



**Town of West Newbury**  
**Board of Selectmen**  
**Monday, May 13, 2019 @ 6pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA  
2019 MAY -9 PM 4:08

**AGENDA**

**Executive Session:** 6pm in the Town Manager's Office

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- ❖ MGL 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.

**Open Session:** 7pm in the First Floor Hearing Room

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Thank you to Barbara Haack and roadside cleanup volunteers (weekend of April 27-28)
- Welcome to new Selectman Rick Parker!
- Welcome to new Library Director Corinn Flaherty!
- Garden Club Plant Sale, Saturday May 18<sup>th</sup> at the Old Town Hall, 8:30-11:30 am

**Regular Business**

- A. Special Event Permit Requests: Horse Trials (July 7, Oct. 13), Adventure Trail (Sept. 8) – *West Newbury Riding & Driving Club*
- B. Request for Street Opening Permit, 9 Twig Rush Lane, Peter Couture
- C. Meeting with Historical Commission representative(s) regarding recent correspondence:
  - a. Potential designation of National Historic Districts (Manufacturers' Row, Training Field, Way to the River)
  - b. Potential installation of commemorative plaque in honor of Julian D. Steele
- D. Requests for intra-departmental Line Item Transfers – *referrals from Finance Committee*
  - a. DPW: \$35,000.00 to fund Town Building Operating Expenses
  - b. DPW: \$2,500.00 to fund Road Machinery Operating Expenses
  - c. Finance Committee: \$1,035.00 to fund cost of printing Town Meeting booklets
  - d. Finance Department: \$3,640.00 to fund interim acting Treasurer/Collector
  - e. Planning Board: \$2,300.00 to record costs of minutes taker in correct line item
  - f. Police Department: \$28,500.00 to record SRO funds from correct line item
- E. Notification of Finance Committee approval of Reserve Fund Transfer: \$8,800.00 to Board of Health to fund additional Steele Landfill monitoring costs as required by MassDEP by June 14, 2019
- F. Review and discussion of priority transportation projects for Regional Transportation Plan
- G. Middle Street Bridge: update on conceptual designs, potential dates for upcoming public meeting
- H. Discussion of proposal to consolidate Conservation and Health staff support
- I. Board of Selectmen Reorganization

**Town Manager Updates**

- J. Updates on active projects, current through end of FY19 (June 30, 2019)
- K. Update on 2019 Memorial Day Parade
- L. Vendor selection to prepare 2018 OPEB Actuarial Full Valuation (FY20 cost) per GASB 74/75
- M. Follow up meeting assignments
- N. Placing items for future agendas

## **Memorial Day Monday, May 27, 2019**

We are preparing for a great Bicentennial - Memorial Day Parade this year on Monday, May 27<sup>th</sup> starting at 10:30am!

Veterans, near and far, we formally invite you to take part by either marching or riding in the wagon for the approximate 1-mile parade. We are planning for a great turnout this year but we need you to take part to make it meaningful.

If there are any organizations that would like to participate in the parade, we encourage it and ask that you contact Theresa Woodbury in the Council on Aging to coordinate the details.

Tractors, older cars/trucks or the like, please join us this year to let our Veterans know that we will never forget.

Lineup is at 10am and will end with a ceremony at the Town Hall, 491 Main Street, West Newbury.

The parade steps off from Elwell Square (intersection of Main/Maple Streets) at 10:30am proceeding down Main Street to the Town Hall.

We look forward to continuing the tradition of the Memorial Day Parade and Ceremony each year and with your participation will make it even more memorable.

Contact Theresa with any questions at 978-363-1100 ext.136 or [coa@wnewbury.org](mailto:coa@wnewbury.org).

MAY 6, 2019 ANNUAL TOWN ELECTION RESULTS  
WEST NEWBURY, MASSACHUSETTS

There were ballots cast 1893. The Town Clerk announced the preliminary results at 8:05 PM. There were zero (0) provisional ballots cast.

SELECTMAN (For Three Years)

Blank	66
Polly A. McDowell	824
Richard G. Parker	1003
Others	0

BOARD OF HEALTH (For Three Years)

Blank	399
Kimberly A. Cole	1492
Others	2

PLANNING BOARD (For Five Years)

Blank	415
Brian R. Murphey	1470
Others	8

PLANNING BOARD (For One Year)

Blank	1844
Tim Cronin	25
Others	24

HOUSING AUTHORITY (For Five Years)

Blank	1872
Gary Bill	8
Others	13

TRUSTEES OF THE  
PUBLIC LIBRARY (3 For Three Years)

Blank	2045
Fredric Davis Chanania	1192
Marcia F. Sellos-Moura	1262
Sherry L. Temple-Pruyn	1174
Others	6

ASSESSOR (For Three Years)

Blank	574
Thomas M. Atwood	1314
Others	5

SCHOOL COMMITTEE (For Three Years)

Blank	393
Dena P. Trotta	1497
Others	3

WATER COMMISSIONER (For Three Years)

Blank	371
Richard J. Cushing	1519
Others	3

PARK AND RECREATION  
COMMISSIONER (For Three Years)

Blank	448
John J. Foley III	1444
Others	1

CONSTABLE (For Three Years)

Blank	424
Glenn W. Coffin	1466
Others	3

QUESTION NO 1 Override for Pentucket Middle/High School

Blank	29
Yes	1740
No	124

Attest:

Michael P. McCarron

## PRESS RELEASE and WEBSITE ANNOUNCEMENT

### New West Newbury Library Director

Corinn Flaherty has been selected as the new Director for the G.A.R. Memorial Library in West Newbury. She will succeed Susan Babb, who has served as Director since 2013 and who is retiring on June 28<sup>th</sup> of this year.

“We are very proud to be able to welcome Corinn as our new Director, and we look forward to working with her as we embark on a new chapter for the G.A.R. Library. The library is truly a central feature of our town, and we are excited to look to the future under Corinn’s vibrant leadership,” said Marcia Sellos-Moura, Chairperson of the Library’s Board of Trustees.

Ms. Flaherty, who holds a Masters of Library and Information Science degree from St. John’s University in New York, has been serving as the Assistant Director for the Salisbury Public Library for the past three years. Prior to that, she held various positions at the Tewksbury and Boxford libraries. Ms. Flaherty also has a Bachelor of Fine Arts degree from the Massachusetts College of Arts in Boston.

Corinn Flaherty will become the eighth director in the Library’s history, the first being Caroline Carr who started as director in 1894. Ms. Flaherty says about her new position, "This is such an exciting time to be a public librarian because libraries are no longer defined simply as repositories for information. An established and beloved library like G.A.R. Memorial has a huge potential to inspire and bring people together in new ways. I am thrilled to have this opportunity and look forward to getting to know the community and learning about their ideas for making the library even better."

The Board of Trustees extends an invitation to all local residents to visit the West Newbury Library after July 1<sup>st</sup> to welcome Ms. Flaherty in person.



A

# Special Event Application

Organization or Group West Newbury Riding & Driving Club



Reason for Event July 7 & Oct 13 - Horse Trials, Sept 8 Adventure  
Number of attendees 75 ↑ 40 ↑ Trail

**Check Appropriate Block:** wedo our set-up on the Sat before each event  
 Resident     Non-resident

Fund Raising Group     Non-Profit     Commercial     Other

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

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

1. The location of the event on the property see map page 3
2. For road or walk race, a detailed map of the route \_\_\_\_\_
3. Features and attractions See map page 3
4. Participant circulation See map page 3
5. Proposed parking including how you will handle overflow parking 2 parking overflow car only parking - directors provided by Club  
Trailer parking in ring lot at top of hill & alongside roadway into area. see map page 3
6. Any proposed road closures none

7. Location of trash receptacles and dumpsters see map page 3

8. Location of temporary toilet facilities see map page 3

9. Accessible routes for the disabled or mobility impaired see map page 3

10. Locations, size and number of any tents, trailers or temporary structures  
2 10x10 pop up tents, 2 trailers (setup Sat)  
see map page 3

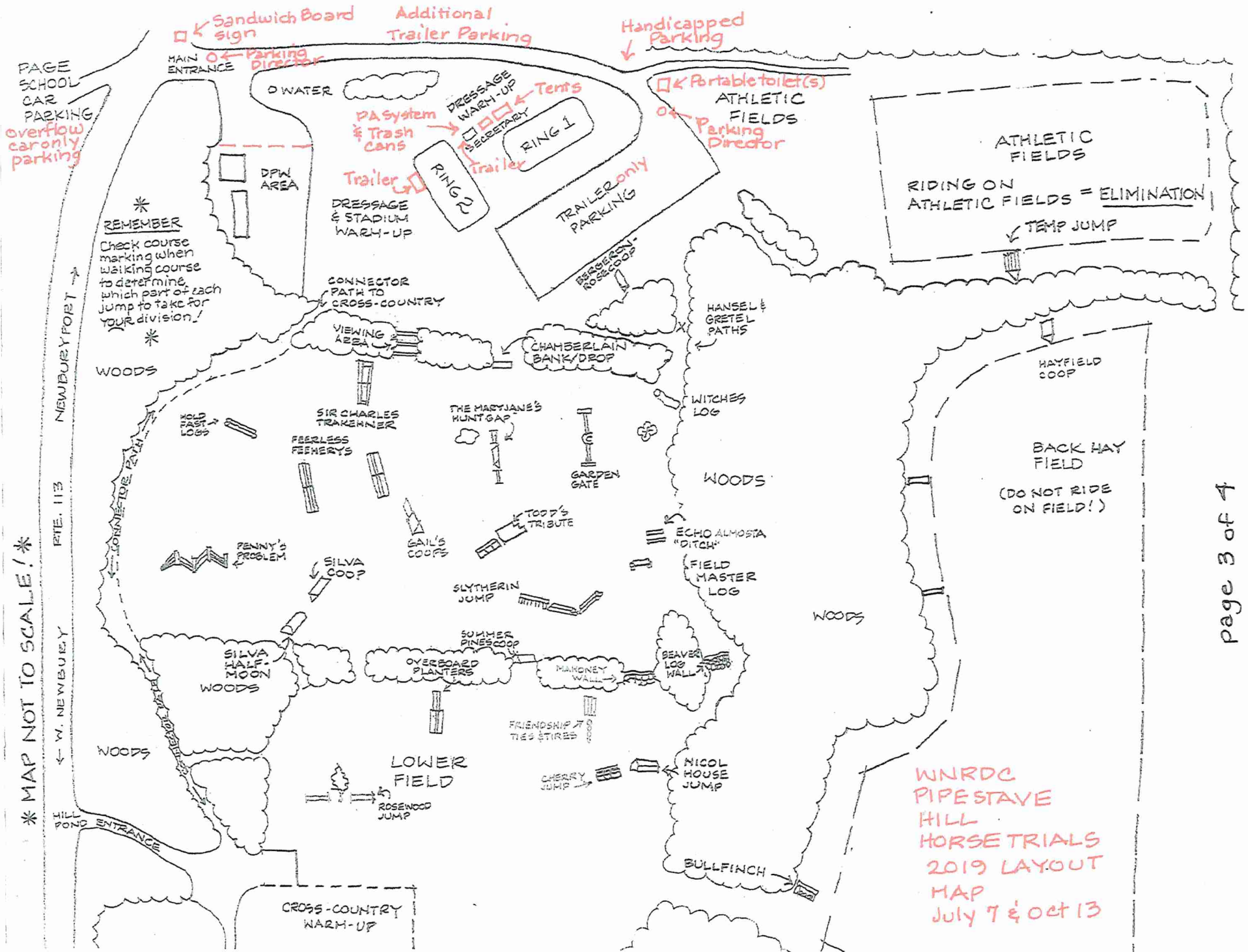
11. Location, size, and description of any signage or banners  
sandwich board at entrance. see map page 3

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

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

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





Name: W. Newbury Riding & Driving Club

Event: Horse Trials - July 7 & Oct 13  
Adventure Trail - Sept 8

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

Kathy Feepky 4/2/19  
Individual/Authorized Signature for Group Date

Chief of Police's Signature: [Signature] Date: 4/26/19  
Requests and comments:

Fire Chief's Signature: OK - via email Date: 4/29/19

Requests and comments:  
If you require any assistance from the WNF D please contact Assis. Chief Ben Jennell



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

Requests and comments: \_\_\_\_\_

TOWN OF WEST NEWBURY  
APPLICATION  
STREET OPENING PERMIT

**PLEASE NOTE:** If this is an application for a driveway for a new home, a street number must be obtained from the Building Inspector before submitting the application.

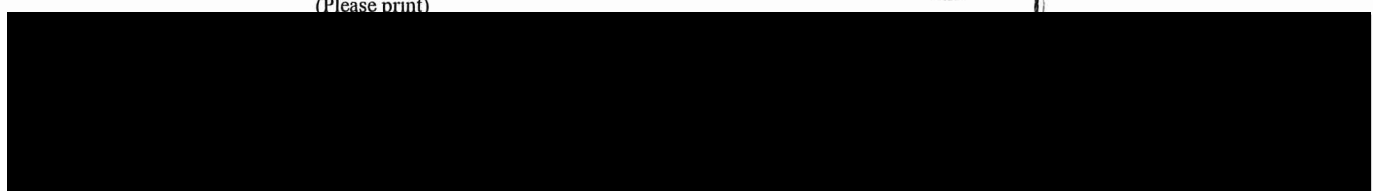
Permission is requested to enter 9 Twig Rush Lane for the purpose  
(include Street # or Map & Parcel #)

of Replacing Comcast Service Due to Failed Existing Cable - see attached map

All Street Opening applications must be submitted to the Board of Selectmen with a site plan showing:

- exact location of driveway or pavement/right-of-way cut
- existing trees within the public way or on the boundaries thereon
- stone walls and bound stones
- all utilities, including water lines and siren boxes
- grading back to original undisturbed ground
- 2' contours

Name: Rick Costree Signed: [Signature]  
(Please print)



We have reviewed application/site plan and recommend approval with the following conditions.  
(Applicants: Do not write in this space.)

APPROVED BY DPW - PLEASE SEE ATTACHED DPW RESPONSE

OK - 8" water main is buried between 5'-6' so there should be no concern hitting the water main during excavation.

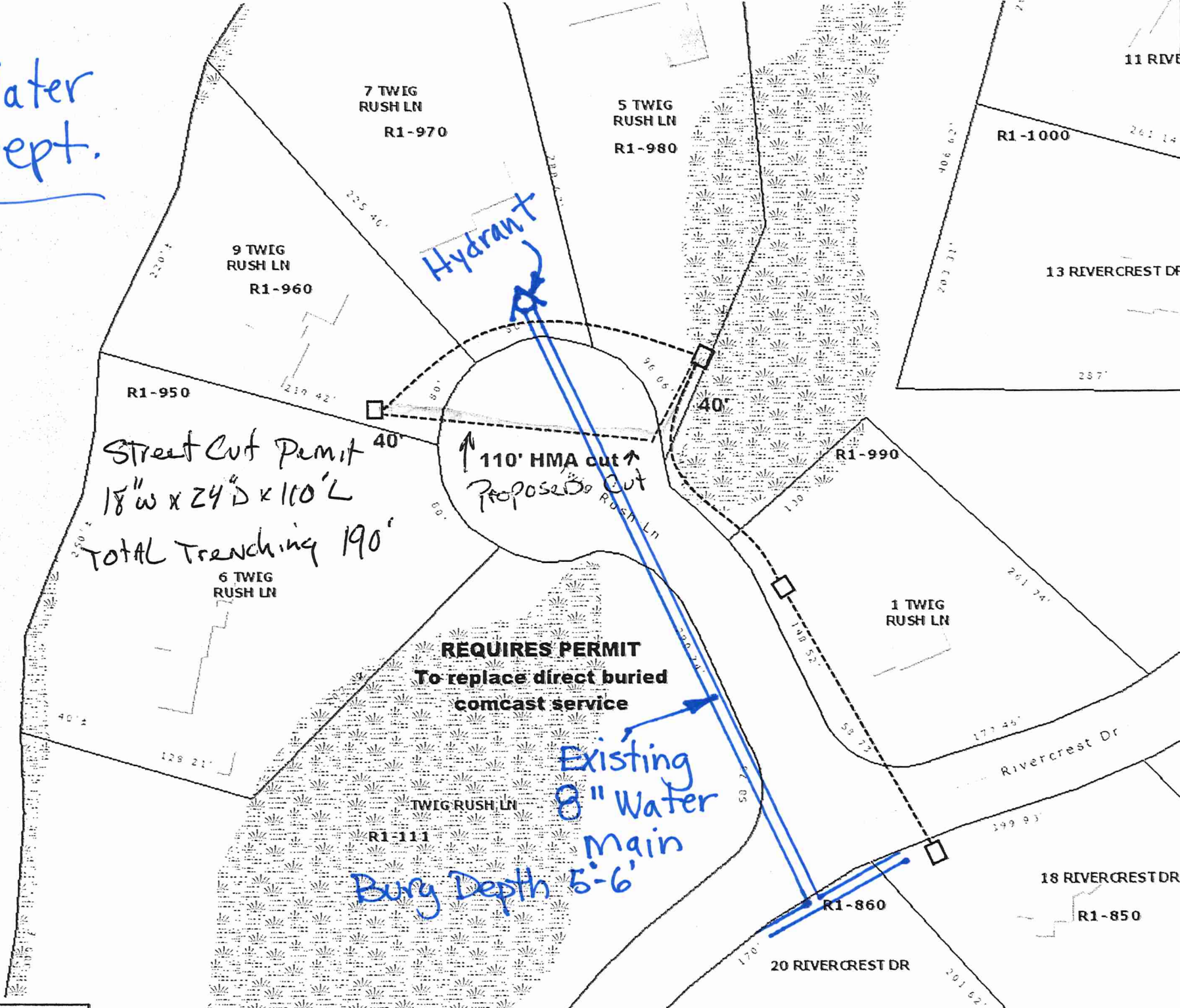
RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA  
2019 APR 24 AM 11:25

[Signature]  
Superintendent of Streets  
OK [Signature]  
Water Department Superintendent

\$35.00 application fee submitted AMS

\$ \_\_\_\_\_ Performance Bond required prior to issuance of permit  
\$ \_\_\_\_\_ Certificate of Insurance required (naming the Town of West Newbury as an additional insured) prior to issuance of permit.  
(Revised 8-28-13)

Water Dept.



Street Cut Permit  
18" w x 24" d x 110' L  
TOTAL Trenching 190'

Hydrant

110' HMA cut  
Proposed Cut

REQUIRES PERMIT  
To replace direct buried  
comcast service

Existing  
8" Water  
Main

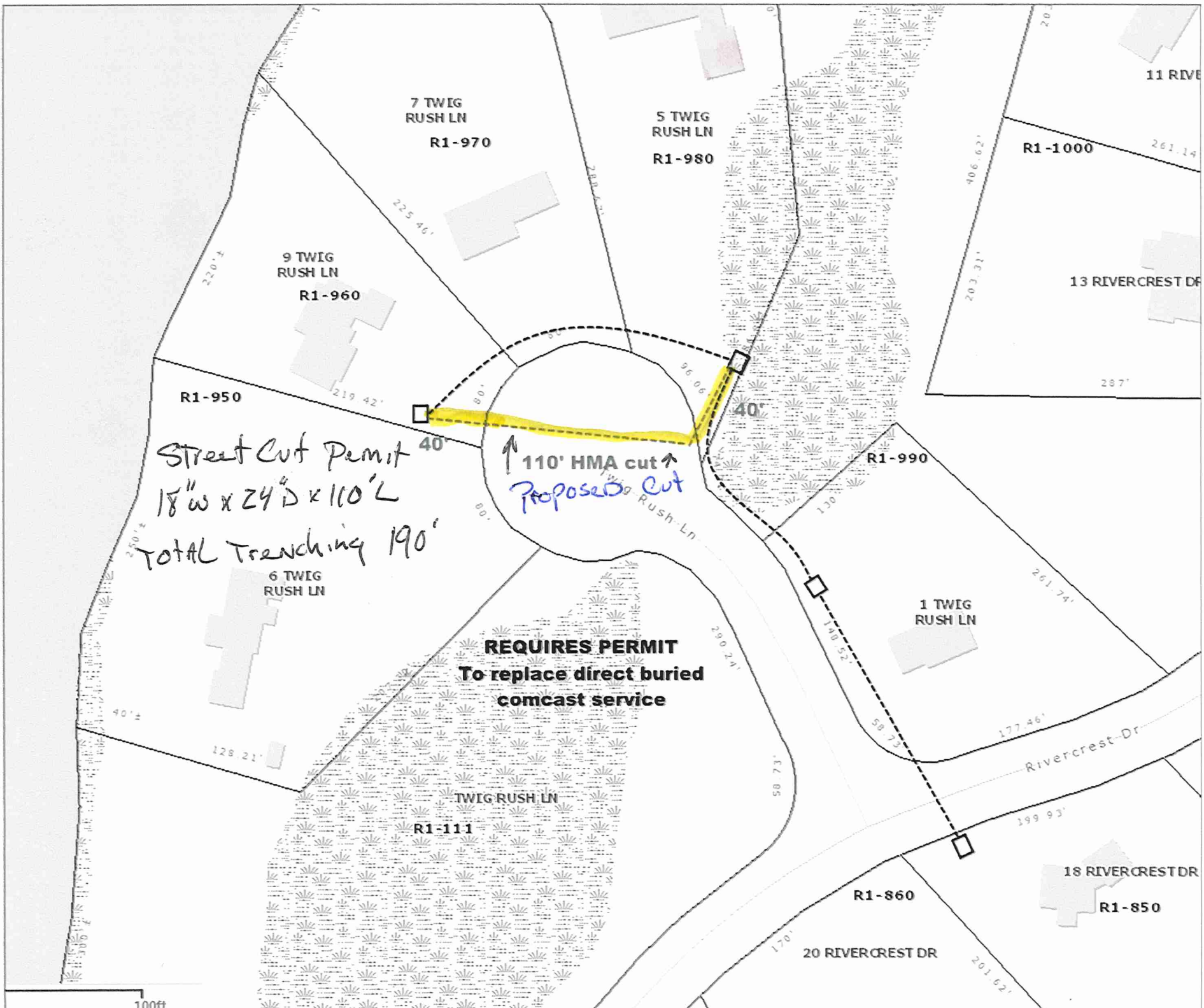
Bury Depth 5'-6'

100ft

Street Cut Permit  
18" w x 24" d x 110' L  
TOTAL Trenching 190'

110' HMA cut  
Proposed Cut

**REQUIRES PERMIT  
To replace direct buried  
comcast service**



100ft



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

[DPWDirector@wnewbury.org](mailto:DPWDirector@wnewbury.org)

TO: Board of Selectmen  
FROM: Wayne S. Amaral, DPW Director *W.S.A.*  
DATE: May 2, 2019  
RE: **9 Twig Rush Lane** – DPW Street Opening Permit Requirements

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Per the above three listed Street Opening Permits request for **#9 Twig Rush Lane**, the following requirements are recommended to be included in said permits from the Department of Public Works.

## 1. Driveway Proposal.

- a. Excavate a depth of 17-18 inches.
- b. Install / place 12-inches of processed gravel.
- c. Compact in 6-inch lifts.
- d. Pave 3-inch binder course and 2-inch final course of bituminous asphalt from existing edge of roadway to property line for any single-family residential property. Pave 4-inch binder course and 2-inch final course of bituminous asphalt from existing edge of roadway to property line for all other residential and commercial property.

## 2. Roadway Trench

- a. Suitable excavated material may be placed back into trench no greater than 18-inches from roadway grade. Must be compacted in 6-inch lifts.
- b. Install / place 12-inches of processed gravel from 18-inches below roadway grade to 6-inches below roadway grade. Must be compacted in 6-inch lifts.
- c. Pave 4" binder course and 2" final course of bituminous asphalt.
- d. If not noted on plan, the roadway trench size must be pre-approved on-site by the DPW Director prior to excavating. Please call 978-363-1100 extension #120, 48-hours in advance of work
- e. **This roadway is in very good condition and it is directed by the DPW Director that between 60-90 days after the completion of conduit installation – Applicant must return to infrared trench.**

## 3. Edge of Roadway – Disturbed Area.

- a. Loam and Seed all disturbed areas at edge of roadway.

## 4. Tracked Vehicles.

- a. No tracked vehicles shall be on the public roadway without a plywood or mat base.

## 5. Dig-Safe.

- a. Per State Law, Dig-Safe must be requested by applicant or applicant's agent and copy of Dig-Safe information must be on-site for inspection if requested by DPW Director or designee.

**6. Traffic Controls.**

- a. Police Details are required for all public roadway excavations. Contact the West Newbury Police Department at 978-363-1212.
- b. MUTCD requirements must be followed on roadway and edge of roadway projects. A police detail is NOT a substitute for proper traffic controls.

**7. Roadway Plates.**

- a. Roadway plates may not be used unless prior approval from the DPW Director.
8. Contact DPW 72-hours in advance of the commencement of work in the public right-of-way.
9. All worked in the public right of way is warranted by the applicant for 12-months after the acceptance of such work by the DPW Director or designee. Any roadway / trench failures must be corrected within 48 hours of notification and any emergency failures must be made-safe within two-hours of notification by West Newbury Police or town official.

West Newbury Historical Commission  
381 Main Street  
West Newbury, MA 01985  
March 21, 2019

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

Gentlemen:

As you know, last year the Historical Commission conducted the first phase of a Historic Property Survey, which was funded by the Town of West Newbury and a Massachusetts Historical Commission Survey and Planning Grant.

The purpose of the Historic Sites Survey of significant historical and architectural resources in the Town of West Newbury was to build a comprehensive database that encompasses about one-third of the buildings in Town over 100 years of age. This Survey is a great resource and helps to preserve the history of the Town, and our grant application for the second phase survey has just been accepted by the Massachusetts Historical Commission.

We'd like to take this phase 1 Survey further to showcase the Town's rich history. The National Register of Historic Places (NRHP) recognizes those properties that are considered important in our past and worthy of preservation. Listing in the NRHP places no restriction upon a private property owner, who may alter or dispose of their property in any way they wish without any prior approvals. NRHP listing does help protect properties from potentially harmful federal and state actions. Massachusetts has approximately 4,250 NRHP listings that encompass more than 73,000 properties across the state.

The Historic Sites Survey recommends three districts for listing on the National Register of Historic Places. This National Register District designation is different from a Local Historic District under Massachusetts law and our Town bylaws, and the differences are outlined in the attached "There's a Difference! Local Historic District and National Register District."

The Survey's identification of the following three historic districts as potential NRHP Districts in West Newbury provides much of the base information needed for an NRHP application:

***Manufacturers Row Historic District***, which focuses on properties involved in West Newbury's shoe and comb manufacturing industries in the 1800s. This District includes the following properties:

319 Main Street  
323 Main Street  
331 Main Street  
335 Main Street

337-339 Main Street  
345 Main Street  
347 Main Street

***Training Field Historic District***, which reflects the civic nature of the Town, with militia using the common for assembly as early as the Revolutionary War. This District is already a Massachusetts Local Historic District and includes the following properties:



490 Main Street - G.A.R. Library  
491 Main Street - West Newbury Town Hall  
495 Main Street  
503 Main Street  
505 Main Street  
510 Main Street  
511 Main Street

2 Training Field Road  
4 Training Field Road  
6 Training Field Road  
8 Training Field Road  
10 Training Field Road  
Training field property: town Pump, World  
War I, II and Korean War Memorials

**Way to the River Historic District**, which incorporates the areas West Newbury residents were required to travel for worship services, which resulted in new meeting houses in town. This District includes the following properties:

1 Chase Street	801 Main Street
750 Main Street	803 Main Street
760 Main Street	806 Main Street
772 Main Street	810 Main Street
774 Main Street	820 Main Street
796 Main Street	832 Main Street
800 Main Street	836 Main Street

To list the three Districts in the NRHP, the Historical Commission would undertake the work for the listing on behalf of the Town. To do this, we would first send a letter to all of the property owners within each District, outlining the plan and offer resources, like the attached document, to help them understand the significance of the history and listing. We would also hold an informative meeting for all property owners prior to starting the application process to invite them to ask questions; a member of the Massachusetts Historical Commission will be invited to the meeting to serve as our expert.

Homeowners may opt out of having their property included in the NRHP Historic District listing, and as long as the opposition is a minority of homeowners, the NRHP District can still be approved without the objecting property owners.

If our application is eligible, a review process by the Massachusetts Historical Commission and State Review Board would vote on our submission in one of their quarterly meetings.

We would like the opportunity to showcase our Town's history. We are happy to discuss our plan (which will not require Town resources or employee time greater than the assistance we obtained in printing and mailing letters to phase 1 Historic Sites Survey homeowners) and the significance at an upcoming Board of Selectmen meeting and answer questions prior to that date.

Thank you,

West Newbury Historical Commission

cc: Town Manager Angus Jennings

## Town Manager

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**From:** [REDACTED]  
**Sent:** Thursday, May 9, 2019 12:12 PM  
**To:** Town Manager  
**Subject:** Website depiction historic areas

Here are links to Historical Commission web[ages that provide a nice overview of each of the 3 historic districts identified in the 2018 Historic Sites Survey

<https://www.wnewbury.org/historical-commission/files/manufacturers-row-historic-area>

<https://www.wnewbury.org/historical-commission/files/training-field-historic-district>

<https://www.wnewbury.org/historical-commission/files/way-river-historic-area>

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Elisa J. Grammer

[REDACTED]

West Newbury Historical Commission  
381 Main Street  
West Newbury, MA 01985  
April 18, 2019

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

Dear Selectmen:

The Historical Commission has voted to recommend installation of a plaque in Town Hall commemorating Julian Denegal Steele, who lived in West Newbury from 1943 until his death at his Crane Neck Hill home on January 19, 1970. He was elected West Newbury's Town Meeting Moderator without opposition in 1952, and served in that role for the rest of his life. At the time of his election, Mr. Steele was the Town's only African-American citizen and the first black town meeting moderator in the Commonwealth.

As the attached timeline indicates, Mr. Steele was a man of many firsts whose civic contributions included an abiding commitment to civil rights and affordable housing, and whose religious leadership was recognized in his election as the first African-American Moderator of the Massachusetts Congregational Church. Notwithstanding many demands on his time, Mr. Steele went out of his way to be a good West Newbury neighbor: the *New York Times* story reporting his election as our Town Moderator said, "Neighbors credit him with elevating the cultural life of the community. He began a men's forum in the Congregational Church which grew so large it now meets in Town Hall."

We would suggest using Community Preservation Act funding at Fall Town Meeting to buy a plaque, whose cost would likely range from about \$180 for the type of sign used for our roadside historic markers to roughly \$600 for a more elaborate metal plaque. Perhaps an additional \$200 or so could be used for a reception at Town Hall for an unveiling.

February, 2020, would be an auspicious time for this, inasmuch as February is Black History Month and 2020 marks the 50<sup>th</sup> anniversary of Mr. Steele's death. We do not anticipate additional demands on Town resources or Town staff aside from assistance in proper installation of the plaque and, if a reception would be in order, police assistance in crossing Main Street. We would be happy to discuss this proposal at an upcoming Board of Selectmen meeting and answer any questions you might have.

Very truly yours,



On behalf of the West Newbury Historical Commission

cc: Town Manager  
Attachments

Timeline of Julian Steele's life  
*Boston Globe*: "West Newbury Formula—A Touch of Humor Cools the Hotheads"

Julian Denegal Steele-African American Civil Rights, Affordable Housing, Church Leader  
West Newbury Town Moderator, Neighbor

20 Oct 1906 Born in Savannah, Georgia

Abt 1915 Moved to Boston w/ family

Abt 1920 Attended Boston Latin School

1928 Graduated Harvard University cum laude

Abt 1930 Graduate studies in social work in New York City

1932 Supt of RG Shaw Settlement House in Boston (social worker)

1935 Director of Settlement Work at RG Shaw

Spring 1938 resigned as RG Shaw Settlement director in anticipation of interracial marriage

7 May 1938 Married Mary (Polly) Bradley Dawes, blonde, blue-eyed Boston Brahmin & colleague at RG Shaw—sensational international news ensued

1939 Named director of new Armstrong Hemenway Foundation in Boston focusing on affordable housing, social work

*May 1943 Bought farm at 135 Crane Neck St., West Newbury—later explained that countryside is a good place to have a family*

1944 President of Boston NAACP, named to national NAACP Political Action Committee (throughout, Civil Rights speeches & advocacy)

5 Sep 1944 Birth of Mary and Julian's daughter

*Abt 1945 Active in WN Congregational Church; started men's study group*

*1947 Participated in WN summer theater at Town Hall*

*Bef 1950 Served as moderator for "wide-awake Town Hall Forum", weekly WN lecture series*

*1950 Ran for WN School Committee*

*March 1952 Without opposition elected WN Town Meeting Moderator—first black moderator in Massachusetts & only black citizen in WN*

1954 Elected first African American MA Congregationalist Moderator-top layman

1954 Named to MA Parole Board

Aug 1960 Named head of Federal Housing agency for New England area

*1962 Profiled in Boston Globe as WN Town Moderator—didn't miss meetings except when weather didn't let him fly in*

1968 Advocated affordable housing in speech to Republican Governors' Association

1968 Sworn in as Commissioner of MA Dept of Community Affairs—first black state agency head

*19 Jan 1970 Died at home in West Newbury*

West Newbury Formula:

# 'A Touch of Humor Cools the Hotheads'

By BRYANT ROLLINS

"Timing, impartiality and cooperation are the moderator's keys to a successful town meeting. In proper combination, they are more effective than stirring oratory, swifter than the rap of a gavel and more just than strict Parliamentary laws."

Julian D. Steele is the speaker. And the 55-year-old veteran moderator of West Newbury knows whereof he speaks.

Since 1952 he has guided West Newbury's 1000 voters through their open town meetings without benefit of Robert's Rules of Order or Parliamentary Procedure.

At the time of his election, Steele was, and still is, the only Negro moderator in the state. He is a cum laude graduate of Harvard and New York University's School of Social Work.

He is presently second in command in the New York office of the Federal Housing and Home Finance Agency. In this capacity he has signed many of the bills which put into effect Boston's current urban renewal project.

Steele credits his background in social science as "a real asset in the moderating of town meetings."

"There are times when a little humor should be introduced into a meeting, for instance, when there is excessive wrangling over an issue. It's also important to know when and how to cut a speaker off if he is talking too long or being repetitious. This must be done with impartiality and without antagonizing anyone."

"The moderator also must have the confidence and complete co-operation of the meet-



COMMON SENSE ADVOCATE—Julian D. Steele

ing members. Otherwise they will not support him when he takes a stand on a ruling of procedure. This is how meetings sometime get out of control."

Steele commutes from his New York office to his 150-acre home on week-ends, and makes a special trip for the town meeting.

"In these nine years I've only had to miss one meeting. That was three years ago when my flight home was grounded by the blizzard."

He and his wife, the former Mary Bradley Dawes, have a 17-year-old daughter, Emilie, who will graduate from Westtown (Quaker) School in Westtown, Pa., in June.

"The town meeting is unique," says Steele with a grin. "People will approve a \$2 million school building after five minutes of discussion, then spend all afternoon debating a \$100 lamppost."



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

**Angus Jennings, Town Manager**  
**978-363-1100, Ext. 111 Fax 978-363-1826**  
[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
 FROM: Angus Jennings, Town Manager  
 DATE: May 10, 2019  
 RE: Line Item and Reserve Fund Transfers

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This is a transmittal memo to accompany the following requests to the Board of Selectmen, each of which was favorably referred by the Finance Committee at their May 7<sup>th</sup> meeting:

Requests for Intra-Departmental Line Item Transfers

1. DPW: \$35,000.00 to fund Town Building Operating Expenses
2. DPW: \$2,500.00 to fund Road Machinery Operating Expenses
3. Finance Committee: \$1,035.00 to fund cost of printing Town Meeting booklets
4. Finance Department: \$3,640.00 to fund interim acting Treasurer/Collector (est. 3.5 weeks)
5. Planning Board: \$2,300.00 to record costs of minutes taker in correct line item
6. Police Department: \$28,500.00 to record SRO salary/wages in correct line item

Pursuant to statute, both FinCom and BoS approval is required for line item transfers.

The Finance Committee also favorably recommended the following Reserve Fund Transfer:

Request for Reserve Fund Transfer

1. Board of Health: \$8,800.00 to fund additional costs to monitor Steele Landfill

Although the form authorizing reserve fund transfers has a space for Board of Selectmen signatures, and these requests have traditionally been brought to the Board, there is no requirement in statute or local bylaw/regulation requiring Board approval. Mike McCarron has advised that, with the change to a new form of government, the Board's approval is not required. Therefore this item is included on the agenda to provide notice of the requested and authorized transfer. Until the form is updated to remove the space for Board signatures, I respectfully request that the Board, if it agrees with the transfer, sign the paperwork consistent with past practice.

Supporting materials for all requested transfers are enclosed. Thank you for your consideration.

cc: *Laurie Zywiak, Town Accountant*  
*Sue Curry and Interim Chief Durand, Police Department (w/o attachments)*  
*Paul Sevigny, Health Agent (w/o attachments)*  
*Leah Zambenardi, Town Planner (w/o attachments)*

# TOWN OF WEST NEWBURY

## Request For Appropriation Transfers Between or Within Departments

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE  
TOWN OF WEST NEWBURY

Date: 5/6/19

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: \$ 35,000

1. To be transferred from: 4205243 Street Paving/Repairs  
(Give name of appropriation and Account #)

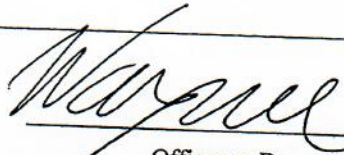
Present balance in above appropriation: \$ 70,000

2. To be transferred to: 4205210 Town Blds Operating Expense  
(Give name of appropriation and Account #)

Present balance in above appropriation: \$ -13,649.29

Explanation for requested transfer: To cover additional costs to be incurred for Town Building and Operating Expenses

Request submitted by (signature required):

  
\_\_\_\_\_  
Officer or Department Head

### APPROVALS

Board of Selectmen:

Date of Meeting: \_\_\_\_\_

Number Present and Voting: \_\_\_\_\_

Approved by Majority, list vote: \_\_\_\_\_

Transfer disapproved (checkmark): \_\_\_\_\_

Signature:

\_\_\_\_\_  
Chairperson, Board of Selectmen

Finance Committee:


Date of Meeting: 5/7/19

Number Present and Voting: 5

Approved by Majority, list vote: 5-0

Transfer disapproved (checkmark): \_\_\_\_\_

Signature:

  
\_\_\_\_\_  
Chairperson, Finance Committee

Please Note:

1. This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.
2. This procedure may **not** be used to transfer from a Municipal Light or School Department.
3. This procedure may **not** be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater.
4. Signed originals of this request (required in quadruplicate) will be distributed to the Board of Selectmen, the Finance Committee, the Town Accountant, and the requesting department.

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

04/03/2019	APWAR	Jennell, Benjamin(Employee	31699	9691	Snow	EW	3760	0.00	4,500.00	0.00	-41,365.38	127.57%	
04/03/2019	APWAR	Parker and Son Construction Inc.	31702	9793	212a	EW	3760	0.00	375.00	0.00	-41,740.38	127.82%	
04/03/2019	APWAR	CS Lincoln Excavation LLC	31691	4135	1905	EW	3760	0.00	787.50	0.00	-42,527.88	128.35%	
04/17/2019	APWAR	Schmidt Equipment Inc.	31795	8021	6516	EW	3763	0.00	6,962.98	0.00	-49,490.86	132.99%	
4205200 Ending Bal									150,000.00	199,490.86	0.00	-49,490.86	132.99%
Period Total									150,000.00	199,490.86	0.00		

Town Bldgs Operating Expenses												
4205210												
Date	Acct	Vendor	Chk #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp	
07/01/2018	BDAPP	Record FY19 Budget				16036	80,400.00	0.00	0.00	80,400.00	0.00%	
07/25/2018	APWAR	Air Cleaning Specialists of NE,	29875	8857 33229	EW	3652	0.00	308.32	0.00	80,091.68	0.38%	
07/25/2018	APWAR	Ambient Temperature Corp.	29877	3734 09318	EW	3652	0.00	815.00	0.00	79,276.68	1.39%	
07/25/2018	APWAR	Exxon Mobil	29888	7698 55023755	EW	3652	0.00	115.34	0.00	79,161.34	1.54%	
07/25/2018	APWAR	Sanel Napa Auto parts	29873	7861 4305437	EW	3652	0.00	13.48	0.00	79,147.86	1.55%	
07/25/2018	APWAR	Carleton, David	29879	9200 COA	EW	3652	0.00	365.00	0.00	78,782.86	2.01%	
07/25/2018	APWAR	Advanced Commercial Services,	29874	49 2695	EW	3652	0.00	5,130.20	0.00	73,652.66	8.39%	
08/08/2018	APWAR	Ambient Temperature Corp.	29919	3734 9349	EW	3658	0.00	360.00	0.00	73,292.66	8.83%	
08/08/2018	APWAR	Freedom Pest Control Co, Inc.	29942	8853 78133	EW	3658	0.00	336.00	0.00	72,956.66	9.25%	
08/08/2018	APWAR	Town of West Newbury Water Dept	29973	8683 0370	EW	3658	0.00	100.00	0.00	72,856.66	9.38%	
08/08/2018	APWAR	Town of West Newbury Water Dept	29973	8683 0907	EW	3658	0.00	100.00	0.00	72,756.66	9.50%	
08/08/2018	APWAR	Town of West Newbury Water Dept	29973	8683 0406	EW	3658	0.00	50.00	0.00	72,706.66	9.56%	
08/08/2018	APWAR	Town of West Newbury Water Dept	29973	8683 0958	EW	3658	0.00	100.00	0.00	72,606.66	9.69%	
08/08/2018	APWAR	Daniels Electric	29934	4246 4327-18109	EW	3658	0.00	385.00	0.00	72,221.66	10.17%	
08/22/2018	APWAR	Ambient Temperature Corp.	29991	3734 09536	EW	3664	0.00	815.00	0.00	71,406.66	11.18%	
08/22/2018	APWAR	Ambient Temperature Corp.	29991	3734 09461	EW	3664	0.00	1,223.00	0.00	70,183.66	12.70%	
08/22/2018	APWAR	Exxon Mobil	30020	7698 55413965	EW	3664	0.00	191.49	0.00	69,992.17	12.94%	
08/22/2018	APWAR	National Grid	30052	297 40214-11880	EW	3664	0.00	21.00	0.00	69,971.17	12.97%	
08/22/2018	APWAR	National Grid	30052	297 40214-10790	EW	3664	0.00	21.00	0.00	69,950.17	12.99%	
08/22/2018	APWAR	National Grid	30052	297 40214-11810	EW	3664	0.00	47.54	0.00	69,902.63	13.05%	
08/22/2018	APWAR	3Phase Elevator (Allied Division)	29990	9552 54816	EW	3664	0.00	200.00	0.00	69,702.63	13.30%	
08/22/2018	APWAR	Nestle Waters North America	30058	4110 08G0443580	EW	3664	0.00	11.57	0.00	69,691.06	13.31%	
08/22/2018	APWAR	Nestle Waters North America	30058	4110 08G0443580	EW	3664	0.00	11.57	0.00	69,679.49	13.33%	
08/22/2018	APWAR	Hiller Fire Protection	30031	4352 85113	EW	3664	0.00	475.00	0.00	69,204.49	13.92%	
08/30/2018	APWAR	Carleton, David	30108	9200 8/17/18	EW	3670	0.00	85.00	0.00	69,119.49	14.03%	
08/30/2018	APWAR	Daniels Electric	30110	4246 4327-18262	EW	3670	0.00	195.00	0.00	68,924.49	14.27%	
09/05/2018	APWAR	Freedom Pest Control Co, Inc.	30150	8853 79359	EW	3673	0.00	336.00	0.00	68,588.49	14.69%	
09/05/2018	APWAR	Jackson Lumber & Millwork	30154	7774 675071	EW	3673	0.00	62.28	0.00	68,526.21	14.76%	



# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

09/19/2018	APWAR	Amesbury Industrial Supply Co,	30191	23	855766	EW	3678	0.00	73.68	0.00	68,452.53	14.86%
09/19/2018	APWAR	Amesbury Industrial Supply Co,	30191	23	855948	EW	3678	0.00	35.98	0.00	68,416.55	14.90%
09/19/2018	APWAR	Amesbury Industrial Supply Co,	30191	23	855865	EW	3678	0.00	29.27	0.00	68,387.28	14.94%
09/19/2018	APWAR	Amesbury Industrial Supply Co,	30191	23	830164	EW	3678	0.00	35.00	0.00	68,352.28	14.98%
09/19/2018	APWAR	Amesbury Industrial Supply Co,	30191	23	854670	EW	3678	0.00	156.90	0.00	68,195.38	15.17%
09/19/2018	APWAR	Amesbury Industrial Supply Co,	30191	23	855620	EW	3678	0.00	87.48	0.00	68,107.90	15.28%
09/19/2018	APWAR	Amesbury Industrial Supply Co,	30191	23	855465	EW	3678	0.00	26.70	0.00	68,081.20	15.32%
09/19/2018	APWAR	National Grid	30243	297	40214-11880	EW	3678	0.00	20.30	0.00	68,060.90	15.34%
09/19/2018	APWAR	National Grid	30243	297	40214-10790	EW	3678	0.00	20.30	0.00	68,040.60	15.37%
09/19/2018	APWAR	National Grid	30243	297	40214-11810	EW	3678	0.00	38.36	0.00	68,002.24	15.42%
09/19/2018	APWAR	Nestle Waters North America	30248	4110	08H0443580	EW	3678	0.00	13.77	0.00	67,988.47	15.43%
09/19/2018	APWAR	Nestle Waters North America	30248	4110	08H0443580	EW	3678	0.00	38.01	0.00	67,950.46	15.48%
10/03/2018	APWAR	Ambient Temperature Corp.	30294	3734	09743	EW	3683	0.00	815.00	0.00	67,135.46	16.49%
10/03/2018	APWAR	Exxon Mobil	30314	7698	55802917	EW	3683	0.00	138.79	0.00	66,996.67	16.67%
10/03/2018	APWAR	Freedom Pest Control Co, Inc.	30317	8853	80088	EW	3683	0.00	50.00	0.00	66,946.67	16.73%
10/03/2018	APWAR	Home Depot Credit Serivces	30321	8138	02591/00232	EW	3683	0.00	327.97	0.00	66,618.70	17.14%
10/03/2018	APWAR	Salem Sound 2000, Inc.	30347	9316	GS-SSCW-	EW	3683	0.00	1,250.00	0.00	65,368.70	18.69%
10/03/2018	APWAR	3Phase Elevator (Allied Division)	30293	9552	55438	EW	3683	0.00	900.00	0.00	64,468.70	19.81%
10/03/2018	APWAR	3Phase Elevator (Allied Division)	30293	9552	55830	EW	3683	0.00	200.00	0.00	64,268.70	20.06%
10/03/2018	APWAR	3Phase Elevator (Allied Division)	30293	9552	55265	EW	3683	0.00	200.00	0.00	64,068.70	20.31%
10/03/2018	APWAR	Gilreath, Donald R.	30310	84	5376	EW	3683	0.00	731.00	0.00	63,337.70	21.22%
10/17/2018	APWAR	Ambient Temperature Corp.	30370	3734	9894	EW	3687	0.00	759.50	0.00	62,578.20	22.16%
10/17/2018	APWAR	Amesbury Industrial Supply Co,	30371	23	856292	EW	3687	0.00	71.96	0.00	62,506.24	22.25%
10/17/2018	APWAR	Amesbury Industrial Supply Co,	30371	23	856492	EW	3687	0.00	45.76	0.00	62,460.48	22.31%
10/17/2018	APWAR	Amesbury Industrial Supply Co,	30371	23	857244	EW	3687	0.00	74.92	0.00	62,385.56	22.40%
10/17/2018	APWAR	Amesbury Industrial Supply Co,	30371	23	856150	EW	3687	0.00	102.52	0.00	62,283.04	22.53%
10/17/2018	APWAR	Amesbury Industrial Supply Co,	30371	23	856743	EW	3687	0.00	24.90	0.00	62,258.14	22.56%
10/17/2018	APWAR	Freedom Pest Control Co, Inc.	30392	8853	80544	EW	3687	0.00	336.00	0.00	61,922.14	22.98%
10/17/2018	APWAR	Freedom Pest Control Co, Inc.	30392	8853	80547	EW	3687	0.00	45.00	0.00	61,877.14	23.03%
10/17/2018	APWAR	Home Depot Credit Serivces	30394	8138	002057/3024	EW	3687	0.00	92.19	0.00	61,784.95	23.15%
10/17/2018	APWAR	Home Depot Credit Serivces	30394	8138	009054/6024	EW	3687	0.00	229.98	0.00	61,554.97	23.43%
10/17/2018	APWAR	Home Depot Credit Serivces	30394	8138	Credit	EW	3687	0.00	-87.30	0.00	61,642.27	23.33%
10/17/2018	APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560494	EW	3687	0.00	155.20	0.00	61,487.07	23.52%
10/17/2018	APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560498	EW	3687	0.00	80.00	0.00	61,407.07	23.62%
10/17/2018	APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560495	EW	3687	0.00	101.26	0.00	61,305.81	23.74%
10/17/2018	APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560511	EW	3687	0.00	416.66	0.00	60,889.15	24.26%
10/17/2018	APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560496	EW	3687	0.00	225.43	0.00	60,663.72	24.54%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Town Bldgs Operating Expenses 4205210		Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
10/17/2018APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560507	EW	3687	0.00	316.55	0.00	60,347.17	24.94%
10/17/2018APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560500	EW	3687	0.00	55.00	0.00	60,292.17	25.00%
10/17/2018APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560497	EW	3687	0.00	80.00	0.00	60,212.17	25.10%
10/17/2018APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560499	EW	3687	0.00	55.00	0.00	60,157.17	25.17%
10/17/2018APWAR	Keane Fire & Safety Equip., Inc.	30402	8015	560501	EW	3687	0.00	64.85	0.00	60,092.32	25.25%
10/17/2018APWAR	National Grid	30410	297	40214-11880	EW	3687	0.00	22.40	0.00	60,069.92	25.28%
10/17/2018APWAR	National Grid	30410	297	40214-11810	EW	3687	0.00	170.40	0.00	59,899.52	25.49%
10/17/2018APWAR	National Grid	30410	297	40214-10790	EW	3687	0.00	22.40	0.00	59,877.12	25.52%
10/17/2018APWAR	PowerProducts Systems, LLC	30425	8865	1125751	EW	3687	0.00	158.10	0.00	59,719.02	25.72%
10/17/2018APWAR	PowerProducts Systems, LLC	30425	8865	1125750	EW	3687	0.00	158.10	0.00	59,560.92	25.91%
10/17/2018APWAR	Sevigny, Paul	30433	7846	Reimburseme	EW	3687	0.00	300.00	0.00	59,260.92	26.29%
10/17/2018APWAR	Town of West Newbury Water Dept	30440	8683	0370	EW	3687	0.00	368.24	0.00	58,892.68	26.75%
10/17/2018APWAR	Town of West Newbury Water Dept	30440	8683	0907	EW	3687	0.00	536.88	0.00	58,355.80	27.41%
10/17/2018APWAR	Town of West Newbury Water Dept	30440	8683	0406	EW	3687	0.00	226.65	0.00	58,129.15	27.70%
10/17/2018APWAR	Town of West Newbury Water Dept	30440	8683	0407	EW	3687	0.00	464.12	0.00	57,665.03	28.27%
10/17/2018APWAR	Town of West Newbury Water Dept	30440	8683	0192	EW	3687	0.00	53.72	0.00	57,611.31	28.34%
10/17/2018APWAR	Town of West Newbury Water Dept	30440	8683	0958	EW	3687	0.00	273.38	0.00	57,337.93	28.68%
10/17/2018APWAR	Town of West Newbury Water Dept	30440	8683	0359	EW	3687	0.00	50.15	0.00	57,287.78	28.74%
10/17/2018APWAR	Water Chemical, Inc.	30445	8898	197991	EW	3687	0.00	199.00	0.00	57,088.78	28.99%
10/17/2018APWAR	Welch & Lamson	30446	3582	P28387	EW	3687	0.00	608.96	0.00	56,479.82	29.75%
10/17/2018APWAR	Nestle Waters North America	30418	4110	08104435807	EW	3687	0.00	10.78	0.00	56,469.04	29.76%
10/17/2018APWAR	Nestle Waters North America	30418	4110	08104435809	EW	3687	0.00	8.38	0.00	56,460.66	29.77%
10/17/2018APWAR	Construction Equipment Rental	30384	4326	12506C	EW	3687	0.00	2,150.00	0.00	54,310.66	32.44%
10/31/2018APWAR	Ambient Temperature Corp.	30500	3734	09956	EW	3694	0.00	815.00	0.00	53,495.66	33.46%
10/31/2018APWAR	Exxon Mobil	30515	7698	56189371	EW	3694	0.00	265.40	0.00	53,230.26	33.79%
10/31/2018APWAR	Home Depot Credit Serivces	30523	8138	011549/4261	EW	3694	0.00	51.94	0.00	53,178.32	33.85%
10/31/2018APWAR	Home Depot Credit Serivces	30523	8138	015321/0012	EW	3694	0.00	40.27	0.00	53,138.05	33.90%
10/31/2018APWAR	3Phase Elevator (Allied Division)	30499	9552	56270	EW	3694	0.00	200.00	0.00	52,938.05	34.15%
11/14/2018APWAR	Amesbury Industrial Supply Co,	30569	23	857534	EW	3702	0.00	57.05	0.00	52,881.00	34.22%
11/14/2018APWAR	Amesbury Industrial Supply Co,	30569	23	858316	EW	3702	0.00	53.98	0.00	52,827.02	34.29%
11/14/2018APWAR	Amesbury Industrial Supply Co,	30569	23	858192	EW	3702	0.00	27.99	0.00	52,799.03	34.32%
11/14/2018APWAR	Amesbury Industrial Supply Co,	30569	23	858014	EW	3702	0.00	110.29	0.00	52,688.74	34.46%
11/14/2018APWAR	Custodial Partners, LLC	30586	8862	1141041	EW	3702	0.00	16.42	0.00	52,672.32	34.48%
11/14/2018APWAR	Custodial Partners, LLC	30586	8862	1140547	EW	3702	0.00	106.14	0.00	52,566.18	34.61%
11/14/2018APWAR	Custodial Partners, LLC	30586	8862	1140546	EW	3702	0.00	251.78	0.00	52,314.40	34.93%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Town Bldgs Operating Expenses 4205210		Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp	
11/14/2018	APWAR	Custodial Partners, LLC	30586	8862	1141040	EW	3702	0.00	803.99	0.00	51,510.41	35.93%
11/14/2018	APWAR	Custodial Partners, LLC	30586	8862	1140548	EW	3702	0.00	44.00	0.00	51,466.41	35.98%
11/14/2018	APWAR	Freedom Pest Control Co, Inc.	30595	8853	163981	EW	3702	0.00	45.00	0.00	51,421.41	36.04%
11/14/2018	APWAR	Freedom Pest Control Co, Inc.	30595	8853	163983	EW	3702	0.00	336.00	0.00	51,085.41	36.46%
11/14/2018	APWAR	Home Depot Credit Serivces	30606	8138	019780/6261	EW	3702	0.00	177.85	0.00	50,907.56	36.68%
11/14/2018	APWAR	Home Depot Credit Serivces	30606	8138	025418/0254	EW	3702	0.00	55.78	0.00	50,851.78	36.75%
11/14/2018	APWAR	Home Depot Credit Serivces	30606	8138	029836/6022	EW	3702	0.00	136.02	0.00	50,715.76	36.92%
11/14/2018	APWAR	Home Depot Credit Serivces	30606	8138	024119/1254	EW	3702	0.00	314.91	0.00	50,400.85	37.31%
11/14/2018	APWAR	Home Depot Credit Serivces	30606	8138	030669/5022	EW	3702	0.00	339.82	0.00	50,061.03	37.73%
11/14/2018	APWAR	Ingram	30609	6992	61452352	EW	3702	0.00	155.20	0.00	49,905.83	37.92%
11/14/2018	APWAR	Ingram	30609	6992	61452351	EW	3702	0.00	257.24	0.00	49,648.59	38.24%
11/14/2018	APWAR	Ingram	30612	6992	67015353	EW	3702	0.00	15.68	0.00	49,632.91	38.26%
11/14/2018	APWAR	Ingram	30611	6992	67006028	EW	3702	0.00	36.58	0.00	49,596.33	38.31%
11/14/2018	VOIDC			7774	675071	EW	3703	0.00	-62.28	0.00	49,658.61	38.23%
11/14/2018	APWAR	Jackson Lumber & Millwork	30614	7774	703612	EW	3702	0.00	10.45	0.00	49,648.16	38.24%
11/14/2018	APWAR	Jackson Lumber & Millwork	30614	7774	704204	EW	3702	0.00	1.50	0.00	49,646.66	38.25%
11/14/2018	APWAR	Jackson Lumber & Millwork	30614	7774	703615	EW	3702	0.00	9.00	0.00	49,637.66	38.26%
11/14/2018	APWAR	Jackson Lumber & Millwork	30614	7774	702735	EW	3702	0.00	132.93	0.00	49,504.73	38.42%
11/14/2018	APWAR	Jackson Lumber & Millwork	30614	7774	675071	EW	3702	0.00	62.28	0.00	49,442.45	38.50%
11/14/2018	APWAR	National Grid	30630	297	40214-11880	EW	3702	0.00	177.91	0.00	49,264.54	38.72%
11/14/2018	APWAR	National Grid	30630	297	40214-10790	EW	3702	0.00	20.30	0.00	49,244.24	38.75%
11/14/2018	APWAR	National Grid	30630	297	40214-11810	EW	3702	0.00	406.52	0.00	48,837.72	39.25%
11/14/2018	APWAR	W.B. Mason Co., Inc.	30670	7824	59906228	EW	3702	0.00	7.09	0.00	48,830.63	39.26%
11/14/2018	APWAR	Water Chemical, Inc.	30672	8898	584665	EW	3702	0.00	199.99	0.00	48,630.64	39.51%
11/14/2018	EXENT	AP Warrant Correction		0			16789	0.00	428.12	0.00	48,202.52	40.04%
11/14/2018	EXENT	Record Expenditure Reclass		0			16788	0.00	-464.70	0.00	48,667.22	39.46%
11/14/2018	EXENT	AP Warrant Correction		0			16646	0.00	-428.12	0.00	49,095.34	38.93%
11/14/2018	APWAR	3Phase Elevator (Allied Division)	30568	9552	56766	EW	3702	0.00	200.00	0.00	48,895.34	39.18%
11/28/2018	APWAR	Custodial Partners, LLC	30692	8862	1141647	EW	3706	0.00	73.61	0.00	48,821.73	39.27%
11/28/2018	APWAR	Eastern Propane Gas, Inc.	30695	3747	3552382	EW	3706	0.00	1,814.27	0.00	47,007.46	41.53%
11/28/2018	APWAR	Exxon Mobil	30699	7698	56586071	EW	3706	0.00	103.08	0.00	46,904.38	41.66%
11/28/2018	APWAR	Freedom Pest Control Co, Inc.	30704	8853	164203	EW	3706	0.00	65.00	0.00	46,839.38	41.74%
11/28/2018	APWAR	Home Depot Credit Serivces	30708	8138	WD3781186	EW	3706	0.00	159.00	0.00	46,680.38	41.93%
11/28/2018	APWAR	Home Depot Credit Serivces	30708	8138	015845/9025	EW	3706	0.00	172.51	0.00	46,507.87	42.15%
11/28/2018	APWAR	Welch & Lamson	30737	3582	C95308	EW	3706	0.00	532.73	0.00	45,975.14	42.81%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Town Bldgs Operating Expenses 4205210		Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp	
11/28/2018	APWAR	Welch & Lamson	30737	3582	C95309	EW	3706	0.00	234.18	0.00	45,740.96	43.10%
11/28/2018	APWAR	Nestle Waters North America	30719	4110	08J04435807EW		3706	0.00	5.39	0.00	45,735.57	43.11%
11/28/2018	APWAR	Nestle Waters North America	30719	4110	08J04435809EW		3706	0.00	8.38	0.00	45,727.19	43.12%
12/05/2018	APWAR	Ambient Temperature Corp.	30738	3734	10238	EW	3709	0.00	1,816.09	0.00	43,911.10	45.38%
12/05/2018	APWAR	Ambient Temperature Corp.	30738	3734	10327	EW	3709	0.00	1,584.60	0.00	42,326.50	47.35%
12/05/2018	APWAR	Ambient Temperature Corp.	30738	3734	10276	EW	3709	0.00	815.00	0.00	41,511.50	48.36%
12/05/2018	APWAR	Custodial Partners, LLC	30744	8862	1142046	EW	3709	0.00	453.80	0.00	41,057.70	48.93%
12/05/2018	APWAR	Home Depot Credit Serivces	30754	8138	26464/80204	EW	3709	0.00	87.78	0.00	40,969.92	49.04%
12/05/2018	APWAR	Jackson Lumber & Millwork	30755	7774	715683	EW	3709	0.00	506.76	0.00	40,463.16	49.67%
12/05/2018	APWAR	W.B. Mason Co., Inc.	30776	7824	S085157486	EW	3709	0.00	130.57	0.00	40,332.59	49.83%
12/05/2018	APWAR	W.B. Mason Co., Inc.	30776	7824	I60866613	EW	3709	0.00	83.99	0.00	40,248.60	49.93%
12/12/2018	APWAR	Ambient Temperature Corp.	30777	3734	10340	EW	3714	0.00	3,124.90	0.00	37,123.70	53.82%
12/12/2018	APWAR	Freedom Pest Control Co, Inc.	30795	8853	164677	EW	3714	0.00	336.00	0.00	36,787.70	54.24%
12/12/2018	APWAR	Freedom Pest Control Co, Inc.	30795	8853	164675	EW	3714	0.00	45.00	0.00	36,742.70	54.30%
12/12/2018	APWAR	Georgetown Building Supply, Inc.	30797	2604	30598	EW	3714	0.00	6.00	0.00	36,736.70	54.30%
12/12/2018	APWAR	W.B. Mason Co., Inc.	30839	7824	SO85288243	EW	3714	0.00	122.97	0.00	36,613.73	54.46%
12/12/2018	APWAR	W.B. Mason Co., Inc.	30839	7824	I61190189	EW	3714	0.00	571.65	0.00	36,042.08	55.17%
12/12/2018	APWAR	W.B. Mason Co., Inc.	30839	7824	S085434165	EW	3714	0.00	62.79	0.00	35,979.29	55.24%
12/12/2018	APWAR	W.B. Mason Co., Inc.	30839	7824	SO85369464	EW	3714	0.00	50.99	0.00	35,928.30	55.31%
12/12/2018	APWAR	W.B. Mason Co., Inc.	30839	7824	SO85544849	EW	3714	0.00	104.94	0.00	35,823.36	55.44%
12/12/2018	APWAR	Welch & Lamson	30841	3582	C95844	EW	3714	0.00	687.21	0.00	35,136.15	56.29%
12/13/2018	APWAR	Ambient Temperature Corp.	30846	3734	10431	EW	3718	0.00	1,209.48	0.00	33,926.67	57.80%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	860249	EW	3718	0.00	51.96	0.00	33,874.71	57.86%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	860003	EW	3718	0.00	36.95	0.00	33,837.76	57.91%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	859012	EW	3718	0.00	75.87	0.00	33,761.89	58.00%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	11272018	EW	3718	0.00	33.98	0.00	33,727.91	58.04%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	859917	EW	3718	0.00	156.53	0.00	33,571.38	58.24%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	860097	EW	3718	0.00	136.34	0.00	33,435.04	58.41%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	860043	EW	3718	0.00	8.32	0.00	33,426.72	58.42%
12/13/2018	APWAR	Amesbury Industrial Supply Co,	30847	23	859569	EW	3718	0.00	41.97	0.00	33,384.75	58.47%
12/13/2018	APWAR	Dell Marketing, L.P.	30858	6933	10285088282EW		3718	0.00	408.78	0.00	32,975.97	58.98%
12/13/2018	APWAR	Misenheimer, Sumner	30868	3672	95028	EW	3718	0.00	59.99	0.00	32,915.98	59.05%
12/13/2018	APWAR	National Grid	30869	297	42014-11810EW		3718	0.00	1,032.25	0.00	31,883.73	60.34%
12/13/2018	APWAR	National Grid	30869	297	40214-11880EW		3718	0.00	600.23	0.00	31,283.50	61.09%
12/13/2018	APWAR	National Grid	30869	297	40214-10790EW		3718	0.00	26.70	0.00	31,256.80	61.12%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

12/13/2018	APWAR	W.B. Mason Co., Inc.	30891	7824	I61347114	EW	3718	0.00	62.79	0.00	31,194.01	61.20%
12/13/2018	APWAR	W.B. Mason Co., Inc.	30891	7824	I61293116	EW	3718	0.00	50.99	0.00	31,143.02	61.26%
12/13/2018	APWAR	W.B. Mason Co., Inc.	30891	7824	I61238454	EW	3718	0.00	122.97	0.00	31,020.05	61.41%
12/13/2018	APWAR	3Phase Elevator (Allied Division)	30845	9552	57263	EW	3718	0.00	200.00	0.00	30,820.05	61.66%
12/13/2018	APWAR	Nestle Waters North America	30875	4110	08K0443580	EW	3718	0.00	10.78	0.00	30,809.27	61.68%
12/13/2018	APWAR	Hiller Fire Protection	30863	4352	107558	EW	3718	0.00	335.00	0.00	30,474.27	62.09%
12/13/2018	APWAR	Hiller Fire Protection	30863	4352	107989	EW	3718	0.00	335.00	0.00	30,139.27	62.51%
12/13/2018	APWAR	Hiller Fire Protection	30863	4352	107559	EW	3718	0.00	335.00	0.00	29,804.27	62.93%
12/13/2018	APWAR	Hiller Fire Protection	30863	4352	106877	EW	3718	0.00	335.00	0.00	29,469.27	63.34%
12/26/2018	APWAR	Ambient Temperature Corp.	30893	3734	10580	EW	3719	0.00	815.00	0.00	28,654.27	64.36%
12/26/2018	APWAR	Ambient Temperature Corp.	30893	3734	10531	EW	3719	0.00	488.00	0.00	28,166.27	64.96%
12/26/2018	APWAR	Ambient Temperature Corp.	30893	3734	10515	EW	3719	0.00	296.00	0.00	27,870.27	65.33%
12/26/2018	APWAR	Home Depot Credit Serivces	30917	8138	018580/6031	EW	3719	0.00	73.48	0.00	27,796.79	65.42%
12/26/2018	APWAR	Jackson Lumber & Millwork	30920	7774	726312	EW	3719	0.00	141.27	0.00	27,655.52	65.60%
12/26/2018	APWAR	Jackson Lumber & Millwork	30920	7774	728436	EW	3719	0.00	14.81	0.00	27,640.71	65.62%
12/26/2018	APWAR	Merrimack Valley Planning	30927	3506	WNMAP19-	EW	3719	0.00	200.00	0.00	27,440.71	65.86%
12/26/2018	APWAR	W.B. Mason Co., Inc.	30958	7824	S085831510	EW	3719	0.00	134.56	0.00	27,306.15	66.03%
12/26/2018	APWAR	W.B. Mason Co., Inc.	30958	7824	I61533038	EW	3719	0.00	4.49	0.00	27,301.66	66.04%
12/26/2018	APWAR	Welch & Lamson	30960	3582	C96341	EW	3719	0.00	497.80	0.00	26,803.86	66.66%
01/09/2019	APWAR	Ambient Temperature Corp.	30963	3734	10516	EW	3723	0.00	232.00	0.00	26,571.86	66.95%
01/09/2019	APWAR	Eastern Propane Gas, Inc.	30975	3747	3654811	EW	3723	0.00	2,883.44	0.00	23,688.42	70.53%
01/09/2019	APWAR	Freedom Pest Control Co, Inc.	30977	8853	165109	EW	3723	0.00	45.00	0.00	23,643.42	70.59%
01/09/2019	APWAR	Freedom Pest Control Co, Inc.	30977	8853	165110	EW	3723	0.00	336.00	0.00	23,307.42	71.01%
01/09/2019	APWAR	Home Depot Credit Serivces	30985	8138	031885/3611	EW	3723	0.00	228.75	0.00	23,078.67	71.29%
01/09/2019	APWAR	Home Depot Credit Serivces	30985	8138	031954/3511	EW	3723	0.00	31.96	0.00	23,046.71	71.33%
01/09/2019	APWAR	Home Depot Credit Serivces	30985	8138	021052/3031	EW	3723	0.00	98.93	0.00	22,947.78	71.45%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	730025	EW	3723	0.00	2,136.09	0.00	20,811.69	74.11%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	730479	EW	3723	0.00	270.10	0.00	20,541.59	74.45%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	731836	EW	3723	0.00	253.88	0.00	20,287.71	74.76%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	733339	EW	3723	0.00	174.89	0.00	20,112.82	74.98%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	732662	EW	3723	0.00	40.04	0.00	20,072.78	75.03%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	732155	EW	3723	0.00	24.24	0.00	20,048.54	75.06%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	735188	EW	3723	0.00	119.87	0.00	19,928.67	75.21%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	735813	EW	3723	0.00	25.92	0.00	19,902.75	75.24%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	731127	EW	3723	0.00	705.85	0.00	19,196.90	76.12%
01/09/2019	APWAR	Jackson Lumber & Millwork	30989	7774	22881	EW	3723	0.00	-465.56	0.00	19,662.46	75.54%
01/09/2019	APWAR	W.B. Mason Co., Inc.	31028	7824	I61903671	EW	3723	0.00	2.92	0.00	19,659.54	75.54%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

01/09/2019	APWAR	Welch & Lamson	31030	3582	C96825	EW	3723	0.00	410.20	0.00	19,249.34	76.05%
01/09/2019	APWAR	Welch & Lamson	31030	3582	C96611	EW	3723	0.00	357.85	0.00	18,891.49	76.50%
01/09/2019	EXENT	Reclass DPW Expenditures to Pipestave		0			16937	0.00	228.75	0.00	18,662.74	76.78%
01/09/2019	EXENT	Reclass DPW Expenditures to Pipestave		0			16937	0.00	-3,285.32	0.00	21,948.06	72.70%
01/09/2019	APWAR	3Phase Elevator (Allied Division)	30962	9552	74676	EW	3723	0.00	780.00	0.00	21,168.06	73.67%
01/09/2019	APWAR	3Phase Elevator (Allied Division)	30962	9552	74677	EW	3723	0.00	780.00	0.00	20,388.06	74.64%
01/09/2019	APWAR	Gilreath, Donald R.	30979	84	5486	EW	3723	0.00	169.00	0.00	20,219.06	74.85%
01/17/2019	EXENT	Reclass expenditures		0			17044	0.00	-462.91	0.00	20,681.97	74.27%
01/23/2019	APWAR	Home Depot Credit Serivces	31112	8138	006069/8261	EW	3729	0.00	92.31	0.00	20,589.66	74.39%
01/23/2019	APWAR	Home Depot Credit Serivces	31112	8138	008544/5033	EW	3729	0.00	128.89	0.00	20,460.77	74.55%
01/23/2019	APWAR	National Grid	31124	297	40214-10790	EW	3729	0.00	28.60	0.00	20,432.17	74.58%
01/23/2019	APWAR	National Grid	31124	297	40214-11810	EW	3729	0.00	1,234.60	0.00	19,197.57	76.12%
01/23/2019	APWAR	National Grid	31124	297	40214-11880	EW	3729	0.00	780.56	0.00	18,417.01	77.09%
01/23/2019	APWAR	Nestle Waters North America	31127	4110	08L0443580	EW	3729	0.00	10.78	0.00	18,406.23	77.10%
01/23/2019	APWAR	Amaral, Wayne	31090	900985	Staples	EW	3729	0.00	15.97	0.00	18,390.26	77.12%
01/23/2019	APWAR	J and S Development	31117	4432	30018A	EW	3729	0.00	350.00	0.00	18,040.26	77.56%
02/06/2019	APWAR	Freedom Pest Control Co, Inc.	31191	8853	165552	EW	3733	0.00	45.00	0.00	17,995.26	77.61%
02/06/2019	APWAR	Freedom Pest Control Co, Inc.	31191	8853	165549	EW	3733	0.00	336.00	0.00	17,659.26	78.03%
02/06/2019	APWAR	3Phase Elevator (Allied Division)	31188	9552	75592	EW	3733	0.00	220.00	0.00	17,439.26	78.30%
02/06/2019	APWAR	Verizon	31207	9817	9822392069	EW	3733	0.00	82.98	0.00	17,356.28	78.41%
02/06/2019	APWAR	Mutt Mitt	31196	4331	261031	EW	3733	0.00	462.91	0.00	16,893.37	78.98%
02/13/2019	APWAR	L W Bills/Alarm Engineering	31267	3	2438	EW	3738	0.00	896.71	0.00	15,996.66	80.10%
02/13/2019	APWAR	Ambient Temperature Corp.	31214	3734	10716	EW	3738	0.00	2,929.99	0.00	13,066.67	83.74%
02/13/2019	APWAR	Ambient Temperature Corp.	31214	3734	10816	EW	3738	0.00	815.00	0.00	12,251.67	84.76%
02/13/2019	APWAR	Ambient Temperature Corp.	31214	3734	10923	EW	3738	0.00	938.25	0.00	11,313.42	85.92%
02/13/2019	APWAR	Amesbury Industrial Supply Co,	31216	23	862023	EW	3738	0.00	185.10	0.00	11,128.32	86.15%
02/13/2019	APWAR	Amesbury Industrial Supply Co,	31216	23	861455	EW	3738	0.00	28.33	0.00	11,099.99	86.19%
02/13/2019	APWAR	Amesbury Industrial Supply Co,	31216	23	861742	EW	3738	0.00	44.95	0.00	11,055.04	86.24%
02/13/2019	APWAR	Amesbury Industrial Supply Co,	31216	23	862235	EW	3738	0.00	37.44	0.00	11,017.60	86.29%
02/13/2019	APWAR	Amesbury Industrial Supply Co,	31216	23	862685	EW	3738	0.00	26.97	0.00	10,990.63	86.33%
02/13/2019	APWAR	Amesbury Industrial Supply Co,	31216	23	861942	EW	3738	0.00	94.78	0.00	10,895.85	86.44%
02/13/2019	APWAR	Eastern Propane Gas, Inc.	31244	3747	3716944	EW	3738	0.00	2,172.69	0.00	8,723.16	89.15%
02/13/2019	APWAR	Exxon Mobil	31246	7698	57362526	EW	3738	0.00	101.35	0.00	8,621.81	89.27%
02/13/2019	APWAR	Home Depot Credit Serivces	31255	8138	031557/2612	EW	3738	0.00	140.44	0.00	8,481.37	89.45%
02/13/2019	APWAR	Home Depot Credit Serivces	31255	8138	28300/60112	EW	3738	0.00	28.13	0.00	8,453.24	89.48%
02/13/2019	APWAR	Jackson Lumber & Millwork	31262	7774	747697	EW	3738	0.00	1.57	0.00	8,451.67	89.48%
02/13/2019	APWAR	Jackson Lumber & Millwork	31262	7774	747219	EW	3738	0.00	194.40	0.00	8,257.27	89.72%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

02/13/2019	APWAR	National Grid	31276	297	40214-11810	EW	3738	0.00	1,349.11	0.00	6,908.16	91.40%
02/13/2019	APWAR	National Grid	31276	297	40214-11880	EW	3738	0.00	955.85	0.00	5,952.31	92.59%
02/13/2019	APWAR	National Grid	31276	297	40214-10790	EW	3738	0.00	25.13	0.00	5,927.18	92.62%
02/13/2019	APWAR	W.B. Mason Co., Inc.	31318	7824	I62499003	EW	3738	0.00	40.69	0.00	5,886.49	92.67%
02/13/2019	APWAR	Welch & Lamson	31320	3582	C98244	EW	3738	0.00	572.26	0.00	5,314.23	93.39%
02/13/2019	APWAR	Welch & Lamson	31320	3582	C97680	EW	3738	0.00	466.66	0.00	4,847.57	93.97%
02/13/2019	APWAR	Welch & Lamson	31320	3582	C97681	EW	3738	0.00	279.75	0.00	4,567.82	94.31%
02/13/2019	APWAR	Welch & Lamson	31320	3582	C97216	EW	3738	0.00	337.90	0.00	4,229.92	94.73%
02/13/2019	APWAR	Hiller Fire Protection	31254	4352	114713	EW	3738	0.00	1,149.00	0.00	3,080.92	96.16%
02/27/2019	APWAR	Ambient Temperature Corp.	31352	3734	11112	EW	3745	0.00	815.00	0.00	2,265.92	97.18%
02/27/2019	APWAR	Exxon Mobil	31363	7698	57765914	EW	3745	0.00	177.23	0.00	2,088.69	97.40%
02/27/2019	APWAR	Home Depot Credit Serivces	31367	8138	008804/4031	EW	3745	0.00	304.32	0.00	1,784.37	97.78%
02/27/2019	APWAR	Welch & Lamson	31406	3582	C98748	EW	3745	0.00	538.11	0.00	1,246.26	98.44%
02/27/2019	APWAR	Welch & Lamson	31406	3582	C98809	EW	3745	0.00	15.00	0.00	1,231.26	98.46%
02/27/2019	APWAR	Welch & Lamson	31406	3582	C98749	EW	3745	0.00	298.57	0.00	932.69	98.83%
02/27/2019	APWAR	3Phase Elevator (Allied Division)	31350	9552	77006	EW	3745	0.00	220.00	0.00	712.69	99.11%
02/27/2019	APWAR	Nestle Waters North America	31382	4110	09A0443580	EW	3745	0.00	10.78	0.00	701.91	99.12%
02/27/2019	APWAR	Nestle Waters North America	31382	4110	09A0443580	EW	3745	0.00	10.78	0.00	691.13	99.14%
02/27/2019	APWAR	Essex County Highway Assoc., Inc.	31362	4445	2019 Dues	EW	3745	0.00	50.00	0.00	641.13	99.20%
03/06/2019	APWAR	3Phase Elevator (Allied Division)	31408	9552	77143	EW	3749	0.00	3,392.00	0.00	-2,750.87	103.42%
03/13/2019	APWAR	Ambient Temperature Corp.	31453	3734	11171	EW	3752	0.00	424.00	0.00	-3,174.87	103.94%
03/13/2019	APWAR	Clear Water Industries	31456	8813	17346	EW	3752	0.00	300.00	0.00	-3,474.87	104.32%
03/13/2019	APWAR	Freedom Pest Control Co, Inc.	31466	8853	168504	EW	3752	0.00	336.00	0.00	-3,810.87	104.73%
03/13/2019	APWAR	Welch & Lamson	31503	3582	C99311	EW	3752	0.00	576.25	0.00	-4,387.12	105.45%
03/13/2019	APWAR	Carleton, David	31455	9200	03/05/19	EW	3752	0.00	270.00	0.00	-4,657.12	105.79%
03/20/2019	APWAR	Amesbury Industrial Supply Co,	31578	23	864004	EW	3757	0.00	101.45	0.00	-4,758.57	105.91%
03/20/2019	APWAR	Amesbury Industrial Supply Co,	31578	23	863902	EW	3757	0.00	28.67	0.00	-4,787.24	105.95%
03/20/2019	APWAR	Amesbury Industrial Supply Co,	31578	23	862959	EW	3757	0.00	42.67	0.00	-4,829.91	106.00%
03/20/2019	APWAR	Custodial Partners, LLC	31588	8862	1146535	EW	3757	0.00	162.20	0.00	-4,992.11	106.20%
03/20/2019	APWAR	Eastern Propane Gas, Inc.	31590	3747	3799378	EW	3757	0.00	2,754.54	0.00	-7,746.65	109.63%
03/20/2019	APWAR	National Grid	31604	297	40214-11880	EW	3757	0.00	790.21	0.00	-8,536.86	110.61%
03/20/2019	APWAR	National Grid	31604	297	40214-10790	EW	3757	0.00	25.13	0.00	-8,561.99	110.64%
03/20/2019	APWAR	National Grid	31604	297	40214-11810	EW	3757	0.00	1,262.15	0.00	-9,824.14	112.21%
03/20/2019	APWAR	3Phase Elevator (Allied Division)	31574	9552	80721	EW	3757	0.00	220.00	0.00	-10,044.14	112.49%
03/20/2019	APWAR	Nestle Waters North America	31612	4110	09B0443580	EW	3757	0.00	13.77	0.00	-10,057.91	112.50%
03/20/2019	APWAR	Nestle Waters North America	31612	4110	09B0443580	EW	3757	0.00	21.56	0.00	-10,079.47	112.53%
03/27/2019	APWAR	Ambient Temperature Corp.	31642	3734	11439	EW	3758	0.00	815.00	0.00	-10,894.47	113.55%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

03/27/2019	APWAR	Clear Water Industries	31647	8813	17404	EW	3758	0.00	450.00	0.00	-11,344.47	114.11%
03/27/2019	APWAR	Exxon Mobil	31651	7698	58189246	EW	3758	0.00	124.97	0.00	-11,469.44	114.26%
03/27/2019	APWAR	Freedom Pest Control Co, Inc.	31653	8853	166398	EW	3758	0.00	495.00	0.00	-11,964.44	114.88%
03/27/2019	APWAR	Home Depot Credit Serivces	31654	8138	018973/6614	EW	3758	0.00	49.19	0.00	-12,013.63	114.94%
03/27/2019	APWAR	Welch & Lamson	31685	3582	C99849	EW	3758	0.00	666.56	0.00	-12,680.19	115.77%
03/27/2019	APWAR	Welch & Lamson	31685	3582	C99850/9995	EW	3758	0.00	350.17	0.00	-13,030.36	116.20%
04/03/2019	APWAR	Home Depot Credit Serivces	31696	8138	026695/8514	EW	3760	0.00	123.78	0.00	-13,154.14	116.36%
04/03/2019	APWAR	HTE Communications LLC	31697	8175	1538	EW	3760	0.00	405.00	0.00	-13,559.14	116.86%
04/03/2019	APWAR	Verizon Wireless	31710	6747	9826320683	EW	3760	0.00	82.98	0.00	-13,642.12	116.96%
04/03/2019	APWAR	W.B. Mason Co., Inc.	31711	7824	S089382643	EW	3760	0.00	7.17	0.00	-13,649.29	116.97%
4205210 Ending Bal								80,400.00	94,049.29	0.00	-13,649.29	116.97%
Period Total								80,400.00	94,049.29	0.00		

Town Bldgs Improvements												
4205240												
			Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
07/01/2018	BDAPP	Record FY19 Budget		0			16036	51,000.00	0.00	0.00	51,000.00	0.00%
07/25/2018	APWAR	Jackson Lumber & Millwork	29891	7774	653774	EW	3652	0.00	181.27	0.00	50,818.73	0.35%
07/25/2018	APWAR	Jackson Lumber & Millwork	29891	7774	653628	EW	3652	0.00	-24.80	0.00	50,843.53	0.30%
07/25/2018	APWAR	Jackson Lumber & Millwork	29891	7774	655233	EW	3652	0.00	321.84	0.00	50,521.69	0.93%
07/25/2018	APWAR	Jackson Lumber & Millwork	29891	7774	652791	EW	3652	0.00	237.90	0.00	50,283.79	1.40%
07/25/2018	APWAR	Jackson Lumber & Millwork	29891	7774	654328	EW	3652	0.00	-32.80	0.00	50,316.59	1.34%
07/25/2018	APWAR	Jackson Lumber & Millwork	29891	7774	650603	EW	3652	0.00	87.98	0.00	50,228.61	1.51%
07/25/2018	APWAR	Schena, Gary	29901	4054	1518	EW	3652	0.00	15,680.00	0.00	34,548.61	32.25%
08/08/2018	APWAR	Jackson Lumber & Millwork	29944	7774	657601	EW	3658	0.00	96.82	0.00	34,451.79	32.44%
08/08/2018	APWAR	Jackson Lumber & Millwork	29944	7774	656958	EW	3658	0.00	264.22	0.00	34,187.57	32.96%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	666811	EW	3664	0.00	113.45	0.00	34,074.12	33.18%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	664252	EW	3664	0.00	769.34	0.00	33,304.78	34.69%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	664939	EW	3664	0.00	126.48	0.00	33,178.30	34.94%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	666473	EW	3664	0.00	457.98	0.00	32,720.32	35.84%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	665505	EW	3664	0.00	217.64	0.00	32,502.68	36.26%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	661735	EW	3664	0.00	62.94	0.00	32,439.74	36.39%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	666191	EW	3664	0.00	1,852.44	0.00	30,587.30	40.02%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	667182	EW	3664	0.00	74.94	0.00	30,512.36	40.17%
08/22/2018	APWAR	Jackson Lumber & Millwork	30035	7774	664653	EW	3664	0.00	343.05	0.00	30,169.31	40.84%
08/22/2018	APWAR	Port Paint 'N Paper	30068	7778	11804	EW	3664	0.00	204.94	0.00	29,964.37	41.24%
08/22/2018	APWAR	Myers III, Russell	30050	9749	08/06/2018	EW	3664	0.00	1,120.00	0.00	28,844.37	43.44%
08/30/2018	APWAR	Jackson Lumber & Millwork	30113	7774	668443	EW	3670	0.00	288.64	0.00	28,555.73	44.00%



D.b.

**TOWN OF WEST NEWBURY**  
**Request For Appropriation Transfers**  
**Between or Within Departments**

(To be submitted in quadruplicate with documentation)

**BOARD OF SELECTMEN & FINANCE COMMITTEE**  
**TOWN OF WEST NEWBURY**

Date: 5/6/19

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: \$ 2,500

1. To be transferred from: 4205243 Street Paving/Repairs  
(Give name of appropriation and Account #)

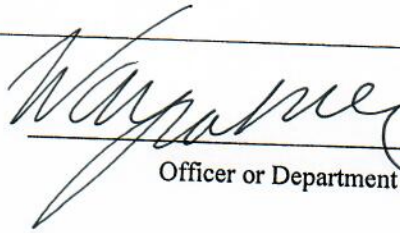
Present balance in above appropriation: \$ 70,000

2. To be transferred to: 4205530 Road Machinery Op expenses  
(Give name of appropriation and Account #)

Present balance in above appropriation: \$ -54.15

Explanation for requested transfer: To cover additional costs to be incurred for Road Machinery operating expenses.

Request submitted by (signature required):

  
\_\_\_\_\_  
Officer or Department Head

**APPROVALS**

**Board of Selectmen:**

Date of Meeting: \_\_\_\_\_

Number Present and Voting: \_\_\_\_\_

Approved by Majority, list vote: \_\_\_\_\_

Transfer disapproved (checkmark): \_\_\_\_\_

**Signature:**

\_\_\_\_\_  
Chairperson, Board of Selectmen

**Finance Committee:**

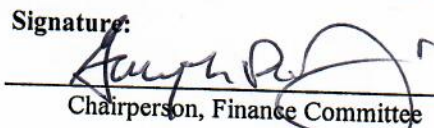
Date of Meeting: 5/7/19

Number Present and Voting: 5-0

Approved by Majority, list vote: 5-0

Transfer disapproved (checkmark): \_\_\_\_\_

**Signature:**

  
\_\_\_\_\_  
Chairperson, Finance Committee

Please Note:

1. This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.
2. This procedure may **not** be used to transfer from a Municipal Light or School Department.
3. This procedure may **not** be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater.
4. Signed originals of this request (required in quadruplicate) will be distributed to the Board of Selectmen, the Finance Committee, the Town Accountant, and the requesting department.

# TOWN OF WEST NEWBURY

## All Departments Expenditure Report

From 07/01/2018 to 06/30/2019

1000 - General Fund					Tot	06/01/2019	YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Expend	Balance	% Exp
4205112	DPW Salary & Wages		434,243.00		434,243.00		363,606.13	70,636.87	83.73 %
4205113	DPW Overtime Wages		10,404.00		10,404.00		3,052.13	7,351.87	29.33 %
4205200	Snow & Ice Removal		150,000.00		150,000.00		199,490.86	-49,490.86	132.99 %
4205210	Town Bldgs Operating Expenses		80,400.00		80,400.00		94,049.29	-13,649.29	116.97 %
1000420520	Children's Castle Utility Exp		16,000.00		16,000.00			16,000.00	0.00 %
4205240	Town Bldgs Improvements		51,000.00		51,000.00		42,451.98	8,548.02	83.23 %
4205243	Street Paving/Repairs		70,000.00		70,000.00			70,000.00	0.00 %
4205380	Highway, Sidewalk & Trees		140,000.00		140,000.00		64,466.15	75,533.85	46.04 %
4205710	DPW Vehicle Allowance		6,000.00		6,000.00		3,725.00	2,275.00	62.08 %
4205400	DPW Expenses		4,800.00		4,800.00		4,700.84	99.16	97.93 %
4205405	Parks Expenses		15,000.00		15,000.00			15,000.00	0.00 %
4205415	Electricity		70,000.00		70,000.00		51,501.44	18,498.56	73.57 %
4205530	Road Machinery Op Expenses		49,000.00		49,000.00		49,054.15	-54.15	100.11 %
1000420580	ATM 43018 A:14 Fire Alarm Service								100.00 %
1000420580	ATM 43018 A:12 Building Repairs		100,000.00		100,000.00			100,000.00	0.00 %
1000420580	STM 042516 A:9 LIBRARY OUTSIDE	30,000.00			30,000.00			30,000.00	0.00 %
1000420580	STM 042516 A:11 REPAIR+IMPRV	54,203.10			54,203.10			54,203.10	0.00 %
1000420580	STM 042516 A:10	18,376.45			18,376.45		5,636.38	12,740.07	30.67 %
<b>420</b>	<b>Total Department of Public Works</b>	<b>102,579.55</b>	<b>1,196,847.00</b>		<b>1,299,426.55</b>		<b>881,734.35</b>	<b>417,692.20</b>	<b>67.85 %</b>

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Road Machinery Op Expenses 4205530		Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
07/01/2018	BDAPP Record FY19 Budget	0			16036	49,000.00	0.00	0.00	49,000.00	0.00%
07/25/2018	APWAR Exxon Mobil	7698	55023751	EW	3652	0.00	497.73	0.00	48,502.27	1.01%
07/25/2018	APWAR Sanel Napa Auto parts	7861	4311812	EW	3652	0.00	18.73	0.00	48,483.54	1.05%
08/08/2018	APWAR Wall's Ford Inc.	6157	265439	EW	3658	0.00	3,038.09	0.00	45,445.45	7.25%
08/08/2018	APWAR New Hampshire Peterbilt	4396	AI24544	EW	3658	0.00	89.36	0.00	45,356.09	7.43%
08/22/2018	APWAR Amesbury Industrial Supply Co,	23	853434	EW	3664	0.00	24.75	0.00	45,331.34	7.48%
08/22/2018	APWAR Dunn's Equipment	2386	130366	EW	3664	0.00	174.66	0.00	45,156.68	7.84%
08/22/2018	APWAR Dunn's Equipment	2386	130215	EW	3664	0.00	59.39	0.00	45,097.29	7.96%
08/22/2018	APWAR Exxon Mobil	7698	55413961	EW	3664	0.00	495.95	0.00	44,601.34	8.97%
08/22/2018	APWAR Mass Mobile Inspections, Inc.	7177	0718.21	EW	3664	0.00	1,680.00	0.00	42,921.34	12.40%
08/30/2018	APWAR Welch & Lamson	3582	C94179	EW	3670	0.00	1,921.81	0.00	40,999.53	16.32%
09/05/2018	APWAR Summa Humma Enterprises LLC	7668	PI24187	EW	3673	0.00	11.76	0.00	40,987.77	16.35%
09/05/2018	VOIDC	8871	1178679	EW	3676	0.00	-68.80	0.00	41,056.57	16.21%
09/05/2018	APWAR Sullivan Tire Companies	9030	Reissue lost	EW	3673	0.00	68.80	0.00	40,987.77	16.35%
09/19/2018	APWAR Fastenal Company	8664	MANEW440	EW	3678	0.00	23.25	0.00	40,964.52	16.39%
09/19/2018	APWAR RL Currie Corp.	9564	6041	EW	3678	0.00	1,338.08	0.00	39,626.44	19.12%
10/03/2018	APWAR Dunn's Equipment	2386	131286	EW	3683	0.00	17.99	0.00	39,608.45	19.16%
10/03/2018	APWAR Dunn's Equipment	2386	131283	EW	3683	0.00	689.99	0.00	38,918.46	20.57%
10/03/2018	APWAR Exxon Mobil	7698	55802913	EW	3683	0.00	457.88	0.00	38,460.58	21.50%
10/03/2018	APWAR J.C. Madigan, Inc.	7851	279956	EW	3683	0.00	190.27	0.00	38,270.31	21.89%
10/03/2018	APWAR Salisbury Auto Parts	7834	56984388945	EW	3683	0.00	121.99	0.00	38,148.32	22.14%
10/03/2018	APWAR Wall's Ford Inc.	6157	266160	EW	3683	0.00	1,932.34	0.00	36,215.98	26.08%
10/03/2018	APWAR Sullivan Tire Companies	9030	27099415	EW	3683	0.00	844.00	0.00	35,371.98	27.81%
10/17/2018	APWAR Chappell Tractor Sales Inc.	6745	15392	EW	3687	0.00	45.83	0.00	35,326.15	27.90%
10/17/2018	APWAR J.C. Madigan, Inc.	7851	280508	EW	3687	0.00	646.14	0.00	34,680.01	29.22%
10/17/2018	APWAR Coastal Hydraulics, Inc.	9548	141336	EW	3687	0.00	95.37	0.00	34,584.64	29.41%
10/31/2018	APWAR Exxon Mobil	7698	56189367	EW	3694	0.00	255.26	0.00	34,329.38	29.94%
10/31/2018	APWAR Neptune, Inc.	3532	286577	EW	3694	0.00	9.00	0.00	34,320.38	29.95%
11/14/2018	APWAR Chappell Tractor Sales Inc.	6745	015392	EW	3702	0.00	45.83	0.00	34,274.55	30.05%
11/14/2018	APWAR Georgetown Building Supply, Inc.	2604	236728	EW	3702	0.00	103.13	0.00	34,171.42	30.26%
11/14/2018	APWAR Salisbury Auto Parts	7834	444154	EW	3702	0.00	42.45	0.00	34,128.97	30.34%
11/14/2018	APWAR Salisbury Auto Parts	7834	444562	EW	3702	0.00	133.98	0.00	33,994.99	30.62%
11/14/2018	APWAR Welch & Lamson	3582	C95097	EW	3702	0.00	1,956.51	0.00	32,038.48	34.61%
11/14/2018	APWAR Wilson Welding Co.	3904	28264	EW	3702	0.00	102.50	0.00	31,935.98	34.82%
11/14/2018	APWAR ABI Attachments, Inc.	9152	24457	EW	3702	0.00	555.90	0.00	31,380.08	35.95%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

11/28/2018	APWAR	Exxon Mobil	7698	56586067	EW	3706	0.00	571.64	0.00	30,808.44	37.12%
12/05/2018	VOIDC		6745	015392	EW	3713	0.00	-45.83	0.00	30,854.27	37.03%
12/05/2018	EXENT	Record Expense Reclass Neptune Uniform	0			16767	0.00	-9.00	0.00	30,863.27	37.01%
12/26/2018	APWAR	Exxon Mobil	7698	56971659	EW	3719	0.00	680.61	0.00	30,182.66	38.40%
12/26/2018	APWAR	Libertry International Trucks of NH	8172	634153	EW	3719	0.00	107.30	0.00	30,075.36	38.62%
12/26/2018	APWAR	Salisbury Auto Parts	7834	447984	EW	3719	0.00	750.75	0.00	29,324.61	40.15%
12/26/2018	APWAR	Welch & Lamson	3582	C96228	EW	3719	0.00	1,708.96	0.00	27,615.65	43.64%
12/26/2018	APWAR	New Hampshire Peterbilt	4396	A135392	EW	3719	0.00	489.57	0.00	27,126.08	44.64%
01/09/2019	APWAR	Chadwick-Baross	7235	C29233	EW	3723	0.00	453.00	0.00	26,673.08	45.56%
01/09/2019	APWAR	Libertry International Trucks of NH	8172	634795	EW	3723	0.00	185.48	0.00	26,487.60	45.94%
01/09/2019	APWAR	James R. Rosencrantz & Sons	7623	164159	EW	3723	0.00	439.59	0.00	26,048.01	46.84%
01/09/2019	APWAR	Salisbury Auto Parts	7834	449995	EW	3723	0.00	64.34	0.00	25,983.67	46.97%
01/09/2019	APWAR	Salisbury Auto Parts	7834	449999	EW	3723	0.00	216.11	0.00	25,767.56	47.41%
01/09/2019	APWAR	Salisbury Auto Parts	7834	449996	EW	3723	0.00	263.87	0.00	25,503.69	47.95%
01/09/2019	APWAR	Salisbury Auto Parts	7834	449997	EW	3723	0.00	351.13	0.00	25,152.56	48.66%
01/09/2019	APWAR	Salisbury Auto Parts	7834	449998	EW	3723	0.00	277.49	0.00	24,875.07	49.23%
01/09/2019	APWAR	Tri-County Contractors Supply	7255	15923	EW	3723	0.00	103.20	0.00	24,771.87	49.44%
01/09/2019	APWAR	RL Currie Corp.	9564	6391	EW	3723	0.00	5,483.24	0.00	19,288.63	60.63%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	23	860340	EW	3728	0.00	175.59	0.00	19,113.04	60.99%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	23	860548	EW	3728	0.00	172.27	0.00	18,940.77	61.34%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	23	860894	EW	3728	0.00	99.96	0.00	18,840.81	61.54%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	23	860545	EW	3728	0.00	93.68	0.00	18,747.13	61.74%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	23	861047	EW	3728	0.00	389.68	0.00	18,357.45	62.53%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	23	861048	EW	3728	0.00	42.24	0.00	18,315.21	62.62%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	23	860983	EW	3728	0.00	28.81	0.00	18,286.40	62.68%
01/30/2019	APWAR	Exxon Mobil	7698	57364034	EW	3732	0.00	512.62	0.00	17,773.78	63.72%
02/13/2019	APWAR	Brake & Clutch	5196	00243171	EW	3738	0.00	26.59	0.00	17,747.19	63.78%
02/13/2019	APWAR	Donovan Equipment Co., Inc.	7169	757423	EW	3738	0.00	2,627.93	0.00	15,119.26	69.14%
02/13/2019	APWAR	Salisbury Auto Parts	7834	698-450398	EW	3738	0.00	-23.10	0.00	15,142.36	69.09%
02/13/2019	APWAR	Salisbury Auto Parts	7834	698-450393	EW	3738	0.00	389.85	0.00	14,752.51	69.89%
02/13/2019	APWAR	Salisbury Auto Parts	7834	698-450392	EW	3738	0.00	589.04	0.00	14,163.47	71.09%
02/13/2019	APWAR	Salisbury Auto Parts	7834	698-451942	EW	3738	0.00	211.96	0.00	13,951.51	71.52%
02/13/2019	APWAR	Salisbury Auto Parts	7834	698-452059	EW	3738	0.00	228.24	0.00	13,723.27	71.99%
02/13/2019	APWAR	Southworth-Milton, Inc.	4005	SCR0268168	EW	3738	0.00	-107.28	0.00	13,830.55	71.77%
02/13/2019	APWAR	Southworth-Milton, Inc.	4005	1514180	EW	3738	0.00	814.32	0.00	13,016.23	73.43%
02/13/2019	APWAR	Wilson Welding Co.	3904	4124	EW	3738	0.00	102.50	0.00	12,913.73	73.64%
02/13/2019	APWAR	Sullivan Tire Companies	9030	Q07357	EW	3738	0.00	264.75	0.00	12,648.98	74.18%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

02/27/2019 APWAR	Cleaves Co., Inc.	7092	367229	EW	3745	0.00	8,278.06	0.00	4,370.92	91.07%	
03/06/2019 APWAR	Libertry International Trucks of NH	8172	646037	EW	3749	0.00	233.60	0.00	4,137.32	91.55%	
03/06/2019 APWAR	Salisbury Auto Parts	7834	456016	EW	3749	0.00	73.99	0.00	4,063.33	91.70%	
03/06/2019 APWAR	Salisbury Auto Parts	7834	455975	EW	3749	0.00	233.88	0.00	3,829.45	92.18%	
03/06/2019 APWAR	Sullivan Tire Companies	9030	27103791	EW	3749	0.00	665.44	0.00	3,164.01	93.54%	
03/13/2019 APWAR	Libertry International Trucks of NH	8172	647947	EW	3752	0.00	59.76	0.00	3,104.25	93.66%	
03/13/2019 APWAR	Salisbury Auto Parts	7834	456298	EW	3752	0.00	28.68	0.00	3,075.57	93.72%	
03/20/2019 APWAR	Libertry International Trucks of NH	8172	647979	EW	3757	0.00	739.18	0.00	2,336.39	95.23%	
03/20/2019 APWAR	Libertry International Trucks of NH	8172	03062019	EW	3757	0.00	-514.19	0.00	2,850.58	94.18%	
03/20/2019 APWAR	Salisbury Auto Parts	7834	456480	EW	3757	0.00	117.63	0.00	2,732.95	94.42%	
03/20/2019 APWAR	Salisbury Auto Parts	7834	456778	EW	3757	0.00	101.94	0.00	2,631.01	94.63%	
03/20/2019 APWAR	Salisbury Auto Parts	7834	457280	EW	3757	0.00	44.38	0.00	2,586.63	94.72%	
03/20/2019 APWAR	Salisbury Auto Parts	7834	456870	EW	3757	0.00	13.20	0.00	2,573.43	94.74%	
03/20/2019 APWAR	Salisbury Auto Parts	7834	456779	EW	3757	0.00	10.86	0.00	2,562.57	94.77%	
04/17/2019 APWAR	Amesbury Industrial Supply Co,	23	864461	EW	3763	0.00	86.28	0.00	2,476.29	94.94%	
04/17/2019 APWAR	Amesbury Industrial Supply Co,	23	864962	EW	3763	0.00	75.73	0.00	2,400.56	95.10%	
04/17/2019 APWAR	Chadwick-Baross	7235	C37363	EW	3763	0.00	1,390.49	0.00	1,010.07	97.93%	
04/17/2019 APWAR	Fastenal Company	8664	MANEW462	EW	3763	0.00	12.39	0.00	997.68	97.96%	
04/17/2019 APWAR	Fastenal Company	8664	MANEW462	EW	3763	0.00	670.20	0.00	327.48	99.33%	
04/17/2019 APWAR	Fastenal Company	8664	MANEW462	EW	3763	0.00	381.63	0.00	-54.15	100.11%	
4205530 Ending Bal							49,000.00	49,054.15	0.00	-54.15	100.11%
Period Total							49,000.00	49,054.15	0.00		
5400 Supplies Ending Bal							49,000.00	49,054.15	0.00	-54.15	
Dept 420 Department of Public Works Ending Bal							49,000.00	49,054.15	0.00	-54.15	
Fund 1000 General Fund Ending Bal							49,000.00	49,054.15	0.00	-54.15	
Grand Total							49,000.00	49,054.15	0.00	-54.15	100.11%

**TOWN OF WEST NEWBURY**  
**Request For Appropriation**  
**Transfers Between or Within**  
**Departments**

D.c.

(To be submitted in quadruplicate with documentation)

Date 5/6/19

BOARD OF SELECTMEN & FINANCE COMMITTEE  
TOWN OF WEST NEWBURY

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested: \$ 1,035.00

I. To be transferred from **1315112 Finance Committee Salaries**  
(Give name of appropriation and Account#)

Present balance in above appropriation: \$ 1,800

To **1315400 Finance Committee Expenses**

Present balance in above appropriation: \$ 597

Explanation for requested transfer:

To cover the cost of printing the FY19 Annual town meeting booklet.

To  
Request submitted by (signature  
required) :

  
\_\_\_\_\_  
Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: \_\_\_\_\_

Number Present and Voting: \_\_\_\_\_

Approved by Majority, list vote: \_\_\_\_\_

Transfer disapproved (checkmark) : \_\_\_\_\_

Signature:

\_\_\_\_\_  
Chairperson, Board of Selectmen

Finance Committee:

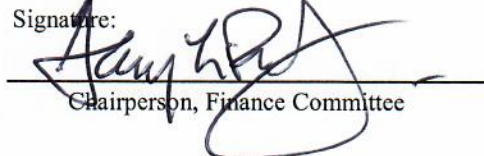
Date of Meeting : 5/7/19

Number Present and Voting: 5

Approved by Majority, list vote : 5-0

Transfer disapproved (checkmark) : \_\_\_\_\_

Signature:

  
\_\_\_\_\_  
Chairperson, Finance Committee

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

<b>Finance Committee Salaries</b>											
<b>1315112</b>											
	Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp	
07/01/2018BDAPP		Record FY19 Budget			16036	1,800.00	0.00	0.00	1,800.00	0.00%	
			0								
			1315112	Ending Bal		1,800.00	0.00	0.00	1,800.00	0.00%	
				Period Total		1,800.00	0.00	0.00			
		5100	Personal Services	Ending Bal		1,800.00	0.00	0.00	1,800.00		
						1,800.00	0.00	0.00			

<b>Finance Committee Expenses</b>											
<b>1315400</b>											
	Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp	
07/01/2018BDAPP		Record FY19 Budget			16036	1,000.00	0.00	0.00	1,000.00	0.00%	
			0								
08/08/2018APWAR	29920	Assoc. of Town Finance	4142	112848	EW	3658	0.00	160.00	840.00	16.00%	
10/17/2018APWAR	30472	Misenheimer, Sumner	3672	91429	EW	3686	0.00	243.00	597.00	40.30%	
		<i>Minute Man Press</i>	1315400	Ending Bal		1,000.00	403.00	0.00	597.00	40.30%	
				Period Total		1,000.00	403.00	0.00			
		5400	Supplies	Ending Bal		1,000.00	403.00	0.00	597.00		
						1,000.00	403.00	0.00			
		Dept 131	Finance Committee	Ending Bal		2,800.00	403.00	0.00	2,397.00		
						2,800.00	403.00	0.00			
		Fund 1000	General Fund	Ending Bal		2,800.00	403.00	0.00	2,397.00		
						2,800.00	403.00	0.00			
Grand Total						2,800.00	403.00	0.00	2,397.00	14.39%	
						2,800.00	403.00	0.00			



Minuteman Press of Newburyport  
188 Route OneTraffic Circle  
Newburyport, MA 01950  
Phone: 978-465-2242 / Fax: 978-465-8593  
clientservices@minutemanpress.com

**INVOICE \* INVOICE**

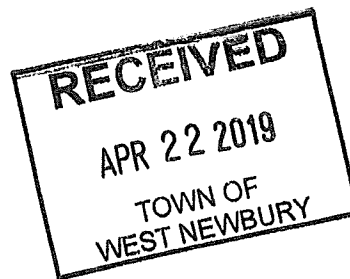
Invoice Number 94785  
Invoice Date 4/16/2019  
P.O. Number forbes

Bill to: Town Of West Newbury (2218)  
Town Office Building  
381 Main Street  
West Newbury, MA 01985  
Phone: (978) 363-1100

Ship to: Town Of West Newbury (2218)  
Town Office Building  
381 Main Street  
West Newbury, MA 01985  
Phone: (978) 363-1100

600 West Newbury Finance 2019 Annual Town Meeting Booklet- All Black Printing (Job 137481) \$1,632.00

Sub Total \$1,632.00  
Invoice Total \$1,632.00  
**Balance Due \$1,632.00**



Salesperson: Kimberly  
Please pay by this invoice. RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Thank You for doing business with us.



**TOWN OF WEST NEWBURY**  
**Request For Appropriation**  
**Transfers Between or Within**  
**Departments**

D.d.

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE  
TOWN OF WEST NEWBURY

Date **May 6, 2019**

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested: \$ **3,640.00**

I. To be transferred from **Finance expenses 145-4500**  
(Give name of appropriation and Account#)

Present balance in above appropriation: \$ **8,243.41**

To **Finance salaries/wages 145-5112**

Present balance in above appropriation: \$ **26,874.77**

Explanation for requested transfer:

**Funds to pay interim/acting Treasurer/Collector during medical absence.**

To  
Request submitted by (signature  
required) :

  
\_\_\_\_\_  
Officer of Department Head  
**Angus Jennings, Town Manager**  
APPROVALS

Board of Selectmen:

Date of Meeting: \_\_\_\_\_

Number Present and Voting: \_\_\_\_\_

Approved by Majority, list vote: \_\_\_\_\_

Transfer disapproved (checkmark) : \_\_\_\_\_

Signature:

\_\_\_\_\_  
Chairperson, Board of Selectmen

Finance Committee:

Date of Meeting : 5/7/19

Number Present and Voting: 5-0

Approved by Majority, list vote : 5-0

Transfer disapproved (checkmark) : \_\_\_\_\_

Signature:   
\_\_\_\_\_  
Chairperson, Finance Committee



**Town of West Newbury**  
**Board of Selectmen**  
381 Main Street  
Town Office Building  
West Newbury, MA 01985  
[www.wnewbury.org](http://www.wnewbury.org)

RECEIVED  
TOWN CLERK  
WEST NEWBURY, MA  
2019 MAY -2 PM 7:06

May 2, 2019

Michael P. McCarron  
Town Clerk  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985

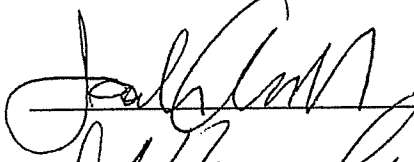
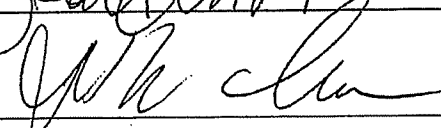
RE: Appointment of Temporary Treasurer/ Collector

Dear Mr. McCarron:

Please be advised that in accordance with the provisions of MGL c. 41 §40, the Board of Selectmen of the Town of West Newbury has appointed Mary E. DiPinto as the temporary treasurer/collector of the Town of West Newbury for the term of disability of the present treasurer/ collector, Susan Yeames. Said term is to commence May 9, 2019 and to continue until such time as Ms. Yeames recovers and is able to perform the duties of her office.

The terms of employment are set forth in the May 2, 2019 letter of Angus Jennings to Ms. DiPinto. Please execute the oath of office of Ms. DiPinto in accordance with the statute.

WEST NEWBURY BOARD OF SELECTMEN

  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_



## Town of West Newbury

381 Main Street  
West Newbury, Massachusetts 01985

Angus Jennings, Town Manager  
978-363-1100, Ext. 111 Fax 978-363-1826  
townmanager@wnewbury.org

May 3, 2019

Mary E. DiPinto  
62 Marshall Road  
Kingston, NH 03848

Dear Mary:

Following the Board of Selectmen's vote yesterday evening in accordance with the provisions of MGL c. 41 §40, I am pleased to offer you the position of temporary interim Treasurer/Collector for the Town of West Newbury.

Upon your acceptance, this offer is effective immediately. Your pay rate would be \$26.00/hour. Your responsibilities will be to maintain the duties of the Treasurer/Collector's office, as set out in the position's job description that we reviewed in person earlier this week, during Susan Yeames' upcoming absence for an estimated 2-3 weeks or more. The term of your appointment extends until Susan is able to return to the office. This is a temporary position, which as defined in the Personnel Policy is not eligible for benefits. As with all new hires, and pursuant to the Personnel Policy, the first ninety days of service shall constitute an introductory period.

In your capacity as the acting Treasurer/Collector, you will need to be sworn in and bonded for the term of your service. You have been provided the necessary paperwork to establish the bond; and the Town Clerk will be available to get you sworn in on your first full day.

Your first day of work will be Thursday, May 9<sup>th</sup>, although you are also expected to schedule one or more orientation sessions with Susan before then in order to get trained on the use of Vadar, meet other staff (in particular Assessing and Water) and to familiarize yourself with the office policy and procedures. You will be paid for this orientation time. Once you begin work, hours will be Monday through Thursday 8am-4:30pm, and Friday 8am-noon.

All Town employees have responsibility for reading and complying with the policies contained in the Town's Personnel Policy and any revisions made to it. The Personnel Policy is available for viewing on the Town's website [www.wnewbury.org](http://www.wnewbury.org) on the Personnel Committee's page.

Congratulations on your selection for this position! I am sure you will do a great job for the Town of West Newbury, and we appreciate your civic-minded interest in assisting the Town.

Sincerely,

A handwritten signature in black ink, appearing to read "Angus Jennings". The signature is fluid and cursive, with the first name being more prominent.

Angus Jennings  
Town Manager

I, \_\_\_\_\_ hereby accept this offer of employment from the Town of West  
Newbury under the terms outlined.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mary E. DiPinto

[REDACTED]  
Kingston, NH 03848

[REDACTED] Home Phone

[REDACTED] Cellphone

Goals/Objectives: To utilize my 41 years experience in customer service and accounting.

Experience:

June, 2017-

January, 2018 Teller Haverhill Bank

August, 2016-

February, 2017 Teller Haverhill Bank

July, 2015 Retired from City of Haverhill

1991-2015 Treasurer-Collector City of Haverhill, MA. Duties included Cash Management of all city funds as well as borrowing for all bonded projects approved by his honor the Mayor and the City Council. Issuance of all payroll and vendor checks issued by the city. Reporting of all wages to appropriate government agencies as required by law. As Collector of taxes responsible for collection of all taxes and subsequent additional collection remedies as prescribed by statute of any unpaid amounts. Responsible for supervision of all office staff as well as providing guidance.

1983-1991 Assistant Treasurer, City of Haverhill, MA. Provided assistance to the Treasurer in carrying out the functions of the office as well as running the office in the absence of the Treasurer.

1980-1983 Principal Account Clerk, City of Haverhill, MA. Posted all cash entries to the Ledger and prepared deposits for transmittal to the bank. Also verified incoming deposits and receipted the same from individual departments.

1976-1980 Senior Clerk, City of Haverhill, MA. Responsible for all clerical functions of the department as well as assisting the department head in the preparation of the departmental budget. Also prepared minutes of meeting for two commissions. The department head functioned on a part time basis.

1974-1976 Jr. Clerk, City of Haverhill, MA. Responsible for preparation of departmental payroll and payment of departmental bills. Assisted the Department head with clerical functions of the department.

Education

1990 Bachelor of Science Degree in Business Administration. Merrimack College, North Andover, MA

References

Mr. William J. Klueber, Director of Finance, Retired, City of Haverhill

[Redacted]

Mr. James Giusti, CPA, Giusti Hingston and Company

[Redacted]

Nancy Olsen, Head Teller, Pentucket Bank Merrimack Street Branch

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Finance Dept Expenses 1455400		Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
07/01/2018	BDAPP	Record FY19 Budget	0		16036	31,400.00	0.00	0.00	31,400.00	0.00%
07/11/2018	APWAR	Harpers Payroll Services	8638	320214	EW	3637	0.00	161.04	31,238.96	0.51%
07/25/2018	APWAR	EMMAAA	6005	FY19 Dues	EW	3652	0.00	35.00	31,203.96	0.62%
07/25/2018	APWAR	Harpers Payroll Services	8638	323223	EW	3652	0.00	149.54	31,054.42	1.10%
08/08/2018	APWAR	Eastern MA Treas & Collectors	6768	FY19	EW	3658	0.00	30.00	31,024.42	1.19%
08/08/2018	APWAR	Mass Collectors and Treasurers	4071	6914	EW	3658	0.00	50.00	30,974.42	1.35%
08/08/2018	APWAR	University Conference Services	6798	PR19027/83	EW	3658	0.00	135.00	30,839.42	1.78%
08/22/2018	APWAR	Harpers Payroll Services	8638	328658	EW	3664	0.00	137.64	30,701.78	2.22%
08/22/2018	APWAR	Harpers Payroll Services	8638	325939	EW	3664	0.00	178.39	30,523.39	2.79%
08/22/2018	APWAR	W.B. Mason Co., Inc.	7824	I57322128	EW	3664	0.00	325.10	30,198.29	3.82%
08/22/2018	APWAR	Commonwealth of Massachusetts	9252	FY19 DLS	EW	3664	0.00	50.00	30,148.29	3.98%
08/22/2018	APWAR	Bankers' Bank Northeast	9531	31934	EW	3664	0.00	273.04	29,875.25	4.85%
08/22/2018	APWAR	Yeames, Susan	9668	7312018	EW	3664	0.00	451.78	29,423.47	6.29%
08/22/2018	APWAR	MMAAA	4200	01114	EW	3664	0.00	50.00	29,373.47	6.45%
09/05/2018	APWAR	Eastern MA Treas & Collectors	6768	8/26/18	EW	3673	0.00	30.00	29,343.47	6.54%
09/05/2018	APWAR	Harpers Payroll Services	8638	331364	EW	3673	0.00	130.99	29,212.48	6.96%
09/05/2018	APWAR	Accela, Inc.	4118	INV-ACC40	EW	3673	0.00	10,806.47	18,406.01	41.38%
09/05/2018	APWAR	American Institute of Certified	4314	98029189	EW	3673	0.00	275.00	18,131.01	42.25%
09/19/2018	APWAR	Harpers Payroll Services	8638	334098	EW	3678	0.00	164.74	17,966.27	42.78%
10/03/2018	APWAR	Misenheimer, Sumner	3672	90994	EW	3683	0.00	98.30	17,867.97	43.09%
10/03/2018	APWAR	W.B. Mason Co., Inc.	7824	I58463304	EW	3683	0.00	18.86	17,849.11	43.15%
10/03/2018	APWAR	Bankers' Bank Northeast	9531	32312	EW	3683	0.00	189.18	17,659.93	43.75%
10/03/2018	APWAR	Yeames, Susan	9668	9/11/18	EW	3683	0.00	62.35	17,597.58	43.95%
10/17/2018	APWAR	EMMAAA	6005	EMMAAA	EW	3686	0.00	25.00	17,572.58	44.03%
10/17/2018	APWAR	Harpers Payroll Services	8638	336946	EW	3686	0.00	171.74	17,400.84	44.58%
10/17/2018	APWAR	Harpers Payroll Services	8638	339572	EW	3686	0.00	165.59	17,235.25	45.11%
10/17/2018	APWAR	Bankers' Bank Northeast	9531	32818	EW	3686	0.00	146.14	17,089.11	45.57%
10/17/2018	APWAR	Yeames, Susan	9668	Mileage	EW	3687	0.00	105.51	16,983.60	45.91%
10/17/2018	APWAR	MMAAA	4200	1242	EW	3686	0.00	70.00	16,913.60	46.13%
10/31/2018	APWAR	Harpers Payroll Services	8638	342256	EW	3694	0.00	130.74	16,782.86	46.55%
10/31/2018	APWAR	Misenheimer, Sumner	3672	91552	EW	3694	0.00	93.40	16,689.46	46.84%
11/14/2018	APWAR	EMMAAA	6005	Luncheon	EW	3702	0.00	30.00	16,659.46	46.94%
11/14/2018	APWAR	Harpers Payroll Services	8638	345031	EW	3702	0.00	183.39	16,476.07	47.52%
11/14/2018	APWAR	Veribanc, Inc.	6035	110718017	EW	3702	0.00	200.00	16,276.07	48.16%
11/14/2018	APWAR	W.B. Mason Co., Inc.	7824	I60300827	EW	3702	0.00	22.18	16,253.89	48.23%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

11/14/2018	APWAR	Bankers' Bank Northeast	9531	33267	EW	3702	0.00	285.54	0.00	15,968.35	49.14%
11/14/2018	APWAR	Yeames, Susan	9668	11052018	EW	3702	0.00	84.64	0.00	15,883.71	49.41%
11/14/2018	APWAR	North of Boston Media Group	33	11052654	EW	3702	0.00	378.75	0.00	15,504.96	50.62%
11/26/2018	EXENT	Reclass Vendor Refunds	0			16776	0.00	-115.52	0.00	15,620.48	50.25%
11/26/2018	EXENT	Reclass Vendor Refunds	0			16993	0.00	-113.52	0.00	15,734.00	49.89%
11/26/2018	EXENT	Reclass Vendor Refunds	0			16992	0.00	115.52	0.00	15,618.48	50.25%
12/05/2018	APWAR	Harpers Payroll Services	8638	347594	EW	3709	0.00	136.04	0.00	15,482.44	50.69%
12/05/2018	APWAR	USI Consulting Group	9487	90025411	EW	3709	0.00	500.00	0.00	14,982.44	52.28%
12/12/2018	APWAR	Harpers Payroll Services	8638	350456	EW	3714	0.00	154.69	0.00	14,827.75	52.77%
12/12/2018	APWAR	Yeames, Susan	9668	October	EW	3714	0.00	62.35	0.00	14,765.40	52.97%
12/26/2018	APWAR	W.B. Mason Co., Inc.	7824	I61491312	EW	3719	0.00	62.64	0.00	14,702.76	53.17%
12/26/2018	APWAR	W.B. Mason Co., Inc.	7824	I61439535	EW	3719	0.00	45.91	0.00	14,656.85	53.32%
12/26/2018	APWAR	Bankers' Bank Northeast	9531	33492	EW	3719	0.00	181.82	0.00	14,475.03	53.90%
01/09/2019	APWAR	Harpers Payroll Services	8638	353282	EW	3723	0.00	149.89	0.00	14,325.14	54.37%
01/09/2019	APWAR	Harpers Payroll Services	8638	355897	EW	3723	0.00	208.74	0.00	14,116.40	55.04%
01/09/2019	APWAR	Yeames, Susan	9668	12/31/18	EW	3723	0.00	82.28	0.00	14,034.12	55.30%
01/16/2019	APWAR	Eastern MA Treas & Collectors	6768	2019 Winter	EW	3728	0.00	10.00	0.00	14,024.12	55.33%
01/16/2019	APWAR	Bankers' Bank Northeast	9531	34153	EW	3728	0.00	194.11	0.00	13,830.01	55.95%
01/23/2019	APWAR	Harpers Payroll Services	8638	358841	EW	3729	0.00	546.59	0.00	13,283.42	57.69%
01/30/2019	APWAR	Abrahams, Mark D.	9582	Boot	EW	3732	0.00	1,050.00	0.00	12,233.42	61.04%
01/30/2019	APWAR	Inform Business Systems MA Inc.	4346	98337	EW	3732	0.00	83.00	0.00	12,150.42	61.30%
02/13/2019	APWAR	Harpers Payroll Services	8638	361593	EW	3738	0.00	135.04	0.00	12,015.38	61.73%
02/13/2019	APWAR	Misenheimer, Sumner	3672	92883	EW	3738	0.00	98.30	0.00	11,917.08	62.04%
02/13/2019	APWAR	Bankers' Bank Northeast	9531	34623	EW	3738	0.00	334.30	0.00	11,582.78	63.11%
02/13/2019	APWAR	Yeames, Susan	9668	1/31/19	EW	3738	0.00	98.02	0.00	11,484.76	63.42%
02/27/2019	APWAR	Harpers Payroll Services	8638	364268	EW	3745	0.00	243.59	0.00	11,241.17	64.20%
02/27/2019	APWAR	W.B. Mason Co., Inc.	7824	I63406073	EW	3745	0.00	145.16	0.00	11,096.01	64.66%
02/27/2019	APWAR	Zywiak, Laurie	900804	Mileage	EW	3745	0.00	343.70	0.00	10,752.31	65.75%
03/06/2019	APWAR	Harpers Payroll Services	8638	366972	EW	3749	0.00	145.04	0.00	10,607.27	66.21%
03/13/2019	APWAR	Amazon Credit Plan	8977	111-9989387	EW	3752	0.00	14.60	0.00	10,592.67	66.26%
03/13/2019	APWAR	Amazon Credit Plan	8977	1118412821-	EW	3752	0.00	63.08	0.00	10,529.59	66.46%
03/13/2019	APWAR	Yeames, Susan	9668	1312019	EW	3752	0.00	71.46	0.00	10,458.13	66.69%
03/20/2019	APWAR	Harpers Payroll Services	8638	369668	EW	3757	0.00	149.39	0.00	10,308.74	67.16%
03/20/2019	APWAR	Bankers' Bank Northeast	9531	35074	EW	3757	0.00	478.89	0.00	9,829.85	68.69%
03/27/2019	APWAR	Amazon Credit Plan	8977	111-6468289	EW	3758	0.00	52.77	0.00	9,777.08	68.86%
03/27/2019	APWAR	Zywiak, Laurie	900804	Reimburseme	EW	3758	0.00	852.93	0.00	8,924.15	71.57%
04/03/2019	APWAR	Harpers Payroll Services	8638	372334	EW	3760	0.00	171.09	0.00	8,753.06	72.12%



# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Finance Dept Expenses 1455400		Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
04/17/2019	APWAR Harpers Payroll Services	8638	375062	EW	3763	0.00	147.09	0.00	8,605.97	72.59%
04/17/2019	APWAR W.B. Mason Co., Inc.	7824	CR6600240	EW	3763	0.00	-23.58	0.00	8,629.55	72.51%
04/17/2019	APWAR W.B. Mason Co., Inc.	7824	I65076903	EW	3763	0.00	16.76	0.00	8,612.79	72.57%
04/17/2019	APWAR W.B. Mason Co., Inc.	7824	I65076895	EW	3763	0.00	30.37	0.00	8,582.42	72.66%
04/17/2019	APWAR Bankers' Bank Northeast	9531	35540	EW	3763	0.00	267.55	0.00	8,314.87	73.51%
04/17/2019	APWAR Yeames, Susan	9668	4/1/19	EW	3763	0.00	71.46	0.00	8,243.41	73.74%
1455400 Ending Bal						31,400.00	23,156.59	0.00	8,243.41	73.74%
Period Total						31,400.00	23,156.59	0.00		
5400 Supplies Ending Bal						31,400.00	23,156.59	0.00	8,243.41	
Dept 145 Finance Ending Bal						31,400.00	23,156.59	0.00	8,243.41	
Fund 1000 General Fund Ending Bal						31,400.00	23,156.59	0.00	8,243.41	
Grand Total						31,400.00	23,156.59	0.00	8,243.41	73.74%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Finance Dept Salaries & Wages 1455112		Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
07/01/2018	BDAPP Record FY19 Budget	0			16036	153,242.00	0.00	0.00	153,242.00	0.00%
07/11/2018	PYWAR PW 19-01	0		PW	3643	0.00	2,601.63	0.00	150,640.37	1.69%
07/25/2018	PYWAR PW 19-02	0		PW	3648	0.00	5,893.60	0.00	144,746.77	5.54%
08/08/2018	PYWAR PW 19-03	0		PW	3662	0.00	5,893.60	0.00	138,853.17	9.38%
08/22/2018	PYWAR PW 19-04	0		PW	3667	0.00	5,893.60	0.00	132,959.57	13.23%
09/05/2018	PYWAR PW 19-05	0		PW	3672	0.00	5,893.60	0.00	127,065.97	17.08%
09/19/2018	PYWAR PW 19-06	0		PW	3679	0.00	5,893.60	0.00	121,172.37	20.92%
10/03/2018	PYWAR PW 19-07	0		PW	3684	0.00	5,893.60	0.00	115,278.77	24.77%
10/17/2018	PYWAR PW 19-08	0		PW	3693	0.00	5,893.60	0.00	109,385.17	28.61%
10/31/2018	PYWAR Payroll Dated 10/31/18	0		PW	3696	0.00	5,893.60	0.00	103,491.57	32.46%
11/14/2018	PYWAR PW 19-10	0		PW	3705	0.00	5,893.60	0.00	97,597.97	36.31%
11/28/2018	PYWAR PW 19-11	0		PW	3707	0.00	5,893.60	0.00	91,704.37	40.15%
12/12/2018	PYWAR PW 19-12	0		PW	3717	0.00	5,893.60	0.00	85,810.77	44.00%
12/26/2018	PYWAR PW 19-13	0		PW	3721	0.00	5,893.60	0.00	79,917.17	47.84%
01/09/2019	PYWAR PW 19-14	0		PW	3724	0.00	5,893.60	0.00	74,023.57	51.69%
01/23/2019	PYWAR PW 19-15	0		PW	3731	0.00	5,893.60	0.00	68,129.97	55.54%
02/06/2019	PYWAR PW 19-16	0		PW	3734	0.00	5,893.60	0.00	62,236.37	59.38%
02/20/2019	PYWAR PW 19-17	0		PW	3742	0.00	5,893.60	0.00	56,342.77	63.23%
03/06/2019	PYWAR PW 19-18	0		PW	3747	0.00	5,893.60	0.00	50,449.17	67.07%
03/20/2019	PYWAR EW 19-19	0		PW	3756	0.00	5,893.60	0.00	44,555.57	70.92%
04/03/2019	PYWAR PW 19-20	0		PW	3761	0.00	5,893.60	0.00	38,661.97	74.77%
04/17/2019	PYWAR PW 19-21	0		PW	3766	0.00	5,893.60	0.00	32,768.37	78.61%
05/01/2019	PYWAR PW 19-22	0		PW	3769	0.00	5,893.60	0.00	26,874.77	82.46%
		1455112 Ending Bal				153,242.00	126,367.23	0.00	26,874.77	82.46%
		Period Total				153,242.00	126,367.23	0.00		
		5100 Personal Services Ending Bal				153,242.00	126,367.23	0.00	26,874.77	
						153,242.00	126,367.23	0.00		
		Dept 145 Finance Ending Bal				153,242.00	126,367.23	0.00	26,874.77	
						153,242.00	126,367.23	0.00		
		Fund 1000 General Fund Ending Bal				153,242.00	126,367.23	0.00	26,874.77	
						153,242.00	126,367.23	0.00		

Grand Total

153,242.00	126,367.23	0.00	26,874.77	82.46%
153,242.00	126,367.23	0.00		

D.e.

**TOWN OF WEST NEWBURY**  
**Request For Appropriation Transfers**  
**Between or Within Departments**

(To be submitted in quadruplicate with documentation)

**BOARD OF SELECTMEN & FINANCE COMMITTEE**  
**TOWN OF WEST NEWBURY**

Date: 5/6/19

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: \$ 2,300.00

1. To be transferred from: 1755112 Planning Bd Salaries & Wages  
(Give name of appropriation and Account #)

Present balance in above appropriation: \$ 10,361.08

2. To be transferred to: 1755400 Planning Bd Expenses  
(Give name of appropriation and Account #)

Present balance in above appropriation: \$ 564.98

Explanation for requested transfer: To cover the cost of the recording secretary. This expense was budgeted in the salary line, however the position is paid as an independent contractor and is being paid through the expense line.



Request submitted by (signature required):

\_\_\_\_\_  
Officer or Department Head

**APPROVALS**

**Board of Selectmen:**

Date of Meeting: \_\_\_\_\_

Number Present and Voting: \_\_\_\_\_

Approved by Majority, list vote: \_\_\_\_\_

Transfer disapproved (checkmark): \_\_\_\_\_

**Signature:**

\_\_\_\_\_  
Chairperson, Board of Selectmen

**Finance Committee:**

Date of Meeting: 5/7/19

Number Present and Voting: 5

Approved by Majority, list vote: 5-0

Transfer disapproved (checkmark): \_\_\_\_\_

**Signature:**

  
\_\_\_\_\_  
Chairperson, Finance Committee

Please Note:

1. This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.
2. This procedure may **not** be used to transfer from a Municipal Light or School Department.
3. This procedure may **not** be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater.
4. Signed originals of this request (required in quadruplicate) will be distributed to the Board of Selectmen, the Finance Committee, the Town Accountant, and the requesting department.

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Planning Bd Salary & Wages 1755112		Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
07/01/2018BDAPP	Record FY19 Budget		0			16036	47,634.00	0.00	0.00	47,634.00	0.00%
07/11/2018PYWAR	PW 19-01		0		PW	3643	0.00	867.00	0.00	46,767.00	1.82%
07/25/2018PYWAR	PW 19-02		0		PW	3648	0.00	1,824.00	0.00	44,943.00	5.64%
08/08/2018PYWAR	PW 19-03		0		PW	3662	0.00	1,844.00	0.00	43,099.00	9.52%
08/22/2018PYWAR	PW 19-04		0		PW	3667	0.00	1,734.00	0.00	41,365.00	13.16%
09/05/2018PYWAR	PW 19-05		0		PW	3672	0.00	1,734.00	0.00	39,631.00	16.80%
09/19/2018PYWAR	PW 19-06		0		PW	3679	0.00	1,734.00	0.00	37,897.00	20.44%
10/03/2018PYWAR	PW 19-07		0		PW	3684	0.00	1,734.00	0.00	36,163.00	24.08%
10/17/2018PYWAR	PW 19-08		0		PW	3693	0.00	1,734.00	0.00	34,429.00	27.72%
10/31/2018PYWAR	Payroll Dated 10/31/18		0		PW	3696	0.00	1,734.00	0.00	32,695.00	31.36%
11/14/2018PYWAR	PW 19-10		0		PW	3705	0.00	1,734.00	0.00	30,961.00	35.00%
11/28/2018PYWAR	PW 19-11		0		PW	3707	0.00	1,647.30	0.00	29,313.70	38.46%
12/12/2018PYWAR	PW 19-12		0		PW	3717	0.00	1,734.00	0.00	27,579.70	42.10%
12/26/2018PYWAR	PW 19-13		0		PW	3721	0.00	1,734.00	0.00	25,845.70	45.74%
01/09/2019PYWAR	PW 19-14		0		PW	3724	0.00	1,647.30	0.00	24,198.40	49.19%
01/23/2019PYWAR	PW 19-15		0		PW	3731	0.00	1,734.00	0.00	22,464.40	52.83%
02/06/2019PYWAR	PW 19-16		0		PW	3734	0.00	1,699.32	0.00	20,765.08	56.40%
02/20/2019PYWAR	PW 19-17		0		PW	3742	0.00	1,734.00	0.00	19,031.08	60.04%
03/06/2019PYWAR	PW 19-18		0		PW	3747	0.00	1,734.00	0.00	17,297.08	63.68%
03/20/2019PYWAR	EW 19-19		0		PW	3756	0.00	1,734.00	0.00	15,563.08	67.32%
04/03/2019PYWAR	PW 19-20		0		PW	3761	0.00	1,734.00	0.00	13,829.08	70.96%
04/17/2019PYWAR	PW 19-21		0		PW	3766	0.00	1,734.00	0.00	12,095.08	74.60%
05/01/2019PYWAR	PW 19-22		0		PW	3769	0.00	1,734.00	0.00	10,361.08	78.24%
1755112 Ending Bal							47,634.00	37,272.92	0.00	10,361.08	78.24%
Period Total							47,634.00	37,272.92	0.00		
5100 Personal Services Ending Bal							47,634.00	37,272.92	0.00	10,361.08	
							47,634.00	37,272.92	0.00		

Planning Board Expenses 1755400		Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
07/01/2018BDAPP	Record FY19 Budget		0			16036	3,600.00	0.00	0.00	3,600.00	0.00%
09/19/2018APWAR	Zambemardi, Leah	30292	4069	Recording	EW	3678	0.00	94.00	0.00	3,506.00	2.61%
10/31/2018APWAR	North of Boston Media Group	30536	3838	11047153	EW	3694	0.00	404.00	0.00	3,102.00	13.83%
11/14/2018APWAR	W.B. Mason Co., Inc.	30669	7824	CR5650021	EW	3702	0.00	-4.09	0.00	3,106.09	13.71%

# TOWN OF WEST NEWBURY

## 2019 Expenditure Detail

From 07/01/2018 to 06/30/2019

Planning Board Expenses											
1755400											
	Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp	
11/14/2018 APWAR	W.B. Mason Co., Inc.	30669	7824	I56709589	EW	3702	0.00	7.69	0.00	3,098.40	13.93%
11/14/2018 APWAR	W.B. Mason Co., Inc.	30669	7824	I56587967	EW	3702	0.00	59.99	0.00	3,038.41	15.59%
11/14/2018 APWAR	W.B. Mason Co., Inc.	30669	7824	I58594141	EW	3702	0.00	11.95	0.00	3,026.46	15.93%
11/14/2018 APWAR	W.B. Mason Co., Inc.	30669	7824	CR5628088	EW	3702	0.00	-59.99	0.00	3,086.45	14.26%
11/14/2018 APWAR	Mass. Assoc. of Planning Directors,	30623	9279	MAPD Dues	EW	3702	0.00	90.00	0.00	2,996.45	16.76%
12/12/2018 APWAR	Newburyport Daily News, The	30820	6095	I1049822	EW	3714	0.00	429.25	0.00	2,567.20	28.68%
12/12/2018 APWAR	Zambernardi, Leah	30844	4069	202069	EW	3714	0.00	105.00	0.00	2,462.20	31.60%
12/26/2018 APWAR	Misenheimer, Sumner	30928	3672	92081	EW	3719	0.00	62.56	0.00	2,399.64	33.34%
02/06/2019 APWAR	W.B. Mason Co., Inc.	31211	7824	I62690367	EW	3733	0.00	11.95	0.00	2,387.69	33.67%
02/06/2019 APWAR	The Provident Bank	31204	4093	VC8VTLT8	EW	3733	0.00	99.00	0.00	2,288.69	36.42%
02/13/2019 APWAR	North of Boston Media Group	31287	3838	I1059766	EW	3738	0.00	189.52	0.00	2,099.17	41.68%
03/06/2019 APWAR	Carr, Kathryn C.	31412	4454	WNPD1	EW	3749	0.00	120.00	0.00	1,979.17	45.02%
03/06/2019 APWAR	Carr, Kathryn C.	31412	4454	WNPD2	EW	3749	0.00	120.00	0.00	1,859.17	48.35%
03/20/2019 APWAR	American Planning Association	31576	4348	194306-1916	EW	3757	0.00	307.00	0.00	1,552.17	56.88%
03/20/2019 APWAR	Carr, Kathryn C.	31582	4454	WNPD3	EW	3757	0.00	120.00	0.00	1,432.17	60.21%
03/27/2019 APWAR	North of Boston Media Group	31668	3838	I1070947	EW	3758	0.00	429.25	0.00	1,002.92	72.14%
03/27/2019 APWAR	The Provident Bank	31679	4093	Amazon	EW	3758	0.00	77.94	0.00	924.98	74.30%
04/17/2019 APWAR	Carr, Kathryn C.	31723	4454	4	EW	3763	0.00	240.00	0.00	684.98	80.97%
05/01/2019 APWAR	Carr, Kathryn C.	31875	4454	WNPD5	EW	3772	0.00	120.00	0.00	564.98	84.30%
05/01/2019 VOIDC			4454	WNPD5	EW	3771	0.00	-120.00	0.00	684.98	80.97%
05/01/2019 APWAR	Carr, Kathryn C.	31829	4454	WNPD5	EW	3767	0.00	120.00	0.00	564.98	84.30%
1755400 Ending Bal						3,600.00	3,035.02	0.00	564.98	84.30%	
Period Total						3,600.00	3,035.02	0.00			
5400 Supplies Ending Bal						3,600.00	3,035.02	0.00	564.98		
Period Total						3,600.00	3,035.02	0.00			

MVPC Assessment											
1755690											
	Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp	
07/01/2018 BDAPP	Record FY19 Budget		0		16036	1,584.00	0.00	0.00	1,584.00	0.00%	
11/14/2018 APWAR	Merrimack Valley Planning	30624	3506	Assessment	EW	3702	0.00	1,583.45	0.00	0.55	99.96%
1755690 Ending Bal						1,584.00	1,583.45	0.00	0.55	99.96%	
Period Total						1,584.00	1,583.45	0.00			

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**TOWN OF WEST NEWBURY**

**2019 Expenditure Detail**

From 07/01/2018 to 06/30/2019

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5690 Other Assessments Ending Bal	1,584.00	1,583.45	0.00	0.55	
	1,584.00	1,583.45	0.00		
Dept 175 Planning Ending Bal	52,818.00	41,891.39	0.00	10,926.61	
	52,818.00	41,891.39	0.00		
Fund 1000 General Fund Ending Bal	52,818.00	41,891.39	0.00	10,926.61	
	52,818.00	41,891.39	0.00		
Grand Total	52,818.00	41,891.39	0.00	10,926.61	79.31%
	52,818.00	41,891.39	0.00		





# Kathryn C. Carr

## I N V O I C E

Invoice # WNPD 1  
Invoice Date: Feb 7 2019

Bill to:  
Town of West Newbury – Planning Department  
381 Main Street  
West Newbury, MA 01985

Professional Services  
Recording Secretary Services for the Planning Board

January 22, 2019 Meeting

\$120

<b>REMITTANCE</b>	
Check #	
Date:	
Amount Due:	\$
Amount Enclosed:	

# Kathryn C. Carr

## I N V O I C E

Invoice # WNPDP 2

Invoice Date: Feb 12, 2019

Bill to:

Town of West Newbury

381 Main Street

West Newbury, MA 01985

Professional Services

Recording Secretary Services for the Planning Board

February 5, 2019 Meeting and Draft Minutes Preparation

\$120

<b>REMITTANCE</b>	
Check #	
Date:	
Amount Due:	\$
Amount Enclosed:	

7 Beck Street

Newburyport, MA 01950  
Email: carr.kate@comcast.net

Phone: 978-729-7611

**TOWN OF WEST NEWBURY**  
**Request For Appropriation Transfers**  
**Between or Within Departments**

D.f.

(To be submitted in quadruplicate with documentation)

**BOARD OF SELECTMEN & FINANCE COMMITTEE**  
**TOWN OF WEST NEWBURY**

Date: 5/6/19

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: \$ 28,500

1. To be transferred from: 2105112 Police Salaries & Wages  
(Give name of appropriation and Account #)

Present balance in above appropriation: \$ 201,174.71

2. To be transferred to: 2105111 School Resource Officer  
(Give name of appropriation and Account #)

Present balance in above appropriation: \$ -14,499.32

Explanation for requested transfer: To transfer the cost of the School Resource Officer not included in the original budget.

Request submitted by (signature required):

  
\_\_\_\_\_  
Officer or Department Head

**APPROVALS**

**Board of Selectmen:**

Date of Meeting: \_\_\_\_\_

Number Present and Voting: \_\_\_\_\_

Approved by Majority, list vote: \_\_\_\_\_

Transfer disapproved (checkmark): \_\_\_\_\_

**Signature:**

\_\_\_\_\_  
Chairperson, Board of Selectmen

**Finance Committee:**


Date of Meeting: 5/7/19

Number Present and Voting: 5

Approved by Majority, list vote: 4-2

Transfer disapproved (checkmark): \_\_\_\_\_

**Signature:**

  
\_\_\_\_\_  
Chairperson, Finance Committee

Please Note:

1. This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.
2. This procedure may **not** be used to transfer from a Municipal Light or School Department.
3. This procedure may **not** be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater.
4. Signed originals of this request (required in quadruplicate) will be distributed to the Board of Selectmen, the Finance Committee, the Town Accountant, and the requesting department.

### *Escrow balances (continued from the prior year)*

The Town maintains escrow balances for planning deposits and contractor deposits. The balance in the Agency escrow account amounts to \$64,764 while the actual bank balance has a balance of \$68,606. Since a list was not provided it was not possible to determine which balance was accurate. We suggest the Town Accountant and Treasurer research this issue and determine which balance is proper and adjust the records or transfer the cash accordingly. This has been an ongoing issue for at least 6 years and may relate to interest on the bank side not recorded on the Town side.

### *Fixed Assets*

Many years ago, the Town completed an inventory of all its capital assets in order to satisfy the reporting standards required under GASB 34. Since then, the Town has only included additions from year to year when it completes its annual update.

Since so many years have passed, it may make sense at this point to review its fixed asset listings and match it against actual physical fixed assets maintained by the Town's departments. Most likely, a number of fixed assets that have been disposed of are currently still being improperly included in the listings.

### *Chart of Accounts (update)*

In prior years, we communicated to the Town the need to commit resources to redesigning the Town's chart of accounts in its general ledger.

We understand after some deliberation that the Town has decided to switch software vendors. This change will become effective July 1, 2019. We also understand that the Town will redesign its chart of accounts completely at this time. We agree with this concept as the redesign of a chart of accounts is an enormous endeavor and doing so as part of a software conversion is most efficient.

We also communicated in the past that there were some minor deficits and stale accounts in the special revenue funds. The Town should also take this opportunity to clean those balances up as part of this conversion.

### ***School Resource Officer***

The School Resource Officer's entire salary is paid by the Town, but only ½ the salary is budgeted. The remaining half is received as a check from the school district. The Town recorded this revenue as an offset to the expenditure line which is not proper under MGL. In fiscal year 2019 the original budget is also short as a result of this. We recommend the Town vote to increase the budget at the Spring STM and classify the revenue as other local receipts.

Town of West Newbury  
FY 2019 Operating Budget



	FY 2016 Actual Expended	FY 2017 Requested Budget	FY2017 Budget Approved	FY2017 Actual Expended	FY 2017 Turnbacks/ Transfers	FY 2018 Requested Budget	FY 2018 Approved Budget	FY 2019 Requested Budget	FY 2019 % Change from FY 2018
<b>PUBLIC SAFETY</b>									
<b>15 POLICE DEPARTMENT</b>									
Salary & Wages	715,404	746,600	746,600	745,385	1,215	814,293	816,293	872,371	
Salary & Wages (School Resource Officer)						60,260	34,260	35,334	
Overtime	49,344	38,000	38,000	37,217	783	52,808	52,808	55,487	
Family Leave Act						9,600	9,600		
Expenses	88,799	95,810	95,810	94,777	1,033	99,379	99,379	109,359	
Police Cruisers								32,000	
<b>SUBTOTAL</b>	<b>853,547</b>	<b>880,410</b>	<b>880,410</b>	<b>877,379</b>	<b>3,031</b>	<b>1,036,340</b>	<b>1,012,340</b>	<b>1,104,551</b>	<b>9.11%</b>
<b>16 FIRE DEPARTMENT</b>									
Alarms	71,384	80,688	80,688	81,024	-336	80,688	82,302	83,948	
Training/Drills	17,239	25,264	25,264	25,194	70	25,264	25,769	26,284	
Miscellaneous Fire Department Wages	18,374	22,189	22,189	22,646	-457	21,198	22,633	23,086	
Administration	18,740	24,730	24,730	20,595	4,135	24,730	25,225	25,730	
Fire Protection Fees	62,872	67,008	67,008	67,008		68,720	68,720	72,156	
Fire Alarm & Communications	9,170	9,500	9,500	7,852	1,648	11,000	11,000	11,000	
Expenses	37,069	41,600	41,600	39,404	2,196	42,600	42,600	42,600	
Medical Exams	748	3,000	3,000	1,401	1,599	3,000	3,000	3,000	
<b>SUBTOTAL</b>	<b>280,377</b>	<b>273,979</b>	<b>273,980</b>	<b>265,124</b>	<b>8,856</b>	<b>277,200</b>	<b>281,250</b>	<b>287,804</b>	<b>2.33%</b>
<b>17 AMBULANCE SERVICE</b>									
Ambulance Retainer		1	1		1	1	1	1	
<b>SUBTOTAL</b>		<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>18 INSPECTION DEPARTMENT</b>									
Salary & Wages	106,740	112,624	112,624	108,338	4,286	112,624	120,284	122,690	
Expenses	6,448	9,490	9,490	10,956	-1,466	9,490	9,490	9,490	
Vehicle Allowance	4,790	4,980	4,980	4,565	415	4,980	4,980	4,980	
<b>SUBTOTAL</b>	<b>117,978</b>	<b>127,094</b>	<b>127,094</b>	<b>123,859</b>	<b>3,235</b>	<b>127,094</b>	<b>134,754</b>	<b>137,160</b>	<b>1.79%</b>
<b>19 EMERGENCY MANAGEMENT AGENCY</b>									
Salary & Wages	5,680	7,594	7,594	7,381	213	7,594	7,746	7,901	
Expenses	2,487	3,265	3,265	2,469	796	3,265	3,265	3,265	
<b>SUBTOTAL</b>	<b>8,167</b>	<b>10,859</b>	<b>10,859</b>	<b>9,850</b>	<b>1,009</b>	<b>10,859</b>	<b>11,011</b>	<b>11,166</b>	<b>1.41%</b>
<b>20 ANIMAL CONTROL OFFICER</b>									
Salary & Expense									
Expenses	20,000	21,500	21,500	20,000	1,500	21,500	21,500	23,460	
<b>SUBTOTAL</b>	<b>20,000</b>	<b>21,500</b>	<b>21,500</b>	<b>20,000</b>	<b>1,500</b>	<b>21,500</b>	<b>21,500</b>	<b>23,460</b>	<b>9.12%</b>
<b>21 HARBORMASTER</b>									
Salary & Wages		2,000	2,000		2,000	2,000	2,000	3,000	
Expenses		2,000	2,000		2,000	2,000	2,000	3,000	
<b>SUBTOTAL</b>		<b>4,000</b>	<b>4,000</b>		<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>6,000</b>	<b>50.00%</b>

TOWN OF WEST NEWBURY  
REQUEST FOR TRANSFER FROM THE RESERVE FUND


Fiscal Year FY 19

Date: 5/2/2019

TO: Finance Committee

FROM: Board of Health

- 1) In accordance with Chapter 40, Section 6, of the Massachusetts General Laws, it is requested that \$<sup>8,800</sup> be transferred from the Reserve Fund to the following account: 510530
- 2) A total of \$35,915 has been appropriated for or transferred to the above account during the current fiscal year is attached. *See NOTE on Attached Spreadsheet*
- 3) A list of all expenditures made or obligations incurred against the above account during the current fiscal year is attached.
- 4) The unobligated balance of the above account as of the date of this request is \$744 (see spreadsheet note)
- 5) The amount requested is needed to: Meet the DEP's Landfill Gas Assessment & Correction Action Require
- 6) The need for the amount requested was unforeseen because: The limits of the methane migration is unknown. New DEP requirements.
- 7) Funding of this request cannot wait until the next ATM because: DEP has set a date of June 14, 2019 to supply them with a corrective action plan.
- 8) The undersigned will meet with the Finance Committee to discuss this request at its regular meeting scheduled upon request.

Signed:   
Robert Janes, BOH Chairman

Board of Selectmen Notification  
TO: Finance Committee

It is recommended that the above transfer request be  Approved  Denied because

BOARD OF SELECTMEN

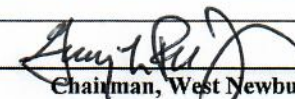
\_\_\_\_\_  
Chairman

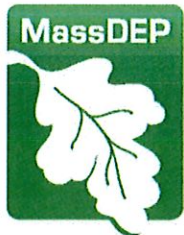
Signed: \_\_\_\_\_  
Town Accountant

Finance Committee Action:  
Date: \_\_\_\_\_

Number of Committee Voting 5-0

The requested transfer of \$8,800 from the Reserve Fund to the Account is  Approved  Denied . If not approved, the rationale for the Committee's action was: \_\_\_\_\_

  
Chairman, West Newbury Finance Committee



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

Northeast Regional Office • 205B Lowell Street, Wilmington MA 01887 • 978-694-3200

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Matthew A. Beaton  
Secretary

Martin Suuberg  
Commissioner

April 12, 2019

Paul Sevigny  
West Newbury Board of Health  
381 Main Street  
West Newbury, MA 01985

RE: WEST NEWBURY – Solid Waste Management  
Steele Landfill  
Middle Street/Georgetown Road  
FMF#: 39872

### **Landfill Gas Assessment and Corrective Action Requirements**

Dear Mr. Sevigny:

The Massachusetts Department of Environmental Protection, Northeast Regional Office, Bureau of Air and Waste, Solid Waste Management Section (MassDEP), has reviewed the landfill gas monitoring data collected since December 16, 2018 for the closed Steele Landfill, located in West Newbury, Massachusetts (the Landfill). MassDEP's review was undertaken to determine if any additional assessment and/or corrective actions are required under 310 CMR 19.000, the Massachusetts Solid Waste Regulations.

Pursuant to the requirements of 310 CMR 19.142: *Landfill Post-Closure Requirements*, the Town of West Newbury (Town) is required to conduct periodic environmental monitoring of the Landfill in accordance with the Interim Post-Closure Monitoring Plan approved by MassDEP on October 31, 2018 (the Post-Closure Plan). The Post-Closure Plan required, in part, the installation of four permanent landfill gas monitoring wells and the monitoring of landfill gas on a quarterly basis. The environmental monitoring of the Landfill, including the landfill gas assessment work, is being conducted by New England Environmental Technologies Corporation of Haverhill, Massachusetts (NEET) on behalf of the Town.

On December 7, 2018, as part of post-closure environmental monitoring activities, four permanent landfill gas wells were installed at the property line of the Landfill; two wells were installed along Middle Street (GMP-3 and GMP-4) and two wells were installed along Georgetown Road (GMP-1 and GMP-2). The four wells were constructed to depths ranging from 4.5 to 10 feet below the ground surface (bgs), and screened from 2 to 5 feet bgs.

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

Printed on Recycled Paper

On December 19, 2018, NEET sampled and reported the detection of combustible landfill gas concentrations at the Landfill property line in excess of 25% of the Lower Explosive Limit (LEL). As reported, concentrations of 5.4% methane (108 % LEL) and 3.8 % methane (76% LEL) were detected in landfill gas monitoring wells GMP-3 and GMP-4 located adjacent to Middle Street. In accordance with 310 CMR 19.132, MassDEP and the West Newbury Board of Health were notified of the exceedance.

On December 20, 2018, MassDEP discussed with the Town the need for additional assessment of landfill gas at the Landfill and on the opposite side of Middle Street, north of the Landfill. On January 18, 2019, four additional gas monitoring wells were installed on the north side of Middle Street to further identify potential landfill gas migration. Gas wells GMP-5 through GMP-8 were installed approximately 10 feet bgs with 5 feet of screen at the bottom of the each boring.

On January 22, 2019, a second round of gas monitoring was conducted at the Landfill. As reported, monitoring at wells GMP-3 and GMP-4 indicated gas concentrations of 378% LEL and 704 % LEL, respectively. Gas monitoring at GMP-7 (located on the opposite side of Middle Street) indicated methane concentrations of 38% LEL. Gas monitoring at GMP-1, GMP-2, GMP-5, GMP-6 and GMP-8 did not indicate the presence of methane.

On February 27, 2019, the Town conducted a third round of gas monitoring at the 8 existing monitoring locations. Gas monitoring at GMP-3, GMP-4, and GMP-7 indicated methane concentrations of 446% LEL, 78% LEL and 222% LEL, respectively. Gas monitoring at GMP-1, GMP-2, GMP-5, GMP-6 and GMP-8 did not indicate the presence of methane.

On March 27, 2019, a fourth round of sampling was performed at the existing monitoring locations. Gas monitoring at GMP-3, GMP-4 and GMP-7 indicated methane concentrations of 326% LEL, 756% LEL and 198% LEL, respectively. Gas monitoring at GMP-1, GMP-2, GMP-5, GMP-6 and GMP-8 did not indicate the presence of methane.

MassDEP has reviewed the information from the ongoing environmental monitoring of the Landfill pursuant to 310 CMR 19.000 (Solid Waste Regulations) and the guidelines presented in MassDEP's Landfill Technical Guidance Manual (DEP Publication No. SWMID: 001-91-G, Rev. 5/97). Based on this review and the facts stated above, and in accordance with the requirements of 310 CMR 19.150 and 310 CMR 19.151, MassDEP has determined that additional assessment and corrective actions are required to address landfill gas migration at the Landfill. Therefore, the Town shall implement the following:

1. **Corrective Action Design:** On or before June 14, 2019, the Town shall submit to MassDEP for review and approval a completed application, category BWP SW25 *Corrective Action Design*, to address the landfill gas migrating from the Landfill (the CAD Application). The CAD Application shall be prepared and certified by a Massachusetts Registered Professional Engineer. The proposed design shall comply with the requirements of 310 CMR 19.000, including 310 CMR 19.151, and include, without limitation, the following:



- a. Proposed corrective actions necessary to reduce the migration of landfill gas to a concentration below 25% of the LEL at the property line (the south side of Middle Street) in accordance with 310 CMR 19.117(2);
- b. Detailed design plans and specifications for the corrective action (e.g., vent trench, additional gas vents, etc.) and restoration of the cap after installation;
- c. Detailed specifications for the materials to be used and demonstrate that such materials meet or exceed the specifications of the original approved closure design;
- d. A Quality Assurance/Quality Control Plan for the construction of the Corrective Action Design including specifying the inspection requirements of the Engineer of Record for the construction; and
- e. A schedule for implementation and completion of the proposed CAD design.

**2. Interim Landfill Gas Monitoring:**

- a. Monitoring at the site shall continue to be conducted in accordance with 310 CMR 19.132: *Environmental Monitoring Requirements* and in accordance with the Post-Closure Monitoring Plan approved by MassDEP on October 31, 2018, as modified herein. While the Town is developing and implementing the required corrective actions, the Town shall take all necessary actions to ensure public health and safety. The Town shall conduct monthly monitoring of on-site and off-site landfill gas monitoring wells. The Town shall continue to monitor all such locations on a monthly schedule unless and until such time as the Town submits to MassDEP a request for a reduction in such monitoring and MassDEP issues a written approval for modification of the monitoring frequency.
- b. Within thirty (30) days of the date of this decision, the Town shall conduct indoor air screening at the residence located north of the Landfill at 24 Middle Street for the presence of landfill gas (methane). In the event landfill gas is detected at greater than 10% of the lower explosive limit (LEL) in any building, structures, or underground utility conduits at or in the vicinity of the Landfill, the Town shall comply with the provisions of 310 CMR 19.132(4)(g), including, but not limited to, the two (2) hour notification requirements (see Condition 4, below).

3. **Landfill Gas Monitoring Reports:** Within thirty (30) days of each monitoring event, the Town shall submit to MassDEP the findings of each monitoring event in accordance with 310 CMR 19.132.

4. **Landfill Gas Notification Requirements:** The Town shall notify MassDEP and take appropriate action in accordance with the requirements of 310 CMR 19.132, which reads in relevant portion:

*“(g) When, at any time, the concentration of explosive gasses exceeds 10% of the lower explosive limit (LEL) in any building, structure, or underground utility conduit, excluding gas control, gas recovery and leachate collection system components, the owner or operator shall:*

- 1. take immediate action to protect human health and safety;*
- 2. notify the Department’s Regional Office that covers the municipality in which the facility is located within two hours of the finding; and*

*3. undertake the actions specified under 310 CMR 19.150: Landfill Assessment Requirements and 19.151: Corrective Action Requirements as required by the Department*

*(h) Except in buildings, structures and underground utility conduits for which 310 CMR 19.132(5)(g) applies, when, at any time, the concentration of explosive gasses exceeds 25% of the lower explosive limit (LEL) at the property boundary or beyond, excluding gas control, gas recovery and leachate collection system components, the owner/operator shall:*

- 1. take immediate action to protect human health and safety;*
- 2. notify the Department's Regional Office that covers the municipality in which the facility is located within 24 hours of the finding; and*
- 3. undertake the actions specified under 310 CMR 19.150: Landfill Assessment Requirements and 19.151: Corrective Action Requirements as required by the Department."*

5. MassDEP reserves the right to require additional assessment and/or remedial activities at the Landfill if environmental data and/or studies indicate that past or present operations have contributed to conditions that pose a significant risk to the public health, safety or the environment.

This decision is issued by MassDEP under the authority of M.G.L., Chapter 111, Section 150A and 310 CMR 19.000. All activities shall be implemented in compliance with the Massachusetts Contingency Plan regulations at 310 CMR 40.0114 *Solid Waste Management Facilities* and in a manner consistent with the Department's April 1991 guidance document, Standard References for Monitoring Wells WSC-310-91. This decision does not relieve the Town, its contractors or any other person of the responsibility to comply with all other applicable state, federal, and local statutes, regulations, and requirements.

#### **NOTICE OF RIGHT TO APPEAL**

The Town of West Newbury is hereby notified that it may within twenty-one (21) days of the date of issuance file a request that this decision and permit be deemed a provisional decision under 310 CMR 19.033(4)(b), by submitting a written statement of the basis on which the Town believes it is aggrieved, together with any supporting materials. Upon timely filing of such a request, the decision shall be deemed a provisional decision with an effective date twenty-one (21) days after the MassDEP's receipt of the request. Such a request shall reopen the administrative record, and the MassDEP may rescind, supplement, modify, or reaffirm its decision. Failure by the Town to exercise the right provided in this section shall constitute a waiver of the Town's right to appeal.

**Appeal.** Any person aggrieved by the issuance of this decision may file an appeal for judicial review of said decision in accordance with the provisions of M.G.L. c. 111, s. 150A, and M.G.L. c. 30A, not later than thirty (30) days following the date of issuance of the final decision. The standing of a person to file an appeal and the procedures for filing such appeal shall be governed by the provisions of M.G.L. c. 30A. Unless the person requesting an appeal requests and is

granted a stay of the terms and conditions of the decision by a court of competent jurisdiction, the decision shall remain effective.

**Notice of Action.** Any aggrieved person intending to appeal this decision to the Superior Court shall first provide notice to the MassDEP of their intention to commence such action. Said notice of intention shall include the MassDEP's file number and shall identify with particularity the issues and reasons why it is believed the decision was not proper. Such notice shall be provided to the Office of General Counsel of the MassDEP and the Regional Director for the regional office which processed the application at least five days prior to the filing of an appeal. The appropriate addresses to which to send such notices are:

General Counsel  
Massachusetts Department of Environmental Protection  
One Winter Street – 3<sup>rd</sup> Floor  
Boston, MA 02108

and

Eric Worrall, Regional Director  
Massachusetts Department of Environmental Protection  
Northeast Regional Office  
205B Lowell Street  
Wilmington, MA 01887

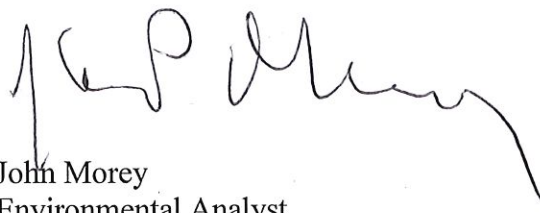
No allegation shall be made in any judicial appeal of this decision unless the matter complained of was raised at the appropriate point in the administrative review procedures established in those regulations, provided that a matter may be raised upon a showing that it is material and that it was not reasonably possible with due diligence to have been raised during such procedures or that matter sought to be raised is of critical importance to the environmental impact of the permitted activity.

If you have any questions about this matter, please contact John Morey at (978) 694-3297.

Sincerely,



Mark G. Fairbrother  
Section Chief  
Solid Waste Management



John Morey  
Environmental Analyst  
Solid Waste Management

MGF/JPM/jpm

Enclosure: Communication for Non-English Speaking Parties

cc: Susan Ruch, Deputy Regional Director, MassDEP-NERO, Bureau of Air and Waste  
Email: [susan.ruch@mass.gov](mailto:susan.ruch@mass.gov)

Paul Sevigny, West Newbury Board of Health  
Email: [psevigny@wnewbury.org](mailto:psevigny@wnewbury.org)

John Clement  
New England Environmental Technologies Corporation  
145 South Main Street  
Haverhill, MA 01835

Date of Proposed work	FY 19									
	Nov-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19			
<b>Requirements per Monitoring Plan</b>										
Install new gas migration probes (GMP)	\$6,000	one time install unless future test results require additional wells								
Create groundwater contour map	\$2,500	one time								
Groundwater monitoring well sampling (MW) (2X year) *	\$6,023					\$6,023				
Surface water sampling (2X year)	included in MW sampling									
Gas Vent (GV) & GMP (4X year)**	incl. in GMP install		. in add. GMP		\$1,550					
Additional testing per DEP			\$1,650	\$1,650		\$1,550	\$1,550			
Install additional GMP			\$4,175							
Nuisance wildlife control*****					\$1,500					
Survey Work			\$1,000	one time unless additional work is						
Private well testing (every 3 years) Need to be done November 2020****										
Third Party Inspection (every 2 years) Need to be done April 2020***										
<b>FY Totals</b>	<b>\$35,171</b>									
	<u>\$35,915 is in FY 19 Budget</u> <b>NOTE:</b> \$30,000 from acct. #510530 & \$5,915 earmarked from acct. #5105400									

# Landfill Monitoring Schedule

Date of Proposed work	FY 20				FY 21			
	Jul-19	Oct-19	Jan-20	Apr-20	Jul-20	Oct-20	Jan-20	Apr-20
<b>Requirements per Monitoring Plan</b>								
Install new gas migration probes (GMP)								
Create groundwater contour map								
Groundwater monitoring well sampling (MW) (2X year) *		\$6,273		\$6,273		\$6,273		\$6,273
Surface water sampling (2X year)								
Gas Vent (GV) & GMP (4X year)** Additional testing per DEP	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850
Install additional GMP								
Nuisance wildlife control*****	\$1,500				\$1,500			
Survey Work				as needed				
Private well testing (every 3 years) Need to be done November 2020****						\$2,100		
Third Party Inspection (every 2 years) Need to be done April 2020***				\$1,200				
	Proposed cost estimates[1] plus \$1200 increase over all sampling periods				Proposed cost estimates[1]			
<b>FY Totals</b>	<b>\$22,646</b>				<b>\$23,546</b>			

Date of Proposed work	FY 22			
	Jul-21	Oct-21	Jan-22	Apr-22
<b>Requirements per Monitoring Plan</b>				
Install new gas migration probes (GMP)				
Create groundwater contour map				
Groundwater monitoring well sampling (MW) (2X year) *		\$6,273		\$6,273
Surface water sampling (2X year)				
Gas Vent (GV) & GMP (4X year)** Additional testing per DEP	\$1,850	\$1,850	\$1,850	\$1,850
Install additional GMP				
Nuisance wildlife control*****	\$1,500			
Survey Work				
Private well testing (every 3 years) Need to be done November 2020****				
Third Party Inspection (every 2 years) Need to be done April 2020***				\$1,200
				Proposed cost estimates[1]
<b>FY Totals</b>		<b>\$22,646</b>		

## NOTES

\*Monitoring well sampling estimated increase of \$250 per sample period for FY 20


\*\*Gas Monitoring estimated increase of \$150 per sample period for FY 20


\*\*\*Third Party Inspection estimated increase 2% over two years

\*\*\*\*Private well testing stayed the same (testing less wells will offset the potential increase in price)

\*\*\*\*\* Nuisance wildlife control used to be absorbed by the DPW, now it will be within the BOH landfill line item

[1] Proposed estimates based on current monitoring plan requirements and previous prices. Subject to change.

 Work completed, waiting for invoice

 Invoices paid / submitted

5/6/2019





9F Presidential Way  
Woburn, MA 01801

Tel 781-937-3045  
Fax 781-937-0825  
www.cornerstone-serv.com

April 29, 2019

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

Attention: Mr. Robert Janes, Chairman

**Subject: Corrective Action Design  
Steele Landfill  
Middle Street/Georgetown Road  
West Newbury, MA  
Cornerstone Proposal No. 19518**

Dear Mr. Janes:

In accordance with your request, Cornerstone has prepared this proposal to provide engineering services for the above-referenced Project. Cornerstone shall perform professional services tasks as herein stated, which include customary engineering services incidental thereto.

### **SCOPE OF SERVICES**

#### **1.0 EXISTING CONDITIONS SURVEY**

1.1 Complete a topographic existing conditions survey of the project area. Field locate visible site features such as any crucial topographical ground points to depict the existing topography. Prepare an Existing Conditions Plan of the project area.

#### **2.0 CIVIL ENGINEERING AND DESIGN SERVICES**

2.1 Prepare a corrective action design to reduce the migration of landfill gas to a concentration below 25% of the LEL at the property line (the south side of Middle Street) in accordance with 310 CMR 19.117(2).

2.2 Prepare detailed design plans and specifications for the corrective action (e.g., vent trench, additional gas vents, etc.) and restoration of the cap after installation.

2.3 Prepare detailed specifications for the materials to be used and demonstrate that such materials meet or exceed the specifications of the original approved closure design.

2.4 Prepare a Quality Assurance/Quality Control Plan for the construction of the Corrective Action Design including specifying the inspection requirements of the Engineer of Record for the construction.

2.5 Prepare a schedule for implementation and completion of the proposed CAD design.

2.6 Prepare BWP SW25 Application and report for submission to MassDEP for approval. The application shall comply with the requirements of 310 CMR 19.000 including 310 CMR 19.151.

**3.0 BUDGETARY FEE**

Budgeted fees for the above-indicated services are as follows:

Task 1.0 Existing Conditions Survey	\$2,800
Task 2.0 Civil Engineering And Design Services	\$6,000
<b>TOTAL</b>	<b>\$8,800</b>

The lump sum fees for the above indicated services is Eight Thousand, Eight Hundred Dollars (\$8,800.00). Work under Tasks 1.0 - 2.0 shall be billed on a percentage of the work completed. Additional services, if requested, shall be billed on an hourly basis consistent with the attached 2019 Standard Fee Schedule. Work will commence upon an executed Purchase Order for the project from IPG. If this Agreement is acceptable, please execute and return one executed copy for our records. Your execution of this Agreement also indicates receipt and acceptance of the attached Standard Contract Terms.

Very truly yours,  
Cornerstone Construction Services, LLC



Richard Barthelmes, P.E.

\_\_\_\_\_  
Robert Janes, Chairman  
Board of Health

\_\_\_\_\_  
Date

enclosures

## STANDARD CONTRACT TERMS

The following Standard Contract Terms, together with the attached proposal, constitute the terms of the Agreement between **Cornerstone Construction Services, LLC** (Engineer) and **Town of West Newbury** (Owner) with respect to performance of the scope of services and any additional services.

### 1. Scope of Services

Engineer, as representative of the Owner, shall perform the engineering services described in the attached proposal.

Engineer shall provide for Owner professional engineering services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as Owner's professional engineering representative for the Project, providing professional engineering consultation and advice and furnishing customary civil and environmental engineering services customary thereto.

If Engineer's services include the performance of any services during the construction phase of the project, it is understood that the purpose of any such services (including any visits to the site) will be to enable Engineer to better perform the duties and responsibilities assigned to and undertaken by it as an experienced and qualified design professional, and to provide the Owner with a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by Contractor(s). Engineer shall not, during such visits or as a result of any observations of construction, supervise, direct or have control over Contractor's(s') work nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor(s) furnishing and performing its (their) work. Engineer does not guarantee the performance of the construction contract by the Contractor(s) and does not assume responsibility for Contractor's(s') failure to furnish and perform its (their) work in accordance with the Contract Documents.

If Engineer's contract with the Owner so requires, Engineer shall review (or take other appropriate action in respect of) Shop Drawings, samples and other data which Contractor(s) is (are) required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such review or other actions shall not extend to means, methods, techniques, sequences or procedures of manufacture (including the design of manufactured products) or construction, or to safety precautions and programs incident thereto. Engineer's review or other actions, as described above, shall not constitute approval of an assembly or product of which an item is a component, nor shall it relieve the Contractor(s) of (a) its (their) obligations regarding review and approval of any such submittals; and (b) its (their) exclusive responsibility for the means, methods, sequences, techniques and procedures of construction, including safety of construction.

### 2. Owner's Responsibilities

Owner shall do the following in a timely manner so as not to delay the services of Engineer:

2.1 Designate in writing a person to act as Owner's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to Engineer's services for the Project.

2.2 Provide all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which Owner will require to be included in the Drawings and Specifications.

2.3 Assist Engineer by placing at Engineer's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.

2.4 Furnish to Engineer, as required for the performance of Engineer's Basic Services, the following:

2.4.1 data prepared by or services of other, including without limitation borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment;

2.4.2 appropriate professional interpretations of all of the foregoing;

2.4.3 environmental assessment and impact statements;

2.4.4 property, boundary, easement, right-of-way, topographic and utility surveys;

2.4.5 property descriptions;

2.4.6 zoning, deed and other land use restriction; and,

2.4.7 other special data or consultations, all of which Engineer shall be entitled to use and rely upon with respect to the accuracy and completeness thereof, in performing services under this Agreement.

2.5 Acquire all necessary easements, rights of way, land takings and arrange for access to and make all provisions for Engineer and his subconsultants to enter upon public and private property as required for Engineer to perform his services.

2.6 Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by Engineer; obtain advice of an attorney, insurance counselor and other consultants as Owner deems appropriate for such examination; and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of Engineer.

## STANDARD CONTRACT TERMS

2.7 Secure and maintain all necessary approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.

2.8 Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, and such legal services as Owner may require or Engineer may reasonable request with regard to legal issues pertaining to the Project.

2.9 Give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of any development that affects the scope of timing of Engineer's services.

2.10 Furnish, or direct Engineer to provide, necessary Additional Services.

2.11 Bear all costs incident to compliance with the requirements of this Section 2.

### 3. Reimbursable Expenses

Normal reimbursable expenses are in addition to the fee for services and shall be billed at cost. Reimbursable expenses include expenses associated with the project such as: travel including transportation, meals and lodging; printing, copying and handling of documents; renderings and models; film and processing; telephone calls and other communications charges; postage and delivery; equipment and labor for tests; consultants and computer charges not considered part of the basic fee; and all costs involved in securing approval of authorities having jurisdiction over the project and not specified as part of the fee.

### 4. Payment and Terms: Suspension of Services

Invoices are sent to Owner monthly for the prior month and payment is due within 30 calendar days of the invoice date. If payment is not made within 30 calendar days of the invoice date, the amounts due shall include an interest assessment at the rate of 1 1/2% monthly commencing on the 30th day. If the Owner fails to make payment when due Engineer for services and reimbursable expenses, Engineer may, upon seven days' written notice to Owner, suspend performance of services under this Agreement. Unless payment in full is received by Engineer within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Engineer shall have no liability to Owner for delay or damage caused by Owner because of such suspension of services.

Owner agrees to pay Engineer any and all costs of collection occasioned by Owner's failure to pay invoices when due, including, but not limited to, reasonable attorney's fees, court costs, travel, and lost time.

### 5. Limitation of Liability

The Owner agrees to limit Engineer's liability to the Owner for or on account of all claims and/or damages of any nature whatsoever caused by or arising out of Engineer's performance of its services, such that the total aggregate liability of Engineer for any and all claims and/or damages of any nature whatsoever, arising out of the performance of Engineer's services on the Project, shall not exceed \$50,000

or Engineer's total fee for basic services rendered on the Project, whichever is greater.

### 6. Hazardous Waste/Asbestos/Contaminants/Pollutants

In consideration of the limited availability of professional liability insurance for claims involving or relating to the actual or threatened release, escape or discharge of hazardous waste, asbestos and/or other contaminants and pollutants, it is agreed that the Owner, to the fullest extent permitted by law, shall release and indemnify and hold harmless Engineer and its consultants, agents and employees, from and against all claims, damages, losses and expenses, direct and indirect, including but not limited to attorneys' fees and defense costs, arising out of or resulting from the performance of any services by Engineer, or claims against Engineer related to, involving or arising out of hazardous waste, asbestos or other contaminants or pollutants.

### 7. Termination

This agreement may be terminated by either party seven days following receipt of written termination notice from one party to the other. In either case, all amounts for services and reimbursable expenses due as of the date of receipt of cancellation notice shall be paid to Engineer within 30 days from the date of Engineer's final invoice following notice of termination.

### 8. Ownership and Use of Documents

All documents including drawings and specifications prepared or furnished by Engineer under this Agreement are instruments of service in respect of the Project. Engineer shall retain the ownership and property interest in those instruments of service whether or not the Project is completed; however, if the Project is completed, the Owner may retain copies solely for information and record reference purposes in connection with the completed Project. These documents are not intended or represented to be suitable for reuse by Owner or others in connection with (a) the completion of the Project if Engineer's agreement has been terminated or Engineer otherwise is not involved in the Project; (b) extensions of the Project; and/or (c) any other project. Any reuse without written verification or adaptation by Engineer for the specific purpose intended will be at Owner's sole risk and without any liability or legal exposure to Engineer or its consultants. The Owner shall indemnify and hold harmless Engineer, and its consultants, from any and all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by Owner and Engineer.

### 9. Estimates and/or Options of Cost

Any estimates or opinions of project or construction costs are provided by Engineer on the basis of Engineer's experience and qualifications as an engineer and represent its best judgment as an experienced and qualified engineer familiar with the construction industry. Since Engineer has no control over the cost of labor, materials, equipment or services furnished by others or over competitive bidding or market conditions, it cannot guarantee that proposals, bids or actual project costs or construction costs will not vary from any

## **STANDARD CONTRACT TERMS**

estimates or opinions of costs prepared by Engineer. Similarly, since Engineer has no control over operation and/or maintenance costs, Engineer can not and does not guarantee that the actual system operating, or maintenance costs will not vary from any estimates given by Engineer. No fixed limit of construction cost is established as a part of this agreement.

### **10. Restart**

If the Project is stopped for a period greater than 90 days, a restart fee will be required to compensate Engineer for any necessary premium time, and for remobilization of staff and materials. Depending on the duration of the stoppage, an additional adjustment may be necessary to cover wage increases and general escalation.

Restart fee will be 10% of fee earned to date of stoppage, unless Owner and Engineer agree on a different amount.

### **11. Services Made Necessary by Lack of Contractor Performance; Indemnification**

It is the Owner's responsibility to hire the Contractor, and it is the Contractor's responsibility to install and complete fully operable systems. The Owner agrees to pay Engineer 2.5 times Direct Personnel Expense for all its trouble-shooting work due to Contractor's inability to achieve satisfactory operation.

Owner shall hold harmless, defend and indemnify Engineer, its officers, agents, employees and consultants, from any and all liabilities, claims, damages and suits arising out of the negligence of the Owner or its agents, or liability due to the negligence of any Contractor(s) performing any portion of the work and supplying any materials, or any other parties, except for any liability of Engineer, or its consultants.

### **12. Effective Date**

This Agreement will be come effective upon Engineer's receipt of authorization to proceed.

### **13. Waiver of Subrogation**

The Owner and Engineer waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance. The Owner and Engineer shall each require similar waivers from their contractors, consultants and agents.

### **14. Certifications/Assignment**

The proposed language of certificates, affidavits or certifications requested of Engineer or Engineer's consultants shall be submitted to Engineer for review and approval at least 14 days prior to execution. The Owner shall not request certifications and/or affidavits that would require knowledge or services beyond the scope of these Standard Contract Terms and/or beyond the professional qualifications and engineering expertise of Engineer.

## **CORNERSTONE**

### **2019 STANDARD FEE SCHEDULE**

<b><u>PROFESSIONAL SERVICES</u></b>	<b><u>HOURLY RATE</u></b>
Principal in Charge	\$175.00
Senior Engineer	\$150.00
Senior Project Engineer	\$115.00
Senior Construction Manager	\$115.00
Project Engineer	\$95.00
Project Engineer I	\$85.00
Engineer	\$80.00
CADD Technician	\$75.00
Technical Administrator	\$65.00
Field Technician	\$55.00
Expert Witness and Testimony	\$250.00
One Person Survey Crew	\$150.00
Two Person Survey Crew	\$180.00

#### **EXPENSES**

Direct expenses shall be billed at cost, plus 10%. Direct expenses shall include transportation, delivery, long distance telephone calls, job supplies, printing costs, consultants, and similar costs directly applicable to each job.



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

Angus Jennings, Town Manager  
978-363-1100, Ext. 111 Fax 978-363-1826  
[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: May 10, 2019  
RE: Priority transportation projects for Regional Transportation Plan

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In response to their request, my office with DPW provided MVPC information regarding local transportation projects we recommended for inclusion in the Regional Transportation Plan.

As noted in the enclosed correspondence, I think that the request to prioritize these requests is a policy matter properly placed before the Board of Selectmen; we therefore held off on providing MVPC recommendations regarding the Town's prioritization of these projects pending Board review.

If you would like to suggest additional projects for potential inclusion in the RTP, that would also be appropriate at this time.

The RTP includes projects with potential eligibility for Federal transportation funding, so should be of adequate scale and importance in order to be able to successfully compete for funding with other priority projects across the region.

cc: *Wayne Amaral, DPW Director*

## Town Manager

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**From:** [REDACTED]  
**Sent:** Wednesday, April 10, 2019 4:54 PM  
**To:** Town Manager  
**Cc:** Leah Zambernardi; DPW Director; brmurphey@comcast.net  
**Subject:** Roadway/Bridge/Trail Projects in West Newbury for MVMPO's 2020 Regional Transportation Plan  
**Attachments:** Town of West Newbury Universe of Projects List 4-8-19.xlsx

Hello Angus,

Hope all is going well with you.

I'm contacting you because we're heading into the home stretch in for identifying roadway/bridge/trail projects for inclusion in the upcoming Merrimack Valley Metropolitan Planning Organization Regional Transportation Plan (RTP), which will cover the 20-year time period from FFY 2020 to FFY 2040..

I've attached a short Excel spreadsheet that contains the RTP 'Universe of Projects' list that we have for West Newbury. There are two projects on this list, the largest being the reconstruction of Main Street between the Page School and the Groveland Town Line. This project appeared on the 'Universe of Projects' List for the 2016 RTP but was not included in the Fiscally Constrained section of the document.

I've also left a few spaces to add any other projects that you or others in the Town might think of. If you briefly describe the project type and limits (e.g. 'Resurfacing Garden St. from Main St. to Middle St.', etc.), I can develop the associated preliminary construction cost estimate. Please assign a number priority to each project, including any that you add to this list, so that I can focus on trying to assign the Town's highest priority projects to the fiscally constrained section of the RTP.

Finally, it would be great if you could get me this information by April 22<sup>nd</sup> so that I can report on it at the MPO meeting on the 24<sup>th</sup>.

Thanks and please feel free to contact me if you have any questions.

Tony

[Anthony Komornick](#)  
Transportation Program Manager  
Merrimack Valley Planning Commission  
(978) 374-0519, ext. 15  
(978) 372-4890 (FAX)





## Town Manager

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**From:** DPW Director  
**Sent:** Monday, April 29, 2019 5:43 PM  
**To:** Anthony Komornick  
**Cc:** [REDACTED]  
**Subject:** RE: Roadway/Bridge/Trail Projects in West Newbury for MVMPO's 2020 Regional Transportation Plan

Tony,  
Thanks for getting back to use on these. I think we will bring these three request to the selectmen for their thoughts and possible new request.  
I comments are below in yellow.

Wayne

[REDACTED]

Hi Wayne,

Thanks for getting back to me on the priority 2020 RTP projects for West Newbury. Here are my thoughts:

### Middle Street/Plummer Springs Bridge

We are aware of how important the replacing of the Middle Street/Plummer Springs Bridge is for both West Newbury and Newburyport. This bridge was discussed at the Newburyport Traffic and Safety Committee meeting earlier this month, where potential construction funding for the project was brought up. It doesn't look like there is any federal-aid funding available. However that doesn't mean that we can't include this project in the RTP in the non-fiscally constrained section of the document similar to what we did back in the 2016 RTP for the I-495 Reconstruction Project. **So if the selectmen agree we may want to add this to our RTP.**

### Main Street / Route 113 Roadway and Sidewalk Project (Page School to Pentucket High School)

I'll change the description and estimated cost of the project to reflect extending the eastern limit to Garden Street. Given the estimated cost of the project, it might make sense to break the project into two or more pieces with priority given to the section(s) that is (are) of most immediate concern to the Town.

**With residents wanting to walk and bike more OI think this should be one of our top priorities and maybe a project like this could bring a "town center" feel to the Maple Street intersection of Main St. curb extensions, brick sidewalks ornamental lighting.**

### Main Street, South Street, Moulton Street intersection Improvements.

This project proposal came out of an LTA analysis we performed for the Town a few years ago. 'Main St.' is the Main St. from Byfield and the intersection is at the Great Rock near the West Newbury/Newbury town line. After our study, Gary Bill put up some warning signs for drivers heading southbound on South St. just before it becomes Moulton St. Maybe this project can be removed? **The pavement on this street is very poor and would be costly for the town. I really question the volume of West Newbury trips compared to other destinations. I think it would be a better RTP and should stay on the list but a lower priority.**

Feel free to contact me if you have any questions.

Tony



Tony,

Thanks for reaching out to us regarding the RTP. We have discussed the plan internally and would like to bring our proposal to the Selectmen for review.

I have listed the projects in order of importance.

**1. Middle Street / Plummer Springs Bridge Replacement Project.**

We are still in the early phase of design, but believe the cost to be around \$3,000,000. We hope to split the cost with Newburyport and as a result, our cost will be around \$1,500,000. Can this be a RTP project? We would be looking for funding within the next 1-2 years. So I doubt it would make the list and be funded so quickly, but we wanted to make the request.

**2. Main Street / Route 113 Roadway and Sidewalk Project (Page School to Pentucket High School).**

This project would be our first priority project if the Middle Street Bridge Replacement Project cannot be funded for valid reasons.

We would like to extend the project to Garden Street. There has been many request to install sidewalk from Garden Street, which is the first major access point to the neighborhoods east of town.

I assume this project would include sidewalks, curbing, drainage where needed and repairs to the roadway. I know the roadway was replace two years ago and understand if it is not include in the project, unless the project takes 10+ years to complete and by that time a new roadway may be warranted.

**3. Main Street, South Street, Moulton Street intersection Improvements.**

I'm a bit embarrass to say we don't know the details of this request. It seems Main Street is covered in the above request and Moulton Street has large intersections but overall seem like a traffic calming project that may be handled with town funds. I would say that South Street is in poor condition and could use some roadway and intersection work especially at the Moulton Street intersections. Roadway seems much too wide and encourages higher speeds.

Would love to hear your thoughts on these before we bring to the Selectmen for their review.

Wayne

Wayne S. Amaral  
Director of Public Works  
Town of West Newbury  
381 Main Street



## Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

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

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: May 10, 2019  
RE: Middle Street Bridge

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Please find enclosed the most recent draft bridge plan alternatives, along with relevant recent correspondence.

As noted, we are still awaiting an updated plan alternative reflecting one sidewalk, not two, and will share that with the Board upon receipt.

It should be noted and understood by all parties that these concept plans and preliminary cost estimates are still **preliminary working drafts**. However, we are moving closer to having drafts suitable for presentation in a public meeting. Work is ongoing, with Newburyport, to schedule and plan a joint public meeting to be hosted here in West Newbury, anticipated in June. Once a date is set, we will conduct outreach to West Newbury residents in order to solicit input regarding bridge design.

In parallel, as you know we began work over the winter toward an anticipated MOU between West Newbury and Newburyport. That work has not progressed significantly since the Board's prior review in January, but with our budget season now complete and Newburyport's budget season nearing completion, I've been talking with the Mayor's office about getting those discussions moving forward. Once we have the next draft of design plans and cost estimates, and public input, we should be in a position to get that MOU on track so both communities will have a better basis to plan for the anticipated costs of the bridge.

We are also in discussions with the project engineer BSC regarding engaging their pro bono assistance to pursue a grant to support construction costs.

It should be understood that the permitting associated with this project is very substantial, and will take quite a while (est. 6-12 months). Until permitting is complete, we will not fully understand project costs that may result from permitting requirements, required mitigation, etc., so I will recommend that we not bring this to Town Meeting for funding authorization until we're closer to an accurate cost number. At this point, I anticipate that this would be brought to the 2020 Annual Town Meeting.

# Bridge Type Study

**Proposed Bridge No. N-11-007=W-20-001**

**Plummer Spring Road over Artichoke Reservoir**

Project No. 28395.00

Newburyport/West Newbury, Massachusetts

April 17, 2019

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Prepared by:  
BSC Group  
803 Summer Street  
Boston, MA 02127



## EXECUTIVE SUMMARY

The City of Newburyport has assigned BSC Group as the design consultant for the planned full replacement of Bridge No. N-11-007=W-20-001 (8BC), Plummer Spring Road over Artichoke Reservoir. This single span structure is to be replaced in its entirety (superstructure and substructure) due to its deteriorated condition.

The proposed bridge is to be constructed on a similar alignment as the existing bridge. The number of spans will stay as one (1). Bridge types have been analyzed considering; hydraulics, costs, construction, economy, environmental, design and aesthetics. The bridge types are:

Alternative 1 – 45'-0" Span Spread Box beams (24'-0" roadway)

Alternative 1A – 45'-0" Span Spread Box beams (24'-0" roadway with two 5'-6" sidewalks)

Alternative 2 – 45'-0" Span Spread Box beams (22'-0" roadway)

Alternative 3 – 30'-8" Span Arch (24'-0" roadway)

Alternative 4 – 24'-8" Span Arch (24'-0" roadway)

Alternative 5 – 22'-0" Clear Span Rigid Frame (24'-0" roadway)

Plummer Spring Road is classified as a Rural Local Road. Two different bridge rail/guardrail types have also been investigated. Bridge Construction Costs are based on most cost-efficient option of continuing Thrie-Beam guardrail across the bridge. S3-TL4 bridge railing with required concrete transitions increasing cost by approximately \$50,000 for each alternative.

*Grants: The City of Newburyport was awarded a \$500,000 MassDOT Municipal Bridge Grant towards design and construction. BSC Group will assist the Town of West Newbury with an application for a MassWorks infrastructure grant due August 2019.*

## PRELIMINARY BRIDGE CONSTRUCTION COST ESTIMATE

### Alternative 1 – 45’-0” Span Spread Box beams (24’-0” roadway)

Design, Permitting and \$40,000 Residence Engineer Estimate =	\$358,000
Bridge Estimated Construction Cost =	\$1,340,000
Highway Estimated Construction Cost =	\$420,000
TOTAL	\$2,118,000

### Alternative 1A – 45’-0” Span Spread Box beams (24’-0” roadway with two 5’-6” sidewalks\*)

Design, Permitting and \$40,000 Residence Engineer Estimate**=	\$411,000
Bridge Estimated Construction Cost =	\$1,960,000
Highway Estimated Construction Cost =	\$610,000
TOTAL	\$2,981,000

\* Sidewalks on bridge only

\*\*Additional permitting required

### Alternative 2 – 45’-0” Span Spread Box beams (22’-0” roadway)

Design, Permitting and \$40,000 Residence Engineer Estimate =	\$363,000
Bridge Estimated Construction Cost =	\$1,310,000
Highway Estimated Construction Cost =	\$410,000
TOTAL	\$2,083,000

### Alternative 3 – 30’-8” Span Arch (24’-0” roadway)

Design, Permitting and \$40,000 Residence Engineer Estimate =	\$304,000
Bridge Estimated Construction Cost =	\$1,580,000
Highway Estimated Construction Cost =	\$440,000
TOTAL	\$2,324,000

### Alternative 4 – 24’-8” Span Arch (24’-0” roadway)

Design, Permitting and \$40,000 Residence Engineer Estimate =	\$302,000
Bridge Estimated Construction Cost =	\$1,590,000
Highway Estimated Construction Cost =	\$444,000
TOTAL	\$2,336,000

### Alternative 5 – 22’-0” Clear Span Rigid Frame (24’-0” roadway)

Design, Permitting and \$40,000 Residence Engineer Estimate =	\$288,000
Bridge Estimated Construction Cost =	\$1,710,000
Highway Estimated Construction Cost =	\$430,000
TOTAL	\$2,428,000

*Note: Due to soil conditions and depth of excavation high probability of additional costs for Alternative 5 during construction.*



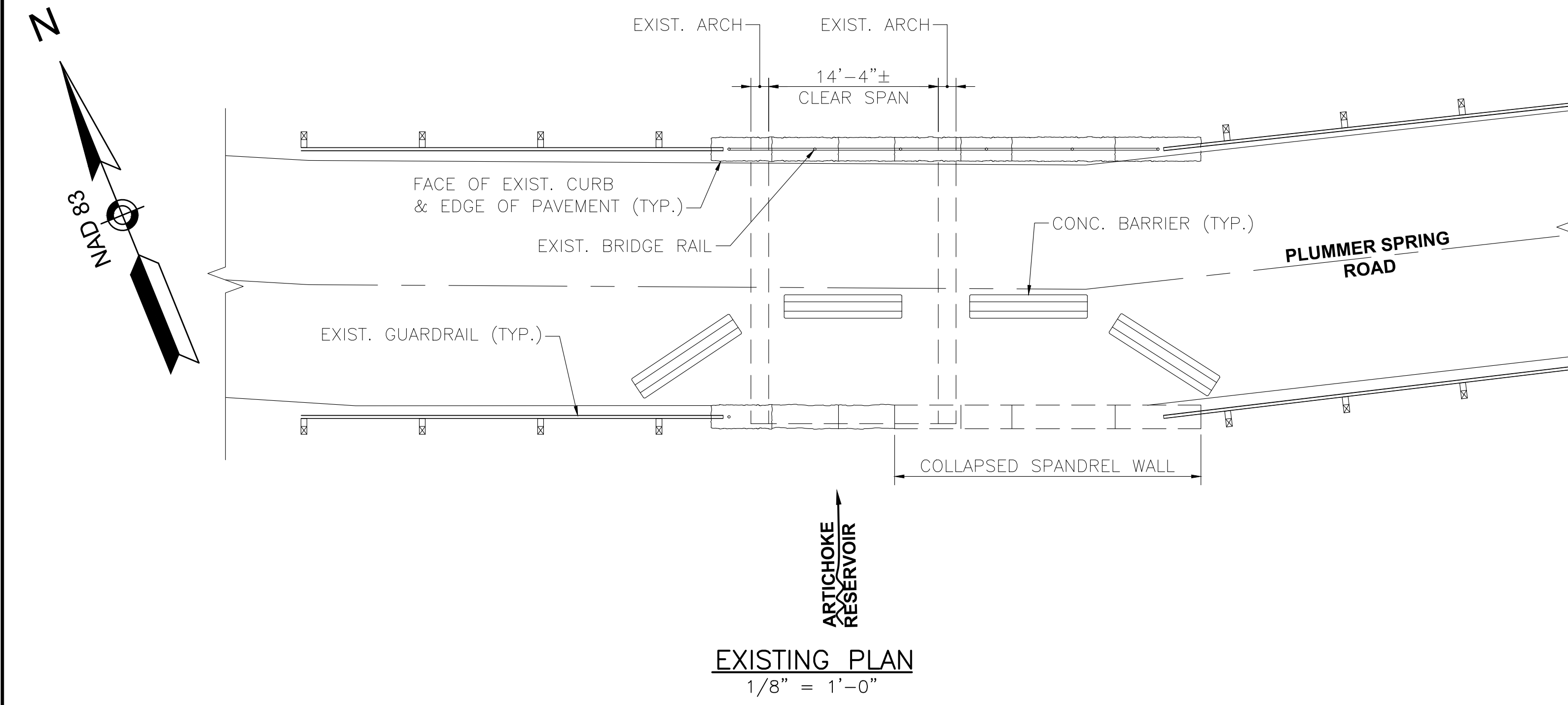
**Thrie Beam – Guardrail Across Bridge**



**S3-TL4 – Bridge Rail & Concrete Transitions**

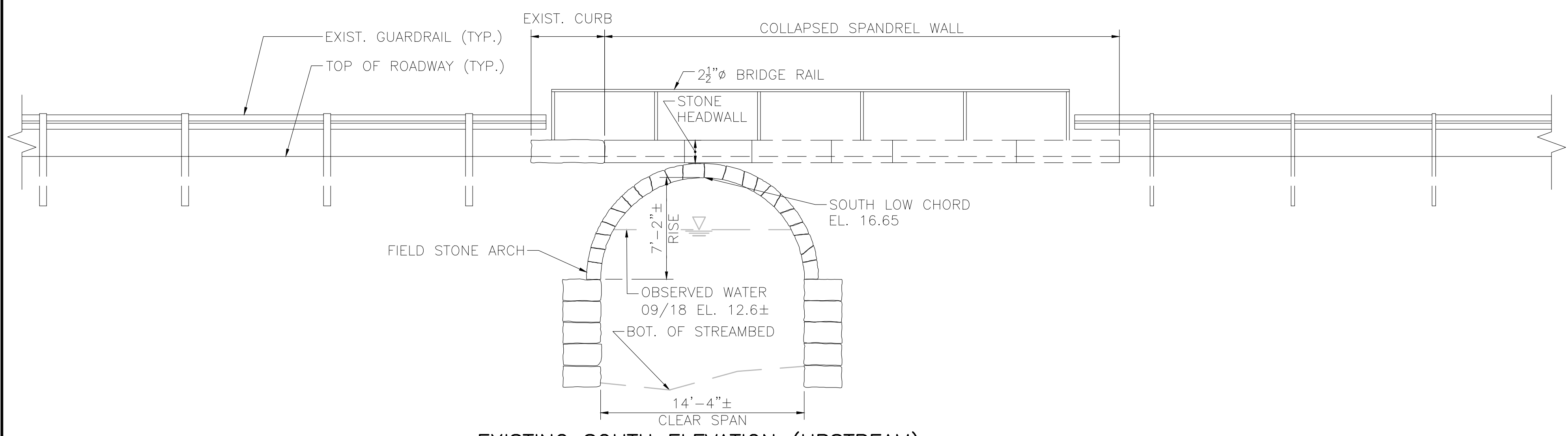


## **DRAWINGS**

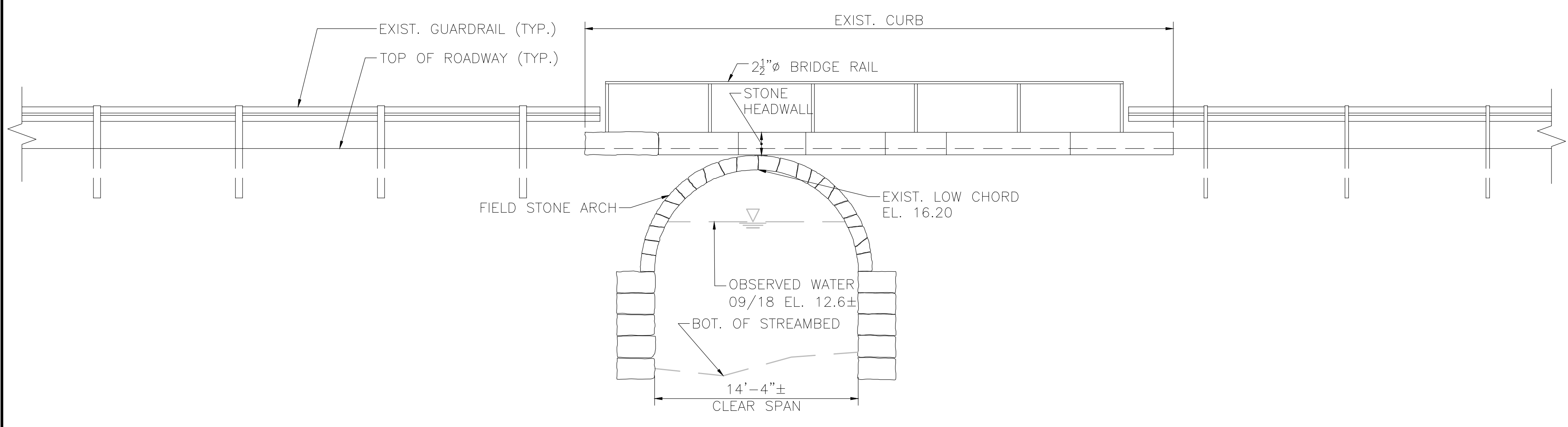


**EXISTING PLAN**  
1/8" = 1'-0"

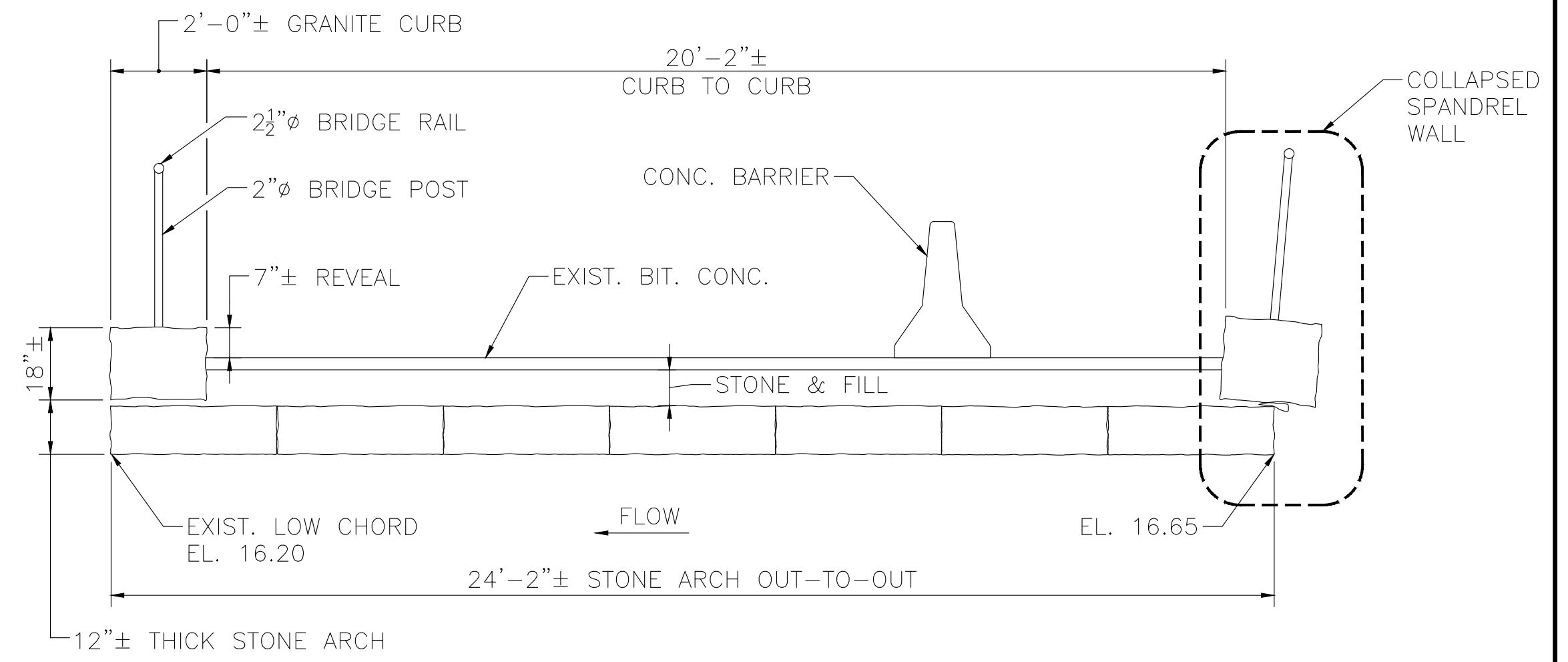
SHEET NO.	DESCRIPTION
1 OF 9	EXISTING CONDITIONS & LOCUS
2 OF 9	ALTERNATIVE 1 - 45'-0" SPAN, 24'-0" ROADWAY SPREAD BOX BEAM KEY PLAN & PROFILES
3 OF 9	ALTERNATIVE 1 - 45'-0" SPAN, 24'-0" ROADWAY SPREAD BOX BEAM PLAN, ELEVATION & TRANSVERSE SECTION
4 OF 9	ALTERNATIVE 2 - 45'-0" SPAN, 22'-0" ROADWAY SPREAD BOX BEAM KEY PLAN & PROFILES
5 OF 9	ALTERNATIVE 2 - 45'-0" SPAN, 22'-0" ROADWAY SPREAD BOX BEAM PLAN, ELEVATION & TRANSVERSE SECTION
6 OF 9	ALTERNATIVE 3 - 30'-8" SPAN ARCH KEY PLAN & PROFILES
7 OF 9	ALTERNATIVE 3 - 30'-8" SPAN ARCH PLAN, ELEVATION & TRANSVERSE SECTION
8 OF 9	ALTERNATIVE 4 - 24'-8" SPAN ARCH PLAN, ELEVATION & TRANSVERSE SECTION
9 OF 9	ALTERNATIVE 5 - 22'-0" SPAN RIGID FRAME PLAN, ELEVATION & TRANSVERSE SECTION



**EXISTING SOUTH ELEVATION (UPSTREAM)**  
3/16" = 1'-0"



**EXISTING NORTH ELEVATION (DOWNSTREAM)**  
3/16" = 1'-0"

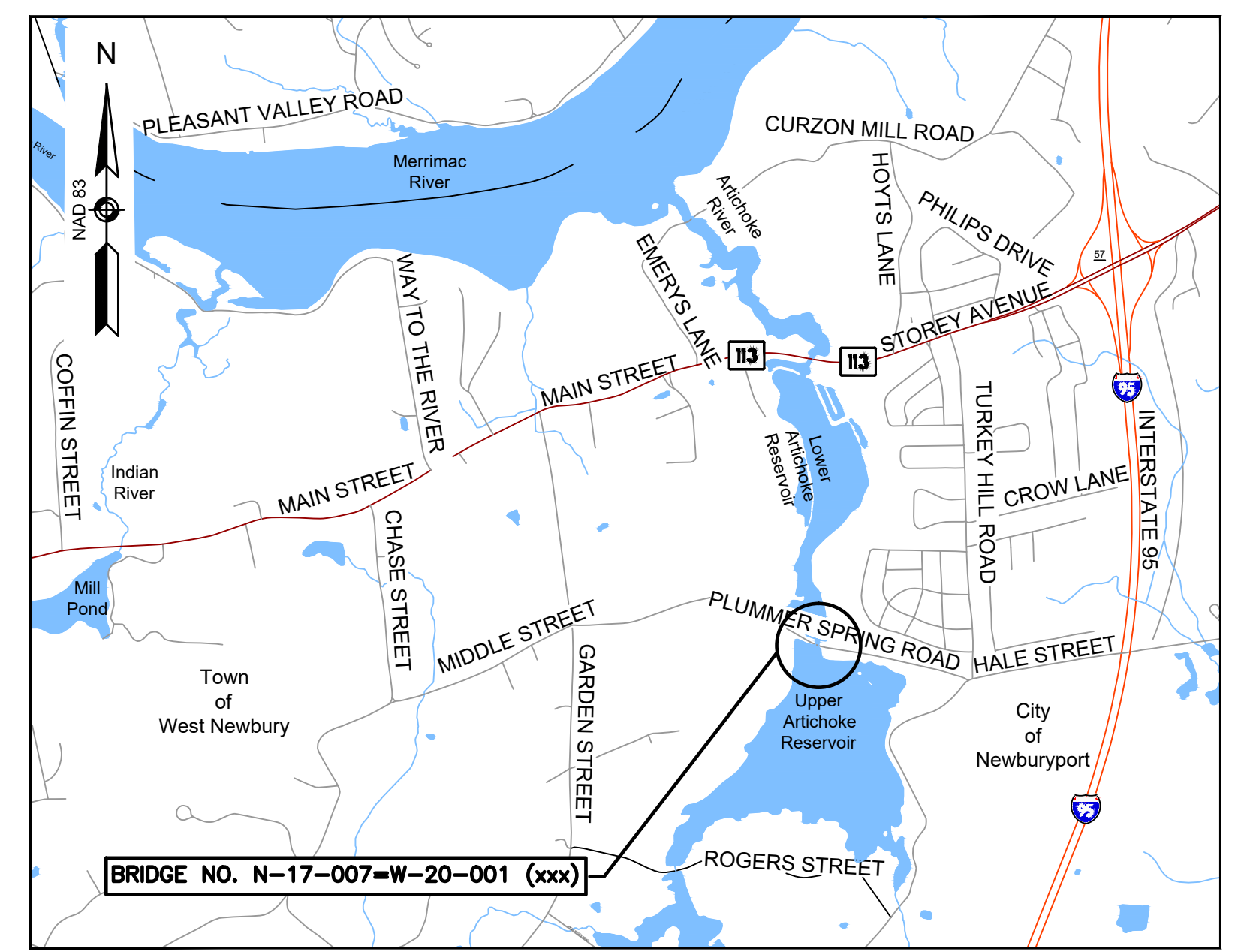


**EXISTING TRANSVERSE SECTION**  
3/8" = 1'-0"

**NEWBURYPORT  
PLUMMER SPRING ROAD**

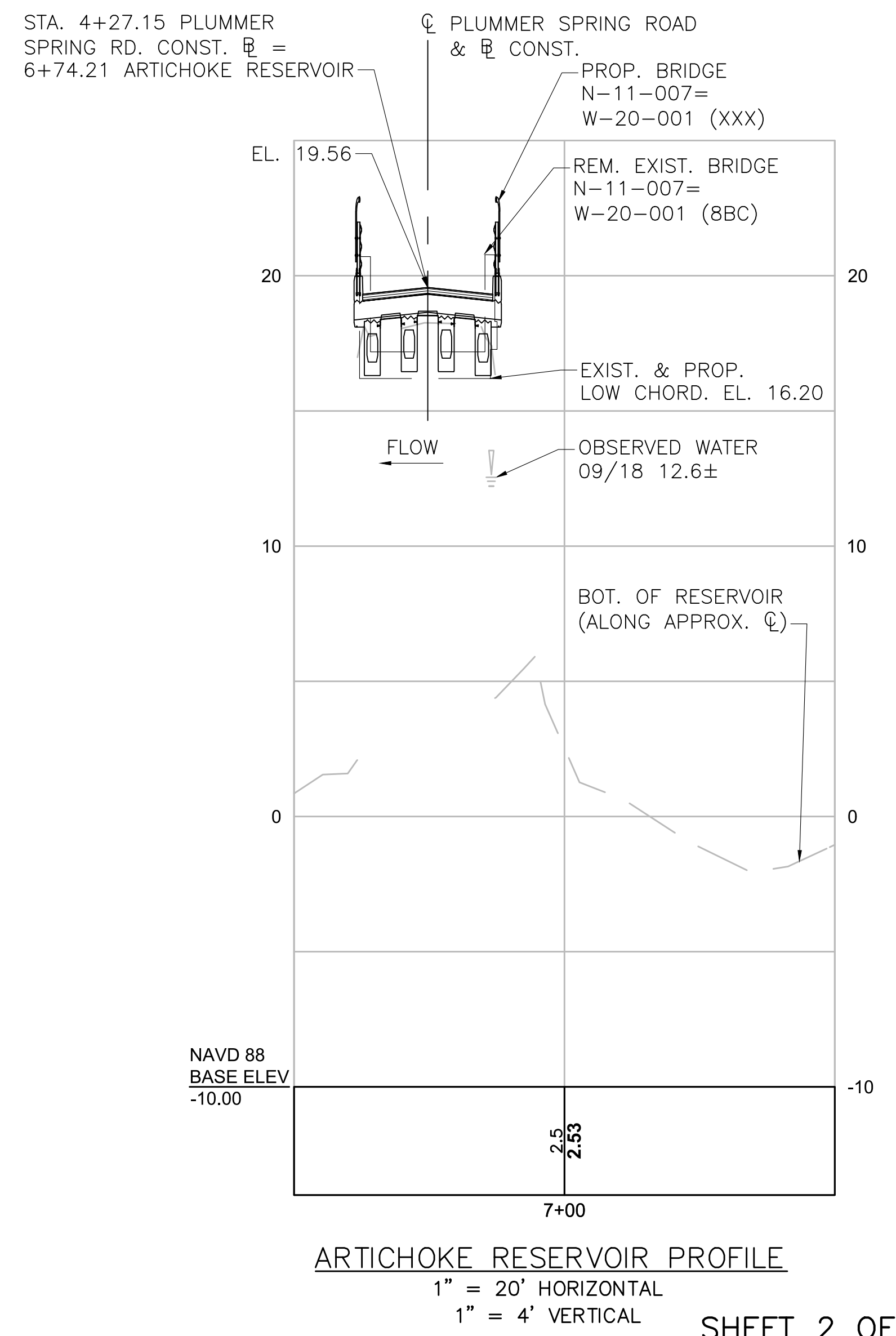
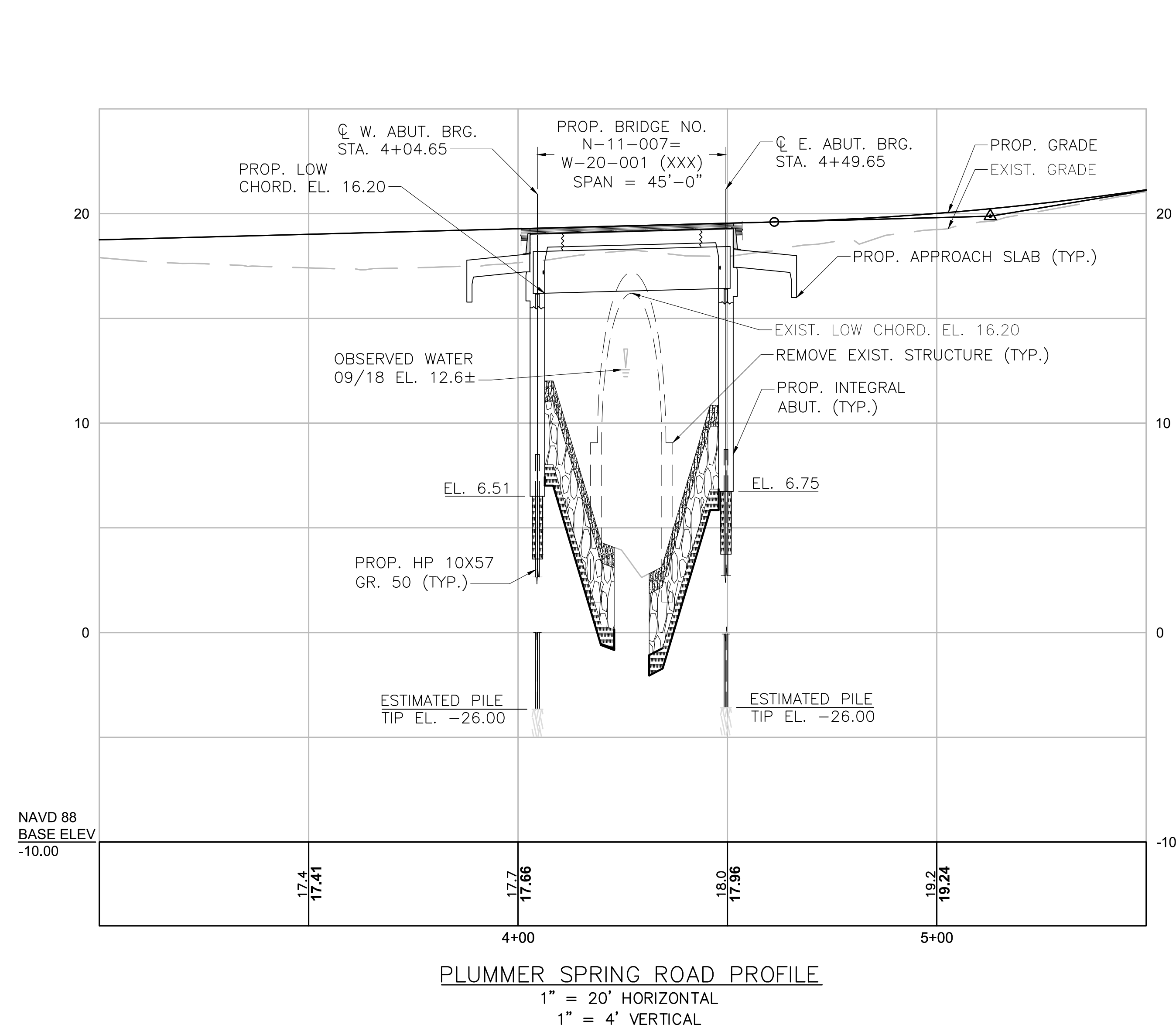
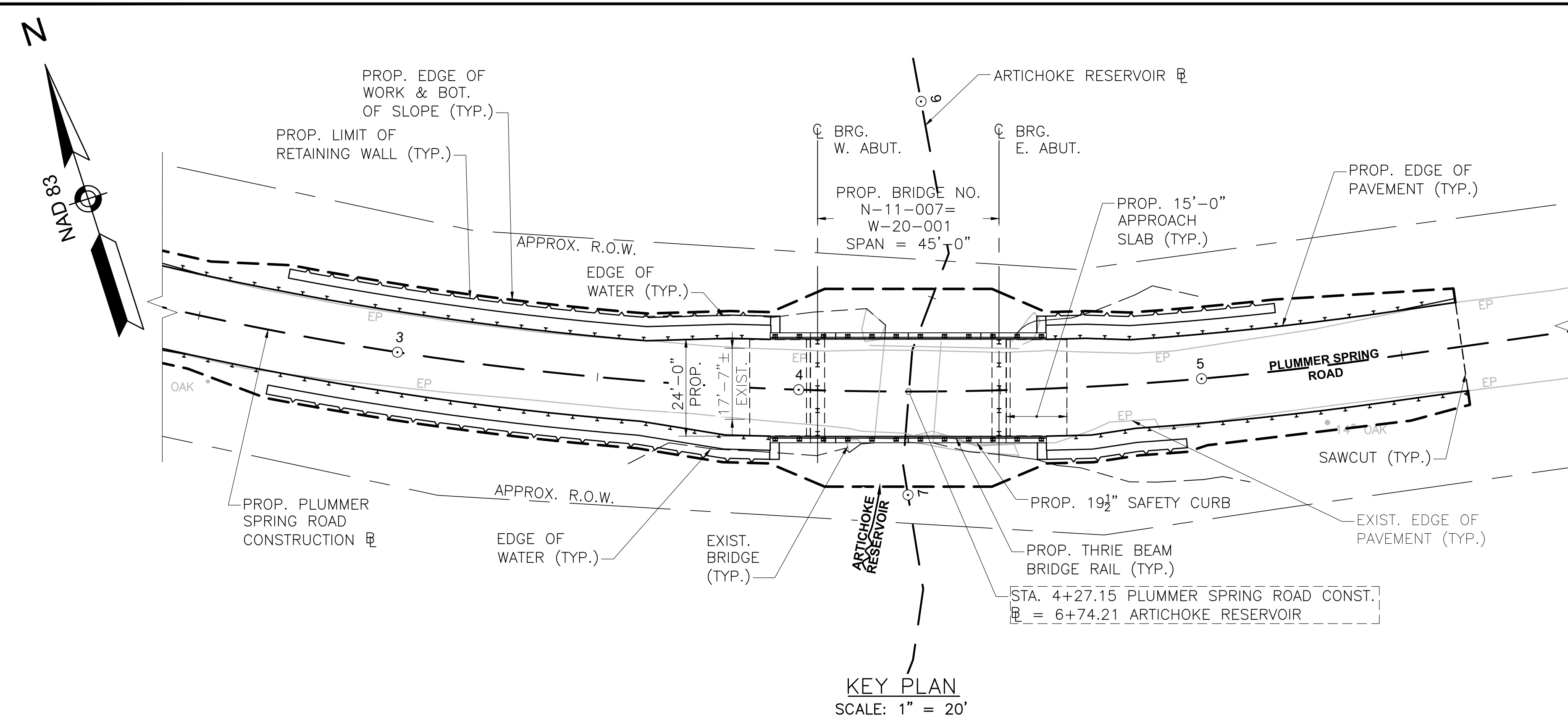
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	1	9
PROJECT FILE NO.		N/A	

**EXISTING CONDITIONS & LOCUS**



**LOCUS PLAN**  
SCALE: 1"=2000'

 803 SUMMER STREET BOSTON, MA 02127 (617) 896-4300 www.bscgroup.com	MONTH DD, YYYY ISSUED FOR CONSTRUCTION
	<p align="center"><b>BRIDGE REPLACEMENT NEWBURYPORT/WEST NEWBURY</b></p> <p align="center">PLUMMER SPRING RD. OVER ARTICHOKE RESERVOIR</p>
 CITY OF NEWBURYPORT MASSACHUSETTS 60 PLEASANT ST. NEWBURYPORT, MA 01950	



# ALTERNATIVE 1 PRELIMINARY DESIGN

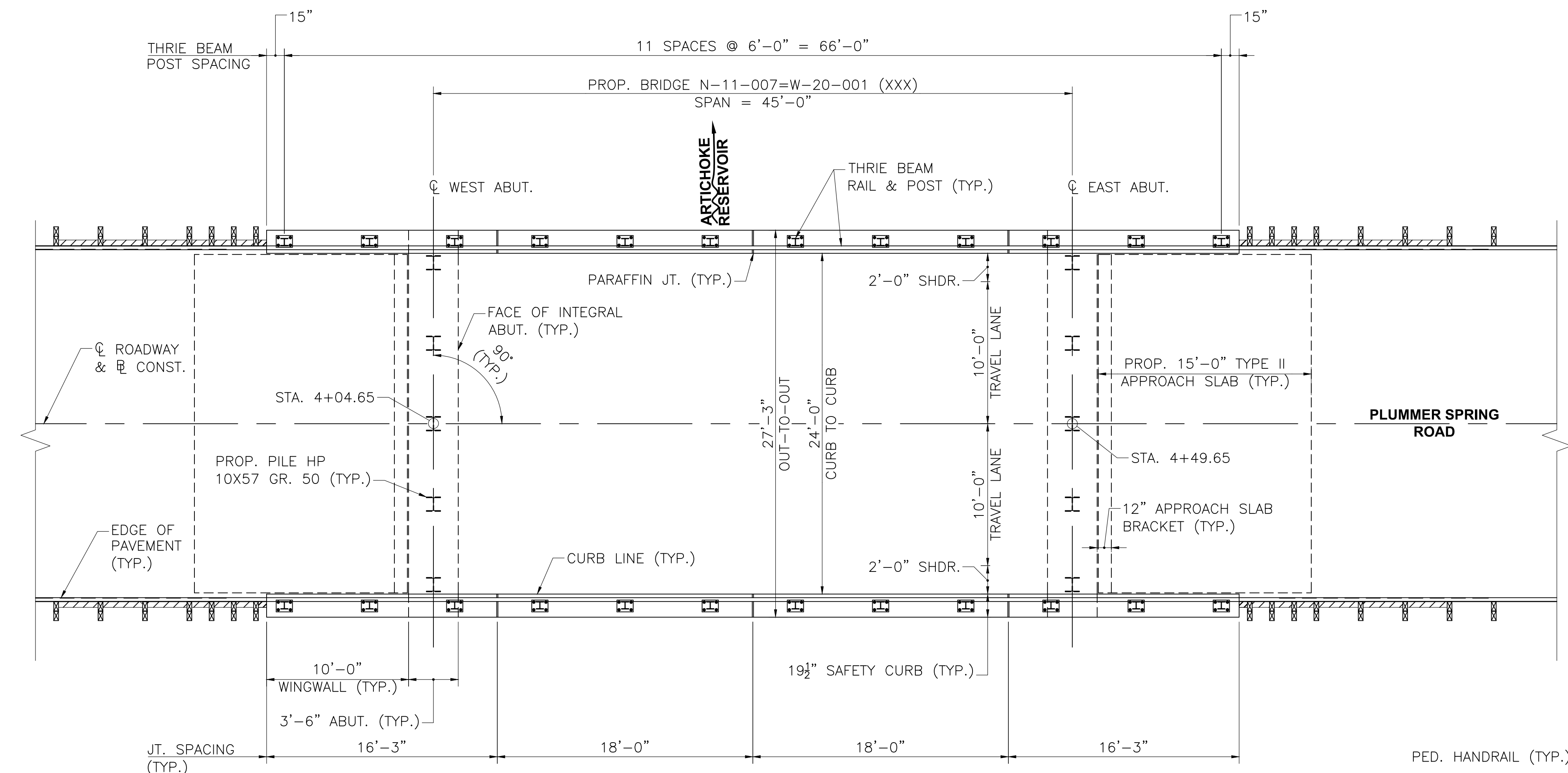
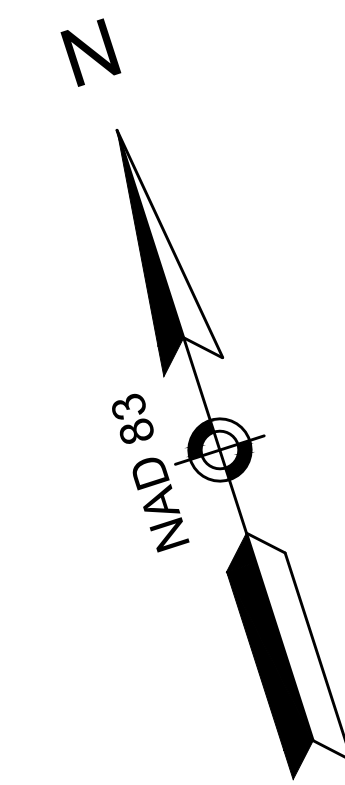
MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

SPREAD BOX REV 1.DWG Picked on 17-Apr-2019 9:21 AM Plans Submittal (SPX) XX-XX-201X

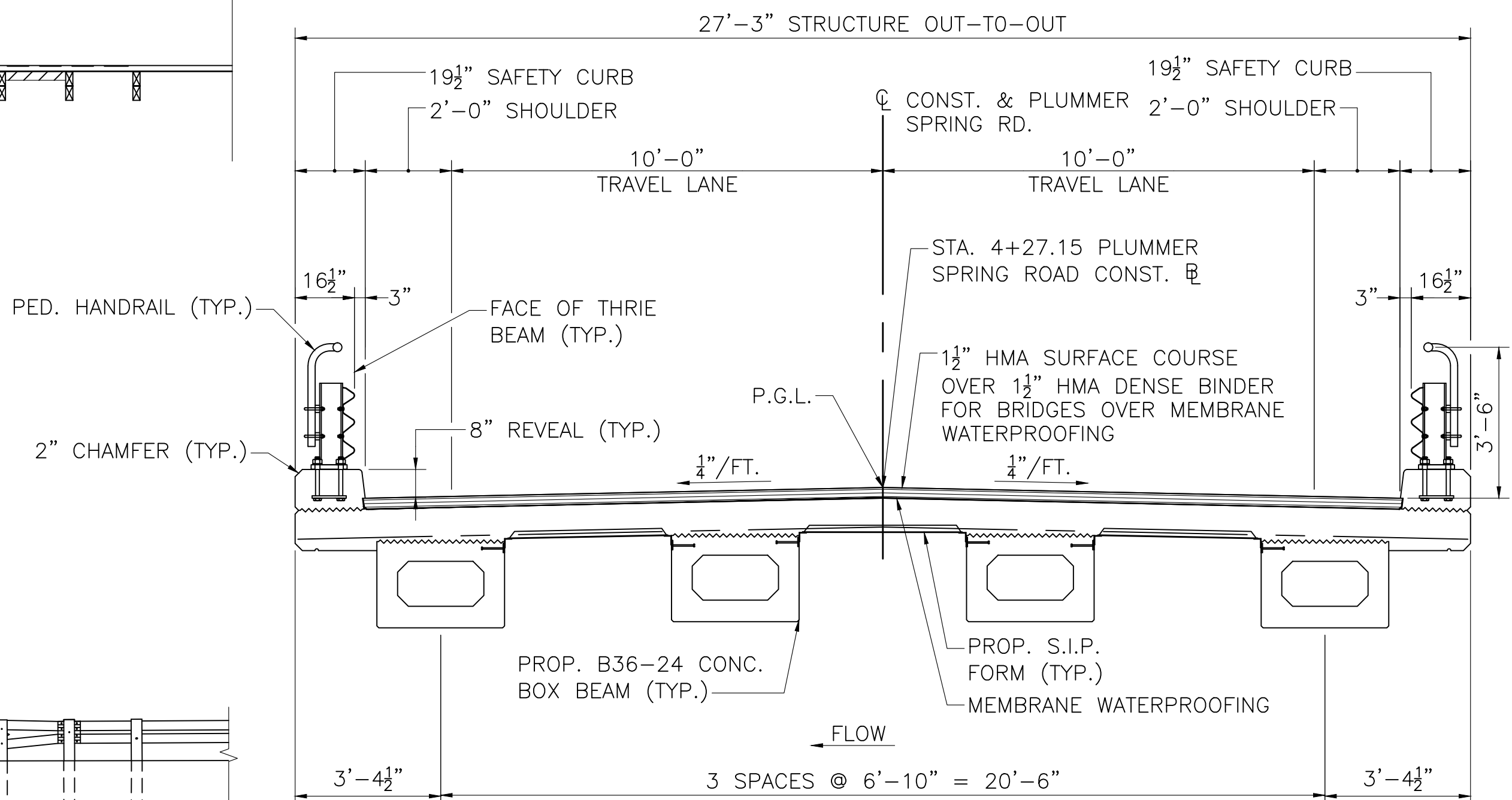
**NEWBURYPORT  
PLUMMER SPRING ROAD**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	3	9
PROJECT FILE NO.		N/A	

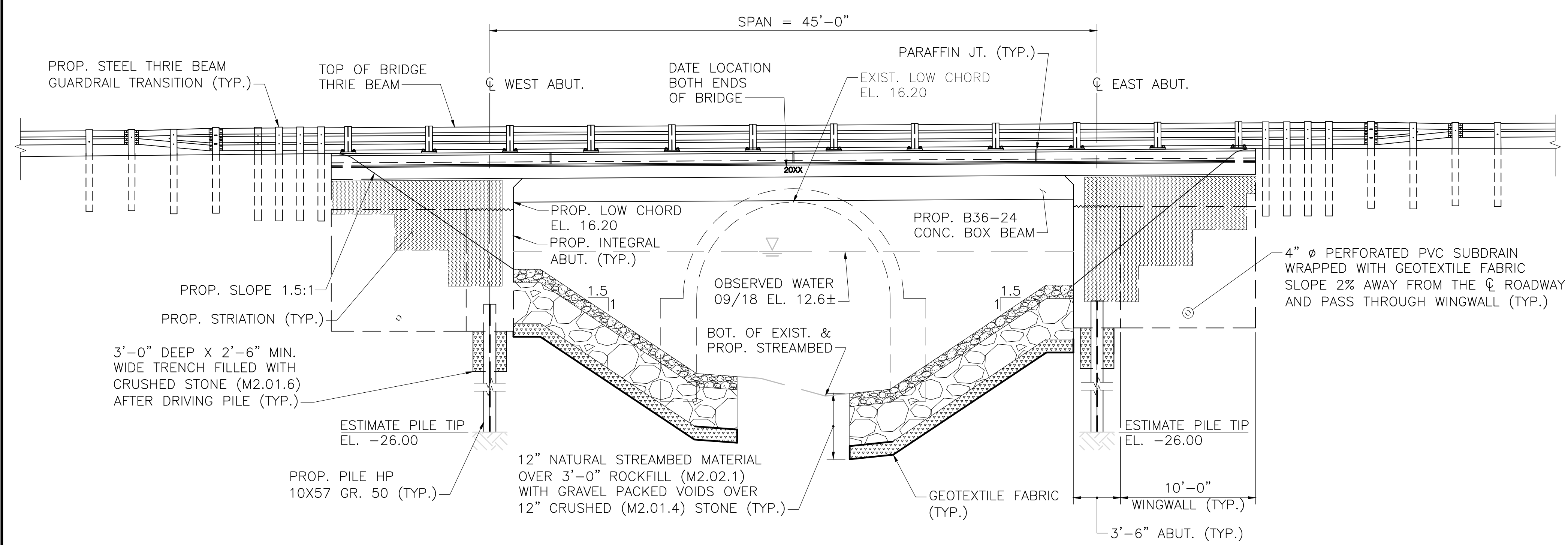
**ALTERNATIVE 1 - 45'-0" SPAN, 24'-0"  
ROADWAY SPREAD BOX BEAM PLAN,  
ELEVATION & TRANSVERSE SECTION**



**PROPOSED PLAN**  
3/16" = 1'-0"



**PROPOSED TRANSVERSE SECTION**  
3/8" = 1'-0"

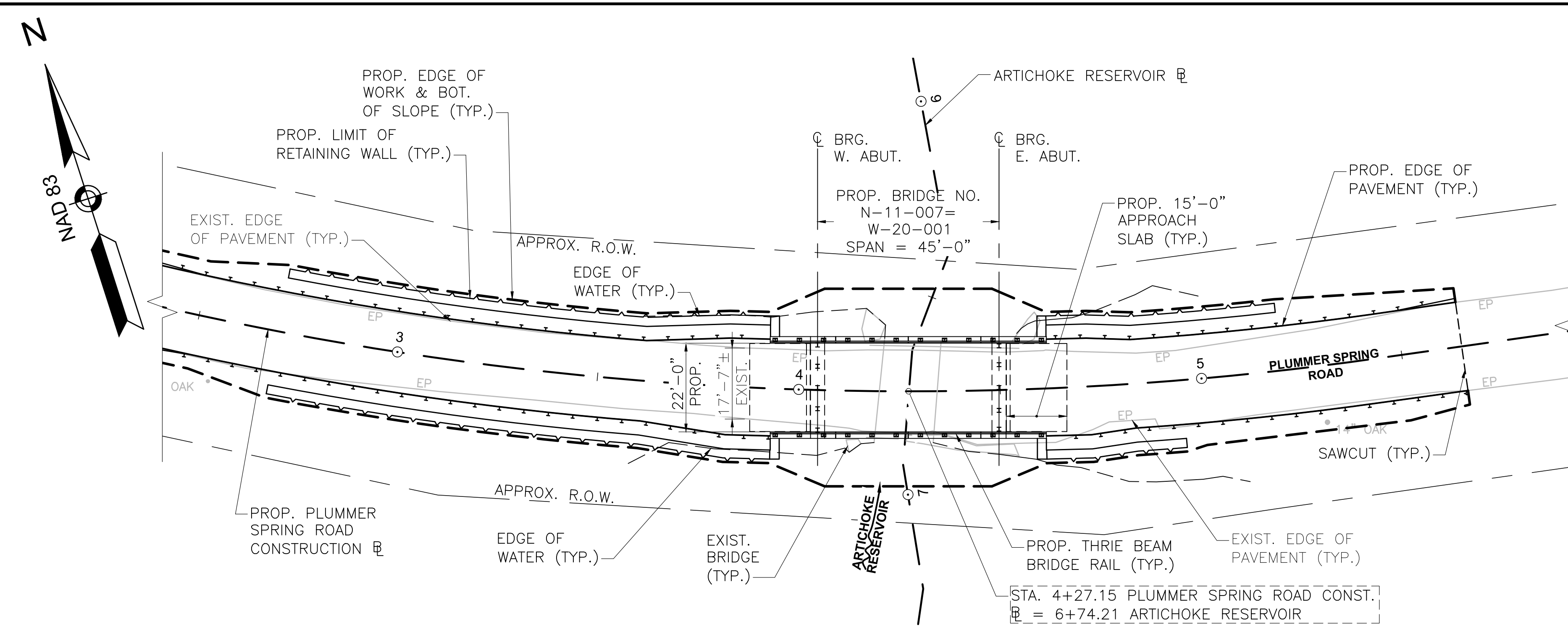


**PROPOSED SOUTH ELEVATION**  
3/16" = 1'-0"

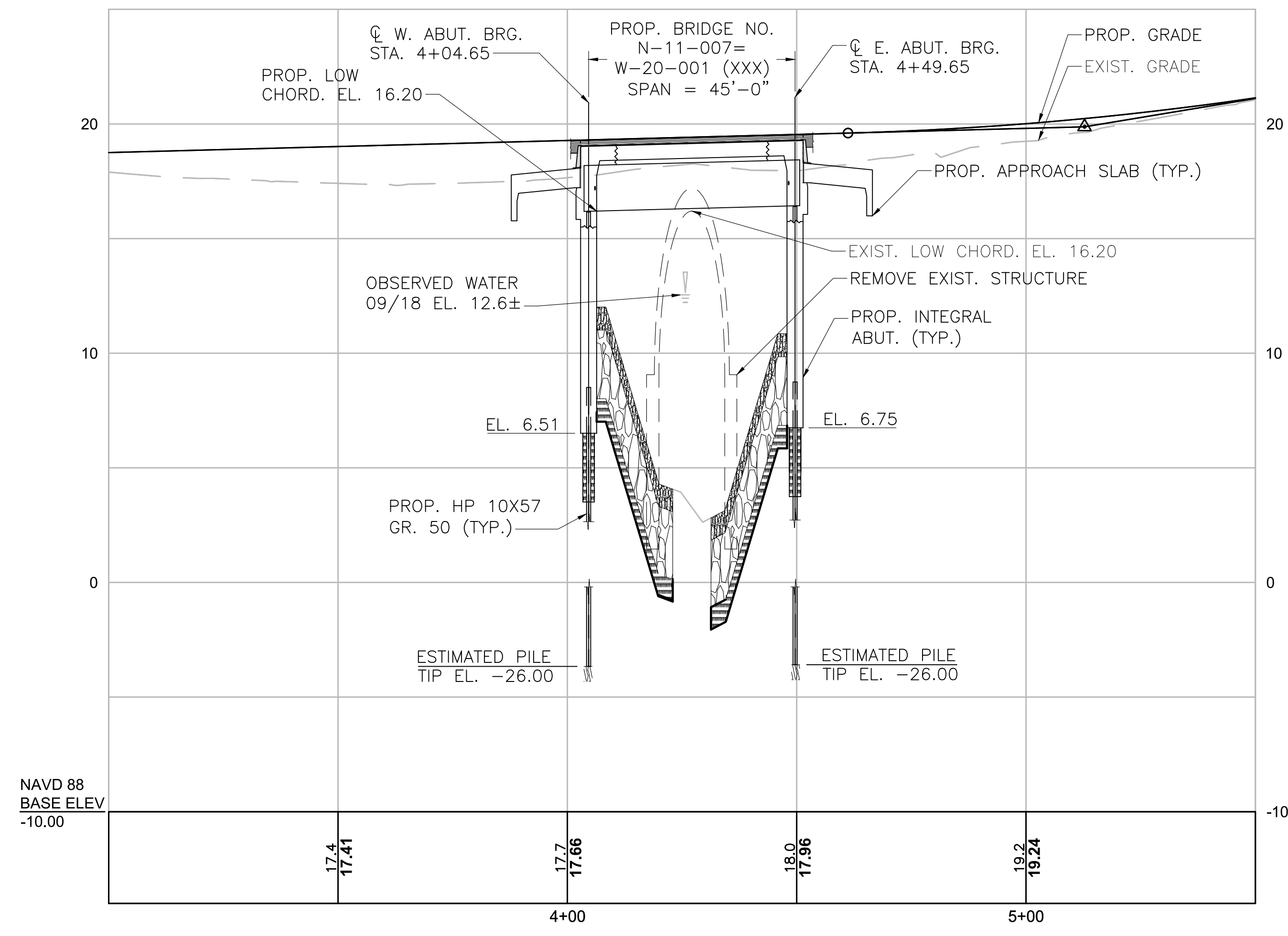
**ALTERNATIVE 1  
PRELIMINARY DESIGN**

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

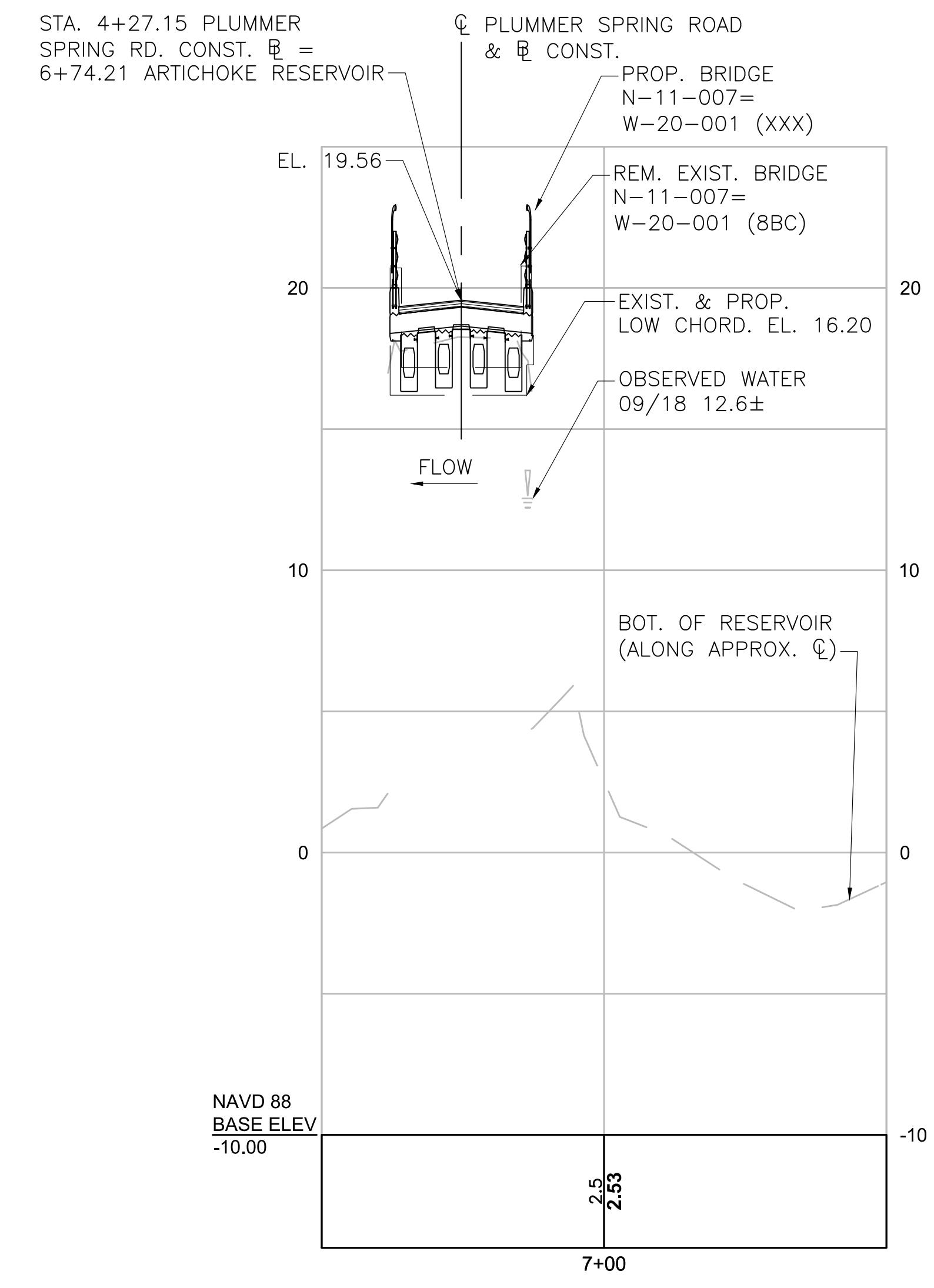
SPREAD BOX REV 1.DWG Pinned on 17-Apr-2019 9:21 AM Plans Submittal (SPX) XX-XX-201X



**KEY PLAN**  
 SCALE: 1" = 20'



**PLUMMER SPRING ROAD PROFILE**  
 1" = 20' HORIZONTAL  
 1" = 4' VERTICAL



**ARTICHOKE RESERVOIR PROFILE**  
 1" = 20' HORIZONTAL  
 1" = 4' VERTICAL

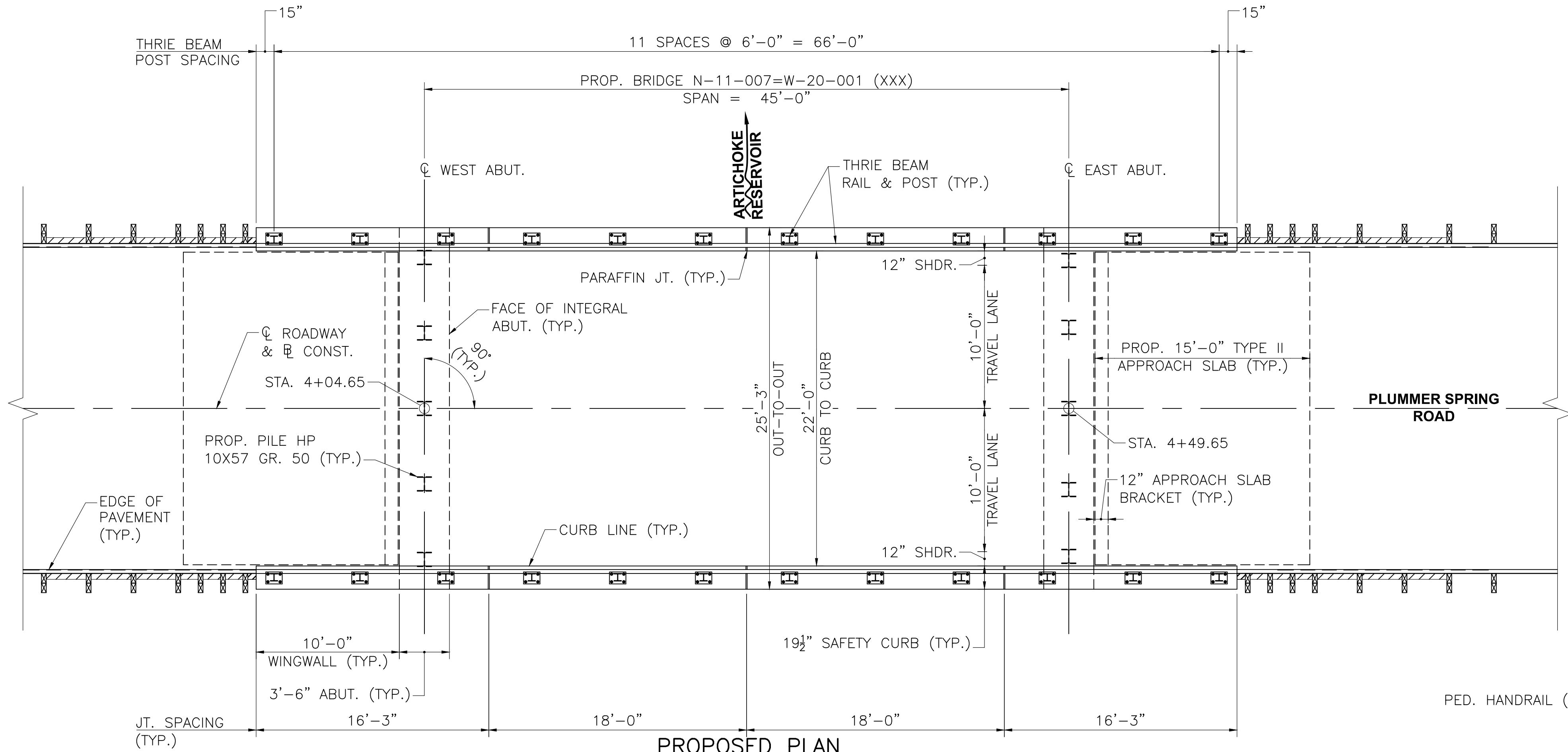
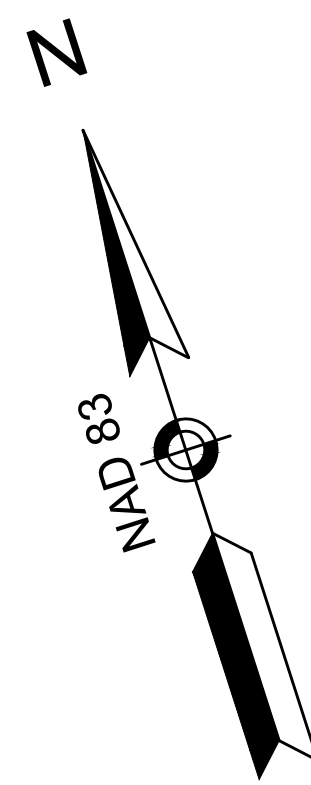
**ALTERNATIVE 2  
 PRELIMINARY DESIGN**

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

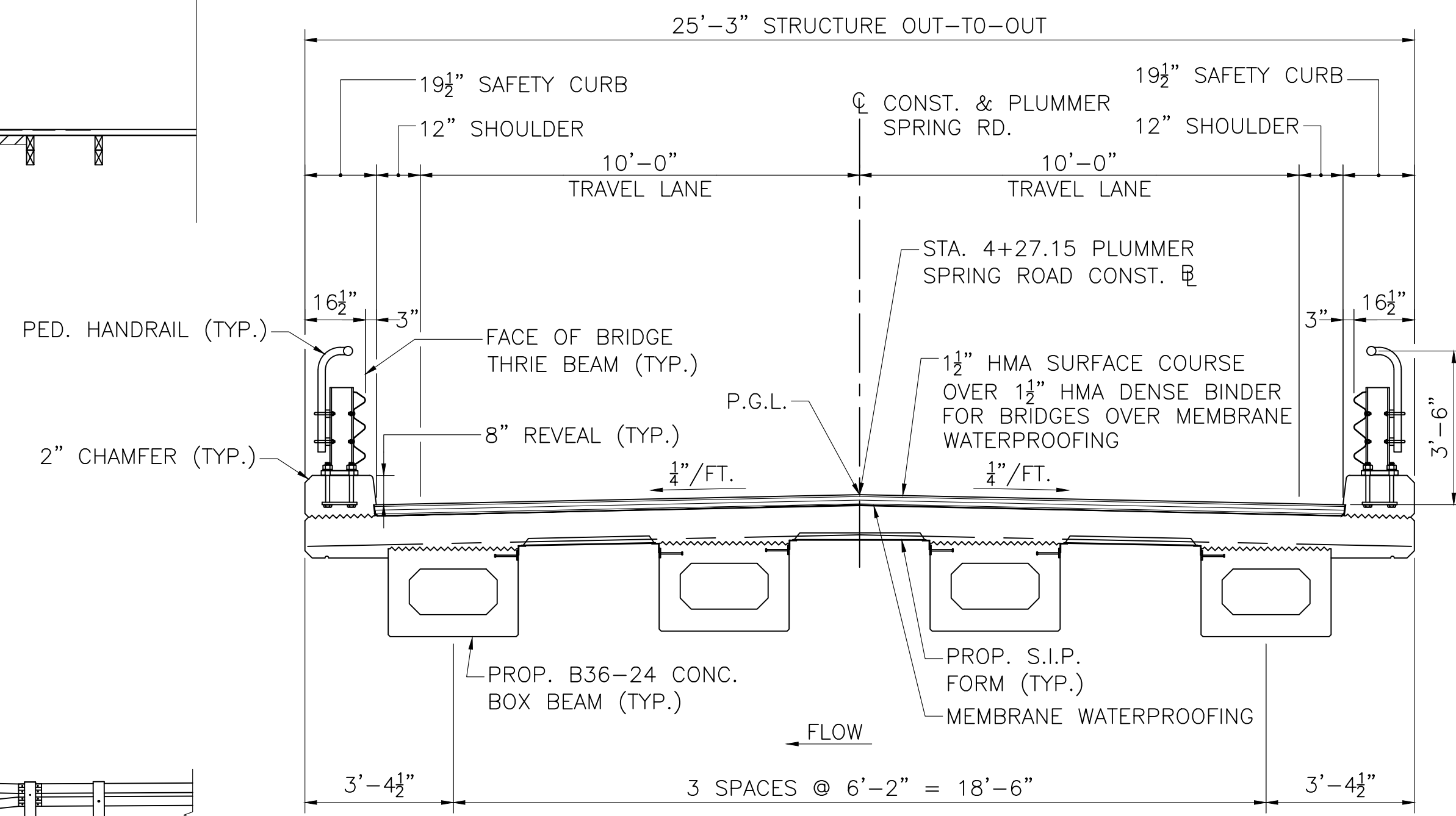
**NEWBURYPORT  
PLUMMER SPRING ROAD**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	5	9
PROJECT FILE NO.		N/A	

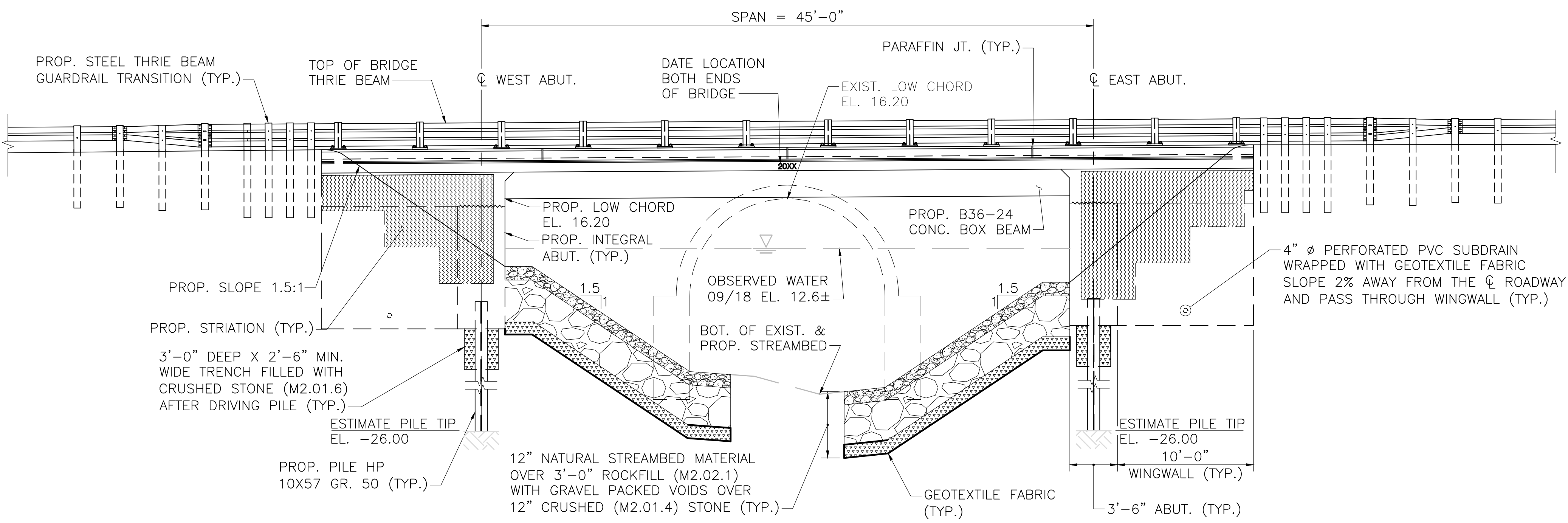
**ALTERNATIVE 2 - 45'-0" SPAN, 22'-0"  
ROADWAY SPREAD BOX BEAM PLAN,  
ELEVATION & TRANSVERSE SECTION**



**PROPOSED PLAN**  
3/16" = 1'-0"



**PROPOSED TRANSVERSE SECTION**  
3/8" = 1'-0"

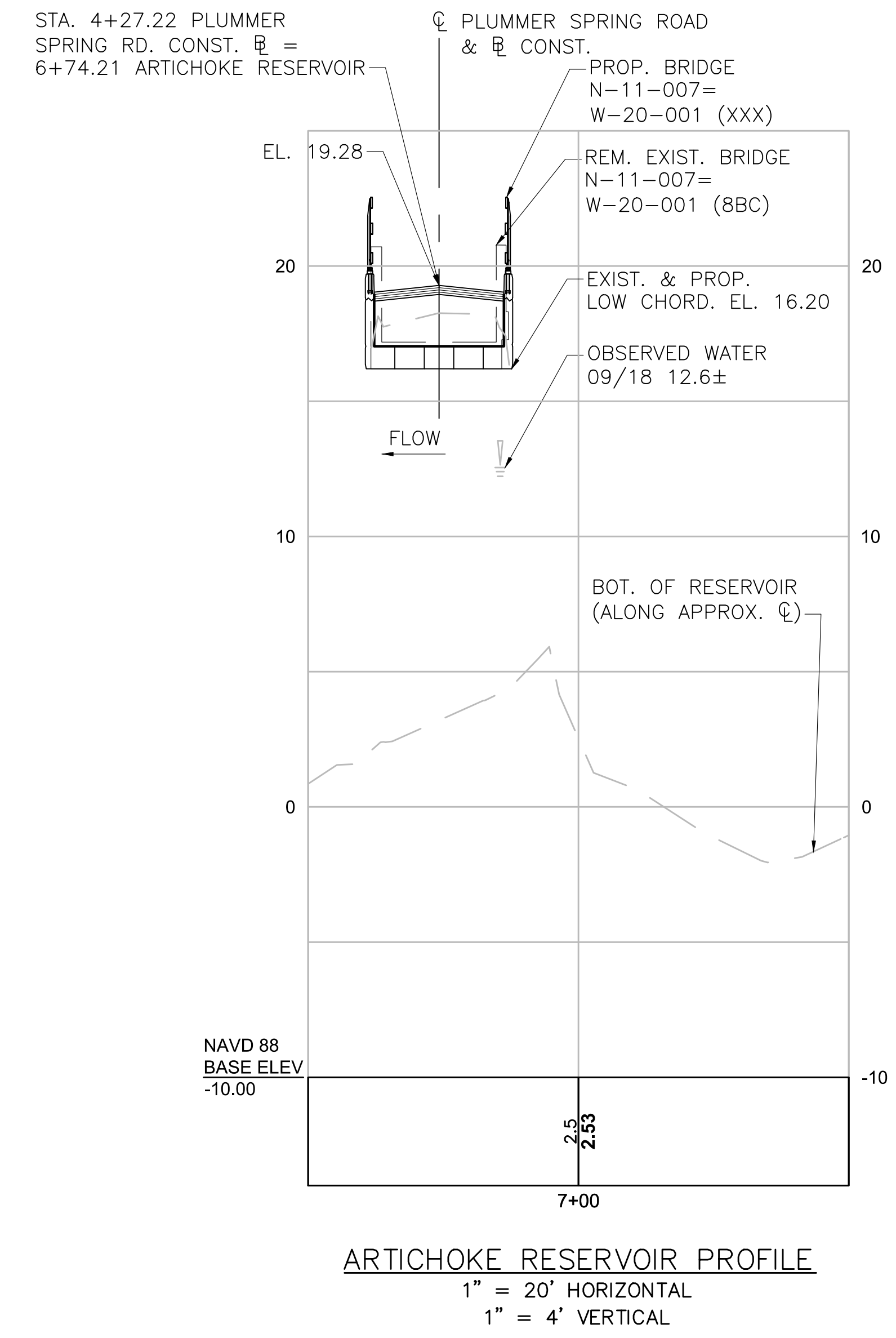
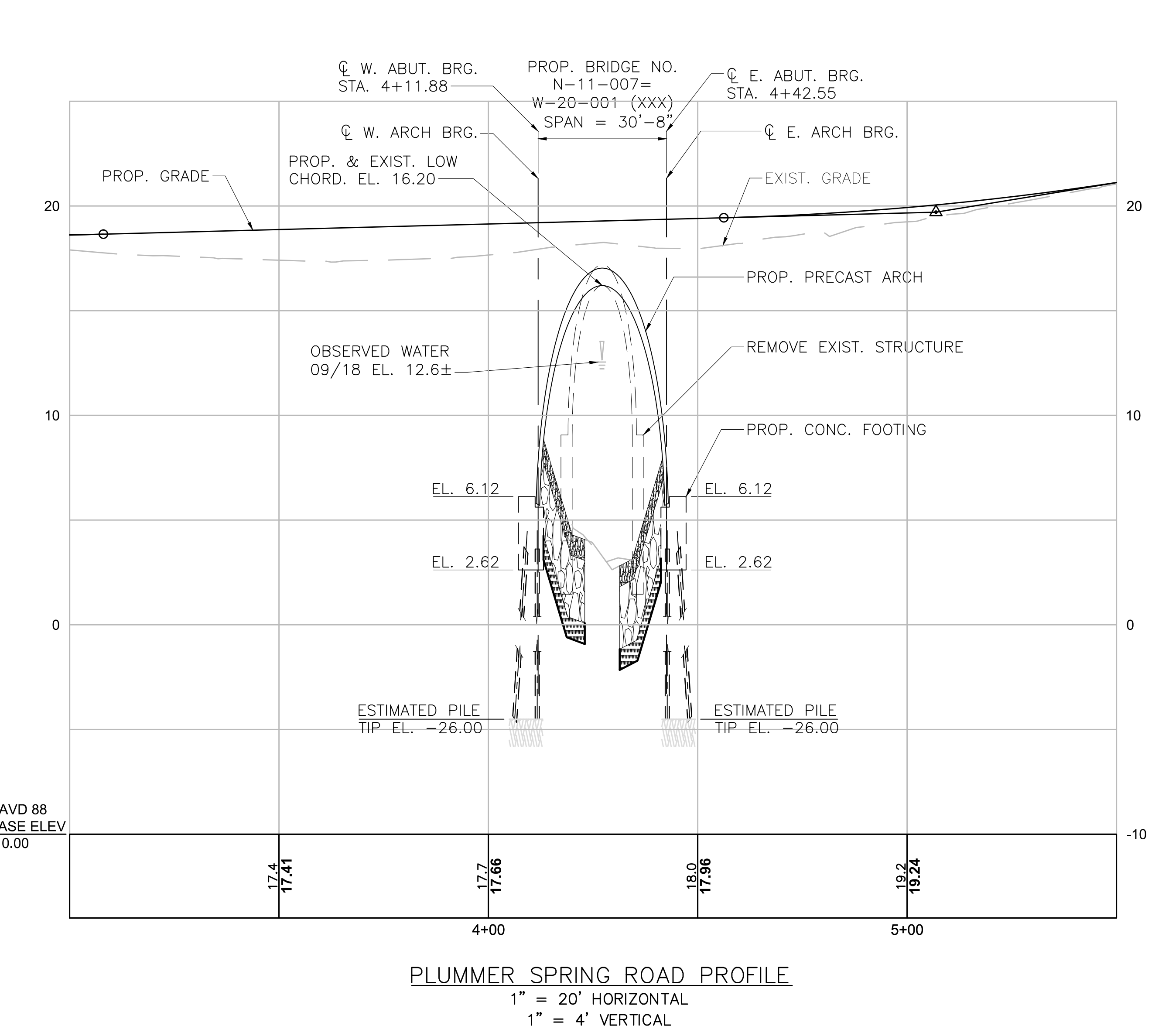
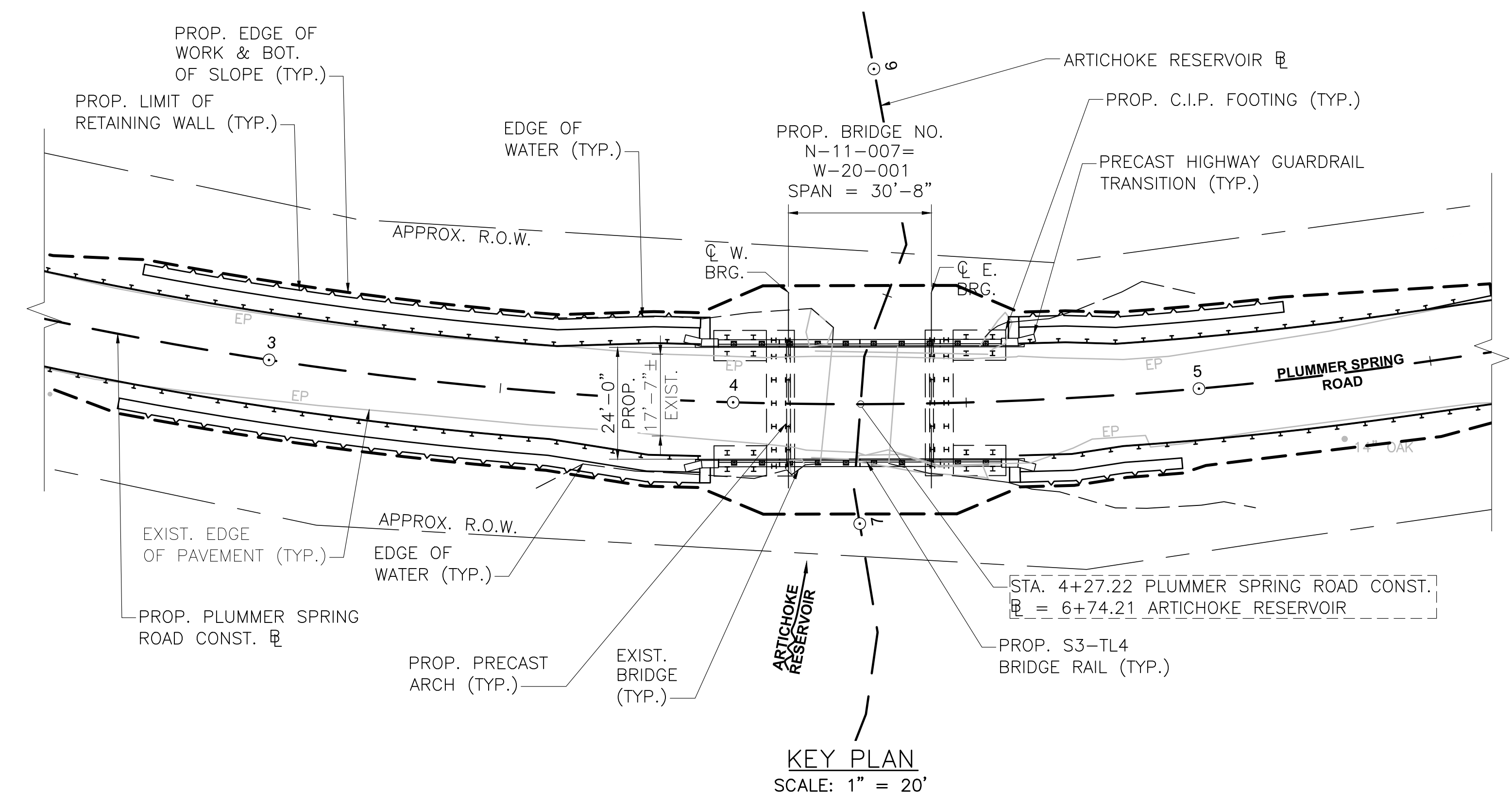
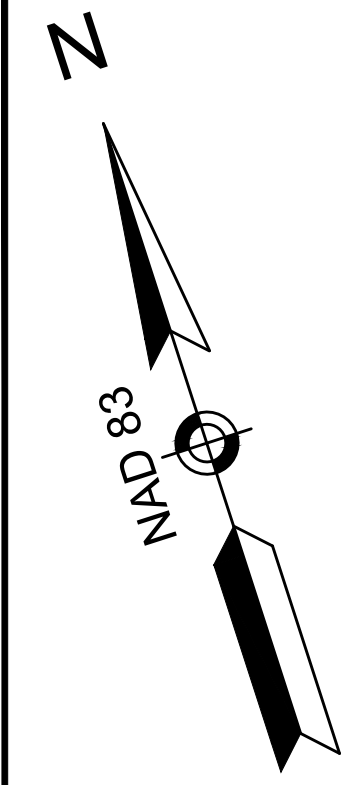


**PROPOSED SOUTH ELEVATION**  
3/16" = 1'-0"

**ALTERNATIVE 2  
PRELIMINARY DESIGN**

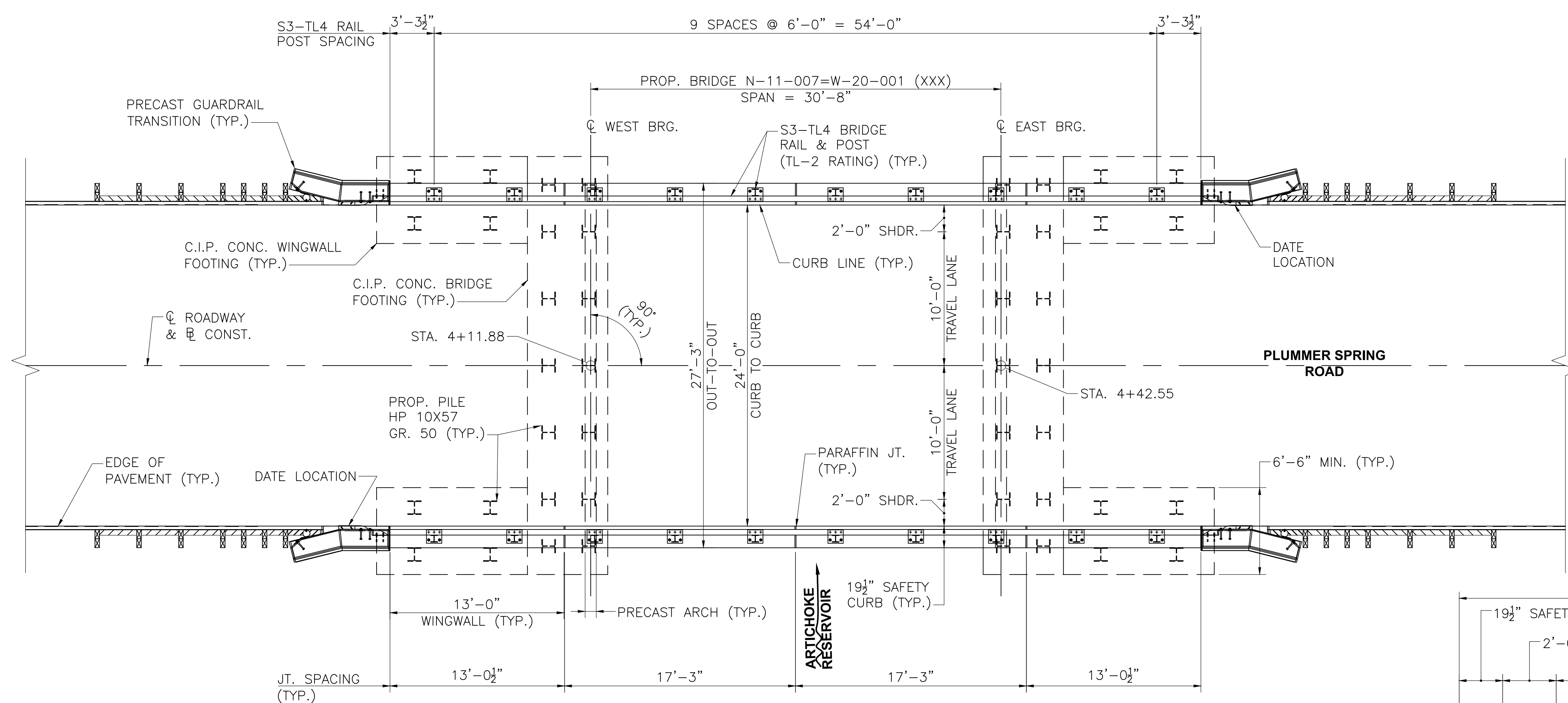
MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

SPREAD BOX - 22 FT ROADWAY.DWG Plotted on 17-Apr-2019 9:21 AM Plans Submittal (SPX) XX-XX-201X

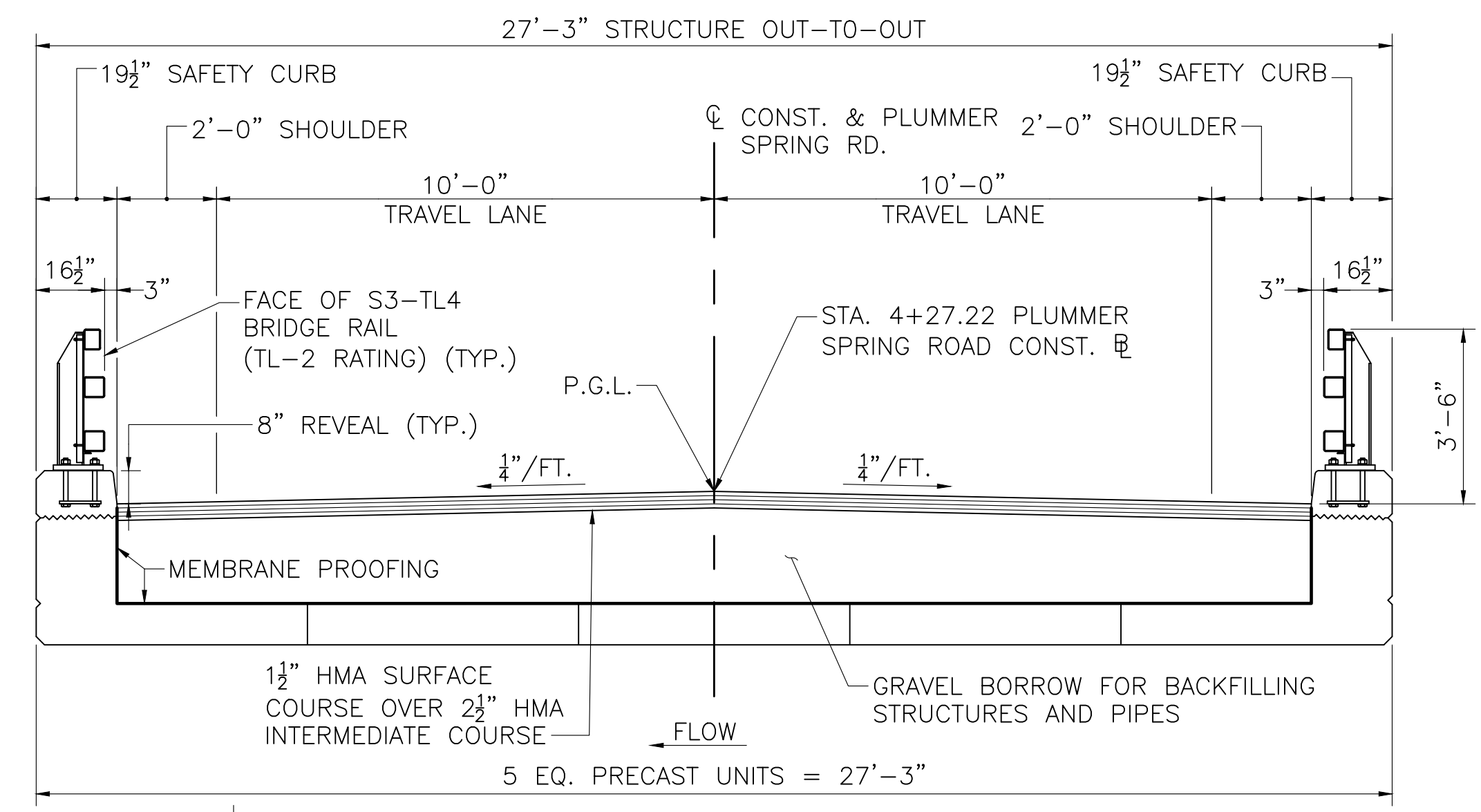


**ALTERNATIVE 3  
PRELIMINARY DESIGN**

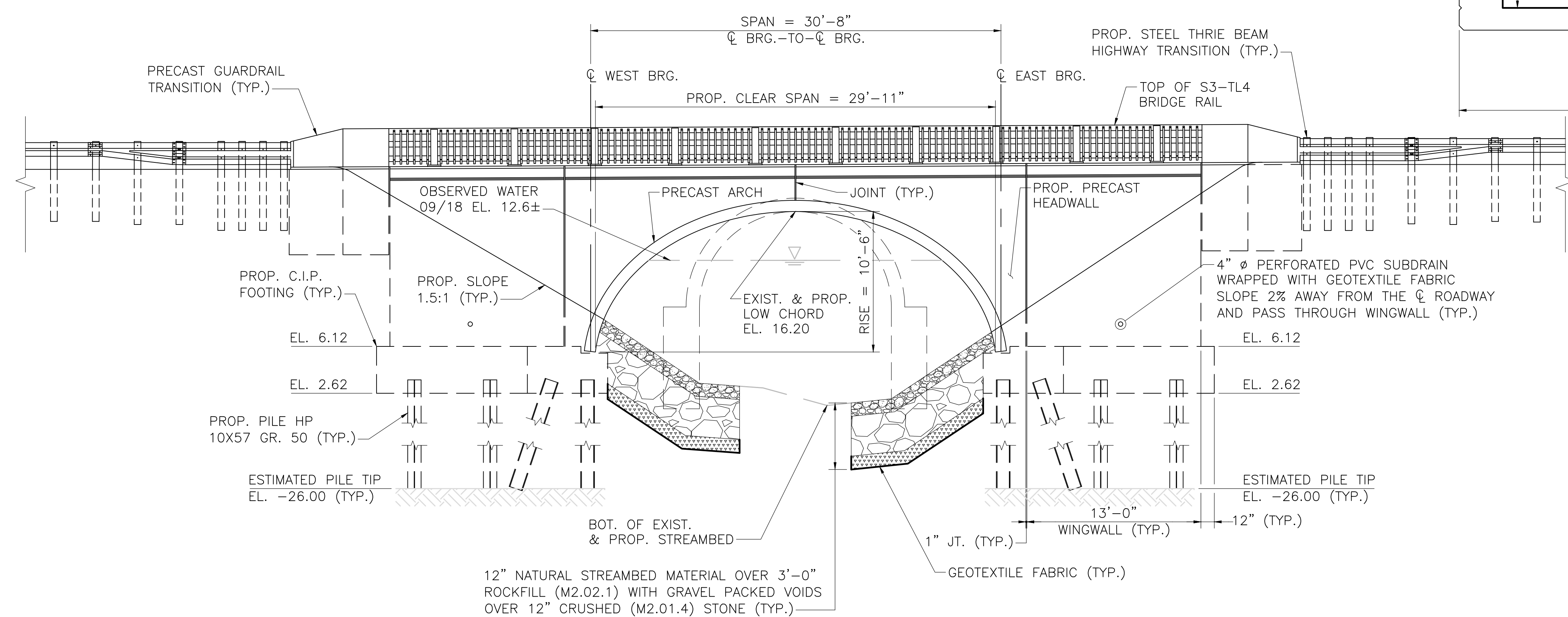
MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	



**PROPOSED PLAN**  
3/16" = 1'-0"



**PROPOSED TRANSVERSE SECTION**  
3/8" = 1'-0"



**PROPOSED SOUTH ELEVATION**  
3/16" = 1'-0"

**ALTERNATIVE 3  
PRELIMINARY DESIGN**

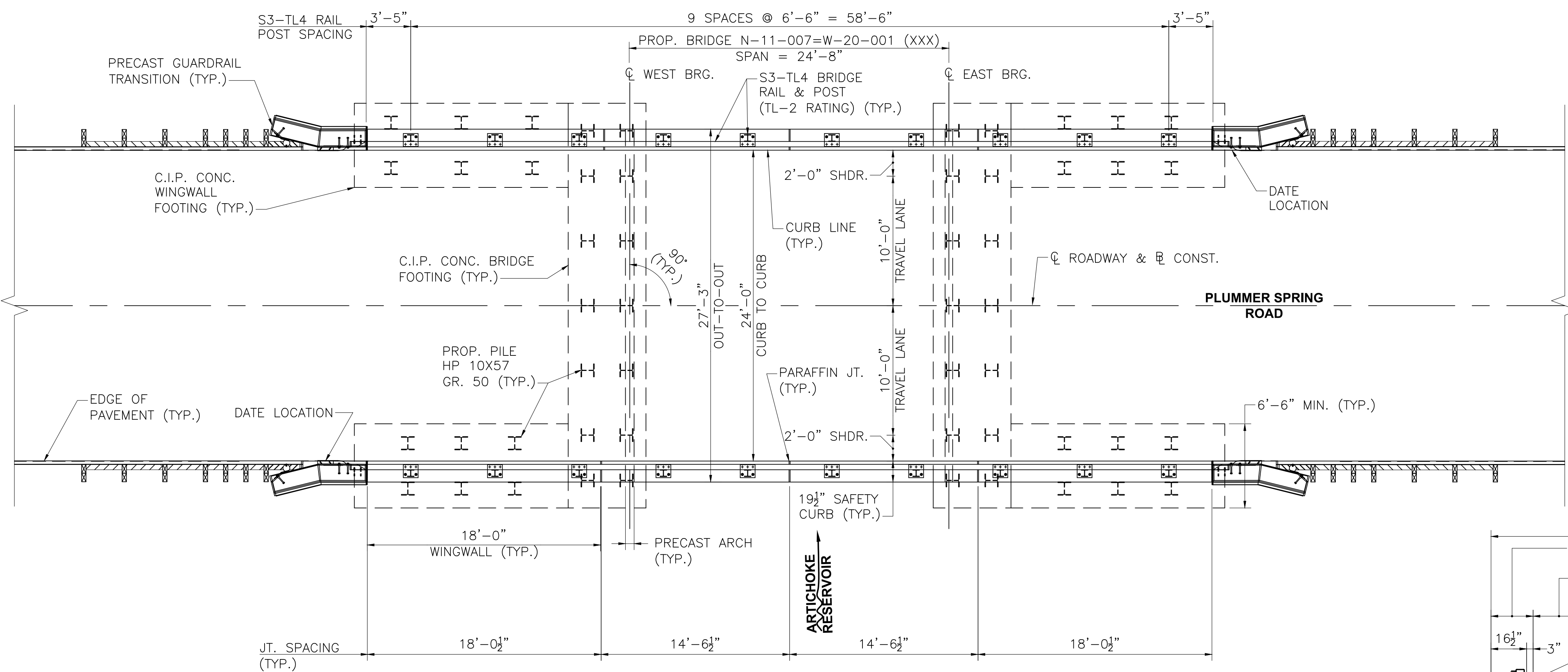
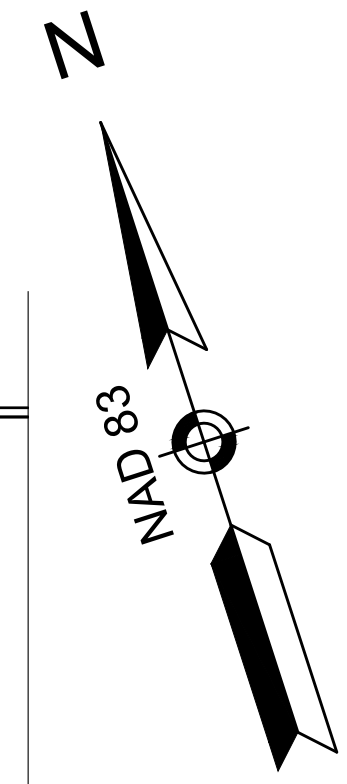
MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	



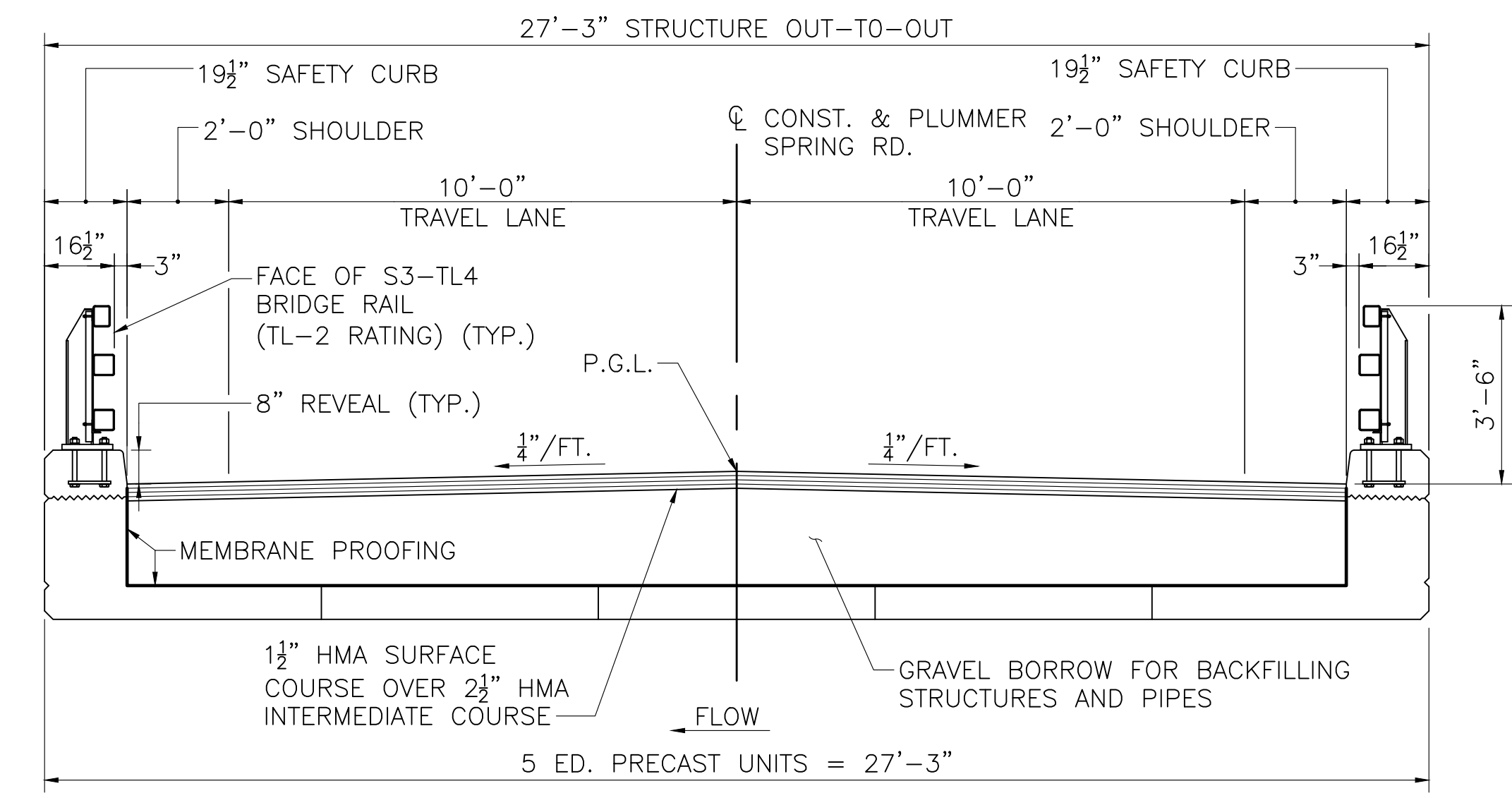
**NEWBURYPORT  
PLUMMER SPRING ROAD**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	8	9
PROJECT FILE NO.		N/A	

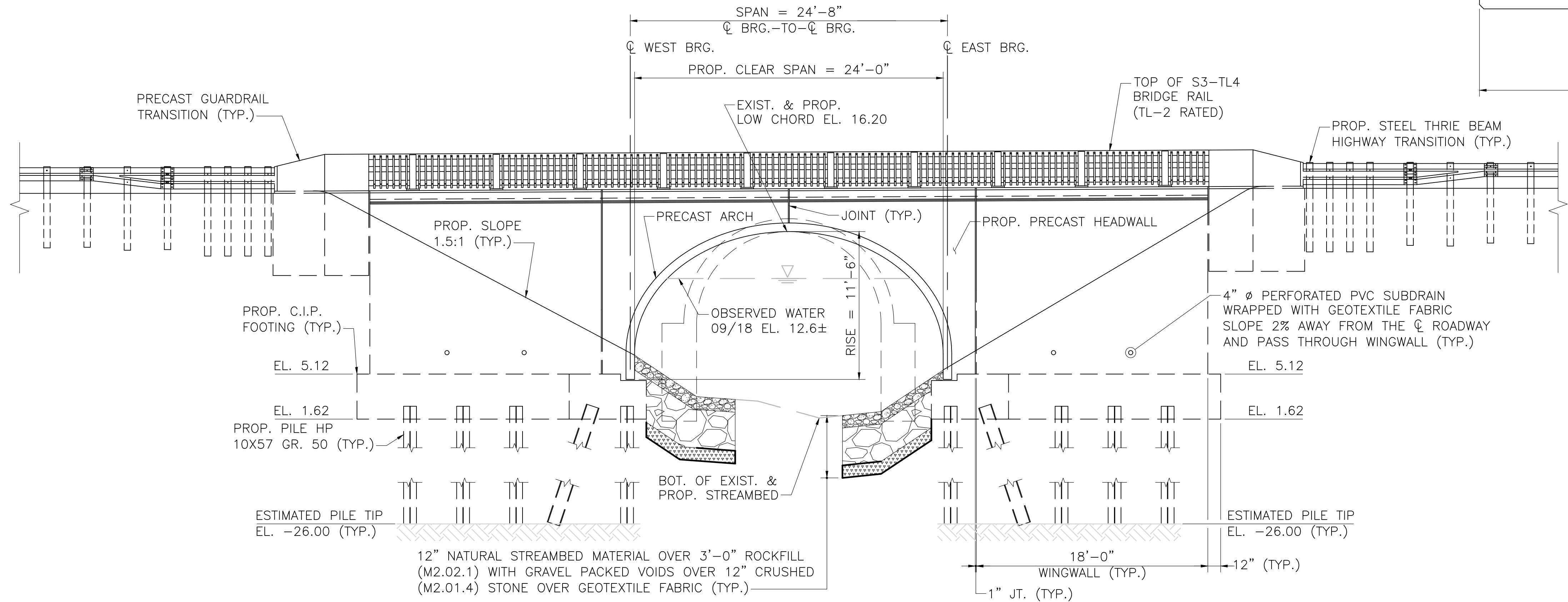
**ALTERNATIVE 4 - 24'-8" SPAN  
ARCH PLAN, ELEVATION  
& TRANSVERSE SECTION**



**PROPOSED PLAN**  
3/16" = 1'-0"



**PROPOSED TRANSVERSE SECTION**  
3/8" = 1'-0"



**PROPOSED SOUTH ELEVATION**  
3/16" = 1'-0"

**ALTERNATIVE 4  
PRELIMINARY DESIGN**

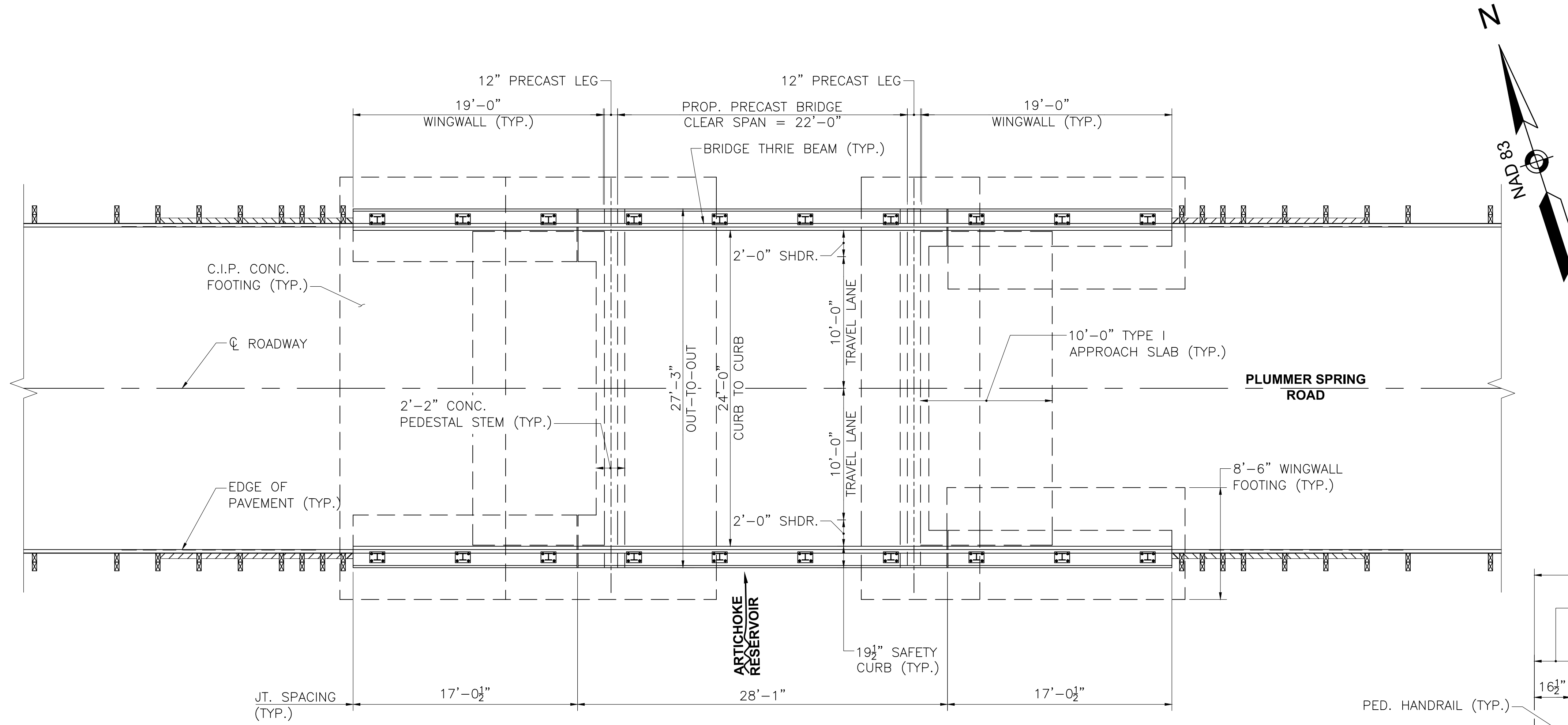
MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

Planned on 17-Apr-2019 9:22 AM  
24 FT SPAN ARCH.DWG  
Plans Submittal (SPX) XX-XX-201X

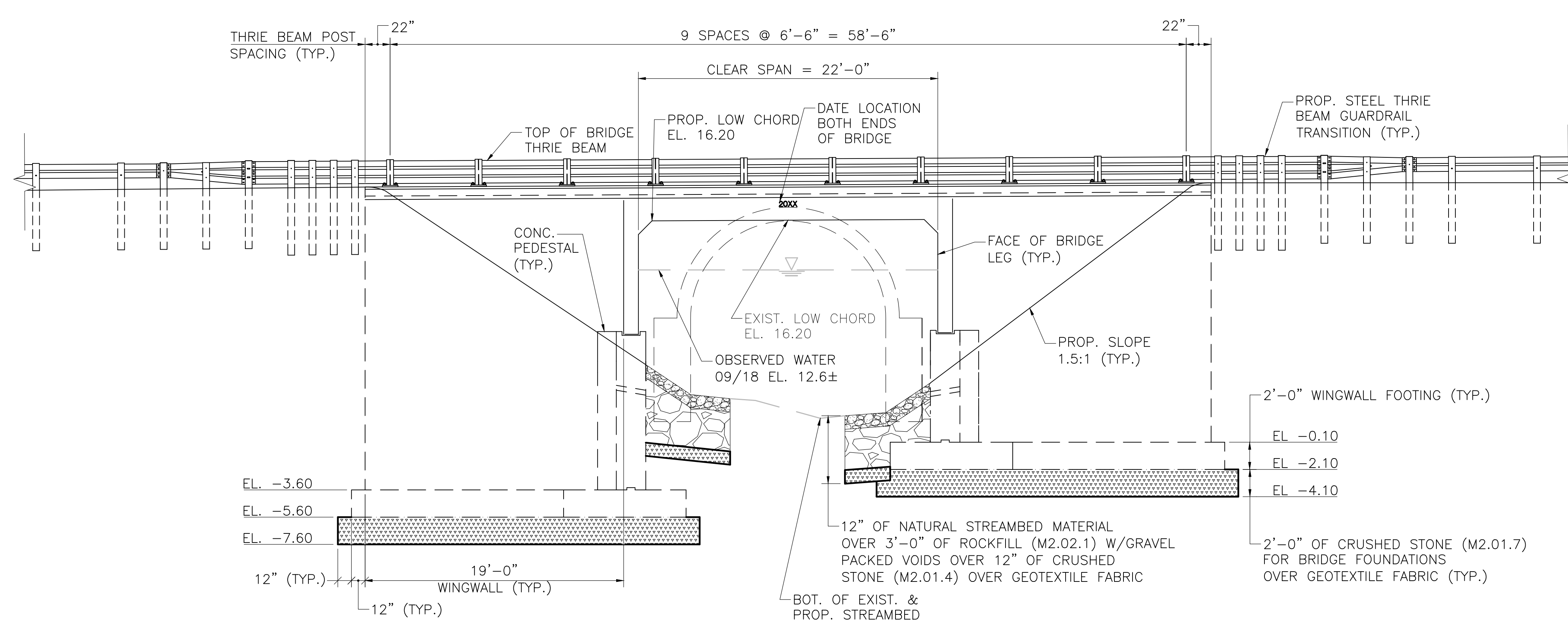
**NEWBURYPORT  
PLUMMER SPRING ROAD**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	9	9
PROJECT FILE NO.		N/A	

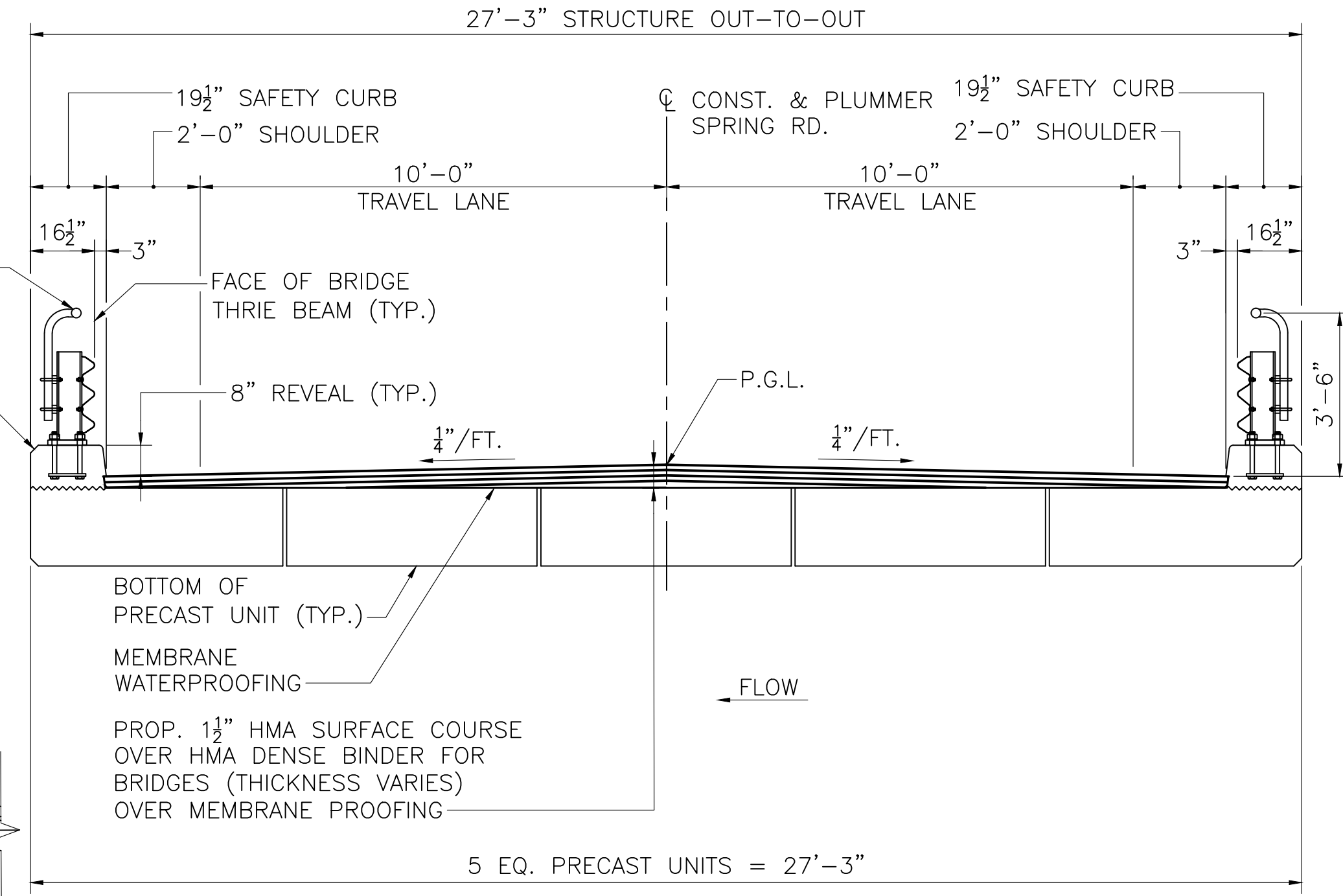
**ALTERNATIVE 5 - 22'-0" CLEAR  
SPAN RIGID FRAME PLAN, ELEVATION  
& TRANSVERSE SECTION**



**PROPOSED PLAN**  
3/16" = 1'-0"



**PROPOSED SOUTH ELEVATION**  
3/16" = 1'-0"



**PROPOSED TRANSVERSE SECTION**  
3/8" = 1'-0"

**ALTERNATIVE 5  
PRELIMINARY DESIGN**

MONTH DD, YYYY	ISSUED FOR CONSTRUCTION
DATE	DESCRIPTION
USE ONLY PRINTS OF LATEST DATE	

RIGID FRAME.DWG Pinned on 17-Apr-2019 9:22 AM Plans Submittal (SPX) XX-XX-201X

## Town Manager

---

**From:** Town Manager  
**Sent:** Friday, April 26, 2019 4:20 PM  
**To:** Glenn Kemper; David Archibald; Joe Anderson  
**Cc:** Michael McCarron; dpwdirector@wnewbury.org  
**Subject:** Proposed date for public mtg on Middle Street Bridge

Wayne and I had a conf call w the Mayor and City Engineer today.

They are agreeable to holding a single public mtg to include invitations/postings in both communities; and to hosting the meeting in West Newbury.

The Mayor's office proposed a date of Tuesday, May 21 at 7pm. This date looks good to me, and the Annex is open that night. **Please get back to me to confirm if this date looks good**, and if so we'll proceed with planning and public communications.

We also received an updated project design this week, reflecting the addition of sidewalks on both sides. However, at our request N'port has circled back with the engineer BSC to request a new conceptual design option on just one side; and to look at whether a cantilevered sidewalk would be feasible rather than the design concept they sent, which shows a widening of the entire structure of the bridge, piers, etc., which has the effect of substantially driving cost of sidewalk(s). When we receive these updated designs we're hoping these will be ready for broader public review. If you'd like to receive the interim draft I can share it on request, but to avoid too many plan sets floating around I do not plan to broadly circulate and post design plans to the town's project website until they're to a level that meets staff level endorsement.

The bridge will also be added to the May 13 BoS agenda so you'll have the opportunity to review this in detail prior to the public meeting. I'm also looking at May 13 as an opportunity to get the draft funding share MOU back on the table for consideration, since the anticipated cost share will of course be a material factor in both communities' decision on a preferred design.

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)

## Town Manager

---

**From:** Town Manager  
**Sent:** Tuesday, May 7, 2019 9:56 AM  
**To:** Jon-Eric White  
**Cc:** Donna Holaday; Matthew Coogan; Anthony Furnari; DPW Director  
**Subject:** RE: Proposed Town Meeting - Plummer Spring Bridge

Jon-Eric,

I got your vmail and have cancelled the room hold for 5/21.

The final week of May will not work for us. The week of June 3<sup>rd</sup> looks wide open for an evening mtg.

In your 5/2 email you said BSC would have a slide showing a bridge alternative with one sidewalk. Can that be made available sooner? I'm keeping a bridge update on the 5/13 Board of Selectmen mtg and want to be sure I have the latest info on design and cost estimates.

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)

---

**From:** Jon-Eric White <JEWhite@CityofNewburyport.com>  
**Sent:** Tuesday, May 7, 2019 8:52 AM  
**To:** Town Manager <townmanager@wnewbury.org>  
**Cc:** Donna Holaday <DHoladay@CityofNewburyport.com>; Matthew Coogan <MCoogan@CityofNewburyport.com>; Anthony Furnari <AFurnari@CityofNewburyport.com>; DPW Director <dpwdirector@wnewbury.org>  
**Subject:** RE: Proposed Town Meeting - Plummer Spring Bridge

Angus,

I just left you a VM....the 21<sup>st</sup> won't work for us as it is our budget week. The Mayor and Matt have budget meetings every night that week. Sorry for the mix up.

They'll be contacting you to discuss – I just wanted to let you and everyone else on this email know.

Regards,  
Jon-Eric

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**From:** Town Manager [<mailto:townmanager@wnewbury.org>]  
**Sent:** Thursday, May 02, 2019 8:24 AM  
**To:** Jon-Eric White  
**Cc:** Donna Holaday; Matthew Coogan; Anthony Furnari; DPW Director  
**Subject:** Re: Proposed Town Meeting - Plummer Spring Bridge

I have an 8am mtg on May 15th but could meet at/after 9:30 and am open the rest of the day.

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)

On May 2, 2019, at 8:00 AM, Jon-Eric White <[JEWhite@cityofnewburyport.com](mailto:JEWhite@cityofnewburyport.com)> wrote:

Hi Angus,  
Sorry for delayed reply, I was out on jury duty and yesterday I just plumb forgot to get back to you!

Attendees from Nbpt, assume the mayor or Matt (they can confirm), Tony (he can confirm as well), and myself. 2 from BSC. Say 6 to be safe.

I suggest that we do a conf call Wed May 15 to go over the slideshow and to create the agenda. I'll leave it up to the Mayor and you to pick the actual day and time, but the 15<sup>th</sup> is wide open for us and we already have BSC scheduled for 8am, so when City Hall opens up....?

Cantilevers will not save us money. Long story, technically it can be built but the abutments will be the same width. Has to do with precast concrete girders and the need to make the abutment the same width as the bridge, including the sidewalk. However, a single sidewalk will, in fact, provide us much less cost than two sidewalks, approximately half as much. So they'll bring those slides to present.

Let us all know if the 15<sup>th</sup> works and if not, please propose an alternate.  
Thanks.

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**From:** Town Manager [<mailto:townmanager@wnewbury.org>]  
**Sent:** Tuesday, April 30, 2019 5:31 PM  
**To:** Jon-Eric White; Donna Holaday  
**Cc:** Matthew Coogan; Anthony Furnari; DPW Director  
**Subject:** RE: Proposed Town Meeting - Plummer Spring Bridge

Jon-Eric, Mayor Holaday,

We're good with May 21 at 7pm as the public meeting date, and I've reserved both the Board of Selectmen hearing room and the Town Hall Annex. The Annex is much larger, if we think we'll have a real crowd, but the hearing room is equipped with a nice monitor so would be preferred for presenting the plan alternatives. Any idea how many may attend from N'port?

We'll aim to get a draft press release to you by Monday morning, with the goal of getting that finalized and to the paper next week. We'll also be sending notice of the meeting to area residents and known interested parties.

Jon-Eric, what is the next check-in point to talk over the draft designs? And, will BSC be looking at the one sidewalk and cantilevered sidewalk options (if either approach is in fact an option)?

Wayne and I talked it over earlier today; it would be good to schedule a couple of conf calls incl. BSC between now and May 21<sup>st</sup>, as well as some pre-mtg coordination re who's speaking, in what order, etc.

Thanks,  
Angus

Angus Jennings, Town Manager



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

Angus Jennings, Town Manager  
978-363-1100, Ext. 111 Fax 978-363-1826  
[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: May 10, 2019  
RE: Conservation Department staffing

---

Selectman Archibald and I attended the ConCom mtg on Monday night (5/6) to review the enclosed correspondence. Some members of the Commission expressed some concerns about the proposal, but at least one member also noted the potential benefits that could result. We'll provide a brief update on Monday's BoS agenda, and this has also been added for discussion on Tuesday's Board of Health agenda (4:30pm).

Pursuant to Mass. Gen. Laws Ch. 40, Sec. 8C. "the [Conservation] commission may appoint a director, clerks, consultants and other employees, and may contract for materials and services within available funds insofar as the same are not supplied by other departments..."<sup>1</sup>

The Commission is aware that the BoS will continue to consider the concept; but is also proceeding with posting a job ad for the Conservation Agent position. At Monday's meeting we can discuss how, procedurally, a change such as outlined in the memo could take place, if it is found to be beneficial both to the Commission and to the Town.

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<sup>1</sup> Complete statute online at <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40/Section8C>



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

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

May 2, 2019

Conservation Commission

Dawne Fusco, Chair

**RE: Conservation Department staffing**

Dear Chairman Fusco,

Since becoming aware of Jay's pending retirement from service to the Town, the Board of Selectmen has considered how best to maintain staff support to the Conservation Commission.

The Board invites the Commission's consideration of a proposal to consolidate staff support between the Conservation and Health Departments. This change in staffing structure would have the potential to maintain or enhance the level of professional support to the Commission, expand the Conservation Department's office hours, expand administrative support to the Department and Commission, and save taxpayer money. Understanding that a number of details would need to be worked out, the Board's goal at this time is to invite the Commission's consideration, in hopes that our offices could work together to prepare a more detailed proposal for consideration by the Commission, the Board of Health, and the Board of Selectmen.

As you may know, the Health Agent Paul Sevigny has an undergrad degree in soils science and is presently certified as a New Hampshire wetlands scientist. Jane Krafton, Administrative Assistant to the Board of Health, maintains office hours 22 ½ hours/week (M-W 7am-noon, Thur. 7-11:30am) and Paul works five days a week, as well as being generally available on-call. This would allow greater public access to the department than exists today. The regularly scheduled meetings of the Commission and the Board of Health do not overlap, and preliminary discussions with staff suggest that this would be a workable and beneficial proposal, subject to the details being worked out.

Upon our request, Jay has advised that this item has been added to the May 6<sup>th</sup> Commission agenda for discussion. I will attend, along with representation from the Board of Selectmen, and we look forward to talking this over at that time.

Sincerely,

Angus Jennings

cc: *Bob Janes, Chair, Board of Health*

# TOWN OF WEST NEWBURY

## JOB POSTING

### Part-Time Conservation Agent

The West Newbury Conservation Commission is accepting applications for a part-time Conservation Agent on a 20 hour/week basis.

#### **Responsibilities and Duties**

- Administration and enforcement of the provisions of the Massachusetts Wetlands Protection Act and regulations and other environmental programs.
- Provide staff support to the Conservation Commission and its permitting processes.
- Perform a variety of complex and responsible duties requiring considerable judgement and initiative in the application of environmental protection regulation and state law.
- Assure compliance with legal requirements including postings, decision timeframes, minutes, and other records.
- Review Notices of Intent/other filings and associated documents for accuracy, completeness and compliance with statutes and regulations. Ensure filing fees are correctly calculated.
- Serve as an information resource to the public and other Town boards and departments.
- Provide assistance to applicants in the permitting process, including preparation of filings required by state law and regulation.
- Schedule meetings/hearings; process and distribute forms and materials.
- Schedule and conduct, along with Commissioners, on-site inspections related to filings, permit compliance monitoring, and violations. Prepare relevant forms/reports.
- Conduct, either alone or with Commissioners, review of field delineations, sensitive areas, presence of rare or endangered species, etc. Engage, with Commission approval, technical expertise/consultants as needed.
- Process forms; evaluate submissions and findings; submit recommendations to the Commission; draft orders with associated conditions and other documents.
- Monitor construction to ensure compliance with orders and determinations.
- Respond to complaints, investigate potential violations, and take/recommend appropriate action/remediation.
- Maintain case files and materials, including computer database.
- Work with various Town departments in delineating wetlands to assist other staff responsible for assessing drainage and stormwater issues.



- Attend all regular evening meetings of the Conservation Commission, generally on the 1st and 3rd Mondays of each month.

## **Qualifications**

- Bachelor's degree in environmental sciences or related field, a minimum of 3-5 years of experience in environmental permitting, wetlands management, wetland delineation, land conservation as related to environmental protection, or equivalent combination of education and experience.
- Working knowledge of applicable federal and state statutes, regulations and policies, including the Massachusetts Wetlands Protection Act, its regulations at 310 CMR 10:00, the Massachusetts Natural Heritage Program, Massachusetts and federal regulations governing docks and moorings.
- Certification from an accredited association, technical, or government program in areas of wetlands and wetlands permitting or wetland delineation.
- Experience in the identification/delineation of inland and coastal wetland resources and hydric soils and in interpreting FEMA Flood Insurance Rate Maps.
- Familiarity with wetland functions and characteristics and native plant species.
- Familiarity with proper erosion control methods, construction sequences, and low impact development design strategies.
- Ability to read building plans and maps.
- Ability to work effectively and cooperatively with Town department staff and officials, government agencies, the general public, attorneys, engineers, consultants, and project applicants.
- Ability to communicate effectively, both verbally and in writing, with a wide variety of people
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Valid driver's license
- Ability to perform inspections outdoors in a variety of terrains and in various weather conditions.
- Ability to perform detailed work accurately and prepare correspondence and reports.

## **Compensation**

To be determined

## **Apply**

Submit cover letter and resume to [wncagent@gmail.com](mailto:wncagent@gmail.com). Priority consideration will be given to resumes received by May 31, 2019. Position is open until filled.

The Town of West Newbury is an Affirmative Action / Equal Opportunity Employer



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

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

J

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: May 10, 2019  
RE: Active projects, remainder of FY19

---

At Monday's meeting, I'll present a summary of active and ongoing projects which are anticipated to consume all available staff time between now and the end of the fiscal year (or beyond). We can also set out a general timeline for the Board to review its FY19 goals and status of completion and, taking into account active and ongoing projects, undertake a goal-setting process for FY20. I will recommend that July would be a good time to establish goals for the coming fiscal year, with process and schedule to be determined.



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

K

Angus Jennings, Town Manager  
978-363-1100, Ext. 111 Fax 978-363-1826  
[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: May 10, 2019  
RE: Memorial Day Parade

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Planning for the parade is well underway. We have many confirmed participants, work is ongoing toward various maintenance and beautification efforts along the parade route, and in general it is shaping up to be a terrific event! Theresa Woodbury and I are leading the effort, with substantial assistance from the Police, Fire, EMA and DPW departments, along with a number of volunteers and parade participants. I'll provide more detail at Monday's meeting.



**L**

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

Angus Jennings, Town Manager  
978-363-1100, Ext. 111 Fax 978-363-1826  
[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: May 10, 2019  
RE: Vendor selection for OPEB Actuarial Valuation

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My office solicited and received two proposals to complete the above work. Copies of both proposals – from USI Consulting Group (our current vendor) and KMS Actuaries, LLC – are available for review upon request. Upon review, I intend to award the work to KMS. Although the cost for services in FY20<sup>2</sup> is higher than the current vendor (\$5,000 v. \$4,000), we are confident that we will receive a higher level of service. This vendor change will also be responsive to the comment in the FY18 Audit Management Letter regarding the timeliness and accuracy of preparation of the OPEB report (see Management Letter pp. 4-5).

In anticipation of this potential change in vendors, the approved FY20 budget for the Finance Department did take into account the cost proposed by KMS.

cc: *Tony Roselli, Auditor*

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<sup>2</sup> A full valuation will be required in FY20, and every other year going forward, pursuant to updated GASB standards.