



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

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 FEB 28 PM 3: 20

AGENDA

Executive Session: 4pm in the Town Manager's Office

- MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- MGL Chapter 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;
- MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- West Newbury Fire Company Pancake Breakfast, Sunday March 31st at the Central Fire Station. Cost is Free, donations welcome!
- West Newbury Gardening Club is sponsoring "Growing West Newbury" symposium on Sunday, March 31st at the Town Hall from 1pm to 5pm as part of the West Newbury Bicentennial celebration
- Spring Annual Town Meeting, Monday April 29th, 7pm at the Pentucket High School Auditorium
- Planning Board Public Hearing on Zoning Bylaw Amendments, Tuesday, March 5, 2019
- Pentucket School Building Project panel discussion on Monday, March 11th @ 9am at the Council on Aging. Please RSVP to 978-363-1104
- NEW Budget Information on the town's official website <https://www.wnewbury.org/budget-information>

Regular Business

- A. Appointment Requests: Tim Cronin as Associate Planning Board Member
- B. Correspondence from Council on Aging regarding Space Needs
- C. Whittier Regional Vocational Technical High School Superintendent Maureen Lynch and Business Manager Kara Kosmes: Proposed FY20 Budget
- D. Special Event Permit Requests
 - a. Alzheimer's Association Cycling Fundraiser, June 22, 2019
 - b. American Diabetes Association Tour de Cure, May 19, 2019
 - c. Walk for Williams, May 19, 2019
- E. Review of dates and format for public informational forums regarding Middle/High School project
- F. Request for auth. to pursue NERAC (Northeast Homeland Security Regional Advisory Council) grant
- G. Energy Advisory Committee: Request to participate in Municipal Vulnerability Preparedness Program
- H. West Newbury Youth League request for fee waiver for use of facilities more than 6 times this year
- I. Review of draft Town Meeting warrant and continued review of draft warrant articles
- J. Board vote to re-open Town Meeting Warrant and to close Town Meeting Warrant
- K. Acceptance of minutes dated December 3, 2018

Town Manager Updates

- L. Update on Finance Committee budget review process and upcoming meetings
- M. Update on Capital Improvements Committee project review process and upcoming meeting
- N. Follow up meeting assignments
- O. Placing items for future agendas



TOWN OF WEST NEWBURY

APPLICATION FOR APPOINTMENT

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

Name: Tim Cronin

Address: 22 RIVER MEADOW DR W. Newbury

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: [REDACTED]

Board(s) or committee(s) you are interested in volunteering on:
PLANNING BOARD OR ZONING BOARD APPEALS ASSOCIATE

Current or past committees served on: NONE in W. Newbury

Relevant skills, expertise and education: Attorney 33 years,
specialize in Energy projects and Contracts
but have handled zoning/land use issues
in the past.

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

Signature: Timothy Cronin Date: 2/14/19



**TOWN OF WEST NEWBURY
OFFICE OF THE PLANNING BOARD
381 MAIN STREET
WEST NEWBURY MA 01985
978-363-1100 X125 Fax: 978-363-1119**

February 20, 2019

Board of Selectmen
West Newbury Town Hall
381 Main Street
West Newbury, MA 01985

Re: FY19 Associate Planning Board Member

Dear Honorable Board:

You will recall that Kim Monahan was appointed as the FY19 Associate Planning Board Member last summer. In the fall Kim Monahan was appointed to fill the seat of Planning Board Member John Sarkis until the next Town election, which left the Associate Planning Board Member position vacant. The Planning Board has been searching for a candidate to fill the Associate Planning Board Member position for the remainder of FY19.

At its meeting of February 19, 2019 members of the Planning Board met with Tim Cronin, an Applicant for the FY19 Associate Planning Board Member position. His application is attached. The Board found that Mr. Cronin would fill the role quite well and voted unanimously to nominate him for consideration pursuant to Section 8.A.2.b.3. of the Zoning Bylaw. Please note that the Planning Board has received no other applications for the position to date.

Sincerely,

Leah J. Zambenardi, Town Planner
On behalf of the West Newbury Planning Board



TOWN OF WEST NEWBURY

COUNCIL ON AGING

381 Main Street, West Newbury, Mass. 01985

TEL: 978-363-1104 • FAX 978-363-1117

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FEB 12 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

February 5th, 2019

To The Honorable Board of Selectman:

I am writing today to reopen our dialogue about the Council on Aging and the Senior Center's ever growing need for additional space. As you may recall, in 2014 the Council on Aging invited you to a luncheon to discuss its space restrictions, which lead to the appointment of West Newbury's Community Center Committee (CCC). Given the recent resignations from members of the CCC¹ and uncertainty that the Selectmen will appoint new members to the CCC², it is important that we revisit our original conversation, and ultimate goal of addressing our need for increased space to accommodate our programs.

Since we began this conversation more than four years ago, the popularity of our programs and the number of programs that we offer have continued to grow rapidly to meet the growing needs of the town. In addition we are launching three additional programs and two short-term programs. Our ongoing/long term programs are: a bread making class, genealogy class, and a stain glass mosaic tile class. Our two short term programs are a documentary movie every other month, and Honoring Choice. I anticipate that all of these programs will be well attended. The only dedicated space that the Senior Center has is the lunch room which is unavailable for activities from 10:00am-12:30pm every day. Utilizing The Annex has been an important piece to the puzzle when scheduling such activities. With the frequent activities that take place in The Annex, we are consistently in a position to juggle with other requests for Annex space usage.

The First Floor Hearing Room has always been a great meeting/activity space for us, but our access to the room has decreased in the past year, now that it has been designated as meeting room only. The Second Floor Hearing Room with its large table and other department's competing for the space, we often come up short. Recently, while we hosted a lunch series, for which I had to move three tables into the Senior Center, in order to accommodate 30 seniors. Our Friday morning Yoga Class is at full capacity in the Second Floor Hearing Room and will need to find another location if more seniors participate.

¹ Resignation letter dated January 28, 2019

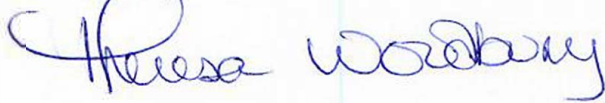
² Per Mr. Glenn Kemper, Board of Selectmen meeting, February 4, 2019

Due to the success of our food drives, our food pantry is continually growing. We were able to turn our medical closet into the food pantry which left no place for the medical supplies (a room was given in the back of the basement so that they can be kept locked up). Our food pantry has outgrown our current location, with an overflow location now being necessary and now to get to both sections you need to walk by no fewer than three mouse traps. Our medical closet has been relocated to the back of the building. When offering medical equipment to residents I have to bring them through the whole basement to get to it, and carry it back again.

Since 2010 our Senior Population has increased by 25%. In 2020 our population of residents over the age of 60 is anticipated to be 1200. Over the past several years the participation at our senior center has increased as well (last year alone we serviced and unduplicated 425 seniors in some capacity.) On average we are offering 2 new classes a year. The current space cannot keep up with the demand of new programs and increased participation.

I respectfully request that the Board of Selectmen and Council on Aging schedule an upcoming joint meeting so that the Council can provide additional information about its urgent space needs and the Board can clearly outline what steps need to be taken to expand the space available to the Council on Aging and its activities on a long term basis.

Sincerely,

Handwritten signature in blue ink that reads "Theresa Woodbury". The signature is written in a cursive style with a large initial "T".









Scott
Comfort Plus

Scott Family
has more to offer you and
Familia Scott





EXP BY DEC 2019

Home Kitchens

ASKET

Town Manager

From: Kara Kosmes <kkosmes@whittier.tec.ma.us>
Sent: Friday, March 1, 2019 3:28 PM
To: Town Manager
Subject: Assessment and Phone Number

Angus

It was a pleasure speaking with you earlier.

My cell phone number is [REDACTED] in the event that the meeting is cancelled.

The assessment for this year is \$288,411 pending SC approval of the budget on March 13

For comparison purposes, last years assessment was 302,349 so it is down 13,938.

You are down one student this year.

We look forward to meeting you Monday evening, weather permitting!

Kara

Please visit us at <https://whittiertech.org>

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JAN 23 2019

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

Special Event Application

Organization or Group Alzheimer's Association
 Person Making Reservation Sara Trimble
 Mailing Address 309 Waverley Oaks Rd Waltham, MA 02452
 Phone 617-393-2017 e-mail strimble@alz.org
 Event Date: June 22, 2019 Start Time 8AM End 11AM
 Reason for Event Non-competitive, cycling fundraiser
 Number of attendees ~200

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:

- The location of the event on the property
No property requested/needed
- For road or walk race, a detailed map of the route
See Attached Map
- Features and attractions
None
- Participant circulation
Private database of emails
- Proposed parking including how you will handle overflow parking
NONE
- Any proposed road closures
NONE

7. Location of trash receptacles and dumpsters _____
NONE

8. Location of temporary toilet facilities _____
NONE

9. Accessible routes for the disabled or mobility impaired _____
NONE Needed

10. Locations, size and number of any tents, trailers or temporary structures _____
NONE

11. Location, size, and description of any signage or banners
Some Signage may be placed at important turns and will be removed at end of event. All course marking are done with temp. Chalk

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.
None

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. See attached course control. No police detail required for past 3 years.

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

Name: Sara Trimble Event: Ride to End Alz

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

Sara Trimble 1/1/18
Individual/Authorized Signature for Group Date

Chief of Police's Signature: [Signature] Date: 2/6/19
Requests and comments:

Fire Chief's Signature: [Signature] Date: 1/30/19

Requests and comments: none

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

Requests and comments: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/8/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lamb, Little & Co 1101 Perimeter Drive Suite 500 Schaumburg IL 60173	CONTACT NAME: Sandy Crespin PHONE (A/C, No, Ext): 847-719-7877 E-MAIL ADDRESS: screspin@lamblittle.com	FAX (A/C, No): 847-398-7077
	INSURER(S) AFFORDING COVERAGE	
INSURED ALZHE-2 Alzheimer's Disease & Related Disorders Association, Inc. 225 N. Michigan Ave Ste 1700 Chicago IL 60601	INSURER A : PHILADELPHIA IND INS CO NAIC # 18058	
	INSURER B : Twin City Fire Insurance Co 29459	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES **CERTIFICATE NUMBER:** 965609406 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ex Abuse/Molest <input checked="" type="checkbox"/> Soc Serv Prof GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1787971	3/11/2019	3/11/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK1787971	3/11/2019	3/11/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB620464	3/11/2019	3/11/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	83WEBU6934	3/11/2019	3/11/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> D&O, EPLI <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY		PHSD1327316 PHPK1787971	3/11/2019 3/11/2019	3/11/2020 3/11/2020	D&O \$25/EPLI \$35K RET 10,000,000 OCC 1,000,000/AGGR 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Massachusetts/New Hampshire Chapter
RE: Annual Ride to End Alzheimer's, Event date: June 21-22, 2019.
Certificate Holder is named as Additional Insured for operations conducted by the insured. Subject to policy terms and conditions.
**Bounce Houses and other rebounding devices are excluded from any liability coverage on this policy.

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FEB 11 2019

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

CERTIFICATE HOLDER

CANCELLATION

Town of West Newbury
381 Main Street
West Newbury MA 01985

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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alzheimer's  association®

RECEIVED

JAN 23 2019

Timeline and Overview of Event

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

The Ride to End Alzheimer's is proposed as follows:

This untimed endurance event is proposed to start at 6:30 AM on Saturday June 22, 2019 at Odiorne Point State Park. At the start of each course riders may be grouped tightly together, but as they follow the route the distance between riders will grow, often with large gaps. We anticipate approximately 500 cyclists; 250 riders on the 30-mile course, 150 on the 62-mile course, and 100 on the 100-mile course.

Alzheimer's Association will have volunteers strategically placed along the route to assist with directions and to support the riders. All major intersections as well as traffic control for the start of the event, will be coordinated by our professional route director, Reuben Kline of Gran Fondo National Series. We are not requesting any road closures or police controlled intersections aside from the start of the route as riders take a left hand turn onto Route 1A South. If you feel there are safety concerns with any of the intersections on the course that would require police details please let us know. Please also provide any additional feedback or suggestions you might have.

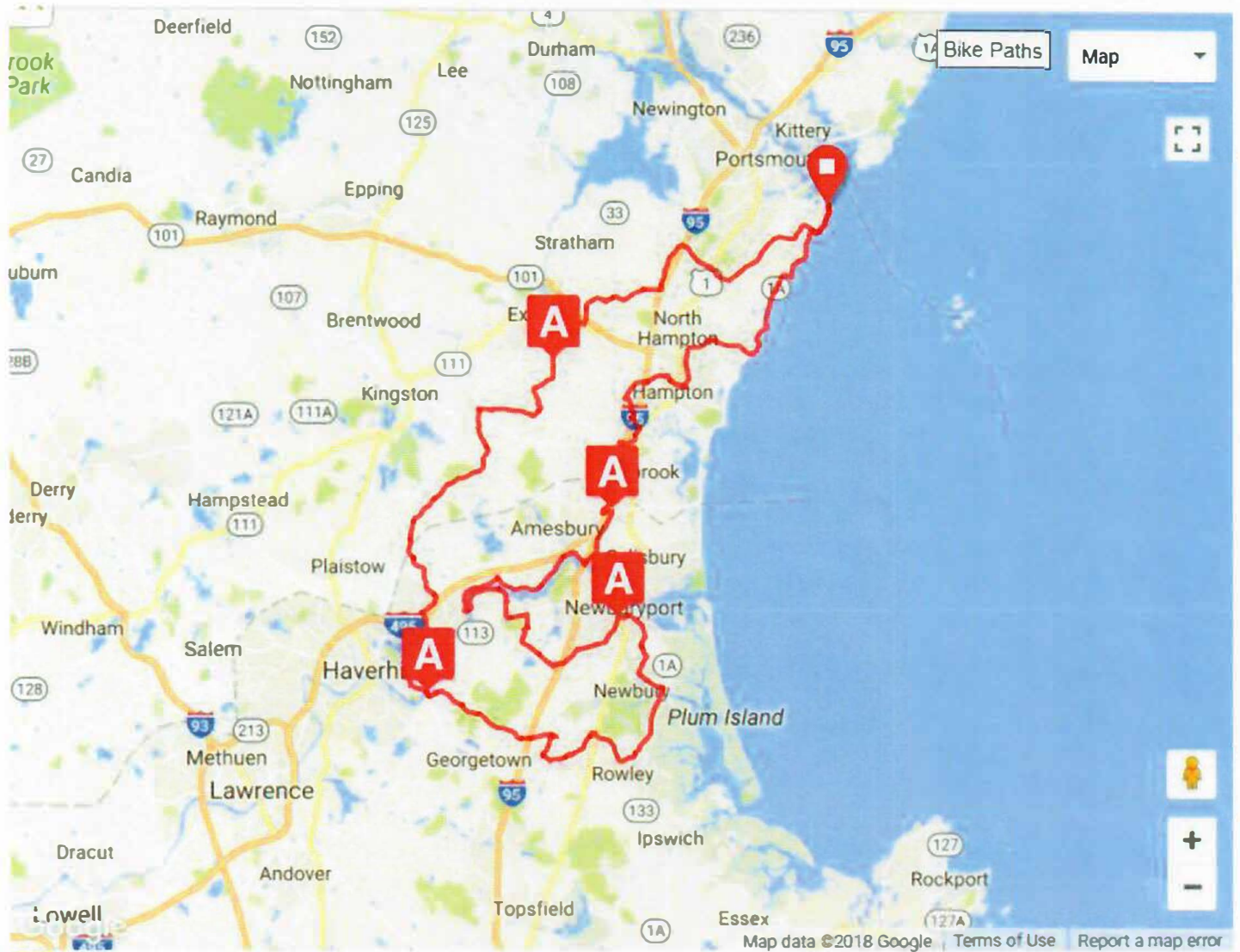
Route Director, Reuben Kline will be in a lead vehicle on the course to verify all turns and intersections are visibly marked appropriately. There will also be four other support and gear vehicles on the course to assist cyclists. Event vehicles will visibly marked as such and are instructed to obey all traffic laws.

There will be five pit stops strategically placed along the route, all of which are located on privately owned properties. We have secured permission directly from these private institutions, and will be providing liability insurance certificates to them. *In towns with no pit stops, the copies of insurance binders covering riders as they pass through your town will be kept with support vehicles the day of the event, as well as at the Start/Finish line area and the Alzheimer's Association.*

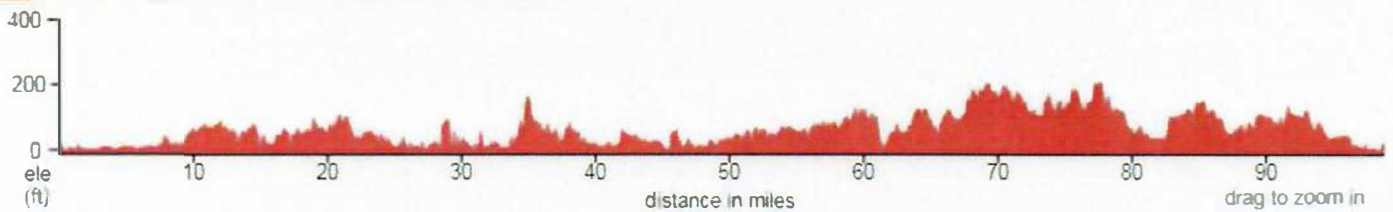
We are concerned about the environment and the local communities in proximity to this event. In order to ensure low-negative impact on the environment, the route will be marked with reusable, high-visibility signage. When marking route directions on pavement, we always use a water soluble spray chalk that has a limited environmental and visual impact. With regard to the local communities, we are dedicated to building appreciation for cycling in the community and do all we can to minimize impact on local residence.

100 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations



ele grade 98.7 mi +3700 ft / -3698 ft



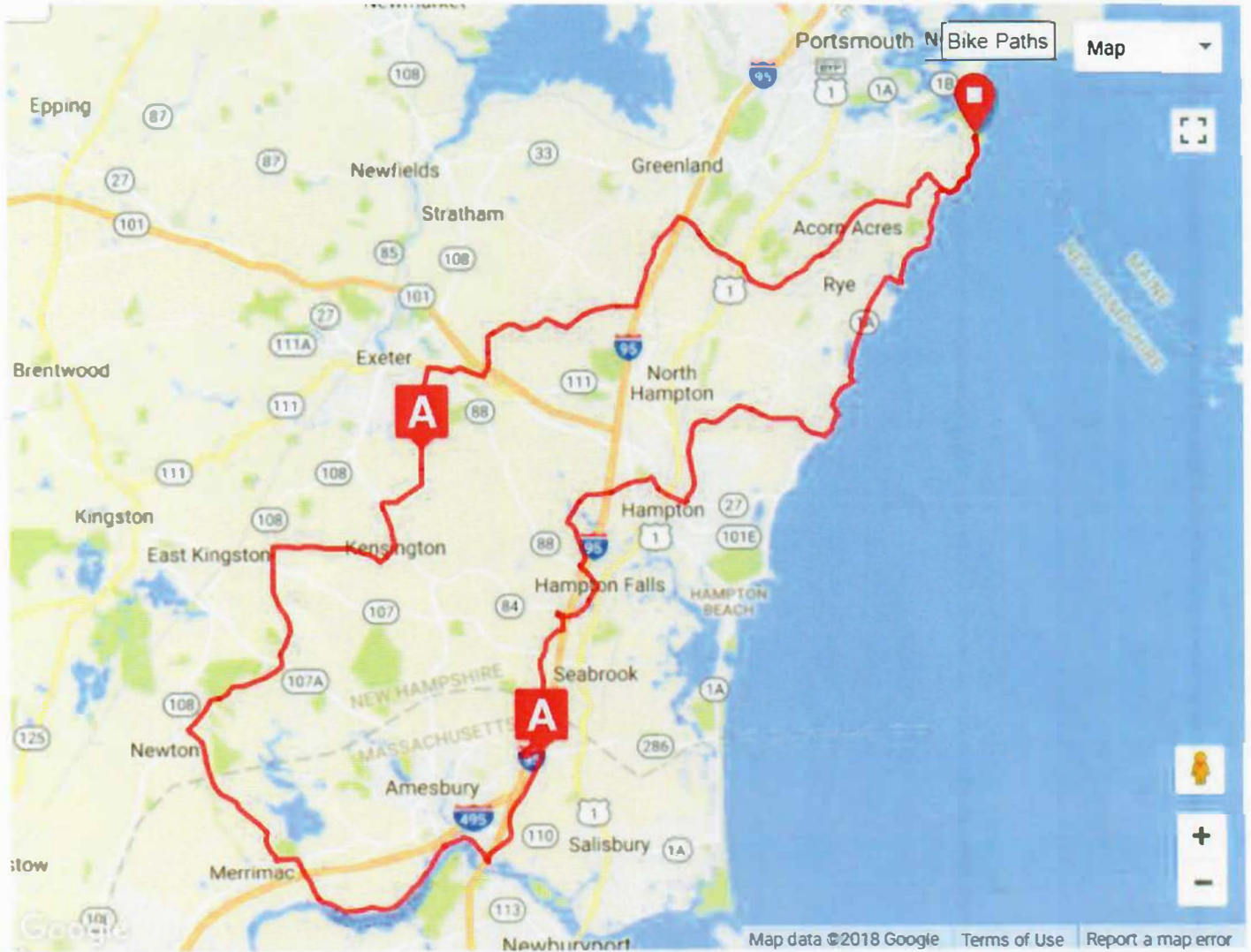
100 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill Rd	9.7	North Hampton	NH
2.6	→	Right	Right Turn right onto High St	12.3	Hampton	NH
0.4	↑	Straight	Rd	12.7	Hampton	NH
0.4	←	Left	Left Turn left onto Towle Farm Rd	13.1	Hampton	NH
1.1	↑	Generic	straight	14.2	Hampton	NH
1.0	←	Left	Turn left onto Brown Rd	15.2	Hampton Falls	NH
1.0	←	Left	Turn left onto NH-88 E	16.3	Hampton Falls	NH
0.5	→	Right	Turn right onto US-1 S	16.8	Hampton Falls	NH
0.0	→	Right	Slight right onto NH-84 W	16.9	Hampton Falls	NH
1.1	←	Left	Turn left onto Stard Rd	18.0	Hampton Falls	NH
1.0	↑	Straight	Continue onto Batchelder Rd	19.0	Seabrook	NH
1.0	↑	Straight	Continue onto Locust St	20.0	Salisbury	MA
1.2	←	Left	Turn left onto Congress St	21.2	Salisbury	MA
0.1	←	Left	Turn left onto Main St	21.2	Salisbury	MA
0.4	→	Right	Turn right onto Rabbit Rd	21.6	Salisbury	MA
0.1	↑	water	Pit Stop #1	21.7	Salisbury	MA
1.8	↑	Straight	Continue onto Merrill St	23.5	Salisbury	MA
0.7	→	Right	Turn right toward Main St.	24.2	Amesbury	MA
0.0	→	Right	Turn right onto Main St	24.2	Amesbury	MA
0.2	↑	Straight	Continue onto Evans Pl	24.4	Amesbury	MA
0.2	↑	Straight	Continue onto Main St	24.6	Amesbury	MA
0.8	←	Left	Turn left onto Merrimac St	25.4	Amesbury	MA
0.4	↑	Straight	Continue straight onto Pleasant Valley Rd	25.8	Amesbury	MA
			Pleasant Valley Rd turns slightly right and becomes Skunk Rd			
2.7	→	Right		28.5	Merrimac	MA
0.4	↑	Generic	60 mile split 100's go left, 60's go straight	28.8	Merrimac	MA
0.0	←	Left	Turn left onto Middle Rd	28.8	Merrimac	MA
0.4	↑	Straight	Continue onto River Rd	29.3	Merrimac	MA
1.8	←	Left	Turn left onto E Main St/Rocks Village Bridge	31.1	Haverhill	MA
0.2	←	Left	Turn left onto River Rd	31.3	West Newbury	MA
2.2	→	Right	Slight right onto Coffin St	33.5	West Newbury	MA
0.9	←	Left	Turn left onto MA-113 E	34.4	West Newbury	MA
0.8	→	Right	Turn Right onto Chase St	35.2	West Newbury	MA
0.5	→	Right	Turn right onto Middle St	35.8	West Newbury	MA
0.7	←	Left	Turn left onto Indian Hill St	36.5	West Newbury	MA
1.6	←	Left	Turn left onto South St	38.1	West Newbury	MA
0.5	←	Left	Scotland Rd	38.6	Newbury	MA
2.0	↑	Straight	Continue onto Parker St	40.6	Newbury	MA
0.6	↑	Straight	Continue Straight onto Graf Rd	41.2	Newburyport	MA
0.4	↑	water	Pit Stop #2	41.6	Newburyport	MA

0.1	→	Right	Turn right onto Low St	41.7	Newburyport	MA
0.2	↑	Straight	Continue onto Pond St	41.9	Newburyport	MA
0.4	→	Right	Turn right onto MA-1A S/High St	42.2	Newburyport	MA
1.0	→	Right	Turn right onto Hanover St	43.3	Newbury	MA
0.2	←	Left	Slight left onto Green St	43.4	Newbury	MA
0.9	→	Right	Slight right onto Hay St	44.3	Newbury	MA
0.8	←	Left	Turn left onto Newman Rd	45.0	Newbury	MA
1.2	→	Right	Turn right onto Ma-1A S	46.2	Newbury	MA
2.9	→	Right	Turn right onto Cross St	49.1	Rowley	MA
0.2	←	Left	Slight left to stay on Cross St	49.2	Rowley	MA
0.2	→	Right	Slight right to stay on Cross St	49.4	Rowley	MA
0.6	→	Right	Slight right to stay on Cross St	50.0	Rowley	MA
0.1	↑	Straight	Continue onto Central St	50.1	Rowley	MA
1.5	↑	Straight	Continue onto Glen St	51.5	Rowley	MA
0.5	↑	Straight	Continue straight onto Hillside St	52.1	Rowley	MA
1.0	→	Right	Slight right onto Wethersfield St	53.0	Rowley	MA
0.9	→	Right	Turn right to stay onto Wethersfield St	53.9	Rowley	MA
0.2	↑	Straight	Continue onto Jewett St	54.2	Georgetown	MA
0.2	→	Right	Turn right onto Warren St	54.3	Georgetown	MA
1.0	←	Left	Sharp left onto Jackman St	55.3	Georgetown	MA
0.9	↑	Straight	Continue onto Jewett St	56.2	Georgetown	MA
0.6	→	Right	Turn right onto Thurlow St	56.8	Georgetown	MA
1.5	↑	Straight	Continue onto Byfield Rd	58.3	Groveland	MA
0.4	→	Right	Slight right onto 7 Star Rd	58.7	Groveland	MA
0.0	←	Left	Turn left onto Bare Hill Rd	58.7	Groveland	MA
1.1	↑	Straight	Continue onto Rollins St	59.9	Groveland	MA
0.6	←	Left	Turn left onto Garrison St	60.5	Groveland	MA
0.4	↑	Straight	Continue onto Gardner St	60.9	Groveland	MA
0.3	→	Right	Turn right onto Elm Park	61.2	Groveland	MA
0.1	↑	water	Pit Stop #3	61.3	Groveland	MA
0.0	←	Left	Turn left toward MA-97 N	61.3	Groveland	MA
0.0	→	Right	Turn right into MA-97 N	61.3	Groveland	MA
0.3	↑	Straight	Continue onto Groveland St	61.6	Haverhill	MA
0.5	→	Right	Turn right onto Pine St	62.1	Haverhill	MA
0.1	↑	Straight	Continue straight onto Kenoza St	62.2	Haverhill	MA
1.4	→	Right	Slight right onto Middle Rd	63.6	Haverhill	MA
1.8	→	Right	Turn right onto Amesbury Rd	65.3	Haverhill	MA
0.9	←	Left	Turn left onto Brandy Brow Rd	66.2	Haverhill	MA
0.6	→	Right	Slight right onto Heath Rd	66.8	Haverhill	MA
0.8	←	Left	Turn left onto Hadley Rd	67.6	Haverhill	MA
0.7	←	Left	Turn left onto Wentworth Dr	68.2	Merrimac	MA
0.3	→	Right	Keep right to continue on Wentworth Dr	68.6	Merrimac	MA
0.3	→	Right	Slight right onto NH-108 N	68.9	Newton	NH
2.3	↑	Straight	Continue straight onto Maple Ave	71.1	Newton	NH
0.0	↑	Generic	Routes merge together	71.2	Newton	NH

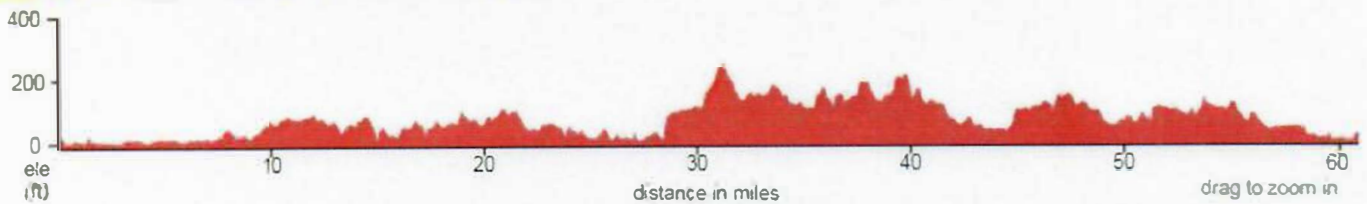
0.9	↑	Straight	Continue onto Chase Rd	72.0	Newton	NH
1.5	↑	Straight	Continue onto S Rd	73.5	Newton	NH
2.5	→	Right	Turn right onto Stumpfield Rd	76.0	South Hampton	NH
2.2	←	Left	Turn left onto Trundlebed Ln	78.3	East Kingston	NH
0.4	←	Left	Turn left onto NH-150 N	78.7	Kensington	NH
0.9	→	Right	Turn right onto N Rd	79.6	Kensington	NH
0.9	←	Left	Turn left onto Drinkwater Rd	80.5	Kensington	NH
0.8	←	Left	Pit Stop #4	81.3	Kensington	NH
1.5	→	Right	Turn right onto NH-111 E/NH-27 E/ High St	82.8	Kensington	NH
1.1	←	Left	Turn left onto Guinea Rd	84.0	Exeter	NH
0.0	↑	Generic	Routes merge together	84.0	Exeter	NH
0.8	→	Right	Turn right onto Straham Heights Rd	84.8	Exeter	NH
1.3	→	Right	Turn right onto Bunker Hill Ave	86.1	Stratham	NH
0.4	↑	Straight	Continue onto Walnut Ave	86.5	Stratham	NH
0.2	↑	Straight	Continue onto Lovering Rd	86.7	North Hampton	NH
1.4	←	Left	Turn left onto NH-151	88.1	North Hampton	NH
2.0	→	Right	Turn right onto Breakfast Hill Rd	90.1	North Hampton	NH
1.7	↑	Straight	Continue onto Washington Rd	91.8	Greenland	NH
2.5	←	Left	Slight left onto Wallis Rd	94.2	Greenland	NH
1.7	←	Left	Turn left onto Brackett Rd	96.0	Rye	NH
0.8	→	Right	Turn right onto Parsons Rd	96.7	Rye	NH
0.3	↑	Straight	Continue onto Marsh Rd	97.0	Rye	NH
0.2	←	Left	Turn left onto NH-1A N	97.2	Rye	NH
1.3	→	Right	Slight right onto Odiorne Point sp	98.5	Rye	NH
0.2	→	Right	Turn right	98.7	Rye	NH

62 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations



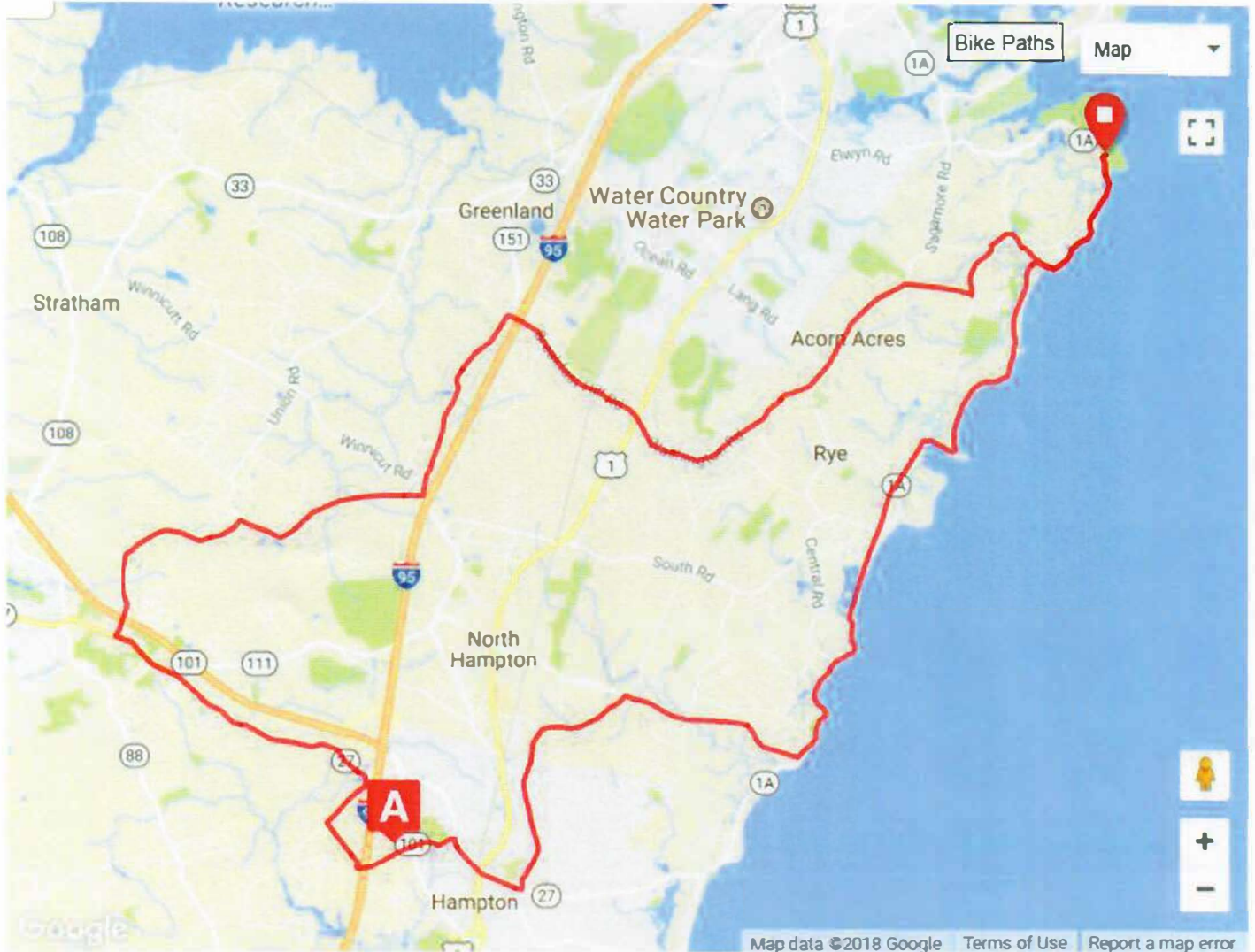
ele grade 60.9 mi +2095 ft / -2093 ft



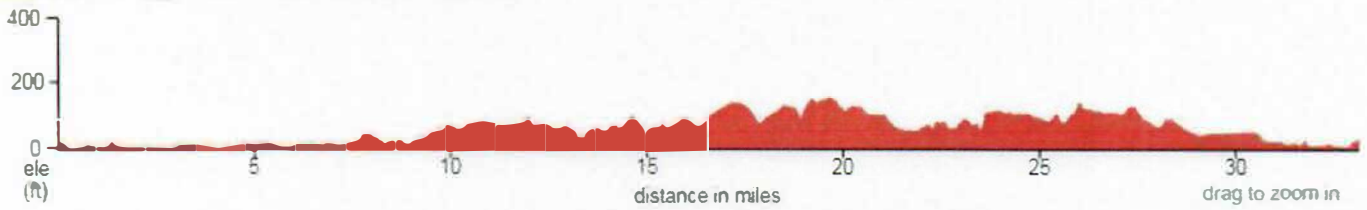
60 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0.0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill Rd	9.6999999	North Hampton	NH
2.6	→	Right	Right Turn right onto High St	12.3	Hampton	NH
0.4	↑	Straight	Straight Straight across Lafayette onto Exeter Rd	12.7	Hampton	NH
0.4	←	Left	Left Turn left onto Towle Farm Rd	13.1	Hampton	NH
1.1	↑	Generic	30 Mile Split 30's go right, 60's & 100's go Straight	14.2	Hampton	NH
1.0	←	Left	Turn left onto Brown Rd	15.2	Hampton Falls	NH
1.0	←	Left	Turn left onto NH-88 E	16.3	Hampton Falls	NH
0.5	→	Right	Turn right onto US-1 S	16.8	Hampton Falls	NH
0.0	→	Right	Slight right onto NH-84 W	16.9	Hampton Falls	NH
1.1	←	Left	Turn left onto Stard Rd	18.0	Hampton Falls	NH
1.0	↑	Straight	Continue onto Batchelder Rd	19.0	Seabrook	NH
1.0	↑	Straight	Continue onto Locust St	20.0	Salisbury	MA
1.2	←	Left	Turn left onto Congress St	21.2	Salisbury	MA
0.1	←	Left	Turn left onto Main St.	21.2	Salisbury	MA
0.4	→	Right	Turn right onto Rabbit Rd	21.6	Salisbury	MA
0.1	↑	water	Pit Stop #1	21.7	Salisbury	MA
1.8	↑	Straight	Continue onto Merrill St	23.5	Salisbury	MA
0.7	→	Right	Turn right toward Main St	24.2	Amesbury	MA
0.0	→	Right	Turn right onto Main St	24.2	Amesbury	MA
0.2	↑	Straight	Continue onto Evans Pl	24.4	Amesbury	MA
0.2	↑	Straight	Continue onto Main St	24.6	Amesbury	MA
0.8	←	Left	Turn left onto Merrimac St.	25.4	Amesbury	MA
0.4	↑	Straight	Continue onto Pleasant Valley Rd	25.8	Amesbury	MA
2.7	→	Right	Pleasant Valley Rd. turns slightly right and becomes Skunk Rd	28.5	Merrimac	MA
0.4	↑	Generic	60 mile Split 100's go Left 60's go Straight	28.8	Merrimac	MA
0.0	↑	Straight	Continue onto Emery St	28.8	Merrimac	MA
0.7	←	Left	Turn left onto MA-110 W	29.5	Merrimac	MA
0.4	→	Right	Turn right onto Bear Hill Rd	29.9	Merrimac	MA
3.0	↑	Straight	Continue onto Amesbury Rd	32.9	Newton	NH
0.3	→	Right	Turn right onto Maple Ave	33.3	Newton	NH
0.1	↑	Generic	Routes merge together	33.3	Newton	NH
0.8	↑	Straight	Continue onto Chase Rd	34.2	Newton	NH
1.5	↑	Straight	Continue onto S Rd	35.7	South Hampton	NH
2.5	→	Right	Turn right onto Stumpfield Rd	38.1	East Kingston	NH
2.2	←	Left	Turn left onto Trundlebed Ln	40.4	Kensington	NH
0.4	←	Left	Turn left onto NH-150 N	40.8	Kensington	NH
0.9	→	Right	Turn right onto N Rd	41.7	Kensington	NH
0.9	←	Left	Turn left onto Drinkwater Rd	42.6	Kensington	NH
0.8	←	Left	Pit Stop #4	43.4	Kensington	NH
1.5	→	Right	Turn right onto NH-111 E/NH-27 E/ High St	44.9	Exeter	NH
1.1	←	Left	Turn left onto Guinea Rd	46.1	Exeter	NH
0.0	↑	Generic	Routes merge together	46.1	Exeter	NH
0.8	→	Right	Turn right onto Stratham Heights Rd	46.9	Stratham	NH
1.3	→	Right	Turn right onto Bunker Hill Ave	48.2	Stratham	NH
0.4	↑	Straight	Continue onto Walnut Ave	48.6	North Hampton	NH
0.2	↑	Straight	Continue straight onto Lovering Rd	48.8	North Hampton	NH
1.4	←	Left	Turn left onto NH-151	50.2	North Hampton	NH
2.0	→	Right	Turn right onto Breakfast Hill Rd	52.2	Greenland	NH
1.7	↑	Straight	Continue onto Washington Rd	53.9	Greenland	NH
2.5	←	Left	Slight left onto Wallis Rd	56.4	Rye	NH
1.7	←	Left	Turn left onto Brackett Rd	58.1	Rye	NH
0.8	→	Right	Turn right onto Parsons Rd	58.9	Rye	NH
0.3	↑	Straight	Continue onto Marsh Rd	59.1	Rye	NH
0.2	←	Left	Turn left onto NH-1A N	59.3	Rye	NH
1.3	→	Right	Slight right onto Odiorne Point sp	60.6	Rye	NH
0.2	→	Right	Turn right	60.8	Rye	NH

30 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations



ele grade 33.1 mi +863 ft / -859 ft



30 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
<u>Leg</u>	<u>Direction</u>	<u>Type</u>	<u>Notes</u>	<u>Total</u>	<u>Town</u>	<u>State</u>
	←	Left	Left Turn left onto NH-1AS	0.0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill Rd	9.7	North Hampton	NH
2.6	→	Right	Right Turn right onto High St	12.3	Hampton	NH
0.4	↑	Straight	Straight Straight across Lafayette onto Exeter Rd	12.7	Hampton	NH
0.4	←	Left	Rd	12.7	Hampton	NH
0.3	←	Left	Pit Stop	13.1	Hampton	NH
0.8	→	Right	Turn right onto Mary Batchelder Rd	13.4	Hampton	NH
0.6	→	Right	Rd	14.2	Hampton Falls	NH
0.6	←	Left	Turn left onto NH-27 W	14.8	Hampton	NH
1.1	←	Left	Turn left onto Guinea Rd	15.4	Exeter	NH
0.0	↑	Generic	Routes merge together	18.3	Exeter	NH
0.8	→	Right	Turn right onto Stratham Heights Rd	19.2	Stratham	NH
1.3	→	Right	Turn right onto Bunker Hill Ave	20.5	Stratham	NH
0.4	↑	Straight	Continue onto Walnut Ave	20.9	North Hampton	NH
0.2	↑	Straight	Continue straight onto Lovering Rd	21.0	North Hampton	NH
1.4	←	Left	Turn left onto NH-151	22.4	North Hampton	NH
2.0	→	Right	Turn right onto Breakfast Hill Rd	24.5	Greenland	NH
1.7	↑	Straight	Continue onto Washington Rd	26.1	Greenland	NH
2.5	←	Left	Slight left onto Wallis Rd	28.6	Rye	NH
1.7	←	Left	Turn left onto Brackett Rd	30.3	Rye	NH
0.8	→	Right	Turn right onto Parsons Rd	31.1	Rye	NH
0.3	↑	Straight	Continue onto Marsh Rd	31.4	Rye	NH
0.2	←	Left	Turn left onto NH-1A N	31.6	Rye	NH
1.3	→	Right	sp	32.9	Rye	NH
0.2	→	Right	Turn right	33.1	Rye	NH

**RIDE TO END ALZHEIMER'S
COURSE CONTROL PLAN**

(Based on an average speed range from 22mph to 10 mph)

100-mile course map:

<https://ridewithgps.com/routes/12496009>

62-mile course map:

<https://ridewithgps.com/routes/13638705>

30-mile course map:

<https://ridewithgps.com/routes/13651786>

<u>Location</u>	<u>Mile on 100 route</u>	<u>Control Type</u>	<u>Direction of Route</u>	<u>Time Active for 100 mile riders</u>	<u>Time Active for 60 mile riders</u>	<u>Time Active for 30 mile riders</u>	<u>Description of Duty</u>
Lead vehicle		Staff & HAM Radio					
Tail Vehicle		Staff & HAM Radio					
Start of all routes:							
Exit of Seacost Center & NH-1A S	0	Police Rye,NH	Left Turn	6:30 AM	8:30 AM	10:30 AM	
NH-1A S & NH-111 Atlantic Avenue	mile 7.8	Staff police	Right Turn	6:45 to 7:15	8:45 to 9:15	10:50 to 11:20	
NH-111 Atlantic Avenue & Mill Road	mile 9.7	Rye,NH	Left Turn	6:50 to 7:25	8:50 to 9:25	11:00 to 11:30	
Mill Rd & High Street	mile 12.3	Hampton NH, no police detail	Right Turn	6:55 to 7:30	8:55 to 9:30	11:05 to 11:35	
Exiter Rd & Towle Farm Road	mile 13.1	Hampton NH, no police detail	Left Turn	7:00 to 7:40	8:55 to 9:30	11:10 to 11:45	
Towle Farm Road & Mary Batchelder Road -----> 30mi Split <----- See below for remaining 30-mile route	mile 14.2	Staff	30mi go Right 100mi & 60mi go Straight	7:05 to 7:50	9:00 to 9:40	11:15 to 11:50	
Rabbit Road & Merrill Street	mile 22.7	Amesbury, Mass Busy no post organized	Straight	7:30 to 8:45	9:30 to 10:45	N/A	
Skunk Road & Middle Road -----> 100mi and 60mi Split <-----	mile 29.9	Staff	100mi go Left	7:50 to 9:30	9:50 to 11:30	N/A	Cut Off time for 100mile is 9:30

			60 mi go Straight				
River Road & E Main Street / Rocks Village Bridge (100mi riders only)	mile 32.2	police Haverhill, Mass	Left Turn	7:55 to 9:45	N/A	N/A	
E Main Street / Rocks Village Bridge & River Road (100mi riders only)	mile 32.4	police West Newbury, Mass	Left Turn	7:55 to 9:45	N/A	N/A	
Rt.1 (aka Newburyport Turnpike) and Glen Street (100mi riders only)	mile 52.6	police Rowley,Mass	Straight	8:50 to 11:45	N/A	N/A	
Glen Street and Hillside ROAD??? (100mi riders only)	mile 53.1	police Rowley,Mass	Left Turn	8:50 to 11:45	N/A	N/A	
NH-108 & Maple Road -----> 100mi and 60mi Merge <-----	mile 72.6		100mi go Straight 60 mi go Right	9:45 to 1:45	mile 34.4 10:00 to 11:55	N/A	
Chase Road and Rt. 107A	mile 75	South Hampton PD		9:50 to 1:50	mile 36.8 10:00 to 11:55	N/A	
NH-27 E/High St & Guinea Rd Merge for 30mi and 100/60mi	mile 85.4	Exeter, NH police	Left Turn for 60,100 Right Turn for 30mi	10:25 to 3:00	mile 47.2 10:40 to 1:15	mile 18.3 11:25 to 1:00	
Breakfasthill Rd and Rt-1	mile 92.8	police Rye,NH	Straight	10:45 to 3:15	11:00 to 1:25	11:50 to 1:10	
Marsh Rd & NH-1A N	mile 98.7	police Rye,NH	Left Turn	11:00 to 4:25	11:15 to 1:30	12:05 to 1:30	
NH-1A N & Odiorne Point Bike Path	mile 100	Staff	Right Turn	11:05 to 4:30	11:20 to 1:50	12:10 to 1:40	
30-mile Route Only:							
Lafayette Rd/ Exeter Rd & NH-27	mile 12.7	police Hampton,NH	Straight	N/A	N/A	11:05 to 12:00	
Exeter Rd & Towle Farm Rd	mile 13.1	police Hampton,NH	Left Turn	N/A	N/A	11:05 to 12:00	
Timber Swamp Rd & NH-27 (Exiter Rd)	mile 15.4	staff	Left Turn	N/A	N/A	11:15 to 12:40	

American Diabetes Association
260 Cochituate Road, Suite 200
Framingham, MA 01701
800-DIABETES / www.diabetes.org

Db



November 26, 2018

Chief Art Reed and the people of West Newbury Massachusetts,

The North Shore Tour de Cure is a cycling, walking and running fundraising event benefiting the American Diabetes Association. This year's event is scheduled for May 19th, beginning and ending at Topsfield Fairgrounds. We have cycling routes of 100, 62, 30 and 15 miles, and a 5k walk and run. The first group of cyclists will depart the fairground at 7am, with additional groups departing at 8:30am, 10am, and 11am. We expect a total of about 500 riders to pass through West Newbury.

With your permission we would like to pass through West Newbury between the hours of 8:00am and 10:00am. Please refer to the route maps and links on the following page.

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

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

Kevin Smith

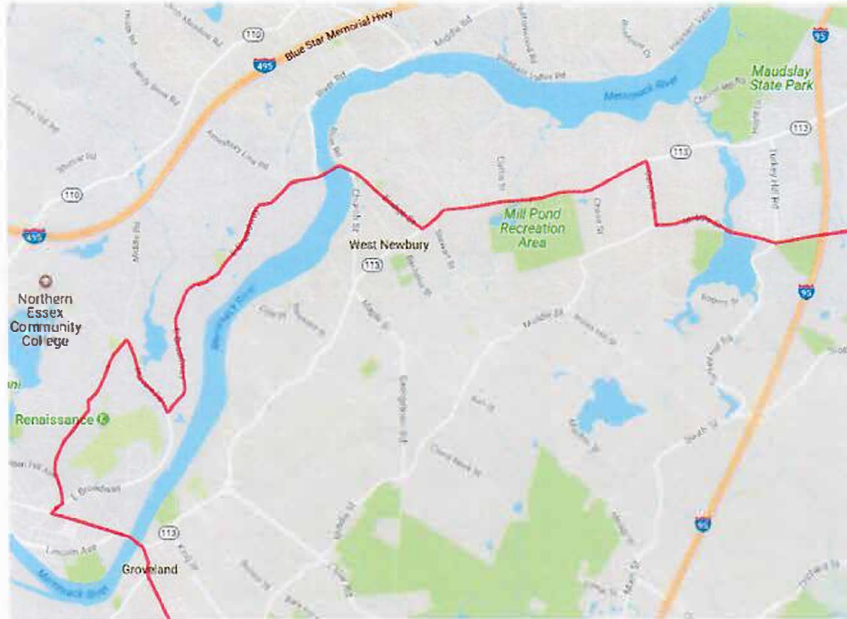
American Diabetes Association
Director, Event Production
Phone: 214.783.1906
Email: kesmith@diabetes.org

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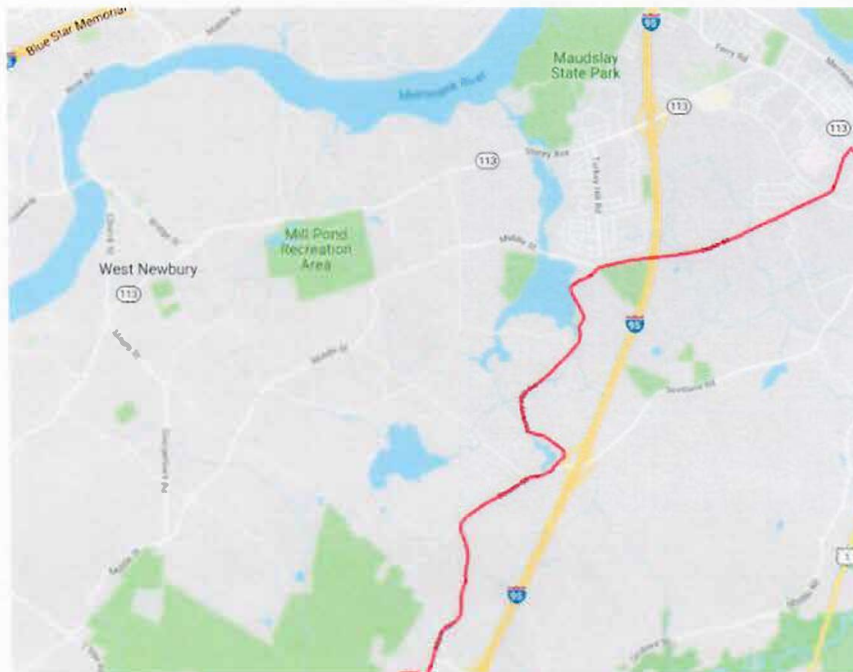
NOV 26 2018

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North Shore Tour de Cure Routes: Passing through West Newbury



100 mile route



62 mile route

Online Map links

100 mile: <https://ridewithgps.com/routes/16976819>

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

Mary Winglass

From: Matthew Netto <MNetto@diabetes.org>
Sent: Monday, January 28, 2019 11:31 AM
To: Mary Winglass
Subject: N Shore Tour de Cure
Attachments: Nest Newbury permit signed 20190001.pdf; 2018-62Mile-Cues.jpg; 2018-100Mile-Cues.jpg; 2018-62Mile-Map.jpg; 2018-100Mile-Map.jpg

Hello Mary,

I have attached the application for the North Shore Tour de Cure to this email. I have also attached the proposed routes for this event. If you have any questions please don't hesitate to reach out to me. Our certificates of insurance will be available as of 2/1. Thank you for your time and consideration! Have a great week!

Sincerely,

Matthew Netto
Associate Director, Event Production



Phone: 1-401-351-0498 ext. 3440

Mobile: 401.457.8806

diabetes.org

1-800-DIABETES (800-342-2383)

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TOWN OF WEST NEWBURY

JAN 28 2019

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TOWN OF WEST NEWBURY

Special Event Application

Organization or Group American Diabetes Association

Person Making Reservation Matthew Netto

Mailing Address 260 Cochituate Road Framingham, MA 01701

Phone 401-351-0498 x3440 e-mail mnetto@diabetes.org

Event Date: 5/19/2019 Start Time 7am End

Time 3pm

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

Number of attendees 800

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 Riders will stay on public roads. They do not stop in West Newbury.

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

3. Features and attractions N/A

4. Participant circulation N/A

5. Proposed parking including how you will handle overflow parking All parking is at the Topsfield Fairgrounds in Topsfield.

6. Any proposed road closures We do not see any areas that will need road closures.

7. Location of trash receptacles and dumpsters None. The riders do not stop in West Newbury.

8. Location of temporary toilet facilities N/A

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

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

11. Location, size, and description of any signage or banners
We would like permission to place 12x18 inch signs at the turns along the route. These signs would be placed on Saturday, May 18th and picked up immediately after the event ends on May 19th.

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
No food will be served in West Newbury.

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. I do not believe that we will need any police or EMT support. However, I am happy to defer to your local authorities if they feel as if we do. We will have roving support vehicles, an emergency number for participants, route signage, and HAM radio communication throughout the day.

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance Will be available on 2/1/2019

Name: Charlotte Carter Event: North Shore Tour de Cure

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.

Charlotte M Carter 1/25/2019
Individual/Authorized Signature for Group CFO Date

Chief of Police's Signature: [Signature] Date: 2/6/19
Requests and comments:

Fire Chief's Signature: [Signature] Date: 1/30/19
Requests and comments:

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

Requests and comments:

0.0	☐	Start of route
0.0	➔	R onto S Main St
7.7	←	L to stay on MA-97 N
12.2	➔	R onto E Broadway
12.4	↑	Continue on E Broadway
15.1	←	L onto Thompson Rd
15.1	←	Slight L onto E Broadway
17.4	↑	Continue onto E Main St
17.8	↑	Continue onto Church St
17.8	↑	Continue onto Bridge St
18.7	↙	L onto MA-113 E
20.8	➔	R onto Garden St
21.9	↙	L onto Rogers St
22.9	↙	L onto Turkey Hill Rd
23.7	↑	Continue onto Hale St
25.4	↑	Continue onto Toppans Ln
25.9	➔	R onto High St
27.8	☒	RS2- Upper Green, Newbury, MA Rest Stop 2
38.1	↑	Continue onto East St
38.6	←	L onto Jeffrey's Neck Rd
40.9	←	Slight L onto Plover Hill Rd
41.3	↑	Continue onto Hillside Rd
41.5	←	L onto Bayview Rd
41.7	➔	Slight R onto Clark Rd
42.5	←	L onto Northridge Rd
43.5	↑	Continue onto Jeffrey's Neck Rd
45.2	➔	R onto East St
45.6	↑	Continue onto County St
46.1	➔	Sharp R toward S Village Green
46.1	↙	Sharp L onto S Village Green
46.2	☒	RS3- Village Green, Ipswich, MA Rest Stop 3
46.7	←	L onto MA-133 E
51.6	↑	Continue onto Eastern Ave
57.6	←	L onto Western Ave

58.1	➔	R onto Angle St
58.2	←	L onto Rogers St
58.8	↑	Continue onto Main St
59.2	➔	R to stay on E Main St
60.3	↑	Continue onto Eastern Point Rd
60.8	←	Slight L onto Farrington Ave
61.3	←	L onto Atlantic Rd
63.0	←	Slight L to stay on Atlantic Rd
63.3	↑	Continue onto Thatcher Rd
66.2	↑	Continue onto South St
67.7	↑	Continue onto Mt Pleasant St
68.0	←	Slight L onto Dock Square
68.0	↑	Continue onto Main St
68.2	➔	Slight R onto Beach St
68.5	☒	RS4- To Be Confirmed Rest Stop 4
68.6	➔	R onto MA-127 N/Granite St
71.3	➔	Slight R onto Langsford St
71.9	←	Slight L onto Andrews St
72.0	➔	Slight R onto Washington St
75.0	←	L onto Stanwood St
75.1	➔	R onto Cherry St
76.3	←	L onto Poplar St
76.5	➔	R onto Maplewood Ave
77.2	➔	R onto Prospect St
77.4	←	L onto Washington St
77.5	➔	Slight R to stay on Washington St
77.6	↑	Continue onto Middle St
77.7	➔	R onto Western Ave
86.1	☒	RS5- Brookwood School, Beverly, Rest Stop 5
86.6	➔	R onto Hale St
87.1	↑	Continue onto Hart St
88.2	↑	Continue onto Grapevine Rd
91.0	←	Slight L onto Larch Row
91.1	➔	R onto Walnut Rd
92.3	➔	R onto MA-1A N
92.5	←	L onto Asbury St
93.5	➔	R onto Highland St
93.6	←	Slight L onto Asbury St
96.4	←	L onto Ipswich Rd
98.5	←	L onto Main St
100.0	☐	End of route

2018 TdC 100 mile route (160k)

Emergency 978-887-1198

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2018 TdC 100 mile route (160k)

Emergency 978-887-1198



JAN 28 2019

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0.0	▶	Start of route
0.0	→	Cross Rt.1, Slight R onto S Main St
1.5	←	Slight L onto MA-97 N/Haverhill Rd
3.7	↑	Continue onto Ipswich Rd
4.0	↑	Continue onto Killam Hill Rd
7.7	↑	Continue onto North St
10.7	↑	Continue onto Main St
11.0	←	L onto Knobb Hill
11.0	➡	R onto River St
11.4	➡	R onto Forest St
11.6	←	L onto Main St
12.5	↑	Continue onto South St
13.3	←	L onto Turkey Hill Rd
15.4	↑	Continue onto Hale St
17.2	↑	Continue onto Toppans Ln
17.6	→	R onto High St
19.5	□	RS4- 1st Rest Stop 62m, Upper Green, Newbury MA
29.8	↑	Continue onto East St
30.4	←	L onto Jeffrey's Neck Rd
32.1	↑	Continue onto Little Neck Rd
33.5	↑	Continue onto Bayview Rd
33.7	→	Slight R onto Clark Rd
34.5	←	L onto Northridge Rd
35.5	↑	Continue onto Jeffrey's Neck Rd
37.2	→	R onto East St
37.6	↑	Continue onto County St
38.1	→	Sharp R toward S Village Green
38.1	←	L onto S Village Green
38.2	□	RS5- 2nd Rest Stop, 62 Mile Route
38.2	→	Slight R onto MA-133 E/County Rd
38.6	←	L onto MA-133 E
43.6	→	R onto Southern Ave
46.2	↑	Continue onto School St
47.8	→	R onto MA-127 S
49.3	□	RS6, 3rd Rest Stop, 62 Mile Route
49.8	→	R onto Hale St
50.3	↑	Continue onto Hart St
51.4	↑	Continue onto Grapevine Rd
54.2	←	Slight L onto Larch Row
54.3	→	R onto Walnut Rd
55.5	→	R onto Massachusetts 1A N/Bay Rd
55.7	←	L onto Asbury St
56.7	→	R onto Highland St
56.7	←	Slight L onto Asbury St
59.6	←	L onto Ipswich Rd
61.7	←	Ipswich Rd turns slightly L and becomes Main St
63.2	←	Slight L at Boston St/Newburyport Turnpike (Rt.1)
63.3	▶	End of route

2018 TdC 62 mile route (100k)

Emergency 978-887-1198

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

JAN 28 2019

2018 TdC 62 mile route (100k)

Emergency 978-887-1198



BOARD OF SELECTMEN
TOWN OF WEST NEWBURY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/07/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA, Inc. 1166 Avenue of the Americas New York, NY 10036 CN103156776-Stand-GAWUP-18-20	CONTACT NAME: PHONE (A/C, No., Ext): E-MAIL: ADDRESS:		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED AMERICAN DIABETES ASSOCIATION ATTN: DOUG MEYER 2451 CRYSTAL DRIVE ARLINGTON, VA 22202	INSURER A : Philadelphia Indemnity Insurance Company		18058
	INSURER B : Vigilant Insurance Company		20397
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** NYC-010427998-01 **REVISION NUMBER:** 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1936312	02/01/2019	02/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK1936312	02/01/2019	02/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB663393	02/01/2019	02/01/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	71746692	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROPERTY		PHPK1936312	02/01/2019	02/01/2020	LIMIT 225,000 DEDUCTIBLE 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Framingham NS - North Shore Tour de Cure Date of Event: 5/19/2019 Setup/down: 5/18/2019-5/20/2019

Town of West Newbury is included as additional insured (except Workers Compensation) where required by contract.

RECEIVED**FEB - 8 2019**BOARD OF SELECTMEN
TOWN OF WEST NEWBURY**CERTIFICATE HOLDER****CANCELLATION**

Town of West Newbury 381 Main Street West Newbury, MA 01985	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>

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ADDITIONAL REMARKS SCHEDULE

AGENCY Marsh USA, Inc.		NAMED INSURED AMERICAN DIABETES ASSOCIATION ATTN: DOUG MEYER 2451 CRYSTAL DRIVE ARLINGTON, VA 22202	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

With regard to Property coverage, other deductibles may apply as per policy terms and conditions.

Town Manager

From: Town Manager
Sent: Wednesday, February 27, 2019 5:56 PM
To: Naffah, Marianne; Bartholomew, Justin
Cc: Mary Winglass
Subject: Schedule for informational forums re School Project

Marianne,

I sent out the proposed dates we discussed to the Board of Selectmen and we're ok to lock in Tuesday April 9 at 6pm. I also offered either Saturday March 16 or Saturday March 30, time TBD.

I have asked their availability to participate in the forum, so these would be more of a panel (presentation then Q&A) along the lines of the March 11 9am event at the COA that Selectman Archibald and I will participate in.

One Board member requested that the Board review this all together, so this has been added to this Monday's (March 4) BoS agenda (Review of dates and format for public informational forums regarding Middle/High School project). Until then, I can't confirm whether March 16 or 30 is preferred, nor the start time.

I don't see any need for Justin to attend Monday's meeting, but wanted to make you both aware. Look to hear back from me or Mary Tuesday morning with confirmation of the date/time for the March event.

Once both dates/times are set, we'll proceed to prepare a flyer to advertise the events.

Thanks!

Angus

Angus Jennings, Town Manager

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

Town Manager

From: Joe Anderson
Sent: Wednesday, February 27, 2019 12:00 PM
To: Town Manager
Cc: Glenn Kemper; David Archibald; Mary Winglass
Subject: Re: Middle/High School forums

March 16 works anytime. March 30 only in the afternoon. April 9 is good.

Agree with the format, but let's discuss as a group when we are together.

Joe Anderson, Selectman

Town of West Newbury
[381 Main Street](#)
[West Newbury, MA 01985](#)
Phone: [978-360-0829](tel:978-360-0829).

Local Government Builds Stronger Communities

Learn more about the exciting things we are up to at: www.wnewbury.org

The Massachusetts Secretary of State considers e-mail to be a public record. This communication may also contain legally privileged or confidential information, which may be exempt from public disclosure. If you are not the intended recipient or believe that you have received this communication in error, you are notified that any dissemination or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it and destroy all copies.

On Feb 27, 2019, at 11:54 AM, Town Manager <townmanager@wnewbury.org> wrote:

I spoke w Marianne Naffah this morning. Justin is available to appear at forums on:

- Tuesday, April 9th at 6pm; and
- Either Saturday March 16 or Saturday March 30, time TBD.

Unless I hear from one of you otherwise I'll confirm the April 9 date and we'll move forward with preparing a flyer to advertise the event. Let me know if one of you is available to participate, so this would be more of a panel (presentation then Q&A) along the lines of the March 11 9am event at the COA that Archie and I will participate in.

Regarding the Saturday date, let me know if you have a preference for either date, as well as what time you think would be best for public attendance. I'm thinking 10am?

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street



WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

February 28, 2019

Board of Selectmen
381 Main St.
West Newbury, MA 01985

We are requesting permission from the Board of Selectmen to apply for a NERAC Grant. "Each year, the Northeast Homeland Security Regional Advisory Council (NERAC) receives an allocation of funding from the Department of Homeland Security (DHS) through the Executive Office of Public Safety and Security (EOPSS) to improve the capability for the 85 municipalities in the Northeast Region to prevent, respond to, and recover from acts of terrorism and other public safety emergencies. As part of NERAC's strategic budgeting process for the upcoming fiscal year (FFY2019), the Council has elected to solicit project ideas from the whole community for inclusion in the budget."

The West Newbury Police, Fire, and EMA are currently working together with our partners in Groveland and Merrimac to request funding that can be used to improve our community based emergency training programs. Our goal is to provide crisis medical training to our community, town employees, businesses and schools.

We will be requesting funding to purchase equipment and supplies to aid us in training. Additional funding would be requested to cover the cost of paying for two members from WNPD/FD/EMA to serve as trainers.

The deadline for the grant is March 16, 2019 and I would be more than happy to work with the Town Manager on this project.

Thank you.

Sincerely,

Jeffrey Durand, Chief of Police

Michael Dwyer, Fire Chief

Town Manager

From: Liz Callahan <calladug@verizon.net>
Sent: Wednesday, February 20, 2019 8:22 PM
To: Town Manager
Cc: parkerrg@comcast.net; elisa.grammer@perennialmotion.com
Subject: MVP program estimate - for 2/25 discussion
Attachments: MVP Program Steps and Resource Estimates2_20_19.pdf

Hello Angus,


Thank you for making the time to meet with us on Monday. Please find attached for your review and our discussion, an outline of the Municipal Vulnerability Preparedness program steps (application and implementation) and estimates of the Town staff and volunteer time needed to do this work.

These estimates were developed after close review of the application and program requirements and discussion with the WNEAC and representatives from the Open Space Committee.

We look forward to our discussion.

Regards,

Liz Callahan

WNEAC chairperson


PROGRAM STEP & DESCRIPTION	WORK REQUIRED/WHO DOES WHAT	ESTIMATED TIME (HOURS)		
		TOWN STAFF	VOLUNTEER	TOTAL
I MVP Application – Due May 3, 2019 https://www.commbuys.com/bs0/external/bidDetail.sdo?bidId=BD-19-1042-ENV-ENV01-34410&parentUrl=activeBids ; funding provided on a rolling basis; funding must be used to pay for the planning services of a State-certified MVP Provider; funding may be used to cover some of the Town’s staff time match. Application components are listed in Attachment A of this document.				
Establish Core Team (steering committee) to steer project	WNEAC working with other town stakeholders makes preliminary recommendation to Town Manager as to the make-up of the Core Team & key stakeholders (* WNEAC discussed on 2/11 & has recommendations listed in Attachment B)	1	5 *	6
Identify Local Project Manager	Town Manager identifies the Local Project Manager; name and qualifications are included in the application (** WNEAC discussed and has a recommendation; time represents time to pull together this component of the application)		1.5**	1.5
Draft letter from Board of Selectmen and/or Town Manager showing commitment to the project and a willingness to lead on this issue. The letter should also state that municipal leadership will participate in the workshop process.	This letter can be drafted by volunteers. Time represents drafting and review by volunteers, and review, briefing/discussion, and signing by Board of Selectmen or Town Manager or both (***) application requires letter from town leadership, but is flexible regarding who must sign the letter; the broader the support, the better)	1.5	4***	5.5
Gather Letters of Municipal Support (at least 3, the more the better)	Core Team identifies critical stakeholders, drafts a standard letter of Municipal Support indicating interest in participating in the planning process from relevant local boards, departments; team does outreach to those stakeholders to explain MVP program, application process and involvement in workshop; stakeholders prepare letters of municipal support to be included in the application (can modify standard draft letter provided by team) †assumes 5 letters, one hour of prep time (from standard letter); ††covers time drafting the standard letter, and outreach/meeting with the 5 people who will be submitting a letter of municipal support	7.5†	10 ††	17.5

PROGRAM STEP & DESCRIPTION	WORK REQUIRED/WHO DOES WHAT	ESTIMATED TIME (HOURS)		
		TOWN STAFF	VOLUNTEER	TOTAL
Prepare MVP Application	Core Team prepares the MVP application for review by the Town Manager or designee. In addition to the letters of Municipal support, and the statement of support from Selectmen/Town Manager, the application includes a statement about how town will use the MVP results in its planning processes, status of Town’s Hazard Mitigation Plan (<i>West Newbury’s was updated in 2016 and is valid for 5 years</i>); identification of existing vulnerabilities/climate impacts to date; information about Environmental Justice (EJ) or other vulnerable populations and how Town will work with these groups in the planning process; commitment to use MVP process information in Town planning/future projects. ††† The application will be prepared by volunteers; some time is allotted for staff responding to inquiries on information related to Town’s potential vulnerabilities. Town does not have designated EJ populations.	5	15	20 †††
Submit Application	Town Manager or designee reviews application prepared by Core Team, Town Manager or designee gets Selectmen approval to submit application (required for any grants sought by the Town) and submits to EOEEA	5		5
II Select State-Certified MVP Provider – once grant is awarded, the Town has one year to secure the services of the State-certified MVP Provider, conduct the workshop(s) and submit the final report. Three status reports are required in addition to the final report.				
Sign Contract with the state upon being awarded grant; contracts end on June 30, 2020	Town Manager (with Town Counsel review)	2		2
Using Grant Award, Town must select a State-certified MVP Provider to conduct the workshops, provide technical assistance and prepare the status and final reports)	Core Team makes recommendation to Town Manager or designee to secure services of State-certified MVP Provider. Town completes contract with State-certified MVP Provider. # assumes time to review qualifications and select MVP Provider. Can include a Request for Proposals.	2	15	17 #

PROGRAM STEP & DESCRIPTION	WORK REQUIRED/WHO DOES WHAT	ESTIMATED TIME (HOURS)		
		TOWN STAFF	VOLUNTEER	TOTAL
Using Grant Award, Town identifies employee(s) who will be charging time to the Grant, if applicable (funding may be used to cover some of the Town's staff time match)	To be determined by Town Manager. It is an option to apply for some funding to offset town staff time put into supporting the grant/MVP process.	TBD		
III Workshop Planning, Outreach & Implementation – uses Community Building Resilience workshop guide and is supported by State-certified MVP Provider				
Scheduling and preparation for workshops; send invitations to workshop participants; ensure good attendance	State-certified MVP Provider works with Core Team to schedule workshops. ## assumes time finding mutually agreeable time for the workshops, booking conference space and sending invitations. The bulk of this work should be done by the State-certified MVP Provider (whose time is not represented here). Potential workshop participants identified at last WNEAC meeting are listed in Attachment B.	2.5	5	7.5 ##
Coordinate interviews with key experts, including emergency response, DPW, Conservation Commission, Planning Board to collect information for workshops; help MVP Provider find relevant data	Local Project Manager, with support of Town Manager, helps coordinate interviews, which are conducted by State-certified MVP Provider. ### assumes 1-hour interviews with some follow-up information gathering involving 10 town staff and 10 plus volunteers	15	20	35 ###
Workshop Participation	Workshops (two 4-hour or one 8-hour) are conducted by State-certified MVP Provider, with participation by the Core Team and key town stakeholders; 20 participants, roughly half staff, half volunteer Consider nature-based solutions during workshop process for achieving greater resiliency and implementing priority actions	80	80	160

MVP Program Steps & Resource Estimates, discussion draft 2/20/19

PROGRAM STEP & DESCRIPTION	WORK REQUIRED/WHO DOES WHAT	ESTIMATED TIME (HOURS)		
		TOWN STAFF	VOLUNTEER	TOTAL
Submit 3 email progress reports to the EOEEA (1 st , 2 nd and 3 rd quarters); progress reports are 1-3 pages; includes spending to date and milestones achieved	Prepared by State-certified MVP Provider; ok'd by Local Project Manager & Core Team; submitted by Town Manager or designee	1.5	4.5	6
IV Final Report – provides the vulnerability assessment findings and the list of priorities for addressing vulnerabilities that the Town may use to identify potential mitigation projects and includes final invoice showing all spending under the grant				
Draft Final Report	Draft prepared by State-certified MVP Provider			
Review/Comment on Draft	Local Project Manager & Core Team reviews and submits comments to State-certified MVP Provider for any necessary redrafting.	2	10	12
Complete at least one public listening session (before May 31, 2020) to engage the broader public in a discussion of the workshop results and complete plan. (This could be done along with presentation of findings to Selectmen or at a separate Public Meeting	State-certified MVP Provider does bulk of preparing for and conducting this meeting; Local Project Manager and Core Team assist in conducting this meeting. ∅ Assumes 2-hour meeting. Town staff who participated in the workshop are encourage to attend, but attendance is not mandatory	10	16	26 ∅
Incorporate relevant input from public meeting into final version of report	State-certified MVP Provider with input from Local Project Manager and Core Team	2	10	12
Finalize and Submit Final Report	Town Manager or designee reviews draft that has been prepared by State-certified MVP Provider with assistance from Local Project Manager and Core Team; Town Manager submits final report to EOEEA; with successful completion of workshops and submission of	5		5

PROGRAM STEP & DESCRIPTION	WORK REQUIRED/WHO DOES WHAT	ESTIMATED TIME (HOURS)		
		TOWN STAFF	VOLUNTEER	TOTAL
	final report, the Town becomes a designated MVP community and may be eligible for additional MVP program grants			
Commit to using the final report to inform existing planning and project activities, and secure additional data and information needed to improve the plan and continued municipal outreach and engagement.				
TOTAL (excludes Annual Progress Reports)		142.0	196.0	338.0
V Annual Progress Reports – required to remain eligible for MVP grants; provide updates on any measures Town has taken to address vulnerabilities and any relevant changes in conditions related to vulnerabilities; continue community outreach and engagement; secure additional data/information for key gaps and question raised by process; use process to inform existing planning efforts and projects				
Draft Annual Progress Report	Prepared by Local Project Manager and/or Core Team		6	6 annually
Submit Annual Progress Report	Town Manager or designee reviews draft prepared by Core Team and submits to EEA	2		2 annually

Attachment A – MVP Application Components

1. **A signed letter of support from the chair of the board of selectmen**, mayor, a town administrator, or similar city or town official showing commitment to the project and a willingness to lead on this issue. The letter should also state that municipal leadership will participate in the workshop process.
2. **A short statement of the municipality's commitment to taking on this grant and planning for the impacts of climate change**, including their commitment to assigning a local project manager and developing a core team to support the project, outlined in the Community Resilience Building guide. Please also outline the municipality's commitment to providing sufficient staff time match to complete the project and how that will be accomplished within current resources.
3. **The name and qualifications** (please include resume and summary of experience) of an employee of the municipality, a committee member, or volunteer who can serve as the **local project manager**, assemble a core team to work on the project, and serve as the point of contact for the grant.
4. **A summary statement of municipal support**, including at least 3 letters of support indicating interest in participating in the planning process from all relevant local boards, departments, commissions, businesses, organizations and other partners, including local, regional and statewide agencies or groups focused on climate change adaptation, emergency preparedness, planning, natural resources and land conservation. These partners are critical to the planning process and will ensure the city or town is able to develop a robust final report and build support for future work.
5. **A description of how the municipality will use the results of this process to inform ongoing or new planning efforts including local hazard mitigation plans (HMP), open space and recreation plans, master plans, etc., and how results from this process would be used to inform that plan.** Municipalities who clearly state their intention to incorporate results from the MVP program into a new or ongoing planning process may be eligible to receive additional funding through this opportunity. **Please note the status of your local HMP**, including if you have an active or expect to be soon completing a local HMP process (for plans expiring in 2019-2020). Municipalities with no current HMP or those with plans expiring in 2019 or 2020 are eligible for additional funding to complete or update a full draft of the HMP for MEMA review, in concert with the tasks described in Section 2A. A merged scope of work for incorporating the tasks in Section 2A with those required to complete a full draft of an HMP will be provided during award contracting.

6. **Please tell us about your need to address climate change.** What are the expected climate change impacts in your community and what do you think are the biggest risks? Has your community done any work to address climate change impacts in the past? Have you experienced significant loss or damage from extreme weather events, flooding, heat waves, drought, sea level rise, storm surge, or other climate change impacts?
7. **Please indicate if your municipality contains environmental justice communities or other populations that may be particularly vulnerable to climate change impacts and natural hazards.** Please describe how you will work proactively to involve these groups in the planning process.
8. Municipalities may request to expand the scope of the planning grant to include additional tasks such as follow-on workshops or public listening sessions, community outreach and education, targeted vulnerability assessments of critical sectors to gather more data, or additional steps they believe would build on the MVP planning process and further advance their community resiliency building efforts. If your municipality would like to expand the scope of the opportunity please outline, in detail, the work you intend to do to build on the MVP planning process, how it fits in with the overall MVP planning process as you understand it from your review of the Community Resilience Building Guide (<https://www.communityresiliencebuilding.com/>), the timeline for which you would complete it in, and the outcomes and deliverables you expect to achieve. Note that this work must be completed by June 30, 2020. Follow-on grants through the MVP Action Grant program also cover such activities once a community has completed the MVP Planning Grant, so please only plan for what you can realistically accomplish during the year-long grant period.

Attachment B – Potential Participants in the Town of West Newbury MVP Workshop and Pre-Workshop Interviews, as discussed at 2/11/19 West Newbury Energy Advisory Committee (WNEAC) meeting with Open Space Committee representatives

One Selectman or the Town Manager (or both)

Conservation Commission member

Board of Health member

Planning Board member

DPW Director

Emergency Management Director

Board of Water Commissioners member

Council of Aging Director

Pentucket Regional High School representative

Local MVP Project Manager *

WNEAC representatives *

WN Open Space Committee representatives *

* Local Project Manager & Core Team members can be drawn from volunteers on the WNEAC and Open Space Committees. Consideration should be given to assigning one Town Staff person to the Core Team to facilitate communication and information gathering, as necessary.

REQUEST FOR USE OF FACILITIES

H

Organization or Group West Newbury Youth League

Person Making Reservation Jack Foley

Mailing Address 12 Steed Ave.

Phone 978-580-5424 e-mail jackjfoley3@gmail.com

Event Date: 3rd Thurs/month Start Time 7:00 PM End Time 8:30 PM

Summary of Event Monthly Board Meeting

Number of Attendees 12 +/-

Event Details: *Please be specific* i.e. alcohol*, music, food - just existing table and chairs

3/21, 5/16, 7/18, 9/19, 11/21, 1/16

If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000), see page 2.

Check Appropriate Block:

Fund Raising Group Commercial In-Town Resident
 Non-Profit Commercial Out-of-Town Other

Facility Requested:

1910 Bldg Hearing Room (1) Pipestave Equest. Area** Other
 1910 Bldg Hearing Room (2) 2nd fl Athletic Playing Fields*
 Town Hall- (across from Library) Mill Pond Rec Bldg**
 Annex Bandstand

Fee Paid by Check/Cash Fee Waived

TERMS AND CONDITIONS OF USE:

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems.
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos **are** allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
6. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits.
7. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required, at the then-current hourly fee.
8. No fog machines or fake smoke machines allowed. No helium balloons allowed in the Annex.
10. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH. 978-363-1100, x. 118

REQUEST FOR USE OF FACILITIES

Organization or Group WEST NEWBURY YOUTH LEAGUE - BASEBALL

Person Making Reservation MIKE SULLIVAN

Mailing Address 4 RIVER MEADOW DRIVE WEST NEWBURY, MA 01985

Phone 617.780.2496 e-mail MIKE.SULLIVAN@gmail.com

Event Date: NOTED BELOW Start Time 9 AM End Time 12 PM (EXCEPT 4/3)

Summary of Event COACHES CLINICS, COACHES RULES MEETINGS, BASEBALL BOARD MEETING

Number of Attendees APPROX 20-25

Event Details: Please be specific i.e. alcohol*, music, food -

3/2, 3/3, 3/10, 3/16, 3/23, 3/31, 4/3 (7:30-9:30)

If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000), see page 2.

Check Appropriate Block:

<input type="checkbox"/> Fund Raising Group	<input type="checkbox"/> Commercial In-Town	<input type="checkbox"/> Resident
<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> Commercial Out-of-Town	<input type="checkbox"/> Other

Facility Requested:

<input type="checkbox"/> 1910 Bldg Hearing Room (1)	<input type="checkbox"/> Pipestave Equest. Area**	<input type="checkbox"/> Other
<input type="checkbox"/> 1910 Bldg Hearing Room (2)	<input type="checkbox"/> Athletic Playing Fields*	
<input type="checkbox"/> Town Hall- (across from Library)	<input type="checkbox"/> Mill Pond Rec Bldg**	
<input checked="" type="checkbox"/> Annex	<input type="checkbox"/> Bandstand	

Fee Paid by Check/Cash _____

Fee Waived
MW

TERMS AND CONDITIONS OF USE:

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems.
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos are allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
6. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits.
7. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required, at the then-current hourly fee.
8. No fog machines or fake smoke machines allowed. No helium balloons allowed in the Annex.
10. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH.

978-363-1100, x. 118

REQUEST FOR USE OF FACILITIES

Organization or Group West Newbury Garden Club

Person Making Reservation PEG DUCHEMIN

Mailing Address 244 MAIN ST WEST NEWBURY, MA

Phone 978 884 8989 e-mail myd 371948 @ gmail . COM

Event Date: Multiple Dates Start Time 6 pm End Time 9 pm

Summary of Event Garden Club Meetings

Number of Attendees 35 / 50

Event Details: *Please be specific i.e. alcohol*, music, food -* CONDUCT A BUSINESS MEETING, INCLUDING PRESENTATIONS & WORKSHOPS. REFRESHMENTS SERVED

If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000), see page 2.

no alcohol

Check Appropriate Block:

<input type="checkbox"/> Fund Raising Group	<input type="checkbox"/> Commercial In-Town	<input type="checkbox"/> Resident
<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> Commercial Out-of-Town	<input type="checkbox"/> Other

Facility Requested:

<input type="checkbox"/> 1910 Bldg Hearing Room (1)	<input type="checkbox"/> Pipestave Equest. Area**	<input type="checkbox"/> Other
<input type="checkbox"/> 1910 Bldg Hearing Room (2)	<input type="checkbox"/> Athletic Playing Fields*	
<input type="checkbox"/> Town Hall- (across from Library)	<input type="checkbox"/> Mill Pond Rec Bldg**	
<input checked="" type="checkbox"/> Annex	<input type="checkbox"/> Bandstand	

Fee Paid by Check/Cash Fee Waived

DATES requested: Sept 5, 2019, Oct 3, 2019, Nov. 7, 2019, Dec. 5, 2019, FEB 6, 2020

TERMS AND CONDITIONS OF USE: March 5, 2020, April 2, 2020, May 7, 2020

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems. JUNE 4 2020
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos are allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
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978-363-1100, x. 118

RECEIVED

~ Continued on other side ~

FEB 28 2019

|

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT - SPECIAL TOWN MEETING
MONDAY, APRIL 29, 2019 @ 7pm**

Essex, ss.

To any of the Constables of the Town of West Newbury:

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Pentucket Regional High School auditorium, 24 Main Street, at 7:00 p.m. on Monday, April 29, 2019 to act upon or take any other action relative to all of the following articles.

ARTICLE 1. To hear and act upon the reports of Town officers and committees.

ARTICLE 2. To see if the town will vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$25,000, to conduct a Historic Sites Survey, or take any other action relative thereto. By request of the Community Preservation Committee and the Historical Commission.

ARTICLE 3. To see if the Town will vote to raise, transfer and/or appropriate from Community Preservation Act funds, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the sum of \$75,000.00 from the Open Space and Recreation Reserve Account for the purchase of a conservation restriction on two parcels of land located off River Road shown on Assessors' Map R-24 as Parcels 5 and 7, containing approximately 25.3 acres and 6.64 acres of land respectively, which lots are also described in the deed recorded with the Essex South District Registry of Deeds in Book 6668, Page 158; and that the Board of Selectmen be authorized to enter into all agreements and execute all instruments, including but not limited to the conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effect the purchase of said conservation restriction; or to take any other action relative thereto.

By request of the Community Preservation Committee, the Open Space Committee, the River Access Committee and the Essex County Greenbelt Association

ARTICLE 4. To see if the Town will transfer from available funds the sum of \$26,000 to the Police Department Salary & Wages (SRO) line item of the FY' 19 omnibus budget. By request of the Town Manager.

ARTICLE 5. To see if the Town will transfer from available funds the sum of \$5,500 to purchase a new optical scan ballot tabulator and supplies for town and state elections or to take any other action relative thereto. By request of the Town Clerk.

ARTICLE 6. To see if the Town will vote to transfer from available funds the sum of \$110,000 to fund the snow and ice deficit. By request of the Director of Public Works.

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Special Town Meeting.

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

Hereof fail not to make due return of this warrant with your doings thereon at the time and place of holding said meeting.

Given under our hands this ____th day of April, 2019.

BOARD OF SELECTMEN:

Glenn A. Kemper, Chairman

David W. Archibald

Joseph H. Anderson, Jr

A true copy, Attested:

Michael P. McCarron, Town Clerk

Pursuant to the above warrant to me directed, I hereby notify and warn all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place.

Constable, Brian Richard

Date of Posting

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Constable, Brian Richard

Date of Posting

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT -- ANNUAL TOWN MEETING
MONDAY, APRIL 29, 2019 @ 7pm**

Essex, ss.

To any of the Constables of the Town of West Newbury:

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Pentucket Regional High School auditorium at 24 Main Street, at 7:00 p.m. on Monday, April 29, 2019 to act upon or take any other action relative to all but the first two of the following articles.

Also, to meet in the Annex at 379 Main Street on Monday, May 6, 2019 to act on Article 1 which calls for the election of Town Officials and to vote on Article 2 which calls for a Proposition 2 ½ Referenda Question. Polls will be open at 7:00 a.m. and will close at 8:00 p.m.

GENERAL GOVERNMENT MATTERS

ARTICLE 1. To give their votes to the election of the following offices:

<u>Position</u>	<u>Term</u>
Selectmen (1)	Three Years
Assessor (1)	Three Years
Water Commissioner (1)	Three Years
Pentucket School Committee (1)	Three Years
Library Trustees (3)	Three Years
Planning Board (1)	Five Years
Planning Board (1)	One Year
Park & Recreation Commissioner (1)	Three Years
Board of Health (1)	Three Years
Constable (1)	Three Years
West Newbury Housing Authority (1)	Five Years

ARTICLE 2. Shall the Town of West Newbury be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Pentucket Regional School District for

the purpose of paying costs of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto?

ARTICLE 3. To hear and act upon the reports of Town officers and committees.

ARTICLE 4. To determine what sums of money the Town will raise and appropriate for defraying the expenses of the Town for the ensuing fiscal year and for the payment of Town debt. By request of the Board of Selectmen.

WATER ENTERPRISE FUND

ARTICLE 5. In accordance with the provisions of Chapter 38 of the Acts of 1936, to see what instructions, rules and regulations the town may wish to impose on the Board of Water Commissioners. By request of the Board of Water Commissioners.

ARTICLE 6. To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$795,099 of which \$197,603 for Salaries and Wages which include \$1,700 for Water Commissioners stipends, \$34,282 for Insurances, \$395,564 for Expenses, \$101,696 for Debt Service, \$15,000 for Extraordinary and Unforeseen and \$50,954 for Indirect Cost. By request of the Board of Water Commissioners.

ARTICLE 7. To see if the Town will amend the vote of the Town taken under Article 8 of the 2017 Annual Town Meeting, which appropriated \$1,700,000 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto, and authorized a borrowing therefor, to provide that such appropriation may be also be used for the upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, or take any other action relative thereto. By request of the Board of Water Commissioners.

ARTICLE 8. To see if the Town will appropriate a sum of money to pay additional costs of purchasing, constructing and installing a new water tank and upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, which amount shall be expended in addition to any amounts previously appropriated for such projects, and to determine whether this amount shall be raised by borrowing, taxation, transfer from available fund transfers or otherwise provided; or take any other action relative thereto. By request of the Board of Water Commissioners.

APPROPRIATIONS

ARTICLE 9. To see if the Town will approve the appropriation and borrowing authorized by the Pentucket Regional School District for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Building Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; to determine whether the approval of such borrowing will be contingent upon a vote of the Town to exempt its allocable share of the debt service on the borrowing for the Project from the tax limitations of Proposition 2 1/2, so-called; or take any other action relative thereto. By request of the Board of Selectmen and Pentucket School Committee. *Do we want this here or later? Say after present Article 20*

ARTICLE 10. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$70,000 for the Pension Liability stabilization fund, or take any other action related thereto. By request of the Board of Selectmen.

ARTICLE 11. To see if the Town will vote to transfer the sum of \$22,285.65 from the Septic Loan Revolving Account for the repayment of debt service. By request of the Board of Health.

ARTICLE 12. To see if the Town will vote to transfer from available funds the sum of \$85,336.16 plus any accrued but unposted interest, to pay the debt service associated with the Dunn Property Acquisition. By request of the Board of Selectmen.

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$321,800 to be placed in the special purpose municipal stabilization fund established pursuant to MGL Chapter 40 §5B in order to fund future capital expenditures for school related building projects, or take any other action related thereto. By request of the Board of Selectmen.

ARTICLE 14. To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for Community Preservation Projects, Committee Administrative Expenses, and other

expenses in Fiscal Year 2020, with each item to be considered a separate appropriation or take any other action relative thereto. By request of the Community Preservation Committee.

Appropriations:

From FY 2020 estimated revenues for Committee Administrative Expenses: \$20,583

Reserves:

From FY 2020, estimated revenues for Community Housing Reserve: \$41,166

From FY 2020, estimated revenues for Historic Resources Reserve: \$41,166

From FY 2020, estimated revenues for Open Space & Recreation Reserve: \$41,166

From FY 2020, estimated revenues for Budgeted Reserve: \$267,581

ARTICLE 15. To see if the Town will vote to reduce the amount of the surcharge of the annual real estate tax levy against real property assessed pursuant to Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, from three (3.0%) percent to one half (0.5%) percent. Said change to be implemented in Fiscal Year 2020 or as soon as possible thereafter. By citizen's petition.

ARTICLE 16. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$93,000 to fund improvements and repairs to the G.A.R. Library, Public Safety Complex and Town Offices. By request of the DPW Director.

ARTICLE 17. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$45,000 to purchase a new 4x4 Utility Body Pick-up Truck. By request of the DPW Director.

ARTICLE 18. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$32,000 to purchase a new 4x4 Pick-up Truck with hard cover. By request of the DPW Director.

ARTICLE 19. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$20,000 to fund an Emergency Action Plan (EAP) Study for the Mill Pond Dam as required by the Massachusetts Department of Conservation and Recreation (DCR) per newly enacted state regulations. By request of the DPW Director.

ARTICLE 20. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$230,000 to purchase a Fire Department Rescue Vehicle. By request of the Fire Chief.

BY-LAWS – OTHERS

ARTICLE 21. To see if the Town will vote to amend Section XL of the Town Bylaws by adding sections 5.4.1 thru 5.4.5 in order to establish a revolving fund for the care and maintenance of the town owned Pipestave/Mill Pond areas located at 693 Main Street, West Newbury:

5.4.1 Pipestave/Mill Pond Care and Maintenance Revolving Fund.

5.4.2 Department. There shall be a separate fund called the Pipestave/Mill Pond Care and Maintenance Revolving Fund authorized for use by the Mill Pond Committee.

5.4.3 Revenues. The town accountant shall establish the Pipestave/Mill Pond Care and Maintenance Revolving Fund as a separate account and credit to the fund all the monies received in connection with past and future rental fees for use of the facilities, donations, and any other source.

5.4.4 Purposes and Expenditures. During each fiscal year, the Mill Pond Committee may incur liabilities against and spend monies from the Pipestave/ Mill Pond Care and Maintenance Revolving Fund for the maintenance and improvement to the grounds and facilities located at the Pipestave/Mill Pond areas, 693 Main Street, West Newbury.

5.4.5 Fiscal Years. The Pipestave/Mill Pond Care and Maintenance Revolving Fund shall operate for fiscal years that begin on or after July 1, 2019 and shall continue until such time as town meeting votes to eliminate the fund.

By request of the Mill Pond Committee

ARTICLE 22. To see if the Town will vote to limit the total amount that may be expended from each revolving fund established pursuant to Section XL of the Bylaws of the Town of West Newbury, to wit:

Section 5.1 Summer Recreation Revolving Fund	\$42,000
Section 5.2 GAR Library Fines and Penalties Revolving Fund	\$10,000
Section 5.3 Police Vehicle Revolving Fund	\$20,000
Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund	\$ 5,000

By request of the Board of Selectmen.

ARTICLE 23. To see if the town will vote to amend Section V of the Town Bylaws, Trench Excavation Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director as the Permitting Authority and other related amendments. By request of the DPW Director.

ARTICLE 24. To see if the town will vote to amend Section V of the Town Bylaws, Opening of Streets Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director to approve street opening permits. By request of the DPW Director.

ARTICLE 25. To see if the Town will vote to amend the Pentucket Regional School District (PRSD) Regional Agreement in order to provide contingency planning for the District in the event that.... By request of the Pentucket Regional School District. (*Question: should we coordinate with the District so that all three towns have the same language in the warrant---we must do this in the Motion at town meeting*)

ARTICLE 26. To see if the Town will vote to amend the 2001 Mill Pond Management Plan paragraph A.16 in order to modify the amendment process. By request of the Town Manager.

ARTICLE 27. To see if the Town will vote to amend Section XIX of the Town Bylaws, Town Counsel Bylaw to revise the process to engage Town Counsel. By request of the Town Manager.

ARTICLE 28. To see if the Town will vote to amend Section 6.B.8 Open Space Preservation Development (OSPD) of the West Newbury Zoning Bylaw regarding basic maximum number, dimensional requirements, contiguity of open space, buffer areas, density bonuses & affordable housing units, and minimum distance between buildings.
By request of the Planning Board.

ARTICLE 29. To see if the Town will vote to amend Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) Overlay District of the West Newbury Zoning Bylaw regarding dimensional requirements, submission requirements, design standards, hiring consultants, abandonment, decommissioning & financial surety. By request of the Planning Board

ARTICLE 30. To see if the Town will vote to amend Section 7.A.11 Erosion Control Performance Standards of the West Newbury Zoning Bylaw in compliance with the NPDES (Nonpoint Pollutant Discharge Elimination System) MS4 Phase II Stormwater Permit for Massachusetts. By request of the Board of Selectmen.

ARTICLE 31. To see if the Town will vote to increase the senior tax exemption from \$500 to \$1,000 per Massachusetts General Law Chapter 59, Section 5, Clause 41C, such increase to be available for tax years commencing July 1, 2019. By request of the Board of Assessors.

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Annual Town Meeting, as provided within the Town By-Laws

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

Hereof fail not to make due return of this warrant with your doings thereon at the time and place of holding said meeting.

Given under our hands this ____th day of April, 2019.

BOARD OF SELECTMEN

Glenn A. Kemper, Chairman

David W. Archibald

Joseph H. Anderson, Jr.

A true copy, attested:

Michael P. McCarron, Town Clerk

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Constable, Brian Richard

Date of Posting



J

TOWN OF WEST NEWBURY

APPLICATION FOR PROJECT ELIGIBILITY

COMMUNITY PRESERVATION COMMITTEE

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

PROJECT NAME: Brown Spring Farm

PROJECT ADDRESS: 866 Main Street, West Newbury

MAP/LOT: Map R-28 Lot 15

APPLICANT NAME: Essex County Greenbelt Association & West Newbury Open Space Committee
(Group or Committee Affiliation)

CONTACT PERSON: Vanessa Johnson-Hall (Greenbelt)

TELEPHONE/FAX NO.: 978-768-7241 x16

ADDRESS: 82 Eastern Ave., Essex, MA 01929

EMAIL: vkjohnson@ecga.org

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

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

Please provide a brief project description below. Include a brief narrative of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.

Greenbelt and the West Newbury Open Space Committee are seeking \$200,000 in CPA funding to forever preserve West Newbury's iconic and much-beloved 10-acre Brown Spring Farm. We are proposing to do this through the acquisition of a conservation restriction that will eliminate any future potential for further developing this property beyond the existing home, and ensure that this land will always remain available for farming. The conservation restriction would be

co-held by the Town and by Greenbelt. Our proposal to save Brown Spring Farm is made possible by partnering with a conservation buyer, who wishes to acquire Brown Spring Farm, sustainably farm the land, and re-open the farmstand. Greenbelt is committed to raising an additional \$200,000 toward the CR acquisition, for a total CR purchase price of \$400,000. Greenbelt will also facilitate the transaction, including paying for all associated due diligence (e.g., appraisal, title, and environmental assessment) and holding a purchase & sale agreement.

FUNDING:

Amount of Community Preservation Funding Requested: \$200,000

Applicant Signature and Date

Applicant Signature and Date

For more information contact 978-363-1100 X131

12/2013, Revised May, 2016

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

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

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

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

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

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

FUNDING:

A. **Amount of Community Preservation Funding Requested:** \$200,000

B. Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.

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

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)
Greenbelt	\$200,000	In-progress	Yes

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

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT

Katherine Bowditch, President
Essex County Greenbelt Association

Patricia Reeser, Chair, West Newbury
Open Space Committee

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

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

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

Project Narrative

Project: Acquisition of a Conservation Restriction on Brown Spring Farm,
866 Main Street

Category: Open Space

Submitted by: Vanessa Johnson-Hall, Essex County Greenbelt Association, and
West Newbury Open Space Committee

Date: March 4, 2019

Project Summary

West Newbury has an extraordinary opportunity to preserve one of its most beloved farms, Brown Spring Farm. Though just 10 acres, this farm is no minor part of West Newbury's landscape. The vivid white Victorian home surrounded by fields of hay and vegetables has been the gateway to West Newbury for several generations. It's not just the visual loss from West Newbury's bucolic landscape, but the loss of one more cornerstone of West Newbury's agricultural economy, and a reliable source of fresh, local food, that we are hoping to avoid through the purchase of a conservation restriction on Brown Spring Farm.

We are submitting a proposal to request \$200,000 of CPA funding to acquire a conservation restriction (CR) on Brown Spring Farm – to be co-held by the Town and Greenbelt – that would eliminate additional development potential on the property, while protecting the natural resources and ensuring that the land is always available for farming. Our proposal to save Brown Spring Farm is possible because of our partnership with a conservation buyer, who wishes to acquire Brown Spring Farm as restricted by the conservation restriction, to sustainably farm the land, and to sell produce at the farmstand. As it has been vacant for nearly 2 decades, the current house is uninhabitable. The conservation restriction will ensure that, whether rebuilt or restored, the home existing on the property must be of a substantially similar size and design to the home that exists now. The combination of the purchase of a CR by Greenbelt and the Town of West Newbury, and the sale of the restricted land to the conservation buyer, will make the preservation of Brown Spring Farm possible. **Greenbelt has agreed to fundraise \$200,000 to acquire the CR, for a total CR purchase price of \$400,000.** Greenbelt will facilitate the transaction, including managing all negotiations with the sellers and the conservation buyer, and undertaking all necessary due diligence (appraisal, title examination, and environmental site assessment).

Control of Site

The conservation restriction will be co-held by the Town of West Newbury and Essex County Greenbelt Association. If the Town desires, Greenbelt will assume the primary responsibility of monitoring and enforcing the CR. The restricted fee simple interest (the land under the conservation restriction) will be held by a private landowner, the "conservation buyer" for the property. Greenbelt is in the process of negotiating a Purchase & Sale Agreement, which we will hold on the property and assign to the conservation buyer at the time of purchase. We will also hold a Purchase & Sale Agreement with the conservation buyer for the acquisition of the conservation restriction for \$400,000.

We aim to close on the acquisition by fall 2019.

Feasibility & Community Support

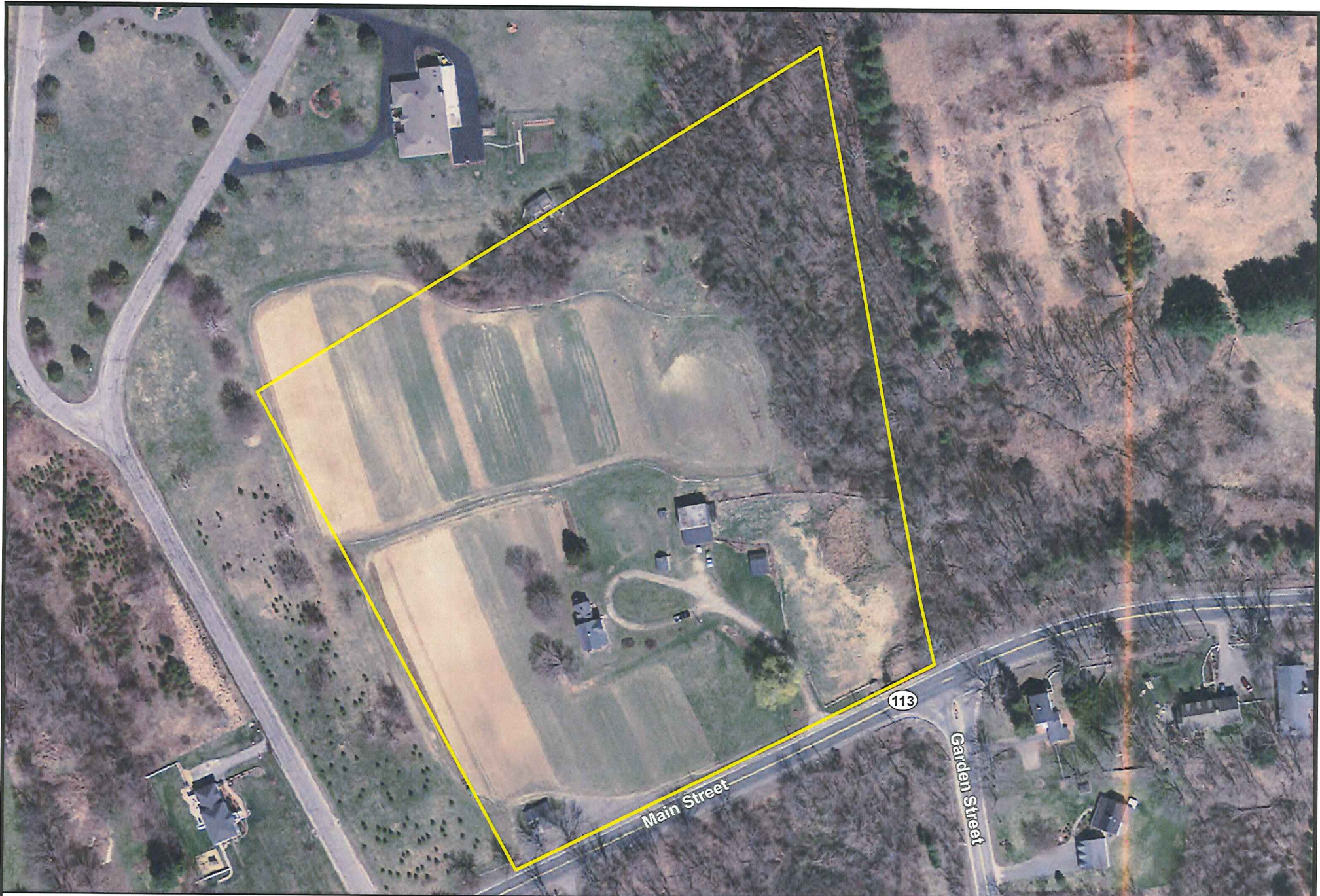
This application is being submitted jointly by Greenbelt and the West Newbury Open Space Committee. In 2018, the West Newbury Open Space Committee voted unanimously to support requesting \$200,000 of CPA funding for the CR acquisition. A recent preliminary meeting with the Board of Selectmen was also positive. Discussions with West Newbury residents over this past year indicate that community support has only grown to preserve Brown Spring Farm as a working farm. Greenbelt has a strong track record of successful fundraising, and believes the resources and public benefits of this property are significant enough to attract the funding necessary to succeed in the acquisition.

Public Benefit

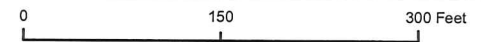
- Preserves West Newbury's agricultural heritage by conserving a working farm. The new buyer intends to re-open the farmstand with sustainably-grown vegetables.
- Preserves West Newbury's historic landscape and scenic views from Main Street by preventing the conversion of farmland to residential housing.
- Preserves Rich Farmland Soils: 70% of the property has Prime & State-Important Farmland soils – designations for the richest farmland soils in the country. This is a vital natural resource to protect for future food security.
- Preserves Critical Habitat & Water Quality: The eastern edge of the property contains a perennial stream that flows to the Merrimack River, which was named one of the top 10 most threatened rivers in the country. Protecting these tributaries and associated wetlands are critical to preserving the water quality and ecological health of the Merrimack River. This portion of Brown Spring Farm is mapped as BioMap 2 Core Habitat and Critical Natural Landscape by Mass. Natural Heritage for these wetland resources. Brown Spring Farm is also within a Conservation Focus Area mapped by the Merrimack Valley Regional Conservation Plan. The conservation buyers are committed to - and the CR will ensure - sustainable farming practices, which will further preserve these fragile aquatic resources and the ability of the soils to grow healthy vegetables for generations to come.

Estimated Project Budget: Brown Spring Farm Conservation Restriction Acquisition

Project Expenses	
Acquisition	\$400,000
Appraisal	\$3,000
Environmental Site Assessment	\$1,500
Title Exam	\$1,500
Other Legal	\$6,000
CR Survey	\$5,500
Recording fees	\$350
Staff Time	\$8,164
Estimated Transaction Costs*	\$26,014
Total Project Cost	\$426,014
Funding Sources	
W. Newbury Community Preservation Funds	\$200,000
Greenbelt (fundraising)	\$200,000
Greenbelt (Transaction Costs)	\$26,014
Total Project Cost	\$426,014



Brown Spring Farm, 10 acres
866 Main Street, West Newbury



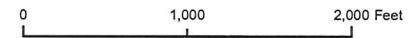
Property boundaries are approximate and based on estimated field data.
NOT A SURVEY. Orthophotos 2013; 1:5,000. All other data
from MassGIS. Map produced by Greenbelt, 22 March 2018





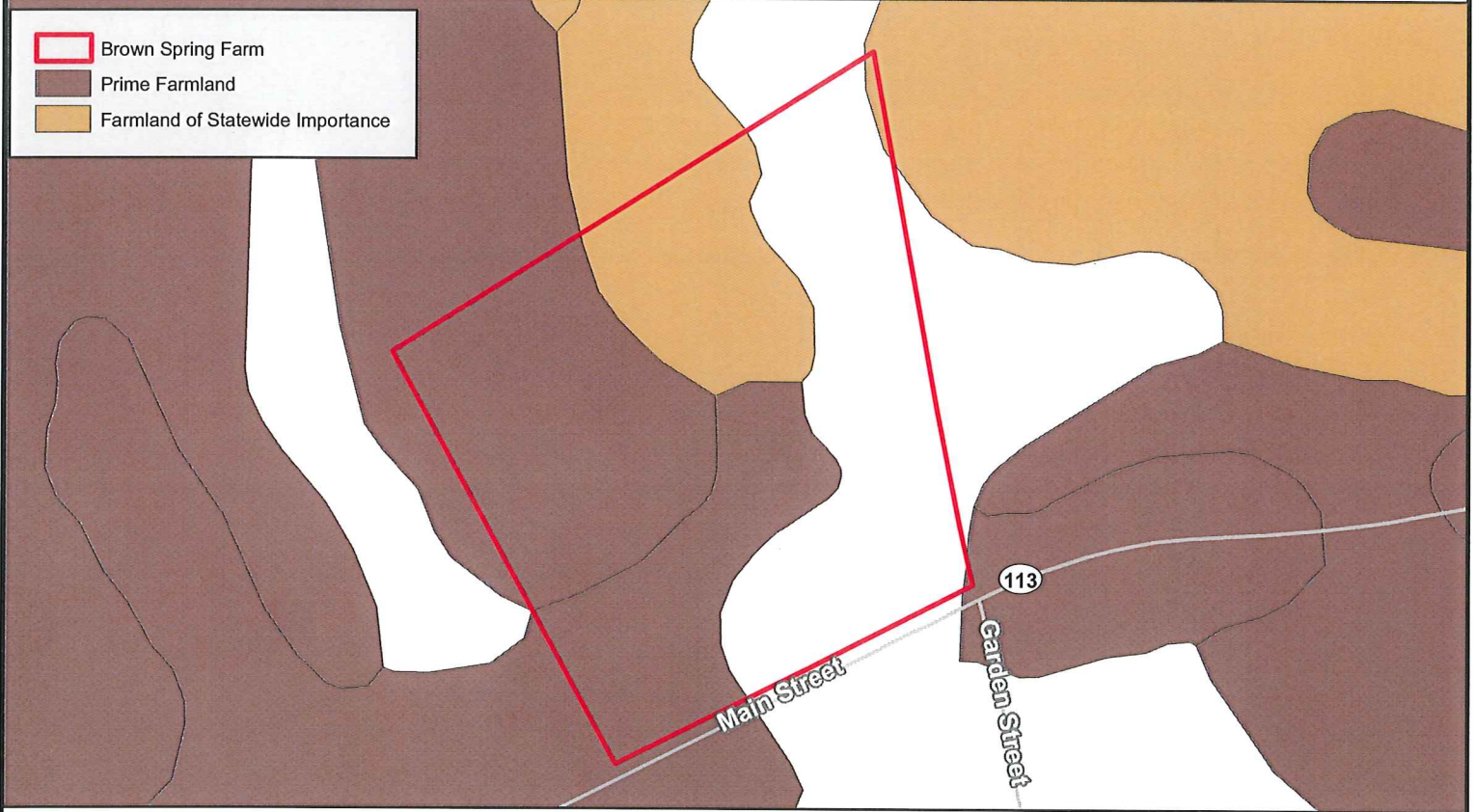
- Brown Spring Farm
- Greenbelt Properties
- Greenbelt CRs
- Conservation Restriction
- Agricultural Preservation Restriction
- Maudslay State Park (DCR)
- Other Protected Lands
- Town Boundary

Brown Spring Farm, West Newbury

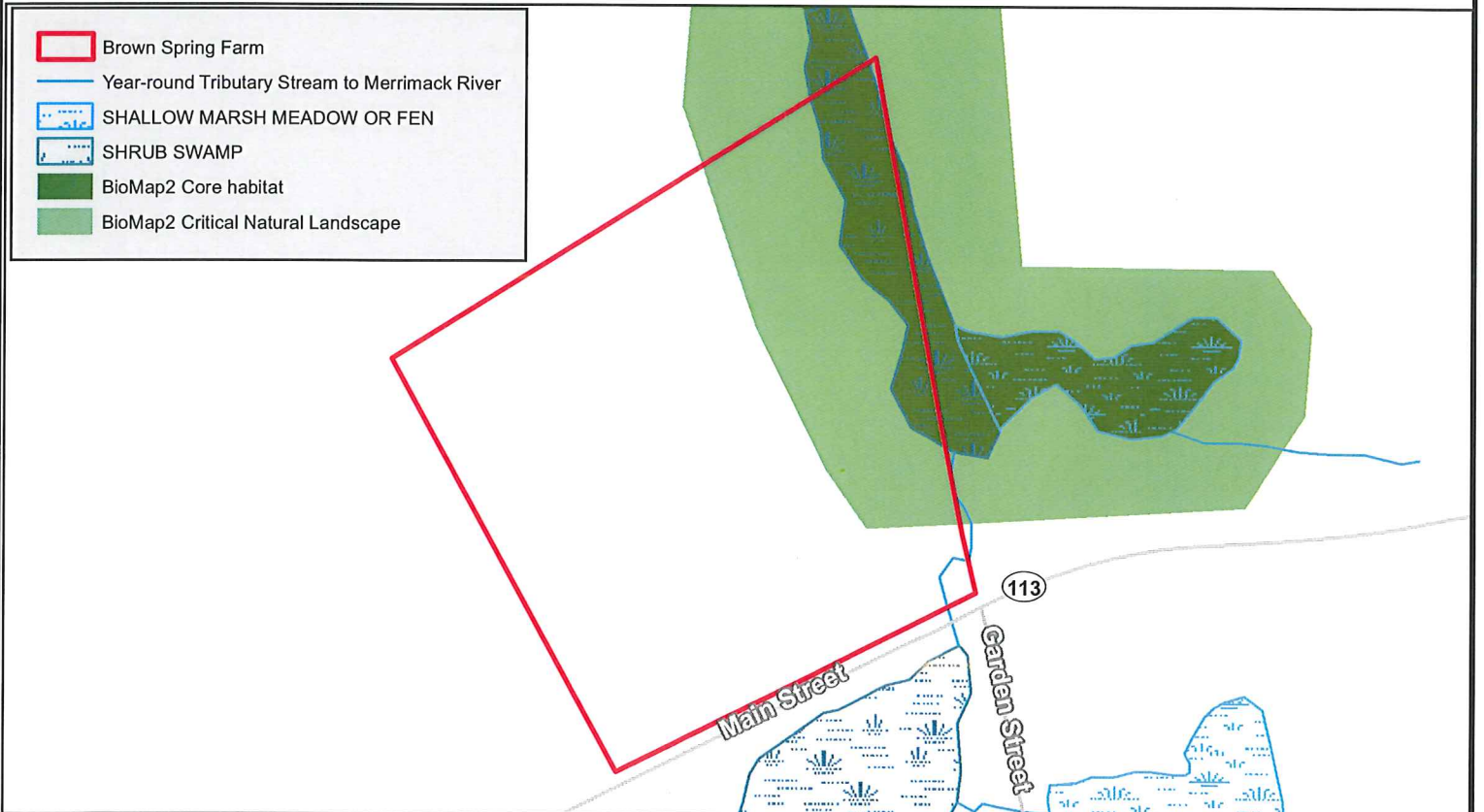


Property boundaries are approximate and based on estimated field data.
 NOT A SURVEY. Orthophotos 2013; 1:5,000. All other data from MassGIS. Map produced by Greenbelt, 22 March 2018

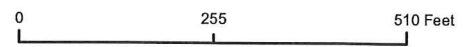
Brown Spring Farm, NRCS Farmland Soils

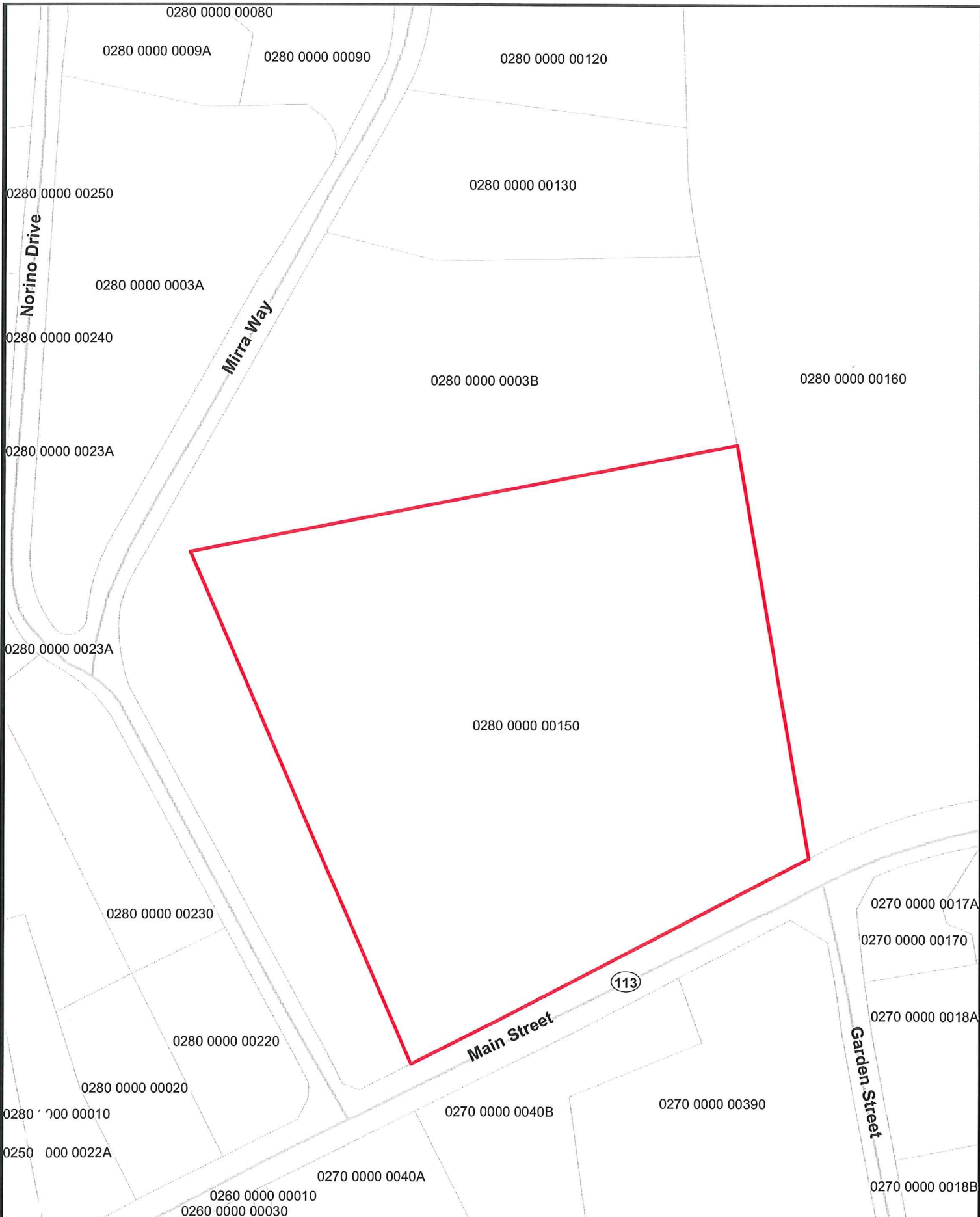


Brown Spring Farm, Water Resources



Property boundaries are approximate and based on estimated field data.
 NOT A SURVEY. Orthophotos 2013; 1:5,000. All other data from MassGIS. Map produced by Greenbelt, 22 March 2018





**Brown Spring Farm
Assessor's Map
866 Main Street**

0 150 300 Feet
 Map for illustrative purposes only. Boundaries are approximate and based on most currently-available assessor's data. 2013 Orthophotos; 1:5,000. All data other than Greenbelt properties from MassGIS. Map by Greenbelt, dated 9.17.18











**Town of West Newbury
Board of Selectmen**

Monday, December 3, 2018 @ 6pm
First Floor Hearing Room
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Chairman Kemper called the meeting to order at 6:01pm. Selectmen in attendance were Glenn A. Kemper, Chairman, Joseph H. Anderson Jr., and David W. Archibald.

Others in attendance were Town Manager Angus Jennings, Town Counsel Michael McCarron and Executive Administrator Mary Winglass.

Chairman Kemper moved to go into Executive Session under MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Second by Selectman Anderson with a unanimous roll call vote: Kemper – aye, Archibald – aye, Anderson – aye.

Chairman Kemper called the open session back to order at 6:33pm and made the following announcement: This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Unfortunately, shortly after making this statement, the Board was informed that there is a problem with the cable therefore the meeting is not being recorded tonight.

The Board of Selectmen held a joint meeting with the Finance Committee to review the following:

- A. Review of proposed reserve fund transfer of \$6,054.00 to pay insurance claim deductible

Town Manager Angus Jennings withdrew his request for a reserve fund transfer of \$6,054 for a 2011 insurance claim deductible that just came in from the Massachusetts Municipal Association. By the spring it will be clear whether a transfer is necessary for the Insurance and Bonds expense account.

Documentation: Memo from Town Manager dated November 30, 2018 and backup documentation

- B. Update on selection of new accounting and finance software

Town Manager Jennings explained that following a staff review of competitive platforms dating back to 2017, he signed a contract with Vadar Systems to provide the town's financial software and support. The signed contract was for \$25,000 which is almost half of what town meeting budgeted for at \$45,000 with a lower annual fee than what we are currently paying. The town has utilized Vadar's Property Tax Suite for years.

The plan is to convert to the new platform on July 1, 2019, the first day of FY20. Part of the transition will include a new chart of accounts modifying the account structure to allow a finer grain of budgeting.

Documentation: Memo from Town Manager dated November 30, 2018 with backup documentation

- C. Review and discussion of calendar for FY20 Budget process

The Board reviewed a draft FY20 budget calendar including the Finance Committee showing budget milestones and proposed dates.

Selectman Anderson moved to approve the FY20 Budget Calendar as proposed by the Town Manager. Second by Selectman Anderson. A discussion took place with questions from the Finance Committee with

the timeline to allow adequate time to vet the material. Town Manager Jennings expressed his desire to meet with the Finance Committee to discuss the changes this year at a meeting. Jennings explained that he will prepare a budget to the Finance Committee and Board of Selectmen after reviewing the raw numbers from each department. **Motion passed with a unanimous vote, 3-0-0.**

Documentation: FY20 proposed budget calendar

D. Continued review of Board Selectmen Budget Message for FY20 Budget
The Board reviewed the draft message/policy direction for FY20 budget and made a few amendments.

Selectman Anderson moved to approve the wording of the Board of Selectmen FY20 Budget Message/Policy direction with the amendment to remove the second bullet and sub bullets and grammatical changes. Second by Selectman Archibald with a unanimous vote, 3-0-0.

Documentation: Draft BOS FY20 Budget Message/Policy Direction

E. Working session regarding recommended Community Compact Financial Policies and recommended changes to current town financial policies
Town Manager Jennings reported on the status of consolidation of recommended community compact policies with existing financial policies, as amended. Jennings added that progress has been made working with the finance department.

Selectman Anderson suggested to work on a handful of policies tonight and to create a smaller working group to work on the remainder of the policies. Anderson proposed the review of the following policies tonight: Capital Planning, Debt Management, Financial Reserves, Forecasting, Investments and Other Postemployment Benefits Liability (OPEB).

Capital Planning

The purpose of this policy is to outline guidance for planning, reviewing and coordinating capital improvements. Adherence to this policy will help the town meet its capital needs despite limited resources.

Selectman Anderson moved to approve the Capital Planning Policy as amended. Second by Chairman Kemper with a unanimous vote.

Debt Management

This policy provides for the appropriate issuance and responsible use of debt and defines the parameters and provisions governing debt management.

Selectman Anderson moved to approve the Debt Management Policy as amended. Second by Chairman Kemper with a unanimous vote.

Financial Reserves

This policy helps the town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to and expending reserve funds.

Selectman Anderson moved to approve the Financial Reserves Policy as amended. Second by Chairman Kemper with a unanimous vote.

Forecasting

This policy assesses the range of choices available to budget decision makers when determining how to allocate resources.

Selectman Anderson moved to approve the Forecasting Policy. Second by Selectman Archibald with a unanimous vote.

Investments

All were in agreement to send this policy to the Investment Policy Committee for their input on the committee's involvement with the management of town funds.

Other Postemployment Benefits Liability (OPEB)

To ensure fiscal sustainability, this policy sets guidelines for a responsible plan to meet the Town's obligation to provide other postemployment benefits for eligible current and future retirees.

Selectman Anderson moved to approve the Other Postemployment Benefits Liability (OPEB) Policy. Second by Chairman Kemper with a unanimous vote.

Chairman Kemper moved to create a temporary policy review committee to make policy recommendations to the Board of Selectmen. Members on this committee are (1) from the Finance Committee, (1) from the Board of Selectmen and the Town Manager. Second by Selectman Archibald with a unanimous vote.

Chairman Kemper motioned to appoint Selectman Joe Anderson to the temporary policy review committee. Second by Selectman Archibald with a unanimous vote. The Finance Committee were in favor of Forbes Durey as the Finance Committee member on this committee.

Documentation: Recommended Community Compact Financial Policies and Town financial policies

Town Manager Updates:

F. Police Chief transition plan

Selectman Archibald moved to authorize the Town Manager to undertake and complete any and all issues regarding the retirement of Chief Reed and the transition to the interim Chief. Second by Chairman Kemper with a unanimous vote.

Selectman Archibald moved to authorize Sergeant Durand a 7.5% pay increase during the time of Interim Police Chief. Second by Chairman Kemper with a unanimous vote.

Swearing in ceremony for Sergeant Durand will be at 12pm on Friday, December 7th.

G. Follow up meeting assignments

H. Placing items for future agendas

Chairman Kemper moved to adjourn the meeting at 8:45pm. Second by Selectman Archibald with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Executive Administrator

L

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 FEB 28 PM 3:18

**Town of West Newbury Finance Committee
FY20 Budget Meeting Schedule
REVISED 2/28/19¹**

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

<u>Date/Time</u>	<u>Departments/Topics To Be Reviewed</u>	
Tuesday, Feb. 26th 7pm	Revenue Projections DPW Water Library	Town Clerk/Town Counsel Board of Registrars/Elections Planning Board Board of Appeals
Tuesday, March 5 th 7pm	Board of Health Board of Assessors Inspectional Services Council on Aging Finance Committee Conservation Commission	Harbormaster Historical Commission Moderator Cultural Council Cable Advisory Committee Community Center Committee
Tuesday, March 12 th 7pm	Police Department Dispatch Fire Department Animal Control Officer Emergency Management Agency Ambulance	Open Space Committee Essex County Retirement Health Insurance Insurance and Bonds Unemployment Compensation
Tuesday, March 19 th 7pm	Education Debt Service Town Manager Finance Department Selectmen Special Counsel Veterans' Services	Recreation Commission Mill Pond Committee Community Preservation Comm COLA Medicare (FICA) Transfers to Stabilization

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

¹ Revisions changed Community Preservation Committee review to March 19 (formerly March 12), and changed review of Insurance and Bonds, Retirement, Health Insurance and Unemployment to March 12 (formerly March 19).

MEETING MINUTES-**DRAFT** - WEST NEWBURY
FINANCE COMMITTEE

Date & Time: Tuesday February 26th, 2019 7pm

Location : 1910 Building 1st Floor Hearing Room

By: Gary L. Roberts Jr., Chairman, Forbes Durey, Brad Beaudoin, Laurie Zywiak, Jim Sperelakis, Nathan Kelly, Jessica Knezik

AGENDA

1. Call to Order
2. Public Comment, Public comment is limited to 2 minutes per resident for items on the agenda. The chair may allow for more time depending on number of residents seeking to participate.

None.

3. Late File Items

None.

4. Approval of minutes

Minutes from 2/11/19 6:0 approve

5. Department/Article review

Capital article votes will be delayed until the the CIC has a chance to review said articles. A general review of voting procedures including setting a recommended sunset date for each article was presented by Durey.

Why was the budget built on a 2% budgetary increase to homeowners factoring in increased revenue gains?

-The response was that this was the standard practice in local municipal financing. FinCom members asked if it would make more sense to try to build the budget based around a 2.5% increase exclusive of increased revenue gains.

The 4.4% proposed budget increase- how does this compare to previous years.

-This increase is less then last year around 5.5% but more then years prior to that.

DPW

Proposed budget increase 3.8%. Some factors responsible for the increase are: Non-union employees are receiving a pay raise, the new tree vendors fees which are significantly higher- owing to the increased cost of tree company insurances, \$10,000 for stormwater management planning required by the EPA.

Snow and ice expenditures is still underestimated at \$150,000.

Vote 5:1 to approve- Beaudoin dissents.

Articles(non-capital)

Emergency action plan for Mill Pond Dam

-It has been mandated by the State that the town develop a emergency action plan for the Mill Pond Dam. The DPW director does not feel like this is a task that can be handed in-house and has recommended retaining an outside engineering firm. McCarron noted that this may constitute an unfunded mandate and may be eligible for state assistance.

Vote 5:1 Beaudoin dissenting

Snow and Ice deficit article: \$110,000 to fund the snow and ice removal deficit(standard article)

Vote: 4:2 approve, Roberts, Kelly dissenting

Amendment to the Trench Excavation Bylaw.

This article seeks to streamline the permitting process for Trench Excavation in town, giving approval authority to the DPW director.

6:0 approve

Amend Street Opening Permits.

This article is similar to that for the Trench Excavation Bylaw change; it seeks to streamline the process for approving street opening permits giving DPW director authority to issue such permits.

6:0 approve

Water budget:

There was no discussion pertaining to the water departments proposed budget.

6:0 approve

Water Dept Articles.

Durey recused himself from discussion and left the room, as he is an abutter to the Brake Hill Tank project.

Two related articles: one to broaden the scope of use of \$1.7M in funds approved for the Brake Hill water tank to also include the chemical injection plant. The need for this is due to the fact that the bond for the project has already been closed and there is a 3-year window to use these funds. In addition to this 1.7M funding, another 1.2M is requested to fund the monetary short fall in both projects.

5:0:1 approve, Durey abstaining

Library budget.

No discussion for this item

6:0 approve

Town council budget.

There was some discussion as to why a special council was needed. The town manager felt like with some personnel issues having someone with more distance from the town's employees would be nice.

6:0 approve

New Optical Scanner article. \$5,500

The previous scanner is over 20 years old.

6:0 approve

Registrar Budget

The dept. will continue to submit for reimbursement from the state for early voting.

6:0 approve

Planning Board.

Proposed budget requests a 20% increase. Changes include addition of 6 hrs/week administrative assistant. The assistant would free the town planner up to work on more proactive roles with town planning. The town manager also felt like increased pay for the town planner is warranted based on her qualifications. Durey asked for a definition of "the market" for competitive salary ranges. The Town Planner and Town Manager replied that the market was based on national averages and a 2016 study. Durey asked if they reviewed Town Planner salaries for Groveland, Georgetown, or Merimac; the answer was "no." It was asked what other projects the town planner would focus on if they had more time. The planner replied that she has been so busy that she hasn't had time to think about it. She noted that in the past, she had received a grant for a city center study(septic), but found that there was not support for the project from the townspeople. Durey inquired whether the Board had addressed the Finance Committee's FY2019 Budget Review recommendation that the Board review and adjust/increase their Fee schedule to offset their FY2019 budget increases. The Fees were described by the Town Planner as "nominal" and said that there had been no effort to review or adjust fees. Durey again suggested that the Board do the same to address their 20% budget increase request for FY20.

4:2 approve Durey, Beaudoin dissenting

Planning Board Articles

Open space preservation development amendment.

This article was originally presented at the previous town meeting and pulled over language as it pertains to affordable housing. The new language clarifies for the planning board as well as developers how bonus units are calculated.

6:0 approve

Large Scale Ground Mounted Solar Photovoltaic Installation overlay district amendment. The biggest changes from the previous form presented last year were removal of the special permit requirements and the setbacks were reduced to 150 feet.

6:0 approve

Zoning Board of Appeals budget. Budget is largely unchanged

6:0 approve

Jennings concluded the meeting with a review of expected revenues and how those may impact the tax rate. The assessed valuation change for FY19 was \$52 million dollars as opposed to \$18 million in FY18. Of note however is the FY20 is a re-evaluation year so property valuations are expected to jump again. While Jennings noted that this increase valuation does help lower the tax rate, this does not necessarily lower the tax bills residents are expected to pay.

6. Communications

7. Adjournment

Subject: Questions for 2/26 meeting
From: Jessica Knezek <jesscrotty@hotmail.com>
Date: 2/25/2019, 5:18 PM
To: Gary Roberts <g@robertsmotorparts.com>

Hi Gary,

My questions for Angus are below. Thanks for facilitating.

Best,

Jessica

- First of all, thanks for the helpful video and presentation. I also appreciate the dropbox folder structure, it makes things easier to navigate.
- 1) • First a few broad/overall questions. Why was the budget built based on a 2% impact to the average household above and beyond our increasing revenues? I'm curious about why we don't aim to budget within our revenue increases? That would still leave us room to increase the budget overall by almost 2.5%.
- 2) • How does the 4.4% overall increase compare to past years? How does this compare to similar towns?
- 3) • If we had built the budget using a "maintenance" view instead (meaning all service levels were maintained at the same level as last year, with no "nice to haves" added), what do you think the % increase would be overall?
- 4) • You note in your presentation that 65% of the budget increase is from fixed costs. 35% of the increases are coming from non-fixed costs. Can you discuss some of the larger non-fixed costs overall?
- 5) • Can you discuss how the non-property tax revenues were projected? I only see through FY19 in the appendix (not FY20 projections)?
- 6) • Same question for property tax increases.
- 7) • Why does it say we have a \$110K snow and ice deficit when only \$85K has been expended YTD?
- Thanks for bearing with me as I get up to speed!

AV

This email has been checked for viruses by AVG antivirus software.
www.avg.com

Notes re Jessica Knezek's Budget Questions 2/25/19

1. A) The methodology is common in municipal budgeting. Non-property tax revenues ("local receipts") are a direct input into the Recap sheet prepared for and certified by DOR every year, so it is accurate to say that every dollar increase in local receipts is one dollar that doesn't need to be raised through property taxes. The Dec. 3 Board of Selectmen budget policy direction called for an increase to the average taxpayer of not more than 2%, and the proposed budget meets that goal. B) The estimated increase in local receipts is \$210,968. The amount of proposed increase in "known or fixed" costs is \$447,117. This increase could not be absorbed within the projected increase in local receipts.
2. A) The proposed increase of 4.4%. The increase from FY18 to FY19 was \$732,742 (5.15%) and this (in my opinion) understated the amount of the increase because the School Stabilization transfer of \$513,000 (an increase of \$37,100 from prior year) was funded by "raise and appropriate" but was not included in the adopted expense budget, so are not reflected in the 5.15% increase. The expense budget increase from FY17 to FY18 was \$405,954 (2.94%). The expense budget increase from FY16 to FY17 was \$280,939 (2.07%). The expense budget increase from FY15 to FY16 was \$459,087 (3.51%). B) We do not have data at this time to compare proposed increase to other towns.
3. The only proposed funds I'm aware of as "nice to haves" are the proposed costs to support the production and mailing of two town newsletters annually (est. cost. \$8,500); and some proposed merit/longevity pay increases. In order to reduce the budget significantly, cuts would need to be made to: level of service; and/or employee head count or hours; and/or transfers to stabilization. (Sample newsletters online [here](#), see esp. 2016, 2017 and spring 2018).
4. See below:

Amount of proposed increase (above "fixed" increases):	\$	237,591
Comprised of:		
Transfers to Stabilization:	\$	145,800
Non-Union personnel costs (est.):	\$	39,565
Fire Dept:	\$	17,417
Special Counsel:	\$	12,000
Highway, sidewalks & trees:	\$	10,000
Stormwater management:	\$	10,000
DPW expenses:	\$	4,332
Planning Board mtg minutes:	\$	3,000
Veterans' Agent:	\$	2,720
Assessor stipend:	\$	2,400
Audit:	\$	2,000
Library expenses:	\$	1,500
		\$ 250,734
	Remaining:	\$ (13,143)

Note: Sum of selected line item increases exceeds total amount, because some increases are offset by decreases elsewhere in department budgets.

Also, 52.4 weeks instead of 52.2 weeks translates to a budget impact of approx. \$5,671.

5. Projected increases in local receipts are included in the budget appendix (pp. 2-3 of 6). Projections based on prior trends, and adjusted for known factors (i.e. increased interest rates and investment returns; increased building permit fees approved August 2018, etc.)
6. Projected increases in new growth are included in the budget appendix (pg. 5 of 6), and are based on average of FY15-19. This is intended to be conservative (based on the amount of new development now underway).
7. This number is a “ceiling” and is expected to be reduced prior to Town Meeting. A conservative number was proposed because, once warrant posted, number cannot increase.

Supplemental Backup Materials for FinCom meeting on 2/26/19



**TOWN OF WEST NEWBURY
FY20 BUDGET
PROPOSED BY TOWN MANAGER
FEBRUARY 19, 2019**

Name	FY17 Actual	FY18 Actual	FY19 Budget	FY20 DH/BCC Proposed	FY20 TM Proposed	FY20 Change	
						\$	%
General Government							
MODERATOR	0	220	260	260	260	0	0.0%
SELECTMEN	73,373	78,418	15,000	86,840	15,600	600	4.0%
TOWN MANAGER	0	0	331,029	206,500	288,470	(42,559)	-12.9%
FINANCE DEPARTMENT	368,397	403,547	204,142	316,769	251,190	47,048	23.0%
FINANCE COMMITTEE	16,701	8,400	62,800	62,800	61,000	(1,800)	-2.9%
BOARD OF ASSESSORS	150,003	159,413	165,244	172,661	175,983	10,739	6.5%
SPECIAL COUNSEL	0	0	0	15,000	12,000	12,000	
TOWN CLERK/TOWN COUNSEL	115,857	118,358	126,899	127,049	127,110	211	0.2%
BOARD OF REGISTRARS/ELECTIONS	9,972	7,635	14,575	12,050	12,050	(2,525)	-17.3%
CONSERVATION COMMISSION	28,328	31,024	32,197	32,197	32,450	253	0.8%
PLANNING BOARD	45,535	49,938	52,818	63,213	63,613	10,795	20.4%
BOARD OF APPEALS	1,169	1,410	1,500	1,500	1,400	(100)	-6.7%
OPEN SPACE COMMITTEE	836	121	750	750	750	0	0.0%
CABLE ADVISORY COMMITTEE	0	0	0	0	0	0	
Public Safety							
POLICE DEPARTMENT	885,950	943,632	1,104,551	1,169,149	1,175,149	70,598	6.4%
FIRE DEPARTMENT	265,123	278,252	287,804	303,014	305,221	17,417	6.1%
AMBULANCE SERVICE	0	0	0	0	0	0	
INSPECTION DEPARTMENT	123,860	126,238	137,160	142,568	142,890	5,730	4.2%
EMERGENCY MANAGEMENT	9,850	11,011	11,166	11,011	11,324	158	1.4%
ANIMAL CONTROL OFFICER	20,000	21,500	23,460	27,175	24,050	590	2.5%
HARBORMASTER	0	0	6,000	0	2,000	(4,000)	-66.7%
PUBLIC SAFETY DISPATCH	247,752	249,405	308,508	317,605	317,605	9,097	2.9%
EDUCATION	7,537,407	7,777,197	8,074,422	8,289,712	8,342,005	267,583	3.3%
Department of Public Works							
DPW	1,200,766	1,206,266	1,109,847	1,154,179	1,151,826	41,979	3.8%
Human Services							
BOARD OF HEALTH	421,427	444,536	533,328	528,966	537,186	3,858	0.7%
COUNCIL ON AGING	74,400	80,942	82,796	94,549	92,450	9,654	11.7%
COMMUNITY CENTER	0	6,000	6,000	0	0	(6,000)	-100%
VETERANS	25,560	25,449	35,238	33,558	33,557	(1,681)	-4.8%
LIBRARY	337,478	346,506	354,018	357,751	361,267	7,249	2.0%
RECREATION	13,231	12,942	22,794	25,100	20,500	(2,294)	-10.1%
CULTURAL COUNCIL	70	76	100	100	100	0	0.0%
HISTORICAL COMMISSION	0	302	500	500	500	0	0.0%
Debt Service							
DEBT SERVICE	737,350	511,000	369,000	372,814	372,814	3,814	1.0%
Benefits							
ESSEX COUNTY RETIREMENT FUND	533,246	555,396	641,424	666,959	666,959	25,535	4.0%
UNEMPLOYMENT COMPENSATION	0	0	1	1	1	0	0.0%
EMPLOYEES' HEALTH INSURANCE	297,635	378,958	422,570	439,473	469,397	46,827	11.1%
MEDICARE INSURANCE (FICA)	41,979	43,774	45,525	50,000	48,279	2,754	6.0%
INSURANCE AND BONDS	155,602	161,365	170,000	174,250	172,832	2,832	1.7%
TRANSFERS OUT - STABILIZATION	107,216	779,122	615,000	821,800	760,800	145,800	23.7%
EXPENSE BUDGET TOTAL	13,846,074	14,818,351	15,368,426	16,077,823	16,050,588	682,162	4.4%



**TOWN OF WEST NEWBURY
FY20 BUDGET
PROPOSED BY TOWN MANAGER
FEBRUARY 19, 2019**

Name	FY17 Actual	FY18 Actual	FY19 Budget	FY20 DH/BCC Estimated	FY20 TM Estimated	FY20 Change	
						\$	%
Revenues							
<i>Local Receipts:</i>	1,255,806	1,305,148	1,120,432	1,298,300	1,331,400	210,968	18.8%

Projected New Revenues

	FY20
Projected <u>New</u> Non-Tax Revenues	210,968
Projected <u>New</u> Growth Revenues ¹	164,473
Total Projected New Revenues	375,441

Estimated Taxpayer Impact Summary

2% of FY19 expense budget:	\$ 307,369
+ Est. FY20 New Growth:	\$ 164,473
+ Est. FY20 Add'l Local Receipts (non property tax revenues):	\$ 210,968
Amount FY20 Expense Budget can increase w est. 2% taxpayer impact:	\$ 682,810
Proposed increase (TM budget):	682,162
Proposed over/under:	\$ (647)

Local Receipts: Estimated and Actual, FY14-FY18, Estimated and YTD FY19, Estimated FY20

	<u>6/30/2014</u>	<u>6/30/2015</u>	<u>6/30/2016</u>	<u>6/30/2017</u>	<u>6/30/2018</u>	<u>Average</u>	<u>2019 Estimate</u>	<u>2018 Est</u>
Motor Vehicle	\$ 640,052	\$ 665,622	\$ 691,907	\$ 734,824	\$ 774,583	\$ 701,397	\$ 701,400	\$ 700,000
Other Excise	\$ 2,083	\$ 2,027	\$ 1,829	\$ 1,909	\$ 2,311	\$ 2,032	\$ 2,032	\$ 1,500
Pen & Int Taxes & Excise	\$ 61,117	\$ 42,727	\$ 42,297	\$ 39,633	\$ 46,203	\$ 46,395	\$ 39,000	\$ 35,000
PILOT	\$ 10,292	\$ 10,020	\$ 13,209	\$ 12,218	\$ 5,778	\$ 10,303	\$ 5,000	\$ 10,000
Rentals	\$ 145,976	\$ 151,762	\$ 138,666	\$ 148,620	\$ 161,255	\$ 149,256	\$ 145,000	\$ 145,000
Other Dept Rev	\$ 19,368	\$ 31,739	\$ 18,946	\$ 59,118	\$ 65,009	\$ 38,836	\$ 38,000	\$ 50,000
Lic & Permits	\$ 197,550	\$ 199,487	\$ 244,413	\$ 175,404	\$ 156,494	\$ 194,670	\$ 130,000	\$ 175,000
Fines & Forfeits	\$ 25,859	\$ 22,075	\$ 23,908	\$ 16,473	\$ 17,278	\$ 21,118	\$ 10,000	\$ 5,600
Invest Income	\$ 15,227	\$ 26,844	\$ 35,191	\$ 40,881	\$ 43,846	\$ 32,398	\$ 40,000	\$ 40,000
Misc Recurring	\$ 1,394	\$ 4,348	\$ 3,168	\$ 13,931	\$ 29,304	\$ 10,429	\$ 10,000	\$ 10,000
Misc Non-recurring	\$ 63,517	\$ 2,223	\$ 12,802	\$ 12,795	\$ 3,089	\$ 18,885	\$ -	\$ -
Total	\$ 1,182,435	\$ 1,158,874	\$ 1,226,336	\$ 1,255,806	\$ 1,305,148	\$ 1,225,720	\$ 1,120,432	\$ 1,172,100

Change in estimated local receipts, FY18 to FY19 (proposed):	\$ (51,668)
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Local Receipts: Esti							
	<u>2019 YTD</u>	<u>2019 (%)*</u>	<u>Five Year</u>		<u>2020 Estimate</u>	<u>2020 Estimate</u>	<u>Change FY19-</u>
			<u>Rolling</u>	<u>90% of Five</u>	<u>(Town Acct)</u>	<u>(Town Mgr)</u>	<u>20</u>
			<u>Average</u>	<u>year Rolling</u>			
Motor Vehicle	\$ 193,628	27.6%	\$ 701,397	\$ 631,258	\$ 790,000	\$ 790,000	\$ 88,600
Other Excise	\$ 2,179	107.2%	\$ 2,032	\$ 1,829	\$ 2,000	\$ 2,100	\$ 68
Pen & Int Taxes & Excise	\$ 22,600	57.9%	\$ 46,395	\$ 41,756	\$ 45,000	\$ 40,000	\$ 1,000
PILOT	\$ 7,295	145.9%	\$ 10,303	\$ 9,273	\$ 10,300	\$ 10,300	\$ 5,300
Rentals	\$ 88,837	61.3%	\$ 149,256	\$ 110,344	\$ 140,000	\$ 140,000	\$ (5,000)
Other Dept Rev	\$ 11,287	29.7%	\$ 38,836	\$ 34,952	\$ 20,000	\$ 18,000	\$ (20,000)
Lic & Permits	\$ 139,483	107.3%	\$ 194,670	\$ 175,203	\$ 220,000	\$ 220,000	\$ 90,000
Fines & Forfeits	\$ 7,325	73.3%	\$ 21,118	\$ 19,007	\$ 15,000	\$ 15,000	\$ 5,000
Invest Income	\$ 45,185	113.0%	\$ 32,398	\$ 29,158	\$ 70,000	\$ 70,000	\$ 30,000
Misc Recurring	\$ 28,012	280.1%	\$ 10,429	\$ 9,386	\$ 26,000	\$ 26,000	\$ 16,000
Misc Non-recurring	\$ 14,160		\$ 18,885	\$ 16,997	\$ -	\$ -	\$ -
Total	\$ 559,991	50.0%	\$ 1,225,720	\$ 1,079,162	\$ 1,338,300	\$ 1,331,400	\$ 210,968

*As of 2/12/2019

62.1%

Town-wide Assessed Value and Tax Rate, Town of West Newbury, FY10-FY19						
Valuation					Tax Rate	
<u>Fiscal</u>	<u>Personal</u>		<u>Change from</u>			<u>Change</u>
<u>Year</u>	<u>Real Estate</u>	<u>Property</u>	<u>Total</u>	<u>Prior Year (\$)</u>	<u>Tax Rate</u>	<u>from Prior</u>
						<u>Year (\$)</u>
FY19	\$ 930,604,678	\$ 15,814,620	\$ 946,419,298	\$ 51,921,537	14.57	0.01
FY18	\$ 879,689,741	\$ 14,808,020	\$ 894,497,761	\$ 18,301,099	14.56	0.01
FY17	\$ 860,056,662	\$ 16,140,000	\$ 876,196,662	\$ 25,148,058	14.55	-0.08
FY16	\$ 835,613,644	\$ 15,434,960	\$ 851,048,604	\$ 77,094,539	14.63	-1.06
FY15	\$ 759,339,475	\$ 14,614,590	\$ 773,954,065	\$ 28,528,882	15.69	-0.11
FY14	\$ 727,095,893	\$ 18,329,290	\$ 745,425,183	\$ 13,323,443	15.80	0.05
FY13	\$ 714,051,310	\$ 18,050,430	\$ 732,101,740	\$ 9,983,438	15.75	0.92
FY12	\$ 709,535,482	\$ 12,582,820	\$ 722,118,302	\$ (26,816,219)	14.83	1.15
FY11	\$ 736,222,201	\$ 12,712,320	\$ 748,934,521	\$ (15,020,181)	13.68	0.76
FY10	\$ 752,225,582	\$ 11,729,120	\$ 763,954,702	n/a	12.92	
			Avg (FY15-FY19)	\$ 40,198,823		
			Avg (FY14-FY18)	\$ 32,479,204		
			Avg (FY14-FY15, FY17-FY18)	\$ 21,325,371		

Source: Angus Jennings, Town Manager. WORKING DRAFT of 1/10/19

Certified New Growth, Town of West Newbury, FY10-FY19

<u>Fiscal Year</u>	<u>Total</u>	<u>Percent of Total Value</u>
FY19	\$ 110,872	0.80%
FY18	\$ 108,503	0.83%
FY17	\$ 286,282	2.23%
FY16	\$ 188,281	1.41%
FY15	\$ 128,427	1.05%
FY14	\$ 129,296	1.10%
FY13	\$ 233,322	2.15%
FY12	\$ 147,554	1.49%
FY11	\$ 145,926	1.51%
FY10	\$ 95,256	1.03%

Avg (FY15-FY19)	\$ 164,473	1.26%
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Est. Tax Revenues from Increased Valuations

<u>Fiscal Year</u>	<u>Total</u>	<u>Net of New Growth</u>
FY19	\$ 756,497	\$ 645,625
FY18	\$ 266,464	\$ 157,961
FY17	\$ 365,904	\$ 79,622
FY16	\$ 1,127,893	\$ 939,612
FY15	\$ 447,618	\$ 319,191
FY14	\$ 210,510	\$ 81,214
FY13	\$ 157,239	\$ (76,083)
FY12	\$ (397,685)	\$ (545,239)
FY11	\$ (205,476)	\$ (351,402)
FY10		

Avg (FY15-FY19)	\$ 592,875	\$ 428,402
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Source: MA DOR LA13ss, FY10-FY19

TOWN OF WEST NEWBURY

Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Accoun	FY17	FY18	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	Proposed Change	
	Expended	Expended		\$	%		\$	%		\$	%
					62.1%						
DEPARTMENT OF PUBLIC WORKS											
DPW Salaries & Wages	412,750	427,280	434,243	266,479	61.4%	434,243	0		444,930	10,687	2.5%
DPW Overtime Wages	6,418	6,082	10,404	2,500	24.0%	10,404	0		10,404	0	0.0%
Personnel (Manager)							0		12,960	12,960	
Snow & Ice Removal	298,822	234,083	150,000	85,818	57.2%	150,000	0		150,000	0	0.0%
Town Bldgs Operating Expenses	155,499	196,390	96,400	80,839	83.9%	96,400	0		96,400	0	0.0%
Town Bldgs Improvements	47,185	51,000	51,000	44,552	87.4%	51,000	0		51,000	0	0.0%
Street/Paving Repairs	70,000	70,000	70,000	-	0.0%	70,000	0		70,000	0	0.0%
Highway, Sidewalk & Trees	134,733	140,000	140,000	36,347	26.0%	150,000	10,000		150,000	10,000	7.1%
DPW Vehicle Allowance	6,000	6,000	6,000	2,225	37.1%	6,000	0		6,000	0	0.0%
DPW Expenses	4,164	4,615	4,800	3,773	78.6%	9,132	4,332		9,132	4,332	90.3%
Parks Expense	14,708	14,042	15,000	-	0.0%	15,000	0		15,000	0	0.0%
Public Street Lights	3,840	5,667	13,000	3,724	28.6%	13,000	0		7,000	(6,000)	-46.2%
Electricity			70,000	32,311	46.2%	70,000	0		70,000	0	0.0%
Road Machinery Operating Expen	46,647	51,107	49,000	36,351	74.2%	49,000	0		49,000	0	0.0%
Engineering consultants						20,000	20,000		-	0	
Stormwater management						10,000	10,000		10,000	10,000	
420 Total Department of Public Works	1,200,766	1,206,266	1,109,847	594,919	53.6%	1,154,179	44,332	4.0%	1,151,826	41,979	3.8%
TOTAL PUBLIC WORKS:	1,200,766	1,206,266	1,109,847	594,919	53.6%	1,154,179	44,332	4.0%	1,151,826	41,979	3.8%

Notes

Dept. Head proposed DPW budget for FY20 does not include cost increases likely to result from ongoing negotiations of new Highway Union Contract.

TM budget recommends a placeholder amount be carried in proposed budget to pay potential future contractual increases (2.5% added to salaries & wages).

Increased Highway, Sidewalk and Tree budget due to DEP mandated testing and disposal of materials from catch basin cleaning and increased tree vendor costs.

In the past, materials from catch basin cleanings were added to pile behind recycling center; per DEP requirements materials must be tested and disposed of.

Former tree contractor no longer operating; now cost is 3x higher. Used to cost \$1,500/day; current rates more like \$4,000/day.

Increased Expense Line 5400 due to MCPPO training, OSHA training and materials, other training; phone expenses.

Public Street Lights: TM recommends reduced budgeting based on prior years' expenditures.

New expense categories result from new unfunded mandates from DEP and EPA for dam study (due 12/31/19) and MS4 (stormwater) General Permit requirements.

EPA dam study a one-time expense so proposed as a Warrant Article.

The MS4 costs will be recurring expenses so are included in operating budget rather than as a warrant article.

MS4 regulatory compliance; report prep; stormwater outfall testing; mapping etc.

Snow & Ice proposed at same budget level as FY19.

Snow & Ice Avg. Expenditures FY08-FY18 \$221,531

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Accoun	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	Proposed Change	
				\$	%		\$	%		\$	%
					62.1%						
CULTURE & RECREATION											
Library Salaries & Wages	243,193	248,016	255,518	147,595	57.8%	257,751	2,233		261,267	5,749	2.2%
Library Expense	32,288	32,491	32,500	28,839	88.7%	33,000	500		33,000	500	1.5%
Library Books and Periodicals	61,997	65,999	66,000	41,769	63.3%	67,000	1,000		67,000	1,000	1.5%
610 Total Library	337,478	346,506	354,018	218,204	61.6%	357,751	3,733	1.1%	361,267	7,249	2.0%

Notes

Budget takes into account anticipated hire of new Director (current Director retiring 6/30/19).

FY20 Budget – Town of West Newbury

Library Detail

Materials and Expenses:

FY17 Expended: 99.96% of the budget was expended.

FY18 Expended: 98.70% of the budget was expended. We turned back 2,883 in the salary line because of staff transition in the fall of 2017.

FY19 Expenses: The biggest expense is our MVLC (Merrimac Valley Library Consortium) membership. In addition, under our multi-year technology plan, our 12 computers are being replaced in rotation. The newest computers are 2011; the oldest are 2008. We have replaced two and plan on replacing at least one more. It is essential that we have the technology to support our services to the community.

FY20 Expenses and Materials Request: It is important for state record keeping to have two separate budget lines for Expenses and Materials. For purposes of being on the warrant at Town Meeting, we need to have 3 accounts.

We are requesting 33,000.00 for Expenses. The level of our consortium membership operating assessment has been assessed at 25,000.

We are requesting 67,000.00 for Materials. We are required to spend approximately 19.5 per cent of our total Municipal appropriation on Materials. The materials have been broken down into 6 sub- categories.

We are, continuing in FY20, to replace 3 computers.

The total FY20 request is just a 1% increase over last year's approved budget.

Salary and Wage:

The Library is requesting a raise of \$1.70 each for the two 10 hour library assistant positions. One has worked just over 10 years; the other for more than 5 years. They are scheduled for 10 hours a week but cover vacations, sick days, and Saturdays.

The Library is also requesting a small raise of \$1.00 for the 27 hour position. In the last two years, this position of the 27 hour staff librarian has had turnover three times due to the low pay. The current staff member holding this position has more than 10 years of experience in libraries and the library has benefitted greatly by this experience. The increases for all three bring these positions equal to their midpoint hourly rate per Town of West Newbury Employee Compensation Policy FY19 guidelines for salary ranges.

As approved at a prior Town Meeting by the voters, the additional figure of \$3000.00 is for Saturday, vacation, and sick-time coverage.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Accoun	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	Proposed Change	
				\$	%		\$	%		\$	%
					62.1%						
Town Clerk Salary & Wages	104,920	106,914	111,924	65,451	58.5%	111,924	0		115,010	3,086	2.8%
Operation of Fax/Photo Machine	5,380	4,992	5,500	2,922	53.1%	5,650	150		5,650	150	2.7%
Town Clerk's Expenses	5,556	6,452	9,475	1,425	15.0%	9,475	0		6,450	(3,025)	-31.9%
161 Total Town Clerk	115,857	118,358	126,899	69,798	55.0%	127,049	150	0%	127,110	211	0.2%
Town Clerk Compensation	150	150	150	75	50.0%	150	0		150	0	0.0%
Bd of Registrars Salary & Wages	4,716	2,023	5,400	3,593	66.5%	4,400	(1,000)		4,400	(1,000)	-18.5%
Bd of Registrars Expenses	5,107	5,463	9,025	4,994	55.3%	7,500	(1,525)		7,500	(1,525)	-16.9%
162 Total Registrars	9,972	7,635	14,575	8,661	59.4%	12,050	(2,525)	-17.3%	12,050	(2,525)	-17.3%

Notes

Proposed Town Clerk/Counsel expense budget reduced by \$3k due to proposal to obtain special counsel.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Accoun	FY17	FY18	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	Proposed Change	
	Expended	Expended		\$	%		\$	%		\$	%
					62.1%						
Planning Bd Salary & Wages	39,917	46,197	47,634	26,869	56.4%	57,990	10,356		55,390	7,756	16.3%
Planning Bd Expenses	4,111	2,197	3,600	1,501	41.7%	3,600	0		6,600	3,000	83.3%
MVPC Assessment	1,507	1,545	1,584	1,583	100.0%	1,623	39		1,623	39	2.5%
175 Total Planning	45,535	49,938	52,818	29,953	56.7%	63,213	10,395	19.7%	63,613	10,795	20.4%

Notes

Includes proposed 6 hrs/wk admin asst; and increase in costs for contracted minutes taker based on actual costs.
DH proposed budget included cost for meeting minutes in wages; Town Manager budget transfers this cost (\$3,000) to expenses.
Minutes prepared by outside contractor; not considered wages.
Proposal also includes proposed pay increase to Town Planner based on review of industry standard and comp communities.

West Newbury Planning Board - Budget Narrative FY20

<u>Mission Statement – FY20</u>	<u>Programmatic Goals – FY20</u>
<ol style="list-style-type: none"> 1. Execute responsibilities under Massachusetts General Laws. 2. Manage growth to best preserve the rural character of West Newbury. 3. Maintain and improve roadway aesthetics. 4. Protect tracts of open space, link these by greenways, and support the development of an interconnected multi-use trail system. 5. Support a range of housing options for people of varying age and income levels. 6. Encourage development which minimizes sprawl. 	<ol style="list-style-type: none"> 1. Incorporate principles above during review, permitting and administration of projects and while analyzing existing bylaws. 2. Recommend updates and improvements to zoning bylaws and subdivision regulations. Continue discussions regarding future Zoning Amendments to the Open Space Preservation Development and Inclusionary Housing Bylaws. Explore options for alternative housing arrangements. 3. Pursue long-term planning efforts. Continue to discuss and review improvements in the Business District. 4. Work with Town boards to coordinate, simplify, and clarify procedures and regulations. 5. Pursue Grant Opportunities. 6. Identify additional resources to consult with in town planning matters and bylaw updates. 7. Continue to develop efficiencies in the office to respond to increasingly more complex projects, applications, and bylaw/zoning issues.

Current Level of Services Provided and Departmental Needs

The Town Planner is responsible for assisting the Town in executing its land use goals and policies, including supporting the Planning Board with permitting and planning efforts, advising other Town Boards and Committees as needed, serving as liaison between the Town and other governmental agencies on land use matters, grant writing, and providing technical assistance to the public and development community. The Town Planner is also responsible for administration of the day to day activities of the Planning Board office which typically includes: meeting preparation and close-out, compliance with State and local planning and zoning regulations, billing and payroll, filing, copying, correspondence, budget preparation, fielding calls, meeting with the public and developers, supervising administrative staff and engineering consultants and updating the file organization system.

The Planning Board has seen an increase in the number and complexity of development projects over the past few years such as Drakes Landing, Follinsbee Lane, Sullivans Court, potential re-developments of larger tracts (Beaucher Property and Brown Spring Farm), and several Special Permits for Common Driveways and Reduced Frontage, to name a few. Such projects require significant amounts of the Town Planner’s time and attention. The Board also continues to work with the Town Planner on planning and zoning projects when time permits and to keep its website current. Up to date knowledge of planning tools and trends is essential and the Town Planner maintains memberships with the American Planning Association (APA), the Massachusetts Association of Planning Directors (MAPD), the MVPC Planners Group and the MVPC Comprehensive Economic Development Strategy Committee and is certified by the American Institute of Certified Planners (AICP). All the while, efficiency and productivity in running the office needs to be maintained.

Activity level in the office continues to be high. The Planning Office lost the benefit of periodic administrative support from the Finance Department in July 2017. It hired a Recording Secretary in 2017. It also enlisted a Tax Work-off Program Participant in 2018, who fulfills basic administrative needs. In FY19 the Planning Board sought funding for a part time Administrative Assistant to assume more complex administrative tasks on a regular basis,

but was unsuccessful. There continues to be a need for a part time Administrative Assistant for the reasons noted above, therefore the Board has requested a 6-hour per week, part-time Administrative Assistant Grade 4 position at \$20 per hour or such grade/rate that the Town determines is fair. The Planning Board also requests an hourly rate increase for the Town Planner to better align with those of other Town Department Heads and planner salaries in similar Towns (as reported in the 2016 APA Salary Survey).

Please see the FY18 Annual Report for a more detailed description of Planning's recent undertakings.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Accoun	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	Proposed Change	
				\$	%		\$	%		\$	%
					62.1%						
ZBA Salary & Wages	1,000	1,000	1,000	500	50.0%	1,000	0		1,000	0	
ZBA Expenses	169	410	500		0.0%	500	0		400	(100)	
176 Total Board of Appeals	1,169	1,410	1,500	500	33.3%	1,500	0	0%	1,400	(100)	-6.7%

RECEIVED
TOWN CLERK
WEST NEWBURY, MA

MEETING AGENDA

2019 FEB 22 AM 10: 58

BOARD OR COMMITTEE: Capital Improvement Committee

Date: Wednesday, February 27, 2019

Time: 7:00 PM

Room First Floor Hearing Room

Agenda:

- Open Meeting
- Review requests from Water Dept
- Review request from DPW
- Discuss budget items from Town Manager
- Review Stabilization Table with each Dept Head
- Assign tasks
- Set date for next meeting

ARTICLE REQUEST FORM

(To be presented at the April 29, 2019 **Special** Town Meeting.)

ARTICLE:

To see if the Town will amend Article 8 of the 2017 Annual Town Meeting, which authorized a borrowing in the amount of \$1,700,000 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto (the "Project"), in its entirety to expand the allowable uses of those funds to support upgrades to the existing Wellfield No. 1 located at 999 Main Street, including the design and construction of a chemical building; and to further authorize borrowing and appropriation of \$1,200,000 to support completion of both projects.

The language of the articles and motions, as recommended by Bond Counsel, is enclosed. At their meeting on February 12, 2019, the Board of Water Commissioners voted to support the proposed article.

AMOUNT REQUESTED: \$1,200,000.00 (borrowing authorization)

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 x128

Why should the town make this purchase? What needs will be met? Who will benefit?

Town Meeting passed previous appropriations to design and construct a permanent connection to a new bedrock well and a new chemical feed building at the existing Wellfield No. 1 site and to build a new Brake Hill Water Tank to replace the 1936 water tank. Bids recently received from prospective contractors exceeded the estimated budget required to construct the project. Based on bids received and the current construction bidding environment, this appropriation is needed to supplement the appropriations currently in place.

The current chemical handling and storage at the existing site is not compliant with MassDEP best management practices and requires upgrade. The new facilities will provide greater safety for water operators. The proposed upgrades will increase the volume of water supplied by the well site thereby reducing the amount of water the Town purchases from Newburyport to meet water supply demands (and the costs to purchase that water). Additionally, a new emergency generator will replace the existing generator at the site, which has reached the end of its useful life, resulting in reliable backup power at the site in the event of a power outage.

The proposed new water tank is an elevated tank which will deliver more available water to the residents and for fire protection at all times. The existing water tank can only

supply water to homes in elevated areas as long as it is half full. The new tank will alleviate that issue.

The project will benefit all of the Town's potable water customers, and will benefit all residents by improving the Town's fire protection capabilities.

What factors affect the timing of this purchase?

Time is of the essence to complete this project in anticipation of continued increases in material and construction costs. The existing 1936 tank is in need of repairs that would exceed \$500,000 and even if we were to make those repairs, it wouldn't take care of the water storage supply issue.

Building a new water tank before the existing tanks condition deteriorates further is the best management practice.

By broadening the allowable uses of the \$1.7M that was already authorized and borrowed, this article would have the added benefit of allowing those existing funds to be used in the near term in order to advance both of these critical infrastructure investments. It is estimated that it would not be necessary to draw the additional \$1.2M in authorized borrowing proposed in this article for 12-18 months, while the existing funds would be put to use to advance the projects.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training)

The Wellfield #1 annual electrical and chemical cost would increase by approximately 15% and that cost would be covered in the Water Department's annual operating budget. The additional water supplied by the bedrock well is projected to reduce the purchase of water from Newburyport thereby saving approximately \$100,000 per year.

The new water tank maintenance will be covered through the department's existing operating budget. The interior is inspected and cleaned every two years.

It is anticipated that the exterior would not need to be painted for twenty years.

<u>Project</u>	<u>Estimated Town Appropriation Remaining</u>	-	<u>Highest Bid Amount</u>	-	<u>Engineering Balance Remaining</u>	=	<u>Funding Shortfall</u>
Meter and Chemical Injection Building	\$432,000		\$830,800 ¹		\$45,220		\$444,020
Brake Hill Tank and Duct Bank	\$1,760,959 ²		\$2,316,244 ³		\$105,959		\$661,244
					Subtotal:		\$1,105,264
					10% Contingency:		\$100,000
					Total:		\$1,205,264

¹ Highest bid price without enacting the deductive alternate from bid opening held on November 1, 2018.

² Combined appropriations for the tank and duct bank.

³ Highest bid price from bid opening held on December 13, 2018.

Town of West Newbury, Massachusetts
Suggested Forms of Articles and Motions

Amend Purpose of Vote under Article 8 of the 2017 Annual Town Meeting

Article: To see if the Town will amend the vote of the Town taken under Article 8 of the 2017 Annual Town Meeting, which appropriated \$1,700,000 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto, and authorized a borrowing therefor, to provide that such appropriation may also be used for the upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, or take any other action relative thereto.

Motion: That the vote taken under Article 8 of the 2017 Annual Town Meeting, which appropriated \$1,700,000 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto, and authorized a borrowing therefor, is hereby amended to provide that such appropriation may also be applied to pay costs of upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, and that the Board of Selectmen is authorized to take any other action necessary to carry out such projects.

Water Tank and Wellfield No. 1 Improvement Projects -
Appropriation of Additional Costs

Article: To see if the Town will appropriate a sum of money to pay additional costs of purchasing, constructing and installing a new water tank and upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, which amount shall be expended in addition to any amounts previously appropriated for such projects, and to determine whether this amount shall be raised by borrowing, taxation, transfer from available fund transfers or otherwise provided; or take any other action relative thereto.

Motion: That the Town appropriates \$_____ to pay additional costs of purchasing, constructing and installing a new water tank and upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, which amount shall be expended in addition to any amounts previously appropriated for such projects; and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7 or §8, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and that the Board of Selectmen is authorized to take any other action necessary to carry out such projects. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE REQUEST FORM

ARTICLE: *Request the sum of \$93,000 to fund improvements and repairs to G.A.R Library, Public Safety Complex and Town Offices.*

AMOUNT REQUESTED: \$93,000

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 02/13/2019

Why should the Town make this purchase? What needs will be met? Who will benefit?

After completing a comprehensive review of our capital improvement projects in town facilities and evaluating new requests, I request the sum of \$93,000 for the improvements and repairs to the G.A.R. Library (handicap ramp to back patio \$17,000 and attic insulation project \$6,000) and to the Public Safety Complex (replace HVAC unit \$40,000) and to the Town Offices COA (back exterior door frame replacement \$30,000) .

What factors affect the timing of this purchase?

The above facility improvements are essential to continuing our high standard policy of maintaining our facilities and being proactive with repairs before emergency repairs are required which result in higher cost.

When should this Article be sunsetted - how long will the project take?

Yes, June 30, 2021

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Any ancillary cost that may occur as a result of the above improvements and repairs will be covered by our building routine maintenance accounts.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The above facility improvements and repairs maintain our existing assets

Please attach additional pages or other supporting documentation.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

DPWDirector@wnewbury.org

TO: Angus Jennings, Town Manager

FROM: Wayne S. Amaral, DPW Director

DATE: February 15, 2019

RE: Summary and Status of Previously Approved Articles

Per your request, I have reviewed all the existing DPW assigned articles and have prepared a summary and status of each. This information will assist with the preparation of additional articles that DPW will be requesting during the 2019 Spring Town Meeting.

Article: ATM 43018 A:12 Building Repairs
Appropriated \$100,000
Remaining Balance \$100,000
Sunset Clause: June 30, 2021

Motion: *DPW Director Gary Bill moved to transfer from FREE CASH the sum of \$100,000 to fund improvements and repairs to the Page School, Children's Castle and Town Buildings. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.*

The Moderator declared that the Motion passed unanimously.

The following is a summary of known and potential projects that would be eligible to support with the funds included in this article:

Potential Projects:

1. *Annex Building – Replace roof. (\$70,000)*
2. *Children's Castle - Repair small leaks on roof. (\$12,000)*
3. *Children's Castle – Repair / Replace failing windows. Phase 1 (\$15,000)*
4. **GAR Library – Handicap ramp to back patio (\$17,000) New Article**
5. **GAR Library – Insulation Project in Attic (\$6,000) New Article**
6. *Page School - Chiller Repairs (\$10,000)*
7. *Page School – Parking lot repairs (\$10,000)*

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8. **Page School – Floor repair on 2nd floor (\$38,000) A:12**
9. **Page School – Main Office and Lobby Area, lack of adequate heating in this area. (\$10,000) A:12**
10. Page School – New Gym Lobby Area, brick wall water leak from exposed section of brick (\$25,000)
11. **Page School – Playground behind school has drainage issues. (\$15,000) A:12**
12. Page School – Fire Alarm System. Need to bring old system onto the new system. Need more information from consultant for a more reliable estimate (\$100,000)
13. **Public Safety Complex – Replace HVAC unit in police section of complex. (\$40,000) New Article**
14. **Town Offices – COA back door replacement. (\$30,000) New Article**
15. **Town Offices – COA food storage room renovations (\$8,000) A:12**
16. Town Offices – Repair cracks in plaster and paint touch up (\$15,000)
17. **Town Wide – On-call services for Architectural / Structural Engineer consulting for assistance with the preparation of contracts and specifications. (\$20,000) A:12**

Total cost of capital improvements = \$441,000

Is it expected that the **boldfaced** projects with “A:12” in the line (total est. cost \$91,000) can be supported with the remaining funds in Article A:12.

The additional projects shown in **bold and underlined** are important and time-sensitive, and it is recommended to secure funds to support completion of these additional projects.

Therefore DPW requests to proposed a New Article Request for Spring 2019 meeting totaling \$93,000.

Article: STM 42516 A:9 Library Outside Trim
Appropriated \$30,000
Remaining Balance \$30,000
Sunset Clause: None

Motion: *DPW Director Gary Bill moved to transfer from Free Cash the sum of \$30,000 for the repairs to the G.A.R Memorial Library Exterior Trim.*

The Moderator declared that the Motion passed unanimously.

Status - Will be scheduling trim work after Pipe Stave Apartment Siding Project has been completed, which is underway and scheduled for completion by June 1, 2019. The Library Outside Trim Project should be completed by Fall 2019.

Article: STM 42516 A:10 Repairs, Renovations, and Maintenance of Buildings
Appropriated \$100,000
Remaining Balance \$27,804.10
Sunset Clause: None

Motion: *DPW Director Gary Bill moved to transfer from FREE CASH the sum of \$100,000 for the repairs, renovation and maintenance of the Page School, the Children’s Castle and other Town Buildings.*

The Moderator declared that the Motion passed unanimously.

Status – These funds have been used recently to offset engineering cost for the page school generator replacement. May also use these funds to start Phase 1 of Town Hall exterior painting, trim replacement and window repair.

Article: STM 42516 A:11 Repairs and Improvements to Roadway
Appropriated \$150,000
Remaining Balance \$34,483.10
Sunset Clause: None

Motion: *DPW Director Gary Bill moved to transfer from Free Cash the sum of \$150,000 for the repair, improvement and maintenance of Town Roads.*

The Moderator declared that the Motion passed unanimously.

Status – DPW proposes to use these funds for the Phase 1 of the guard rail installation projects (recommended in the MVPC report completed early 2018). Design and engineering can be done in-house and within proposed operating budget over the spring / summer of 2019 with installation in fall 2019. These funds may also be used for small roadway drainage concerns if needed.

ARTICLE REQUEST FORM

ARTICLE: *Request to purchase new Ford F250 4x4 Utility Body Pick-up truck to replace 2008 truck used by facility and landscaping staff. The existing 11 year old vehicle has 70,000 miles and starting to show signs of wear and tear. We propose keeping the replaced vehicle as a spare plow truck.*

AMOUNT REQUESTED: \$45,000

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 02/13/2019

Why should the Town make this purchase? What needs will be met? Who will benefit?

The existing 2008 utility body pick-up truck has 70,000 mile and starting to show signs of wear and tear. This vehicle is used on a daily basis and is our highest milage use vehicle in the DPW. The proposed new Ford F250 4x4 vehicle will have a utility body with more secure storage for tools and equipment and be better equipped for our facility and landscaping operations. The vehicle will be plow ready and can be used for plowing operations in emergency situations. The replaced vehicle will be assigned to the DPW Director for plowing and as a result, we can bypass plowing with our newest pickup truck that has low milage and is used on a daily basis.

What factors affect the timing of this purchase?

Replacing this 11 year old vehicle in F.Y. 2020 would help DPW maintain a good reliable fleet and reduced future maintenance costs.

When should this Article be sunsetted - how long will the project take?

Yes, June 30, 2020

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

The existing fleet maintenance account can fund any routine maintenance on this vehicle.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The new vehicle will become a new town asset with a life expectancy of 8-10 years and should be included in our town-wide capital plan.

Please attach additional pages or other supporting documentation.

DPW 2008 Ford F-250. Primary reasons for proposed replacement: undercarriage rust; limited storage; rear access difficult / challenging; high mileage for town vehicle (mostly local trips); no racks for ladders





ARTICLE REQUEST FORM

ARTICLE: *Request to purchase new Ford F150 4x4 pick-up truck with hard cover to replace 2008 Ford Ranger truck used by facility and landscaping staff.*

AMOUNT REQUESTED: \$32,000

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 02/13/2019

Why should the Town make this purchase? What needs will be met? Who will benefit?

The existing 2008 Ford Ranger 4x2 pick-up truck has 30,000 miles and showing signs of wear and tear. The existing smaller Ranger pick-up truck has a smaller cab and bed and is undersized for the work required for our daily task. This vehicle is used by staff to clear snow at all town facilities and not being equipped with 4x4 traction, makes it difficult to access these facilities in the middle of a snow event. The proposed new Ford F150 4x4 vehicle will be able to meet all the facility and landscaping needs and have adequate space to transport snow clearing and landscaping equipment from facility to facility. The vehicle will be plow ready and can be used for plowing operations in emergency situations. (Please note that the trade-in value of \$3,000 - \$4,000 can offset some cost of the new vehicle and any remaining funds will be returned to the general fund.)

What factors affect the timing of this purchase?

Replacing this 11 year old vehicle in F.Y. 2020 would help DPW maintain a good reliable fleet and reduced future maintenance cost.

When should this Article be sunsetted - how long will the project take?

Yes, June 30, 2020

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

The existing fleet maintenance account can fund any routine maintenance on this vehicle.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

The new vehicle will become a new town asset with a life expectancy of 8-10 years and should be included in our town-wide capital plan.

Please attach additional pages or other supporting documentation.

DPW 2008 Ford Ranger

Primary reasons for proposed replacement: undercarriage rust; undersized bed, no traction in snow, limited secure storage, minor body rust





ARTICLE REQUEST FORM

ARTICLE: Fire Department Rescue Vehicle

AMOUNT REQUESTED: \$230,000

CONTACT PERSON: Michael Dwyer, Fire Chief

PHONE NUMBER: 978-609-5354

Why should the Town make this purchase? What needs will be met? Who will benefit?

The current fire department rescue is 26 years old. It is a 1993 Ford light duty Ford custom rescue vehicle. This vehicle is primarily used for medical and rescue response which is majority of our calls. This a non-patient transporting vehicle compared to an ambulance but similar in style. The Town should consider making this purchase primarily due to the age of the vehicle. The on board safety systems or lack there of, are dated and we are now facing costly repairs to this vehicle. We postponed replacement for several years because the vehicle has passed annual maintenance and state inspections. Additionally we wanted to investigate three possible options for replacement. 1. replacing with a similar vehicle. 2. downsizing to a smaller vehicle. 3. refurbishing the vehicle. We decided that downsizing the vehicle would be the most appropriate choice operationally, financially and to meet our response needs. We have also replaced our two forestry vehicles with town DPW surplus vehicles to minimize the cost of replacing with new vehicles. This was a factor knowing that we would need to replace our rescue in the future.

What factors affect the timing of this purchase?

Increased maintenance and repair costs.

When should this Article be sunsetted--how long will the project take?

Approximately 1 year to develop specifications and then going out to bid.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Training will be provided by the manufacturer. Insurance and maintenance is already included in our budget.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

Please attach additional pages or other supporting documentation.

Quick explanation on paperwork submitted to the BOS:

I wanted to present the options that we looked at when deciding to submit the article.

A light duty rescue (which is shown in the packet) would be what we currently have Rescue 1 and would be too costly and not appropriate for the department.

The other vehicles are called mini-rescues, mini pumps or squads based on the manufacturer. These are vehicles that I feel are more appropriate for our department based on our needs. Lastly I added some basic specifications so the Board(s) can better understand the design and use of these types of vehicles.

Wednesday, February 13, 2019

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Apparatus > KME Fire Apparatus > Fire Apparatus > Rescue > Light Duty

LIGHT DUTY RESCUE FIRE APPARATUS from KME

Available in walk around or walk-in body styles, a Light Duty Rescue vehicle from KME is one of the most rugged, custom units offered to the fire service. Utilizing a combination of 1/8" and 3/16" aluminum, standard body trim materials, protective casing on wiring and a formed body design, these fire apparatus will stand the test of time in the most demanding departments. Learn more about KME's Light Duty Rescues by browsing the model features and various options below.



Specifications for KME's Light Duty Rescue Apparatus

VARIATIONS:

- Available on Ford, Dodge or International chassis
- Two door, four door and extended cabs available
- 10' & 13' light duty bodies available
- Walk-in or walk around body design
- Hinged or roll up style doors
- A variety of generators are available depending on chassis type

MODELS INCLUDE:

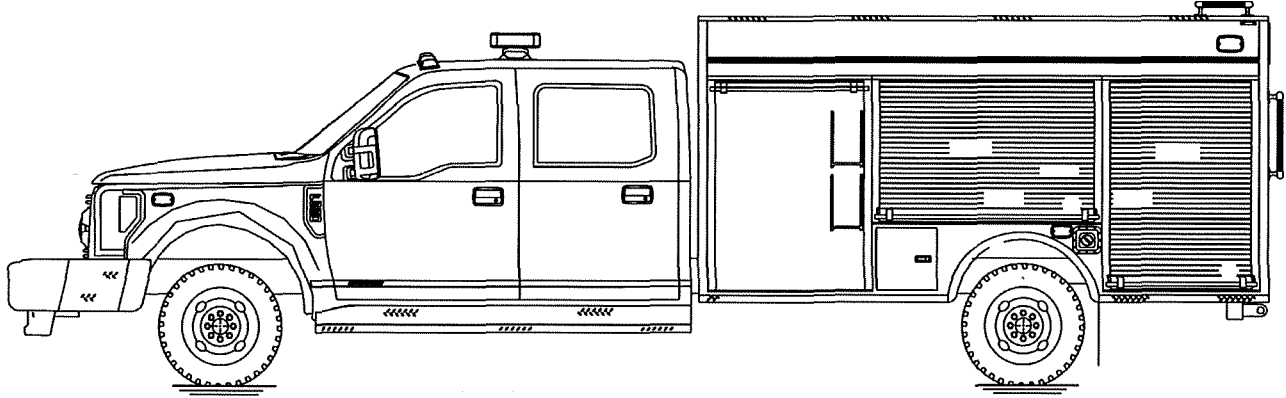
- Customer specified commercial chassis
- 92" wide combination 1/8" & 3/16" aluminum body
- 24" deep, 62" high standard compartments
- KME fabricated construction makes maximum use of body space offering transverse compartments, ladder compartments and special compartments for unique storage using space
- Compartments may be customized with ladder storage, dividers, shelving, brackets, tool boards, trays, custom modules, and more

Maximizing Space for Enhanced Storage

Do you ever look at a rescue vehicle and wonder why it has so much wasted space? That's not something you have to worry about on a Light Duty Rescue from KME. These units maximize every square inch, creating space for long equipment storage in areas that wouldn't be utilized on a competitor's vehicle. Now you can carry small and long equipment on the same unit, enhancing your preparedness for response.



PERFORM. LIKE NO OTHER.



Ford Mini Pumper 32985

Specifications

Job #:	32985
Availability:	Completed
Chassis	Ford
Body	Mini-Pumper
Engine	Ford Powerstroke
Horsepower	330 hp
Front Suspension	Leaf
Rear Suspension	Spring
Electrical System	Hard wired
Foam System	Husky™ 3
Pump	Waterous
Pump GPM	1500 GPM
Tank	Foam Water
Tank Size	250 gallons

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PACKRAT



A MINI-RESCUE ENGINEERED FOR MAXIMUM RESCUE CAPABILITY, PERFORMANCE AND ECONOMY

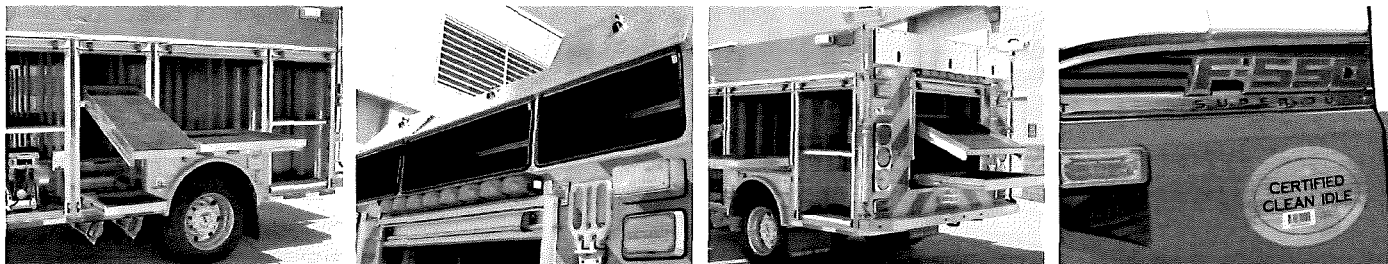
The HME PackRat is a rare breed of dedicated mini-rescue designed specifically to play an important role in relieving pressure on departments with high-volume rescue and emergency demands – demands that often divert larger and more costly to operate rescue and fire apparatus.

A rugged 4x4 commercial chassis, powerful engine and durable drive train, along with a four-door configuration, allow the HME PackRat to respond quickly and effectively to a wide range of rescue calls.

With a large stainless steel body, and maximized storage capacity of 416-cubic feet, plus flexible solutions for carrying rescue gear and equipment, the HME PackRat provides full rescue capability in one economical and compact truck.

SMART. TOUGH. DRIVEN.





A dedicated compact rescue designed to provide a better balance of performance, capability and economy.

More economical to operate than full-size, rescues, heavy-rescues or pumper-rescue fire apparatus, the HME PackRat offers all the responsiveness and performance departments need to meet the demands of a wide range of daily rescue and emergency calls.

The HME PackRat is loaded with dedicated storage solutions for rescue equipment, gear and supplies. Trays, shelving and tool boards provide custom configuration of the storage solutions to meet individual department needs.

The rugged and durable 4x4 chassis and powerful engine, allow the HME PackRat to respond quickly to calls in any type of environment or terrain.

- Commercial Ford 550 4x4 Super Duty chassis.
- Positions for a crew of 4.
- Expanded corrosion resistant stainless steel body.
- 416-cubic feet of storage capacity.
- Pull-through shelving for highway rescue operations.
- Innovative storage solutions.
- Roll-up and slam doors.
- Optional lighting packages.



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