



**Town of West Newbury  
Board of Selectmen**

**Tuesday, April 28, 2020 @ 5:30pm**

381 Main Street, Town Office Building

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

**AGENDA**

RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA

2020 APR 22 PM 9:08

**Executive Session: 5:30pm by remote participation**

- ❖ 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 (*31 Dole Place*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*proposed Coffin Street development*); (*review of Counsel opinion regarding zoning*);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Middle Street bridge MOU*); (*Union request for carry-over of personal and vacation days into FY21*).

**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.
- Thanks to those who helped with Annual Town Roadside Cleanup on weekend of April 25<sup>th</sup> and 26<sup>th</sup>
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

**Regular Business**

- A. Proclamation regarding Children's Mental Health Awareness Week
- B. Updates regarding coronavirus pandemic, including updates from Town Counsel regarding recent and proposed legislation regarding COVID-19
- C. Appointment of members of Board of Fire Engineers
- D. Vote on requests for rent waivers for The Children's Castle and Learning Tree during term of required business closures due to COVID-19
- E. Review of proposed warrant article to purchase new plow truck – *Wayne Amaral, DPW Director*
- F. Discussion of FY21 Police overtime budget – *Police Chief Durand*
- G. Discussion of accounting for/payment of senior tax work-off workers unable to work due to COVID-19
- H. Discussion of proposed FY21 Budget, incl. potential revenue/expense changes due to COVID-19
- I. Discussion of use of Free Cash to reduce tax rate; trends and projections
- J. Proposed adoption of Financial Policies: Credit Card Usage Policy; and Disbursements Policy
- K. Notice of approval of FY19 Green Communities Annual Report
- L. Meeting minutes: April 13, 2020; April 9, 2020.

**Town Manager Updates**

- M. Updates regarding Coffin Street/Main Street 40B housing proposal
- N. Cyber security webinar
- O. Update on revenues year-to-date compared to projected and prior years' revenues
- P. Update on Soldiers & Sailors Memorial Building restoration incl. designer contract
- Q. 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](http://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: (872) 240-3212

Access Code: 368-836-901

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.

## Town Manager

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**From:** [REDACTED]  
**Sent:** Friday, April 24, 2020 4:03 PM  
**Subject:** FW: MassDOT Advisory: Haverhill/West Newbury, Rocks Village Bridge



**For Immediate Release:**  
April 24, 2020

**Contact:** MassDOT Press Office: [857-368-8500](tel:857-368-8500)

## **Media Advisory: Haverhill and West Newbury, April 27**

### **MassDOT Scheduled Temporary Closures on the Rocks Village Drawbridge**

*Closures are needed to facilitate bridge repairs; traffic detours will be in place*

**Haverhill/West Newbury** – The Massachusetts Department of Transportation (MassDOT) is announcing bridge repairs will begin on the Rocks Village Drawbridge over the Merrimack River that spans East Main Street in Haverhill and Bridge Street in West Newbury. The work is scheduled to begin on Monday, April 27, and will continue for the next six weeks.

The work will require temporary single lane closures or full closure of the Rocks Village Bridge and detours as follows:

- Monday, April 27, through Friday, May 1 - One lane on the bridge will be closed and there will be alternating traffic.
- Saturday, May 2, through Sunday, May 17 - Both of the lanes on the bridge will remain open, as prep work will be performed off of the bridge.
- Monday, May 18, through Wednesday, June 3 - The bridge will be closed to vehicular traffic and all traffic will be detoured. The movable span will not be operational during this period.

#### **From the Rocks Village Bridge on the West Newbury side of the Merrimack River**

- Right onto Church Street in West Newbury
- Right onto Main Street in West Newbury (Route 113 westbound) which becomes Main Street in Groveland (Route 113 westbound)
- Right onto Route 113/Route 97 across the Bates Bridge over the Merrimack River onto Groveland Street in Haverhill
- Right onto East Broadway in Haverhill, left onto Kenoza Street in Haverhill
- Right onto Middle Road in Haverhill, right onto Amesbury Road in Haverhill (Route 110 eastbound)
- Right onto Amesbury Line Road in Haverhill
- Left onto East Main Street in Haverhill and ending at the bridge on the Haverhill side of the Merrimack River

#### **From the Rocks Village Bridge on the Haverhill side of the Merrimack River**

- Left onto East Broadway in Haverhill
- Left onto Groveland Street in Haverhill, then across the Bates Bridge over the Merrimack River
- Left onto Main Street in Groveland (Route 113 eastbound) which becomes Main Street in West Newbury (Route 113 eastbound)
- Left onto Church Street in West Newbury and ending at the bridge on the West Newbury side of the Merrimack River

The overhead truss on the movable span was struck and damaged by over-height vehicles on July 5, 2019, and January 13, 2020. The damaged structural steel members will be repaired. Cost recovery will be pursued under the Accident Recovery Program.

Those traveling through the area should expect delays, reduce speed and use caution.

Appropriate signage is in place to guide users through the area.

For more information on traffic conditions, travelers are also encouraged to:

- Dial 511 and select a route to hear real-time conditions.
- Visit [www.mass511.com](http://www.mass511.com), a website which provides real-time traffic and incident advisory information and allows users to subscribe to text and email alerts for traffic conditions.
- Follow MassDOT on Twitter @MassDOT to receive regular updates on road and traffic conditions.
- Download MassDOT's GoTime mobile app and view real-time traffic conditions before setting out on the road.

###

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

From: [cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com) <[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)>

Sent: Monday, April 13, 2020 10:28 AM

To: Finance Admin <[finance.admin@wnewbury.org](mailto:finance.admin@wnewbury.org)>

Subject: [Town of West Newbury MA] Children's Mental Health Week request (Sent by Milla Paumo,  
[REDACTED])

Dear Jennifer Walsh,

I am reaching out to you on behalf of PPAL, Parent/Professional Advocacy League. PPAL is a statewide, grassroots family organization that advocates for improved access to mental health services for children, youth and their families. PPAL's goals are to support families, nurture parent leaders and work for systems change. PPAL is the only Massachusetts organization whose work focuses solely on the interests of families whose children have mental health needs. Founded in 1991, PPAL continues to work on behalf of children, youth and families as a critical voice shaping policy and practice.

Every year we are celebrating Children's Mental Health Week on the first full week of May (May 3-9 this year) and are requesting local landmarks and cities in MA to be part of raising awareness about children's mental health needs and the importance of working towards more inclusive communities together by breaking the stigma. Because of the ongoing pandemic of COVID-19, many families face challenges never seen before, and therefore highlighting the topic of children's mental health is even more critical at this point in time.

We would be honored to have West Newbury participating in this with us for 2020, by signing a proclamation to honor mental health awareness or lighting up your local landmark as green during that week. Government Center, The Post Office Square, Rose Kennedy Greenway and Zakim Bridge in Boston are already onboard with us for this event and will be turning their lights green during this week.

We appreciate all of your collaboration with this important cause. Please feel free to reach out to me with any questions [REDACTED]

Best and thank you in advance,

--

Milla Paumo

Project Coordinator

Parent/Professional Advocacy League

The Massachusetts Family Voice for Children's Mental Health

Whereas, the citizens of the Town of West Newbury value their health and mental health and that of their families; therefore, they are proud to support observances such as Children's Mental Health Week; and

Whereas, 17% of children and youth (ages 6-17) live with a mental health condition and 50% of all lifetime instances of mental illness begin before age 14; and even some children and youth with the most intense needs and some who are insured may not receive services; and

Whereas, children and youth with mental health needs in elementary, middle and high school are more likely to be bullied, absent, suspended, expelled or fail to graduate; and

Whereas, recognizing the early warning signs of mental health needs and obtaining the necessary support, assistance and treatment gives children and youth better opportunities to lead full and productive lives at home, in schools, and in their communities; and

Whereas, the involvement and partnership of family members in the assessment and treatment of children and youth is essential to positive outcomes; and

Whereas, our nation's future depends on the health and well-being of its families and their children; and

Whereas, Children's Mental Health Week was developed by families of children with emotional, behavioral and mental health needs, to focus on the needs of their children and families; in celebrating this year's theme: "Vision for Health and Happiness" it is fitting to increase public awareness among all West Newbury citizens of this important issue;

Now, Therefore, we, the Board of Selectmen of the Town of West Newbury, do hereby proclaim May 3-9, 2020 as:

***CHILDREN'S MENTAL HEALTH AWARENESS WEEK***



# TOWN OF WEST NEWBURY

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## BOARD OF HEALTH

TOWN OFFICE BUILDING  
381 MAIN STREET, WEST NEWBURY, MA 01985

PHONE 978-363-1100  
FAX: 978-363-1119

### West Newbury Board of Health – COVID-19 Update #5

DATE: April 22, 2020  
TOWN: West Newbury  
CONTACT: Paul Sevigny, Health Agent

Office: 978-363-1100, x119  
Cell: 978-833-7458  
Email: [psevigny@wnewbury.org](mailto:psevigny@wnewbury.org)

Last night the Board of Health received notification that another West Newbury resident has tested positive for COVID-19. This individual is in isolation and is recovering from their illness. They are being supported and monitored according to MDPH guidelines.

The Board of Health & Public Health Nurse have been working closely with our COVID-19 response team on a continual basis to provide the community with up to date information and support during these unprecedented times. We would like to give special thanks to the Fire Chief, Police Chief, EMA Director, COA, DPW and all other town employees who have helped us navigate these uncharted waters. Massachusetts is in the middle of the surge and the community still needs to do our part by continuing to follow local & State orders and guidelines.

On April 20<sup>th</sup>, the MA Department of Public Health launched a new portal called the COVID-19 dashboard. This can be viewed at <https://www.mass.gov/doc/covid-19-dashboard-april-20-2020/download.is>. This new portal provides a great overview of the COVID-19 cases / data among many areas.

On April 14<sup>th</sup> the MA Department of Public Health started listing the positive number of cases by town. This information can be viewed at <https://www.mass.gov/info-details/covid-19-cases-quarantine-and-monitoring>. As you can see by the numbers, there are many surrounding communities that have had a significant number of positive cases. With this in mind, we can expect that the COVID-19 virus is still within our borders or passing through on a daily basis.

The CDC “recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.” Visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html> for more information.

Please remember to be safe during this weekend’s town-wide roadside cleanup. In an effort to keep our residents that participate safe during this community event, please follow these best practices.

### HOW TO PROTECT YOURSELF AND YOUR LOVED ONES DURING THESE TIMES

- 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!
- Cover your coughs and sneezes with a tissue or a sleeve-covered elbow.
- If you are sick, STAY HOME!

**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](http://www.mass.gov/2019coronavirus) & the Center for Disease Control and Prevention (CDC) website at: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).**

## Town Manager

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**From:** [REDACTED]  
**Sent:** Tuesday, April 21, 2020 7:19 PM  
**To:** DPW Director; Paul Sevigny; Town Manager  
**Subject:** Fwd: COVID-19 / Spring sports

FYI

----- Forwarded message -----

Hello WNYL Baseball and Spring U10 Soccer Families:

Hope everyone is safe and well. Unfortunately, the longer COVID-19 remains a problem, the more directly the situation impacts our daily lives and the closer it seems to our small town.

We had been waiting to learn whether the schools were going to reopen prior to making decisions regarding WNYL sports this Spring.

As you likely know, Charlie Baker announced earlier today that schools will remain closed for the remainder of this school year.

That being the case, WNYL will not be offering sports this Spring. Full refunds will be processed. Refunds will be credited to the card used for the registration.

We will follow state and local recommendations regarding when we can return to organized youth sports. Baseball and Soccer will reach out directly regarding any potential for WNYL organized summer activities (including the Baseball Tournament) depending on developments.

Please feel free to reach out with any questions and stay safe.

Best Regards,

Jack Foley

WNYL President



## Additional Municipal Relief Legislation Passed Chapter 56 of the Acts of 2020

April 15, 2020

The duration of the novel COVID-19 virus outbreak and the Governor's Order to shut down all schools in the Commonwealth until at least May 4, 2020, has presented some particularly unique challenges for municipalities, regional school districts and families alike, given such upcoming events as graduations, the budget setting process, and deadlines established by the Student Opportunity Act. On April 10, 2020, the Governor signed, Chapter 56 of the Acts of 2020, entitled "An Act to Further Address Challenges Faced by Municipalities, School Districts and State Authorities Resulting from COVID-19" which affords municipalities and school districts relief in key areas, summarized below. In the event normal operations continue to be delayed beyond May 4, this legislation, which took effect immediately, provides Regional School Districts and the Department of Elementary and Secondary Education ("DESE") some flexibility to address concerns presented by the virus outbreak.

### **DESE High School Graduation Competency (Section 6 of the Act)**

Many families and graduating seniors face uncertainty with regards to satisfying all of the pre-requisites to be eligible for graduation. This section permits DESE to waive or otherwise modify the requirements of the competency determination for high school graduation. For additional information regarding the competency determination, please see the following link: <http://www.doe.mass.edu/mcas/graduation.html>. The Commissioner of Elementary and Secondary Education is reportedly considering various options, and further guidance from DESE will be forthcoming.

### **MCAS Waiver Requirement (Section 7 of the Act)**

This section requires DESE to waive MCAS requirements for the 2019-2020 academic year due to the outbreak of COVID-19. Under the Act and as a result of the ongoing health crisis, the Commissioner has cancelled this spring's regular administration of grade-level MCAS tests for students in grades 3-10.

### **Regional School District Interim Budgets (Section 8 of the Act)**

If member municipalities of a regional school district are unable to vote to approve its budget before June 30, 2020, this section permits a suspension of the normal regional school district budget process as set forth in G.L. c.71, §16B. Instead, upon notification by the regional school district of a lack of budget, DESE is authorized to

certify an amount sufficient for the operation of the regional district starting July 1, 2020, in an amount not less than one-twelfth of the regional district's total annual budget in FY20. Similar sums shall be certified for each successive month until a budget is ultimately adopted and approved in accordance with G.L.c.71, §16B. This provision in the Act parallels similar authority provided to Towns under Section 5 of the previously adopted municipal relief legislation, Chapter 53 of the Acts of 2020. For further information about that legislation, click [here](#).

#### **Student Opportunity Act 3-Year Plan Extension (Section 9 of the Act)**

The state Student Opportunity Act enacted earlier this year originally required school districts to submit a 3-year plan to address educational disparities in student subgroups in accordance with G.L. c.69, §1S by April 1, 2020. As this deadline has since passed, this section permits the Commissioner to extend the deadline to submit such plan until May 15, 2020 or such later date as the Commissioner chooses. We expect that the Commissioner will announce a new deadline in the coming days in light of the ongoing public health emergency.

We will continue to keep you updated on additional developments in the face of this rapidly evolving pandemic. A reminder that we have established a **Coronavirus "hotline"**, at [coronavirusinfo@k-plaw.com](mailto: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 contact or other attorney with whom you work on a regular basis, 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.

## Town Manager

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**From:** KP Law, P.C. <KPLAW@k-plaw.com>  
**Sent:** Wednesday, April 22, 2020 4:08 PM  
**To:** KP Law, P.C.  
**Subject:** KP Law, P.C. eUpdate - Governor Extends School and Day Care Closure Orders  
**Attachments:** COVID-19 Order No. 27 (Child Care Programs).pdf; COVID-19 Order No. 28 (Temporary School Closure).pdf

**Importance:** High

As you may have already heard, yesterday the Governor issued an extension of his previous executive orders closing in-person instruction at all public and private elementary and secondary schools (except residential schools for special needs students), until June 29, 2020. This executive order, COVID-19 Order No. 28, "Order Extending the Temporary Closure of all Public and Private Elementary and Secondary Schools," is attached for your convenience. In addition to extending the closure of schools effectively through the end of the school year, the order also prohibits in-person summer school programs for grades K-12 from starting before June 29<sup>th</sup>, unless granted permission by the Department of Elementary and Secondary Education in consultation with the Department of Public Health. Public schools continue to be directed to maintain efforts to provide "alternative learning opportunities" and the operation of programs to provide food services via take-out or delivery and other essential, non-educational activities to students and families. See also <https://mailchi.mp/doe.mass.edu/commissioners-weekly-update-4-21-20-schools-to-remain-closed-through-end-of-school-year-the-shield-team-board-to-meet?e=583fc2bc03#schools-closed>.

Similarly, the Governor has also extended his previous executive orders temporarily closing non-emergency child care programs, until June 29, 2020, unless authorized by the Department of Early Education and Care (EEC) to operate as an emergency child care program. That order, COVID-19 Order No. 27, "Order Extending the Temporary Closure of All Non-Emergency Child Care Programs," is also attached for your convenience. As a reminder, an emergency child care directory and interactive map can be found on EEC's website at [https://eeclead.force.com/apex/EEC\\_ChildCareEmergencyParents](https://eeclead.force.com/apex/EEC_ChildCareEmergencyParents).

Finally, in conjunction with these orders, a new partnership between EEC and Care.Com was announced. See <https://www.care.com/press-releases>; [https://eeclead.force.com/apex/EEC\\_ChildCareEmergencyEducators](https://eeclead.force.com/apex/EEC_ChildCareEmergencyEducators). This partnership will help connect essential workers (as defined by the Governor's executive orders designating essential services) who need child care, with out-of-work early educators who can provide skilled in-home care. The partnership is in addition to the emergency drop-in child care programs that will continue to operate while traditional, non-emergency day care programs remain closed until June 29. Through this program, eligible families and child care workers can receive free 90-day premium memberships to the service. Moreover, early educators may waive the fees normally charged under Care.Com's program and volunteer as caregivers.

For your reference, this eUpdate, and all of our COVID-19 eUpdates and related information, are located on our website on a dedicated COVID-19 resources page, at <http://www.k-plaw.com/covid-19-resources/>.

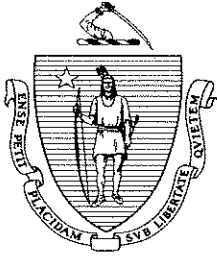
We are available by e-mail, and as always, telephone on our office lines and mobile phones to answer any additional questions that you have regarding these executive orders, or any other legal issue arising in the context of the COVID-19 virus outbreak.

In the meantime, from the entire staff and attorneys at KP Law, take good care.

KP | LAW

101 Arch Street, 12th Floor  
Boston, MA 02110  
O: (617) 556 0007  
F: (617) 654 1735  
[www.k-plaw.com](http://www.k-plaw.com)

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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 EXTENDING THE TEMPORARY CLOSURE OF ALL PUBLIC AND  
PRIVATE ELEMENTARY AND SECONDARY SCHOOLS**

COVID-19 Order No. 28

**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**, in response to the pandemic, on March 15, 2020, I issued an Order requiring all public and private elementary and secondary (K-12) schools in the Commonwealth to suspend normal, in-person instruction at the end of the school day on March 16, 2020, and not to re-open for normal operations before April 6, 2020;

**WHEREAS**, on March 25, 2020, I issued an Order extending the closure of all public and private elementary and secondary (K-12) schools for normal, in-person instruction and providing that K-12 schools would not be permitted to re-open for normal operations before May 4, 2020;

**WHEREAS**, the number of confirmed cases of COVID-19 continues to rise dramatically in the Commonwealth. As of April 20, 2020, the Department of Public Health had reported 39,643 cases of COVID-19, including 1,809 deaths, with all counties across the Commonwealth affected;

**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 vocational or other educational facilities supported in whole or in part by public funds, and over assemblages to protect the health and safety of persons;

**NOW, THEREFORE,** I hereby Order the following:

All public and private elementary and secondary (K-12) schools in the Commonwealth, excepting residential schools for special needs students, shall remain closed for normal, in-person instruction and shall not re-open for normal operations prior to June 29, 2020. This directive supersedes the provision of the March 25, 2020 Order establishing an earlier date for re-opening.

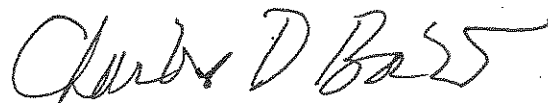
Public and private elementary and secondary (K-12) schools may not begin in-person summer learning programs before June 29, 2020, unless specifically granted permission by the Department of Elementary and Secondary Education, acting in consultation with the Department of Public Health.

As provided in the March 15 and March 25, 2020 Orders, public schools are directed to continue efforts to maintain the operation of programs that provide take-out or delivery food services and other essential, non-educational services to students and families during the period in which this Order is in effect. Public schools are additionally directed to continue collaborative efforts to provide student access to alternative learning opportunities.

The Department of Public Health and the Department of Elementary and Secondary Education, along with any board of health or authorized agent pursuant to G.L. c. 111, § 30, shall enforce this Order. In addition, I hereby direct the Commissioner of Public Health to act under the authority of G.L. c. 17, § 2A 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. Violation of the terms of this Order may result in penalties pursuant to Section 8 of Chapter 639 of the Acts of 1950.

This Order is effective immediately and shall remain in effect until rescinded or further extended.

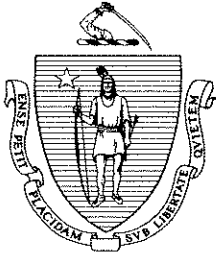
Given in Boston at 11:11 AM this 21st day  
of April, two thousand and twenty



CHARLES D. BAKER

GOVERNOR

Commonwealth of Massachusetts



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 EXTENDING THE TEMPORARY CLOSING OF ALL  
NON-EMERGENCY CHILD CARE PROGRAMS**

COVID-19 Order No. 27

**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**, in response to the pandemic, on March 18, 2020, I issued an Order requiring all child care programs in the Commonwealth to suspend normal operations by the end of the day on March 22, 2020, and not to re-open for normal operations before Monday, April 6, 2020, and further authorizing the Department of Early Education and Care to establish emergency child care programs;

**WHEREAS**, on March 25, 2020, I issued an Order extending the closure of child care programs for normal operations and providing that such programs would not be permitted to re-open before May 4, 2020, with the exception of those authorized by the Department of Early Education and Care to continue operation as emergency programs;

**WHEREAS**, the number of confirmed cases of COVID-19 continues to rise dramatically in the Commonwealth. As of April 20, 2020, the Department of Public Health had reported 39,643 cases of COVID-19, including 1,809 deaths, with all counties across the Commonwealth affected;

**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 assemblages to protect the health and safety of persons, over educational facilities that are supported in whole or in part by public funds, and over variances of the terms and conditions of licenses issued by the Commonwealth or any of its agencies;

**NOW, THEREFORE,** I hereby Order the following:

All licensed, approved, or exempt child care programs in the Commonwealth shall remain closed and shall not re-open for normal operations before Monday, June 29, 2020, unless specifically authorized by the Department of Early Education and Care to continue operations as emergency programs. This directive supersedes the provision of the March 25, 2020 Order establishing an earlier date for re-opening.

The Department of Public Health and the Department of Early Education and Care, along with any board of health or authorized agent pursuant to G.L. c. 111, § 30, shall enforce this Order. In addition, I hereby direct the Commissioner of Public Health to act under the authority of G.L. c. 17, § 2A 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. Violation of the terms of this Order may result in penalties pursuant to Section 8 of Chapter 639 of the Acts of 1950.

This Order is effective immediately and shall remain in effect until rescinded or further extended.

Given in Boston at 11:15 AM this 21st day  
of April, two thousand and twenty



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CHARLES D. BAKER  
GOVERNOR  
Commonwealth of Massachusetts



## Town Manager

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**From:** KP Law, P.C. <KPLAW@k-plaw.com>  
**Sent:** Wednesday, April 22, 2020 4:28 PM  
**To:** KP Law, P.C.  
**Subject:** KP Law, P.C. eUpdate - Legislature Passes Eviction and Foreclosure Moratorium

**Importance:** High

On Monday, Governor Baker signed new legislation, effective immediately, that imposes a moratorium on “non-essential” evictions, and certain mortgage foreclosures, during the current State of Emergency. This much-anticipated legislation will have a significant impact upon local Housing Authorities and any other municipal entities that serve as landlords. We have summarized relevant provisions of this new legislation, Chapter 65 of the Acts of 2020, “An Act Providing for a Moratorium on Evictions and Foreclosures During the COVID-19 Emergency” (Act), in an eUpdate which can be found [here](#). Indeed, all of our COVID-19 eUpdates and related information are located on our website on a dedicated COVID-19 resources page, at <http://www.k-plaw.com/covid-19-resources/>.

We are available by e-mail, and as always, telephone on our office lines and mobile phones to answer any additional questions that you have regarding this new Act, or any other legal issue arising in the context of the COVID-19 virus outbreak.

In the meantime, from the entire staff and attorneys at KP Law, take good care.

### KP | LAW

101 Arch Street, 12th Floor  
Boston, MA 02110  
O: (617) 556 0007  
F: (617) 654 1735  
[www.k-plaw.com](http://www.k-plaw.com)

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.

## Town Manager

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**From:** West Newbury Emergency Management Agency <ema@westnewburysafety.org>  
**Sent:** Wednesday, April 22, 2020 4:54 PM  
**To:** Town Manager; Chief Jeffrey Durand; dispatch; DPW Director; Glenn Kemper; Hadden, Greg; Jennell, Ben; Justin Bartholomew; Michael Dwyer; Michael Dwyer; Mike Gootee; Paul Sevigny; Rich Parenteau; Richard Parker; David Archibald; Selectman Glenn Kemper; Selectmen; COA; Town Accountant; Michael McCarron  
**Subject:** Fwd: REMINDER: \*\*COVID-19 Weekly Statewide Conference Call\*\* THURSDAY 4/23 at 1:15PM  
**Attachments:** COVID19 Emergency Management Public Safety Conference Call FAQ\_041620 FINAL.pdf

Good afternoon everyone,

No, the Situation Report isn't early today :-)

I wanted to share with you a copy of the newly designed COVID-19 dashboard on the [mass.gov](https://www.mass.gov) website <https://www.mass.gov/info-details/covid-19-response-reporting> The Commonwealth has included much more data and charts in the new design. I have attached the PDF of today's chart. The update occurs each day at approximately 4:00 P.M. Below is a reminder of the weekly conference call. I do join this conference call weekly, as well as the Tuesday MEMA Region 1 specific EMD's only call. I will report any relative information gleaned after the meeting.

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

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----- Forwarded message -----

From: **Besse, Christopher (CDA)** <[christopher.besse@state.ma.us](mailto:christopher.besse@state.ma.us)>  
Date: Wed, Apr 22, 2020 at 3:13 PM  
Subject: REMINDER: \*\*COVID-19 Weekly Statewide Conference Call\*\* THURSDAY 4/23 at 1:15PM  
To: LeeAnn Delp <[ema@westnewburysafety.org](mailto:ema@westnewburysafety.org)>

## Massachusetts Emergency Management Agency

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MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

COVID-19 CONFERENCE CALL ANNOUNCEMENT

## COVID-19 Conference call – Local Emergency Management/Local Public

### Safety/State Emergency Support Function Team

April 16, 2020 / 1:15PM

#### Overview:

- Please refer to the DPH website ([www.mass.gov/covid19](http://www.mass.gov/covid19)) for current information including guidance for the public, healthcare providers, and local officials.

#### MEMA/State EOC

- MEMA is still working through resource requests as efficiently as possible based on critical needs. See <https://www.mass.gov/info-details/covid-19-guidance-and-directives#guidance-on-prioritization-of-ppe-in-ma> for PPE information guidance. Please continue to provide PPE burn rates to help us allocate requests. If you are contacted by a funeral home, nursing home, or other type of facility on a PPE request, please coordinate that request with your respective MEMA regional office, but they can submit requests directly.
- Please continue to reach out to PPE vendors (and any other supplies) directly to try to fill your orders. Even if you have in the past and were given a long lead time, please check in again as availability may have improved.
- Please continue to reference and update the Workforce Tracking Board in WebEOC to track public safety personnel who may be unavailable to work due to quarantine/isolation, etc. This document is used to help the state understand conditions across the state and plan for future needs. MEMA regional offices can assist communities if necessary with this tracking board.
- An Emergency Declaration under the Stafford Act was declared on Friday, March 13<sup>th</sup> and a Major Disaster Declaration was [declared](#) on March 28<sup>th</sup>. **Agencies and organizations should continue to track costs.** For details, please see: <https://www.mass.gov/info-details/covid-19-federal-disaster-declaration>. The eligible emergency protective measures include non-congregate isolation and quarantine costs for homeless individuals and families as well as first responders as well as other types of properly documented costs. MEMA provides webinars regarding cost tracking online including for expedited projects and non-congregate medical sheltering: <https://www.mass.gov/info-details/covid-19-federal-disaster-declaration#webinars->
- On afternoon of April 16<sup>th</sup> you will receive an email about KN95-bulk distribution for all police and firefighters. One per week, (4) plus one extra for a total of 5 per officer/firefighters. Masks can be picked up at regional POD sites.
- MEMA regional managers are reaching out to communities about hotel solutions for first responders, including potential regional sites, to turn into potential regional solutions which may have 25% of the non-federal cost share paid by the state.

#### DPH

- Please refer to the DPH website ([www.mass.gov/covid19](http://www.mass.gov/covid19)) for current statistics including positive cases, deaths, and more.
- 03APR2020 - [CDC recommends cloth face covering when in public](#); [Massachusetts DPH issued similar advisory](#).
- Continuing to emphasize social distancing

- Expanding [bed capacities with Alternative Care Sites](#)
- Expanding [contact tracing capabilities; COVID19 community tracing collaborative](#) (DPH, LBOH, and Partners in Health); being seen as a national model
- Ramped up [testing, staffing, and support to ECF communities](#)

### **Return to work guidance**

- Receiving a lot of questions surrounding first responders who have had an exposure to COVID case and then in absence of symptoms, being tested at first responder sites. If tested negative, they are being told to go back to work without a monitoring period.
  - When there is an unprotected exposure, there is a 14 day monitoring that does need to occur even with a negative test.
- [Return to work criteria for exposed, asymptomatic first responders](#)
  - Can permitted to continue to work for 14d period while monitoring for symptoms and wearing a mask
- [Confirmed/symptomatic](#)
  - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
  - At least 7 days have passed *since symptoms first appeared*.
- Asymptomatic, but positive test:
  - **HCP with laboratory-confirmed COVID-19 who have not had any symptoms must be excluded from work for 10 days.** [Recent CDC update to 10d](#)

### OEMS

- [16APR2020 STP Update: Appendix A2 – IFT Guidelines and Protocols - Ventilators Use](#)

## Questions:

### **Q: Does the KN95 mask distribution include college/university police departments?**

A: Yes, college/university police departments will receive masks as part of this distribution. Details will be provided.

### **Q: We are following guidance from local occupational health and public health, less than 6ft/greater than 15 minutes, to define an exposure. Can you confirm this is accurate?**

A: Guidance has not changed however the [exposure assessment for HCP](#) is different than exposure guidance question is referring to. Criteria is different: CDC guidance as close contact for a prolonged period of time (“> a few minutes”).

### **Q: Did FDA approve use of KN95 masks?**

Guidance for types of respirators is continuously being updated. [FDA 03APR2020 use of FFR.](#)

1. SARS-CoV-2, the virus that causes COVID-19, can cause a serious or life-threatening disease or condition, including severe respiratory illness, to humans infected by this virus;
2. Based on the totality of scientific evidence and other information available to FDA, it is reasonable to believe that the authorized respirators may be effective in preventing HCP exposure to pathogenic biological airborne particulates during FFR shortages, and that the known and potential benefits of the authorized respirators, when used to prevent HCP exposure to such particulates during FFR shortages during COVID-19, outweigh the known and potential risks of such products; and
3. There is no adequate, approved, and available alternative to the emergency use of the authorized respirators for preventing HCP exposure to such particulates during FFR shortages to prevent disease spread.

### **Q: Can you please provide return to work guidance?**

For return to work guidance, see page 2 of these notes for “return to work guidance” section.

### **Q: KN95 masks; do they need to be fit tested like N95?**

A: [CDC guidance](#) about qualitative fit testing so there is not waste. Following up with NIOSH and [OSHA](#) regarding more clear direction about fit-checking method. Will share those responses when received.

### **Q: KN95 – will those be going to private EMS agencies?**

A: Fire-based EMS and private EMS are categorized as HCP; [process of requesting resources](#) through [HMCCs](#) -> DPH. Police/Fire not eligible for prior allotments due to conservation methods.

### **Q: Town received calls about PPE from private businesses. In touch with Extended Care Facilities in town; is MEMA assisting with PPE for private businesses?**

A: MEMA is not supporting private industry with PPE. Long Term Care Facilities, Extended Care Facilities, congregate care facilities/group homes, and funeral homes/directors have been given guidance to bypass local EMDs and go right to regional MEMA offices. Direct inquiries from those groups to regional MEMA offices: <https://www.mass.gov/info-details/personal-protective-equipment-ppe-during-covid-19#requesting-ppe->

**Q: Exposure requiring quarantine/return to work; is it just for unprotected exposure or all exposure?**

A: Unprotected exposure.

## Town Manager

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**From:** [REDACTED]  
**Sent:** Wednesday, April 15, 2020 10:30 AM  
**To:** OConnor, Ron (DPH)  
**Subject:** FW: Update #19 - COVID-19 Data Breakdown by City and Town

Dear Local Public Health Colleagues,

Later this morning, EOHHS Secretary Marylou Sudders is expected to announce that the DPH COVID-19 website will include a breakdown of novel coronavirus cases by city and town, as the state takes additional steps to assess and report the burden of infection across the Commonwealth. This new weekly reporting, which will be updated each Wednesday, marks the latest in a series of new data points and information that we have recently made publicly available in addition to the data on the daily COVID-19 dashboard published each day at 4pm.

As you know, our testing efforts have greatly increased – we know that every community in the commonwealth has experienced the impact of coronavirus. Many of cities and towns reported this information directly to their residents. We have been asked to make this information public statewide – and now that the case numbers have increased, it is possible to make available by municipality.

As is standard public health practice, we will not release the number of positive cases if there are fewer than five cases in populations of 50,000 or less, to protect individual privacy. We request that cities and towns to continue to do the same with any local data releases.

Having the ability to look at this virus through the lens of its impact on specific cities and towns will help us identify potential ‘hot spots,’ inform the public health response, assist cities and towns working to slow the spread of this disease, and help the state appropriately deploy resources.

The reporting of city and town data is just the latest in a series of updates DPH has made to the COVID-19 website.

Thank you for all you are doing to support persons with COVID-19 and to stop the spread of the disease.

Ron

Ron O'Connor, MPH  
Director, Office of Local and Regional Health  
Massachusetts Department of Public Health

[REDACTED]  
[REDACTED]  
[REDACTED]  
Webex calls: 866-692-3580 648 428 385 #

**COVID-19 Information for Local Boards of Health** - <https://www.mass.gov/info-details/covid-19-information-for-local-boards-of-health>

**24/7 DPH Epi Line for COVID-19 Case Support**

**COVID-19 web site:** [www.mass.gov/covid19](http://www.mass.gov/covid19)

**DPH Website:** [www.mass.gov/dph](http://www.mass.gov/dph)

**Twitter:** [www.Twitter.com/MassDPH](https://www.Twitter.com/MassDPH)



## Town Manager

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**From:** Town Manager  
**Sent:** Wednesday, April 15, 2020 12:07 PM  
**To:** COA  
**Subject:** RE: SNAP for Online Grocery Purchase & Delivery

Nice work!! Thanks for the heads-up!

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

---

**From:** COA <coa@wnewbury.org>  
**Sent:** Wednesday, April 15, 2020 11:58 AM  
**To:** Town Manager <townmanager@wnewbury.org>  
**Subject:** FW: SNAP for Online Grocery Purchase & Delivery

Good Afternoon-

I just wanted to forward this onto you. I brought it to the attention of Senator Tarrs office that if you are on Snap benefits you can't utilize Peapod/Instacart with your benefits. I asked them to look into this- as other states have a pilot program running currently. I am happy to report that a letter has been drafted to include a provision in the next stimulus package for this.

Hopefully it passes through Congress!!!

Thanks  
Theresa

Hello Theresa,

Attached is the letter from the MA State Representatives and Senators to the Massachusetts Federal Delegation to call on Congress to include a provision in the next stimulus package that allows SNAP EBT benefits to be used for online grocery purchase and delivery. The provision would include Massachusetts to benefit from the successful pilot program through the USDA's Food and Nutrition Service. We thought you would be interested in this since you brought it to our attention.

Stay safe and healthy.



THE GENERAL COURT OF MASSACHUSETTS  
STATE HOUSE, BOSTON 02133-1053

April 14<sup>th</sup>, 2020

Delivered via email

Senator Elizabeth Warren  
309 Hart Senate Office Building  
Washington, DC 20510

Representative Katherine Clark  
2448 Rayburn House Office Building  
Washington, DC 20515

Senator Edward Markey  
255 Dirksen Senate Office Building  
Washington, D.C. 20510

Representative Seth Moulton  
1127 Longworth  
House Office Building  
Washington, DC 20515

Representative Richard Neal  
2309 Rayburn House Office Building  
Washington, DC 20515

Representative Ayanna Pressley  
1108 Longworth HOB  
Washington, DC 20515

Representative James McGovern  
408 Cannon House Office Building  
Washington, DC 20515

Representative Stephen Lynch  
2109 Rayburn HOB  
Washington, DC 20515

Representative Lori Trahan  
1616 Longworth HOB  
Washington, DC 20515

Representative William Keating  
2351 Rayburn HOB  
Washington, DC 20515

Representative Joseph Kennedy III  
304 Cannon House Office Building  
Washington, DC, 20515

Re: Authorizing the use of Massachusetts SNAP EBT cards for online grocery purchases

Honorable delegation members,

Thank you for your tireless service during this time of unprecedented crisis. Today, we the undersigned write this letter to advocate on behalf of Massachusetts residents who receive federal Supplemental Nutrition Assistance Program (SNAP) benefits. We are requesting that a provision be included in the upcoming Federal stimulus package being debated by the U.S.

Congress to allow for Massachusetts to participate in the Food and Nutrition Service Online Purchasing Pilot program.

Federal- and State-issued ‘Social Distancing Guidelines’ encourage individuals to avoid travel or gathering in public spaces. Many Americans can honor these guidelines by using mobile applications or websites to order groceries to their doorstep. Individuals receiving SNAP benefits, however, currently do not have this safe shopping alternative. **On the contrary, Massachusetts SNAP recipients must take additional risk to their health and safety, and to the health and safety of others, by traveling to the grocery store to purchase food with their SNAP EBT cards in person.**

SNAP benefits provide a lifeline to food security for so many members of our communities of color. Studies have shown that individuals receiving SNAP benefits are more likely to have diabetes and asthma, and are therefore at greater risk of the most life-threatening symptoms of COVID-19. This is directly tied to the fact that, for a variety of well-documented reasons, our black and brown residents disproportionately suffer from these and many of the other “underlying conditions” associated with higher COVID-19 morbidity rates, like hypertension. In fact, a recent report from the Boston Public Health Commission showed that the four neighborhoods with the largest population of black and brown individuals had the highest number of documented COVID-19 cases.

Recipients of SNAP benefits deserve equal access to food and other daily essential items through online purchase and delivery. As Massachusetts enters a predicted surge in COVID-19 cases, the lives and wellbeing of all residents depends more than ever on this access. Including this measure authorizing USDA to allow online purchase and delivery for SNAP recipients in upcoming stimulus legislation will protect the health and safety of all residents in Massachusetts by allowing for greater social distancing. **It is equally important that Congress ensure that the USDA covers all relevant costs to Massachusetts associated with the information technology needed for implementation and delivery fees.** That way, we can all do our part in flattening the curve.

Thank you for you again for your service and for your urgent attention in this matter.

Sincerely,

Representative Nika Elugardo, 15<sup>th</sup> Suffolk District

Senator Nick Collins, 1<sup>st</sup> Suffolk District

Representative Maria Duaine Robinson, 6<sup>th</sup> Middlesex District

Representative Jay Livingstone, 8<sup>th</sup> Suffolk District

Representative Christine Barber, 34<sup>th</sup> Middlesex District

Representative Mindy Domb, 3<sup>rd</sup> Hampshire District

Representative Claire Cronin, 11<sup>th</sup> Plymouth District

TO: Board of Selectmen  
 FROM: Angus Jennings, Town Manager  
 DATE: April 22, 2020  
 RE: Board of Fire Engineers

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The three current members of the BOFE have requested reappointment for the year ahead:

Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Board Approval
<b>Board of Fire Engineers</b>					
Evans	Dave	Board of Fire Engineers	4/30/2020	4/30/2021	
Dwyer	Michael	Board of Fire Engineers, Chief Engineer	4/30/2020	4/30/2021	
Jennell	Benjamin	Board of Fire Engineers	4/30/2020	4/30/2021	

This is to request and recommend reappointment of the Board as currently constituted. By law, these appointments must be made by the end of April.

## ARTICLE REQUEST FORM - Capital Request

**ARTICLE:** *To purchase a new dump truck with plow and spreader to replace a 2008 International dump truck with same equipment.*

**AMOUNT REQUESTED:** \$229,020

**CONTACT PERSON:** Wayne S. Amaral, DPW Director

**PHONE NUMBER:** (978) 363-1100 x120

**Date:** 02/13/2019

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

*As scheduled for replacement in the Capital Improvement plan of FY2019, DPW would like to request the replacement of a 2008 International dump truck (Truck #6) which is currently equipped with a spreader unit and plow. This heavily used vehicle has 38,000 miles and 4,400 hours of run time and has major rust issues. With only three full size plow trucks for the whole town, this truck is utmost important in our snow and ice operations.  
Quote \$226,820 plus full LED light Bar at \$2,200 = \$229,020*

**What factors affect the timing of this purchase?**

*Failure to replace this truck will jeopardize our snow and ice operation. If this vehicle experiences major frame damage or deterioration it would be taken out of service and the operation would see a 25% reduction in are snow and ice clearing equipment. This would delay our operations by 4-15 hours depending on the storm duration and most important will reduce the safety of our roadway during and after a snow event. This delay to clear snow or ice is also a public safety response issue that must not be taken lightly.*

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

*Recommended sunset date of June 30, 2021*

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

*To maintain this vehicle on yearly basis will cost about \$2,500 a year.*

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

*This piece of equipment has a useful life of about 12 years.*

**Please attach additional pages or other supporting documentation.**

**TOWN OF WEST NEWBURY CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST SUMMARY**

CIP CODE (DPW-001)



**Date:** DECEMBER 27, 2019  
**Department:** DEPARTMENT OF PUBLIC WORKS  
**Project Title:** PURCHASE REPLACEMENT DUMP TRUCK W/PLOW  
**Contact:** WAYNE S. AMARAL DPW DIRECTOR  
**Previously Presented?**  YES  NO **If Yes, when? (FY):** \_\_\_\_\_  
**Dept. Priority (1 of 3, etc.):** 1  
**Est. Funding Request:** \$229,020  
**Est. Useful Life (Years):** 12 YEARS

**Project Type: Check All That Apply -**

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

**Project Description:**

As scheduled for replacement in the Capital Improvement plan of FY2019, DPW would like to request the replacement of a 2008 International dump truck (Truck #6) which is currently equipped with a salter unit and plow. This heavily used vehicle has 38,000 miles and 4,400 hours of run time and has major rust issues. With only three full size plow trucks for the whole town, this truck is utmost important in our snow and ice operations.

Quote \$226,820 plus full LED light Bar at \$2,200 = \$229,020

**Photo (click image to insert):**



**Project Financing:**

Total Project Cost:	\$ 229,020	Stabilization Funding:	\$ 0
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	\$ 0	Comments:	
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$ 0	Comments:	

**Future Costs & Operating Expenses:**

Estimated Annual Cost of Operation & Maintenance	\$ 2,500	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

**Project Planning:**

Proposed Start Date of Project: **WOULD ORDER VEHICLE IN SUMMER OF 2020 WITH EST DELIVERY OF WINTER 2021.**

How was estimated cost determined? **estimated**

Is Funding Necessary for Further Plans/Estimating? \_\_\_\_\_

Can the Project be Phased? If yes, expenditure by year \_\_\_\_\_

	FY21	FY22	FY23	FY24	FY25	Total
<b>PROPOSED</b>	\$ 229,020	\$	\$	\$	\$	\$ 229,020
<b>CIC RECC.</b>	\$	\$	\$	\$	\$	\$
<b>APPROVED</b>	\$	\$	\$	\$	\$	\$

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: April 22, 2020  
RE: FY21 Police Overtime budget

---

As you know, the initial proposed Police budget included a proposed \$5,304 increase in the FY20 overtime budget, from \$55,487 to \$60,791. This was a more significant increase than shown in other wage line items, due in part to the fact that this line item was level-funded in FY20 from FY19.

At a recent BOS meeting, the Board voted to reduce its proposed FY21 Police overtime budget to \$50,000. However, Chief Durand was not consulted in advance regarding this proposed change, nor notified that this topic would be considered at the meeting. Following the meeting, I met with the Chief, and on the basis of my concern regarding how this matter was handled I told him I would recommend that the Board reconsider this matter.

I have enclosed the backup documentation included with the initial proposed budget. Chief Durand will participate (remotely) in Tuesday's meeting, and will provide additional information regarding the rationale for the initial proposed budget. The Board is of course free to propose the budget you see fit, but I want to be sure that you do so with all relevant information available to you.

FY21 Salaries and Wages

Overtime

Training	total of OT rate/each officer X 40 hrs	\$ 20,742.40	
Court/OT		\$ 4,223.00	
Shift Coverage		\$ 17,947.75	
Holidays (full time)	4 hrs X 12 holidays X 9 ofcs X avg of 39/hr X 58.5%	\$ 9,856.08	
coverage for FT Holid	4 hrs X 12 holidays X 9 ofcs X avg of 39/hr X 41.5%	\$ 6,991.92	
Community Policing events (NNO, Halloween, PTO, parade)		\$ 1,030.00	
<b>Total OT</b>			<b>\$ 60,791.15</b>



# Memorandum

**To:** Board of Selectman  
**CC:** Angus Jennings, Town Manager  
**From:** Theresa Woodbury  
**Date:** 4/22/2020  
**Re:** Senior Tax Work

---

I would like to discuss the Senior Tax Workoff Program for FY 2020. Currently we have 8 participants that have been unable to work since Town Hall closed on March 15<sup>th</sup>. Because of this closure the participants have lost 3 and a half months of work. In talking with Town Manager Jennings I felt it was best to look back at what the participants had completed last year and go from there. I have included a chart that will show participants breakdown in hours completed in 2019 up until March and full year and then again breakdown in hours for 2020 and what they would potentially finish at if they were to finish at the same pace as last year. If you have any questions please feel free to reach out to me.

Thank you

Thank you,

Theresa Woodbury



CONFIDENTIAL

Participant	FY19 Total Hours	FY 19 March-June Hours	Fy 20 July-March Hours	Fy 20 March-June expected Hours
#1	122	65	84.5	32
#2	4	4	117	---
#3	99	22.5	75	22.5
#4	116	42	111	42
#5	73.5	25.5	62	25.5



# News Release

333 WASHINGTON STREET  
BOSTON, MA 02108-5170  
617-720-1000

For immediate release

April 14, 2020

## ***FY 2021 Tax Revenue Forecast – COVID-19 Pandemic***

FY 2021 tax revenues are projected to fall by \$4.4 billion or 14.1 percent from the January 2020 benchmark. Massive layoffs push the unemployment rate to nearly 18 percent in Q4 FY 2020, causing withholding taxes to decline by \$1.2 billion in FY 2021. Shutting down economic activities and the loss of personal income will cost the state \$1.5 billion in sales tax revenues largely from plummeting meals and motor vehicle sales. Non-withholding income taxes and corporate payments are expected to fall by \$780 million and \$760 million, respectively (Table 1).

**Table 1 – State Tax Revenues by Category**  
(\$ Millions)

	<b>Consensus</b>	<b>7-Apr-20</b>	<b>\$</b>	<b>%</b>
Income	17,909	15,882	-2,027	-11.3%
Withholding	14,423	13,176	-1,247	-8.6%
Non-withholding				
Capital Gains	1,590	1,113	-477	-30.0%
Other Non-withhold	1,896	1,593	-303	-16.0%
Sales	7,425	5,921	-1,504	-20.2%
Corporate	3,404	2,643	-761	-22.4%
Other Tax Revenues	2,413	2,310	-103	-4.3%
<b>Total</b>	<b>31,151</b>	<b>26,756</b>	<b>-4,395</b>	<b>-14.1%</b>

MTF’s President Eileen McAnneny said, “the economic and fiscal fall-out from the pandemic puts an unprecedented strain on the state’s budget and resources, surpassing previous fiscal crises because of its sudden and steep onslaught.”

McAnneny noted, “although alarming, MTF’s projected shortfall does not represent a worst-case scenario. In fact, we project a recovery beginning in July. Should the size, scope, or duration of this public health crisis grow, the numbers would have to be revised to reflect the deteriorating economic outlook. With rapidly-changing economic and fiscal conditions, MTF will update its forecast to reflect more current information as it becomes available.”

## **WITHHOLDING INCOME TAXES PLUNGE FROM MASS LAYOFFS AND LOST WAGES**

The administration acted sooner than most states declaring a state of emergency on March 10; K-12 schools were ordered closed, and public gatherings of more than 25 people were banned a week later. On March 24, the administration issued a non-essential business emergency order. Acting early and aggressively to self-isolate should reduce the spread of the virus.

The economic shutdown, earlier than most areas across the U.S., also means that the fiscal impacts arrive sooner. This forecast assumes that these policies lead to a peak in new virus cases in April, abate by June and that economic activities can re-open in early July. If this timetable can be achieved, economic growth should rebound in the first quarter of FY 2021.

**Table 2 – Massachusetts Employment Projections**

	Dec. 2019	20:Q2	FY 2021					
			20:Q3	20:Q4	21:Q1	21:Q2	21:Q3	21:Q4
Employed	3,697	3,127	3,184	3,312	3,428	3,536	3,616	3,657
Job Losses/Recovered	0	(570)	57	128	115	108	81	40
Unemployed	107	677	620	492	376	268	188	147
Unemployment Rate	2.8%	17.8%	16.3%	12.9%	9.9%	7.0%	4.9%	3.9%

MTF's current estimate – based on a revised employment model – is that the state will lose 570,000 jobs in Q2 2020, pushing the total number of unemployed to 677,000 from 107,000 and raising the unemployment rate to 17.8 percent. The job losses, nearly half of which are from lower-income workers in the leisure and hospitality sector, are estimated to reduce annualized wages by \$29 billion or 12 percent of the \$246 billion baseline (see Appendix A).

Massachusetts is projected to recover 410,000 jobs during FY 2021 lowering the unemployment rate to 7.0 percent in Q4 FY 2021. Despite this recovery, it should be noted that total employment will not return to pre-crisis levels until 2022.

## **SALES TAXES SUCCUMB TO SUPPLY AND DEMAND SHOCKS**

Following the closing of restaurants, bars, and auto sales departments (repair and maintenance remain open) and curtailed retail hours, the opportunity to buy taxable goods, meals, and vehicles has been reduced mainly to online shopping. Further, many of these establishments may not re-open, thus reducing shopping choices when economic activity commences.

In parallel, the loss of work, furloughs or reduced hours creates financial difficulties that will further limit discretionary spending as people try to pay rents, mortgages, health care costs, student loans, food, utilities, and other basic needs. When stores, bars, and restaurants re-open, assuming people are comfortable returning to crowded spaces, consumers will focus on their financial condition – income and savings – to decide what they can afford. Pent up demand should lead to a spurt in consumption, but after that initial response, purchases will

almost certainly be limited by people's confidence in their financial well-being – a task that could take years to rebuild depending on the length of the pandemic.

## **RISKS TO THE FORECAST**

### **1. HOW LONG THE COVID-19 PANDEMIC LASTS**

In MTF's forecast, we assume a peak in new virus cases occurs in April, abates by June, and that economic activities can re-open in early July. If this timetable can be achieved, economic growth should rebound in the first quarter of FY 2021.

This assumption aligns closely with Moody's Analytics best-case scenario as described in its most recent forecast in which it is estimated that new virus cases peak in April or early May and subside in June. If that were to happen, a recovery could start in early July with a 'V' shaped growth spurt in Q1 of FY 2021 due largely to pent up demand. The Massachusetts recovery may happen a little sooner than the nation as a whole, given that we took decisive action earlier than most other states.

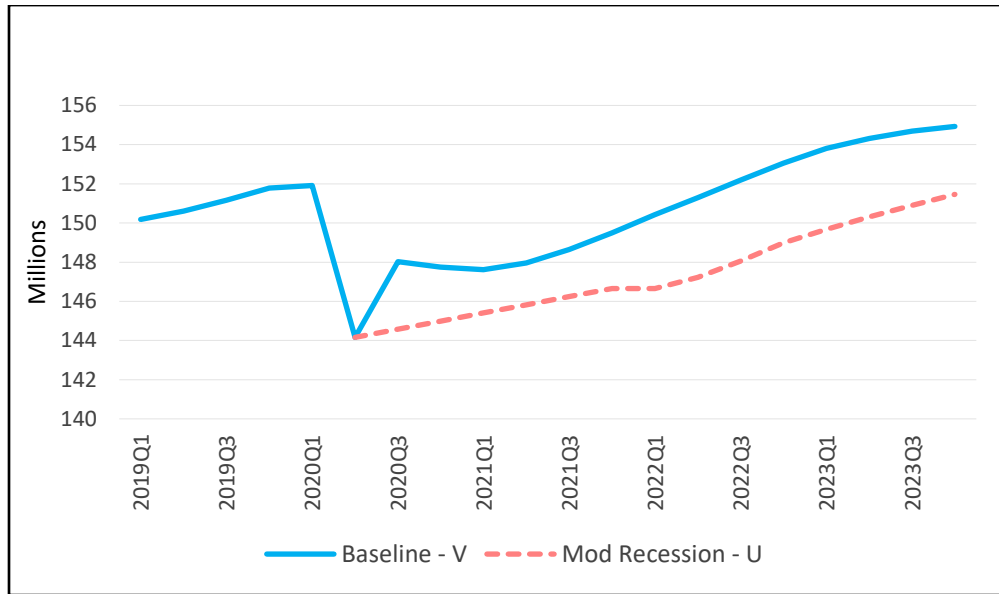
It is important to note that there can be no full economic recovery until consumers feel safe in crowded settings at a level commensurate with pre-crisis behavior. Developing a medical solution such as antivirals or a vaccine for COVID-19, then completing clinical trials, producing mass quantities and distributing the drugs to people at risk could take considerable time.

In the shorter-term, social distancing policies, mass testing to identify positive cases quickly and before people become symptomatic, combined with implementing rigorous contact tracing are critical to re-opening the economy while controlling new virus cases.

A less optimistic scenario considers two factors: (1) that the peak in new cases and abatement shift to summer and fall respectively thereby delaying any re-opening of the economy, and/or (2) the virus re-emerges in periodic waves or in the fall due to its seasonality forcing states to re-instate lockdown policies. If either of these happens, the recovery will look more 'U' shaped (moderate recession – the red dotted line in Figure 1).

Either way, a return to pre-pandemic employment levels of Q1 2020 will take several years to achieve.

**Figure 1 – Moody’s Analytics Forecast of U.S. Employment, Two Scenarios<sup>1</sup>**



**2. DOES THE MASSACHUSETTS RECOVERY LEAD OR LAG THE U.S.?**

There are reasons to think Massachusetts will suffer a more severe impact in Q2 2020 from the pandemic than the country as a whole. Therefore, our forecast assumes that the state’s recovery will be steeper and longer than other parts of the country.

Moody’s Analytics assessment of regional disparities in risks concludes that several coastal states ranking high in key attributes are more vulnerable to economic shocks from the pandemic (Table 3). Their list includes Massachusetts, along with California, Washington, New York, Florida, and Louisiana. Further, Boston is among the 15 most vulnerable metro areas to the pandemic effects.

**Table 3 – Assessing Regional Disparities**

- Exposure to the virus – the number of cases and level of international travel
- Demographics – density, the percent of the population age 65+, levels of migration
- Global interconnectedness – the number of airline passengers, percent of export trade
- Tourism – accommodations employment
- Finance - securities industry reliance, investment income share
- Commodities - reliance on oil, agriculture

One measure – initial UI claims in Massachusetts for the past three weeks (March 21 - April 4) – supports this theory. Massachusetts shuttered its economy in mid-March, sooner and more aggressively than most states, suggesting that the impacts on the labor market will be more

<sup>1</sup> Revised March 27, 2020.

profound in April. Massachusetts had 470,000 claims, which represents 12.7 percent of Q1 2020 employment, whereas the national figure of 16.8 million initial UI claims represents 11 percent of employed, approximately 1.5 percent lower.

### **3. WILL THE \$2.2 TRILLION RELIEF PACKAGE SUFFICE?**

No. The \$2.2 trillion package – 10 percent of U.S. GDP – was designed to moderate the economic disruptions from the pandemic in Q2 2020. These funds are expected to be fully distributed and used by July. If an economic recovery is delayed beyond July, the damage will be far greater.

What is clear is that the \$2.2 trillion CARES Act, signed into law just two weeks ago, is already viewed as insufficient to mitigate the economic impacts of the pandemic. Congress is currently negotiating a fourth relief package of between \$250 billion and \$500 billion that may include another \$250 billion for the Paycheck Protection Program for small businesses, \$100 billion for hospitals and health care centers, and \$150 billion for state and local governments.

Further, Moody's Analytics baseline model, upon which MTF's forecast is based, assumes a separate COVID-19 package in the fall to help stimulate an economic recovery. If a stimulus bill fails to materialize, the recovery would be delayed, and the costs to revitalize the economy would swell.

### **4. CAN THE FEDERAL RESERVE PREVENT A SECOND FINANCIAL CRISIS?**

The Federal Reserve has taken unprecedented steps with virtually unlimited firepower to erect a firewall between the real economy and the financial system. In addition to supporting main street businesses, major corporations, states and municipalities, households and consumers, the Fed must ensure the continued functioning of credit markets.

In addition to that herculean task, the Fed must also monitor several risks of ongoing concern greatly exacerbated by the pandemic:

- Maintaining liquidity in overnight purchase agreements (repo market) where trillions of dollars of debt are traded for cash each day by global financial firms
- Liquidity and credit concerns in the municipal bond market that may affect state and local governments, hospitals, airports, and colleges and universities access and costs of borrowing
- Turmoil with highly leveraged corporate debt of \$2.8 trillion as reduced revenues from the pandemic make it harder to repay creditors
- Preserving the shadow banking system which has accumulated \$15 trillion in assets and may lack sufficient capital to survive

A financial crisis akin to 2009 on top of the pandemic would disrupt the global economy.

## Appendix A – Estimated Loss of Massachusetts Employment and Wages

Percentages of potential job cuts by industry sector and sub-sector in Column ‘B’ are placeholder estimates that will be replaced with BLS data when it is released in early May and updated monthly.

Employment in Thousands	A	B	C	D	E	F
	Empl 000's	Assume Pct Cut	Empl Cut	Avg Weekly Wages	Tot Annual Payroll - \$bns Baseline	Cut
<b>Construction</b>						
Construction of buildings	34	10%	3.4	1,483	2.6	0.3
Heavy and Civil Engineering	14	10%	1.4	1,483	1.0	0.1
Specialty Trade Contractors	113	10%	11.3	1,483	8.7	0.9
<b>Manufacturing</b>	243	25%	60.6	1,630	20.6	5.1
<b>Wholesale Trade</b>	125	10%	12.5	1,837	11.9	1.2
<b>Retail Trade</b>						
Food and beverage	99	6%	5.9	706	3.6	0.2
General Merchandise Stores	56	25%	14.0	706	2.1	0.5
Clothing and Clothing Accessories Stores	33	25%	8.2	706	1.2	0.3
Furniture and Home Furnishings Stores	10	35%	3.6	706	0.4	0.1
Electronics and Appliance Stores	8	35%	2.7	706	0.3	0.1
Building Material and Garden Equipment	25	35%	8.6	706	0.9	0.3
Sporting Goods, Hobby, Musical	14	35%	4.9	706	0.5	0.2
Health and Personal Care Stores	27	10%	2.7	706	1.0	0.1
Motor Vehicle and Parts Dealers	39	25%	9.7	706	1.4	0.4
Other	40	25%	10.0	706	1.5	0.4
<b>Transportation and Warehousing</b>	105	25%	26.3	1,055	5.8	1.4
<b>Information</b>	94	5%	4.7	2,274	11.1	0.6
<b>Financial Activities</b>						
Real Estate and Rental and Leasing	49	20%	9.8	2,301	5.9	1.2
Banking & Insurance	174	10%	17.4	2,301	20.8	2.1
<b>Professional and Business Services</b>						
Professional and Technical	349	5%	17.5	2,553	46.4	2.3
Management of Companies	74	3%	2.2	2,512	9.7	0.3
Administrative and Waste Services	179	3%	5.4	974	9.1	0.3
<b>Education</b>						
Elementary and secondary	34	0%	0.0	1,307	2.3	0.0
Colleges, Universities, and Professional Schools	117	20%	23.4	1,307	8.0	1.6
Other education	22	5%	1.1	1,307	1.5	0.1
<b>Health Care</b>						
Hospitals	200	0%	0.0	1,467	15.2	0.0
Nursing and Residential Care	105	0%	0.0	745	4.1	0.0
Social Assistance	151	0%	0.0	571	4.5	0.0
Ambulatory	191	5%	9.6	1,288	12.8	0.6
<b>Leisure and Hospitality</b>						
Food Services and Drinking Places	269	65%	174.7	551	7.7	5.0
Arts, Entertainment, and Recreation	25	75%	18.7	551	0.7	0.5
Amusement, Gambling, and Recreation	38	75%	28.8	551	1.1	0.8
Accommodations	38	75%	28.7	551	1.1	0.8
Other	10	10%	1.0	551	0.3	0.0
<b>Government</b>						
Federal	46	0%	0.0	1,586	0.0	0.0
State	130	0%	0.0	1,586	3.8	0.0
Local	281	0%	0.0	1,586	10.7	0.0
<b>Other Services</b>	138	30%	41.5	764	5.5	1.6
<b>Total</b>	<b>3,697</b>	<b>15%</b>	<b>570</b>	<b>1,277</b>	<b>246</b>	<b>29</b>

Source: U.S. Bureau of Labor Statistics. Baseline data - December 2019

Wage data from Massachusetts Labor Market Information, Employment and Wages Report (ES-202), Q2 2019



## Appendix B – Fiscal 2020 Tax Revenue Outlook

Policymakers are challenged to construct a budget for fiscal 2021, which begins July 1, 2020, despite imperfect information and the countervailing imperative for critical public services amid the COVID-19 crisis. At the same time, decision-makers are required to align revenue and spending to close out fiscal year 2020, which ends June 30, 2020.

Through March 2020, the Commonwealth collected approximately \$21.1 billion in fiscal 2020, \$235 million above the year-to-date DOR benchmark, and \$26 million above the MTF estimate.

### FY20 Year-to-Date Tax Collections vs Revised Benchmark

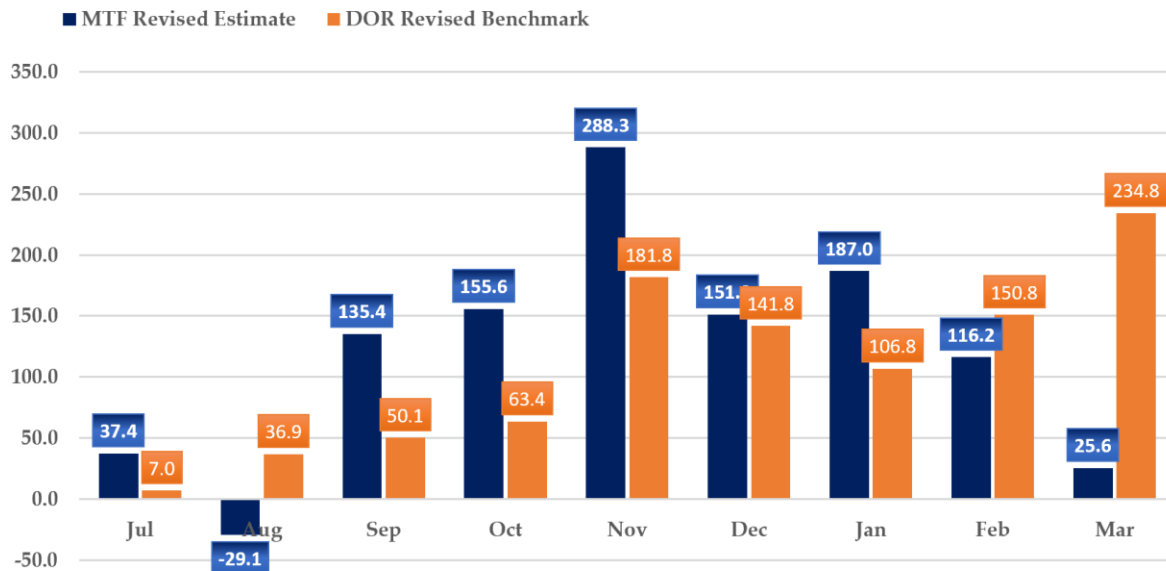


Figure B-1: Fiscal 2020 tax collections year-to-date variance to revised benchmark

Like the fiscal 2021 forecast, a fiscal 2020 tax projection is limited by data availability and the unknown impact of the responses to the crisis by the federal government, the Federal Reserve, and other actors. As a result of these issues, MTF has not used its econometric model to forecast tax collections for the rest of the fiscal year. The key questions relate to how much tax revenue will decline as a result of the crisis response efforts and how much tax revenue will be deferred due to the extension of the tax filing deadline to July 15, 2020, potentially generating cash flow issues for the Commonwealth.

### How Much Will Tax Revenue Decline vs Expectations due to COVID-19?

As MTF wrote recently:

“Capital gains tax revenue was likely to underperform before COVID-19.

Tax revenue generated from realized capital gains is both very difficult to predict and a volatile component of the state’s tax system. The Commonwealth offsets a portion of the risk associated with this tax type by imposing a revenue volatility cap that requires

capital gains tax revenue above a statutory threshold be deposited in the state’s “rainy day” fund, the Commonwealth Stabilization Fund (CSF). In fiscal 2018 and 2019, this mechanism triggered deposits of more than \$1.2 billion to the CSF.

In fiscal 2020, the capital gains tax revenue estimate was revised to \$1.815 billion as part of the consensus tax revenue agreement between the Baker Administration and legislature. This amount exceeds the \$1.26 billion statutory threshold by approximately \$555 million, which is currently slated for deposit in the CSF.

Capital gains tax revenue is difficult to forecast. One measure with some value as a proxy is capital gains distributions from mutual funds. Each year (usually November/December), mutual funds distribute their gains to investors and typically represent taxable income, though exceptions apply. As depicted in Figure 2, capital gains tax collections tend to align with the number of funds with “large” capital gains distributions (those that represent more than 10 percent of the Net Asset Value of the fund).

### Large Capital Gains Distributions vs Cap Gains Tax Revenue

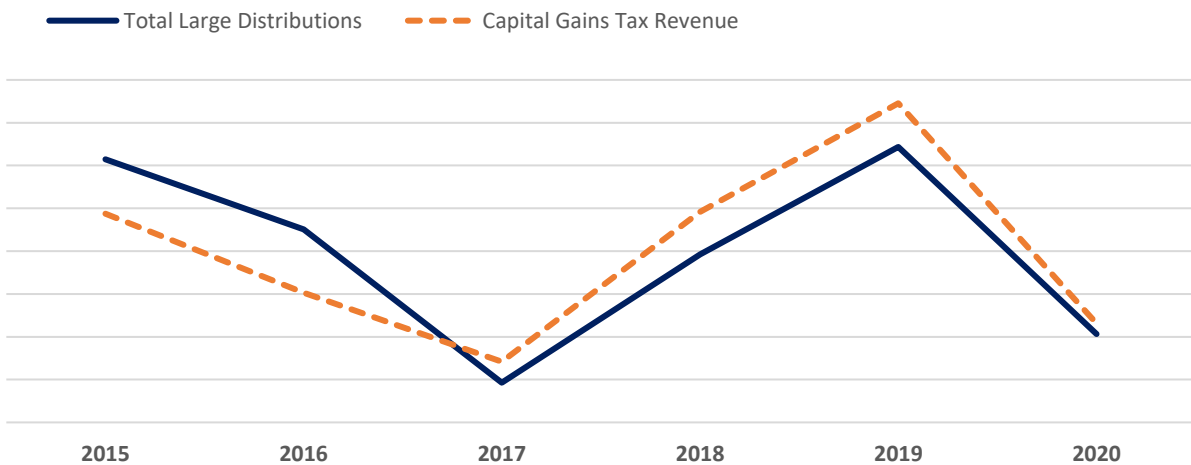


Figure B-2: A normalized comparison of large capital gains distributions suggests a strong correlation with capital gains tax collections, FY15-FY20E. Large capital gains data per Cap Gains Valet. Capital gains tax collections per MA DOR.

If this pattern holds again in fiscal 2020, it implies capital gains tax revenue of approximately \$1.312 billion, just \$52 million above the statutory threshold or \$503 million less than anticipated. This is significant because it would wipe away most of the deposit to the CSF. More importantly, however, it reduces the total tax revenue base for fiscal 2021 tax growth forecasts by \$503 million.”<sup>2</sup>

<sup>2</sup> For more information, see [COVID-19 Impact: Moving the Tax Filing Deadline](#), Massachusetts Taxpayers Foundation, May 27, 2020.

In the absence of a projection from an econometric model, tax scenario planning offers useful guidance to policymakers. Assuming the shortfall noted above in capital gains tax collection revenue and that other non-withheld income is consistent with expectations (since much of this activity is in final payments from the tax year 2019 and not impacted by recent events), variances in withheld income tax and all other categories will impact total collections as depicted in Figure B-3.

<b>FY20 Tax Collections vs Revised Benchmark</b>				
FY20 Revised Benchmark	30,289.2	Collected YTD	21,063.8	
Estimated Cap Gains Shortfall	-503.2			
<b>Collections vs Benchmark (Excluding NWI)</b>				
<i>Apr-Jul vs Est</i>	<i>Apr-Jul Collections</i>	<i>Apr-Jul Shortfall</i>	<i>vs Full- Year Estimate</i>	<i>Total Collections</i>
0.0%	6,581.5	0.0	-503.2	29,786.0
-2.5%	6,416.9	-164.5	-667.8	29,621.4
-5.0%	6,252.4	-329.1	-832.3	29,456.9
-7.5%	6,087.9	-493.6	-996.8	29,292.4
-10.0%	5,923.3	-658.1	-1,161.4	29,127.8

*Figures in \$ millions. Assumes Other NWI at benchmark.*

*Figure B-3: Tax shortfall scenarios using MTF monthly*

With respect to tax collections for fiscal 2020, this analysis does not provide a revised projection for the remainder of the year, but instead provides a sense of scale for the potential impact on Commonwealth tax revenues from the COVID-19 pandemic in the last quarter of the fiscal year.

## Total Tax Revenue

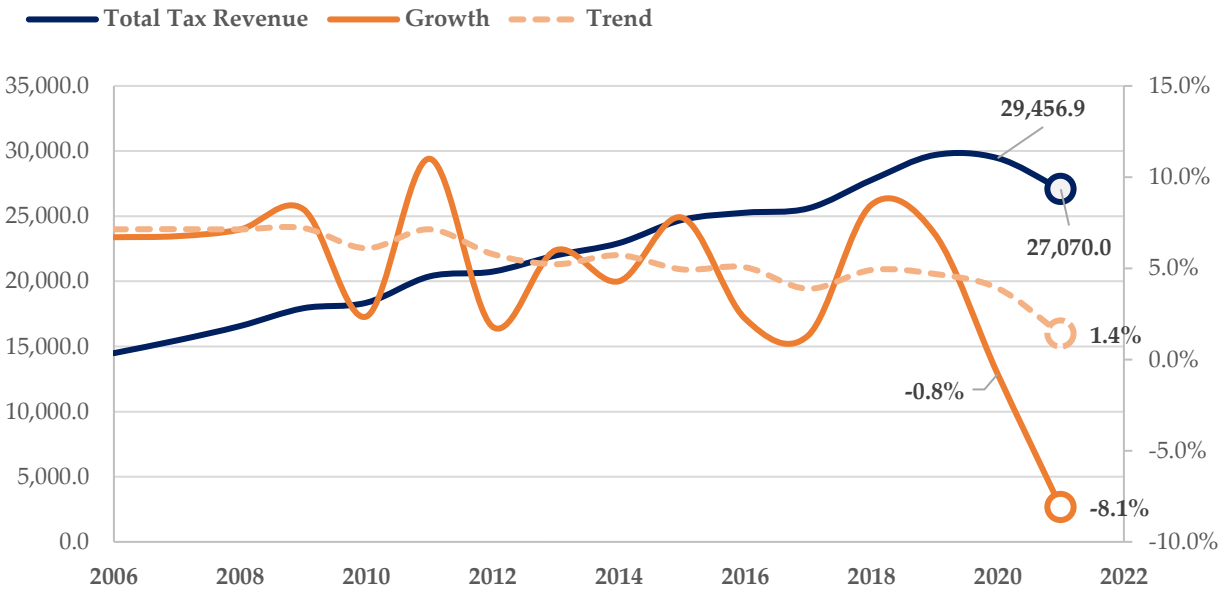
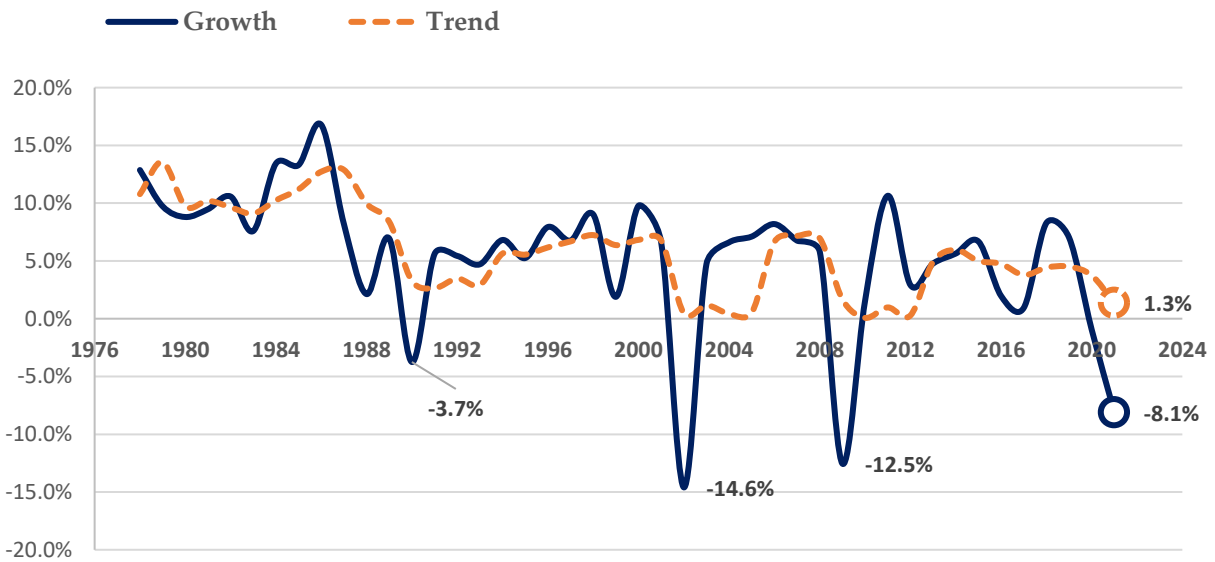


Figure B-4: Implied total tax revenue and nominal growth vs trend

## Total Tax Revenue Nominal Growth vs Trend



## Non-Tax Revenue

<b>Non-Tax Revenue Summary</b>	
<i>Upside vs 1/23/20 Estimates</i>	
Federal Reimbursements	?
Unclaimed Bottle Deposits	?
<u>Subtotal, Upside</u>	<u>0.0</u>
<i>Risk vs 1/23/20 Estimates</i>	
Lottery	?
Gaming Revenue (Budgeted)	-30.8
Exposures	
RMV	-23.9
Fees, Fines, Penalties	-18.4
Secretary of State	-8.5
Other	-16.9
<u>Subtotal, Non-Tax Revenue</u>	<u>-98.6</u>
<b><u>Total, Non-Tax Revenue Risk</u></b>	<b><u>-98.6</u></b>

*Exposures assume identified categories underperform expectations by 4 percent*

*Figures in \$ millions.*

While tax revenue represents the largest share of the Commonwealth's revenue profile, non-tax revenue such as federal reimbursements, departmental revenue, and transfers from authorities, are important components as well. Prior to the onset of COVID-19, budget expectations anticipated that more than \$19.4 billion, or more than 40 percent of total budgeted revenue, would come from these source types. Like tax revenue, these expectations should be lowered to reflect the sharp decrease in economic activity as a result of the pandemic.

### *Upside vs Expectations*

The federal response to COVID-19 in recent weeks will flow into Massachusetts as enhanced reimbursement rates for MassHealth and other programs, though the magnitude of the federal intervention is not yet known. For context, between fiscal 2009 and fiscal 2013, approximately \$7.4 billion came to Massachusetts through the American Recovery and Reinvestment Act (ARRA, i.e., "stimulus").

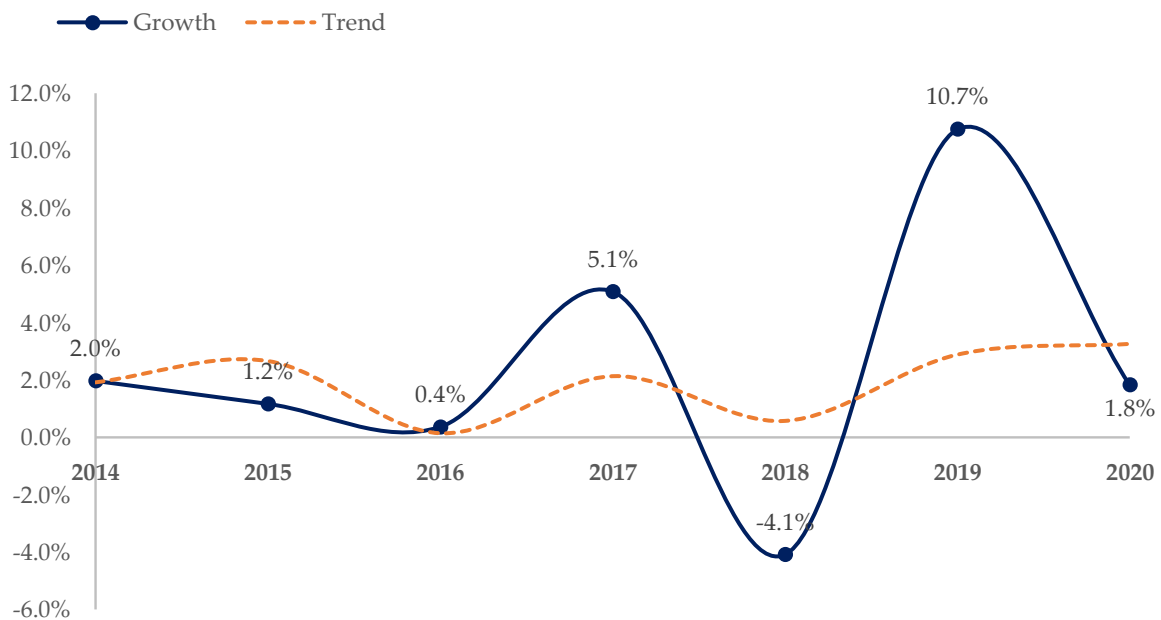
The key questions for budget managers will be to identify how much of the federal intervention will arrive in the state and be attributed as reimbursement for fiscal 2020 costs versus fiscal 2021 expenses, whether the revenue offsets operating costs, capital expenses, or other programmatic costs otherwise supported by the trust or federal grant activity.

### *Downside vs Expectations*

#### **Lottery**

Financial reports from the Massachusetts Lottery have already highlighted sharp declines in lottery revenue. The fiscal 2020 budget assumed approximately \$1.12 billion in lottery revenue as of January 22, 2020, an increase of \$20 million or 1.8 percent over fiscal 2019 actuals. Other than tax revenue, this represents the single largest revenue source exposure. There is not enough data available at this time to forecast lottery revenue for the full fiscal year.

### **Budgeted Lottery Revenue**

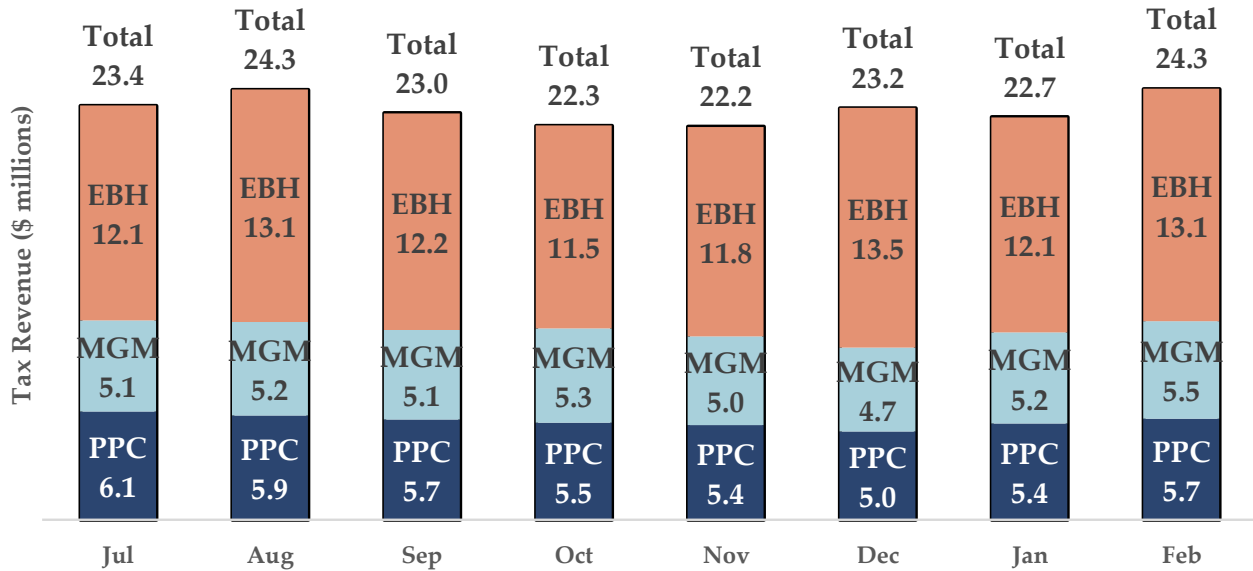


#### **Gaming**

The Massachusetts Gaming Commission ordered the suspension of operations at the Commonwealth's three gaming facilities effective March 15, 2020. Through February 2020, gaming revenue had generated approximately \$185 million in total revenue, of which approximately \$137 million, or 74 percent, supports budgeted spending.

## Gaming Tax Revenue by Month

■ PPC ■ MGM ■ EBH



If the MGC operation suspension ends on May 4, the 50-day disruption will reduce gaming revenue by approximately \$42 million, of which \$31 million supports budgeted spending.

### **Other Exposures**

While the COVID-19 impact will vary considerably among revenue sources, fees, fines, and penalties activity seems to have the highest risk exposure as reduced economic activity generates less licensing and registration fees, inspection penalties, permitting charges, and other similar revenue. Using an assumption that such activity is down 10 percent compared to expectations during the final four months of fiscal 2020 (March-June), the Commonwealth could face revenue shortfalls of at least an additional \$68 million, including \$24 million from the Registry of Motor Vehicles, \$18 million in various fees, fines, and penalties from the Division of Insurance, trial courts, and other agencies, about \$9 million in various Secretary of the Commonwealth fees, and \$17 million from other sources.

## Plummeting state revenues predicted

One expert fears \$6b budget gap over two years

**By Matt Stout, Globe Staff**

Unemployment rates inching toward 18 percent. Tax revenues dropping by more than \$4 billion. A recovery that takes years, not months.

And that's the more optimistic version.

As the COVID-19 pandemic ransacks the economy, the Baker administration and legislative leaders are weighing several financial scenarios as they guide Massachusetts through this new thicket, each one seemingly more dire — and the recovery more painful — than the last.

What is clear, following hours of testimony officials solicited Tuesday from a panel of economists and analysts, is that Massachusetts, and the country, are staring down a recession that is unprecedented in scope.

“This is a shock on a scale that we have not seen before,” Michael Goodman, an economist from the University of Massachusetts Dartmouth, told the Legislature’s Ways & Means chairmen and Governor Charlie Baker’s budget secretary during Tuesday’s hearing, held via videoconferencing.

Goodman said that between falling tax revenue and more Medicaid spending, the state could be looking at a \$6 billion budget shortfall over a two-year period, suggesting the economic pain from the coronavirus’s spread — and the severe restrictions officials have put in place to slow it — could be harsher than the 2008 financial crisis. “I do not think there’s any way to get through this in a humane way without a dramatic amount of additional federal assistance to the state,” he said.

Other projections were as grim, if not more so.

Alan Clayton-Matthews, a Northeastern University economist, said up to 20 percent of the workforce could be unemployed, furloughed, on leave, or would drop out of the labor force by June, with another 35 percent working from home.



The Massachusetts Taxpayers Foundation, a business-backed budget watchdog, estimated state revenue could plunge \$4.4 billion, or 14.1 percent, below past projections for next fiscal year. The state could lose 570,000 jobs by the end of June, pushing the unemployment rate to nearly 18 percent, and while many of those jobs will eventually return, employment levels won't return to "pre-crisis" levels until 2022, said Eileen McAnneny, the foundation's president.

After Senator Michael J. Rodrigues, the chamber's budget chair, called the predictions "sobering," McAnneny provided another warning. "It wasn't a worst-case scenario," she said.

The foundation's projections are based on a recovery beginning in July, she said, though that, like other assumptions, is hardly guaranteed.

State officials convened the panel as it tries to craft a budget for the fiscal year beginning in July, a process that is already running behind and whose timeline remains unclear.

Officials already have to "reboot and redo" the state's consensus revenue figure, Rodrigues said, a reference to the baseline expectation of tax receipt growth that gives a spine to the annual budget.

In one of the few bits of good news legislators received, Dan White, the director of government consulting and fiscal policy research at Moody's Analytics, said Massachusetts' economy is probably in a better position than others to weather the downturn, thanks to its reliance on durable sectors like health care and education.

But even those don't come without risk amid the pandemic. Goodman, the executive director of the Public Policy Center at UMass Dartmouth, said hospitals are not doing elective and other procedures during the pandemic, which could "blow a very large hole in the fiscal model." Meanwhile, colleges that rely on room-and-board fees and a supply of international students to help fill their dorms could also face challenges.

Lawmakers had sought input from Eric S. Rosengren, president of the Federal Reserve Bank of Boston, who was to testify last week, when the hearing was originally planned. But it was postponed. Rosengren had a scheduling conflict Tuesday, but Rodrigues plans to stay in contact with Rosengren's office, a spokesman for the Westport Democrat said.

Economists have warned for weeks the state coffers would not be spared in a recession, and while state tax collections from March held steady, officials acknowledged future revenues are unlikely to avoid the drag from scores of businesses closing and record numbers of unemployment claims.

At several points Tuesday, the discussion turned to an alphabet soup of recovery projections that would guide the state's response: Could it be U-shaped (gradual) or V-shaped (quick and robust)? Even worse, could it be a W — with recovery ebbing into another recession before rebounding — or an L, marked by a steep decline and a sustained period of little to no growth?

Representative Aaron Michlewitz asked how soon signs could emerge about how a recovery could unfold. With caveats aplenty, they suggested it could be within a month, mid-summer, or later.

“Everything is super uncertain right now,” said William Burke, director of research for the Beacon Hill Institute.

*Matt Stout can be reached at [matt.stout@globe.com](mailto:matt.stout@globe.com).*

April 22, 2020

## Justification for FY21 Public Health Nurse Line Item

As of today 4/22/20, the current Massachusetts Covid-19 reported infectious rate is 0.6% (41,200 positive cases).

To estimate West Newbury's potential number of cases, based on the current state rate, and assuming that this will be constant, we would expect approximately 26.4 cases (0.006 X 4,400 +/- WN residents) in FY21.

This estimate was also supported based on our current rate of positive cases. From 3/5/20, when Massachusetts reported its first Covid-19 positive case, West Newbury has reported 3 cases in 6 weeks.

If this infectious rate were to continue, 0.5 cases/week we would expect 26 cases/FY21. This estimate also reflects the current state infectious rate of 0.6%, and for West Newbury's population of 4,400 +/-, or approximately 26.4 positive cases.

Our Public Health Nurse has estimated, based on her experience managing 30 cases of Covid-19, that an average of 2.25 hours per case is necessary for intake, tracing, and monitoring.

For FY21, the estimated potential hours for Covid-19 management is:  
30\* cases X 2.25 hours/case=67.5 hours/12 month period.  
Proposed rate @ \$50.00/hour X 67.5 hour= \$3375

\*budget will be based on 30 cases/year (positive cases reported are only based on clinical tests and not presumptive tests) Assuming both the anticipated increase in testing sites and availability of tests, an expected increase in positive cases would be anticipated.

Proposed FY21 Contract for regular disease surveillance \$4,800 (needs to be voted on by BOH)

The CDC and MA State DPH have projected that Covid-19 will continue to require intensive infectious disease management until a critical number of residents have developed acquired immunity via previous infection or vaccination. Current estimates for the development, testing, and administration of a Covid-19 vaccine is potentially 1-1.5 years from now.

**FY21 Total Public Health Nurse Line Item    \$8,175**



**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: <u>64.1%</u>					<u>2/20/2020</u>		
<b>HUMAN SERVICES</b>											
						<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%
<b>510 Total Board of Health</b>	<b>444,536</b>	<b>503,374</b>	<b>532,686</b>	<b>301,674</b>	<b>56.6%</b>	<b>621,510</b>	<b>88,824</b>	<b>16.7%</b>	<b>623,482</b>	<b>90,796</b>	<b>17.0%</b>

Notes

## Town Manager

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**From:** [REDACTED]  
**Sent:** Monday, April 13, 2020 9:59 AM  
**To:** Town Manager  
**Subject:** Re: Updated ATM/STM warrants

Angus,

I wanted check in for potential dates for the Finance Committee meeting.? I'd also like to submit an initial format for you to review and provide feedback on for the discussion surrounding both the school stabilization fund and Free cash.? My hope is that we can provide an over view of both issues in approximately 30-45 minutes per subject.? We can address questions if any after each section then combine both factors in approximately 30-45 minutes and try and forecast the out come.

In your presentation I'd like to cover the following

Creation and intent of the school stabilization fund, including the total yearly cost of the school, the offset the fund was intended to provide and the time that it was expected to be used for when it was conceived.? It would be helpful if we could include a per household estimate impact on the average house value.

Discuss the impact if we increase the amount, per BOS change, spent out of the fund on a per house hold basis.? It would also be helpful to mention the reduced period of offset and when taxpayers would feel the full impact of the school and what the full amount would be.

I'd like to briefly cover what free cash is, why we have it, and the state recommended level.? Then we can cover what our historical levels, looking back 3-5 years and discuss the practice of paying down the tax rate.? We should mention the fact that the amount increase year over year and the expected cost to continue that practice out to the point in which the stabilization fund is depleted.? If possible please include a per household impact on the average home value.

Combine the impact of the both issues as well as an estimate of when this will occur, the amount that we will be dealing with and if possible the per household impact.? I suppose we should mention the total shortfall and how the community will need to deal with that including an operational override or the reduction in staff and services.

I am sure that I missed something so please feel free to add what you consider important.? I would like to try and limit this to 1 1/2 hours if possible but it's better to go long if we need to.

I wanted to get this to you sooner but I am working alone and I have been straight out 14-16 hours a day for the past 3 weeks and I didn't have the chance.? If you need to we can chat after 4 today, (978)-363-5407.

Gary

On 4/10/2020 4:58 PM, Town Manager wrote:

> Forbes, the updated draft warrants were just uploaded to Dropbox. I included the editable Word doc (which shows track changes) in addition to "clean" and redlined PDF versions - they're all the same, just depends on what you find most useful. The redlines illustrate all changes since the earlier drafts.

>

> I think there are very few remaining items that may change, so you can feel comfortable beginning to build this into the draft FinCom booklet if you'd like. As always, there are bound to be a small number of last minute changes, though Jenny, Mike and I all did a very close read of these this week. If you prefer to wait until the warrant is actually signed, that will happen no later than April 24 and perhaps sooner.

>

> The only two items I know to still be "in play" are the snow & ice number (versions in Dropbox are current through this week); and the Town share of matching funds for the electric vehicle charging stations. Two days ago we received the official National Grid approval letters (subject to our acceptance of the grants), and they include an optional 2-year maintenance plan. That will be reviewed at Monday night's BOS mtg and the Board may opt to put the higher amount (\$13,687) on the STM warrant.

>

> Thanks,

> Angus

>

> Angus Jennings, Town Manager

> Town of West Newbury

> Town Office Building

> 381 Main Street

> West Newbury, MA 01985

> (978) 363-1100 x111

> [townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)<mailto:townmanager@wnewbury.org>

>

>

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# Free Cash Transfers to Reduce Tax Rate

- Central issue in estimating the “bottom line” taxpayer impact
- Recent years’ trend toward increasing Free Cash transfers
- MDOR recommends maintaining 5% of operating budget (~\$785k)
- Fall may be better time to consider Free Cash transfer, after FY20 is closed out
- However, issue justifies a broader policy discussion and sustainable multi-year strategy

## Free Cash Trends, FY15-FY20

<u>Fiscal</u> <u>Year</u>	<u>Year-End</u> <u>Certified Free</u> <u>Cash</u> <sup>1</sup>	<u>Free Cash transfer to</u> <u>reduce Tax Rate</u> <sup>2</sup>
FY20	TBD	\$ 400,000
FY19	\$ 2,102,586	\$ 220,000
FY18	\$ 1,718,985	\$ 114,000
FY17	\$ 1,824,005	\$ 144,300
FY16	\$ 1,892,315	\$ -
FY15	\$ 1,960,718	\$ -
Avg (FY17-20)		\$ 219,575

<sup>1</sup> Source: MA DOR Form B-1, FY15-FY20

<sup>2</sup> Source: MA DOR Tax Rate Recaps, Item III d, FY15-FY20

Source: Angus Jennings, Town Manager

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: April 22, 2020  
RE: Community Compact Financial Policies

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The Board has previously approved six of the financial policies included in the MassDOR report completed in June 2018 (revised by MDOR August 2018). The six adopted policies, as well as the initial MassDOR report with the other recommended policies, were most recently circulated in the Board's December 9, 2019 meeting packet.

Since that time, I have continued working with finance personnel to bring forward additional financial policies for review and approval by the Board of Selectmen. Enclosed for your review are two policies proposed for adoption. I have included redlined edits to show changes I am proposing from the model policies prepared by MassDOR; these revisions were prepared with and in consultation with finance personnel. There are a couple of highlighted sections of the Disbursements policy that I had hoped to review with the Town Accountant, but cannot do so at present due to her extended medical absence. However, I bring these forward now because it will be important to get these policies – in particular, the Credit Card policy – on the books sooner than later.

We expect to bring forward additional policies in the coming months, as time allows.



## CREDIT CARD USAGE

### PURPOSE

To ensure all credit card purchases comply with the Town's Disbursements policy, this policy establishes standards for proper credit card use when conducting Town business.

### APPLICABILITY

This policy applies to the job responsibilities of the Treasurer/Collector and Town Accountant. It also applies to all Town department heads, officials, and employees with spending authority (all referred to below as "employees").

### POLICY

The Town shall have only one primary credit card account with just one physical credit card, both under the custody and control of the Treasurer/Collector. The Town may also have credit accounts with specific vendors (i.e. Staples, Amazon etc.). This policy shall also apply to all such credit accounts. Exceptions to any provisions in this policy must be approved in advance by the Town Manager and Town Accountant.

#### A. Administration

The Treasurer/Collector is responsible for administration of the credit card, including but not limited to: selecting the card issuer, setting the total purchase limit, ensuring proper use, paying the credit card bill timely, and disputing any false charges. Any incentive program benefits derived by the use of Town credit cards will be the property of the Town. The Town Manager will determine the use of such incentive program benefits.

#### B. Allowable Use

Town employees may request to make a purchase using the Treasurer/Collector's credit card on a limited, exceptional basis. Its usage shall not be a routine alternative to payment under the normal warrant approval procedures, but is intended for transactions that are only possible by, or are most cost-effective by, credit card, including those connected to public safety emergencies. The Town is a tax exempt entity; therefore, sales tax shall not be included with the cost of any purchase.

The following are prohibited uses of the credit card:

1. Personal expenses
2. Cash advances
3. Gift cards
4. Services (e.g., consultant fees, repair work, temporary help, etc.)
5. Use for paying other invoices
6. Alcoholic beverages and tobacco

#### C. Purchases

Prior to making a purchase, an employee must fill out a credit card requisition form (included in the appendix). The department head must sign the form to attest that the purchase is being made within the proper appropriation. Because payment in this circumstance is effectively made in advance of a

warrant, the Town Accountant must also sign the form, permitting the exercise of that position's statutory duty to verify that the purchase is consistent with the appropriation's intent, sufficient funds are available to cover the cost, and no fraud is evident.

As much as practical, possession of the credit card will remain with the Treasurer/Collector. If the purchase must be made at a brick-and-mortar merchant, the employee making the purchase must return the credit card to the Treasurer/Collector within no more than 24 hours. Any employee in custody of the card must immediately report to the Treasurer/Collector if it is lost or stolen.

[In no instance shall the Town credit be pre-entered to an online vendor account in a manner that would enable the future use of the credit card without specific pre-authorization pursuant to this policy.](#)

If a return or exchange is necessary, the employee will coordinate the return with the Treasurer/Collector to ensure that proper credit is received for returned merchandise, following the same warrant process for the purchase.

#### D. Warrant Process

The Treasurer/Collector will provide two copies of the credit card statement to the purchasing employee. The employee will retain one copy and return the other to the Town Accountant along with a detailed vendor receipt and a copy of the approved credit card requisition form as part of the accounts payable warrant submissions.

All items purchased with the credit card must be received by the department prior to the end of the credit card's monthly billing cycle and never delivered later than June 30th of any fiscal year for payments to be made for that fiscal year. No backordering of merchandise is allowed.

#### E. Audit

The Town Accountant will-may conduct random audits of the credit card activity, receipt retention, and statements. The activity is also subject to review by the Town's independent auditing firm.

### **PROCEDURES**

In accordance with this policy, the Treasurer/Collector and Town Manager will create a detailed set of procedures for its use, as needed, stipulating each step in the process and all required documentation. Important details to include are:

- Step-by-step description of the purchase, approval, and reconciliation processes
- Guidelines for appropriate use
- Dollar limits per transaction and month
- Description of required documents and their necessary details
- Procedures for resolving disputed charges
- Audits

[The promulgation of such procedures shall not delay the effective date of this policy.](#)

**REFERENCES**

[M.G.L. c. 44, §§ 58, 64](#)

West Newbury Disbursements Policy

**EFFECTIVE DATE**

This policy was adopted on [date].

## DISBURSEMENTS

### PURPOSE

To mitigate the risk of fraud and ensure the Town disburses cash only for legally valid liabilities, this policy establishes guidelines for the expenditure of Town funds.

### APPLICABILITY

This policy applies to the Town Accountant's and Treasurer/Collector's job duties and to the Town Manager's warrant approval responsibilities. It further applies to all department heads and elected or appointed officials who submit requests for expense and payroll disbursements (all referred to here as "department heads").

### POLICY

No disbursement for any payroll or accounts payable (AP) expense shall occur without the prior review and approval of the Town Accountant and Town Manager. Accordingly, the Town Accountant is responsible for finalizing every AP and payroll warrant, and every warrant must be approved by the Town Manager, as evidenced by his/her signature. In the Town Manager's absence, the Board of Selectmen or a designated Board member designated by vote of the Board must sign the warrants.

All payroll expenditures must be based on approved time and attendance records and consistent with collective bargaining agreements ~~or~~ and the Town's annual ~~wage detail report~~ operating budget for salaries and wages. All vendor payments must be based on original invoices and issued only to entities with valid form W-9s on file. All invoices must be charged to the proper fiscal year. Payment for any bills payable for a prior fiscal year must be approved by vote of the Town Meeting in accordance with M.G.L. c. 44, § 64.

Printed on the face of every disbursed check will be: "Void if not cashed within one year of issuance<sup>[AJ1]</sup>." The Treasurer/Collector will secure all prepared checks in a safe until distribution. As a tax-exempt organization, the Town will not pay sales tax on any expense, including those associated with any employee personal reimbursements.

#### A. Responsibilities

The Treasurer/Collector is responsible for maintaining a database of all town employees including their salaries, pay rates, stipends, weekly work hours, earned leave time, benefit options, and withholdings. Any change to an employee's employment status, work hours, or compensation rate can only be made by the Treasurer/Collector based on a ~~personnel~~ Personnel action ~~Action form~~ Form<sup>[AJ2]</sup> signed by the appropriate department head, ~~Town Accountant,~~ and the Town Manager. The Treasurer/Collector shall provide a copy of all approved Personnel Action Forms to the affected employee's department head and shall file the original personnel action form in the employee's personnel file.

On a biweekly basis, department heads must review, sign, and submit AP requests to the Town Accountant, and payroll reports to both the Town Accountant and Treasurer/Collector. Any elected or appointed board serving as a department head may vote to delegate this approval authority to one board member, who shall report back to the board on the approval actions. No board can assign this responsibility to a non-board member. The Town Accountant will maintain a list of department heads, board members, and any other officials authorized to sign AP and payroll requests and review it annually with the Town Manager as part of the year-end close.

For each AP or payroll submission, the tasks below will be completed.

#### Department Heads:

- ~~Complete and sign a Schedule of Bills Payable.~~ Mark the original invoice or receipt with the AP stamp indicating the account(s) to be charged and attach the original invoice or receipt. If an invoice is to be paid from multiple expense accounts with different approving authorities, mark the invoice or receipt with multiple AP stamps for each approving authority to indicate the account number and to sign for authorization of payment of their portion of the invoice.
- Verify sufficient funds are available in the appropriate account.
- If the purchase is for over \$10,000 there must be a written contract signed by the vendor and Town personnel. For any new contract not already on file with the Town Accountant, submit supporting documents showing that procurement requirements have been met. For new vendors, the Department Head must obtain a Federal tax identification or social security number on a W-9 Form.
- Review and sign employees' time sheets, attesting to rates of pay, hours worked, pay type earned (e.g., regular, overtime, detail, etc.), and accrued time used (e.g., vacation, personal, sick).
- Forward Bills Payable documents ~~and time sheets~~ to the Town Accountant ~~and send duplicate time sheets to the Treasurer/Collector.~~

#### Treasurer/Collector

##### Payroll:

- Enter time sheet information into the Harpers system to create the preprocess file, ~~reconcile it to the Town Accountant's spreadsheet,~~ and forward the final preprocess register to the Town Accountant.
- Upon the Town Accountant's approval, create and submit the final payroll file to Harpers Payroll Services.
- Print, review, and retain all the relevant Harpers payroll reports for that period.
- Provide a copy of the payroll register report to the Town Accountant.

##### AP:

- Review the signed AP warrant to verify that no outstanding amounts are due from any listed payee.
- For any ~~a~~ payee with a liability to the Town, hold back the check, apply it to the amount due, and issue a net check to the recipient for any remaining balance, along with written explanation of why this adjustment was made.

##### AP and Payroll:

- Fund the gross payroll plus the Town's portion of Medicare tax, ~~or the total of AP warrant,~~ and disburse the payments by check, bank transfer, or direct deposit.

Town Accountant:

## Payroll:

- ~~Enter time sheet information into an Excel worksheet and forward the worksheet to the Treasurer/Collector to reconcile with the Harpers preprocess file.~~
- Review and approve the Harpers preprocess register, verifying that expenditures are legal, no fraud is evident, the appropriate accounts are being charged, and funds are available.
- Enter and post the gross payroll to the general ledger from the final Harpers reports.
- Prepare a warrant in the gross amount plus the Town's share of Medicare tax.
- Submit the payroll warrant to the Town Manager for approval.

## Accounts Payable:

- Review each AP submission for accuracy, original invoice, and signature, and contact the department head if any information is missing.
- For any new contract, confirm that proper procurement procedures were followed.
- Verify that the expense is for a legal purpose, no fraud is evident, the appropriate account is being charged, and funds are available.
- Add the expense to a warrant or return the submission if any of the above cannot be validated.
- Prepare and submit the warrant to the Town Manager for approval.

Town Manager:

- Review each warrant for appropriateness by examining invoices, back-up documents, and payroll detail, and direct any inquiries to the Town Accountant.
- Approve the warrant by signing it, and notify appropriate personnel that the warrant is signed and the payments are authorized for disbursement.
- The Town Manager may put a hold on specific disbursements if there are unresolved questions at the time that the warrant is signed, in which case the corresponding disbursement will be held back pending further review and Town Manager authorization.

B. Emergency Disbursements

If there is an emergency or extenuating circumstance where payment must be made to a vendor outside of the normal warrant process, the Treasurer/Collector may issue a manual check with the written authorizations of the Town Manager and Town Accountant. In any such case, the department head will submit the expense to be processed as a no-check on the next accounts payable AP warrant.

C. Petty Cash

To mitigate the risks of illegal expenditures, violations of procurement laws, or instances of expenses exceeding appropriations, the Town Accountant may authorize petty cash accounts are not authorized for the [Police Department, Council on Aging, and Board of Health] not to exceed [\$200] each. Petty cash must be secured at all times in locked cabinets or safes. All petty cash transactions must be documented with a receipt from the vendor or service provider and replenished through the AP process as detailed in this policy. The Town Accountant may terminate a department's petty cash account due to inappropriate safeguarding or use.

The Treasurer/Collector maintains \$300 in cash drawers, which is used exclusively for making change.

The Town Accountant will maintain records of petty cash and the Treasurer/Collector's drawer balances as cash accounts in the general ledger and periodically audit the handling and use of the accounts.

D. Cash Drawers

The following departments may maintain cash drawers exclusively for the purpose of making change:

- Treasurer/Collector [\$300]
- Council on Aging [\$200]
- Board of Health [\$100]

Use of these cash drawers shall be restricted only to departmental staff whose job duty assignments specify cashier functions. The drawers will be stored in locked cabinets or safes. The department head is responsible for ensuring that each cash drawer is counted daily and will immediately investigate and correct any discrepancies.

The Town Accountant will maintain records of the drawer balances as cash accounts in the general ledger and periodically audit the drawers.

E. Prior Fiscal Year Bills

To maintain the integrity of the annual budget, departments will charge all invoices to the proper fiscal year. In the event a department has an invoice for a prior fiscal year, it shall be submitted at a town meeting to authorize the payment and funding source. The appropriation can only be approved with a four-fifths vote of annual town meeting or a nine-tenths vote of a special town meeting.

F.D. Audit

All disbursement activity is subject to audit by the Town's independent auditor.

**REFERENCES**

[M.G.L. c. 41, §§ 41, 41A, 41B, 41C, 42, 43, 52, 56](#)

[M.G.L. c. 44, §§ 56, 58, 64](#)

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

West Newbury's collective bargaining agreements, employee compensation policy ~~salary, and annual wage detail~~

**EFFECTIVE DATE**

This policy was adopted on [date].

**Town Manager**

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**From:** [Redacted]  
**Sent:** Wednesday, April 15, 2020 10:50 AM  
**To:** Rick Parker; Town Manager  
**Cc:** Duffy, Neal (ENE); Jennifer Hughes  
**Subject:** West Newbury - Green Communities Annual Report follow up

Dear Rick and Angus,

I hope this email finds you and your families healthy during these strange and trying times.

Thank you for submitting your municipality's FY 19 Green Communities Annual Report. Your submittal is approved. Please note that as of July 1, 2020, new fuel efficiency requirements become effective. Visit our website at [Fuel Efficient Vehicle Policy](#) for more information. DOER would like to offer the following comments on your municipality's energy reduction progress.

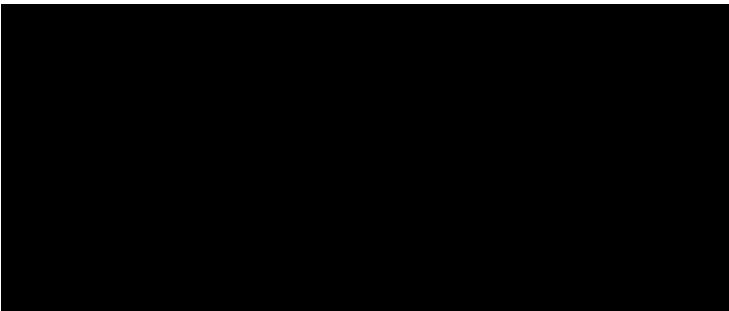
Based on West Newbury's energy consumption reported, it appears that progress towards the town's 20 percent energy reduction goals is progressing a bit slowly, but your team has a plan in place to address building energy use. As your town moves forward, please keep the these options in mind: 1) Retro-commissioning buildings with unexplained increase in energy consumption; 2) Building envelope projects; 3) Focus energy upgrades in buildings with highest energy use (typically schools); 4) Heating system upgrades, including fuel switching. In that vein, you or other staff may be interested in an upcoming training opportunity regarding heat pump technologies. [See training registration page](#) for more information.

If you do not already do so, please be sure to log into [MassEnergyInsight](#) (or other applicable energy tracking tool) at least quarterly to monitor and update your community's energy use. And stay in touch with your Regional Coordinator.

Thank you for your continued partnership.

-- Joanne

*Joanne Bissetta, Deputy Director*







**Town of West Newbury**  
**Board of Selectmen**  
**Monday, April 13, 2020**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**Minutes of Meeting – DRAFT**

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

**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](http://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: (312) 757-3121

Access Code: 176-018-021

*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.*

*The meeting was called to order at 7:10 p.m. by Chairman David Archibald.*

**Participation at the Meeting:**

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Assistant to Town Manager and Finance Department, Jennifer Walsh
- ❖ Board of Health Member Blake Seale
- ❖ Planning Board: Chair, Brian Murphey, Richard Bridges and Town Planner, Leah Zambernardi

**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.
- Thanks to all of those who have donated (incl. online donations) to the Council on Aging Food Pantry!

Town Manager Angus Jennings acknowledged the generosity of West Newbury's people who, collectively, have donated \$2,700.00 to the Food Pantry Gift Account and, again, recognized the wonderful work being done by COA Director Theresa Woodbury and staff.

- Annual Town Roadside Cleanup on Saturday and Sunday, April 25<sup>th</sup> and 26<sup>th</sup>, details on Town website!

**Regular Business**

- A. Updates regarding coronavirus pandemic, including updates from Town Counsel regarding recent and proposed legislation regarding COVID-19

Chairman David Archibald brought forward the proposed legislation addressing local tax matters. Town Clerk/Council Michael McCarron explained the three local options and the votes necessary for each.

- B. Vote to extend property tax due date to June 1; to waive interest and penalties for late payments; and to extend the due date for exemption and deferral applications

**Motion was made by Selectman Glenn Kemper that the Town adopt the local option set forth in Sections 10(a)(i-iii) of Chapter 53 of the Acts of 2020 to extend the due date for property tax bills from May 1, 2020 to June 1, 2020, seconded by Selectman Richard Parker.**

Discussion: Selectman Richard Parker noted that it would be worth making residents aware that this does have a financial impact and the hope is that those who have the ability to pay will do so. Town Clerk/Counsel Michael McCarron stated he will draft a notice to taxpayers that will be posted on the town's website and official social media account.

**Yes 3, No 0**

**Motion was made by Selectman Glenn Kemper that the Town adopt the local option set forth in Section 11 of Chapter 53 of the Acts of 2020 to waive any late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 and made after its respective due date but before June 30, 2020, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

**Motion was made by Selectman Glenn Kemper that the Town adopt the local option set forth in Section 10(a)(iv) of Chapter 53 of the Acts of 2020 to extend the due date for applications for exemptions from local property tax from April 1, 2020 to June 1, 2020, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

- C. Discussion of proposed FY21 Budget, incl. potential revenue/expense changes due to COVID-19

Chairman David Archibald stated that, in light of the impact that COVID 19 will likely have on forecasted revenues and expenses, it will be necessary to revisit certain previously supported line items in the proposed FY21 operating budget and Article requests. Town Manager Angus Jennings shared a summary sheet of the proposed FY21 budget; updated to include changes since presented in February but not yet reflecting recommendations from FinComm. Town Manager Jennings went through each line item in detail highlighting areas of impact and allowing for discussion. Trends suggest that there is a potential for loss of revenue from excise tax and building permits if the economic fall is long lasting. A request was made by Selectman Kemper for YTD revenue figures which Town Manager Jennings will provide at the next meeting. (discussion continued regarding warrant Articles under item E on the agenda)

D. Discussion regarding potential 1-year solid waste hauling contract for FY21 – *Blake Seale, BOH*

Discussion took place with Board of Health member Blake Seale regarding the proposed 1-year contract with G. Mello which keeps the current level of service (in place of changing to an automated pickup) but holds the same price previously offered in the FY21 contract for changing to the lower cost service. The Board is in agreement with the amended 1-year contract which will allow the Board of Health time to do the outreach regarding automated trash pickup that was previously planned but postponed due to the COVID 19 crisis. Because the contract is an extension of time on the existing contract, the Board of Health can authorize and sign the 1-year contract with G. Mello at their next meeting. The Selectmen will review a new contract in the Fall.

E. Review and discuss Board recommendations regarding proposed Town Meeting warrant articles, incl. potential increased funding for electric vehicle charging stations to support maintenance

Draft Warrants for Annual Town Meeting and Special Town Meeting are contained in the agenda packet. In consideration of potential revenue loss, Chairman Archibald suggested that the Board change their position and take no action on Articles 6, 7 and 11 on the Annual Town Meeting Warrant. Selectman Kemper requested that Article 11 be reviewed first in Executive Session. Additionally, the Board asked that all other Articles be reviewed for absolute necessity. Selectman Richard Parker didn't have the information he was waiting for and agreed to hold off until Fall Town Meeting for the increased funding for electric vehicle charging stations to support maintenance.

F. Recommendation on proposed zoning amendments – *Planning Board*

Town Planner Leah Zambarnardi reviewed the proposed zoning amendments voted unanimously to recommend to Town Meeting by the Planning Board following a public hearing on Wednesday, March 4, 2020. Proposed amendments are contained in the agenda packet highlighting insertions, deletions, and rationale for each proposal.

Town Manager Angus Jennings recommended the Planning Board consider a minor change to reference ITE in subsection 5.A.2.c.iv.g.

Town Clerk/Council elucidated that by removing “riding stables” from section 5.A.3.b. it prohibits riding stables on land less than 5 acres and keeping it in would allow an individual the opportunity to apply for a special permit, and suggested omitting the change unless that is the intent. Town Planner Zambarnardi will review the language.

Selectman Richard Parker asked for clarification on the revised definition of a “Bed and Breakfast” that essentially reduces the duration by 1 day and asking if that was the intent. Planning Board Chair Brian Murphey explained that this amendment was to bring the definition in synch with the Town By-Law.

The Board will make their recommendation at a future meeting.

G. Discussion of potential cancellation of 2020 Memorial Day Parade due to COVID-19

Selectman Glenn Kemper stated it was too early to commit to cancelling the Parade and, acknowledging it would be difficult to manage preparations given current staff constraints, suggested the possibility of it being a scaled-down event. Town Manager Jennings stated that the Town would need to submit with DOT for road closure soon but could rescind it later, if needed. No action was taken and consideration for potential cancellation will be taken up at a future meeting.

H. Updates from April 9 BOS meeting regarding Coffin Street/Main Street 40B housing proposal

Town Manager Angus Jennings stated that the meeting went very well and some great comments were received from the public. Staff will be preparing a FAQ to be added to the website toward the end of the week and will provide for notification of updates on the project. A site walk is planned for later this month keeping social distancing guidelines in mind. Town Clerk/Council suggested there be only one or two neighborhood representatives present.

I. Request for appointment of Francesca Pomerantz as full member of Tree Committee

**Motion was made by Selectman Richard Parker to appoint Francesca Pomerantz as a full member of the Tree Committee, seconded by Selectman Glenn Kemper.**

**Yes 3, No 0**

J. Adoption of updated Investment Policy Statement – *referral from Investment Policy Committee*

Chairman David Archibald recognized the tremendous amount of time and effort that has gone into reviewing and updating the Policy which adds a lot of valuable content; and, recommended adoption of the Policy Statement. Town Manager Jennings added that this was directly responsive to a consistent item in the audit management letter; and, also recommends adoption.

**Motion was made by Selectman Glenn Kemper to repeal the former policy and to adopt the April 2020 Investment Policy Statement, seconded by Selectman Richard Parker.**

**Yes 3, No 0**

K. Meeting minutes: April 7, 2020; March 30, 2020; March 25, 2020; March 4, 2019; January 7, 2019

Draft minutes are contained in the agenda packet.

**Motion was made by Chairman David Archibald to accept the meeting minutes of April 7, 2020, March 30, 2020 and March 25, 2020 as written, seconded by Selectman Glenn Kemper.**

**Yes 3, No 0**

**Motion was made by Chairman David Archibald to accept the meeting minutes of March 4, 2019, and January 7, 2019 as written, seconded by Selectman Glenn Kemper.**

**Yes 2, No 0, Abstain 1 (Parker)**

**Town Manager Updates**

L. Updates on Middle/High School project

M. Updates on ongoing/upcoming DPW projects

N. Update on designer contract for Soldiers & Sailors Memorial Building restoration

O. Follow up meeting assignments; and placing items for future agendas

**Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 9:23 p.m.**

**Yes 3, No 0**

**Respectfully submitted, Jennifer Walsh**



**Town of West Newbury  
Special Meeting of the Board of Selectmen  
Thursday, April 9, 2020**

381 Main Street, Town Office Building

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

**Minutes of Meeting – DRAFT**

**Open Session:** 6pm by remote participation (see below)

**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 limitation 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](http://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: (571) 317-3122

Access Code: 996-133-693

*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.*

***To facilitate consideration of comments and questions regarding the 40B project eligibility / site approval process, please email your questions/comments in advance (or during meeting) to [selectmen@wnewbury.org](mailto:selectmen@wnewbury.org). Verbal questions/comments will be allowed during the meeting, but providing written questions/comments will help us to facilitate a more efficient and productive meeting.***

*The meeting was called to order at 6:03 p.m. by Chairman David Archibald.*

**Participation at the Meeting:**

- ❖ Board of Selectmen: David Archibald and Richard Parker (Kemper absent)
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Fire Chief Michael Dwyer and Police Chief Jeffrey Durand
- ❖ Health Agent Paul Sevigny
- ❖ Water Superintendent Michael Gootée
- ❖ Conservation Agent Bert Comins
- ❖ Town Planner Leah Zambernardi
- ❖ Open Space Committee; John Dodge and Wendy Reed

**Regular Business**

- A. 40B Project Eligibility/Site Approval application submitted to MassHousing by Cottage Advisors MA, LLC for property at 28 Coffin Street and 566 Main Street:
- a. Summary of project eligibility/site approval process and timeline (*est. 10 min*);

Town Manger Angus Jennings gave a summary of the process noting that the developer cannot apply for a comprehensive permit (40B) locally with the Zoning Board of Appeals (ZBA) until they receive a project eligibility letter from MassHousing. Normally, the Town would have 30 days to provide any comments on the project; however, due to current circumstances, a 75-day extension was granted lengthening the comment period to June 14th. The Town is seeking comments from residents, town departments and Boards/Commissions/Committees to submit in single letter to MassHousing. Town Manager Jennings read aloud the criteria listed in 760 CMR 56.04 in which a PE determination is made.

If project eligibility/site approval is granted, the developer would be eligible to file a 40B comprehensive permit application for waivers needed to proceed, and the ZBA would hold public hearings at that time.

- b. Call for preliminary comments from Town departments and representatives for Town Boards / Commissions / Committees (*est. 15-20 min*);

Public Safety, Health, Water, Conservation, Planning and Open Space leaders were available to provide comment and answer questions about the project.

- c. Call for preliminary comments from residents (*limit 2 min. per speaker*);

Many residents participated in the conversation expressing concern about the significant scale of the project that would result in a 10% rise in population occurring on 1% of the Town's land; and, the negative impact it would have on town resources, water supply, traffic, and stormwater runoff.

- d. Review of next steps in process.

Town Manager Angus Jennings stated that an update will be provided at the next scheduled Board of Selectmen meeting on April 28<sup>th</sup> to summarize this discussion and set out the next steps in the process. There will be at least one more dedicated meeting during the comment period and staff will be preparing a FAQ page based on questions/comments received.

**The meeting was adjourned at 7:41 p.m. by Chairman David Archibald**

**Respectfully submitted, Jennifer Walsh**

## TOWN OF WEST NEWBURY

## FAQs about Proposed 40B development off Coffin Street &amp; Main Street

**Q** This project is not environmentally or demographically warranted. Developer generalizations in its application about protecting wetlands and forests (trees) is fatally lacking in concept and detail. Prior experience with the same developer suggests that appropriate mitigation and protections will not be forthcoming.

**A**

**Q** This project is out of proportion to the size and character of the surrounding area, one of the criteria in the state standards for this type of project.

**A**

**Q** This project creates a safety hazard for pedestrians and bicyclists due to large increase in automobile traffic on Coffin street.

**A**

**Q** What processes or mechanisms will the Town be using to determine the increased demands on Town budgets resulting from a sudden increase in population? For instance, homes with school children (appropriately) tend to be net negative in terms of tax base. Increased demand on water resource capacity, social services, etc. may be expected to increase costs for ongoing services and for capacity requiring capital improvements. How will the Town be considering questions such as its finite borrowing capacity (and muni bonds are not doing well in COVID 19 world) vs borrowing for the no-known-use Carr Post?

**A**

**Q** What mechanisms will the Town be able to use to protect itself and the ensuing 40B development homeowners' association from problems this developer leaves behind? For instance, this developer has a history, as seen at Follansbee, of manipulating wetlands and drainage in a way that requires ongoing HOA responsibilities for inspection and maintenance of elaborate stormwater management systems--which obligations the HOA may be unaware of or unable to cope with, ultimately potentially devolving responsibility to the Town.

**A**

**Q** The Town determined the appropriate zoning for this property is Rural/Agricultural/Light Residential. A neighborhood of 152 (66 of those duplexes) and 638 cars does not come close to meeting any of these three.

**A**

**Q** The scale and scope do not fit the character of the town, or benefit the community, but puts extreme burden on town services, traffic, safety, and the environment.

**A**



**Q** This would “pour” approximately 450+ people (10% increase to the town’s population) in a very short period-of-time, attempting to fit this into a square acreage of .76 (less than 1%) of the town’s size. That development is being crammed in.

**A**

**Q** Plan calls for parking of 600+ cars that would be added to the town roads. This presents considerable traffic and safety issues, with little to no access to sidewalks near the entrance/exits emptying onto a rural country road, Coffin Street and small Main Street. What concerns does Public Safety/the Town have and how would this be handled?

**A**

**Q** What are the plans to perform an “environmental impact study? How does the town propose this would be handled?

**A**

**Q** Given the difficulties to operate in the restrictions of the COVID-19 pandemic, and the importance, scope and scale of the proposed 40B project in order to properly perform due diligence on many aspects of the plan, what options are there to postpone this application approval process?

**A**

**Q** This development turns Coffin St (a rural road) into a “main” road, unable to handle this traffic. Adding high traffic roads up against homes previously set far away from street frontage with no sidewalks-How would this be handled?

**A**

**Q** Coffin Street is old and narrow now serving the 28 homes on it. The new development road will funnel the majority of its vehicles on to Coffin Street. Residents will take the shortest route from this development to the public road meaning narrow Coffin Street will be taking the brunt of the development. Coffin street is ill equipped to handle the vehicles of over 100 new houses - 250+ cars. What provisions will be made to allow Coffin Street to safely accommodate this increase in Traffic? Can there be a way Main Street takes at least half or more of the vehicles?

**A**

**Q** Would narrow Coffin Street be used for the heavy trucks and traffic during the building of this development? What is the construction schedule? Will the construction be in phases?

**A**

**Q** Reduction in Quality of Life for All Residents - A sudden 10% increase in the town’s population, which this development would bring, would place undue burden on other town services that would adversely impact all town residents and downgrade quality of life for everyone.

**A**

**Q** Severe Traffic Dangers - Residents traveling on Main and Coffin Streets. would take their lives in their hands every time they got in their cars for necessary errands. This would be especially true on Coffin St. where currently two points of egress from this development are planned. Coffin St. is too narrow

a rural road for a volume of traffic to pass easily and too hilly for cars to see each other coming, even in the daylight under optimum conditions plus Coffin has two very dangerous curves with poor visibility from each direction. I have driven Coffin St. for 35 years and am still always on my guard, especially now that folks constantly drive in the middle of the road and you cannot see them until they are very close. It is a dangerous road today and would become deadly with even half the traffic this new development would add.

**A**

**Q** **Water Insufficiency** - It is documented that the needed supply town water is already an issue and this enormous project would make it more difficult and/or more costly for those on town water. Alternatively, if this project were to seek well water, it would make such a demand that those of us in the area on well water would run dry.

**A**

**Q** **Wildlife Endangerment** - The scale of this project would severely constrict an already shrinking wildlife habitat and endanger or kill certain wetland-dwelling protected and endangered species.

**A**

**Q** **Project Plan Not a Fit for our Town** - There are many more specific issues related to this project that others have addressed in comments submitted to you that demonstrate that it is not at all well thought out. 40B projects of this size are meant for urbanized areas close to public transportation or densely populated suburban areas, not rural areas with narrow roads and well water dependency.

**A**

**Q** **Developer's History of Broken Promises/Legal Trouble** - This particular developer promises much but does not deliver what he says he will. Residents I know from River Hill (Follinsbee Lane off Whetstone St.) are now suffering from broken promises made by Cottage Advisors. Also, it has come to my attention that this developer is currently facing legal action relative to a new development of his in Wells, Maine. West Newbury should not allow another development by this developer to create problems for residents and the Town.

**A**

**Q** "Upon submittal of a 40B application, the Town would also be eligible to pursue a technical assistance grant which would support dedicated consultant support to the ZBA during the 40B review and hearing process, and would do so." Who is the town going to hire and what criteria are they going to use to evaluate the project to determine if it's in the town's interest?

**A**

**Q** Chapter 5 of the Town of West Newbury Housing Production Plan 2018-2022, sets goals for achieving 10% affordable housing. The Housing Production Plan (HPP) also states, "If a community has a DHCD-approved HPP and is granted certification of compliance with the plan by DHCD, a decision by the Zoning Board of Appeals (ZBA) relative to a comprehensive permit application will be deemed "consistent with local needs" under MGL Chapter 40B. "Consistent with local needs" means the ZBA's decision will be upheld by the Housing Appeals Committee." Is the West Newbury HPP DHCD-approved and certified?

**A**

**Q** Applicant states “It is a pedestrian friendly neighborhood with sidewalks that is within a mile from Town Hall, Open Space and Trails, Playgrounds and Schools” and checked off Pedestrian Friendly. The property is not within one mile of the center of town, and there are no sidewalks on Coffin Street or by 566 Main Street. It is unsafe to walk on these roads, so the term Pedestrian Friendly is inaccurate. Will there be plans to construct sidewalks on Main Street to accommodate access to the sites stated above?

**A**

**Q** Bald eagles have been sighted on River Road, and the site contains considerable acreage of wetlands. Will there be a comprehensive animal and bird habitat and endangered species study?

**A**

**Q** The proper location and extent of wetlands is critical to the project, and any increase in the wetland areas will probably reduce the project size. It is critical that a peer review consultant is hired to review the wetlands line because wetlands are determined by soil as well as vegetation and there is room for interpretation in establishing a wetland line. Will the Conservation Commission hire a peer reviewer and require the applicant to pay the cost?

**A**

**Q** The By-Right Plan shows 38 buildable lots, yet lots 13, 14, 15, 17, 24, 25, 26, 27, 28, and 36 contain soils that are not conducive to septic systems. How are the applicants planning to address this challenge of sewerage treatment?

**A**

**Q** The plan does not account for storm water management areas. The excess storm water has to be collected, held and released in a manner that does not cause damage to neighboring properties. The applicant has planned the construction of homes to the limits of the land that border properties 39-54 Coffin Street and 10 Cortland Lane and hasn't left any land on which to construct detention basins. The plan, as developed, utilizes most of all of the non-wetland areas of the site and leaves little room for storm water management areas that are necessary, and the grading needed to accommodate the project. Where can a storm water management area of adequate size be located near the Coffin Street access to reduce peak flow to Coffin Street?

**A**

**Q** The viability of Coffin Street and safety of residents who use that roadway is my first concern. Coffin is a narrow country road that cannot withstand the increase in daily traffic that the added automobile use will produce. Many people walk their dogs, cycle and run along this road with no shoulder space, blind hills and corners. If widening and changes to the road are to be done, it will simply increase driver speed and add to safety concerns. Beyond Coffin Street, River Road has numerous sections without rails and shoulders along the Merrimack River. Dramatically increasing the number of drivers who regularly use that road will also increase the probability of off-road accidents. An access road on Main Street is an additional safety concern along a residential area where the traffic speed and current volume of cars and trucks on route 113 is already a worry. In all

of these instances the principle that every system is designed to get the results it gets applies. If we create unsafe conditions for driving, walking, cycling and running, someone will get hurt.

**A**

**Q** I join my fellow town residents in expressing distress that these changes will forever alter the character of the town. Together we have endeavored to retain a small-town character by preserving open space, having an open, representative town meeting, supporting a reasonably sized youth sports program and celebrating our identity and history together as a community. Please don't let money lead the way to turning West Newbury into Amesbury or Groveland where growth inconsistent with the town's capacity has led to financial and management problems.

**A**

**Q** The proposed development is unsuitable for the town because it fails to consider West Newbury's values and character as a town. The volume of housing proposed will put pressure on groundwater, on town systems and services, and traffic feeding into Route 113. It also renders valuable farmland unusable; the land in question for development is prime farmland and is a key part of the local agricultural supply chain.

**A**

**Q** A summary of 40R regulation, which I believe is the regulation under which Cottage Advisors will be constructing the housing development off Coffin Street, states "Chapter 40R seeks to substantially increase the supply of housing and decrease its cost by increasing the amount of land zoned for dense housing." West Newbury zoning by-law states:

5.A.1. Purpose

1. The Residence A and B Districts are intended to provide low density residential, rural and agricultural areas.
2. The Residence C District is intended as a primarily residential area.

Is there a requirement to change the zoning of the property at 28 Coffin from "low density residential" to "dense housing"?

**A**

**Q** Are all conditions related to new construction automatically null and void due to the 40R regulation and the current application? What authority can the Town retain with regard to its zoning by-laws? I came across the following section:

5.A.4. Uses permitted in the Residence B and C Districts on a Special Permit granted by the Planning Board subject to appropriate conditions where such are deemed necessary to protect the neighborhood or the Town in accord with the provisions of Section 8.A.

a. Dwelling containing not to exceed four (4) units, provided that:

1. i) The lot shall have at least four (4) times the minimum lot area for the District in which it is located.
2. ii) The units are serviced with Town water.
3. iii) No such structure shall be constructed or placed on land shown as Medisaprists, Scarborough, Ipswich or Westbrook Soils, or on soils listed in Table 16 as having frequent flooding and/or

depth to water table of less than six (6) feet, and shown on a map or maps contained in the “Soil Survey of Essex County, Northern Part”, U.S. Department of Agriculture, Soil Conservation Service, February 1981, on file with the Planning Board and the Town Clerk.

4. iv) The structure shall be designed to conform to the natural terrain.
5. v) The structure shall be of an architectural style which is compatible with the prevailing style in the area in which it is located.
6. vi) All parking shall be located to the rear of the front setback line.

**A**

**Q** Will the Town hire an outside specialist to address the nature of the soil, and wetlands, contained on this property?

**A**

**Q** Since Riverrun Farm abuts the wetlands on the west side of this site, I am concerned both for water table problems due to deforestation, road and house building and for storm water abatement to those same wetlands. My pastures, vegetable garden, and even my lower barn in that area will suffer and perhaps become unusable. There does not seem to be any room in the site plans for any storm water abatement in that area nor on the east side above the abutting houses on Coffin Street. The developer may not be aware of the issues that arose during the “Mother’s Day Flood” several years ago. I fear for a repeat of that debacle unless adequate storm water abatement is provided. Related to that issue is a question about the septic system this project will have. Since it will be one mega system, I am concerned about the addition of all the wastewater, no matter how clean, on this same wetland area on the west side of the project. The proposed septic system is sited directly uphill from this wetland area and I am concerned the discharge will also end up in there, as well as in the back of several of the units that are also downhill from it.

**A**

**Q** I have a question about the 40B procedure, if this application is successful and it is then determined that wetlands delineation or storm water abatement needs necessitate decreasing the number of units the developer is currently proposing. Would this be considered an “economic hardship” which the developer could use to force construction of this number of units?

**A**

**Q** I am concerned that access to the National Grid ROW is not included in the site plan. I have allowed National Grid access to this area for routine and extraordinary maintenance as well as for construction projects for over 22 years. I am aware of a future construction project and National Grid’s concerns about both access and the closeness of some of the units to the ROW. If there is a proper road near the ROW, it makes sense to access the ROW in that area rather than disrupting my business and farm.

**A**

**Q** I am concerned for the wetland and environmental impact of the proposed 40B project on the Beaucher property off Coffin Street. In its current state the development seeks to install 152 housing

units. Given the scope of the project it has raised my concern for the potential impact to surrounding wetlands and natural habitats. The MassDEP Wetland and Wetland Change Area Map highlights not only the wetlands on the Beaucher property and surrounding wetlands those feed, but critical wetlands nearby. The Town of West Newbury's 2018 Open Space and Recreation Plan, illustrates critical habitats and wetlands along Coffin Street that lead to the Merrimack River. This area has been delineated as "Core Habitat", "CH wetlands", "CNL Upland Wetland Core", "CNL Upland Aquatic Core", and "CH Priority Natural Community". Furthermore, the 2018 Open Space and Recreation Plan specifically delineates a number of areas within the Beaucher property to be "Prime Farmland" and "Farmland of Statewide Importance". I hope you will further investigate the potential impact to the area with a wetlands scientist and environmentalist who will report on the town's behalf. Given the magnitude of the development, I believe it is important to exercise due diligence and ensure critical habitats and natural wetland areas will not be negatively impacted in the process. I certainly understand the need for affordable housing, particularly amongst our seniors. However, I would not want to see the area overbuilt to such an extent it compromises the health and welfare of current residents or jeopardizes and harms critical wetlands and habitats. The nesting bald eagles along River Road have certainly reminded us of its importance.

**A**

**Q** Will the Town be contacting the Massachusetts Environmental Policy Act (MEPA) Office? The site work described in the Cottage Advisors proposal indicates that it would exceed MEPA's environmental thresholds.

**A**

## Town Manager

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**From:** [REDACTED]  
**Sent:** Tuesday, April 21, 2020 11:19 AM  
**To:** Town Manager; Howard Chip Hall  
**Subject:** Site Visits

Hi Angus, I have copied Chip on this email as well for ease of coordinating.

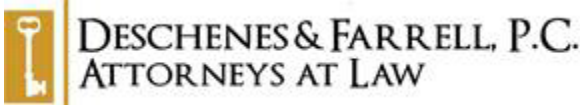
We can make ourselves available any day during the week of the 27<sup>th</sup>. The only exception is Thursday.

I think it would be helpful to have Chip on site to guide the Board since the site is so large. Obviously, we would abide by all social distancing requirements. Depending on schedules and number of people we could do more than one site visit as well so we don't exceed 10 people.

Please let us know how you would like us to proceed.

-Melissa

Melissa E. Robbins, Esq.



[REDACTED]

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**Town Manager**

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**From:** David Archibald  
**Sent:** Wednesday, April 22, 2020 1:25 PM  
**To:** Town Manager  
**Subject:** Agenda

I'm going to take the cyber security webinar today so put that at the end I can give a brief update Archie

Sent from my iPhone



## Town Manager

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**From:** Town Manager  
**Sent:** Thursday, January 30, 2020 1:11 PM  
**To:** Maryann Marino  
**Cc:** Jennifer Walsh (finance.admin@wnewbury.org)  
**Subject:** RE: Additional information on MIIA CyberNet

Thanks for your call yesterday. We look forward to digging into this once the present crush of budget, capital planning and town meeting warrant articles ebbs. We'll reach out when the time comes.

Angus

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

**From:** [REDACTED]  
**Sent:** Thursday, January 30, 2020 12:41 PM  
**To:** Maryann Marino <mmarino@mma.org>  
**Subject:** Additional information on MIIA CyberNet

Dear Cyber Administrators,

Thank you for participating in MIIA's CyberNet Program. We hope that you are progressing well with your exploration of the platform and that we have been able to address any questions you have had to date. If you have not yet registered and would like any guidance, please don't hesitate to contact me and I will be happy to work with you to facilitate the process.

Attached for your information, is a brochure that provides more details on the program itself including recommendations for specific trainings. Also attached is the tip sheet which participants received at the recent Annual Meeting workshop on Cyber Security.

We look forward to your feedback on this new initiative.

Mary Ann Marino

[REDACTED] t

## Town Manager

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**From:** [REDACTED]  
**Sent:** Tuesday, January 7, 2020 5:12 PM  
**To:** Maryann Marino  
**Subject:** MIA CyberNet  
**Attachments:** Cyber administrator role.docx; cyber users upload template.xlsx; cyber training sheet (4).xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

January 7, 2020

Dear Member,

Thank you for agreeing to take on the role of Cyber Administrator for your municipal entity. On January 8, 2020, as per our recent communication, MIIA will add a training tracking and assignment feature to its current cyber training program. This feature will be accessed through the **Cyber Training (tracked) & Resources** quick link on the MIIA website.

As a Cyber Administrator, the first step will be setting up your municipal entity through the Cyber Training (tracked) & Resources quick link. You will need your municipal DOR (Department of Revenue Code) to register. If you do not know this number, please feel free to contact Mary Ann Marino at [REDACTED] and she will provide you with it. Once you have registered yourself as an Administrator, you will be able to register others and assign specific roles to them, should you wish, such as managers, department heads and individual employees. At any time during the process, if you have any questions, you may contact Mary Ann and she will walk you through the process including registering multiple employees at once through the attached excel sheet.

As a Cyber Administrator, you will also have the ability to run reports to track your own employees' cyber training.

Please note that with regard to MIIA Rewards credits, any training that is done through the Cyber Training (tracked) & Resources feature will not require submission of a certificate because the system will make this information available to MIIA and the member by running a training report.

The following documents are attached to this email:

- A description of how to register as a Cyber Administrator, how to register others from your municipality, what each role's permissions are and how to assign specific courses.
- Upload sheet (excel) for uploading multiple employee users at one time
- Suggested cyber training

We hope that as you take the time to explore this new resource you will find it a useful tool in your "cyber arsenal" along with the additional resources available through the MIIA CyberNet Training Program.

Within the next 2 weeks, Mary Ann will be in contact with you. Please forward any questions to her in the meantime.

Lin Chabra  
MIIA Member Training Manager  
[REDACTED]

Mary Ann Marino  
Administrative Assistant  
MIIA Loss Control  
One Winthrop Square  
Boston, MA 02110

# BEST PRACTICES FOR CYBER SECURITY

## 1 IDENTIFY OUR KEY ASSETS

- What do we use?
- What is vital to operations?
- Who manages the asset?

## 2 BACKUP OUR ASSETS

- Resilience to disasters
- Testing the backups
- Physically distribute

## 3 CONTROL ACCESS CAREFULLY

- Minimize permissions
- Multi-person approvals
- Audit access logs

## 4 USE STRONG PROOF OF IDENTITY

- Multiple authentication
- Hardware tokens
- Biometrics

## 5 ENGAGE THE TEAM

- Employees
- Contractors
- Vendors

## 6 CREATE A RECOVERY PLAN

- Insure assets/recovery
- Know reporting laws
- Ensure mission continuity

## 7 QUESTION ONLINE INTERACTIONS

- Email may be phishing
- Links may invite malware
- Social engineering is common

## 8 USE TRUSTWORTHY NETWORKS

- Use VPNs when possible
- Only use secured WiFi networks
- Attacks possible via unknown WiFi

## 9 USE A FIREWALL

- Corporate firewalls at work
- Software firewalls at home
- Experts can help tune firewalls

## 10 EDUCATE YOURSELF

- IT trainings about latest threats
- Ask questions about risks
- Learn and follow best practices

Cyber security best practices compiled by Dr. Craig Shue, Worcester Polytechnic Institute for MIIA, January 2020.

**For more information on Cyber Security practices – there is a wealth of in-depth information available for members on the MIIA website. Visit [eMIIA.org](http://eMIIA.org)**



CONTACT YOUR MIIA ACCOUNT EXECUTIVE FOR MORE INFORMATION.  
ONE WINTHROP SQUARE, BOSTON, MA 02110 800.882.1498

**MIIA**

A MEMBERSHIP SERVICE  
OF THE MASSACHUSETTS  
MUNICIPAL ASSOCIATION



# Cyber Liability Protection

Our CyberNET® Coverage is tailored to meet the needs of all municipalities – protecting the systems that support police, fire, schools, public works and management operations.

Cyber security has become a priority in municipalities since a cyber incident can compromise a municipality's ability to provide services and information to its employees and residents. In 2019 MIIA introduced a Cyber Liability Protection Program which members currently participate in. Our CyberNET® Coverage is tailored to meet the needs of all municipalities – protecting the systems that support police, fire, schools, public works and management operations.

MIIA offers a comprehensive suite of data security and privacy insurance solutions that are custom-tailored for your municipality. Unlike other cyber policies, MIIA's Cyber Liability provides a range of coverages with flexibility to fit your unique needs, including:

- Breach Event Costs, Voluntary Notification Expenses and Proactive Privacy Breach Costs
- Broad Cyber Crime coverage includes coverage for Financial Fraud, Telecommunications Fraud, and Phishing Attacks. Multimedia Liability, Security and Privacy Liability, Privacy Regulatory Defense and Penalties, Breach Event Costs, Dependent Business Interruption, BrandGuard®, Cyber Extortion, Cybercrime, PCI DSS Liability
- Network Asset Protection – Coverage for income loss, interruption expenses, and data recovery costs incurred due to a variety of causes, from accidental damage of electronic media to cyber-attacks. Support from an expert panel of attorneys, claims examiners and specialized vendors ready to assist you in the event of a breach
- Full prior acts coverage is available, subject to underwriting review
- A separate defense cost limit

## Personalized Support and Risk Management

MIIA's CyberNET® Protection includes access to expert cyber risk advisors when you need them, plus 24/7 online training courses, sample cyber risk policies and procedures, as well as guidance with sample contract provisions that can be added to vendor agreements to reduce cyber risk exposure.

MIIA is focused on helping you and your organization mitigate the risk and impact of a cyber breach.

The Cybersecurity and Infrastructure Security Agency (CISA), Multi-State Information Sharing and Analysis Center (MS-ISAC), National Governors Association (NGA), and the National Association of State Chief Information Officers (NASCIO) have called for all levels of government to focus on the following areas.

### 1. Back-Up Your Systems Daily

### 2. Reinforce Basic Cybersecurity Awareness and Education

### 3. Revisit and Refine Cyber Incident Response Plans

In response to **2. Reinforce Basic Cybersecurity Awareness and Education** consider the following training program.

## Cyber Security Training

Get 'cyber smart' with 15 online courses, including:

- Data Security Basics
- Social Engineering and Phishing Schemes
- Ransomware Attacks

MIIA is recommending the following Cyber Training for all employees:

Course	Minutes
<b>Introduction to Breaches</b>	
Threats of a Data Breach	10
Employee Mistakes	10
Laws & Regulations	8
<b>Total minutes for module</b>	<b>28</b>

<b>Social Engineering</b>	
Phishing	20
Ransomware	8
Spear-Phishing	10
<b>Total minutes for module</b>	<b>38</b>

<b>Data Security Basics</b>	
Malware	12
Password Best Practices	10
Public Wi-Fi	8
<b>Total minutes for module</b>	<b>30</b>

<b>Safeguarding Information</b>	
Safeguarding information	20
<b>Total minutes for module</b>	<b>20</b>

Course	Minutes
<b>PCI Training Series</b>	
Identifying Fraudulent Payment Cards	10
Inspecting Credit Card Machines	8
<b>Total minutes for module</b>	<b>18</b>

NEEDED TRAINING IF NON-US EMPLOYEES

<b>GDPR Training</b>	
GDPR Awareness Training	20
<b>Total minutes for module</b>	<b>20</b>

OPTIONAL TRAINING

<b>HIPAA</b>	
<b>For Personnel dealing with Health Records</b>	
Privacy Basics	40
Privacy Basics 2	40
<b>Total minutes for module</b>	<b>80</b>

Tracked Training is accessed by going to [emiia.org](http://emiia.org) and clicking on the Quick Link Cyber Training (tracked) & Resources. In order for a municipality to be able to track and assign curriculum they must identify an administrator and notify Mary Ann Marino at [miiacybertraining@mma.org](mailto:miiacybertraining@mma.org). She will coordinate employee training access for employees with your municipal Cyber Administrator.

**MIIA also has the ability to provide tailored trainings such as:**

**Phishing Simulation** – available to MIIA members at no additional charge. If interested, each member would reach out to ePlace, MIIA's Cybernet@ partner and set up a call with one of the Cyber Security Risk Practice Managers. Each member would need to provide a list of names and emails for individuals who should receive the phishing emails. Once sent, ePlace collects the data and provides an excel spreadsheet directly to the member with the results of the simulation.

**Tabletop Exercises** – available to MIIA members; however, there is an additional charge associated with this resource. ePlace would put together customized training and plan a workshop either over the phone or in person with the member's key decision makers.

## Cyber Security Resources

### Risk Management Guidance to Implement Preventative Measures

- Incident Response Planning – List the Incident response option on second page of “Protect your Municipality...” i.e. Getting the Board on Board, archived webinar
- Best Practice Guidelines
- Risk Assessment & Fitness Checklist

### Compliance Material to Keep Your Organization Up to Date

- State and Federal, Industry Specific
- Data Protection Guidelines
- Links to government sites

If you have any training questions please contact your Risk Manager or Lin Chabra, [lchabra@mma.org](mailto:lchabra@mma.org) or Mary Ann Marino, [mmarino@mma.org](mailto:mmarino@mma.org) 617-426-7272 x250 and 262 respectively.

### Expert Breach Response and Claims Handling

A cyber liability solution that provides more than a robust insurance policy. A team of experts is available to help you:

- Mitigate data and privacy risks
- Prepare an incident response plan
- Recover from a data breach or privacy incident
- Restore your customers' and employees' trust

Working in close coordination with nationally- recognized privacy and security experts, the claims team is at your side every step of the way. Risk Management Resources and tailored trainings are accessed by members going to [emiia.org](http://emiia.org) and clicking on the Quick Link Cyber Training (nontracked) & Resources or Cyber Training (tracked) & Resources.

12/12/19



### Report a Cyber Breach

If you need to report a suspected breach, contact MIIA immediately at (800) 526 - 6442. The number is attended during regular business hours and an option for contact with emergency staff is available for after-hours response. It is critically important to report suspected breaches as soon as you become aware of the potential issue.

You may also send information to [miaclaims@mma.org](mailto:miaclaims@mma.org).

**CONTACT YOUR MIIA ACCOUNT EXECUTIVE FOR MORE INFORMATION.**



## Town Manager

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**From:** Town Manager  
**Sent:** Wednesday, April 22, 2020 12:50 PM  
**To:** David Archibald  
**Subject:** FW: YTD revenues  
**Attachments:** Revenues YTD 4-21-20.pdf; FY21 budget workbook - revenues - 4-21-20.pdf

Below FYI. I did get a response from Stephanie yesterday afternoon confirming that yes, of the highlighted accounts on the first attachment, all but two are “rolled up” in the reporting to DOR. (The two that don’t are water indirect costs, which are reported in a separate place in the Recap, and the mooring permit revenue, which is only \$400). Without working with her more directly I wouldn’t guess what category they all appear in. But if I aggregate the numbers (the FY20 YTD sum in the second attachment) with the \$110,149.03 in revenue lines I didn’t “roll up”, I can tell you that we’re 63.8% on non-property tax collections (compared to 80.8% of the year). However, one other caveat: any revenues that have come in since Stephanie was out, and for some period of time prior to that (due to lag time between Treasurer reporting revenues to Accountant, then Accountant posting them) would not be reflected in these numbers, since they wouldn’t have been posted in her absence.

You can see in the attached where we are with property tax collections, at 73.3%.

**Please let me know if you’d still like this item on Tuesday’s agenda, and if so whether this and attached is adequate backup. Thanks**

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**From:** Town Manager  
**Sent:** Tuesday, April 21, 2020 3:38 PM  
**To:** Town Accountant <townaccountant@wnewbury.org>  
**Subject:** YTD revenues

Hi,

I’m really hesitant to send you an email, as I don’t want to implicitly encourage you to check your work email. I think you should really unplug and focus 100% on recovery/recuperating.

With that said, I do see you on email, and have one question that may be relatively easy for you to answer.

For next week’s BOS mtg I’ve been asked to report on YTD revenues compared to projections, and what FY21 revenue lines may be negatively affected by COVID-19.

I have some ideas on the second question – excise, state aid, possibly permitting application fees. Re the first question, I thought this would just be a matter of keying YTD revenues into the FY20 projected revenues we included in the Recap. However, in reviewing the account structure I have a lot of questions as to whether the highlighted accounts (first document attached) should be “rolled up” into the numbers included in the budget workbook (second document attached). I think the answer is yes.

I’m not looking for you to answer this for each account highlighted. However if you could give me a quick response that yes, some/all of those accounts should be reflected in the reported revenue; or no they shouldn’t – that would at least let me know if I can get this done for next week’s BOS mtg or if I should tell them it will wait until you’re back in the office. (The latter would be ok, they understand we’re seriously short-staffed). I picked this up this morning hoping it would be relatively simple to get done.

Thanks,  
Angus

Angus Jennings, Town Manager



<b>Revenue Budgeting Worksheet</b>													
	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Estimate	2019 Actual (unaudited)	2020 Estimated	2020 (YTD as of 4/21/20)*	YTD (%)	Five Year Rolling Average	90% of Five year Rolling	2021 Estimate (Town Acct.)
Motor Vehicle	\$ 640,052	\$ 665,622	\$ 691,907	\$ 734,824	\$ 774,583	\$ 701,400	\$ 806,885	\$ 810,000	\$ 365,769	45.2%	\$ 734,764	\$ 661,288	\$ 810,000
Other Excise	\$ 2,083	\$ 2,027	\$ 1,829	\$ 1,909	\$ 2,311	\$ 2,032	\$ 1,140	\$ 1,600	\$ 1,516	94.8%	\$ 1,843	\$ 1,659	\$ 1,600
Pen & Int Taxes & Excise	\$ 61,117	\$ 42,727	\$ 42,297	\$ 39,633	\$ 46,203	\$ 39,000	\$ 40,657	\$ 40,895	\$ 35,016	85.6%	\$ 42,303	\$ 38,073	\$ 45,000
PILOT	\$ 10,292	\$ 10,020	\$ 13,209	\$ 12,218	\$ 5,778	\$ 5,000	\$ 13,203	\$ 14,000	\$ 3,645	26.0%	\$ 10,885	\$ 9,797	\$ 15,000
Rentals	\$ 145,976	\$ 151,762	\$ 138,666	\$ 148,620	\$ 161,255	\$ 145,000	\$ 143,168	\$ 145,000	\$ 120,400	83.0%	\$ 148,694	\$ 110,344	\$ 150,000
Other Dept Rev	\$ 19,368	\$ 31,739	\$ 18,946	\$ 59,118	\$ 65,009	\$ 38,000	\$ 17,004	\$ 17,000	\$ 7,236	42.6%	\$ 38,363	\$ 34,527	\$ 38,000
Lic & Permits	\$ 197,550	\$ 199,487	\$ 244,413	\$ 175,404	\$ 156,494	\$ 130,000	\$ 253,113	\$ 220,000	\$ 147,194	66.9%	\$ 205,782	\$ 185,204	\$ 230,000
FEMA intergovernmental							\$ 111,818	\$ -					\$ -
Fines & Forfeits	\$ 25,859	\$ 22,075	\$ 23,908	\$ 16,473	\$ 17,278	\$ 10,000	\$ 12,631	\$ 15,000	\$ 8,001	53.3%	\$ 18,473	\$ 16,626	\$ 18,000
Invest Income	\$ 15,227	\$ 26,844	\$ 35,191	\$ 40,881	\$ 43,846	\$ 40,000	\$ 90,414	\$ 70,000	\$ 41,812	59.7%	\$ 47,435	\$ 42,692	\$ 50,000
Misc Recurring	\$ 1,394	\$ 4,348	\$ 3,168	\$ 13,931	\$ 29,304	\$ 10,000	\$ 93,907	\$ 26,000	\$ 26,000	100.0%	\$ 28,932	\$ 26,038	\$ 30,000
Misc Non-recurring	\$ 63,517	\$ 2,223	\$ 12,802	\$ 12,795	\$ 3,089	\$ -	\$ 19,946	\$ -	\$ -		\$ 10,171	\$ 9,154	\$ -
<b>Total</b>	<b>\$ 1,182,435</b>	<b>\$ 1,158,874</b>	<b>\$ 1,226,336</b>	<b>\$ 1,255,806</b>	<b>\$ 1,305,148</b>	<b>\$ 1,120,432</b>	<b>\$ 1,603,886</b>	<b>\$ 1,359,495</b>	<b>\$ 866,737</b>	<b>63.8%</b>	<b>\$ 1,287,646</b>	<b>\$ 1,135,401</b>	<b>\$ 1,387,600</b>

Net of FEMA: \$ 1,492,068

\* April 20 is 80.8% through FY20.

**Change in estimated local receipts, FY19 to FY20 (estimated): \$ (244,391)**

**Change in estimated local receipts, FY20 to FY21 (estimated): \$ 28,105**

**Notes**

Misc. Recurring budgeted amount (\$26k) reflects Pentucket payment to offset SRO costs.

FY19 revenues were unusually high in part due to FEMA funds received as a result of Federal disaster declarations (snow) in March 2018.

Licenses & permitting revenues increased, and projected to increase, due to Inspectional Services fees increases (August 2018) and more recent Planning Board fee increases.

While YTD numbers are believed to be generally accurate, there is a lag in posting some revenues logged by Treasurer but not yet transferred to Accountant for posting.

FY20 YTD sum includes \$110,149 in revenues not included in list above, due to inability to review with Town Accountant. This amount is collected, but not yet categorized for MDOR reporting.

## Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-123-4841-618001	Indirect costs water	0.00	50,954.00	50,954.00	0.00
01-145-4110-202000	PP Tax Revenue 2020	-229,336.98	183,727.81	-45,609.17	80.11
01-145-4120-201800	Real Estate Tax Revenue - 2018	0.00	827.96	827.96	0.00
01-145-4120-201900	Real Estate Tax Revenue - 2019	0.00	110,648.78	110,648.78	0.00
01-145-4120-202000	Real Estate Tax Revenue - 2020	-13,869,750.56	10,164,162.10	-3,705,588.46	73.28
01-145-4142-000000	Tax Liens Redeemed	0.00	39,948.61	39,948.61	0.00
01-145-4150-201200	Motor Vehicle 2012	0.00	45.00	45.00	0.00
01-145-4150-201700	Motor Vehicle Exc. Rev 2017	0.00	129.27	129.27	0.00
01-145-4150-201800	Motor Vehicle Exc. Rev 2018	0.00	5,021.57	5,021.57	0.00
01-145-4150-201900	Motor Vehicle Exc. Rev 2019	0.00	121,391.52	121,391.52	0.00
01-145-4150-202000	Motor Vehicle Exc. Rev 2020	-810,000.00	365,768.62	-444,231.38	45.16
01-145-4161-201900	BOAT EXCISE REVENUE 2019	0.00	10.00	10.00	0.00
01-145-4161-202000	BOAT EXCISE REVENUE 2020	-1,600.00	1,516.00	-84.00	94.75
01-145-4170-000000	Penalties And Interest on Taxes	-40,895.00	35,016.03	-5,878.97	85.62
01-145-4171-000000	Penalties And Interest On Excise	0.00	12,686.18	12,686.18	0.00
01-145-4180-000000	In Lieu Of Taxes	-14,000.00	3,645.14	-10,354.86	26.04
01-145-4190-000000	Ch 61A Rollback Taxes	0.00	9,623.88	9,623.88	0.00
01-145-4321-000000	Municipal Lien Certificates	0.00	4,150.00	4,150.00	0.00
01-145-4360-000000	Rental - Town Other	-145,000.00	120,399.90	-24,600.10	83.03
01-145-4820-000000	Earnings On Investments	-70,000.00	41,811.66	-28,188.34	59.73
01-145-4840-000000	Other Misc Revenue	-43,000.00	33,235.62	-9,764.38	77.29
01-145-4843-000000	Vendor Refunds	0.00	648.79	648.79	0.00
01-161-4324-000000	Misc Town Clerk Rev	0.00	2,080.75	2,080.75	0.00
01-161-4325-000000	Filing Fees	0.00	1,700.00	1,700.00	0.00
01-161-4370-000000	Other Departmental Revenue	0.00	740.00	740.00	0.00
01-161-4410-000000	Alcoholic Beverage Licenses	0.00	800.00	800.00	0.00
01-161-4420-000000	Other Licenses	0.00	40.00	40.00	0.00
01-161-4421-000000	Dog Licenses & Fees	0.00	5,540.00	5,540.00	0.00
01-161-4456-000000	Other Misc Permits	0.00	425.00	425.00	0.00
01-161-4770-000000	Non-Criminal Disposition Fines	0.00	600.00	600.00	0.00
01-210-4322-000000	Police Reports	0.00	65.00	65.00	0.00
01-210-4323-000000	Police Serv Chg O/S Detail	0.00	4,059.70	4,059.70	0.00
01-210-4450-000000	Firearm & Related Permits	0.00	1,600.00	1,600.00	0.00
01-210-4770-000000	Court & Parking Fines	-15,000.00	8,000.63	-6,999.37	53.34
01-220-4451-000000	Fire Inspection/Permit Fees	0.00	5,500.00	5,500.00	0.00
01-240-4452-000000	Building And Occupancy	-220,000.00	147,194.00	-72,806.00	66.91
01-240-4453-000000	Wiring Permits	0.00	21,969.00	21,969.00	0.00

## Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-240-4454-000000	Plumbing & Gas Permits	0.00	17,649.00	17,649.00	0.00
01-510-4455-000000	Septic- Perc- Wells- Misc Bd	0.00	19,871.73	19,871.73	0.00
01-820-4610-000000	C.S. Elderly Exempt-C59/S5/41C	0.00	1,714.00	1,714.00	0.00
01-820-4611-000000	C.S. State Owned Land	-44,320.00	37,109.00	-7,211.00	83.73
01-820-4661-000000	C.S. Lottery- Beano- Charity	-314,642.00	261,520.00	-53,122.00	83.12
01-820-4662-000000	C.S. Veterans Blind Survig Sp	-15,855.00	2,734.00	-13,121.00	17.24
01-820-4663-000000	C.S. Veterans Benfts Reimb	-4,698.00	0.00	-4,698.00	0.00
01-820-4670-000000	C.S. CHAPTER 70	0.00	210.00	210.00	0.00
01-820-4682-000000	Extended Polling Elections- State	0.00	423.00	423.00	0.00
02-161-4971-201904	Transfer from GF to Ballot Tabulation	0.00	5,500.00	5,500.00	0.00
02-420-4971-021025	Transfers from GF to Tree Removal	0.00	50,000.00	50,000.00	0.00
02-420-4971-021026	Transfer from GF to Salter Unit	0.00	9,500.00	9,500.00	0.00
02-420-4971-201905	Transfer from GF to Dam Action Plan	0.00	12,000.00	12,000.00	0.00
02-510-4971-021023	Transfer from GF to Steele Landfil A2 STM 11419	0.00	11,500.00	11,500.00	0.00
02-510-4971-021024	Transfer from GF To Steele Landfill	0.00	66,000.00	66,000.00	0.00
02-610-4971-021027	Transfer from GF GAR Deh	0.00	5,000.00	5,000.00	0.00
20-171-4830-201004	Rec Res Wetlands Protection Fu	0.00	4,286.50	4,286.50	0.00
20-175-4970-201001	REV-Res for Appr-Inclusionry Housin	0.00	200.00	200.00	0.00
20-295-4450-201003	Mooring Permit Revenue	0.00	400.00	400.00	0.00
21-172-4142-000000	CPA Tax Liens Redeemed	0.00	136.28	136.28	0.00
21-172-4170-000000	CPA Interest and Penalties	0.00	877.32	877.32	0.00
21-172-4190-201900	CPA Surcharge Revenue 2019	0.00	2,514.61	2,514.61	0.00
21-172-4190-202000	CPA Surcharge Revenue 2020	0.00	250,228.38	250,228.38	0.00
21-172-4680-000000	CPA State Match Rev	0.00	169,258.00	169,258.00	0.00
21-172-4820-000000	CPA Earnings on Investment	0.00	18,662.69	18,662.69	0.00
24-199-4320-241007	Cable Peg Revenues-Ch44-53F 3/4	0.00	47,677.17	47,677.17	0.00
24-210-4320-241002	Police Cruiser Detail Fees Revenues	0.00	1,196.50	1,196.50	0.00
24-610-4320-241003	Library Revolving Revenue	0.00	612.32	612.32	0.00
24-630-4320-241001	Park & Recreation(44 53D)	0.00	6,750.00	6,750.00	0.00
24-630-4320-241004	Summer Rec Fees 2017-Ch44-53e1/2	0.00	9,863.50	9,863.50	0.00
25-210-4830-251001	Police Dept Gift Fund Rev	0.00	1,800.00	1,800.00	0.00
25-220-4830-251003	Fire Dept Gift Rev	0.00	100.00	100.00	0.00
25-291-4830-251004	Civil defense Gift Account	0.00	200.00	200.00	0.00
25-541-4830-251005	Council on Aging Gift Revenue	0.00	4,513.90	4,513.90	0.00
25-541-4830-251015	Food Pantry Gift Revenue	0.00	1,500.00	1,500.00	0.00
25-543-4830-251013	Carr Post Gift Receipts	0.00	15,655.79	15,655.79	0.00
25-610-4820-251006	Gar Library Gift Fund Interest	0.00	16.60	16.60	0.00

## Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
25-610-4830-251006	Gar Memorial Library Donations	0.00	250.00	250.00	0.00
25-699-4830-251012	Cultural Council Gif	0.00	325.00	325.00	0.00
26-510-4390-000000	Title V Betterment Not Yet Due	0.00	3,380.00	3,380.00	0.00
26-510-4704-000000	Septic Title V Interest	0.00	287.05	287.05	0.00
26-510-4750-000000	Septic Title V	0.00	2,975.75	2,975.75	0.00
27-122-4830-271002	Bicentennial Celebra Ch.44 S.53I	0.00	11,020.90	11,020.90	0.00
27-122-4950-271001	Ins Reimb Under \$20K	0.00	992.87	992.87	0.00
28-295-4580-291002	Pumpout Grant Rev	0.00	6,489.51	6,489.51	0.00
29-123-4680-291014	MVP Grant Receipts	0.00	25,000.00	25,000.00	0.00
29-200-4680-291002	2018 Doer Oata Green Community-Rev	0.00	12,000.00	12,000.00	0.00
29-210-4680-291016	MED Drug take-back Revenue	0.00	650.00	650.00	0.00
29-230-4680-291015	Training Grant Revenue	0.00	1,177.24	1,177.24	0.00
29-291-4680-291003	FY18 EPZ Local Prep Grant Rev	0.00	39,924.72	39,924.72	0.00
29-299-4680-291005	911 Suppt/Incent Grnt FY18 Revenue	0.00	678.00	678.00	0.00
29-299-4680-291006	2019-911 Training Grant-Revenue	0.00	16,754.39	16,754.39	0.00
29-420-4680-291017	Page School Playground Revenue	0.00	20,000.00	20,000.00	0.00
29-695-4680-291012	Arts Cultural Cncl State	0.00	4,800.00	4,800.00	0.00
29-695-4820-291012	Arts Cultural Cncl Interest	0.00	3.85	3.85	0.00
61-429-4173-000000	Water Interest & Demands	0.00	3,427.50	3,427.50	0.00
61-429-4210-000000	Water User Charges	0.00	458,882.78	458,882.78	0.00
61-429-4220-000000	Water System Development Rev	0.00	31,500.00	31,500.00	0.00
61-429-4820-000000	Water Earnings On Investments	0.00	37,163.88	37,163.88	0.00
61-429-4820-619001	Earnings on Investment-Water Stabil	0.00	5,252.00	5,252.00	0.00
61-429-4840-000000	Water Miscellaneous Revenue	0.00	89,195.28	89,195.28	0.00
75-919-4820-751001	Interest Earned- OPEB Trust General	0.00	-22,677.33	-22,677.33	0.00
75-920-4820-751002	Interest Earned - OPEB Trust Water	0.00	-2,477.54	-2,477.54	0.00
80-122-4800-801003	Elliot Charity Fund Loan Reimb -Exp	0.00	900.00	900.00	0.00
80-122-4820-801001	Stabilization Fund Interest	0.00	35,998.92	35,998.92	0.00
80-122-4820-801002	School Stabilization Interest	0.00	31,448.79	31,448.79	0.00
80-122-4820-801003	Elliot Charity Fund Interest Expend	0.00	4,215.56	4,215.56	0.00
80-122-4820-801005	Pension Stabilization Interest	0.00	4,417.22	4,417.22	0.00
80-122-4820-801006	T.Kennett Hosp Fund Interest	0.00	282.95	282.95	0.00
80-122-4820-801007	John J. Mcgrath Agriculil Interest	0.00	275.71	275.71	0.00
80-122-4820-801008	Bandstand Trust Fund Interest	0.00	61.39	61.39	0.00
80-122-4820-801009	Elwell Square Sign Interest - Expen	0.00	14.17	14.17	0.00
80-171-4820-801011	Conservation Fund Interest - Expend	0.00	895.71	895.71	0.00
80-610-4820-801012	Library Trust Int- Expendable	0.00	4,238.13	4,238.13	0.00

Parameters: Fiscal Year: 2020    Start Date: 7/1/2019    end: 6/30/2020

## Ledger History - Allocated Summary - Revenue Ledger

<u>Account Number</u>	<u>Name</u>	<u>Allocated</u>	<u>Expended</u>	<u>Ending</u>	<u>% Var.</u>
	111 Account(s) totaling:	-15,838,097.54	13,372,587.21	-2,465,510.33	84.43

## Town Manager

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**From:** DPW Director  
**Sent:** Wednesday, April 22, 2020 2:13 PM  
**To:** Town Manager  
**Cc:** Michael McCarron  
**Subject:** Soldiers and Sailors Memorial Building Status

Angus,

I just wanted to give you a status of the Soldiers and Sailors Building. I have been requested by Mike to get the asbestos flooring removed prior to bidding the project to save some funds. Last week I had a meeting with both vendors who has done prior work for the town for removal and oversight. They are preparing quotes and will have these to you and Mike for review soon.

On Tuesday of this week, town staff removed all fixtures and the bar so the asbestos flooring can be removed easier by the contactor. The only thing that remains is the pool table. The pool table is in very poor condition and just needs to know what we need to do to dispose of this. I would put the value below \$1,000. The table is very worn, damaged and needs \$1,000's worth of repairs. Next steps????

Wayne

Wayne S. Amaral  
Director of Public Works  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985  
(978) 363-1100 x120  
dpwdirector@wnewbury.org