



Town of West Newbury
Select Board
Monday, February 14, 2022 @ 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2022 FEB 10 PM 4:45

AGENDA

Executive Session: 5:30pm in 1910 Building, 381 Main Street: Select Board office/First Floor conference room

- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Police Union contract; Dispatch Union contract*);
- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*Police Chief contract; Fire Dept. staffing; Council on Aging staffing; Parks/Rec staffing; Water Dept. staffing/continuity of operations*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*31 Dole Place*).

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

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

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Regional Vaccination Clinics for COVID vaccination and booster shots. Town website for dates/details.
- Council on Aging meals, events and activities – see Town website for details.
- **Urgent call for residents interested in appointment to Finance Committee!** Call for other volunteers: current opportunities at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

Regular Business

- A. Special Event Permit Request: Road Race, June 12th at 8am – *Yukan Sports, LLC*
- B. Request for Class II Used Car License – *Newburyport Automotive, 330 Main Street*
- C. Update regarding Route 113 (Main Street)/Page School/Pipestave safety audit – *Liz Oltman, TEC*
- D. Summary/recap of Select Board / Town Manager goal-setting meeting held on February 5th, 2022
- E. Presentation of proposed FY23 operating budget – *Angus Jennings, Town Manager*
- F. Select Board discussion of proposed operating budget, and referral to Finance Committee
- G. Review of proposed/potential warrant articles for spring Annual and Special Town Meetings scheduled for Saturday, May 14, 2022 at 9am
- H. Vote to close Annual and Special Town Meeting warrants
- I. Referral of proposed FY23 capital articles to Capital Improvements Committee
- J. Recap of School Building Committee discussion of native plantings at Middle/High School

Town Manager Updates

- K. Update regarding wage/classification study
- L. Upcoming meetings regarding site analysis and conceptual planning for Mill Pond All Persons Trail
- M. Update re ongoing research regarding MBTA Communities legislation; applicability to West Newbury
- N. Updates regarding ongoing work of Stormwater Working Group
- O. Executed agreement regarding West Newbury participation in 2022 Municipal Cybersecurity Awareness Grant Program
- P. Follow up meeting assignment; placing items for future agendas

Addendum to Meeting Notice regarding Remote Participation

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

Zoom Meeting

Phone: (646) 558 8656

Meeting ID: 853 9422 6761

Passcode: 510607

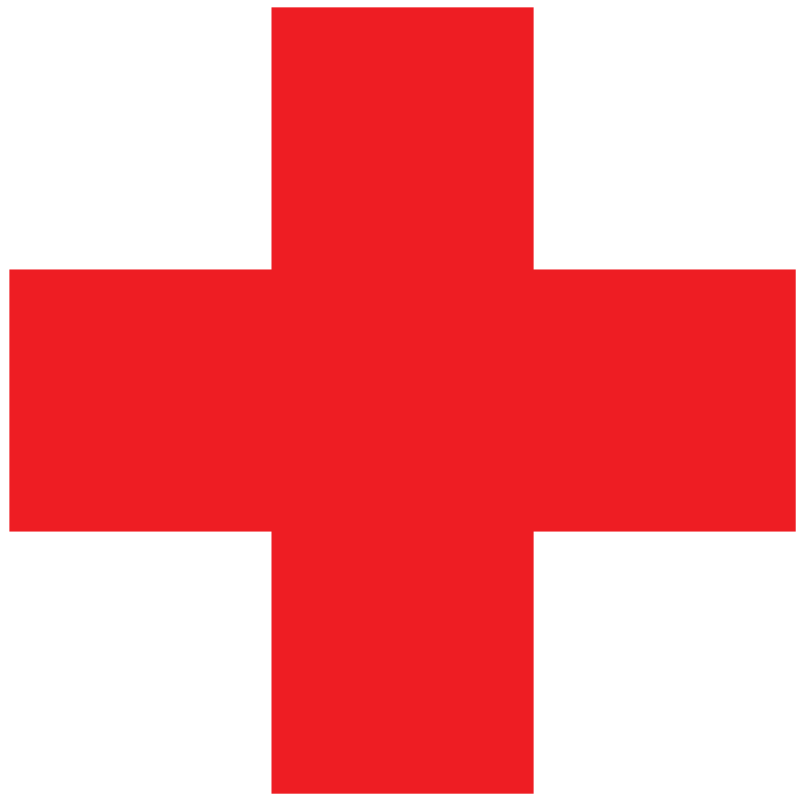
Join at: <https://us06web.zoom.us/j/85394226761?pwd=RFdhRFZvZmpsZXJkUHNMMXpMdU9KUT09>

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

Give blood.

Every 2 seconds someone
in the U.S. needs blood.

American Red Cross



Town of West Newbury Blood Drive

Town Office Building Annex
381 Main Street
West Newbury, MA 01985

**Wednesday, March 23, 2022
2:00 p.m. to 7:00 p.m.**

Please call 1-800-RED CROSS (1-800-733-2767) or visit RedCrossBlood.org and enter: West Newbury to schedule an appointment.

Streamline your donation experience and save up to 15 minutes by visiting RedCrossBlood.org/RapidPass to complete your pre-donation reading and health history questions on the day of your appointment.



Scan to be directed to
RapidPass®

Come give blood in March and get a \$10 e-gift card, from our partners at Fanatics! PLUS, get a chance to win a trip to the 2022 MLB All-Star Game in LA, including round-trip airfare and 4-night hotel accommodations for 2! See rcblood.org/team for details.



Scan to schedule
an appointment.

1-800-RED CROSS | 1-800-733-2767 | redcrossblood.org | Download the Blood Donor App

https://www.newburyportnews.com/news/west-newbury-dpw-crews-repair-water-break-issue-message/article_0c282bc8-869a-11ec-a536-97cfeddb7de0.html

West Newbury DPW crews repair water break, issue message

By Jennifer Solis Correspondent

Feb 5, 2022



WEST NEWBURY — Less than two weeks after a water main break left town crews working into the wee hours on Bridge Street one Sunday at the end of January, another break on Pleasant Street had them once again toiling overnight.

The second break happened Thursday night, just hours before Public Works Department employees had to start the sanding and plowing needed to stay ahead of icy road conditions during Friday's winter storm.

These above and beyond efforts in recent weeks prompted a shout out on the town website for the Public Works, Water Department, and Public Safety crews; and a call for residents to do their part as well.

"We'd like to take this opportunity to express our deepest gratitude and appreciation for our incredibly hard-working and dedicated Department of Public Works, Water Department, and West Newbury Public Safety crews," the website message opens.

It goes on to state that residents, taxpayers and water ratepayers need to understand how fortunate the town is "for these professionals' excellent work, often under duress," adding "We don't express our thanks nearly often enough."

Wednesday's water main break on Pleasant Street required the crews to work through the night, completing the job at 6 a.m. only to begin snow and ice field operation at 6:18 a.m.

The water main break on Bridge Street, which occurred in late afternoon on Jan. 23, altered service for all residents on Bridge Street and a few on Albion Lane as the Water Department and others worked late into the night on an eight-hour repair job. The emergency was triggered when an aging service saddle that connects the water main to water service broke.

According to a report on Massachusetts' water infrastructure and the implications for municipal budgets issued by State Auditor Suzanne Bump in 2017, West Newbury is not alone in facing challenges related to aging water systems.

Some aspects of the town's water infrastructure are in excellent shape, such as the new well field and chemical treatment building, the new Brake Hill water tank, and repairs to the Pipestave water tank, which are due to take place later this spring. Still, the aging water mains — many of which were built in the 1930s with Depression-era

New Deal funding — will require a major investment which the town has yet to figure out how to pay.

The website message concluded with a reposting of an article that ran in The Daily News on Feb. 3 regarding dog walkers not cleaning up after their pets when visiting the trails at the reservoir on Moulton Street. Accompanying the article was the following message:

“Then to see an article like today's re: dog waste left on public land. ... Our staff stay busy year-round – and sometimes literally around-the-clock. We can promise you they have other work to do than clean up for other peoples' dogs,” it states.

“Please do your part to be a good citizen, and allow the time of your tax and ratepayer-funded team to go toward the important work that needs to be done!”



Hours

Monday-Thursday 8 am-4:30 pm
Friday 8 am-noon

Contact

Phone: 978-363-1104
Email: coa@wnewbury.org
Mail: 381 Main Street
West Newbury, MA 01985

Staff

Christine Marshall, Interim
Director
Jen Vincent, Meal Site Manager
Henry Cross, Van Driver

Board Members

Laurie Spielvogel, Chair
Marjorie Peterson, Vice-Chair
M. Dorothy Cavanaugh, Treas.
Jacqueline Johnston, Secretary
Gail DiNaro
Dianne Faulkner
Jessa Haynes
Mary Joyce-Acosta
Richard Preble
Joseph Publicover
Barbara Warne

Mission Statement

The mission of the West Newbury COA is to provide support services and programs which will enrich the lives of West Newbury citizens ages 60 and over. The council maintains information, knowledge and interest in the local, state and federal affairs which relate to the welfare of our residents.

The Senior Center is OPEN every day!

watch the news - read the newspaper - socialize - enjoy a cup of coffee - borrow a book or puzzle - VISIT US TODAY!

SPOTLIGHT

- ◆ NEW - You asked for another exercise class and you got it! Brian Coyne has added Mondays to the schedule starting April 4 with another 3B Class.
- ◆ NEW - Craft Corner (page 4)
- ◆ Therapy Dog Lulu Visits Us! (page 4)
- ◆ NEW - DIY Spring Sign Painting Class (page 5)
- ◆ West Newbury Garden Club Plant and Bake Sale (page 5)
- ◆ Holiday Closure - Patriots' Day on Monday, April 18, 2022



VOLUNTEERS

We are looking for volunteers to lead programs, deliver Sunray Café meals and help with newsletter mailings. If you have a program idea - maybe a card game or craft - please consider being a group leader. We will work together to design a program. If you have time to spare and would like to get involved, please contact Christine or Jen at 978-363-1104.



ELECTRONIC NEWSLETTER



If you wish to receive the newsletter electronically via email, please call 978-363-1104 to request this service or email coa@wnewbury.org - thank you!

Receive your newsletter quicker and save paper!

The newsletter is also available on the Town web site at www.wnewbury.org/council-aging-senior-center



STAY ACTIVE, STAY FIT

3B Class - Balance, Bones and Brain

Thursdays at 9:00 am

Fitness with Brian Coyne - 3B Fitness incorporates balance exercise to help prevent falls, strength training to improve bone density, and trivia and brain games to help with cognition. All this with great music will keep you motivated and accountable. This class is appropriate for all fitness levels and is run by certified personal trainer, Brian Coyne, who has over 15 years of experience.

\$5 suggested donation. Located in Town Offices Annex.

NEW

NEW 3B CLASS starts on APRIL 4 - additional day by request **Mondays at 9:00 am!**

Yoga is for Any Body

Fridays at 10:00 am

Yoga for everyone - every age - every body - every gender. Yoga unites the mind, body and soul in a way that eases tension, reduces inflammation and promotes health and well being. Yoga not only helps improve your body, but also helps with mindfulness and meditation. Focusing on your breath during practice is key to staying in tune with your mind and body. All are welcome to attend. Please wear comfortable clothing and bring a towel or mat. \$5 suggested donation. Located in Town Offices Annex.

TRANSPORTATION

Senior Center Van Rides & Medical Transportation Rides

Do you need rides to your medical appointments? Want to visit a friend, pick up a book at the library, or have your hair done? We can help make that happen. Please call the Senior Center at 978-363-1104 at least 48 hours in advance to schedule - the earlier the better! Donations accepted.

Grocery Shopping Trips to Market Basket

March 11, 25 | April 8, 22

Van trips to Market Basket have returned on Fridays! Limit of 2 passengers on van; van is sanitized before and after each trip. Please call the Senior Center at 978-363-1104 to sign up 48 hours prior.

NEET (Northern Essex Elder Transport, Inc.)

We have partnered with NEET, a non-profit volunteer program providing transportation to medical appointments and errands. This is a great option when our van driver is already booked! Don't miss an appointment - contact us at 978-363-1104 for more information.

Ring & Ride

Ring & Ride is a curb-to-curb transportation service provided by the Merrimack Valley Regional Transit Authority (MVRTA) for the residents of West Newbury. This service allows residents to travel anywhere within the MVRTA communities of Amesbury, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Methuen, Newbury, North Andover, Rowley, and West Newbury. The service also allows you to connect to the MVRTA fixed route bus system. For reservations call 978-469-6878 press option 3 between 8 am and 4:30 pm Monday through Friday at least one day in advance. Rides cost only \$2.

HEALTH & RESOURCES

Covid-19 Shots and Booster Vaccinations

The Lower Merrimack Valley Regional Collaborative will continue to add future clinics as needed. Stay tuned for updates on the Town website under Town News or call the Health Department at 978-363-1100 ext. 118 or 119.

Meals on Wheels

Call AgeSpan at 1-800-892-0890

Meals on Wheels can be arranged by calling AgeSpan (formerly Elder Services of the Merrimack Valley & North Shore) at 1-800-892-0890 and ask for the Intake Department. Access to nutritious food is important for healthy aging. AgeSpan offers a variety of nutrition services designed to help people stay healthy and independent in their community.

Blood Pressure Clinics

March 8 & 22 | April 12, 26 | 1:00-2:00 pm

Together with the West Newbury Fire Department, the Council on Aging is offering FREE Blood Pressure Screenings at the Senior Center, 381 Main Street, Ground Floor. Please stop by the Senior Center for your free screening and enjoy a healthy snack!



Foot Care Appointments

Appointments are available during the early evening and one Saturday per month. Please call Valerie to schedule your appointment at 781-424-7707.



Medical Equipment Closet

Medical equipment is donated to us, we sanitize the equipment, and loan it out to residents in need. Please give us a call to ensure that we have what you need. Equipment is available as long as you need it. If the Center is closed, please call the NON-EMERGENCY Police Number at 978-363-1213.

Need Help With Medicare? SHINE Can Help!

Regional SHINE Office at 978-946-1374

SHINE = **S**erving **H**ealth **I**nsurance **N**eeds of **E**veryone...on or eligible for Medicare. Certified SHINE counselors offer free, unbiased, confidential counseling on all aspects of health insurance to anyone on or eligible for Medicare. Are you turning 65 this year and have questions about Medicare? Call the **Regional SHINE Office at 978-946-1374**. A Shine counselor will return your call within 48 hours.

What is SHINE?

SHINE: Serving the Health Insurance Needs of Everyone
(on or eligible for Medicare)

- Provides free and unbiased insurance information and counseling to Medicare beneficiaries and their caregivers
- 600+ highly trained, certified SHINE counselors in Massachusetts, in-kind and volunteers
- SHINE counselors are available at Senior Centers, Councils on Aging (COAs), community hospitals and many other community-based sites



Elder Services of the Merrimack Valley, Inc.

Choices for a life-long journey



MONTHLY PROGRAMS

Sunray Café - Wednesday Lunches

We are happy to announce that Jen's homemade meals are being offered **weekly** to residents over the age of 60. Please call the Senior Center at 978-363-1104 to sign up. Meals for March and April will continue to be delivered. Meals are limited to the first 45 residents who sign up.

March 2:	Baked Ziti	April 6:	Chef Salad Plate
March 9:	Shepherd's Pie	April 13:	sorry no meal this week
March 16:	Chicken Noodle Soup	April 20:	Meatloaf
March 23:	American Subs	April 27:	Hearty Minestrone Soup
March 30:	Corn Chowder		



Therapy Dog Visit with Lulu

Wednesday, April 6 at 1:00 pm

Please join us for an hour of socializing with Therapy Dog, Lulu, in the Town Offices Annex. You may have heard that Sherrie and Lulu visit the Library on Saturdays, and now it's our turn! Lulu is a member of the Pets and People Foundation. Well-established studies document the beneficial effects of petting and interacting with a gentle dog or cat. Pets & People therapy teams deliver their mission to ease sadness and spread joy, laughter, comfort and warmth.

Please register by calling the Senior Center at 978-363-1104.



Craft Corner

Every Thursday at 1:00 pm

Calling all crafters! Join our drop in group every Thursday from 1:00-3:00 pm in the Senior Center. Bring the project you are working on - knitting, crochet, cross stitch, sewing, etc. and share your ideas with fellow crafters. We hope to see you soon!

Council on Aging Board Meeting

March 3 | April 7 at 10:00 am

The COA Board meets in the First Floor Hearing Room in Town Offices. All are welcome to attend!

Food Pantry

March 7, 21 | April 4, 19 | 9-10:30 am (and by appointment)

If you or someone you know needs a little extra help, please stop by. The pantry is open the 1st, 3rd and 5th Monday of every month or call for an appointment. (Open on Tuesday if Monday is a holiday.) We accept donations to the food pantry of unexpired food items, toiletries and paper goods. Monetary donations can be made on the Town's web site / click on *Pay Bills* icon / *Donation* or by check payable to "Town of West Newbury." Thank you for your support!

Coffee and Conversation

March 17 | April 21 at 10:00 am

Please join our monthly Coffee Hour to chat with the Council on Aging Board members and staff. We would love to hear your ideas as we move towards more in-person programming. Coffee and refreshments will be served. Social distancing will be maintained.

MONTHLY PROGRAMS

DIY Sign Painting Class

Wednesday, March 30 | 1:00-4:00 pm

What better way to celebrate spring than with a new door hanger or wall sign? Sign up today for this fun DIY class with Courtney Krigest. \$10 suggested donation for supplies. Advanced registration required. Limit of 10 participants. Pick a sign from below and pick stained or painted background. Dimensions are as follows: square sign is 14"x12" and round is 12". Call to register 978-363-1104.



(A)



(B)



(C)



(D)

West Newbury Garden Club Plant and Bake Sale

Mark your calendar...

Saturday, May 21, 2022 | 8:30 am-Noon

The annual WNGC Plant and Bake Sale will be held on Saturday, May 21, 2022 on the Training Field in West Newbury. In the event of heavy rain, the sale will be held on Sunday the 22nd. The hours of the sale are 8:30 a.m. to 12:00 p.m. Perennials, herbs, vegetables, shrubs, trees and native plants will be ready for you to plant in your gardens. This year we will have a larger assortment of native plants due to their demand at last year's sale. Our plants disappear quickly, so plan to shop early.

If you would like to donate some of your plants to the Plant Sale but need help digging, please call, text or email the contact name below. We will begin digging when the ground is no longer frozen, and the plants are a few inches tall. We find it's better to pot plants at this size, so they develop strong root systems before they are sold.

The proceeds from our Plant Sale are used to fund scholarships we award to graduating high school students planning study in environmentally related fields. The proceeds also fund the speaker series program at our monthly meetings. New members are always welcome.

Contact Gail DiNaro at: gdinaro@comcast.net
or cell: 508-633-7609



CALENDAR OF EVENTS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MARCH	1	2	3	4
		Sunray Café	9:00 3B Class 10:00 COA Meeting 1:00 Craft Corner	10:00 Yoga
7	8	9	10	11
9:00 Food Pantry	1:00 Blood Pressure	Sunray Café	9:00 3B Class 10:00 Veterans' Agent 1:00 Craft Corner	10:00 Yoga Market Basket Trip
14	15	16	17	18
9:00 Senator Tarr's Office		Sunray Café	9:00 3B Class 10:00 Coffee & Conversation 1:00 Craft Corner	10:00 Yoga
21	22	23	24	25
9:00 Food Pantry	1:00 Blood Pressure	Sunray Café	9:00 3B Class 1:00 Craft Corner	10:00 Yoga Market Basket Trip
28	29	30	31	APRIL
		Sunray Café 1:00 DIY Spring Sign Painting	9:00 3B Class 1:00 Craft Corner	10:00 Yoga

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
APRIL	5	6	7	8
9:00 Food Pantry 9:00 3B Class		Sunray Café 1:00 Therapy Dog Lulu	9:00 3B Class 10:00 COA Meeting 1:00 Craft Corner	10:00 Yoga Market Basket Trip
11	12	13	14	15
9:00 3B Class 9:00 Senator Tarr's Office	1:00 Blood Pressure		9:00 3B Class 10:00 Veterans' Agent 1:00 Craft Corner	10:00 Yoga
18	19	20	21	22
CLOSED PATRIOTS' DAY	9:00 Food Pantry	Sunray Café	9:00 3B Class 10:00 Coffee & Conversation 1:00 Craft Corner	10:00 Yoga Market Basket Trip
25	26	27	28	29
9:00 3B Class	1:00 Blood Pressure	Sunray Café	9:00 3B Class 1:00 Craft Corner	10:00 Yoga

RECIPE BOX

Magic Cookie Bars

- 1/2 cup salted butter melted
- 1 1/2 cups graham cracker crumbs
- One 14 ounce can sweetened condensed milk
- 2 cups semi-sweet chocolate chips
- 1 1/3 cups flaked coconut
- 1 cup chopped nuts

Submitted by Jen Vincent

Instructions:

- 1) Pre-heat oven to 350 or 325 for glass dish
- 2) Spray 9x13 pan with cooking spray or line with parchment paper
- 3) Combine graham cracker crumbs and melted butter
- 4) Press mixture into bottom of pan
- 5) Pour sweetened condensed milk evenly over crust
- 6) Sprinkle even layers of chocolate chips, coconut & nuts
- 7) Press down firmly with back of spoon into condensed milk (but don't break through to the crust)
- 8) Bake for 25 minutes in preheated oven or until lightly browned all over. If you notice top browning too fast, you can cover with tinfoil for a few minutes and keep baking.
- 9) Cool bars completely before slicing.
- 10) Store covered at room temperature or in a closed container in the freezer for up to 3 months.

FUN & GAMES

DESSERTS

WORD SCRAMBLE

- CAECKPU _____
- EIP _____
- BINOERW _____
- YLEJL _____
- TUNGUHOD _____
- IRUSAIMT _____
- BORETS _____
- ICKOEO _____
- FWELFA _____
- FUNFIM _____
- DUPINGD _____
- LTOCAHOEC _____
- FEGDU _____
- ACEK _____
- SMOESU _____

Chevron Lemon | www.chevronlemon.com | For personal use only

Recipe

Please submit your favorite recipe for a future newsletter. Drop your recipe off at the Senior Center or email coa@wnewbury.org.

Thank you for participating!



STATE & LOCAL REPRESENTATIVES OFFICE HOURS

Office of Senator Bruce Tarr

Monday, March 14 | 9:00-10:00 am

Monday, April 11 | 9:00-10:00 am

Veterans' Agent, Karen Tyler

Thursday, March 10 | 10:00-11:00 am

Thursday, April 14 | 10:00-11:00 am

Office hours are in-person and held in the lobby or Senior Center, 381 Main Street, West Newbury.

WEST NEWBURY IMPORTANT DATES

Last day to obtain **Nomination Papers** is Thursday, March 10, 2022

Last day to **Register to Vote** before election is Tuesday, April 5, 2022

Town Election is Monday, May 2, 2022 from 7am-8pm

Annual and Special Town Meeting is Saturday, May 14, 2022 starting at 9am



West Newbury Council on Aging
381 Main Street
West Newbury, MA 01985

PRSR STD
U.S. POSTAGE
PAID
W. NEWBURY, MA
Permit No. 68

Special Event Application



A

Organization or Group YuKan Sports, LLC

Person Making Reservation Rich Morrell

Mailing Address PO Box 780, Rockport, MA 01966

Phone [REDACTED]

e-mail [REDACTED]

Event Date: 6/12/22 Start Time 8:00am End 11:00am
Time _____

Reason for Event Road Race

Number of attendees 350

Check Appropriate Block:

Resident Non-resident

Fund Raising Group Non-Profit Commercial Other

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

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

1. The location of the event on the property _____
Start and finish at 40 Parker St., Newburyport, MA 01950

2. For road or walk race, a detailed map of the route _____
Please see attached map

3. Features and attractions _____

4. Participant circulation _____

5. Proposed parking including how you will handle overflow parking _____
Parking at 40 Parker St., Newburyport, MA 01950

6. Any proposed road closures n/a

7. Location of trash receptacles and dumpsters _____
Water stations near 43 Moulton St. and 38 Rogers St. West Newbury, MA

8. Location of temporary toilet facilities _____

9. Accessible routes for the disabled or mobility impaired _____

10. Locations, size and number of any tents, trailers or temporary structures _____

11. Location, size, and description of any signage or banners
"RACE" arrow signs on telephone poles to direct runners

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
Water and Gatorade at aid stations

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. _____

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance _____

Name: Rich Morrell Event: Town & Country Half Marathon

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

Rich Morrell 1/19/22
Individual/Authorized Signature for Group Date

Chief of Police's Signature: Chief Durand no email Date: 1/27/2022
Requests and comments:

**Police detail -
Garden and Rogers Street
and Turkey Hill and South Street**

Fire Chief's Signature: Chief Dwyer via email Date: 1/24/2022

Requests and comments:

**Approved
If you require an EMS detail please
email or call the FD 978-363-1120
dwyer@westnewburysafety.org**

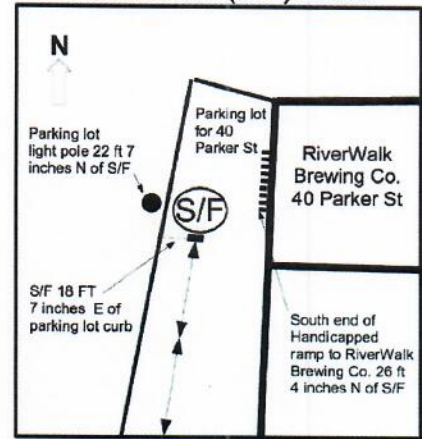
Approval granted if signed here by Select Board Date: _____

Requests and comments:

Town & Country Half Marathon

(21.0975 km)
Newburyport, Massachusetts

Start/Finish (S/F) Detail



USATF Certificate

MA20002BK
Effective: 03/19/2020
Through: 12/31/2030

Start/Finish & Turnaround marked with PK-Nail and a spot of blue paint (UP = Utility Pole).
Start/Finish: On west side of 40 Parker Road parking lot 18 ft 7 inches east of the parking lot curb, 22 ft 7 inches S of a parking lot light pole, & 26 ft 4 inches S from end of handicapped ramp to the RiverWalk Brewing Co. on opposite side.

Mile 1: On northwest side of Parker St 18 ft 3 inches SW of a storm drain on same side, & 8 ft 3 inches SW of the southwest side of 104 Parker St (pink bldg) on opposite side.

Mile 2: On north side of Scotland Rd 56 ft NE of UP 64 84 on same side but opposite northeast side of Scotland Heights Dr.

Mile 3: On northwest side Scotland Rd 27 ft NE of "Massachusetts State Police Newbury" sign in grass opposite driveway for 193 Scotland Rd.

Mile 4: On northwest side of South St 66 ft NE of UP 27 20 20 with "Speed Limit 30 & Caution Children" signs & about 130 ft NE of driveway for 50 South St.

Mile 5: On northeast side of Ash St even with southeast side of driveway for 220 Ash St.

Mile 6: On east side of Moulton St 9 ft S of UP 46 46 on opposite side, about 150 ft SW of unmarked driveway for a house high on hill.

Mile 7: On north side of Indian Hill St at the beginning of intersection with Garden St & 25 ft E of mailboxes for 55 & 57 Indian Hill.

Mile 8: On south side of Rogers St 35 ft W of UP 11 11, about 95 ft W of "Raw Milk Eggs" farm sign, & about 150 ft E of 40 Rogers mailbox.

Mile 9: On east side of Turkey Hill Rd at beginning of sharp curve about 75 ft SW of double yellow curve signs on opposite side.

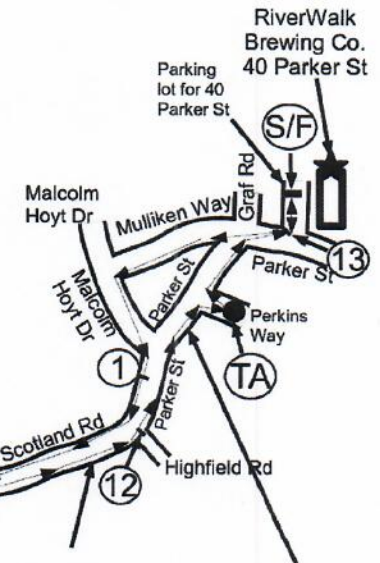
Mile 10: On south side of South/Scotland Sts 38 ft W of I-95 West Exit Ramp & opposite I-95 West Entrance Ramp.

Mile 11: On south side of Scotland Rd 9 ft W of "Speed Limit 45" sign on same side & about 130 ft W of driveway for 105 Scotland.

Mile 12: On southeast side of Scotland/Parker Sts in the middle of the intersection with Highfield Rd.

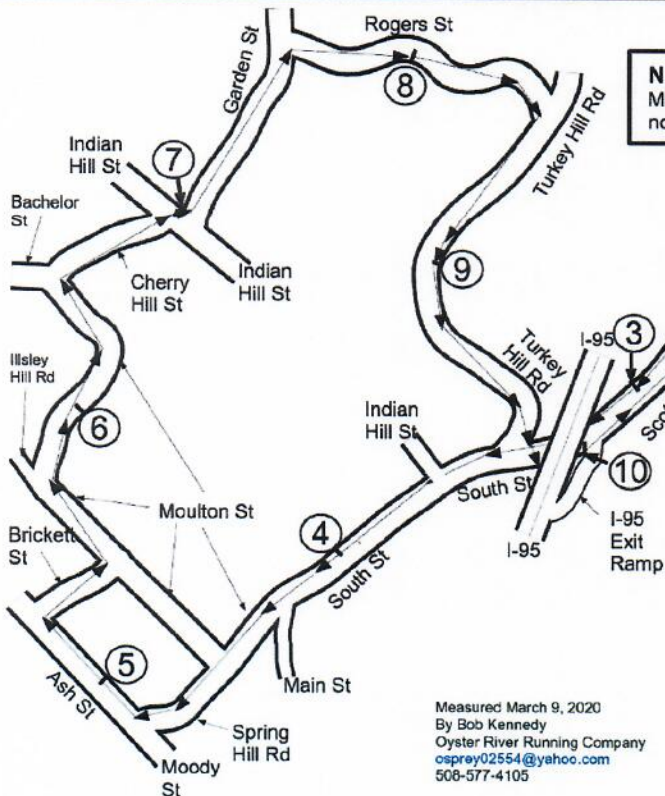
Turnaround (TA): In middle of Perkins Way 17 ft 6 inches E of a red Fire Hydrant & 88 ft 10 inches E of UP with no # both on north side of Perkins Way, UP is opposite east side of driveway for 4 Perkins Way.

Mile 13: On west side of the entrance to the parking lot for 40 Parker St, 23 ft S of "Parking for 40 Parker Street Business Only..." sign, & 12 ft 6 inches N of the white shoulder line on north side of Parker St.



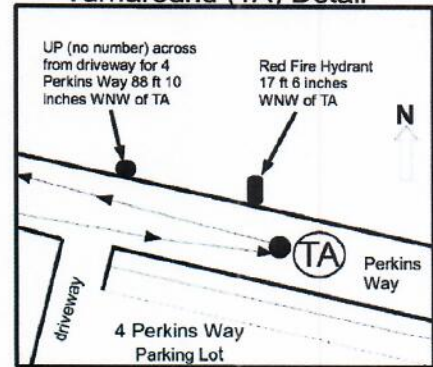
Note: Map not drawn to scale. Many streets and cross streets not on map.

Restrictions: Runners restricted to the wide shoulder to the right of the white shoulder line of Parker St, Scotland Rd & South St going out and returning.



Measured March 9, 2020
By Bob Kennedy
Oyster River Running Company
osprey02554@yahoo.com
508-577-4105

Turnaround (TA) Detail



mailed 1/27/22



B

Town of West Newbury Select Board

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115
selectboard@wnewbury.org

January 27, 2022

Richard Daher
Newburyport Automotive, Inc.
330 Main Street
West Newbury, MA 01985

Dear Richard:

Thank you for dropping off the paper work for your Class II Used Car Dealer's License. I have attached the previous license for Pearson's Automotive, 330 Main Street to let you know what will be before the Select Board on Monday, February 14th.

Please let me know if you have any questions.

Sincerely,

Annie Sterling
Residents Services Admin

Enc./

NUMBER

2022-02

THE COMMONWEALTH OF MASSACHUSETTS

\$20.00^{FEE}

TOWN of WEST NEWBURY

**USED CAR DEALER'S LICENSE - CLASS II.
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto James Pearson DBA Pearson's Automotive

is hereby licensed to buy and sell second-hand motor vehicles at No. 330 Main Street St. West Newbury, MA 01985

on premises described as follows:

Three (3) bay garage with parking lot on either side of building.
Provision: No more than three used cars at any one time for the
purpose of selling.

December 21, 2021.

[Handwritten signatures]

THIS LICENSE EXPIRES JAN. 1, 2022

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

FORM 55  HOBBS & WARREN™

(OVER)



Town of West Newbury

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115 |

Class II Used Car License Applicants:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Newbury Port Automotive Store
*Signature of Individual
Or Corporate Name (Mandatory)

[Signature]
By: Corporate Officer

Newbury Port Automotive 330 Main Street
Print Name and Address

[Redacted]
**Social Security ID #

1/22/2022
Date

*This license will not be issued unless the applicant signs this certification clause.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of M.G.L. c. 62C s49A.

MASSACHUSETTS USED CAR DEALER'S BOND

KNOW ALL MEN BY THESE PRESENTS, that we,

newburyport automotive inc

of 330 main street

West Newbury, MA 01985

as Principal, and

NGM Insurance Company

55 West Street

Keene NH 03431-7000

authorized to do business in the Commonwealth of Massachusetts. as Surety, are held and firmly bound unto

Town of West Newbury

381 Main St

W Newbury, MA 01985

as Obligee, for the benefit of all natural persons who suffer loss as defined by Chapter 140, Section 58 of the General Laws as amended by Chapter 422 of the Acts of 2002, by reason of purchase of a motor vehicle from the said Principal, in the sum of

Twenty Five Thousand and 00/100 Dollars

(\$ 25,000), for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assignees, jointly and severally, firmly by these presents.

Whereas the said Principal is a Dealer having an established place of business at

330 main street

West Newbury, MA 01985

in the Commonwealth of Massachusetts, and is required to furnish a bond in accordance with Chapter 140, Section 58.

Now, therefore, the condition of this obligation is such that if the said Principal shall faithfully observe the provisions of Chapter 140, Section 58, then this obligation shall be void and of no effect; otherwise it shall remain in full force and virtue. The aggregate liability of the Surety shall in no event exceed the amount of this bond regardless of the number of claims against the bond or the number of years the bond remains in force.

The Foregoing Agreement is Subject to the Following Conditions and Limitations:

- Section 1. Recovery Against this bond may be made by any natural person who obtains a final judgment in court against the dealer for an act or omission on which the bond is conditioned if the act or omission occurred during the term of the bond. No suit may be maintained to enforce any liability on the bond unless brought within one year after the event giving rise to the cause of action.
- Section 2. Notice of any suit under this bond must be made in writing to the Obligee (written acknowledgement of receipt of said notice by the Obligee to be prima facie evidence of compliance with this requirement of notice).
- Section 3. The Surety may cancel said bond by giving thirty (30) days notice in writing by U.S. First Class mail to the Obligee and this bond shall be deemed cancelled.

Effective this 24th day of January, 2022.

Witness

newburyport automotive inc

(Seal)

By _____

Principal

Witness

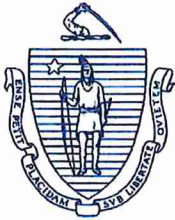
NGM Insurance Company

By _____

Surety

Craig Childs Attorney-in-Fact





The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Newburyport Automotive Inc

Address: 330 Main Street

City/State/Zip: West Newbury MA 01985 Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with 1 employees (full and/ or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other Automotive Repair & Sales

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Travelers Inc.

Insurer's Address: P.O. Box 4614

City/State/Zip: Buffalo, NY 14240

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 01-14-2023

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 1/22/2022

Phone #: 781-366-6141

Official use only. Do not write in this area, to be completed by city or town official.

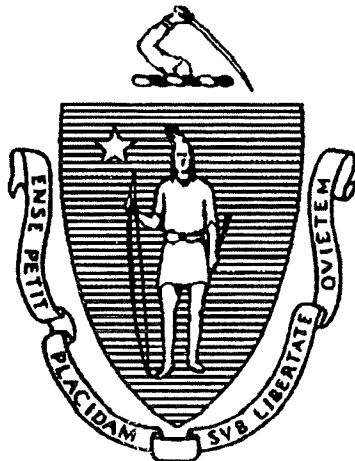
City or Town: Town of West Newbury Permit/License # 22-04

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other Select Board

Contact Person: Annie Sterling Phone #: 978-363-1100 ext 113

**NOTICE
TO
EMPLOYEES**



**NOTICE
TO
EMPLOYEES**

**The Commonwealth of Massachusetts
DEPARTMENT OF INDUSTRIAL ACCIDENTS
LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111
(617) 727-4900 – www.mass.gov/dia**

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above mentioned chapter by insuring with:

THE TRAVELERS INSURANCE COMPANIES

NAME OF INSURANCE COMPANY

**P.O. BOX 4614
BUFFALO, NY 14240-4614**

ADDRESS OF INSURANCE COMPANY

01-14-22 TO 01-14-23

POLICY NUMBER

EFFECTIVE DATES

CHARLES OBEID INS AGCY

**1895 CENTRE ST
WEST ROXBURY, MA 02132-933**

NAME OF INSURANCE AGENT

ADDRESS

PHONE #

NEWBURY PORT AUTOMOTIVE INC

**326-330 MAIN ST
WEST NEWBU
MA 01985**

EMPLOYER

ADDRESS

EMPLOYER'S WORKERS COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER



ONE TOWER SQUARE
HARTFORD CT 06183

WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

TYPE V INFORMATION PAGE WC 00 00 01 (A)

POLICY NUMBER: [REDACTED]
NEW-22

INSURER: THE TRAVELERS INDEMNITY COMPANY OF CONNECTICUT
A Stock Company

NCCI CO CODE: 12637

1.

INSURED:
NEWBURY PORT AUTOMOTIVE INC
326-330 MAIN ST
WEST NEWBURY, MA 01985

PRODUCER:
CHARLES OBEID INS AGCY
1895 CENTRE ST
WEST ROXBURY, MA 02132-933

Insured is A CORPORATION

Other work places and identification numbers are shown in the schedule(s) attached.

2. The policy period is from 01-14-22 to 01-14-23 12:01 A.M. at the insured's mailing address.

3. A. **WORKERS COMPENSATION INSURANCE:** Part One of the policy applies to the Workers Compensation Law of the state(s) listed here:
MA

B. **EMPLOYERS LIABILITY INSURANCE:** Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident: \$ 1,000,000 Each Accident
Bodily Injury by Disease: \$ 1,000,000 Policy Limit
Bodily Injury by Disease: \$ 1,000,000 Each Employee

C. **OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here:

AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MD ME MI MN
MO MS MT NC NE NH NJ NM NV NY OK OR PA RI SC SD TN TX UT VA VT WI
WV

D. This policy includes these endorsements and schedules:

SEE LISTING OF ENDORSEMENTS - EXTENSION OF INFO PAGE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made **ANNUALLY**

DATE OF ISSUE: 01-14-22 OC

OFFICE: HUDSON 126

PRODUCER: CHARLES OBEID INS AGCY CTR56

******NOTE this notice is for the principal addressed below and should not be filed with the obligee******

Fidelity or Surety Bond

newburyport automotive inc
330 main street
West Newbury, MA 01985

PRIVACY NOTICE

Dear Principal:

This letter describes our practices and procedures designed to protect your non-public personal information. The privacy area is the subject of much public debate as well as federal and state legislation. We thought you should know of the protections your surety company has put in place to ensure the confidentiality of your non-public information. As your surety company, our objective is to professionally serve your surety and fidelity needs. We recognize that in providing these services there is an obligation to safeguard the personal information you have entrusted to us as well as other non-public personal information that is provided to us as part of the surety or fidelity transaction. All of our surety companies listed above adhere to these practices and procedures.

OUR POLICY

We do not disclose any non-public personal information about our policyholders or claimants to any third parties except as is permitted by law. Any such disclosures are made for the purpose of underwriting and transacting the business of your surety or fidelity coverage or your claim. We do not sell or provide your non-public personal information to others for their marketing purposes.

THE INFORMATION WE COLLECT

Most of your non-public personal information is provided by you on your application for surety or fidelity bond(s). Depending on the type of surety or fidelity bond policy you request, we may seek additional information about you or other individuals who are being proposed for coverage. In certain circumstances we may collect information about you from third parties. For example, for surety or fidelity bonds we may seek financial reports and information from banks or CPA's as well as other background information. We may receive information about you from a consumer reporting agency. This information allows us to properly underwrite and rate your surety or fidelity bond coverage and to complete the other transactions incidental to your surety or fidelity bond coverage.

INFORMATION DISCLOSURES THAT WE MAKE

We do not disclose any non-public personal information about our policyholders except as it is permitted by law. In some cases this may mean information can be disclosed to third parties without your authorization. These disclosures may include those made to your agent or broker, appraisers and independent adjusters who investigate, defend or settle your claims, surety regulators, and/or your financial institution. These are some of the disclosures that are permitted by law.

LIMITATIONS ON ACCESS TO YOUR PERSONAL INFORMATION AT THE COMPANY

We restrict access to your personal information to our employees who need to know the information in order to provide you with the surety or fidelity products and services you have requested. Electronic and procedural safeguards are maintained by the Company to ensure the confidentiality of your information. These safeguards are in compliance with state and federal laws designed to guard your non-public personal information. Our employees are educated on the importance of maintaining the procedures we have put in place to safeguard your personal information.

ADDITIONAL INFORMATION

If you would like to receive a copy of our privacy policy and/or access to your information, please contact us as follows:

Main Street America Insurance
Attn: Privacy Compliance Coordinator
55 West Street
Keene, NH 03431

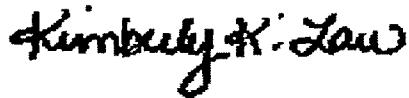
IMPORTANT NOTICE

IN COMPLIANCE WITH THE REQUIREMENTS OF THE FAIR CREDIT REPORTING ACT (PUBLIC LAW 91-508), MAIN STREET AMERICA INSURANCE ADVISES THAT AS PART OF OUR ROUTINE PROCEDURE IN REVIEWING APPLICATIONS FOR SURETY OR FIDELITY BONDS OR RENEWALS OF SURETY OR FIDELITY BONDS COVERAGE, WE MAY PROCURE A CONSUMER REPORT INCLUDING INFORMATION AS TO THE CONSUMER'S CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS OR MODE OF LIVING. IF SUCH SURETY OR FIDELITY BOND IS FOR AN INDIVIDUAL AND IS PRIMARILY FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES, SUCH INFORMATION MAY BE OBTAINED THROUGH PERSONAL INTERVIEWS WITH NEIGHBORS, FRIENDS OR OTHERS WITH WHOM THE CONSUMER IS ACQUAINTED.

UPON REQUEST TO THIS SURETY COMPANY, IN ANY MANNER AS NOTED ABOVE, WE WILL PROVIDE, IN WRITING, A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE CONSUMER REPORT REQUESTED OR ADVISE THAT NO INVESTIGATION WAS CONDUCTED.

We sincerely hope that you as a valued customer are satisfied with the practices and procedures in place to protect your personal information.

Very truly yours,



Kimberly K. Law,
Vice President, General Counsel & Secretary

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"SECTION 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them."

does hereby make, constitute and appoint Craig Childs its true and lawful Attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed bond number S-917178 dated January 24, 2022, on behalf of **** newburyport automotive inc **** in favor of Town of West Newbury for Twenty Five Thousand and 00/100 Dollars (\$ 25,000) and to bind NGM Insurance Company thereby as fully and to the same extent as if such instrument was signed by the duly authorized officers of NGM Insurance Company; this act of said Attorney is hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such officer and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 7th day of January, 2020.

NGM INSURANCE COMPANY By: *Kimberly K. Law*



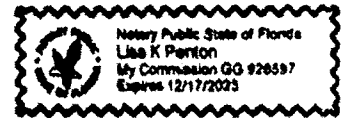
Kimberly K. Law
Vice President, General Counsel and Secretary

State of Florida,
County of Duval

On this 7th day of January, 2020, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Kimberly K. Law of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, deposed and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

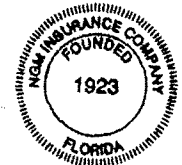
IN WITNESS WHEREOF, I have hereunto set my hand and affixed by official seal at Jacksonville, Florida this 7th day of January, 2020.

Lisa K. Penton



I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this 24th day of January, 2022.

Nancy Giordano-Ramos



WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.



Town of West Newbury
381 Main Street
West Newbury, Massachusetts 01985
978-363-1100, Ext. 113 Fax 978-363-1119

January 10, 2022

Richard Daher
Newburyport Automotive Inc.
330 Main Street
West Newbury, MA 01985

Dear Mr. Daher:

Re: Class II Used Car License for 2022

Welcome to West Newbury.

Please find attached a Workers' Compensation Insurance Affidavit and a tax certification documentation that must be completed and returned to the office with a check for the license fee in the amount of \$20.00. Please provide a copy of your workers' compensation insurance policy and bond.

According to MGL Ch. 40, Section 58 as amended by Chapter 422 of the Acts of 2007, all Class II Used Car Dealer Licenses must hold a \$25,000 bond to obtain a dealer's license. The Town of West Newbury requires that you have such a bond on file. Please forward the bond paperwork to the office with your completed application and supporting material. I will contact you when this is scheduled on an upcoming Select Board Meeting.

Materials may be mailed or dropped at the Town office building lobby. If you have any questions please don't hesitate to contact me at 978-363-1100 ext 113

Thank you,

Amie Sterling
Residents Services Administrator
Town of West Newbury
Residents.admin@wnewbury.org
9789-363-1100 ext 113



PROPERTY LOCATION

No	Alt No	Direction/Street/City
326		MAIN ST, WEST NEWBURY
OWNERSHIP		
Owner	RIVER PARKER REALTY CO LLC	
Owner		
Owner		
Street	326-330 MAIN ST	
Street	PO BOX 331	
Twn/Cit	WEST NEWBURY	
St/Prov	MA	Cntr
Postal:	01985	Type

IN PROCESS APPRAISAL SUMMAR

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value
332	90,300	5,100	1.200	267,700	363,100
Total Card 90,300 5,100 1.200 267,700 363,100					
Total Parcel 90,300 5,100 1.200 267,700 363,100					
Source: Market Adj Co		Total Value per SQ unit /Card		202.62	/Parc 202.

Legal Description	User Acct
Entered Lot Size	
Total Land:	1.2
Land Unit Type: AC	

GIS Ref
GIS Ref
Insp Date
02/15/12

PREVIOUS OWNER

Owner	LAMSON REALTY TRUST -
Owner	LAWRENCE LAMSON TR -
Street	45 FOX RUN RD
Twn/Cit	HAMILTON
St/Prov	MA Cntr
Postal:	01936

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Item	Land Size	Land Value	Total Value	Asses'd Valu	Notes	Date
2021	332	FV	90,300	5100	1.2	267,700	363,100	363,100	Year End Roll	12/29/2020
2020	332	FV	90,300	5100	1.2	267,700	363,100	363,100	Year End Roll	11/5/2019
2019	332	FV	85,500	5400	1.2	259,000	349,900	349,900	Year End Roll	11/29/2018
2018	332	FV	82,200	5400	1.2	248,100	335,700	335,700	Year End Roll	11/28/2017
2017	332	FV	82,200	5400	1.2	241,600	329,200	329,200	Year End Roll	12/5/2016
2016	332	FV	82,200	5400	1.2	230,700	318,300	318,300	year end	12/1/2015
2015	332	FV	74,100	5500	1.2	208,900	288,500	288,500	Year End Roll	11/19/2014
2014	332	FV	69,300	5700	1.2	198,000	273,000	273,000	Year End	12/5/2013

SALES INFORMATION

Grantor	Legal Ref	Typ	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
LAMSON REALTY T	20605-0112		4/16/2003		350,000	No	No			
PENTUCKET OIL S	07037/0428		1/24/1983		81,000	No	No			

TAX DISTRIC

PAT ACCT.

PRINT	Date	Time
	12/29/2	19:40:2
LAST R	Date	Time
	06/12/2	11:42:5
apro		
889		

NARRATIVE DESCRIPTION

This Parcel contains 1.2 ACRES of land mainly classified as AUTOREP with a(n) REPAIR GAR Building Built about 1960, Having Primarily CONC BLOCK Exterior and ASPHALT SH Roof Cover, with 1 Units, 0 Baths, 1 HalfBaths, 0 3/4 Baths, 0 Rooms

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Ite	Code	Descip	%	Item	Cod	Descip
Z				U	3	WATER
o				t		
n				l		
Census:						
Flood Haz: xmpt						
D				Topo	1	LEVEL
s				Stree	1	PAVED
t				Traffi	5	HEAVY

BUILDING PERMITS

Date	Number	Descip	Amount	C/O	Last Visit	Fed Cod	F. Descip	Comment
8/9/2011	2012017	MAINT	11,010	C				NEW ROOF ON LEFT
8/11/1993	64		12,000					GARAGE NEW PERMIT
3/29/1976	9		500		1/1/1977			

ACTIVITY INFORMATION

Date	Result	By	Name
2/15/2012	INTRIOR INSP	700	K RASSIAS
2/11/2012	MEASURED	750	STEVE WHALEN
6/9/2004	FIELDREV CHG	MBM	MARK MAGANE
9/5/2000	INFO AT DOOR	113	BRIAN KENT
12/23/1987	MEAS+INSPCTD	RG	
12/23/1987	MEASURED	RG	

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Facto	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh eigh	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
332	AUTOREP		43560		SQUARE	SITE		0	6.1	1.000	CA	1.00								265,716					265,700		
332	AUTOREP		0.2		ACRES	EXCESS		0	10,000.	1.000	CA	1.00								2,000					2,000		

Total AC/H	1.20000	Total SF/S	52272.00	Parcel LU	332	AUTOREP	Prime NB D	COMM AVG	Total:	267,716	Spl Cre	Total:	267,700
------------	---------	------------	----------	-----------	-----	---------	------------	----------	--------	---------	---------	--------	---------

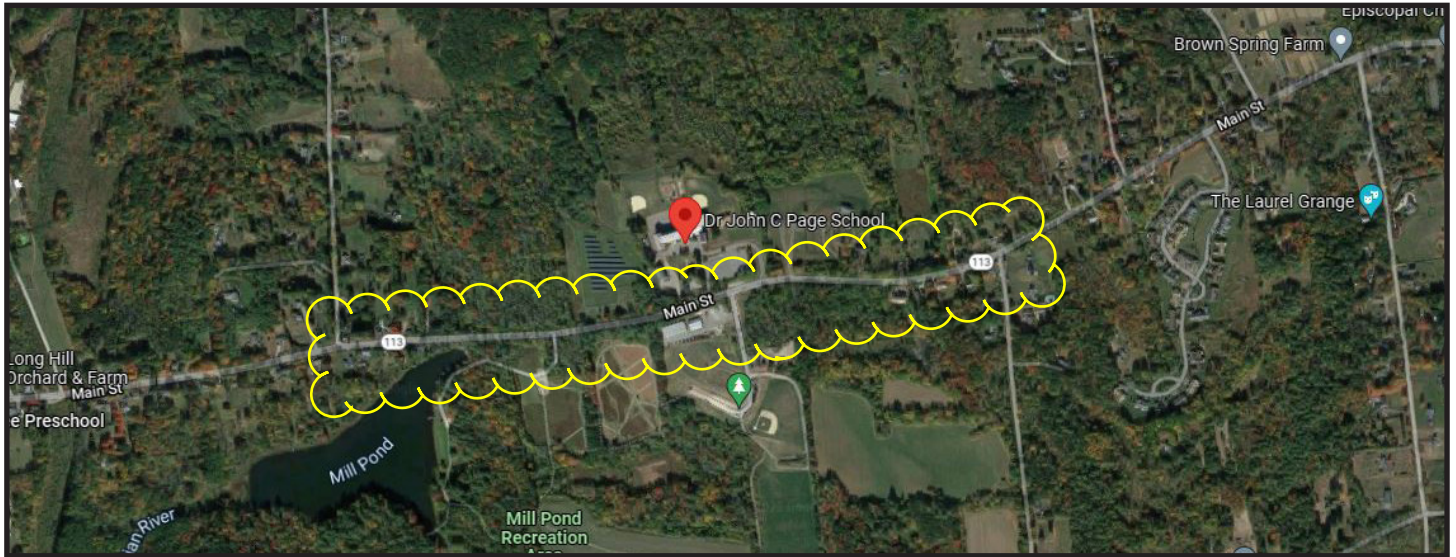
Page School / Route 113 Safety Analysis Town of West Newbury, MA

Select Board
February 14, 2022



Page School / Pipestave Safety Audit

We would like your feedback!



The Town of West Newbury is working with TEC, a transportation planning and engineering firm, to identify opportunities to improve pedestrian, bicycle, and equestrian safety along Main Street (Route 113) near the Page School and the Pipestave Hill Recreation Area. Improvements to promote non-vehicular travel along Main Street (Route 113) and to create safe, visible crossings between facilities are under consideration. As residents and users of these facilities, we would like to hear from you!

Please share your experiences, concerns, and thoughts for improvements to the email below by February 4, 2022. Please indicate if you would like to receive email updates on this project.

As this project progresses, periodic updates will be provided at Select Board meetings. Any recommendations for infrastructure improvements will be incorporated into the Town's capital planning and budgeting.

Any questions, please contact: Elizabeth Oltman, PE (TEC consultant)

publiccomment@theengineeringcorp.com

Traffic Safety Audit

- Safety Audit held at the site in person on January 12, 2022
- Attendees included representatives from:
 - Parks and Recreation, Police, Public Works, Page School Administration, Riding and Driving Club, Open Space Committee, Conservation Commission, Town Manager
- Included a safety discussion and a site walk
- Have received 11 feedback emails from residents
 - (publicfeedback@theengineeringcorp.com)

Next Steps

- **Data Collection – Scheduled for April/May**
 - **Turning movement counts 7:00 AM to 7:00 PM on a weekday and Saturday at driveways**
 - **Automatic Traffic Recorder counts along Route 113 for 4 full days, including a weekend**
- **Compile and analyze crash data**
- **Evaluate sight distances**
- **Public meeting to present results of Safety Audit**
- **Finalize Traffic Safety Audit Report**
- **Prepare Conceptual Plan of recommendations**
- **Public meeting to present Conceptual Plan**
- **Safe Routes to School Grant application**



Goal Setting Meeting

Working meeting of Select Board & Town Manager

Angus Jennings, Town Manager
February 5, 2022



Intro: Context, and Goals for Today

- Decentralized form of government / venue for decision-making
 - 8 elected Boards/Commissions
 - 21 appointed Commissions/Committees
- Many current issues
- Many “backlog” issues
- With very few (if any) exceptions, no unimportant issues
- We cannot do everything at once; choices must be made
- Policy issue, therefore, becomes *relative* importance **and** *relative* urgency
- To set that policy direction, the organization (and its chief elected official the Select Board) needs an understanding of the full universe of what is (or could be, or should be) “on the table”

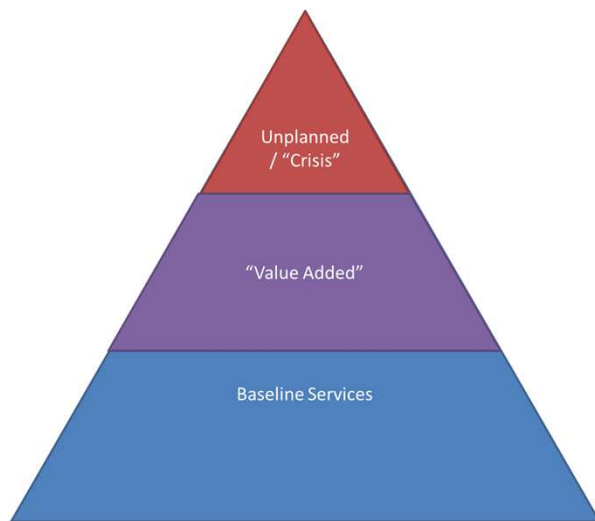


Management Objectives for Goal Setting

- Prioritize among the universe of potential projects a shorter list that is – collectively – realistic and attainable (even if ambitious)
- Prior to making new commitments (i.e. translating “goals” to a work plan), identify resources necessary to honor those commitments
- To the extent that new commitments draw from finite resources, first ensure capacity to carry forward existing commitments that have already been made (incl. continuity of baseline services) – or, make the knowing decision to reshuffle existing commitments to free up time for new ones
- Minimize (through proactive planning) avoidable “crises”
- Consider potential expansion of personnel resources (FY23 Budget)



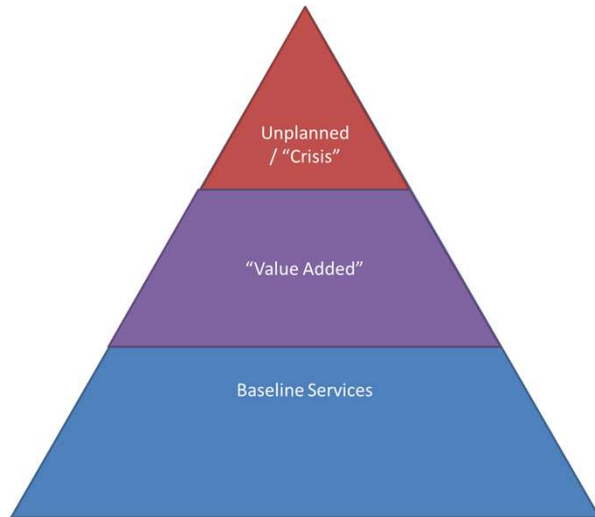
3 Categories of Town Government Work



- Unplanned / Crisis (not part of a specific work plan but, when they arise, must be addressed)
- “Value Added” (i.e. expanding public level of service; proactive planning and zoning efforts; non-mandated services that are nonetheless provided on a regular basis; etc.)
- Baseline (mandated by local, State or Federal statute, regulation or administrative agency.)



Typical town government work pyramid

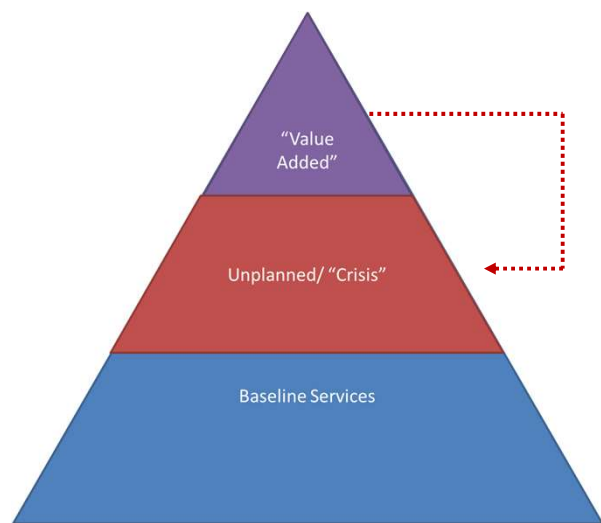


- Town staffing generally based on capacity needed for “baseline” (i.e. mandated) services
- Largest share of staff time goes toward these essential functions
- Ideally, the next “tier” of staff resources (by time spent) goes toward “value added” (such as policy/planning initiatives)
- Inevitably, and from time to time, “crises” arise



Work pyramid during times of “crisis”

- When “crises” arise, they demand attention – often immediate attention
- [Note: Some “crises” are truly “crises” (i.e. Page School flooding); others arise due to lack of proactive planning / anticipation]
- These “crises” inevitably divert time from “value added” initiatives
- In either instance, they cannot be allowed to undermine/threaten core “baseline” services





Availability of Personnel Resources

- For many – if not most – *if not all* – Town staff positions, the Job Description responsibilities demand all of the position’s budgeted hours (or more); common municipal situation, effect of Prop. 2½
- So-called “value added” projects and initiatives are often advanced in the snippets of time between completion of core responsibilities – and/or in extra hours worked
- In the Finance/Administration side of operations, some substantial (substantive and recurring) department functions have no assigned staff; or have responsibilities not yet integrated into defined job functions (due to bandwidth)... so remain Town Manager tasks
- Un/underutilized vacation time, added to routinely working extreme hours, are indicators of systemic stressors... and are prevalent here



FY23 Budgeting

- Known / potential dynamics
 - Finance & Administration (incl., Town Manager, Finance, Select Board, Town Clerk offices)
 - Conservation
 - Planning
 - Police
 - Fire
 - DPW / Bldgs. & Grounds
 - Council on Aging
 - Parks & Rec
 - Library
 - Water
- Also, Collins Center wage study

Department	Head Count (FY22)	Budgeted Weekly Hours (typ.)
Town Manager	2	80
Select Board	1	22
Finance	2	80
Assessing	2	68
Town Clerk	2	74
Conservation	1	25
Planning	1	25-30
Police	11 (+reserves)	410
Fire	3 (BOFE) (+call ffs)	Variable
Dispatch	4 (+reserves)	168
Inspectional Services	4	72
Emergency Mgmt	2	Variable
Public Works	5	175
Bldgs. & Grounds	2	80
Health	2 (not incl. dropoff staff)	64
Council on Aging	2 (not incl. van driver)	55
Library	7	186
Recreation	0	0

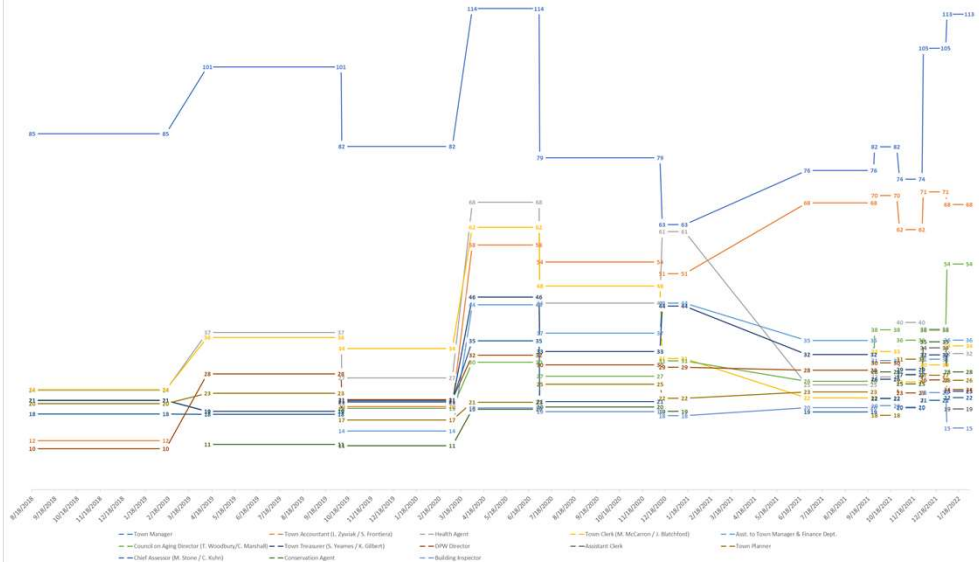


Advancing existing / known initiatives – while maintaining “baseline” services and responding to “crises” – is what keeps Town personnel busy, day-in / day-out



Staff	Avg/Day
Town Manager	88
Town Acct	53
Health Agent	39
Town Clerk	35
Asst. to Town Mgr.	33
COA Director	31
Treasurer/Collector	30
DPW Dir.	26
Asst Clerk	26
Town Planner	23
Chief Assessor	22
Conservation Agent	22
Building Inspector	19

EMAIL UTILIZATION TRENDS - TOP USERS AVG. DAILY EMAIL (SENT/READ, PER 5 DAYS/WK)
AUGUST 2018 - FEBRUARY, 2022





Project Management background

- As a land use/zoning consultant to towns and cities, managed dozens of projects, typically with small team (firm size 2-5) plus sub-contracts
- 10 illustrative projects, typically incl. planning, zoning, design standards:
 - Belmont(*), Marblehead, Plymouth, Kingston(*), Fitchburg(*), Brockton, Lynnfield, Reading, Wrentham, Cohasset (* indicates award-winning project)
- Typical level of effort:
 - Average duration of engagement: 8.4 months
 - Average total consulting staff hours per project: 462.1
 - Avg. project staffing hours/month: 56.5
 - Range of Project Manager (Angus) hours/month: 16 to 71

Distance between idea and execution is measured in hundreds of hours



Foundation for stated “bandwidth” concerns rests on professional ethics

- For 12 years prior to/initial tenure in West Newbury, Town Manager maintained American Institute of Certified Planners (AICP) certification
- Paid special care and regular attention to AICP Code of Ethics
- Managing workload to match capacity is a principle of professional ethics:

People who participate in the planning process shall safeguard the public trust.

Do not participate in any matter unless adequately prepared and able to render thorough and diligent services.

Source: <https://www.planning.org/ethics/ethicscode/>



Goal and Format for Today

- Board / Manager review, refine policy items “on the table”
- By motion, second and vote, policy items to be added to or removed from proposed priority lists
- Town Manager, with staff involved in projects/initiatives/baseline work, set out work plans/sequencing for priority initiatives

Cautionary Note: If there are too many “priorities,” the only “timelines” that would result would be “we’ll do the best we can in the context of competing priorities, addressing the most brightly burning fires first...”



If we’re here til/through midday,
we can order lunch!

Town Manager

From: Town Manager
Sent: Friday, January 21, 2022 12:39 AM
To: Assistant Assessor; Building Inspector; COA; Community Preservation Committee; Conservation; Corinn Flaherty; dpwdirector@wnewbury.org; Jeff Durand (durand@westnewburysafety.org); Jennifer Walsh (finance.admin@wnewbury.org); Leah Zambernardi; Michael Dwyer (dwyer@westnewburysafety.org); Town Clerk; Assistant Clerk; Mike Gootee; Paul Sevigny; Residents Admin; Town Accountant; West Newbury Emergency Management Agency
Subject: Deadline to submit Town Meeting article requests: Monday, Feb. 14th

Hi all,

At their meeting this week, the Select Board set a deadline of **Monday, February 14th** for submittal of any article requests for proposed inclusion on the spring Annual or Special Town Meeting Warrants. You may submit any article requests to my office, to the Town Clerk (townclerk@wnewbury.org), and/or to the Board (selectboard@wnewbury.org); or you may submit hard copy article requests to any (or all) of the three offices. The Board will meet that evening to vote to formally close the warrant, and will not consider requests received after this date.

While article requests may be submitted as late as Feb. 14, if you'd like your submittal(s) included in the Board's meeting packet for that evening, it is requested that you send it/them no later than the prior Thursday, Feb. 10th.

Thanks to those who have already notified me of potential warrant articles (or that your department will not be proposing any warrant articles). If you have done so, I've added your item(s) to my list. However, even if you have provided preliminary notice, a formal request for warrant article will be helpful. The Board has already begun preliminary discussions of known/anticipated warrant articles, and will continue to consider information as it becomes available. Once the warrant is closed, the Board will schedule review of proposed warrant articles so that it may ask questions, initiate research, and eventually make its recommendations.

As with prior years, the Finance Committee will schedule its meetings to review proposed FY23 operating budget, and proposed warrant articles with a financial impact, over the course of February and March, or (if needed) April.

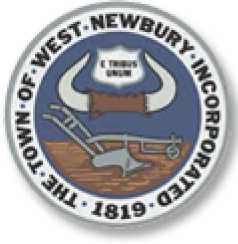
The normal date for the Annual Town Meeting would be the final Monday in April. However, the Board will review this at its next meeting on January 31st, and may consider setting an alternate date (such as a Saturday in May) if needed to accommodate another outdoor Town Meeting due to COVID-19.

Please feel free to contact me, the Town Clerk's office, or any member of the Select Board with any questions.

Thanks,
 Angus

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

**Town Manager note:
 concurrent message also
 sent to B/C/C Chairs**



Town of West Newbury Massachusetts

Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

[Home](#) > Annual and Special Town Meetings, Spring 2022

Annual and Special Town Meetings, Spring 2022

Deadline to propose warrant articles Monday, February 14th

At their meeting last Tuesday, the Select Board set a deadline of **Monday, February 14th** for submittal of any article requests for proposed inclusion on the spring Annual or Special Town Meeting Warrants.

Town Departments, Boards, Commissions and Committees may submit article requests to the Town Manager (townmanager@wnewbury.org), to the Town Clerk (townclerk@wnewbury.org), and/or to the Board (selectboard@wnewbury.org); or may submit hard copy article requests to any (or all) of the three offices. The Board will meet the evening of February 14th to vote to formally close the warrant, and (unless it votes to reopen the warrant, which is not expected) will not consider requests received after this date.

Instructions and the template for Citizen Petition warrant articles are posted to the Town Clerk's webpage, [here](#), along with a link to the Citizen's Guide to Town Meetings published by the Secretary of the Commonwealth.

While article requests may be submitted as late as Feb. 14, if sponsors would like their submittal(s) included in the Board's meeting packet for that evening, it is requested that they be sent no later than the prior Thursday, Feb. 10th.

The Board has already begun preliminary discussions of known/anticipated warrant articles, and will continue to consider information as it becomes available. Once the warrant is closed, the Board will schedule review of proposed warrant articles in the months leading up to Town Meeting so that it may ask questions, initiate research, and eventually make its recommendations to Town Meeting voters.

As with prior years, the Finance Committee will schedule its meetings to review the proposed FY23 operating budget, and proposed warrant articles with a financial impact, over the course of February and March, or (if needed) April. Once those meeting dates are set, they will be posted to the Town calendar on the website.

The normal date for the Annual Town Meeting would be the final Monday in April, in the evening. However, the Board will review this at its next meeting on January 31st, and may consider setting an alternate date (such as a Saturday in May) if needed to accommodate another outdoor Town Meeting due to COVID-19.

Please feel free to contact Town Manager Angus Jennings, Town Clerk Jim Blatchford, or any member of the Select Board with any questions.

Thank you.

Source URL: <https://www.wnewbury.org/home/news/annual-and-special-town-meetings-spring-2022>



J

Town of West Newbury Select Board

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115
selectboard@wnewbury.org

January 31, 2022

Pentucket Building Committee
c/o Jonathon Seymour
Pentucket Regional High School
24 Main Street
West Newbury, MA 01985

Dear Mr. Seymour:

We have been following the correspondence between West Newbury Wild and Native and various representatives of the Pentucket Building Committee and administration with interest. We urge you to favorably consider their request to substitute native plantings for as much of the plant list for the new regional middle and high school as possible.

The spread of invasive plant species and loss of native habitat is negatively impacting open spaces throughout West Newbury and we are supportive of this group's efforts to educate both the public and municipal staff on this issue. We believe that this request offers an opportunity for the PRSD to demonstrate its commitment to building a resilient landscape in the face of climate change impacts. While we understand the concern about potential cost or schedule impacts by making a change this late in the process, it seems that this could be addressed by the solutions the group has offered, as well as their technical support. By agreeing to their request, the Building Committee will be demonstrating to our youth that actions at the local level matter, and play an important role in addressing climate change.

Sincerely,

Richard Parker
West Newbury Select Board



West Newbury Wild and Native
wnwildnative.org
wnwildnative@gmail.com

Dr. Justin Bartholomew, District Superintendent
Pentucket Regional School District
22 Main Street
West Newbury, Massachusetts 01985

December 14, 2021

Dear Dr. Bartholomew,

Thank you for the follow-up on our November 15, 2021 letter concerning the list of trees, shrubs, and perennial plants chosen to be planted at our new Pentucket Regional Middle-High School. We appreciate the importance of keeping the project on schedule and within budget, but hope there is still opportunity to make changes to the existing planting list. This project will have long-term impacts and any changes that substitute native species (those plants that were here pre-colonization in the Northeast) for cultivars and exotics will have long-lasting benefits.

The Brown Sardina, Inc. tree plant list specifies 47% cultivars of native species and 39% native species. We understand the native trees may not be available in the specified 3-3.5" caliper size, but urge the building committee to consider the advantages of planting smaller specimens of native trees and shrubs. Smaller native specimens will not only result in a cost savings, but result in stronger and more resilient plants that require less watering and fertilizing.

We now recognize that our gardens and our larger community plantings are connected to both the regional and larger global ecosystem. These decisions have a real impact on the natural world. While cultivars offer some desirable, aesthetic traits such as smaller size,

color, or growth form, these alterations can render the plant unpalatable to pollinators and other wildlife.

The most problematic aspect of the plant list are those considered invasive on the US Invasive Plant Atlas. These invasive species are likely to escape and cause ecological harm to adjacent natural habitats, and should not be part of the school landscape. These include:

**Vinca minor* and **Pachysandra terminalis*, are both aggressive ground covers native to Asia that easily spread into forests. The school has opportunity to showcase some native groundcovers, including wild strawberry (*Fragaria virginiana*), ferns (*Gymnocarpium dryopteris* and *Parathelypteris noveboracensis*), violets, bearberry (*Arctostaphylos uva-ursi*), and Canadian mayflower (*Maianthemum canadense*).

**Spirea japonica* - invades a variety of habitats

**Pennisetum alopecuroides* - Due to its wind-blown seeds, it readily escapes cultivation and has become a weed problem in natural habitats in the Mid-Atlantic Region. Several native alternatives include: Pink hair grass (*Muhlenbergia capillaries*) and little bluestem (*Schizachyrium scoparium*)

**Taxus media* - is a hybrid between the English yew and the Japanese yew, *Taxus cuspidata*, which is on the US Invasive Plant Atlas. Although this hybrid, *Taxus media*, is not now designated as invasive, consider the Bradford Pear. Brought from Asia in the 1960's and developed as a sterile cultivar, it eventually found a way to reproduce and is now considered highly invasive.

**Prunus sp.* such as the Columnar Sargent Cherry and Akebone Yoshino Cherry - there are currently 12 *Prunus sp.* on the US Invasive Plant Atlas and we suspect only a matter of time before more of these Asian non-natives are added.

**Hydrangea macrophylla* - though not considered invasive, this native of Japan has sterile flowers and does not feed the bees. *Hydrangea arborescens*, native to most of eastern

North America provides value to butterflies and moths as well as beautiful flowers and would be a suitable substitute.

**Ginkgo biloba* - native to China, this slow growing conifer with an interesting leaf shape, provides no benefits to wildlife; with this large building footprint, many of our native tree species could be substituted and provide valuable ecological benefits.

**Zelkova serrata* "Musashino" - this Asian native, related to the elm, is not invasive in MA yet, but southern and mid-western states are slowly adding it to their invasive list.

**Cercidiphyllum japonicum* - native to Asia, it provides no wildlife benefits unlike our native redbud tree, *Cercis canadensis* with the similarly shaped leaf.

West Newbury is defined by its open spaces, rural landscape, and boasts many intact natural plant communities. We are beginning to see the devastating effects of invasive plants in woodlands, fields and roadsides. Thus it behooves us not to plant exotic species that are already considered invasive in the US. By planting native species, we can help restore ecological integrity at the school campus and be part of reversing species loss in our region.

We unfortunately did not receive the list of plant species for the project until September. We are aware that our earnest request for changes to the plantings may come with potential costs, but these costs may be offset by purchasing smaller specimens. Such changes could have many long term benefits such as cost reduced maintenance, and value to teachers and students as an outdoor classroom.

We would be interested in learning more about the schedule and timeline of the landscaping project for the school. If we understand the characteristics Brown Sardina, Inc. are looking for in each planting, West Newbury Wild and Native can offer our assistance in researching native alternatives, source native plants, and seek additional funds, if needed. We appreciate your willingness to consider our request and quick response, and hope we can collaborate in the coming year to increase native plantings beyond what's already designed.

Sincerely,

West Newbury Wild and Native
(Steering Committee: Nancy Pau, Carol Decker, Patricia Reeser, Sue Stasiuk)

CC: Mr. Jonathan Seymour, High School Principal, Pentucket Regional School -
Seymour@prsd.org
Mr. Terrence Conant, Middle School Principal, Pentucket Regional School -
Conant@prsd.org
Dore and Whittier Architects - lpdore@doreandwhittier.com
William Brown, B + S Landscape Architecture - 24 Roland Street Boston, MA
02129-

Please forward

Pentucket Regional School Committee - prsdsc@prsd.org

West Newbury Select Board - selectboard@westnewbury.org

West Newbury Open Space Committee - wnopenspace@wnewbury.org

West Newbury Planning Board - lzamberardi@wnewbury.org

West Newbury Conservation Commission - conservation@wnewbury.org

Groveland Conservation Commission - Town Offices, 183 Main St. Groveland, MA
01834

Merrimac Conservation Commission - mgreene@townofmerrimac.com

West Newbury Garden Club - mrcwebmaster@comcast.net

West Newbury Tree Committee - treecommittee@wnewbury.org

West Newbury Climate Change Resiliency Committee - calladug@verizon.net

Merrimac Open Space Committee - openspace@townofmerrimac.com

Groveland Open Space Committee - openspace@grovelandma.com



PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT
22 MAIN STREET
WEST NEWBURY, MASSACHUSETTS 01985-1897
TEL: (978) 363-2280 / FAX: (978) 363-1165

GROVELAND
MERRIMAC
WEST NEWBURY

Justin Bartholomew, Ed.D.
Superintendent

Brent Conway
Assistant Superintendent

Greg A. Labrecque
Business Manager

Michael A. Jarvis, Ed.D.
Director of Student Services

December 2021

Dear West Newbury Wild and Native:

Per my email earlier this week, I have received a response from both our architect and the landscape architect concerning native plantings.

Enclosed are their responses along with your original letter.

Sincerely,

Justin Bartholomew
Superintendent of Schools

Attachments: Dore and Whittier Response
Brown Sardina, Inc.
Original Letter from West Newbury Wild and Native



November 29, 2021

Dr. Justin Bartholomew
Superintendent of Schools
Pentucket Regional School District
West Newbury, MA 01985

Dear Justin,

We are responding to your question regarding inquiries related to landscape plantings and the inclusion of native species as part of the overall landscape scope of work. We are attaching a copy of a letter that we requested from the landscape architect which addresses the basis for making certain decisions related to plantings.

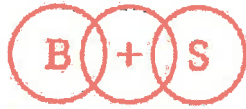
We would also note that changes to the current design at this time could result in cost increases and impacts to the overall project schedule. The Design Team recommendation currently is to make every effort not to make changes unless necessary.

If you have any further questions, please feel free to contact me.

Sincerely,

C. Bradley Dore, Assoc. AIA, LEED AP
Principal
DORE + WHITTIER

Attachment: B&S letter dated 11/23/2021



November 23, 2021

Dore & Whittier
260 Merrimac Street
Building 7, 2nd Floor
Newburyport, MA 01950

Attn: Brad Dore
Subject: Pentucket Middle/High School Building Project

Dear Brad:

I was copied on a letter from West Newbury Wild and Native regarding the plant selections for the new building project. We support the use of native plants and plant diversity and believe that the plan that has been approved by the District, Planning Boards and Conservation Commissions achieves those goals.

Trees:

The statistics indicated in the letter relate to the list of plants and not the number of plants that are going to be planted that are in each category.

- There are approximately 380 trees proposed to be planted at the site.
- Native Trees: 39% (148) of the trees shown on the plans are native trees.
 - A majority of these trees are evergreen trees except for Oak, Dogwood and Tupelo trees.
- Native Trees-Cultivars: 47% (178) of the trees shown on the plans are cultivars of native trees. We have selected cultivars of native trees because of the following:
 - Native trees are not available in larger quantities.
 - Native trees are not available in the large sizes that we have specified.
 - A majority of the proposed trees are specified at 3-3.5" caliper. Only small sizes are available and quantities are limited.
 - Cultivars are available in shorter mature heights, narrow growth habits and upright and columnar forms which are more appropriate to be planted in tight and narrow conditions, adjacent to building, narrow walks and travel lanes.
- Non-Native Trees: 14% (53) of the trees shown on the plan are non-native trees.
 - The non-native trees have been selected due to exceptional characteristic including leaf color, flower color, form and branching structure.

Shrubs, Groundcovers, Grasses and Perennials:

- There are 23 types of shrubs, groundcovers grasses and perennials shown on the plans.
- Native: 5 plants are native plants.
- Native Cultivars: 9 plants are native cultivars.
 - Security and safety are important considerations when specifying shrubs, grasses and perennials for a school project. We have selected plants that generally do not grow over 3.5 feet at maturity. Because of this height limitation we have selected cultivars of native plants that have a shorter mature height.
- Non-Native: 9 plants are non-native.

Brown Sardina, Inc.
Landscape Architecture + Planning + Urban Design

24 Roland Street, 3rd Floor
Boston, MA 02129
617-482-4703
www.brownsardina.com

- The non-native plants have been selected due to exceptional characteristic including flower longevity, flower color, form, mature size and branching structure.
- Plant suggestions in the letter are plants that are generally too large for a school projects.

Thank you,

Brown Sardina, Inc.

By: William Brown
Principal



West Newbury Wild and Native
wnwildnative.org
wnwildnative@gmail.com

Dr. Justin Bartholomew, District Superintendent
Pentucket Regional School District
22 Main Street
West Newbury, Massachusetts 01985

November 15, 2021

Dear Dr. Bartholomew,

We are writing concerning the list of trees, shrubs and perennial plants that have been chosen to enhance our new Pentucket Regional Middle-High School. The list consists of fifty plants of which only thirteen (26%) are native species. In the remaining 74%, fifteen are non-native and evolved outside of the United States, while twenty-two species are cultivated species or cultivars.

We are a group of local residents, recently organized under West Newbury Wild and Native (WN2), in response to concerns local residents raised over the loss of biodiversity and natural landscapes in Town. WN2 is dedicated to sharing information and resources so that residents learn the importance of native plants and how to integrate them into their gardening to support pollinators. Doug Tallamy, E.O. Wilson, and many local organizations have awakened the country to the fact we must support a new approach to conservation that starts by emphasizing native plants in our home yards, our schoolyards, and our public spaces.

We believe it is critical that only native plants are used in the plantings at the new school, in part to educate our youth about the vital role native plants have in the environment, including why only natives were chosen to augment their learning environment. Native plants are vital in supporting wildlife communities as well as all-important native pollinator species. New England native plants have evolved here for millions of years and

are best acclimated to our climate and weather. They are beautiful, hardy, and require less maintenance and watering than non-native species. By planting only native plant species at our new school, the Pentucket communities will demonstrate leadership as environmental stewards and show our students how to be change makers in their community.

Twenty-two of the plants on the landscaping list are native cultivars. While we applaud the architects for selecting some natives, native cultivars do not provide the same value to wildlife as their wild counterparts. The traits they are bred for, such as leaf color or enhanced flower bloom, make these plants unavailable to caterpillars, pollinators and birds. They are usually reproduced by cloning and lack the genetic diversity needed to adapt to a changing climate. Non-native plants like *Ginkgo biloba* and Katsura tree, both from China, certainly have interesting leaf shapes and color, but provide no food. They are essentially food deserts for native wildlife. With native pollinators declining at alarming rates, we should no longer plant species that do not reliably provide wildlife benefits or take the chance they become invasive and crowd out natives.

West Newbury, Groveland, and Merrimac are rich in open space and native biodiversity, characteristics highly valued by their residents. Pentucket Regional School District is in a unique position to make thoughtful decisions that support the foundation of biodiversity through native plantings. Local governments and businesses are also saving money, reducing pollution, and protecting waterways and wildlife habitat by landscaping with native plants. The City of Somerville, MA, has recently passed a Native Planting Ordinance that established minimum requirements for native plants and trees to be planted in City-owned parks, open spaces, and streets.

We understand that space, plant size, and growth form are important considerations in the selection of plants. Therefore, we have assembled a list of native trees, shrubs and perennials that will provide the same growth or leaf characteristics as the selected cultivar or non-native species, while offering wildlife habitat and lower maintenance costs. We have also attached a list of nurseries throughout Massachusetts as well as some in nearby states that sell natives or have annual native plant sales.

WN2 has members with expertise in native plant cultivation, plant identification, landscape design, and invasive control. We offer our time and expertise to help Pentucket Regional Middle-High School take a leading role in the growing movement committed to planting only native species and turn the Pentucket campus into a conservation corridor. It is imperative that we begin to share the land we use to support other species - for our

health and the future of all species. We welcome the opportunity to talk with you further about this critical issue for our local environment.

Sincerely,

West Newbury Wild and Native

(Steering Committee: Nancy Pau, Carol Decker, Patricia Reeser, Sue Stasiuk)

CC: Mr. Jonathan Seymour, High School Principal, Pentucket Regional School -
Seymour@prsd.org

Mr. Terrence Conant, Middle School Principal, Pentucket Regional School -
Conant@prsd.org

Dore and Whittier Architects - lpdore@doreandwhittier.com

William Brown, B + S Landscape Architecture - 24 Roland Street Boston, MA
02129

Pentucket Regional School Committee - prsdsc@prsd.org

West Newbury Select Board - selectboard@westnewbury.org

West Newbury Open Space Committee - wnopenspace@wnewbury.org

West Newbury Planning Board - lzambernardi@wnewbury.org

West Newbury Conservation Commission - conservation@wnewbury.org

Groveland Conservation Commission - Town Offices, 183 Main St. Groveland, MA
01834

Merrimac Conservation Commission - mgreene@townofmerrimac.com

West Newbury Garden Club - mrcwebmaster@comcast.net

West Newbury Tree Committee - treecommittee@wnewbury.org

West Newbury Climate Change Resiliency Committee - calladug@verizon.net

N = NATIVE

NN = NON-NATIVE

NV = NATIVAR or CULTIVAR (See Note Below)

Plant List Pentucket 7-12 School Building

Botanical Name		Common Name	Native Alternative Botanical Name	Native Alternative Common Name
TREES				
<i>Acer x Freemanii</i> 'Armstrong'	NV	Armstrong Red Maple	<i>Acer negundo</i>	Ash-Leaf Maple
<i>Acer Rubrum</i> 'Red Sunset'	NV	Red Sunset Red Maple	<i>Acer rubrum</i>	Red Maple
<i>Acer rubrum</i> 'Karpick'	NV	Karpick Red Maple	<i>Acer rubrum</i>	Red Maple
<i>Acer rubrum</i> 'October Glory'	NV	October Glory Red Maple	<i>Acer rubrum</i>	Red Maple
<i>Acer saccharum</i> 'Green Mountain'	NV	Green Mountain Sugar Maple	<i>Acer saccharum</i>	Sugar Maple
<i>Betula papyrifera</i>	N	Paper Birch		
<i>Cercidiphyllum japonica</i>	NN	Katsura Tree	<i>Oxydendrum arboretum</i>	Sourwood
<i>Ginkgo biloba</i> 'Princeton Sentry'	NN	Princeton Sentry Ginkgo	<i>Sassafras albidum</i>	Sassafras
<i>Ginkgo biloba</i> 'Autumn Gold'	NN	Autumn Gold Ginkgo	<i>Sassafras albidum</i>	Sassafras
<i>Gleditsia triacanthos</i> 'Skycole'	NV	Skycole Honeylocust	<i>Gleditsia triacanthos</i>	Honeylocust
<i>Liquidambar styraciflua</i> 'Happidaze'	NV	Happidaze Sweetgum	<i>Liquidambar styraciflua</i>	Sweetgum
<i>Liriodendron tulipifera</i> 'Emerald City'	NV	Emerald City Tulip Tree	<i>Liriodendron tulipifera</i>	Tulip Tree
<i>Nyssa sylvatica</i>	N	Black Tupelo		
<i>Quercus alba</i>	N	White Oak		
<i>Quercus palustris</i> 'Green Pillar'	NV	Green Pillar Oak	<i>Quercus palustris</i>	Pin Oak
<i>Quercus rubra</i>	N	Red Oak		
<i>Ulmus americana</i> 'New Harmony'	NV	New Harmony Elm	<i>Tilia americana</i>	American Basswood
<i>Zelkova serrata</i> 'Musashino'	NN	Musashino Columnar Zelkova	<i>Betula populifolia</i>	Grey Birch
FLOWERING TREES				
<i>Cercis Canadensis</i>	N	Eastern Redbud		
<i>Cornus Florida</i>	N	White Flowering Dogwood		
<i>Hamamelis x intermedia</i> 'Jelena'	NV	Jelena Witchhazel-Copper	<i>Hamamelis virginiana</i>	American Witchhazel
<i>Magnolia stellata</i> 'Royal Star'	NV	Royal Star Magnolia	<i>Magnolia virginiana</i>	Sweetbay magnolia
<i>Prunus sargentii</i> 'Columnaris'	NN	Columnar Sargent Cherry	<i>Amelanchier canadensis</i>	Serviceberry, Shadbowl
<i>Prunus x yedoensis</i> 'Akebono'	NN	Akebone Yoshino Cherry	<i>Prunus virginiana</i>	Chokecherry
EVERGREEN TREES				
<i>Juniperus virginiana</i>	N	Eastern Red Cedar		
<i>Pinus Strobus</i>	N	Eastern White Pine		
<i>Thuja occidentalis</i> 'Nigra'	NV	Arborvitae	<i>Thuja occidentalis</i>	Northern White Cedar
DECIDUOUS SHRUBS				
<i>Clethra alnifolia</i> 'Hummingbird'	NV	Hummingbird Summersweet	<i>Clethra alnifolia</i>	Summersweet
<i>Cornus</i> 'Arctic Fire'	NV	Red Twig Dogwood	<i>Cornus sericea</i>	Red Osier Dogwood
<i>Fothergilla</i> 'Gardenii'	NV	Dwarf Fothergilla	<i>Fothergilla major</i>	Fothergilla
<i>Hydrangea macrophylla</i> 'All Blue'	NN	All Summer Blue Hydrangea	<i>Hydrangea arborescens</i>	Smooth Hydrangea
<i>Rhus aromatica</i> 'Grow-Low'	NV	Grow Low Fragrant Sumac	<i>Rhus aromatica</i>	Fragrant Sumac
Rose Knockout 'Blushing Pink'	NV	Knockout Rose	<i>Rosa virginiana</i>	Virginia Rose
<i>Spiraea japonica</i> 'Goldflame'	NN	Japanese Spiraea	<i>Viburnum acerfolium</i>	Mapleleaf Viburnum

N = NATIVE
 NN = NON-NATIVE
 NV = NATIVAR or CULTIVAR (See Note Below)

Plant List Pentucket 7-12 School Building

Botanical Name	Common Name	Native Alternative Botanical Name	Native Alternative Common Name
EVERGREEN SHRUBS			
<i>Ilex glabra</i> 'Shamrock' NV	Shamrock Inkberry	<i>Ilex glabra</i>	Inkberry
<i>Juniperus chinensis</i> 'Sargentii' NN	Sargentii Juniper	<i>Juniperus horizontalis</i>	Creeping Juniper
<i>Juniperus horizontalis</i> 'Bar Harbor' NV	Bar Harbor Creeping Juniper	<i>Juniperus horizontalis</i>	Creeping Juniper
<i>Juniperus chinensis</i> "Sea Green" NN	Sea Green Juniper	<i>Juniperus communis depressa</i>	Common Juniper
<i>Kalmia latifolia</i> 'Elf' NV	Elf Mountain Laurel	<i>Kalmia latifolia</i>	Mountain Laurel
<i>Rhododendron maximum</i> N	Maximum White Rhododendron		
<i>Taxus media</i> 'Greenwave' NN	Green Wave Yew	<i>Taxus canadensis</i>	Canada Yew
GROUNDCOVERS			
<i>Arctostaphylos Uva-Ursi</i> N	Bearberry		
<i>Pachysandra terminalis</i> NN	Japanese Pachysandra	<i>Chrysogonum virginianum</i>	Green and Gold
<i>Vinca minor</i> NN	Periwinkle	<i>Phlox stolonifera</i>	Creeping Phlox
GRASSES / PERENNIALS			
<i>Elmus hystrix</i> N	Bottlebrush Grass		
<i>Echinacea purpurea</i> N	Purple Coneflower		
<i>Nepeta x Fassenii</i> 'Blue Whisper' NN	Blue Catmint	<i>Asclepias tuberosa</i>	Butterfly Weed
<i>Pennisetum alpoecuroides</i> 'Hameln' NN	Hameln Dwarf Fountain Grass	<i>Sporobolus heterolepsis</i>	Prairie Dropseed
<i>Rudbeckia fulgida</i> 'Goldstrum' NV	Black Eyed Susan	<i>Rudbeckia</i>	Common Black Eyed Susan
<i>Schizachyrium scoparium</i> N	Little Blue Stem		

NOTE: When nativars and cultivars are produced the result can change pollen quality or quantity. It can also change the availability of the nectar. Sometimes it is absent. Cultivars are often sterile which means they don't produce seeds for wildlife to eat.

Native Plant Nurseries/Resources

We highly recommend the Grow Native Massachusetts website at <https://grownativemass.org/Great-Resources/nurseries-seed> for a list of native nurseries, including a list of larger retail nurseries that include native plants in their inventory.

Nurseries/Garden Centers that sell native plants Offered by MA Department of Agricultural Resources

Barnstable County

- [Mahoney's](#) (Barnstable)
- [Soares Flower Garden Nursery](#) (Falmouth)

Berkshire County

- [Helia Native Nursery](#) (West Stockbridge)

Bristol County

- [Sylvan Nursery](#) (Westport)

Essex County

- [Kings Tree Farm and Nursery](#) (Boxford)
- [Marblehead Garden Center, Inc.](#) (Marblehead)

Franklin County

- [Nasami Farm, Native Plant Trust](#) (Whately)

Middlesex County

- [Garden in the Woods, Native Plant Trust](#) (Framingham)
- [Mahoney's](#) (Chelmsford, Concord, Tewksbury, Winchester)
- [Russell's Garden Center](#) (Wayland)
- [Weston Nurseries](#) (Chelmsford, Hopkinton)

Norfolk County

- [Cochato Nursery](#) (Holbrook)

Plymouth County

- Blue Stem Natives (Norwell)
- Weston Nurseries (Hingham)

Suffolk County

- Mahoney's (Boston)

Worcester County

- Bigelow Nursery and Garden Center (Northborough)



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: Town Staff
 FROM: Angus Jennings, Town Manager
 DATE: February 10, 2022
 RE: Wage & Classification Study

As you may know, the Town has engaged the services of The Edward J. Collins Center for Public Management to conduct a classification and compensation study for our positions.¹ This work is funded in part by a Community Compact Municipal Best Practices awarded to the town by the Mass. Department of Revenue, Local Services Division.

The project scope of work includes non-union staff positions; a list of job descriptions included in the study is attached. (To ensure clarity, I have included the name of current staff in the positions).

As part of their work scope, The Collins Center will be creating recommended new or revised comprehensive position descriptions. Additionally, they will be assembling a market salary survey to measure how West Newbury's compensation plan compares with other municipalities in our labor market. Finally, the Collins Center will recommend a comprehensive compensation structure.

The process to be followed will be:

Orientations: Two staff zoom orientations will be held on Thursday, February 17. One will be at 9:00AM and the other will be at 10:30AM. Our goal is that all personnel can attend one of the sessions; they will both cover the same content. If you are not able to attend, a recording of the meetings will be made available to view.

Questionnaires: Each employee will be asked to complete a comprehensive position descriptions questionnaire. Questionnaires, which will be provided on February 17th, will be due back to the Town Manager's office by (or on) Wednesday March 3rd. Questionnaires will be discussed at the orientation session and will be made available in a fillable PDF.

Interviews: The Collins Center will conduct individual phone interviews with employees to discuss the questionnaire and obtain perspective and details about the positions. Incumbents in the same title, in the same department, may be interviewed together. Interviews are anticipated to be conducted in the month of March.

Draft Position Descriptions: The Collins Center will develop draft positions descriptions. The draft descriptions will be distributed to incumbents and supervisors for comments. It is anticipated that draft descriptions will be distributed in April.

¹ More info re the Collins Center, incl. project manager Mary Aicardi, is online: <https://www.umb.edu/cpm>

Final Position Descriptions: Comments will be reviewed by the Collins Center and incorporated as appropriate to create the final position description. Depending on the volume of comments and when they are received, it is anticipated the descriptions will be finalized in May or June.

Classification of Positions: The Collins Center will classify each position using a point factor system in order to group positions into a classification structure.

Salary Survey: A market salary survey will be assembled, based on municipalities in West Newbury's labor market, the results of which will be used to recommend a compensation schedule.

Compensation Schedule: After the completion of the salary survey, using data from the survey and the classification of positions, a recommended compensation schedule will be developed. This will include a recommended implementation plan as well as recommended changes, if found to be necessary in the staffing structure.

Upon completion of this work, the Center will submit a report which, once finalized, will be presented at a meeting of the Select Board.

We are appreciative of staff engagement in this important initiative.

Positions included in Wage and Classification Study

LAST NAME, FIRST NAME	TITLE	DEPARTMENT	HRS/WK
Curtin, Maureen	Assistant Assessor	Assessing	28
Kuhn, Christian	Chief Assessor/GIS Coordinator	Assessing	40
Dwyer, Michael	Chief Engineer	Board of Fire Engineers	Varies
Richard, Brian	Foreman	Buildings & Grounds	40
Savage, John	Buildings & Grounds Custodian	Buildings & Grounds	40
Gard, Barbara	Community Preservation Committee Administrator	Community Preservation	8
Greene, Michelle	Conservation Agent	Conservation	25
Cross, Henry	Van Driver	Council on Aging	Varies
Vacant	COA Director	Council on Aging	40
Vincent, Jennifer	Meals Coordinator	Council on Aging	15
Multiple staff	Part-Time Dispatcher	Dispatch	Varies
Amaral, Wayne	DPW Director	DPW	40
Felzani, Marie	Administrative Assistant to the DPW Director	DPW	15
Multiple staff	Seasonal Laborer	DPW/Bldgs & Grounds	Varies
Delp, Lee Ann	EMA Director	Emergency Management	Varies
Jennell, Ben	Deputy Director	Emergency Management	Varies
Frontiera, Stephanie	Town Accountant/Business Manager	Finance	40
Gilbert, Kaitlin	Treasurer/Collector	Finance	40
Krafton, Jane	Administrative Assistant to the Board of Health	Health	24
Sevigny, Paul	Health Agent	Health	40
Croteau, Joan	Administrative Assistant to Inspection Department	Inspectional Services	20
Joslin, Sam	Building Inspector	Inspectional Services	26
Kulacz, Stan	Plumbing Inspector	Inspectional Services	13
Tombarello, Tom	Electrical Inspector	Inspectional Services	13
Berkenbush, Jean	Assistant Librarian	Library	10
Flaherty, Corinn	Library Director	Library	40
Gove, Kate	Children's Librarian	Library	40
Larrabee, Tracy	Staff Librarian	Library	31
Torrisi, Elizabeth	Assistant Librarian	Library	10
Vacant	Staff Librarian - Youth Services	Library	28
Watson, Dawn	Staff Librarian	Library	27
Bertrand, Jodi	Administrative Assistant to the Planning Board/Town Planner	Planning	6
Zambernardi, Leah	Town Planner	Planning	25
Curry, Susan	Administrative Assistant to the Police Chief	Police	32
Durand, Jeffrey	Police Chief	Police	40
Sterling, Annie	Resident Services Administrator	Select Board	22
Blatchford, James	Town Clerk	Town Clerk	40
Marshall, Christine	Assistant Town Clerk	Town Clerk	34
Jennings, Angus	Town Manager	Town Manager	40
Walsh, Jennifer	Assistant to Town Manager and Finance Department	Town Manager/Finance	40
Beauchesne, Brian	Licensed Operator	Water	40
Bertrand, Jodi	Administrative Assistant to the Water Department	Water	24
Goodwin, Donald	Licensed Operator	Water	40
Gootée, Michael	Water Superintendent	Water	40

Town Manager

From: Town Manager
Sent: Thursday, February 10, 2022 12:48 PM
To: Rick Parker; David Archibald; Wendy Reed
Cc: Town Clerk; Conservation; DPW Director; Community Preservation Committee
Subject: FW: Scheduling Select Board mtg re Mill Pond project
Attachments: Contract - Trent Lloyd - Mill Pond All Access Trail 12-17-21.pdf

Further updates below re timing for Mill Pond project, following on separate zooms or calls I had this week w Ryan Goodwin, John Dodge and Brad Buschur. You may already have seen work scope but I've attached since this is guiding the approach to this project. As you can see, the deliverables are site assessment (informed by the separate resource area delineation that Williams & Sparages has prepared) and concept plans that Trent will be producing based on input received. Thanks -

From: Trent Lloyd <trent@trentlloyddesign.com>
Sent: Thursday, February 10, 2022 12:20 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: Brad Buschur ()
Subject: Re: Scheduling Select Board mtg re Mill Pond project

Yes, February 28 is perfect.

Mill Pond Committee- February 15 @ 6
 Open Space Committee- February 16 @ 7
 Parks and Rec- February 23 or March 2
 Select Board- February 28
 Planning Board- March 1 @ 8:15

I will touch base with you after the meetings are complete to review the overall project timing. After these meetings I will not be meeting with all the committees again so work can move faster. I think these meeting are crucial and will be well recorded.

Thanks,
Trent

TRENT LLOYD
 LANDSCAPE DESIGN

trentlloyddesign.com
 978.912.1869

On Feb 9, 2022, at 5:11 PM, Town Manager <townmanager@wnewbury.org> wrote:

Hi Trent,

I wanted to follow up about getting a date pinned down for your intro mtg w the Select Board. I had penciled this in for the upcoming Monday 2/14, but wasn't sure if we'd confirmed that. As that date has approached, that agenda has become very crowded. I'd therefore like to suggest – subject to your availability – that we move this to the Board's 2/28 mtg. This would allow the topic to get more

time/attention, which I think will be important to be sure you get the level of feedback you'll need. Assuming that, by that point, you may have met with some number of other committees, this could be a benefit too.

Please let me know if 2/28 works for your schedule and the overall project schedule. If you have confirmed dates with other committees, please let me know those dates, or let me know as the dates become known, so we can stay in sync on overall project timing.

Thanks,
Angus

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



Town of West Newbury
Office of
Inspectional Services
West Newbury, MA 01885
Phone: 978-363-1100 x122

TO: Town Manager
FROM: Sam Joslin, Building Commissioner
DATE: January 20, 2022
SUBJECT: Chapter 40A Section 3A – MBTA Communities zoning

Section 18 of chapter 358 of the Acts of 2020 added a new section 3A to chapter 40A which will require the following actions:

- MBTA and adjacent communities must provide an as-of-right multi-family district of a minimum of 50 acres of developable land with an average density of 15 units per acre.
- The district must provide for a potential buildout of 10% of the existing housing stock in town with a minimum of 750 units.
- The district cannot restrict age, size of units, number of bedrooms or number of occupants.
- The district zoning can require site plan review and an affordable component.
- The district shall be located, to the maximum extent possible, in a location that would provide safe and convenient access to public transportation.
- This is not a mandate to construct, only to provide a zone with the potential to construct.

Timeframe:

- 5/2/2022 Towns must:
 - Present draft guidelines to Select Board
 - Complete MBTA Community Information Form
 - Submit updated GIS parcel maps to MassGIS if maps were submitted prior to 1/1/2020. DHCH will contact if needed.
- 12/31/2022 – submit one of two options for compliance –
 - Notify DHCD we need a determination of compliance on our action plan.
 - Notify DHCD we cannot comply and request a determination of our action plan.
- Implement “the action plan in a “timely” manner.
- 12/31/2024 Adoption of new zoning bylaw.
- Once bylaw is adopted DHCD will have 90 days to determine full compliance
- Requests for determination of compliance shall be submitted to DHCD every 10 years.

Non-compliance:

- Not eligible for Housing Choice Initiative funds
- Not eligible for Local Capital Projects Fund under 2E of Chapter 29
- Not eligible for Mass Works Funds under Section 63 of 23A
- Potentially not eligible for other funding opportunities under the discretion of DHCD

Respectfully,

Sam Joslin
West Newbury Building Commissioner

Town Manager

From: Town Manager
Sent: Monday, January 31, 2022 12:40 PM
To: Mike Gootee; John Dodge
Subject: RE: Couple of questions
Attachments: Sam Joslin memo re MBTA Communities legislation 1-20-22.pdf

A brief update of the MBTA legislation was provided at the 12/20 Select Board mtg; the mtg backup is viewable online [here](#), with this topic beginning on pg. 37 of that packet. The Town Planner, Bldg Inspector and I continue to research this legislation. We have provided periodic updates to the Select Board via email, as has Leah to the Planning Board, but Select Board has not agenda'd for another discussion until further research is undertaken. (A recent summary memo that Sam prepared is attached).

Leah's office is looking at potential grant funds to allow the Town to really explore this legislation, and whether opting-in is either advantageous or feasible. If grant funds aren't secured, this may require a local appropriation to really dig into this.

The Town may, at the end of the day, choose not to participate, but if it declines to do so it will be leaving significant potential grant funds on the table in the future, so this would need to be an informed decision (hence, the likely need for funds to explore this fully).

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

From: Mike Gootee <mgootee@wnewbury.org>
Sent: Monday, January 31, 2022 12:25 PM
To: John Dodge <jdodge349@gmail.com>
Cc: Town Manager <townmanager@wnewbury.org>
Subject: RE: Couple of questions

Hi John,

I don't know anything about the MBTA Adjacent Community but until we get another water source on line the chance of any major build out on the water system is very low. About 1,100 water customers are paying all the water bills including the infrastructure.

The new Brake Hill tank and the new Chemical Building is currently being paid by the water rate payers. In the BOWC's eyes, the rate payers can't take on anymore debt without help from the other 35% of the town (tax base) and help from the government like the Infrastructure Bill. Most water bills in other cities and towns average around \$8.00/1000 gallons of water. Our water rate is \$14.43/1000 gallons because of the minimal amount of customers on the water system. For the Water Department to move forward with debt, they will need a lot of help. Water mains and the purchase of the Jarvis property for a new well are our top priorities right now. I attached the Town Managers email just in case he would have any additional comments.

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: John Dodge [REDACTED]
Sent: Monday, January 31, 2022 11:36 AM
To: Mike Gootee <mgootee@wnewbury.org>
Subject: Couple of questions

Hi Michael,

How many rate payers do we have at the moment and how does that affect self funding projects like the new water tower and possibility of acquiring the Jarvis property? It seems that revenues would fund a small fraction of capital projects if any of it at all.

The reason I ask is the Open Space Committee is to determine what it means to be an "MBTA Adjacent Community." Apparently we have to set aside 50 acres for a suggested build out of 750 units.

I'd love your thoughts on this. Clearly, water would be a gating factor.

Thanks and regards...John Dodge, OSC chair

West Newbury MS4 Program - Permit Year 4 (FY2022) MS4 Compliance Task Summary (Draft 1/14/22)

BMP	Permit Year 4 Task Summary	Timeframe	Responsible
Annual Report	Prepare annual report using EPA template; submit by Sept 30, 2022	September 2022	DPW, Town Manager
BMP 1-1 Stormwater Management Brochures for Residents	Distribute Greenscapes brochures at Town Hall and at public events; consider posting pdfs online as well (given covid restrictions)	Year-round	Greenscapes, DPW
BMP 1-2 Stormwater Management Brochures for Businesses	Consider more direct outreach to small retail establishments.	Year-round	Greenscapes, DPW
BMP 1-3 Stormwater Management Brochures for Developers (Construction)	Consider more direct outreach to developers/contractors	Year-round	Greenscapes, DPW
BMP 1-4 Social Media Posts	Post stormwater messages on Town of West Newbury Facebook page (messages provided by Greenscapes)	Year-round	Greenscapes, social media coordinator
BMP 1-5 Elementary School Curriculum	Keeping Water Clean program for 5th graders at Page Elementary	Completed Dec 9, 2021	Greenscapes
BMP 1-6 Septic System Maintenance Fact Sheet or Social Media Post	Mail a fact sheet about septic system maintenance to septic system owners AND/OR post a message on Facebook	Spring 2022	Board of Health
BMP 1-7 Dog Owner Education	Distribute a fact sheet about dog waste management to dog owners seeking or renewing dog licenses (restock fact sheets before April renewal deadline)	Year-round	Town Clerk
BMP 1-8 Annual Message about Dog Waste Management	Post educational message on social media about dog waste management	TBD	Greenscape, social media coordinator
BMP 2-1 Public Review of SWMP	Track comments received and public presentations (e.g. to BOS)	Year-round	DPW
BMP 2-3 Household Hazardous Waste Collection	Host household hazardous waste collection event in collaboration with City of Newburyport	Completed October 2, 2021 in Newburyport	Board of Health
BMP 2-4 Watershed Clean-up Day	Annual event with outreach opportunity to citizen volunteers in community day clean-up	April 2022	DPW
BMP 3-1 Illicit Discharge Bylaw	Continue to enforce Regulation Prohibiting Illicit Connections and Discharges to the MS4	Year-round	DPW, Board of Health
BMP 3-3 Storm Sewer System Mapping	Refine drainage system mapping (outfall locations, swales/ditches, and treatment systems) during field work or as information becomes available	Ongoing	DPW
BMP 3-5 Employee Training	Train DPW crew on IDDE and good housekeeping best practices (or, attend MVPC or Central Mass Coalition training). May be helpful to have health agent attend too. Consider in-person training in the spring.	Spring 2022	DPW

BMP	Permit Year 4 Task Summary	Timeframe	Responsible
BMP 3-7 Catchment Investigations	Create map of system vulnerability factors; begin catchment investigations. Catchment investigations must be completed by end of Permit Year 10 (FY2028) but should be spread out over several years.	Begin in summer 2022?	DPW
BMP 4-1 Construction Stormwater Management Bylaw	Continue inspections and enforcement of bylaw for construction-site stormwater management	Year-round	Planning, Conservation
BMP 4-2 Site Plan Review	Track site plan reviews (for annual report)	Year-round	Planning, Conservation
BMP 4-3 Site Inspection and Enforcement Procedures	Track inspections and enforcement (for annual report)	Year-round	Planning, Conservation
BMP 5-1 Post-Construction Stormwater Management Bylaw	Adopt and implement Stormwater Management Bylaw	Fall 2021	Planning, Conservation
BMP 5-2 Street Design and Parking Lot Guidelines	Develop a report assessing current street design and parking lot guidelines to determine changes that could support low impact design.	Jan-June 2022	Planning, Conservation
BMP 5-3 Allow Green Infrastructure	Develop a report assessing existing local regulations to determine whether green infrastructure practices are allow and recommend changes to promote green infrastructure.	Jan-June 2022	Planning, Conservation
BMP 5-3 List of Target Properties for Stormwater Retrofits	Identify five Town-owned properties that could potentially be modified or retrofitted to remove impervious cover or improve stormwater management.	Jan-June 2022	DPW
BMP 6-4 Catch Basin Inspection and Cleaning	Clean catch basins; Record if sump sediment accumulation > half full; Set up database compile CB inspection data. Catch basins are all cleaned annually; no issue with sediment accumulation because no curbs.	TBD	DPW
BMP 6-5 Street and Parking Lot Sweeping	Sweep all Town-owned streets and parking lots in MS4 area once per year (spring)	Spring 2022	DPW
BMP 6-6 Winter Road Maintenance	Minimize use of de-icing salts; ensure no disposal of snow into wetlands or waterbodies	Winter 2021-22	DPW
BMP 6-7 Stormwater Treatment Facility Inspections	Inspect all Town-owned stormwater treatment systems; maintain/repair as needed	Spring 2022	DPW
BMP 6-8 SWPPPs	Annually review facilities inventory and confirm that no facilities require a SWPPP (DPW garage, transfer station, other waste-handling facilities within MS4)	Summer 2022	DPW



EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

CHARLES D. BAKER
Governor

CURTIS M. WOOD
Secretary

KARYN E. POLITO
Lieutenant Governor

2022 Municipal Cybersecurity Awareness Grant Program Agreement

The 2022 Municipal Cybersecurity Awareness Grant Program is administered by the Commonwealth of Massachusetts' Executive Office of Technology Services and Security ("EOTSS") and designed to support local government in improving overall cybersecurity posture through end-user training, evaluation and threat simulation. The West Newbury, Town of _____ applied for the program, and following a competitive application review process, has been identified for inclusion in the program.

One-year of online cybersecurity training services will be made available to West Newbury, Town of _____ anticipating participation from 24 _____ employees. The Commonwealth has executed a contract with ProofPoint to make end-user training, evaluation and threat simulation services available. All licensing costs have been covered by the Commonwealth for the term of the program, which runs from January 1 through December 31, 2022.

By accepting this award, the West Newbury, Town of _____ is confirming and committing to the terms of this 2022 Municipal Cybersecurity Awareness Grant Program Agreement (the "Agreement") between EOTSS and West Newbury, Town of _____;

1. West Newbury, Town of _____ is committed to full participation in the program including ensuring that employees complete the cyberstrength initial and final assessments, training modules, phishing campaigns, monitoring responses to phishing campaigns which include the auto-enroll teachable moment modules, for the duration of the program.
2. The leadership of West Newbury, Town of _____ is aware of, and will support, the roll-out and ongoing efforts related to this program during the one-year term. This will include collaborating with the local coordinator to promote user training completion.
3. West Newbury, Town of _____ acknowledges that they will receive a standardized solution, executed on a standardized timeline, which is aligned with industry standard best practice, to ensure effective administration of a multi-jurisdiction program.
4. One local program coordinator will work directly with EOTSS and ProofPoint to successfully implement the program and coordinate with local or third-party IT resources, if and when needed, to ensure program success. This includes:
 - a. proactively working with internal administration and staff to ensure that training activities are being completed.
 - b. staying current on communications around planned phishing simulations and alerting appropriate local leaders to ensure appropriate handling of staff who report suspicious messages.


- c. ensuring that staff are vigilant in identifying and reporting all potential threats, as real threats still exist during training and simulation activities.
 - d. providing EOTSS with regular updates around staffing changes for both program administration and end-user participation (note that program participants must have an email address issued by West Newbury, Town of _____ that uses the official email domain).
5. West Newbury, Town of _____ agrees to reinforce the intent of the program, which, at times, may involve a considerable time commitment and collaboration with the Cyber Awareness training local coordinator. This will be done in order to have a positive impact on West Newbury, Town of _____ and its community by providing an important educational resource that will offer value to participants in their professional and personal lives, and help communities improve their cybersecurity posture. It will also provide insight into cybersecurity posture across the Commonwealth. EOTSS and West Newbury, Town of _____ do not intend to use any information gathered as a result of participation in this program, such as personnel performance results, as the principal justification for any adverse employment actions with regard to personnel.
 6. West Newbury, Town of _____ acknowledges that their local coordinator will receive regular, standardized reporting around local end-user training and phishing simulation, which will support local coordination and communication obligations. The local coordinator will not have access to login to the platform and change the standardized program configuration. The local coordinator may submit reasonable requests for modifications to the standardized reporting to EOTSS. EOTSS shall not be obligated to act upon any such request, but shall undertake reasonable efforts to create a reporting standard that satisfies the needs of all participating organizations.
 7. West Newbury, Town of _____ acknowledges that, unless specific local legal requirements prevent it, to ensure improvement in the organization's cybersecurity posture, at various points in the program, employees that act on a phishing simulation will be automatically enrolled in additional training modules to ensure an understanding of threats that exists. If West Newbury, Town of _____ is or becomes aware of any such local legal requirement, it will notify EOTSS promptly. These activities should not be viewed as punitive measures, but as a tool to support the employee's development, which supports efforts around improving cybersecurity posture in the organization and in their personal online interactions.
 8. West Newbury, Town of _____ approves of EOTSS and ProofPoint utilizing their domains for provisioning of cybersecurity training services, including simulated phishing emails, and agrees that neither EOTSS nor Proofpoint shall be responsible for any third-party claims which result from this cybersecurity training-related use of domains.
 9. West Newbury, Town of _____ accepts that EOTSS will leverage data collected through the program to support efforts to better understand the cybersecurity posture of local government in the Commonwealth.
10. GENERAL TERMS
- a. **Authority.** The individual signatories to this Agreement represent that they have the authority to execute this Agreement on behalf of their respective organizations.
 - b. **Entire Agreement.** This Agreement constitutes the entire agreement between EOTSS and West Newbury, Town of _____ with respect to its subject matter, and supersedes all prior agreements, representations and understandings of the parties, written or oral.

- c. Notice. Any notice required under this Agreement must be in writing, addressed to the person who signs this Agreement at the address listed at the top of this Agreement. E-mail is acceptable. Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method (including email) evidencing actual receipt by the receiving party.
- d. Compliance with Legal Process. Each party shall be responsible for compliance with subpoenas, court orders, or other legal process relating to the West Newbury, Town of _____ cybersecurity training services as received by or ordered from such party. Each party shall promptly notify the other party of any such subpoena, court order, or legal process, and shall cooperate with the other party as needed for compliance.
- e. Amendment. Any amendment to this Agreement must be in writing and executed by both parties.
- f. Waivers. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.
- g. Payments. Neither party make any direct payments to the other for the Cybersecurity training services provided by the program, or for any other performance of this Agreement, unless expressly agreed in a written amendment hereto. EOTSS has secured a subscription for calendar year 2022 that will be shared across all program participants, and shall arrange for the provision of credentials and other necessary information to West Newbury, Town of _____'s personnel to participate in the Program.
- h. Licensure. By agreeing to participate in the Program, West Newbury, Town of _____ represents that it and its personnel shall comply with all applicable license terms and terms of use necessary to use the subscription training services provided by the Program.
- i. Assignment. This Agreement may not be assigned by either party without the other party's prior written approval, except in the event of a government reorganization requiring such assignment.
- j. Termination. West Newbury, Town of _____ may terminate this Agreement immediately upon providing written notice to EOTSS until seven (7) days before the Program issues cybersecurity training services to West Newbury, Town of _____. EOTSS may terminate this Agreement at any time upon providing written notice to West Newbury, Town of _____, and may terminate this Agreement without prior notice if EOTSS reasonably believes that West Newbury, Town of _____ has breached this Agreement, or is otherwise acting in a manner detrimental to the Program.
- k. Forum, Choice of Law And Mediation. Any actions arising out of this Agreement shall be governed by the laws of Massachusetts, and shall be brought and maintained in a State court in Massachusetts which shall have exclusive jurisdiction thereof. The parties, with the approval of the Attorney General's Office, may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any dispute relating to this Agreement and will share the costs of such mediation. Notwithstanding the foregoing, the parties agree to use good faith efforts to resolve any disputes arising hereunder as quickly as possible and in certain circumstances, quick resolution may involve immediate decisions by the parties' representatives or escalation to higher levels of management. No legal or equitable rights of the parties shall be limited by this Section.

Local Program Coordinator:

Name	Christian Kuhn
Title	Chief Assessor/GIS Coordinator
Phone	(978) 363-1100 ext. 116
Email	chief.assessor@wnewbury.org

Signatures:

	Executive Office of Technology Services & Security	West Newbury, Town of
Signature		
Name		Angus Jennings
Title		Other: Town Manager
Date		Feb 6, 2022