



**Town of West Newbury  
Select Board  
Monday, February 27, 2023 @ 5:30pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**AGENDA – Revised**

Re-posted *REVISED*  
agenda to include  
discussion of proposed  
Sawmill Brook land  
acquisition in Exec.  
Session

**Executive Session:** 5:30pm in 1910 Building, 381 Main Street: 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 (*FY24 non-union wage budgeting*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*31 Dole Place; proposed Sawmill Brook land acquisition (off Poorhouse Lane/Archelaus Place)*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*review of legal opinions, Town Counsel and Special Counsel; legal costs year-to-date*).

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

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

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Town Election Monday, May 1<sup>st</sup>. Last day to obtain nomination papers from Town Clerk: March 9<sup>th</sup> at 5pm. Nomination papers due to Town Clerk by March 13<sup>th</sup> at 5pm.
- Call for volunteers! Open positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business**

- A. Special Event Permit Application – Road Race on June 11 at 8am – *Yukan Sports LLC*
- B. Request for temporary signage to promote Cani-Cross event – *Carol Decker, Essex County Trails Assn.*
- C. Follow-up discussion of proposed warrant articles for spring Annual and Special Town Meetings; including article proposals from Parks & Rec Commission, and Open Space Committee
- D. Citizen petition article received regarding proposal to change Massachusetts state flag
- E. Updates regarding proposed FY24 Town Operating Budget incl. Finance Committee reviews to date
- F. Discussion of potential scope for best use of Commonwealth economic development budget earmark for West Newbury (Ch. 268 of the Acts of 2022 Coronavirus State Fiscal Recovery Fund)
- G. Discussion of Congressman Moulton invitation to submit projects for consideration for potential Federal FY24 Community Project Funding; potential applicability to Middle Street Bridge
- H. Request for renewal of Employee Health Insurance Opt-Out Program for FY24-26
- I. Proposed adoption of Financial Policies (recommended from MassDOR Division of Local Services Municipal Best Practices grant)
- J. Meeting minutes: January 18, 2022; December 19, 2022

**Town Manager Updates**

- K. Update re scope/budget for pedestrian planning (Page/Pipestave/113 intersection); and proposed use of FY23 MA Office of Tourism earmark to advance this work
- L. Update re initial advice from ARPA consultant
- M. Update regarding selection of consultant for MBTA Communities Act planning work
- N. Updates on ongoing/active projects/initiatives
- O. Follow up meeting assignment; placing items for future agendas

**Addendum to Meeting Notice regarding Remote Participation**

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

Zoom Meeting

Phone: (646) 558 8656  
Meeting ID: 848 6332 0180  
Passcode: 796821

Join at: <https://us06web.zoom.us/j/84863320180?pwd=MmFyUHNTUmw3WDhkU0t0Z2ZVKTtNMQT09>

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

REC'D W. NEWBURY CLERK  
23 FEB 24 AM 7:53



# West Newbury

Town Clerk's Office – 381 Main St.  
Phone: 978-363-1100 ext. 110  
townclerk@wnewbury.org

## BOARD OF REGISTRARS PUBLIC NOTICE

Town of West Newbury 2023 Town Election Schedule

Event	Day	Date	Clerk's Office Extended Hours
First day to obtain Nomination Papers	Thursday	January 12, 2023	8am-4:30pm
Last day to obtain Nomination Papers	Thursday	March 9, 2023	5pm
Last day to file Nomination Papers in Office	Monday	March 13, 2023	5pm
Last day to Withdraw Nomination Papers	Wednesday	March 29, 2023	5pm
Last day to Register to Vote for Town Meeting	Friday	April 14, 2023	5pm
Last day to Register to Vote for Town Election	Friday	April 21, 2023	5pm
Town Meeting Monday, April 24, 2023	Monday	April 24, 2023	starts at 7pm
Last day to request a Vote-By- Mail Ballot	Tuesday	April 25, 2023	5pm
Town Election Monday, May 1, 2023	Monday	May 1, 2023	7am - 8pm

# Special Event Application

A

Organization or Group YuKan Sports, LLC

Person Making Reservation Rich Morrell

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Event Date: 6/11/23 Start Time 8:00am End 11:00am

Time \_\_\_\_\_

Reason for Event Road Race

Number of attendees 350

## **Check Appropriate Block:**

Resident  Non-resident

Fund Raising Group  Non-Profit  Commercial  Other

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

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

1. The location of the event on the property \_\_\_\_\_

Start and finish at 40 Parker St., Newburyport, MA 01950

2. For road or walk race, a detailed map of the route \_\_\_\_\_

Please see attached map

3. Features and attractions \_\_\_\_\_

4. Participant circulation \_\_\_\_\_

5. Proposed parking including how you will handle overflow parking \_\_\_\_\_

Parking at 40 Parker St., Newburyport, MA 01950

6. Any proposed road closures n/a

7. Location of trash receptacles and dumpsters \_\_\_\_\_

Water stations near 43 Moulton St. and 38 Rogers St. West Newbury, MA

8. Location of temporary toilet facilities \_\_\_\_\_

9. Accessible routes for the disabled or mobility impaired \_\_\_\_\_

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

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

"RACE" arrow signs on telephone poles to direct runners

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

Water and Gatorade at aid stations

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

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

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.



1/30/23

Individual/Authorized Signature for Group

Date

Chief of Police's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

Fire Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

Approval granted if signed here by Board of Selectmen: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

# Town & Country Half Marathon

(21.0975 km)

Newburyport, Massachusetts

Start/Finish & Turnaround marked with PK-Nail and a spot of blue paint (UP = Utility Pole).

**Start/Finish:** On west side of 40 Parker Road parking lot 18 ft 7 inches east of the parking lot curb, 22 ft 7 inches S of a parking lot light pole, & 26 ft 4 inches S from end of handicapped ramp to the RiverWalk Brewing Co. on opposite side.

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

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

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

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

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

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

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

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

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

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

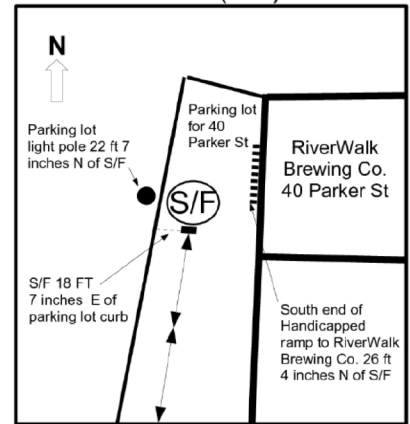
**Mile 11:** On south side of Scotland Rd 9 ft W of "Speed Limit 45" sign on same side & about 130 ft W of driveway for 105 Scotland.

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

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

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

## Start/Finish (S/F) Detail

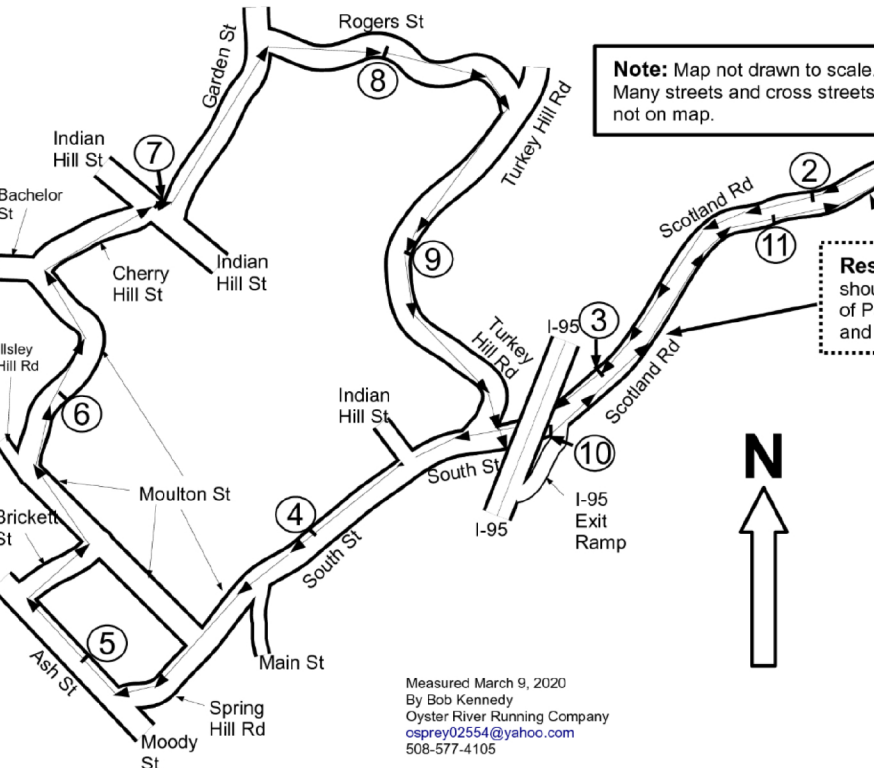


**USATF Certificate**

MA20002BK

Effective: 03/19/2020

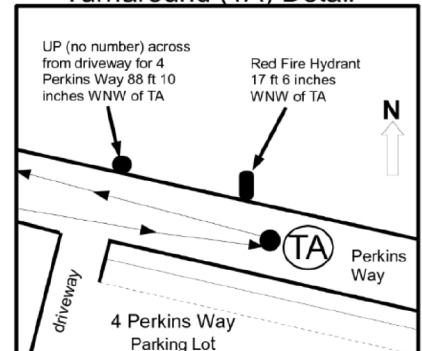
Through: 12/31/2030



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

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

## Turnaround (TA) Detail



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

**Town Manager**

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**From:**  
**Sent:** Wednesday, February 22, 2023 11:17 AM  
**To:** Town Manager  
**Cc:** 'Deb Hamilton'  
**Subject:** FW: Signs on town property

Hi Angus,

The following is the information you requested for the sandwich sign at Pipestave. Please let me know if you need anything else. Thank you for your help!

Location: Entrance to Pipestave Hill Recreation Center (693 Main Street)

Duration: Friday March 17-Monday March 20.

Reason: Advertise our Tails for the Trails 5k at Pipestave the following weekend (3/25) and to alert dog walkers and equestrians of the event so they can avoid the area during those hours.

Carol

Carol Lloyd  
ECTA



Annual OR Special Warrant Articles - Spring 2023 Town Meeting						Recommendations	
# (DRAFT) Article	Amt (if \$)	Sponsor	Form Received?	Date of FinCom review	Select Board (May not be current)	FinCom	
1 To give votes to the election of the public offices	n/a	Select Board	N/A	n/a	n/a	n/a	
2 Reports of Town Officers and Committees	n/a	Select Board	N/A	n/a	n/a	n/a	
39 Adoption of MGL Ch. 166, Sec. 32A (Wiring Inspectors)	n/a	Select Board	Y	n/a	3-0 on 2/13	no recc.	
42 Zoning Bylaw Recodification	n/a	Planning Board	Y	n/a		no recc.	
3 School Stabilization Fund transfer	\$ 200,000	Select Board	Y	2/15/2023	3-0 on 2/13	6-0 on 2/15	
18 Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 6,868	Select Board	Y	2/15/2023	3-0 on 2/13	6-0 on 2/15	
37 MBTA Communities grant matching funds	\$ 7,500	Select Board	Y	2/15/2023	3-0 on 2/13	4-2 on 2/15	
16 Appropriation from Septic Loan Revolving Fund	\$ 10,364	Board of Health	Y	2/22/2023		6-0 on 2/22	
22 Allocate and/or reserve Community Preservation Fund annual revenues	\$ -	CPC	Y	2/22/2023		6-0 on 2/22	
23 Sawmill Brook (Poorhouse Lane) land acquisition	\$ 350,000	CPC/SB	CPA funding app	2/22/2023		6-0 on 2/22	
24 Transfer CPC funds to Affordable Housing Trust	\$ 172,178	CPC/SB	CPA funding app	2/22/2023		6-0 on 2/22	
29 Ash Tree Treatments (Multi-Year Funding Program)	\$ 60,180	DPW Director	Y	2/22/2023	3-0 on 2/13	2-3-1 on 2/22	
NOTE: At its meeting on Feb. 22nd, following discussion, the FinCom voted 3-2-1 IN FAVOR of appropriating \$18,700 for this purpose. Its vote for the amount proposed FAILED 2-3-1.							
30 Page School security cameras	\$ 8,300	DPW Director	Y	2/22/2023		6-0 on 2/22	
35 Funding for cemetery cleanup	\$ 4,150	Hist. Comm.	Y	2/22/2023		6-0 on 2/22	
38 Invasive Species management	\$ 20,000	Open Space Comm.	Y	2/22/2023		6-0 on 2/22	
17 Transfer funds for Pension Liability Stabilization Fund	\$ 67,514	Select Board	Y	3/1/2023	3-0 on 2/13		
21 Fix FY24 max amounts that may be spent from revolving funds	\$ -	Select Board	N/A	3/1/2023			
32 Purchase infield grader	\$ 4,425	P&R Comm	Y	3/1/2023			
33 Pipestave Field 6 Restoration	\$ 15,000	P&R Comm	Y	3/1/2023			
34 Pipestave fencing	\$ 9,960	DPW Director	Y	3/1/2023			
5 Instructions, Rules and Regulations for Board of Water Commissioners	n/a	Select Board	N	3/15/2023			
6 FY24 Water Operating Budget	TBD	BOWC	Y	3/15/2023			
7 Church/Prospect Water Main Replacements - CAPITAL ARTICLE	TBD	BOWC	Y	3/15/2023			
8 Appropriation of Water Retained Earnings for FY23 purchase of water	TBD	BOWC	Y	3/15/2023			
9 Water - purchase new Master Meter at Pipestave Booster Station	TBD	BOWC	Y	3/15/2023			
10 Water - purchase Continuous Chlorine Monitoring System	TBD	BOWC	Y	3/15/2023			
11 Water - purchase SCADA Remote Terminal Units	TBD	BOWC	Y	3/15/2023			
12 Water - Exterior Repairs to Wellfield #1 Building - CAPITAL ARTICLE	TBD	BOWC	Y	3/15/2023			
13 Water - Clean Wellheads at Wellfield #1	TBD	BOWC	Y	3/15/2023			
14 Water - Valves hydrants water mains meter pits	\$ 30,000	BOWC	Y	3/15/2023			
26 Fire Pickup Truck replacement - CAPITAL ARTICLE	\$ 117,000	Fire Chief	Y	3/15/2023			
28 Police Cruiser purchase, supplemental funding (FY23 vehicle)	\$ 25,000	Police Chief	Y	3/15/2023			
25 DPW Sidewalk Plow replacement - CAPITAL ARTICLE	\$ 172,000	DPW Director	Y	3/15 OR 3/22			
27 Page School HVAC - CAPITAL ARTICLE	\$ 40,000	DPW Director	Y	3/15 OR 3/22			
4 FY24 Town Operating Budget	TBD	Select Board	N/A	3/22/2023			
15 Funds for study of 31 Dole Place	TBD	Select Board	Y	3/22/2023			
19 Snow & Ice deficit	TBD	DPW Director	Y	3/22/2023			
20 Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4	TBD	Select Board	Y	3/22/2023			
31 Funds for Pipestave/Page crosswalk	TBD	Select Board	Y	3/22/2023			
36 Supplemental funding for solar feasibility study	TBD	Select Board	Y	3/22/2023			
40 Solar Bylaw amendments	n/a	Planning Board	Y	3/22/2023 ???			
43 Wetlands Bylaw	n/a	ConCom	Y	3/22/2023 ???			
41 Stormwater Bylaw amendments (POTENTIAL) NOT PROPOSED	n/a	Select Board(?)	n/a	n/a			

Notes:  
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 Articles will be assigned to Annual or Special Town Meeting warrants at a later date.  
 Amounts shaded in yellow are revised from initial draft proposed Articles.



Annual OR Special Warrant Articles - Spring 2023 Town Meeting		Proposed Funding Source (DRAFT)						
# (DRAFT) Article	Free Cash	Stabilization	School Stabilization	CPA	Water Retained Earnings	Water Stabilization	Other	
1 To give votes to the election of the public offices								
2 Reports of Town Officers and Committees								
39 Adoption of MGL Ch. 166, Sec. 32A (Wiring Inspectors)								
42 Zoning Bylaw Recodification								
3 School Stabilization Fund transfer			\$ 200,000					
18 Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 6,868							
37 MBTA Communities grant matching funds	\$ 7,500							
16 Appropriation from Septic Loan Revolving Fund							\$ 10,364	
22 Allocate and/or reserve Community Preservation Fund annual revenues				\$ -				
23 Sawmill Brook (Poorhouse Lane) land acquisition				\$ 350,000				
24 Transfer CPC funds to Affordable Housing Trust				\$ 172,178				
29 Ash Tree Treatments (Multi-Year Funding Program)	\$ 60,180							
30 Page School security cameras	\$ 8,300							
35 Funding for cemetery cleanup	\$ 4,150							
38 Invasive Species management	\$ 20,000							
17 Transfer funds for Pension Liability Stabilization Fund	\$ 67,514							
21 Fix FY24 max amounts that may be spent from revolving funds							\$ -	
32 Purchase infield grader	\$ 4,425							
33 Pipestave Field 6 Restoration	\$ 15,000							
34 Pipestave fencing	\$ 9,960							
5 Instructions, Rules and Regulations for Board of Water Commissioners								
6 FY24 Water Operating Budget								
7 Church/Prospect Water Main Replacements - <b>CAPITAL ARTICLE</b>						TBD		
8 Appropriation of Water Retained Earnings for FY23 purchase of water					TBD			
9 Water - purchase new Master Meter at Pipestave Booster Station					TBD			
10 Water - purchase Continuous Chlorine Monitoring System					TBD			
11 Water - purchase SCADA Remote Terminal Units					TBD			
12 Water - Exterior Repairs to Wellfield #1 Building - <b>CAPITAL ARTICLE</b>					TBD			
13 Water - Clean Wellheads at Wellfield #1					TBD			
14 Water - Valves hydrants water mains meter pits					\$ 30,000			
26 Fire Pickup Truck replacement - <b>CAPITAL ARTICLE</b>		\$ 117,000						
28 Police Cruiser purchase, supplemental funding (FY23 vehicle)	\$ 25,000							
25 DPW Sidewalk Plow replacement - <b>CAPITAL ARTICLE</b>		\$ 172,000						
27 Page School HVAC - <b>CAPITAL ARTICLE</b>		\$ 40,000						
4 FY24 Town Operating Budget								
15 Funds for study of 31 Dole Place	TBD							
19 Snow & Ice deficit								
20 Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4							TBD	
31 Funds for Pipestave/Page crosswalk	TBD							
36 Supplemental funding for solar feasibility study	TBD							
40 Solar Bylaw amendments								
43 Wetlands Bylaw								
44 <del>Stormwater Bylaw amendments (POTENTIAL)</del>								
<b>Sub-Totals (Preliminary and Incomplete):</b>	<b>\$ 228,897</b>	<b>\$ 329,000</b>	<b>\$ 200,000</b>	<b>\$ 522,178</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 10,364</b>	

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

**PETITION FOR INSERTION OF THE FOLLOWING ARTICLE  
IN THE WARRANT FOR THE West Newbury TOWN  
MEETING DATE OF: \_\_\_\_\_**

DATE and TIME received

D

We, the undersigned Registered Voters of the Town, hereby petition your honorable board to insert the following Article in the Warrant for the West Newbury Annual/Special Town Meeting of

**Resolution in Support of Changing the State Flag & Seal of Massachusetts**

Whereas the history of the Commonwealth of Massachusetts is replete with instances of conflict between the European Colonists and the Native Nations of the region, who first extended the hand of friendship to the Colonists on their shores in 1620, and helped them to survive starvation during the settlers' first winters on their land;

Whereas members of the Native Nation for whom the Commonwealth of Massachusetts is named were ambushed and killed by Myles Standish, first commander of the Plymouth Colony, at Wessagusset (now Weymouth) in April of 1623, barely two years after the Pilgrims arrived;

Whereas the Colonial broadsword held by a white hand above the head of the Indigenous person on the Massachusetts Flag and Seal is modeled after Myles Standish's own broadsword, borrowed for that purpose from the Pilgrim Hall in Plymouth by the illustrator Edmund Garrett in 1884;

Whereas the belt binding the Native's cloak on the Flag and Seal is modeled after a belt worn by Metacomet, known to the English as King Philip, who was among the Indigenous leaders that resorted to a mutually destructive war in 1675-76 in defense of Native lands against Colonial encroachment;

Whereas the proportions of the body of the Indigenous person on the Flag and Seal were taken from (Continued on Back)

**INSTRUCTIONS TO SIGNERS**

For your signature to be valid, you must be a registered voter in the town of West Newbury, and your signature must be written substantially as registered.

If you are prevented by physical disability from writing you may authorize some person to write your name and residence in your presence.

**SIGNER'S STATEMENT**

We, the undersigned, are qualified voters of the Town of West Newbury and in accordance with the provisions of law, request the above article be inserted in the warrant for the meeting of: \_\_\_\_\_

	CHECK	I SIGNATURE to be made in person with name substantially as registered (except in case of physical disability as stated above)	II NOW REGISTERED AT (street, number and apartment number, if any) (city or town will be the same as stated above)
1	✓	Robert Gerzon	6 River Meadow Dr.
2	✓	Jack Grossman	90 Maple St.
3	✓	Sheila Grossman	90 Maple St.
4	✓	Dianna Bogel	4 Upland Lane
5	✓	Ella Fogel	4 Upland Lane
6		Anne S. Menden	50 South St.
7	✓	Christine Gerzon	6 River Meadow Dr.
8		Martin Madden	50 South St Wn
9		Annie Amato	105 Georgetown Rd
10		Bernadette Hamilton	109 Georgetown Rd
11		Carl Spender	131 Tucksbury Lane
12		Kathy Kramer (Kathryn)	13 Tucksbury Lane
13		Cummins Walsh	28 Baileys Lane
14		Adrian Walsh	28 Baileys Lane
15		Charlie Walsh	28 Baileys Lane
16		Patricia Long Stebbins	396 MAIN STREET
17		Michael Stebbins	396 MAIN ST.

ATTENTION VOTERS: Before signing, read signer information on other side.

ATTENTION REGISTRARS: Before certifying signatures, see instructions to registrars below

**West Newbury**

**TOWN**

	CHECK	I SIGNATURE to be made in person with name substantially as registered (except in case of physical disability as stated above)	II NOW REGISTERED AT (street, number and apartment number, if any)  (city or town will be the same as stated above)
18			
19			
20			

(CONTINUED) the skeleton of an Indigenous person unearthed in Winthrop, the bow modeled after a bow taken from an Indigenous man shot and killed by a colonist in Sudbury in 1665, and the facial features taken from a photograph of an Ojibwe chief from Great Falls, Montana, considered by the illustrator to be a "fine specimen of an Indian," though not from Massachusetts;

Whereas the history of relations between Massachusetts since Colonial times and the Native Nations who continue to live within its borders includes the forced internment of thousands of so-called "praying Indians" on Deer Island, in Boston Harbor, where they died by the hundreds of exposure in the winter of 1675, the enslavement of Indigenous people in Boston, Bermuda, and the Caribbean Islands, the offering of 40 pounds sterling as bounty for the scalps of Indigenous men, women and children in Massachusetts beginning in 1686, increased to 100 pounds sterling for the scalps of Indigenous adult males by 1722, half that amount for Indigenous women and children;

Whereas Indigenous people were legally prohibited from even stepping foot into Boston from 1675 until 2004, when that Colonial law was finally repealed;

Whereas the 400<sup>th</sup> anniversary of the landing of the Colonists at Plymouth Plantation, which gave rise to the long chain of genocidal wars and deliberate government policies of cultural destruction against Native Nations of this continent, occurred in the year 2020, affording every citizen of the Commonwealth a chance to reflect upon this history and come to an appreciation of the need for better relations between the descendants of the Colonial immigrants and the Native Nations of the Commonwealth;

Whereas the land area once now known as the Town of West Newbury, shares a rich Native history with modern tribal Nations such as the Abenaki and the Mi'kmaq, who have lived here for thousands of years before the first colonial settlers arrived, in 1635;

Now, therefore, **BE IT RESOLVED** that the Town of West Newbury hereby adopts this resolution in support of the work of the Special Commission Relative to the Seal and Motto of the Commonwealth, established by a Resolve of the General Court in 2021 and appointed by the Governor to recommend changes to the current flag and seal of Massachusetts, and in support of a new seal and motto for the Commonwealth that may better reflect our aspirations for harmonious and respectful relations between all people who now call Massachusetts home. The town clerk shall forward a copy of this resolution to Sen. Marc Pacheco and Rep. Antonio Cabral, co-chairs of the Joint Committee on State Administration, who serve as members of the Special Commission Relative to the Seal and Motto of the Commonwealth, and to Rep. Leonard Mirra and Sen. Bruce Tarr, with the request that they support the work of the aforementioned Special Commission and a new flag and seal for the Commonwealth.

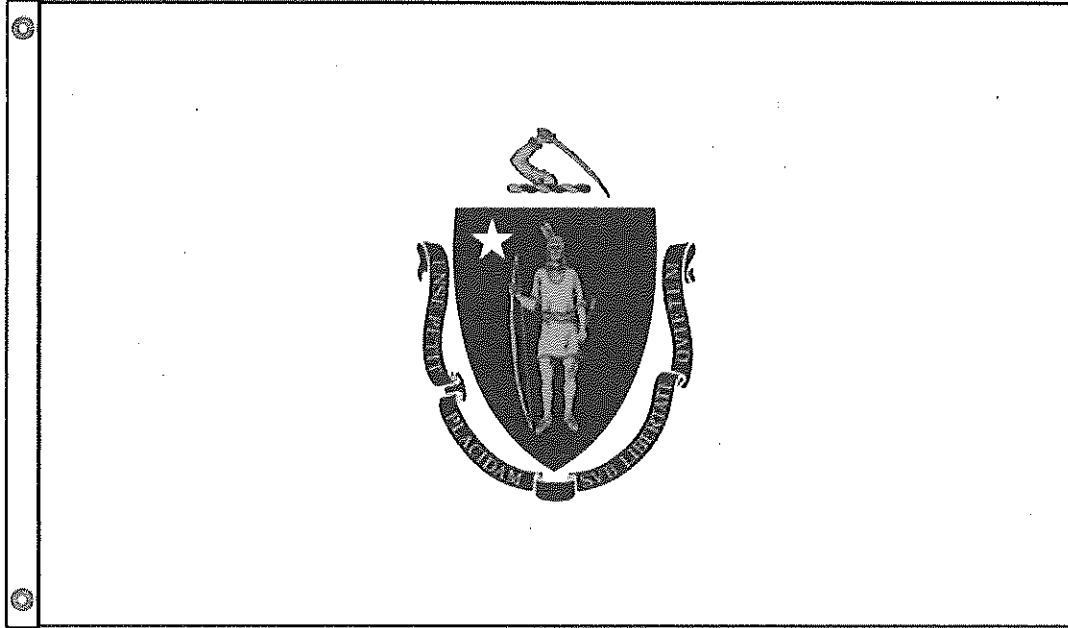
*ADRIANNE RAMOS*

**WARNING – criminal penalty for unlawfully signing, altering, defacing, mutilating, destroying or suppressing this petition: fine of up to \$1,000 or imprisonment for up to 1 year.**

**INSTRUCTIONS TO REGISTRARS**

- You must time stamp or write in date and time these papers are received
  - Check this  against the name of each qualified voter to be certified. For names not certified use the code at the right.
  - Draw a line through any blank spaces not containing signatures. Each sheet must be certified by at least three registrars. A facsimile stamp is acceptable.
  - For names not certified use the code to the right.
- N – No such registered voter at that address
  - S – unable to identify signature or address as that of voter because form of signature or address
  - T – already signed this petition

<p><b>CERTIFICATION OF NAMES</b></p> <p>West NEWBURY</p> <p>We certify that _____</p> <p>number of names certified - use numbers and words</p> <p>above signatures checked <input checked="" type="checkbox"/> are the names of qualified thus voters from this town.</p>	<p>At least three Registrars names must be signed or stamped below.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Registrars of voters of West Newbury</b></p>
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## Town of West Newbury Finance Committee FY24 Budget Meeting Schedule – Updated 2/17/23

E

All meetings **except for March 8<sup>th</sup>** will be in the 1910 Building  
381 Main Street, West Newbury, MA  
Hearing Room 1

REC'D W. NEWBURY CLERK  
'23 FEB 17 PM 4:05

<u>Date/Time</u>	<u>Departments/Topics To Be Reviewed</u>	
Wednesday, Feb. 15 <sup>th</sup> 6pm	Moderator Select Board Finance Department Board of Assessors Legal Counsel	Council on Aging Debt Service Essex County Retirement Unemployment Compensation OPEB
Wednesday, Feb. 22 <sup>nd</sup> 6pm	Board of Health Conservation Commission Planning Board Open Space Committee Bandstand	Cultural Council Historical Commission Town Clerk Board of Registrars/Elections Veterans' Services
Wednesday, March 1 <sup>st</sup> 6pm	DPW Inspectional Services Board of Appeals Parks & Rec Commission	Community Preservation Comm Mill Pond Committee Health Insurance
Wednesday, March 8 <sup>th</sup> <b>Location: Middle/High School <sup>1</sup></b>	Education	
Wednesday, March 15 <sup>th</sup> 6pm	Library Police Department Fire Department Dispatch	Emergency Management Agency Water Transfers to Stabilization
Wednesday, March 22 <sup>nd</sup> 6pm	Town Manager Finance Committee Animal Control Harbormaster	Insurance and Bonds COLA Medicare (FICA) Revenue Projections

**Please note:** The order that topics are listed are not necessarily the order they will be reviewed. The Finance Committee Chairperson 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.

<sup>1</sup> March 8<sup>th</sup> meeting expected to be at Pentucket Middle/High School, immediately following the Pentucket School Committee meeting (starting at 6pm). The meeting will take place in the Middle/High School main office, Room #1012.

Posted Corrected Schedule on 2/17/2023 at the Town Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)

## Town Manager

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**From:** DPW Director  
**Sent:** Tuesday, February 14, 2023 7:12 PM  
**To:** Town Manager  
**Cc:** Town Planner; DPW Projects; DPW Admin; Town Clerk; Town Accountant; Selectboard  
**Subject:** RE: Economic Development Bond Bill - Municipal Economic development initiatives Amendment  
**Attachments:** 20230214190005343.pdf

Angus,

I am really excited about defining our Town Center. I have about ten Main Street (Church St – Food Mart) options in my head that could define our center, improve parking and crosswalk safety and finally add a small landscaped plaza for seating and fancy town clock.

Please see my first option – note I am not a landscaped architect, just wanted to help everyone see a vision.

Thanks,  
Wayne

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**From:** Town Manager <townmanager@wnewbury.org>  
**Sent:** Tuesday, February 14, 2023 12:57 PM  
**To:** Town Planner <townplanner@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>; DPW Projects <dpwprojects@wnewbury.org>; DPW Admin <DPWAdmin@wnewbury.org>; Town Clerk <townclerk@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>; Selectboard <selectboard@wnewbury.org>  
**Subject:** RE: Economic Development Bond Bill - Municipal Economic development initiatives Amendment

Hi all,

Following on the email thread below, this is to let you know that we recently received confirmation from the MA Exec Office of Housing & Econ Dev that West Newbury is entitled to 1/5<sup>th</sup> of the total \$250k earmarked amount, so we will have a direct earmark of \$50k to be expended (per the language in the legislation) “for municipal economic development initiatives in the town of West Newbury.”

I recently received the paperwork necessary to get this process moving forward, and to complete it will need to provide a project scope and budget. The paperwork is attached. The good news is, unlike a different earmark we’re working on, for this one we’ll have until June 30, 2026 to complete the work.

I continue to like Wayne’s earlier suggestion of putting the funds toward design (ideally engineered plans, not just concept) for traffic calming in and proximate to the Town Center (as far as the funds will go). This would result in (ideally) engineered plans that could be costed out and proposed for construction funding via the capital planning process (unless other future funds could be secured for construction).

Please let me know if you have any alternate ideas. Otherwise, I’ll confirm with the Select Board that they support this direction, then work with Christine Wallace and Wayne to flesh this out, solicit a vendor scope/budget, and use this information to complete the paperwork to unlock these funds so we can then proceed to vendor contract and beginning a design/planning process.

Thanks,  
Angus

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**From:** Town Manager  
**Sent:** Thursday, January 5, 2023 2:07 PM  
**To:** Town Planner <[townplanner@wnewbury.org](mailto:townplanner@wnewbury.org)>  
**Cc:** DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)>; DPW Projects <[dpwprojects@wnewbury.org](mailto:dpwprojects@wnewbury.org)>; DPW Admin <[DPWAdmin@wnewbury.org](mailto:DPWAdmin@wnewbury.org)>; Town Clerk <[townclerk@wnewbury.org](mailto:townclerk@wnewbury.org)>; Finance Admin <[finance.admin@wnewbury.org](mailto:finance.admin@wnewbury.org)>; Selectboard <[selectboard@wnewbury.org](mailto:selectboard@wnewbury.org)>  
**Subject:** FW: Economic Development Bond Bill - Municipal Economic development initiatives Amendment

Sue,  
The info below had been circulated prior to your tenure (and prior to Christine Wallace joining the staff as well). This is to let you know that I reached out to Sen. Tarr's office earlier this week and, in follow-up, received instructions re how to begin the process of getting these funds. I'll forward that paperwork shortly to everyone copied here.

Assuming that West Newbury is entitled to 1/5<sup>th</sup> of the total earmark (so, \$50k), I very much like Wayne's idea of putting the funds toward design (ideally engineered plans, not just concept) for traffic calming in and proximate to the Town Center (as far as the funds will go). This would result in (ideally) engineered plans that could be costed out and proposed for construction funding via the capital planning process (unless other future funds could be secured for construction).

Will keep everyone copied here looped in as this moves forward –

Angus

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**From:** Town Manager  
**Sent:** Friday, August 5, 2022 5:43 PM  
**To:** DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)>  
**Subject:** RE: Economic Development Bond Bill - Municipal Economic development initiatives Amendment

This is a great idea. Let me know if you want this included for discussion on 8/22 Select Board mtg. Since I'll be out the prior week I'll be working to T up items for the 8/22 agenda next week. Thanks

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**From:** DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)>  
**Sent:** Friday, August 5, 2022 5:00 PM  
**To:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Subject:** RE: Economic Development Bond Bill - Municipal Economic development initiatives Amendment

Not sure what our appropriation will be from this \$250,000 but making our unofficial center of town (Main Street from Church Street to the Food Mart) a downtown look may be a great way to encourage some new growth in our only commercial area of town.

I have already designed a downtown with curb extensions, small park with seating and trees with brick sidewalks in my head. 30K-40K can get us a pretty cool conceptual design to get the discussion going.

Wayne

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**From:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Sent:** Monday, August 01, 2022 11:42 AM  
**To:** DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)>  
**Subject:** FW: Economic Development Bond Bill - Municipal Economic development initiatives Amendment

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**From:** Town Manager  
**Sent:** Tuesday, July 26, 2022 11:18 AM  
**To:** David Archibald <[darchibald@wnewbury.org](mailto:darchibald@wnewbury.org)>; Rick Parker <[rparker@wnewbury.org](mailto:rparker@wnewbury.org)>; Wendy Reed <[wreed@wnewbury.org](mailto:wreed@wnewbury.org)>  
**Cc:** Leah Zambarnardi <[lzambarnardi@wnewbury.org](mailto:lzambarnardi@wnewbury.org)>; Town Clerk <[townclerk@wnewbury.org](mailto:townclerk@wnewbury.org)>  
**Subject:** FW: Economic Development Bond Bill - Municipal Economic development initiatives Amendment

Economic development funds... put on your thinking caps!

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](mailto:townmanager@wnewbury.org)

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**From:** Mori, Victoria (SEN) <[Victoria.Mori@masenate.gov](mailto:Victoria.Mori@masenate.gov)>  
**Sent:** Tuesday, July 26, 2022 10:39 AM  
**To:** Debbie Eagan <[debbie@townofrowley.org](mailto:debbie@townofrowley.org)>; Joseph Domelowicz <[jdomelowicz@hamiltonma.gov](mailto:jdomelowicz@hamiltonma.gov)>; Steve Poulos <[spoulos@wenhamma.gov](mailto:spoulos@wenhamma.gov)>; Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>; Andrew Sheehan <[andrew.sheehan@middletonma.gov](mailto:andrew.sheehan@middletonma.gov)>  
**Subject:** Economic Development Bond Bill - Municipal Economic development initiatives Amendment

Good morning,

Senator Tarr asked that I inform you that the below amendment was recently adopted in the Economic Development Bond Bill. The funds are subject to being accepted by the conference committee. Please feel free to reach out to Theodore Thomas should you have additional questions: [Theodore.Thomas@MASenate.Gov](mailto:Theodore.Thomas@MASenate.Gov) .

**Amendment ID: S3018-360-R1**

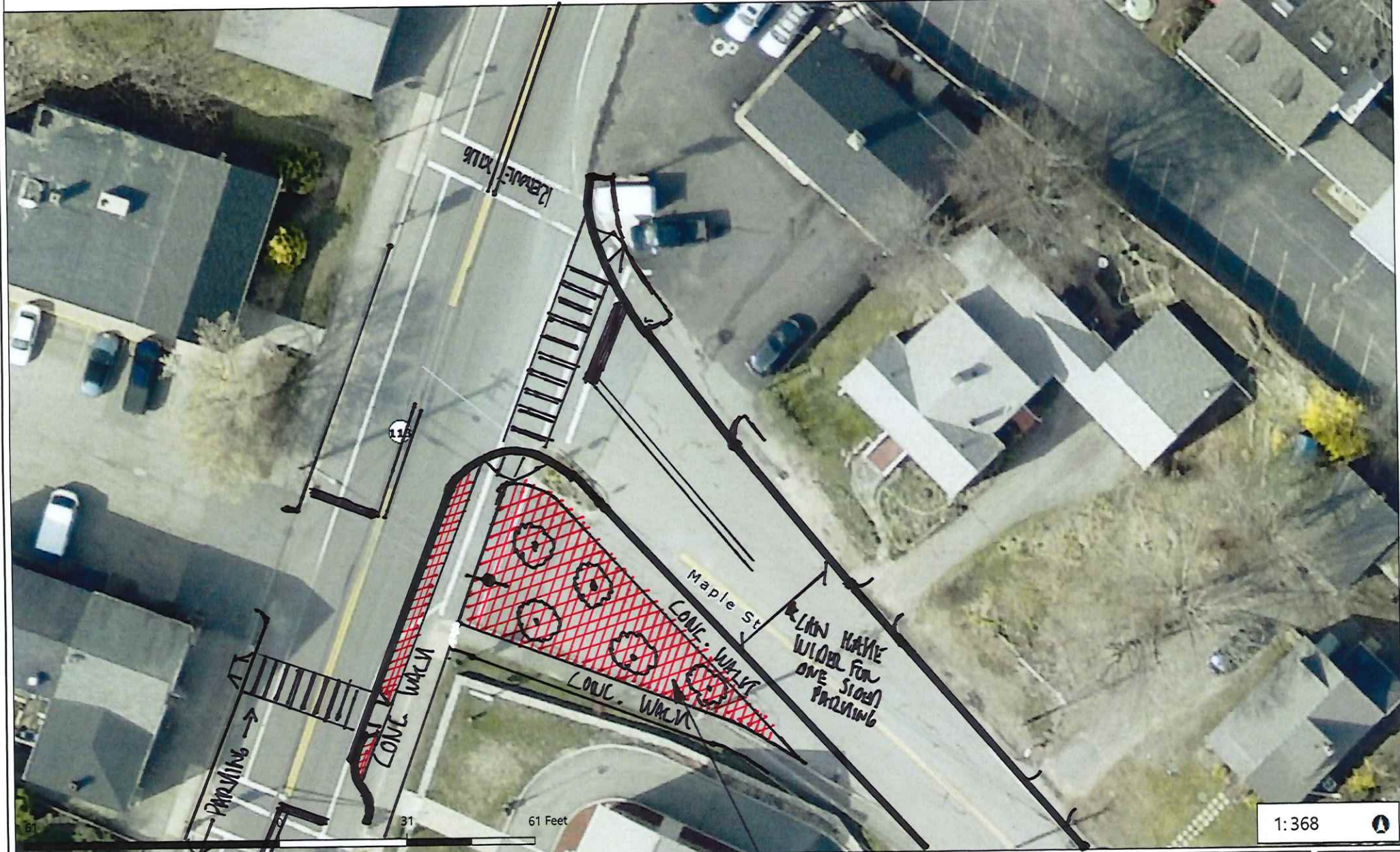
## **Redraft Amendment 360**

### **Municipal Economic development initiatives in the towns of Rowley, Hamilton, Middleton, West Newbury and Wenham**

Mr. Tarr moves that the proposed new text be amended in section 2A, in item 1599-6087, by adding the following words:- “;provided further, that not less than \$250,000 shall be expended for municipal economic development initiatives in the town of Rowley, Hamilton, Middleton, West Newbury and Wenham”; and by striking out the figure “\$9,400,000” and inserting in place thereof the following figure:- “\$9,650,000”.

Victoria Mori  
*Junior Policy Analyst*  
Office of Senator Bruce E. Tarr  
Senate Minority Leader





1:368



Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of West Newbury & MassGIS/MassGIS. MVPC AND THE TOWN OF WEST NEWBURY MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE TOWN OF WEST NEWBURY AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION.

- |               |                       |            |            |            |        |
|---------------|-----------------------|------------|------------|------------|--------|
| MVPC Boundary | Roads                 | Interstate | Major Road | Local Road | Trails |
| Easements     | Hydrographic Features | Streams    | Wetlands   |            |        |

BENCH AREA W/ SEATING, TREES; TOWN CLOCK



## Town Manager

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**From:** Bovio, Kelly <Kelly.Bovio@mail.house.gov>  
**Sent:** Thursday, February 16, 2023 5:22 PM  
**To:** Bovio, Kelly  
**Cc:** Abbott, Norman  
**Subject:** FY 2024 Community Project Funding (CPF)

Dear Massachusetts Sixth District Leaders,

On behalf of Congressman Moulton, I am pleased to share information regarding the process for requesting FY 2024 Community Project Funding (CPF) through the annual federal appropriations process. We were proud to have secured \$16.8 million for a number of critical district projects last year (view list of projects [here](#)), and we look forward to advancing a new set of priorities for consideration.

Please note, due to the change in leadership in the House of Representatives, it remains unclear exactly how the CPF process will be followed. We may have the opportunity to request funding from the same accounts to which we have had access in the past. On the other hand, the Republican Majority may further limit which accounts can be targeted. While we continue to wait for official guidance, we wanted to open the portal to your submissions in order to ensure you have ample time to provide information regarding your priorities.

**Please [CLICK HERE](#) to submit your request. CPF requests must be submitted no later than 5:00 p.m. on Friday, March 17.**

As a reminder, CPF provides project-specific funding to government and non-profit entities. Project submitted for consideration must be shovel-ready and meet underlying requirements for permitting and matching funds. While there is no dollar limit to CPF requests, past earmarks – such as those dedicated to last year’s projects – provide a guide for likely funding levels.

Finally, please keep in mind that our office will receive far more CPF requests than can be fulfilled. While many deserving and eligible projects will not be awarded CPF in FY 2024, we will also review these submissions for federal grant eligibility. We look forward to working with your access to all potential sources of federal funding.

We stand ready to help advance your priorities. Should you have any questions about the CPF process, please don’t hesitate to reach out to me or my colleague, Norman Abbott ([norman.abbott@mail.house.gov](mailto:norman.abbott@mail.house.gov)).

Best,  
Kelly

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**Kelly Bovio**

District Director and Legislative Advisor  
21 Front Street | Salem, MA 01970  
978-531-1669 (office)



## Town Manager

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**From:** Town Manager  
**Sent:** Thursday, February 16, 2023 7:52 PM  
**To:** Nancy London; Jon-Eric White  
**Cc:** DPW Director  
**Subject:** RE: Possible bridge funding sources

Nancy,

Thanks for your work on this. We'll review and respond.

In the meantime, I'm also forwarding below, which came in earlier tonight and which presumably the City also received. In the past we haven't pursued these due to bandwidth issues, typically very short advance notice, and lack of "shovel ready" projects. This year we'll look at this closely as relates to Middle Street Bridge. Still may or may not be feasible/practical to pursue, but we'll look. Is this an opportunity the City has pursued in the past? If we were to go after it this cycle – again, no idea yet if this is feasible/practical – it would be strengthened if we joined forces.

Thanks again –  
Angus

**From:** Bovio, Kelly <Kelly.Bovio@mail.house.gov>  
**Sent:** Thursday, February 16, 2023 5:22 PM  
**To:** Bovio, Kelly <Kelly.Bovio@mail.house.gov>  
**Cc:** Abbott, Norman <Norman.Abbott@mail.house.gov>  
**Subject:** FY 2024 Community Project Funding (CPF)

Dear Massachusetts Sixth District Leaders,

On behalf of Congressman Moulton, I am pleased to share information regarding the process for requesting FY 2024 Community Project Funding (CPF) through the annual federal appropriations process. We were proud to have secured \$16.8 million for a number of critical district projects last year (view list of projects [here](#)), and we look forward to advancing a new set of priorities for consideration.

Please note, due to the change in leadership in the House of Representatives, it remains unclear exactly how the CPF process will be followed. We may have the opportunity to request funding from the same accounts to which we have had access in the past. On the other hand, the Republican Majority may further limit which accounts can be targeted. While we continue to wait for official guidance, we wanted to open the portal to your submissions in order to ensure you have ample time to provide information regarding your priorities.

**Please [CLICK HERE](#) to submit your request. CPF requests must be submitted no later than 5:00 p.m. on Friday, March 17.**

As a reminder, CPF provides project-specific funding to government and non-profit entities. Project submitted for consideration must be shovel-ready and meet underlying requirements for permitting and matching funds. While there is no dollar limit to CPF requests, past earmarks – such as those dedicated to last year's projects – provide a guide for likely funding levels.

Funding Program		Funding Source	Eligible Projects	Notes
Bridge Investment Program	<a href="#">Notice of Funding Opportunity</a>	Part of the Infrastructure Investment and Jobs Act. The program provides \$12.5 billion over five years, with roughly \$2.4 billion available in FY22 to help plan, replace, rehabilitate, protect, and preserve bridges.	The BIP authorized the following 3 types of grants: Planning Grants, Large Bridge Project grants and Bridge Project Grants	Eligibility requires project bridge to be part of National Bridge Inventory (NBI)
Build America Burea (DOT)	Available on a rolling basis	The Transportation Infrastructure Finance and Innovation Act (TIFIA) program provides credit assistance for qualified projects of regional and national significance. Many large-scale, surface transportation projects - highway, transit, railroad, intermodal freight, and port access - are eligible for assistance. Eligible applicants include state and local governments, transit agencies, railroad companies, special authorities, special districts, and private entities.	The Bureau serves as the single point of contact and coordination for states, municipalities, and other project sponsors seeking federal transportation expertise. Our financing products can reduce project costs, increase flexibility, and deliver the transportation infrastructure you need faster. Eligible project borrowers include state and local governments,	
Community One Stop for Growth	<a href="#">FY24 Notice of Funding Availability (NOFA)</a>	For the FY24 Round, twelve (12) programs will be administered through the Community One Stop for Growth - one application door to access programs offered by the Executive Office of Housing and Economic Development, Department of Housing and Community Development, and MassDevelopment. Program	This funding is to encourage municipalities to replace aging culverts with better designed crossings that meet improved structural and environmental design standards and flood resiliency criteria	due 6/2/2023
MA Culvert Grant	<a href="https://www.mass.gov/doc/fy24-pre-rfr-grant-summary/download">https://www.mass.gov/doc/fy24-pre-rfr-grant-summary/download</a>			Only projects that intend to meet the goals of the Massachusetts Stream Crossing Standards are considered for funding.
MassWorks	<a href="#">FY24 Notice of Funding Availability (NOFA)</a>		a competitive grant program that provides the largest and most flexible source of capital funds to municipalities and other eligible public entities primarily for public infrastructure projects that support and accelerate housing production, spur private development, and create jobs	Application Deadline: June 2, 2023 @ 11:59 PM
Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	<a href="#">RAISE 2023 NOFO Amendment2.pdf</a>	for surface transportation infrastructure projects that will improve: safety; environmental sustainability; quality of life; mobility and community connectivity; economic competitiveness and opportunity including tourism; state of good repair; partnership and collaboration; and innovation.1	projects should address climate change, ensure racial equity, and remove barriers to opportunity	due 2/28/2023
Rural Surface Transportation Grant	<a href="https://www.transportation.gov/sites/dot.gov/file">https://www.transportation.gov/sites/dot.gov/file</a>	Competitive Grant – part of the FY22 Multimodal Project Discretionary Grant Opportunity (MPDG).	will support projects to improve and expand the surface transportation infrastructure in rural areas to increase connectivity, improve the safety and reliability of the movement of people and freight, and generate regional economic growth and improve quality of life.	Not currently available. In 2022, application period opened in March and was due by May 23, 2022

Finally, please keep in mind that our office will receive far more CPF requests than can be fulfilled. While many deserving and eligible projects will not be awarded CPF in FY 2024, we will also review these submissions for federal grant eligibility. We look forward to working with your access to all potential sources of federal funding.

We stand ready to help advance your priorities. Should you have any questions about the CPF process, please don't hesitate to reach out to me or my colleague, Norman Abbott ([norman.abbott@mail.house.gov](mailto:norman.abbott@mail.house.gov)).

Best,  
Kelly

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**Kelly Bovio**

District Director and Legislative Advisor  
21 Front Street | Salem, MA 01970  
978-531-1669 (office)



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**From:** Nancy London <NLondon@CityofNewburyport.com>

**Sent:** Thursday, February 16, 2023 2:43 PM

**To:** Jon-Eric White <JEWhite@CityofNewburyport.com>; Town Manager <townmanager@wnewbury.org>

**Subject:** Possible bridge funding sources

Jon-Eric,

Here is the excel spreadsheet you requested. I will continue to add to it as I come up with more funding possibilities.

Nancy London  
Grant Developer  
City of Newburyport  
60 Pleasant Street  
P. O. Box 550  
Newburyport, MA 01950  
(978) 465-4400, ext 1226

**Town Manager**

---

**From:** Town Treasurer  
**Sent:** Friday, February 3, 2023 12:13 PM  
**To:** Town Manager  
**Subject:** Health insurance Opt- Out Program  
**Attachments:** FY20-23 opt out-Health.docx; Opt Out #1 FY24.xlsx

Hi Angus

I'm not sure if you are aware of this but the Town's Opt-Out program expires this fiscal year. I believe the Board will need to vote this program in again for another few years. Would you and the Board consider raising the opt Out stipend to \$1,500 for a family plan and \$750 for an individual plan to keep up with the rise in cost of health insurance? When the plan was created in 2010 the stipend was originally \$3000 for family and \$1000 for individual. If the increase was approved it would be an increase if \$5,550.00. I have attached a spreadsheet.

Very truly yours,

*Kaitlin Gilbert, CMMT*

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

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

# Health Insurance Opt-Out Program

Fiscal Year ~~2020~~2024-2023~~2026~~

## Eligibility

1. Benefit Eligible - To participate in the Opt-Out Program, an employee must be an active employee eligible for group health insurance benefits through the Town of West Newbury.
2. Proof of Other Coverage - An employee must show proof of coverage outside a Town sponsored health plan before participating in the Opt-Out Program. Proof of coverage is a letter from your Health Care provider or a current benefit card. If an individual is covered on a family plan they will be eligible for the \$~~1500~~1200 incentive; for individual plans it will be \$~~750~~600.

## Timing of Application /Payment

Once an eligible employee waives coverage of his/her group health insurance through the Town, he/she will be eligible for an incentive payment. The payment will be made in two installments, in arrears, once in December and the other in June. The program is subject to appropriation and renews each year during open enrollment. If approved, people who opt out of coverage will begin receiving payments beginning this December. Employees' must opt out annually and proof of insurance is required to be eligible for the incentive payments. The annual incentive payment is \$~~1500~~1200 for family plans and \$~~750~~600 for single plans.

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

## Re-Enrollment in the Town's Health Insurance Plans

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

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

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

# Town of West Newbury

## Health Insurance Opt-Out Election Form

*PLEASE READ PAGE ONE BEFORE COMPLETING FORM – PRINT CLEARLY*

\_\_\_\_\_  
Insured Name (First) (MI) (Last)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Social Security Number

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

\_\_\_\_\_  
Signature of Insured

\_\_\_\_\_  
Date

-----  
**FOR TOWN USE ONLY**

1. Current Health Plan Terminated Yes\_\_\_\_No\_\_\_\_
2. Effective Date \_\_\_\_\_
3. Accounting Approval \_\_\_\_\_
4. Town Manager Approval \_\_\_\_\_



# Health Insurance Opt-Out Program

Fiscal Year 2020-2023

## Eligibility

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

## Timing of Application /Payment

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

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

## PROCUREMENT CHAPTER 30B

### PURPOSE

To establish standards and practices for purchasing materials, supplies and services consistent with or exceeding state law.

### APPLICABILITY

The policy pertains to the Town's purchasing processes governed under the provisions of the state's Uniform Procurement Act. The policy applies to the Town Manager, Town Counsel, Town Accountant, and any other Town employee or official who may be involved with procurements.

### POLICY

The Town seeks to obtain goods and services that will reliably perform their function at the lowest possible cost from responsive and responsible vendors to optimize the value received for each tax dollar expended. This will be achieved through strict adherence to competitive quotation and bidding requirements and participation in state and regional cooperative purchasing agreements.

#### A. Responsibilities

The [Town Manager], as chief procurement officer, oversees all purchasing for the town. The responsibilities include, but are not limited to, reviewing quotes, preparing bid documents, advertising bids and proposals, and making sure all requirements have been met. The Town Accountant must verify that funds are available before a bid or proposal is advertised and prior to a contract being approved. Town Counsel also reviews all contracts for legal form and terms. Town departments are responsible for maintaining contracts and bid/quote-related procurement records, which submits executed contracts and solicitation documentation to the Town Accountant when submitting payment vouchers.

#### B. Quotation and Bidding Requirements

To comply with the state's [Uniform Procurement Act](#), any purchase for supplies or services ([with certain exceptions](#)) must observe or exceed the following guidance:

- Under \$10,000, use sound business practices
- Between \$10,000 and \$50,000 requires solicitation of three written quotes for contracts
- Greater than \$50,000 requires competitive sealed bids or proposals for contracts

No quote or bid process is required when procuring supplies or services from vendors that are under state contracts or involved in regional cooperative purchasing agreements.

#### C. Multiple Small Procurements

When purchasing materials and supplies, each department must review its full fiscal year operational needs. It is contrary to Town policy for any department to "split" several small purchases of the same class/category to avoid stated thresholds.

#### D. Sole Source Procurements

Competitive bids may be waived in instances where there is only one vendor that can provide the relevant equipment, materials or services. In the instance of sole source procurement, supporting documents must be submitted to the Town Manager for preapproval.

E. Audit

The Town Accountant shall conduct random audits of compliance with this policy. All practices associated with the Town's procurement also are subject to audit by town's independent auditor.

**REFERENCES**

[M.G.L. c. 30B](#)

[Office of the Inspector General](#)

West Newbury Procurement Conflict of Interest Policy

**EFFECTIVE DATE**

This policy was adopted on [date].

## PROCUREMENT CONFLICT OF INTEREST

### PURPOSE

To ensure integrity in the procurement and contract processes, to educate Town employees, consultants, uncompensated outside parties, and any other person involved in decisions to award contracts about potential conflicts of interests, and to establish a process for the screening of conflicts of interest.

### APPLICABILITY

The policy pertains to all the Town's procurement and contract processes governed under the provisions of the state's Uniform Procurement Act associated with, but not limited to: specification development, preparation and issuance of solicitations, evaluation of solicitations and submissions, and other evaluations that lead to Town contract awards. The policy applies to the job responsibilities of the Town Manager (as West Newbury's chief procurement officer) and to the related duties of the Town Accountant. It further applies to all Town employees, officials, and others working on the Town's behalf who are involved with any procurement and contract process and to the prospective contractors.

### POLICY

The Town is committed to ethical business practices, professional integrity, and compliance with all procurement laws and regulations. West Newbury will provide fair opportunities to participants in competitive processes for the award of Town contracts. Process integrity will be reinforced by the practices outlined here to ensure confidentiality during the bid evaluation process and to assess and address conflicts of interest in all competitive solicitations. The Town will investigate all allegations of conflict of interest or misconduct brought to the attention of Town staff.

To comply with the state's [Uniform Procurement Act](#), any purchase for supplies or services ([with certain exceptions](#)) costing more than \$10,000 requires solicitation of three written quotes for contracts and those over \$50,000 require competitive sealed bids or proposals for contracts. No quote or bid process is required when procuring supplies or services from vendors that are under state contracts or involved in regional cooperative purchasing agreements.

#### A. Confidentiality during the Bid Evaluation Process

Town staff, consultants, and outside evaluators who are participants in a bid evaluation process are required to sign confidentiality agreements, which bind them not to share any information about responses received and the evaluation process until the Town issues a Notice of Intended Award.

The departmental employee procuring goods and services must:

1. Identify all participants of an evaluation process who receive proposals or other documents used in the evaluation process, including nonevaluating observers.
2. Ensure that these participants sign confidentiality agreements.
3. Submit the confidentiality agreements to the Town Manager.

The Town Manager must:

1. Verify that signed confidentiality agreements for all participants in the evaluation process, including nonevaluating observers, are submitted.
2. Maintain signed confidentiality agreements on file.

#### B. Conflict of Interest in Procurement

To ensure decisions are made independently and impartially, Town employees and officials are expected to avoid any conflicts of interest and also avoid the appearance of conflicts of interest. A conflict of interest, or the appearance of one, must be disclosed whenever a vendor, employee, or officer has, or can reasonably anticipate having, an ownership interest, a significant executive position, or other remunerative relationship with a prospective supplier of goods or services to the Town or knows that a family member or other person with whom they have a personal or financial relationship has such an interest.

According to the federal Office of Management and Budget's Omni Circular, a conflict of interest arises when: *"the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract."*

And it states that: *"The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts."*

The Omni Circular further requires that for any federal grant involving a parent, affiliate, or subsidiary organization that is not a state or local government, the Town must also maintain written standards of conduct covering organizational conflicts of interest. An organizational conflict of interest means that due to a relationship with a parent company, affiliate, or subsidiary organization, the Town is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

Any person with a conflict as described above will not participate in the preparing of specifications, qualifying vendors, selecting successful bidders on products or services in which they have an interest, or approving payment to those interests. The only exception to this arises if the person makes full disclosure of a potential conflict and receives an advance, written determination from the [State Ethics Commission](#) that the interest is not so substantial as to be deemed likely to affect the integrity of the goods or services the Town may expect from that individual.

Department heads and other officials are required to ascertain and disclose to the Town Manager any potential conflict of interest affecting procurement transactions before a contract is signed, a commitment made, or an order placed. The Town Manager will then notify the Town Accountant, who will verify the availability of funds before any order is placed with a vendor.

The following measures will be taken to ensure the Town avoids any conflicts of interest in procuring Town contracts:

1. Employees, officials, and others who regularly participate in contract activities on behalf of the Town must disclose relevant financial interests as required by state and federal laws and to annually review the statements in conjunction with this policy and other ethical standards.
2. Other persons involved in procurements must review this policy and other ethical standards and provide information in order to determine if there is a conflict of interest. Such persons will include, but are not limited to, authors of specifications; paid and unpaid evaluators; and paid and unpaid consultants who assist in the procurement process.
3. If a possible conflict of interest is identified, it must be documented and reviewed with Town Counsel.

The departmental employee procuring goods and services must:

1. Identify employees, consultants, outside uncompensated parties, and any other persons who will be involved in a procurement or contract activity, such as specification development, preparation and issuance of solicitations, evaluation of solicitations or submissions, or other evaluations, that will lead to an award of contract.
2. Provide conflict of interest forms to the identified participants.
3. Submit the completed forms to the Town Manager prior to commencing any procurement or contract activity.

The Town Manager must:

1. Review the submitted forms for potential conflicts of interest.
2. Discuss any potential conflicts of interest with Town Counsel and document the resulting determinations.
3. Provide the Board of Selectmen with the documented result.
4. If a conflict or the appearance of one exists, take appropriate actions, including but not limited to, removal of the employee, consultant, or outside uncompensated party from the procurement or contract activity or cancelation of the solicitation.

#### C. Compliance Reviews

The Town Accountant will conduct random audits of compliance with this policy. All procurement activities are also subject to audit by the Town's independent auditor.

#### **REFERENCES**

[M.G.L. c. 30B](#)

[M.G.L. c. 41, § 57](#)

[M.G.L. c. 268A](#)

West Newbury Procurement Chapter 30B Policy

State Ethics Commission's webpage: [Disclosure Forms for Municipal Employees](#)

Inspector General's webpage: [Procurement Assistance](#)

U.S. Office of Management and Budget's [Omni Circular](#)

#### **EFFECTIVE DATE**

This policy was adopted on [date].

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

# Town of West Newbury

## Health Insurance Opt-Out Election Form

*PLEASE READ PAGE ONE BEFORE COMPLETING FORM – PRINT CLEARLY*

\_\_\_\_\_  
Insured Name (First) (MI) (Last)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Social Security Number

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

\_\_\_\_\_  
Signature of Insured

\_\_\_\_\_  
Date

-----  
**FOR TOWN USE ONLY**

1. Current Health Plan Terminated Yes\_\_\_\_No\_\_\_\_
2. Effective Date \_\_\_\_\_
3. Accounting Approval \_\_\_\_\_
4. Town Manager Approval \_\_\_\_\_

## EMPLOYEE REIMBURSEMENT

### PURPOSE

To mitigate opportunities for fraud, waste, and abuse, the Town must properly monitor and control reimbursements to employees and officials. This policy establishes rules governing reimbursements for legitimate business-related expenses, including necessary travel expenses incurred in performing official duties. It also provides guidelines for determining reasonable travel-related expenses and details the procedures, forms and documentation necessary to receive reimbursement.

### APPLICABILITY

This policy applies to all elected and appointed officials and employees (all referred to here as “employees”).

### POLICY

The Town will reimburse employees for reasonable expenses incurred on the Town’s behalf as authorized by their department heads, boards, or committees.

Travel shall be restricted to necessary activities that provide a public benefit, such as training, professional conferences, and other municipal-related activities. All travel on Town business shall be planned for using the most economical mode and class of transportation reasonably available and the most direct and time-efficient route. Employees will travel using government and group rates when available. The Town will not reimburse or pay sales tax but will, however, pay meals and room excise taxes.

Business-related expenses, such as office supplies, should be procured through the Town’s vendors and billed directly to the Town as much as feasible. Whenever this is not possible, the purchase must be made with the department head’s approval.

When this policy is not followed, there is no guarantee that all expenditures will be reimbursed. Employees should determine estimates for their travel costs, discuss any extraordinary circumstances and expenses with their department heads, and obtain their authorizations in advance.

#### A. Unauthorized Expenses

The following expenditures will not be reimbursed:

- Alcoholic beverages and tobacco
- Massachusetts sales tax
- Costs associated with any political or charitable event
- Flowers or other gifts for employees or others
- Expenses incurred by or on behalf of any person who is not a Town employee who accompanies the employee on official business
- Expenses incurred for the sole benefit of the traveler, such as valet service, entertainment, laundry services, etc.
- Theft, loss, or damage to personal property while on Town business
- Non-mileage-related personal automobile expenses, including repairs, insurance, gasoline, and traffic citations



The Town Accountant may refuse to approve for payment any claim deemed to be fraudulent, unlawful, or excessive. In that instance, the Town Accountant will file a written statement of the reason for refusal with the Treasurer/Collector and forward copies to the Town Manager and the originating department head. Resolution of all disputes shall reside with the Town Manager.

## B. Travel Expense Categories

### **Transportation**

- Employees authorized to travel using their personal vehicle and do not receive a vehicle allowance will be reimbursed at the mileage reimbursement rate established yearly by the Internal Revenue Service (IRS) or, for union employees, the rate established in their particular contractual agreement.
- Mileage will be calculated starting from the employee's office location or residence to the destination point, whichever distance is shorter.
- Employees must present receipts to be reimbursed for parking, tolls, airfares, taxi fares, and, when using a Town-owned vehicle, fuel charges.

### **Lodging**

- If travel requires an employee to be away from home for more than 24 hours, he or she will be reimbursed for reasonable charges for lodging expenses.
- Lodging expenses must not exceed the group rate published by the conference or activity sponsor. If the sponsor's group rate is not available when booking, the Town will reimburse for lodging costs comparable in location and quality and reserved at the lodging's government or group rate, whenever that is available.
- The Town will reimburse for only one night preceding any conference.

### **Meals**

- If travel requires an employee to be away from home for more than 24 hours, he or she will be reimbursed for reasonable charges for meal expenses.
- Meal costs, including tips and taxes, incurred during the course of approved travel will be reimbursed only upon presentation of itemized receipts. If the receipt is for multiple employees, they should be listed on the back of the receipt.
- Meals included in registration costs cannot be claimed for reimbursement or advance.
- Under no circumstance will the total meals reimbursement exceed the Town's per diem rate of [\$4050].

### **Registrations**

- Whenever possible, registration fees for any conference or workshop should be paid in advance through the Town's accounts payable warrant process. To pay advance registrations timely, the registration bill must be received in the Town Accountant no later than [two full weeks] prior to the registration deadline.
- If registration is not paid in advance, the employee must pay out-of-pocket and then submit for reimbursement.
- Registration for out-of-state conferences must be preapproved by the Town Manager.

### **Incidentals**

- Incidentals must be paid by the traveler and submitted for reimbursement when finalizing the Employee Expense Reimbursement Report. Receipts are required for all miscellaneous, unanticipated expenses.

### C. Other Expense Categories

#### **Business and Office Supplies**

- All purchases made on behalf of the Town must be necessary, reasonable, and appropriate.
- Business-related special postal services or delivery services that are not available through the Town will be reimbursed.
- Employees must obtain department head approval prior to incurring expenses for any business or office supplies.

#### **Training**

- Approved training that is not prepaid by the Town will be considered a reimbursable business expense.

### D. Reimbursement Submission

Every claim for travel and other reimbursement must be documented using an Employee Expense Reimbursement Report signed by the employee and the authorizing department head. Required information on the report includes: the travel or purchase date(s), purpose, amount(s), and total business-related mileage (as applicable). Except for mileage, the employee must attach to the report a receipt or other valid proof of payment for each reimbursement claim.

Employees should submit for reimbursement as soon as the travel has concluded or the expense has been paid, but at maximum, no later than ~~30~~90 days after the expenses being incurred or before the end of the fiscal year. If an employee does not submit the Employee Expense Reimbursement Form and accompanying receipts or other necessary documentation within that time, he or she may be personally responsible for the expenses.

### E. Violations

Employees who violate this policy will be held directly responsible for their actions. Consequences may include revocation of travel privileges, reparatory payments, suspension, or termination. Improper documentation of otherwise valid travel expenditures creates the appearance of fraud, waste, or abuse and may result in similar consequences. Moreover, misrepresenting expenses and intentionally submitting false claims are fraudulent and could result in criminal penalties.

### F. Audit

All expenses are subject to verification that they comply with this policy and to audit by the Town's independent auditor.

#### **REFERENCES**

[M.G.L. c. 41, §52](#)

[M.G.L. c. 44, §58](#)

[M.G.L. c. 268A, § 3](#)

IRS webpage, [Standard Mileage Rates](#)

**EFFECTIVE DATE**

This policy was adopted on [date].



**Town of West Newbury  
Select Board**

**J**

**Monday, December 19, 2022 @ 7:00pm**

381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

**Open Session Meeting Minutes- DRAFT**

**Open Session:** Open session was called to order at 7:04pm by Chairperson Archibald

**Participation at the Meeting:**

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

Angus Jennings, *Town Manager*

James Blatchford, *Town Clerk*

Tony Roselli, *Roselli, Clark & Associates CPAs*

Christine Wallace, *DPW Projects Manager*

Wayne Amaral, *DPW Director*

Ryan Goodwin, *Mill Pond Committee Chairperson*

Patricia Reeser, *Open Space Representative*

Brad Buschur, *Park & Recreation Chairperson*

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; see agenda for details; <https://www.youtube.com/watch?v=K-PvqfGWd2U> .
- Call for volunteers! Open positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)
- Holiday Party by Sage Center received positive community response and will be an annual event going forward.

**Regular Business**

**A. Presentation of FY22 Audit – Tony Roselli, Roselli, Clark & Associates, CPAs**

Tony Roselli appeared before the Select Board in person and presented the findings from the FY22 Audit (see exhibit A pages 3-67 for details). Roselli stated the financial trends were excellent and congratulated the Town for receiving a AAA bond rating from S&P. Roselli discussed maintaining the amount of free cash the Town had in reserves to preserve a cushion from rising costs and inflation. Discussion continued surrounding OPEB and the costs associated with a longer life expectancy of pension recipients. Roselli informed the finalization of checks that had never been cashed by recipients should be completed by the end of 2023 and suggested posting the information on the town website and in the newspaper. **No motion was made at this time.**

**B. Presentation of recommendations by Page School Feasibility Study Working Group**

Christine Wallace, DPW Projects Manager, appeared before the Select Board remotely (see exhibit B pages 68-72 for details) and presented a draft scope of work to be used in the vendor procurement/selection process. Wallace stated the next step in the process was to finalize the scope and to disband the working group with the aim of procurement in the spring. Wallace estimated the consultant selected would require 6-8 months to complete the assessment and scope of work outlined. Wallace informed the Select Board a spreadsheet of previous renovations throughout the years completed at the school was in the process of being compiled and would be shared once completed. The spreadsheet would cut down of the workload of the consultant and help the town remain within the Feasibility Study allocation of \$85,000 approved at the 2022 May Town Meeting. Wayne Amaral, DPW Director, appeared before the Select Board in person. Amaral, Wallace, and the Select Board discussed the recommendation and cost estimates that would be requested through the scope of work. Amaral discussed the creation and appointment of a Design Selection Committee that would evaluate, score, and rank qualified respondents to RFQ. The list of ranked finalists would then be brought before the Select Board. Amaral stated authorization for the Procurement Officer to conduct the project and proceed with the process would be required from the Select Board. **Reed made a motion to authorize the Chief Procurement Officer to proceed with the Page School Feasibility Study process selection as described. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**C. Review of Committee/Commission recommendations re Mill Pond All Persons Trail project**

Ryan Goodwin, Mill Pond Committee Chairperson, appeared before the Select Board in person and stated the Open Space Committee, Mill Pond Committee, and Park and Recreation Commission agreed the land needed accessibility and that parking was a problem (see exhibit C pages 73-76 for details). Patricia Reeser, representing Open Space, appeared before the Select Board remotely. Reeser stated the Open Space Committee was in favor of the construction of the All Persons Trail, but the plan involving rerouting parking and driveways was a complicated plan not required to build the trail. For that reason, Reeser stated the Open Space Committee

did not feel it could, or should, steward the project. Reeser stated the design vendor did not fulfill all aspects of the contract as permitting requirements and accessibility guidelines had not been completed. Reeser stated accommodations for hearing or vision impaired, viewing points, educational areas, and stopping points had not been included in the report.

Brad Buschur, Park and Recreation Chairperson, appeared before the Select Board remotely and stated the Commission was in support of the project. Buschur discussed the need to focus on what accessibility means for the Town of West Newbury. Buschur then discussed information received at a Mass Trails Workshop from November that explained how every trail was different and Mass Trails that were staffed provided the services required for all disabilities. Buschur stated the organization was only focused on providing services to staffed locations at this time.

Goodwin, Reeser, and Buschur discussed concerns surrounding intensifying the parking problem if the parking by the waterfront was removed. The Select Board stated the committee did not appear to arrive at a consensus. Discussion continued surrounding the proposed expansion of the scope as it was needed to be able to access the proposed trail. Jennings stated roughly \$12,600 of funding was remaining with a sunset date of June FY23. Reed expressed the opinion that the project was too large for a committee to take on and that it should be handled by Town staff. It was decided at this time to continue discussion on this topic at a later time. **No motion was made at this time.**

**D. Review of draft Wage/Classification study; consideration of Board endorsement of grade/step schedule, designation of non-union personnel into position grades, and review of FY23 non-union compensation**

Jennings reviewed the recommendation for grade/step schedule with minimum and maximum wages and the Select Board was favorable. It was agreed to finalize the wage schedule and grade/step per position in executive session following open session. **Parker made a motion to adopt the proposed grades with the min/max range for FY23 as shown. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Parker made a motion to approve the position grade schedule as shown. Reed seconded.** Reed stated some of the position titles required modification as they were listed from the draft report. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**E. Review updated memo regarding personnel appointment authority**

Jennings reviewed the appointing authority spreadsheet and stated Town Counsel had addressed two ambiguities (see exhibit E pages 77-82 for details). Jennings then informed the Select Board that due to legislature that had not been repealed, the Select Board was the appointing authority for the DPW Director. **No motion was made at this time.**

**F. Discussion of FY24 Conservation staffing and Intermunicipal Agreement with Merrimac**

Jennings asked the Select Board if it was their intent to move toward a full-time Conservation Agent or to continue with the intermunicipal agreement with Merrimac and continue with a part-time Conservation Agent (see exhibit F pages 83-90 for details). Jennings stated the deadline to communicate non-renewal of the intermunicipal agreement with Merrimac was January 15<sup>th</sup>. Archibald shared concerns surrounding budgeting in a full-time position at the wage schedule dictated by the wage study. The Select Board discussed if enough work was available for the position to transition into full-time. Parker believed a full-time position would support the care and maintenance of town owned land, as well as, assist in the coordination in trail maintenance. **Parker made a motion to change the Conservation Agent/Land Agent position to a full time West Newbury position for FY24 and that the town would not re-engage in the Intermunicipal Agreement. Reed seconded.** Jennings asked if the board wished to send a formal notice to Merrimac or a formal letter of withdrawal from the intermunicipal agreement. The Select Board discussed the increase to the operating budget by transitioning the position to full-time. **Motion passed (2 Yes, 0 No, 1 Abstain).** Archibald abstained as it was stated a decision could not be made at that time. Archibald stated that there was no consistency of full-time or part-time Conservation Agents in other towns. Archibald questioned how Ipswich that had more wetlands than West Newbury, had a part-time Conservation Agent. The Select Board discussed how other towns had conservation assistants that appeared to share the workload of the Conservation Agents. After further discussion, Archibald requested to change the vote to support this item. **Reed made a motion to reconsider. Parker seconded. Motion to reconsider unanimously passed (3 Yes, 0 No, 0 Abstain). Parker made a motion to change the Conservation Agent/Land Agent position to a full time West Newbury position for FY24 and that the town would not re-engage in the Intermunicipal Agreement. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**G. Requests for renewal of Retail Liquor licenses for 2023 – Town Clerk's Office**

**a. GN Enterprises Inc. d/b/a West Newbury Pizza Company (restaurant/wines and malt §12)**

Blatchford stated both alcohol license renewals had submitted the required paperwork, payments, and were in compliance (see exhibit G pages 91-92 for details). Blatchford stated any violations would be brought before the Select Board as they were the Local Licensing Authority. **Parker made a motion to approve the renewal of the retail alcohol license for G.N Enterprises Inc d/b/a West Newbury Pizza Company for 2023. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**b. West Newbury Food Mart, Inc. (package store/all alcoholic beverages \$15)**

Parker made a motion to approve the retail alcohol license for the West Newbury Food Mart, Inc for 2023. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

**H. Requests for renewal of Class II Used Car Dealer licenses for 2023 – *Town Clerk's Office***

**a. Newburyport Automotive, Inc. (330 Main Street)**

(See exhibit H pages 93-98 for details). Parker made a motion to approve the renewal for the Class II used car dealer license for 2023 for Newburyport Automotive, Inc. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

**b. RTI Enterprises, Inc. (289 Main Street)**

Parker made a motion to approve the renewal for the Class II used car dealer license for 2023 for RTI Enterprises, Inc d/b/a Main Street Auto. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

**c. Crane Neck Auto, LLC (5 Crane Neck Street)**

Parker made a motion to approve the renewal for the Class II used car dealer license for 2023 for Crane Neck Auto, LLC. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

**I. Review of proposed updates to 1-day liquor license paperwork – *James Blatchford, Town Clerk***

(See exhibit I pages 99-101 for details). Archibald made a motion to approve the changes made to the one-day liquor license paperwork as shown. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

**J. Review of proposed updates to Special Event Permit Guidelines – *James Blatchford, Town Clerk***

(See exhibit J pages 102-18 for details). Archibald made a motion to approve the changes made to the Special Event Permit Guidelines as shown. Parker seconded. Reed requested recycling to be added to the removal of trash section of the guidelines. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

**K. Recap of recent working meetings re Sea Level Rise projections / scenarios**

Jennings stated a number of meetings had taken place over the last few weeks with the Climate Change Resiliency Committee and the City Engineer of Newburyport to discuss models and projections of sea rise scenarios (see exhibit K pages 109-113 for details). Parker informed the board members that Newburyport had settled on 6ft of elevation to be added to the FEMA Flood Inundation maps. Parker discussed the need to be aware that brackish water would move further up the river and importance of determining the existing conditions through data. **No motion was made at this time.**

**L. Meeting minutes: November 7, 2022; November 14, 2022**

(See exhibit L pages 114- 118 for details). Parker made a motion to accept the minutes for Monday, November 7, 2022. Reed seconded. Motion unanimously approved (3 Yes, 0 No, 0 Abstain). Parker made a motion to accept the minutes for November 14, 2022. Reed seconded. Motion unanimously approved (3 Yes, 0 No, 0 Abstain).

**Town Manager Updates**

**M. MassDOR certification of FY23 tax rate**

Jennings stated the tax rate for FY23 had been certified at 11.03 (see exhibit M pages 119-130 for details). **No motion was made at this time.**

**N. FY22 OPEB Actuarial Valuation**

(See exhibit N pages 131-183 for details). **This item was tabled.**

**O. Follow-up from recent ratings call with Moody's**

Jennings informed the Select Board Moody's had not followed up at this time. Jennings stated additional information would be provided as received. **No motion was made at this time.**

**P. Middle Street Bridge updates**

Jennings stated the Middle Street Bridge was going through the Chapter 91 process (See exhibit P pages 184-189 for details). **No motion was made at this time.**

**Q. Public Notice from National Grid: 45 Day Yearly Operational Plan, opportunity for review/comment**

Jennings and the Select Board discussed posting the notice on the Town website (see exhibit Q pages 190-193 for details) and stated the comment period would close at 5pm January 20<sup>th</sup>. **No motion was made at this time.**

**R. Follow up meeting assignment; placing items for future agendas**

No items were discussed at this time.

**Archibald made a motion to recess into Executive session. Parker seconded. Motion unanimously approved (3 Yes, 0 No, 0 Abstain) at 10:41pm.**

**Archibald made a motion to reconvene in Open Session to vote on salary and wage comps analysis; a working draft dated December 20, 2022 at 12:09am.**

The Select Board and Jennings briefly discussed the “various laborer” position and agreed to adjusted the step for the position. **Parker made a motion to adopted the position wage schedule as presented, with the modification discussed, applicable for all of FY23. Reed seconded.** Jennings confirmed the motion would authorize expenditures from the article with the annualized amount based on the estimate. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**Parker made a motion to adjourn. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open session adjourned at 12:15am.**



**Town of West Newbury  
Select Board**

**Tuesday, January 18, 2022 @ 7:00pm**

381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

**Open Session Meeting Minutes-DRAFT**

**Open Session:** Open session was called to order at 7:25pm by Chairperson Parker.

**Participation at the Meeting:**

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

Angus Jennings, *Town Manager*

James Blatchford, *Town Clerk*

Jill Hudson

Bob Janes

Sam Joslin, *Building Inspector*

Nancy Pau

Stephanie Fronteira, *Town Accountant*

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; <https://www.youtube.com/watch?v=O-7qGtGdB5Q>
- Regional Vaccination Clinics for COVID vaccination and booster shots. Town website for dates/details.
- Council on Aging Jan/Feb newsletter – updated office hours – resumption of weekly lunches – etc. (see pages 4-12 for details).
- Affordable Housing Trust Bylaw Committee – listening session – Wed., Jan. 26 at 7pm (via zoom)
- Call for volunteers: current opportunities at <https://www.wnewbury.org/volunteer>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

**Regular Business**

**A. Request for appointment of Jill Hudson to Historic District Commission**

Jill Hudson appeared before the Select Board remotely and stated interest in serving on the commission (see exhibit A pages 13-14 for details). Jennings informed Hudson the Training Field was the only formal Historic District at the moment, but other districts had been discussed and could be added in the future. **Reed made a motion to appoint Jill Hudson to the Historic District Commission effective through June 30, 2022. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

**B. Discussion of Soldiers & Sailors Memorial Building**

Jennings stated a zoning analysis had been completed by the Building Inspector, Sam Joslin, and the memo had been updated to reflect the Board of Health determination of allowable flow with the tight tank (see exhibit B pages 15-17 for details). Joslin appeared before the Select Board remotely and discussed the comprehensive list of options available through the current zoning for the property. Janes appeared before the Select Board in person. The Select Board and Janes discussed the allowable flow with a tight tank based on historical use and the estimated cost and required frequency to pump the tank.

Parker proposed that two mutually exclusive articles to be presented at the 2022 Annual Town Meeting for consideration; one article that would offer the building to be sold with a well-defined historic preservation and the second to construct a respectful veterans memorial park on the site with the use of repurposed materials from the building. Jennings stated each option would have associated costs and would require appropriation of funding. The Select Board, Janes, and Jennings discussed the associated costs and agreed that further information for both options would need to be provided to the voters in order for them to cast a vote.

Janes suggested for the building to be renovated into municipal office use. Jennings reviewed the lowest bid received the prior year. The Select Board discussed the amount of the bid and how it had likely increased as of the current date. Parker stated a decision on the outcome of building would be difficult, would not be reached that evening, and that the Select Board needed to move on to other items on the agenda. Jennings clarified that the Select Board was generally in favor of including two potential proposals on the warrant with potential funding requests attached to each. **No motion was made at this time.**

**C. Request to establish new “Whetstone Greenway Gift Account” and accept contribution of funds**

Parker stated a gift from the developer had been offered in the amount of \$10,000 to be used in association with the design, permitting, and building of a trail between Sullivan’s Court Extension and River Meadow Drive (see exhibit C pages 18-24 for details). Jennings stated the Select Board would need to authorize the establishment of the gift account, accept the gift funds, and authorize the expenditure of the funds for the reason gifted. The Select Board and Jennings discussed the cost of the trail as it would likely exceed \$10,000. Jennings explained that the trail would be considered a pedestrian walkway, as it would connect two locations, and ADA regulations would be required which would drive the construction costs higher. **Archibald**

*Open Session Meeting January 18, 2022 Minutes Approved February XX, 2023*

*Posted Agenda on 1/13/2022 at the Town Offices and the Town’s Official Website [www.wnewbury.org](http://www.wnewbury.org)*



made a motion to establish the West Newbury Whetstone Greenway Gift Account in accordance with the provisions of MGL c. 44 §53A. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Archibald made a motion to accept the gift funds for said West Newbury Whetstone Greenway Gift Account and authorize the expenditure of such funds in support of the design, permitting and construction, and all other costs pertaining to the establishment of a trail connecting Sullivan's Court to River Meadow Drive. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

**D. Update re consideration of public purchase of COVID-19 self-tests**

Jennings informed the Select Board of the Board of Health's decision to not move forward with a large purchase of COVID-19 self-tests at this time (see exhibit D pages 25-29 for details). Jennings stated the Federal Government had announced each household could request up to eight COVID-19 self-test kits per month for free per month. Blatchford briefly reviewed the online request procedure and suggested promoting this new service to residents. The Select Board discussed rescinding the prior vote to allocate \$30,000 towards the purchase of test kits. It was decided to table this item until after the Federal roll out in order to see if further test kits would be needed. **This item was tabled.**

**E. Anticipated submittal of Letter of Intent to seek Municipal Vulnerability Program (MVP) Action Grant**

Parker informed the Select Board that a letter of intent to seek the Municipal Vulnerability Program Action Grant was anticipated to be submitted by the Climate Change and Resiliency Committee the following Monday (see exhibit E pages 30-60 for details). Parker stated the areas of focus were flooding and erosion risk on River Road, native and invasive plant management, and general stormwater drainage. Jennings discussed the need for a more robust stormwater map and wondered if the stormwater section could be expanded town wide as it would reduce local costs. Nancy Pau appeared before the Select Board remotely and discussed including a placeholder for the proposed expansion of stormwater drainage to town-wide for MVP feedback. **No motion was made at this time.**

**F. Review of American Rescue Plan Act (ARPA) final rule: process to review potential allocations**

Jennings and the Select Board reviewed the list of potential uses of ARPA funds (see exhibit F pages 61-64 for details) and how the funds would need to be expended in the next 2 ½ years. Discussion continued surrounding how a water project would directly impact many residents and if that would be the best use of the funds. Jennings stated a decision was not needed that evening and additional allocation ideas could be added to the list at any time. **No motion was made at this time.**

**G. Set date for spring Annual and Special Town Meetings (ATM/STM); set date for closing of warrants**

The Select Board discussed if an indoor meeting would be possible as COVID-19 was still an active virus in the community (see exhibit G page 65 for details). The Select Board discussed potential dates for an outdoor Town Meeting May 7<sup>th</sup> or May 14<sup>th</sup> and the need to confirm with youth sports if the fields on Bachelor Street would be in use. It was decided to determine the warrant close date that evening. **Parker made a motion to set February 14, 2022 as the warrant closing date. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).** Jennings reminded the Select Board the warrant would not automatically close as an official vote would be needed on February 14, 2022.

**H. Preliminary review of known/anticipated/potential ATM/STM warrant articles**

Jennings briefly reviewed anticipated warrant articles listed on the memo provided within the packet (see exhibit H pages 66-73 for details). The Select Board and Jennings discussed the need for a new phone system within the Town Office Building as replacement pieces were difficult to find and the system was starting to fail. Jennings informed the Select Board the DPW and Fire Department had plans to submit articles to potentially be included on the warrant. Jennings stated placeholder articles could be worked on after the close of the warrant. **No motion was made at this time.**

**Town Manager Updates**

**I. Update on work toward preparing proposed FY23 operating budget and capital proposals**

Jennings stated the FY23 budget would be difficult as the policy direction bottom line increase target was set not to exceed a 2.5% (see exhibit I pages 74-106 for details). Jennings reviewed the known increase for Whittier Vocational Technical High School, due to an additional five student enrollment the coming year, and the expected increase in Essex Regional Retirement contributions. The Select Board discussed the increase in contributions for Essex Regional Retirement. Jennings stated a representative would be invited to a future meeting to explain the increase and answer any questions the board may have. **No motion was made at this time.**

**J. Updates on personnel Wage/Classification Study**

Jennings stated the Town was officially under contract with the Collins Center (see exhibit J pages

107-110 for details) and 45 positions would be included in the study. Stephanie Fronteira, Town Accountant, appeared before the Select Board remotely. Fronteira, Jennings, and the Select Board briefly discussed how the results of the wage study would be reflected in the operating budget. **No motion was made at this time.**

**K. Updates on Page School/Pipestave/Main Street safety audit**

Jennings stated the kick off meeting and site visit with the vendor and community members had gone well (see exhibit K pages 111-12 for details). Jennings informed the Select Board the Principal of Page School had planned to take steps toward the Safe Routes to School Grant for a smaller scale project surrounding internal pick-up. Jennings discussed how the smaller project could be implemented by DPW with Town funding. **No motion was made at this time.**

**L. Updates re Parks/Rec, incl. "Budget 101" memo and potential staffing/financial structure for Summer Rec Program**

Jennings stated work was continuing on the Summer Rec program and gave a brief update on the MyRec platform (see exhibit L pages 113-115 for details). **No motion was made at this time.**

**M. Follow up meeting assignment; placing items for future agendas**

No items were discussed at this time.

**Parker motion to adjourn. Reed second. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open session adjourned at 10:34pm.**

## Town Manager

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**From:** Kevin Dandrade <KDandrade@theengineeringcorp.com>  
**Sent:** Friday, February 17, 2023 8:02 AM  
**To:** Town Manager  
**Cc:** DPW Projects; DPW Director; Town Accountant; Town Clerk; Sam Gregorio; Jonathan Rockwell  
**Subject:** RE: Funding for pedestrian safety work

Thanks, Angus. We'll get you a couple proposals next week. Have a great Friday!

-Kev

Kevin R. Dandrade, P.E., PTOE, *Principal*  
T 978.794.1792  
M 508.868.5104  
[kdandrade@theengineeringcorp.com](mailto:kdandrade@theengineeringcorp.com)



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**From:** Town Manager <townmanager@wnewbury.org>  
**Sent:** Wednesday, February 15, 2023 10:16 AM  
**To:** Kevin Dandrade <KDandrade@theengineeringcorp.com>  
**Cc:** DPW Projects <dpwprojects@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>; Town Clerk <townclerk@wnewbury.org>  
**Subject:** RE: Funding for pedestrian safety work

I received the final required form this AM from Kaitlin so submitted our materials for the MA Office of Tourism earmark. The submittal is attached, and I received an email acknowledging receipt. Won't win any awards for eloquence on this one but at least we got the ball rolling.

So Kevin, our goal for TEC's work will be to scope out how we can best utilize this \$30k with a hard stop of June 30, 2023. As per email below, this could (and likely would) be one piece of a larger (or separate, but related) scope/budget to both carry the ped crossing work through full MDOT permitting (which obviously won't be possible by June 30) and to initiate a broader corridor planning initiative.

Thanks,  
Angus

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**From:** Town Manager  
**Sent:** Tuesday, February 14, 2023 11:08 AM  
**To:** Kevin Dandrade <KDandrade@theengineeringcorp.com>  
**Cc:** DPW Projects <dpwprojects@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>; Town Clerk <townclerk@wnewbury.org>  
**Subject:** Funding for pedestrian safety work  
**Importance:** High

Kevin,

Thanks for your time on Friday. This is to provide an update, and add'l info:

- This topic was discussed at last night's Select Board mtg and there continues to be strong support for both ideas we discussed, and for which you'll be sending us proposed scopes/budgets. This includes 1) focus on the Page/Pipestave/113 intersection/ped crossing, in order to take this concept through design and permitting with MDOT, in order to then seek construction funding in the future; and 2) to initiate a Rte 113 corridor planning initiative (geographic scope TBD, but our initial discussions suggested 113/Chase as an easterly boundary, extending westerly to the existing sidewalk at the Training Field near the Library.
- We have a placeholder article on the spring Town Meeting warrant and can propose either or both of these initiatives for funding.
- In addition, and coincidentally, we recently learned that the current year FY23 [State Budget](#), at line 7008-1116, includes a \$30,000 earmark for West Newbury, as follows:

*provided further, that not less than \$30,000 shall be expended for the planning, design, engineering and construction of sidewalks and pedestrian safety improvements in the town of West Newbury*

- **These funds will need to be fully expended by June 30, 2023.** I will defer to you, but it would seem that the best use of the \$30k would be toward the first item above (the Page/Pipestave/113 crossing). I'm aware there's no way this could get through MDOT permitting by June 30<sup>th</sup>, but if resources could be mobilized quickly perhaps we could make real progress, incl. to advance the concept design to some level of engineering, and to complete survey. We would therefore like your office to accelerate its focus on this aspect of the work, as the sooner we can get this scoped and under contract, the better position we'll be to optimize this earmark before it expires.

Please confirm, or advise if you think a different approach is better for the \$30k.

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](mailto:townmanager@wnewbury.org)

Title **Town of West Newbury** 02/15/2023  
by **Angus Jennings** in **Fiscal Year 2023 Earmarks** id. 35486494  
381 Main Street  
West Newbury, Massachusetts  
01985  
MA  
United States  
9783631100  
townmanager@wnewbury.org

## Original Submission 02/15/2023

Organization Legal Name **Town of West Newbury**

Earmark Name **provided further, that not less than \$30,000 shall be expended for the planning, design, engineering and construction of sidewalks and pedestrian safety improvements in the town of West Newbury**

d/b/a **Town of West Newbury**

FEI/Tax ID **046001351**

Legal Address **381 Main Street  
West Newbury  
MA  
01985  
US**

Contract Manager **Christine  
Wallace**

Email Address **dpwprojects@wnewbury.org**

Phone number **+19783631100**

Please provide a brief description of your organization. **The Town of West Newbury is located in northeastern Massachusetts, along the Merrimack River. The population is 4,500.**

Please provide a description of the projects or programs covered by this earmark.

**The Town of West Newbury is engaged in an ongoing planning and engineering process to design, permit and construct pedestrian safety improvements (incl. improved crosswalk, and ped-activated rapid flasher beacons) at the intersection of Route 113 (Main Street), Page School driveway, and the Pipestave town open space/recreation area. This location was the subject of a traffic safety audit conducted in 2022 with the assistance of the engineering firm TEC. In the fall of 2022, building on the traffic safety audit, the Town applied for a Safe Routes to Schools grant in order to design, permit and construct the recommended improvements. Although the Town submitted a strong grant application, the SRTS program is highly competitive, and our grant application was not successful. The funds from this earmark will be used to advance the conceptual planning completed within the safety audit to a higher level of engineering in order to advance this project through the MassDOT permitting process.**

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Budget

[Line Item Budget.xlsx](#)

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Latest Audit Upload

[West\\_Newbury\\_Financials\\_22.pdf](#)

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Financial Forms

**Please upload 3 files. Download an EFT Form Download an Authorization Signature Form Download a W9 Form**

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EFT Form Upload

[Attachment-C.4-EFT\\_FORM\\_WN.pdf](#)

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Authorization Signature Form Upload

[Attachment-C.2-Authorization\\_Signature.pdf](#)

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W9 Form Upload

[Attachment-C.3-Mass\\_W9.pdf](#)

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Submitter Name

**Angus Jennings**

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Date Submitted

**2/15/2023**

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# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.ma.comptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME (and d/b/a):</b> Town of West Newbury		<b>COMMONWEALTH DEPARTMENT NAME:</b> Massachusetts Marketing Partnership <b>MMARS Department Code:</b> MMP	
<b>Legal Address: (W-9, W-4):</b> 381 Main Street, West Newbury, MA 01985		<b>Business Mailing Address:</b> 136 Blackstone Street, 5 <sup>th</sup> Floor, Boston, MA, 02109	
<b>Contract Manager:</b> Christine Wallace	<b>Phone:</b> 19783631100	<b>Billing Address (if different):</b> Same as above	
<b>E-Mail:</b> <a href="mailto:dwpprojects@wnewbury.org">dwpprojects@wnewbury.org</a>	<b>Fax:</b>	<b>Contract Manager:</b> Kara Keefe	<b>Phone:</b>
<b>Contractor Vendor Code:</b>		<b>E-Mail:</b> <a href="mailto:kara.keefe@mass.gov">kara.keefe@mass.gov</a>	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD____ (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b>	
<b>RFR/Procurement or Other ID Number:</b>			
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter <b>Current Contract End Date</b> <i>Prior</i> to Amendment: _____, 20____. Enter <b>Amendment Amount:</b> \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)	
<b>The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding:</b> (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended) <b>\$30,000</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) provided further, that not less than \$30,000 shall be expended for the planning, design, engineering and construction of sidewalks and pedestrian safety improvements in the town of West Newbury			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____ 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <b>June 30, 2023</b> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: _____, Date: <u>2/17/2023</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Angus Jennings</u> Print Title: <u>Town Manager</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____, Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Keiko Matsudo Orrall</u> Print Title: <u>Executive Director</u> <span style="float: right;"><u>MOTT</u></span>	

THE FOLLOWING ARE MY QUICK CALL NOTES RE THE TOWN ACCOUNTANT'S AND MY CALL WITH OUR NEW ARPA CONSULTANT ON FEB. 22<sup>ND</sup>. JENNY AND I HAD PREPARED THE WRITTEN QUESTIONS AHEAD OF TIME, IN PREP FOR THE CALL. IN FOLLOW-UP, WE'LL SEND THE WRITTEN QUESTIONS TO THE CONSULTANT TO ENSURE OUR CLEAR UNDERSTANDING OF THE ADVICE GIVEN ON THE CALL, BUT AS OF THIS WRITING THERE HAS NOT BEEN TIME TO DO SO.

- ANGUS

2/22/23 Call re ARPA w Kayleigh, CLA; and Jennifer Walsh

CLA working with 4 active MA counties

Also working with cities and towns

Some are leaving it up to departments, some are getting public outreach, some are doing a single large project

Counties are administering funds to sub-recipients

1. If any ARPA funds are expended on a project, does the full project need to comply with all ARPA requirements (procurement, Buy American, etc.)?

Yes.

2. Regarding "revenue loss," was the Town's SLFRF Annual Report (March 2022) answering "Yes" to question "Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?" sufficient to consider the Town's full \$1.4M ARPA funds "revenue loss" (and therefore allowable for a broader set of uses)?
  - a. Follow-up question: what (if anything) is significance of Town's response to the following question in its March 2022 Annual Report: Q. "Revenue Loss Due to Covid-19 Public Health Emergency". A. "\$493,408.00".

4 elements under revenue replacement that are not allowable. Other than that pretty much every government service can be purchased as long as it complies with state procurement. Cant be used for stabilization, pension/opeb, debt, settlements.

Under revenue loss, only state procurement applies.

3. If ARPA funds are approved for use by the Water Department, which is an enterprise funded department under the primary operational oversight of an elected Board of Water Commissioners, would it be advisable to enter a sub-grantee agreement? Would this be necessary, and sufficient, to ensure compliance with all applicable requirements/restrictions? Or would additional steps be advisable to ensure program compliance incl. provisions for reporting?

More of an internal decision. From a grant standpoint, the town is the town.



4. Would water quality testing, and engineering work, related to a potential future public well site (which is currently in private ownership) be an eligible use of ARPA funds? (See Item III.c. of the March 9, 2022 KP Law E-Update).

Yes, if it's revenue replacement.

5. When funds are authorized (by Select Board vote) for an ARPA-funded project, should a separate line be set up for the approved project within the chart of accounts, with the max authorized amount noted?

Set up a new fund specific to ARPA. For expenses, set up a different project code for each project you're working on.

**Town Manager**

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**From:** Town Planner  
**Sent:** Wednesday, February 22, 2023 10:39 AM  
**To:** DPW Director; Town Manager  
**Subject:** Consultant Recommendation  
**Attachments:** Combined PB Ranking Matrix.xlsx; PB\_TC Ranking Matrix.xlsx; PB\_RC Ranking Matrix.xlsx; PB\_DH Ranking Matrix.xlsx; PB\_BM Ranking Matrix.xlsx; PB\_AB Ranking Matrix.xlsx

Hi Wayne,

The PB unanimously recommends Dodson and Flinker for the MBTA Communities Project.

Attached are the Members individual ranking sheets and a combined ranking sheet.

Please let me know if you want me to contact the Consultants (and copy you) or if you would like that notice to come from your office as the beginning of Contract Negotiations. I am happy to respond to VHB on why the Board selected Dodson and Flinker either way.

Dodson and Flinker are aware that the Town will be asking them to adjust their price to allow some amount to be paid to our Water Consultant for coordination with this project. My understanding is that Angus is expected to discuss the amount with Tata & Howard next week.

Also, should the contract with the State also go in the CPO Contracts 2023 shared file? I see the Signatory Listing but not the State Contract.

Thanks and please let me know if you need anything further.

Sue

# DODSON & FLINKER

Landscape Architecture and Planning

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February 6, 2023

Sue Brown  
Town Planner  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985

Dear Ms. Brown,

Dodson & Flinker is pleased to submit this proposal for Planning Consultant Services for MBTA Communities (3A) Zoning Compliance Initiative. Our firm has over thirty years of experience helping New England towns evaluate appropriate areas for housing, visualize change, and revise and redesign development regulations to adjust to changes in the economy, environment, and housing demand, while protecting existing character and sense of place. We are experts in reconciling contemporary building and development practices with the existing or desired character of historic centers and rural areas. This work is reflected in our record of projects for communities as well as books and design manuals, including the *Urban Environmental Design Manual* and *Village Guidance: Tools & Techniques for Rhode Island Communities*.

Based on the Scope of Work and a review of previous planning documents, we understand that you are seeking a consultant to help West Newbury develop one or more zoning districts to comply with Section 3A of Chapter 40A—otherwise known as Multi-Family Zoning Requirement for MBTA Communities. Our experience shows that successful zoning change initiatives depend on a community embracing a shared vision for the desired changes that will result from zoning revisions. The vision should be specific enough that community members can visualize and understand the future development results. We have developed this kind of vision for zoning changes in dozens of communities, resulting in the successful adoption of zoning changes for increased housing density. We specialize in working in small towns and rural communities and have a range of tried-and-true techniques for community engagement at all project stages.

Our approach to this project is grounded in physical planning and community engagement. In addition to the steps outlined in your RFQ, we propose:

- undertaking a town-wide analysis to identify the most suitable sites for multi-family housing development,
- testing the development potential of the most suitable sites, including conducting an interactive design workshop and town-wide survey
- drawing preferred concept plans for potential districts
- and then developing zoning changes to implement the preferred concept plans while meeting the requirements of the MBTA Communities law.

Dodson & Flinker has extensive experience with all aspects of the scope you outline in your RFQ. We are up-to-speed on the MBTA Communities law, DCHD's Guidelines, and the compliance tool. We have extensive experience conducting town-wide studies to identify potential housing development sites.

Recent similar projects include work for Pelham, Scituate, and Easthampton, MA. We have drawn numerous concept plans for housing sites with a focus on required zoning changes. We have recently completed this type of project in Littleton, Marion, Stowe, and Amesbury, MA with ongoing projects in Chatham and Brookline. We have written and illustrated land use regulations, including zoning—often innovative approaches like form-based codes and natural resource protection zoning—design guidelines, and revisions to subdivision regulations. Recent completed projects two-family zoning for Northampton, MA, a form-based code for downtown and Florence Village Center in Northampton, MA, and zoning and other regulatory changes for low impact development in Natick, Blandford, Granby, and East Longmeadow, MA. We are currently working on mixed-use zoning projects in Fairhaven and Burlington, MA. In addition, we maintain an active portfolio of landscape architectural projects including work on innovative housing developments. We are currently conducting site design for housing development projects in Amherst, and Stowe, MA.

We would be very excited to work with you again and to advance West Newbury's compliance with the MBTA Communities As-Of-Right Multi-Family Zoning District requirements.

Resumes and other information about our firm is appended to this proposal. Our website [www.dodsonflinker.com](http://www.dodsonflinker.com), has additional firm and project descriptions. Please let me know if you have any questions about our proposal. I look forward to speaking with you about this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Flinker". The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter Flinker, President  
(413) 628-4496 ext. 103

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## PROJECT APPROACH

The scope outlined in the Request for Proposals for this project aligns well with our typical process. The description of our approach to the project scope is described below.

<b>Task 1</b>		<b>Project Initiation/Develop Public Engagement Plan</b>
1a	Meet with town staff to review and finalize scope and timeline. Town will provide all relevant plans, bylaws (in editable format if possible), and locally or regionally maintained GIS data.	
1b	Tour town and preliminary potential sites with Town staff and other stakeholders, as appropriate (This will be during the same visit as 1a)	
1c	Develop Public Engagement Plan with project manager. The plan will include estimated dates for all meetings and a timeline and plan for outreach deliverables.	
<b>Task 2</b>		<b>Project Kick-off Workshop</b>
2a	Prepare training materials for kick-off workshop.	
2b	Hold kick-off workshop to train staff, board members and local officials about requirements of Section 3A of Chapter 40A and DHCD guidelines, review project process, discuss local concerns, opportunities, and preferences (in person, virtual or hybrid, as desired)	
2c	Prepare materials for town website introducing the project and the requirements of Section 3A	
<b>Task 3</b>		<b>Gather &amp; Analyze Information and Conduct Public meetings</b>
3a1	Review and summarize town goals and strategies for housing in previous reports, maps, plans for infrastructure and capital improvements, etc.	
3a2	Conduct interviews with town staff and board members	
3b	Analyze current zoning and general bylaws and subdivision regulations to identify barriers to compliance	
3c	Create maps showing land use and transportation patterns, "Developable Land," existing infrastructure, and areas meeting the Commonwealth's Smart Growth Principles	
3d	Coordinate with Water Department's Engineering Consultant regarding Drinking Water Distribution system and capacity	
3e	Conduct one public meetings to review results of tasks above including outreach materials, meeting summaries suitable for the Town's website.	
<b>Task 4</b>		<b>Identify up to three potential districts or district combinations. Outline potential regulatory changes required for compliance</b>
4a	Identify areas and create maps of potential zoning district(s) or district combinations	
4b	Solicit community preferences via density visualizations, visual preference surveys or similar (see detail below)	

4b1	Conduct an interactive design workshop to explore alternatives for density and design of potential district areas (concept plans for district build)
4b2	Draw district build out concept plans
4b2	Conduct an online survey to gather input on district build out concept plans including visual preferences
4b3	Finalize district build out concept plans
4c	Identify options for regulatory approaches
4d	Utilize MBTA Communities Compliance Model to evaluate potential district(s)
4e	Generate findings report with recommendations for Zoning Amendment(s)
4f1	Facilitate one Public Meeting to review materials and receive feedback about results of 4b3,4c,4d,4e above.
4f2	Produce materials as necessary for Public Meeting in Task 4 including outreach materials, and meeting summaries, and for populating the website.
<b>Task 5</b>	<b>Draft Zoning Bylaw Amendment and Conduct Public Meeting(s)</b>
5a	Translate proposed district requirements (use, intensity, location, exceptions, etc. into draft zoning amendment.
5b	Review existing zoning and other applicable state and local regulations for ALL potential conflicts (limitations, restrictions, defined terms).
5c1	Develop all necessary amendments to existing Bylaw in a form customary to municipality.
5c2	Review proposed bylaw with Town staff and revise as necessary (includes one virtual meeting)
5c3	Conduct focus groups to review proposed bylaw with Town boards, potential project proponents, others who regularly appear before permitting boards, staff from DHCD, and Town Counsel
5d	Facilitate two Public Meeting(s) (one or more of the meetings will be virtual) to review materials and receive feedback (a-c above). Produce materials as necessary for Public Meeting(s) including outreach materials, easy-to understand explanatory material (graphic and narrative) and meeting summaries.
5e	Revise proposed bylaw as needed (up to 2 revision drafts)
5f	Apply DCHD's Compliance Model to Final Zoning
<b>Task 6</b>	<b>Pursue Zoning Bylaw Amendment per G.L. Ch 40A, S. 5.</b>
6a	Support the Town Planner in preparing for and presenting at the 40A Zoning Bylaw Amendment Public Hearing and the Annual Town Meeting including developing outreach materials for distribution and the website.

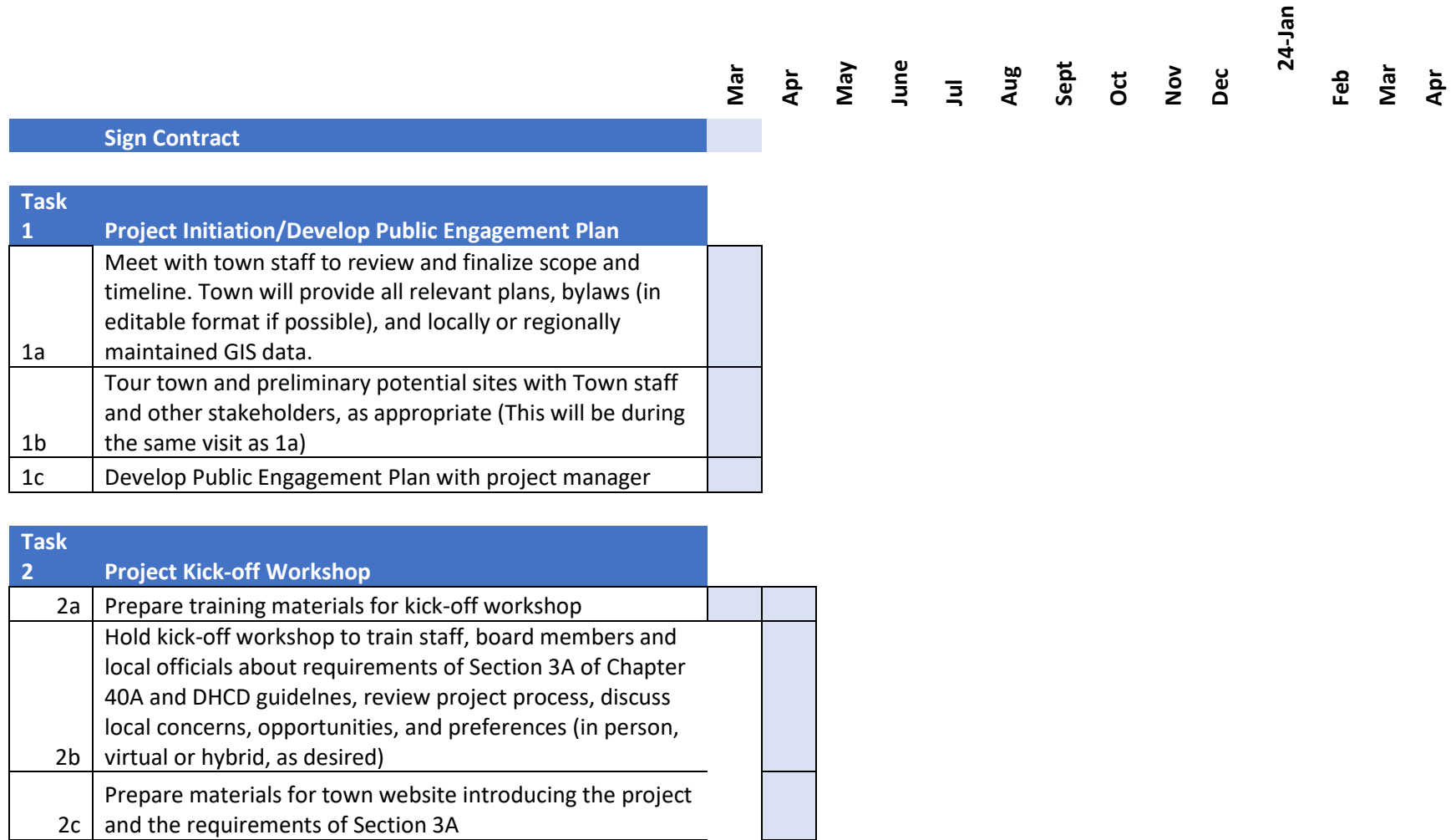
# PROJECT BUDGET

See our estimated project budget below. The estimate includes all labor and direct costs anticipated for the project.

		<i>Unit Cost</i>	<b>Charge</b>	<b>Senior Associates</b>	<b>Associates</b>	<b>Total Hours</b>	<b>Labor Cost</b>	<b>Direct Costs</b>	<b>Total Cost</b>
			<i>\$150</i>	<i>\$120</i>	<i>\$100</i>				
<b>Task 1</b>	<b>Project Initiation/Develop Public Engagement Plan</b>		8.5	12	0	<b>20.5</b>	<b>\$ 2,715</b>	\$144	<b>\$2,859</b>
<b>Task 2</b>	<b>Project Kick-off Workshop</b>		11	14	12	<b>37</b>	<b>\$ 4,530</b>	\$144	<b>\$4,674</b>
<b>Task 3</b>	<b>Gather &amp; Analyze Information and Conduct Public meetings</b>		25	61	84	<b>170</b>	<b>\$ 19,470</b>	\$144	<b>\$19,614</b>
<b>Task 4</b>	<b>Identify up to three potential districts or district combinations. Outline potential regulatory changes required for compliance</b>		49	63	94	<b>206</b>	<b>\$ 24,310</b>	\$288	<b>\$24,598</b>
<b>Task 5</b>	<b>Draft Zoning Bylaw Amendment and Conduct Public Meeting(s)</b>		28	81	70	<b>179</b>	<b>\$ 20,920</b>	\$144	<b>\$21,064</b>
<b>Task 6</b>	<b>Pursue Zoning Bylaw Amendment per G.L. Ch 40A, S. 5.</b>		6	6	4	<b>16</b>	<b>\$ 2,020</b>	\$144	<b>\$2,164</b>
<b>Total</b>			<b>127.5</b>	<b>237</b>	<b>264</b>	<b>628.5</b>	<b>\$ 73,965</b>	<b>\$1,009</b>	<b>\$74,974</b>



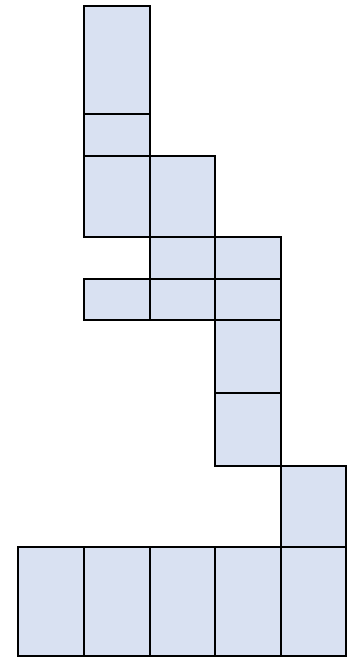
# PROJECT TIMELINE



		Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	24-Jan	Feb	Mar	Apr
<b>Task 3</b>	<b>Gather &amp; Analyze Information and Conduct Public meetings</b>														
3a1	Review and summarize town goals and strategies for housing in previous reports, maps, plans for infrastructure and capital improvements, etc.														
3a2	Conduct interviews with town staff and board members														
3b	Analyze current zoning and general bylaws and subdivision regulations to identify barriers to compliance														
3c	Create maps showing land use and transportation patterns, "Developable Land," existing infrastructure, and areas meeting the Commonwealth's Smart Growth Principles														
3d	Coordinate with Water Department's Engineering Consultant regarding Drinking Water Distribution system and capacity														
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<b>Task 4</b>	<b>Identify up to three potential districts or district combinations. Outline potential regulatory changes required for compliance</b>														
4a	Identify areas and create maps of potential zoning district(s) or district combinations														
4b	Solicit community preferences via density visualizations, visual preference surveys or similar (see detail below)														

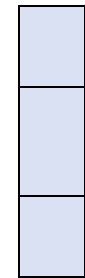
4b1	Conduct an interactive design workshop to explore alternatives for density and design of potential district areas (concept plans for district build)
4b2	Draw district build out concept plans
4b2	Conduct an online survey to gather input on district build out concept plans including visual preferences
4b3	Finalize district build out concept plans
4c	Identify options for regulatory approaches
4d	Utilize MBTA Communities Compliance Model to evaluate potential district(s)
4e	Generate findings report with recommendations for Zoning Amendment(s)
4f1	Facilitate one Public Meeting to review materials and receive feedback about results of 4b3,4c,4d,4e above.
4f2	Produce materials as necessary for Public Meeting in Task 4 including outreach materials, and meeting summaries, and for populating the website.

Mar Apr May June Jul Aug Sept Oct Nov Dec 24-Jan Feb Mar Apr

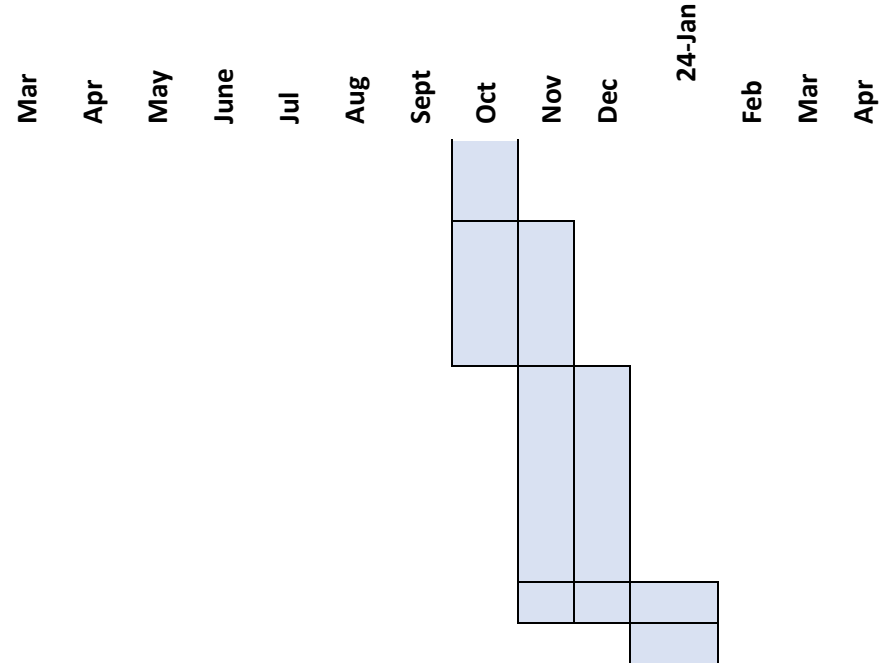


**Task 5 Draft Zoning Bylaw Amendment and Conduct Public Meeting(s)**

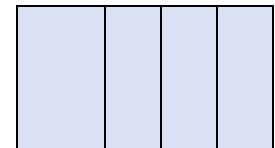
5a	Translate proposed district requirements (use, intensity, location, exceptions, etc. into draft zoning amendment.
5b	Review existing zoning and other applicable state and local regulations for ALL potential conflicts (limitations, restrictions, defined terms).
5c1	Develop all necessary amendments to existing Bylaw in a form customary to municipality.



5c2	Review proposed bylaw with Town staff and revise as necessary (includes one virtual meeting)
5c3	Conduct focus groups to review proposed bylaw with Town boards, potential project proponents, others who regularly appear before permitting boards, staff from DHCD, and Town Counsel
5d	Facilitate two Public Meeting(s) (one or more of the meetings will be virtual) to review materials and receive feedback (a-c above). Produce materials as necessary for Public Meeting(s) including outreach materials, easy-to-understand explanatory material (graphic and narrative) and meeting summaries.
5e	Revise proposed bylaw as needed (up to 2 revision drafts)
5f	Apply DCHD's Compliance Model to Final Zoning



Task	
<b>6</b>	<b>Pursue Zoning Bylaw Amendment per G.L. Ch 40A, S. 5.</b>
6a	Support the Town Planner in preparing for and presenting at the 40A Zoning Bylaw Amendment Public Hearing and the Annual Town Meeting including developing outreach materials for distribution and the website.



# GENERAL DESCRIPTION OF THE FIRM'S EXPERIENCE

## Design and Planning Experience

Dodson & Flinker is a landscape architecture and planning firm specializing in cutting edge strategies for sustainable community design, smart growth, and resilience. Founded over thirty years ago as Dodson Associates, the firm pioneered the use of planning and design principles based on historic precedents to blend new development with local architectural patterns and cultural landscapes. Our work has earned Dodson & Flinker national awards for projects ranging from regional planning to urban and suburban revitalization, smart growth, and sustainable site design.

As a combined planning and design firm, Dodson & Flinker brings our “on the ground” design experience to bear on every planning project. Our landscape architecture practice focuses on municipal work, including schools, libraries, senior centers and town halls, as well as parks, ballfields, playgrounds and other recreation facilities. We also take on a limited number of private residential and mixed-use projects, typically including creative approaches to affordable housing, conservation development and downtown redevelopment. As a result of this experience, we know how to work with builders and developers to meet their goals, while always serving as advocates for the larger goals of the community.



Donovan's Farm: A new village in Norwell, Massachusetts

Our planning practice focuses on town-wide master plans, as well as detailed plans for residential neighborhoods, downtowns and commercial corridors. Our work typically starts with a process of research and analysis to identify the historic development patterns, building types and architectural



Visualizing Redevelopment: Darien, Connecticut

details that are fundamental to an area's character and sense of place. We examine zoning and other regulations, and work to understand social and economic trends and how they have shaped, and will continue to influence, the evolution of the community. Based on this understanding, we work with local stakeholders to develop a clear vision for the future and draw up maps, plans and other documents to guide the process of growth and redevelopment to bring that vision into reality.

Recognizing the critical importance of a clear and workable implementation strategy, we often help towns revise their zoning bylaws and development guidelines to eliminate unnecessary barriers and incentivize desirable approaches. We have been pioneers in developing form-based codes in Massachusetts, with recently adopted in Northampton, Medway, Norwood, Danvers, Scituate and Grafton.

### **Public Engagement**

Uniting all our work is a commitment to effective and authentic public participation. Dodson & Flinker has designed and facilitated numerous public participation projects—often involving complex and controversial planning topics—and has become a trusted advisor to many New England towns. We have learned that visionary plans and great design ideas often fail for lack of public understanding and support—especially in smaller cities and towns. As a result, we work closely with residents, business owners, elected officials, and other stakeholders to create plans supported by a broad community consensus.

To that end, we have designed and facilitated public engagement efforts, including visioning workshops and design charrettes, for more than 50 towns in Massachusetts, including recent efforts in Milton, Groton, Littleton, Medway, Wellesley, Upton, Northampton, and Grafton. While each project is unique, we have found that an effective process will include:

- identifying stakeholders and understanding their social, economic and political interests,
- involving stakeholders in a shared fact-finding process,
- exploring a number of alternative future scenarios,
- a fair and impartial process for deliberation and decision making,
- a clear and achievable action strategy.

This approach does not eliminate conflict from the planning process, but it creates a space where objections to plans and strategies can be separated from individual personalities and interests, setting the stage for positive action.



Dodson & Flinker’s design charrette for the “North 40” property in Wellesley helped convince residents to invest in one of the town’s last undeveloped parcels.

## EXPERIENCE WITH SIMILAR PROJECTS

Dodson & Flinker brings extensive experience identifying sites for housing development, drawing concept plans and visions that undergird zoning changes, and writing, illustrating, and revising land use regulations, including zoning and design guidelines for residential, commercial, and mixed-use districts. In addition, we are skilled in physical planning, urban design, illustration, and community engagement. We find that these additional skills result in better projects—ensuring that regulatory revisions are tailored to specific physical outcomes desired by a community and that stakeholders fully understand, and support proposed regulatory changes.

Recent housing and zoning related planning projects include:

- Amesbury Merrimack River District Planning (2021-22)
- Brookline Housing Production Plan\* (2020-present)
- Littleton Station Area Design Guidelines (2020-2021) and Master Plan (2019)\* – Littleton, MA (Design Guidelines are in the process of adoption)
- Northampton Two-Family Form-Based Code – Northampton, MA (2019-2021) (Adopted)
- Low Impact Development Regulatory Review and Revisions – Granby, East Longmeadow, Blandford, MA (2021-2022)+
- Northampton Downtown and Florence Form-Based Codes – Northampton, MA (2017-2022)^
- East Milton Square Master Plan and Zoning Strategies – Milton, MA (2020-2021)\*
- Stow Lower Village Zoning Development – Stow, MA (Ongoing)\*
- Natick Low Impact Development Regulatory Review and Revisions – Natick, MA (2018-2019) (Stormwater Bylaw and Regulations were Adopted)
- Pelham Village Center Zoning with Design Standards (2015-2018, 2019) (Adopted)
- Greenbush Masterplan and Form-Based Code - Scituate, MA (2016-2018) (Adopted)^
- Downtown Mixed-use Zoning Amendments - Norwood, MA (2018) (Adopted)^
- Oak Grove Masterplan and Form-Based Code - Medway, MA (2018) (Adopted)^
- Downtown Plan and Form-Based Code - Danvers, MA (2018) (Adopted)^
- Illustrated Sign Bylaw - New Bedford, Massachusetts (2018) (Adopted)^
- Transit Village Masterplan and Zoning - North Grafton, MA (2017) (Adopted)^
- Maple Street Neighborhood Plan and Form-Based Code - Danvers, MA (2017) (Adopted)^
- Portsmouth Gateway Zoning Amendment – Portsmouth, NH (2017) (Adopted)^
- Cross-Vitti and Grove Street Masterplans - New Canaan, CT (2015-2017) (Adopted)^
- Downtown and Commercial Districts Form-Based Code - New Bedford, MA (2015) (Shelved)^
- Route 7 Corridor Masterplan and Form-Base Code - Shelburne, VT (2015) (Adopted)^
- Groton Village Center Design Guidelines – Groton, MA (2014) (Adopted)

\* with Barrett Planning Group

+ with Pioneer Valley Planning Group

^ with Brovitz Community Planning and Design

## Descriptions of Selected Relevant Projects

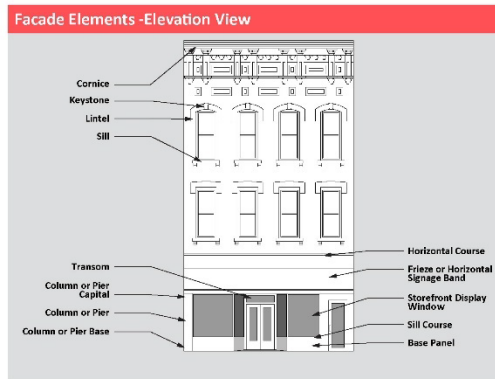
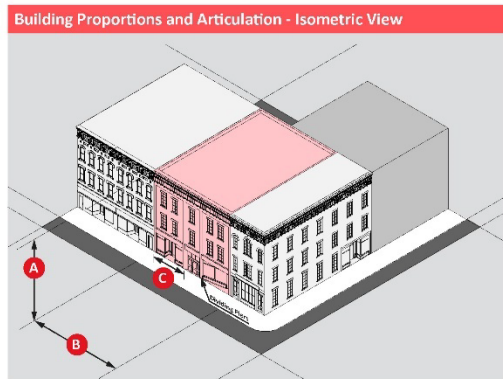
### Downtown and Florence Master Plan and Form-Based Code for Northampton, MA (2017-2022).

This project covers the City's two main centers and their associated adjacent growth areas. We conducted community engagement through focus groups and community workshops, and stakeholder interviews. We conducted field work to document dimensions of the existing buildings, streets and sidewalks, as well as a parking utilization. We then produced a master plan for Florence, Northampton's second downtown. The form-based code covers the main growth areas of the Town and is designed for easy expansion to other districts. The form-based code contains extensive provisions for design review related to public realm design, site design, and building design. The City's Planning Department intends to bring additional districts into the form-based code approach over time, slowly transforming the City's zoning from a Euclidean approach to a form-based one.

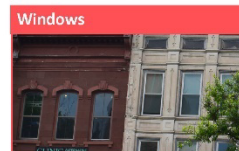
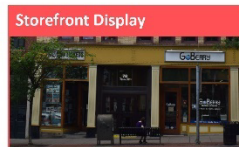


Concept plan for Florence Center rezoning. The image shows a new park, new buildings, a new streetscape and consolidated parking. Design standards in the zoning are based on the specific elements of the 3D modeled vision.

### Architectural Standards | Central Business District



Fenestration	
<b>A</b>	Building Height A > B
<b>B</b>	Building Width see above
<b>C</b>	Facade Subdivision If A < B then C < A
	Front Parapet Wall 4' above front roof eave height, 16" thick



A page from an early draft of Northampton Form-Based Code (Source: Dodson & Flinker)

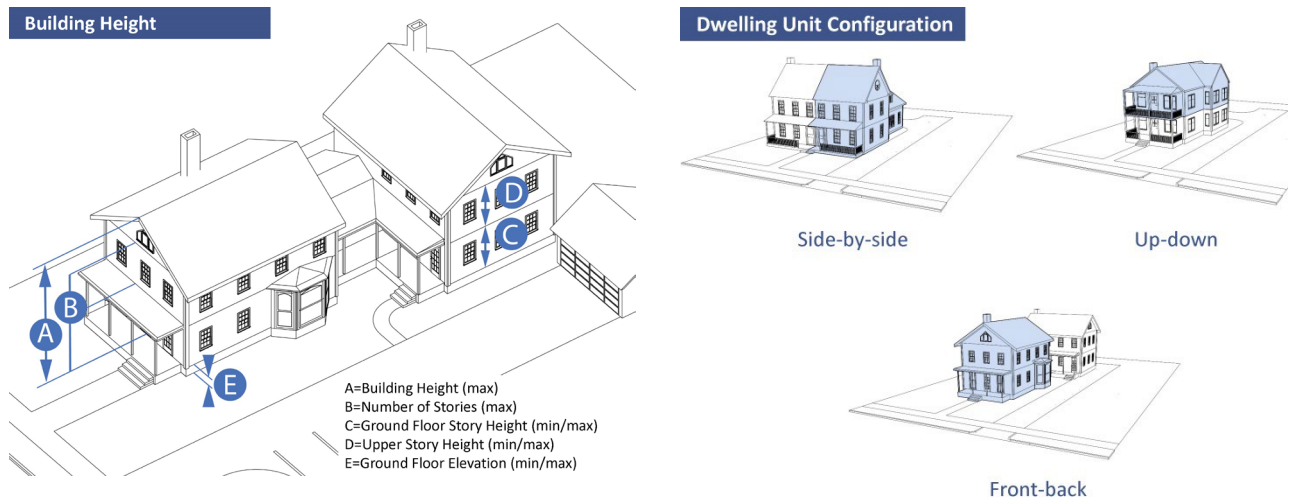


### East Milton Square Plan, Milton Village Design Guidelines, Milton, Massachusetts (2019-2022)

In 2019-2021, Dodson & Flinker worked with Barrett Planning Group to develop a vision for East Milton Square, one of Milton’s few commercial centers. Through a combination of public workshops and a Working Group process, we helped the Town and neighborhood residents evaluate the pros and cons of various intensities of development in an area that is experiencing intense development pressure while it wrestles with a housing crisis, heavy traffic, limited parking, and the impacts of decades of restrictive zoning. The Town subsequently hired us to develop design guidelines for Milton Village, to ensure that projects under recently adopted mixed-use PUD zoning is compatible with the town’s vision for the area.



**Northampton Form-Based Code for Two-Family Homes By-Right (2019-2021):** As an addendum to the Northampton Downtown and Florence rezoning project, we were asked to explore the feasibility of allowing more extensive construction of two-family homes in the city. Two-family houses were allowed only in limited urban neighborhoods, the City wanted to allow two-family homes in all residential districts by right, with appropriate standards to ensure that the two-family houses contribute to neighborhood character. Dodson & Flinker prepared an inventory and assessment of existing two-family homes and documented existing neighborhood characteristics throughout the city. The inventory included an assessment of recent projects where smaller single-family homes have been expanded or replaced to determine key issues that are likely to arise with two-family conversions. The field work was distilled into a set of diagrams that communicates key principles for site design, building form and architectural design. The design guidelines were incorporated into zoning revisions designed to expand housing opportunities while protecting the character of existing neighborhoods. The zoning was adopted in 2021.



*Design Guidelines for Two-Family Development in Northampton include extensive illustrations and diagrams characterizing both traditional examples and design for new construction.*

## Littleton Transit Village Design Standards (2020)

Dodson & Flinker helped write Littleton’s Master Plan in 2017. In 2019 the firm was engaged to lead a visioning process for a transit village near Littleton’s commuter rail station. In 2020, the Town brought us on again to create design standards for a 40R smart growth district at the transit village. The design standards ensure the vision for the transit village will be implemented by setting requirements for streetscape, vehicular access parking, architecture, landscape, lighting, and signage. The design standards are ready to be adopted by the Planning Board if the 40R district is adopted at Littleton’s town meeting in June of 2021.

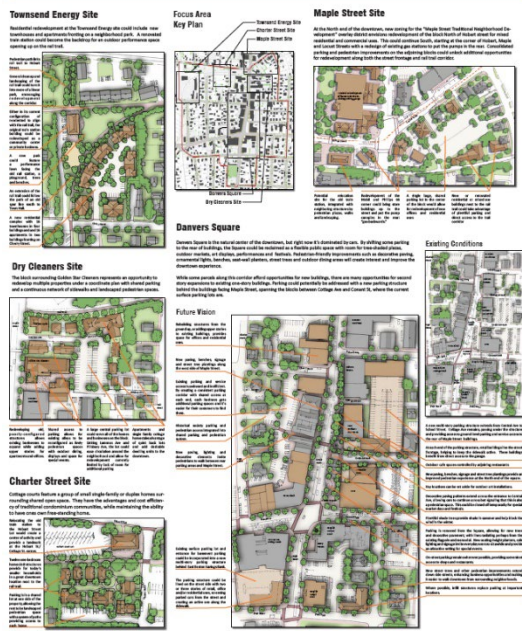


## Danvers 40R District Zoning and Design Standards (2020)

Dodson & Flinker teamed with Brovitz Community Planning and Design to prepare a vision plan and Smart Growth Overlay District for Danvers Town Center. The project was a follow up to the Maple Street Chapter 40R SGOD the team created and helped the town adopt in 2018. The consulting team prepared a comprehensive existing conditions report (Placemaking Audit), a conceptual plan (Vision Plan) illustrating 2 and 3-dimensional infill and redevelopment scenarios, and new base zoning district zoning regulations and design standards.

## Danvers Downtown Vision Plan

Potential Reuse and Redevelopment Opportunities



This project included an extensive public outreach program with several stakeholder meetings and public workshops. The form-based zoning and design standards included a regulating plan, new use table and performance standards, building typologies, open space amenities and street design standards, and historic building retrofit standards. The new Smart Growth Zoning package was adopted at Town Meeting in 2020.



Image from developer’s proposal for a new mixed use block based on the new downtown code

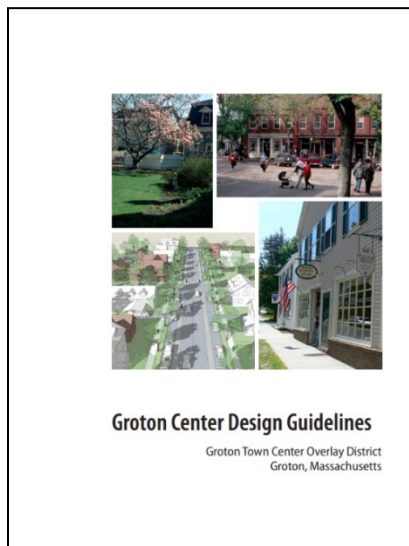
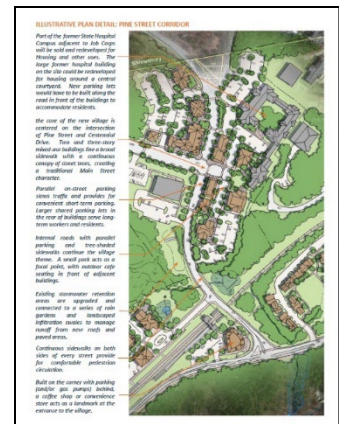


**Pelham Center Housing Suitability Analysis and Zoning Revisions**

**(2016, 2018, 2019):** The town of Pelham worked for decades to explore opportunities for affordable housing, as well as creation of a village center in historic West Pelham. After Dodson & Flinker completed a town-wide housing feasibility assessment in 2017, Dillon Sussman (while at PVPC) drafted extensive zoning revisions to upzone the village center, including detailed design standards for renovations and new development. The design standards, which are based on the design characteristics of historic village centers in the region, establish a typology of four allowed building types: cottage, farmhouse, barn, mansion, and general store. For each building type there are guidelines for massing and orientation, building height, rooflines, façade elements, and site features. Additional design standards guide lighting, parking, signage and stormwater management. The

town adopted the zoning changes and hired Dodson & Flinker to make follow up revisions several years later.

**North Grafton Transit Village Design Standards (2018):** Dodson & Flinker led a masterplanning process for redevelopment of the area around Grafton’s MBTA station. A series of public meetings and design workshops provided critical input on the needs and designs of residents and business owners. The resulting “transit village plan” incorporates a mix of residential, commercial and institutional uses. The masterplan provided the basis for a detailed implementation plan and action strategy, which included designation of a new Smart Growth district established for the village area under G.L. Chapter 40R. Design Guidelines prepared as part of the masterplanning process were incorporated into the zoning for the Smart Growth district.



**Groton Center Design Guidelines (2014):** Following more than five years of analysis, workshops and public discussion, Dodson & Flinker prepared design guidelines for Groton’s town center to accompany a new Town Center Overlay District. The guidelines include architecture, landscaping, parking and signage, but also address larger issues of neighborhood character and historic preservation in the face of changing economic and social conditions. Balancing design guidelines for individual homes and businesses with guiding principles for the entire neighborhood, the guidelines recognize the need to allow for varied uses and styles while establishing enough continuity and consistency to protect the unique character of the area.

## STAFFING PLAN

Peter Flinker will be the Principal-in-Charge. He will lead and review all work by the project team. Day-to-day management of the project will be carried out by Dillon Sussman, including serving as the project point person, attending meetings with Planning Department staff, Planning Board, and other boards, planning public workshops, and drafting the zoning. Dodson & Flinker's other staff including Senior Associate Nate Burgess, and Associate Jack Sweeney-Taylor will assist with various tasks as needed including preparing diagrams and illustrations, inventory and analysis, performing the MBTA Compliance analysis, helping to prepare presentations or other communications materials, summarizing meetings, and attending public meetings. Peter Flinker and Dillon Sussman will lead public workshops. Peter will draw site-specific concept plans. Team bios are provided below. Full resumes can be found in the Appendix.

### Dodson & Flinker Project Team



**Peter Flinker**, FAICP who will serve as principal-in-charge, joined Dodson Associates (now Dodson & Flinker) in 1987 after receiving a Master in Landscape Architecture degree from the University of Massachusetts, and became a principal of the firm in 1999. He is a registered Landscape Architect and in 2017 was named a Fellow of the American Society of Landscape Architects. In February 2020 he was named a Fellow of the American Institute of Certified Planners, and he has earned advanced AICP certifications in both Environmental Planning and Urban Design. Peter maintains an active portfolio of projects with public and private clients, including downtown revitalization, form-based codes, planning for greenways and open space conservation, design of new communities, and sustainable design for schools and other public facilities. The firm's work increasingly focuses on integrating all of these activities with the need to build community resilience in the face of climate change, sea level rise and other challenges.

Peter has a particular interest in preserving the historic landscapes and sense of place of New England towns while accommodating 21<sup>st</sup> Century needs – particularly continued dependence on the automobile – and adapting to a constantly evolving economic landscape. He has developed numerous training programs and award-winning publications in the areas of Smart Growth and Sustainable Development, including the *Rhode Island Rural Design Manual*, the *Urban Environmental Design Manual* and the *Conservation Development Manual*. With the assistance of Nate Kelly of the Horsley Witten Group, Peter recently published the *Village Guidance: Tools & Techniques for Rhode Island Communities*, a comprehensive guide to revitalizing historic villages and developing new villages as an alternative to continued suburban sprawl.



**Dillon Sussman** is a senior associate at Dodson & Flinker. For more than 10 years, he has managed a wide range of community planning projects across scales from regions and municipalities to neighborhoods and sites. Past projects have given him expertise in zoning, form-based codes, design guidelines, physical planning and urban design, low impact design, site design, bicycle and pedestrian planning, tactical urbanism, healthy aging, healthy community design, and authentic community engagement and decision-making. Dillon was previously a senior planner at Pioneer Valley Planning Commission, and an associate at Joel Russell

Associates. Dillon holds a B.A. from Vassar College and an M.A. in Landscape Design and Planning from the Conway School.



**Nate Burgess** Nate is a Senior Associate and the Director of Dodson & Flinker’s Landscape Architecture Studio. A registered Landscape Architect, he manages the firm’s landscape portfolio and provides GIS, physical planning, illustration, and other technical support for D&F’s full range of planning projects. This experience includes downtown planning, form-based zoning, climate change adaptation and resiliency planning, scenic landscape inventory and analysis, development suitability assessment for affordable housing, designing educational landscapes and playgrounds, community master planning, and developing public engagement games and exercises. Nate graduated with a master’s degree in landscape architecture from the University of Virginia. He also holds a bachelor’s degree from the College of William and Mary in Environmental Geology and English. He previously worked as a graphic designer, cartoonist, and science writer.



**Jack Sweeney-Taylor** joined Dodson & Flinker as an Associate Planner in fall 2021 after graduating with a Master’s Degree in Regional Planning from UMass. His background as a middle school teacher in western Massachusetts and New York City informs his interest in collaborative decision-making processes to address housing, economic development, and access to urban green space. He is excited by hands-on tools to facilitate discussion and interested in how scenarios and story-telling can integrate lived experiences with technical expertise in the planning process.

A native of eastern Massachusetts, Jack has also lived in the Southwest, where he cultivated long term interests in Spanish, cooking with peppers, soccer, pastel painting, and landscapes. He is excited to see a busy village center in action from Dodson & Flinker’s Florence office.

## REFERENCES

### **Angela Cleveland, AICP,**

Director, Community and Economic Development  
City of Amesbury, MA  
clevelanda@amesburyma.gov

Projects:

- Merrimack River District Plan (2022)

### **Maren Toohill**

Town Planner  
Town of Littleton, MA

Email: [mtoohill@littletonma.org](mailto:mtoohill@littletonma.org)

Projects:

- Littleton Masterplan (2017)
- Littleton Transit Village Visioning (2019)
- Littleton Transit Village 40R Design Guidelines (2021)

### **Carolyn Misch**

Director of Planning & Sustainability  
City Hall, 210 Main Street  
Northampton, MA 01060

[cmisch@northamptonma.gov](mailto:cmisch@northamptonma.gov)

Projects:

- Downtown Public Realm Masterplan and Form-Based Code (2017-present)
- Florence Masterplan and Form-Based Code (2018-present)
- Two-family Form-based Code (2019-2021)

### **Joseph Laydon**

Former Grafton Town Planner, now Assistant Town Administrator in Littleton

Littleton Town Hall

37 Shattuck St, PO Box 1305

Littleton, MA 01460

[jlaydon@littletonma.org](mailto:jlaydon@littletonma.org)

Projects

- North Grafton Transit Village Masterplan and 40R Zoning (2017)
- Worcester Street Corridor Plan (2018)
- Village Mixed-Use Form-Based Code (2018-2019)

### **Aaron Henry**

Director, Land Use & Community Services

Town of Danvers  
Town Hall, 1 Sylvan Street, Danvers, MA 01923

[ahenry@danversma.gov](mailto:ahenry@danversma.gov)

Projects:

- Maple Street Plan and Form-Based Code (2017)
- Downtown Plan and Form-Based Code (2018)

## APPENDICES

1. Team Resumes
2. Project Examples are available at  
<https://dodson.egnyte.com/fl/MtgOhkrRj>



# DODSON & FLINKER

Landscape Architecture and Planning

## PETER FLINKER

President, Landscape Architect & Planner

FASLA, FAICP

## PROFESSIONAL EXPERIENCE

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### **Dodson & Flinker (formerly Dodson Associates), Florence, Massachusetts**

President: 2016-Present

Principal: 1998-Present

Project Manager and Landscape Architect: 1987-Present

Landscape Architect and Certified Planner on projects ranging in scale from residential and commercial site design to regional planning. Active in exploration of the use of creative design and alternative technologies to accommodate growth in changing urban, suburban and rural landscapes. As an author and illustrator, has prepared numerous publications designed to help both professionals and laypeople understand complex planning and design concepts, including the award-winning South County Design Manual, the Urban Environmental Design Manual and the Rhode Island Conservation Development Manual. A frequent presenter to conservation groups, town boards and professional organizations on the topics of Smart Growth and Sustainable Development, has facilitated dozens of charrettes for Main Streets, village centers and highway corridors, and prepared numerous master plans and construction documents for schools, parks and other public facilities.

## SELECTED CURRENT AND RECENT PROJECTS

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A leader in planning and design for schools, parks, streetscapes and other public facilities that balance creative site planning with efficient and cost-effective design strategies. Active in helping communities plan for resilience and create sustainable master plans for historic districts, main streets, sites, and sensitive environmental areas. Recent projects include:

**Existing Conditions Report and Town Vision** | Shelter Island, NY (2020-21)

**Littleton Transit Station Area Design Guidelines (2020-2021), Transit Station Area Master Plan (2019) and Comprehensive Plan (2017)** – Littleton, MA

**East Milton Square Masterplan and Zoning Strategies** | Milton, MA (2020-2021)

**Easthampton Housing Study** | Easthampton, MA (ongoing)

**Stowe Acres Site Feasibility Study** | Stowe, MA (ongoing)

**Wilson Opportunity Sites Study** | Wilson, CT (2020)

**Low Impact Development Regulatory Review and Revisions** | Natick, MA (2019)

**North Grafton Transit Village** | Grafton, MA (2017)

**Greenbush Masterplan and Form-Based Code** - Scituate, MA (2016-2018)

**Downtown Mixed-use Zoning Amendments** - Norwood, MA (2018)

**Village Guidance: Tools & Techniques for Rhode Island Communities** - RI DEM (2015)

**Groton Village Center Design Guidelines** - Groton, MA (2014) (Adopted)

## AWARDS

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### **American Planning Association - Massachusetts Chapter:**

2013 Planning Project Award for the Turners Falls Downtown Livability Plan

### **Boston Society of Landscape Architects:**

2019 Merit Award in Analysis & Planning for Montauk Hamlet Master Plan

2012 Merit Award in Analysis & Planning for the Exeter Visions Project

2007 Merit Award for the Urban Environmental Design Manual.

2006 Honor Award for The Rhode Island Greenspace Program.

2006 Honor Award for The Blackstone River Visioning Project.

1992 Merit Award for Mansfield Training School Masterplan.

### **American Society of Landscape Architects:**

2003 Merit Award in Analysis & Planning for the Buffalo Bayou Masterplan, Houston, TX.

2002 Honor Award for The South County Design Manual.

### **Rhode Island Historical Preservation and Heritage Commission:**

2002 State Historic Preservation Planning Award, for South County Watersheds Technical Planning Assistance Project.

## PROFESSIONAL REGISTRATION & ACTIVITIES

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Massachusetts Registered Landscape Architect #976

Fellow, American Society of Landscape Architects, 2017

Member, American Institute of Certified Planners, 2000

Fellow, American Institute of Certified Planners, 2019

AICP Certified Environmental Planner, 2011

AICP Certified Urban Designer, 2011

ASLA Centennial Community Assistance Team: New England Greenway Project

Founding Member, Mill River Greenway Initiative

Massachusetts Certified Municipal Vulnerability Preparedness Provider, 2017

## EDUCATION

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**University of Massachusetts at Amherst** - Masters in Landscape Architecture, 1987

**Hope College**, Holland, Michigan - Bachelor of Science in Biology, 1982

## DILLON SUSSMAN

Senior Associate, Planner and Community Designer

### PROFESSIONAL EXPERIENCE

---

**Dodson & Flinker, Florence, Massachusetts**

Senior Associate: 2018-Present

Senior planner, managing a wide range of projects, from regional and municipal planning projects to zoning and form-based codes. Dillon has expertise in physical planning, urban design, site design, bicycle and pedestrian planning, zoning, form-based codes, design guidelines, low impact development, tactical urbanism, healthy community design, healthy aging, health impact assessment, food system planning, and authentic community engagement and decision-making. Dillon holds a M.A. in Landscape Design in Planning from the Conway School. He has extensive experience in documentary film-making and graphic design.

### SELECTED CURRENT AND RECENT PROJECTS

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**Downtown and Florence Masterplan & Form-Based Code** | Northampton, MA (ongoing)

**Milton Village Design Guidelines** | Milton, MA (ongoing)

**Brookline Housing Production Plan (with Barrett Planning Group and Community Circle)** | Brookline, MA (ongoing)

**Low Impact Development (LID) Regulatory Review and Revisions** | Granby, MA (ongoing), East Longmeadow, MA (2021), Blandford, MA (2021)

**Two-Family Housing Form-Based Code** | Northampton, MA (2019-2021)

**East Milton Sq. Masterplan & Zoning Strategies (with Barrett Planning Group)** | Milton, MA (2020-2021)

**Downtown Tree Plan** | Gardner, MA (2020)

**Upton Center Masterplan** | Upton, MA (2019)

**Low Impact Development (LID) Regulatory Review and Revisions** | Natick, MA (2019)

**Pelham Village Center Zoning (at Dodson & Flinker and at PVPC)** | Pelham, MA (2019, 2015-2018)

**Various Planning Projects for Williamsburg, MA: Zoning Revisions, Facilities Master Plan, Healthy Aging Plan, Village Center Improvements Demonstration Day (at PVPC)** | Williamsburg, MA (2014-2018)

**Holyoke Bicycle Network Plan (at PVPC)** | Holyoke, MA (2016)

**"Massachusetts Healthy Community Design Toolkit, Second Edition (Healthy Aging)" and "Municipal Strategies to Increase Food Access" (at PVPC)** | Massachusetts DPH (2014, 2016)

**Beacon, NY Downtown Form-Based Code (at Joel Russell Associates)** | (2012-2013)

**Poughkeepsie and Town of Llyod, NY Form-Based Codes (at Joel Russell Associates)** | (2013)

## PREVIOUS EXPERIENCE

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Senior Planner & Urban Design Specialist, Pioneer Valley Planning Commission - Springfield, MA, 2014-2018

Planning & Design Associate, Joel Russell Associates - Northampton, MA , 2011–2014, 2017-2018

Principal, Designer & Planner, Ground Truth Design - Northampton, MA, 2008–2018

Video Producer & Editor, Monadnock Media - Sunderland, MA, 2001–2007

Associate Producer, InLight Interactive - Springfield, MA, 2000

Freelance Graphic Design, Various Clients - New York City, NY, 1999

Wayfinding Design Assistant, H Plus, Inc. - New York City, NY, 1997-1998

## AWARDS

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Western Massachusetts Safe Routes to School Community of the Year, MassDOT Safe Routes to School, 2018  
(awarded to the Memorial School, West Springfield for work we did together)

Golden Shoe Award, Walk Boston, 2017

## SELECTED PRESENTATIONS

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“Meaningful Community Engagement for Healthy Food Access” at the Ounce of Prevention Conference, Worcester, MA, March 2018

“Food Planing & Policy in MA Communities” at the Community Food System Conference, Boston, MA, December 2017

“Healthy Aging and Community Design” at the Western Mass Elder Care Conference, Holyoke, MA, May 2014.

“Form-Based Codes: Using Public Private Partnerships,” at the New York Planning Federation Annual Institute, Saratoga Springs, NY, April 2013 (with Joel Russell)

## AFFILIATIONS/VOLUNTEERING

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Massachusetts Department of Public Health Determination of Need, Healthy Aging Advisory Committee, 2018-present

Massachusetts Partnership for Health Promotion and Chronic Disease Prevention, Built Environment Community of Practice, 2015-2018

Member, Northampton Zoning Revisions Committee, 2009-2011

## EDUCATION

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### **Conway School of Landscape Design**

Master of Arts in Landscape Design and Planning, 2008

### **Vassar College**

B.A. Self-designed Major in 20th Century Art, Philosophy and Linguistics, 1997

## NATHAN BURGESS

Associate Landscape Architect & Planner  
ASLA, RLA

### PROFESSIONAL EXPERIENCE

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**Dodson & Flinker**, Florence, Massachusetts

Senior Associate: 2019 -Present

Associate: 2013-2019

Landscape Architect and planner on projects ranging in scale from residential and commercial site design to regional planning. Professional experience includes coastal resilience planning, waterfront design, scenic landscape inventory and analysis, site assessment for affordable housing, designing educational landscapes and playgrounds, form-based zoning, community master planning, and developing public engagement games and exercises.

**Trainee, National Park Service Historic American Landscape Survey** -Washington, DC, - Summer 2013

**Internships and Externships:**

Landworks-Studio (2013); Michael Vergason Landscape Architecture (2012);

Lee & Associates (2011);

Cultural Landscape Report Fellow, UVA Office of the Architect - Charlottesville, VA Summer 2012;

Landscape Architecture Internship:

Anchor QEA - Seattle, WA, Summer 2011;

Architecture Internship: Hopke and Associates - Williamsburg, VA, Fall 2008

**American Geological Institute Communications Specialist & Assistant Designer of Earth Magazine** - Alexandria, VA, 2009-2010

### PROFESSIONAL REGISTRATION AND ACTIVITIES

---

Massachusetts Registered Landscape Architect #4241

Municipal Vulnerability Preparedness Provider - Massachusetts EEA, 2017

Member, American Society of Landscape Architects

Co-chair, Western Massachusetts Section of the Boston Society of Landscape Architects (2019-present)

### EDUCATION

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**University of Virginia: School of Architecture**

Master of Landscape Architecture; Graduated May 2013

**The College of William & Mary**

B.S. Geology (Concentration: Environmental Geology), English

Summa Cum Laude, Phi Beta Kappa, High Honors in Geology; Graduated December 2008

## JACK SWEENEY-TAYLOR

Associate, Planner

### PROFESSIONAL EXPERIENCE

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**Dodson & Flinker, Florence, Massachusetts**

Associate: 2021-Present

Jack works on planning and community design projects ranging from zoning for climate resilience to comprehensive plans. His background includes facilitating community-driven processes for economic development and access to open space. Jack is motivated by collaborative decision-making for land use planning, particularly for housing and open space in urban areas. He is completing his Masters of Regional Planning from UMass Amherst, and holds an M.S.Ed, with twelve years of teaching experience.

### PREVIOUS EXPERIENCE

---

**University of Massachusetts Amherst, Department of Landscape Architecture & Regional Planning, Amherst, MA**

Teaching Assistant: Writing in Landscape Architecture and Community Development, 2020-2021

Planning Studio Member, UMass Center for Economic Development, 2020

**Pioneer Valley Planning Commission, Springfield, MA**

Environment & Land Use Planning Intern, 2020

**Kestrel Land Trust, Amherst, MA**

TerraCorps Community Engagement Coordinator, 2018-2019

**Baystate Academy Charter Public School, Springfield, MA**

Founding Teacher and Coordinator of English to Speakers of Other Languages (ESOL), 2013-2019

**New York City Department of Education, PS28X and MS45X, New York, NY**

ESOL Teacher, 2006-2011

### EDUCATION

---

**University of Massachusetts Amherst**

Master of Regional Planning, Land Use and Environmental Planning Concentration, Expected September 2021

Regional Planning Book Award in Leadership

**Lehman College, City University of New York**

M.S.Ed, Teaching English to Speakers of Other Languages (TESOL), May 2009

**Brown University**

Bachelor of Arts in Comparative Literature with a focus in Latin American Literature, May 2006



# Town of West Newbury Massachusetts

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## MBTA Communities Multi-Family Housing District

### Overview

In 2020, to help address the Commonwealth's acute housing crisis, the General Court (legislature) amended the State Zoning Act (MGL 40A) with a new **Section 3A** that requires so-defined MBTA Communities<sup>[i]</sup> to adopt a Zoning District Bylaw that encourages the production of multi-family housing.

The Zoning District must allow a minimum gross housing density of 15 units per acre, allow multi-family housing (3+ units/dwelling) by right, and follow further guidelines developed by the Department of Housing and Community Development (DHCD). The Final Guidelines can be found [HERE](#).

For West Newbury the Final MBTA Communities Guidelines require the Town to create a Multi-Family Zoning District (or Districts) of a size and in a location (or locations) of its choosing provided that the overall zoning meets the Section 3A requirements and allows for the development of at least 87 housing units (called unit capacity).

Communities that do not comply with Section 3A will become ineligible for funding from at least three sources including the Local Capital Projects Fund, where some Housing Authority Funding

comes from, and the MassWorks Infrastructure Program, a common source of funding for public water, sewer, and road projects that support economic development and housing.

The Town submitted its Interim Compliance Action Plan, as approved by the Planning Board and Select Board on January 19<sup>th</sup>. The Interim Compliance Action Plan (view [HERE](#)) outlines anticipated actions the Town will take to come into full compliance by December 31, 2025.

## **What are the Town's Next Steps**

The Town has received a Rural and Small Town Grant from the State and has pledged matching local funds to secure professional assistance to lead an iterative community planning process that evaluates options for addressing local housing needs and for meeting the requirements of Section 3A through the establishment of a Multi-Family Zoning District.

To secure appropriate professional assistance, the Town distributed a Request for Qualifications (RFQ) [view [HERE](#)] to an approved list of Consultants on January 23<sup>rd</sup> with responses due February 9<sup>th</sup>. Following presentations from the responding Consultants on February 21<sup>st</sup>, the Planning Board recommended the firm of Dodson and Flinker to lead the project. The team from Dodson and Flinker, including both landscape architects and planners, was unanimously recommended for this work.

The Multi-Family District Planning Initiative is expected to begin in March with a kick off meeting that outlines the planning process in detail and sets the stage for the year-long resident-centered project that will:

- Gather and analyze information to
  - Determine Town's goals and strategies
  - Document existing conditions
  - Understand the Town's Drinking Water Distribution System Infrastructure and its adequacy for meeting estimated future demand
- Identify up to three potential alternative districts or district combinations and outline potential regulatory changes required for compliance
  - Create maps of potential zoning district(s) or district combinations
  - Gauge community preferences through Present Density Visualizations, Visual Preference Surveys or similar strategies
  - Identify regulation options
  - Use the MBTA Communities Compliance Model to evaluate identified District(s) and regulation options
- Generate a Findings Report with Recommendations for Zoning Amendment(s)



- Draft Zoning Bylaw Amendment and assist the Town in bringing it to Town Meeting. If proposed zoning amendments secure support from the Select Board and/or the Planning Board, it is anticipated that this would be brought to Town Meeting in spring 2024.

For Questions about this Project, please contact **Sue Brown**, Town Planner at 978-363-1100 ext 125 or via email at [townplanner@wnewbury.org](mailto:townplanner@wnewbury.org)

## Links

- RFQ Seeking Consultant Services: View [HERE](#)
- Interim Compliance Action Plan: View [HERE](#)
- Rural and Small Town Grant: Award letter can be viewed [HERE](#)
- MBTA Communities: Multi-Family Zoning Requirement for MBTA Communities | [Mass.gov](https://www.mass.gov)
- Mass Housing Partnership Webinar Series: MBTA community webinar series videos available for viewing - MHP

## Articles of Interest

- Overcoming the Restrictions on Multi-Family Housing: [CommonWealth Magazine](#)
- Where Should New Multi-Family Housing Go: [CommonWealth Magazine](#)
- Seeking Predictable Permitting for New Housing: [CommonWealth Magazine](#)
- Solving the MBTA Communities Zoning Puzzle: [CommonWealth Magazine](#)

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<sup>[i]</sup> MBTA Community – is generally defined as a Community that hosts an MBTA (Massachusetts Bay Transit Authority) service or that abuts a municipality that hosts an MBTA service.

Section 3A Regulations define West Newbury as an Adjacent Small Town – which means that it has less than 100 acres of developable station area (the Town does not have a station or station area) and either has a population density of less than 500 persons per square mile, or a population of not more than 7,000 year-round residents as determined in the most recently published United States Decennial Census of Population and Housing. West Newbury has a population of 4,500 with a density of 334 per square mile.

Middle Street/Artichoke River Bridge

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Page School Feasibility Study

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River Road Climate Change Resiliency

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Safety Improvements: Route 113 / Page School / Pipestave Intersection and Vicinity

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

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# DPW Projects and Programs List

Updated 02/17/23



Status	Prj/Prog #	TITLE	PM	NOTES / NEXT STEPS
1	PRJ-001	Page School Feasibility Study	CW	Draft contract/scope being reviewed by working group, to be advertised soon
1	PRJ-002	Page School Exterior/Lintel Study	CW	WA coordinating - waiting on scope/quote
1	PRJ-003	Solar Site Feasibility Study	WA/CW	WA/RP reviewing B2Q proposal
1	PRJ-004	Whetstone Street Connection	CW	Get Eng scope from GEI, value engineer design, revise cost estimate
1	PRJ-005	MVP Action Grant for River Road	CW	Got feedback on EOI from MVP Coordinator, need to revise GEI scope, submit in spring
1	PRJ-009	Safe Routes to School - Page School Main St	CW	Did not receive grant, need to set up meeting with MassDOT D4 to get feedback
1	PRJ-010	Regional Hazard Mitigation Plan	CW	Local team formed, all meeting with MVPC 2/28
1	PRJ-011	Rte 113 Pipestave Crossing	CW	TEC to provide scope for design week of 2/20 - \$30k funds to be spend by 6/30
1	PRJ-012	Rte 113 Corridor Planning	CW	TEC to provide scope week of 2/20
1	PRJ-013	Town Center Safety Improvements	CW	Need to determine scope, spend \$50k by June 2026
2	PRJ-006	Town Phone System	CW	Existing system inventoried, Jake gave preferences, meet with Kittery & 3 vendors
2	PRJ-008	Safe Routes to School - Page School Onsite	WA/CW	Need to come up with scope, costs, schedule and coordinate with Principal Puteri
2	PROG-01	MS4 Stormwater Program	WA/CW	Ongoing - reviewing draft sw regs, WA planning for next year re MVPC contract
2	PROG-02	Climate Change Resiliency	CW	Ongoing - attending Climate Change Resiliency Committee meetings
2	PROG-03	Town Projects Webpages	CW	Ongoing - periodic updates for Page School, MVP grant, SRTS grant
3	PRJ-007	Pipestave Parking and Circulation	CW	Need to discuss ideas and long-term plan with AJ and stakeholders

Notes:

"PRJ" refers to project that will have a certain end date. "PROG" refers to program that will perpetually have ongoing tasks

Status: (1) Actively working on, (2) Working on periodically, (3) In the queue