



**Town of West Newbury
Board of Selectmen
Tuesday, February 18, 2020 @ 6:15pm**

381 Main Street, Town Office Building

www.wnewbury.org

AGENDA – Revised (approval of Exec Session minutes added)

RECEIVED
TOWN CLERK
WEST NEWBURY, MA

2020 FEB 15 PM 9:49

Executive Session: 6:15pm in the Town Manager's Office

- ❖ 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 (FY21 budgeting; personnel updates);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (Police Union contract);
- ❖ Executive Session meeting minutes: January 6, 2020; September 16, 2019.

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Town awarded Commonwealth Clean Vessel Act contracts for pump-out services and new boat engine
- Municipal Vulnerability Preparedness workshop on Saturday, February 29, 2020
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>

Regular Business

- A. Requests for Special Event permits:
 - a. Newburyport Spring Half Marathon – Sub 5 Race Management & C5K Sports – April 26, 2020
 - b. West Newbury Awareness Walk for Williams – Jody Feudo – May 17, 2020
 - c. Cycling event to raise funds and awareness – American Diabetes Association – May 17, 2020
 - d. Ride to end ALZ – Alzheimer's Association – June 6, 2020
- B. Review of proposed FY21 Pentucket budget – *Greg Labrecque, PRSD Business Manager*
- C. Authorize execution of Memorandum of Understanding with Pentucket regarding permitting and inspections for new Middle/High School, and authorize waiver of building permit fees
- D. Consideration of applicant to serve as Memorial Day Parade Chairperson
- E. Review and endorsement of updated cost proposal to CPC for Page School playground improvements
- F. Town Manager proposed FY21 Budget, including schedule of Finance Committee budget meetings
- G. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint interim staff support to Community Preservation Committee
- H. Request for authorization to apply for Green Communities grant – *Energy Advisory Committee*
- I. Meeting minutes: May 13, 2019; April 29, 2019; April 22, 2019.

Town Manager Updates

- J. Update on financing and designer contract status for Soldiers & Sailors Memorial Building restoration
- K. Update on Capital Planning process
- L. Update on FY19 Town Report
- M. Update on recent meeting with Barbara Haack regarding annual spring roadside cleanup
- N. Update on activities at Brown Spring Farm
- O. Updates on active and pending projects
- P. Follow up meeting assignments; Placing items for future agendas

Posted Agenda on 2/13/2020 at the Town Offices and the Town's Official Website www.wnewbury.org

**TOWN OF WEST NEWBURY
OFFICE OF THE TOWN CLERK**

INFORMATION FOR CANDIDATES

2020 TOWN MEETING AND TOWN ELECTION

Nomination Papers Available	January 6, 2020	
Last Day to obtain Nomination Papers	March 11, 2020	5:00 p.m.
Deadline for submitting Nomination Papers for signature certification by Registrars (26 certifiable signatures required)	March 16, 2020	5:00 p.m.
Last day for Registrars to file nomination papers with Town Clerk	March 30, 2020	5:00 p.m.
Deadline for objecting or withdrawing candidacy	April 1, 2020	5:00 p.m.
Last Day to Register to Vote for Town Meeting	April 7, 2020	8 a.m. – 8 p.m.
<p>Note: Voters may register to vote at the Registry of Motor Vehicles and the Secretary of the Commonwealth's website. Voter registration by mail is also permitted. The Board of Registrars will conduct registration in the office of the Town Clerk from 8:00 a.m. to 8:00 p.m. on April 7, 2020.</p>		
Campaign Finance Report M102 Three filings required	April 24, 2020 June 3, 2020 January 20, 2021	
Last Day to Post Warrant	April 10, 2020	
Town Meeting	April 27, 2020	
Town Election	May 4, 2020	

MAY 4, 2020 ANNUAL TOWN ELECTION
LIST OF OFFICES WITH INCUMBENTS
WEST NEWBURY, MASSACHUSETTS

<u>OFFICE</u>	<u>TERM</u>	<u>YEAR ENDING</u>
<u>SELECTMAN</u>	For Three Years	2023
David Archibald		
<u>BOARD OF HEALTH</u>	For Three Years	2023
Blake J. Seale		
<u>BOARD OF HEALTH</u>	For Two Years	2022
Thomas Fahey		
<u>PLANNING BOARD</u>	For Five Years	2025
Timothy Cronin		
<u>HOUSING AUTHORITY</u>	For Five Years	
Susan Babb		2025
<u>HOUSING AUTHORITY</u>	For One Year	2021
<u>TRUSTEES OF THE PUBLIC LIBRARY</u>	For Three Years	2023
Pamela Atwood Sandra Capo Wendy Reed		
<u>TRUSTEES OF THE PUBLIC LIBRARY</u>	For One Year	2021
Thomas Salvo		
<u>ASSESSOR</u>	For Three Years	2023
Richard Baker		

SCHOOL COMMITTEE For Three Years 2023

Christine Reading

WATER COMMISSIONER For Three years 2023

Robert P. Janes

PARK AND RECREATION
COMMISSIONER For Three Years 2023

William Bachrach

CONSTABLE For Three Years 2023

Richard Davies

CONSTABLE For two Years 2022

Town Manager

From: Town Manager
Sent: [REDACTED]
Subject: Harbor Committee updates

Hi all,

This is to provide updates and to request a future Harbor Committee meeting be scheduled.

CVA Grant: Pumpout Services; and Boat Repair/Replace

We received from the Commonwealth an updated Clean Vessel Act grant that will continue to fund 75% of costs (State share up to \$8,500) related to our agreement with Salisbury to complete pump-out services through calendar year 2020. We also requested and were recently approved for a separate CVA grant to fund 75% of the costs (State share up to \$15,000) to repair or replace the engine on the vessel, as you'd discussed with Ray Pike at your Sept 23 mtg (and again on 10/2, I think). At that time we did not yet know if we would receive the State grant. Now that we know we have it, we'll need to make a decision re how to proceed. Ray was in touch with Riverfront Marine last week and confirmed that they still have a 200HP mercury on site and it's less than \$15k with gov't pricing, so that's on option.

Mooring Field Study

Following the HC's recommendation at your Oct. 2 mtg we have agreed to the GZA proposal to study the potential to establish a mooring field. This get held up in our legal/purchasing dept for a while, but is now on track and a proposed contract was sent to the vendor. I'm hoping we'll have this executed this week at which time the work can begin. The vendor can work with Brad as Chairman on scheduling any mtgs with the Committee as may be needed.

Now that the Committee has an action item or two, I'm hoping we can get a meeting on the calendar in the coming weeks.

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

Harbor Comm agenda included FYI
as relates to recently-awarded
FY20-21 CVA grants



**Town of West Newbury
Harbor Committee**

Tuesday, February 18, 2020 @ 5:30pm
381 Main Street, Town Office Building
2nd Floor Hearing Room
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 FEB 13 PM 4:21

AGENDA – Revised

1. Minutes: Review & Approval
2. Review of cost proposal for pumpout boat engine repairs and eligibility for Clean Vessel Act grant reimbursement
3. Update on contract with GZA Geoenvironmental, Inc. for Engineering Design and Permitting Consulting Services
4. Review of proposed extension of Intermunicipal Agreement with the Town of Salisbury for continuing Harbormaster services for FY21
5. Review of proposed FY21 Harbormaster operating budget
6. New Business
7. Adjourn

*Agenda posted on 2/12/2020 at the Town Offices and the Town's Official Website www.wnewbury.org
Revised agenda posted on 2/13/2020 at the Town Offices and the Town's Official Website www.wnewbury.org*



West Newbury Municipal Vulnerability Preparedness (MVP) Workshop

Saturday, February 29, 2020, 9:00 am - 4:00 pm

West Newbury Town Annex

DETAILED AGENDA

TIME	ACTIVITIES	NOTES
9:00 AM	Registration and Refreshments	
9:30 AM	Welcome	Wendy Reed, <i>MVP Working Group</i>
9:40 AM	Introductions and Overview of the Workshop	Ellie Baker <i>Horsley Witten Group</i>
10:00 AM	Overview Presentation on Science, Past Planning Efforts and Outcomes, and Data Resources <ol style="list-style-type: none"> 1. Review recent climate related events. 2. Present summary of anticipated climate changes. 3. Present feedback from local interviews. 4. Present prior relevant planning work and action items 5. Present survey results 6. Identify top 4 Climate Change Hazards facing West Newbury 	Mike Morris <i>West Newbury Resident/ President, Storm Surge</i> Ellie Baker <i>Horsley Witten Group</i>
11:15 AM	15 MINUTE BREAK	
11:30 AM	DISCUSSION #1: Small Group Identify Features that are Vulnerabilities and Strengths	
12:40 PM	30 MINUTE LUNCH	
1:10 PM	DISCUSSION #2: Small Group Identify Actions to address Vulnerabilities/protect Strengths. Discuss timeframe, responsibility, funding \$ and sources. Prioritize top 5 Actions.	
2:35 PM	DISCUSSION #3: Small Groups Report Out and Priority Voting Each group reports out top 5 Priority Actions Overall priority dot voting	
3:35 PM	FINAL DISCUSSION: Large Group Identify Priority Actions for Municipal Climate Resilience Discuss timeframe, responsibility, funding	
3:55 PM	Wrap Up and Closing Remarks	Rick Parker, <i>Selectman and MVP Working Group</i>
4:00 PM	Adjourn	

Special Event Application

Organization or Group Sub 5 Race Management & C5K Sports

Person Making Reservation Christopher Bernier

Mailing Address [REDACTED]

Phone [REDACTED] e-mail [REDACTED]

Event Date: April 26, 2020 Start Time 9am End

Time 11am

Reason for Event Half Marathon

Number of attendees 1000



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 Middle St. Garden St. Rogers St. & Turkey Hill Rd.

2. For road or walk race, a detailed map of the route See attached

3. Features and attractions A half marathon starting & ending in Newburyport. The section utilizing the roads in W. Newbury are in miles 6-8 of the race.

4. Participant circulation N/A

5. Proposed parking including how you will handle overflow parking N/A

6. Any proposed road closures Traffic should not need to be stopped for more than a few minutes at a time. By the time the runners get this section, they will be thin enough where the PD can pulse cars between packs of runners when the PD deems it safe.

COI on file

7. Location of trash receptacles and dumpsters At the aid stations on Middle & Rogers.

We will have a relay transition area at Browns Lane where we will have a trash bucket

8. Location of temporary toilet facilities Browns Lane

9. Accessible routes for the disabled or mobility impaired There will be push rim athletes on the course, but they will be following the same course as the other runners.

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

N/A

11. Location, size, and description of any signage or banners

2'x3' signs will be used as mile markers and some pre race signs, roughly the same size will be posted @ a week before to let the local residents know about the event.

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.

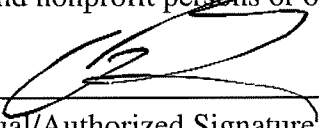
N/A


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: christopher bernier Event: Newburyport Spring 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.

 1/29/2020
Individual/Authorized Signature for Group Date

Chief of Police's Signature:  Date: 2/5/20
Requests and comments:

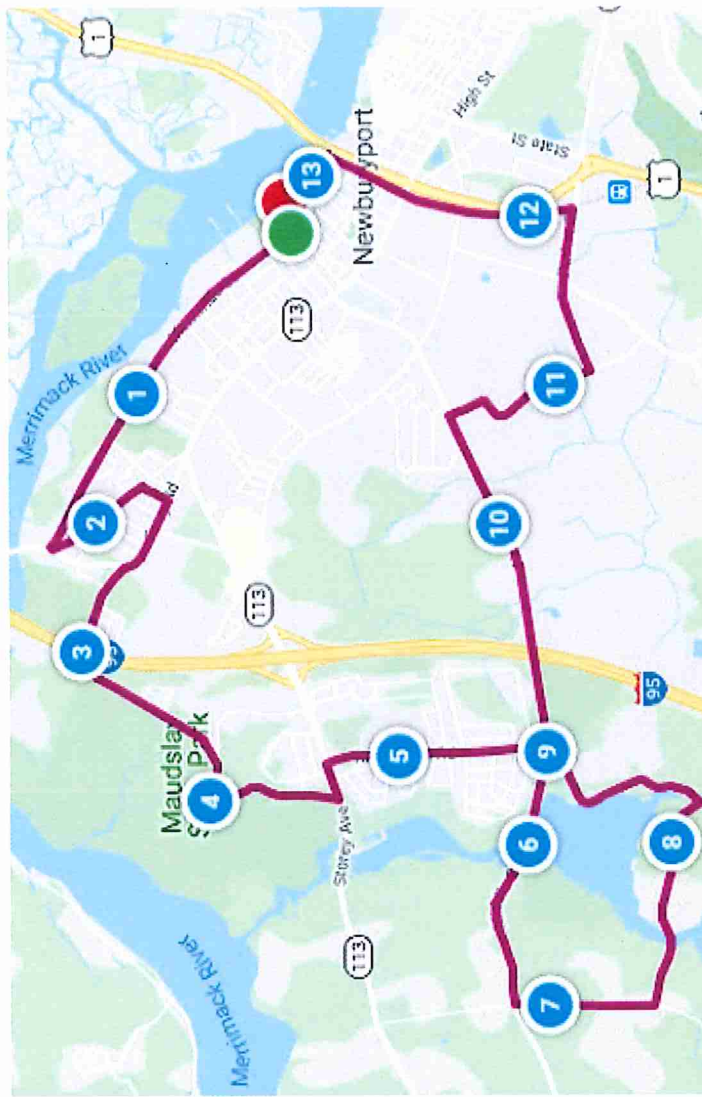
~~1) Garden Middle St~~
~~1) Garden Rogers St~~
2 details w/cruisers
1) Garden Middle St
1) Garden Rogers St.

Fire Chief's Signature: Approved no requests Date: 2/5/2020
via email

Requests and comments:

Approval granted if signed here by Board of Selectmen: Date: _____

Requests and comments:



Residents Admin

From: [REDACTED]
Sent: Tuesday, February 11, 2020 1:49 PM
To: Ed OConnor; Residents Admin
Cc: -Ilene Harnch-Grady
Subject: RE: Newburyport Spring Half Marathon - COI Attached

Hello Annie,
Thank you for speaking with me earlier.
Per our conversation;
The proceeds of the race will be given to the Newburyport YWCA. The director, Ilene, is cc'd on this email. My business partner, Ed O'Connor is also cc'd on this.
This is a course that has been used in the past by the Green Stride race. I have been the logistics manager for that groups since the race started, so I have personally managed those roads with my team for years. We know some of the neighbors and all the nuances of the course. There wont be any surprises on our part and we work well with the PD there.

Thank you for working with us on getting this approved.

The COI is attached.

I will be at the meeting next Tuesday.

Sincerely,
Chris Bernier

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

Subject: Newburyport Spring Half Marathon - COI Attached
From: "Ed O'Connor" [REDACTED]
Date: Tue, February 11, 2020 12:44 pm
To: [REDACTED]
Cc: [REDACTED] -Ilene Harnch-Grady

Hi Annie -

Attached you will find the Certificate of Insurance for our proposed Newburyport Spring Half Marathon on April 26th. We will plan to attend the Board of Selectmen meeting next Tuesday (2/18) at 7:00 pm.

Thank you very much!

Sincerely,

~ Ed

=====
Ed O'Connor

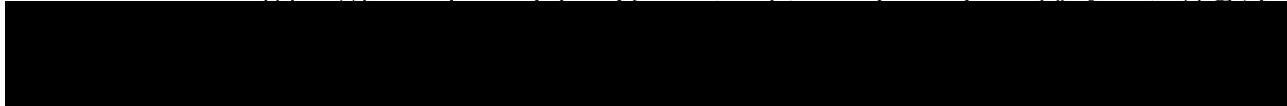


A.b.

Special Event Application

Organization or Group West Newbury Walk for Williams

Person Making Reservation Jody Feudo



Event Date: May 17, 2020 Start Time 9:00 a.m. End

Time 3:00 p.m.

Reason for Event Awareness Walk for Williams

Number of attendees 225+

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 We walk from the Annex across Main Street to the Training Field and back.

2. For road or walk race, a detailed map of the route See attached

3. Features and attractions DJ- Jeff Boragine, face painting, rattles, crafts and food.

4. Participant circulation _____

5. Proposed parking including how you will handle overflow parking N/A

6. Any proposed road closures N/A

7. Location of trash receptacles and dumpsters N/A

8. Location of temporary toilet facilities N/A

9. Accessible routes for the disabled or mobility impaired the route is accessible for the disabled.

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

11. Location, size, and description of any signage or banners

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.

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: Jody Feudo Event: West Newbury Walk for Williams

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.

Jody Feudo 6/4/19
Individual/Authorized Signature for Group Date

Chief of Police's Signature: will assist Date: 1/21/20

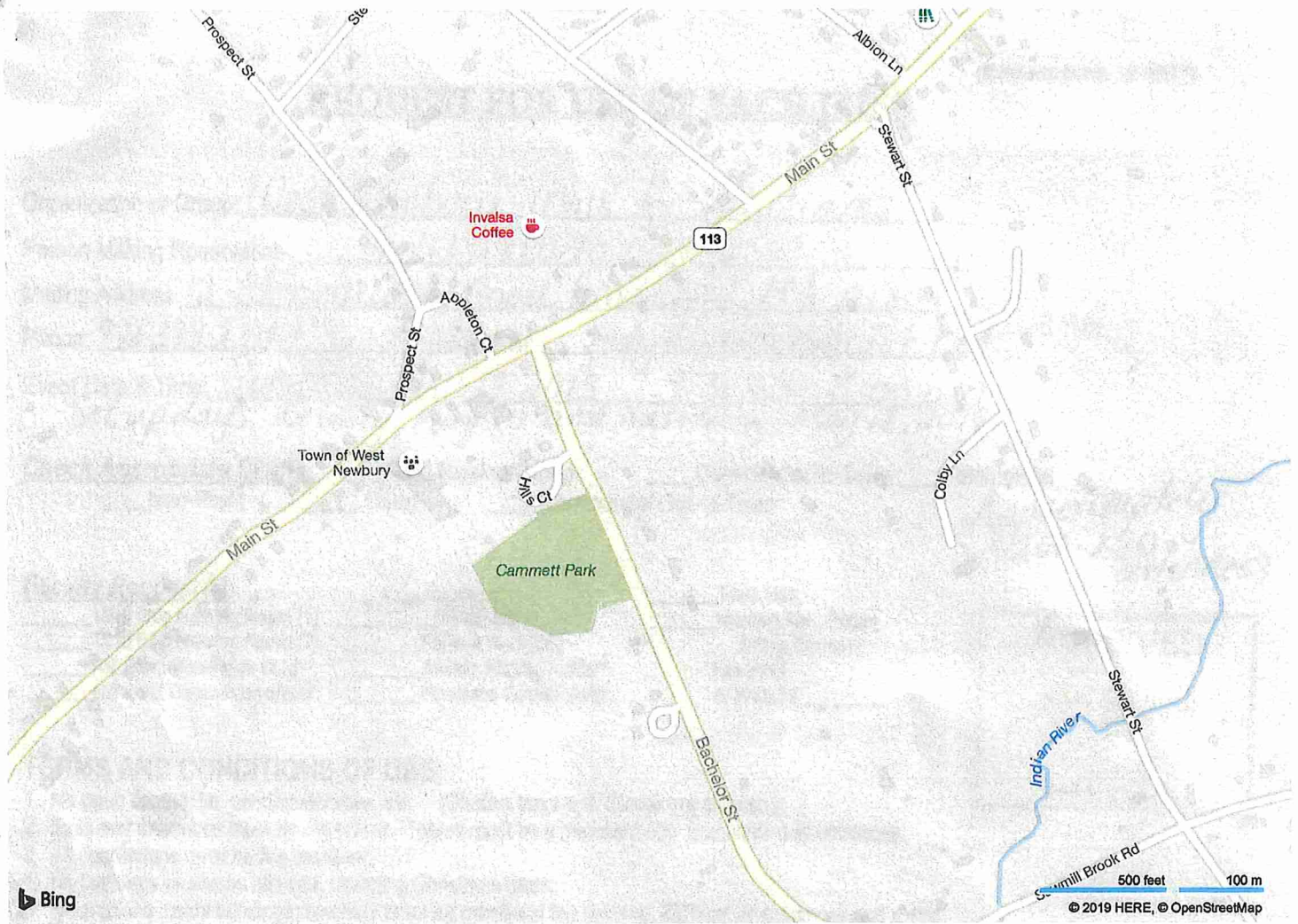
Requests and comments: w/ crossing @ main st.
CH

Fire Chief's Signature: no issues via email Date: 1/14/20

Requests and comments:

Approval granted if signed here by Board of Selectmen: Date: _____

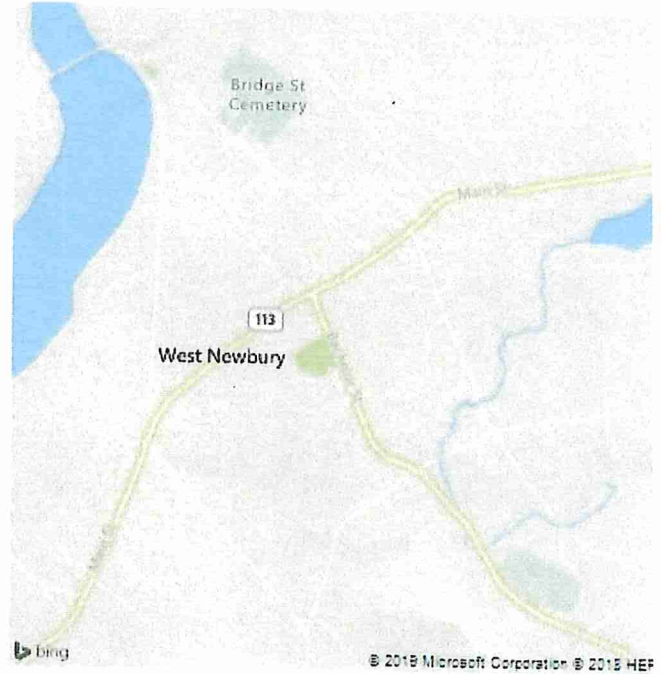
Requests and comments:



bing maps

Notes

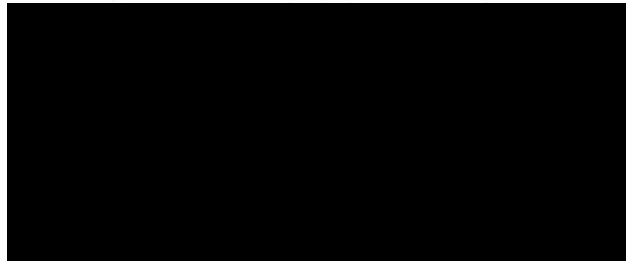
From 381 Main Street West Newbury to the Training Field and Back again. 1/2 mile each way for a 1 mile walk total



At 10:30 am we walk
 from the Annex to the
 Training Field turn around
 and come back to the
 Annex.

West Newbury Walk for Williams

Jody Feudo, Walk Coordinator



June 4, 2019

Town of West Newbury
Board of Selectmen's Office
381 Main Street
West Newbury, MA 01985

Re: West Newbury Walk for Williams – Sunday, May 17, 2020

To Whom It May Concern:

Williams Syndrome (WS) is a rare genetic condition that is present at birth and can affect anyone. It presents lifelong medical, cognitive and behavioral challenges. Most people do not know that Williams Syndrome occurs randomly and can affect anyone. They don't understand the unique challenges faced by individuals nor have they experienced their joyful outlooks on life or been given the chance to impact the lives of families affected by Williams Syndrome. Awareness activities will help put Williams Syndrome "on the map." We will be holding our 5th Annual West Newbury Walk for Williams on Sunday, May 17, 2020. This event will consist of use of the Annex and a 1 mile (½ mile there and ½ mile back) walk to the Training Field and back to the Annex for lunch, crafts, games, DJ, raffle baskets, make your sundaes, and lots of fun for the whole family.

- I will post all appropriate permits at the greetings areas and main entrances of the events. I will also have all appropriate permits ready to show if asked by any Town Staff.
- The event will begin at 9:30 a.m. at which time, anyone who has not registered to participate in the walk is able to do so. The walk will begin at 10:30 a.m. The activities will commence on or before 2:00 p.m.
- Alcohol – Not applicable for this event.

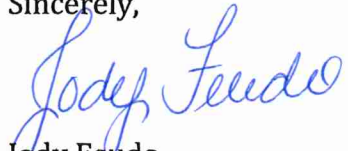
- Restroom/Trash/Cleanup-We will have volunteers making sure that the facilities are cleaned up and all appropriate trash and recycling are removed from the facility in the proper fashion.
- Traffic and Parking- We have had a Police detail assist with our crossing the street and during the actual walk portion of our event. We will have volunteers assisting in the parking lot to help guide as to open parking and to proceed towards the fields for additional parking.
- Signs-Permits will be posted as required and no signs will be affixed to trees, buildings or on street fixtures.
- Smoking – Smoking is not permitted.
- Fireworks- Not applicable for this event
- Tents – Not applicable for this event
- Security/Traffic Control – Police detail as well as volunteers will be made available for this.
- Police Detail – Police detail will be provided
- Fire Watch Detail – Will be provided if needed.
- First Aid and Medical – Will be provided if needed.
- Enforcement – I understand and respect that we could be asked to leave for violation of rules and regulations and can assure this will not happen.
- Insurance – Please find a copy of the Certificate of Insurance issued by the Williams Syndrome Association.
- Additional Permitting and Cost Requirements: I am aware that I am responsible for any additional permitting and cost requirements.

Our event will take place at the Annex as its main location. We will have tables set up for face painting, crafts, indoor games, a DJ, and lunch which will consist of pizza, sandwiches and other cold foods will be served. We will have desserts and a make your own sundae table. Attached please find a map for our walk. Again it is a total of 1 mile. We will walk out of the Annex, cross across Main Street and continue on the sidewalk down to the Training Field where we will loop around and turn back to the Annex.

Any questions or concerns, please feel free to contact Jody Feudo at the above number or email.

Thank you so much for allowing us to help bring awareness to our community.

Sincerely,



Jody Feudo

Jody Feudo

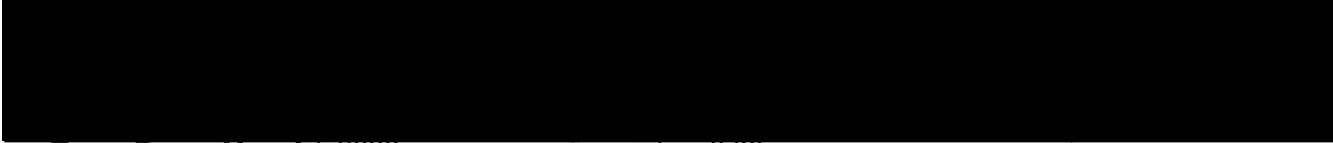


A.C.

Special Event Application

Organization or Group American Diabetes Association

Person Making Reservation Matthew Netto



Event Date: May, 17, 2020 Start Time 8:00am End Time 10:00am

Reason for Event To raise funds and awareness for the American Diabetes Association

Number of attendees 500

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 _____
Town roads

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

3. Features and attractions _____
cycling event

4. Participant circulation _____

5. Proposed parking including how you will handle overflow parking _____
No parking in West Newbury

6. Any proposed road closures _____
No proposed road closures

7. Location of trash receptacles and dumpsters _____
No trash needed. Just passing through on roads.

8. Location of temporary toilet facilities _____
None needed.

9. Accessible routes for the disabled or mobility impaired _____
None needed.

10. Locations, size and number of any tents, trailers or temporary structures
No tents

11. Location, size, and description of any signage or banners
18"x24" route signage to be placed on May 16th and picked up on May 17th.

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.
No food served.

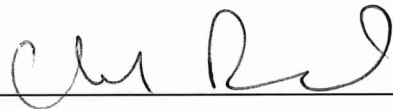
13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit.
No proposed details needed.

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 will send in early February

Name: _____ Event: _____

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.

DocuSigned by:
Charlotte M. Carter 2019 December 5
89F661F6FA9242B...
Individual/Authorized Signature for Group Date

Chief of Police's Signature:  Date: 1/8/20

Requests and comments:
No concerns

Fire Chief's Signature: all set via email Date: 1/13/2020

Requests and comments:

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:



December 16, 2019

People of West Newbury, Massachusetts,

The North Shore Tour de Cure is a cycling, walking and running fundraising event benefiting the American Diabetes Association. This year's event is scheduled for May 17th, beginning and ending at Topsfield Fairgrounds. We have cycling routes of 100, 62, 30 and 15 miles, and a 5k walk and run. The first group of cyclists will depart the fairground at 7am, with additional groups departing at 8:30am, 10am, and 11am. We expect a total of about 500 riders to pass through West Newbury.

With your permission we would like to pass through West Newbury between the hours of 7:00am and 12:00pm. Please refer to the route maps and links on the following page.

The American Diabetes Association leads the fight against the deadly consequences of diabetes and fights for those affected by diabetes. We fund research to prevent, cure and manage diabetes, deliver services to hundreds of communities, provide objective and credible information, and give voice to those denied their rights because of diabetes. To learn more about diabetes and diabetes prevention, please visit us at, www.diabetes.org.

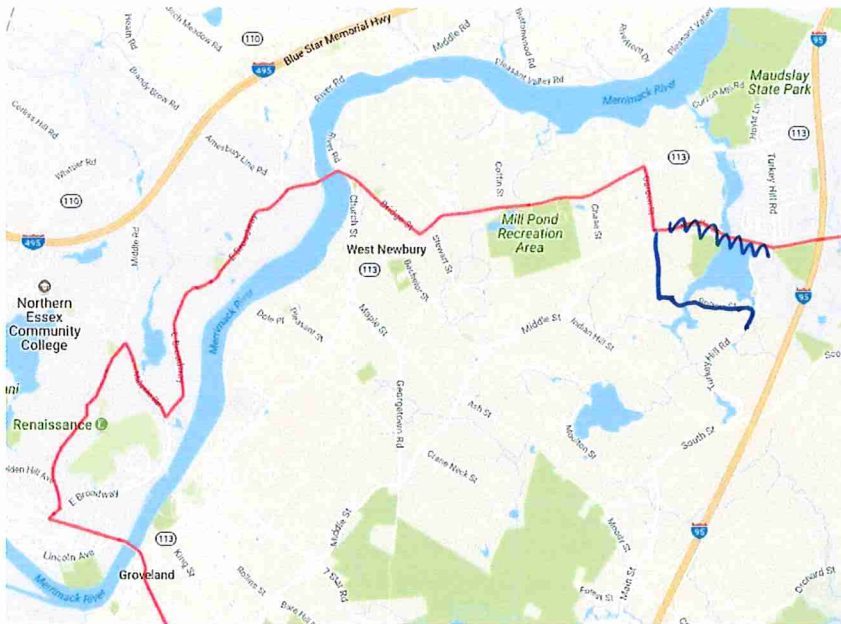
Thank you for your help. Please let me know if you have any questions.

Matthew Netto

Matthew Netto
American Diabetes Association
Associate Director, Events

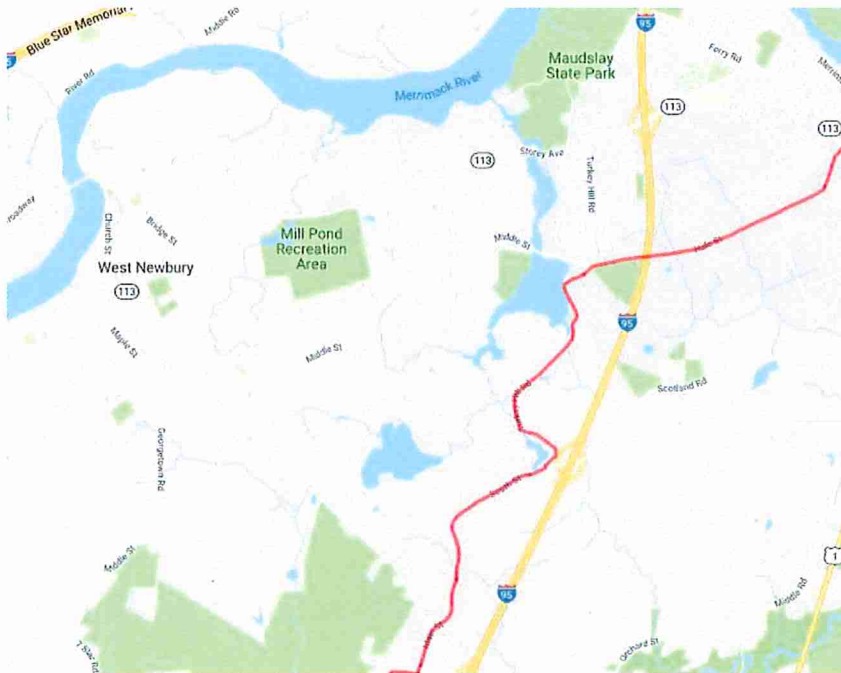


North Shore Tour de Cure Routes: Passing through West Newbury



Garden St
to Rogers St
left on to
Turkey Hill

100 mile route



62 mile route

Online Map links

100 mile: <https://ridewithgps.com/routes/31608424>

62 mile: <https://ridewithgps.com/routes/6169602>

Residents Admin

From: Matthew Netto [REDACTED]
Sent: Monday, January 13, 2020 1:22 PM
To: Residents Admin
Subject: RE: American Diabetes Association

Hi Annie,

I hope that all is well. Here are the streets that we utilize in West Newbury.

We enter town on Bridge Street. We then take a left onto Main Street (Rte 113). Next we take a right onto Garden Street. Lastly, we take a left onto Rogers Street and then a left onto Turkey Hill Road and exit West Newbury.

Please let me know if there is anything else I can provide you with as you review our application. Thanks!

Sincerely,

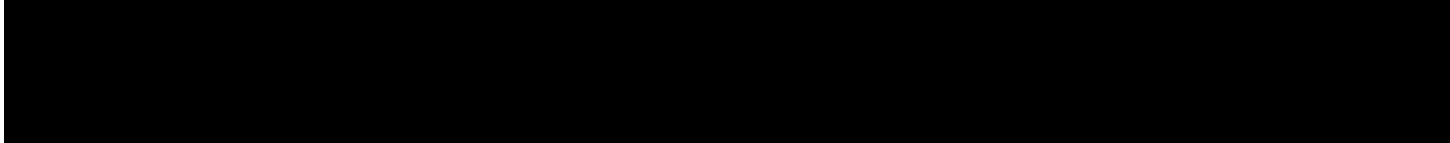
Matthew Netto
Associate Director, Event Production



Special Event Application

Organization or Group Alzheimer's Association - Ride to End ALZ

Person Making Reservation Sara Trimble



Event Date: 6/6/2020 Start Time 11AM End

Time 4pm

Reason for Event Cycling Event - Charity

Number of attendees 500



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 see attached map

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

3. Features and attractions N/A

4. Participant circulation N/A

5. Proposed parking including how you will handle overflow parking N/A

6. Any proposed road closures N/A

COI on file

7. Location of trash receptacles and dumpsters N/A

8. Location of temporary toilet facilities N/A

9. Accessible routes for the disabled or mobility impaired N/A

10. Locations, size and number of any tents, trailers or temporary structures
N/A

11. Location, size, and description of any signage or banners
Spray chalk (used on roads as needed)
(biodegradable)

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.
N/A

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. N/A

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 Attached

Name: Sara Trimble Event: Ride to End ALS

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.

Sara Trimble 1/24/2020
Individual/Authorized Signature for Group Date

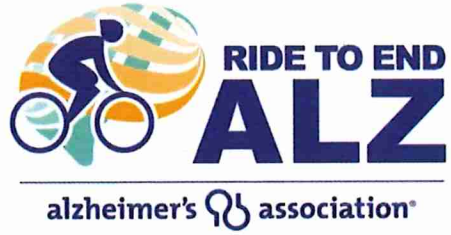
Chief of Police's Signature: [Signature] Date: 2/5/20
Requests and comments: No issues

Fire Chief's Signature: Approved - no requests Date: 2/5/2020
via email

Requests and comments:

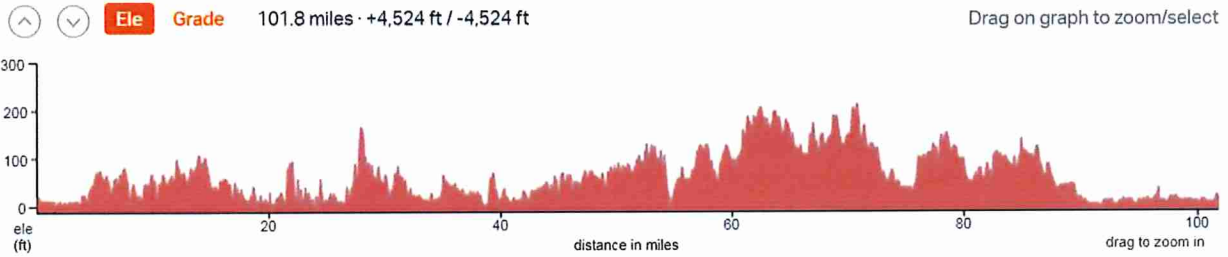
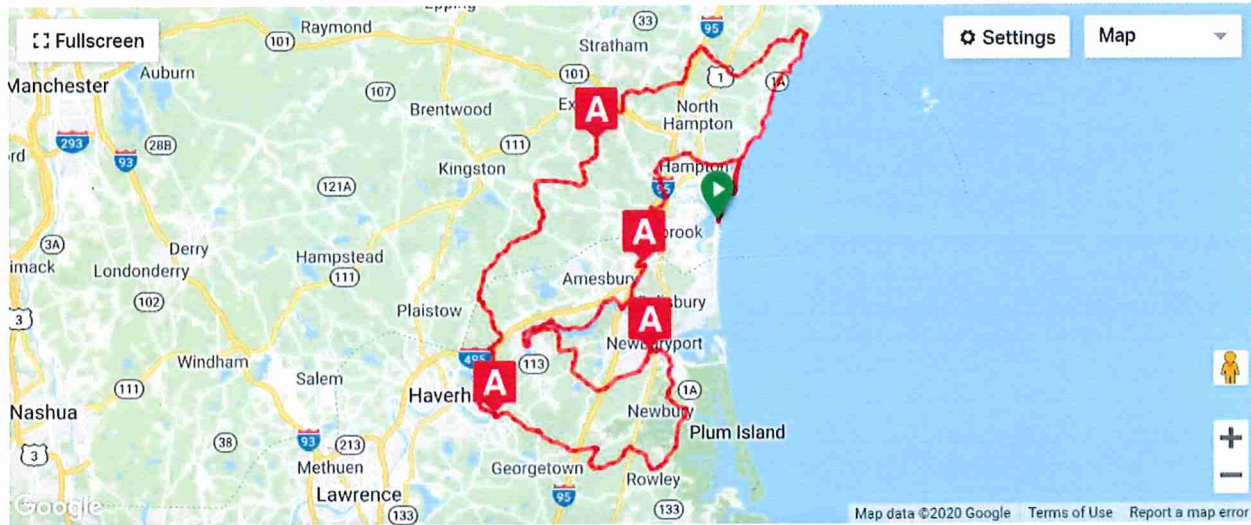
Approval granted if signed here by Board of Selectmen: Date: _____

Requests and comments:



100 MILE ROUTE MAP

Red "A" Symbols indicate First Aid Stations





Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: February 15, 2020
RE: Proposed FY21 Pentucket budget

Superintendent Bartholomew and Business Manager Greg Labrecque will attend Tuesday evening's meeting to present and discuss the proposed FY21 Pentucket budget. An excerpt of the proposed budget including the proposed local assessments is enclosed; the complete budget is online at:

https://www.prsd.org/apps/pages/index.jsp?dir=FY21%20Budget&uREC_ID=348107&type=d

As proposed the FY21 budget would include a 2.4% increase in the operating budget; however, due to the "two step" budgeting method (which Greg will be pleased to describe in more detail), the operating budget impacts would fall relatively more heavily on Groveland and Merrimac. (Any increase in the operating budget would be in addition to the known increase in the FY21 capital budget – estimated at \$652,340 due to the debt service already issued for the new Middle/High School project.)

We have been advised that the proposed operating budget would require override votes in two of the three Pentucket towns. It is anticipated that the School Committee may recommend a reduced increase in the operating budget. A public hearing will be held on Tuesday, February 25th.

FY21 Town Assessments

Pentucket Regional School District Operating and Capital Assessment Worksheet for FY21

General Fund Budget		
Operating	\$	44,664,901
District Wide Capital	\$	40,907,610
Town Specific Capital	\$	2,701,997
	\$	1,055,294

Town Assessment Calculations

Two Step Methodology

Operating Budget	\$	40,907,610
Revenue In	\$	14,836,582
Amount Assessed to Towns	\$	26,071,028

Minimum Contributions- DOE

Groveland		
Merrimac		6,806,301
West Newbury		5,907,669
		5,438,746
Total		18,152,716

Amount Above Minimum

Total Assessment To Towns		
Total Minimum Contributions	\$	26,071,028
Difference (Assessment- Total Minimum)	\$	18,152,716
	\$	7,918,312

Per Pupil Assessment

Actual ratio

	Difference	Enrollment	2 Town %	3 Town %	Total Above Minimum	
Groveland	\$ 7,918,312	X	0.51753	0.37944	=	\$ 3,004,524
Merrimac	\$ 7,918,312	X	0.48247	0.35373	=	\$ 2,800,945
West Newbury	\$ 7,918,312	X		0.26683	=	\$ 2,112,843
Total			1.000000	1.000000		\$ 7,918,312

Minimum + Percentage Above Minimum = Local Assessment

Groveland	\$ 6,806,301	+	\$ 3,004,524	\$ 9,810,825
Merrimac	\$ 5,907,669	+	\$ 2,800,945	\$ 8,708,614
West Newbury	\$ 5,438,746	+	\$ 2,112,843	\$ 7,551,589
Total	\$ 18,152,716		\$ 7,918,312	\$ 26,071,028

District Wide Capital Assessment

Three Town Debt Service	\$	2,662,997
Two Town Debt Service	\$	39,000
State Construction Aid	\$	-
Amount Assessed to Towns	\$	2,701,997

	FY 20 Total Capital Assessment	FY 21 Three Town Capital Assessment	FY 21 Two Town Capital Assessment	FY 21 Total Capital Assessment
Groveland	\$ 102,335	\$ 1,010,448	\$ 20,184	\$ 1,030,632
Merrimac	\$ 94,388	\$ 941,982	\$ 18,816	\$ 960,798
West Newbury	\$ 58,227	\$ 710,567		\$ 710,567
Total	\$ 254,950	\$ 2,662,997	\$ 39,000	\$ 2,701,997

Town Specific Capital Assessment

	FY21 QECCB Debt Service	FY21 QECCB Subsidy	FY21 G.O. Debt Service	FY21 Total Town Specific Capital Assessment
Groveland	\$ 100,688	\$ (21,317)	\$ 362,755	\$ 442,126
Merrimac	\$ 120,254	\$ (24,924)	\$ 16,400	\$ 111,730
West Newbury	\$ 142,736	\$ (30,183)	\$ 388,885	\$ 501,438
Total	\$ 363,678	\$ (76,424)	\$ 768,040	\$ 1,055,294

FY 21 Total Town Assessment

	FY 21 Operating Assessment	FY 21 DW Capital Assessment	FY 21 Town Specific Capital Assessment	FY 21 Total Assessment
Groveland	\$ 9,810,825	\$ 1,030,632	\$ 442,126	\$ 11,283,583
Merrimac	\$ 8,708,614	\$ 960,798	\$ 111,730	\$ 9,781,142
West Newbury	\$ 7,551,589	\$ 710,567	\$ 501,438	\$ 8,763,594
Total	\$ 26,071,028	\$ 2,701,997	\$ 1,055,294	\$ 29,828,319

1 Assessments

Pentucket Regional School District Operating and Capital Assessment Worksheet for FY20

General Fund Budget		
Operating	\$	40,736,874
District Wide Capital	\$	39,411,920
Town Specific Capital	\$	254,950
	\$	1,070,004

Town Assessment Calculations **Two Step Methodology**

Operating Budget	\$	39,411,920
Revenue In	\$	14,590,382
Amount Assessed to Towns	\$	24,821,538

Minimum Contributions- DOE

Groveland	6,514,445
Merrimac	5,517,753
West Newbury	5,367,305
Total	17,399,503

Amount Above Minimum

Total Assessment To Towns	
Total Minimum Contributions	\$ 24,821,538
Difference (Assessment- Total Minimum)	\$ 17,399,503
	\$ 7,422,035

Per Pupil Assessment **Actual ratio**

	Difference	Enrollment	2 Town %	3 Town %	Total Above Minimum	
Groveland	\$ 7,422,035	X	0.5168	0.37716	=	\$ 2,799,295
Merrimac	\$ 7,422,035	X	0.4832	0.35263	=	\$ 2,617,232
West Newbury	\$ 7,422,035	X		0.27021	=	\$ 2,005,508
Total						\$ 7,422,035

Minimum + Percentage Above Minimum = Local Assessment

Groveland	\$ 6,514,445	+	\$ 2,799,295	\$ 9,313,740
Merrimac	\$ 5,517,753	+	\$ 2,617,232	\$ 8,134,985
West Newbury	\$ 5,367,305	+	\$ 2,005,508	\$ 7,372,813
Total	\$ 17,399,503		\$ 7,422,035	\$ 24,821,538

District Wide Capital Assessment

Three Town Debt Service				\$ 215,200
Two Town Debt Service				\$ 39,750
State Construction Aid				\$ -
Amount Assessed to Towns				\$ 254,950

	FY 19 Total Capital Assessment	FY 20 Three Town Capital Assessment	FY 20 Two Town Capital Assessment	FY 20 Total Capital Assessment
Groveland	\$ 105,130	\$ 81,657	\$ 20,678	\$ 102,335
Merrimac	\$ 96,488	\$ 75,316	\$ 19,072	\$ 94,388
West Newbury	\$ 56,033	\$ 58,227		\$ 58,227
Total	\$ 257,651	\$ 215,200	\$ 39,750	\$ 254,950

Town Specific Capital Assessment

	FY20 QECB Debt Service	FY20 QECB Subsidy	FY20 G.O. Debt Service	FY20 Total Town Specific Capital Assessment
Groveland	\$ 103,349	\$ (23,978)	\$ 369,055	\$ 448,426
Merrimac	\$ 123,466	\$ (28,126)	\$ 16,700	\$ 112,040
West Newbury	\$ 146,510	\$ (33,957)	\$ 396,985	\$ 509,538
Total	\$ 373,325	\$ (86,061)	\$ 782,740	\$ 1,070,004

FY 20 Total Town Assessment

	FY 20 Operating Assessment	FY 20 DW Capital Assessment	FY 20 Town Specific Capital Assessment	FY 20 Total Capital Assessment
Groveland	\$ 9,313,740	\$ 102,335	\$ 448,426	\$ 9,864,501
Merrimac	\$ 8,134,985	\$ 94,388	\$ 112,040	\$ 8,341,413
West Newbury	\$ 7,372,813	\$ 58,227	\$ 509,538	\$ 7,940,578
Total	\$ 24,821,538	\$ 254,950	\$ 1,070,004	\$ 26,146,492

Revenue

	<u>FY21 Projected</u>
Chapter 70	\$13,252,232
Transportation	\$714,975
Medicaid Reimbursement	\$100,000
Interest Income	\$20,000
Misc Receipts	\$5,000
Excess and Deficiency	\$667,951
Treasury Subsidy	\$76,424
	<u>\$14,836,582</u>

PRSD FY21 Budget Assessments					
General Fund Budget of \$44,664,901					
		Proposed			
	FY20	FY21		New Debt Excluded	General Fund
	Assessment	Assessment	Difference	Amount	Increase
Groveland	\$ 9,864,501	\$ 11,283,583	\$ 1,419,082	\$ 921,997	\$ 497,085
Merrimac	\$ 8,341,413	\$ 9,781,142	\$ 1,439,729	\$ 866,100	\$ 573,629
West Newbury	\$ 7,940,578	\$ 8,763,594	\$ 823,016	\$ 644,240	\$ 178,776
Total	\$ 26,146,492	\$ 29,828,319	\$ 3,681,827	\$ 2,432,337	\$ 1,249,490

FY 21 Town Assessments

	FY 16 Total Assessment	FY 17 Total Assessment	FY 18 Total Assessment	FY 19 Total Assessment	FY 20 Total Assessment	FY 21 Total Assessment	Increase	Percentage
Groveland	\$ 8,500,079	\$ 8,917,130	\$ 9,341,416	\$ 9,539,672	\$ 9,864,501	\$ 11,283,583	\$ 1,419,082	14.8756%
Merrimac	\$ 7,197,965	\$ 7,601,877	\$ 7,919,245	\$ 8,061,541	\$ 8,341,413	\$ 9,781,142	\$ 1,439,729	17.8592%
West Newbury	\$ 7,097,228	\$ 7,194,749	\$ 7,427,777	\$ 7,752,498	\$ 7,940,578	\$ 8,763,594	\$ 823,016	10.6161%
Total	\$ 22,795,272	\$ 23,713,756	\$ 24,688,438	\$ 25,353,711	\$ 26,146,492	\$ 29,828,319	\$ 3,681,827	14.5218%

Massachusetts Department of Elementary and Secondary Education
Office of School Finance

Chapter 70 FY21
Regional District Summary

LEA	District	LEA	Member City Or Town	Foundation Enrollment	Foundation Budget	Minimum Contribution	Chapter 70 Aid	Required Net School Spending
745	Pentucket	116	Groveland	892	9,474,075	6,806,301		
745	Pentucket	180	Merrimac	825	8,766,300	5,907,669		
745	Pentucket	329	West Newbury	621	6,592,419	5,438,746		
745	Pentucket	999	Total	2,338	24,832,794	18,152,716	13,252,232	31,404,948

FY2021 Preliminary Cherry Sheet Estimates
Pentucket

PROGRAM	FY2020 Cherry Sheet Estimate	FY2021 Governor's Budget Proposal	FY2021 House Budget Proposal	FY2021 Senate Budget Proposal	FY2021 Conference Committee
Education Receipts :					
Chapter 70	13,182,092	13,252,232	✓		
Charter Tuition Reimbursement	52,100	35,547	✓	21,000	
Regional School Transportation	610,182	714,975	✓		
Offset Receipts :					
School Choice Receiving Tuition	394,360	314,052	✓	220,000	
Total Estimated Receipts	14,238,734	14,316,806			
Estimated Charges :					
Special Education	0	0			
School Choice Sending Tuition	254,893	271,765			
Charter School Sending Tuition	371,942	396,058			
Total Estimated Charges	626,835	667,823			
Total Receipts Less Charges :					
Net Receipts	13,611,899	13,648,983			

School school 375 258,422
 Charter school 376 331,182

Town Manager

From: Bartholomew, Justin [REDACTED]
Sent: Friday, February 14, 2020 11:15 PM
To: Town Manager
Cc: Building Inspector; Greg Labrecque (GLabrecque@prsd.org); Michael McCarron; Town Accountant
Subject: Re: Latest draft MOU re Middle/High School permitting/inspections

Angus,

This looks good to me. I plan on being there Tuesday night with Greg to answer any questions the Board of Selectmen and the Finance Committee may have regarding our budget or anything else regarding the school project.

~ Justin

On Fri, Feb 14, 2020 at 10:40 AM Town Manager <townmanager@wnewbury.org> wrote:

Justin,

Please find attached the proposed updated draft MOU. I've attached a "clean" PDF along with the Word showing redlines – these show edits going back a few rounds. The major change with this draft is to provide for direct payment of incurred expenses by Pentucket, in favor of the escrow account funding proposed in earlier drafts. This is intended to be responsive to the concern Greg raised.

Because no escrow account would be funded, this does away with the \$50,000 amount included in the previous draft, but that figure continues to represent our best estimate of the max total expenses we would expect to incur over the life of the project (building permit 3rd party review quotes have been ~\$38-42k; and costs above that would be for part-time inspectors' time if above their budgeted hours, over the 3 year duration of construction). I talked this through with Steve Theran a couple of weeks ago and he understood the basis of this estimate.

I have this MOU on Tuesday night's BOS agenda for review and endorsement, along with their vote to waive the building permit fees for the project. We'd really like to get this done that night, as I'm sure you would. If you see any issues with the attached draft please let us know at your earliest convenience. If you don't have time to fully review/agree to this before Tuesday evening, the Board could vote it subject to minor non-substantive revisions that may result from your review. However this is reflective of the basic terms we'd agreed verbally a while back, it's really just a question of whether the specific proposed language works.

Feel free to call me at any time 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

--

Dr. Justin Bartholomew
Superintendent
22 Main Street
West Newbury, MA 01985
978.363.2280 x120

The Right-To-Know Law provides that most e-mail communications, to or from School District employees regarding the business of the School District, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure. This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately and delete the material from any device.

MEMORANDUM OF UNDERSTANDING
Between
TOWN OF WEST NEWBURY
And
PENTUCKET REGIONAL SCHOOL DISTRICT

On this _____ day of February, 2020, the Town of West Newbury, acting through its Town Manager, (hereinafter referred to as “West Newbury”) and the Pentucket Regional School District, acting through its Superintendent of Schools, (hereinafter referred to as “Pentucket”) enter into this Memorandum of Understanding regarding the payment of inspection fees for the regional high school and middle school project (hereinafter the “Project”).

Deleted: January

WHEREAS, West Newbury has promulgated an inspection fee schedule as set forth in the “Building Permit Fee Schedule as of August 1, 2018” and charges fees in accordance with said Schedule for new construction within the Town of West Newbury;

WHEREAS, West Newbury has adopted a policy to not charge fees for municipal projects, excepting large scale school or municipal building project;

Deleted: :

WHEREAS, the Town of West Newbury may impose project review fees in accordance with M.G.L. Chapter 44, §53G, as amended and any other statute, rule or regulation, for those applications which require the services of outside consultants for the review process due to the size, complexity, or scale of a proposed project; the need for additional expertise in the review; inspection services, or because of the potential impacts of a project.

WHEREAS, the West Newbury Building Inspector has determined that, due to the size, complexity and scale of the proposed Middle-High School, third-party review will be necessary in order to ensure timely processing of the permit and all appropriate due diligence to ensure compliance with the building code.

WHEREAS, West Newbury and Pentucket mean to ensure that the Middle-High School project budget funds all direct expenses incurred by West Newbury for expenses incurred by the Town Inspectional Services in connection with permitting and construction inspection for the Project, in lieu of the Building Permit Fee Schedule (hereinafter referred to as “Permit Review Fees”).

Deleted: compensate

Deleted: the overhead costs and the additional costs and

NOW THEREFORE, the parties agree, as follows:

Upon the submittal of a building permit application for the Project, the following procedures shall govern the payment of all expenditures pertaining to the Permit Review Fees.:

- a) Notification to Pentucket. The Chief Procurement Officer shall notify the Superintendent of the vendor selected and the agreed scope of work. The choice of a consultant selected for the review of a building permit may be appealed to the Board of Selectmen in accordance with M.G.L. Chapter 44, §53G, as amended.
- b) Obligation of Pentucket. Pentucket shall be a signatory to all contracts related to Permit Review Fees and agrees to pay such vendors directly.
- c) Expenditure of Fees. Outside vendors retained by the Building Inspector shall be paid directly by Pentucket with notice of payment also provided to the Town. The expenditure of said fees shall be at the direction of the Building Inspector, without further appropriation. Said fees are to be expended only in connection with approved services rendered for the Middle/High School project.
- d) Reimbursement to Town. Pentucket shall reimburse the Town for the time and incremental expense of Town Inspectional Services employees in connection with the inspection of the Project, if and as employees' time toward such inspections exceed the number of hours budgeted in the annual operating budget. Reimbursement shall be at the usual hourly rate of such Town Inspectional Services employees. The Town shall forward an accounting of the time and expenses of such Town employees on a biweekly basis.

The Building Inspector of the Town of West Newbury (hereinafter "Building Inspector") shall submit to the Town of West Newbury Town Accountant periodic invoices detailing the Permit Review Fees in accordance with this Memorandum of Understanding with a copy of such invoice to the Superintendent of the Pentucket Regional School District (hereinafter "Superintendent").

This Agreement does not include other fees and costs due West Newbury from departments other than Inspectional Services, including but not limited to the Planning Board, the Conservation Commission and the Board of Health, whose fees and costs shall be paid in the ordinary course, except insofar as may be waived or reduced by the entity with jurisdiction.

This Memorandum of Understanding may be amended from time to time by a writing duly executed by the parties.

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West Newbury shall assess Pentucket for the actual payroll expenses incurred by West Newbury for any excess hours over his regularly scheduled hours for the Building Inspector, for any hours incurred by the other West Newbury Inspectors pertaining to the Project, and any costs and expenses incurred from outside consultants or other sources pertaining to the Project.¶

¶ This Agreement does not include other fees and costs due West Newbury from departments other than Inspectional Services, including but not limited to the Planning Board, the Conservation Commission and the Board of Health, whose fees and costs shall be paid in the ordinary course. ¶

¶ Upon the submittal of the building permit application for the Project, Pentucket shall paid West Newbury the sum of \$ _____ in order to compensate West Newbury for overhead costs and expenses. ¶

¶ Upon the submittal of a building permit application for the Project, Pentucket shall deposit with West Newbury the sum of \$ _____ which shall be held by the Town of West Newbury Accountant. (hereinafter the "Escrow Fund")¶

Deleted: Pentucket shall deposit with West Newbury the sum of \$50,000.00 which shall be held by the Town of West Newbury Accountant (hereinafter the "Escrow Fund"). T

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Deleted: Excess Fees. Upon issuance of a certificate of occupancy for the project, any excess fee amount, including interest, shall be refunded to Pentucket and a final report of said account shall be made available

Deleted: costs and expenses incurred by West Newbury in connection with the Project

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West Newbury shall assess Pentucket for the actual payroll expenses incurred by West Newbury for any excess hours over his/her regularly scheduled hours for the Building Inspector, for any hours incurred by the other West Newbury Inspectors pertaining to the Project, and any costs and expenses incurred from outside consultants or other sources pertaining to the Project.¶

Deleted: The Town Accountant of the Town of West Newbury shall hold the invoice for fourteen days and, if no hold is requested by the Superintendent, the Town Accountant shall pay the invoice from the Escrow Fund. In the event that the Superintendent does request a hold on any invoice, the Building Inspector and the Superintendent shall meet to discuss and resolve any questions concerning such invoice. In the event that the Superintendent and (...)

Deleted: If the Escrow Fund is reduced to less than \$10,000.00, then the Town Accountant shall send a notice to the Superintendent of the reduction of the Escrow Fund and the Pentucket shall subm (...)

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¶

Memorandum of Understanding – DRAFT
West Newbury/Pentucket

WITNESS our hands and seals as of the date first written above.

TOWN OF WEST NEWBURY

PENTUCKET REGIONAL SCHOOL DIST.

Angus Jennings
Town Manager
Duly authorized
By _____ vote of the
Board of Selectmen
~~February 18, 2020~~

Justin Bartholomew
Superintendent

Deleted: _____.

MEMORANDUM OF UNDERSTANDING
Between
TOWN OF WEST NEWBURY
And
PENTUCKET REGIONAL SCHOOL DISTRICT

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WHEREAS, West Newbury has adopted a policy to not charge fees for municipal projects, excepting large scale school or municipal building project;

WHEREAS, the Town of West Newbury may impose project review fees in accordance with M.G.L. Chapter 44, §53G, as amended and any other statute, rule or regulation, for those applications which require the services of outside consultants for the review process due to the size, complexity, or scale of a proposed project; the need for additional expertise in the review; inspection services, or because of the potential impacts of a project.

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WHEREAS, West Newbury and Pentucket mean to ensure that the Middle-High School project budget funds all direct expenses incurred by West Newbury for expenses incurred by the Town Inspectional Services in connection with permitting and construction inspection for the Project, in lieu of the Building Permit Fee Schedule (hereinafter referred to as “Permit Review Fees”).

NOW THEREFORE, the parties agree as follows:

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- d) Reimbursement to Town. Pentucket shall reimburse the Town for the time and incremental expense of Town Inspectional Services employees in connection with the inspection of the Project, if and as employees' time toward such inspections exceed the number of hours budgeted in the annual operating budget. Reimbursement shall be at the usual hourly rate of such Town Inspectional Services employees. The Town shall forward an accounting of the time and expenses of such Town employees on a biweekly basis.

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Memorandum of Understanding – DRAFT
West Newbury/Pentucket

WITNESS our hands and seals as of the date first written above.

TOWN OF WEST NEWBURY

PENTUCKET REGIONAL SCHOOL DIST.

Angus Jennings
Town Manager
Duly authorized
By _____ vote of the
Board of Selectmen
February 18, 2020

Justin Bartholomew
Superintendent



▼ Create Content

Home



Call for Interest

Memorial Day Parade Chairperson

POSTED ON: JANUARY 22, 2020 - 11:51AM

The Board of Selectmen invite expressions of interest from those who wish to apply to serve as Parade Chairperson for the 2020 West Newbury Memorial Day Parade. Attached are the **parade guidelines** adopted by vote of the Board at their January 6, 2020 meeting.

The Board hopes to make an appointment at its February 18, 2020 meeting. Accordingly, an **application for appointment** should be submitted no later than February 12, 2020. If interested, please either drop off your application at the office of the Town Manager or send it via email to the **Town Manager**.

Thank you!

Attachment

Size

[west_newbury_parade_rules_final_1-6-20.pdf](#)

107.52 KB

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

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Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 115.

The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: selectmen@wnewbury.org

Name: Ilya Zeitsev

Mobile phone: _____ Home phone: _____

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

Arbiter- Memorial Day Parade

Current or past committees served on: _____

Relevant skills, expertise and education: I am an attorney specializing
in technology contract negotiations

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

Signature: [Handwritten Signature] Date: 1/22/2020

Board/Committee _____

Appointing Authority _____

Date of Appointment _____ Sworn in _____

Town Manager

From: Ilya Zeitsev
Sent: Tuesday, January 14, 2020 11:42 AM
To: Town Manager
Subject: Arbiter voluteer

Hi,

I'm interested in being the arbiter for the new guidelines regarding the upcoming parade.

Professionally I am an attorney specializing in technology contract negotiations. Being new to the town, I have no prior existing biases or interactions with any of the parties involved.

Let me know if you have any questions or would like to discuss further.

Thank you
Ilya

Town Manager

From: Ilya Zeitsev [REDACTED]
Sent: Wednesday, February 12, 2020 7:50 PM
To: Town Manager
Cc: Finance Admin
Subject: Re: Arbiter voluteer

Hi,

I would be glad to attend the meeting at 7:30.

If you're around to talk I am available tomorrow 9-9:30, and 11:30-3. Friday I am available all day.

Let me know what works for you.

Ilya

On Wed, Feb 12, 2020, 6:28 PM Town Manager <townmanager@wnewbury.org> wrote:

Hi Ilya,

I met with Selectmen Chairman David Archibald this afternoon to review and confirm the agenda for next Tuesday, Feb 18th, and we would like to invite you to meet with the Board regarding your interest in serving in the Parade Chairperson role. The Board has a couple of appointments scheduled at/soon after the 7pm start time, so if you could arrive at/after 7:30pm, that would work well. A later arrival is fine, we can schedule other items as needed, but this item isn't likely to come up any earlier than 7:30pm.

Please confirm that this continues to be a convenient time for you. I'd be happy to connect with you by phone tomorrow or Friday if you'd like to learn more about the Board's objective in establishing this new appointed role.

Thanks for your interest,

Angus

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

townmanager@wnewbury.org

Sent: Wednesday, January 22, 2020 4:56 PM

To: Town Manager <townmanager@wnewbury.org>

Cc: Finance Admin <finance.admin@wnewbury.org>

Subject: Re: Arbiter voluteer

Hi,

I can make the meeting on the 18th.

On Wed, Jan 22, 2020, 10:55 AM Town Manager <townmanager@wnewbury.org> wrote:

Received, thank you!

At last night's meeting the Selectmen set a deadline for applications of Feb 12, and intend to make an appointment at their mtg on Tues Feb 18 at 7pm. Would you be able to attend the meeting that evening; or, alternatively, at their prior mtg on Feb 3 at 7pm?

Thanks,

Angus

Angus Jennings, Town Manager

Town of West Newbury



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Community Preservation Committee

FROM: Angus Jennings, Town Manager

DATE: February 15, 2020

RE: Revised work scope and budget proposal, Page School Playground Proposal

Based on guidance received from the CPC at the January 16th meeting, my office has been working closely with other project proponents (residents, parents, Pentucket and Page School administration and facilities manager, DPW Director etc.) to refine the initial proposal for continued consideration by the CPC at your upcoming meeting on February 20th.

The enclosed revised application and supporting documents reflect the following changes and additions:

- Reduced project square footage and costs. This reduction of square footage would still retain the quality of the proposed playground.
- Modified project design to reduce height (and cost) of central tower feature.
- Modified narrative to reflect Planning Board guidance at its meeting on February 4th, requesting that a Site Plan Review application be filed for review after Town Meeting if the project is funded. The engineering budget included in the initial proposal was sufficient to cover this additional expense (as well as the est. \$300 in direct expenses associated with legal ad and abutter notification) so this change did not require a budget increase.
- Received ideas for playground design features from Page School students.

In addition to the above-named revisions, in the interest of exploring further cost reductions, we reviewed the potential to propose a combination of poured-in-place surface with bark mulch, in favor of poured-in-place surface across the entire project footprint. However, this change is not recommended based on consultation with Page School facilities management, the DPW Director and a playground installer. This change – which would only provide poured-in-place surface below and within the fall area of playground equipment – would reduce the project cost by about \$31,000, but would be expected to substantially compromise the durability and longevity of the playground.

So while this additional change is not proposed, I do want the CPC to be aware that it has been carefully considered and costed out.

At their meeting on February 18th, the Board of Selectmen will be requested for formally endorse the revised CPC Application before you, as it is submitted in their behalf. The Board's support is anticipated, and in any case the results of their discussion will be communicated to the CPC for your consideration on Thursday evening.



TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT FUNDING
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Page School Playground Accessibility Improvements (REVISED)
PROJECT ADDRESS: Page School, 694 Main Street, West Newbury
MAP/LOT: R23-23
APPLICANT NAME: West Newbury Board of Selectmen
CONTACT PERSON: Angus Jennings, Town Manager
TELEPHONE/FAX NO.: 978-363-1100 x111
ADDRESS: 381 Main Street, West Newbury, MA 01985
EMAIL: townmanager@wnewbury.org

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Open Space**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Community Housing**
- Recreation**

The Committee may require, as a condition for funding, that the applicant grant to the Town or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex District Registry of Deeds.

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

The required narratives (Project Summary; Public Benefit; Control of Site; Feasibility; Support; Project Timeline), as well as other information requested by the CPC Guidelines, are included on the pages that follow. The authorized signature is on page 7 of this proposal.

APPLICATION NARRATIVES**Project Summary:**

Provide a description of the Project, including the property involved and its proposed use.

An effort is underway with Page School parents, Town and School personnel, and residents to improve access to and functionality of the main existing playground at the Page School located in West Newbury, MA. This proposal is to fund substantial renovations to the main playground located at the rear of the building in order to improve handicapped accessibility and ADA compliance, and to resolve long-standing drainage problems that compromise the site for a significant part of each year.

The proposal is to replace the current rear playground with a fully accessible playground that will incorporate ADA compliant surfacing with accessible equipment. Prior to installation of the new playground surface and equipment, the existing equipment is proposed for removal and disposal, with site work to regrade the property to ensure proper drainage. This proposal will create a playground that can be fully accessible to all children at the Page School.

The playground is used for grades K-6, ages 5 and up. The playground is available to roughly 345 children during the school day, during the school year, and is used by approximately 125 children during Summer Recreation programs. During hours that the school is not in session, including on weekends, the playground is available for public access.

At their regularly scheduled meeting on January 6, 2020, the Board of Selectmen voted 2-0, with Chairman David Archibald and Selectman Rick Parker present, to authorize the Town Manager to submit this proposal on their behalf.

This revised application and supporting documents reflect the following changes and additions since their initial consideration at the CPC meeting on January 16, 2020:

- Reduced project square footage and costs. This reduction of square footage would still retain the quality of the proposed playground.
- Modified project design to reduce height (and cost) of central tower feature. A photo exhibit has been added to illustrate the original 12-foot tower feature and the now-proposed 8-foot tower structure.
- Modified narrative to reflect Planning Board guidance at its meeting on February 4th, requesting that a Site Plan Review application be filed for review after Town Meeting if the project is funded.
- Received ideas for playground design features from Page School students.

At their meeting on February 18, 2020, the Board of Selectmen will be requested for formally endorse the revised CPC Application before you. The Board's support is anticipated, and in any case the results of their discussion will be communicated to the CPC for consideration at the meeting on Thursday February 20, 2020.

Public Benefit:

Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee's Project Evaluation Criteria.

Pentucket Regional School District Superintendent Justin Bartholomew has expressed 100% support for this initiative, and wrote one of the several letters of support provided with this proposal. Superintendent Bartholomew describes the work as "a necessity for all of the students with disabilities in the Pentucket Town of West Newbury." The playground will benefit all children at the John C. Page School and area children. The current playground is unusable much of the year due to drainage issues and broken structures.

Control of Site:

Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

The John C. Page School is owned by the Town of West Newbury and is leased to the Pentucket School District. On a day-to-day basis, the site is under the supervision of Pentucket Superintendent Justin Bartholomew and Page School Principal Dustin Gray. Pentucket Facilities Manager Greg Hadden oversees site maintenance and repairs. However, under the terms of the Pentucket Regional Agreement, to which the Town is a signatory, this project is defined as a capital item (cost greater than \$10,000 with useful life greater than 5 years) and is therefore the financial responsibility of the Town. For that reason, DPW Director Wayne Amaral has been closely involved with the preparation of this proposal. Communication and coordination among the Town and Pentucket has been ongoing, and will continue as the project moves forward.

The conceptual design of the playground has been completed by O'Brien & Sons, Inc. and can be modified. M.E. O'Brien & Sons, Inc. is the largest supplier of outdoor recreation equipment in the six New England states: Massachusetts, Connecticut, Rhode Island, Maine, New Hampshire and Vermont. They provide design, product and consultation for items such as playground equipment, water play splashpads, site furnishings, steel shelter/pavilions, bleachers, athletic equipment, and much more.

The DPW Director conducted multiple site visits, including with the Town Manager, Facilities Manager Greg Hadden, Principal Page, and a civil engineering firm, to conduct site evaluation and to estimate the costs associated with resolving the existing drainage problems.

Feasibility:

List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

There has been and is included in this proposal an accessibility assessment prepared by the West Newbury Building Inspector in summer 2019, in his capacity as the Town's designated ADA Coordinator. His assessment shows that the playground in its current configuration is not ADA compliant.

The designs are conceptual at this time and can be modified, and it is proposed that the project design will continue to be refined this winter and early spring, concurrent with review of the CPC proposal. However the work to be completed will be substantially similar to what is proposed here. In addition to the playground surfacing and structure, site drainage has been an issue at the current playground. For that reason, the Town has preliminarily consulted with a civil engineering firm to estimate the amount of site work and grading that will be needed to ensure that the existing drainage problems are resolved prior to the installation of the new surface and equipment.

Upon the Town Manager's request, the Planning Board considered this proposal at its meeting February 4, 2020, and at that time did verify that Site Plan Review will be required. The project timeline has been adjusted accordingly. The engineering budget included in the initial proposal was found to be sufficient to cover this additional expense (as well as the est. \$300 in direct expenses associated with legal ad and abutter notification) so this did not change the proposed budget.

Support:

Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

The John C. Page School staff, PRSD Superintendent and the Town of West Newbury Board of Selectmen have all expressed support and approval of the project, noted above by Dr. Justin Bartholomew as "a necessity for all of the students with disabilities in the Pentucket Town of West Newbury." Please see included letters of support.

The idea of improving the playground to improve accessibility has been a subject of discussion before the West Newbury Board of Selectmen, Parks & Recreation Commission, Community Preservation Committee, Planning Board, and also before the Pentucket School Committee.

Since the meeting of the CPC on January 16th, the Page School Administration directly solicited input from Page School students regarding ideas and design features that would be favored in a new playground. This was undertaken carefully, and with the specific intent to not raise students' expectations that the playground will be replaced in the near term. It had always been part of the project proponents' intent to solicit this input. The original project timeline anticipated soliciting direct student input only if and after this proposal may be favorably referred to Town Meeting, but this was done sooner with the intent to be responsive to questions from CPC members at the meeting on January 16th.

Several hundred student submittals were received, reflecting input from all grades K to 6, though due to file size and to manage overall length of this proposal, only select excerpts of students' ideas are appended here. All student ideas and drawings can be provided electronically upon Committee request.

To a significant degree, it is believed that the students' ideas largely validate design features included in the initially proposed concept design. With that said, we must acknowledge that this

proposal is not responsive to the idea received from many students to incorporate a zip-line into the playground!

Project Timeline:

Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

This is not proposed as a phased project. The timeline will be determined during the vendor selection process and the availability of the selected contractor. The goal is to begin site work in late summer/early fall 2020 to be completed in the fall of 2020.

<u>Milestone</u>	<u>Estimated Timeframe</u>
Town Meeting approval:	April 27, 2020 (requested)
<u>Planning Board Site Plan Review</u>	<u>45 days (partially concurrent with next task)</u>
Vendor selection and contract execution:	60 days
Applying for and receiving permits:	30 days (Building Inspector approval)
Ordering and receipt of supplies:	4 to 6 weeks (30 to 45 days, concurrent with Building Inspector review & approval)
Removal of equipment, and site work:	60 days (if work cannot be completed in-house)
Installation of surfacing & equipment:	30 days, estimated, and subject to scheduling
TOTAL:	<u>210 +/- days</u>

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The project has already received \$20,000 from the Commonwealth of Massachusetts, to be expended by the end of fiscal year 2020 on an accessible walkway from the school parking lot to the playground swings, the addition of two new accessible swings, new surfacing under the swings, and to offset the engineering costs that will be incurred in order to resolve the site drainage issues.

Proposed oversight and management plan for the Project:

The Town Clerk in his capacity as Chief Procurement Officer will oversee the procurement and contracting process. It is worth noting that O’Brien & Sons is on the pre-qualified vendor list for the Massachusetts Higher Education Consortium, of which the Town is a member. As a result of this designation, the Town would have the option under Massachusetts procurement laws to contract with O’Brien & Sons (and/or other such pre-qualified vendors) based on an agreed scope and budget. Pricing for equipment and installation (for specific equipment and products) has already been determined through the MHEC prequalification process. With that said, the Town does intend to consider multiple prospective vendors.

The DPW Director will act as Project Manager, and will be the person responsible for oversight of the project vendors. The DPW Director will also lead coordination with Pentucket including Page School Principal Dustin Gray and Facilities Manager Greg Hadden.

FUNDING:

- A. **Amount of Community Preservation Funding Requested:** ~~\$462,857.00.~~
- B. **Budget.** Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.

The Town Manager and DPW Director have had many meetings, conversations and site visits with prospective vendors including in the fields of civil engineering, landscape architecture, and playground design and construction.

The proposed project budget is based on a quotation received in December 2019 and modified in February 2020 based on input received at the January 16, 2020 CPC meeting. The quotes were provided by O'Brien & Sons, a firm specialized in the design and construction of ADA compliant playgrounds. As a design/build firm, O'Brien does not contract separately for playground design but instead would work with the Town subsequent to contracting to refine and finalize the project scope and budget. The cost estimate received from O'Brien is reasonably consistent with a preliminary estimate prepared last summer by the landscape architecture firm Brown & Sardina and, as noted above, the pricing of specific equipment and products has already been determined through the MHEC prequalification process. Estimated costs are also consistent with recent actual costs for playground reconstruction in Groveland, MA.

No commitment has been made to contract with any specific vendor. However, this proposal anticipates a design/build process, rather than contracting separately for design services.

<u>Item</u>	<u>Est. Cost</u>	<u>Source of Estimate</u>
Site working engineering services - Review, design, survey and oversee site work	\$27,000.00	DPW Director, based on review with prospective civil engineering consultant
Site Work – Existing playground equipment removal, site preparation, gravel base installing and final grading	\$58,000.00	DPW Director, based on review with prospective civil engineering consultant
Playground equipment (Landscape Structures, Inc.)	\$201,068.00	Quote from prospective vendor
Poured-in-place rubber safety surfacing (Surface America)	\$88,489.00	Quote from prospective vendor
Installation	\$88,300.00	Quote from prospective vendor
EST. SUB-TOTAL	\$462,857.00	

The revised vendor proposal with supporting materials is attached.

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C. **Other Sources of Funding Available:** If funding from other sources may be available for the Project, please complete the following table:

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)
Commonwealth of Massachusetts	\$20,000.00	Yes. Included in approved FY20 <u>Commonwealth Budget. [Note: this amount is no longer netted out of proposed CPC funding request in order based on exclusion of new swingset from initial CPC proposal.]</u>	No.
Private donations	N/A	No. A citizens working group has committed to initiating fundraising from local businesses and residents.	No. However, it is anticipated that CPC support of the project proposal would be important to the ability to raise private funds, since prospective donors will see an actual project in the works (rather than an idea only).

A citizen working group assisting the Town and Pentucket with this initiative has researched several grant opportunities. While no specific grants have been sought, subject to additional research regarding project eligibility, and based on available resources to apply for grants, the Town and/or Pentucket may apply for grant funding to supplement the project budget.

Deleted: (or, if so conditioned by the CPC, to reduce the amount of CPC funds toward the project)...

FY20 Cycle of the Municipal ADA Improvement Grant Program

We were unable to apply for this grant for the 2020 cycle as the deadline was October 8th and the town there was not enough time to complete the required information and apply. Depending on the status of the project next fall, this may be a good source of grant funding.

Build it with KaBoom! and Let's Play Community Construction Program

Must serve a low income and/or special needs community

MA Community Development Block Grant

Applications due March 6 for 2020 Grants. The Town is researching eligibility to determine whether to file an application.

Parkland Acquisitions and Renovations for Communities (PARC) Grant Program

PARC grants must go to parks on dedicated parkland. Since the playground is on school department land, it is not be an eligible project.

ATTACHMENTS: SEE GUIDELINES FOR PROJECT SUBMISSION AND ATTACHMENTS. YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT



Applicant Signature and Date

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.

Date Received: _____ Meeting Date(s): _____ Amount Approved: _____

Town Meeting Date/Article #: _____ Vote of Town Meeting: _____ Revised August 2015

Please include the following with ALL copies of the Application for Funding:

- Proof of ownership or control of the site, structure, or subject of Application
- Proof of authorization by the public agency, board, committee, or any entity governed by a board, trustees, corporation etc., showing a vote by the entity to submit the Applications and take responsibility for the project.
- If the project involves public property, provide verification that the applicable public agency or department supports the project as presented and will oversee the project if funded.
- Assessor's map showing location of the Project
- Photographs, including aerial photographs if available.
- Recent written estimates of construction and maintenance costs with detailed scope of work
- Proposed oversight and management plan for the Project
- If the project involves a historic resource, please provide evidence (date of listing on the state register or a letter from the West Newbury Historical Commission confirming its determination of significance) with the application that it meets these criteria **N/A**

Include the following, if applicable and available:

- Architectural plans and specifications, for new construction or rehabilitation **N/A**
- Maps, renderings, site plans
- Historic structures report, existing conditions report **N/A**
- Names and addresses of project architects, contractors and consultants
- Budgets
- Letters of Support

Note to CPC: To minimize redundant printing and manage overall file size, Revised Application does not include all Appendices from original application dated January 7, 2020. However, except as specifically modified within this Revised Application (project footprint; conceptual renderings; cost estimates), all Appendices to original Application should still be considered attachments to proposal.

Town of West Newbury Page School



Legend

- MVPC Boundary
- Parcel
- Roads**
 - Interstate
 - Major Road
 - Local Road
- Trail
- Comments

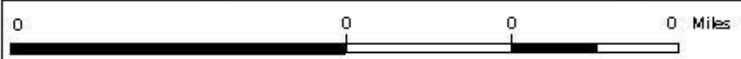


Playground Location

1. Approx. revised footprint of proposed playground reconstruction
Approx. 6,120 sf
Approx. 90'x68'

7/9/2019
© Merrimack Valley Planning Commission

1:2,400



Data Source: Provided by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of West Newbury & MassGIS/MassCE. MVPC AND THE TOWN OF WEST NEWBURY MAKE NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR UP-TO-DATE-NESS OF THIS DATA. THE TOWN OF WEST NEWBURY AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION.

Projection: NAD_1983_StatePlane_Massachusetts_Variant_1112_2001



M.E. O'BRIEN & SONS, INC.



SDO Certified WBE (MA Only)

QUOTATION

Date: February 12, 2020

Page 1 of 4

Job: Page School

Location: West Newbury, MA

Salesman: [Redacted]

Attention: Angus Jennings

Tel.:

E-mail: townmanager@wnewbury.org

We are pleased to offer our quotation on the following for the above subject job:

<u>QTY.</u>	<u>MODEL #</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
<u>PLAY EQUIPMENT – LANDSCAPE STRUCTURES</u>			
1 Ea.		Model and Quote #MEO20067 Customized Playstructure and Independent Play per Drawing and Color 3D Renderings by Landscape Structures.	
		Subtotal Delivered:	\$211,075.00
		MHEC MC15-B14 State Contract Discount:	(10,007.00)
		TOTAL FURNISHED AND DELIVERED:	\$201,068.00

POURED-IN-PLACE – SURFACE AMERICA – 100% COVERAGE

6,120 Sq. Ft.		PlayBound Poured-in-Place 50/50 Color/Black Mix, Aromatic Binder Combo, Thickness 1-3/4" – 4" Where Required for Varying Fall Heights and Wheelchair Accessibility by Surface America	
		Subtotal Delivered:	\$ 93,146.00
		MHEC MC15-B14 State Contract Discount:	(4,657.00)
		TOTAL FURNISHED, DELIVERED AND POURED ON-SITE:	\$ 88,489.00
		(SUB-BASE BY OTHERS AND NOT INCLUDED)	



M.E. O'BRIEN & SONS, INC.

SDO Certified WBE (MA Only)

QUOTATION

Date: February 12, 2020

Page 2 of 4

Job: Page School

Location: West Newbury, MA

Salesman: [REDACTED]

Attention: Angus Jennings

Tel.:

E-mail: townmanager@wnewbury.org

We are pleased to offer our quotation on the following for the above subject job:

<u>QTY.</u>	<u>MODEL #</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
<u>INSTALLATION</u>			
Installation of playground equipment as designed in Drawing #MEO20067.			
Scope of Work:			
<ul style="list-style-type: none"> • Receive, inventory shipment/offload. • Play equipment footings and site layout. • All required assembly. • All required concrete. • Complete play equipment assembly and install per #MEO20067. 			
TOTAL INSTALLATION:			\$ 88,300.00

Note: does not include any site prep, excavation, site drainage/engineering, etc.

❖ Final sub-base requirements in terms of depth, locations, etc. will be determined by town engineer (if we need to add/include our quote).



M.E. O'BRIEN & SONS, INC.

SDO Certified WBE (MA Only)

QUOTATION

Date: February 12, 2020

Page 3 of 4

Job: Page School

Location: West Newbury, MA

Salesman:

Attention: Angus Jennings

E-mail: townmanager@wnewbury.org

Surface America – PlayBound Poured-In-Place

Prices are based on materials, delivery and installation of materials only as per the description below.

- 6,120 sq/ft at 1-3/4” to 4” thicknesses, thicknesses are subject to a nominal variation
- 50% black, 50% standard color, speckled mix.
- Standard Aromatic is included.
- If design and colors have not been previously provided for take-off and any percentage of sky blue, royal blue, light gray, dark gray or teal is selected after quoting, aliphatic binder is required, the price will increase by \$1.25 per square foot.
- If design and colors have not been previously provided for take-off and any percentage of teal, yellow, purple and primary red (which are custom colors) are selected, an additional \$0.50 per square foot will be added.
- **Plan Take Offs:** If a design has not been provided at time of quote, M.E. O’Brien & Sons is NOT responsible for plan take-offs. It is the responsibility of the purchaser to approve/purchase items “per plan”. It is always in the best interest of the purchaser to provide a design at time of pricing, otherwise all quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. **Always confirm and double check quantities quoted.** Any changes to quantity may impact price quoted.
- **Sub-base of Compacted Stone is by others:**
 - The supply, installation and grading of the sub-base material is **not** the responsibility of M.E. O’Brien or Surface America, if compacted stone is by others.
 - Confirming accuracy of sub-base is not the responsibility of M.E. O’Brien or Surface America, and grading accuracy is assumed correct upon arrival of install crew. O’Brien and Sons is not responsible for incorrect grading, if compacted stone is by others. Surface America’s crews will not determine whether the sub-base has been installed correctly/per spec.
- **Installation:** If installation is included please note the following: Prevailing wages are included. Installation is to take place over a prepared compacted stone sub-base. Installation lead-time is to be determined and is weather dependent.
- **Access:** Ease of access into area is necessary. If access is difficult, please advise and request re-quote.
- **Site Security:** Site security is by others. **M. E. O’Brien & Sons and Surface America will NOT be responsible for repairs if surfacing is walked on or otherwise disturbed prior to curing.**
- **Testing:** Safety surfacing price does not include cost for playground safety surfacing testing, if required by specification, unless otherwise noted in product description. Industry Standard HIC and GMAX scores are 1000/200. It is difficult for a surfacing manufacturer to determine what thickness will be needed to meet arbitrary HIC and GMAX numbers. **Keep or eliminate if not indicated on sales estimate:** Surfacing America is quoting at a thickness anticipated to achieve specified HIC and GMAX Scores (1000 HIC/200 GMAX)
- **Sub-Base Grading for Slopes:** 30 degree (57.5%) maximum slope for any mound 4’ high or over; 45 degree (100%) maximum slope for any mound/slopes under 4’ high. If mound is steeper, Surface America will not be able to warranty surface. Additionally, installation may not be possible. Asphalt sub-base (fully cured 21 days) is always required for slopes/mounds.



M.E. O'BRIEN & SONS, INC.

SDO Certified WBE (MA Only)

QUOTATION

Date: February 12, 2020

Page 4 of 4

Job: Page School

Location: West Newbury, MA

Salesman: A [REDACTED]

Attention: Angus Jennings

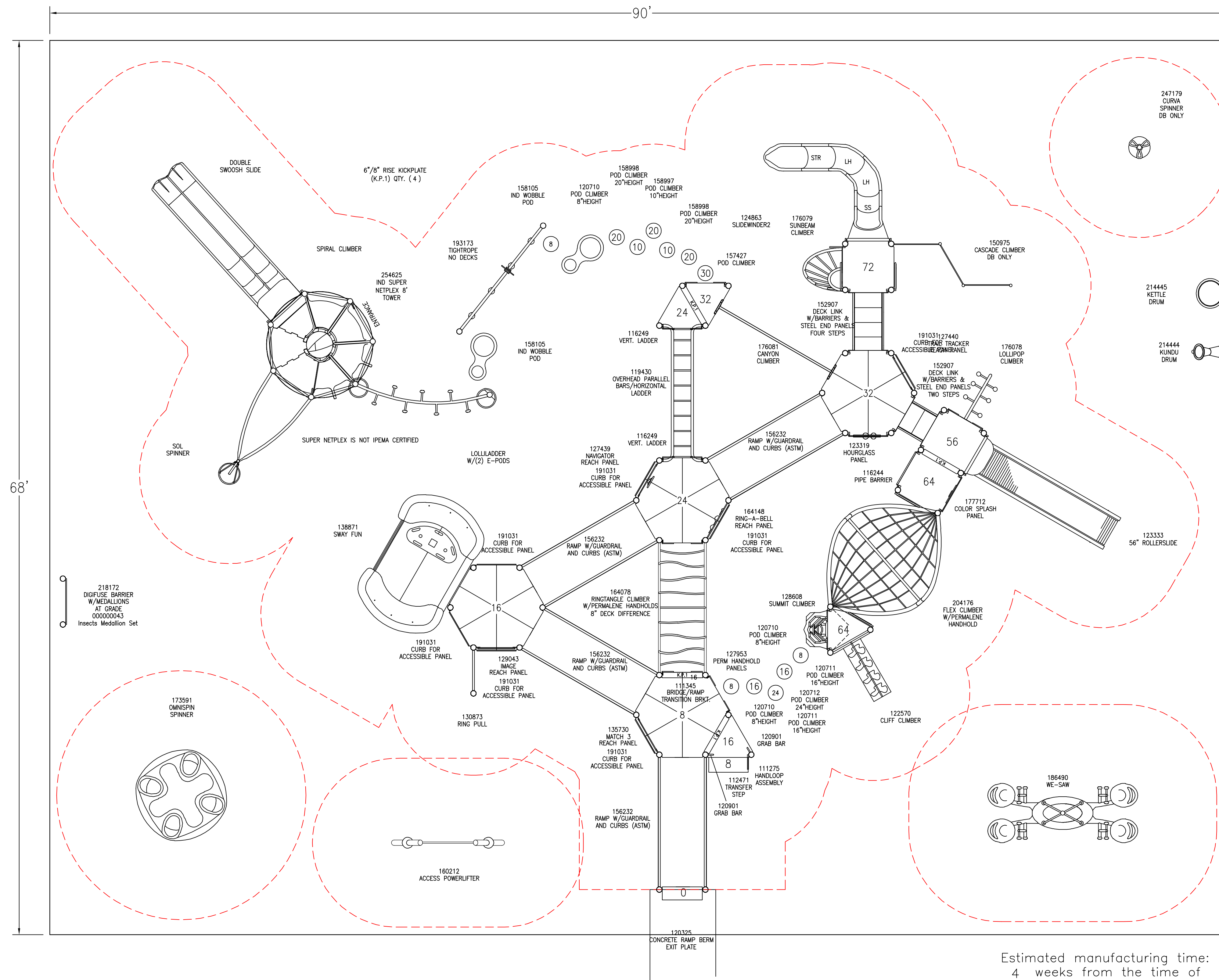
Tel.:

E-mail: townmanager@wnewbury.org

****PLEASE READ – IMPORTANT NOTES – PLEASE READ****

- Contractor/Customer is responsible for quantity, color, and product confirmation.
- Prices based on quantities listed. Any change to quantities may impact prices quoted.
- M.E. O'Brien & Sons is NOT responsible for plan take-offs. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items "per plan".
- Quote is based on information at the time of bid/request. Any changes, updates, addendums, etc., may require the quote to be revised.
- Prices quoted are firm for 30 days only and are subject to review thereafter.
- Prices are for materials only unless otherwise noted.
- If installation is included, M.E. O'Brien & Sons is NOT responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional cost will be required to rectify these situations.
- Prices are not using prevailing wages unless otherwise specified.
- Prices do NOT include cost for electrical cut outs or staining of tongue and groove roof decking unless otherwise noted.
- Standard manufacturer's design, colors, specifications, and construction apply.
- If ordered, inspect entire delivery carefully, making note on delivery receipt of ANY damage so a freight claim can be filed if damage is discovered after opening package(s).
- Retainage does not apply.
- Custom items are not returnable.
- Returns must be made within 30 calendar days of receipt of order. Customer is responsible for re-stocking fee plus shipping charges (to and from) for all returned items.
- Allow 4 to 6 weeks for delivery of materials after receipt of order and architectural approval, if required.

If we can be of further assistance, please do not hesitate to contact us. Thank you!



Estimated manufacturing time:
4 weeks from the time of
LSI order acceptance, or receipt of
SkyWays release of fabrication
form if applicable.

TOTAL ELEVATED PLAY COMPONENTS	23		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	9	REQUIRED	6
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	18	REQUIRED	6
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	12	REQUIRED	8
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	7	REQUIRED	7



IT IS THE MANUFACTURERS OPINION AND INTENT THAT THE USE AND LAYOUT OF THESE COMPONENTS CONFORM WITH THE AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM) STANDARD ASTM F1487

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

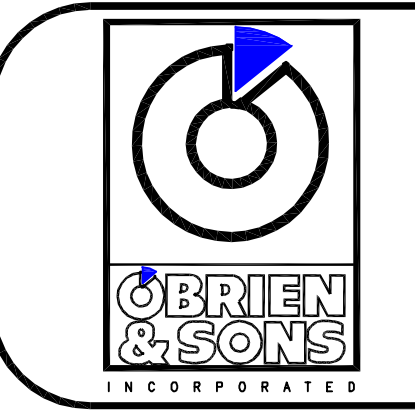
THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

IT IS THE MANUFACTURER'S OPINION AND INTENT THAT THE LAYOUT OF THESE COMPONENTS CONFORM WITH THE U.S. CONSUMER PRODUCT SAFETY COMMISSION'S (CPSC) "HANDBOOK FOR PUBLIC PLAYGROUND SAFETY".

DESIGNED BY:
JRA
COPYRIGHT: 1.23.2020
LANDSCAPE STRUCTURES, INC.

Date	Previous Drawing #	Initials



PAGE SCHOOL
WEST NEWBURY, MA

M.E. O'BRIEN & SONS, INC.
ANDY BERGER

SYSTEM TYPE:
PB/SUPER NETPLEX/IND
DRAWING #:
ME020067





lsr
landscape
structures

PAGE SCHOOL
ME020067 • 01.23.2020

O'BRIEN & SONS
ELEMENTS FOR A GREAT OUTDOORS

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landscape structures

PAGE SCHOOL

O'BRIEN & SONS
ELEMENTS FOR A GREAT OUTDOORS

ME020067 • 01.23.2020

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We took the most popular Netplex® components and brought them to new heights! Children of varying abilities can touch the sky at peaks up to 12 feet high, plus enjoy the mix of opportunities to climb, spin, bounce or hang out. Choose from four preconfigured Super Netplex designs for a super addition to your playground.



Super Netplex 8- and 12-foot Towers



Super Netplex 12-foot Tower



Super Netplex 8-foot Tower



At the Page Playground



I would love... SPIRUL



SLIDE.



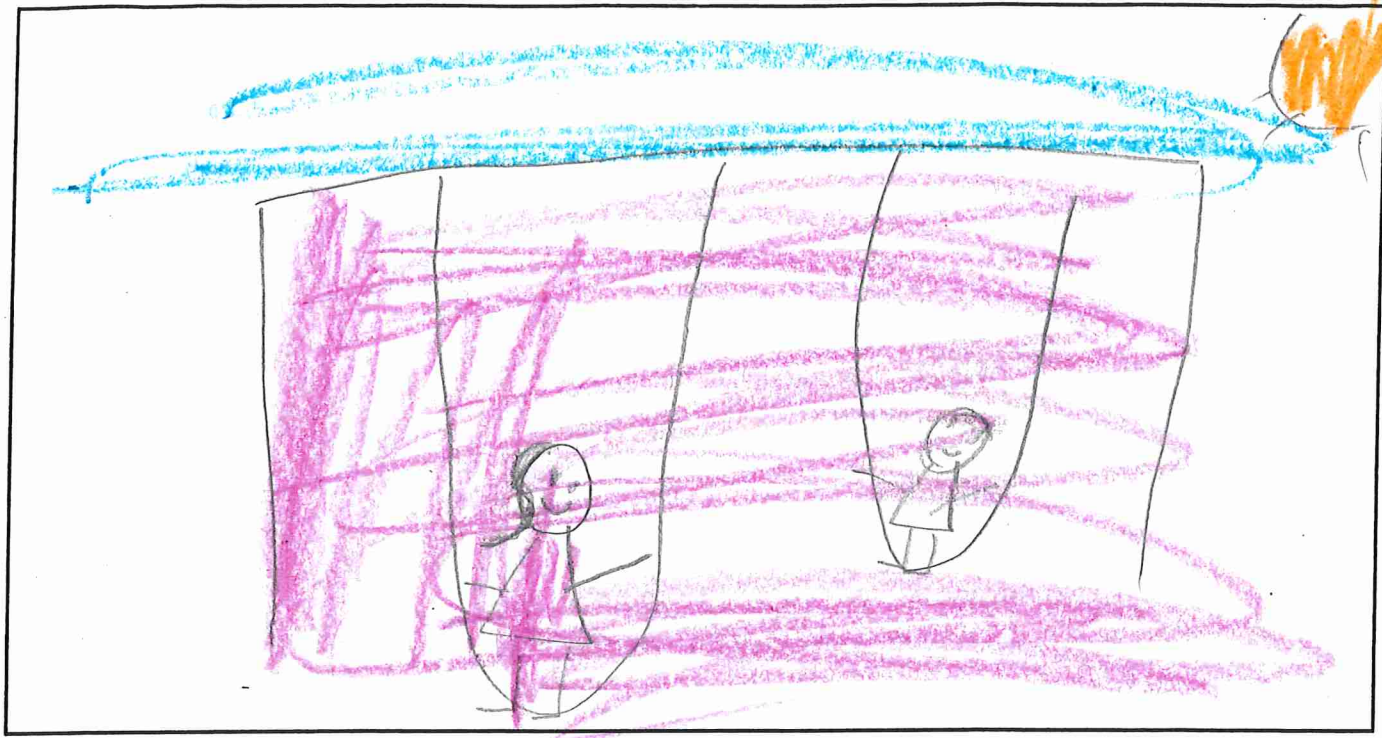


At the Page Playground

I would love... A super

big slide that curves

Seth



At the Page Playground

I would love... swings,

that are not broken.

y



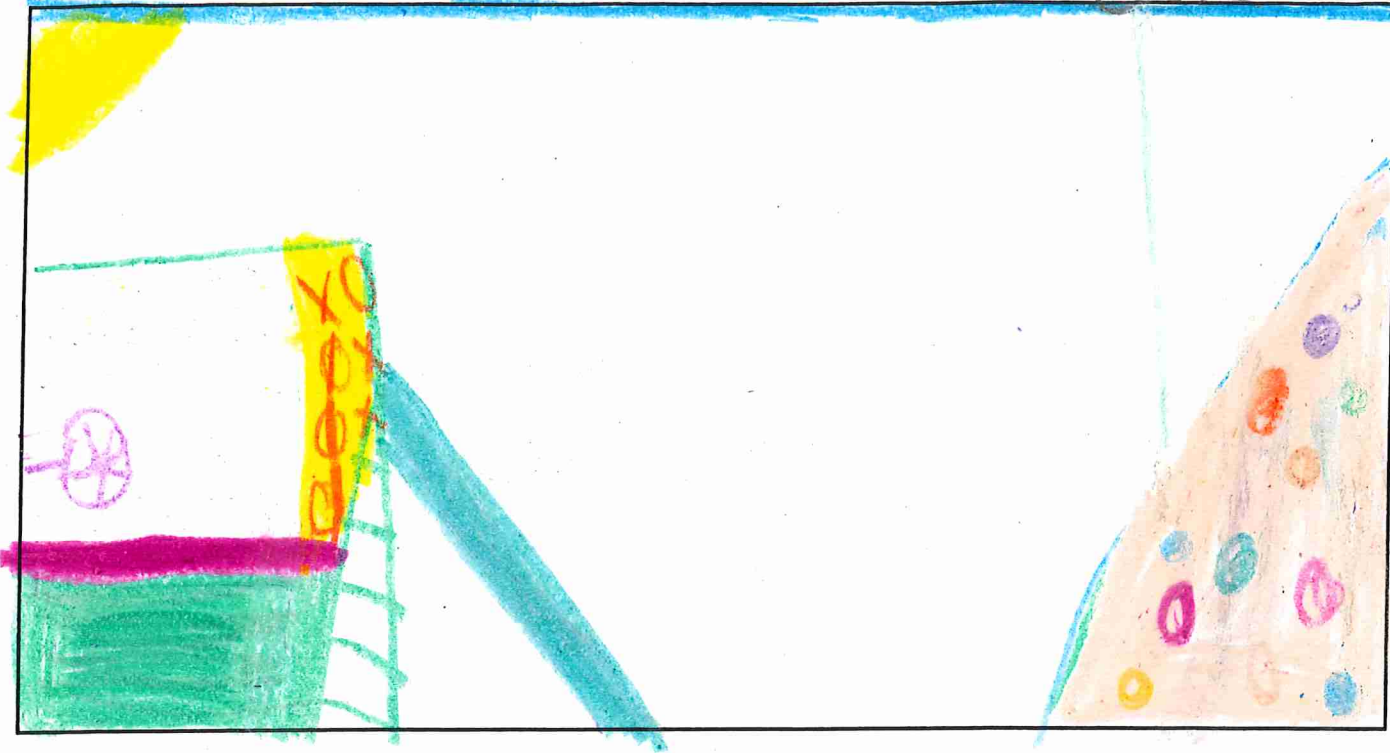
At the Page Playground

I would love ... a

zipline and a tall

slide and a tall structure

6.2



At the Page Playground



I would love ... a



rockwall to



clime up on.

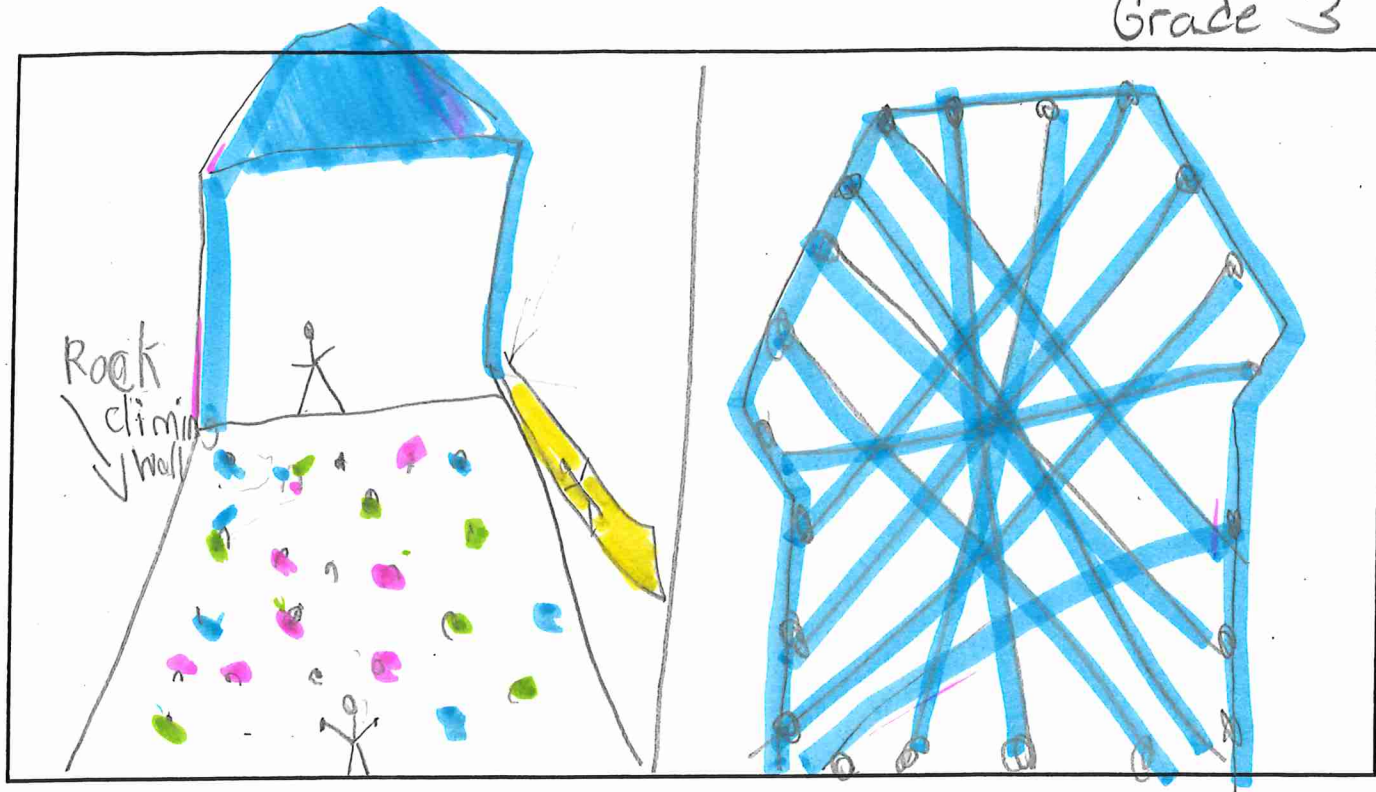


At the Page Playground

I would love ... maybe

more swings, and maybe

rotifer swing a rock wall.

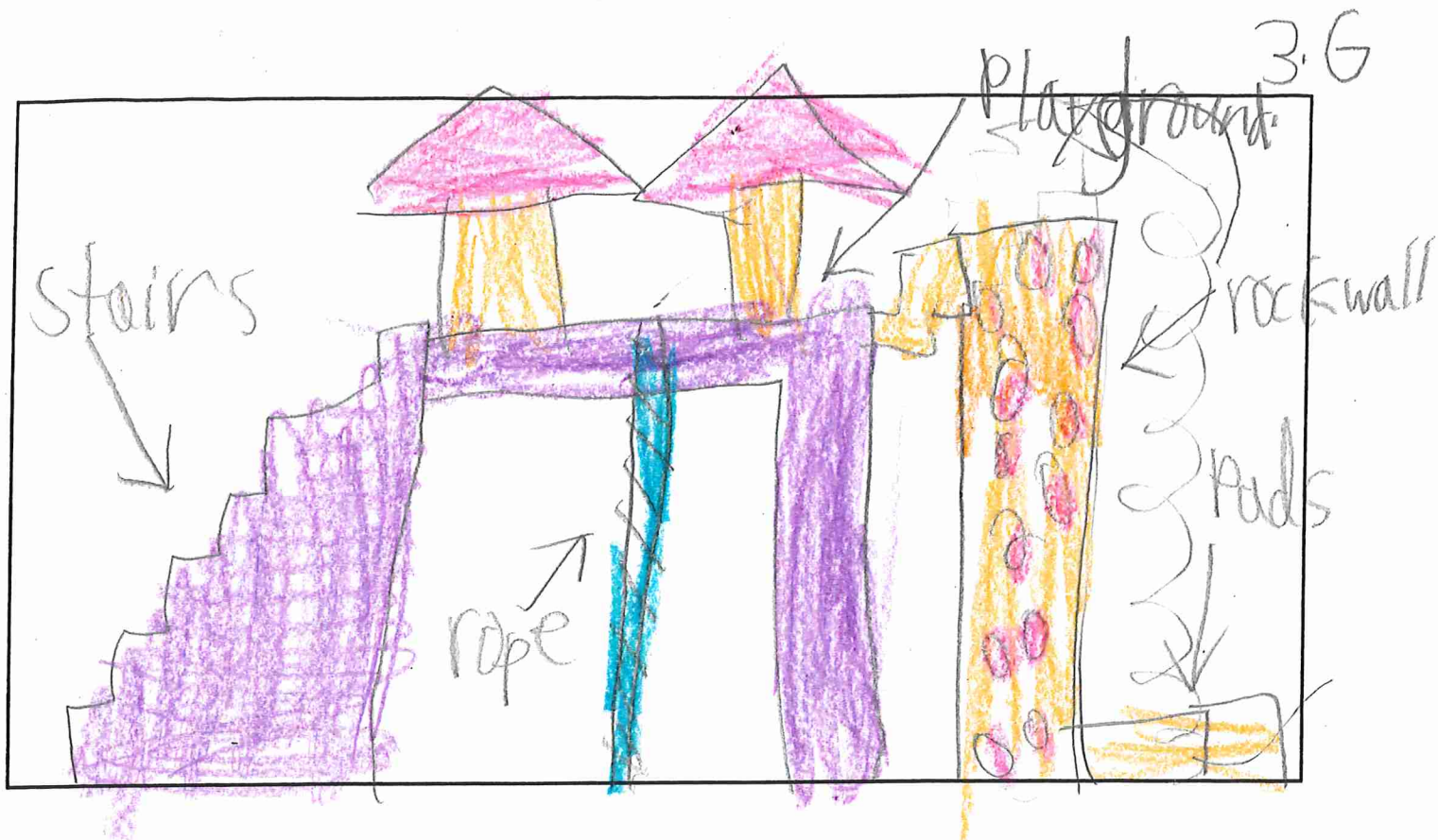


At the Page Playground

I would love ... a huge

canyon and a actual rock

climbing wall with a slide on the top that goes down the back.

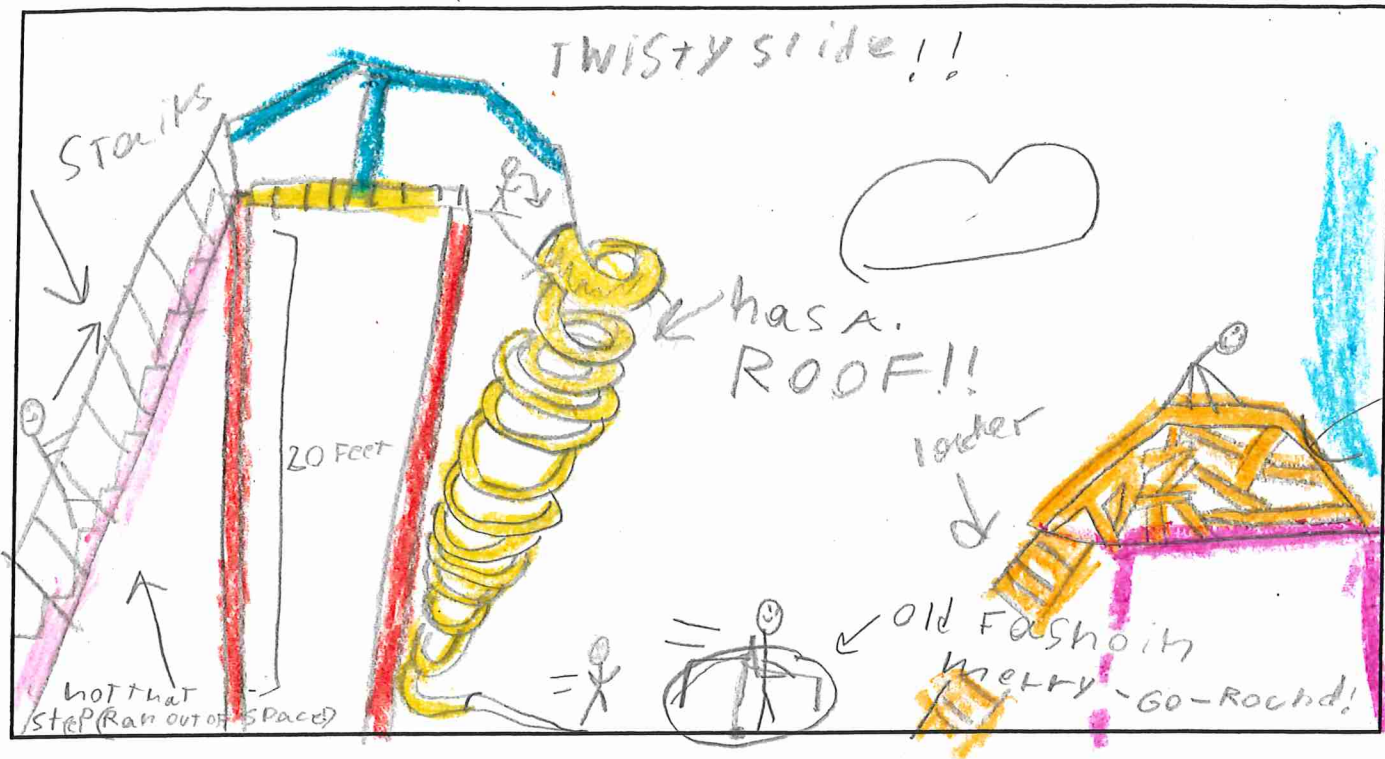


At the Page Playground

I would love ... A very

big wall with pads underneath,

Rock wall!



At the Page Playground

I would love ... a TWISTY

Slide! and a old Fashion

merry-go-round! and a...

Dance Bar Gym!

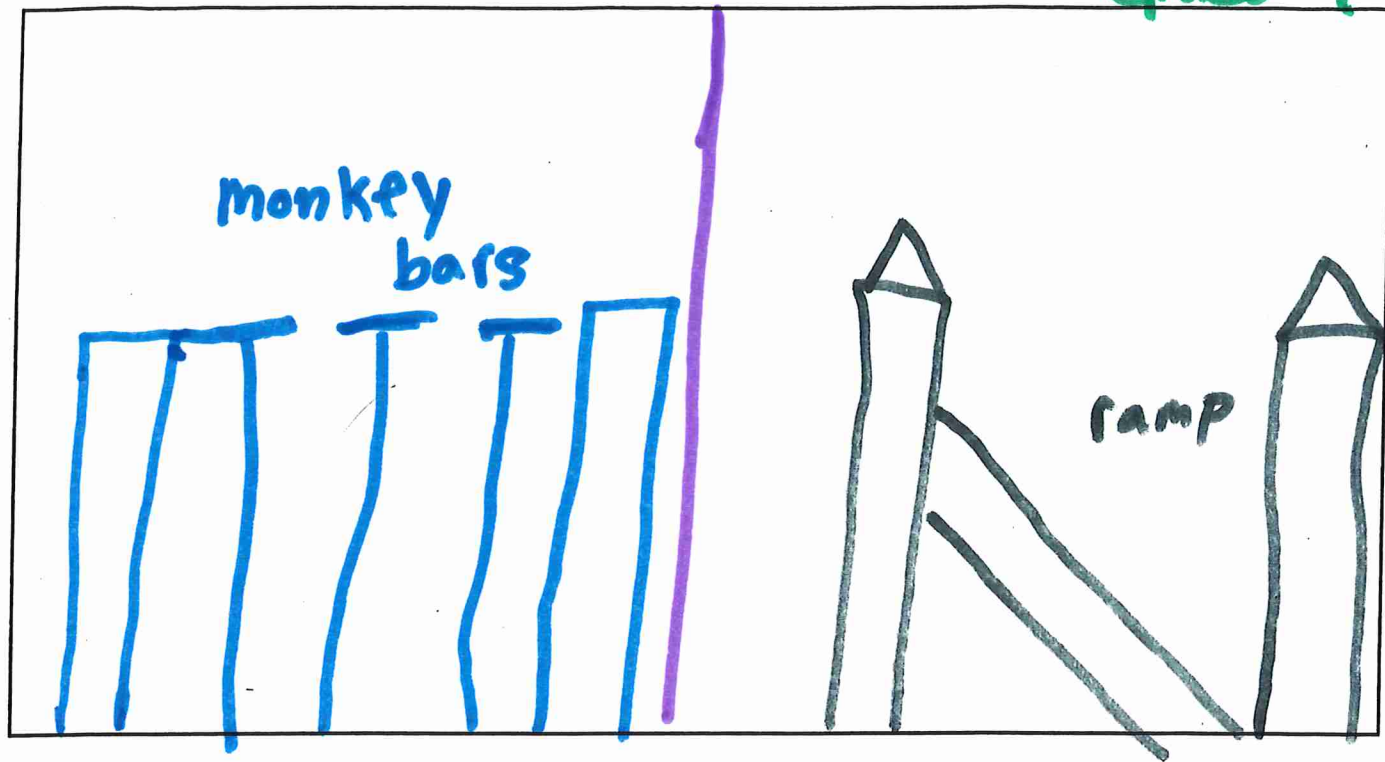


At the Page Playground

I would love ... to have

a ramp for wheel chairs and

crutches.



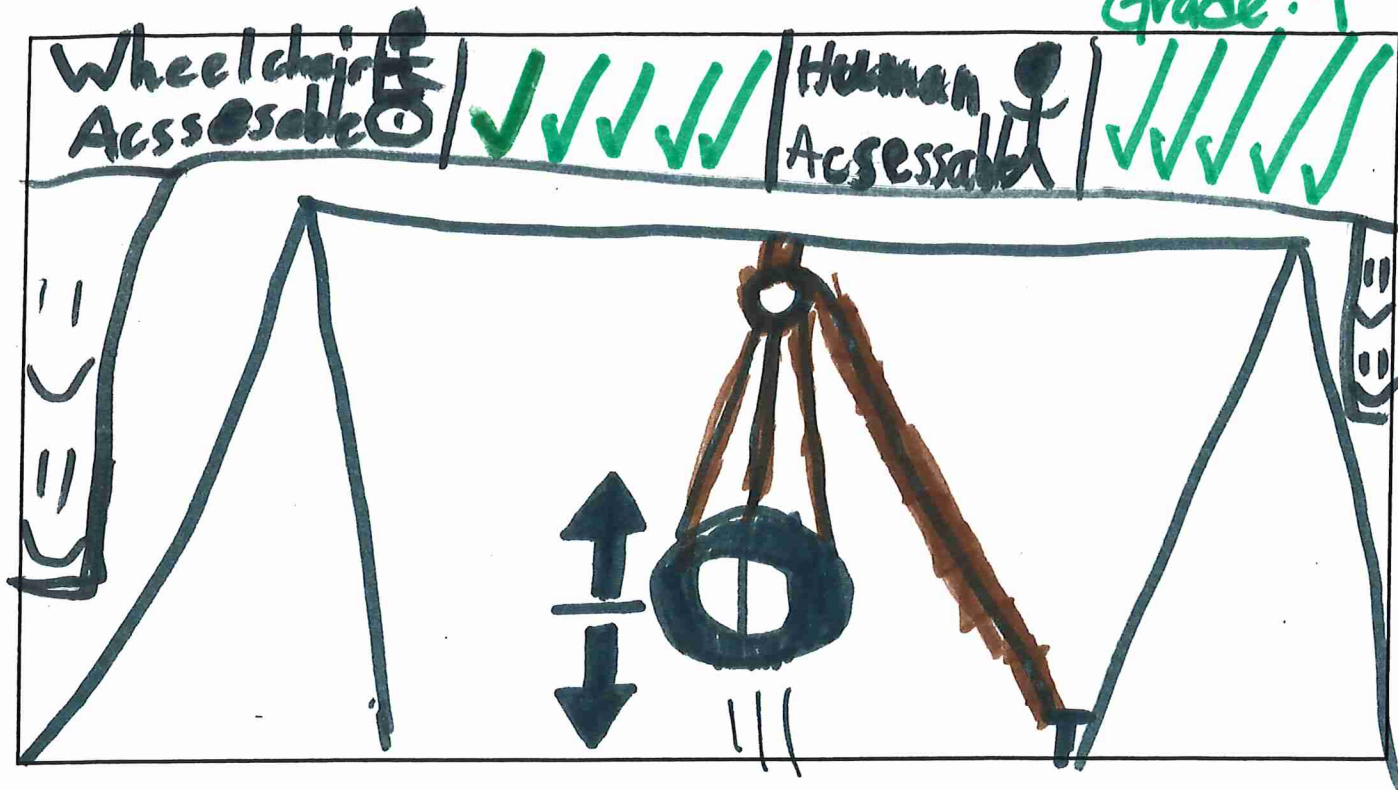
At the Page Playground

I would love... to have

have more monkey bars and a ramp so that

people with wheelchairs can get up.

Grade: 4



At the Page Playground

I would love ... a tire

swing that could be lowered

for kids in wheel chairs.

Wheel chair

happy
to be able
to have fun

↓ not too high
so it is safe



At the Page Playground



I would love ... a type



of slide for handicap so they



Can have fun. Also ask kid in between
Pre k to - 6th grade can also have fun





At the Page Playground

I would love... ramps

for anyone in a wheel chair

so they can play on our play ground



At the Page Playground

I would love ... a ramp

and a slide for kids

who have disabilities.

Also a small zipline!

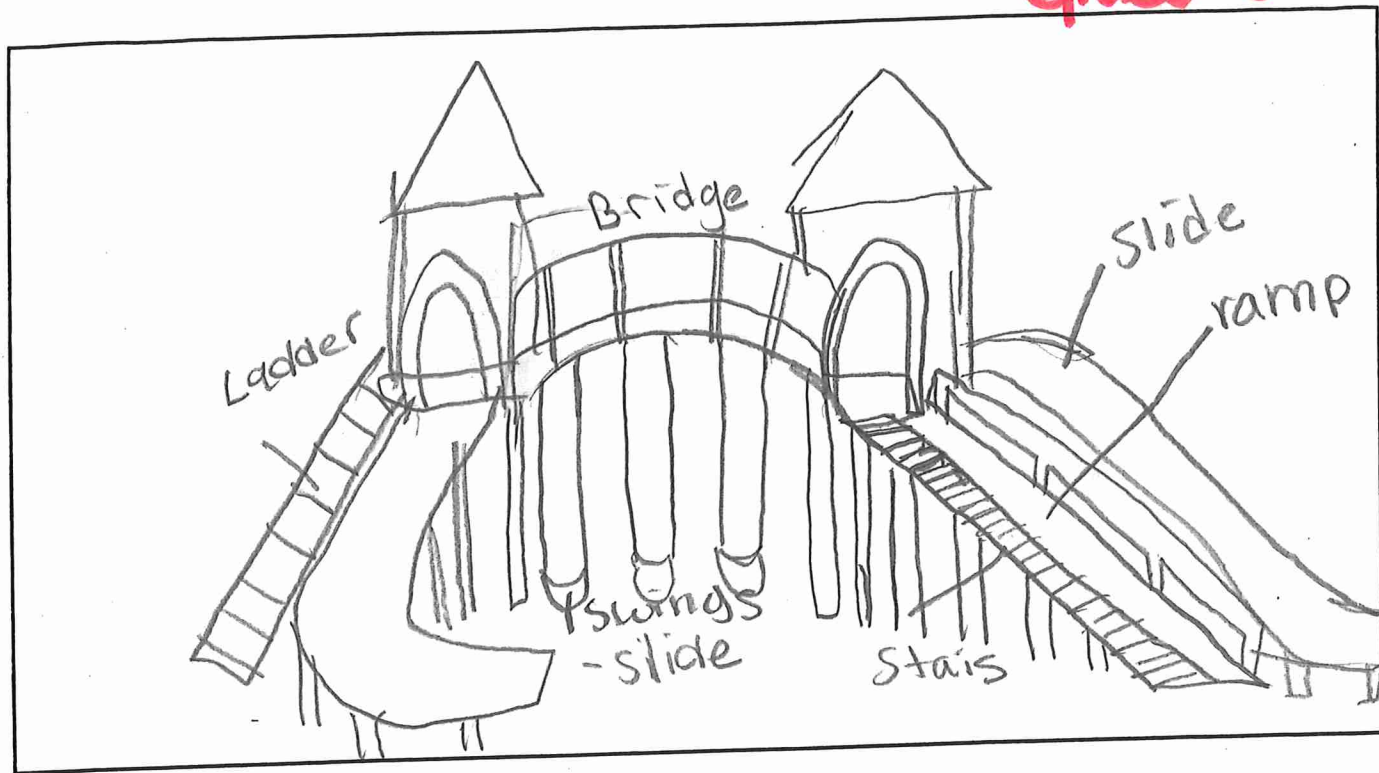


At the Page Playground

I would love ... a

tunnel and a rope that

people could climb up.



At the Page Playground

I would love... A ramp for

Disabled people and new

slides that prevent water



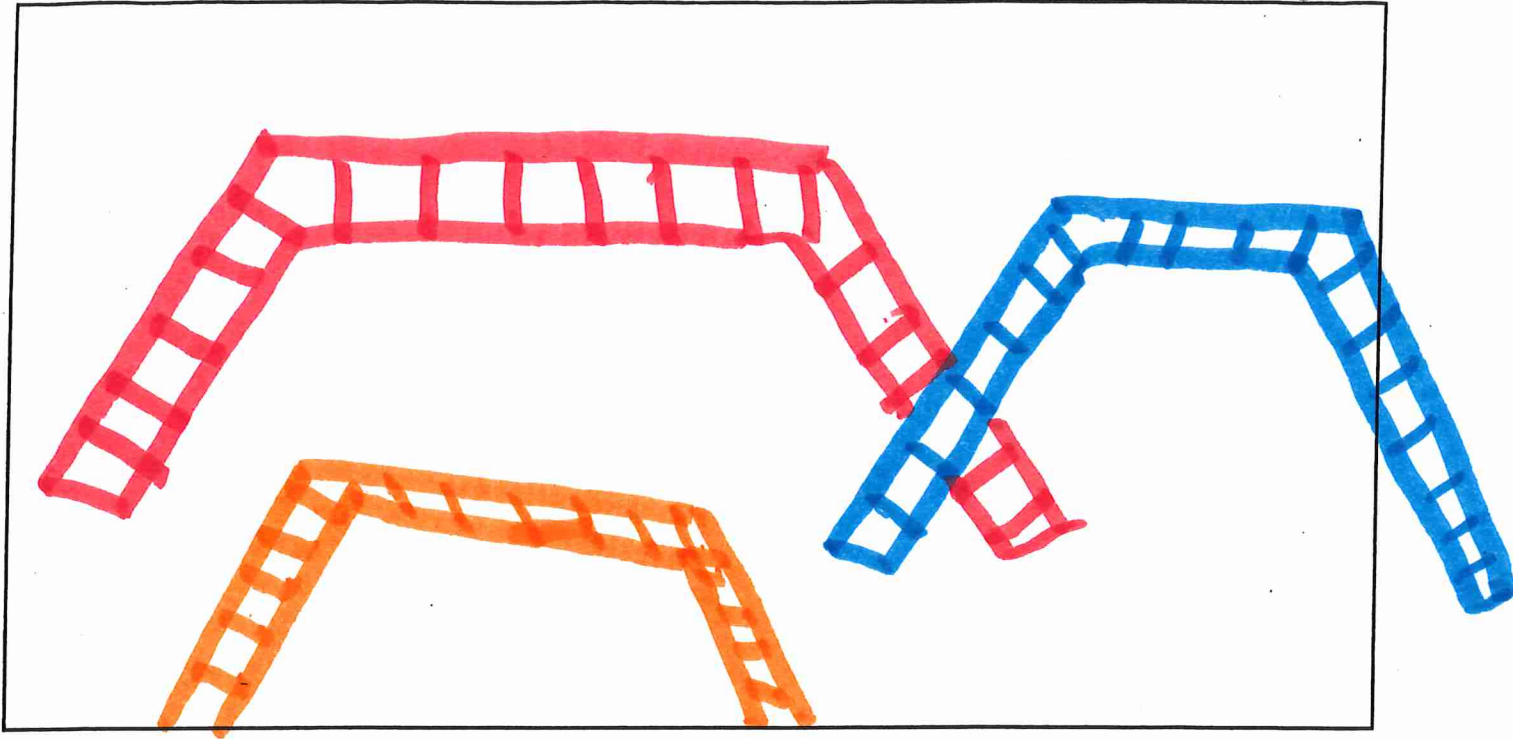
At the Page Playground

I would love ... A Swing

where you can be strapped in.

(for kids who can't be on normal swings)

Grade 6

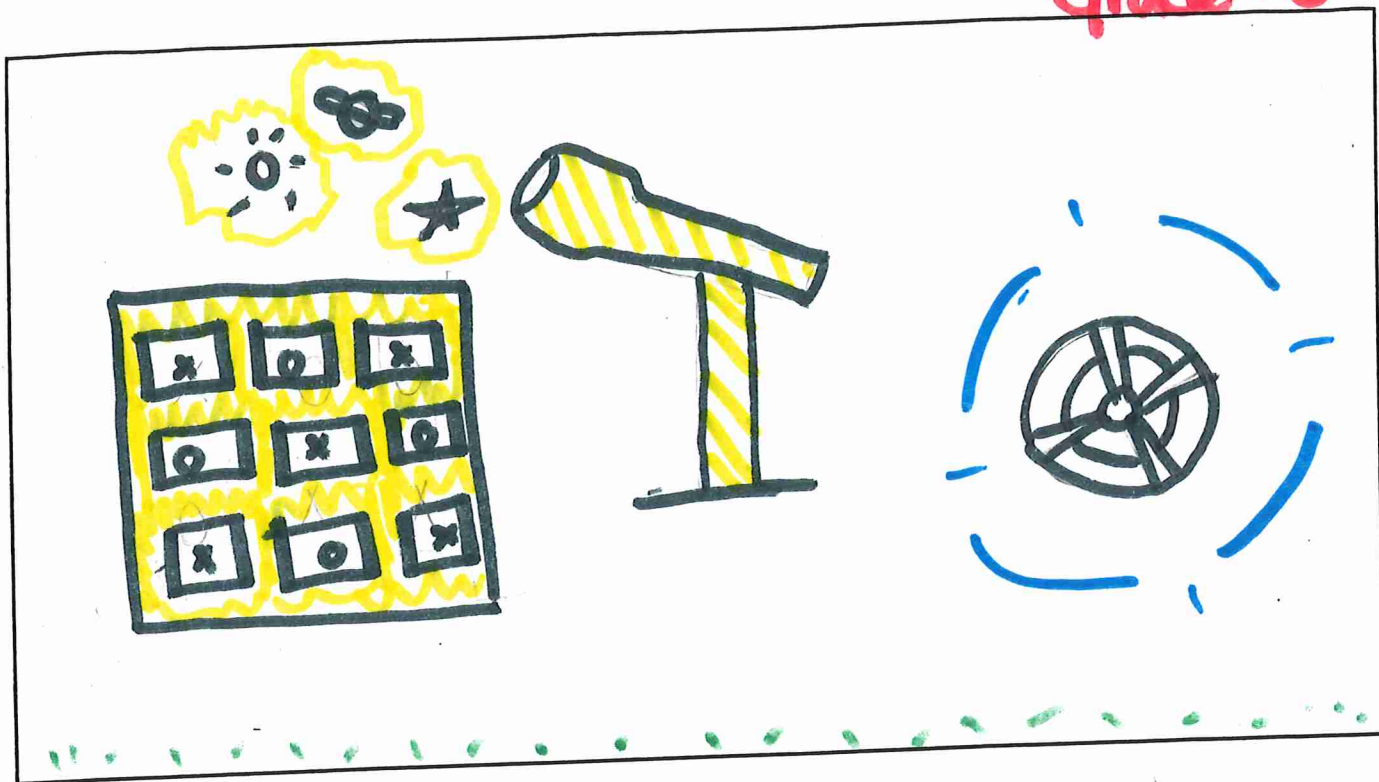


At the Page Playground

I would love ... To get

3 different size monkey bars so
every-body can use them from Pre-k
- 6 grade.

Grade: 6



At the Page Playground

I would love ... a lot of

interactive things for kids who may not

be as athletic as others.



Town of West Newbury Finance Committee

FY21 Budget Meeting Schedule

2/18/20

F

*All meetings will be in the 1910 Building
381 Main Street, West Newbury, MA
Hearing Room 1*

Note: Items shaded in Green are confirmed. Other items are likely dates but still being confirmed. Complete schedule expected to be finalized on/around Feb. 18.

<u>Date/Time</u>	<u>Departments/Topics To Be Reviewed</u>	
Monday, Feb. 24 th 7pm	<p style="background-color: #90EE90;">Revenue Projections</p> <p style="background-color: #90EE90;">DPW</p> <p>Fire Department</p> <p>Ambulance</p> <p style="background-color: #90EE90;">Emergency Management Agency</p> <p style="background-color: #90EE90;">Library</p>	<p>Community Preservation Comm</p> <p style="background-color: #90EE90;">Town Manager</p> <p style="background-color: #90EE90;">Finance Department</p> <p style="background-color: #90EE90;">Selectmen</p> <p>Finance Committee</p> <p>Moderator</p>
Wednesday, Feb.26 th 7pm	<p style="background-color: #90EE90;">Board of Assessors</p> <p style="background-color: #90EE90;">Town Clerk/Town Counsel</p> <p style="background-color: #90EE90;">Board of Registrars/Elections</p> <p style="background-color: #90EE90;">Special Counsel</p> <p>Veterans' Services</p>	<p>Harbormaster</p> <p style="background-color: #90EE90;">Open Space Committee</p> <p style="background-color: #90EE90;">Cable Advisory Committee</p> <p style="background-color: #90EE90;">Unemployment Compensation</p> <p style="background-color: #90EE90;">Insurance and Bonds</p>
Tuesday, March 10 th 7pm	<p style="background-color: #90EE90;">Council on Aging</p> <p style="background-color: #90EE90;">Board of Health</p> <p style="background-color: #90EE90;">Planning Board</p> <p>Conservation Commission</p> <p style="background-color: #90EE90;">Inspectional Services</p> <p style="background-color: #90EE90;">Board of Appeals</p>	<p style="background-color: #90EE90;">Education</p> <p>Recreation Commission</p> <p>Mill Pond Committee</p> <p style="background-color: #90EE90;">Historical Commission</p> <p>Cultural Council</p>
Thursday, March 12 th 7pm	<p style="background-color: #90EE90;">Water</p> <p style="background-color: #90EE90;">Police Department</p> <p style="background-color: #90EE90;">Dispatch</p> <p style="background-color: #90EE90;">Animal Control Officer</p> <p style="background-color: #90EE90;">Debt Service</p>	<p>Transfers to Stabilization</p> <p style="background-color: #90EE90;">Medicare (FICA)</p> <p style="background-color: #90EE90;">Essex County Retirement</p> <p style="background-color: #90EE90;">Health Insurance</p> <p style="background-color: #90EE90;">COLA</p>

Please note: The order that topics are listed are not necessarily the order they will be reviewed. The Finance Committee Chairman reserves the right to take up items out of order. The Committee will consider proposed Town Meeting warrant articles at the time that the article sponsor(s) appear before the Committee for review of proposed operating budgets.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: February 13, 2020

RE: Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint interim staff support to Community Preservation Committee

Pursuant to Sec. 10 of the Town Manager legislation (Chapter 97 of the Acts of 2017) (emphasis added):

SECTION 10.

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

(b) Appointments or removals made by the town manager pursuant to subsection (a) shall be effective 15 calendar days from the date of the filing of a written notice of the appointment or removal with the board of selectmen, unless the board of selectmen vote to reject such appointment or removal. The board of selectmen may waive the 15-day period and allow the action of the town manager to take immediate effect.

As you know, we recently posted the job ad and job description for the CPC Administrative Assistant position (posted to <https://www.wnewbury.org/job-postings>).

I expect it may take a couple of weeks before we receive applications, short-list candidates and conduct interviews. In the interest of ensuring staff support to the CPC during this interim period, I respectfully request that the Board vote to authorize me to make an interim staff appointment pursuant to my authority under Sec. 10(a), and to waive the requirement for notice to the Board and delayed effectiveness of such appointment.

Thank you for your consideration.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Community Preservation Committee
FROM: Angus Jennings, Town Manager
DATE: February 15, 2020
RE: CPC Administrative Budget and Hiring Process

The enclosed CPC Administrative Assistant job description was posted to the Town website and the MA Municipal Association job board on February 7, and so far three applications have been received with at least one other prospective candidate expressing interest. I will be pleased for the involvement of one or more CPC representatives in the interview process, although out of respect for applicants' privacy and consistent with other hiring processes my office has led, I do not intend to disclose the names of applicants to a quorum of the Committee. I have requested a meeting with Chairman Pruyn to discuss how this may work best for all parties, and hope that we will connect prior to the meeting on Thursday to support a productive discussion that night. Pursuant to the Town Manager legislation, any staff appointment that I may make would require notice to and assent by the Board of Selectmen.

In the interim, to ensure staff support to the CPC during the interim period before a new employee is hired, the following arrangements have been made:

- The cpc@wnewbury.org email account has been loaded on the desktop of Residents' Administrator Annie Sterling in the Board of Selectmen's office. Annie will monitor this account and ensure that correspondence is handled timely and in coordination with the Chair.
- As part of the transition, outgoing CPC Administrator Jean Nelson left all project files in good order. My office has access to all paper and electronic files of the CPC, and can provide access to Committee members upon request.
- My office prepared a draft agenda for the February 20 agenda, reviewed same with Chairman Pruyn and received her direction to post the agenda, and my office has taken a lead role in preparing and circulating the Feb 20 meeting packet.
- I have arranged for the Board of Selectmen minutes taker to attend the February 20th meeting to take notes and prepare meeting minutes. At their February 18th meeting, the Board of Selectmen will be requested to authorize this interim appointment, with interim responsibilities limited to preparing meeting minutes.
- Town Clerk/Counsel Mike McCarron will also attend the February 20th meeting in the event that any questions arise that would benefit from his input.

Accounting for all YTD expenses, the remaining CPC Administrative Expense budget of approximately \$2,952.60 would support 109.4 hours at the budgeted hourly rate of \$26.97 which is about 6 hours/week through June 30th. While this is expected to be adequate, if supplemental funding becomes necessary, about \$1,100 of the cost for the Soldiers & Sailors work last fall could be transferred to the Carr Post Gift Account, which would support an additional 41 hours of work.

COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEST NEWBURY

JOB TITLE: Community Preservation Committee Administrative Assistant (L5, DOQ)

DEFINITION: Manage the Community Preservation Committee (CPC) Office with administrative duties related to the functioning of the CPC.

JOB ENVIRONMENT

Subject to the appointment authority and professional oversight of the Town Manager. Works under the administrative oversight and direction of the Community Preservation Committee. Hours per week will be as needed; approved budget supports on average 8 hours per week over the course of the year. However, the work is cyclical and the hours can be expected to vary over the course of the year. The position provides dedicated support to a volunteer committee with regular meetings only once a month, and therefore requires the ability to work independently.

PRINCIPAL RESPONSIBILITIES

- Book meeting rooms, post meetings and notices. Support the Committee Chairman in the creation and posting of meeting agendas. Write minutes of CPC meetings and post minutes with the Town Clerk and on the Town website upon Committee approval. Prepare public notices and other documents as necessary; and. Notify town departments of hearings, upcoming dates for submitting applications, and other CPC information.
- Maintain files (CPC administrative/miscellaneous and individual project files), and generally perform all record-keeping for the CPC.
- Manage all correspondence submitted through the CPC Office, including letters, email, and memoranda, between members of the CPC and other Town departments, boards, and the general public.
- Respond to inquiries (walk-in, phone, or email) regarding CPC issues, and refer to CPC Chair or other committee members as necessary.
- Research CPC questions regarding projects proposed for CPC eligibility and/or funding.
- Maintain the CPC webpage on the Town website.
- Process invoices, monitor account balances of CPC Town Meeting funding articles, maintain spreadsheets and follow up with project principals, vendors, and Town Accounting Department.
- Assist prospective CPC project applicants to ensure their complete understanding of the CPC eligibility and funding approval process and requirements.
- Process, review and evaluate all proposals for Community Preservation Act funding for completeness, accuracy, and compliance with the Application Guidelines and Requirements of the Community Preservation Committee. Prepare a memo of the review

and furnish it to the CPC members and Applicant. Contact Applicants to inform them of the date of the CPC meeting and discuss any questions.

- Follow up with notes from CPC meetings, requested information from Applicants, and from other sources, and report back to the CPC.
- Prepare annual updates to the Community Preservation Plan for review and approval by the CPC.
- Prepare the CPC Annual Report for inclusion in the Town Report for review and approval by the CPC.
- At the direction of the CPC Chairman, prepare draft motions and notes for Chairman.
- If and as directed by the CPC, prepare customized Procedures for Projects document for approved projects in accordance with the Application Guidelines and Requirements of the Community Preservation Committee.
- For Town Meeting, prepare draft Article Request forms and Report to Town Meeting for review and approval by the CPC. Review Warrant articles and motions for articles with other public officials, prepare handouts and summaries as needed, and other materials as requested by the CPC.
- Maintain current knowledge of statewide CPC policy and practice, including attending relevant meetings and workshops regarding the Community Preservation Act as needed.
- Order and purchase supplies needed by the Committee.
- Other tasks as assigned by the CPC Chair.

RECOMMENDED MINIMUM QUALIFICATIONS

- **Required Abilities, Skills, Knowledge, and Experience:**
 - Be able to communicate clearly and effectively, in writing and orally, and possess a very professional telephone manner.
 - Have a solid working knowledge of MS Word and Excel.
 - Be able to work independently, and work with minimal day-to-day supervision.
 - Interact with members of the public and public officials, and handle multiple projects, deadlines, and supervisors.
 - Recognize Town-wide priorities and work cooperatively to support their accomplishment.
 - Have three (3) to five (5) years of clerical and administrative experience, ideally in a municipal setting, or an equivalent combination of education and experience.
- **Preferred Experience**
 - Knowledge obtained through experience or training pertaining to the Community Preservation Act (Mass. General Law Chapter 44B), and the Open Meeting Law.
 - The Town is supportive of employee training and continuing education.

Department: Community Preservation

Date of Revision: FY2020

- **Physical Requirements:**

- Typical office environment, using word processing systems, computer, files, and telephone.
- Some travel to attend meetings, site inspections, and workshops.
- Regular attendance at evening meetings, monthly and as directed.
- Occasional lifting and carrying of files, documents, records, etc.

HOURS AND PAY RATE

Permanent part-time position of 8 hours average per week. The actual time demands vary based on Town Meeting cycles. Hourly rate commensurate with experience.

AA/EOE

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Town Manager

From: Rick Parker
Sent: Friday, February 7, 2020 5:03 PM
To: Town Manager
Subject: RE: Town Offices DDC upgrade

Angus,

The EAC would like to pursue this further. Since the GC Competitive Grant application is due on March 27 and there will be additional work necessary to prepare for grant application, the sooner it's discussed by BoS the better.

Thx - rick

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, February 6, 2020 9:52 AM
To: Rick Parker <rparker@wnewbury.org>
Cc: Michael McCarron <mmccarron@wnewbury.org>
Subject: RE: Town Offices DDC upgrade

Thanks, I shared with Wayne. Let me know how last night's mtg went and whether this should be added to a future BOS agenda (ideally not 2/18, but rather in March).

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

Sent: Wednesday, February 5, 2020 11:12 AM
To: Town Manager <townmanager@wnewbury.org>
Cc: Rick Parker <rparker@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>
Subject: FW: Town Offices DDC upgrade

Angus,

Please see attached proposals for 1910 Building HVAC controls. Wayne and Brian Richard will find this interesting, but I have not forwarded to them assuming it would be more appropriate coming from you.

The EAC will be discussing at tonight's meeting. More discussion is needed with both B2Q and National Grid before considering a Green Communities Competitive Grant application.

rick

From: Liz Callahan <calladug@verizon.net>
Date: Saturday, February 1, 2020 at 10:31 AM

[REDACTED]

For discussion Wednesday, see attached is the proposal for the Town Office building. See also Paul Banks comments in email below.

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

[REDACTED]

[REDACTED]

[REDACTED]

Sent: Fri, Jan 31, 2020 11:31 am
Subject: Town Offices DDC upgrade

Liz and Richard,

Attached you will find two proposals for the Pneumatic to DDC controls upgrade at the Town Offices building. Note that Proposal #1 (Air Handler-1 and Terminal Equipment Controls Upgrade) must be done to enable the ability to do Proposal #2 because Proposal #1 includes the installation of the master controller (Johnson Controls FX). Proposal #1 would also be able to stand on it's own if Proposal #2 is deferred.

We broke the project into two projects/proposals in order to try to stay within the Green Communities Act (GCA) regulations.

Specifically to stay within the \$100,000 single project limit related to competitive bidding we separated out the equipment serving the Council On Aging and the boiler plant from the main HVAC systems serving the majority of the building. This GCA allows for multiple projects in one building in the same year if they are conceptually separate projects.

This also allowed us to group the projects in a way which keeps the economics of each just under the GCA guideline of funding projects with simple paybacks as long as 20 years. Note that NGRID's prescriptive application for a building of this size has a limitation on the number of points that can be incentivized which based on the point count for the building, is exceeded. Therefore in order to position Proposal #1 in the best possible way to the GCA folks, we have applied all of the incentive money available in the Proposal #1 economics.

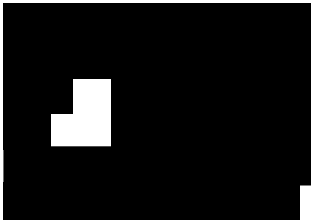
The project economics are not good on these projects based on energy savings alone because the building doesn't consume a lot of energy. However if the GCA provide significant grant contributions, it will greatly improve the project economics and assist the Town in updating an important asset and gaining visibility into how the building is operating. We believe that the Town may stand a better

chance of receiving the GCA grants if it can improve the project economics by contributing some funding to the projects.

Please call to discuss when you have had time to review the proposals.

Paul

Paul Banks



[Redacted] confidential and the property of the B2Q Associates, Inc. The e-mail contents are only to be used by the intended recipient of the e-mail. If you are not the intended recipient then use, disclosure, copying, distribution or reliance on the e-mail is prohibited. All professional advice from us should be obtained in writing (not e-mail).

Town Manager

From: [REDACTED]
Sent: Tuesday, February 11, 2020 11:27 AM
To: Paul Banks; Thomas Banks
Cc: DPW Director; Liz Callahan; Town Manager; Rick Parker
Subject: FW: Town Offices DDC upgrade - Questions: 1) Referrals for similar conversions 2) Building gross square footage
Attachments: West Newbury_Council on Aging & Hot Water Plant Controls Upgrade_Proposa....pdf; West Newbury_AHU-1 & Terminal Equipment Controls Upgrade_Proposal.pdf

Paul / Tom,

The West Newbury EAC reviewed B2Q's proposals at our Wednesday, Feb. 6 meeting and Wayne Amaral, WN DPW Director, and I discussed them on Friday.

- 1) Wayne's initial thoughts are concern that the existing pneumatic control system for the Town Office Building HVAC system is currently well dialed-in, with almost no complaints of discomfort from building occupants. Wayne acknowledges the energy inefficiency of running the building at 24/7 steady state temperature in both heating and cooling seasons, but with considerable experience working with municipal buildings he finds the absence of complaint to be unique and is concerned about "fixing something that isn't broken".

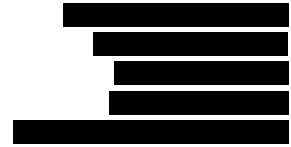
Is B2Q able to refer West Newbury to previous customers who have completed similar building HVAC control upgrades, who Wayne would contact to discuss their experiences?

- 2) Tom mentioned in a phone call that there are three building gross area categories in National Grid's incentive program, with the threshold between the small and mid-size being 20,000 square feet and the incentives increasing with larger category. I understand that the square footage previously discussed was under but close enough to the 20k threshold that a National Grid rep indicated they would apply the >20k square foot incentives. Just for the record, using a set of architectural drawings for the building, I scaled dimensions (which we were probably all taught should never be done) and measured gross square footage of 20,477 square feet, including elevator shaft areas and enclosed entry vestibules.

Best regards – rick parker
Richard Parker
West Newbury Selectman, WNEAC member
(978)270-8053



For discussion Wednesday, see attached is the proposal for the Town Office building. See also Paul Banks comments in email below.



January 31, 2020

Liz Callahan
West Newbury Energy Action Committee
West Newbury, MA

RE: 2020 Green Communities West Newbury Project 1 – Upgrade Town Office HVAC, VAV, & Baseboard from Pneumatic to DDC Controls

Dear Mrs. Callahan:

B2Q Associates, Inc. is pleased to submit this proposal for energy management controls upgrade on the primary airside cooling system and the zone level equipment serving the West Newbury Town Offices at 381 Main Street, West Newbury, MA 01985. The scope of the proposed upgrades will include the upgrade of controls for the primary heating and cooling equipment serving the offices in the Town Office building. The spaces are provided ventilation and cooled in the summer months via one main air handling unit (AHU-1) with variable air volume (VAV) boxes. The perimeter spaces are heated via perimeter hot water baseboards with the interior spaces being heated and cooled via a combination VAV box that utilizes a hot water reheat coil. The existing pneumatic controls serving this equipment will be upgraded to direct digital control (DDC).

The new Direct-Digital Control (DDC) Energy Management System (EMS) will provide automatic, remotely accessible control of the central AHU and zone level control of VAV and HW baseboard. A DDC EMS will provide improved control capabilities over the existing stand-alone pneumatic controls, giving the user “line of sight” access to the building’s primary air-side HVAC system, as well as email and text-based alarming. . The new energy management sequences will incorporate automated scheduling, static pressure reset control, unoccupied temperature setbacks, and enthalpy-based economizer for free cooling.

We look forward to working with you to help the Town of West Newbury meet its energy efficiency and environmental stewardship goals as a Green Community in the Commonwealth of Massachusetts. We will work on the Town of West Newbury’s behalf to apply for prescriptive incentive applications from National Grid.



SCOPE OF WORK

Control Upgrades:

- Furnish and install Supervisory Controller (FX-80)
 - System is web accessible
 - Provide control interlock wiring including new BACnet MSTP networking to new controllers and panels
- (1) Air Handling Unit
 - Furnish and install new controller
 - Provide the following points
 - Supply Fan Command
 - Supply Fan Status
 - Supply Fan Speed
 - Duct Static Pressure
 - Exhaust Air (EA) Fan Command (Start/Stop)
 - EA Fan Status
 - Discharge Air Temperature
 - Mixed Air (MA) Temperature
 - Outside Air (OA) Temperature
 - OA Humidity
 - Return Air (RA) Temperature
 - RA Humidity
 - OA Damper Command
 - MA Damper Command
 - EA/RA Damper Command
 - DX Cooling Stage 1
 - DX Cooling Stage 2
 - DX Cooling Stage 3
 - DX Cooling Stage 4
 - Freezestat
 - Add static pressure reset
 - Add automated scheduling
 - Add enthalpy-based economizer
 - Add morning warm up/optimal start sequence
- (22) VAVs with damper only (Ventilation & Cooling)
 - Control Hardware upgrade to DDC
 - Furnish and install new space temperature sensors
 - New electronic damper actuator
 - New air flow sensor
 - Add scheduling with an unoccupied temperature setback
 - Add morning warm up/optimal start sequence



- (4) VAVs with HW reheat coils
 - Control Hardware upgrade to DDC
 - Furnish and install new space temperature sensors
 - New electronic damper actuator
 - New air flow sensor
 - Hot water valve installation for compatibility with electronic controls
 - Add scheduling with an unoccupied temperature setback
 - Add morning warm up/optimal start sequence
- (23) HW Baseboard Radiators
 - Control Hardware upgrade to DDC
 - Hot water valve installation
 - Tie into new dedicated VAV controller for each respective zone
 - Add scheduling with an unoccupied temperature setback
 - Add morning warm up/optimal start sequence
- Provide full color graphics reflecting all equipment/main menus.
- Provide schedules, trends and alarms on all critical points monitored by the system. Alarm notification is available via email or texting if desired.
- Disconnect existing pneumatic lines to all existing equipment receiving new controls.

Engineering:

- Design new operating sequences.
- Answer contractor request for information on new sequences.
- Verify operation of new sequences.

Project management & contractor oversight:

- Primary point of contact and will observe the contractor's work on a periodic basis.
- Coordinate all meetings, site visits and contractor scheduling.
- Provide periodic updates to Town officials during construction.

Construction Administration:

- Review the contractor's submittal documentation prior to installation.
- Perform on-site walk through with the contractor & Town officials prior to construction, once during construction and once at end of construction.
- Meet with Town officials during construction.

Commissioning & Project Closeout:

- Perform a final walk-through with Town officials to closeout punch list items.
- Provide all system O&M manuals and documentation.

Energy Rebates:

- B2Q will provide all necessary applications, calculations, and documentation to support



prescriptive energy incentives by the local electric and gas utility.

- Custom incentive energy savings calculations, if required for Utility incentive applications, are not included.

DOER Green Communities Paperwork:

- B2Q will support Town officials in submitting the necessary documentation to the DOER to satisfy the requirements of the Green Communities grant specific to this project, including:
 - Energy savings calculations
 - Equipment submittals/cut sheets showing relevant information
 - Invoicing & Progress updates

PROJECT ECONOMICS

A summary of project economics and estimated energy savings are shown in the tables below:

Total Project Economics	
Total Estimated Annual Energy Cost-Savings	\$4,882
Total Project Cost	\$99,282
Estimated Incentives	\$18,000
Net Project Cost	\$81,282
Simple Payback	16.6 years
Note: Incentives may vary depending upon final project results and utility discretion	

	\$/kWh	\$/therm
Energy Rates	\$0.19	\$0.90

Project Summary		
	Total	Cost savings
Kwh Savings	24,458	\$4,647
Therm Savings	262	\$235
Total Cost \$ Savings		\$4,882
Incentives		\$18,000

Note that the project payback is based only on energy cost-savings and does not include any maintenance cost-savings associated with the upgrades.

A summary of project energy savings & environmental impacts is shown below:



Environmental Impact Table		
<i>Pounds of Carbon Reduced</i> ^{[1][2]}	<i>Pounds of Sulphur Oxides Reduced</i>	<i>Pounds of Nitrogen Oxides Reduced</i>
23,292	86	32

¹ Pollutant reduction for gas consumption is based on EPA calculations: <http://www.epa.gov/cleanenergy/energy-resources/refs.html>

² Pollutant reduction for grid-purchased electricity consumption is based on the EPA estimate for the Northeast Power Coordinating Council (NPCC) (which includes New England).

ENERGY SAVINGS ESTIMATES

These energy savings are based on implementing the following control strategies and setpoints in the new Energy Management System. The baseline for all scheduling measures was estimated using baseline equipment schedule established by the building operator for the AHU, VAVs, & Baseboards.

Project 1 – Upgrade AHU-1, VAV, & Baseboard Controls:

1. Schedule AHU-1 and Associated VAV Boxes with optimal Start/Stop:
 - a. Currently operates 24/7 in the summer with constant temperature setpoint.
 - b. Currently operates 6:00 AM to 6:00 PM in the winter & shoulder seasons with constant temp setpoint.
 - c. Runtime decreased to 6AM-5PM Mon – Thu, 10AM-5PM Fri, and 8AM-1PM Sat.
 - d. Enthalpy economizer will increase free cooling hours by 15%
2. Implement Unoccupied Space Temp Reset of VAVs & Baseboards
 - a. Assumed a 15% cycle time during unoccupied hours for heating & cooling to maintain unoccupied setpoints
 - b. Propose unoccupied setpoint of 80°F in cooling & 60°F in heating mode

SCOPE CLARIFICATIONS AND EXCLUSIONS

1. During our walkthrough of the facility it was brought to our attention that over time there have been changes to the general layout of certain office spaces without making changes to the HVAC zoning. This has caused occasional comfort complaints. We have not included correcting these issues. If desired we could provide a subsequent proposal to address these issues.
2. Testing, Adjusting, and Balancing is not included.
3. Asbestos abatement, if required is not included.
4. Any work to interface with existing fire alarms, if required is not included. Duct smoke sensors are not included.



5. Correcting existing code violations is not included.
6. Metering/sub-metering/data-logging of equipment is not included.
7. If existing VFDs, dampers, valves, actuators are being reused and they are discovered to be failed during the installation of the new controls, we will request a change order to cover the cost of their replacement.
8. Only the equipment identified in the scope above is included to receive new controls as a part of this project. The following equipment is excluded from the scope: AHU-2 & associated reheat coils, boilers, & pumps.
9. Custom incentive energy savings calculations, if required for National Grid incentive applications, are not included.
10. Work will be accomplished during normal work hours at prevailing wage rates.
11. All wiring in mechanical rooms will be in EMT. All wiring above ceilings will be plenum-rated cable neatly supported. All wiring in spaces will be in wire mold.
12. The Town of West Newbury will contract with B2Q for the execution of the project. B2Q will subcontract with Howse Corporation to upgrade the controls.

LIMITATION OF LIABILITY

B2Q Associates Inc.'s aggregate, one-time liability to all claimants for any and all direct, incidental and consequential damages, both property and economic, arising in any way under this agreement, shall be limited to our fee.

ENERGY CONSUMPTION ESTIMATES

B2Q Associates Inc. has no control of the actual building and equipment operation. B2Q Associates Inc. also has no control over other variables which may affect energy consumption and/or associated costs or savings. Accordingly, B2Q Associates Inc. does not expressly or implicitly warrant or represent that energy consumption savings and cost savings estimates of the building or equipment operation will be the actual operation energy and cost.

CONTRACT TERMS

This proposal is valid for thirty days. B2Q reserves the express right to modify or withdraw this proposal until the contract is signed. B2Q will invoice for the work monthly based upon progress. Invoices are due upon receipt and the amount due will be increased at a rate of 1.5% for each month overdue after sixty days.



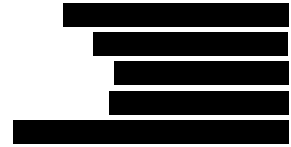
Proposed Schedule of Payment Values

Submittals Approved	20%	\$16,256
Hardware Installed	30%	\$24,384
Programs Installed	30%	\$24,384
Commissioning Complete	10%	\$8,128
Project Documentation Complete	5%	\$4,064
Punch List Complete	5%	\$4,064
TOTAL	100%	\$81,282

INFORMATION REGARDING UTILITY INCENTIVES

B2Q Associates Inc. has no control over the decisions of Utilities or Grantors to approve or accept studies or to provide incentives, grants, or rebates. Since incentives, grants and rebates are entirely at the discretion of the utility or other agency, B2Q Associates Inc. does not expressly or implicitly warrant or represent that incentives, grants and rebates will be awarded.

However, B2Q Associates Inc. will work within the framework of the utility incentive programs to maximize incentives to the Town in accordance with the rules and methods prescribed by the utilities. We will prepare incentive application forms on your behalf, and work with the utility representatives to help National Grid determine the incentive levels to be provided to the Town of West Newbury.



NEXT STEPS

The next steps for this project include:

- The Town of West Newbury should submit the 2020 Green Communities application to the DOER.
- B2Q and the Town of West Newbury should meet with NGRID representatives to discuss the project and potential incentives.
- The Town of West Newbury should notify B2Q upon receiving the grant award.
- B2Q and the Town of West Newbury submit an incentive application to NGRID
- B2Q and the Town of West Newbury execute a mutually agreeable contract authorizing us to proceed with the work.
- Work begins according to a mutually agreeable schedule.

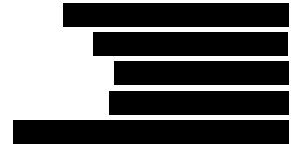
We look forward to working with you on this project. Please let us know if you have any questions.

Thank you,

Paul Banks

Paul Banks, PE, CEM, CBCP, LEED AP

Principal



January 31, 2020

Liz Callahan
West Newbury Energy Action Committee
West Newbury, MA

RE: 2020 Green Communities West Newbury Project 2 – Upgrade Council on Aging HVAC & Base Building HW Plant from Pneumatic to DDC Controls

Dear Mrs. Callahan:

B2Q Associates, Inc. is pleased to submit this proposal for energy efficient controls upgrades on the airside heating & cooling system for the Council On Aging and the main boiler plant serving the West Newbury Town Offices at 381 Main Street, West Newbury, MA 01985. The scope of the proposed upgrades will include the upgrade of controls for the heating and cooling equipment serving the Council on Aging as well as the base building HW heating plant. The Council on Aging is ventilated and cooled via one constant volume air handling unit (AHU-2). This AHU utilizes in duct reheat coils to provided heating along with a radiant heating system in the kitchen and bathroom spaces of the Council on Aging. The base building boiler plant serves both the Council on Aging and the Town Offices. The existing pneumatic controls serving this equipment will be upgraded to direct digital control (DDC).

A prerequisite for this project is the existence (or simultaneous installation) of an energy management system (EMS), which is proposed under the separate Pneumatic to DDC controls project scope of work. The DDC EMS will provide improved control capabilities over the existing stand-alone pneumatic controls, giving the user “line of sight” access to the building’s primary air-side HVAC system, as well as email and text-based alarming. The new energy management sequences will incorporate automated scheduling, static pressure reset control, unoccupied temperature setbacks, and enthalpy-based economizer for free cooling.

We look forward to working with you to help the Town of West Newbury meet its energy efficiency and environmental stewardship goals as a Green Community in the Commonwealth of Massachusetts. We will work on the Town of West Newbury’s behalf to apply for prescriptive incentive applications from National Grid.



SCOPE OF WORK:

- (1) Air Handling Unit & (4) inline HW Reheat Coils
 - Furnish and install new controller
 - Provide the following points
 - Supply Fan Command
 - Supply Fan Status
 - OA Damper Command
 - MA Damper Command
 - EA Damper Command
 - DX Stage 1
 - DX Stage 2
 - Freezestat
 - Discharge Air Temperature
 - Reheat Coil - Zone 1
 - Reheat Coil - Zone 2
 - Reheat Coil - Zone 3
 - Reheat Coil - Zone 4
 - Add static pressure reset
 - Add automated scheduling
 - Add enthalpy-based economizer
 - Add morning warm up/optimal start sequence
 - Control Hardware upgrade to DDC
 - Furnish and install new space temperature sensors
 - Hot water valve installation
- (1) Boiler & (3) HW Pumps
 - Provide the following points
 - Boiler Status
 - Boiler Feedback
 - Boiler Alarm
 - HW Pump Command
 - HW Pump Status
 - Radiant HW Pump Command
 - Radiant HW Pump Status
 - Add scheduling with an unoccupied temperature setback
 - Add morning warm up/optimal start sequence
- Provide full color graphics reflecting all equipment/main menus.
- Provide schedules, trends and alarms on all critical points monitored by the system. Alarm notification is available via email or texting if desired.
- Disconnect existing pneumatic lines to all existing equipment receiving new controls.

Engineering:



- Design new operating sequences.
- Answer contractor request for information on new sequences.
- Verify operation of new sequences.

Project management & contractor oversight:

- Primary point of contact and will observe the contractor’s work on a periodic basis.
- Coordinate all meetings, site visits and contractor scheduling.
- Provide periodic updates to Town officials during construction.

Construction Administration:

- Review the contractor’s submittal documentation prior to installation.
- Perform on-site walk through with the contractor & Town officials prior to construction, once during construction and once at end of construction.
- Meet with Town officials during construction.

Commissioning & Project Closeout:

- Perform a final walk-through with Town officials to closeout punch list items.
- Provide all system O&M manuals and documentation.

Energy Rebates:

- B2Q will provide all necessary applications, calculations, and documentation to support prescriptive energy incentives by the local electric and gas utility.
- Custom incentive energy savings calculations, if required for Utility incentive applications, are not included.

DOER Green Communities Paperwork:

- B2Q will support Town officials in submitting the necessary documentation to the DOER to satisfy the requirements of the Green Communities grant specific to this project, including:
 - Energy savings calculations
 - Equipment submittals/cut sheets showing relevant information
 - Invoicing & Progress updates

PROJECT ECONOMICS

A summary of project economics and estimated energy savings are shown in the tables below:



Total Project Economics	
Total Estimated Annual Energy Cost-Savings	\$2,178
Total Project Cost	\$42,749
Estimated Incentives	\$0
Net Project Cost	\$42,749
Simple Payback	19.63 years
Note: Incentives may vary depending upon final project results and utility discretion	

	\$/kWh	\$/therm
Energy Rates	\$0.19	\$0.90

Project Summary		
	Total	Cost savings
Kwh Savings	10,475	\$1,990
Therm Savings	208	\$187
Total Cost \$ Savings		\$2,178
Incentives		\$0

Note that the project payback is based only on energy cost-savings and does not include any maintenance cost-savings associated with the upgrades.

A summary of project energy savings & environmental impacts is shown below:

Environmental Impact Table		
<i>Pounds of Carbon Reduced ^{[1][2]}</i>	<i>Pounds of Sulphur Oxides Reduced</i>	<i>Pounds of Nitrogen Oxides Reduced</i>
14,221	23	19

¹ Pollutant reduction for gas consumption is based on EPA calculations: <http://www.epa.gov/cleanenergy/energy-resources/refs.html>

² Pollutant reduction for grid-purchased electricity consumption is based on the EPA estimate for the Northeast Power Coordinating Council (NPCC) (which includes New England).

ENERGY SAVINGS ESTIMATES

These energy savings are based on implementing the following control strategies and setpoints in the new Energy Management System. The baseline for all scheduling measures was estimated using baseline equipment schedule established by the building operator for the AHU & HW Plant.



Project 2 – Upgrade AHU-2, (4) Reheat Coils, & HW Plant Controls:

1. Schedule AHU-2 with optimal Start/Stop:
 - a. Currently operates 24/7 in the summer with constant temp setpoint
 - b. Currently operates 6:00 AM to 6:00 PM in the winter & shoulder seasons with constant temp setpoint
 - c. Runtime decreased to 6AM-5PM Mon – Thu, 10AM-5PM Fri, and 8AM-1PM Sat
 - d. Enthalpy economizer will increase free cooling hours by 15%
2. Schedule Boiler & HW Pumps
 - a. Assumed 15% cycle time during unoccupied hours for hot water pumps
3. Implement Space Temp Reset of AHU-2, Reheat Coils, & HW
 - a. Assumed a 15% cycle time during unoccupied hours for heating & cooling
 - b. Propose unoccupied setpoint of 80°F in cooling & 60°F in heating mode

SCOPE CLARIFICATIONS AND EXCLUSIONS

1. During our walkthrough of the facility it was brought to our attention that over time there have been changes to the general layout of certain office spaces without making changes to the HVAC zoning. This has caused occasional comfort complaints. We have not included correcting these issues. If desired we could provide a subsequent proposal to address these issues.
2. Testing, Adjusting, and Balancing is not included.
3. Asbestos abatement, if required is not included.
4. Any work to interface with existing fire alarms, if required is not included. Duct smoke sensors are not included.
5. Correcting existing code violations is not included.
6. Metering/sub-metering/data-logging of equipment is not included.
7. If existing VFDs, dampers, valves, actuators are being reused and they are discovered to be failed during the installation of the new controls, we will request a change order to cover the cost of their replacement.
8. Only the equipment identified in the scope above is included to receive new controls as a part of this project. The following equipment is excluded from the scope: AHU-1, VAV boxes, & HW baseboard.
9. Custom incentive energy savings calculations, if required for National Grid incentive applications, are not included.
10. Work will be accomplished during normal work hours at prevailing wage rates.
11. All wiring in mechanical rooms will be in EMT. All wiring above ceilings will be plenum-rated cable neatly supported. All wiring in spaces will be in wire mold.
12. The Town of West Newbury will contract with B2Q for the execution of the project. B2Q will subcontract with Howse Corporation to upgrade the controls.



LIMITATION OF LIABILITY

B2Q Associates Inc.’s aggregate, one-time liability to all claimants for any and all direct, incidental and consequential damages, both property and economic, arising in any way under this agreement, shall be limited to our fee.

ENERGY CONSUMPTION ESTIMATES

B2Q Associates Inc. has no control of the actual building and equipment operation. B2Q Associates Inc. also has no control over other variables which may affect energy consumption and/or associated costs or savings. Accordingly, B2Q Associates Inc. does not expressly or implicitly warrant or represent that energy consumption savings and cost savings estimates of the building or equipment operation will be the actual operation energy and cost.

CONTRACT TERMS

This proposal is valid for thirty days. B2Q reserves the express right to modify or withdraw this proposal until the contract is signed. B2Q will invoice for the work monthly based upon progress. Invoices are due upon receipt and the amount due will be increased at a rate of 1.5% for each month overdue after sixty days.

Proposed Schedule of Payment Values

Submittals and Revised Sequences Approved	20%	\$8,550
Hardware Installed	30%	\$12,825
Programs Installed	30%	\$12,825
Commissioning Complete	10%	\$4,275
Project Documentation Complete	5%	\$2,137
Punch List Complete	5%	\$2,137
TOTAL	100%	\$42,749

INFORMATION REGARDING UTILITY INCENTIVES

B2Q Associates Inc. has no control over the decisions of Utilities or Grantors to approve or accept studies or to provide incentives, grants, or rebates. Since incentives, grants and rebates are entirely at the discretion of the utility or other agency, B2Q Associates Inc. does not expressly or implicitly warrant or represent that incentives, grants and rebates will be awarded.



B2Q Associates, Inc.



However, B2Q Associates Inc. will work within the framework of the utility incentive programs to maximize incentives to the Town in accordance with the rules and methods prescribed by the utilities. We will prepare incentive application forms on your behalf, and work with the utility representatives to help National Grid determine the incentive levels to be provided to the Town of West Newbury.



NEXT STEPS

The next steps for this project include:

- The Town of West Newbury should submit the 2020 Green Communities application to the DOER.
- B2Q and the Town of West Newbury should meet with NGRID representatives to discuss the project and potential incentives.
- The Town of West Newbury should notify B2Q upon receiving the grant award.
- B2Q and the Town of West Newbury submit an incentive application to NGRID
- B2Q and the Town of West Newbury execute a mutually agreeable contract authorizing us to proceed with the work.
- Work begins according to a mutually agreeable schedule.

We look forward to working with you on this project. Please let us know if you have any questions.

Thank you,

Paul Banks

Paul Banks, PE, CEM, CBCP, LEED AP

Principal



I

**Town of West Newbury
Board of Selectmen
Monday, May 13, 2019@ 7pm**

**381 Main Street, Town Office Building
www.wnewbury.org
MINUTES OF MEETING - DRAFT**

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:01 p.m.

May 6, 2019 Annual Town Election results provided by Michael McCarron, Town Clerk. Results are contained in the Agenda Packets.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Thank you to Barbara Haack and roadside cleanup volunteers (weekend of April 27-28)
- Welcome to new Selectman Rick Parker!
- Welcome to new Library Director Corinn Flaherty!
- Garden Club Plant Sale, Saturday May 18th at the Old Town Hall, 8:30-11:30 am

Regular Business

- A. Special Event Permit Requests: Horse Trials (July 7, Oct. 13), Adventure Trail (Sept. 8)- *West Newbury Riding & Driving Club*

Angus Jennings, Town Manager reported that all required documentation is in order. Special Event Application and Map contained in Agenda Packets.

Motion made by Selectman David Archibald. Seconded by Chairman Glenn Kemper to approve all three events.

Yes 3, No 0.

- B. Request for Street Opening Permit, 9 Twig Rush Lane, Peter Couture

Angus Jennings, Town Manager reported that all required documentation is in place. Copy of Street Opening Permit, Water and DPW Maps as well as DPW stipulations are contained in the Agenda Packets.

Motion made by Selectman David Archibald, seconded by Chairman Glenn Kemper to approve Permit subject to DPW stipulations.

Yes 3, No 0.

C. Meeting with Historical Commission representative(s) regarding recent correspondence:

- a. Potential designation of National Historic Districts (Manufacturers' Row, Training Field, Way to the River)

Communication to Board of Selectmen naming the various properties and defining the three districts contained in the Agenda Packets. Discussion took place with the Board regarding what the designations would mean to both the town and the homeowners.

Motion was made by Selectman Richard Parker, seconded by Selectman David Archibald To support establishment of the 3 historic districts. (Manufacturers Row, Training Field and Way to the River).

Yes 3, No 0.

- b. Potential installation of commemorative plaque in honor of Julian D. Steele

Listing of accomplishments and Boston Globe article of February 28, 1962 are contained in the Agenda Packets.

Elissa Grammer and Jennifer Conway reviewed the achievements of this former West Newbury resident and answered questions from the Board. This item is Informational.

D. Requests for intra-departmental Line Item Transfers- *referrals from Finance Committee*

- a. DPW: \$35,000.00 to fund Town Building Operating Expenses
- b. DPW: \$2,500.00 to fund Road Machinery Operating Expenses
- c. Finance Committee: \$1,035.00 to fund cost of printing Town Meeting booklets
- d. Finance Department: \$3,640.00 to fund interim acting Treasurer/Collector
- e. Planning Board: \$2,300.00 to record costs of minutes taker in correct line item
- f. Police Department: \$28,500.00 to record SRO funds from correct line item

Memorandum from Angus Jennings, Town Manager as well as Requests for Appropriations Between or Within Departments (Expenditure Detail reports also provided) are contained in the Agenda Packets. All requests have approval of the Finance Committee. Discussion took place regarding the DPW Transfer of \$35,000.00. Angus reported that there were several large unforeseen expenses. One was the Elevator Repair and the Second was the sprinklers to the Conservation Office.

Motion was made by Selectman David Archibald, seconded by Chairman Glenn Kemper To approve all six transfers.

Yes 3, No 0.

- E. Notification of Finance Committee approval of Reserve Fund Transfer: \$8,800.00 to Board of Health to fund additional Steele Landfill monitoring costs as required by MassDEP by June 14, 2019

Request for Transfer from the Reserve Fund, Landfill Gas Assessment and Corrective Action Requirements letter from the Commonwealth of Massachusetts Department of Environmental Protection, spreadsheet on requirements costs, Proposal from Cornerstone Construction Services, LLC with Standard Contract Terms Contained in Agenda Packets.

Discussion took place between the Board and Robert Janes, Board of Health Chairman regarding These requirements. Selectman Richard Parker requested to be notified regarding future Board Of Health Meetings related to the Landfill.

- F. Review and discussion of priority transportation projects for Regional Transportation Plan

Memorandum, emails and requested Transportation Plan are contained in the Agenda Packets. Selectman David Archibald commented that he would like to see a bus stop added and remarked that the Board had tried to bring forward this request in the past.

Selectman David Archibald, Selectman Richard Parker and Chairman Glenn Kemper all agreed that the Middle Street Bridge Project was the higher priority of the Board.

- G. Middle Street Bridge: update on conceptual designs, potential dates for upcoming public meeting

Memorandum from Angus Jennings, Town Manger and BSC Group Bridge Type Study are Contained in the Agenda Packets. Angus reported that he will continue to communicate with The City of Newburyport to convene a joint public meeting to move the bridge project forward.

- H. Discussion of proposal to consolidate Conservation and Health staff support

Memorandum from Angus Jennings, Town Manager, Communication with Conservation Commission and Job Posting for Part-Time Conservation Agent are contained in the Agenda Packets. The Board discussed the consolidation with Board of Health Members Judy Mizner and Wendy Reed.

- I. Board of Selectmen Reorganization

Motion was made by Selectman Richard Parker, seconded by Chairman Glenn Kemper to Nominate Selectman David Archibald as Chairman of the Board of Selectman.

Yes 3, No 0.

Motion was made by Chairman Glenn Kemper, seconded by Selectman David Archibald To nominate Selectman Richard Parker as Clerk of the Board of Selectman.

Yes 3. No 0.

Town Manager Updates

J. Updates on active projects, current through end of FYI9 (June 30, 2019)

Memorandum from Angus Jennings, Town Manager contained in the Agenda Packets. Angus also provided the Board with updated Working Draft spreadsheet at the meeting. Angus is also looking for the Board's input/feedback as to any items they would like to add to the draft.

Selectman Richard Parker brought forward the idea of using geothermal energy at the new Pentucket Regional School. He would like to approach the School Building Authority to determine if there are any new energy incentives as this will be the energy source for the next 50 years for this building. Michael McCarron, Procurement Officer brought forth the idea of committing the Town's Green Community Grants funds toward this idea. The Board would also like to see a neighborhood meeting to address the neighborhood concerns regarding parking once the construction phase begins. Angus will contact the Superintendent and Architect.

K. Update on 2019 Memorial Day Parade

Angus gave a review of the progress made on the planning of the Parade. He will be sending out a detailed update to the Board via email.

L. Vendor selection to prepare 2018 OPEB Actuarial Full Valuation (FY20 cost) per GASB 74/75

Informational.

Angus reported that the new vendor is more expensive but more hands on with smaller towns. This Vendor is more fully engaged at a staff level. This vendor also will also address the comment of the Town's outside Auditor in the FY' 18 Audit Management Letter regarding timeliness and accuracy of preparation of the OPEB Report.

M. Follow up meeting assignments

N. Placing items for future agendas

- 1.) Selectman Richard Parker would like to explore how land zoned Industrial might be used. Can anything be done with it. Seek Planning Board opinion.
- 2.) Appointments to Boards and Commission at 5/28/19 meeting.
- 3.) Selectman David Archibald – Abutters to School Campus concerns regarding parking during Construction. Neighborhood meeting suggested:
 - a) Superintendent of Schools
 - b) Architect
 - c) Board of Selectmen

Motion was made by Chairman Glenn Kemper, seconded by Selectman David Archibald to adjourn to Executive Session at 8:30 p.m.

Yes 3, No 0.

Respectfully Submitted, Mary DiPinto



Town of West Newbury
Board of Selectmen
Monday, April 29, 2019 @ 6pm
Pentucket Regional High School, 24 Main Street
www.wnewbury.org
Meeting Minutes – draft

Open Session: 6pm in the High School Library

The Meeting was called to order at 6:02 p.m. by Chairman Glenn Kemper.

Regular Business

A. Annual performance review of Town Manager

Chairman Kemper stated that the purpose of the meeting is to conduct the Town Manager's annual performance evaluation as required in his employment contract. He called for comments from the members.

Selectman Archibald said that he has written up some comments. He summarized his observations of the "good," the "less good," and the overall performance of the Town Manager:

Good

- Handling unforeseen issues
- Attention to details, including finance
- Handling tough tasks
- Saying what needs to be said
- Grasping new concerns as they present themselves
- Coalescing information for Board review
- Working long hours
- Hearing all sides of an issue
- Integrity

Less Good

- Need to say no to new tasks
- Lack of triage skills
- Marathon not a sprint
- Working too many hours

Overall

Exemplary performance

Selectman Anderson and Chairman Kemper expressed agreement with Archibald's assessment. Comments were offered regarding the quality of information provided to the Board in its meeting packets, the work to institute a new accounting software which has been a goal for many years, and efforts to bring fairness and consistency to personnel matters.

Chairman Kemper said that early on in Manager Jennings' tenure it wasn't clear what the priorities were, but this is natural given the number of issues that had to be assessed initially.

Selectman Anderson offered additional comments. He said that Manager Jennings' positives include attention to detail, works hard, and works long hours. He said that areas to improve include listening to

different opinions, needs to find ways to work less, pare back the length of the meeting packets, and prioritize work for better alignment with the Board's goals.

Chairman Kemper noted that the Board has asked the Manager to provide them all the information, so suggested he may have been given mixed messages. Selectman Archibald said that the meeting packets make him feel much more prepared for meetings and better able to make decisions. Chairman Kemper noted that the electronic packets have been a big plus.

Chairman Kemper said that the budget materials for the Finance Committee meetings were far superior than prior years, and he said Manager Jennings was an excellent representative of the Town with regard to the school project. He said he thinks the Board thought the Manager job would have more day to day control over Town operations. Selectman Archibald noted that there was more pushback from other Boards than we expected.

Chairman Kemper said that Manager Jennings showed a real commitment to the Town, but that he also thinks he is working too much. He said that overall he is doing a great job, and needs to delegate more.

B. Review of Town Meeting Motions

The Board reviewed the Town Meeting motions in the packet. There were very few changes from prior drafts the Board had reviewed, and no changes to the motions resulted from the meeting.

Annual and Special Town Meetings: 7pm in the High School Auditorium

C. Selectmen attendance at Annual and Special Town Meetings

The Selectmen closed this portion of the meeting and moved to the High School Auditorium for the Special and Annual Town Meetings.

The following documents were part of the meeting packet and considered at the meeting:

- *Memo from Angus Jennings to Board of Selectmen 4/27/19 RE: Performance evaluation, reference documents*
 - *Town Manager Job Description*
 - *"90 Plan and 6 Month Priorities" provided by Board at pre-employment meeting June 2018*
 - *"West Newbury Goal Setting – Working Draft, June 2018" provided by me to Board at pre-employment meeting June 2018*
 - *FY'19 Goals and Priorities, as provided to Town Manager by individual Selectmen, in/around August 2018*
 - *September 27, 2018 Memo to Board: "RE: Status update, 90-days in office: Goals, "baseline" responsibilities and policy priorities" with Town Manager Project Management matrix, working draft updated as of 11/13/181*
 - *Report on utilization of Town email accounts, 6 months as of Feb. 14, 2019*
 - *Form of Employee Evaluation Form*
- *Special Town Meeting, April 29, 2019, Motion Lineup*
- *Special Town Meeting Motions, April 29, 2019*

The following documents were provided at the meeting:

- *Written notes from Selectman Archibald and Selectman Anderson; performance evaluations.*

Respectfully submitted,
Angus Jennings, Town Manager

Blew

Overall Assessment of Performance:

Manager's Comments:



Below Expectations

Meets Expectations

Exceeds Expectations

Employee's Comments:

Individual Signature: _____

[Handwritten Signature]

Date _____

4/29/19

Manager: _____

[Handwritten Signature]

Date _____

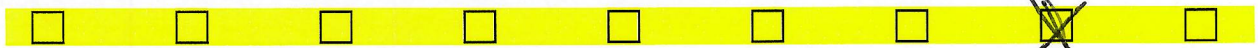
4/29/19

Both the individual and the manager should sign above and forward the original copy to the Board of Selectmen, with copies distributed to both the employee and Department Head.

Overall Assessment of Performance:

Archie

Manager's Comments:



Below Expectations

Meets Expectations

Exceeds Expectations

Employee's Comments:

Individual Signature: Archie Date 4/29/19

Manager: [Signature] Date 4/29/19

Both the individual and the manager should sign above and forward the original copy to the Board of Selectmen, with copies distributed to both the employee and Department Head.

Town Manager Performance Evaluation

Strengths:

- Ability to take on, grasp and manage unforeseen problems
- Ability to drill down and capture small details of a financial/numerical issue
- Ability to address and handle even less than desirable tasks
- Ability to say what has to be said including personnel issues
- Ability to grasp and understand new concerns from previously unfamiliar territories
- Ability to coalesce sometimes conflicting Town regulations or issues
- Ability to put in long hours when needed
- Ability to hear all sides of an issues before making a judgement
- Absolute total integrity and performance according to the rules

Developmental Areas: Inability to say no to board/committee/town employee with new task requiring significant TM time

Somewhat of a lack of triage skills related to above. All requests are not equal and some have to be delayed or outright rejected

His concern that all areas of TM job description have not been fully outlined and firmed up. This is a marathon not a sprint and will not be completed in a year.

My concern that TM is working too many hours which will affect his family life and ultimately not be good for him and thereby the Town.

Comments: Overall the performance of Mr. Jennings has been exemplary. He has come into a new situation without fully demarcated lines of authority and has already managed to bring more cohesion to town government. He has provided outstanding information to the selectmen to allow them to better make decisions. He has dealt with issues unforeseen at his hiring that surely would have given him pause. He has instituted a long needed new software system with a new better chart of accounts. He has attempted to bring fairness and equality to the personnel wage schedule area that was previously random.

Joe

Angus Jennings Performance Feedback

Agree with Archie's comments

- Exceptional attention to detail and a very hard worker.
- Listening and reacting to other people's opinions that do not align with yours.
 - Blank face with no response.
- You try to do too much.
 - Working until 2 AM is not sustainable.
 - ~~Can we pair back 150 = 200 page agenda packets?~~
- Prioritize more, aligning to board expectations.
 - Re-write job description and post former Executive Administrator's position.



Town of West Newbury
Board of Selectmen
Monday, April 22, 2019 @ 7pm
381 Main Street, Town Office Building
www.wnewbury.org

Minutes of Meeting – draft

Open Session: 7pm in the First Floor Hearing Room

The Meeting was called to order at 7:06 p.m. by Chairman Glenn Kemper.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Historical Society Candidates Forum, Wednesday, April 24th, 7:30pm in First Floor Hearing Room
- Bicentennial Series of Nature Walks: April 27th and May 2nd: Riverbend Trail; April 25th and May 4th at Withers Conservation Area. All begin at 9:30am. Sign up required, at Open Space Committee website.
- Earth Day Roadside Cleanup, Saturday, April 27th and Sunday, April 28th, trash bags and gloves available at the Town Offices and Food Mart
- Spring Annual Town Meeting, Monday April 29th, 7pm at the Pentucket High School Auditorium
- Town Election, Monday May 6th, polls open 7:00 AM to 8:00 PM
- Memorial Day Parade, Monday, May 27th at 10:30am – Information contained in Agenda Packets.

Regular Business

The Board thanked Joseph Anderson for his service as this will be his last meeting as a Selectman. Joseph thanked the town for their confidence in him.

Letter from Pentucket Regional School District regarding linguistic diversity sent to parents contained in Agenda Packets.

Letter from Meredith Stone, Chief Assessor requesting that the Board reconsider cutting the Clerk's hours by 6 contained in Agenda Packets.

A. Presentation of FY18 Audit – *Tony Roselli, Roselli, Clark & Associates, CPAs*

Copy of the FY 18 Audit and Management Letter contained in Agenda Packets. In addition to reviewing the Audit Report Tony commented that the Town is doing very well financially. From 2009 to 2018 the Unassigned Fund Balance continues to grow and has grown 2 ½ times in those years. Delinquency rates are at an all-time low and the OPEB balance is an asset not a liability. West Newbury is the only town in Massachusetts that is fully funded. Tony recommended the Town consider hiring a Management Company to structure the organization now that the Town Manager form has been adopted. The Chief Procurement Officer is now the Town Clerk and Town Counsel and has several areas of responsibility. Tony suggested that the town needs to address the fact that this will change as the Town Clerk/Town Counsel/Procurement Officer will one day retire. He suggested that the Town Manager is typically the Chief Procurement Officer. He recommended that the Town Manager pursue a MCPPO certification. He also suggests that the Town Accountant take the Overview Course for knowledge of the Procurement Law. He suggested a signed agreement with the Pentucket Regional School District for the services of the School Resource Officer. The

Community Compact Grant is well underway. There will be a new Software package and Chart of Accounts on July 1, 2019. Tony also remarked that when he sees a problem the staff corrects the issue.

B. Appointment of Auditor and review of proposed contract for FY19-21 auditing services

Copy of the contract is contained in the Agenda Packets. Angus Jennings, Town Manager gave the Board a summary of the contract which would cover the years FY19, FY 20 and FY21.

Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to approve the contract for FY 19, FY 20, and FY 21 at a gross fee not to exceed \$20,500.00 per year.

Yes 3, No 0.

C. Appointment of Police Chief

Motion was made by Selectman David Archibald, seconded by Selectman Joseph Anderson to enter into negotiations with Sergeant Jeffrey Durand as Chief of Police.

Yes 3, No 0.

D. Appointment of Board of Fire Engineers

Emails from 5 individuals seeking appointment are contained in the Agenda Packets. There are only 3 available posts for appointment. The Board encouraged experienced firefighters to mentor younger members of the department for the future.

Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to appoint Michael Dwyer, Ben Jennell and David Evans to the Board of Fire Engineers.

Yes 3, No 0.

E. Request for Street Opening Permits for 12 Dole Place, Tim Collins 70 Ash Street (added 4/19/19)

Copy of Permit, DPW Director Stipulations and Map are contained in the Agenda Packets regarding 12 Dole Place.

12 Dole Place – Motion was made by Chairman Glenn Kemper, seconded by Selectman Joseph Anderson to approve permit with stipulations of the DPW Director.

Yes 3, No 0.

70 Ash Street – Motion was made by Chairman Glenn Kemper, seconded by Selectman Joseph Anderson to approve permit with stipulations.

Yes 3, No 0.

- F. Review of proposed Municipal Vulnerability Preparedness (MVP) grant application and sign-off on application cover letter and letter of support (due May 3, 2019) – *Energy Advisory Committee*

Copy of email explaining grant application process and need for letter of support are contained in the Agenda Packets.

Elisa Grammer present to ask for support of the Board.

Motion was made by Selectman David Archibald, seconded by Selectman Glenn Kemper to Support the Chairperson signing the Municipal Vulnerability Preparedness Grant application and letter of support.

Yes 3, No 0.

- G. Cont. Board of Selectmen review and recommendations on proposed FY20 Budget and Articles, including Finance Committee booklet and draft Town Meeting Motions

Selectman David Archibald stated that he was prepared to support the budget in booklet, the Town Manager Recommendations and prepared to change his vote. Selectman Joseph Anderson stated that he didn't have a discussion with the Town Manager. He stated that in terms of process it shouldn't have gone this way having gone to the Finance Committee prior to it coming before the Board of Selectman. He also expressed his belief that speaking in a Public meeting regarding individual's rates of pay is wrong.

Motion was made by Selectman David Archibald seconded by Selectman Glenn Kemper to change Board of Selectman vote on proposed Finance Committee Operating Budget.

Yes 2, No 0, Opposed 1 (Selectman Anderson)

Michael McCarron, Town Clerk/Town Counsel reported that the only changes he made to Angus's Draft Motions relates to Article 17 - \$32,000.00 for the new 4 x 4 pickup and to dispose of the current vehicle at the discretion of the Board of Selectmen. All Sunset Clauses are contained In the Motions.

Motions

Selectman Glenn Kemper: 1

Selectman Joseph Anderson: 2

Selectman David Archibald: 3

Etc.

The Water Department and the Board of Health do their own.

Regarding the Motions related to the Regional Schools Selectman David Archibald requests that the language is the same as the other towns in the School District (uniformity).

H. Annual performance review of Town Manager

No Action Taken. This item is not ready. Will be taken up at a future meeting.

I. Execute amendment(s) to Town Manager employment contract

Addendum to contract and current Item (Section 4, Item B) are contained in the Agenda Packets.

Motion was made by Selectman David Archibald, seconded by Selectman Glenn Kemper to add an Addendum to the Town Manager Contract Article 4 B is amended to provide 20 days annual paid vacation leave starting in FY 19 to be taken by December 31, 2019.

Yes 3, No 0.

Town Manager Updates

J. Update on MA School Building Authority approved reimbursement for Middle/High School project

School Funding Models and Average Single Family Tax Impact Table are contained in the Agenda Packets. The School Building Assistance Bureau has approved \$52,700,000.00 as was expected for this project.

K. Update on Federal disaster fund reimbursements for expenses resulting from March 2018 storms

Angus Jennings, Town Manager prepared estimates on the March 2018 storms. The total amount to be reimbursed by the Federal Government is \$141,763.49. Summary Memorandum and copy of Debris Removal from the Federal Emergency Management Agency are contained in the Agenda Packets.

L. Update on recent progress and anticipated timeline toward future review of proposed conceptual alternative designs and preliminary cost estimates for replacement of Middle Street Bridge

Memorandum from DPW Director contained in Agenda Packets. Angus reported that he is working with the City of Newburyport and received the First Draft. He currently anticipates a public meeting on May 13, 2019 with the City of Newburyport and the Bridge Designers.

M. Update on bid process for Brake's Hill Water Tank and Wellfield & Chemical Building

The Bid Schedule, Electric Sub Bids, Advertisement for Bids and Public Notice Newspaper article are contained in the Agenda Packets. Michael McCarron, Procurement Officer reported that Bid Openings would take place April 23, 2019 in the morning. A Pre Bid Conference had been held on this Project.

N. Update on planning for Memorial Day Parade

Angus reported that he has been working with Theresa Woodbury, Council on Aging Director who has previous experience on such an undertaking. He will have policy questions for the Board at a future date.

O. Follow up meeting assignments

P. Placing items for future agendas

**Motion was made by Chairman Glenn Kemper, seconded by Selectman Joseph Anderson to adjourn
The meeting at 8:52 p.m.**

Yes 3, No 0.

Respectfully submitted, Mary DiPinto



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Community Preservation Committee
 FROM: Angus Jennings, Town Manager
 DATE: February 15, 2020
 RE: Budgeting for FY21 debt service associated with Soldiers & Sailors borrowing

My office has been working closely with Bond Counsel Locke Lord and our financial advisor Hilltop Securities to prepare for borrowing associated with the above-named project, as authorized by CPC referral and Special Town Meeting authorization on November 4, 2019.

While it is possible that long-term debt would be issued prior to June 30th, which result in initial principal and interest payments coming due in FY21, in my opinion it is more likely that short-term borrowing (Bond Anticipation Notes, or BANs) would precede the issuance of long-term debt. In this scenario, only interest would come due in FY21.

Because the borrowing, and payment of debt service from the CPC Historical Resources Fund, was already authorized, this does not need to be separately referred by the CPC this Town Meeting cycle (nor in the subsequent 20+/- fiscal years representing the anticipated term of the borrowing). However, the funds to pay FY21 debt service must be appropriated by Town Meeting.

On the advice of Bond Counsel, the Board of Selectmen have included the following placeholder warrant article for inclusion on the April 27, 2020 Town Meeting Warrant:

Board of Selectmen – To see if the Town will vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$_____ for the payment of debt service and related borrowing costs authorized at the November 4, 2019 Special Town Meeting associated with the Preservation and Restoration of the Soldiers & Sailors Memorial Building.

Before the Board signs and posts the warrant on or before April 10th, the blank will be filled in with a conservative estimate of funding that may be needed for debt service payments in FY21. While this amount could represent a full year of principal and interest payments (the amount for which would be comparable to the \$82,000 +/- estimated last fall), as noted above it is more likely that this will be a smaller amount in FY21. However, if the potential to close on long-term debt remains “on the table” when the warrant is signed, we will budget conservatively to preserve this option if it ends up being most advantageous.

The reason that I do not think long term debt issuance is probable prior to June 30th is because, even if the architects’ work is complete and the project is bid out for construction prior to that time, the known bid amount is unlikely to be known far enough ahead of June 30th to make long-term borrowing the best option at that time. The option to issue BANs ensures that we can secure the financing we’ll need to timely sign a construction contract.

Town Manager

From: Matzko, Claudia
Sent: Monday, January 27, 2020 1:29 PM
To: Town Manager
Subject: CPA borrowing and annual CPA debt service appropriation [LL-America.FID291139]

Hello, Angus,

With respect to the Town's authorized CPA projects:

- As you know, once the CPC votes to recommend a project and the Town subsequently votes to approve a CPA borrowing at Town Meeting under 44B, any borrowing for such CPA projects are general obligations of the Town.
- The Town is obligated to vote to appropriate funds each year to pay its general obligation debt service, including CPA debt service paid from the CP Fund.
- According to recent guidance from the Bureau for Municipal Finance Law, **Town Meeting can act to appropriate debt service from the CP Fund, without a prior recommendation of the CPC, because Town Meeting has previously voted to authorize such debt, after the CPC made the original recommendation to Town Meeting to approve the issuance of debt.**
- Again, this is because the CPC made the original recommendation to the legislative body to approve the issuance of debt. Please see the second bullet of Section IV-D-4 on page 15 of Information Guideline Release IGR No. 19-14 from last month (December 2019). <https://www.mass.gov/doc/igr-2019-14-community-preservation-fund/download>
- While the CP Fund is a special revenue fund subject to appropriation, where a recommendation by the CPC and an appropriation by the legislative body of the Town are both required, the exception is stated in bold print above – no prior recommendation of the CPC is required for a CPA debt service appropriation at Town Meeting.

I hope that this helps to answer your questions and offers guidance to the CPA Committee. I am available at the number below to discuss further – please let me know if you need additional clarification.

Thank you!
Claudia

Claudia J. Matzko
Senior Counsel

Atlanta | Austin | Boston | Brussels | Chicago | Cincinnati | Dallas | Hartford | Hong Kong | Houston | London | Los Angeles | Miami | New Orleans | New York | Princeton | Providence | San Francisco | Stamford | Washington DC | West Palm Beach

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Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: February 15, 2020
 RE: Update on Capital Planning process

The CIC met recently on Feb. 6th to review, among other things, the three proposed FY21 expenditures from the Capital Stabilization Fund:

DPW – To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$229,020 to purchase a new dump truck with plow and spreader to replace a 2008 International dump truck with same or comparable equipment. *(Proposed funding source: Capital Stabilization Fund. Submitted to Capital Improvements Committee for review and recommendation).*

DPW & Fire Chief – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$304,000 to replace and improve the fire alarm system in the Page School. *(Proposed funding source: Capital Stabilization Fund. Submitted to Capital Improvements Committee for review and recommendation).*

DPW – To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$40,000 to replace failing sections of concrete flooring throughout the Page School. *(Proposed funding source: Capital Stabilization Fund. Submitted to Capital Improvements Committee for review and recommendation).*

[Supporting materials for the three proposals above, along with a working draft of the overall Capital Improvement Program FY21-FY30+ (CIP), were included with the Board's Feb. 3rd meeting packet].

Representatives from DPW, Water Department & Commission, Fire Department and my office attended the recent meeting. Since then, CIC Chairman Dick Preble has met individually with Wayne Amaral and with me and is working to update the Committee's Stabilization Table to reflect current and anticipated proposals as documented in the draft CIP.

The CIC will next meet on February 27, 2020 at 7:30 PM, and has also penciled in a meeting on March 6, 2020 at 7:30 PM. It is anticipated that the CIC's report and recommendations, including regarding all proposed FY21 Stabilization funding items, will be timely received for the Board's consideration at the March 16, 2020 meeting of the Board of Selectmen.



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

Jennifer Walsh,
Assistant to the Town Manager and Finance Department

TO: Board of Selectmen
FROM: Jennifer Walsh, Assistant to the Town Manager and Finance Department
DATE: February 14, 2020
RE: Approval of Town Report Cover/Back and Bicentennial Theme

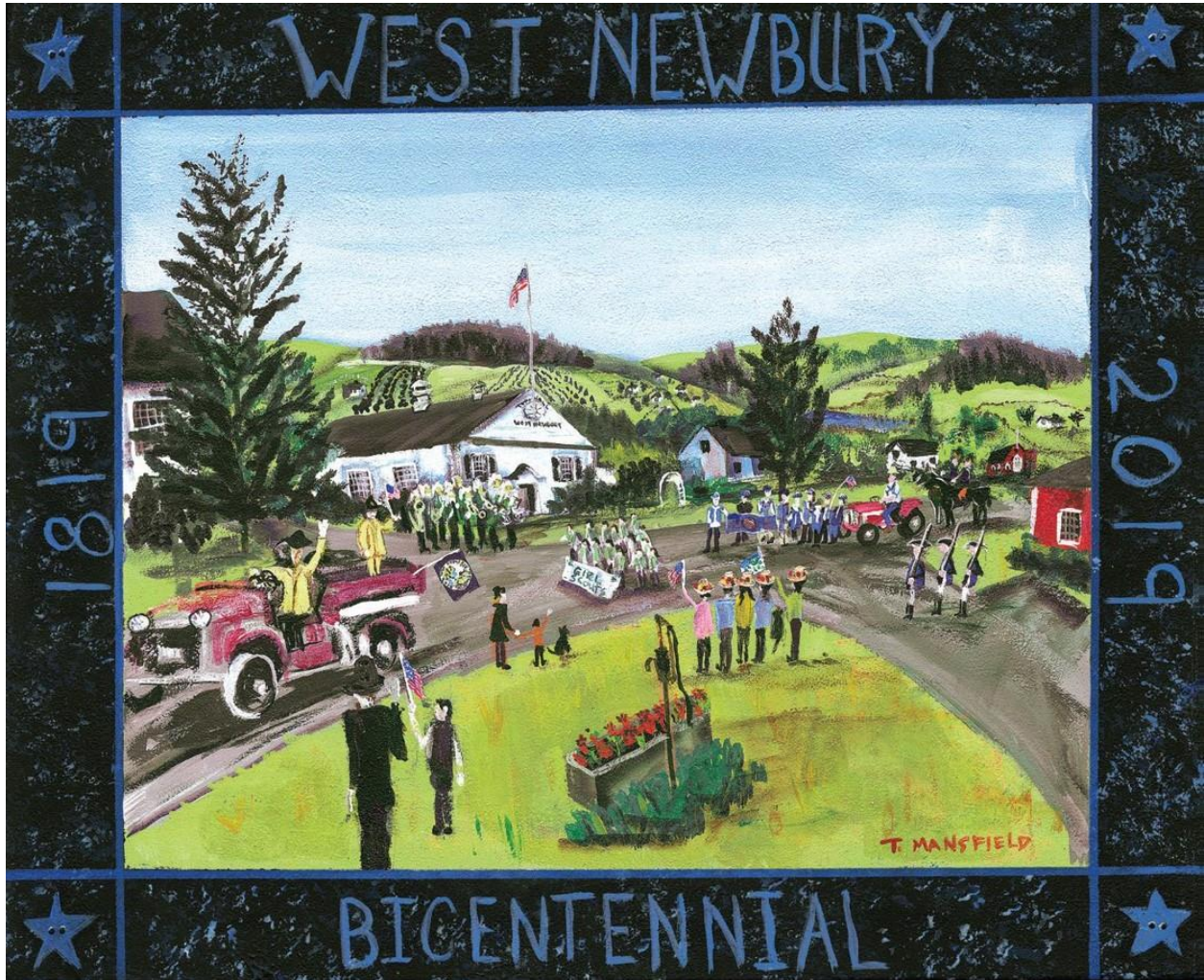
Being West Newbury's bicentennial year, we thought it appropriate to pay tribute to the Incorporation of the Town in 1819 in the Town Report for fiscal year 2019. Attached is a proposed front and back cover which comprise Tricia Mansfield's parade painting for the front, and photos taken through the year at the various events on the inside cover and on the back.

We have received permission from the Bicentennial Committee to use the photos; however, prior to reaching out to the artist for permission to use her work and seeking an "about the cover" piece, I wanted to know your thoughts.

Thank you for your input.

TOWN REPORT

JULY 1, 2018 – JUNE 30, 2019



Bicentennial Commemorative Edition

www.wnewbury.org

TOWN OF WEST NEWBURY

MASSACHUSETTS

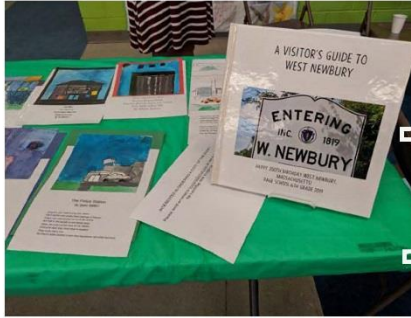


Patricia Mansfield presenting her painting of the end of the Memorial Day Parade

About the cover....



Paintings of West Newbury landmarks by Patricia Mansfield



Town Manager

From: Building Inspector
Sent: Wednesday, February 12, 2020 8:36 AM
To: Town Manager
Subject: RE: Brown Spring Farm

The interior of the property is being rehabilitated. On 1/21 a permit was issued to pour a concrete floor in the basement, create a new kitchen and bathrooms, relocate a wall and create a study, install a new heating system and electrical service and add insulation to the attic. The owners plan to remove the wallpaper in the rest of the rooms, patch and repair the walls and paint. Floors are also to be refinished and new ceilings installed. The majority of the woodworking in the house is being refinished including trim and floors. Work is being done by Construction Supervisor Bradley Johnson of Newbury. Exterior painting is planned for the spring/summer.

Sam Joslin
 Building Commissioner
 Town of West Newbury
 381 Main Street
 West Newbury, MA 01985
 (978) 363-1100 x122

From: Town Manager
Sent: Tuesday, February 11, 2020 1:05 PM
To: Building Inspector
Subject: RE: Brown Spring Farm

So they do think it's salvageable? Or are they still assessing whether it will be a remodel or rebuild? If they know it will be a remodel, that would actually be big news since during the run-up to the land acquisition people had generally understood the building was too far gone and would be replaced. People would be happy to see it restored.

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: Building Inspector <building.inspector@wnewbury.org>
Sent: Tuesday, February 11, 2020 12:54 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: Brown Spring Farm

Nothing too interesting going on here. Basic interior remodel. Will let you know if any issues come up.

Sam Joslin
 Building Commissioner
 Town of West Newbury
 381 Main Street
 West Newbury, MA 01985

(978) 363-1100 x122

From: Town Manager
Sent: Monday, February 10, 2020 10:53 AM
To: Building Inspector
Cc: Joan Croteau
Subject: Brown Spring Farm

I said Conservation Restriction but it's actually an Agricultural Preservation Restriction. See attached, noting in particular the sections re building envelope/building reconstruction beginning on pg. 7. Thanks

Angus Jennings, Town Manager
Town of West Newbury
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