compensation.~~

$$\begin{array}{rcccl}
 \frac{\text{Hours worked on enterprise activities per year by individual(s)}}{} & \times & \text{Salary and benefits of individual(s) working} & = &
 \end{array}$$

Total hours worked per year by individual(s)

on enterprise activities

Indirect Departmental Salaries

~~Any~~ The sum total of all department's' or official's' expenses related to water operations are will be included in the annual Water Department budget per the aforementioned process, then charged directly to the Water Department's budget within the subsequent fiscal year.

~~4. The **proportional** method is a straightforward calculation of the Water Department's budget (net of debt) as a percentage of the combined total of the gross general fund and Water Department budgets (also both net of debt). The resulting percentage is then applied against the total budget (including employees' benefits) of each town department that provides support to the Water Department.~~

REFERENCES

DLS Informational Guideline Release 08-101: [Enterprise Funds](#)

Government Finance Officers Association Best Practices: [Indirect Cost Allocation](#) and [Full Cost Accounting for Government Services](#)

EFFECTIVE DATE

This policy was adopted on ~~[date]~~ February , 2019.

Town Manager

From: Town Manager
Sent: Monday, January 28, 2019 4:13 PM
To: Glenn Kemper; David Archibald; Joe Anderson
Cc: Michael McCarron; dpwdirector@wnewbury.org; Mary Winglass
Subject: Mill Pond signage

Board,

I've received input from the two chiefs and from Wayne. I had misread Archie's earlier email to suggest that the Town had installed "skate at your own risk" signage in the past but now see he didn't actually say that, and I think instead was suggesting this.

Chief Dwyer said:

The WNFD will respond to concerns at the pond but we will not provide recommendations on the safety of the ice. We do along with the WNPD provide community education on ice safety during school visits and community events.

Chief Durand said:

The police department receives numerous calls from people asking if the ice is safe. We do not give our opinion on whether or not the ice is safe.. If we receive calls regarding children on the ice we always respond to check on them but again we have no way of testing ice as it could be different thickness in different areas of the pond.

Wayne met with the Mill Pond Committee a couple of Saturdays ago and tells me this issue came up, and the Committee was also of the general opinion that they didn't want to be in the position of advising re whether ice is safe.

Wayne and I both thought it would be a good to look into general "at your own risk" signage in this location; Mike has advised looking into how others towns handle this. In Marshfield we built a skate park and had signage, but that was obviously manmade whereas this is a natural pond.

The current direction is: DPW will work w Mike re advisability of signage; come up with proposed language and location(s) for signage; and run the signage by the Mill Pond Committee and BoS when there is something to review. Not sure if this will be seeking votes or whether it will be more informal. Let me know if you think it should be one way or another, process-wise.

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

-----Original Message-----

From: David Archibald <darchibald@wnewbury.org>
Sent: Monday, January 28, 2019 1:17 PM
To: Glenn Kemper <gkemper@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>; Town Manager

<townmanager@wnewbury.org>; Joe Anderson <janderson@wnewbury.org>

Subject: Agenda regular meeting

Can we briefly discuss Mill pond ice? I know we have in the past but there were several people on the ice Saturday right after rain and 55 degrees. There is no sign (skate at your own risk) etc Archie

Sent from my iPhone



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: February 2, 2019

RE: Review of Board of Selectmen policy booklet

At its August 6th meeting, the Board voted a number of revisions to existing Board of Selectmen policies. Many were “housekeeping” revisions to clarify policies and to reflect the change to a Town Manager form of government.

The enclosed booklet includes all policies as amended. The second attachment shows the redlined draft showing those amendments voted on August 6th.

The only new policy in the enclosed booklet is the OSHA Compliance policy approved by the Board on January 7th, 2019. At the time of the Board’s vote, you did not have specific language before you, so you are requested to verify that the language as drafted accurately reflects your intent.

In addition to those policies already amended, on August 6th the Board referred certain policies for additional staff review and comment. The following is a list of such policies, with recommendations:

| Policy | Referred To: | Recommendation(s) |
|---|---|-------------------|
| Events Requiring a Police Detail for Public Safety | Police Chief | No change. |
| Public Access to Documents Drafted By or Mail Addressed To the Board of Selectmen | Town Counsel | Update. |
| Meeting Minutes | Town Counsel | Update. |
| 911 Training | Police Chief | Repeal. |
| Fair Labor Standards Act | Town Counsel | Pending. |
| Town Employees as Fire Fighters | Town Counsel | Update. |
| Street Opening Applications | DPW Director, Water Superintendent, Town Counsel | Update |

The comments received are also attached, with the exception of the Town Counsel opinions which were provided separately. I recommend that the policies recommended for update or repeal be brought forward for action at a future Board of Selectmen meeting.

Town Manager

From: Jeffrey Durand <durand@westnewburysafety.org>
Sent: Tuesday, January 1, 2019 8:15 AM
To: Town Manager
Subject: RE: Selectmen policies - for Police Chief review

Angus,

I reviewed the policies regarding events requiring a police detail and 911 training. The policy regarding details looks good.

Regarding 911 training, we should consider repealing it. We no longer use the term auxiliary, and dispatcher candidate training, including state required training is compensated.

Thanks,
Jeff

From: Town Manager [mailto:townmanager@wnewbury.org]
Sent: Saturday, December 29, 2018 6:38 PM
To: Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>
Cc: Mary Winglass <mwinglass@wnewbury.org>
Subject: FW: Selectmen policies - for Police Chief review

Chief Durand,

I am forwarding below and attached a request I sent to Chief Reed on 10/23, as well as his comments received back a few days later. Knowing at that time that a personnel change was imminent, I did not bring his comments forward and instead waited for the transition.

As noted, the attached policies were referred for further review last summer, and I'm looking to push this (which is part of an overall review/update of several dozen BoS policies) over the finish line.

Now that you're Chief, I'd like your opinion regarding whether you would recommend amendment or repeal of any of the attached policies. Some have been gathering dust for a while – it seems to me – and before pushing a hard line on doing things “by the book” (at least in this respect) I want to be sure the policies are reflective of today's thinking.

Thanks,
Angus

On October 23, 2018 at 7:13 PM Town Manager <townmanager@wnewbury.org> wrote:

Chief,

At their Aug. 3 meeting the BoS agreed with my recommendation to seek your review of the attached policies, which are “on the books” but which may be due for amendment or repeal.

Please review and get back to me with any comments, with copy to Mary. There is no hard deadline on this; please work on it as time allows.

Town Manager

From: Mike Gootee
Sent: Thursday, January 3, 2019 12:55 PM
To: Town Manager
Cc: DPW Director
Subject: RE: Selectmen street opening policy - for review
Attachments: Street Opening Applications.docx

Angus

I just added wording that makes since to me but that may not be the case to others. What I added is highlighted in red. The sentence I highlighted in green does not make since to me. Its out in left field so I think it needs more explanation. I don't know the intent of the sentence. Also, even though the permit say's the work should be completed within one year of the date of the application maybe it should also state that if additional work needs to be done in the future it is the contractors/owners responsibility to make the repairs.

Example: A water service is installed under the road and six months later the pavement settles and causes a void in the road. It should be their responsibility, not the towns. If you take a look at #7 of the bylaw, that may be covered in that paragraph.

Michael E. Gootée

Water Manager/Superintendent

Town of West Newbury, MA

381 Main Street

West Newbury, MA 01985

Phone:(978)363-1100 X-128

From: Town Manager
Sent: Wednesday, January 02, 2019 2:13 PM
To: Mike Gootee
Cc: DPW Director
Subject: RE: Selectmen street opening policy - for review

Find attached – copied Wayne, too; please copy him on any suggestions as I expect he'll have recommended changes too.

Since there is an Opening of Street Bylaw, the recommendation may be to repeal the policy (or modify it to cross-reference the Bylaw), and instead put any time/energy toward potential updates to the Bylaw. It is my understanding from Gary last summer that the Bylaw is not fully enforced as written in every instance (i.e. re surety bond, insurance requirements), so among other things if this is to be done on a discretionary basis it seems the Bylaw ought to provide this option.

One way or another, at a minimum, the BoS policy should not be inconsistent with the Bylaw. If you want the Bylaw in Word I can also provide that. Thanks



TOWN OF WEST NEWBURY

POLICIES OF THE BOARD OF SELECTMEN

INTRODUCTION. This is a collection of policies that have been adopted by the West Newbury Board of Selectmen and are currently in effect. The list of policies included in this booklet are listed in alphabetical order in the Table of Contents below. Former Board of Selectmen policies that have been repealed and are no longer in effect are listed at the end of the booklet. Policies currently in effect but excluded from this publication are listed on page 2.

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All Board of Selectmen policies are on file with the Town Clerk, and online at www.wnewbury.org



Disclaimer: Former Board of Selectmen policies that have been repealed and are no longer in effect are listed at the end of the booklet. This booklet does not include the following Board Policies, which are in effect and published separately:

Committee Handbook

Financial Policies

Personnel Policies *including:*

- Appendix A: Affirmative Action Plan
- Appendix B: Safety Policy
- Appendix C: Commercial Driver’s License Alcohol and Drug Testing Policy
- Appendix D: Policy and Procedures Concerning Sexual Harassment
- Appendix E: E-mail, Internet and Social Media Use Policy
- Appendix F: Massachusetts Commission Against Discrimination, MCAD Guidance
Pregnant Workers Fairness Act

Rental of Town Facilities Policy

Special Events Policy

Traffic Rules and Orders

Town staff have applied best efforts to prepare a complete booklet of policies, including notation of policies not included herein. Unintentional omission of Board policies from this booklet or the list above does not affect the validity or enforceability of any such policies. Updates will be made on an ongoing basis, as needed to reflect current or new policies, and policies as may be revised.

All Board of Selectmen policies are on file with the Town Clerk, and online at www.wnewbury.org

Signed,

Glenn Kemper, Chair

David Archibald

Joe Anderson

West Newbury Board of Selectmen
February __, 2019



1. Agenda Items

All items for the agenda or requests to be heard by the Selectmen must be in the Office of the Board of Selectmen by 12:00 noon on the Wednesday prior to the following Monday meeting.

Adopted: date unknown

2. Annual Election of Officers Policy

Annually each town board, committee and commission shall elect a Chairperson & Clerk at their first meeting after July 1st each year or by statute, regulation or bylaw. The Chairperson will then communicate the vote to the Town Manager and Executive Administrator to the Board of Selectmen and update the town's website.

Adopted: 5/29/2018

3. Ballot/Warrant Proof-Reading

The draft of each item on the ballot of every election and every Town Meeting Warrant shall be reviewed for accuracy and content by the Board of Selectmen, Town Clerk, Town Manager, and Town Counsel before being sent to the printer.

Adopted: 7/31/2006

Amended: 8/6/2018

4. Certificate of Insurance and Signed Contracts for Snow Removal Drivers

The Board of Selectmen requires that Snow Removal Drivers who plow for the Town of West Newbury are required to sign the Town's contract and to provide a Certificate of Insurance naming the Town as an additional insured, in the amount required by the Board of Selectmen.

Adopted: 12/15/2014

Amended: 8/6/2018

5. Events Requiring a Police Detail for Public Safety

The Town shall require all parties, excluding municipal departments, working on public ways, or ways in which the public has a right of access, to have a police officer on duty in cases where the Chief of Police, his designee, or the appointing authority deems a potential hazard to the safety and welfare of the public is present. The Town shall also require that a police officer(s) be assigned to all public functions that involve dispensing of alcoholic beverages and any public function that charges its patrons for admission which in the opinion of the Chief of Police, his designee, or the appointing authority may pose a threat to the keeping of the peace.

Adopted: 2/20/2007

6. Explanations of Overtime Pay

The Town Manager requires that Department Heads provide explanations when there are overtime hours on an employee's time sheet.

Adopted: 8/25/2014

Amended: 8/6/2018



7. Fair Labor Standards Act

Town employees who work over 80% of their time in law enforcement are exempt from the provision of the Fair Labor Standards Act in the duties as call fire-fighters and will be paid on the same basis as any other firefighter.

Adopted: 9/21/1998

8. Fall Special Town Meeting Schedule

The Fall Special Town meeting will be scheduled between October 15 and November 15; shall be announced six weeks prior to the meeting date; shall have a deadline for special article requests at a date to be specified by the Board of Selectmen; require that the special article requests must be submitted to the Town Manager and Board of Selectmen in writing by the deadline; and the final drafts of the Warrant should be available for review by the Board of Selectmen, Finance Committee, Town Clerk, Town Counsel, and Town Moderator and the Town Manager one week prior to posting. For good cause or emergencies, deadlines may be changed by vote of the Board of Selectmen.

Adopted: 10/14/1998

Amended: 8/6/2018

9. Fuel Efficient Vehicle Policy

(See also: [Vehicle Replacement Plan](#))

PURPOSE

The purpose of this policy is to establish a requirement that the Town of West Newbury purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

DEFINITIONS

Combined city and highway MPG (EPA combined fuel economy) means the fuel economy from driving a combination of 43% city and 57% highway miles and is calculated as follows:

$$\text{Combine Fuel Economy} = 1 / ((0.43 / \text{City MPG}) + (0.57 / \text{highway MPG}))$$

Drive System means the manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

AWD= All Wheel Drive: four-wheel drive automatically controlled by the vehicle powertrain system

4WD= 4-Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option

2WD=2-Wheel Drive

Heavy-duty vehicle means a vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

POLICY STATEMENT

In an effort to reduce the Town of West Newbury's fuel consumption and energy costs the Board of Selectmen hereby adopts a policy to purchase only fuel-efficient vehicles to replace those municipal vehicles that fall under this policy (i.e., non-exempt vehicles) to meet this goal.



APPLICABILITY

This policy applies to all municipal departments of the Town of West Newbury.

GUIDELINES

All departments shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town of West Newbury will maintain an annual vehicle inventory for non-exempt vehicles and a plan for replacing these vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the Massachusetts Department of Energy Resources’ Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published US Environmental Protection Agency combined city and highway MPG ratings for vehicles.

Exemptions

- Heavy-duty vehicles (GVWR > 8,500 pounds): examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle.
- Police cruisers, passenger vans and cargo vans are exempt from this criterion since fuel efficient models are not currently available. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

Inventory

The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis and provided to the Green Communities Division:

| Model | Make | Model Year | Drive System 2WD, 4WD, or AWD | Year/Month purchased | >8,500 Pounds? Y/N | Exempt? Y/N | MPG Rating | Vehicle Function |
|-------|------|------------|-------------------------------------|-------------------------|--------------------------|----------------|---------------|---------------------|
| | | | | | | | | |

NOTE: MPG may use EPA combined MPG estimates or actual combined MPG.

FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

The Town of West Newbury shall have a Fuel-Efficient Vehicle Replacement Plan that outlines the process by which the Town of West Newbury will replace vehicles with fuel efficient vehicles and review said plan on an annual basis.

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a fuel-efficient non-exempt vehicle.

QUESTIONS/ ENFORCEMENT

All other inquiries should be directed to the Board of Selectmen. This policy is enforced by the



Board of Selectmen.

Adopted: 10/15/2013

10. Grant Applications

Department Heads and Committee/Board Chairmen shall advise the Board of Selectmen and the Town Manager of any grant applications that the Department/Board/Committee may be considering. This requirement is made to allow the projection of future Town cost effects that could result from the award of any grant we receive.

Before submitting any applications for grants, a summary, the Request for Proposals, and a submission schedule should be submitted to the Board of Selectmen and the Town Manager.

Adopted: 10/17/1994

Amended 8/12/1997 and 8/6/2018

11. Grievance Policy for the General Public: Equal Access to Facilities and Activities

Maximum opportunity will be made available to receive citizen comments, complaints, and/or to resolve grievances or inquiries.

STEP 1: The Town Clerk or Assistant Town Clerk will be available to meet with citizens and employees during business hours.

When a complaint, grievance, request for program policy interpretation or clarification is received either in writing or through a meeting or telephone call, every effort will be made to create a record regarding the name, address, and telephone number of the person making the complaint, grievance, program policy interpretation or clarification. If the person desires to remain anonymous, he or she may.

A complaint, grievance, request for program policy interpretation or clarification will be responded to within ten working days (if the person making the complaint is identified) in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc.)

Copies of the complaint, grievance, request for program policy interpretation or clarification and response will be forwarded to the appropriate town agency (i.e. park commission, conservation commission). If the grievance is not resolved at this level it will be progressed to the next level.

STEP 2: A written grievance will be submitted to the ADA Coordinator. Assistance in writing the grievance will be available to all individuals. All written grievances will be responded to within ten working days by the ADA Coordinator in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc.) If the grievance is not resolved at this level it will be progressed to the next level.

STEP 3: If the grievance is not satisfactorily resolved, citizens will be informed of the opportunity to meet and speak with the Board of Selectmen, with whom local authority for final grievance resolution lies.

Adopted: 4/22/1997



12. Meeting Minutes

In an effort to comply with the provision of the Public Records Law requiring that minutes be available for public review, all minutes are to be provided to the Town Clerk after they are approved. The Town Clerk shall maintain a central file where minutes will be readily available for public inspection during regular office hours.

A draft of minutes should be available by the next regular meeting of any board or committee, approved or revised at that meeting, with final approval at the second regular meeting. They should be promptly filed in the Town Clerk's Office where they become public record and are not to be removed from the Office or revised in any way. Any necessary revisions must be made at a subsequent meeting and recorded in the minutes of that meeting.

Adopted: 7/23/1996

Amended: 9/9/2003

13. Minors

No person under the age of eighteen (18) years shall be appointed to serve on any committee or board of the Town of West Newbury; and no person under the age of eighteen (18) years shall be permitted to operate any motorized equipment, water craft, or vehicle owned or controlled by the Town of West Newbury.

Adopted: 8/14/1998

14. Naming Streets

When a preliminary plan comes before the Planning Board with a proposed street name, that name shall be submitted to the Board of Selectmen for their information and input. The Planning Board either directly or through its staff shall also consult with the Police Chief, Fire Chief and EMA Director to ensure that the proposed street name is adequately different from existing street names in order to facilitate prompt response in the event of emergency.

Adopted: 12/12/1994

Amended: 8/6/2018

15. Naming Town Property and Placement of Memorials

It is the policy of the Board of Selectmen that the naming of publicly-owned property shall be done sparingly, for good cause shown.

Request for naming of any public property, such as buildings, rooms within buildings, playgrounds, recreational facilities, squares, parks and other public facilities shall be considered at an advertised public hearing before the Board or Committee responsible for operating the facility.

There will be a separate process for the naming of Conservation Lands. The name will be established as part of the process for approving the Management Plan.

The Board or Committee shall then refer a suggestion or suggestions to the Board of Selectmen with a record of the hearing and a Committee recommendation for approval. If the facility is



not under the jurisdiction of a Town Board or Committee, the request shall be referred to the Board of Selectmen who shall hold said public hearing before making a decision.

It is the policy of the Board of Selectmen that the renaming of a property be done very sparingly, for compelling reasons. Renaming of a property already named for a person or family shall be undertaken only by Town Meeting.

It is the policy of the Board of Selectmen that public ways and public buildings and facilities shall not be named for living persons. Further, public ways shall not be given common first names such as "Jill's Way" or "Ruth's Street".

It shall be the policy of the Board of Selectmen that the placement of memorials for a deceased Town resident or to commemorate a significant regional or national event or to commemorate the history and contributions of an ethnic or racial group within the Town of West Newbury shall be done very sparingly, for compelling reasons. Memorials shall only be allowed for deceased residents who have made a significant contribution to the community.

Before any permanent memorial may be placed on Town property, the proposed site shall be reviewed by the Police, Fire and Department of Public Works for any public safety issues. Approval of the memorial shall require a vote of the Town Meeting.

Adopted: date unknown

16. Office Space in the 1910 Office Building

The Town Manager is sole arbiter of space allocation in the building.

Adopted: 2/27/1995

Amended: 8/6/2018

17. OSHA Compliance

The Board of Selectmen voted to adopt a policy to direct that, in accordance with newly established statutory requirements effective February 1, 2019, that all Town Departments (including but not limited to DPW, Police, Fire, Water, Library, Town Office, Council on Aging etc.) shall be organized to comply with OSHA standards and requirements; and further to authorize the Town Manager to oversee compliance with this policy, establish procedures, and assign responsibilities to personnel as necessary to achieve this objective.

Adopted: 1/7/2019

18. Permit Fees

With the exception of large projects such as the School renovation project and the Housing Authority's construction project, Inspection Department fees shall be waived for Town Departments. Permits shall be required but the fee shall not be charged.

Adopted: date unknown



19. Public Access to Documents Drafted by or Mail Addressed to the Board of Selectmen

The Board of Selectmen voted to adopt a policy stating that no mail or document addressed to or drafted by the Board of Selectmen shall be considered public property until the Selectmen have received and reviewed it as a Board in a public meeting.

Adopted 8/25/2003

20. Purchasing Products made of Recyclable Materials

Voted to establish a policy to buy products of recyclable materials in lieu of virgin products whenever possible, and when recycled products are available at comparable and competitive cost.

Adopted: 9/28/1998

21. Reconciling Cash and Receivables Policy

Two of the largest assets for a community are cash and receivables. Information pertaining to these is kept by the Treasurer/Collector and the Town Accountant. A Treasurer is the custodian of revenues, tax titles, and tax possessions, while a Collector keeps listings of outstanding receivables due to the Town, and the Town Accountant is responsible for maintaining the accounting records. Prompt and frequent reconciliations between them are essential in order to maintain control and insure checks and balances are in place.

It is the policy of the Town of West Newbury that within thirty days after the end of each month, the Treasurer/Collector shall internally reconcile the cashbook to all bank statements, and the Treasurer/Collector shall internally reconcile all receivable balances with the receivable control. The results of these activities shall be forwarded to the Accountants office and compared to the general ledger records. If differences are determined, the Treasurer/Collector and Accountant shall reconcile the variances (e.g. missing information, errors and timing differences), with a copy of this final reconciliation forwarded to the Town Manager.

Adopted: 5/29/2018

22. Request for Review of an Issue by Town Counsel

Any request by a Department Head to have Town Counsel review an issue must be approved by the Town Manager. Any request by a Board/Commission/Committee to have Town Counsel review an issue must be approved by Chairman of the Board of Selectmen. If the Chairman is unavailable, another member of the Board may sign the request form.

Adopted 11/6/2009

Amended 8/6/2018

23. Requirements for Mass. Electric Pole Locations

On all petition plans the location of all utilities, including water lines and siren boxes, as well as all trees within the public way or on the boundary thereof shall be included. Public hearings shall be held prior to the approval of removal of any of these trees.

Adopted: 11/26/1998



24. Reserve Fund Transfers

Departments and Committees all must follow procedure of submitting their request to the Board of Selectmen for approval, and then to the Finance Committee for approval. Reserve fund transfers made by the Finance Committee must first go to the Board of Selectmen, and transfers made by the Board of Selectmen must still be approved by the Finance Committee.

Adopted: date unknown

25. Review of New Insurance Companies

The Town Manager is authorized to review requests from new insurance companies and decide whether to consider them or not.

Adopted 11/6/2009

Amended 8/6/2018

26. Review by the Town Manager of all Accident Report Forms

All Accident Report Forms filed involving property damage or personal injury of Town vehicles or Town employees will be submitted to the Town Manager as soon as possible after the accident, forwarded to the MIIA Claims Department, and reviewed at the next meeting of the Board of Selectmen.

Adopted: 9/18/06

Amended 8/6/2018

27. Severe Weather Policy

The West Newbury Board of Selectmen recognizes that severe weather may make it unsafe for staff to travel to work. While this is unavoidable for essential personnel (such as emergency personnel and highway department personnel) the Board has instituted this policy so non-essential personnel can avoid unsafe conditions. This policy applies to administrative and office staff at the Town Offices and Library.

Essential personnel include Police, Fire, EMA, Dispatch, and Highway Departments whose work is necessary for public safety. Department heads will designate essential personnel in these departments.

After considering advice from at least the DPW Director and Police Chief, the Town Manager shall decide whether Town offices will be closed to the public or if there should be a delayed opening or early closure. If the Town Manager decides that there should be a closure, delayed opening or early closure, he or she shall notify the Board of Selectmen, and will notify the Selectmen's Assistant who will call or text Department Heads, based on advance agreement of notification method among staff. Department Heads will contact the employees in their departments to notify them of conditions of closure. The Selectmen's Assistant will promptly notify residents via local media outlets, Town website, and social media. The Library Director will post such notices with regard to closures of the Library.

Under certain conditions, including severe weather, the Town Manager may direct employees not to report to work, delay arrival to work, or to leave work early. In these instances, employees shall be compensated for scheduled work hours.



If offices are not officially closed or delayed from opening, employees who feel that the roads are not safe for travel may choose to use vacation or personal time equal to the time missed. Once the roads are cleared, employees should make a reasonable effort to safely report to work. Department Heads must be informed about the employee's intended plans for coming in or staying home as close to the normal opening time as possible.

If conditions develop during the work day and no decision is made to close early, any employee who feels they need to leave before conditions worsen should do so and will be required to use vacation or personal time or to make-up the time at a later date approved by the Town Manager. If the building is closed because of the decision of the Town Manager, employees will receive their normal pay for the balance of the day.

Any employee who is already scheduled for vacation time, sick time, or otherwise not scheduled to work during the affected period of time is not eligible to be paid under this policy.

Any other aspects or decisions affecting a delay or closing not covered in this policy will be at the discretion of the Town Manager.

*Adopted: 1/20/2011
Amended 10/29/2018*

28. Street Opening Applications

Applications must be submitted with a site plan showing the correct location of the driveway, existing trees within the public way or on the boundaries thereof, stone walls, bound stones, all utilities including water lines and siren boxes, grading back to original undisturbed ground, and 2' contours. Said work must be done within one year from date of permit. The plan becomes part of the permit. Application, permit, and plan are to be in the possession of the contractor at the site at time of construction. The permit does not provide authorization for the removal of trees.

Any stones removed from stone walls to be used for repair of existing stone wall and/or to finish off driveway. Contractor to locate and mark and/or replace as necessary any bound stones. Other conditions may be imposed by the Supt. Of Streets and/or Board of Selectmen. (Comments from Director of DPW and Supt. Of Water Dept. should be added.)

Adopted: 12/14/1998

29. Town Employees as Firefighters

In order to comply with the Fair Labor Standards Act, it was decided that Town Employees who also respond as call firefighters will not be additionally compensated for response to calls during their regular working hours. They will receive their regular Town hourly rate for these calls. Town employees who respond after hours and on weekends will be paid at one and one-half times a blended rate of \$18.43* per hour (or current training rate) and their hourly Town rate. This overtime rate will be used for hours worked over 40 hours per week, including drills.

Adopted: date unknown

30. Tree Replacement Policy

Annual appropriation to be request to replace shade trees



Trees removed by Town or by the State on Route 113 to be replaced unless suitable specimen-type trees already exist in vicinity of removal:

On Town property if it will not interfere with roadway, overhead utilities, etc. Care shall be taken to avoid planting near roads because of salt and chemical contamination and traffic hazards;

or

Request permission of abutting land-owner to plant tree on property line.

Tree Warden to maintain list of all trees taken down.

Balance of funds to be used annually to plant trees along Main Street beginning in the Square and Town roads to replace trees taken down in previous years.

Mass. Electric requirements for pole locations: On all petition plans, the location of all utilities including water lines and siren boxes, as well as all trees within the public way or on the boundary thereof shall be included. Public hearings shall be held prior to the approval of removal of any of these trees.

*Adopted: 5/27/1997
Amended: 11/26/1998*

31. Vehicle Replacement Plan

(See also: [Fuel Efficient Vehicle Policy](#))

Overview

The Town of West Newbury's Vehicle Replacement Plan applies to all departments within the Town of West Newbury. All departments shall replace all vehicles with fuel-efficient vehicles as described in the Town of West Newbury's Fuel-Efficient Vehicle Policy, adopted on October 15, 2013.

Replacement Process

Whenever a vehicle has reached the end of its useful life, the Town of West Newbury will examine the expected use of a replacement vehicle and choose one that best fits the intended use and meets the requirements of our policy of procuring the most fuel-efficient vehicle available. We will review the most recent Massachusetts Department of Energy Resources, (DOER), Green Communities Division guidance for Criteria 4 and adhere to it in the process of replacing any vehicle.

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that meet the fuel efficiency ratings detailed in Town of West Newbury's fuel-efficient vehicle policy, which stipulates adhering to the most recent energy efficiency guidance as provided by DOER's Green Communities Division. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy.

Annual Review



This Vehicle Replacement Plan shall be reviewed by the Town on an annual basis, as stipulated in Town of West Newbury's Fuel-Efficient Vehicle Policy.

Adopted: date unknown

32. Warrant Articles

When writing warrant articles, the dollar amount should be requested rather than "a sum of money"

Adopted: 9/12/1994

33. West Newbury Town Square

No solicitations on the street are allowed in the West Newbury Square, in the business zone.

Adopted: 3/7/1995

34. 911 Training

For Auxiliary Police, Reserve Police, Dispatchers, and full-time Police Officers: No candidates for these positions will be hired until he/she has successfully completed dispatch 911 training at such candidate's own expense, on such candidate's own time.

Adopted: 8/10/1998

Amended: 8/6/2018



Board of Selectmen Policies Repealed

The following policies were repealed by the Board of Selectmen:

APPROVAL OF FACILITY REQUEST FORMS:

Selectmen's Assistant is authorized to approve routine Facilities Request Forms as long as availability, insurance, and cost have been accounted for.

*Adopted 11/6/2009
Repealed 08/6/2018*

NEW HIRES:

No candidates for auxiliary police, reserve police, dispatch or full-time police officer will be hired until he/she has successfully completed dispatch 911 training at such candidate's own expense on such candidate's own time.

*Adopted 8/10/1998
Repealed 8/6/2018*

VACATION NOTICE AND NOTICE OF OTHER TIME AWAY:

All Department Heads are required to provide written notice of the dates to be absent and delegation of authority to the Board of Selectmen, stating the limits of responsibility where applicable.

*Adopted 4/11/1994
Repealed 8/6/2018*

The topics above are now addressed elsewhere in Town policy.



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

REQUEST FOR REVIEW OF AN ISSUE BY TOWN COUNSEL:

Any request by a Department Head to have Town Counsel review an issue must be approved by the Town Manager. Any request by a Board/Commission/Committee to have Town Counsel review an issue must be approved by Chairman of the Board of Selectmen. If the Chairman is unavailable, another member of the Board may sign the request form.

Adopted 11/6/2009
Amended 8/6/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

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selectmen@wnewbury.org

POLICY REGARDING:

APPROVAL OF FACILITY REQUEST FORMS:

Selectmen's Assistant is authorized to approve routine Facilities Request Forms as long as availability, insurance, and cost have been accounted for.

11-6-2009

Repealed 8-6-18



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

REVIEW OF NEW INSURANCE COMPANIES:

The ~~Finance Director~~ Town Manager is authorized to review requests from new insurance companies and decide whether to consider them or not.

Adopted 11-6-2009
Amended 8/6/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

REVIEW BY THE BOARD OF SELECTMEN OF ALL ACCIDENT REPORT FORMS FILED

All Accident Report Forms filed involving property damage or personal injury of Town vehicles or Town employees will be submitted to the Town Manager ~~Selectmen's Assistant~~ as soon as possible after the accident, forwarded to the MIIA Claims Department, and reviewed at the next meeting of the Board of Selectmen.

Voted and Approved on this date: 9/18/06

Amended 8/6/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

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selectmen@wnewbury.org

POLICY REGARDING:

VACATION NOTICE AND NOTICE OF OTHER TIME AWAY

All Department Heads are required to provide written notice of the dates to be absent and delegation of authority to the Board of Selectmen, stating the limits of responsibility where applicable.

4/11/94

~~Repealed 8/6/18~~



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
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selectmen@wnewbury.org

POLICY REGARDING:

GRANT APPLICATIONS:

Department Heads and Committee/Board Chairmen shall advise the Board of Selectmen and the ~~Finance Director~~ Town Manager of any grant applications ~~you and/or your that~~ the Department/Board/Committee- may be considering. This requirement is made to allow the projection of future Town cost effects that could result from the award of any grant we receive.

10/17/94

Amended 8/6/2018

Selectmen agreed to add the following to the policy on Grant Applications:

Before submitting any applications for grants, a ~~one-page~~ summary, the Request for Proposals, and a submission schedule should be submitted to the Board of Selectmen and the Town Manager~~Finance Director~~.

8/12/97

Amended 8/6/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

NAMING STREETS:

When a preliminary plan comes before the Planning Board with a proposed street name, that name ~~should~~ shall be submitted to the Board of Selectmen for their information and input. The Planning Board either directly or through its staff shall also consult with the Police Chief, Fire Chief and EMA Director to ensure that the proposed street name is adequately different from existing street names in order to facilitate prompt response in the event of emergency.

12/12/94

Amended 8/6/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

OFFICE SPACE IN THE 1910 OFFICE BUILDING:

~~Selectmen are~~ The Town Manager is ~~the~~ sole arbiters of space allocation in the building.

2/27/95

Amended 8/6/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

911 TRAINING:

For Auxiliary Police, Reserve Police, Dispatchers, and full-time Police Officers: No candidates for these positions will be hired until he/she has successfully completed dispatch 911 training at such candidate's own expense, on such candidate's own time.

8/10/98

Amended 8/6/18



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

FALL SPECIAL TOWN MEETING SCHEDULE:

The Fall Special Town meeting will be scheduled between October 15 and November 15; shall be announced six weeks prior to the meeting date; shall have a deadline for special article requests ~~four weeks prior to the Town Meeting~~ at a date to be specified by the Board of Selectmen; require that the special article requests must be submitted to the Town Manager ~~Finance Director~~ and Board of Selectmen in writing by the deadline; and the final drafts of the Warrant should be available for review by the Board of Selectmen, Finance Committee, Town Clerk, Town Counsel, and Town Moderator and the Town Manager ~~Finance Director~~ one week prior to posting. For good cause or emergencies, deadlines may be changed by vote of the Board of Selectmen.

10/14/98

Amended 8/6/18



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

BALLOT/WARRANT PROOF-READING:

The draft of each item on the ballot of every election and every Town Meeting Warrant shall be reviewed for accuracy and content by the Board of Selectmen, Town Clerk, ~~Finance Director~~Town Manager, and Town Counsel before being sent to the printer.

7/31/06

Amended 8/6/18



TOWN OF WEST NEWBURY

BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

NEW HIRES:

No candidates for auxiliary police, reserve police, dispatch or full-time police officer will be hired until he/she has successfully completed dispatch 911 training at such candidate's own expense on such candidate's own time.

August 10, 1998
Repealed 8/6/18



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

EXPLANATIONS OF OVERTIME PAY:

The ~~Board of Selectmen~~ Town Manager requires that Department Heads provide explanations when there are overtime hours on an employee's time sheet.

8-25-14

Amended 8/6/18



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

CERTIFICATE OF INSURANCE AND SIGNED CONTRACTS FOR SNOW REMOVAL DRIVERS:

The Board of Selectmen requires that Snow Removal Drivers who plow for the Town of West Newbury are required to sign the Town's contract and to provide a Certificate of Insurance naming the Town as an additional insured, in the amount required by the Board of Selectmen.

12-15-14
Amended 8-6-18



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

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: February 2, 2019
RE: Health Insurance Opt-Out Program

The above-referenced program is in effect through the current fiscal year. This is a request for confirmation that the Board would expect to continue to offer this employment benefit in FY20 and beyond. The enclosed redlined revisions would simply extend the dates of effect, and delete language requiring employee completion of certain paperwork to reflect changes in State law.

Assuming it is the Board's intent to continue to offer this benefit, I will take this into account in preparing a proposed FY20 Budget.

Health Insurance Opt-Out Program

Fiscal Year ~~2020-2023~~

Deleted: 17

Deleted: 19

Eligibility

1. Benefit Eligible - To participate in the Opt-Out Program, an employee must be an active employee eligible for group health insurance benefits through the Town of West Newbury.
2. Proof of Other Coverage - An employee must show proof of coverage outside a Town sponsored health plan before participating in the Opt-Out Program. Proof of coverage is a letter from your Health Care provider or a current benefit card. ~~If an individual is covered on a family plan they will be eligible for the \$1200 incentive; for individual plans it will be \$600.~~

Deleted: Employees must fill out the state Health Insurance Responsibility Disclosure Form (HIRD) and other necessary forms each year during the Town's Open Enrollment period.

Timing of Application /Payment

Once an eligible employee waives coverage of his/her group health insurance through the Town, he/she will be eligible for an incentive payment. The payment will be made in two installments, in arrears, once in December and the other in June. The program is subject to appropriation and renews each year during open enrollment. If approved, people who opt out of coverage will begin receiving payments beginning this December. Employees' must opt out annually and proof of insurance is required to be eligible for the incentive payments. The annual incentive payment is \$1200 for family plans and \$600 for single plans.

1. Open Enrollment - Generally, employees will apply for the opt-out program during the Annual Open Enrollment Period (May 1st thru June 1).
2. Spouse's Open Enrollment - Where an employee's spouse has a different open enrollment period, the employee can waive their group health insurance coverage during their spouse's open enrollment and receive the pro-rated portion of the incentive.
3. Qualifying Event - An employee can always waive his/her insurance outside of the Town's open enrollment period if he/she has a qualifying event. When such a circumstance arises an employee can participate in the Town's Opt-Out program.

Re-Enrollment in the Town's Health Insurance Plans

An employee who enrolls in the Opt-Out Program may re-enroll in one of the Town's health insurance plans. Re-Enrollment in the Town's Health Insurance Plan will void any subsequent Opt-Out program payments. Re-enrollment will be available:

- a. During the Town's annual Open Enrollment period by contacting the Town's Finance Department and completing the required paperwork, or
- b. In the case of a loss of coverage, by contacting the Town's Finance Department within 30 days of the qualifying event and providing documentation of the loss. There is a pro-rated Opt-Out payment in the event of re-enrollment.

These semi-annual payments are considered income and are subject to withholdings.

Town of West Newbury

Health Insurance Opt-Out Election Form

PLEASE READ PAGE ONE BEFORE COMPLETING FORM – PRINT CLEARLY

Insured Name (First) (MI) (Last)

Street Address

City State Zip Code

Social Security Number

I hereby elect a monetary allowance in lieu of participating in the Town of West Newbury's sponsored group health insurance plan. I understand that the allowance will be paid semi-annually beginning in December, with the second payment the following June. I understand that taxes will be withheld from these payments.

Deleted: , 2016

Signature of Insured

Date

FOR TOWN USE ONLY

1. Current Health Plan Terminated Yes ___ No ___
2. Effective Date _____
3. Accounting Approval _____
4. ~~Town Manager~~ Approval _____

Deleted: Finance Director

Health Insurance Responsibility Disclosure (HIRD) Frequently Asked Questions

General Information about the HIRD Reporting Requirement:

1. What is the HIRD form?

The Health Insurance Responsibility Disclosure (HIRD) form is a new state reporting requirement in Massachusetts in 2018. The HIRD form collects employer-level information about your employer-sponsored insurance (ESI) offerings. The HIRD reporting is administered by MassHealth and the Department of Revenue (DOR) through the MassTaxConnect (MTC) web portal. The HIRD form will assist MassHealth in identifying its members with access to qualifying ESI who may be eligible for the MassHealth Premium Assistance Program.

2. Who is required to complete the HIRD form?

State law¹ requires every employer in Massachusetts with six or more employees to annually submit a HIRD form. If you are an employer who currently has (or had) six or more employees in any month during the past 12 months preceding the due date of this form (November 30th of the reporting year), you are required to complete the HIRD form. An individual is considered to be your employee if you as the employer included such individual in your quarterly wage report to the Department of Unemployment Assistance (DUA) during the past 12 months. You are required to complete the HIRD form if you reported six or more employees (includes all employment categories) in any DUA wage report during the past 12 months.

3. What is the difference between this new HIRD reporting requirement and the old HIRD form?

This HIRD form is different from the old HIRD form that was passed into law in 2006, and later repealed in 2014. The old HIRD form consisted of an employer form and an employee form, which required separate forms completed and signed by each employee who declined to enroll in ESI or the Employer's Section 125 Cafeteria Plan to pay for health insurance. In contrast, the new HIRD form only consists of a single employer form, which only needs to be completed once annually for your company. The new HIRD form does not contain any personal information about your employees. The new HIRD form will be used to inform MassHealth about employers' ESI offerings and allow more MassHealth members to enroll in Premium Assistance.

¹ See M.G.L. c. 118E, section 78.



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

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: February 2, 2019
RE: Update on Mill Pond Management Plan

We are still awaiting comments from the Conservation Commission and the Open Space Committee. Both the Commission and Committee have reviewed the Management Plan, as well as the suggested edits received from the Mill Pond Committee, and are working to prepare their comments in writing.

In order to preserve the option of bringing forward language to formalize revisions to paragraph 16 (governing amendment of the Management Plan) at the Spring Town Meeting, I recommend that this item be placed on the February 19th Board of Selectmen agenda. The Board can consider all comments received by that time, including whether you wish to propose anything for Town Meeting.

Town of West Newbury Historic Properties Survey Phase 2

Town of West Newbury Inventory of Antique Structures

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive-level survey of cultural and architectural resources in the town of West Newbury. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows:

- 1) To conduct a survey to assess and document approximately 80 selected cultural and architectural resources (see Attachment F), following Massachusetts Historical Commission (MHC) survey standards and methodology.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey.
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.
- 4) To identify outbuildings requiring further exploration, especially barns and shoe shops.
- 5) To use the survey results in Phase 1 (finalized in 2018) and Phase 2 to gain support for a Demolition Delay bylaw.

METHODOLOGY

The Analytical Framework:

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2016). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for the town and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC

will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

Phase Meetings:

The project consists of four phases. Project personnel, both the consultant and the project coordinator, will meet with MHC staff at MHC offices in Boston to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

The Inventory:

The survey will identify the oldest approximately 80 buildings located on in West Newbury, MA dating from circa 1690-1900. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the community.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), MHC *Interim Survey Guidelines* (March 1999 et seq.), and MHC *Interim Guidelines for Inventory Form Photographs* (2009), MHC *Interim Guidelines for Inventory Form Locational Information* (2016), as well as the Secretary of the Interior's Standards and Guidelines for Identification (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Prior to Phase I, the LHC will ensure it has signed off on the contract with the MHC by July 2019. After the contract is completed, the LHC will create a Request for Proposals (RFP) that will be sent to a list of consultants that have experience doing property inventories. Once the contractor has been hired and agreed upon by the LHC and MHC, the project will commence.

Phase I (6 weeks)

Tasks:

- (Start-up meeting) Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (LHC files, collections and existing research, maps, local histories, etc.);
- Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties; (proposed properties are listed on Attachment F)
- Determine availability of electronic mapping and parcel data and of town-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the LHC and at the MHC; (properties with existing inventory forms are marked with form number on Attachment F)
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography.

Phase I will be completed by Tuesday, October 29, 2019

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research

collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.

- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with LHC and MHC staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Tuesday, December 24, 2019

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and LHC for review and comment (comments to be incorporated during Phase IV).
- In consultation with LHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- Meet with local project coordinator/local historical commission (LPC/LHC) and MHC staff to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately 80 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

Phase III will be completed by Tuesday, May 12, 2020

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Criteria Statement forms to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered MHC inventory forms for approximately 80 properties (two sets with original photographic prints: one for MHC and one for the LHC. Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms.)
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the LHC).
- Survey Final Report (four *paginated, unbound* copies (two for MHC, two for LHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
 5. Further study recommendations; and
 6. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD should also include an MS Word version of the final survey report.
- A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images.

****The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.**

Phase IV will be completed and submitted to the MHC and LHC by Tuesday, June 30, 2020.

ATTACHMENT A

**FISCAL YEAR 2019
SURVEY AND PLANNING GRANT - FULL APPLICATION**

**COVER SHEET FOR APPLICATION PROPOSAL
DEADLINE – MONDAY, FEBRUARY 11, 2019**

1. Project Title: Historic Properties Survey
2. Project Type:
3. Community/Communities: West Newbury
4. Local Project Coordinator: Robert Janes

Address: 381 Main St.
West Newbury, MA. 01985

Phone: 978-518-6391
Fax:
E-mail: icepick185@gmail.com

5. Amount of Funding Requested: \$ 12,500.00
Local Share: \$ 12,500.00
Total Project Cost: \$ 25,000.00

6. Attachments: (Please check as completed)

| | |
|---|---|
| <input checked="" type="checkbox"/> Work Program | <input checked="" type="checkbox"/> Matching Share Information (Attachment C) |
| <input checked="" type="checkbox"/> Narrative Statement | <input checked="" type="checkbox"/> Assurances (Attachment B) |
| <input checked="" type="checkbox"/> Budget (Attachment D) | <input checked="" type="checkbox"/> Debarment Certification (Attachment E) |
| | <input type="checkbox"/> Local Historical Commission Comment (If Applicable) |

7. Authorized Applicant Signature:



(Signature)

Robert Janes Robert Janes

(Name -- please print)

Chair, Historic Commission JAN. 29, 2019

(Title) (Date)

ATTACHMENT B

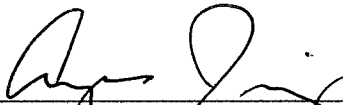
ASSURANCES

In consideration of and for the purpose of obtaining a grant from the Department of the Interior, National Park Service, through the Massachusetts Historical Commission, Town of West Newbury
_____ (hereinafter called "Applicant-Recipient") hereby agrees that it will comply with the following:

- A. Grants will be administered in conformance with all applicable federal and state laws, regulations, policies, requirements and guidelines, including OMB Circular A-102 revised (43 CFR 12), policies and procedures of the Historic Preservation Grant-in-Aid Program, and civil rights (Title VI of 1964 Civil Rights Act); non-discrimination on the basis of handicap (Sec. 506 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990); age (the Age Discrimination Act of 1975); equal employment opportunity and labor law requirements of federal grants;
- B. All procurement actions will be conducted in a manner that provides for maximum open and free competition in compliance with federal and state requirements, including OMB Circular A-102 revised (43 CFR 12);
- C. Adequate financial resources will be available for performance (including necessary experience, organization, technical qualifications and facilities) to complete the proposed project or a firm commitment, arrangement or ability to obtain such will be made;
- D. All costs charged to the grant project will be in payment of an approved budget item during the project period and conform to the cost principles of OMB Circular A-87;
- E. An adequate financial management system (and audit procedure when deemed applicable) will be maintained which provides efficient and effective accountability and control of all property, funds and assets. Subgrantees which are state or local governments must comply with the Single Audit Act of OMB Circular A-133; Subgrantees which are non-profit organizations or universities must comply with OMB Circular A-110 outlining audit requirements for non-profit and educational institutions.
- F. Matching share will not consist of funds from the Federal Government under another assistance agreement unless authorized;
- G. Applicant-Recipient will comply with required completion schedule for the project.

The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall reserve the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees; the person or persons whose signature appears below (is) are authorized to sign this Assurance on behalf of the Applicant-Recipient.

2/1/19
DATE


APPLICANT-RECIPIENT SIGNATURE

Town Manager
TITLE (Chairman of Board of Selectmen, Mayor or Chief Elected Official)

ATTACHMENT C

MATCHING SHARE INFORMATION

1. Cash

Donor: Town of West Newbury

Source: CPA funding

Amount: \$ 12,500.00

2. In-Kind Services (if applicable)

Donor: _____

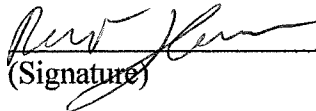
Source: _____

Amount: \$ _____

I certify that the matching share identified above is available and will be allocated to the survey and planning project called:

Historic Site Survey

(Name of Project)


(Signature)

Robert Janes

(Name -- please print)

Chair, Historic Comm.

(Title)

JAN 29, 2019

(Date)

Attachment C-1

Please note that funding for this project has not been received as of this submission. We have applied for CPA funding but, that still has to go to a vote of Town meeting, and that won't happen until April 29th. of this year.

ATTACHMENT D BUDGET

| | MATCHING (LOCAL) SHARE | FEDER AL SHAR | TOTAL |
|--|------------------------------|---------------------|-------------|
| 1. Consultant Services Title/Function Rate per Hour # of Hoursm: Total Dollars Estimated | \$12,500.00 | \$12,500.00 | \$25,00.00 |
| 2. Personnel - In-Kind (paid) Title/Function Annual Salary % Time to Project | | | |
| 3. Travel- Rate per Mile #Miles | | | |
| 4. Supplies- (list each item or category) | | | |
| 5. Other | | | |
| TOTAL PROJECT COST | \$12,500.00 | \$12,500.00 | \$25,000.00 |

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Narrative Statement

The Town of West Newbury Historical Commission (LHC) seeks to undertake an inventory of the significant historical and architectural resources within the Town. The survey will include approximately 80 structures dating from the late 17th century through about 1867 that were not included in the Property Survey that was conducted in 2017. We have compiled a list of properties located within West Newbury in order to prepare for the selection process. (see Attachment F).

The LHC has just completed a survey of 115 buildings using funding provided by the Massachusetts Historical Commission (MHC) and local CPA funding through the Survey and Planning Grant Program. The survey was completed by Stacy E. Spies, architectural historian and preservation consultant from Beverly, Mass. Prior to the 2017 survey, the level of information for the Town of West Newbury was very poor. The survey allowed the LHC to document buildings along Main Street (Route 113), with the majority dating between the 1650s and 1850s. All but five of the primary buildings in the 2017 survey were originally constructed as dwellings. As a result of the 2017 survey, three historic districts and twenty-five individual properties were recommended as eligible for listing on the National Register of Historic Places.

The new Survey would allow us to continue to document the history in West Newbury and identify more buildings of historical significance. Building dates vary drastically on various town documents, differing as much as a hundred years. According to the State Reconnaissance Survey Regional Report, approximately 20-25% of the forms on file for the town of West Newbury have no photographs. There is a continued need for a professional consultant to uncover the facts and create a proper record of them. In the past, the MHC informed us that we will be unable to apply for National Register Status for buildings in town until our records are updated because it is not possible to establish a comprehensive picture of the town with existing documentation. An inventory that would include all structures over 100 years old is our ultimate goal. However, the LHC was only funded for one third of the project in 2017, and at that time it was decided to use those funds to focus on inventorying the oldest homes on Main Street.

The span of this second inventory will cover the period of growth and establishment of the town as well as the evolution of industry that expanded beyond farming in the late 1700s to include thriving comb and shoe businesses. The information garnered through this inventory will help determine our most significant structures in town through a better overall understanding of the growth and development of the town. We also hope that this inventory will bring to our attention some outbuildings, especially barns and shoe shops, located on these properties that we might revisit and inventory at a later date. We will also identify buildings that are eligible for the National Register of Historic Places and possibly isolate future Historic Districts. These objectives are in line with the goals set by the MHC in the most recent State Historic Preservation Plan and will direct and focus the LHC's efforts for the next decade.

West Newbury has significant architectural treasures, coinciding with the period that we wish to focus on for this survey. There are approximately 300 buildings in town that are over 100 years of age, and only a little over one-third have been documented correctly. According to the State Reconnaissance Survey Regional Report, the vast majority of the significant architectural development of the town had happened by the end of the late industrial period, circa 1915, due to population decline. Residential architecture is primarily of the 2 ½ story, five bay, symmetrical side gable type with some variations over time. There are a number of extant meeting houses, school houses, civil buildings and churches in town. And there is a solid history of carriage building, and later comb and shoe making. This industry was established mostly along Main Street. Our focus on Main Street is important because it will include most of the industrial and institutional buildings in town and the majority, in fact, nearly two thirds of all the buildings on Main Street were built more than 100 years ago.

Also, the LHC has drafted a demolition delay bylaw that we have attempted to pass but met resistance in the first vote. Education is so important in passing these bylaws, and West Newbury is one of the only towns in the area with no demolition delay bylaws. As the homes on Main Street were researched, the LHC has sent letters to homeowners outlining an historic plaque initiative whereby homeowners could purchase plaques to display the date of their home on its façade. This would make quite an impact as townspeople travel through town. Coinciding with the town's bicentennial celebration this year, we hope this program will instill pride in our citizens as they come to understand how rich our town is in historical resources and help people to understand their value and the need for the bylaw.

Over the last few years, the LHC has become more active in West Newbury. Thanks to the support of the MHC, the Soldiers and Sailors Memorial Building, located on Main Street in West Newbury, was just added to the National Register of Historic Places. We have just completed stabilization of the building and are pursuing funding for the next phase of planning. We have met with the town Selectmen and Financial Committee several times as we pursue the aforementioned demolition delay bylaw.

The Town of West Newbury received its first ever funding for a Survey and Planning Grant in 2017. The award of this grant would be a great help in meeting our three year inventory goal. It is important for us to keep the momentum going and continue this inventory program so that we can attempt to preserve historical structures in town during a period of growth and development. Historic properties in West Newbury are threatened with loss due to the pressures of new development. Some buildings, particularly barns, are at risk of loss due to lack of use and deterioration. The State Reconnaissance Survey Regional Report, written in the 1980s, suggests a possible future threat to West Newbury due to development. Sadly, we are now dealing with the reality of building and land loss in town. New developments are beginning to change our landscape. We hope that by receiving grant monies from the MHC and successfully completing this inventory, we will gain the confidence of voters and will be able to request CPA funding to continue our inventory efforts.

Completed inventories will be sent to the MHC for inclusion on MACRIS. They will also be placed in binders, one copy of which will be stored in the archives at the Town Office Building and the other at the GAR Memorial Library for community wide access.

ATTACHMENT F

This is a listing of the buildings within West Newbury, MA which are 100 years old or older that would be included in the second inventory. They are listed according to approximate age. The third column states the inventory form number if one exists.

| | Approximate Age | Inventory number | Notes |
|-----------------------|------------------------|-------------------------|--------------------------|
| 6 Pleasant Street | 1690 | | |
| 81 Crane Neck Street | 1717 | WNB.17 | Thomas Hale House |
| 155 Crane Neck Street | 1720 | | |
| 11 Worths Lane | 1726 | | |
| 9 Pleasant Street | 1740 | WNB.158 | John Marshall House |
| 13 Crane Neck Street | 1748 | | |
| 4 Crane Neck Street | 1750 | | |
| 13 Mechanic Street | 1750 | | |
| 8 Pleasant Street | 1759 | | |
| 175 Crane Neck Street | 1770 | WNB.15 | Capt. John Sargent House |
| 112 Crane Neck Street | 1775 | WNB.13 | |
| 158 Crane Neck Street | 1780 | | |
| 147 Crane Neck Street | 1790 | WNB.14 | |
| 11 Crane Neck Street | 1790 | | |
| 3 River Road | 1790 | | |
| 10 Harrison Ave | 1793 | | |
| 9 Bridge Street | 1800 | | |
| 10 Pleasant Street | 1800 | | |
| 23 Farm Lane | 1800 | WNB.20 | Chestnut Hill Farm |

| | | | |
|---------------------|------|---------|--------------------------------|
| 10 Prospect Street | 1805 | WNB.162 | |
| 51 Prospect Street | 1812 | WNB.165 | |
| 16 Pleasant Street | 1820 | | |
| 70 Bridge Street | 1830 | | |
| 71 Bridge Street | 1830 | WNB.7 | |
| 11 Church Street | 1834 | | |
| 5 Appleton Ct | 1840 | | |
| 89 Church Street | 1840 | | |
| 65 Bridge Street | 1850 | | |
| 4 Harrison Ave | 1850 | WNB.25 | Harrison Gray Otis Chase House |
| 14 Harrison Ave | 1850 | | |
| 47 Church Street | 1850 | | |
| 7 Mechanic Street | 1850 | | |
| 9 River Road | 1850 | | |
| 251 River Road | 1850 | WNB.167 | |
| 255 River Road | 1850 | | |
| 9 Kents Ct. | 1860 | | |
| 17 Mechanic Street | 1860 | | |
| 24 Way to the River | 1860 | | |
| 19 Mechanic Street | 1865 | | |
| 32 Whetstone Street | 1870 | | |
| 45 Church Street | 1872 | | |
| 67 Bridge Street | 1880 | WNB.6 | |
| 25 Church Street | 1880 | | |
| 37 Coffin Street | 1880 | | |
| 3 Pleasant Street | 1880 | | |
| One Sullivan's Ct | 1880 | | |

| | | | |
|----------------------|------|---------|------------|
| 24 Whetstone Street | 1880 | | |
| 26 Whetstone Street | 1880 | | |
| 33 Dole Place | 1882 | | |
| 16 Steed Ave. | 1886 | | |
| 75 Crane Neck Street | 1887 | WNB.16 | Hill House |
| 84 Crane Neck Street | 1887 | | |
| 93 Crane Neck Street | 1887 | WNB.18 | |
| 11 Bailey's Lane | 1888 | | |
| 5 Bailey's Lane | 1888 | | |
| 7 Bridge Street | 1888 | | |
| 36 Coffin Street | 1888 | | |
| 15 Mechanic Street | 1888 | | |
| 3 Merrill Street | 1888 | | |
| 4 Merrill Street | 1888 | | |
| 10 Merrill Street | 1888 | | |
| 11 Merrill Street | 1888 | | |
| 12 Merrill Street | 1888 | | |
| 14 Merrill Street | 1888 | | |
| 16 Merrill Street | 1888 | | |
| 14 Prospect Street | 1888 | | |
| 35 Prospect Street | 1888 | WNB.164 | |
| 16 Bailey's Lane | 1890 | | |
| 85 Bridge Street | 1890 | | |
| 73 Church Street | 1890 | | |
| 79 Church Street | 1890 | | |
| 7 Prospect Street | 1890 | | |
| 8 Prospect Street | 1890 | WNB.161 | |
| 12 Prospect Street | 1890 | | |

| | | | |
|--------------------|------|--|--|
| 15 Prospect Street | 1890 | | |
| 18 Prospect Street | 1890 | | |
| 19 Prospect Street | 1890 | | |
| 21 Prospect Street | 1890 | | |
| 23 Prospect Street | 1890 | | |
| 24 Prospect Street | 1890 | | |
| 26 Prospect Street | 1890 | | |
| 12 Steed Ave. | 1893 | | |
| 5 Mechanic Street | 1896 | | |
| 21 Coffin Street | 1900 | | |
| 44 Coffin Street | 1900 | | |
| 14 Sullivan's Ct. | | | used to be Post Office - moved to this site |



From: DPW Director
Sent: Friday, February 1, 2019 8:51 AM
To: Town Manager
Cc: Greg Hadden
Subject: RE: Page School Generator Status

Angus,

After detailed discussions with Greg Hadden and our consultant, it has been determined that the Critical Infrastructure of the Page School is connected to the new generator. This equipment powered by the new generator include;

Boiler

Heat Pumps

Hot water tanks

Refrigerators and Freezers

Fire Alarm System

Sprinkler System

Hallway lighting

During a power outage the building will operate in a safe manner to keep all the critical equipment in working order until power is restored. However, there is not enough power to actually have school with all the necessary lighting and computers. Nevertheless, with heat and hot water the building can be used as a shelter in case of emergency.

Wayne