



**Town of West Newbury
Board of Selectmen
Monday, March 30, 2020 @ 6:00pm**
381 Main Street, Town Office Building
www.wnewbury.org
AGENDA

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 MAR 26 PM 5:07

Executive Session: 6:00pm by remote participation (see below)

- ❖ 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) 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 Board;
- ❖ Executive Session meeting minutes: review of executive session minutes to determine whether continued non-disclosure is warranted.

Open Session: 7pm by remote participation (see below)

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.

Regular Business

- A. Updates regarding coronavirus pandemic, including updates from Town Counsel regarding recent and proposed legislation regarding COVID-19
- B. Joint (remote) meeting with Board of Registrars to discuss potential postponement of Town election
- C. Acknowledgement of receipt of FY21 Capital Improvement Committee report and recommendations
- D. Meeting (remote) with Finance Committee, Moderator, Town Counsel, and Town Manager to review Annual and Special Town Meeting Warrants and any related business, including potential to postpone Town Meeting due to COVID-19
- E. 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*
- F. Discuss proposed new Town Meeting warrant article to establish solid waste/recycling revolving fund
- G. Review and discuss Board recommendations regarding proposed Town Meeting warrant articles
- H. Discussion of proposed FY21 Budget
- I. Requests for waiver of rent due during State of Emergency: The Children's Castle; The Learning Tree
- J. Meeting minutes: March 25, 2019; January 24, 2019; January 22, 2019.

Town Manager Updates

- K. Update on Middle/High School project
- L. Middle Street Bridge – update on MOU with Newburyport and MassWorks grant
- M. Update on designer contract for Soldiers & Sailors Memorial Building restoration
- N. Follow up meeting assignments; and placing items for future agendas

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

GoToMeeting

Phone: (669) 224-3412
Access Code: 562-253-461

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

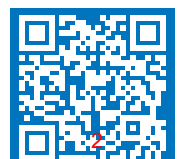
▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



West Newbury Board of Health – COVID-19 Update #2

DATE: March 27, 2020
TOWN: West Newbury
CONTACT: Paul Sevigny, Health Agent

Office: 978-363-1100, x119
Email: psevigny@wnewbury.org

Today, the Massachusetts Department of Public Health (MDPH) notified us that the second resident from West Newbury has tested positive for the Coronavirus (COVID-19).

This individual is in isolation and is recovering from their illness. They are being supported and monitored according to MDPH guidelines. Out of respect for the individual and an order from the Commissioner of the MDPH, no other information will be provided. Please do not ask.

HOW TO PROTECT YOURSELF AS WE MOVE FORWARD

- Frequent handwashing with soap and water for at least 20 seconds or use hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands
- SOCIAL DISTANCING = maintain at least 6 feet between you and anyone else. This is VERY IMPORTANT!
- Please respect Governor Baker's Stay-At-Home Advisory.

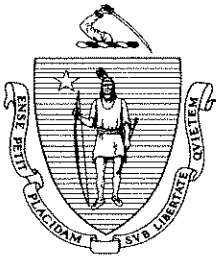
HOW TO PROTECT OTHERS

- Cover your coughs and sneezes with a tissue or a sleeve-covered elbow.
- If you are sick, STAY HOME!
- Clean & disinfect frequently touched surfaces daily.
- SOCIAL DISTANCING = maintain at least 6 feet between you and anyone else. This is VERY IMPORTANT.

If you think you have been exposed to COVID-19, or if you develop a fever and respiratory symptoms such as a cough or difficulty breathing, call your healthcare provider immediately.

IF THERE IS AN EMERGENCY CALL 911 IMMEDIATELY

For more information, the following websites can be reviewed. MA Department of Public Health (DPH) website at: www.mass.gov/2019coronavirus & the Center for Disease Control and Prevention (CDC) website at: www.cdc.gov/coronavirus/2019-ncov.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
 STATE HOUSE • BOSTON, MA 02133
 (617) 725-4000

CHARLES D. BAKER
 GOVERNOR

KARYN E. POLITO
 LIEUTENANT GOVERNOR

**ORDER ASSURING CONTINUED OPERATION OF ESSENTIAL SERVICES
 IN THE COMMONWEALTH, CLOSING CERTAIN WORKPLACES,
 AND PROHIBITING GATHERINGS OF MORE THAN 10 PEOPLE**

COVID-19 Order No. 13

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”);

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the number of presumptive positive and confirmed cases of COVID-19 continues to rise exponentially in the Commonwealth. As of March 22, 2020, the Department of Public Health had reported 646 cases of COVID-19, including 5 deaths, with 13 of the 14 counties in the Commonwealth impacted;

WHEREAS, the Department of Public Health is urging all residents of the Commonwealth to limit activities outside of the home and to practice social distancing at all times, both inside and outside of the home to limit the spread of this highly contagious and potentially deadly virus;

WHEREAS, on March 19, 2020, the Federal Cybersecurity and Infrastructure Security Agency issued guidance to assist States that identifies 14 critical infrastructure sectors whose workers provide services and functions that are essential to maintain in order to support a strong response to the COVID-19 pandemic;

WHEREAS, as Governor, I have identified additional services and functions that likewise are essential to promote the public health and welfare of the Commonwealth, and

therefore it is imperative to ensure that workers providing critical services and functions in these State and Federally designated sectors may continue to work to ensure community resilience and continuity of response efforts; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over public assemblages in order to protect the health and safety of persons, regulating the sale of articles of food and household articles, and policing, protection, and preservation of public and private property;

NOW, THEREFORE, in order to minimize all unnecessary activities outside of the home during the state of emergency, I hereby order the following:

1. Maintaining Operation of COVID-19 Essential Services and Workforces

The production and service sectors identified in Exhibit A are hereby designated as “COVID-19 Essential Services.” The workforces engaged and working in these production and service sectors are hereby designated as “COVID-19 Essential Workforces.” I shall amend and publish updates to Exhibit A as I determine necessary in response to conditions as they develop.

Businesses and other organizations that provide the services and functions identified as COVID-19 Essential Services in Exhibit A are urged to continue operations during the state of emergency, but to do so with allowance for social distancing protocols consistent with guidance provided by the Department of Public Health.

Restaurants, bars, and other retail establishments that sell food and beverage products to the public provide COVID-19 Essential Services and are designated as such in Exhibit A. These establishments are therefore encouraged to continue to offer food and beverages for take-out and by delivery provided that they follow the social distancing protocols set forth in Department of Public Health guidance. Restaurants, bars, or other establishments that offer food or beverages to the public shall not permit on-premises consumption of food or beverages.

2. Temporary Closing of Other Businesses and Organizations

All businesses and other organizations that do not provide COVID-19 Essential Services shall close their physical workplaces and facilities (“brick-and-mortar premises”) to workers, customers, and the public as of 12:00 noon on March 24, 2020 and shall not re-open to workers, customers, or the public before 12:00 noon on April 7, 2020. Churches, temples, mosques, and other places of worship shall not be required to close their brick and mortar premises to workers or the public; provided, however, that such institutions shall be required to comply with all limitations on gatherings established in section 3 below.

Businesses and other organizations that do not provide COVID-19 Essential Services are encouraged to continue operations where they are able to operate through remote means that do not require workers, customers, or the public to enter or appear at the brick-and-mortar premises closed by this Order.

3. Limitations on Gatherings

Gatherings of more than 10 people are prohibited throughout the Commonwealth. Gatherings subject to this Order include, without limitation, community, civic, public, leisure, faith-based, or sporting events, concerts, conferences, conventions, fundraisers, parades, fairs, festivals, weddings, funerals, and any similar event or activity that brings together more than 10 persons in any confined indoor or outdoor space. This limitation shall not apply to the operations or activities of any business or organization in its provision or delivery of COVID-19 Essential Services.

This Order does not prohibit gatherings of more than 10 people in an unenclosed, outdoor space such as a park, athletic field, or parking lot.

Athletic and recreational activities that bring participants into close, physical contact are prohibited even when involving 10 or fewer people and regardless of where conducted.

4. Exceptions

(a) This Order shall not apply to any municipal legislative body or to the General Court or to the Judiciary.

(b) This Order shall not apply to residential schools for special needs students. This Order also does not apply to public and private elementary and secondary (K-12) schools in the Commonwealth, which are subject to the March 15, 2020 Order Temporarily Closing All Public and Private Elementary and Secondary Schools, as may be subsequently amended, which suspended all normal, in-person instruction.

(c) This Order does not apply to the operation of child care programs in the Commonwealth, which are subject to the March 18, 2020 Order Temporarily Closing All Child Care Programs and Authorizing the Temporary Creation and Operation of Emergency Child Care Programs, as may be subsequently amended.

5. Implementing Guidance and Enforcement

The Commissioner of Public Health is directed to issue guidance (“DPH Guidance”), subject to my approval, to implement the terms of this Order. The DPH Guidance shall include a requirement that grocery stores and other retailers with substantial retail grocery sales establish special limited access hours during which elderly and other vulnerable populations may have exclusive access to make grocery purchases.

The Department of Public Health, along with any board of health or authorized agent pursuant to G. L. c. 111, § 30, shall enforce this Order and if necessary may do so with the assistance of State or municipal police. Violation of the terms of this Order or the DPH Guidance may result in a criminal penalty pursuant to Section 8 of Chapter 639 of the Acts of 1950 or a civil fine of up to \$300 per violation, in the manner provided for non-criminal disposition of violations of municipal by-law, ordinance, rule, or regulation pursuant to G. L. c. 40, § 21D. A criminal complaint for violation of or a motion for an injunction to enforce this Order or the DPH Guidance shall be filed in the district court with jurisdiction for the municipality in which the violation has been charged.

In addition, I hereby direct the Commissioner of Public Health to act under the authority of G. L. c. 17, § 2A and G. L. c. 111, § 6 or any other appropriate authority to supplement the terms of this Order in the event she determines additional measures are required to ensure that the terms of this Order are observed.

This Order supersedes and makes inoperative any order or rule issued by a municipality that will or might in any way impede or interfere with the achievement of the objectives of this Order. With respect to work and travel in particular, any order or rule issued by a municipality is hereby made inoperative to the extent: (1) such municipal order or rule will or might interfere with provisions of this Order ensuring the continued operation of COVID-19 Essential Services; or (2) such municipal order or rule will or might interfere with the free travel anywhere within the Commonwealth of any person who is a member of any COVID-19 Essential Workforce where such travel is made in connection with the ongoing operation of COVID-19 Essential Services.

This Order rescinds and revokes the Order Prohibiting Gatherings of More than 25 People and On-Premises Consumption of Food or Drink, issued March 15, 2020.

If any provision of this Order or the application thereof to any person or entity or circumstance is determined to be invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this Order or the application thereof to other persons, entities, and circumstances.

This Order shall be effective at 12:00 noon March 24, 2020 and shall remain in effect through 12:00 noon on April 7, 2020 unless further extended.

Given in Boston at 9:15 AM this 23rd day
of March, two thousand and twenty

A handwritten signature in cursive script, appearing to read "Charles D. Baker".

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

HOUSE No.

The Commonwealth of Massachusetts



CHARLES D. BAKER
GOVERNOR

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE · BOSTON, MA 02133
(617) 725-4000

KARYN POLITO
LIEUTENANT GOVERNOR

March 24, 2020

To the Honorable Senate and House of Representatives,

I am filing for your consideration a bill entitled “An Act to Further Address Challenges Faced by Municipalities and School Districts Resulting from COVID-19.” This legislation is designed to provide flexible solutions for local officials across the Commonwealth as the challenges of the COVID-19 epidemic disrupt the normal process of administering local government.

As you know, on March 15, 2020, I issued an Emergency Order temporarily closing all public and private K-12 schools in the Commonwealth. While that Order was necessary to protect the health and safety of the Commonwealth, this legislation provides important flexibility to address potential disruptions that may result. First, it empowers the Commissioner of Elementary and Secondary Education to delay beyond April 1 the requirement, established in the recently enacted Student Opportunity Act, that school districts submit three-year evidence-based plans aimed at closing achievement disparities among student subgroups. Second, it authorizes the Board of Elementary and Secondary Education, upon the recommendation of the Commissioner, to modify or waive the requirements of the competency determination for high school graduation. Third, the legislation authorizes the Commissioner, to modify or waive the requirement for the Commonwealth’s annual statewide student assessment, known as the MCAS. In all three instances, action can be taken only to address disruptions caused by the pandemic.

This bill also provides flexibility to Regional School Districts in case they are not able to approve their budgets by the statutory deadline. The bill would accordingly permit Regional School Districts to suspend the statutorily-required vote on the approval of their fiscal year 2021 budget and allow the Department of Elementary and Secondary Education (“DESE”) to certify an amount sufficient for the operation of the district until a budget can be adopted.

Also in the area of municipal finance, this bill would provide cities and town flexibility on tax collections, such that they can allow their residents more time to pay taxes without incurring penalties. Specifically, the bill would allow municipalities to waive late-payment penalties for 4th quarter tax bills, which are due May 1. It would also allow municipalities to change their tax bill due date and extend the deadline for property tax exemptions and deferrals from April 1 to June 1, 2020.

There are a number of important modifications to the local permitting process in this bill. These include the following changes:

- Provides that no permit is automatically granted, approved, or denied because a local permitting authority does not act within a time period required by law.
- Provides that any permit that is currently valid will not lapse or expire during the state of emergency, and suspends any time limitation on such permits during the emergency.
- Allows applications for permits to be filed electronically, so as to eliminate the need for in-person filing.
- Suspends any requirement that a hearing on a permit application be held within a certain period of time until 45 days after the end of the state of emergency.

These changes will provide necessary relief to cities and towns that, due to disruptions caused by the state of emergency, are unable to timely process and hear permitting applications. At the same time, these changes balance the needs of residents and developers by ensuring that their current permits are not impaired by the emergency.

Additionally, I am proposing a method that would allow municipalities to utilize retirees during the current state of emergency, so that municipalities can tap qualified workers when their workforces may be disrupted. Currently, retirees collecting a pension are limited in how many hours they may work and the compensation they can earn. This proposal would lift those restrictions for calendar year 2020 for work done during the emergency

I am also proposing changes that would allow for electronic signatures on search warrant applications and criminal complaints that are necessary in light of the current public health emergency. This would decrease traffic to courthouses and thereby reduce risk to judicial and public safety officers as well as courthouse staff and court users.

Lastly, I propose to allow restaurants and other establishments that are licensed to sell alcohol for on-premises consumption to sell wine and beer for takeout and delivery subject to certain conditions. As you know, restaurants and bars are currently barred from allowing customers to eat or drink on-premises, and their liquor licenses limit them to the sale of alcohol for on-premises consumption. This change would restore a critical source of revenue to restaurants and other food establishments.

The Lieutenant Governor and I are happy to see that the Joint Committee on Municipalities and Regional Government reported a bill on Monday, H.4580, that contains a number of similar provisions intended to relieve pressure on municipalities. We look forward to working with you to share ideas and language to achieve our common goals. In light of the ongoing emergency, I urge your prompt enactment of legislation to relieve pressure on our cities and towns.

Respectfully submitted,

Charles D. Baker,
Governor

The Commonwealth of Massachusetts

**In the One Hundred and Ninety-First General Court
(2019-2020)**

An Act to further address challenges faced by municipalities, school districts and state authorities resulting from COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to forthwith to make certain changes in law in response to a public health emergency, each of which is immediately necessary to carry out to accomplish important public purposes, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. Section 20 of chapter 161A, of the General Laws, as appearing in the 2018
2 Official Edition, is hereby amended by striking out, in line 2, the word, “March”, and inserting in
3 place thereof the following word:- May.

4 SECTION 2. Said section 20 of said chapter 161A, as so appearing, is hereby amended
5 by striking out, in line 4, the word, “April” and inserting in place thereof the following word:-
6 June.

7 SECTION 3. Section 2 of chapter 275 of the General Laws, as so appearing, is hereby
8 amended by inserting, in line 5, after the word “subscribed”, the following words:- ,
9 electronically or in person.

10 SECTION 4. Section 2A of chapter 276 of the General Laws, as so appearing, is hereby
11 amended by striking out, in line 1, the word “The” and inserting in place thereof the following
12 words:- The signature on the warrant may be made by electronic signature. The.

13 SECTION 5. Section 2B of said chapter 276, as so appearing, is hereby amended by
14 inserting, in lines 1 and 2, after the word “personally”, the following words:- or through wire or
15 electronic means.

16 SECTION 6. Said section 2B of said chapter 276, as so appearing, is hereby further
17 amended by inserting, in line 13, after the word “form”, the following words:- and the signature
18 therein may be made by electronic signature.

19 SECTION 7. Section 22 of said chapter 276, as so appearing, is hereby amended by
20 inserting, in line 4, after the word “subscribed”, the following words:- , electronically or in
21 person.

22 SECTION 8. Said section 22 of said chapter 276, as so appearing, is hereby further
23 amended by adding the following sentence:- If a complaint is subscribed to electronically by the
24 complainant, the complainant, if a law enforcement officer, may, in lieu of being examined on
25 oath by a justice, subscribe to the complaint under the pains and penalties of perjury.

26 SECTION 9. (a) As used in this section, the following words shall have the following
27 meanings:

28 “Permit” means a permit, variance, special permit, license, amendment, extension or
29 other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule
30 or regulation, whether ministerial or discretionary.

31 “Permit Granting Authority” means (i) a local, county or regional official, or (ii) a local,
32 county or regional multi-member body, that is authorized to issue a permit.

33 (b) Notwithstanding any general or special law, rule, regulation, charter, ordinance or by-
34 law to the contrary, during the state of emergency declared by the governor on March 10, 2020
35 as a result of the outbreak of the 2019 novel Coronavirus also known as “COVID-19”:

36 (1) An application for a permit shall be deemed duly filed and accepted as of the date
37 of the filing by the applicant, if filed with and certified as received by the city or town clerk if a
38 municipality, or with the secretary or other official established by law to receive such
39 applications if a county or regional entity. Notwithstanding the foregoing, a permit granting
40 authority may contest the completeness of an application at the time of filing, if the application is
41 ultimately denied by the permitting board on other grounds, or if the permit is ultimately
42 appealed by the applicant. An application for a permit may be filed electronically, either through
43 an electronic submission website established by the permit granting authority, or through
44 attachment of the requisite forms and supplemental materials to electronic mail sent to the
45 aforesaid clerk, secretary, or official. Certification of receipt for purposes of this paragraph may
46 be provided electronically to the applicant, and shall be provided electronically if the permit
47 application is submitted electronically and electronic certification of receipt is requested by the
48 applicant.

49 (2) A requirement of a statute, ordinance, bylaw, rule, or regulation that a hearing
50 commence within a specific period of time after the filing of a application or request for approval
51 of a permit is suspended as of March 10, 2020; provided, however, that the applicable period

52 shall resume 45 days after the termination of the state of emergency, or as of a date otherwise
53 prescribed by law, whichever is later.

54 (3) A permit in effect or existence as of March 10, 2020, including any deadlines or
55 conditions of the permit, shall not lapse or otherwise expire and the expiration date of the permit,
56 or time period for meeting a deadline or for performance of a condition of the permit, shall toll
57 during the state of emergency.

58 (4) No permit shall be considered granted, approved or denied, constructively or
59 otherwise, due to a failure of the permit granting authority to act within the time required by a
60 statute, ordinance, bylaw, rule or regulation; provided, however, that the permit granting
61 authority acts within 45 days of the termination of the state of emergency or by a date otherwise
62 prescribed by law, whichever is later; provided, however, that the applicant and Permit Granting
63 Authority may agree to alternative timing in writing.

64 (5) Notwithstanding the time periods by which a permit is to be either heard or acted
65 upon, a permit granting authority may, by a declaration of its chair, which the chair is authorized
66 to make irrespective of whether a quorum is present to vote on such matter, schedule or
67 reschedule on one or more occasions the hearing or decision deadlines on a permit application
68 provided no such date or deadline is rescheduled for more than 45 days after the termination of
69 the state of emergency or after a date otherwise prescribed by law, whichever is later. The chair
70 shall provide written notice of any applicable rescheduled dates or deadlines to the applicant at
71 the applicant's address, and to the general public by posting electronically on the website of the
72 city or town clerk or the website of the county or regional entity.

73 (6) In the event a permit is required to be recorded with the registry of deeds or filed
74 with registry district of the land court, as the case may be, for the county or district in which the
75 property subject to the permit is located, within a certain period of time after its issuance in order
76 to remain in force and effect or as a condition to exercising the permit, (i) the period of time for
77 recording the permit shall be suspended during such time as the relevant registry of deeds or
78 registry district of the land court is either closed or subject to rules and procedures restricting
79 public in-person access; and (ii) the failure to record the permit shall not preclude the permit
80 holder from applying for, obtaining and commencing construction activities pursuant to other
81 required permits and approvals, including, without limitation, a building permit, which building
82 permit may be issued and shall be considered duly issued pursuant to the provisions of section 6
83 of chapter 40A of the General Laws.

84 (7) A hearing on a pending application for a permit opened by a permit granting
85 authority prior to March 10, 2020, which has either not been concluded as of March 10, 2020 or
86 has been continued by the permit granting authority as of March 10, 2020, shall be automatically
87 tolled and continued to the first hearing date of the permit granting authority following the
88 termination of the state of emergency, or to a date otherwise prescribed by law, whichever is
89 later; provided, however, that the date is no later than 45 days from of the termination of the state
90 of emergency or the date otherwise prescribed by law, whichever is later.

91 (c) Nothing in this section shall affect the ability of a permit granting authority,
92 subject to applicable notice and hearing requirements, to revoke or modify a permit when that
93 permit or the law or regulation under which the permit was issued authorizes the modification or
94 revocation thereof; provided, however, that in no event shall the permit granting authority revoke
95 or modify the permit for failure of the permit holder as a result of the state of emergency to

96 exercise or otherwise commence work pursuant to the permit, or where such work commenced
97 on or prior to March 10, 2020, but has stopped as a result of the state of emergency or actions
98 taken by an agency or political subdivision of the commonwealth in reliance thereon. The
99 limitations set forth in this subsection shall apply as long as the state of emergency is in effect
100 and for a period of 60 days following the termination thereof; provided, however, that a permit
101 holder shall be entitled to a further extension of reasonable length to exercise or otherwise
102 commence work pursuant to said permit at the discretion of the permit granting authority for
103 good cause shown; provided, further, that the chair of any permit granting authority shall be
104 authorized to grant such further extension irrespective of whether a quorum is present to vote on
105 the matter.

106 (d) Notwithstanding the requirements of section 20 of chapter 30A of the General
107 Laws, a permit granting authority, during the state of emergency, shall be permitted to conduct
108 meetings and public hearings remotely, consistent with the Governor's order entitled "Order
109 Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A Section 20" issued March
110 12, 2020, as the order may be amended, supplemented or replaced.

111 (e) Nothing in this section shall preclude or prohibit a permit granting authority from
112 issuing decisions on permit applications for which duly held public hearings or meetings have
113 been held, or preclude or prohibit any building commissioner, inspector of buildings, or other
114 permit granting official as the case may be, from issuing permits, including but not limited to
115 demolition or building permits.

116 (f) Notwithstanding any general or special law to the contrary and without limiting
117 the foregoing, this section shall apply to all local boards and commissions' conduct of public
118 meetings, public hearings, or other actions taken in a quasi-judicial capacity.

119 SECTION 10. (a) Notwithstanding any general or special law to the contrary, the
120 provisions of subsections (b) and (c) of section 91 of chapter 32 of the General Laws shall not
121 apply in calendar year 2020 to the following two categories of persons for hours worked during
122 the state of emergency issued by the governor on March 10, 2020 as a result of the outbreak of
123 the 2019 novel Coronavirus also known as "COVID-19":

124 (i) any person who has been retired and who is receiving a pension or retirement
125 allowance, under the provisions of said chapter 32 or any other general or special law, from the
126 commonwealth, a county, city, town, district or authority, or

127 (ii) any person whose employment in the service of the commonwealth, county, city,
128 town, district or authority has been terminated, under the provisions of said chapter 32 or any
129 other general or special law, by reason of having attained an age specified in said general or
130 special law or by the rules and regulations of any department or agency of the commonwealth,
131 county, city, town, district or authority without being entitled to any pension or retirement
132 allowance.

133 Accordingly, these two categories of persons may, during the state of emergency and
134 subject to all other laws, rules and regulations, governing the employment of persons in the
135 commonwealth, county, city, town, district or authority, be employed in the service of the
136 commonwealth, county, city, town, district or authority, including as a consultant or independent

137 contractor or as a person whose regular duties require that his time be devoted to the service of
138 the commonwealth, county, city, town, district or authority during regular business hours.

139 (b) The provisions of this section shall not apply to individuals retired under a general or
140 special law on disability.

141 SECTION 11. (a) Notwithstanding any general or special law to the contrary, as a result
142 of the outbreak of the 2019 novel Coronavirus also known as “COVID-19” and the declaration
143 of a state of emergency issued by the governor on March 10, 2020, for fiscal year 2020, the chief
144 executive officer of a city, town or district, as defined in clause Fifth B of section 7 of chapter 4
145 of the General Laws, may extend:

146 (i) for the purposes of the first paragraph of section 57 of chapter 59 of the General Laws,
147 the date May 1 to a date not later than June 1, 2020;

148 (ii) for the purposes of the seventh and eighth paragraphs and the tenth and eleventh
149 paragraphs of section 57C of chapter 59 of the General Laws, the date May 1 to a date not later
150 than June 1, 2020; and

151 (iii) for the purposes of the third paragraph of section 59 of chapter 59 of the General
152 Laws, the date April 1 to a date not later than June 1, 2020.

153 (b) Notwithstanding sections 57, 57C and 59 of chapter 59 of the General Laws or any
154 other general or special law to the contrary, if municipal offices are closed as a result of the
155 outbreak of the 2019 novel Coronavirus also known as “COVID-19” or the declaration of a state
156 of emergency issued by the governor on March 10, 2020 on the date that a tax payment,

157 abatement or exemption application is due, the due dates shall not be extended except pursuant to
158 this section.

159 SECTION 12. Notwithstanding sections 57, 57A and 57C of chapter 59 of the General
160 Laws and section 2 of chapter 60A of the General Laws or any other general or special law to the
161 contrary, as a result of the outbreak of the 2019 novel Coronavirus also known as “COVID-19”
162 and the declaration of a state of emergency issued by the governor on March 10, 2020, for fiscal
163 year 2020, the chief executive officer of a city, town or district, as defined in clause Fifth B of
164 section 7 of chapter 4, may waive the payment of interest and other penalty in the event of late
165 payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual
166 sewer use or other charge added to a tax for payments made after its respective due date but
167 before June 30, 2020.

168 SECTION 13. Notwithstanding subsection (i) of section 1D of chapter 69 of the General
169 Laws, and any other general or special law to the contrary, upon recommendation of the
170 commissioner of elementary and secondary education, the board of elementary and secondary
171 education may modify or waive the requirements of the competency determination for high
172 school graduation, in order to address disruptions caused by the outbreak of the 2019 novel
173 Coronavirus also known as “COVID-19”.

174 SECTION 14. Notwithstanding section 1I of chapter 69 of the General Laws, and any
175 other general or special law to the contrary, the commissioner of elementary and secondary
176 education may modify or waive the requirement for a comprehensive diagnostic assessment of
177 individual students under said section 1I of chapter 69 in order to address disruptions caused by
178 the outbreak of the 2019 novel Coronavirus also known as “COVID-19”.

179 SECTION 15. Notwithstanding section 16B of chapter 71 of the General Laws or any
180 other general or special law to the contrary, if a vote on the approval of a fiscal year 2021
181 regional school district budget by a town or city is delayed beyond June 30, 2020 as a result of
182 the outbreak of the 2019 novel Coronavirus also known as “COVID-19” and the declaration of a
183 state of emergency issued by the governor on March 10, 2020, the budget approval process
184 described in said section 16B shall be suspended and the district shall notify the department of
185 elementary and secondary education of a lack of a budget and the commissioner, or his designee,
186 shall certify an amount sufficient for the operation of the district commencing July 1, 2020 in an
187 amount not less than 1/12 of the total budget approved for the district in the most recent fiscal
188 year. Similar sums shall be certified for each successive month to ensure the continued provision
189 of services by the district until such time as a budget is adopted and approved by the regional
190 committee and member towns or cities in the manner otherwise provided in said section 16B.
191 The department may issue guidelines or regulations for the implementation of this section.

192 SECTION 16. Notwithstanding subsection (a) of section 23 of chapter 132 of the acts of
193 2019, or any other general or special law to the contrary, the commissioner of elementary and
194 secondary education may set the deadline for each school district to submit its first 3-year plan
195 required pursuant to subsection (d) of section 1S of chapter 69 of the General Laws, as inserted
196 by section 5 of chapter 132 of the acts of 2019, as April 1, 2020, or such later date as determined
197 by the commissioner, in order to address disruptions caused by the outbreak of the 2019 novel
198 Coronavirus also known as “COVID-19”..

199 SECTION 17. Notwithstanding any general or special law to the contrary, during the
200 state of emergency declared by the Governor on March 10, 2020 as a result of the outbreak of the
201 2019 novel Coronavirus also known as “COVID-19”, an establishment licensed to sell alcoholic

202 beverages or only wines and malt beverages on-premises may sell wine or malt beverage only
203 for off-premises consumption subject to the following conditions: (i) the wine or malt beverage
204 must be sold in its original, sealed container; (ii) the wine or malt beverage must be sold as part
205 of the same transaction as the purchase of food; and (iii) a customer is limited to 192 ounces of
206 malt beverage and 1.5 liters of wine per transaction.

207 SECTION 18. This act shall take effect upon its passage.

Town Manager

From: Paul Sevigny
Sent: Friday, March 27, 2020 11:56 AM
To: Town Manager
Cc: [REDACTED]

Subject: [REDACTED]

I have been in contact with the food mart and they are working out the details of the Governor's most recent order. We can circle back at the beginning of next week to see if an announcement is needed.

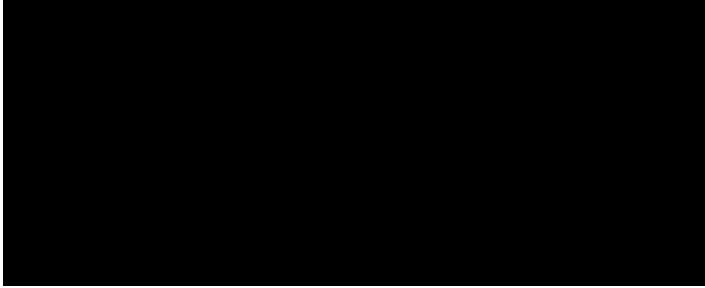
From: Town Manager <townmanager@wnewbury.org>
Sent: Friday, March 27, 2020 11:23 AM
To: Paul Sevigny <psevigny@wnewbury.org>
Cc: David Archibald <darchibald@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>
Subject: Essential businesses

Paul, with regard to the Governor's recent Exec Order, will we/should we prepare a list of local essential businesses and special hours they may have (i.e. dedicated hours for senior citizens at Food Mart)? It seems this could be helpful to prepare and post. Let me know what you think, 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

Town Manager

From:
Sent:
To:
Cc:
Subject:



Hi Angus,

I was doing some research into that. Ill continue and I will update you when I have some ideas.

Hope everyone is doing well,

On Thu, Mar 26, 2020 at 6:25 PM Town Manager <townmanager@wnewbury.org> wrote:

Adam,

Is there a way for the audio feed from the laptop to tie directly in to the cable tv broadcast? If not how would you recommend we get the sound from the videoconferencing into your recordings?

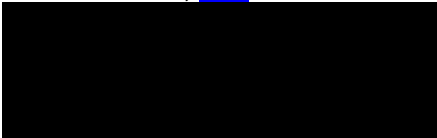
On a related topic, are you aware of multi-mic options that could plug into the laptop to allow it to clearly pick up multiple speakers who are physically within the room?

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

--
~

Adam Stone, [CTO](#)



BOARD OF REGISTRARS MEMO

TO: Town Manager /Board of Selectmen
FROM: Michael P. McCarron
SUBJECT: Postponing Town Election/Town Meeting
DATE: March 26, 2020
CC:

ISSUE 1:

In the event that the Board of Selectmen is considering postponing the Town Election, the Board should use the following Motion:

I move that pursuant to Section 1 of Chapter 45 of the Acts of 2020 and because of the state of emergency declared by the governor pursuant to Executive Order 591, Declaration of a State of Emergency to Respond to COVIV-19, the West Newbury Annual Town Election scheduled for May 4, 2020 be postponed until [date of new election]

You do not have to name a date, but it is my opinion that it would be better to do so.

You may also consider, that if the annual town meeting is postponed, then we can coordinate the dates.

ISSUE 2

Unless there is legislation to change this, even if we postpone the Annual Town Meeting and the Annual Town Election, we must still post the Warrant fourteen days prior to the original meeting date, April 27, 2020 which means it should be posted by April 10.

ISSUE 3:

In accordance with the Chapter 45 of the Acts of 2020, the Board of Selectmen must consult with the “local election official” as to the logistics and feasibility of moving the election date. As the chief election official of the Town of West Newbury, I submit the following considerations for postponing the election:

- We have no issue with the logistics of the place of voting, unlike other communities, we do not use school buildings for voting, so we have total control

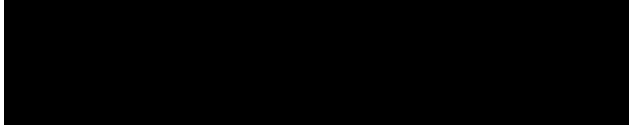
over our facilities, therefore, postponing will not be affected by facility availability

- There will be no monetary cost in postponing the election
- Most, if not all of my election workers are over the age of 60 and would be considered at high risk if they were to contract the virus.
- The governor has extended school closure to May, and maybe further, which may decrease voter participation due to the lack of child care.
- All indications are that the month of April will be a peak time for the number of cases that will be confirmed
- In accordance with the new legislation, any officer holder whose term would expire May 4 is automatically extended to the date of the postponed election.

Therefore, it is my recommendation that the Annual Town Election be postponed until after Memorial Day 2020

Town Manager

From:
Sent:
Subject:



Dear Local Officials,

With town meetings coming up and current situation with the COVID-19 virus. Senator Tarr thought the below statute would be of interest to you. Thank you.

Hirak

Chapter 39 Section 10A: Recess 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.

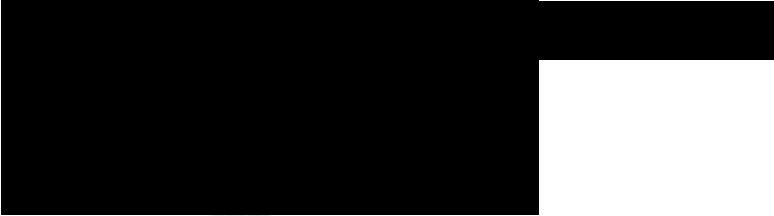
The moderator need not appear at the place of the town meeting to announce a declaration of recess and continuance. The moderator shall announce the declaration of recess and continuance as far in advance of the town meeting being continued as is practicable.

(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.

Hirak S. Shah Esq.
Legal Counsel



WduWdon1frp

 Please consider the environment before printing this email

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Town Manager

From: Michael McCarron
Sent: Tuesday, March 24, 2020 11:34 AM
To: Town Manager; David Archibald; Glenn Kemper; Rick Parker
Subject: Selectmen postponing annual election
Attachments: 2020-Municipal Early Ballot Application.pdf; Chapter 45 of the Acts of 2020.pdf

Attached hereto please find the bill regarding the ability of the BOS to change the Annual Town election date as well as an application for early voting for such.

Michael P. McCarron
Town Clerk
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Tel 978-363-1100 ext 110

Chapter 45
of the Acts of 2020

T H E C O M M O N W E A L T H O F M A S S A C H U S E T T S

In the One Hundred and Ninety-First General Court

AN ACT GRANTING AUTHORITY TO POSTPONE 2020 MUNICIPAL ELECTIONS IN THE COMMONWEALTH AND INCREASE VOTING OPTIONS IN RESPONSE TO THE DECLARATION OF EMERGENCY TO RESPOND TO COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to forthwith provide for the rescheduling of elections as a result of the governor's declaration of emergency to respond to COVID-19 and to increase voting options, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) Notwithstanding section 9 of chapter 39, sections 26 and 28 of chapter 51 and chapters 53 and 54 of the General Laws or any other general or special law or by-law to the contrary, a city or town with a municipal caucus or annual or special municipal election scheduled between the effective date of this act and May 30, 2020, may postpone such municipal caucus or municipal election in accordance with this act.

The select board, town council, board of registrars or city council of the city or town may vote on any day prior to the date of their scheduled municipal caucus or municipal election to postpone the municipal caucus or municipal election to a date certain on or before June 30, 2020. Such rescheduled caucus or election shall be held in accordance with all applicable election laws except as otherwise provided in this act.

(b) The select board, town council or city council of a city or town postponing a municipal caucus or municipal election pursuant to this act shall, following consultation with the local election official and the chief operating officer of the municipality as to logistics and feasibility, vote to reschedule the municipal caucus or municipal election. A copy of this act, the vote of the select board, town council or city council and a sample ballot shall be placed on the official municipal website not later than 20 days before the date to which the rescheduled caucus or election has been postponed. Notice of such action shall be provided to the public in other ways reasonably calculated to enable eligible voters to learn of the rescheduled election date and to cast ballots therein. The notice may include, but shall not be limited to, a "reverse-911" call, municipal list-serve notifications, advertisement on local cable television or issuance of a press release sent to local news media.

(c) Consistent with section 107 of chapter 41 of the General Laws, an incumbent elected official whose term would have expired at a municipal annual town election if the election was not postponed pursuant to this act shall continue to serve in the official's position until a successor is elected and qualified.

(d) If this act does not take effect until after the date of a scheduled municipal caucus or municipal election during the state of emergency declared by the governor pursuant to executive order 591, declaration of a state of emergency to respond to COVID-19, the actions of the board of selectmen, town council, city council and local election officials to postpone a municipal caucus or municipal election shall be ratified, validated and confirmed as if this act had been in place prior thereto.

SECTION 2. The last day to register to vote for any annual or special municipal or state election postponed pursuant to this act or otherwise postponed in response to COVID-19 shall be 10 days before the date to which the rescheduled election has been postponed; provided, however, that the board of registrars shall hold a registration session on that date not less than from 2:00 PM to 4:00 PM and from 7:00 PM to 8:00 PM. The voting list to be used at such rescheduled election shall include all eligible voters registered as of that date.

SECTION 3. The caucus or election materials, including, but not limited to, absentee and official ballots, prepared for a municipal caucus or any annual or special municipal or state election postponed pursuant to this act or otherwise postponed in response to COVID-19 and bearing that date shall be used for the rescheduled caucus or election to the extent practicable. If additional ballots are required to be printed, the ballots shall be identical in form to those prepared for the original caucus or election.

SECTION 4. Absentee ballots cast in connection with the original election date for any annual or special municipal or state election postponed pursuant to this act or otherwise postponed in response to COVID-19, whether returned before the original election or otherwise, and received by the local election official before the close of polls on the date of the rescheduled election, shall be processed in accordance with applicable law; provided, however, that any voter who chooses to vote in person on the date of the rescheduled election may do so if their absentee ballot has not yet been counted. Completed applications to vote by absentee ballot in the rescheduled election shall be accepted by the board of registrars until 12:00 noon on the last business day before the rescheduled election.

For an election held on or before June 30, 2020 any person taking precaution related to COVID-19 in response to a declared state of emergency or from guidance from a medical professional, local or state health official, or any civil authority shall be deemed to be unable by reason of physical disability to cast their vote in person at a polling location.

SECTION 5. (a) Notwithstanding section 25B of chapter 54 of the General Laws or any other general or special law to the contrary, any eligible voter may vote early by mail for any annual or special municipal or state election held on or before June 30, 2020.

(b) Any qualified voter wanting to early vote by mail may file with their local election official an application for an early voting ballot. Any form of written communication evidencing a desire to have an early voting ballot be sent for use for voting at an election shall be given the same effect as an application made in the form prescribed by the state secretary. Local election officials shall send early voting by mail ballots to those who have applied as soon as ballots are available. No application shall be deemed to be seasonably filed unless it is received in the office of the local election official before noon on the last business day before the date on which the rescheduled election is held.

(c) Local election officials may substitute absentee ballots for early voting ballots for those voters requesting to vote early by mail in municipal elections. An early voting ballot or absentee ballot substituted for an early voting ballot, along with an envelope bearing an affidavit as set forth in section 25B of chapter 54 of the General Laws, shall be provided to each qualified voter who participates in early voting by mail.

(d) The local election officials shall cause to be placed on the voting lists opposite the name of a qualified voter who participates in early voting the letters "EV" designating an early voter.

(e) The counting of early voting ballots shall be consistent with section 25B of chapter 54 of the General Laws and implemented regulations to the extent practicable. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

(f) All early voting ballots voted by mail shall be received by the town clerk before the hour fixed for closing the polls on the date on which the rescheduled election is held. Early voting ballots cast under the authority of this section shall be processed at the polls in a manner consistent with that set forth in said section 25B of said chapter 54.


House of Representatives, March 23, 2020.

Preamble adopted,

 Speaker.

In Senate, March 23, 2020.

Preamble adopted,

 , President.

House of Representatives, March 23, 2020.

Bill passed to be enacted,

Paul J. Donato Speaker.

In Senate, March 23, 2020.

Bill passed to be enacted,

JB EG, President.

March 23, 2020.

Approved,
at 4 o'clock and 57 minutes, P. M.

Charles D. Baker

Governor.

2020 Municipal Election Early Ballot Application



William Francis Galvin
Secretary of the Commonwealth

Voter Information

1

Name: _____

Legal Voting Residence:

Date of Birth: _____ Telephone Number: _____

E-mail Address: _____

Ballot Information

2

Mail Ballot to: _____

Special Circumstances (If applicable)

3

Voter required assistance in completing application due to physical disability.

Assisting person's name: _____

Assisting person's address: _____

Signed (under penalty of perjury): _____ Date: _____

Eligibility

Any registered voter may use this application to request an absentee ballot for a local election being held on or before June 30, 2020.

Completing the Application

1. Voter Information – Provide your name, legal voting address, and date of birth. Telephone number and e-mail address are optional fields.
2. Ballot Information – Provide the address where you want the ballot mailed.
3. Special Circumstances – If you are assisting a voter in completing this application, complete this section.
4. Sign your name. If you require assistance in signing the application, you may authorize someone to sign your name in your presence. That person must complete the assisting person's information in Section 3.

Submitting the Application

Send the completed application to the local election official at your city or town hall.

Applications can be mailed or hand-delivered. Applications may also be submitted electronically by fax or e-mail, as long as your signature is visible.

Please allow ample mailing time for this application and for the ballot. Ballots must be returned to your local election official by Election Day.

Find contact information for local election officials at www.sec.state.ma.us/ele or by calling 1-800-462-VOTE (8683).

UPDATE – Anticipated Legislation Concerning Postponement of Local and State Elections March 19, 2020

As you are all aware, many towns, and some cities, have local elections this spring. Other municipalities are part of Massachusetts House and Senatorial districts that have special state elections scheduled to be held on March 31, 2020. Understandably, many municipalities have been concerned about how to manage such elections at this time because of the quickly evolving COVID-19 pandemic. With federal, state and local declarations of states of emergency, and in light of the closures of schools, city and town halls, senior centers, libraries and other state and local public buildings, as well as the limiting of office hours and implementation of skeleton staffing, the hurdles required to run an election at this time are significant.

While many municipalities have swiftly moved to authorize the filing of special legislation, or even court action, to address elections issues, questions persist regarding the next practical steps necessary to address the safety of municipal officials, public safety officers, poll workers and voters. Many municipalities have taken a “wait and see” approach, knowing that there remains time to address elections to be held later in the spring. We know, as well, that many of you have been reaching out to your state legislative delegation, as well as the Governor’s office, to voice your concerns.

Late this afternoon, Senate President Karen Spilka issued a press release bringing welcome news to those of you struggling with how to address this issue. Senator Spilka noted, appropriately, that, “The ability to hold elections is fundamental to the continued functioning of our democracy”, while also recognizing that the Senate “must protect the health and safety of the public during this unprecedented global pandemic.” She indicated further that:

The Senate will therefore take action on Monday to give cities and towns needed flexibility to address this situation, including temporarily postponing municipal elections. It will also ensure that there are robust mail and absentee voting options and protections to maximize voter participation when elections do occur.

Finally, she indicated that the Senate is also “working with stakeholders to postpone certain special Senate state elections previously scheduled for March 31, 2020.”

While there are certainly many details that must be ironed out, the action taken today is a significant step towards allowing municipalities to notify voters of their plans, and to allow redirection of important resources to

other areas of need. House Speaker Robert DeLeo issued a statement late this afternoon, as well, and it would seem reasonable to expect that the House will take similar action when it reconvenes on Monday. In the meantime, in considering what there is to do “right now”, municipalities in districts where special elections are scheduled for March 31, 2020 may wish to communicate their positions on this important issue to their legislative delegation and leadership.

We will continue to keep you updated on additional legislative developments on this issue, and will provide an update as soon as there is information to share.

Please contact Managing Attorney Lauren F. Goldberg (lgoldberg@k-plaw.com) at 617-654-1757 with questions concerning election issues.

Also, a reminder that we have established a **Coronavirus “hotline”**, at coronavirusinfo@k-plaw.com. A dedicated team of our attorneys is available through this “hotline” e-mail address to answer the most frequently-asked legal questions arising from COVID-19. One of these designated attorneys will respond promptly to your inquiries. In some instances, you may be referred to your primary, land use, or labor contact, and you should of course feel free to contact these attorney(s) directly with COVID-19 related questions.

Disclaimer: This information is provided as a service by KP Law, P.C. This information is general in nature and does not, and is not intended to, constitute legal advice. Neither the provision nor receipt of this information creates an attorney-client relationship with KP Law, P.C. Whether to take any action based upon the information contained herein should be determined only after consultation with legal counsel.

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

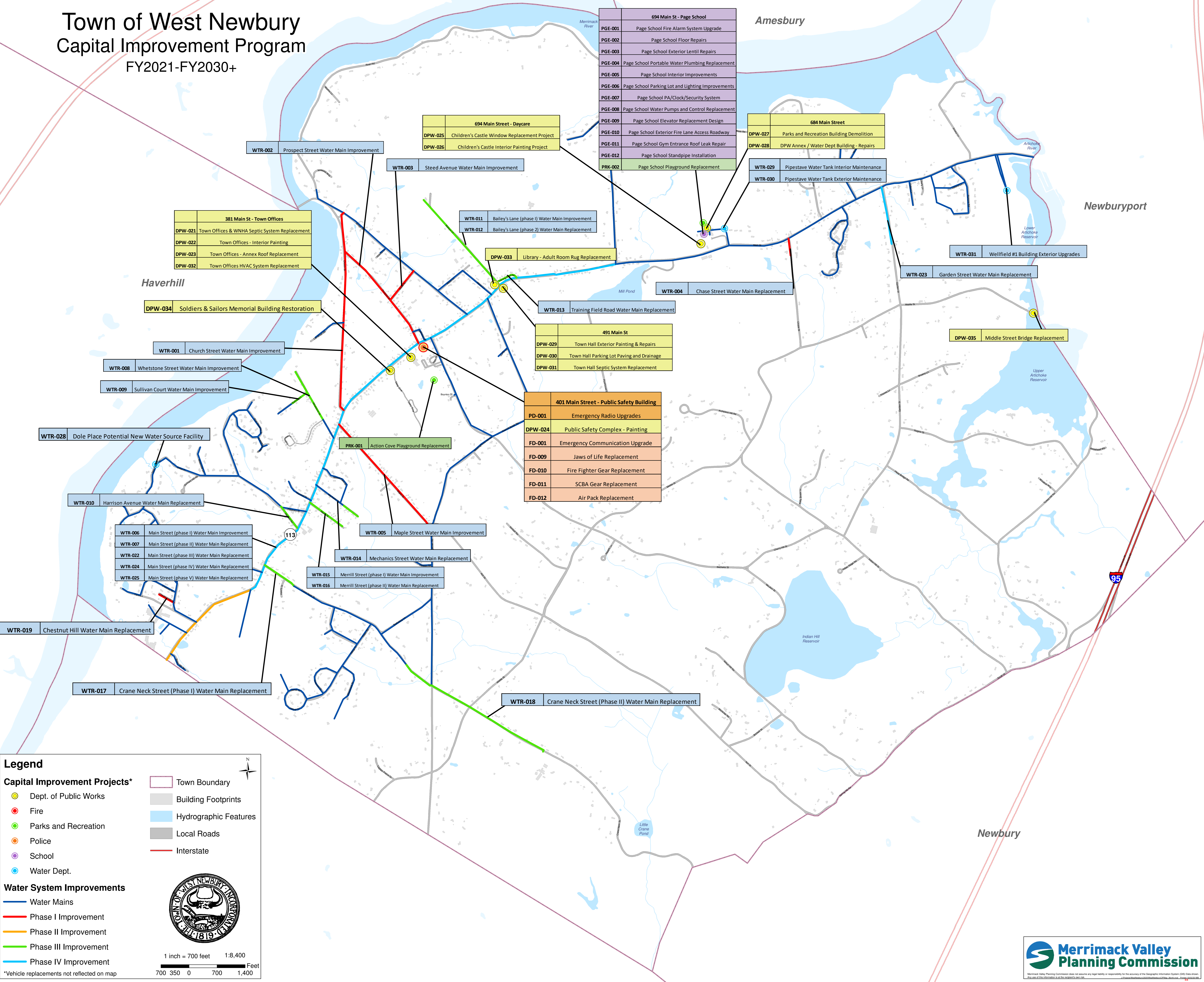
Water Department

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

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

WTR-029	Pipestave Water Tank Interior Maintenance
WTR-030	Pipestave Water Tank Exterior Maintenance

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

DPW-034	Soldiers & Sailors Memorial Building Restoration
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491 Main St	
DPW-029	Town Hall Exterior Painting & Repairs
DPW-030	Town Hall Parking Lot Paving and Drainage
DPW-031	Town Hall Septic 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 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.

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BOARD OF SELECTMEN:

David W. Archibald, Chairman

Glenn A. Kemper

Richard G. Parker

A true copy, Attested:

Michael P. McCarron, Town Clerk

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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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Glenn A. Kemper

Richard G. Parker

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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 Manager

From: Town Manager

Sent:

To:

Cc:

Subject:

Attachments:

Paul, BOH,

Please find attached a draft warrant article. On Monday night the BOS have a pre-scheduled joint mtg w the FinCom, Moderator, Counsel and myself to review the draft Town Meeting warrants. We will recommend that the Board re-open the warrant at that time to add the attached article. If you have any comments/edits please let me know.

On Monday night there will also be consideration of postponement of Town Mtg and, while this hasn't been formally deliberated yet, I think a postponement is highly likely. Obviously, this would delay adoption of the FY21 operating budget, and therefore delay the ability to execute new solid waste/recycling hauling and disposal contracts for FY21. There is legislation pending on Beacon Hill that is expected to provide some guidance regarding authorized expenditures past June 30 in the event that a budget is not adopted by that time; we don't expect that at this point, but it's a contingency that we need to plan for regardless.

I understand the lead time associated with G. Mello's procurement and delivery of new barrels, and that even with Town Mtg on April 27 a new automated pickup service was not expected to begin July 1. If Town Mtg is delayed by a month or more, please let me know what BOH would expect in terms of when a switch to automated pickup could take place. Would the BOH consider (and would Mello consider) a one-year contract for FY21 only, based on continuing the current service, to delay the changes that will be needed in customers' actions (and the associated public outreach that will be needed)? I expect these issues to be discussed on Monday evening.

Later today, we'll post the agenda for Monday night's BOS mtg, which will include instructions for remote participation. Please confirm who is available to participate on behalf of BOH.

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

ARTICLE __. To see if the Town will vote to amend Section XL of the Town Bylaws by adding sections 5.5.1 thru 5.5.5 in order to establish a revolving fund for the collection and payment of costs associated with solid waste and recycling hauling and disposal:

5.5.1 Solid Waste and Recycling Revolving Fund.

5.5.2 Department. There shall be a separate fund called the Solid Waste and Recycling Revolving Fund authorized for use by the Board of Health.

5.5.3 Revenues. The town accountant shall establish the Solid Waste and Recycling Revolving Fund as a separate account and credit to the fund all the monies received in connection with customer fees for solid waste and recycling barrels, stickers for curbside pickup of bulky items, and any other source.

5.5.4 Purposes and Expenditures. During each fiscal year, the Board of Health may incur liabilities against and spend monies from the Solid Waste and Recycling Revolving Fund in order to pay direct expenses due to Town contractors/vendors resulting from customer requests for additional solid waste and recycling barrels, stickers for curbside pickup of bulky items, and other direct expenses related to solid waste and recycling.

5.5.5 Fiscal Years. The Solid Waste and Recycling Revolving Fund shall operate for fiscal years that begin on or after July 1, 2020 and shall continue until such time as town meeting votes to eliminate the fund.

By request of the Board of Health.

Town Manager

From: Jane Krafton
Sent: Thursday, March 12, 2020 9:17 AM
To: [REDACTED]
Subject: Revolving Fund

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)

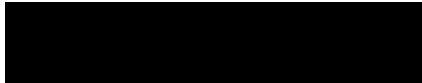
6 month permit can only be purchased/used during
Jan 1 - June 30th

All permits expire June 30th

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

Town Manager

From:



Angus I will try to get a hold of Mike McCarran about how we can proceed to have a Board of Health meeting Sea in the public can't attend. Once I find out I will let you know I already have a call into Mike and we will discuss this matter at our next meeting

Thanks Blake

On Thu, Mar 26, 2020 at 12:15 PM Town Manager <townmanager@wnewbury.org> wrote:

Thanks for looking into this. Once a proposal is received, when is the next BOH mtg where they would likely take this up? Once we have an updated FY21 cost I can build that into the proposed budget; at that time FinCom can re-review to update/affirm their prior recommendation on this section of the operating budget. Per my prior email I expect the budget process to be delayed but until it is I'm continuing to work w FinCom as if the Town Meeting booklet would need to be finalized in the next two weeks or so. (It will be really good to get a postponement official so we can all plan accordingly).

Are you available to participate remotely on Monday night? The instructions to call-in (or videoconference in you prefer) are:

BOS meeting
Mon, Mar 30, 2020 7:00 PM - 11:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/562253461>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 562-253-461

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/562253461>

Paul, what is your recommendation as to whether the BOS should accommodate any number of in-person participants for its meetings? While the remote technology is working well, under the circumstances, there's obviously something lost in the lack of physical presence. If, for instance, Blake was available to (and preferred to) attend Monday night's mtg in-person, is this something we should be allowing from a public health standpoint?

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

From: Blake Seale <bjseale3@gmail.com>

Sent: Thursday, March 26, 2020 12:09 PM

To: Town Manager <townmanager@wnewbury.org>

Cc: Paul Sevigny <psevigny@wnewbury.org>; Jane Krafton <jkrafton@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>

Subject: Re: Draft warrant article re revolving fund

Good afternoon Angus,

I just spoke with Jason Mello of G. Mello Disposal. I asked Jason if he would consider doing a 1 year contract for FY21 to pick up our trash and recycling. Jason told me that he would consider doing that, and I asked him if he would in the next week try to give us some numbers, and he replied yes. I as a Board of Health Member thinks this is a good idea so we can give the residents more time to think about it.

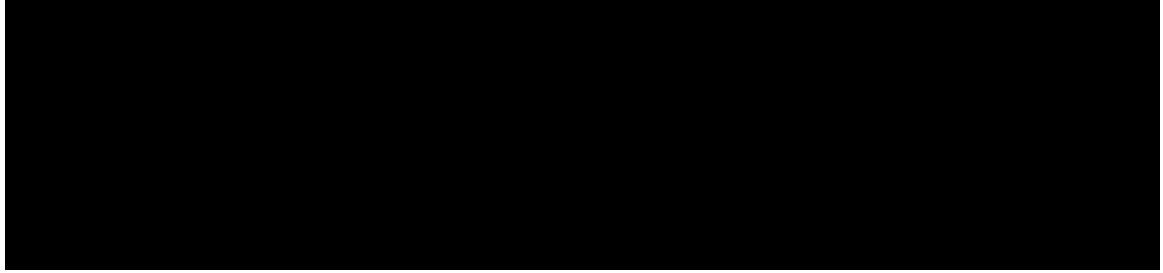
I took Bob Janes and Tom Fahey off of this email because I am giving my opinion and didn't want to break any Open Meeting Rules

On Thu, Mar 26, 2020 at 11:40 AM Town Manager <townmanager@wnewbury.org> wrote:

Paul, BOH,

Town Manager

From:
Sent:
To:
Cc:



Subject:
Attachments:

ProposedZoningArticlesRev3-4-20.pdf

Hello Angus:

Attached please find the Planning Board's report on the Zoning Articles, which includes a revised proposal dated March 4, 2020. I have attached both the Word and pdf versions of the proposal for your use. Please note that the Table of Uses has been removed from the request. The Board wishes to spend a bit more time reviewing it and intends to resubmit that part of the proposal at a future Town Meeting. Please let me know if you require more information on the request.

Regards,

Ohk#M# dp ehqdgj#DIFS#
Wrz q#Sdqgh#
Wrz q#i#Z hwQ hz exu|#Sdqbj#R iifh#
6;4#P dq#wih#
Z hwQ hz exu|#P D#4<;8#
40:.;059604433h{w#58#
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Sdqbj#R iifh#K rxw#P rggd|#Vxhgd|#dg#Wkxgd|#urp #-63#p 1#w#5-63#p 1#

It has been determined by the Commonwealth of Massachusetts Office of the Secretary of State that emails are a public record. Please keep this in mind when writing or responding to this email.



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

March 9, 2020

Town Meeting c/o Board of Selectmen
West Newbury Town Offices
381 Main Street
West Newbury, MA 01985

Re: Report of the Planning Board – Zoning Articles Proposed by the Planning Board

Dear Honorable Board:

Pursuant to Massachusetts General Law Chapter 40A, Section 5, the West Newbury Planning Board held a public hearing on Wednesday, March 4, 2020 to consider the above-referenced Article request. After hearing from the public and discussing the matter, the Board voted unanimously to recommend to the Town Meeting that it approve the Article request with edits, which include removing the proposed Table of Uses from the proposal. Please see the attached document dated March 4, 2020 for the revised proposal.

Leah Zambernardi, Town Planner
On behalf of the West Newbury Planning Board

Cc: Town Clerk
file

PROPOSED ZONING ARTICLES

- I. Amend Section 5.A.2.c. regarding accessory uses permitted in the Residence A, B, & C Districts, as follows:
- a. Delete subsection 5.A.2.c.ii.c. in its entirety, regarding the keeping of pets and animals for use of the resident premises, as follows:
 - e) ~~Animals shall be cared for in accord with all rules and regulations that the Board of Health may from time to time promulgate pertaining to the keeping of animals, following a posted public hearing. Rationale: This is regulated by the Board of Health.~~
 - b. Amend subsection 5.A.2.c.iv. regarding professional office and customary home occupation, as follows:
 - 1) Add the word “home” between the words “Professional office”, so it appears as:

“iv) Professional home office or customary home occupation, provided that.” *Rationale: Clarifies that the section refers to a professional home office, not a professional office as the principal use.*
 - 2) Add new subsection 5.A.2.c.iv.g, as follows:

“g) Traffic generated by the use does not exceed that of which is normally expected in a residential neighborhood, and all parking required to service the occupation is provided off-street, and not within a required front yard”. *Rationale: Provides general traffic and parking guidelines for professional home offices and customary home occupations.*
- II. Amend Section 5.A.3. regarding uses permitted in the Residence A, B & C Districts with a Special Permit, as follows:
- a. Amend Section 5.A.3.b. by removing the words “Riding stables”, and the letter “s” from the word “animals”, as follows:

“b. ~~Riding stables, k~~Kennels, animals hospitals, or veterinary, provided that.” *Rationale: Requiring a special permit for riding stables conflicts with the agricultural exemption under G.L. Chapter 40A, S. 3.*
 - b. Amend Section 5.A.3.h. by deleting the terms “convalescent homes, old age homes, sanitariums” and inserting in their place the term, “rehabilitation facilities”, as follows:

“h. Nursing homes, ~~convalescent homes, old age homes, sanitariums~~ rehabilitation facilities, hospitals.” *Rationale: The proposal would modernize these terms.*

- c. Amend Section 5.A.3.j. by deleting the terms, “Non-profit schools, kindergartens, nursery school, children centers”, and replacing them with the terms, “For profit”, as follows:

“j. ~~Non-profit schools, kindergartens, nursery schools, children centers,~~ ***For profit*** arts, crafts and dramatic schools, dancing and music schools.” *Rationale: The provisions regarding non-profit schools, kindergartens, nursery schools and child centers are in violation MGL Ch. 40A, s.3. Clarifies that the other schools mentioned are for profit, so as not to be in violation of said law.*

- III. Amend regulations for “Congregate Housing” to clarify provisions and to eliminate unnecessary restrictions, as follows:

- a. Amend the definition for “Congregate Housing” in Section 2 of the Zoning Bylaw by removing the word “nonprofit” from the first line and by adding the terms “and persons with disabilities” after the terms “elderly persons” in the first line, as follows:

“Congregate Housing. A ~~nonprofit~~ group living arrangement for elderly persons ***and persons with disabilities*** who cannot easily maintain their own housing, financially or otherwise, but who do not need nursing home care. The persons living together may care for themselves or may have some support services.” *Rationale: Limiting the development group to non-profit charitable organizations is overly restrictive and might prevent projects that are beneficial to the Town. The proposal adds persons with disabilities to be in line with the State’s definition of Congregate Housing.*

- b. Amend Section 5.A.3.i. regarding uses permitted in the Residence A, B & C Districts with a special permit, by refining the requirements for congregare housing by: 1. replacing the terms “one-half (1/2) again” with “150%” (section 5.A.3.i.i); 2. combining subsection 5.A.3.i.i. with Section 5.A.3.i.; and, deleting subsections 5.A.3.i.ii. through vi. as follows:

“i. Congregate housing for the elderly ***and persons with disabilities***, and shared elderly housing ~~providing~~ ***provided*** that: i) ~~In~~, ***in addition to the requirements of Section 6.A, the lot shall contain at least one-half (1/2) again 150% of the required lot area for the District in which it is located.***
Rationale: Adds persons with disabilities to be in line with the State’s definition of Congregate Housing. Clarifies the confusing lot area requirement.

ii. ~~There shall be no more than twelve (12) persons per unit and no more than two (2) persons per bedroom.~~
Rationale: This provision unnecessarily restricts a project. Persons per unit and per bedroom are regulated by other authorities (State, Board of Health).

iii) ~~All required licenses and permits from the Commonwealth and the Board of Health have been obtained.~~ *Rationale: Requirements of these authorities stand in and of themselves.*

iv) ~~The use is served by municipal water.~~ *Rationale: This provision unnecessarily restricts a project. Other authorities (Water Department, Board of Health, DEP) regulate access to drinking water.*

v) ~~Off street parking is provided in the side or rear yards.~~
Rationale: This provision unnecessarily restricts a project.

vi) ~~Off street loading, if any, is in the rear of the structure.”~~
Rationale: This provision unnecessarily restricts a project.

IV. Amend Section 5.B.1.e.i, regarding outdoor storage and display as an accessory use permitted in the Business District subject to a site plan approved by the Planning Board, as follows:

“e. Accessory buildings and uses provided that:

i) Outdoor ***business-related*** storage and display ~~that is conducted~~ ***located*** in the rear and/or side yard, ~~and such storage or display is~~ ***shall be*** screened from view of ***abutting residential*** dwellings ~~in abutting Residence A, B or C Districts~~ with shrubs or a fence of at least four (4) feet in height.
Rationale: Clarifies that this regulation applies to business related storage only. Further, the regulation currently only requires screening for dwellings in abutting residential districts, whereas any abutting residential dwelling should be screened from outdoor business-related storage and display, regardless of Zoning District.

V. Amend Section 5.B.2., regarding uses permitted in the Business District upon a special permit granted by the Planning Board, as follows:

a. Delete subsection 5.B.2.e. regarding Child Care Centers in its entirety and re-letter the subsequent subsection, as follows:

~~“e. Child Care Center. A child care facility for more than six children may be permitted in the Business District by a special permit from the Planning Board, provided that the lot area used for facilities at least 60,000 square feet, that the facility provides service for no more than twenty (20) children, and that a safe and fenced yard/outdoor play area is provided having at least 10,000 square feet.~~

f.e. Residential units ...”
Rationale: The existing subsection “e.” is in violation of GL Ch. 40A, s.3.

b. Amend new subsection 5.B.2.e. (formerly subsection f.) regarding residential units located in the same buildings as commercial enterprises, by deleting the terms “, provided that they be in compliance with other local regulations, including Board of Health” and by adding the terms “by the Planning Board” to the end, as follows:

“f. Residential units located in the same buildings as commercial enterprises, ~~provided that they be in compliance with other local regulations, including Board of Health.~~ Visual elements, density, and parking shall be part of the special permit review by the Planning Board.”

Rationale: Other local regulations such as those of the Board of Health stand in and of themselves. This revision also clarifies that the Planning Board, and not another entity, is the Special Permit Granting Authority reviewing “visual elements, density and parking”.

VI. Amend the following Zoning Bylaw Sections regarding properties having rooms for rent as follows:

a. Revise the definition of “Bed and Breakfast” by changing the duration of stay from “15 days” to “less than 14 consecutive nights” as follows:

“Bed and Breakfast. A house, or portion thereof, where up to four lodging rooms, with meals, are provided providing that the maximum duration of any tenant shall be less than 14 consecutive nights ~~not exceed 15 days.~~ The operator shall live on the premises, or in an adjacent premises immediately abutting the residence with the bed and breakfast facility.”

b. Add new definition of “Short Term Paying Guest” as follows:

“Short Term Paying Guest”: A person who rents a room in a hotel or bed & breakfast for less than 14 consecutive nights.”

Rationale for a. & b.: Properties having rooms for rent are differentiated in the Zoning Bylaw by the duration of stay. However, the actual number of days in the stay are not well defined. Hotels (Including Inns, Motels, Tourist Homes and Lodging Houses) are intended for temporary occupancy, though the duration of stay is not stated. Bed and Breakfast rooms have a maximum occupancy duration of 15 days. Boarding Houses (Including Rooming Houses) are not open to short term paying guests, which presumes guests are staying for an extended period of time. The Town’s “Short Term Rentals Bylaw” (Chapter XXXIX) requires that short term paying guests stay for a duration of less than 14 consecutive nights. The proposal seeks to define the length of stay using terms consistent with the “Short Term Rentals” Bylaw.

c. Revise the definition of “Boarding House” as follows:

“Boarding House: A building or premises, other than a hotel, ~~inn, motel, tourist house or lodging house or bed & breakfast,~~ for not more than four (4) persons, provided that the principal use is ~~house is also occupied~~ as a private residence, where rooms are let and where meals may be regularly served by prearrangement for compensation; not open to short term paying guests. ~~transients; in contrast to hotels, restaurants, and tourist homes, open to transients;.~~ Rationale: Clarifies that the boarding house is only allowed by right in a residential district as an accessory use and that the primary use must be a dwelling. Added the definition content from Section

5.A.2.c.iii regarding number of persons (see XI.3. below). Stating that a Boarding House is not a hotel, restaurant, or tourist home two times is redundant and not necessary.

- d. Revise the definition of “Hotel” as follows:

“Hotel”, (~~Inn, Motel, Tourist Home or Lodging House~~). A building, or portion thereof, or a group of buildings on a single lot, intended to be used for the temporary occupancy of three (3) or more persons short term paying guests who are lodged, with or without meals, and in which major provision for cooking may be made in a central kitchen but may not be in the individual rooms or suites. *Rationale: Each of these terms (Inn, Motel, Tourist Home, Lodging House) are defined in Section 2. as “Hotel”. They are one and the same in the Zoning Bylaw. These terms create unnecessary confusion. One common term, “Hotel” should be used. Also, the duration of stay is clarified by adding the terms “short term paying guest”.*

- e. Delete the definitions of “Motel”, “Tourist Home”, “Lodging House”, and “Inn” in Section 2. “Definitions”. *Rationale: Each of these terms are defined in Section 2. as “Hotel”, as noted in “d” above.*

- f. Delete the definition of “Rooming House” in Section 2. “Definitions”.
Rationale: The definition of “Rooming House” in Section 2. is “Boarding House”, therefore use of the term is unnecessary.

- g. Revise Section 5.A.2.c.iii) regarding permitted accessory uses in the Res A, B, & C Districts as follows:

“iii. Boarding house ~~or rooming house for not more than four (4) persons, provided that the house is also occupied as a private residence.”~~
Rationale: A boarding house and a rooming house are the same, as defined in the Zoning Bylaw. The definition of rooming house is proposed to be deleted, as noted above. This is the only instance in the Zoning Bylaw where a boarding house is allowed, therefore the occupancy requirements should more appropriately appear in the definition for “boarding house”.

- h. Revise Section 5.A.3.d. regarding uses permitted in the Res A, B, & C Districts with a Special Permit, as follows:

“d. Restaurant or ~~Inn~~ Hotel” *Rationale: A Hotel and an Inn are the same, as defined in the Zoning Bylaw. Further, the definition of Inn is proposed to be deleted, as noted above.*

- i. Revise Section 5.B.2.d. regarding uses permitted in the Business District with a Special Permit, as follows:

“d. ~~Motels and~~ Hotels” *Rationale: A Hotel and a Motel are the same, as defined in the Zoning Bylaw. Further, the definition of Motel is proposed to be deleted, as noted above.*



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

H

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
<u>Net proposed increase (TM budget):</u>	<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.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
GENERAL GOVERNMENT											
						<u>1/14/2020</u>					
Moderator's Salary	200	200	200	200	100.0%	200	0		200	0	0.0%
Moderator's Expenses	20	-	60	55	91.7%	60	0		60	0	0.0%
114 Total Moderator	220	200	260	255	98.1%	260	0	0%	260	0	0.0%



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
Selectmen's Appointed Salary & Wages	68,328		-		n/a	32,860	32,860		32,860	32,860	
Professional and Technical Services	4,450	8,359	13,600	5,119	37.6%	10,000	(3,600)		10,000	(3,600)	-26.5%
Selectmen's Operating Expenses	5,640	4,700	7,000	2,962	42.3%	7,000	0		7,000	0	0.0%
122 Total Selectmen	78,418	13,059	20,600	8,082	39.2%	49,860	29,260	142%	49,860	29,260	142.0%

Notes

In FY20, no dedicated BOS personnel budgeted.

Following "mini-reorg" within Town Manager, Finance and Selectmen's office, including changes to several job descriptions, proposed staffing budget reflects functions and responsibilities of personnel assigned to the three departments. The proposed FY21 BOS budget includes the Resident Services Administrator position, which is housed in the BOS office, but which was previously housed in (and provided support to) the Finance and Town Manager offices.

In FY20, funding for meeting minutes was included in Prof/Tech services. In FY21, hours for minutes taker included in proposed salary/wages line.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
					64.1%						
Town Manager Salary		145,000	147,900	92,575	62.6%	150,858	2,958		150,858	2,958	2.0%
Salary & Wages		109,980	77,870	29,855	38.3%	70,679	(7,191)		70,679	(7,191)	-9.2%
Technology Expenses		34,257	39,000	31,834	81.6%	51,865	12,865		51,865	12,865	33.0%
Town Manager Expenses		36,377	20,100	7,478	37.2%	21,305	1,205		21,305	1,205	6.0%
Vehicle Allowance		3,600	3,600	2,100	58.3%	3,600	0		3,600	0	0.0%
123 Total Town Manager		329,213	288,470	163,841	56.8%	298,307	9,837	3.4%	298,307	9,837	3.4%

Notes

TM salary and vehicle allowance contractual.

Tech expenses incl. IT consultant, Vadar, Civics Plus, Carbonite, Microsoft, Verizon, Dell. Note that FY20 operating budget did not carry new Vadar software based on former Town Accountant's recommendation to fund from 2015 warrant article (102615 STM Art. 4). Returning this to operating budget adds \$6,000 to Tech Expenses.

Telephone budget covers all Town Office phones.

\$6,500 added to Technology budget to fund server replacement recommended by IT consultant. Server installed in Oct. 2012. Typical lifespan is 5 years. We ran server to the operating system's End-of-life and hardware is coming up on 8 years. It is behind a firewall and backed up regularly but in jeopardy of becoming a security concern in new climate of malicious cyber attacks as it is not current in its operating system.

Research is ongoing re whether new server could be paid from another source; if so, cost could be removed from proposed operating budget.

Other Technology increase due to increased Carbonite cost.

Proposed budget still carries funding (\$6,500) for mailed newsletters 2x/yr. This is an optional expense but would add value, and following FY20 staffing changes we're better resourced to carry this forward. Samples online at <https://www.hampdenmaine.gov/newsletters> (See esp. Fall 2016, Spring 2017, Spring 2018)

Department has incurred unanticipated costs in FY20 due to Town Accountant staffing transition and cost of Interim Town Accountant. Additional consulting costs have also been incurred as we continue to fully transition to new Accounting software and chart of accounts.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:							
					64.1%				2/20/2020		
						1/23/2020					
Finance Dept Salaries & Wages	298,257	156,204	183,390	134,803	73.5%	178,684	(4,706)		179,619	(3,771)	-2.1%
Annual Audit	18,500	18,500	20,500	-	0.0%	20,500	0		20,500	0	0.0%
Tax Title and Foreclosure	525	604	1,000	75	7.5%	1,000	0		800	(200)	-20.0%
Postage Expense	13,517		15,000	9,326	62.2%	15,050	50		15,050	50	0.3%
Finance Dept Expenses	36,126	27,536	29,100	15,990	54.9%	25,120	(3,980)		28,120	(980)	-3.4%
Technology Expenses	29,567		-		n/a		0		-	0	
Communication Expense	6,502		-		n/a		0		-	0	
Travel	552		2,200	210	9.5%	2,200	0		1,200	(1,000)	-45.5%
135 Total Finance	403,547	202,844	251,190	160,403	63.9%	242,554	(8,636)	-3.4%	245,289	(5,901)	-2.3%

Notes

Town Acct. salary contractual.

Annual audit contracted cost for FY21.

Finance Dept. expenses incl. OPEB valuation (roll forward year), Hilltop Securities, Harper's Payroll, Banker's Bank.

Backup to Finance Dept expense budget prepared by the Town Accountant/Business Manager is provided separately. The proposed Town Manager budget carries an additional proposed \$3,000 to support anticipated consulting costs to continue to resolve substantial backlog of accounting issues dating back years.

Combined BOS, TM, Finance Depts:	481,965	545,116	560,260	332,326	59.3%	590,721	30,461	5.4%	593,456	33,196	5.93%
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Notes

Due to personnel reassignments among these departments between FY18-FY21, a blended budget number is provided to help illustrate the overall prior and proposed budget changes.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
Finance Committee Salaries	1,800		-	-	n/a	-	0		-	0	
Finance Committee Expenses	600	2,035	1,500	384	25.6%	1,500	0		1,500	0	0.0%
Reserve Fund	6,000	8,800	60,000	17,614	29.4%	60,000	0		60,000	0	0.0%
131 Total Finance Committee	8,400	10,835	61,500	17,998	29.3%	61,500	0	0.0%	61,500	0	0.0%

Notes

FY20 numbers used as starting point for Finance Committee review and recommendation.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
						1/29/2020					
Board of Assessors Salaries			-	-	n/a	3,000	3,000		-	0	
Assessors Appt'd Pers Salaries	118,446	122,012	125,180	78,083	62.4%	125,180	0		127,409	2,229	1.8%
Assessors Expenses	37,553	40,647	46,900	41,828	89.2%	52,665	5,765		56,258	9,358	20.0%
Assessor Vehicle Allowance	761	347	2,400	1,480	61.7%	2,400	0		2,047	(354)	-14.7%
Board and Clerk mileage reimb.			1,500	-	0.0%	1,500	0		250	(1,250)	-83.3%
141 Total Assessors	159,413	163,005	175,980	121,391	69.0%	184,745	8,765	5.0%	185,963	9,983	5.7%

Notes

BOA proposed budget includes restoration of compensation to elected members of Board of Assessors. This is not included in proposed Town Manager budget.
 Town Manager proposed budget carries 1/2 of cost of Pictometry aerial flyover to be complete this spring through MVPC(\$3,593). Total cost \$7,186 with balance to be proposed for FY22 budget. This expense was not included in the initial BOA proposed budget, but the expense was strongly advocated by Assessing and is properly budgeted in this department.
 Fixed monthly stipend in FY20 budget proposed to change to Town funded cellphone (@\$45/month) and actual mileage reimbursement (50 miles/wk) for FY21.
 Proposed change in method of paying cellphone and travel costs differs from initial departmental proposed budget.
 Proposed Town Manager reduction in Board/Clerk mileage line to better reflect historical usage.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
Purchase of Services	-	-	15,000	3,852	25.7%	15,000	0		12,500	(2,500)	-16.7%
151 Total Special Counsel	-	-	15,000	3,852	25.7%	15,000	0	0%	12,500	(2,500)	-16.7%

Notes

Town under contract for outside counsel for employment law, labor counsel, specialized services, etc.

FY20 services have included matters including personnel and land use.

Known (or anticipated) FY21 specialized legal matters continue to justify budgeting for outside counsel.

Funding for outside counsel recommended by Town Manager and Auditor and authorized by Board of Selectmen.

As in FY20, proposed budget continues to carry \$3,000 that prior to FY20 had been carried in Town Clerk/Counsel budget for legal services.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:							
					64.1%						
						<u>1/30/2020</u>					<u>2/20/2020</u>
Town Clerk Salary & Wages	106,914	110,149	116,657	70,702	60.6%	118,353	1,696		122,478	5,821	5.0%
Operation of Fax/Photo Machine	4,992	5,213	5,650	3,349	59.3%	5,650	0		5,650	0	0.0%
Town Clerk's Expenses	6,452	3,988	6,450	1,242	19.3%	6,450	0		6,450	0	0.0%
161 Total Town Clerk	118,358	119,350	128,757	75,293	58.5%	130,453	1,696	1.3%	134,578	5,821	4.5%
						<u>1/30/2020</u>					
Town Clerk Compensation	150	150	150	75	50.0%	200	50		200	50	33.3%
Bd of Registrars Salary & Wages	2,023	5,427	4,400	250	5.7%	6,500	2,100		6,500	2,100	47.7%
Bd of Registrars Expenses	5,463	6,534	7,500	2,342	31.2%	7,377	(123)		7,377	(123)	-1.6%
162 Total Registrars	7,635	12,110	12,050	2,667	22.1%	14,077	2,027	16.8%	14,077	2,027	16.8%

Notes

Town Manager proposed budget includes wage increase above COLA for Town Clerk/Counsel to better reflect position's responsibilities and comp. wages. Presidential election year including early voting etc. drives proposed increase in Board of Registrars salary/wages line.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
Conservation Com Salary & Wages	28,026	28,995	29,440	16,343	55.5%	1/27/2020 36,773	7,333		27,965	(1,475)	-5.0%
Land Agent Wages (placeholder)									2,796	2,796	
Conservation Com Expenses	2,398	1,648	2,410	503	20.9%	2,910	500		2,410	0	0.0%
Con Com Vehicle Allowance	600	600	600	350	58.3%	720	120		720	120	20.0%
171 Total Conservation	31,024	31,243	32,450	17,196	53.0%	40,403	7,953	24.5%	33,891	1,441	4.4%

Notes

Proposed ConCom budget includes proposed 10.8% increase in hourly pay rate; and proposed increase of 5 hrs/week for Agent to take on add'l Land Agent responsibilities.

The ConCom budget backup includes a detailed writeup of rationale, with a draft Land Agent job description.

Proposed Town Manager budget carries lesser proposed wage increase, with 2 hrs/wk of additional separately budgeted staff time.

Proposed ConCom budget also includes proposed \$500 increase to purchase supplies/equipment associated with Land Agent responsibilities.

Proposed Town Manager budget does not carry supplies/equipment increase due to availability of DPW equipment and opportunity for resource sharing as needed.

Part of Town Manager's rationale is the existence of a Wetlands Protection fund with a balance of more than \$91,000 which, pursuant to MassDOR guidance, can be used by ConCom with Town Manager approval, and could be allocated to offset budgeted or additional Conservation Agent wages.

This topic is under active review with the ConCom and the BOS.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:							
					64.1%				2/20/2020		
						1/27/2020					
Planning Bd Salary & Wages	46,197	44,077	55,390	32,416	58.5%	55,180	(210)		56,282	892	1.6%
Planning Bd Expenses	2,197	5,791	6,600	3,105	47.0%	6,600	0		6,600	0	0.0%
MVPC Assessment	1,545	1,583	1,623	1,623	100.0%	1,664	41		1,664	41	2.5%
175 Total Planning	49,938	51,452	63,613	37,143	58.4%	63,444	(169)	0%	64,546	933	1.5%

Notes

The budget proposed by the Planning Board includes detailed backup with expense and wage justification.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
ZBA Salary & Wages	1,000	1,000	1,000	500	50.0%	1,000	0		-	(1,000)	-100.0%
ZBA Expenses	410	-	400	-	0.0%	400	0		700	300	75.0%
176 Total Board of Appeals	1,410	1,000	1,400	500	35.7%	1,400	0	0%	700	(700)	-50.0%

Notes

- ZBA did not submit proposed FY21 budget, so DH/BCC column simply carries forward actual FY20 budgeted amounts.
- Proposed Town Manager budget includes some changes from prior budgeting practice.
- Historically, ZBA budget has carried \$1,000 annual stipend to administrative support staff.
- Proposed budget instead integrates that same gross wage amount into base pay rate of employee (Administrative Assistant to Inspectional Services).
- Proposed change to form of compensation intended to:
 - Specifically incorporate ZBA support responsibilities into base job description of position.
 - Establish clear relationship between amount paid and hours worked (and establish hourly rate for additional ZBA support work if/as needed above scheduled hours).
- Proposed change in method of compensation contributes \$1,000 to the proposed Inspectional Services wage line increase.
- If this revised budgeting practice is recommended/approved, the employee's job description would be revised to formally integrate ZBA support responsibilities currently budgeted and paid from the ZBA salary/wages line.
- Proposed increase in Expense budget in anticipation of new/additional continuing education for ZBA members (i.e. hosting or attending/travel to trainings).



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
Open Space Expenses	121	278	750	-	0.0%	2/13/2020 750	0		750	0	0.0%
179 Total Open Space	121	278	750	-	0.0%	750	0	0%	750	0	0.0%
			-			-	0		-	0	
199 Total Cable Advisory			-			-	0	n/a	-	0	
TOTAL GENERAL GOVERNMENT:	858,484	934,589	1,052,020	608,622	57.9%	1,102,753	50,733	4.8%	1,102,221	50,201	4.8%



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
PUBLIC SAFETY											
School Resource Officer	20,807	62,511	65,537	37,665	57.5%	67,495	1,958		67,495	1,958	3.0%
Police Salaries & Wages	782,659	809,282	902,049	539,545	59.8%	925,677	23,628		925,677	23,628	2.6%
Police OT Wages	46,869	51,729	55,487	28,419	51.2%	60,791	5,304		60,791	5,304	9.6%
Police Expenses	93,297	88,937	104,229	56,207	53.9%	102,204	(2,025)		102,204	(2,025)	-1.9%
Police Cruiser		32,000	37,000	37,000	100.0%	36,000	(1,000)		36,000	(1,000)	-2.7%
210 Total Police	943,632	1,044,459	1,164,302	698,836	60.0%	1,192,167	27,865	2.4%	1,192,167	27,865	2.4%

Notes

Budget numbers are shaded in pink to reflect that these numbers are not final.

Initial proposed numbers are carried forward in Town Manager column as placeholders as this work is ongoing, including ongoing Police Union negotiations.

Including placeholder numbers is necessary in order to arrive at a comprehensive "bottom line" budget estimate.

Police Dept budget is scheduled for FinCom review on March 12th.

If Union contract is not finalized by that time (which is likely), the BOS will either recommend to carry an assumed amount to cover estimated FY21 incremental expenses, or may recommend to propose a different amount with the expectation that a supplemental funding amount could be brought to the Fall Special Town Meeting if needed. The latter approach is not inconsistent with prior years' budgeting when Union contracts are not final at the time of budget approval.

Proposed SRO Agreement with Pentucket would provide for \$30,000 in PRSD funding in FY21 to offset costs of position (increase from \$26,000 in FY20).

PRSD funding offset of SRO costs not reflected in proposed Expense budget; instead (per DOR and Auditor standards), \$30,000 is included in projected (Misc. Recurring) Revenue budget.

The Energy Advisory Committee has recommended that the FY21 vehicle replacement (which is the Chief's vehicle, and need not be pursuit rated) be a hybrid vehicle.

The EAC is working actively with Chief Durand to explore this option. If this approach is recommended, and if it affects the Police Cruiser expense line, this will be brought to the FinCom for review at the meeting scheduled for March 12th.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
					64.1%						
						1/21/2020					
Fire Alarm Wages	85,727	72,989	89,000	31,527	35.4%	90,780	1,780		90,780	1,780	2.0%
Fire Training/Drills	25,337	20,377	26,284	11,360	43.2%	26,810	526		26,810	526	2.0%
Fire Dept Other Wages	29,651	23,085	25,000	16,434	65.7%	25,500	500		25,500	500	2.0%
Fire Administration Wages	17,771	19,832	25,730	10,356	40.2%	26,245	515		26,245	515	2.0%
Fire Dept. Medical Exam	1,052	2,028	5,000	564	11.3%	5,000	0		5,000	0	0.0%
Hydrant/Fire Protection (to Water Dept)	68,720	72,156	77,207	77,207	100.0%	77,207	0		77,207	0	0.0%
Fire Alarm Communications	13,237	3,607	11,000	4,960	45.1%	11,000	0		11,000	0	0.0%
Fire Expenses	36,758	66,443	46,000	32,535	70.7%	46,000	0		46,000	0	0.0%
220 Total Fire	278,252	280,516	305,221	184,942	60.6%	308,541	3,320	1.1%	308,541	3,320	1.1%
Purchase of Services	-	-	-	-		-	0		-	0	n/a
231 Total Ambulance	-	-	-	-		-	0	n/a	-	0	

Notes

Fire Department Notes

Proposed Fire Dept. wages assume 2% COLA applied to FY20 budgeted wages. Actual wage budgeting is challenging in this department due to the episodic and unpredictable need for number of staff hours within any given fiscal year.

Board of Fire Engineers/Fire Chief did not propose an increase in FY21 budgeted expenses.

No change in hydrant charge for FY21 (per Water Dept).

Ambulance Notes

Current Ambulance contract with Cataldo Ambulance Service, Inc. extends through June 30, 2021.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
Municipal Dispatch Salaries & Wages	211,414	216,150	267,006	143,583	53.8%	273,054	6,048		273,054	6,048	2.3%
Municipal Dispatch OT Wages	18,411	20,023	24,229	13,789	56.9%	25,286	1,057		25,286	1,057	4.4%
Municipal Dispatch Expenses	19,580	23,907	26,370	15,826	60.0%	27,175	805		27,175	805	3.1%
230 Total Municipal Dispatch	249,405	260,080	317,605	173,198	54.5%	325,515	7,910	2.5%	325,515	7,910	2.5%

Notes

*The budget proposed by the Police Chief includes detailed backup with expense and wage justification.
 Proposed FY21 budget takes into account terms of approved Union Contract.*



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:							
					64.1%				2/20/2020		
						1/21/2020			3/7/2020		
Inspectors Salaries & Wages	115,782	117,291	125,910	76,805	61.0%	123,263	(2,647)		124,876	(1,034)	-0.8%
Inspectors Expenses	5,475	8,813	9,270	7,486	80.8%	13,670	4,400		13,670	4,400	47.5%
Inspectors' Vehicle Allowances	4,980	4,565	4,980	3,320	66.7%	5,880	900		5,880	900	18.1%
240 Total Inspectors	126,238	130,668	140,160	87,611	62.5%	142,813	2,653	1.9%	144,426	4,266	3.0%

Notes

Personnel turnover in Inspectional Services during FY20 resulted in minor changes to personnel wage structure.

This budget is under active review with the Department Head and will be reviewed by the BOS.

The Finance Committee review of proposed ConCom budget is scheduled for March 10, by which time it is expected that the BOS may formalize its position on this section of the proposed FY21 operating budget.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
Emergency Mgmt Salary & Wages	7,746	7,337	8,059	7,588	94.2%	1/20/2020 8,480	421		8,783	724	9.0%
Emergency Mgmt Expenses	3,265	1,211	3,265	446	13.7%	3,000	(265)		3,000	(265)	-8.1%
291 Total Emergency Management	11,011	8,548	11,324	8,034	70.9%	11,480	156	1.4%	11,783	459	4.1%

Notes

Actual EMA expenses are offset by Emergency Management Planning Grant (Seabrook Station).

Budgeted EMA expense line is used for needed equipment replacement, repairs, etc. as needed, while utilizing the EMPG Grant funding and the EPZ Grant as much as possible. This includes monitors, computers, handheld FRS radios, base radios, portable radios and such. Large purchases are put off as long as they can be, and earmarked for the end of the fiscal year to ensure the funding was not needed for an unexpected emergency event that occurred in town, or an expense not covered by grant funding. Each year the budget is expenditures are conservative with hopes that we can stay below our budget and return some monies to the General Fund while still being ready and able to activate should an incident occur in the Town.

EMA Director's proposed budget carries modest increase (to \$20/hr) in hourly rate for "activation personnel" to match Seabrook Station rate.

EMA Director's proposed budget offsets that expense by zeroing out COLA for Director and Administrative Assistant. Town Manager proposed budget carries the Dept. Head's proposed rate increase, and also restores COLA (@ 2%) for Director and Admin Asst (at an est. FY21 cost of \$303).



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
					64.1%						
Animal Control Expenses	21,500	22,865	24,050	12,025	50.0%	1/29/2020 25,073	1,023		25,073	1,023	4.3%
292 Total Animal Control	21,500	22,865	24,050	12,025	50.0%	25,073	1,023	4.3%	25,073	1,023	4.3%

Notes

Under terms of MOU for ACO services, City of Newburyport proposed increase for FY21 budget, driven by increase in ACO and Asst ACO wages; overtime costs; and health insurance costs.

The proposed revision also reduces the "credit" to West Newbury for use of the ACO vehicle, based on vehicle depreciation.

The current MOU runs through June 30, 2020. Both municipalities have expressed support to execute a new MOU for FY21+.

Proposed budget reflects terms agreed by both parties, but subject to budgetary approval.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
Harbormaster Salary & Wages			2,000	2,000	100.0%	2,000	0		2,000	0	0.0%
Harbormaster Exp		226	-	-	n/a	-	0		-	0	
295 Total Harbormaster		226	2,000		0.0%	2,000	0	0%	2,000	0	0.0%

Notes

Proposed budget retains add'l Harbormaster level of service through MOU with Salisbury as provided in FY20 (enforcement presence, in addition to pump-out services already included in prior years' budgets). Pump-out service costs offset by 75% Clean Vessel Act grant reimbursement.

Proposed budget structure would draw costs for enforcement services from operating budget, with local share of pump-out costs to be paid from Waterways Fund.

Total unencumbered balance in Waterways Fund approx. \$16,500 as of 2/14/20.

Harbor Committee endorsed this budget structure for FY21. At some point it is expected that local share of pump-out costs will be built back into the operating budget.

FY19 actual expenses are understated due to incorrect FY19 expense posting to Mooring Fund. We will work with the Auditor regarding how this may be reconciled.

TOTAL PUBLIC SAFETY:	1,630,037	1,747,363	1,964,662	1,164,645	59.3%	2,007,589	42,927	2.2%	2,009,505	44,843	2.3%
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TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
EDUCATION											
						<u>1/29/2020</u>			<u>3/7/2020</u>		
Pentucket Regional Sch Assessment	6,794,510	7,176,348	7,372,813	4,915,209	66.7%	7,551,589	178,776		7,387,515	14,702	0.2%
Pentucket Capital Assessment	57,860	64,162	58,227	38,818	66.7%	710,567	652,340		710,567	652,340	1120.3%
Pentucket Assessment Page Phase II	526,060	511,988	509,538	339,692	66.7%	501,438	(8,100)		501,438	(8,100)	-1.6%
304 Total Pentucket	7,378,430	7,752,498	7,940,578	5,293,719	66.7%	8,763,594	823,016	10.4%	8,599,520	658,942	8.3%
						<u>2/20/2020</u>			(164,074)		
Whittier Minimum Contribution	305,615	232,543	225,975	192,079	85.0%	151,344	(74,631)		151,344	(74,631)	-33.0%
Whittier Other Assessments	60,891	49,486	40,443	34,377	85.0%	27,000	(13,443)		27,000	(13,443)	-33.2%
Whittier Debt/Capital Assess	15,056	20,320	21,993	18,695	85.0%	25,000	3,007		25,000	3,007	13.7%
305 Total Whittier	381,562	302,349	288,411	245,150	85.0%	203,344	(85,067)	-29.5%	203,344	(85,067)	-29.5%
						<u>1/14/2020</u>					
Essex North Shore Agricultural	17,205	-	17,200	16,822	97.8%	34,652	17,452		34,652	17,452	101.5%
310 Total Essex North Shore Agricultural	17,205	-	17,200	16,822	97.8%	34,652	17,452	101%	34,652	17,452	101.5%
TOTAL EDUCATION:											
	7,777,197	8,054,847	8,246,189	5,555,691	67.4%	9,001,590	755,401	9.2%	8,837,516	591,327	7.2%

Notes

Pentucket budget as amended by vote of School Committee March 5, 2020.

Effect of amended budget is reduction of \$164,074 from Sch Assessment line.

Proposed reduction in Whittier budget result from reduced enrollment, as well as revisions to the State education funding formula.

Proposed increase in Essex Ag budget carries funding for assumed attendance of 2 students (based on current year's enrollment, and per-student costs assumed to increase 3%).

Actual Essex Ag enrollment will not be known when budget is voted in April 2020, so if actual enrollment is greater than budgeted, a supplemental funding article would be needed at the Fall 2020 Special Town Meeting. I have advised the BOS that we get into the practice of carrying a placeholder on the Fall STM warrant every year due to the inherent and unavoidable uncertainty associated with actual student enrollment.

Essex Ag has advised that enrollment could increase to 3 students in FY21, but this number is truly not knowable at this time. Rather than raise funds from the taxpayer that may not end up being needed, I recommend the approach outlined above.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:				64.1%		2/20/2020	
DEPARTMENT OF PUBLIC WORKS											
						<u>1/29/2020</u>					
DPW Salaries & Wages	427,280	432,642	461,589	264,619	57.3%	468,651	7,062		475,001	13,412	2.9%
DPW Overtime Wages	6,082	8,716	10,404	9,899	95.1%	12,300	1,896		12,300	1,896	18.2%
Snow & Ice Removal	234,083	199,491	150,000	165,763	110.5%	150,000	0		150,000	0	0.0%
Town Bldgs Operating Expenses	196,390	114,411	96,400	80,537	83.5%	105,850	9,450		117,850	21,450	22.3%
Town Bldgs Improvements	51,000	49,523	51,000	49,041	96.2%	51,000	0		51,000	0	0.0%
Street/Paving Repairs	70,000	28,054	70,000	7,412	10.6%	70,000	0		70,000	0	0.0%
Highway, Sidewalk & Trees	140,000	94,351	140,000	63,870	45.6%	140,000	0		143,012	3,012	2.2%
Stormwater management	-	-	10,000	2,951	29.5%	13,500	3,500		13,500	3,500	35.0%
DPW Expenses	4,615	8,228	9,132	9,513	104.2%	14,250	5,118		14,250	5,118	56.0%
Parks Expense	14,042	12,838	15,000	-	0.0%	15,000	0		15,000	0	0.0%
Electricity		69,936	70,000	39,235	56.0%	70,000	0		70,000	0	0.0%
Road Machinery Operating Expen	51,107	55,900	49,000	17,238	35.2%	51,000	2,000		51,000	2,000	4.1%
DPW Vehicle Allowance	6,000	5,225	6,000	2,500	41.7%	6,000	0		6,000	0	0.0%
Public Street Lights	5,667	7,895	7,000	4,520	64.6%	7,000	0		7,000	0	0.0%
420/424 Total Department of Public Works	1,206,266	1,087,210	1,145,525	717,097	62.6%	1,174,551	29,026	2.5%	1,195,913	50,388	4.4%
TOTAL PUBLIC WORKS:											
	1,206,266	1,087,210	1,145,525	717,097	62.6%	1,174,551	29,026	2.5%	1,195,913	50,388	4.4%

Notes

Town Bldgs. Operating Expense line includes addition of \$12,000 for contracted Library cleaning (see related Library budget narrative), and an additional \$1,600 to purchase hanging plants for the light poles on Main Street. Other cost increase drivers in this line include HVAC maintenance, emergency generator repairs, and elevator maintenance. Increase in DPW expenses driven by additional training (and related costs); software costs resulting from addition of Street Opening and Trench permits to online permitting (PermitLink), and new clothing allowances for non-union B&G crew.

Snow & Ice Avg. Expenditures FY08-FY18 \$221,531. This number has not been adjusted to include unaudited FY19 expenses of \$199,491.

The DPW Director's initial budget narrative includes additional backup/justification and has been provided to the Finance Committee separately.

Supplemental Narrative re Proposed Tree Committee Expenses

The newly established West Newbury Tree Committee appointed by the BOS in summer 2019 has also proposed budget expenses, as they are entitled to do under the approved Committee Charge. For more information on the Tree Committee, please refer to: <https://www.wnewbury.org/tree-committee>

Rather than create a new section of the operating budget, the Town Manager budget proposal would add the Tree Committee expenses to the DPW budget. While these expenses would still be within the DPW Director's authority, they would be "earmarked" for the purposes specified in the Tree Committee's budget proposal, and would be authorized upon request of the Tree Committee. This approach is recommended as being simpler and more straightforward in the near and longer-term.

It is worth noting that the DPW Director was previously employed by the City of Newburyport, and a similar relationship existed there quite successfully, whereby the Dept. of Public Services (their version of DPW) approved expenses and processed invoices, but a separate volunteer Committee essentially had control of the use of the funds.

With all that said, the Town Manager proposed budget does not include the full \$3,012 requested by the Tree Committee. The Town Manager proposal does not include the proposed \$750 speaker fee to pay an arborist to give a presentation in West Newbury. This results in Town Manager-proposed Tree Committee budgeted expenses of \$2,262. It is important to note that, of this amount, up to \$1,529 may be fully reimbursable if a pending DCR grant is approved. However, even so, the full expense must be budgeted.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
HUMAN SERVICES											
						<u>1/22/2020</u>			<u>3/7/2020</u>		
Board of Health Salary & Wages	115,057	117,362	122,620	74,210	60.5%	122,620	0		124,592	1,972	1.6%
Public Health Nurse	3,840	3,840	3,840	2,240	58.3%	3,840	0		3,840	0	0.0%
Waste Collection & Disposal	305,770	303,116	325,080	164,153	50.5%	384,660	59,580		384,660	59,580	18.3%
Recycling		39,264	50,000	41,087	82.2%	66,000	16,000		66,000	16,000	32.0%
Hazardous Waste Expense	2,157	748	2,000	1,039	52.0%	2,000	0		2,000	0	0.0%
Steele landfill monitoring		31,568	22,646	14,602	64.5%	35,390	12,744		35,390	12,744	56.3%
Bd of Health Expenses	17,712	7,478	6,500	4,343	66.8%	7,000	500		7,000	500	7.7%
510 Total Board of Health	444,536	503,374	532,686	301,674	56.6%	621,510	88,824	16.7%	623,482	90,796	17.0%

Notes



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:							
					64.1%				2/20/2020		
						1/16/2020			3/7/2020		
Council on Aging Salary & Wages	63,273	61,761	72,950	43,559	59.7%	83,190	10,240		80,174	7,224	9.9%
Council on Aging Expenses	17,669	17,308	19,500	13,795	70.7%	19,500	0		19,500	0	0.0%
541 Total Council on Aging	80,942	79,069	92,450	57,353	62.0%	102,690	10,240	11.1%	99,674	7,224	7.8%

Notes

Budget number shaded in green to reflect changes since initial proposed budget.

Salary & Wages line includes 2 proposed wage increases above COLA: site coordinator \$12.75 to \$15.00/hr; and van driver \$13.83 to \$15.61.

Certain expenses offset by Formula Grant; budgeting reflects estimated net costs, with balance expended from grant funds.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
Community Center Salaries & Wages	-	-	-	-	64.1%	-	0		-	0	
Community Center Expenses	365	-	-	-		-	0		-	0	
542 Total Community Center Committee	12,000	-	-	-	n/a	-	0 n/a		-	0 n/a	

Notes

Although this section of the budget is not proposed for funding, and is not expected to be part of the FY22 budget, it is included in the overall budget because expenses were incurred in FY18, which is part of this budget, so necessary to retain for accuracy of bottom line numbers.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:							
					64.1%				2/20/2020		
						1/13/2020					
Rental C.L. Carr Post	-	-	-		n/a	-	0		-	0	
Soldiers Grave Expense	2,600	2,385	2,600	415	16.0%	2,600	0		2,600	0	0.0%
Memorial Day Expenses	600	4,207	600	-	0.0%	650	50		650	50	8.3%
Northern Essex Veterans Services	5,320	23,039	30,357	24,158	79.6%	21,112	(9,245)		21,112	(9,245)	-30.5%
Other Assessments-Veterans benefits	16,929	-	-		n/a	10,000	10,000		10,000	10,000	
543 Total Veterans	25,449	29,631	33,557	24,573	73.2%	34,362	805	2.4%	34,362	805	2.4%

Notes

Proposed budget breaks out assessment from Northern Essex Veterans' Services (known number) into separate line item from payment of veterans' benefits (est. number).

TOTAL HUMAN SERVICES:	562,926	612,075	658,693	383,600	58.2%	758,562	99,869	15.2%	757,518	98,825	15.0%
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TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
CULTURE & RECREATION											
						<u>1/22/2020</u>			<u>3/7/2020</u>		
Library Salaries & Wages	248,016	254,923	263,813	161,247	61.1%	259,843	(3,970)		265,895	2,082	0.8%
Library Expense	32,491	32,500	33,000	27,409	83.1%	33,000	0		33,000	0	0.0%
Library Books and Periodicals	65,999	65,991	67,000	45,680	68.2%	68,000	1,000		68,000	1,000	1.5%
610 Total Library	346,506	353,413	363,813	234,336	64.4%	360,843	(2,970)	-0.8%	366,895	3,082	0.8%

Notes

Updated proposed Town Manager budget does include new 10 hr/wk position initially proposed by GAR Library Board of Trustees.

Updated budget reflects recommendation of BOS voted at meeting on March 2, 2020.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
					64.1%				3/12/2020		
Recreation Salaries & Wages			1,800	995	55.3%	1,800	0		1,800	0	0.0%
Recreation Expenses	7,344	7,309	5,500	160	2.9%	5,500	0		5,500	0	0.0%
Action Cove Expenses		5,000	3,000	-	0.0%	3,000	0		3,000	0	0.0%
630/637 Total Recreation	7,344	12,309	10,300	1,155	11.2%	10,300	0	0%	10,300	0	0.0%

Notes

Budget numbers are shaded in pink to reflect that these numbers are not necessarily final.
 Initial proposed numbers are carried forward in Town Manager column as placeholders as this work is ongoing.
 Including placeholder numbers is necessary in order to arrive at a comprehensive "bottom line" budget estimate.
 Recreation Commission budget is scheduled for FinCom review on March 10th.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
					64.1%						
Mill Pond Operating Expenses	549	602	2,100	-	0.0%	<u>1/30/2020</u> 2,100	0		2,100	0	0.0%
631 Total Mill Pond	549	602	2,100	-	0.0%	2,100	0	0%	2,100	0	0.0%

Notes

New water quality testing costs resulting from Committee and Town Manager research, supported by consultant, in summer 2019, are expected to be incurred in FY20 and are part of the justification to carry forward FY20 numbers for FY21 budgeting.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr:					2/20/2020		
Bandstand Expense	5,049	6,000	6,000	4,849	80.8%	6,000	0		6,000	0	0.0%
635 Total Bandstand	5,049	6,000	6,000	4,849	80.8%	6,000	0	0%	6,000	0	0.0%
Historical Commission Expenses	302	340	500	175	35.0%	1,000	500		600	100	20.0%
691 Total Historical Commission	302	340	500	175	35.0%	1,000	500	100%	600	100	20.0%
Cultural Council Expense	76	82	100	-	0.0%	100	0		100	0	0.0%
695 Total Cultural Council	76	82	100	-	0.0%	100	0	0%	100	0	0.0%
TOTAL CULTURE & RECREATION:	359,826	372,746	382,813	240,515	62.8%	379,343	(2,470)	-0.6%	385,395	3,182	0.8%

Notes

Historical Commission proposed increase in FY21 budget to support additional anticipated mailings associated with ongoing historic property inventory work, ongoing work to explore designation of new National Historic Districts, and other initiatives. The Town Manager is very supportive of these efforts, but based on historical spending levels does not carry the full proposed increase requested by the Commission. If actual costs are needed in FY21, above budgeted costs, given the relatively modest costs in the context of overall budgeting, the Town Manager expects that there should be adequate funds to support these initiatives from the BOS operating budget. If so, if known early enough in the fiscal year, this could displace other costs that would otherwise be incurred in the BOS budget. This could postpone, for instance, equipment replacement if such expenses are not urgently time sensitive.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
DEBT SERVICE											
						<u>1/27/2020</u>					
Debt Service (Principal)	470,000	340,000	350,614	350,614	100.0%	344,700	(5,914)		344,700	(5,914)	-1.7%
Debt Service (Interest)	41,000	31,900	22,200	22,200	100.0%	11,300	(10,900)		11,300	(10,900)	-49.1%
710/750 Total Debt Service	511,000	371,900	372,814	372,814	100.0%	356,000	(16,814)	-4.5%	356,000	(16,814)	-4.5%
TOTAL DEBT SERVICE:	511,000	371,900	372,814	372,814	100.0%	356,000	(16,814)	-4.5%	356,000	(16,814)	-4.6%

Notes

Note that the budget above does not include anticipated debt service associated with the Soldiers & Sailors Memorial Building restoration. These costs will be payable from the CPC and are proposed separately through a Town Meeting warrant article.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
BENEFITS											
Essex Regional Retirement Assess	555,396	641,424	660,171	660,171	100.0%	687,493	27,322		687,493	27,322	4.1%
911 Total Essex Regional Retirement Asse	555,396	641,424	660,171	660,171	100.0%	687,493	27,322	4.1%	687,493	27,322	4.1%
Unemployment Insurance		-	15,001	10,301	68.7%	1	0		1	0	0.0%
913 Total Unemployment Insurance	-	-	15,001	10,301	68.7%	1	0	0.0%	1	0	0.0%
Group Insurance	378,958	413,400	465,397	251,110	54.0%	477,032	11,635		3/10/2020 479,745	14,348	3.1%
914 Total Group Insurance	378,958	413,400	465,397	251,110	54.0%	477,032	11,635	2.5%	479,745	14,348	3.1%
FICA Insurance	43,774	45,176	48,279	30,332	62.8%	49,486	1,207		49,486	1,207	2.5%
916 Total FICA Insurance	43,774	45,176	48,279	30,332	62.8%	49,486	1,207	2.5%	49,486	1,207	2.5%
Other Post Ret Benefits		-	1	-		1	0		1	0	0.0%
919 Total OPEB - GF	-	-	1	-	0.0%	1	0	0.0%	1	0	0.0%
Insurance and Bonds	161,365	161,801	172,832	147,494	85.3%	189,990	17,158		189,990	17,158	9.9%
945 Total Insurance and Bonds	161,365	161,801	172,832	147,494	85.3%	189,990	17,158	9.9%	189,990	17,158	9.9%
TOTAL BENEFITS:	1,139,493	1,261,801	1,361,681	1,099,408	80.7%	1,404,003	57,322	4.2%	1,406,716	60,035	4.7%

Notes

Proposed Group Insurance amount reflects known Teamsters (Police, Dispatch, Highway Unions eligible) FY21 insurance costs and current enrollment; and estimated increase on FY20 costs for MIIA insurance (available to non-union employees) and current enrollment. Proposed budget number is intended to include enough to cover the certain variations in actual coverage based on personnel and plans selected.

The incremental Town cost difference between an individual (lowest cost) and family (highest cost) plan is about \$14,500.

We have not received definitive pricing for FY21 property/casualty insurance. Proposed budget number reflects our best estimate at this time.

Proposed property/casualty insurance cost includes new stand-alone policy to cover "Park & Rec" building at 694 Main St., which was dropped from our MIIA policy this year because the building is not regularly occupied.

Budgeting FICA costs derives from the overall Town-wide salary/wages, and will therefore remain in flux until all other sections of the budget (incl. negotiation of new Police Union contract, etc.) are final. For budgeting purposes, this line carries a 2.5% increase from FY20 budgeted amount. However, it is shaded in pink to highlight that this budget line is subject to change as the budget process moves forward.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp as of:

2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
TRANSFERS OUT - STABILIZATIONS											
Transfers Out		300,000	500,000	-	0.0%	500,000	0		500,000	0	0.0%
992 Total Transfers Out	-	300,000	500,000	-	0.0%	500,000	0	0%	500,000	0	0.0%

Notes

Proposed budget carries recommended transfer of \$500,000 consistent with last year's Capital Improvement Committee (CIC) process. Current year CIC process is underway. The CIC has recommended amounts for transfer consistent with this proposed budget and including recommendation of a separate warrant article proposing a \$300,000 transfer to Capital Stabilization in anticipation of the West Newbury share of costs to reconstruct the Middle Street Bridge.

1000 Total General Fund	14,045,229	14,742,532	15,684,396	10,142,391	64.7%	16,685,390	1,015,994	6.5%	16,551,384	881,988	5.6%
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Notes

As noted elsewhere in this budget, it will also be important to take into account the role that Free Cash transfers have made in reducing the tax rate in the current and prior three tax years. If a lower Free Cash transfer is approved in FY21, this would flow to the "bottom line" budget.

Town Manager

From: Town Manager
Sent: Tuesday, March 24, 2020 5:14 PM
Subject: UPDATE re Procedures for authorization of COVID-19 emergency expenditures

Hi all,

This is to follow on the notes forwarded below. Upon careful review of the MassDOR guidance bulletin circulated on Friday, and in consultation with MassDOR, we have confirmed that despite the Commonwealth and local emergency declarations, **the Town is required to request and receive specific approval from the MassDOR DLS Director of Accounts in order to authorize emergency expenditures above budgeted levels.**

This makes it especially imperative that your department follow the procedures set out in my March 19th memo "COVID 19 Virus Response and Budgeting" prior to incurring expenses above budgeted levels.

Per the MassDOR Bulletin, the Town's request for authorization must include the following:

- a spending estimate to address the emergency situation; and
- a description of the types of expenditures anticipated to be made.

The second item is somewhat easier; at this point we expect that we may (or will) incur unbudgeted expenses for public health, public safety overtime, potential DPW/Bldgs & Grounds expenses re cleaning etc., and costs incurred to get more employees set up for remote work (VPNs, etc.).

Estimating the amount of the potential emergency overage will be especially difficult, but **we do need to provide an estimate in our request to MassDOR.** Therefore, Department Heads, no later than this Friday, please respond on behalf of your department and/or the Board/Commission that you staff, to let me know whether the list of anticipated/known expenses is complete (to your knowledge), as well as how much unbudgeted spending you think may be necessary this fiscal year.

Once we submit a number to MassDOR, this can be updated upon further written petition; however, we want to get our written request to MassDOR this week in order to get this process started, given that some emergency expenses have already been incurred.

Once we get through this process, I'll also be asking Dept Heads to estimate any potential impacts on FY21 budgeting depending on the potential duration and extent of COVID-19 emergency restrictions and circumstances. It may be advisable to review/revise certain proposed FY21 expense (or revenue) budgets prior to budget adoption later this spring.

Thanks for your prompt attention to this matter.

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

From: Town Manager
Sent: Friday, March 20, 2020 12:07 PM
To: Town Hall All <townhall@wnewbury.org>; Corinn Flaherty <cflaherty@westnewburylibrary.org>

Cc: Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>; Michael Dwyer (dwyer@westnewburysafety.org) <dwyer@westnewburysafety.org>; West Newbury Emergency Management Agency <ema@westnewburysafety.org>

Subject: RE: Procedures for authorization of COVID-19 emergency expenditures

Following on my email below, please review attached, which was received from MassDOR a short time ago.

We will be reviewing the procedures set out in the memo circulated yesterday, compared to the attached MassDOR guidance, and will issue any updated guidance if/as needed. In the meantime the memo and procedures circulated yesterday should guide any requests for authorization for emergency expenditures.

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

From: Town Manager

Sent: Thursday, March 19, 2020 5:06 PM

To: Town Hall All <townhall@wnewbury.org>; Corinn Flaherty <cflaherty@westnewburylibrary.org>

Cc: Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>; Michael Dwyer (dwyer@westnewburysafety.org) <dwyer@westnewburysafety.org>; West Newbury Emergency Management Agency <ema@westnewburysafety.org>

Subject: Procedures for authorization of COVID-19 emergency expenditures

Hi all,

As you know, the Board of Selectmen voted an emergency declaration on Monday night. A signed copy of the declaration is posted online [here](#).

One provision of the declaration provides my office the authority to authorize certain expenditures above budgeted line items. The attached memo is intended to provide a uniform process for request for, and approval of, known/anticipated expenditures above budget as a result of COVID-19 and the Town's response to same.

Hard copies of the attached were placed in all department mailboxes this afternoon.

Please let me know if you have any questions.

Thanks,
Angus

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

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 Zamberardi 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

Town Manager

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Subject: rent

Good Morning

I am writing to you in the hopes of some type of financial credit, as we are shut down as of March 17th to at Least April 7th. I have scheduled through the bank for our April rent to be paid. But because we are solely Funded by tuition, we are hoping you would be able to give us some type of credit.

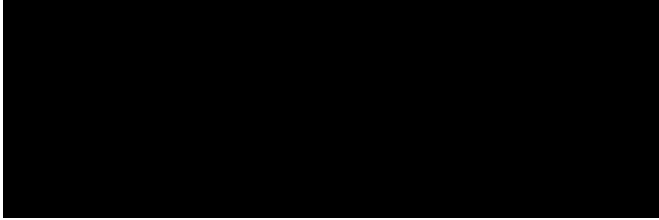
Thank you for any thought and attention you can provide.

Debbie

G hee lh#U r j huv#
Director
The Children's Castle

Town Manager

From:
Sent:
To:
Subject:



Good afternoon,

As of March 13, 2020 we had to close our doors at the Learning Tree Preschool because of the Corona virus. We are solely funded by our tuition and this is our only way to operate our school and pay our teachers. I am reaching out in the hopes for some financial help or relief. As of now, we have been notified that we will need to be closed until at least April 7, 2020. Thank you for your help in this matter, I really appreciate it.

Kelli Webster
Learning Tree Preschool

Sent from my iPhone

Town Manager

From: Town Accountant
Sent: Thursday, March 19, 2020 12:17 PM
To: Town Manager
Cc: Finance Admin; Michael McCarron
Subject: RE: Children's Castle

Hello:

The monthly rents are as follows:

- Learning Tree \$1,207.49
- Children's castle payment is \$12,078

Thank you,

Stephanie Frontiera
Town Accountant
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x112
townaccountant@wnewbury.org

From: Michael McCarron <mmccarron@wnewbury.org>
Sent: Thursday, March 19, 2020 11:57 AM
To: Town Manager <townmanager@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>
Cc: Finance Admin <finance.admin@wnewbury.org>
Subject: RE: Children's Castle

Angus

We should also include the Learning Center (at the Town Hall) in this discussion.

Michael P. McCarron
Town Clerk
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Tel 978-363-1100 ext 110

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, March 19, 2020 11:43 AM
To: Town Accountant <townaccountant@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>

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

Subject: Children's Castle

Below FYI. I've added this to the list for the March 30 mtg. Stephanie, sometime in the next week please let me know their monthly rent. Thanks

From: Town Manager

Sent: Thursday, March 19, 2020 11:41 AM

To: [REDACTED]

Sub

Hi,

Thanks for reaching out. We are very understanding of your concerns and situation. I can bring this question to the Board of Selectmen at their next regularly scheduled meeting on March 30th. This will likely be another remote participation meeting, which would allow for your participation either by videoconference (through GoToMeeting) or call-in (no account setup needed).

Please let me know if you'd like to participate directly; or whether you'd like me to represent your request, which I'm happy to do.

Thanks, and best of luck. My wife works in early childhood education and I'm at least tangentially understanding of the many unique challenges that you and the families you serve are facing.

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

From: [REDACTED]

Sent: T

To: Town Manager <townmanager@wnewbury.org>

Subject: rent

Good Morning

I am writing to you in the hopes of some type of financial credit, as we are shut down as of March 17th to at Least April 7th. I have scheduled through the bank for our April rent to be paid. But because we are solely Funded by tuition, we are hoping you would be able to give us some type of credit.

Thank you for any thought and attention you can provide.

Debbie

G h e e l h # J r j h u v #

Director

The Children's Castle



J

Town of West Newbury
Board of Selectmen
Monday, March 25, 2019 @ 7:00 pm
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 7:27 p.m. by Chairman Glenn Kemper

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Congratulations to Pentucket High School Girls Basketball Team – State D2 Champions!
- Budget Information on the town’s official website <https://www.wnewbury.org/budget-information>
- Public Forums on the Pentucket School Building Project on Saturday, March 30th @ 1pm and April 9th @ 6pm at the West Newbury Town Offices, First Floor Hearing Room.
- West Newbury Fire Company Pancake Breakfast, Sunday March 31st at the Central Fire Station. Cost is Free, donations welcome!
- West Newbury Gardening Club is sponsoring “Growing West Newbury” symposium on Sunday, March 31st at the Town Hall from 1pm to 5pm as part of the West Newbury Bicentennial celebration
- Council on Aging Community Shred Day, Saturday April 6th, 9:30am-1:30pm, Bandstand parking lot
- 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

Regular Business

A. Board of Selectmen recommendations on proposed FY20 Budget

The proposed FY '20 Budget is contained in the Agenda Packets. Town Manager Angus Jennings Gave a summary review.

Selectman Archibald had several questions. DPW budget was up \$10,000.00 under the Highway, Sidewalk and Trees account. Wayne Amaral DPW Director explained that tree removal prices have increased. Catch basin cleaning is up 30% to 40% and he is required to dispose of the debris and can no longer store the material on site. MS4 requires them to be cleaned and the Town uses the Merrimack Valley Planning Commission contract. Pavement markings have also increased in price from \$9,000.00 to \$13,500.00. Selectman Archibald questioned why the current budget is only 26% expended. Wayne explained that the largest contracts take place in the spring (catch basins, street sweeping and pavement markings). The board unanimously agreed to reduce this budget to its current funding level of \$140,000.00.

Mill Pond – there is work to be done. Parking area, benches, and gates. There is a punch list of work to be done. Water Quality testing would be done by reengaging an environmental consultant. The Finance Committee recommends \$2,100.00, Revolving Fund balance is approximately \$5,300.00 and the current year budget has a balance of approximately \$4,450.00. The Board unanimously agreed upon a budget of \$2,100.00.

Police Cruiser. Jeffrey Durand, Interim Police Chief reported that a 2019 Model Explorer would cost \$30,447.00 and a 2020 model would cost \$34,257.00 for the cruiser only. Angus reported that the Revolving Fund is lower with a balance of approximately \$5,000.00. The Finance Committee was asked by the Board to change their vote as better information on cost is now available. The board unanimously supports \$40,000.00 for the police cruiser.

Selectman Archibald questioned the 5% increase in the overtime account. Jeffrey Durand stated that there are two officers in the Police Academy. One will complete training in Mid-April and the other will complete training by the end of August. After discussion the Board unanimously agreed to fund this line item at the FY 19 level of \$55,487.00 and reduce the request by \$2,847.00

Under the Town Manager Legislation pay rates modification of the Board of Selectmen. Finance Committee recommends 4 or 5 to receive increases in addition to Cost of Living. Selectman Kemper states 2 positions.

B. Proposed terms for FY20 Animal Control Officer (ACO) contract with Newburyport

FY '20 Animal Control Officer Negotiations with Newburyport. The cost is significantly higher. If we continue to provide a vehicle West Newbury pays the insurance. The oldest Ford Explorer (cruiser) is being considered for the vehicle. If not agreed to this contract would need to be renegotiated. There are also fit up Costs as follows: \$1,800.00 to outfit it, \$2,400.00 repairs, \$2,500.00 trade in, and \$600.00 cage. Selectman Anderson and Selectman Kemper agreed to provide the vehicle. This is a one-time cost and will last for several years and there would be long term savings. In Addition there is savings by having a non West Newbury employee providing this service. The contract for the Animal Control Officer is \$24,050.00 for the next year. 30% of the time of the ACO is in West Newbury. There is response and follow-up calls involved. Michael McCarron, Town Counsel/Procurement Officer also stated that the ACO provides Barn Inspection service. The Board was asked whether the vehicle should be included in the Memorandum of Understanding. Selectman Anderson and Selectman Kemper answered in the affirmative. Selectman Kemper added that the contract with Newburyport is positive. He has had no complaints from residents.

C. Meeting with Finance Committee, Moderator, Town Counsel, and Town Manager to review the Annual and Special Town Meeting Warrants and any other Town Meeting related business

Special Town Meeting

Draft copy of Articles contained in the Agenda Packets.

Article 2.

Finance Committee 4-0-1 Abstention

Motion was made by Selectman Glenn Kemper, seconded by Selectman David Archibald to support and approve.

Yes 3, No 0.

Article 3.

All Community Preservation Articles approved by the Community Preservation Committee.

Finance Committee 5-0 in favor.

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

Yes 3, No 0.

Article 4.

Finance Committee 4-1-0 in favor.

Motion was made by Selectman Kemper, seconded by Selectman Anderson to approve.

Yes 3, No 0.

Article 5.

Finance Committee 5-0-0.

Motion was made by Selectman Kemper, seconded by Selectman Anderson to approve and support.

Yes 3, No 0.

Article 6.

Finance Committee 2-3-0 opposed.

Finance Committee sets a budgetary process. West Newbury pays up front and there is a low rate of remuneration. Selectman Anderson discussed the Memorandum of Understanding and starting off with a lower percentage. Angus Jennings, Town Manager stated that all he could locate was an unsigned agreement and no one has found a signed agreement. A cost basis agreement was suggested. The Town has been paid. Forbes Durey from the Finance Committee stated that the estimated cost is north of \$100,000.00 when the cost of the cruiser and benefits are factored in. In addition, the prior School Resource Officer had a lower pay rate than the current officer. There is currently nothing in force on the rate of reimbursement. Richard Parker offered an estimate as follows: 180 school days per year, 250 typical work days per year. 6 hours of an 8 hour shift equals \$54,000.00 as the officer does other work for the town when not at the school. Michael McCarron, Town Counsel/Procurement Officer suggested the Board may want to ask the Finance Committee to rethink their vote.

Selectman Glenn Kemper made a motion to approve, seconded by Selectman Anderson.

Yes 3, No 0.

The Board also requested that the School Resource Officer and Memorandum of Understanding and rate of Reimbursement be spelled out.

To be funded by Free Cash.

Article 7.

Finance Committee 6-0 in favor.

Selectman Kemper made a motion to approve, seconded by Selectman Anderson.

Yes 3, No 0.

To be funded by Free Cash.

Article 8.

Finance Committee 4-2-0

There are no final numbers yet as the items are out to bid.

Motion was made by Selectman Anderson, seconded by Selectman Kemper to approve.

Yes 3, No 0.

To be funded by Free Cash.

Article 9.

Finance Committee 5-1-0.

Motion was made by Selectman Archibald, seconded by Selectman Anderson to approve.

Yes 3, No 0.

To be funded by Free Cash.

This is an unfunded mandate. This must be done and is not reimbursed.

The Dam may be downgraded after it is looked at. Inspection is done once per year.

Annual Town Meeting

Draft copies of Articles contained in the Agenda Packets.

Articles 1-4 were read

Article 5.

No Instructions.

Article 6.

Finance Committee 6-0-0.

Selectman Archibald made the motion, seconded by Selectman Anderson to approve.

Yes 3, No 0.

Article 7.

Finance Committee 5-0-1

Selectman Anderson asked the Moderator a question.

K. C. Swallow, Town Moderator stated as long as the action is not complete to amend the motion versus the vote. The proper action was to amend the motion.

Finance Committee 5-0.

Selectman Anderson made the motion to approve which was seconded by Selectman Archibald.

Yes 3, No 0.

Article 8.

Finance Committee 5-1-0.

Motion was made by Selectman Anderson to approve, seconded by Selectman Anderson.

Yes 3, No 0.

Article 9.

Finance Committee 5-0-0

Motion was made by Selectman Anderson to approve, seconded by Selectman Archibald.

Yes 3, No 0.

Article 10.

Finance Committee 5-0-0.

Motion was made by Selectman Anderson to approve, seconded by Selectman Archibald.

Yes 3, No 0.

Angus stated that funding is now both in the budget and Warrant. The Article will be kept and removed from the budget if this passes at Town Meeting.

Article 11.

Finance Committee 5-0-0.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve.

Yes 3, No 0.

To be funded with Free Cash.

Article 12.

Finance Committee 6-0-0.

Motion was made by Selectman Archibald, seconded by Selectman Anderson to approve.

Yes 3, No 0.

Article 13.

Finance Committee 5-0-0.

Discussion took place regarding the dollar amount of this article. Town Moderator KC Swallow stated that the Board should set the amount of this Article at \$90,000.00 with details provided. The actual amount when determined could be lower.

Selectman Anderson made a motion, seconded by Selectman Archibald to approve for an amount of up to \$90.00.00.

Yes 3, No 0.

Article 14.

Finance Committee 5-0-0.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve.

Yes 3, No 0.

Article 15.

Finance Committee 6-0. Sunset date of FY '21.

Motion was made by Selectman Archibald, seconded by Selectman Anderson to approve.

Yes 3, No 0.

To be funded by Stabilization.

Article 16.

Finance Committee 4-2-0. Sunset date of FY '20.

Motion was made by Selectman Archibald, seconded by Selectman Anderson to approve.

Yes 3, No 0.

To be funded by Stabilization.

Discussion took place regarding replacing or keeping for plowing the 2008 truck.

Article 17.

Finance Committee 0-6-0 opposed. Sunset date FY '20.

Low mileage, rating CIC. Trade in of old truck would not decrease the numbers of contractors needed.

Selectman Archibald made the motion to approve, seconded by Selectman Kemper.

Yes 2, No 1 (Anderson)

To be funded by Stabilization.

Article 18.

Finance Committee 6-0-0. Sunset Date FY '21.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve.

Yes 3, No 0.

Article 19.

Finance Committee 6-0.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve.

Yes 3, No 0.

Article 20.

Finance Committee 5-0.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve.

Yes 3, No 0.

Article 21.

Finance Committee 5-0-0.

Motion was made by Selectman Archibald, seconded by Selectman Kemper to approve.

Yes 3, No 0.

Article 22.

Finance Committee 6-0-0.

Motion was made by Selectman Anderson, seconded by Selectman Kemper to approve.

Yes 3, No 0.

Article 23.

Finance Committee 6-0-0.

Motion was made by Selectman Anderson, seconded by Selectman Archibald to approve.

Yes 3, No 0.

Article 24.

Finance Committee 5-0-0.

Motion was made by Selectman Archibald, seconded by Selectman Kemper to approve.

Yes 3, No 0.

Article 25.

Finance Committee 5-0-0.

Motion was made by Selectman Kemper, seconded by Selectman Anderson to approve.

Yes 3, No 0.

Article 26.

Finance Committee 5-0-0.

Motion was made by Selectman Archibald, seconded by Selectman Kemper to approve.

Yes 3, No 0.

Article 27.

Finance Committee 6-0-0.

Motion was made by Selectman Archibald, seconded by Selectman Kemper to approve.

Yes 2, No 0, Abstain 1 (Kemper).

Article 28.

Finance Committee 6-0-0.

Motion was made by Selectman Anderson, seconded by Selectman Kemper to approve.

Yes 0, No 3. Opposed.

Article 29.

Finance Committee 5-0-0.

Motion was made by Selectman Archibald, seconded by Selectman Kemper to approve.

Yes 3, No 0.

Article 30.

Finance Committee 3-3-0 Split Vote.

Motion was made by Selectman Kemper to approve, seconded by Selectman Anderson.

Yes 1, No 2 (Anderson, Archibald). No change to the order.

Discussion then took place with the Town Moderator regarding the order of the two meetings and rules regarding the same.

D. Request for Street Opening Permit for 44 Garden Street, Tim Collins

Motion was made by Selectman Anderson to approve the permit, seconded by Selectman Kemper.

Yes 3, No 0.

Town Manager Updates

E. Snow/ice overage authorization for FY19

Informational. Memorandum from Angus Jennings, Town Manager and copy of Massachusetts General Law contained in the Agenda Packets. In prior years this would be an action taken by the Board of Selectmen. This practice is now changed. Angus wishes to notify the Board of this action.

- F. Follow up meeting assignments
- G. Placing items for future agendas

Motion was made by Selectman Kemper, seconded by Selectman Anderson to adjourn the meeting at 9:32 p.m.

Yes 3, No 0.

Respectfully submitted, Mary DiPinto



**Town of West Newbury
Board of Selectmen**

Thursday, January 24, 2019 @ 6pm

Sweetsir School Auditorium, 104 Church Street, Merrimac, MA 01860

www.wnewbury.org

Minutes of Meeting - DRAFT

Present at the Meeting:

- ❖ Board of Selectmen: Glenn Kemper, Joseph Anderson and David Archibald
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron

Regular Business

A. Call to order and introductions

The meeting was called to order at 6:03 p.m.

B. Joint Meeting with the Boards of Selectmen from West Newbury, Groveland, and Merrimac, along with the Finance Directors/Town Manager from the three towns, the Pentucket Regional School District (PSRD) Superintendent, and other pertinent school and building project personnel to discuss:

- Contingency Planning and PSRD Regional Agreement

Superintendent Justin Bartholomew discussed the proposed amendments to the PSRD Regional Agreement. The added language being considered addresses contingency/backup planning in the event that one of the Schools in the District becomes unavailable or unusable in an emergency situation. A draft of the amended Agreement is contained in the agenda packet.

- Middle/High School Building Project

Superintendent Justin Bartholomew, Principal and Building Committee Chair Jonathan Seymour, and representatives from Dore and Whittier provided an update of the Middle/High School Building Project. All three Town's Select Boards participated in a question and answer period with members of the audience.

C. Adjournment

The meeting was adjourned at 8:14 p.m. by unanimous vote of the Board

Respectfully submitted, Jennifer Walsh



**Town of West Newbury
Board of Selectmen
Tuesday, January 22, 2019 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting – DRAFT**

Open Session: 7pm in the First Floor Hearing Room

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

Present at the Meeting:

- ❖ Board of Selectmen: Glenn Kemper, Joseph Anderson and David Archibald
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ WorleyParsons Director of Smart & Energy, Tristan Jackson
- ❖ WNEAC; Chair, Elizabeth Callahan and Member, Richard Parker
- ❖

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet
- Moment of silence for Kenneth “Kip” Berkenbush, 1942-2019
- Mill Pond Winter Carnival, Sunday February 10, 2019 from 11am to 3pm. All are welcome!
- 2019 Volunteer Opportunities are still available, check out the list of committees with openings on the town’s website at www.wnewbury.org.
- Proclamation Commemorating Town of West Newbury School Choice Week
- Town Clerk applied for and received \$2,375.88 as an early voting expenses reimbursement plus a \$400 grant from the State for conducting early voting hours on the weekend.
- Bicentennial Committee:
 - a. Black-Tie Gala Celebration, Saturday, February 23rd 6pm to 11pm @ Groveland Fairways
 - b. Bicentennial Committee is buying a block of tickets for Red Sox Day at Fenway Park for August 9, 2019. If interested, please contact the committee via email at wnbirthday@wnewbury.org.
 - c. West Newbury Birthday Party and Birthday cake contest, February 24th 2pm to 6pm at the Pentucket Middle School

Regular Business

- A. Presentation of West Newbury Municipal Campus Microgrid feasibility and planning study – *Energy Advisory Committee with Advisian / WorleyParsons*

Tristan Jackson of Worley/Parsons gave a presentation of the results of the West Newbury Campus Microgrid feasibility and planning study which was carried out over three months and included analysis of all building load data, site temperature and weather data, state and federal incentives, utility costs, financing options and the full range of applicable technologies. A complete report is contained in the agenda packet. The study was funded by a grant sought by the Town with the support of WNEAC and provides the Town with key considerations for modelling and planning the MCM. The next step would be to engage key stakeholders in weighing the options and developing an approach to the project. It is possible that partial MCM funding sources will become available through other programs offered by the Commonwealth. WNEAC will continue to evaluate the findings for further discussion.

B. Energy Advisory Committee request to consider Municipal Vulnerability Preparedness (MVP) Grant

WNEAC Chair Liz Callahan explained the Municipal Vulnerability Preparedness (MVP) Grant opportunity through the Executive Office of Energy & Environmental Affairs. Grant announcement is contained in the agenda packet. Deadline to apply is May 3rd and will require outreach and letters of support from community stakeholders. MVPC would help with the application and facilitating the workshops; however, some contribution would be necessary from the Town, including allocation of staff resources/time. Research is needed to get a better understanding of what amount of support from the Town is necessary for this undertaking before a decision can be made.

C. Discussion of PRSD Regional Agreement and School Committee work on draft Contingency Plan

Town Manager Angus Jennings announced there will be a joint meeting with officials from Groveland, Merrimac and West Newbury on January 24th to discuss contingency planning and the PRSD Regional Agreement as well as the Middle/High School Building Project. A Draft of the Agreement with proposed language changes is contained in the agenda packet. Selectman Archibald noted concern about the language to Section XII as it relates to the charge of the Regional Finance Advisory Committee. Selectman Anderson added that getting the Middle/High School Building Project passed is the highest priority for the Board.

D. Request for Appointment: Wayne Amaral for Emergency Management and Deputy ADA Coordinator responsibilities

Motion was made by Selectman Joseph Anderson to appoint Wayne Amaral as Emergency Management and Deputy ADA Coordinator. Seconded by Selectman David Archibald.

Yes 3, No 0

E. Review of proposed revisions to Policy on Rental of Town Facilities

Town Manager Jennings reviewed the proposed changes to the policy on rental of Town facilities. The first is to reduce the insurance requirements from \$1M incident/ \$3M aggregate to \$1M/\$2M, respectively. Second is to clarify the Board's position on renting out Town Annex and Old Town Hall to non-residents for birthday parties, receptions, anniversary parties and the like; and, to clearly reflect the Board's intent in the policy. Chairman Archibald asked if \$2M aggregate is adequate for equestrian events. Chairman Kemper suggested that the Insurance Company be made aware of all potential uses of Town facilities including equestrian and to take the recommendation of the Insurance Company.

Motion was made by Selectman Joseph Anderson to reduce the insurance requirements from \$1M incident/\$3M aggregate to \$1M/\$2M, respectively contingent on the Insurance Company being made aware of all potential uses of Town facilities, seconded by Selectman Glenn Kemper.

Yes 3, No 0

Discussion: The Board confirmed that it is their intent to not allow the rental of Town Annex or Old Town Hall to non-residents for birthday parties, anniversaries, etc.; and, directed Town Manager Jennings to update the policies to clearly reflect this.

F. Review of future meetings: potential joint Board of Selectmen/Planning Board meeting Feb. 5th, 2019

Chairman Glenn Kemper expressed appreciation for the invitation and suggested a meeting date of February 4th to include input from Town Manager Jennings who has a conflict on February 5th.

Town Manager Updates

G. Clarification of warrant closing date and format/status complete of proposed articles

Town Meeting Warrant closes on February 18th at 9:00 p.m.

H. Discussion and request for policy direction regarding potential Mailbox Policy

Town Manager Angus Jennings urged the Board to create a written Mailbox Policy in order to enable his office and DPW personnel to act, and budget, in accordance with an adopted policy. Discussion took place and the Board stated that reimbursement should be capped at \$50.

I. Cont. review of Georgetown Road/Crane Neck Street Intersection Re: Zig-Zag Striping

Town Manager Angus Jennings shared a request that came in from a resident offering a suggestion to add Zig-Zag Striping at the intersection of Georgetown Road/Crane Neck Street; however, this striping treatment is not part of MUTCD and Town Counsel has cautioned that the Town would be exposed to liability in the event of an accident causing damage to life or property.

J. Update on Selectman and Town Manager attendance at MMA Annual Meeting, Jan. 18-19 in Boston

K. Follow up meeting assignments

L. Placing items for future agendas

Motion was made by Selectman Joseph Anderson, seconded by Selectman David Archibald to adjourn the meeting at 9:50 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh



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

March 23, 2020

The West Newbury Planning Board has approved a Site Plan Review Application for the Pentucket Regional High-Middle School Building Project at 22-24 Main Street, Assessors Map R-1 Parcels 10, 20 & 30. The Certificate of Vote was filed with the Town Clerk on March 23, 2020. Application and Owner Information is as follows:

Application Filed: November 6, 2019

Owner/Applicant: Pentucket Regional School District c/o Superintendent Justin Bartholomew, 22-24 Main Street, West Newbury, MA 01985

The Planning Board is required by Section 8.B.7.b.2. of the West Newbury Zoning Bylaw to notify parties in interest of the filing of this Certificate of Vote. The Certificate of Vote can be obtained:

- On the Planning Board webpage at <https://www.wnewbury.org/planning-board>. You can access the document by clicking the link in the left column labeled "Recent Permits Issued (not all inclusive)". The document is labeled "Pentucket School Building Project 3-4-20".
- By e-mail. A copy can be e-mailed to you as an attachment. Please request a copy by e-mail to lzambernardi@wnewbury.org.
- Certified copies of the document can be obtained at the Town Clerk's Office, 381 Main Street.

APPEALS: Appeals, if any, shall be made to the Zoning Board of Appeals in accordance with Section 8.A. of the West Newbury Zoning Bylaw, and within 30 (thirty) days of filing the decision with the Town Clerk.

Regards,

Leah J. Zambernardi

Leah J. Zambernardi, Town Planner



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

**CERTIFICATE OF VOTE
PENTUCKET REGIONAL HIGH-MIDDLE SCHOOL BUILDING PROJECT
22-24 MAIN STREET
Assessors Map R-1, Parcels 10, 20 & 30
March 4, 2020**

At a meeting of the West Newbury Planning Board (hereinafter the "Board") held on March 4, 2020, Board members voted to approve with Conditions the Site Plan Review Application for the Pentucket Regional High-Middle School Building Project (hereinafter the "Project") at 22-24 Main Street, Assessors Map R-1 Parcels 10, 20 & 30 (hereinafter the "Parcel"), by a vote of 4 to 0. Planning Board members Ann E. Bardeen, Raymond A. Cook, Tim Cronin and Brian R. Murphey voted in favor. The Board responded to the application materials and plans referenced below, which are herein incorporated by reference and on file in the Planning Office. The submittal is further described as follows:

OWNER/APPLICANT: Pentucket Regional School District c/o Superintendent Justin Bartholomew, 22-24 Main Street, West Newbury, MA 01985. (hereinafter the "Applicant")

PARCEL INFORMATION: 22-24 Main Street, West Newbury, MA 01985
West Newbury Assessors Map R-1 Parcels 10, 20 & 30
Groveland Assessors 2-8
Zoning District: Res-B & Res-C

REFERENCES:

- Planning Board Application for Site Plan Review with Attachments, Received November 6, 2019.
- Plan Set entitled, "Pentucket Regional School District Building Project 24 Main Street Planning Board Application Revised"; dated 10/30/19 and 12/19/19, revised 1/24/20, 1/31/20, 2/3/20 & 2/18/20; prepared by Dore & Whittier Architects, Inc., 260 Merrimac Street, Building 7, 2nd Floor, Newburyport MA 01950, which includes the following sheets:
 - Title Sheet
 - Survey (Issued 12/19/19, Issued for Pricing Set 2/4/20), 4 Sheets, Drawings EX0.00 through EX0.03
 - Phasing (revised through 1/24/20), 5 Sheets, Drawings GP1.10 through GP4.00

- Civil (revised through 1/31/20), 18 Sheets, Drawings C0.01 through C-4.04
- Landscape (revised through 1/24/20), 25 Sheets, Drawings L1.00 through L4.07
- Architectural (revised through 1/24/20), 12 Sheets, Drawings A1.10 through A4.20
- Electrical (revised through 2/18/20), 10 sheets, Drawings E0.10 through LT1.03
- Stormwater Report for Pentucket Regional School District Building Project, 24 Main Street, West Newbury and Groveland, MA, prepared for Dore and Whittier Architects by Nitsch Engineering, Inc. 2 Center Plaza, Suite 430, Boston, MA 02143; dated 11/4/19, revised through 1/17/20.
- Appendix G of Stormwater Report – Soil Investigations; dated 1/17/20.
- Letter dated 9/29/18 from MassDEP to Dr. Jeffrey Mulqueen c/o Richard Kirby of LEC Environmental Consultants, Inc. Re: Wetlands/West Newbury Negative Determination
- Memorandum dated 12/4/19 from Bryan Zimolka of Nitsch Engineering to Maria Fernandez-Donovan of Dore and Whittier re: Pentucket High School – Site Traffic Assessment.

PRE-APPLICATION CONFERENCE:

A Pre-Application Conference was held on November 6, 2019, in compliance with Section II.1. of the Planning Board Rules and Regulations (the “Regulations”).

FILING and PUBLIC HEARING INFORMATION:

The Application package was filed with the Planning Board on November 6, 2019. Pursuant to §VI.A of the Regulations, Legal Notice was published in the Daily News of Newburyport on November 19, 2019, mailed to abutters and Planning Boards of abutting cities and towns on November 19, 2019 (re-sent on 11/25/19), and posted with the Town Clerk on November 18, 2019.

Copies of the Application package were distributed to the Board of Health, Building Inspector, Conservation Commission, Department of Public Works, Fire, Police, and Water Departments, and to the Board’s Technical Review Consultant, Meridian Associates. Responses were received from Fire Chief Michael Dwyer (12/2/19), Health Agent Paul Sevigny (12/3/19), Police Chief Jeffrey Durand (11/29/19), and Water Manager/Superintendent Michael Gootee (12/5/19). The Applicant has been made aware of the comments and requests contained in these letters and has stated it will work with those entities to address the comments and requests outside of the Site Plan Review process. Meridian Associates provided review comments and responses on 11/26/19 and 2/4/20. The Applicant has adequately addressed comments made by Meridian to date through this Site Plan Review process. Each correspondence referenced above is incorporated herein by reference and is on file in the Planning Office.

The Public Hearing was scheduled to begin on December 3, 2019 but was postponed due to poor weather. The public hearing opened on December 17, 2019 and was continued to January 7, 2020 (postponed), January 21, 2020 (postponed), February 4, 2020 and February 18, 2020. The Public Hearing was closed on February 18, 2020 and the matter was then continued to March 4, 2020. Topics of discussion during the course of the public hearing included, but were not limited to the following points. Please refer to the minutes of the meeting for more detail.

- i. Project phasing and construction timeline;

- ii. Traffic circulation plans, intersections, sidewalk placement, delivery vehicle access, parking spaces, and handicap vehicular and pedestrian accommodations. Some Board concerns and recommendations that were not satisfied during the Site Plan Review process, but the Board requested the Applicant to consider, included: 1. Creation of an accessible public walkway leading east from the central parking area, past the baseball field, to the existing Main Street crosswalk and restaurant on the east side of Main Street; 2. Traffic and Pedestrian Safety concerns stemming from the confluence of the proposed 2-way traffic flow at the northern entrance, a new pedestrian crosswalk, and the existing two-way traffic flow at Farm Lane; 3. Reduction of the posted speed limit to 35 mph between Chestnut Hill and 78 Main Street.
- iii. Safety measures for students and faculty during and post construction;
- iv. Coordination of construction activity so as not to conflict with school drop-off, pick-up, deliveries and other school-related activities;
- v. Construction hours;
- vi. Potential need for blasting;
- vii. Peer review comments by Meridian Engineering of the Stormwater Management System and compliance with the Board's Site Plan Review Bylaw and Regulations;
- viii. Comments received from the Fire Chief, Health Agent, Police Chief, Water Manager/Superintendent (as noted above), and from Members of the public.

Board Member Tim Cronin missed the February 4, 2020 portion of the public hearing and provided certification that he reviewed the record of the missed session pursuant to G.L Chapter 39, Section 23D, therefore is eligible to vote on the matter. The certification is herein incorporated by reference and on file in the Planning Board office.

PERMITTING MECHANISM:

The Project consists of land and structures used for educational purposes on land owned by a subdivision of the Commonwealth as described by Massachusetts General Law Chapter 40A, Section 3 and the West Newbury Zoning Bylaw (hereinafter the "Zoning Bylaw"), Section 4.B. "Exempt Uses", and therefore cannot be prohibited or unreasonably regulated or restricted by the Zoning Bylaw, provided, however, that the project is subject to reasonable regulations concerning bulk and height of structures and determining yard sizes, lot area, setbacks, open space, and parking and building coverage requirements. Further, the Project is considered a building, facility and use, which is "Public, municipal, and municipal recreational" pursuant to Section 8.B.3. of the Zoning Bylaw and is therefore subject to Site Plan Review. Accordingly, the Planning Board conducted limited Site Plan Review (Zoning Bylaw Section 8.B.).

EXCEPTIONS FROM THE ZONING BYLAW AGREED TO BY THE BOARD:

Consistent with MGL Chapter 40A, Section 3 (hereinafter the "Dover Amendment") and the decision in to Trustees of Tufts College vs. City of Medford, 415 Mass. 753 (1993), (hereinafter the "Tufts Case"), a degree of accommodation is required between the educational use and the legitimate municipal concerns typically found in zoning law. The Tufts Case further specifies that "such an accommodation cannot be achieved by insisting that an educational institution seek a variance to obtain permission to complete its project." The Board therefore agrees to the accommodations listed below that vary from the parking and height requirements of the Zoning Bylaw:

Parking: Pursuant to Section 7.B.1. of the Zoning Bylaw, "For uses permitted by this by-law adequate off-street parking...shall be provided for daily and/or customary uses in connection with the use". Per Meridian Associates, the Institute of Traffic Engineers recommended parking space to student ratio is 0.45 parking spaces per student, which calculates to a minimum requirement of 430 parking spaces, where only 426 are provided. The Board agrees to 426 parking spaces as an accommodation consistent with the Dover Amendment and the Tufts Case.

Height: Section 6.A. of the Zoning Bylaw restricts the height of buildings to 35-feet. The design height of the new building is 49-feet, 7-inches. The Board, therefore, agrees to a building height of approximately 50-feet, as an accommodation consistent with the Dover Amendment and the Tufts Case.

CONDITIONS:

1. Meridian Associates Peer Review Letter (2/4/20):
 - i. Comment 3.1. notes that the size and volume of the existing retention basin is in question due to the absence of contours below the water surface shown on the survey. The Applicant shall determine and add these contours to the survey and modify the stormwater management design accordingly, if needed. The revised information shall be submitted to the Planning Board and Meridian Associates for review and sign off.
 - ii. Comment 4., Plan Sheet C3.01 – Comment #3. It is noted that the size and elevation of the existing pipe running underneath the new building is still unknown. Once this information is obtained, the Applicant will revise the stormwater management design accordingly, if needed, and will provide the information to the Planning Board and Meridian Associates for review and sign off.
2. A copy of the final Construction Stormwater and Pollution Prevention Plan shall be submitted to the Planning Board for its records.
3. The Applicant shall submit to the Planning Board the final Bid Set Documents, Drawings and Specifications (hereinafter the "Bid Set Documents"), incorporating all changes required by this Certificate of Vote. Items such as those in Condition 1. above, which might not be addressed for some time, shall be included as a note in the Bid Set Documents. The final plans shall bear the seals and signatures of the Registered Architect, Surveyor, Landscape Architect and Professional Civil Engineer.
4. The project shall be built substantially in accordance with the Bid Set Documents, this Certificate of Vote, and revisions listed in this Certificate of Vote to be submitted. The Applicant shall submit notice of any substantial plan changes beyond the Bid Set Documents to the Planning Board. Upon receipt, the Planning Board shall determine whether a formal filing for a plan modification is in order.
5. This is a public project that involves Controlled Construction and oversight by the Owner's Project Manager and the West Newbury Municipal Inspections Department and its consultant inspectors. The Board, therefore, does not require construction project inspections on its behalf.
6. As-Built Plan and Certification: Following construction, an As-Built Plan and a Certification of Compliance from the Project Engineer shall be furnished to the Planning Board, the Water Department, the Municipal Inspections Department and the Department of Public Works. The As-Built Plan shall contain the following:

- i. Final building location;
 - ii. On-site roads, ramps and sidewalks;
 - iii. Parking lot perimeter;
 - iv. Permanent monument and boundary points;
 - v. Basin and manhole rims, inverts and sump elevations for stormwater drainage and sewerage;
 - vi. Location of water mains and primary gate valves;
 - vii. Location of gas mains and primary gates;
 - viii. Location of primary electric service line;
 - ix. Location of drainage and slope easements, if any;
7. All applicable laws, bylaws, rules, regulations, and codes of state law, federal law, and the Town of West Newbury shall be complied with, and the Owner shall obtain all necessary permits, licenses, and variances, as applicable.
 8. The action of the Planning Board does not waive or alter any other permit or approval requirements, including, but not limited to, the Municipal Inspections Department and the Conservation Commission.
 9. This approval shall lapse within two years from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause or, in the case of a permit for construction, if construction has not begun by such date except for good cause. Such approval may, for good cause, be extended in writing by the Planning Board upon written request of the Applicant.
 10. This Decision shall be recorded at the Southern Essex District Registry of Deeds by the Applicant. Proof of recording of the Decision and all other documents must be provided to the Planning Board.

APPEALS: Appeals of the Planning Board's final action on a Site Plan Review Application shall be made to the Zoning Board of Appeals in accordance with Section 8A of this Bylaw, and within thirty days of filing the Decision with the Town Clerk.

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CERTIFICATE OF VOTE

At a meeting of the West Newbury Planning Board (hereinafter the "Board") held on March 4, 2020, Board members voted to approve with Conditions the Site Plan Review Application for the Pentucket Regional High-Middle School Building Project (hereinafter the "Project") at 22-24 Main Street, Assessors Map R-1 Parcels 10, 20 & 30, subject to the Conditions of this Certificate of Vote, and subject to the following:

- Final Certificate of Vote and Conditions, as approved by the Board.
- Final Plans, which include Site Plan, Lighting, and all other details, as approved by the Board, and
- Any other documents deemed to be necessary.

The Vote was as follows:

Ann E. Bardeen	_____	In Favor
Timothy N. Cronin	_____	In Favor
Raymond A. Cook	_____	In Favor
Brian R. Murphey	<u>BR Murphey</u>	In Favor

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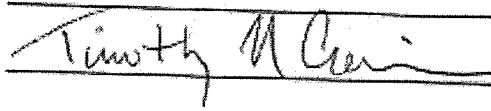
The Vote was as follows:

Ann E. Bardeen

Timothy N. Cronin

Raymond A. Cook

Brian R. Murphey



In Favor

In Favor

In Favor

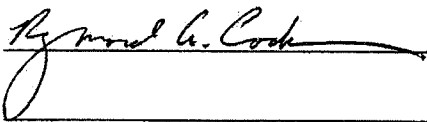
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The Vote was as follows:

Ann E. Bardeen



In Favor

Timothy N. Cronin

In Favor

Raymond A. Cook

In Favor

Brian R. Murphey

In Favor

Town Manager

From:



Thanks, I'm hoping the Commission will pin down a date by the first of next week, for sometime in mid-April. Bert will confirm w you once this is known.

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



Hi Angus,
I can run another one for you but to know the date would be important.
Sincerely,
Meredith

Sent from my iPhone

On Mar 27, 2020, at 12:10 PM, Town Manager <townmanager@wnewbury.org> wrote:

Hi Meredith,

As you probably know, the ConCom opened its public hearing re the school project earlier this year. It was scheduled to be continued to March 16th but that mtg was postponed after the whole world got turned upside down. Therefore when the Commission does continue the hearing (date TBD) they'll be doing another legal ad and abutter notification to ensure there's no procedural defect in the public notice of hearing.

On Monday, could you run another set of abutter labels for the project? (If you'd prefer not to come in, if you print the labels to PDF and let me know where to find the physical labels, my office could print them).

Bert, please follow up w Meredith directly to confirm the parcel ID(s). I'm assuming it would be the same list of abutters as the initial notice earlier this year, but am also aware there may be a minor change in project locus due to the acquisition of a portion of an abutter's land, so I want to be sure her office's direction re abutter notification comes from you directly as the Conservation Agent.

Please let me know if any questions.

Thanks,
Angus

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