



**Town of West Newbury
Board of Selectmen
Monday, March 16, 2020 @ 5:00pm**
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 MAR 12 PM 4:02

AGENDA

Executive Session: 5:00pm in the Town Manager's Office

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*FY21 budgeting; personnel updates*);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Police Union contract; review of zoning opinion from outside counsel*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
- ❖ Executive Session meeting minutes: March 2, 2020; February 18, 2020; February 3, 2020; January 27, 2020; review of executive session minutes to determine whether continued non-disclosure is warranted.

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.
- Announcements regarding coronavirus (COVID-19) preparations & precautions
- Review of WNRDC request for exclusive use of Pipestave Hill for Fall 2020 events will not take place on March 16th. Will be taken up at a future meeting with advance notice provided to interested parties
- Town-wide roadside cleanup dates: Saturday and Sunday, May 2nd and 3rd, 2020

Regular Business

- A. Potential local emergency declaration and policy adoption regarding coronavirus pandemic
- B. Notice of appointment of Dispatch appointments and request for authorization to waive 15-day notice period and to approve employment start dates as proposed by the Town Manager:
 - a. Appointment of Samantha Holt as full-time Dispatcher effective March 17, 2020
 - b. Appointment of Michael Denaro as part-time Dispatcher effective March 11, 2020
 - c. Appointment of Lorna Morgan as part-time Dispatcher upon completion of required training
- C. Presentation of FY21 Capital Improvement Committee report and recommendations – *Dick Preble*
- D. Review of request to perform work (construct trail) on Town-owned land – *Tom Neve*
- E. Vote to declare Harbormaster boat engine surplus and authorize its disposition pursuant to Town policy
- F. Discussion regarding proposed solid waste hauling, disposal and recycling contracts for FY21+, timing/method of public outreach, potential regional cost management strategies – *Blake Seale, BOH*
- G. Discuss proposed new Town Meeting warrant article to establish solid waste/recycling revolving fund
- H. Review and discussion of proposed Special & Annual Town Meeting warrant articles
- I. Presentation of Town Manager proposed FY21 Budget; schedule of Finance Committee budget review
- J. Review of correspondence from Senator Tarr regarding FY21 state budget priorities
- K. Review of draft Board of Selectmen section for inclusion in FY19 Town Report
- L. Meeting minutes: March 2, 2020; April 10, 2019; April 1, 2019.

Town Manager Updates

- M. Middle Street Bridge – update on MOU with Newburyport and MassWorks grant
- N. Finance Department work toward enabling online contributions to Town Gift Accounts
- O. Update on contract with designers for Soldiers & Sailors Memorial Building restoration
- P. Active and pending project updates
- Q. Follow up meeting assignments; and placing items for future agendas



PENTUCKET REGIONAL SCHOOL DISTRICT

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

GROVELAND
MERRIMAC
WEST NEWBURY

Justin Bartholomew, Ed.D.
Superintendent

Brent Conway
Assistant Superintendent

Greg A. Labrecque
Business Manager

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

PRESS RELEASE:

North Shore Schools to Close Starting Monday Schools to Close through at Least March 27

The North Shore area superintendents have collaborated to make a timely and unified decision about school closure that they feel is in the best interests of their faculty, staff, students, and families. This decision was made after significant conversations among school leaders, local public health officials, and state officials. State officials have today urged that municipalities should make decisions based on their local circumstances, and given the rapidly changing COVID-19 crisis, which the World Health Organization has this week labeled a global pandemic.

The following districts have mutually decided to close schools through at least March 27:

1. Amesbury Public Schools
2. Beverly Public Schools
3. Chelsea Public Schools
4. Danvers Public Schools
5. Essex North Shore Agricultural and Technical School
6. Everett Public Schools
7. Georgetown Public Schools
8. Gloucester Public Schools
9. Hamilton-Wenham Regional School District
10. Haverhill Public Schools
11. Ipswich Public Schools
12. Lawrence Public Schools
13. Lynnfield Public Schools
14. Manchester Essex Regional School District
15. Marblehead Public Schools
16. Masconomet Regional School District (Middle/High Schools of Boxford, Middleton, Topsfield)
17. Methuen Public Schools
18. Nahant Public Schools
19. Newburyport Public Schools
20. Pentucket Regional School District (Groveland, West Newbury, Merrimac)

21. Rockport Public Schools
22. Saugus Public Schools
23. Swampscott Public Schools
24. Triton Regional School District (Newbury, Rowley, Salisbury,)
25. Tri-Town School Union (Elementary schools of Boxford, Middleton, and Topsfield)
26. Wakefield Public Schools
27. Whittier Regional Vocational Technical High School
28. Winthrop Public Schools

Leadership for all 28 school districts have decided to close their school facilities beginning on Monday, March 16 through Friday, March 27. School district leadership will continue to re-evaluate the situation on a day-by-day basis.

The school leaders held a conference call today after a lengthy call with the Department of Elementary and Secondary Education and the Massachusetts Department of Public Health. During that call, no determination was made by the state on widespread school closure. The superintendents in this region have consulted with health experts and their own municipal public health agents in reaching a decision that, while difficult, is in the interests of the safety and wellbeing of their communities, which is paramount at all times.

The decision to collectively close schools on the North Shore area has been made after significant consideration and in an effort to proactively address the evolving novel coronavirus (COVID-19) situation.

The [Department of Secondary and Elementary Education \(DESE\)](#) is advising districts throughout the state this morning to cancel or reschedule gatherings of 250 people or more and to limit instances where students, faculty, and staff are closer than 6 feet away from each other. While DESE is not explicitly advising districts close at this time, due to the concerns regarding the spread of this virus among crowds, area superintendents feel it is prudent to close their facilities temporarily. **District leaders additionally encourage students and staff to avoid being in large crowds of people in order to further prevent the spread of the virus.**

Massachusetts school districts have been informed that no district will have to go past June 30 and that school districts will not have to go beyond their planned 185th day of school, regardless of the COVID-19 situation.

Each district will additionally provide updated information through their websites and individual communication channels to their communities as more information becomes available.

The following is a statement from the superintendents in the 28 districts:

“The health and wellbeing of our students, faculty, and staff are of the utmost importance to us all on the North Shore, and as a result, we’ve collectively decided to close our school facilities for the next two weeks. This is being done in an effort to proactively address the evolving COVID-19 situation. We have each been in close communication for months now with our local and state health officials to ensure we’re following their recommendations for preventing the spread of this virus.

“We believe by closing our facilities for this period of time, we will have a positive impact on preventing the spread of this virus and promoting public health and safety by creating a united response to this situation.”

Symptoms of the virus include fever, cough, and shortness of breath, and can appear between two and 14 days after exposure, according to the Centers for Disease Control and Prevention (CDC). Anyone who experiences symptoms and believes they may have the virus is advised to contact their health care provider. For more information from the CDC for those who may have the virus, [click here](#).

The North Shore superintendents also wish to encourage students and staff to follow recommended preventative steps from the DPH:

- Practice good hand hygiene! Wash your hands often with soap and water for at least 20 seconds including under your fingernails. Alcohol-based hand sanitizer (at least 60% alcohol content) can be used when soap and water are not available.
- Keep your hands away from your face.
- Cover your nose and mouth when sneezing and coughing with a tissue and discard it immediately. Cough into the sleeve over your elbow instead of your hand. Wash your hands often when coughing and sneezing.
- Stay away from people who are sick and stay home when you are sick.

To: All members

From: Fire Chief Michael Dwyer

Effective Date: March 12, 2020

Re: Response to COVID-19 or “sick/unknown patient(s)”

We have adopted a Temporary Response Protocol to reduce the amount of unnecessary exposure that first responders have to the patients with these symptoms. This is a very active step in reducing the unnecessary spread of these viruses. Please follow the below protocol; (This is for patients that have low acuity illnesses and not HOT or critical level calls.)

Public Safety Dispatch will remain on the line and monitor the EMD questions.

Police Officers will not be sent to the home if a patient is experiencing flu-like symptoms.

The Fire Department will be toned to respond to the station for a pending call. Dispatch will notify the responders OVER THE STATION PHONE of the nature of the call i.e. suspected COVID-19 aka coronavirus patient(s) so they can take the appropriate precautions on arrival prior to making patient contact.

Fire Department will respond to the scene, one firefighter will don appropriate PPE and enter the home to evaluate and assist EMS. The Firefighter in command will initiate a face-to-face with Atlantic EMS command or supervisor.

Command will notify C1 and C2 prior to clearing the call for further instructions.

Cc: Chief Jeffrey Durand, Public Safety Dispatch, Town Manager, BOH Agent Sevigny

For more information, visit the DPH website by [clicking here](#) and the CDC's website by [clicking here](#).

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Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Board of Selectmen

978-363-1100, Ext. 113 Fax 978-363-1826

townmanager@wnewbury.org

EMERGENCY DECLARATION

WHEREAS, a sudden, generally unexpected occurrence or set of circumstances demanding immediate public action has arisen within the Town of West Newbury concerning municipal responses to the Covid 19 crisis and the Declaration of a State of Emergency from the Governor of the Commonwealth.

WHEREAS, the Board of Selectmen in accordance with their powers granted by Sections 4 (c) and (d) of Chapter 97 of the Acts of 2017 and upon advice of the Board of Health and the Director of the Town’s Office of Emergency Management, has determined that the aforesaid situation poses a present and reasonable imminent danger to public health, safety or general welfare of the people so that it has become necessary for the Board to authorize the Town Manager to utilize and coordinate the services, equipment, supplies and facilities of existing departments, offices and agencies of the Town for the purposes of emergency management and emergency functions; and

WHEREAS, the Board of Selectmen has determined that the immediate public action is needed to prevent, minimize, or mitigate damage to the public health, safety or general welfare of the people of West Newbury or their property which may otherwise result from the above described situation and that taking the time required to comply with the various state and local procurement laws would endanger the health or safety of the people or their property; and

NOW THEREFORE, we, the Board of Selectmen of the Town of West Newbury, Massachusetts, hereby declare upon motion by Selectman _____ and second by Selectman _____, and by a vote of _____, that as of _____ on _____, 2020 a state of emergency exists in the Town of West Newbury. This declaration of emergency shall remain in effect until further notice is given, pursuant to our judgment, that the state of emergency no longer exists. And, further we authorize the Town Manager in accordance with the emergency provisions set forth in M.G.L. c. 44 §31; M.G.L c. 40 §19; M.G.L. c. 30B §8 and any other statute, regulation or order to take such actions that are necessary and appropriate to address the Covid 19 crisis.

Date: _____

Chairman of Board of Selectmen of West Newbury

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 19 APPROPRIATION OF MONEY FOR PROVIDING
COMMON NECESSARIES DURING WAR OR OTHER
PUBLIC EXIGENCY; PURPOSES; USE OF FUNDS

Section 19. For the purpose of maintaining, distributing and providing at reasonable rates during time of war, public exigency, emergency or distress a sufficient supply of food, other common necessities of life and temporary shelter for their inhabitants, towns may raise and appropriate money outside of any limit imposed by law upon their tax rate or debt; but any bond, note or certificate of indebtedness issued therefor shall be payable in not more than two years from the date of its issue. The receipts from any undertaking or service authorized by this section shall not be applied to municipal purposes, other than those herein described, so long as there are any obligations outstanding issued on account of any such undertaking or service. The expenditure of all money so appropriated shall be under the direction of the mayor, or of an

officer appointed by the mayor, with the approval of the city council in cities other than Boston, and in towns shall be under the direction of the selectmen or of an officer appointed by them.

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 44 MUNICIPAL FINANCE

Section 31 LIABILITIES IN EXCESS OF APPROPRIATIONS
FORBIDDEN; EXCEPTIONS

Section 31. No department financed by municipal revenue, or in whole or in part by taxation, of any city or town, except Boston, shall incur a liability in excess of the appropriation made for the use of such department, each item recommended by the mayor and voted by the council in cities, and each item voted by the town meeting in towns, being considered as a separate appropriation, except in cases of major disaster, including, but not limited to, flood, drought, fire, hurricane, earthquake, storm or other catastrophe, whether natural or otherwise, which poses an immediate threat to the health or safety of persons or property, and then only upon a declaration by the governor of a state of emergency with respect to the disaster or by a vote in a city of two-thirds of the members of the city council, and in a town by a majority vote of all the selectmen. Payments of liabilities incurred under authority of this section may be made, with the written

Part I ADMINISTRATION OF THE GOVERNMENT

Title III LAWS RELATING TO STATE OFFICERS

Chapter 30B UNIFORM PROCUREMENT ACT

Section 8 EMERGENCY PROCUREMENTS

Section 8. Whenever the time required to comply with a requirement of this chapter would endanger the health or safety of the people or their property a procurement officer may make an emergency procurement without following that requirement. An emergency procurement shall be limited to only supplies or services necessary to meet the emergency and shall conform to the requirements of this chapter to the extent practicable under the circumstances. The procurement officer shall make a record of each emergency as soon after the procurement as practicable, specifying each contractor's name, the amount and the type of each contract, a listing of the supply or service provided under each contract, and the basis for determining the need for an emergency procurement.

The procurement officer shall submit a copy of this record at the earliest possible time to the state secretary for placement in any publication established by the state secretary for the advertisement of procurements.

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 39 MUNICIPAL GOVERNMENT

Section 10A RECESSION AND CONTINUATION OF TOWN MEETING
DUE TO INCLEMENT WEATHER OR PUBLIC SAFETY
EMERGENCY; NOTICE

Section 10A. (a) Whenever the moderator determines that voters, or in a town having a representative town meeting form of government, the town meeting members, may be unable to attend a town meeting, called pursuant to a warrant issued pursuant to section 10, because of a weather-related or public safety emergency, the moderator shall consult with local public safety officials and members of the board of selectmen and then, upon the moderator's own declaration, the moderator shall recess and continue the town meeting to a time, date and place certain. A discussion to recess and continue a town meeting under this section shall not constitute a "deliberation", as defined by section 18 of chapter 30A, if the only subject of that discussion is the recess and continuance. If due to the emergency, a new meeting place may be required but cannot be then identified, the moderator

may recess and continue the town meeting and the board of selectmen shall within 3 days of the declaration of recess and continuance select a meeting place and the moderator shall declare the meeting location. If due to the emergency no suitable town facility is available for a meeting place in a town that typically holds such meetings within the town limits, the board of selectmen may move the meeting location to a suitable meeting place in a contiguous municipality.

The moderator need not appear at the place of the town meeting to announce a declaration of recess and continuance. The moderator shall announce the declaration of recess and continuance as far in advance of the town meeting being continued as is practicable.

(b) A notice of the declaration of recess and continuance shall be prepared by the moderator and printed in a legible, easily understandable format and shall contain the date, time and place of the continued meeting, state the reason for the declaration and identify the date and time that the moderator announced the recess and continuance. If the moderator does not identify the location of the continued meeting in the notice, within 3 days of the announcement of the declaration of recess and continuance the moderator shall issue an amended notice which identifies the meeting place. Notice shall be filed with the municipal clerk as soon as practicable and then posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. As soon as practicable, the notice of declaration of recess and continuance and the amended

notice shall be directed to the constables or to some other persons, who shall post the notice in the manner otherwise prescribed by general law, charter or by-laws for the posting of notice of town meetings. One copy of the notice of declaration of recess and continuance or the amended notice shall be posted at the main entrance of the place of the town meeting as soon as is practicable. In addition, the moderator may use any electronic, broadcast or print media convenient to circulate the notice of recess and continuance and any amended notice. Those towns that have a municipal website shall post a copy of the notice of declaration of recess and continuance or amended notice on the town's municipal website as soon as practicable. Towns having a representative town meeting form of government may by by-law establish additional requirements for providing notice to representative town meeting members.

(c) A town meeting session recessed by the declaration of recess and continuance pursuant to this act shall be convened by the moderator not later than 30 days following the date and time of the moderator's original announcement of the declaration of recess and continuance.

(d) Within 10 days after a declaration to recess and continue a town meeting pursuant to this section, a local public safety official designated by the board of selectmen of the town in which the declaration was made shall submit a report to the attorney general that sets forth the reasons why the declaration was made.

Town Manager

From: West Newbury Emergency Management Agency <ema@westnewburysafety.org>
Sent: Thursday, March 12, 2020 5:49 PM
To: David Archibald; Selectman Glenn Kemper; Richard Parker; Selectmen; Rick Parker; Town Manager
Subject: Informative short online training

Dear Archie, Glenn, Rick, and Angus,

Below is a link to an online FEMA Emergency Management Institute Independent Study Course regarding preparing Continuity of Operations Planning specifically written for COOP Planning for Influenza a Pandemic Outbreaks. It was created in 2013 and very relevant for what is occurring today. (I particularly like that it was not created for Coronavirus) This course introduces the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic. (it's quick and informative)

I urge you to share with all department heads and require completion of the test (takes less than 1 hour) as it will help ensure everyone has an understanding of why we need to plan, think about staffing levels (especially with emergency services), create contingency plans (or incident action plans for staffing levels and such) and it does also include how/why it is not just about if you get sick.

This course introduces students to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic. I completed it years ago but retook this week and it really helped by understand I needed to make sure I wasn't stuck in the mindset of "it's just the flu"...

Thank you for your consideration! Please reach out if you have any questions. Here's the link...

<https://training.fema.gov/is/courseoverview.aspx?code=IS-520>

Lee Ann Delp, RPL
Director of EMA
West Newbury Public Safety
401 Main Street
West Newbury, MA 01985
978-361-5232 Cell

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Town Manager

From: Public Nurse <phn.wnewbury@gmail.com>
Sent: Friday, March 13, 2020 10:33 AM
To: Town Manager
Cc: Paul Sevigny; COA; Michael Dwyer (dwyer@westnewburysafety.org); Jeff Durand (durand@westnewburysafety.org); Michael McCarron; Finance Admin
Subject: Re: Volunteer indemnification form - West Newbury

This is great.

Thank you!

Diane

On Mar 13, 2020, at 9:56 AM, Town Manager <townmanager@wnewbury.org> wrote:

Following on yesterday's meeting, please find attached a volunteer indemnification form. This was prepared with town counsel in a town I worked for a few years ago and has since been reviewed by other town counsels incl. receiving Mike McCarron's sign-off this morning. I had also bounced this off our insurer some time ago and they agreed with the language.

While some of the language may seem unnecessarily ominous, this is strongly recommended and may become required coming out of Monday's BOS mtg. It is circulated now with the specific goal of securing indemnifications from those doing home visits for public health or meals on wheels.

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

<Volunteer indemnification form - West Newbury.doc>

Town Manager

From: Town Manager
Sent: Saturday, March 14, 2020 5:46 PM
To: David Archibald; Glenn Kemper; Rick Parker
Cc: Michael McCarron; Town Accountant
Subject: Consideration of limiting public access to town offices

Board: Please review below and let me know what you think. Mike is like to explore setting up remote BOS mtg for Monday morning to see the Board officially convene and authorize a decision w regard to limiting access. Decision will need to address issues such as procedures for residents to make appointments for in person service as needed, continuity of operations re certain COA services (such as meals on wheels), designating essential personnel if further restrictions are necessary in the future.

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

Sent from my mobile device

Begin forwarded message:

From: David Archibald <darchibald@wnewbury.org>
Date: March 14, 2020 at 3:35:55 PM EDT
To: Paul Sevigny <psevigny@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>, Selectmen <selectmen@wnewbury.org>, Michael McCarron <mmccarron@wnewbury.org>
Subject: Re: Town hall

I say do it Monday AM
Would like to hear from other selectmen and when we decide Angus communicates for all of us. Only one voice. Archie

Sent from my iPhone

On Mar 14, 2020, at 1:54 PM, Paul Sevigny <psevigny@wnewbury.org> wrote:

I would say in the morning. Based on the information we have been hearing this is just the beginning. The sooner we reduce the risk the better we will be.

Paul Sevigny, Health Agent
Town of West Newbury
381 Main Street
West Newbury, MA 01985
978-363-1100, x119

On Mar 14, 2020, at 1:42 PM, Town Manager
<townmanager@wnewbury.org> wrote:

I have been expecting we'd put this in place. My only question is whether to do so effective Monday morning or wait for Monday night's BOS mtg at which point this could be voted by Board and announced. Either way, let me know what you think.

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

Sent from my mobile device

On Mar 14, 2020, at 12:42 PM, David Archibald
<darchibald@wnewbury.org> wrote:

Angus: Paul, Mike and I talked yesterday afternoon. In light of recent developments, it seems prudent to close Town Hall to the public with the following caveats:
Documents, papers, registrations, tax payments, etc. can be left in a box in the lobby.

Anything that needs a time stamp, receipt, etc can be accomplished by having the resident call the particular town office, dept etc ahead of time or even when they are at the lobby. The dept person would then let them in. We could post the extensions in the lobby.

This limits 90% of traffic in the Town Hall, lowers the cleaning burden, any makes everyone less of a potential spreader. There would only be actually a few people that need to enter. Town employees would also be happier.

If you agree, we could institute it ASAP or wait to discuss on Monday night.

Archie

Also because of the Governor's new announcement about the open meeting law, we can invite anyone at Monday's meeting To participate remotely. This would be good practice to see how it works. Place with agenda announcement. Ask Mike M for details.

Archie

Sent from my iPhone



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 115 Fax 978-363-1826

www.wnewbury.org

Release of Claims, Indemnity and Hold Harmless Agreement

*****Please read this section thoroughly before completing and signing*****

I, _____, acknowledge that participation in this volunteer activity may involve risk of sickness, injury or death. I hereby waive and release all rights and claims against the Town of West Newbury, its officers, employees, agents, volunteers and supervisors ("Releasees") from all losses, injury, damages, fees and other expenses that may arise, directly or indirectly, from participation in the volunteer activity. I hereby further covenant for myself, my personal representative, heirs and assigns, not to sue the Releasees, on account of any such claim, action, demand or liability. I further acknowledge that my acts are voluntary and may expose me or my property to injury, damage or risks. I therefore am deciding to participate assuming all risk of injury (or death) to my person or damage to my property arising from said activities and assume and agree to pay all damages and costs that occur as a result of my acts. I am fully aware that by signing this document I am releasing the Releasees from any and all liability.

I further agree to indemnify, reimburse, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that may be asserted, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries (or death) to myself or others, and/or property damage resulting from said volunteer activity.

I am fully aware that by signing this document I am releasing the Releasees from any and all liability that may arise as a result of intentional or negligent acts of these parties. Additionally, it is my intent to release the Releasees from all liability and to defend and indemnify the Releasees for liability relating to any accident, property damage, injuries and/or death that may occur as a result of said volunteer activity.

This document shall be governed by and construed under the Laws of the Commonwealth of Massachusetts.

Name (Print)

Signature

Date

For persons under the age of 18, signature of Parent or Guardian:

Name (Print)

Signature

Date



Adopted 11/6/2009

Amended 8/6/2018

24. Requirements for Mass. Electric (National Grid) Pole Locations

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

Adopted: 11/26/1998

25. Review of New Insurance Companies

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

Adopted 11/6/2009

Amended 8/6/2018

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

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

Adopted: 9/18/06

Amended 8/6/2018

27. Severe Weather Policy

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

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

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



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

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

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

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

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

*Adopted: 1/20/2011
Amended: 10/29/2018; 11/25/2019*

28. Street Opening Applications

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

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

Adopted: 12/14/1998

29. Town Employees as Firefighters

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



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

To: Town Manager Angus Jennings

From: Jeff Durand, Chief of Police

Date: March 3, 2020

Re: Part time dispatcher Samantha Holt

RECEIVED
MAR 03 2020
TOWN MANAGER
TOWN OF WEST NEWBURY

I would like to report that Samantha Holt has completed her state required training required of dispatchers and is ready to work as a full-time dispatcher for the Town of West Newbury. The Dispatch Center has had a full-time vacancy for some time now. The schedule for this open position is four consecutive overnight shifts, which has been filled over the last several months by part time dispatchers and overtime.

Samantha has put a lot of time and effort into her training and has consistently improved during that time. It was evident from her first training shift that Samantha was intelligent, personable, a quick learner, and fully capable of working as a dispatcher. She was able to perform complicated dispatch tasks very early on in her training and has built upon that strong foundation ever since. Samantha has also displayed a positive attitude and outlook, and a determination to succeed.

All of Samantha's dispatch required certifications are currently up to date, including CPR, APCO Telecommunicator, APCO EMD, and NG911. She has been training on the desk for several months, while completing her required dispatch courses. I have spoken with Samantha and she is excited to take on a full-time position within the department. She is fully aware that the position consists of four consecutive overnight shifts. With all of her certifications being current and with Samantha having shown that she is fully capable of performing dispatch duties at a high level, I would like to request Samantha Holt be appointed as a full time dispatcher for the Town of West Newbury.

Respectfully,

Chief Jeff Durand



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

To: Town Manager Angus Jennings
From: Jeff Durand, Chief of Police
Date: February 27, 2020
Re: Part time dispatcher Michael Denaro

RECEIVED

FEB 28 2020

TOWN MANAGER
TOWN OF WEST NEWBURY

I would like to report that Michael Denaro has completed his state required training required of dispatchers and is ready to work as a part time dispatcher for the Town of West Newbury. The Dispatch Center relies on part time dispatchers to work open shifts created by sick days, vacation days, and the weekly shifts not covered by full timer rotations.

As you know it takes new dispatchers a long time to obtain the necessary certifications and to go through the proper in-house training. Michael was hired as a reserve officer for the West Newbury Police Department on July 10, 2017. He has proven to be reliable, competent, and intelligent. Furthermore, he has shown that he is personable, trustworthy, and an exceptional person. Michael's dedication to work any hours required and willingness to go above and beyond is exactly what the department looks for when hiring dispatchers.

All of Michael's dispatch required certifications are currently up to date, including CPR, APCO Telecommunicator, APCO EMD, and NG911. He has been training on the desk for several months, while completing his required dispatch courses. His familiarity with dispatch through working as a reserve officer has proven to be invaluable and will no doubt help him when working as a dispatcher. With all of his certifications being current and with his previous experience working in West Newbury, Michael will be able to step in work dispatch shifts immediately.

Respectfully,

A Massachusetts Accredited Agency



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

To: Town Manager Angus Jennings

From: Jeff Durand, Chief of Police

Date: February 27, 2020

Re: Part time dispatcher appointment of Lorna Morgan

RECEIVED

FEB 28 2020

TOWN MANAGER
TOWN OF WEST NEWBURY

I would like to recommend the appointment of Lorna Morgan to the rank of part-time dispatcher. Officer Rich Parenteau and Dispatcher Robert Pierce conducted interviews for part time dispatchers on January 16, 2020. They interviewed 9 candidates and selected 2 people to potentially be hired as part time dispatchers. One of these people selected was Lorna Morgan.

While Lorna does not have any dispatch experience, she had an excellent interview and Officer Parenteau and Dispatcher Pierce were very impressed. Lorna was well spoken, personable, and had a great attitude and outlook. She showed great communication and organizational skills. Lorna has previous work experience as a store manager at Starbucks and currently works part-time as a paralegal. Her experience and success with both of these jobs indicates she possesses the necessary skills required to succeed as a dispatcher. Organizational skills, notetaking, attention to detail, and communication will all be valuable assets for Lorna when training and working as a dispatcher.

A background check has been completed on Lorna and no issues were found. It takes new dispatchers a long time to obtain the necessary certifications and to go through the proper in-house training. I recommend Lorna be appointed as a part time dispatcher so she can start participating in the required state and in-house trainings. I have no reservations about hiring Lorna Morgan.

Respectfully,

Chief Jeff Durand

Page 1 of 2

March 9, 2020

TO: Board of Selectmen, West Newbury, Mass.
 FROM: Capital Improvements Committee
 SUBJECT: FY 2021 Capital Improvements Committee Report

RECEIVED
 MAR 10 2020
 TOWN MANAGER
 TOWN OF WEST NEWBURY

This is the FY2021 Capital Request Priorities report of the West Newbury Capital Improvements Committee to the Board of Selectmen due prior to the Annual Town Meeting. There were three Article Request Forms from Town Departments submitted to the committee this year.

The original Article Requests Forms are on file in the Finance Department. Copies were circulated to each member of our committee. At meetings in January and February the committee met with Department Heads to discuss their requests. The Committee then used the established Litmus Test to score and prioritize the projects:

The committee feels strongly, as always, that funding of the Stabilization Fund should be a number one priority of the Town. The Town of West Newbury has adequate funds in the Capital Improvement Stabilization to provide these projects and vehicles. Therefore, the Town Manager has recommended that these articles be financed using Capital Stabilization. The Stabilization Plan has been updated this year and it was updated to project 10 years.

Following are brief comments from the committee and prioritization of this year's requests.

--Priority No. 1—Fire Alarm System at Page School

The request is for \$304,000 to replace and repair the fire alarm system at the Page School and Children's Castle. The project will include replacing existing hardware, improvements to monitoring and alerting devices and system wide improvements to networking connectivity. The Town needs to update the system now as much of the existing equipment dates back to the 1970's and is no longer serviceable or has failed.

--Priority No. 2—Department of Public Works to provide repairs at Page School

The request is for \$40,000 for repairs and improvements to the Page School flooring and will continue for the next few years. Floors in the school continue to crack and fail due to the age of the building. Sections that show cracking will be removed and repaired to eliminate trip hazards for students and visitors to ensure safe conditions. Multiple areas have been repaired over the years.

--Priority No. 3—Department of Public Works to purchase Dump Truck

The request is for \$229,020 to replace a 2008 International Dump Truck equipped with a spreader and plow. It is heavily used for the whole Town and is most important for snow and ice operations. It has 4400 hours of operating time and has significant rust. It was scheduled for replacement in FY2019 in the Capital Plan. Failure to replace this truck will jeopardize DPW operations.

Page 2 of 2

--Attached is a copy of the FY2021 Stabilization Table.

Respectfully Submitted:

Rick Parker, Nathan Kelly, Julie Boria, Polly McDowell, Judy Mizner:
Richard Preble, Chairman

Town of West Newbury

RECEIVED

MAR 10 2020

Capital Improvement Committee "Form E" rating test for budget request priorities:

TOWN MANAGER
TOWN OF WEST NEWBURY

FY2021	DPW	DPW	DPW	FIRE	WATER
	Dump Truck	Floor Repair	Fire Alarm Sys	Jaws of	
		Page Sch	Page Sch	Life	
Request	\$229,020	\$40,000	\$304,000		
Rick Parker	1455	1460	1510		
Nathan Kelly	1600	1200	1650		
Julie Boria	1300	1300	1350		
Polly McDowell	1125	1750	1825		
Judy Mizner	1300	1400	1350		
Dick Preble	1450	1350	1800		
Total Number	8230	8460	9485		
Ranking	3	2	1		

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Department of Public Works												
Annex						82,000						
Town Office Building(1910 Building)					150,000	112,000		25,000	275,000			50,000
Public Safety Complex							75,000					
GAR Memorial Library					50,000							
Old Town Hall			255,000	50,000								
Garden Street Fire Station												
Old Highway Garage												
Childrens Castle			25,000	25,000			35,000					
Apartment Building												
Action Cove Playground			400,000									
Bandstand												
Highway Garage												
Highway Department Salt/Sand Shed												
Mill Pond Recreation Building								110,000				
Park and Recreation Building												
Senior Center					85,000	50,000						
DPW-Water Dept Bldg			300,000	300,000								
Middle Street Bridge												
sub - total		0	300,000	680,000	360,000	244,000	220,000	25,000	275,000	0	0	50,000
2015 Peterbilt F250	1						225,000					
2011 International Dump & Sander	2					225,000						
2020 Chevy	3											55,000
2016 Ford F350 Dump	4							92,000				
2016 D250 Pickup	5							48,000				
2008 International Dump/Sander	6		229,020									
2008 Ford F350 Dump	7			80,000								
2003 International Dump	8											
2008 Ford Ranger	20				32,000							
2013 Caterpillar Loader	21									185,000		
2010 John Deere Backhoe	22			145,000								
2005 John Deere Tractor w/Loader	23				65,000							
2013 John Deere Roadside Mower	24									85,000		
2002 John Deere Tractor Mower	25				85,000							
2016 John Deere Tractor Mwr	26										95,000	
2002 Kubota Mower	27			20,000								
2014 Kubota Mower	28							20,000				
1982 Bombadier Sidewalk Plow	30											
2008 Sidewalk Plow-Holder	31					165,000						
2000 Bandit Brush Chipper	40								85,000			
1969 Trailer (Pipes)	41				38,000							
1968 Trailer (Parks & Rec)	42				23,000							
Total VEHICLES		0	229,020	245,000	243,000	390,000	225,000	160,000	85,000	270,000	95,000	0
Total DPW		0	529,020	925,000	603,000	634,000	445,000	185,000	360,000	270,000	95,000	50,000

RECEIVED

MAR 10 2020

TOWN MANAGER
 TOWN OF WEST NEWBURY

Page School

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Play Ground--repair & drainage											
Gym Wall Leaks				38,000							
Fire Alarm upgrade		304,000									
Interior					75,000	75,000					
Exterior Lentils				316,000							
PA/Security								200,000			
Generator--old, needs replace									165,000		
Fire Pump and Controls--very old											
Elevator--ok for now						65,000					
Parking lot-lighting								175,000			
Perimeter Fire Lane											85,000
Stand Pipe-- sprinklers										30,000	120,000
Plumbing Fixtures			250,000								
Floor Repair		40,000	40,000	40,000							
Total Page School	0	344,000	290,000	394,000	75,000	140,000	0	375,000	165,000	30,000	205,000

Fire Department

2010 KME Tower/Ladder Truck											1,000,000
1985 Ford Tanker-Pumper			500,000								
1989 Ford L8000 Chassis Fire Engine											
1994 Ford Rescue											
2003 KME Pumper (Eng 23)			500,000								
2008 KME Pumper (Eng 24)									500,000		
2001 Ford F250 (Forestry Truck 2)			50,000								
2006 Ford F250 (Forestry Truck 1)				50,000							
1997 Rescue Boat Zodiac Mark II w/Trlr						75,000					
Jaws of Life			35,000								
FF Gear											115,000
Air Equipment, SCBA-SYSTEM											50,000
Air Packs								250,000			
Communications-Repeater											50,000
Communications-upgrade			55,000								
Total Fire Department	0	1,140,000	500,000	50,000	0	75,000	0	250,000	500,000	0	1,215,000

Public Safety Dispatch

Computers/Monitors/Software											
Cameras, Monitors & Mounts											
Total Public Safety Dispatch	0	0	0	0	0	0	0	0	0	0	0

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Board of Health

Council on Aging

2015 Eord ElDorado Hndcp Acc Van							75,000					
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TOTAL ASSET REPLACEMENTS **			873,020	2,355,000	687,000	390,000	515,000	160,000	710,000	935,000	125,000	1,420,000
(Transfer from Free Cash)												
ANNUAL APPROPRIATION	1,543,000		800,000	800,000	700,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
STABILATION FUND TOTAL	1,524,520		1,451,500	-103,500	-90,500	119,500	204,500	644,500	534,500	199,500	674,500	-145,500
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030

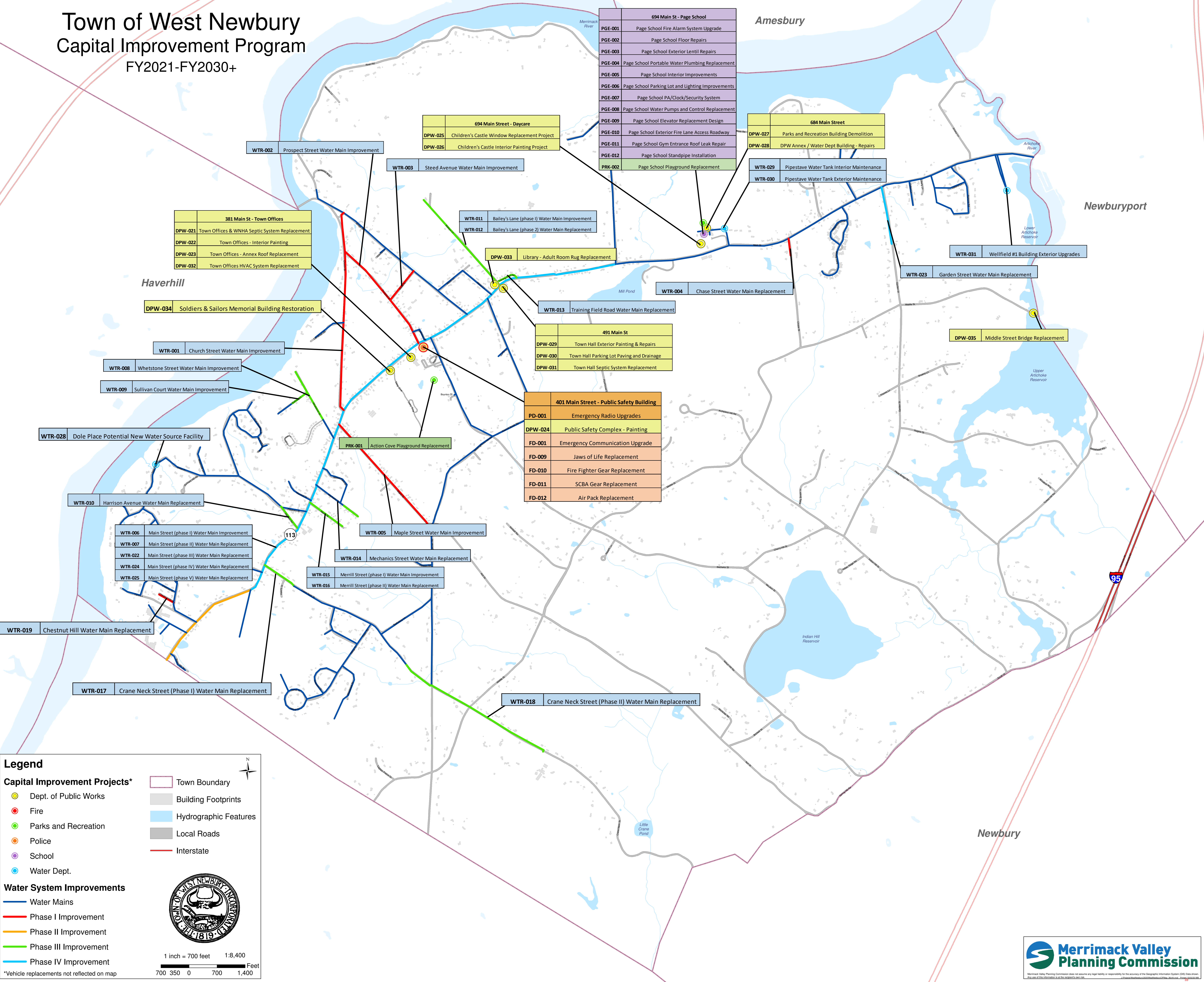
Water Department

FUNDS FROM BORROWING OVER A PERIOD OF TIME												
New Elevated Brake Hill Tank												
	1,700,000											
Build new Water Treatment Facility on new Dole Place Well site if Town buys land												
	5,000,000											
Purchase land at Dole Place												
	2,000,000											
Water Main Loop to Hilltop Circle												
	200,000											
		2020	2021	2022	2023	2024	2025	2026	2027			
FUNDS FROM FREE CASH OR STABILIZATION FUND												
New Generator at Wellfield												
Maintenance on Wellfield #1 (scrape/paint)												
New truck to replace 2007 Pick-up												
Hire Company to Drain Pipestave Tank for Maintenance and install Temporary Tank while Natgun Tank Company repairs seams	50,000											
Paint Pipestave Water Tank	132,000											
Groveland Station Upgrade if we purchase water from Groveland				70,000								

POLICE DEPT (FROM POLICE DEPARTMENT OPERATING BUDGET)

2008 Ford Crown Victoria-Car 300-Admin					45,000						
2014 Ford Taurus- Car 301					45,000			45,000			
2013 Ford Interceptor Car 302				45,000			45,000				
2011 Ford Crown Victoria Car 303		45,000		45,000							
2007 Ford Explorer 4 x 4 Car 304	45,000		45,000			45,000					
Firearms	45,000										
Total Police Department	90000	45000	45000	90000	90000	45000	45000	45000			

Town of West Newbury Capital Improvement Program FY2021-FY2030+



694 Main St - Page School	
PGE-001	Page School Fire Alarm System Upgrade
PGE-002	Page School Floor Repairs
PGE-003	Page School Exterior Lenthil Repairs
PGE-004	Page School Portable Water Plumbing Replacement
PGE-005	Page School Interior Improvements
PGE-006	Page School Parking Lot and Lighting Improvements
PGE-007	Page School PA/Clock/Security System
PGE-008	Page School Water Pumps and Control Replacement
PGE-009	Page School Elevator Replacement Design
PGE-010	Page School Exterior Fire Lane Access Roadway
PGE-011	Page School Gym Entrance Roof Leak Repair
PGE-012	Page School Standpipe Installation
PRK-002	Page School Playground Replacement

684 Main Street	
DPW-027	Parks and Recreation Building Demolition
DPW-028	DPW Annex / Water Dept Building - Repairs

381 Main St - Town Offices	
DPW-021	Town Offices & WNHA Septic System Replacement
DPW-022	Town Offices - Interior Painting
DPW-023	Town Offices - Annex Roof Replacement
DPW-032	Town Offices HVAC System Replacement

401 Main Street - Public Safety Building	
PD-001	Emergency Radio Upgrades
DPW-024	Public Safety Complex - Painting
FD-001	Emergency Communication Upgrade
FD-009	Jaws of Life Replacement
FD-010	Fire Fighter Gear Replacement
FD-011	SCBA Gear Replacement
FD-012	Air Pack Replacement

Legend

Capital Improvement Projects*

- Dept. of Public Works
- Fire
- Parks and Recreation
- Police
- School
- Water Dept.

Water System Improvements

- Water Mains
- Phase I Improvement
- Phase II Improvement
- Phase III Improvement
- Phase IV Improvement

Town Boundary
Building Footprints
Hydrographic Features
Local Roads
Interstate

1 inch = 700 feet 1:8,400
700 350 0 700 1,400 Feet

*Vehicle replacements not reflected on map

Town Manager

From:
Sent:
To:
Subject:

Angus,

Thank you for meeting with me on Tuesday, Jan. 14 to review the above referenced trails. I would very much like to build the trails in accordance with my pledge to the Planning Board. As I had indicated to you during my meeting I have extensive experience in building trails throughout many of my subdivisions over the past 35 years. I have been recently made aware that the Planning Board and Conservation Commission are becoming impatient regarding the permit process and the amount of time it is taking to get this done. I hope that a reasonable plan can be done so I can build the trails this spring. Unfortunately I am becoming weary as well with the process and I believe there are a few aspects of the job that have been discussed recently that will be contrary with my pledge to build simple, usable, and economically reasonable trails.

They are as follows:

1. The trail to the river is a "dead end" trail beginning on Sullivans Court and ending at the bank of the Merrimack River. My vision was to have a solid, usable trail, ending with a small bench. The purpose of this trail is to provide a pleasant experience to residents while allowing a place to reflect. Unfortunately the Commission has directed me to a DEP regulation which prohibits any removal of vegetation within 50 feet of the high water mark of the river. This limitation will not provide for a bench according to my my vision. I can not imagine anyone using the dead end trail without some sort of "prise" at the end.

2. The requirement to make this rail ADA compliant from Sullivans Court to the River is a limitation which can not be done. If the Town requires this condition then the trail can not be built.

3. The trail to River Meadow Road requires the crossing of a wetland and intermittent stream and another wetland in order to connect the two roads. I have confidence that a reasonable design with the Conservation Commission can be secured but if this trail needs to be built in accordance with ADA requirements then the trail can not be built.

You had indicated that you would do some research on the ADA issue and get back to me as soon as you can.

I am sorry that I did not get you involved until now but I did not realize these limiting issues could be imposed until now. If both trails need to be ADA compliant then neither trail can be built.

I simply want to secure a permit to build what I thought would be a valuable resource for the Town. If this can not be done then I am happy to donate the \$10,000.00 bond amount so the Town can use the money on trails in better locations.

Please reply when you can.



Town Manager

From: Building Inspector
Sent: Thursday, January 16, 2020 2:13 PM
To: Town Manager
Subject: RE: Proposed Trails associated with Sullivans Court Subdivision

Angus, 521 CMR Section 19 Recreational Facilities and Section 22 Pedestrian Walkways both indicate the trails would have to be accessible. In reading the sections however neither states "walking trail" specifically. Just to be certain I have reached out to the Office on Disability to get an official interpretation. I suspect the answer will come back that accessibility is required. If it comes back as expected, prior to Tom turning the 10K over to the town (assuming that's an option) I would suggest he at least apply for a variance with the AAB to exhaust all options.

Sincerely,

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

From: Town Manager
Sent: Thursday, January 16, 2020 11:13 AM
To: Building Inspector
Subject: FW: Proposed Trails associated with Sullivans Court Subdivision

Sam,
Following on our meeting yesterday, please confirm my understanding that the construction of new trails on town land would need to meet ADA (and AAB) requirements. If so, could you please direct me to the applicable regulations? It so happens that I stumbled upon the attached document yesterday evening while reviewing some files in the Board of Selectmen's office. The map generally depicts the locations of the two trails Tom Neve references in his note below. Obviously, Tom's reference to "the Town requir[ing] this condition [ADA compliance]" reflects a misunderstanding of the nature of ADA and AAB. It is worth noting that the Planning Board condition of approval (at Sec. XIII(F)) states that the boardwalk (part of the trail) "shall be ADA compliant" though, if required by ADA and/or AAB, this would be the case whether or not it was specifically conditioned by the Planning Board.

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

November 12, 2019

Conservation Commission
Town Hall
381 Main Street
West Newbury, MA 01985

Re: Notice of Intent proposing the construction of two trails associated with The Sullivans Court Subdivision

Commissioners,

I am the developer of the Sullivans Court subdivision currently under construction. In June of 2015 I received Subdivision approval from the Planning Board. Contained within that decision was a pledge by me to build two trails for the benefit of the Town. I pledged to file applications and plans for the permits and once they were approved, I also pledged to construct them. Representatives from the open space committee are expected to present the proposals before the Commission in hopes to secure an Order of Conditions with reasonable conditions. Find attached a Notice of Intent with plans for processing. Also find attached Wetland Delineation Data sheets provided by Gregory Hochmuth.

Please find herewith a detailed explanation of the trails and the method of construction.

Trail #1:

Trail #1 shall be built from the Sullivans Court cul-de-sac to River Meadow Road as shown on the attached plan. The trail shall consist of a stone dust/crushed stone surface within the upland and buffer zone and a wood platform crossing two bordering vegetated wetland areas as shown on the plan. The trail within the buffer zone and upland areas shall proceed in the following manner:

1. The vegetation shall be cleared to a width of 5 feet along the centerline as shown on the plans. Brush shall be removed to the ground surface, but no root systems shall be removed. Saplings shall be cut flush with the existing ground. No trees shall be cut but if encountered the trail centerline shall be adjusted to avoid the cutting of any trees.
2. The first segment of the trail shall be built from Sullivans Court to the first section of Bordering Vegetated Wetland (BVW). Once the vegetation is cleared, the ground surface shall be coated to a level surface, 4 feet wide, with a mixture of stone dust and crushed stone so called "crusher waste or dense graded gravel". An average depth of 2 inches is expected to provide a stable, walking surface. Once this trail segment is built then construction of the first wetland crossing shall be built.
3. The first wetland crossing shall be built using 4"x4" pressure treated posts set to a depth of 3 feet and set 3 feet apart. Pairs of posts set 12 feet apart shall be set withing the BVW until the opposite side is reached. All posts shall be cut level 24-30 inches above the level of the BVW. These posts shall provide the foundation for the wooden platform trail using 2x8" stringers and beams that shall be affixed to the posts providing a frame to accept the decking. Once the

frame is built then the decking shall be applied. The decking shall be comprised of 6" wide, 3/4" thick deck boards. The boards shall be installed with a 3/4" gap allowing rainfall and light to penetrate the platform.

4. Small ramps shall be built at each end of the wooden platform allowing easy access from the trail onto the platform.
5. Once the first section of the BVW crossing is built then the next section of surface trail shall be built.
6. Once the next section of the trail is built then the next section of the wooden platform section shall be built in the same manner as previously described.
7. This sequential methodology shall continue until the entire trail is built.

Trail #2:

This trail shall be built from Sullivans Court along the westerly side of the driveway of #5 Sullivans Court, meandering along the westerly side of a built detention pond then traversing the top of the bank of the Merrimack River on land of lot 3. This trail shall be built, on the ground, in the approximate location as shown on the plans. This trail shall be built primarily on upland areas but is proposed to be built within the buffer zone and within the riverfront areas. The purpose of this trail is to offer residents with an opportunity to walk, sit and reflect at a location along the beautiful Merrimack River. The proposal is to install a small bench at the terminus of the trail on a "bluff" so that a filtered and virtually unobstructed view of the river can be seen. This trail shall be 4 feet wide in all areas other than the riverfront area. Within the riverfront area the trail shall be 3 feet wide. The bench shall be placed where a minimum amount of vista pruning will be needed to provide the intended purpose of the bench.

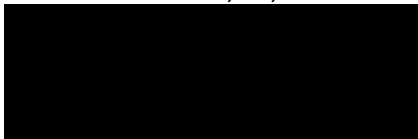
This trail shall be built in the same manner as the upland segments of Trail #1. The location of the trail shall be as shown on the plan and the exact location of the trail within the jurisdiction of the conservation commission shall be approved "in the field" by the conservation administrator.

Both trails are proposed to be built beginning on April 15, 2020, weather permitting.

I hope that this writing and the attached NOI and plans provides the Commission with enough information so that an Order of Conditions can be issued.

Sincerely,

Thomas E. Neve, PE, PLS



Town Manager

From: [REDACTED]
Sent: [REDACTED]
To: Town Manager
Cc: Leah Zambenardi
Subject: Sullivan's Court Trails
Attachments: Gmail - OSC meeting follow up.pdf; Cover letter for NOI (1).docx; PB specs on Trails.docx

Hi Angus,

I let Tom Neve know that you would want to review the plans prior to putting the proposed trails on the BOS agenda for approval. I'm anticipating that he will hold off on making the changes I requested until he has your input. He said that he would be stopping by today to make an appointment with you.

Attached are the narrative he submitted with the plan I showed you and the revisions that I had previously requested based on discussions with the OSC, PB and Con Comm. I'm also attaching the PB conditions for the work.

Wendy



OSC meeting follow up

1 message

Thu, Nov 21, 2019 at 9:13 AM

Hi Tom,

In reviewing the NOI and letter you provided yesterday, I noticed that there are several items that need to be revised. I went ahead and presented the materials to the OSC, assuming that you would make these changes. The Committee voted to approve the plans with these changes and any additional requirements that the Conservation Commission felt necessary. The motion also included the right to install trail markers at the entrances to both trails. I've noted below the comments that were discussed.

Rivermeadow Trail

1. The plan and narrative do not distinguish between the wetland crossing in the interior of the trail and the stream crossing at Sullivan's Court. We discussed the installation of a bridge here and that is what the Planning Board, Conservation Commission and Open Space Committee are expecting to be proposed.
2. The plan shows the trail width being 3 ft, but the narrative states 4 ft.
3. The inclusion of galvanized chicken wire you proposed to the Planning Board for traction on the crossings was not included on the plan or narrative.

Riverfront Trail

1. The trail runs along the easterly side of the detention basin not westerly.
2. The trail is exclusively in buffer zone or riverfront area, not primarily upland as stated in the narrative.
3. The bench view being described as "filtered and virtually unobstructed" is confusing. Previous conversations with the Conservation Commission have been clear that vista pruning will not be allowed in this area.
4. There are no construction details for the bench. Is this to be purchased and installed or constructed on site? If the bench is to be placed on pads or anchored, these details should be included.
5. The plan shows the trail extending to the River, past the point of the bench. The understanding was that the trail would terminate at the bench.

There are additional minor corrections that need to be made to the NOI. I will mark up a copy and leave that in your mailbox if that makes sense.

Wendy

The Owner has also proposed to build a boardwalk over wetlands to the abutting Town-owned land identified as Assessors Map R-11 Parcel 68A, and to install a four foot wide trail on the Town-owned land from the property line to River Meadow Drive.

CONDITIONS:

- A. The Trail Easement shall be granted from the Owner to the Town of West Newbury by and through the Conservation Commission for trails within the Owner's property.
- B. The Easement is subject to review and approval by the Planning Board and the Conservation Commission and shall be recorded with the Plan.
- C. The Owner shall prepare Applications and Plans for any required Permits on behalf of the Town of West Newbury as the Applicant. The respective Town Entities shall be required to file for and secure the permits and the developer shall perform the work.
- D. The Owner shall seek approval of the Board of Selectmen for installation of the trail on the Town-owned land.
- E. The trails shall be constructed and open to the public prior to the final release of the Performance Guarantee held by the Planning Board.
- F. The boardwalk shall be four feet wide, constructed of wood, with a wooden railing and balusters. It shall be ADA compliant. Final details of the boardwalk are subject to the approval of the Conservation Commission.

Town Manager

From:
Sent:
To:
Cc:
Subject:



Mike,

The response below provides what we need to establish that the value is less than \$10k. Upon BOS authorization to dispose of the old motor, I'd like your office to follow up w the contact person John provided to dispose of the old motor in accordance with town policy.

Thanks,
Angus



Angus,

Your old engine is a 2009 Mercury 200XL Verado, 4 stroke, 4 cyl, serial #1B758180 with a bad computer and bad digital shift actuator.

If the engine was in good running condition it would be worth \$5000 but the parts alone to fix this motor is \$6000.

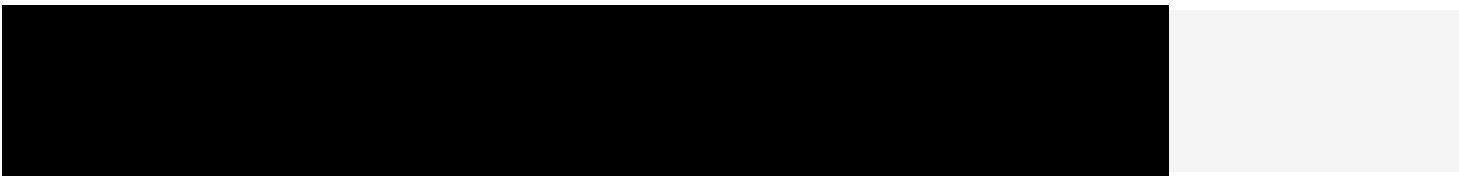
So at this point it would be considered a parts motor and might bring \$500 to \$800 from someone.

I can recommend someone to call, Andy at 857-272-8161.

He is in Seabrook across from Master McGrath and he buys up junk motors.

Does this help?

John

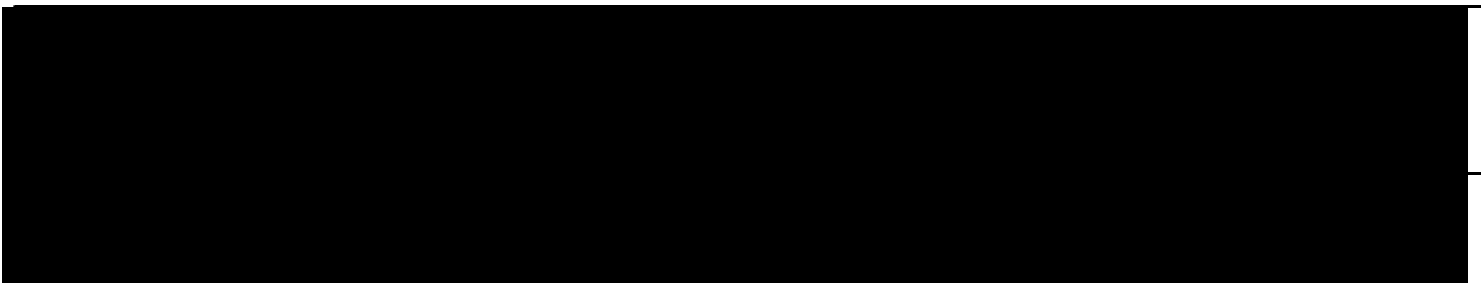


John,

We intend to request that our Board of Selectmen declare the old engine "surplus" to allow us to dispose of it in the best manner. The est. value of the engine affects what process we need to follow to dispose of it. Is it fair to say that the value is less than \$10k?

Do you have any advice re whether there is a market for the old engine and how/where we may advertise it for sale when the time comes?

Thanks,
Angus



ADDRESS E-MAIL
381 Main St. West Newbury Ma 01985

MAKE OF BOAT	YEAR	MODEL	LENGTH	SERIAL NUMBER	NEW OR USED	
MAKE OF ENGINE	YEAR	MODEL	SIZE	SERIAL NUMBER	NEW OR USED	
Mercury	2020	200XL DTS	25"	TBD	new	\$ 14,287.00
MAKE OF ENGINE	YEAR	MODEL	SIZE	SERIAL NUMBER	NEW OR USED	
MAKE OF TRAILER	YEAR	MODEL		SERIAL NUMBER	NEW OR USED	

COLOR	Black		\$ 14,287.00
DIGITAL CONTROL #		OPTIONS	
DIGITAL CONTROL #			
KEY NUMBER		SUBTOTAL	\$ 14,287.00

OPTIONAL EQUIPMENT AND ACCESSORIES

**Government Program Pricing
Purchase order required**

**Engine only, use existng rigging
Labor to install new motor**

OPTIONAL EQUIPMENT TOTAL (TAXABLE) **\$ -**

LABOR	\$ 600.00	
TITLE & REG PREP FEE		
MARINA SLIP		
DELIVERY &/or SHIPPING		
TOTAL FEES (NON TAXABLE)		\$ 600.00
SUB TOTAL PURCHASE + FEES		\$ 14,887.00
TRADE-IN ALLOWANCE		
BOAT		
MOTOR		
TRAILER		
SUB TOTAL ALLOWANCE	\$ -	
LESS BAL DUE ON ABOVE		
TOTAL TRADE ALLOWANCE	\$ -	
DOWN PAYMENT		
TOTAL TRADE & CASH	\$ -	
LESS TOTAL CREDITS		\$ -
SALES TAX		Tax Exempt
SALE TAX IS ON BOAT, MOTOR AND ACCESSORIES LESS		
TRADE-IN BOAT & MOTOR IF APPLICABLE		
BALANCE DUE		\$ 14,887.00
AMOUNT FINANCED		
BALANCE DUE		\$ 14,887.00
PAID		
BALANCE DUE		\$ 14,887.00

WHEN SIGNED HERE, THE UNIT WHICH IS THE SUBJECT OF THIS CONTRACT, IS BEING SOLD ON AN "AS IS" BASIS. THE ENTIRE RISK AS TO THE QUALITY & PERFORMANCE OF THIS UNIT IS SOLELY WITH THE PURCHASER **X**

DESCRIPTION OF TRADE-IN				
YEAR	MANUFACTURE	MODEL	SIZE	SERIAL NUMBER
BOAT				
MOTOR				
TRAILER				
TRADE-IN DEBT TO BE PAID BY	DEALER	CUSTOMER		
TRADE-IN LOAN (IF APPLICABLE) WITH WHOM				

Trade-In (if applicable) is subject to: Physical & Mechanical Inspection. Figures on this contract may change slightly due to one or more of the following; Sales Tax, Trade-In Variance and / or bank fees.

I, OR WE, HEREBY ACKNOWLEDGE RECEIPT OF THIS ORDER & THAT I, OR WE HAVE READ ALL OF THIS AGREEMENT. I, OR WE, ALSO AGREE THAT THE BALANCE WILL BE PAID BY CASH, BANK DRAFT CERTIFIED CHECK OR BY THE EXECUTION OF A RETAIL INSTALLMENT CONTRACT OR A SECURITY AGREEMENT & IT'S ACCEPTANCE BY A FINANCING AGENCY. THIS CONTRACT IN NO WAY IMPLIES GUARANTEE OF FINANCING.

DEALER **RIVERFRONT MARINE SPORTS, INC**

NOT VALID UNLESS SIGNED & ACCEPTED BY AN OFFICER OF THE COMPANY.

BY: **X** John R Moulton

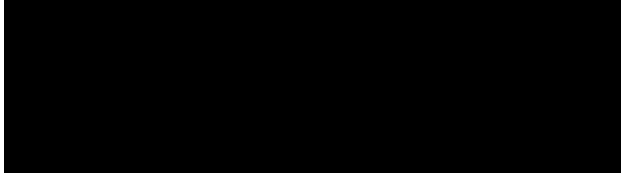
SIGNED **X** PURCHASER

SIGNED **X** _____ PURCHASER

DATE _____ **43**

Town Manager

From:
Sent:
To:
Cc:
Subject:



Hi Angus,

At Tuesdays meeting the Board and G. Mello discussed the estimate on “additional” carts for residents and they agreed that we should anticipate as many as 500 carts (250 trash and 250 recycling). At a cost of \$300 for the year would put our revolving fund at \$150,000.

Thank you.

Mgh#Nudiwq#

Town of West Newbury
Board of Health Admin. Assistant

AUTO CURB COLLECTION:

\$300 - Includes ① additional cart for trash - July 1st - Dec 31st
Includes 1 year (fiscal) annual trash permit sticker

\$200 - Annual trash permit sticker (fiscal year after
cart is purchased)

\$200 - ① Additional cart for trash - Jan 1 - June 30th
(6 month Permit)

6 month permit can only be purchased/used during
Jan 1 - June 30th

All permits expire June 30th

\$20 Bulk item sticker - Collected first week of month
(① per household per collection)

FY21 BUDGET

As voted February 4, 2020:

COVANTA –

- 3 year – CPI 4% Fixed
- 1600 Trash Tons Estimated
- \$90 Tip Fee Per Ton

- Total incinerator \$144,000

G. MELLO –

- \$240,660 Automated Curbside (Trash and Recycling)
- 600 Recycling Tons Estimated
- \$110 Processing Fee Per Ton Estimated

- Total curbside \$240,660 (includes carts)
- Total recycling \$66,000

TOTAL WASTE LINE ITEM	\$384,662
TOTAL RECYCLE LINE ITEM	\$66,000

Note: G. Mello quoted \$261,300 for FY21 convention curbside collection. Minutes January 21, 2019

G. MELLO

Disposal Corp.

January 2, 2020

Town of West Newbury
Board of Health
381 Main St
West Newbury, MA 01985

Attn: Board Members

The following is a proposal to renew the current solid waste and recycling collection and recyclables processing for Town of West Newbury:

Year	Collection Fee (Per Year)	Recyclables Marketing Fee (Per Ton)
July 1 st 2020 thru June 30 th 2021	\$ 240,660.00	Market Rate*
July 1 st 2021 thru June 30 th 2022	\$ 252,180.00	Market Rate*
July 1 st 2022 thru June 30 th 2023	\$ 264,240.00	Market Rate*
July 1 st 2023 thru June 30 th 2024	\$ 276,900.00	Market Rate*
July 1 st 2024 thru June 30 th 2025	\$ 290,160.00	Market Rate*

*Please note that Market Rate for recyclables is determined by the processor and G. Mello does not mark that up at all. Included in your invoice will be the pricing sheet from the processor that is released on the 15th of each month.

This proposal is based on an automated service whereby each resident will receive one (1), sixty-four (64) gallon cart for household solid waste as well as one (1), sixty-four (64) gallon cart for recyclables. When carts are delivered to each household, there will be literature with them explaining the process and where to leave the cart for collection. G. Mello will work with the Board of Health and the Town to educate the residents and to ensure a smooth implementation for the new service.

All carts will remain the property of G. Mello for the first ten (10) years and then become property of the Town. In that first ten (10) years, G. Mello will handle the delivery of all carts as well as the replacement of broken carts or parts.

Thank you for taking the time to review our proposal and we look forward to continuing our longstanding working relationship with the Town that has lasted over 25 years.

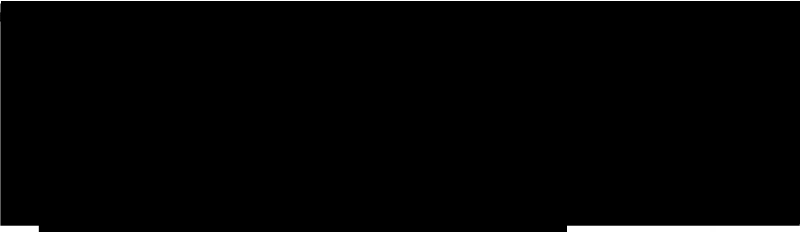
Sincerely



Jason Mello
Treasurer / V.P. of Operations

Jane Krafton

From:
Sent:
To:
Cc:
Subject:

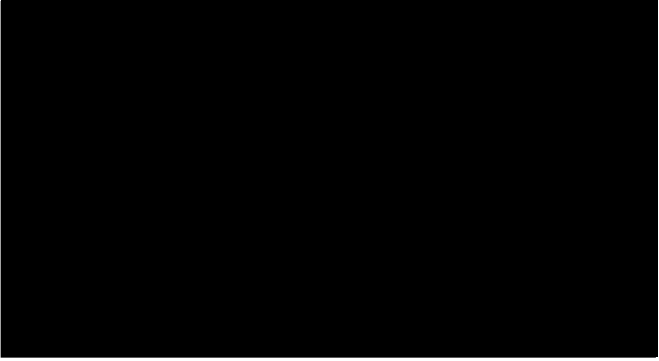


I appreciate the timing of your email as we are reaching out to all of our communities early to as there are major capacity changes in the market driving new pricing. Below are the two options that we are extending to all of our communities first so that we can preserve future disposal options at our facilities as well as future planning for our ash disposal etc.

5 YR - CPI 3% Fixed						Annual CPI
Year	1	2	3	4	5	3%
Price Per Ton	\$95.00	\$97.85	\$100.79	\$103.81	\$106.92	
CPI Per Ton		\$2.85	\$2.94	\$3.02	\$3.11	

3 YR - CPI 4% Fixed					Annual CPI
Year	1	2	3		4%
Price Per Ton	\$90.00	\$93.60	\$97.34		
CPI Per Ton		\$3.60	\$3.74		

Please let me know if you have further questions.



Who we are in Haverhill MA:

<https://www.youtube.com/watch?v=fAOWyE3Awbl&t=75s>

<http://covanta.com>



TRASH TONNAGE

3/4/2020

MONTH	FY14 - \$72	FY15 - \$74	FY16 -\$65	FY17 - \$66	FY18 - \$67	FY19 - \$68	FY20 - \$69	FY21 - \$90	FY22- \$93.60	FY23- \$97.34
JULY	125.24	105.57	90.10	116.22	134.64	106.88	120.86			
AUGUST	115.85	115.79	118.73	115.70	108.26	119.93	123.04			
SEPTEMBER	120.24	119.67	100.12	108.17	129.83	96.70	109.77			
OCTOBER	107.68	116.86	94.71	104.28	122.40	117.50	107.03			
NOVEMBER	117.56	107.11	142.88	123.91	120.77	133.20	121.81			
DECEMBER	125.70	128.40	94.77	107.14	116.81	108.19	104.25			
JANUARY	115.42	106.88	137.43	132.92	131.52	90.06	113.97			
FEBRUARY	90.76	87.30	113.18	87.98	91.42	75.86				
MARCH	107.81	105.34	100.98	90.10	110.46	108.65				
APRIL	117.81	105.90	102.67	101.59	106.00	116.64				
MAY	114.08	124.00	114.87	136.85	127.53	108.23				
JUNE	117.46	123.90	103.33	111.03	127.18	126.17				
TOTALS	1375.61	1346.72	1313.77	1335.89	1426.82	1308.01	800.73			
	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1500 tons	Estimated 1600 tons	Estimated 1600 tons		
COSTS	\$ 99,043.92	\$ 99,657.28	\$ 85,395.05	\$ 88,168.74	\$ 95,596.94	\$ 88,944.68				
							contracts expire	covanta 3 year		

01-510-5290 Trash
 01-510-5291 Recycling

FY20 G. MELLO AND COVANTA
 \$375,080.
 (Trash=\$325,080
 Recyc=50,000)

G. MELLO DISPOSAL \$214,680.00 + \$50,000						COVANTA (\$69.00 per ton)				
Date	Invoice #	Recycling Tonnage	Recycling Per Ton	Recycling \$	Trash \$	#	Date	Invoice #	Tonnage	Amount
7/31/2019	71833	40.20	\$ 84.35	\$ 3,390.87	\$ 17,890.00	1.00	7/31/2018	245101	120.86	\$ 8,339.34
9/6/2018	73717	32.85	\$ 82.44	\$ 2,708.15	\$ 17,890.00	2.00	8/31/2018	251484	123.04	\$ 8,366.72
10/9/2018	79706	36.34	\$ 76.22	\$ 2,769.83	\$ 17,890.00	3.00	9/30/2018	255113	109.77	\$ 7,464.36
10/31/2018	81559	33.02	\$ 78.55	\$ 2,593.72	\$ 17,890.00	4.00	10/31/2018	259741	107.03	\$ 7,385.07
11/30/2018	83347	33.74	\$ 91.98	\$ 3,103.41	\$ 17,890.00	5.00	11/30/2018	265726	121.81	\$ 8,404.89
12/31/2018	89239	41.25	\$ 101.22	\$ 4,175.33	\$ 17,890.00	6.00	12/31/2018	270725	104.25	\$ 7,193.25
1/31/2019	90976	44.76	\$ 99.54	\$ 4,455.41	\$ 17,890.00	7.00	1/31/2019	275861	113.97	\$ 7,863.93
2/28/2019					\$ 17,890.00	8.00	2/28/2019			
3/31/2019					\$ 17,890.00	9.00	3/31/2019			
4/30/2019					\$ 17,890.00	10.00	4/30/2019			
5/31/2019					\$ 17,890.00	11.00	5/31/2019			
6/30/2019					\$ 17,890.00	12.00	6/30/2019			
TOTAL		262.16		\$ 23,196.72	\$ 214,680.00		TOTAL		800.73	\$ 55,017.56
FY19 Curbside contract = \$214,680						*Estimated 1600 tons x \$69 = \$110,400.				
Recycling contract \$50,000 (Recycling contract signed 10/24/18)										
Total for Mello \$264,680.										

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT – SPECIAL TOWN MEETING
MONDAY, APRIL 27, 2020 @ 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 Town Annex, 379 Main Street, at 7:00 p.m. on Monday, April 27, 2020 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 the sum of \$462,857.00 with \$_____ from the Open Space and Recreation Fund Balance, and \$_____ from the Undesignated Fund Balance, to support reconstruction of and accessibility improvements to the Page School playground, in conformity with the applications submitted, or take any other action relative thereto. *By request of the Community Preservation Committee.*

ARTICLE 3. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$49,150 to fund improvements and repairs to the Council on Aging, Public Safety Complex, old DPW garage (on Page School site), the 1910 Building, and any unforeseen emergency repairs. *By request of the DPW Director.*

ARTICLE 4. To see if the Town will vote to transfer from available funds the sum of \$27,452 to fund the fiscal year 2020 snow and ice deficit. *By request of the DPW Director.*

ARTICLE 5. To see if the Town will vote to transfer from available funds the sum of \$3,800 to pay for salaries and expenses pertaining to the operation of early voting for the 2020 State Primary Election and November Presidential Election with any sums remaining by the end of fiscal year 2021 to be returned to the Town. *By request of the Town Clerk.*

ARTICLE 6. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$14,000 to replace two picnic tables and two benches at the Mill Pond dock area. *By request of the Town Manager.*

ARTICLE 7. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$8,048 for grant matching funds for the installation of electric vehicle charging stations at Page School and 1910 Building. *By request of the Board of Selectmen.*

ARTICLE 8. To see if the Town will vote to transfer from available funds the sum of \$16,443 to fund the Essex Agricultural and Technical High School FY20 budget deficit. *By request of the Town Manager.*

ARTICLE 9. To see if the Town will vote to transfer from available funds the sum of \$20,247.44 to fund underbilled but incurred National Grid expenses related to the Public Safety Complex. *By request of the Town Manager.*

ARTICLE 10. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$_____ to engage a consultant to review and make recommendations to address parking concerns relating to the Pipestave Hill Recreational Area, the scope of such study to include the adjacent Dunn Municipal Owned Land (Map 22, Lot 3 & Map 26, Lot 19). *By request of the Parks and Recreation Commission.*

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, 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 ____ day of April, 2020.

BOARD OF SELECTMEN:

David W. Archibald, Chairman

Glenn A. Kemper

Richard G. Parker

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

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, as provided within the Town By-Laws.

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
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Given under our hands this ____ day of April, 2020.

BOARD OF SELECTMEN:

David W. Archibald, Chairman

Glenn A. Kemper

Richard G. Parker

A true copy, Attested:

Michael P. McCarron, Town Clerk

Pursuant to the above warrant to me directed, I have notified and warned 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

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT -- ANNUAL TOWN MEETING
MONDAY, APRIL 27, 2020 @ 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 Town Annex, 379 Main Street, at 7:00 p.m. on Monday, April 27, 2020 to act upon or take any other action relative to all but the first of the following articles.

Also, to meet at the Town Annex, 379 Main Street on Monday, May 3, 2020 to act on Article 1 which calls for the election of Town Officials. 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>Office:</u>	<u>Term:</u>
Selectman (1)	For Three Years
Board of Health (1)	For Three Years
Board of Health (1)	For Two Years
Planning Board (1)	For Five Years
Housing Authority (1)	For Five Years
Housing Authority (1)	For One Year
Trustees of the Public Library (3)	For Three Years
Trustees of the Public Library (1)	For One Year
Assessor (1)	For Three Years
School Committee (1)	For Three Years
Water Commissioner (1)	For Three Years
Park and Recreation Commissioner (2)	For Three Years
Constable (1)	For Three Years
Constable (1)	For Two Years

ARTICLE 2. To hear and act upon the reports of Town officers and committees.

ARTICLE 3. 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 4. 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 5. To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$_____ of which \$205,579 for salaries and wages which include \$1,700 for Water Commissioners' stipends; \$27,141 for insurances; \$379,896 for expenses; \$176,920 for debt service; \$20,000 for extraordinary and unforeseen expenses; and \$_____ for indirect costs. *By request of the Board of Water Commissioners.*

APPROPRIATIONS

~~**ARTICLE 6.** To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$_____ to reduce the fiscal year 2021 tax rate. *By request of the Board of Selectmen.*~~

ARTICLE 7. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$68,750 for the Pension Liability Stabilization Fund, or take any other action related thereto. *By request of the Board of Selectmen.*

ARTICLE 8. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$10,000 for the OPEB Stabilization Fund, or take any other action related thereto. *By request of the Board of Selectmen.*

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$328,600 to be placed in the special purpose municipal stabilization fund established pursuant to MGL Chapter 40 Section 5B (the School Stabilization Fund) in order to fund capital expenditures for school related building projects, or take any other action related thereto. *By request of the Board of Selectmen.*

ARTICLE 10. To see if the Town will vote to transfer the sum of \$247,647 from the School Stabilization Fund to offset the property tax impact of a Prop. 2½ override and debt service

associated with the building of the new Middle/High School. *By request of the Board of Selectmen.*

ARTICLE 11. To see if the Town will vote to transfer the sum of \$21,965.20 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 raise and appropriate and/or transfer from available funds the sum of \$300,000 into the Capital Stabilization Fund, or take any other action related thereto. *By request of the Board of Selectmen.*

ARTICLE 13. 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 committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation, or take any other action thereto. *By request of the Community Preservation Committee.*

- Appropriate \$21,620 from FY 2021 estimated revenues for Committee Administrative Expenses.
- Reserve \$43,240 from FY 2021 estimated revenues for Community Housing Reserve.
- Reserve \$43,240 from FY 2021 estimated revenues for Historic Resources Reserve.
- Reserve \$43,240 from FY 2021 estimated revenues for Open Space & Recreation Reserve.
- Reserve \$281,060 from FY 2021 estimated revenues for Budgeted Reserve.

ARTICLE 14. To see if the Town will vote to transfer from Community Preservation Act funds the sum of \$175,000.00 with \$148,308.41 from the Open Space and Recreation Fund Balance, and \$26,691.50 from the Undesignated Fund Balance, in conformity with the applications submitted, to purchase a conservation restriction in conjunction with the Essex County Greenbelt Association, the Town of West Newbury Conservation Commission, and the Open Space Committee on three parcels of land containing approximately 38 acres of land, located off Middle Street and as shown on Assessors' Map R-27 as Parcels 28, 28A and 29. Said lots are also described in the deeds recorded with the Southern Essex District Registry of Deeds in Book 6703, Page 590, and Book 6547, Page 419, or take any other action relative thereto. *By request of the Community Preservation Committee.*

ARTICLE 15. To see if the Town will vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$85,000 for the payment of debt service and related borrowing costs authorized at the November 4, 2019 Special Town Meeting associated with the Preservation and Restoration of the Soldiers & Sailors Memorial Building. *By request of the Board of Selectmen.*

ARTICLE 16. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$229,020 to purchase a new dump truck with plow and spreader to replace a 2008 International dump truck with same or comparable equipment. *By request of the DPW Director.*

ARTICLE 17. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$304,000 to replace and improve the fire alarm system in the Page School. *By request of the DPW Director and Fire Chief.*

ARTICLE 18. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$40,000 to replace failing sections of concrete flooring throughout the Page School. *By request of the DPW Director.*

ARTICLE 19. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$19,000 to replace the cruiser and portable radios. *By request of the Police Chief.*

ARTICLE 20. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$4,000 for Fire Department emergency equipment – ice/water rescue suits. *By request of the Fire Chief.*

ARTICLE 21. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$7,500 for Fire Department emergency equipment – (2) 20” Dual Power Fans. *By request of the Fire Chief.*

BY-LAWS – OTHERS

ARTICLE 22. To see if the Town will vote to accept an exemption of real estate to the full amount of the taxable valuation of real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans pursuant to Massachusetts General Law Chapter 59, Section 5, Clause 22H, such exemption to be available for tax years commencing July 1, 2020. *By request of the Board of Assessors.*

ARTICLE 23. To see if the Town will vote to establish a Town Bylaw for the proper disposal of dog waste and the establishment and enforcement of fines for violations. *By request of the Board of Selectmen.*

ARTICLE 24. 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: *By request of the Board of Selectmen.*

▪ Section 5.1 Summer Recreation Revolving Fund	\$ 44,350
▪ 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
▪ Section 5.5 Solid Waste/Recycling Revolving Fund	\$150,000

ARTICLE 25. Zoning amendments (housekeeping/various sections). **TEXT TO BE ADDED.** *By request of the Planning Board.*

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 ____ day of April, 2020.

BOARD OF SELECTMEN

David W. Archibald, Chairman

Glenn A. Kemper

Richard Parker

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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Date of Posting



TOWN OF WEST NEWBURY
PROPOSED FY21 BUDGET
WORKING DRAFT
MARCH 10, 2020

FY21 Change
TM Proposed

Name	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 DH/BCC Proposed	FY21 TM Proposed	FY21 Change	
							\$	%
General Government					<i>Feb 20, 2020</i>			
MODERATOR	220	200	260	255	260	260	0	0.0%
SELECTMEN	78,418	13,059	20,600	8,583	49,860	49,860	29,260	142.0%
TOWN MANAGER	0	329,213	288,470	132,801	298,307	298,307	9,837	3.4%
FINANCE DEPARTMENT	403,547	202,844	251,190	133,420	242,554	245,289	(5,901)	-2.3%
FINANCE COMMITTEE	8,400	10,835	61,500	17,998	61,500	61,500	0	0.0%
BOARD OF ASSESSORS	159,413	163,005	175,980	105,914	184,745	185,963	9,983	5.7%
SPECIAL COUNSEL	0	0	15,000	3,852	15,000	12,500	(2,500)	-16.7%
TOWN CLERK/TOWN COUNSEL	118,358	119,350	128,757	60,424	130,453	134,578	5,821	4.5%
BOARD OF REGISTRARS/ELECTIONS	7,635	12,110	12,050	449	14,077	14,077	2,027	16.8%
CONSERVATION COMMISSION	31,024	31,243	32,450	13,485	40,403	33,891	1,441	4.4%
PLANNING BOARD	49,938	51,452	63,613	30,477	63,444	64,546	933	1.5%
BOARD OF APPEALS	1,410	1,000	1,400	500	1,400	700	(700)	-50.0%
OPEN SPACE COMMITTEE	121	278	750	0	750	750	0	0.0%
CABLE ADVISORY COMMITTEE	0	0	0	0	0	0	0	n/a
Public Safety								
POLICE DEPARTMENT	943,632	1,044,459	1,164,302	582,807	1,192,167	1,192,167	27,865	2.4%
FIRE DEPARTMENT	278,252	280,516	305,221	171,587	308,541	308,541	3,320	1.1%
AMBULANCE SERVICE	0	0	0	0	0	0	0	n/a
INSPECTION DEPARTMENT	126,238	130,668	140,160	70,463	142,813	144,426	4,266	3.0%
EMERGENCY MANAGEMENT	11,011	8,548	11,324	7,487	11,480	11,783	459	4.1%
ANIMAL CONTROL OFFICER	21,500	22,865	24,050	12,025	25,073	25,073	1,023	4.3%
HARBORMASTER	0	226	2,000	0	2,000	2,000	0	0.0%
PUBLIC SAFETY DISPATCH	249,405	260,080	317,605	142,855	325,515	325,515	7,910	2.5%
Education								
EDUCATION	7,777,197	8,054,847	8,246,189	4,793,032	9,001,590	8,837,516	591,327	7.2%
Department of Public Works								
DPW	1,206,266	1,087,210	1,145,525	538,599	1,174,551	1,195,913	50,388	4.4%
Human Services								
BOARD OF HEALTH	444,536	503,374	532,686	222,648	621,510	623,482	90,796	17.0%
COUNCIL ON AGING	80,942	79,069	92,450	46,212	102,690	99,674	7,224	7.8%
COMMUNITY CENTER	12,000	0	0	0	0	0	0	n/a
VETERANS	25,449	29,631	33,557	24,185	34,362	34,362	805	2.4%
LIBRARY	346,506	353,413	363,813	197,051	360,843	366,895	3,082	0.8%
RECREATION	12,942	18,911	18,400	6,004	18,400	18,400	0	0.0%
HISTORICAL COMMISSION	302	340	500	175	1,000	600	100	20.0%
CULTURAL COUNCIL	76	82	100	0	100	100	0	0.0%
Debt Service								
DEBT SERVICE	511,000	371,900	372,814	363,414	356,000	356,000	(16,814)	-4.5%
Benefits								
ESSEX COUNTY RETIREMENT FUND	555,396	641,424	660,171	660,171	687,493	687,493	27,322	4.1%
UNEMPLOYMENT COMPENSATION	0	0	15,001	10,301	1	1	(15,000)	-100.0%
EMPLOYEES' HEALTH INSURANCE	378,958	413,400	465,397	211,866	477,032	479,745	14,348	3.1%
MEDICARE INSURANCE (FICA)	43,774	45,176	48,279	25,141	49,486	49,486	1,207	2.5%
OPEB	0	0	1	0	1	1	0	0.0%
INSURANCE AND BONDS	161,365	161,801	172,832	146,778	189,990	189,990	17,158	9.9%
TRANSFERS OUT - STABILIZATION	0	300,000	500,000	0	500,000	500,000	0	0.0%
EXPENSE BUDGET TOTAL	14,045,229	14,742,532	15,684,397	8,740,959	16,685,391	16,551,385	866,988	5.5%



TOWN OF WEST NEWBURY
PROPOSED FY21 BUDGET
WORKING DRAFT
MARCH 10, 2020

Projected New Revenues

Projected <u>New</u> Non-Tax Revenues	28,105	<i>conservative est.</i>
Projected New Growth Revenues	167,455	<i>5 year average</i>
Total Projected New Revenues	<u>195,560</u>	

Estimated Taxpayer Impact Summary

2% of FY20 expense budget:	313,388	<i>Based on approved budget of \$15,669,396</i>
+ Est. FY21 New Revenues:	195,560	<i>Est. New Growth + non-tax revenues</i>

Amount FY21 Expense Budget can increase w est. 2% taxpayer impact: 508,948

Proposed increase (TM budget):	866,988
- Incremental FY21 debt service for Middle/High School:	(652,340)
Add in "raise and appropriate" amount to add to School Stabilization:	328,600
Net proposed increase (TM budget):	<u>543,248</u>
Proposed over/under:	<u>34,299</u>

Note: It is important to keep in mind that the actual FY20 tax rate benefited from a transfer of \$400,000 from Free Cash to reduce the tax rate. If less or no Free Cash is transferred to offset the FY21 tax rate, this would affect the estimate of taxpayer impact.

MEETING MINUTES-WEST NEWBURY
FINANCE COMMITTEE

Date & Time: Monday February 24th , 2020 7pm

Location : 1910 Building 1st Floor Hearing Room

Attendees: Gary L. Roberts Jr., Forbes Durey, Brad Beaudoin, Nathan Kelly, Angus Jennings, Jim Sperelakis, Jessica Knezek, Wayne Amaral

AGENDA

1. Call to Order
2. Public Comment
3. Approval of minutes
4. Review and discuss budgets and articles from the following departments:

A. DPW(Wayne Amaral and Corrin Flaherty)

\$12,000- would pay for 2-3 hrs 2 times per week. Vote 5-1, Durey dissenting, in favor of this addition.

Highway, sidewalk and trees- Durey and Beaudoin asked why the tree removal program, presented in 2019 is not included in this budget line item. Amaral notes that \$50,000 from a previous warrant article is still being used for 2020 and he planned to return for future articles once those funds run out. Durey and Beaudoin asked that because this is a yearly expense it should be included with the normal maintenance line item- which would bring the current 4.4% proposed budget closer to 9%. Some of this overage can be explained by a few items:

1. New storm water quality testing, \$13,500
2. Establishment of Tree committee, ~\$3,000
3. Town buildings and operating expenses- \$12,000
4. Overtime wages- a 100% increase compared to 2018(\$12,000 vs \$6,000)- Amaral notes that this is because he has certain jobs that he thinks shouldn't wait for regular work hours(like fallen trees etc) vote 5-1 approve, Durey dissenting

B. Library(Corinn Flaherty in attendance)

there is a proposed addition of a part time staffer for the library which was not included in the town manager's proposed budget. The town manager noted that this was mainly because the Selectmen did not have a majority in favor of increasing the staffing levels at this time. Corinn states that there is roughly 200 visitors per day. Currently there are 2 staffers per day and they would prefer there be someone to fill-in in cases where a staff member cannot make it.

Durey asked about the addition of \$12,000 for maintenance from DPW for the library. Currently a DPW staffer stops at the library for 1/2-1hr per day.

Vote 5-1, approve, Durey Dissenting due to \$12,000 for maintenance.

CPC(Vanessa Johnson-Hall of Greenbelt, John Dodge, open space) to discuss article for conservation restriction with Greenbelt taking ownership of the land. \$175,000 in

funding from West Newbury is requested. A total acquisition cost will be \$985,000 with funds coming from Greenbelt, Newburyport, West Newbury(proposed), Mass state grants(potentially). Dodge notes that this property has been high priority target for the Open Space Committee for the past half decade. Vote 6-0 approve.

Article 13- normal CPC appropriation article: Vote 6-0 approve, no comments

C. Emergency Management Agency

Vote 6-0 approve, no discussion

D. Fire Dept(Mike Dwyer)

Fire dept. budget was level funded. Vote 6-0 approve

Article #24- \$4,000 for replacement of water rescue suits- currently there are 2 small and 2 extra-large suits and 2 mediums. Vote 6-0 approve

Article#25- \$7,500 to replace 2 30 year old fans. No discussion Vote 6:0 approve

E. Ambulance(voted with fire) 6-0 approve

F. Finance Committee

Durey recommends upping expense line item for dropbox by \$500, to \$2,000 total to pay for dropbox fee and increase costs of printing. Vote 5-1 Beaudoin dissenting

G. Moderator

level funding vote 6-0 approve.

H. Essex retirement

vote 6-0, approved with no discussion

I. Revenue Projections

Article #28- funding shortfall for Essex Agriculture students from West Newbury, \$16,443 Vote 6-0 approve.

Article #29- There was a technical error in the transponder used for natural Gas for the public safety building, after this was identified, it was found that ~\$20,000 is due in to National Grid.

Vote 6-0 approve

MEETING MINUTES-WEST NEWBURY
FINANCE COMMITTEE

Date & Time: Wednesday February 26th , 2020 7pm

Location : 1910 Building 1st Floor Hearing Room

Attendees: Gary L. Roberts Jr., Forbes Durey, Brad Beaudoin, Nathan Kelly, Angus Jennings, Jessica Knezek, Rick Parker, David Archibald

AGENDA

1. Call to Order

2. Public Comment

3. Approval of minutes

4. Review and discuss budgets and articles from the following departments:

A. Board of assessors(Tom Atwood, Rich Baker, Meredith Stone, Maureen Curtin)

It was noted that the pictometry cost was placed on the assessors budget even though many other offices use this resource. Atwood asked if this could be paid with a warrant article. Jennings made changes to the reimbursement for travel and cell phone use.

Vote 4-1 approve, Beaudoin dissenting in favor of picometry being a separate article

Article #31: soldiers and sailors tax exemption

vote 5-0 approve, no discussion

B. Open space committee

Budget Vote 5-0 approve, no discussion

C. Town manager

Discussion regarding the best practice to continue to raise money for the new middle school/high school as FY2021 is the first year that funds are due for the project. Previously, funds had been placed into the school stabilization fund to reserve funds with the idea of lessening the impact of the cost of the new school. Now that payments are due, it makes less sense to place money into the school stabilization just to take it out in the same year to start paying for the school. Durey asked if the debt service could be placed into the budget proper rather than adding an article each year. Jennings thought that it would make sense to continue drawing down the funds from the school stabilization account to zero with articles and then place the debt service on the budget proper once those funds are spent.

Jennings then reviewed the Selectmen's budgetary guidance to keeping tax payer bill increases to 2%. After reviewing the Town's finances, this places the target budget increase to less than \$510,000. Based on the current proposed budget, the FY2021 budget is over by \$187,138 and this does not include police union contracts which are in negotiation. This also does not account for \$400,000 used to reduce the tax rate last year.

\$3,250 funding was cut from Town manager budget reflecting removing the cost of 1 of 2 proposed town manager info fliers for the town, with the hope that an additional savings of \$3,250 can be gained by evaluating costs savings for moving from self hosting computer servers for the town vs cloud solutions.

Vote 5-0 approve as amended

Article #33- revolving funds yearly article
5-0 approve, no discussion

D. Finance Dept

There is a significant black-log of financial work that is needed between the new accounting software and day to day tasks that have been over looked but require attention moving forward. As such, Jennings as budgeted \$3,000 in additional funds for expenses to hire additional help to work through these issues.

5-0 approve.

E. Selectmen

Annie Sterling has moved to Selectmen's office.

Vote 5-0 approve. No discussion.

Article #32, Dog waste bylaw

Vote 1-4 fails, Beaudoin, Durey, Knezek, Kelly opposed

F. Special council

\$2,500 proposed reduction in this budget item

Vote 5-0 approve, no discussion

G. Unemployment

This item was not funded this year

Vote 5-0 approve

H. Harbormaster

Level budgeted, but there have been expanded services provided including routine patrols of the river from May-October

Vote 5-0 approve, no discussion.

I. Cable advisory committee

No budget, no vote

J. Insurance and bonds

There are two large debts the Town has outstanding- \$1.1 million for the Brake Hill Water Tank project and \$1.25 million for the renovation of Soldiers and Sailors Memorial building. The general plan is to consolidate both of these debts into a single bond which carries better rates.

Property insurance rates are likely to go up by 7-9% due to the claim at the Paige School related to the flood last year. In total insurance and bonds raised by 9.9% in this budget.

Vote 5-0 approve.

Article #16: transfer of \$85,000 from CPC for debt service related to the restoration of soldiers and sailors memorial building.

Vote 2-3 failed, with Durey, Kelly and Roberts dissenting.

Article #27: \$8,048 to fund installation of electric charging stations at Paige School and 1910 building.

Roberts questioned if this station would be for the benefit of the town at large or just a select few towns people as few towns people work at the 1910 building or Paige school or have electric cars. Kelly asked whether these stations were the “fast charging stations” vs the traditional charging stations(which charge relatively slowly). The answer was that these would be the slower ones. Knezek asked if all people with electric cars would already have chargers at their houses.

Vote 2-3 failed, Beaudoin, Durey, Roberts dissenting

K. Veteran’s affairs

Vote 5-0 approve with no discussion.

Durey made a motion to re-vote the DPW dept. budget backing out \$750 for a speaking fee requested by the Tree commission. Vote 5-0 approve.

Vote 5-0 to approve the DPW budget as amended.

Meeting Minutes - Finance Committee - 3/10/20 - Meeting opened at 7:00 PM
Present: Roberts, Durey, Kelly, Sperelakis
Absent: Beaudoin, Knezek

No public comment.

Inspection Services - Presentation by Town Manager, Mr. Jennings - decrease in salary/wages due to turnover in staff. Happy to have Mr. Joslin on staff now. Expense increase due to need for a new plotter. Sam Joslin - New Building Inspector: Current plotter is obsolete, no more parts/ink, despite only being 7-8 years old. Very important to have a working plotter for his role.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

ZBA - Presentation by Town Manager, Mr. Jennings - budget is now embedded within the wage structure in the inspectional services budget. \$100 increase in expenses due to upcoming changes.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Council on Aging - Presentation by Town Manager, Mr. Jennings - Site Coordinator's salary is paid partially out of a grant. Mr. Jennings has recommended COLA increase for Director, and wage increases for two hourly employees - site director and van driver; both are relatively low current wages, for long term employees.

Theresa Woodbury - Site manager has 10 years experience, and has helped build up the program. 20 seniors at the meal tonight, and the site manager did a great job. Van driver is helpful to seniors, goes above and beyond, and gets positive notes/feedback.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second.

Discussion: JS - how many people do you serve? 100 unique people attend; 825 people get newsletter

Approved 4-0-0.

Board of Health - Presentation by Town Manager, Mr. Jennings - Hauling/Disposal is up for renewal this year.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second.

Discussion: Hauling contract.

Janes - did not want a 10 year contract. Strongly prefer dealing with Mello. Much more personalized service. They will come back and pick up if there is a mistake.

Blake Seale - JRM would give barrel for recycling that would be automated claw pickup, and would continue traditional pickup. Mello would give us two barrels, and both would be automated claw pickup. Automation is where the industry is going, in order to save money on labor, worker's compensation claims, etc.

Durey - Testing schedule for landfill, will it reduce at some point?

Seale and Jennings: Not until it is approved by Environmental Protection, but it could eventually. Tom Fahey - predictable trend with groundwater.

Seale: no current market for recycling still. Our current rate is 7-10% contamination, \$100/ton charge.

Approved 3-1-0. Kelly dissented.

Article 11 - Septic Loan Revolving Account Transfer

Durey: Motion to Approve Article 11 as presented by TM. Sperelakis: second. Approved 4-0-0.

Conservation Commission - Presentation by Town Manager, Mr. Jennings. Conservation Agent was hired at bottom of scale, and proposal is to move higher on scale, with an increase of responsibilities, to include being the Land Agent.

Judy Mizner: looking to put him at mid-range of pay level. A lot of the land in town is in the care/custody of the Conservation Commission, so the additional duties that we want is to see him monitor what maintenance requirements there are in open space and trails; also communicating with other committees about issues that are found and coordinate with them to take care of the problem.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second.

Discussion: Sperelakis: who's responsible for trails in town?

Mizner - no one person. If a committee is in charge, it's them. Otherwise, Concom on conservation land.

Approved 4-0-0.

Planning - Presentation by Town Manager, Mr. Jennings; Leah Zambernardi present.

Kelly/Roberts/Durey - Planning board should be who is giving write up on recommendation with vote, and should prepare a short rationale for FinCom booklet

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Town Clerk - Presentation by Town Manager, Mr. Jennings. No true comparables in other towns to do a salary comparison. 5% increase. Mr. McCarron brings a great deal of value.

Mr. McCarron - I believe I should be brought more into the middle of the grade that I am at, not at the bottom of the line.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Board of Registrars - Presentation by Mr. McCarron - particularly big year due to the Presidential Election. This year's primary was the highest ever. Expected to be a record breaking year.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Article 22

Durey: Motion to Approve Article 22. Sperelakis: second.

Covers salaries and expenses for early voting for State Primary and Presidential Election. The money will be reimbursed by the State.

Approved 4-0-0.

Mr. McCarron - new vote tallying machine is working well. It pulls the ballot in slower, but gives a clicking noise after it has finished reading a ballot.

Education - Presentation by Town Manager, Mr. Jennings. Big change in budget last week at school committee. Helps bring overall increase close to 2% goal of BOS.

Dr. Bartholomew - Full day Kindergarten is part of the new budget. Want to expand technology model to include Chromebooks for Grade 7/8, which would stay with them through Grade 12. PTO funds technology at elementary school. Wanted to not have any athletic/participation fees, but it was not approved by the School Committee. Chromebook idea was modified to see who has that model already for 8th grade, and will purchase for 7th grade. 34% of budget is dedicated to Special Education, which is 23% of population. Six children will cost more than \$2 million. Getting a very small amount from the Student Opportunity Act.

Jennings - reductions in the budget this year were driven by Groveland and Merrimac, as both would have been forced into an override.

Greg Lebreque: 2 step method required by state if people don't agree. Used to use a per pupil method, but had to change in 2005. 2 step method requires a minimum contribution. Capital expenses are always based on a per pupil method.

Roberts - you don't have enough money to do the things you want to do.

Dr. Bartholomew - Goal is to make cuts that are least impactful on students.

Durey - School Resource Officer: Please give rationale for reimbursement amount.

Dr. Bartholomew - we do not pay for any training for the officer. Increased to a \$30,000 base, and 2.5% increase is what we do for all salaries. It's great to have the SRO around. He's not at the school 100% of the time, and would prioritize a teacher if forced into a choice.

Lebreque: statute says that the Town has to provide a SRO.

Durey: Motion to Approve Pentucket Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Historical Commission - Presentation by Town Manager, Mr. Jennings. Requested \$1000 increase, but TM recommendation was \$600. Want to do more with mailings. Board of Selectmen have an operating budget that could be drawn from as the need arises.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Whittier and Essex North Shore Agricultural - Presentation by Town Manager, Mr. Jennings: with Whittier and Essex North Shore Agricultural, the budget can be unpredictable, and can change at any time because it is all due to student enrollment. Someone could transfer in at any time and that would change the cost.

Durey: Motion to Approve Whittier Budget as presented by TM. Sperelakis: second. Approved 3-0-1. Kelly abstained.

Durey: Motion to Approve Essex North Shore Agricultural Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Mill Pond Committee - Presentation by Town Manager, Mr. Jennings. Money was spent last year on water testing on blue-green algae. Mill Pond management plan says they should be annually testing water, but not clear on what.

Kelly - testing should be for chemicals that could impact people if they consume fish.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Cultural Commission - Presentation by Town Manager, Mr. Jennings. Active committee, but mostly funded out of state grants, and need it here to preserve the account.

Durey: Motion to Approve Budget as presented by TM. Sperelakis: second. Approved 4-0-0.

Article 26

Durey: Motion to Approve Article 26. Sperelakis: second.

Mill Pond Tables and Benches.

Durey: too expensive

Disapproved 0-4-0.

Pipestave Parking Article

Jennings - the idea is just to have a study done to see if there are ways to improve the parking at Pipestave Hill from an unbiased apolitical civil engineer. Needs to be a consensus building process with all of the stakeholders. BOS can act as arbitrators between disagreement between stakeholders who have their approval coming from different sources.

Communications

Roberts: Thoughts and prayers go out to Mr. Beaudoin for his loss of a loved one.

Adjournment - 8:55 PM

Minutes taken by Kelly



MIIA HEALTH BENEFITS TRUST
 Renewal Proposal 7/1/2020 - 6/30/2021
 West Newbury

RECEIVED
MAR 09 2020
 TOWN MANAGER
 TOWN OF WEST NEWBURY


MONTHLY CONTRIBUTION RATES				
PRODUCTS		CURRENT	RENEWAL	
		RATES	RATES	INCREASE
Blue Care Elect Preferred Options	Individual	\$1,286.88	\$1,310.30	1.82%
	Family	\$3,443.55	\$3,506.22	1.82%
HMO Blue NE Options	Individual	\$1,053.09	\$1,072.26	1.82%
	Family	\$2,817.96	\$2,869.25	1.82%
HMO Blue NE MIIA Alternative Options	Individual	\$1,006.22	\$1,024.53	1.82%
	Family	\$2,692.53	\$2,741.53	1.82%

Renewal rates are based on final plan design and enrollment.

Senior plans will renew on January 1, 2021.

Please provide a copy of the in-force PEC or IAC agreement, if applicable.

Signed commitment is due on or before April 1, 2020.

Signature for Acceptance of Rates	Date
	3/10/20



The Commonwealth of Massachusetts
Office of The Senate Minority Leader
Senator Bruce Tarr
State House, Boston, MA 02133-1054

To: Municipal Officials
From: Senator Bruce Tarr
Re: FY 21 State Budget Priorities

As the legislature begins the process of developing its version of the Fiscal Year 20 General Appropriations Bill (budget), which provides funding for important priorities throughout the state, including Chapter 70 school aid and local aid, in order to inform this process, I am seeking input as to state spending priorities as they relate to your municipality.

Attached is a form through which I am seeking your input as to what local priorities should be considered for the FY 20 General Appropriations bill. Your assistance in completing and returning this form would be truly appreciated.

Thank you for your consideration of this request, and please do not hesitate to contact me with any questions, concerns or comments. Please return by fax: (617) 722-1310 or e-mail my legal counsel Hiram Shah at: Hirak.shah@masenate.gov by Wednesday, March 11 at 5 pm.

Town Manager

From: Town Manager
Sent: Monday, March 2, 2020 9:51 AM
To: David Archibald; Glenn Kemper; Rick Parker
Cc: Jennifer Walsh (finance.admin@wnewbury.org)
Subject: FW: From the Office of Senator Tarr: FY 21 Local Budget Priorities
Attachments: Municipal FY 21 Budget Requests.docx

Senator Tarr has requested that the attached form be completed and returned by March 11th. It is short notice, but if we can get your thoughts at tonight's mtg we can respond, or each of you can send your thoughts separately over the next week or so and Jenny and I can put together a list to send to the Senator. Thanks

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



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To: Municipal Officials
From: Senator Bruce Tarr
Re: FY 21 Local Budget Priorities

As the legislature begins the process of developing its version of the Fiscal Year 21 General Appropriations Bill (budget), which provides funding for important priorities throughout the state, including Chapter 70 school aid and local aid, in order to inform this process, I am seeking input as to state spending priorities as they relate to your municipality.

Attached is a form through which I am seeking your input as to what local priorities should be considered for the FY 20 General Appropriations bill. Your assistance in completing and returning this form would be truly appreciated.



**Municipal Priority Reporting Form
FY 2021 State Budget**

Municipality _____

Official completing form: _____

Title: _____ **Phone:** _____ **Email:** _____

For each item please include costs (if any), a descriptive summary, and any other helpful details.

1)

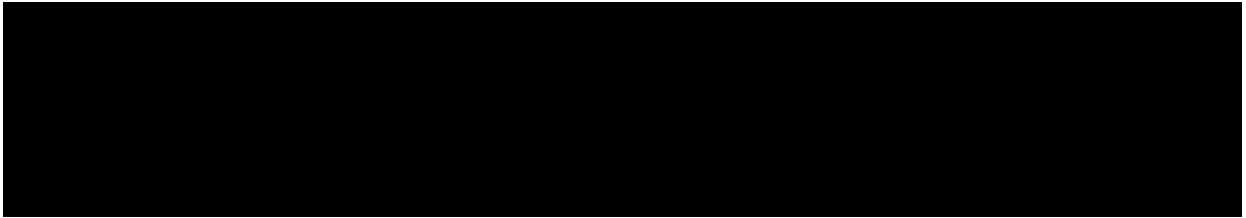
2)

3)



Town Manager

From:
Sent:
To:
Cc:
Subject:



Sen. Tarr,

I have not heard back from all Selectmen but I offer the following based on my observations of some top priorities for Commonwealth funding (and/or policy changes to reduce/offset municipal costs):

- Special ed
- Solid waste/recycling costs
- CSOs affecting the Merrimack River
- Funding for sidewalks and pedestrian safety
- Funding to assist municipalities in retrofitting/rebuilding municipal facilities for improved ADA/AAB compliance

Happy to provide further detail/background if/as helpful. If it would still be timely to do so, I'll include this request on the March 16 BOS agenda so I could then submit the requested form on their behalf. Please let me know, but I wanted to send these quick thoughts in the meantime.

Thanks for the opportunity to comment.

Angus

Angus Jennings, Town Manager
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Town of West Newbury
Board of Selectmen
Monday, March 2, 2020 @ 7pm
 381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting - DRAFT

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:05 p.m. by Chairman David Archibald

Present at the Meeting:

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Asst. to Town Manager & Finance Dept., Jenny Walsh
- ❖ Town Accountant, Stephanie Frontiera
- ❖ Police Chief, Jeffrey Durand and Fire Chief, Michael Dwyer
- ❖ Library; Director, Corinn Flaherty and Chair, Marcia Sellos-Moura
- ❖ Tree Committee Chair, Fred Chanania
- ❖ Karen Tyler, Veterans' Agent
- ❖ Susan Babb, Vanessa Graham, Sarah Jalbert
- ❖ Jennifer Solis

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Correspondence from Board of Health and Fire Chief regarding Coronavirus preparations & precautions
 - Health Agent Paul Sevigny and Fire Chief Michael Dwyer issued a letter to the Board addressing their preparedness for the Coronavirus which was read aloud by Chairman David Archibald and is contained in the agenda packet along with guidance and resources from the CDC.
- East Coast Greenway signage fully installed by DPW
- Proposed zoning articles, scheduled for Planning Board public hearing on March 4 at 7:15pm
- Voting day! Polls open Tuesday, March 3rd from 7am to 8pm
- MMA Legislative Breakfast meetings, including March 13th in Manchester-by-the-Sea
- Announcement of Tree Committee events April 24 and April 25, 2020
 - Fred Chanania announced upcoming community-wide events sponsored by the Tree Committee in celebration of Arbor Day on Saturday, April 25th at the Library and on the Library grounds.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>

Jen Solis announced on behalf of the Pentucket Arts Foundation their bi-annual senior citizen's matinee production of the Wiz happening on Wednesday at 3:00 in the High School theatre.

Regular Business

A. Presentation of FY21 Veterans' Services budget – *Karen Tyler, Veterans' Agent*

District Director of Veterans' Services Karen Tyler was present to discuss the FY21 Administrative Budget of which West Newbury is liable for 7.8%. West Newbury veterans who qualify can expect to receive Chapter 115 Benefits (financial, medical and/or fuel assistance). In addition, outreach efforts include office hours at the COA and home visits. Karen continues to look for programs such as the Mass Health buy-in program that can reduce costs to the Town.

B. Request for permission to install sign on Training Field – *West Newbury Garden Club*

A letter of request from the West Newbury Garden Club is contained in the agenda packet.

Motion was made by Chairman David Archibald to allow the West Newbury Garden Club to install a sign on Training Field, seconded by Selectman Richard Parker.

Discussion: Selectman Glenn Kemper stated that the Board's policy is to not allow signs on Training Field; therefore, unless the policy is amended and the same privilege afforded to all residents, he will vote no.

Yes 2, No 1

C. Request for appointment of Tom Craig to Energy Advisory Committee

Tom Craig was before the Board to discuss his interest in sitting on this Committee. He is a recently retired mechanical engineer with the time to be involved.

Motion was made by Chairman David Archibald to appoint Tom Craig to the Energy Advisory Committee to June 15, 2020, seconded by Selectman Glenn Kemper.

Yes 3, No 0

D. Request for appointment of Kevin Bowe to Cable Advisory Committee

Kevin Bowe was not present at the time this was discussed; however, he has previously served on this Committee.

Motion was made by Selectman Glenn Kemper to appoint Kevin Bowe to the Cable Advisory Committee to June 15, 2020, seconded by Chairman David Archibald.

Yes 3, No 0

E. Discussion of vacancy on Parks & Rec Commission and method for interim appointment

Chairman David Archibald made the recommendation to not fill the current vacancy at this time based on the number of residents that have taken out papers for the two open seats in the May 4th election as to not create an advantage to this would-be incumbent. The Board agreed unanimously.

F. Discussion of proposed Library budget and staffing for FY21 – *Library Board of Trustees*

Library Director Corinn Flaherty and Board of Trustees Chair Marcia Sellos-Moura were present to discuss the recent decision by the Finance Committee to not support the requested 10-hour/week position in the Library's proposed budget. The case was made to the Board that this position was necessary to meet the Library's three staffing objectives; safety, quality of service and consortium involvement. Of the 20 consortiums so far this year, where important information is shared and decisions being made, West Newbury was only represented at 6 of them. The current staffing level also poses a challenge when covering vacation/sick time, managing programs with large numbers of small children and scheduling office hours. The Board asked if the Senior Work-off Program would be an option and it was noted that this position is of more specialized work and requires a certain level of computer skills. Director Corinn Flaherty also reassured the Board that this 10-hour position should satisfy their needs for a few years as long as the Building remains the same.

Motion was made by Selectman Richard Parker to approve a 10-hour per week additional position earning \$14.50 per hour, seconded by Chairman David Archibald.

Yes 3, No 0

G. Discussion of Board of Selectmen statement regarding former Police Chief Reed contract non-renewal

Chairman David Archibald read aloud the prepared statement that was given to the Newburyport Daily News and is contained in the agenda packet. He further explained the timeline of events that took place surrounding the non-renewal of Police Chief Reed's contract. During a snowstorm in March of 2018, the complainant was subjected to unwanted touching and suggestive comments by Chief Reed. A complaint was filed with the Town's Sexual Harassment Officer and an investigation began immediately the next day where witnesses were interviewed and the events were substantiated. A finding by the Sexual Harassment Officer was written up and presented to the Board which concluded that it did not rise to the level of sexual harassment under state law; however, the conduct did violate Town personnel policy and resulted in disciplinary action toward Chief Reed. Outside counsel has directed the Board not to speak of the discipline handed down to Chief Reed who did not fight the discipline. In August 2018, a formal complaint was made to the West Newbury Police Department by the complainant and forwarded to the Essex County District Attorney's Office to which the Town provided its own investigation. It is unknown if the DA's office has concluded its investigation of the complaint. In September of 2018, the Board began the discussion of Chief Reed's contract, which would come up for renewal in January of 2019, as they would need to notify Chief Reed 90 days in advance of non-renewal as stated in his contract. A majority of the Board was in favor of non-renewal. It was felt that this would be the easiest and fastest way to remove Chief Reed without putting the Town in a position of having to defend the decision to terminate and being at risk for wrongful termination.

Residents Vanessa Graham and Sarah Jalbert each spoke to the Board on how the handling of these events has impacted those involved and offered their thoughts and ideas on how to move forward and improve.

H. Presentation of Town Manager proposed FY21 Budget; schedule of Finance Committee budget review

Town Manager Angus Jennings reviewed slides of the FY21 budget presentation which are contained in the agenda packet together with the FY21 budget meeting schedule, transmittal memo for the February 24th meeting and the proposed FY21 budget working draft.

Discussion took place on the Conservation Commission Land Agent additional hours. It was suggested that the Health Agent might be able to take on this role. Current Conservation Agent has taken a second job and is unable to absorb the additional hours.

I. Review and discussion of proposed Special & Annual Town Meeting warrant articles

The Board will compile a list of articles to be reviewed at the next meeting.

J. Review of proposed FY21 revisions to Animal Control Officer agreement with Newburyport

The Board had no issues with the revisions to the ACO agreement.

Motion was made by Selectman Glenn Kemper to approve the FY21 revisions to the Animal Control Officer agreement with Newburyport, seconded by Chairman David Archibald.

Yes 3, No 0

K. Review and approval of Investment Policy Statement – *referral from Investment Policy Committee*

The Investment Policy Statement was not available for review and, therefore, tabled to the next meeting.

L. Review of Municipal Vulnerability Preparedness workshop held on Saturday, February 29, 2020

Selectman Richard Parker gave a recap of the meeting saying it was a great turnout of about 40-45 people. It started with an eye-opening presentation on climate change; the causes, impact and reality of it. Participants broke into groups to define vulnerabilities and strengths in town and, in turn, discussed potential ways to address those vulnerabilities and take advantage of the strengths. In the end, they aggregated the groups' information to create focus areas. The areas getting the most votes were: emergency communications and communication infrastructure, open space preservation, water supply protection, a municipal microgrid with backup storage for emergency shelter and senior housing, and to assess vulnerable neighborhoods and address the vulnerabilities such as erosion and flooding. In the next couple of months there will be a report and open public session for presentation.

M. Request for authorization to apply for Green Communities grant – *Energy Advisory Committee*

Selectman Richard Parker discussed the Green Communities 2020 Competitive Grant Program opportunity that the EAC wishes to apply for in the maximum amount of \$5K for a hybrid police sedan. Grant application information is contained in the agenda packet.

Motion was made by Selectman Glenn Kemper to authorize the Energy Advisory Committee to apply for the Green Communities Grant, seconded by Chairman David Archibald.

Yes 3, No 0

N. Meeting minutes: February 18, 2020; February 3, 2020; October 22, 2018

Motion was made by Selectman Glenn Kemper to accept the meeting minutes of February 18, 2020 and February 3, 2020 as written, seconded by Chairman David Archibald.

Yes 3, No 0

Motion was made by Selectman Glenn Kemper to accept the meeting minutes of October 22 2018 as written, seconded by Chairman David Archibald.

Yes 2, No 0, Abstain 1 (Parker)

Town Manager Updates

- O. Notification of Greenbelt approval of 2007 Mill Pond Management Plan including changes approved at 2019 Annual Town Meeting
- P. Update on upcoming Harbor Committee kick-off to study feasibility of potential mooring field
- Q. Updates from the Merrimack River District Commission
- R. Updates on active and pending projects

Chairman David Archibald would like to get a follow up on the Housing Authority Grant.

- S. Follow up meeting assignments; and, placing items for future agendas

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to adjourn the meeting at 10:11 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh

Town of West Newbury

Board of Selectmen

Wednesday, April 10, 2019 6:00 P.M.

381 Main Street, Town Office Building

Minutes of Meeting – Draft

Open Session: 6:00 p.m. in the First Floor Hearing Room

Attendance: Selectmen: Joseph Anderson, David Archibald, Glenn Kemper
 Town Manager: Angus Jennings
 Police Chief
 Candidates: Daniel Jones, Michael Dwyer, Jeffrey Durand
 Also in attendance: Jennifer Solis

The meeting was called to order at 6:04 p.m. by Chairman Kemper.

Regular Business

- A. Interview with Police Chief Candidate 6:00 p.m.

Candidate Daniel Jones

Selectman Anderson: How would you address the Opioid crisis?

There would not be any deals on the street corners; it won't be in the open. The most Important would be prevention. Education starting when people are young – e-cigarettes. Reintegration with housing, jobs, church and reintegrating with family.

Selectman Anderson: How would you incorporate social media or not in the Police Department?

Absolutely. With twitter you would need someone dedicated with the right sense of humor. Facebook is a little easier. You have to entertain not just inform. In Bangor, Maine A Sergeant is dedicated full time on Facebook; he is very funny and has a following.

Selectman Anderson: How would you handle hiring and promotions?

Hiring is tough right now in Law Enforcement. There used to be 100 candidates for a job. It is better to leave a spot unfilled than to hire poorly. Having a reputation as a good place to work is important. Money is a short term motivator.

I don't like tests as a rule. People can study for a test. This may or may not equate to a good leader. If two candidates are equal I would look at experience or education. The important issue is to be consistent.

Selectman Anderson: Coming to Massachusetts from Maine can you give some specifics as to how you would address the changes in law?

I have connections to other abutting and regional chiefs. I would reach out to them to learn the procedures and thresholds of this state.

Selectman Archibald: The population in Massachusetts and West Newbury is aging. What changes do we need to address?

There is a need to be proactive in reaching out. Daily calls to seniors are a fabulous thing, making sure they are aware of our services.

Selectman Archibald: Could you give us some examples of innovative policies and procedures you have integrated?

Citizen Police Academies. This program was 10 weeks, 1 night per week for 2 to 2 ½ hours. There were young people perhaps interested in a Law Enforcement career but there were also some older participants.

Selectman Archibald: We have had turnover in the Police Department in the role of Chief in recent years. How would you build consensus?

You need to build personal relationships. You would let people make decisions and then hold them accountable for those decisions. This gives people job satisfaction.

Selectman Kemper: What is your philosophy on the position of School Resource Officer?

The School Resource Officer is most important and is one of the hardest and most political jobs in the department. This officer first and foremost needs to build relationships with the kids. They serve as mentors along with teachers and trusted resources. But they are also police officers. The SRO also has to communicate with other chiefs either directly or through the Chief.

Selectman Kemper: What types of training would you like to see or institute?

I prefer a lot of small trainings rather than a big one. There is repetitive training as well as mental health issues. It is a big challenge that you need to be on top of.

Selectman Kemper: How would you handle contract negotiations?

I wouldn't show my hand. You need to show a united front as management.

Selectman Kemper: How would you approach a situation such as removing a license of an elderly resident?

You need to hear and respect people. It goes a long way.

Selectman Archibald: Different Chiefs have asked the Board for more officers to cut down on overtime expense. How would you address this issue?

In Kennebunk, Maine overtime was addressed through management not extra people. If shifts are being covered, extra staffing needs a stated purpose. Policing is dealing with more State and Federal mandates every year.

Selectman Kemper: In your role as Chief do you see yourself as sitting in an office, out on patrol or a hybrid of both?

The officers need to see you as one of them. You need to be out in the community. I have to lead by example.

B. Interview with Police Chief Candidate 7:00 p.m.

Candidate Michael Dwyer

Selectman Anderson: How would you approach the Opioid Crisis?

I created the Narcan Program in town. I obtained the proper licensing and equipment which is now placed in all emergency vehicles.

Selectman Anderson: How would you incorporate social media and should you?

This is a really important part of law enforcement. I would assign it to someone in the department.

Selectman Anderson: How would you go about hiring and promotions within the department?

I would have a fair and consistent program. Great Bay Community College gives us a list of candidates. I would review the systems in place to meet the needs of the department and the community. Promotions I would be consistent and fair. This is important for the long term health of the department.

Selectman Anderson: How would you translate your management experience in the Fire Department to the Police Department?

I have worked with Chiefs in the private sector and handled million dollar contracts. I have transitioned the payroll and budget software. I have handled Capital Planning and fleet management for the department.

Selectman Anderson: How would you approach interactions with the Finance Committee, Town Manager and Board of Selectman?

I have knowledge of the inner workings of West Newbury budgeting. I would present articles to Town Meeting. I have done this as a member of the Fire Department.

Selectman Archibald: The population of West Newbury and the state of Massachusetts is aging. What changes do we need to address?

Safety in Schools and crisis management. Also access to the department. I don't think we need to change anything. We need to manage every incident professionally and effectively.

Selectman Archibald: Give us some examples of things you have worked in and implemented.

Opioids. Outreach to individuals with addiction. Working with them to find solutions and the opportunity to support them. I have also worked with the Council on Aging to provide food and clothes to those in need.

Selectman Archibald: There has been turnover in recent years in the upper management of the Police Department. If chosen how would you build consensus and build camaraderie?

I would build trust, have communications, and listen to concerns. I would address equipment and training needs. I would have open and honest communications. I would address the goals and mission of the department and work as a team for a common goal.

Selectman Archibald: In regard to overtime costs, we added more positions to the department. It has not had any effect on the cost of overtime. Any thoughts on how that could be achieved?

This department provides around the clock service. There is not a never ending pile of money. I would make it a priority to look at it and address it in the future to minimize it.

Selectman Kemper: Could you tell us your philosophy on the School Resource Officer position? The Town being a Regional District how would you allocate that cost sharing with other Towns and or School Districts?

We would need to revisit how we allocate that coverage for budgeting purposes. At any time the SRO can be called to respond to an incident if needed. The school is in our town and that is our responsibility. I would look for a better approach.

Selectman Kemper: Do you see any new training that you would institute to make a better police force?

Every month there is new training. Traffic safety, school safety and CPR training in the schools.

Selectman Kemper: What do you feel is your role in negotiations?

To make sure the department is properly funded and the needs of the department communicated to the Board of Selectmen and Town Manager. What the department needs to operate effectively and professionally.

Selectman Kemper: How would you approach a sensitive issue such as removing the license of an elderly driver if necessary?

With compassion and sympathy but also with safety for the other members of the community.

Selectman Kemper: Some people do not have a good first impression when they enter the Police Department lobby and see bullet proof glass and a microphone.

You have to put yourself in other people's shoes. I would walk around into the lobby and make sure that if someone has a need I will give them that attention.

Selectman Kemper: If chosen what kind of Chief would you be? Would you be in the office, in a cruiser or a hybrid of both?

I would be a part of the community giving face to face support.

Michael Dwyer additional comment.

The transition must be done as a smooth transition. It means a lot to be part of this process.

C. Interview with Police Chief Candidate 8:00 p.m.

Candidate Jeffrey Durand

Selectman Anderson: Opioids have become more prevalent with overdoses. How would you approach this issue?

We have made some arrests. I would approach it through education and treatment to help with the crisis. Overdose deaths are down due to administering Narcan but overdose **is not**

down. Treatment is an important tool. It needs to start in the schools. Education is the big thing.

Selectman Anderson: Do you think Social Media should be incorporated in the West Newbury Police Department or not?

Social Media is everywhere today. The Police Department gets messages out in traditional ways and through social media.

Selectman Anderson: How would you go about hiring and promotions within the department?

The hiring process in place now is good. There is standardized testing, oral boards and comprehensive background checks. Policies have to be followed, tests given and oral boards given.

Selectman Anderson: How would you interact with the Finance Committee, Board of Selectmen and the Town Manager?

I can't do it by myself. I would talk with boards and committees to see their comments and needs, provide a level of service, and still be fiscally responsible.

Selectman Archibald: The population of West Newbury and the state of Massachusetts is aging. What would you do to make sure the department has a relationship with residents?

The Police Department does a good job providing assistance to the elderly. The Council on Aging also does a lot. We're pretty up to speed.

Selectman Archibald: Give us some examples of innovative ideas implemented or were involved with.

The Civilian Academy was popular and was in place for 4 or 5 years. We tried to get it going again. It was worthwhile. It went for 6-8 weeks 1 night per week. We drew younger and older people.

Selectman Archibald: We have experienced some change in the Chief position in the last few years. People like consistency. How would you bring consensus?

There is only one boss in the Police Department. You need to be fair and treat everyone fairly. Handle problems quickly, fairly and effectively. An officer should see things **through**

from start to finish. You also have to take into account that employees also have families and needs.

Selectman Archibald: We have added positions in the last few years. The Board was told this would cut down on overtime expense and that has not happened.

This is not the right time to evaluate that issue. We hired two full time officers. One finishes the Academy on Friday and the other in August. Once we are at full staffing with all officers on the schedule that is the time we will see that.

Selectman Kemper: Your position on the School Resource Officer position? In Budgeting this position the SRO is not at the school for a full year. How should this be funded?

The schools bring hundreds of people to town daily. Officer Dwyer has a good rapport. The SRO gets involved if there is an incident with a student at night. This is a very important position. The SRO is assigned by the Police Chief and is not a school employee. The SRO often responds to calls if needed. As far as funding, some towns fund 100% of this position and some receive reimbursement from the School Department.

Selectman Kemper: With the Former Police Chief we had 10 full time officers including the Chief. How do you see the numbers?

I stayed on the 4 and 2 shift to avoid any scheduling issues. I would have to see how the scheduling would fit and how things work out.

Selectman Kemper: If you were selected as Chief do you see any need for any new training?

There is always new training. The state mandates 40 hours per year, per officer including reserve officers. I'm changing the way we do the in-service training. The CPR instructor has to be trained by the Training Council.

Selectman Kemper: How do you see your role in negotiations?

I would work with both sides and be fair to both sides. I would be looking to keep the budget down and at the same time have a good contract for the officers.

Selectman Kemper: How would you approach an issue such as having to remove an elder's license at the Department of Motor Vehicles?

We file an immediate threat with the Registry. The bottom line is the safety of the motoring public.

Selectman Kemper: Some people have a bad first impression when they come into the lobby of the Police Station and see glass and a microphone. How would you handle this?

We go out into the lobby to deal with people. We might then go to a conference room to assist them with their problem.

Selectman Kemper: What type of Chief would you be? Would you be in the office or out on the road?

I would be doing a little bit of both. There are administrative things that need to be done. I would use a blended approach.

Jeffrey Durand additional comments.

The Police Department uses between 600-700 gallons of gasoline per month. We are now buying gasoline in Haverhill at \$.20 to \$.50 per gallon less. This is a savings of \$3,000.00 to \$4,000.00 per year. In purchasing the new cruiser we used a new vendor and saved money. We also did a cheap switch over with the Animal Control Vehicle. These changes have been working well so far. We also need equipment and training. I am looking for other ways to save money.

D. Discussion of proposed Fiscal Year 2020 Line Item Budget

Spreadsheet with recommended Town Manager changes and Finance Committee Minutes contained in the Agenda Packet. After discussion, Selectman Archibald requested more background information as to how these decisions and conclusions were made to make decisions.

E. Follow up meeting assignments

F. Placing items for future agendas

- 1. Auditor and proposed contract.**
- 2. Police Chief selection**
- 3. Board of Fire Engineers**
- 4. Town Manager Review**
- 5. Energy Advisory Committee – Municipal Vulnerability Preparedness Grant application and letter of support.**
- 6. Under Town Manager updates – Federal Reimbursement for the March, 2018 storms.**

Motion was made by Chairman Glenn Kemper, seconded by Selectman Joseph Anderson to adjourn the meeting at 8:28 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto



Town of West Newbury
Board of Selectmen
Monday, April 1, 2019 @ 7pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting - Draft

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:16 p.m. by Chairman Kemper.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Pentucket High School Tours: Tuesday, April 2nd from 3-4:30pm, Wednesday, April 3rd from 6:15-7:45pm and Thursday, April 4th from 6:15-7:45pm
- Council on Aging Community Shred Day, Saturday April 6th, 9:30am-1:30pm, Bandstand parking lot
- Public Forum on the Pentucket School Building Project on Tuesday, April 9th @ 6pm at the West Newbury Town Offices, First Floor Hearing Room.
- Letters of interest due to the Board of Selectmen by April 12, 2019 for appointment consideration on the Board of Fire Engineers
- Candidates Night, Wednesday, April 24th, 7:30pm in the First Floor Hearing Room
- Earth Day Roadside Cleanup, Saturday, April 27th and Sunday, April 28th, trash bags and gloves available at the Town Offices and Food Mart
- Spring Annual Town Meeting, Monday April 29th, 7pm at the Pentucket High School Auditorium

The City Clerk reminded the community that April 9, 2019 is the last day to register to vote. An email will be sent to notify interested individuals to apply for appointment to the Board of Fire Engineers. These appointments must be done in April.

Regular Business

A. Request to place sign on training field from West Newbury Garden Club

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve request for banner on training field May 4, 2019 to be removed by May 18, 2019.

Yes 2, No 1 (Kemper)

B. Request for one day liquor license from Kathy Feehery, West Newbury Riding and Driving Club

Application, certificate of insurance and event route map contained in Agenda Packets.

Motion to approve license made by Selectman Anderson, seconded by Selectman Kemper for April 13, 2019 contingent upon approvals of the Police and Fire Chiefs signing and required Fire Detail.

Yes 3, No 0.

C. Request for Special Event Permits

- a. Cindy Foote, Myopia Hunt Club (events on May 7, 18 and 28)

Application and certificate of insurance contained in the Agenda Packets.

Motion was made by Selectman Anderson, seconded by Selectman Kemper to approve permit for May 7, May 18 and May 28, 2019 contingent upon having a Police Officer for all Main Street crossings.

Yes 3, No 0.

- b. Rich Morrell, Yukan Sports

Application and route map contained in the Agenda Packets.

Discussion took place with Rich Morrell applicant. The Board requested a voluntary contribution to the Food Bank.

Motion was made by Selectman Kemper, seconded by Selectman Archibald to approve the Special Events Permit.

Yes 3, No 0.

D. Request for Street Opening Permits for 46 and 48 Garden Street, Tim Collins

Application and DPW Director requirements letter contained in the Agenda Packets.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve permit contingent upon the requirements of the DPW Director and Water Department.

Yes 3, No 0.

E. Cont. Board of Selectmen review and recommendations on proposed FY20 Budget and Articles

Discussion took place with Thomas Atwood and Meredith Stone requesting the Board reconsider allocating the office administrative assistant (Assessors) to Planning for 6 hours per week (FY 20 is a revaluation year, capturing new growth, customer service, reporting requirements to the MA Department of Revenue) and requested that area communities similar to West Newbury be contacted regarding staff size.

Michael Gotee, Water Superintendent and Theresa Woodbury Council on Aging Director both spoke to the Board regarding their current pay status. The Board also stated that they have not voted annual wage schedule and that in the Water Department the money is there. (Water is an Enterprise Fund and not subject to Property Tax).

The Board requested that the Town Manager read the list of changes to the budget. A spreadsheet of these changes is contained in the Agenda Packet of the April 10, 2019 meeting.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to request the Town Manager to inform the Finance Committee of the changes the Selectmen have made.

Yes 3, No 0.

The Finance Committee has requested sunset dates on the following Articles:

Article 6	June 30, 2019
Article 7	June 30, 2020
Article 8	August 30, 2019
Article 9	June 30, 2020

Discussion took place regarding utilization of the existing DPW truck and purchasing a truck for the DPW Director for plowing and to go around town (Article 16). This would eliminate the need for the stipend for Use of the Director's personal vehicle. It was suggested that the DPW Director be consulted as to the needs of that department. Richard Parker reminded the Board that there was agreement to purchase fuel efficient vehicles.

Motion was made by Selectman Kemper, seconded by Selectman Archibald to reconsider Article 16.

Yes 3, No 0.

Motion was made by Selectman Kemper, second by Selectman Anderson to Approve Article 16.

Yes 2, No 1 (Kemper)

Selectman Anderson also commented that Article 17 should contain language regarding the disposal of the old vehicle.

Article 28

Information and Memorandum from Planning Board contained in the Agenda Packets. Discussion took place with Ann Bardeen and one other member of the Planning Board.

Motion was made by Selectman Kemper, seconded by Selectman Archibald to reconsider Article 28 on the Annual Town Meeting.

Yes 2, No 1 (Anderson)

Motion was made by Selectman Kemper, no second to give favorable recommendation.

Motion Fails.

- F. Signing the Special and Annual Town Meeting Warrants
- G. Review of proposed motions for Special and Annual Town Meeting Articles

The Board decided to finalize the Motions at the April 22, 2019 Meeting.

H. Process for review of Town Manager

Discussion took place regarding this process. The Board will each prepare a review independently. Angus will send the evaluation form to the Board of Selectmen and Selectman Anderson will distribute the form to the Board members.

I. Board of Selectmen April 2019 Meeting Schedule

Future Board Meetings:

April 22, 2019

April 29, 2019 (Book Room in High School)

Town Manager Updates

J. Summary of tax abatement programs for senior citizens, veterans and others

Fact Sheet contained in Agenda Packets.

K. Discussion of what constitutes a valid public purpose for Accounts Payable warrants (regarding advance purchase of tickets for events, such as Bicentennial Committee Red Sox day, August 9, 2019)

Angus Jennings, Town Manager informed the Board that he has consulted with Attorneys from the Massachusetts Department of Revenue in regard to paying an invoice for the Bicentennial Red Sox Day at Fenway Park. Advance tickets were purchased by this Committee and the Town Accountant by Massachusetts General Law could not approve this invoice as she cannot sign off on a prepaid expense. In addition, if the Town bought all the tickets and they did not sell the Town in effect would have bought tickets that didn't yield any public value. Three individuals put the money up front to purchase the tickets by the deadline time to pay the invoice. Since the original conversations with the DOR Attorneys several of them met to discuss this issue. They agreed that the three individuals could be reimbursed for this expense.

L. Notification that Union Dispatch Agreement, 2019-2022 has been executed

Motion was made by Selectman Glenn Kemper, seconded by Selectman Archibald to approve the executed agreement.

Yes 3, No 0.

M. Follow up meeting assignments

N. Placing items for future agendas

Motion was made by Selectman Anderson, seconded by Selectman Kemper to add the FY 18 Annual Auditor's Report to the April 22, 2019 Agenda.

Yes 3, No 0.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to add as first agenda item Unpaid Health Insurance Premiums to the next meeting.

Yes 3, No 0.

- 1. April 22, 2019 Meeting – Board of Fire Engineers**
- 2. Town Manager Review**
- 3. Historical Commission – Designation of Historical Districts**
- 4. Energy Advisory Committee Grant Application**
- 5. Memorial Day Parade**
- 6. Board Priority Status List**

Chairman Kemper thanked Mary Winglass, Executive Administrator for her service and dedication to the Town.

Motion was made by Selectman Kemper, seconded by Selectman Archibald to adjourn to Executive Session at 9:49 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto



Bill Cart	
Items In Cart:	0
Subtotal:	\$ 0.00

Select a bill type on the left and enter the requested information below to pay your bill:

Enter the information below to complete your order.

Convenience Fees: eCheck is \$0.50, Credit&Debit is 2.95% min \$1.00

Elderly and Disabled Tax Relief Fund in Framingham, MA

Framingham Tax Relief Fund

Please help The Framingham Tax Relief Committee address the rising real estate burden. We provide assistance to elderly and disabled residents that are having difficulty paying their taxes. Your voluntary donations help keep our community strong and viable, planting the seeds for a secure future.

Please enter the required information below and click "Add to Cart".

Type of Donation * Donation to Taxation Aid Fund

Total Donation * \$ (no '\$' or ',')

Donor Information

Name of Donor * (first last)

Mailing Address *

* Required

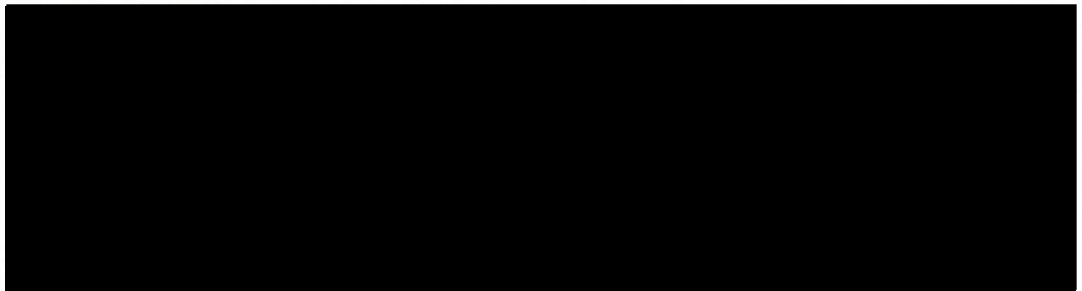


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Town Manager

From:
Sent:
To:
Cc:
Subject:
Attachments:



Good afternoon,

I have prepared a task and fee schedule to describe the designer services for the Carr Post rehabilitation project. Including structural, mechanical and civil engineers, the fee comes in a \$153,870. For a construction budget, I am have assumed the Sept 9, 2019 construction cost of \$1,117,073 plus the Alternates totaling \$172,890, rounded to \$1,290,000. This brings our fee in at just under 12% which I recall was the level that you had suggested, below the budgeted 15%. Travel and printing is estimated at \$3,000. I have included a variance application to the Mass. Architectural Access Board for the front entrance (per code, all entrances are to be accessible), hourly billing not to exceed \$4,000 for the variance and hearing. I have a meeting with the new executive director of MAAB this coming Thursday and will get a better feel the new administration of the board.

We discussed the idea of having the hazmat removal done by the town, and I wonder if that has progressed. Also, we will need a pressure test at the street of the water line for the sprinkler system.

Regarding the Alternates, I am assuming that we are designing them, but that these will be listed as alternates in the order to be accepted. This allows some amount of flexibility for base budget and contingency.

I have to admit to being a bit fuzzy about the contract situation. The day after our meeting in January I came down with the flu. In looking at our prior arrangement, I had prepared an AIA agreement for services, and hence have done the same for this phase. If there is a different contract arrangement, please let me know.

Looking forward to spring,

Lynne

Lynne Spencer
Principal

Spencer, Sullivan & Vogt

ARCHITECTURE ■ PRESERVATION

1 Thompson Square | Suite 504 | Charlestown, MA 02129-3308

ssvarchitects.com | 617.861.4291 x22

Attachment : A

Carr Post (Soldiers Sailors Memorial), West Newbury, MA
Preservation and Rehabilitation Project

February 2020

Spencer, Sullivan and Vogt

Schedule	Task	Responsibility	Lynne Spencer, Principal, Preservation	Doug Manley, Architect	Curtis Perrin, Project Manager	Joseph Metrano, architectural Designer	Structures North Consulting (SN), Structural Engineer	Wozny, Barbar & Associates, MEP Engineers	GM2 Cammett Civil Engineer	Other	TOTAL
	Comprehensive rehabilitation of the Carr Post (Soldiers & Sailors Memorial) for assembly uses by the Town of West Newbury for an estimated construction budget of \$1,290,000. (Per Sept 9, 2019 estimate -- Construction Total \$1,117,073 plus Alternates \$172,890). Approved by Town meeting November 4, 2019.		\$175/hr	\$150/hr	\$135/hr	\$110/hr	Consultant Costs	Consultant Costs	Consultant Costs		
March	Agreement										
	Acceptance of fee proposal and preparation of Agreement	Town of West Newbury (TWN)									
March	Project Initiation										
	Introductory meeting with Town of West Newbury	SSV TWN									
March - April	Schematic Design/Design Development										
	Site visit: updated conditions assessment and precise measurements for plans and elevations	SSV	x	x		x					
	Prepare measured drawings in AutoCAD	SSV		x		x					
	Structural design	Structures North		x			4000				
	HVAC, electrical, and fire detection design.	Wozny, Barbar & Associates		x				6,000			
	Civil design for Septic - Tite tank; drywells; site grading and walkways for universal access	GM2		x					4000		
	Chapter 23 Regulatory analysis:	SSV	x	x	x						
	Consultative meeting with West Newbury Historical Commission.	SSV	x		x	x					
	Updated cost estimates	SSV	x	x							
	Meeting with Carr Post and Town of West Newbury representatives	SSV Town of West Newbury	x	x	x						
	Subtotal Hours		18	40	12	38					
	Subtotal Fee		3,150	6,000	1,620	4,180	4,000	6,000	4,000		28,950
May - June	Preparation of Construction Documents										
	Prepare plans and specifications for bidding to the 75% stage. Include front end and historic preservation qualification requirements.	SSV SN WBA GM2	x	x	x	x	13,000	18,000	8,000		
	Submit for review along with an updated budget for meeting with Town of West Newbury	SSV Town of West Newbury		x		x					
	Address any comments and finalize bid documents to 100%.	SSV	x	x	x	x					
	Subtotal Hours		6	90	48	100					
	Subtotal Fee		1,050	13,500	6,480	11,000	13,000	18,000	8,000		71,030
July - August	Bid Administration										
	Work with the Town of West Newbury on advertisement and distributions of CDs	SSV				x					

Carr Post (Soldiers Sailors Memorial), West Newbury, MA
 Preservation and Rehabilitation Project

February 2020
 Spencer, Sullivan and Vogt

Schedule	Task	Responsibility	Lynne Spencer, Principal, Preservation	Doug Manley, Architect	Curtis Perrin, Project Manager	Joseph Metrano, architectural Designer	Structures North Consulting (SN), Structural Engineer	Wozny, Barbar & Associates, MEP Engineers	GM2 Cammett Civil Engineer	Other	TOTAL
	Advertise bid (2 newspapers, Central Register). Assume filed-sub-bidding for multiple trades.	SSV		x		x					
	Conduct pre-bid meeting	SSV		x							
	Respond to questions and Issue addenda	SSV		x							
	Review bids, check references of bidders	SSV	x	x							
	Bid review meeting	SSV Town of West Newbury	x	x							
	Prepare contract for construction and Notice to Proceed	SSV	x	x							
	Subtotal Hours		10	30	0	8					
	Subtotal Fee		1,750	4,500	0	880	0	0	0		7,130
Sept. 1 - Feb. 28, 2020	Construction Administration										
	Provide services during a 6-month construction period with 1 weekly meeting with owner and contractor (consultants to attend as needed)	SSV Town of West Newbury	x	x	x		7,500	5,500	2,500		
	Review submittals and samples.	SSV		x	x						
	Respond to Requests for Information (RFI) and related issues	SSV		x	x						
	Review and approve monthly requisitions	SSV		x							
	Subtotal Hours		24	114	40	0					
	Subtotal Fee		4,200	17,100	5,400	0	7,500	5,500	2,500		42,200
Feb. 2020	Construction Close-out										
	Punch list and close out	SSV		x	x		500	500	500		
	Review close-out documents and manuals	SSV		x							
	Prepare as-built drawings, 2 sets	SSV		x		x					
	Close-out meeting with Town of West Newbury	SSV Town of West Newbury	no charge	no charge							
	Subtotal Hours		0	8	4	12					
	Subtotal Fee		0	1,200	540	1,320	500	500	500		4,560
SERVICES TOTAL			10,150	42,300		17,380	25,000	30,000	15,000		153,870
	Reimbursable Expenses: travel, printing, etc.										3,000
COMBINED TOTAL											156,870

Report on Town Email Utilization by Account, past 180 days, as of 3/6/20

180 total days

129 weekdays

User Principal Name	Display Name	Last Activity		Receive		Read			Sent +		Avg/Day (7 day)	Avg/Day (5 days)	Percent Sent
		Date	Send Count	Avg/Day	Count	Avg/Day	Count	Avg/Day	% Read	Read			
townmanager@wnewbury.org	Town Manager	3/4/2020	3389	18.8	7106	39.5	8661	48.1	122%	12050	66.9	93.7	28%
mmccarron@wnewbury.org	Michael McCarron	3/4/2020	386	2.1	4803	26.7	3932	21.8	82%	4318	24.0	33.6	9%
psevigny@wnewbury.org	Paul Sevigny	3/4/2020	1002	5.6	3747	20.8	2415	13.4	64%	3417	19.0	26.6	29%
dpwdirector@wnewbury.org	DPW Director	3/4/2020	991	5.5	2830	15.7	1761	9.8	62%	2752	15.3	21.4	36%
chief.assessor@wnewbury.org	Meredith Stone	3/4/2020	933	5.2	2628	14.6	1795	10.0	68%	2728	15.2	21.2	34%
syeames@wnewbury.org	Susan Yeames	3/4/2020	604	3.4	2798	15.5	2078	11.5	74%	2682	14.9	20.9	23%
townaccountant@wnewbury.org	Town Accountant	3/4/2020	1092	6.1	1452	8.1	1548	8.6	107%	2640	14.7	20.5	41%
glohecy@wnewbury.org	Glenn Clohecy	1/9/2020	130	0.7	602	3.3	2443	13.6	406%	2573	14.3	20.0	5%
coa@wnewbury.org	COA	3/4/2020	645	3.6	3716	20.6	1841	10.2	50%	2486	13.8	19.3	26%
lzambenardi@wnewbury.org	Leah Zambenardi	3/4/2020	659	3.7	1957	10.9	1477	8.2	75%	2136	11.9	16.6	31%
finance.admin@wnewbury.org	Finance Admin	3/4/2020	412	2.3	1559	8.7	1389	7.7	89%	1801	10.0	14.0	23%
jkrafton@wnewbury.org	Jane Krafton	3/4/2020	630	3.5	2167	12.0	1146	6.4	53%	1776	9.9	13.8	35%
residents.admin@wnewbury.org	Residents Admin	3/4/2020	641	3.6	1236	6.9	1063	5.9	86%	1704	9.5	13.3	38%
assessors@wnewbury.org	Assistant Assessor	3/4/2020	209	1.2	1227	6.8	1167	6.5	95%	1376	7.6	10.7	15%
conservation@wnewbury.org	Conservation	3/4/2020	384	2.1	979	5.4	966	5.4	99%	1350	7.5	10.5	28%
mgootee@wnewbury.org	Mike Gootee	3/4/2020	382	2.1	1747	9.7	854	4.7	49%	1236	6.9	9.6	31%
wnwater@wnewbury.org	WNWater	3/4/2020	330	1.8	2517	14.0	882	4.9	35%	1212	6.7	9.4	27%
cpc@wnewbury.org	Community Preservation Committee	3/3/2020	415	2.3	388	2.2	387	2.2	100%	802	4.5	6.2	52%
inspection.admin@wnewbury.org	Joan Croteau	3/4/2020	250	1.4	903	5.0	531	3.0	59%	781	4.3	6.1	32%
rparker@wnewbury.org	Rick Parker	3/4/2020	141	0.8	586	3.3	566	3.1	97%	707	3.9	5.5	20%
darchibald@wnewbury.org	David Archibald	3/4/2020	116	0.6	616	3.4	567	3.2	92%	683	3.8	5.3	17%
gkemper@wnewbury.org	Glenn Kemper	3/4/2020	59	0.3	345	1.9	423	2.4	123%	482	2.7	3.7	12%
building.inspector@wnewbury.org	Building Inspector	3/4/2020	148	0.8	365	2.0	329	1.8	90%	477	2.7	3.7	31%
lzywiak@wnewbury.org	Laurie Zywiak	2/27/2020	58	0.3	451	2.5	295	1.6	65%	353	2.0	2.7	16%
brichard@wnewbury.org	Brian Richard	3/3/2020	61	0.3	523	2.9	289	1.6	55%	350	1.9	2.7	17%
mow@wnewbury.org	Meals On Wheels	3/4/2020	110	0.6	230	1.3	226	1.3	98%	336	1.9	2.6	33%
wbirthday@wnewbury.org	West Newbury Bicentennial Committee	1/9/2020	113	0.6	209	1.2	110	0.6	53%	223	1.2	1.7	51%
planning.admin@wnewbury.org	Planning Admin	3/4/2020	50	0.3	145	0.8	143	0.8	99%	193	1.1	1.5	26%
DPWAdmin@wnewbury.org	DPW Admin	12/6/2019	33	0.2	117	0.7	94	0.5	80%	127	0.7	1.0	26%
selectmen@wnewbury.org	Selectmen	3/3/2020	0	0.0	1043	5.8	119	0.7	11%	119	0.7	0.9	0%
jsavage@wnewbury.org	John Savage	3/4/2020	8	0.0	107	0.6	101	0.6	94%	109	0.6	0.8	7%
electrical.inspector@wnewbury.org	Electrical Inspector	3/4/2020	2	0.0	207	1.2	104	0.6	50%	106	0.6	0.8	2%
mwinglass@wnewbury.org	Mary Winglass	2/28/2020	0	0.0	708	3.9	99	0.6	14%	99	0.6	0.8	0%
assistantclerk@wnewbury.org	Assistant Clerk	2/19/2020	6	0.0	54	0.3	46	0.3	85%	52	0.3	0.4	12%
agould@wnewbury.org	Andrew Gould	2/26/2020	0	0.0	96	0.5	30	0.2	31%	30	0.2	0.2	0%
treecommittee@wnewbury.org	Tree Committee	1/20/2020	5	0.0	12	0.1	7	0.0	58%	12	0.1	0.1	42%
waterworks@wnewbury.org	Waterworks	3/2/2020	0	0.0	203	1.1	9	0.1	4%	9	0.1	0.1	0%
office.assistant@wnewbury.org	Office Assistant	9/20/2019	3	0.0	7	0.0	3	0.0	43%	6	0.0	0.0	50%
wnopenspace@wnewbury.org	Open Space	1/12/2020	0	0.0	20	0.1	4	0.0	20%	4	0.0	0.0	0%
cable@wnewbury.org	Cable	6/12/2016	0	0.0	161	0.9	0	0.0	0%	0	0.0	0.0	#DIV/0!
personnel@wnewbury.org	Personnel	7/21/2019	0	0.0	0	0.0	0	0.0	#DIV/0!	0	0.0	0.0	#DIV/0!
scanner@wnewbury.org	Scanner		0	0.0	0	0.0	0	0.0	#DIV/0!	0	0.0	0.0	#DIV/0!
financecommittee@wnewbury.org	Finance Committee	2/22/2019	0	0.0	0	0.0	0	0.0	#DIV/0!	0	0.0	0.0	#DIV/0!
admin@wnewbury.org	Admin	1/23/2019	0	0.0	479	2.7	0	0.0	0%	0	0.0	0.0	#DIV/0!
skulacz@wnewbury.org	Stan Kulacz	9/6/2018	0	0.0	25	0.1	0	0.0	0%	0	0.0	0.0	#DIV/0!
janderson@wnewbury.org	Joe Anderson	5/8/2019	0	0.0	105	0.6	0	0.0	0%	0	0.0	0.0	#DIV/0!
millpond@wnewbury.org	Mill Pond Committee		0	0.0	6	0.0	0	0.0	0%	0	0.0	0.0	#DIV/0!

Report on Town Email Utilization by Account, past 180 days, as of 10/8/19

		180 total days			129 weekdays								
User Principal Name	Display Name	Last Activity Date	Send		Receive		Read			Sent + Read	Avg/Day	Avg/Day	Percent Sent
			Count	Avg/Day	Count	Avg/Day	Count	Avg/Day	% Read		(7 day)	(5 days)	
townmanager@wnewbury.org	Town Manager	10/4/2019	4004	22.2	7015	39.0	8326	46.3	119%	12330	68.5	95.9	32%
mmcarron@wnewbury.org	Michael McCarron	10/3/2019	470	2.6	4574	25.4	3814	21.2	83%	4284	23.8	33.3	11%
psevigny@wnewbury.org	Paul Sevigny	10/5/2019	1046	5.8	3581	19.9	2521	14.0	70%	3567	19.8	27.7	29%
dpwdirector@wnewbury.org	DPW Director	10/6/2019	1017	5.7	2724	15.1	1859	10.3	68%	2876	16.0	22.4	35%
coa@wnewbury.org	COA	10/6/2019	669	3.7	3625	20.1	1864	10.4	51%	2533	14.1	19.7	26%
chief.assessor@wnewbury.org	Meredith Stone	10/5/2019	756	4.2	2322	12.9	1662	9.2	72%	2418	13.4	18.8	31%
syeames@wnewbury.org	Susan Yeames	10/4/2019	539	3.0	2550	14.2	1857	10.3	73%	2396	13.3	18.6	22%
lzambenardi@wnewbury.org	Leah Zambenardi	10/5/2019	646	3.6	1806	10.0	1412	7.8	78%	2058	11.4	16.0	31%
residents.admin@wnewbury.org	Residents Admin	10/3/2019	509	2.8	1167	6.5	1008	5.6	86%	1517	8.4	11.8	34%
jkrafton@wnewbury.org	Jane Krafton	10/3/2019	586	3.3	2022	11.2	819	4.6	41%	1405	7.8	10.9	42%
assessors@wnewbury.org	Assistant Assessor	10/3/2019	188	1.0	1117	6.2	1043	5.8	93%	1231	6.8	9.6	15%
lzywiak@wnewbury.org	Laurie Zywiak	10/3/2019	166	0.9	1081	6.0	953	5.3	88%	1119	6.2	8.7	15%
mgootee@wnewbury.org	Mike Gooatee	10/5/2019	309	1.7	1514	8.4	726	4.0	48%	1035	5.8	8.1	30%
wnwater@wnewbury.org	WNWater	10/3/2019	319	1.8	1974	11.0	631	3.5	32%	950	5.3	7.4	34%
gkemper@wnewbury.org	Glenn Kemper	10/4/2019	116	0.6	355	2.0	753	4.2	212%	869	4.8	6.8	13%
gclohecy@wnewbury.org	Glenn Clohecy	9/27/2019	225	1.3	887	4.9	582	3.2	66%	807	4.5	6.3	28%
cpc@wnewbury.org	Community Preservation Committee	10/4/2019	377	2.1	422	2.3	409	2.3	97%	786	4.4	6.1	48%
inspection.admin@wnewbury.org	Joan Croteau	10/3/2019	173	1.0	797	4.4	432	2.4	54%	605	3.4	4.7	29%
conservation@wnewbury.org	Conservation	10/4/2019	158	0.9	447	2.5	441	2.5	99%	599	3.3	4.7	26%
darchibald@wnewbury.org	David Archibald	10/5/2019	121	0.7	554	3.1	470	2.6	85%	591	3.3	4.6	20%
wnbirthday@wnewbury.org	West Newbury Bicentennial Committee	9/26/2019	169	0.9	315	1.8	231	1.3	73%	400	2.2	3.1	42%
jsmith@wnewbury.org	Jay Smith	7/2/2019	93	0.5	604	3.4	292	1.6	48%	385	2.1	3.0	24%
rparker@wnewbury.org	Rick Parker	10/4/2019	47	0.3	295	1.6	274	1.5	93%	321	1.8	2.5	15%
mow@wnewbury.org	Meals On Wheels	10/4/2019	99	0.6	220	1.2	219	1.2	100%	318	1.8	2.5	31%
brichard@wnewbury.org	Brian Richard	10/3/2019	49	0.3	470	2.6	238	1.3	51%	287	1.6	2.2	17%
jnelson@wnewbury.org	Jean Nelson	9/3/2019	9	0.1	169	0.9	158	0.9	93%	167	0.9	1.3	5%
mwinglass@wnewbury.org	Mary Winglass	9/30/2019	3	0.0	826	4.6	151	0.8	18%	154	0.9	1.2	2%
selectmen@wnewbury.org	Selectmen	10/1/2019	0	0.0	1098	6.1	149	0.8	14%	149	0.8	1.2	0%
gbill@wnewbury.org	Gary Bill	9/4/2019	23	0.1	528	2.9	92	0.5	17%	115	0.6	0.9	20%
janderson@wnewbury.org	Joe Anderson	5/8/2019	23	0.1	224	1.2	90	0.5	40%	113	0.6	0.9	20%
jsavage@wnewbury.org	John Savage	10/4/2019	7	0.0	98	0.5	75	0.4	77%	82	0.5	0.6	9%
electrical.inspector@wnewbury.org	Electrical Inspector	10/2/2019	0	0.0	215	1.2	81	0.5	38%	81	0.5	0.6	0%
assistantclerk@wnewbury.org	Assistant Clerk	9/26/2019	33	0.2	73	0.4	46	0.3	63%	79	0.4	0.6	42%
agould@wnewbury.org	Andrew Gould	9/27/2019	0	0.0	137	0.8	60	0.3	44%	60	0.3	0.5	0%
DPWAdmin@wnewbury.org	DPW Admin	9/30/2019	11	0.1	20	0.1	18	0.1	90%	29	0.2	0.2	38%
waterworks@wnewbury.org	Waterworks	9/12/2019	1	0.0	293	1.6	26	0.1	9%	27	0.2	0.2	4%
office.assistant@wnewbury.org	Office Assistant	9/20/2019	8	0.0	3	0.0	7	0.0	233%	15	0.1	0.1	53%
wnopenspace@wnewbury.org	Open Space	9/11/2019	4	0.0	14	0.1	7	0.0	50%	11	0.1	0.1	36%
planning.admin@wnewbury.org	Planning Admin	9/24/2019	2	0.0	10	0.1	3	0.0	30%	5	0.0	0.0	40%
treecommittee@wnewbury.org	Tree Committee	10/4/2019	2	0.0	3	0.0	3	0.0	100%	5	0.0	0.0	40%
personnel@wnewbury.org	Personnel	7/21/2019	0	0.0	1	0.0	5	0.0	500%	5	0.0	0.0	0%
cable@wnewbury.org	Cable	6/12/2016	0	0.0	199	1.1	0	0.0	0%	0	0.0	0.0	#DIV/0!
solarize@wnewbury.org	Solarize West Newbury	12/9/2015	0	0.0	1	0.0	0	0.0	0%	0	0.0	0.0	#DIV/0!
scanner@wnewbury.org	Scanner		0	0.0	0	0.0	0	0.0	#DIV/0!	0	0.0	0.0	#DIV/0!
financecommittee@wnewbury.org	Finance Committee	2/22/2019	0	0.0	0	0.0	0	0.0	#DIV/0!	0	0.0	0.0	#DIV/0!
admin@wnewbury.org	Admin	1/23/2019	0	0.0	480	2.7	0	0.0	0%	0	0.0	0.0	#DIV/0!
harbormaster@wnewbury.org	Harbormaster		0	0.0	14	0.1	0	0.0	0%	0	0.0	0.0	#DIV/0!
skulacz@wnewbury.org	Stan Kulacz	9/6/2018	0	0.0	26	0.1	0	0.0	0%	0	0.0	0.0	#DIV/0!
millpond@wnewbury.org	Mill Pond Committee		0	0.0	12	0.1	0	0.0	0%	0	0.0	0.0	#DIV/0!
Historical.Comm@wnewbury.org	History		0	0.0	30	0.2	0	0.0	0%	0	0.0	0.0	#DIV/0!

Report on Town Email Utilization by Account, past 180 days, as of 4/29/19

		180 days				129 weekdays							
Display Name	User Principal Name	Last Activity Date	Send Count	Avg/ Day	Receive		Read		% Read	Sent +	Avg/ Day	Avg/ Day	Percent
					Count	Avg/ Day	Count	Avg/ Day		Read	(7 day)	(5 days)	Sent
townmanager@wnewbury.org	Town Manager	4/27/2019	5079	28.2	5504	30.6	5098	28.3	92.6%	10177	56.5	79.2	48%
mmccarron@wnewbury.org	Michael McCarron	4/26/2019	576	3.2	4952	27.5	3513	19.5	70.9%	4089	22.7	31.8	10%
mwinglass@wnewbury.org	Mary Winglass	4/26/2019	1283	7.1	3341	18.6	1994	11.1	59.7%	3277	18.2	25.5	28%
psevigny@wnewbury.org	Paul Sevigny	4/27/2019	937	5.2	3436	19.1	2133	11.9	62.1%	3070	17.1	23.9	21%
coa@wnewbury.org	COA	4/27/2019	750	4.2	4266	23.7	2058	11.4	48.2%	2808	15.6	21.8	15%
syames@wnewbury.org	Susan Yeames	4/26/2019	510	2.8	3029	16.8	2131	11.8	70.4%	2641	14.7	20.5	14%
lzambenardi@wnewbury.org	Leah Zambenardi	4/26/2019	794	4.4	2157	12.0	1522	8.5	70.6%	2316	12.9	18.0	27%
chief.assessor@wnewbury.org	Meredith Stone	4/27/2019	773	4.3	2394	13.3	1473	8.2	61.5%	2246	12.5	17.5	24%
dpwdirector@wnewbury.org	DPW Director	4/27/2019	730	4.1	1761	9.8	1382	7.7	78.5%	2112	11.7	16.4	29%
lzywiak@wnewbury.org	Laurie Zywiak	4/26/2019	262	1.5	1363	7.6	1276	7.1	93.6%	1538	8.5	12.0	16%
assessors@wnewbury.org	Assistant Assessor	4/26/2019	225	1.3	1393	7.7	1106	6.1	79.4%	1331	7.4	10.4	14%
janderson@wnewbury.org	Joe Anderson	4/26/2019	338	1.9	1061	5.9	949	5.3	89.4%	1287	7.2	10.0	24%
jkrafton@wnewbury.org	Jane Krafton	4/25/2019	478	2.7	2150	11.9	787	4.4	36.6%	1265	7.0	9.8	18%
mgootee@wnewbury.org	Mike Gootee	4/26/2019	397	2.2	1761	9.8	824	4.6	46.8%	1221	6.8	9.5	18%
wnwater@wnewbury.org	WNWater	4/25/2019	333	1.9	3056	17.0	853	4.7	27.9%	1186	6.6	9.2	10%
residents.admin@wnewbury.org	Residents Admin	4/25/2019	375	2.1	1091	6.1	748	4.2	68.6%	1123	6.2	8.7	26%
cpc@wnewbury.org	Community Preservation Committee	4/27/2019	506	2.8	642	3.6	581	3.2	90.5%	1087	6.0	8.5	44%
gkemper@wnewbury.org	Glenn Kemper	4/27/2019	125	0.7	686	3.8	785	4.4	114.4%	910	5.1	7.1	15%
gclohecy@wnewbury.org	Glenn Clohecy	4/26/2019	204	1.1	963	5.4	630	3.5	65.4%	834	4.6	6.5	17%
darchibald@wnewbury.org	David Archibald	4/26/2019	120	0.7	882	4.9	690	3.8	78.2%	810	4.5	6.3	12%
jsmith@wnewbury.org	Jay Smith	4/25/2019	189	1.1	887	4.9	487	2.7	54.9%	676	3.8	5.3	18%
inspection.admin@wnewbury.org	Joan Croteau	4/25/2019	172	1.0	811	4.5	358	2.0	44.1%	530	2.9	4.1	17%
wnbirthday@wnewbury.org	West Newbury Bicentennial Committe	4/26/2019	71	0.4	288	1.6	287	1.6	99.7%	358	2.0	2.8	20%
selectmen@wnewbury.org	Selectmen	4/26/2019	0	0.0	1422	7.9	316	1.8	22.2%	316	1.8	2.5	0%
mow@wnewbury.org	Meals On Wheels	4/26/2019	91	0.5	235	1.3	206	1.1	87.7%	297	1.7	2.3	28%
gbill@wnewbury.org	Gary Bill	4/16/2019	27	0.2	1126	6.3	262	1.5	23.3%	289	1.6	2.2	2%
brichard@wnewbury.org	Brian Richard	4/27/2019	43	0.2	441	2.5	111	0.6	25.2%	154	0.9	1.2	9%
jsavage@wnewbury.org	John Savage	4/23/2019	7	0.0	95	0.5	79	0.4	83.2%	86	0.5	0.7	7%
assistantclerk@wnewbury.org	Assistant Clerk	4/23/2019	11	0.1	64	0.4	39	0.2	60.9%	50	0.3	0.4	15%
electrical.inspector@wnewbury.org	Electrical Inspector	4/24/2019	1	0.0	228	1.3	48	0.3	21.1%	49	0.3	0.4	0%
waterworks@wnewbury.org	Waterworks	3/28/2019	4	0.0	235	1.3	36	0.2	15.3%	40	0.2	0.3	2%
agould@wnewbury.org	Andrew Gould	4/26/2019	0	0.0	242	1.3	40	0.2	16.5%	40	0.2	0.3	0%
wnopenspace@wnewbury.org	Open Space	3/22/2019	9	0.1	11	0.1	7	0.0	63.6%	16	0.1	0.1	45%
jnelson@wnewbury.org	Jean Nelson	4/16/2019	1	0.0	321	1.8	7	0.0	2.2%	8	0.0	0.1	0%
financecommittee@wnewbury.org	Finance Committee	2/22/2019	4	0.0	3	0.0	3	0.0	100.0%	7	0.0	0.1	57%
admin@wnewbury.org	Admin	1/23/2019	0	0.0	407	2.3	5	0.0	1.2%	5	0.0	0.0	0%
personnel@wnewbury.org	Personnel	3/5/2019	0	0.0	8	0.0	2	0.0	25.0%	2	0.0	0.0	0%
cable@wnewbury.org	Cable	6/12/2016	0	0.0	250	1.4	0	0.0	0.0%	0	0.0	0.0	0%
solarize@wnewbury.org	Solarize West Newbury	12/9/2015	0	0.0	2	0.0	0	0.0	0.0%	0	0.0	0.0	0%
scanner@wnewbury.org	Scanner		0	0.0	0	0.0	0	0.0	0.0%	0	0.0	0.0	#DIV/0!
harbormaster@wnewbury.org	Harbormaster		0	0.0	17	0.1	0	0.0	0.0%	0	0.0	0.0	0%
skulacz@wnewbury.org	Stan Kulacz	9/6/2018	0	0.0	40	0.2	0	0.0	0.0%	0	0.0	0.0	0%
millpond@wnewbury.org	Mill Pond Committee		0	0.0	18	0.1	0	0.0	0.0%	0	0.0	0.0	0%
Historical.Comm@wnewbury.org	History		0	0.0	25	0.1	0	0.0	0.0%	0	0.0	0.0	0%