



Town of West Newbury
Board of Selectmen
Tuesday, May 28, 2019 @ 6:15pm
381 Main Street, Town Office Building
www.wnewbury.org

AGENDA

Executive Session: 6:15pm 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;
- ❖ Review of Executive Session meeting minutes: Jan. 22, 2019; Jan. 30, 2019; Feb. 4, 2019; March 4, 2019; March 18, 2019; March 25, 2019.

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.
- Recap of Memorial Day events on Monday, May 27th
 - Laying of wreaths, lowering the flag, remembrance of war and hopes for peace.
 - Parade at 10:30 am, followed by ceremony on Training Field, then cookout at Public Safety
- Openings on Town Boards, Commissions and Committees
- Council on Aging Food Drive, Sun., June 2nd from 11am-1pm at the Food Mart. Every donation helps!
- Kick-off meeting of Merrimack River Task Force, June 7th from 10am to noon at Northern Essex Community College Technology Center Room 103 A & B, 100 Elliott Way, Haverhill

Regular Business

- A. Request for Street Opening Permit, 9 Robin Road, Tim Loiselle
- B. Requests for One Day Liquor Licenses for Bicentennial events
 - a. The American BBQ, Rowley, for July 12 Bicentennial Dance at Town Hall
 - b. Mercury Brewing Co., Ipswich, for July 13 Bicentennial Field Day at Pipestave Hill
- C. Request for intra-departmental Line Item Transfer, Registrars: \$300.00 to fund early voting expenses – *referral from Finance Committee*
- D. Request for appointment of Police Officer Jay Johnson as Interim Sergeant – *Police Chief Durand*
- E. Board vote on staff recommendation regarding intersection stop signs at Georgetown Road / Crane Neck
- F. Review of Conservation Commission correspondence regarding FY20 budgeted wages
- G. Review and approval of draft Animal Control Officer Memorandum of Understanding with the City of Newburyport
- H. FY20 Committee appointments
- I. Designation of Board of Selectmen representatives to other Town Committees for FY20

Town Manager Updates

- J. Review of DPW map of town-wide posted speed limits
- K. Middle Street Bridge update
- L. Update on planning for July Bicentennial events including July 13th Field Day at Pipestave Hill; request for authorization to use Dunn property for day-of event parking, if determined to be feasible
- M. Recent (May 23rd) meeting of residents regarding Soldiers & Sailors / Carr Post
- N. Correspondence with Verizon regarding renewal of cable franchise agreement
- O. Request for authorization for Town Manager to attend conference on May 30-31 in North Adams, MA
- P. Follow up meeting assignments
- Q. Placing items for future agendas

West Newbury Council on Aging

FOOD PANTRY

Sunday, June 2, 2019 11 am - 1 pm

at the Food Mart

Toiletries

- Shampoo & Conditioner
- Toilet paper
- Deodorant
- Soap
- Diapers - Size 5
- Wipes

Paper Products

- Paper towels
- Toilet paper

Food

- Cereal
- Granola Bars
- Oatmeal Packets
- Canned fruit
- Pasta & Pasta Sauce
- Soup
- Frozen Meals
- Minute Rice

Gift cards for local grocery stores

Many of West Newbury's older population, some of whom are grandparents raising their grandchildren, need your help to get their basic needs met.

Please give what you can. The Council on Aging food pantry is open to all residents.

Town Manager

From: Karen Conard <kconard@mvpc.org>
Sent: Tuesday, May 21, 2019 10:08 AM
Cc: Diana DiZoglio (diana.dizoglio@masenate.gov); Donna Holaday (dholaday@cityofnewburyport.com)
Subject: Merrimack River Task Force Kickoff

On behalf of 1st Essex District State Senator Diana DiZoglio and Newburyport Mayor Donna Holaday

The Merrimack Valley Planning Commission is pleased to convene

The Merrimack River Task Force Kickoff Meeting

To be held

Friday, June 7th from 10 am to noon

At

Northern Essex Community College Technology Center Room 103 A & B
100 Elliott Way, Haverhill

Kindly share this with your City Council, Selectboard, Planning Board and Conservation Commission members, and please RSVP to nlavallee@mvpc.org.

Best regards,
Karen

Karen Sawyer Conard
Executive Director
Merrimack Valley Planning Commission
160 Main Street
Haverhill, MA 01830
(978) 374-0519 x12
www.mvpc.org

Planning: Managing Our Co-Existence in Shared Space

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

STREET OPENING PERMIT

Permit No: 2019-11

Date: May 20, 2019

The Board of Selectmen grants permission to Timothy Loisel for a street opening permit at 13 Robin Road, West Newbury, MA 01985 as shown on the attached plan. Said work to be done within one year from the date of this permit in accordance with the bylaw governing such work to the following conditions:

- Application and Plan to become a part of Permit.
- Application, permit and new plan to be in the possession of contractor at the site at time of construction.
- List all underground utility services and show location on plan.
- This permit does not provide authorization for the removal of trees.

SUPERINTENDENT OF STREETS:

See attached memo from DPW Director Wayne Amaral dated May 20, 2019.

WATER DEPARTMENT SUPERINTENDENT:

See attached notes and pictures.

BOARD OF SELECTMEN

Glenn A. Kemper, Chairman

David W. Archibald

Rick Parker

**I hereby certify that I will
adhere to the above conditions:**

Timothy Loisel
781-674-6816 Timothy.Loisel@nationalgrid.com

cc: Building Inspector, Highway Superintendent, Water Superintendent

Town Manager

From: Mike Gootee
Sent: Tuesday, May 21, 2019 11:32 AM
To: Residents Admin
Cc: Town Manager; DPW Director; WNWater
Subject: Wrong Dig Safe Address
Attachments: 9 Robin Road Dig Safe (13 Robin Road).pdf

Hi Annie,

I decided to contact Tim Loiselle who pulled the Street Opening Permit. He confirmed that the house on the map marked as 13 Robin Road is actually 9 Robin Road. The gas line is being installed at 13 Robin Road but that house is on the corner of Robin Road and Hilltop Circle where I marked it on the attached map. That house was not indicated on his map he supplied us.

Nat'l Grid is installing several gas lines in that area so you can expect more Street Opening Permits coming in.

Thanks,

Michael E. Gootée
Water Manager/Superintendent
Town of West Newbury, MA
381 Main Street
West Newbury, MA 01985
Phone:(978)363-1100 X-128

**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 13 ROBIN RD for the purpose of: Installing new gas service to said address.

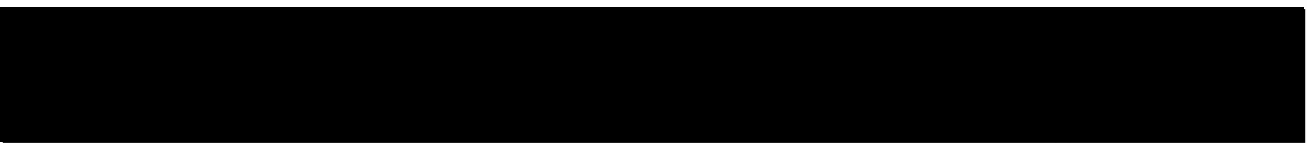
(include Street # or Map & Parcel #) _____

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: Timothy Loiselle _____
(Please print)

Signed: [Signature] _____ 5/7/19



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

DPW APPROVES - SEE MEMO ATTACHED TO THIS APPLICATION.

⊛ See attached Tie-Card. Water service is buried approximately 4-feet deep.

Gas line should be buried much shallower.

⊛ See my notes on page with pictures.

⊛ Nat'l Grid has the wrong house marked if the work is at #13 Robin Rd.

\$35.00 application fee submitted YES 5.14.19 AMS

[Signature]
Superintendent of Streets

⊛ [Signature] 5-20-19
Water Department Superintendent

\$ _____ 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)



#13 ~~13 Robin Road~~ 13 Robin Road



I marked out #13 Robin Road.
If the work is going to be
done at any other house
they will need to make
Corrections MB

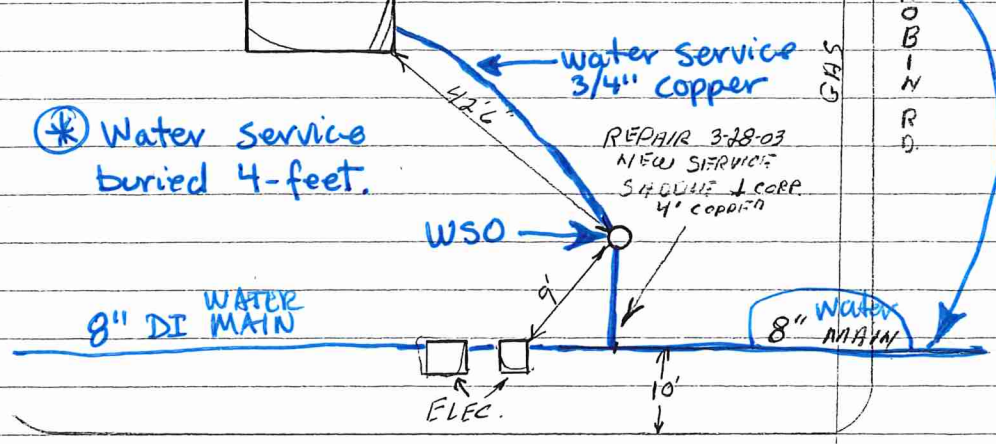
This is the house that
Nat'l Grid has marked
as 13 Robin Road.
IT IS #9
9 Robin Road



H13

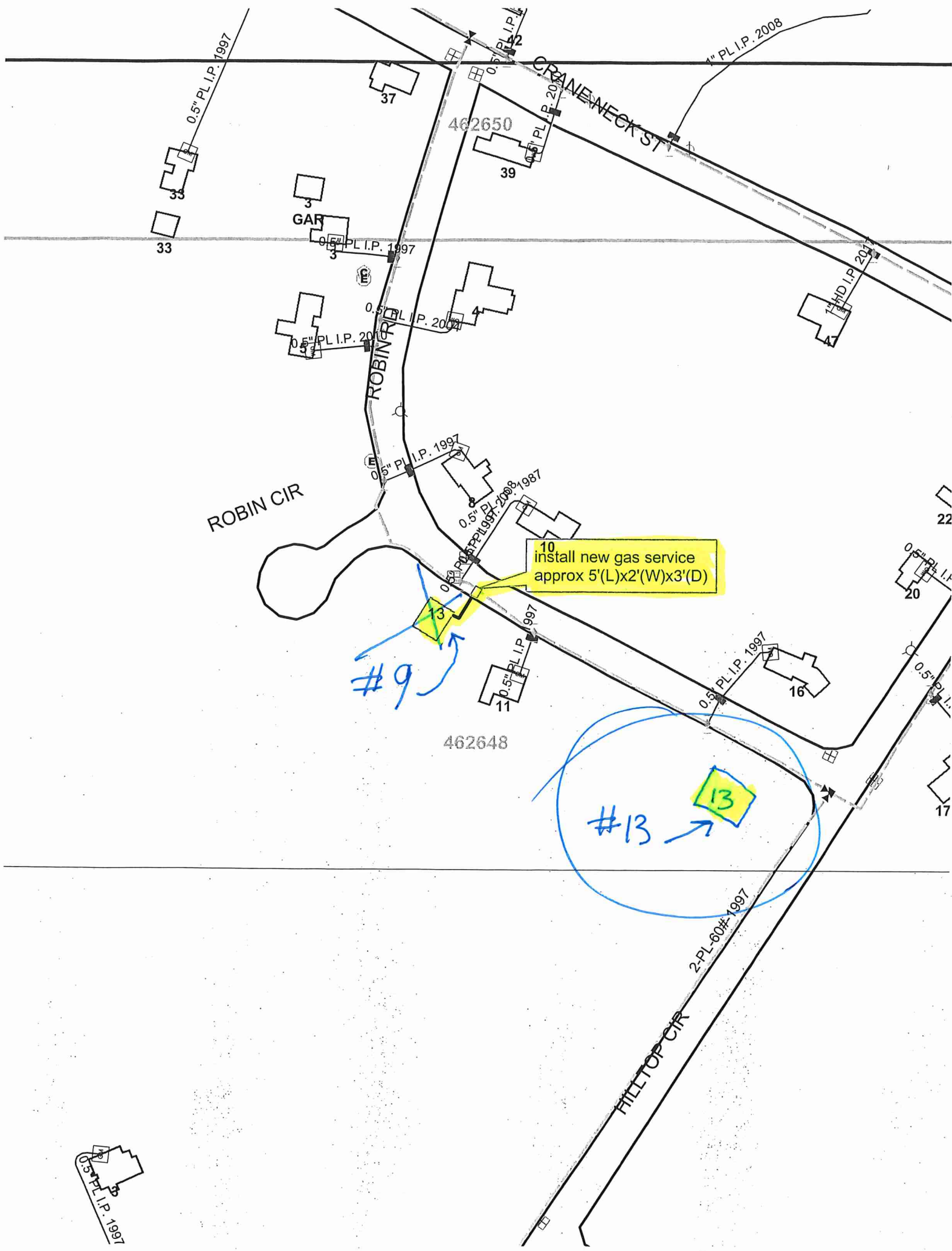
WARNING:
ELECTRIC IN SAME TRENCH
AS WATER, APPROX 18"
ABOVE.

* Water Service
buried 4-feet.



HILLTOP CIR

#13



#10
install new gas service
approx 5'(L)x2'(W)x3'(D)

#9

#13

0.5" PL.I.P. 1997



Town of West Newbury


381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

DPWDirector@wnewbury.org

TO: Board of Selectmen
FROM: Wayne S. Amaral, DPW Director 
DATE: May 20, 2019
RE: 13 Robin Rd – DPW Street Opening Permit Requirements

Per the above three listed Street Opening Permits request for #13 Robin Road, 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.



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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: May 9, 2019
RE: One-day liquor license applications

My office has reviewed the enclosed applications for one-day liquor licenses:

Bicentennial Dance at Old Town Hall July 12, 2019 The American BBQ

Bicentennial Field Day Celebration July 13, 2019 Mercury Brewing & Distribution

We have verified that the applications meet the criteria for approval, including that alcoholic beverages will be purchased from a supplier licensed by the ABCC; TIPS certification; and we have insurance certificates on file naming the Town of West Newbury as additional insured.

I recommend approval of both applications.

Because the TIPS certification for The American BBQ (for the July 12th event) will expire prior to the date of the event, I recommend including a condition of approval that an updated TIPS certification be provided to my office at least one week prior to the date of the event. We have corresponded regarding this item and they will provide the required certification. My office could hold the signed liquor license pending receipt.



**TOWN OF WEST NEWBURY
BOARD OF SELECTMEN**

1910 TOWN OFFICE BUILDING
381 Main Street, West Newbury, Mass. 01985
Phone: 978-363-1100, Ext. 115 Fax: 978-363-1117
selectmen@wnewbury.org

APPLICATION FOR APPROVAL OF ONE-DAY LIQUOR LICENSE

Name of person completing the application: Michele Pierro 573 Haverhill St
Address of applicant: The American BBQ 5 Railroad Ave Rowley MA 01969
Event: Bicentennial celebration Rowley MA 01969
Date of event: July 12 Starting and ending time of event: 6:00pm 11:00pm
Location: Old Town Hall - Main Street West Newbury, MA

Application for sale of:

All Alcoholic Beverages: _____
Wines and Malt Beverages Only: X
Wines Only: _____
Malt Beverages Only: _____

The Activity is:

For profit: _____
Non-profit: X

Signature of Applicant: Michele Pierro

Date: 5/7/19



Received by: Ginnie Sterling

Date: 5-8-19

Date to be reviewed by the Board of Selectmen: _____

Dance @
Old Town Hall
7/12/19

NUMBER

2019-05

THE COMMONWEALTH OF MASSACHUSETTS

Town of West Newbury

FEE

This is to certify that American BBQ

NAME

5 Railroad Avenue, Rowley MA 01969

ADDRESS

IS HEREBY GRANTED A LICENSE

For One day liquor license for the Dance being held at the Old Town Hall for a Bicentennial Celebration Friday, July 12, 2019 set up and breakdown 7⁰⁰ pm - 11⁰⁰ pm

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires July 12, 2019 unless sooner suspended or revoked.

20





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/03/2019

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

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

PRODUCER Boynton Insurance Agency 72 River Park Street Needham MA 02494		CC NA PH (A) E- AD	61) 449-4269 NAIC # 23329
INSURED The Barbecue Trust Great American Barbecue Inc. 5 Railroad Avenue Rowley MA 01969		INS INS INSURER C : INSURER D : INSURER E : INSURER F :	20605

COVERAGES

CERTIFICATE NUMBER: CL17101212560

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CMP9156313	09/20/2018	09/20/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			Not Written By Agency			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Not Written By Agency			EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			08WECAB6QQC	07/17/2018	07/17/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			CMP9156313	09/20/2018	09/20/2019	Common Cause Limit \$1,000,000 Aggregate Limit \$1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Town of West Newbury

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

AUTHORIZED REPRESENTATIVE

Susan C. Denard

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Town Manager

From: Town Manager
Sent: Thursday, May 9, 2019 10:41 AM
To: [REDACTED]@[REDACTED]
Cc: Annie Sterling (residents.admin@wnewbury.org)
Subject: One day liquor license

Hi Michele,

We're processing your application for the July 12 event at the Old Town Hall.

As we discussed, per the ABCC requirements, one-day licensees must purchase alcoholic beverages from a licensed supplier. (See [here](#), toward the bottom of the page under "One-Day Permit").

Both of the vendors you mentioned – Merrimack Valley Distributing Co. and L. Knife d/b/a Seaboard Products Co. – appear on the list (which is hyperlinked from the page linked above).

Please send me an email confirming that the alcoholic beverages you'll serve will be sourced from one or both of these vendors.

Please also send me documentation of TIPS certification. As we discussed, I'm aware that the present certification will expire prior to the event, so will recommend that the Board of Selectmen approve the license conditional upon you providing my office an updated certificate prior to the date of the event.

If you can send these materials today, I can get this on Monday's (5/13) BoS agenda; if not we'll postpone to 5/28. Either way is fine, just letting you know. Please let me know whether you can send the info today so I can either include this or not on the agenda to be posted late this afternoon.

Please let me know if any questions.

Thanks!
Angus

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

Town Manager

From: American BBQ <[REDACTED]@[REDACTED]>
Sent: Friday, May 10, 2019 1:33 AM
To: Town Manager
Subject: The American BBQ July 12th
Attachments: TIPS Certification Card Devon.pdf

Hello Angus,

Thank you so much for all your help. As you can see I've had a long day and night with lots of technological upgrades at our location which is never fun. With all our e-mail interruptions I couldn't find your e-mail to forward from but did print your information. I'm sorry I didn't get back to you earlier.

Regarding our one day liquor license application, this is to inform you that our beer and wine purchases for the event on July 12th will be sourced from Merrimack Valley Distributing Company and United Liquors or Seaboard Products Co.

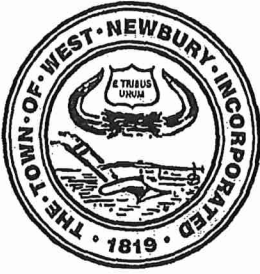
I've also attached Devon Pierro's, the bartender for that event, Tips certification which he will be renewing within the next few weeks since this has expired.

Let me know if you need anything else at this time. I will be away this Tuesday and Wednesday if you need to reach me. Thanks again for your help☺

Kind Regards,
Michele Pierro
Catering Manager
978-314-4628



5 Railroad Avenue
Rowley, MA 01969
TABBQ.com



TOWN OF WEST NEWBURY
BOARD OF SELECTMEN
1910 TOWN OFFICE BUILDING
381 Main Street, West Newbury, Mass. 01985
Phone: 978-363-1100, Ext. 115 Fax: 978-363-1117
selectmen@wnewbury.org

APPLICATION FOR APPROVAL OF ONE-DAY LIQUOR LICENSE

Name of person completing the application: Jordan Griffin

Address of applicant: 2 Brewery Place, Ipswich, MA 01938

Event: West Newbury Bicentennial Celebration

Date of event: 7/13 (rain date is 7/14)

Starting and ending time of event: beer service is 12pm - 6pm

Location: Pipe Stave Hill, Main St., West Newbury

Application for sale of:

All Alcoholic Beverages: _____

Wines and Malt Beverages Only: X

Wines Only: _____

Malt Beverages Only: _____

The Activity is:

For profit: X

Non-profit: _____

Signature of Applicant: Jordan Griffin

Date: 5/8/2019



Received by: Annie Sterling

Date: 5.8.19

Date to be reviewed by the Board of Selectmen: _____

Field Day Celebration
Pipestave 7/13/19

NUMBER

THE COMMONWEALTH OF MASSACHUSETTS

FEE

2019-06

Town of West Newbury

This is to certify that

Mercury Brewing Co.

NAME

2 Brewery Place Ipswich, MA 01938

ADDRESS

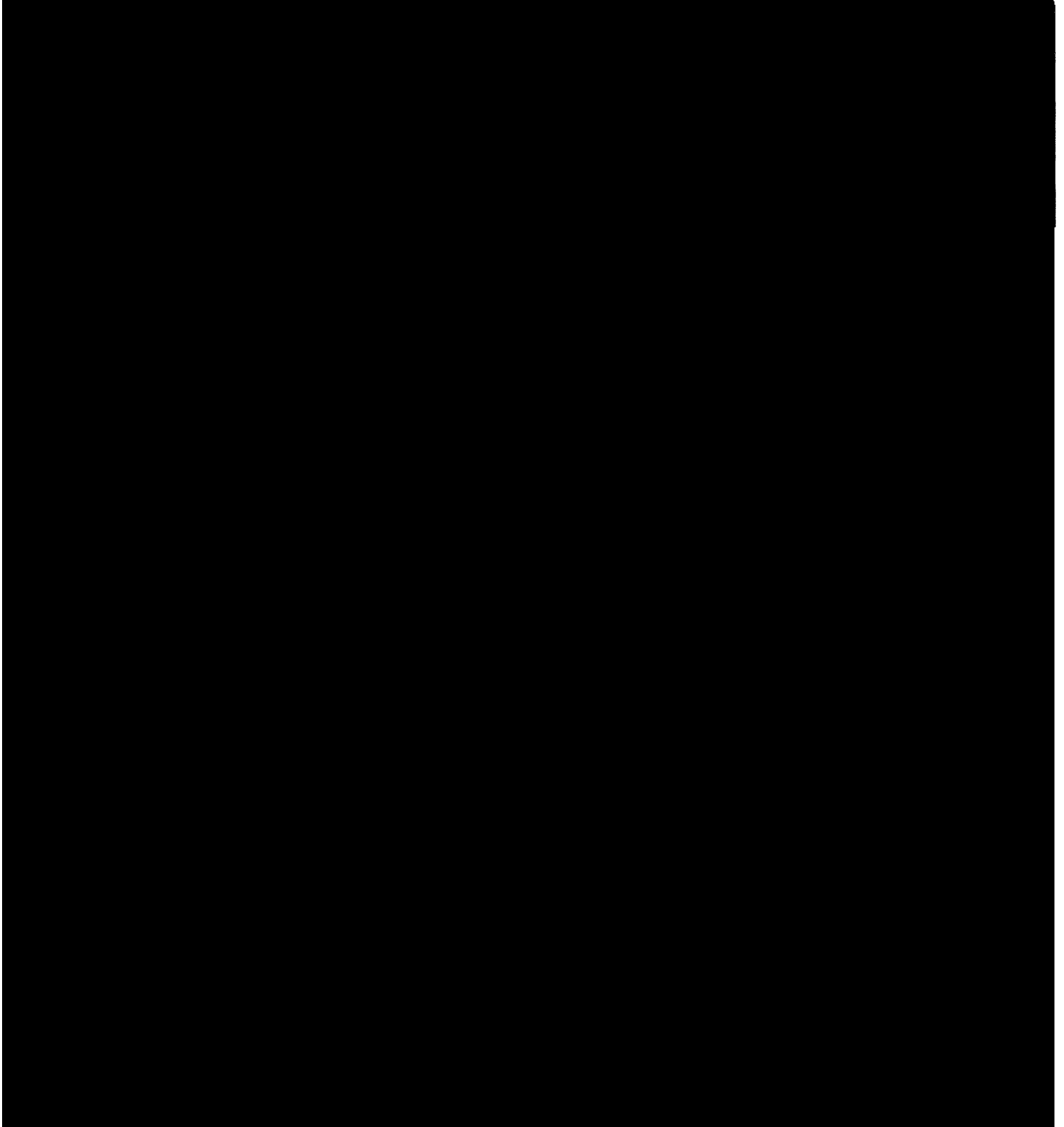
IS HEREBY GRANTED A LICENSE

For One day liquor License for a Bicentennial Event. A field day celebration at Pipestave on July 13, 2019 9⁰⁰ am - 11⁰⁰ pm set up and break down

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires July 13, 2019 unless sooner suspended or revoked.

20

TIPS Certified Bartenders for Ipswich Ale Brewery, Ipswich, MA



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 **May 14, 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: \$ **300.00**

1. To be transferred from **Bd of Registrars Expenses #1625400**
(Give name of appropriation and Account#)

Present balance in above appropriation: \$ **4031.48**

To **Board of Registrars Wages #1625112**

Present balance in above appropriation: \$ **1807.25**

Explanation for requested transfer:

To fund a shortfall in the BOR salary account caused by Early Voting

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: 5/21

Number Present and Voting: 4

Approved by Majority, list vote : 4-0

Transfer disapproved (checkmark) : _____

Signature:



Chairperson, Finance Committee



WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

TO: Angus Jennings, Town Manager

FROM: Jeff Durand, Chief of Police *JD*

DATE: May 23, 2019

RE: Acting Sergeant position

RECEIVED

MAY 23 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

Angus, I would like to discuss making an acting sergeants position on the police department with you and the B.o.S. Since being promoted to Chief, the department has been down to one sergeant. I have been doing both the Chief's work load as well as my duties when I was a sergeant. I feel that the appointment of a second sergeant is an immediate need on the department.

The department has not had an "acting" sergeant before, we have always tested for a permanent appointment. Our rules and regulations for promotion dictate that the test be posted for 120 days prior to the test. This is obviously too much time to wait to fill this need. The appointment of an acting sergeant would allow for the department to continue functioning until a permanent appointment could be made.

I would like to have Officer Jay Johnson fill this vacancy. I am basing this decision on the fact that he is the most senior patrol officer currently on the department. Officer Johnson has also demonstrated a strong working knowledge of administrative as well as general police work skills to adequately fill this position.

I would be happy to discuss this matter further with you and the B.o.S. at a later date.

Thank You, Chief Durand



Town of West Newbury


381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

DPWDirector@wnewbury.org

To: Angus Jennings, Town Manager
From: Wayne S. Amaral, DPW Director 
Date: May 21, 2019
Re: Crane Neck Street @ Georgetown Road / All-way stop evaluation

In response to a recent crash at the above intersection and a discussion we had with the Police Chief and Fire Chief on May 16, 2019. I conducted traffic counts to determine if the intersection meets the warrants for an all-way stop.

Three hours of data collection were conducted; morning peak, midday off-peak and evening peak. The data collected during the study showed that this intersection carries a very low volume of traffic. The three hours of vehicle turning movements totaled only 174 vehicles.

<u>Time</u>	<u>Vehicle Total</u>	<u>Crane Neck St</u>	<u>Georgetown Rd</u>
Morning Peak	59	31 (53%)	28 (47%)
Midday	52	28 (54%)	24 (46%)
Evening Peak	63	35 (56%)	28 (44%)
<i>Total 174</i>			

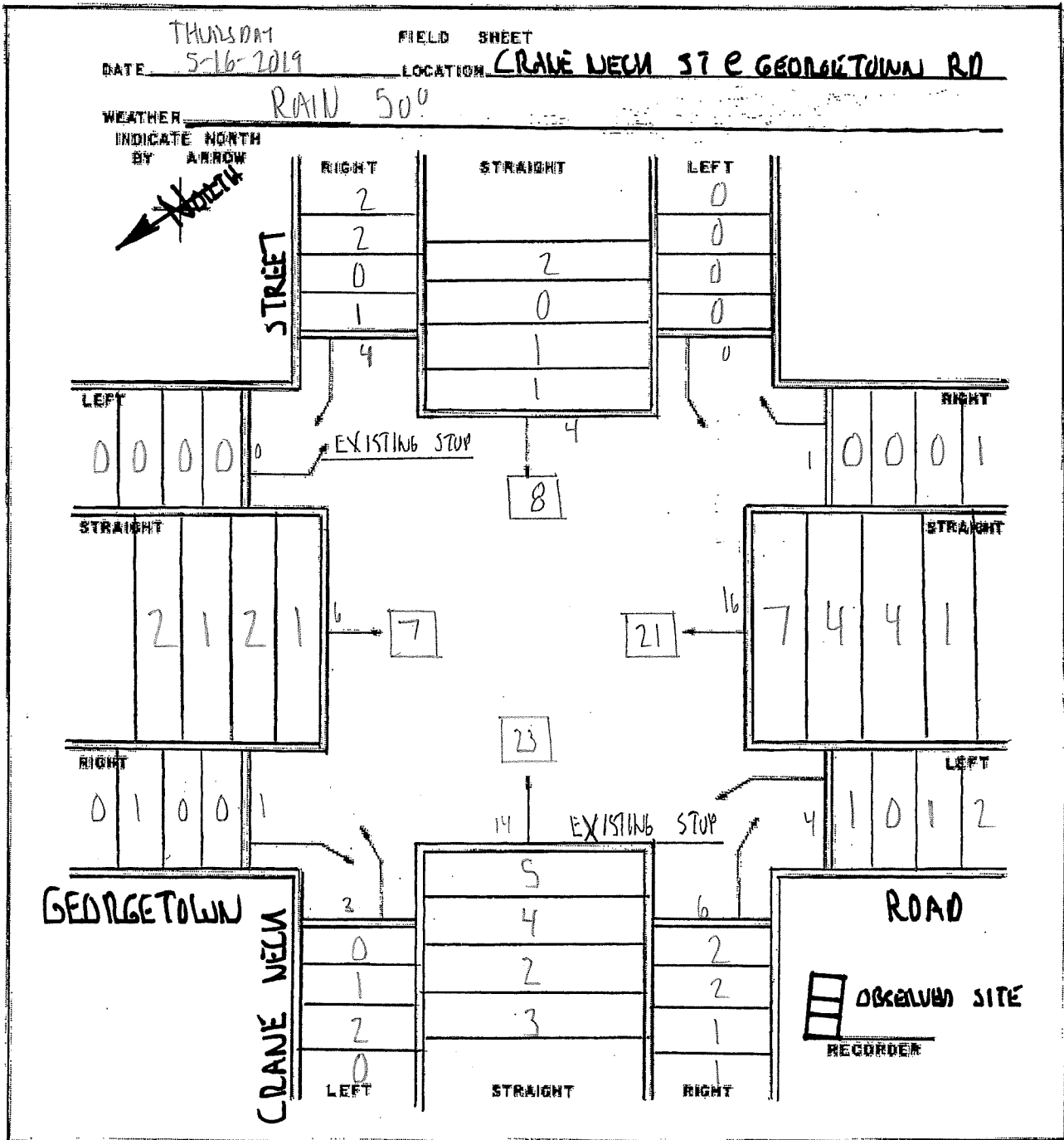
From the data listed above, the major movement is in fact on Crane Neck Street and not on Georgetown Road as many people assumed. However, the existing stop signs are posted on major movement and not the minor movement, which is not the correct traffic control placement per traffic engineering standards. MUTCD states that stop control be installed on the minor movement, while the major movement is uncontrolled.

MUTCD would suggest that the existing stop signs be switched from Crane Neck Street to Georgetown Road, nevertheless due to the existing traffic controls being in place for many years, I would not recommend this change. I would recommend changing this intersection to an all-way stop. The average 55/45 percent vehicle volume splits entering the intersection would warrant an all-way stop (MUTCD 2B.07 – 01 and 2B.07 – 05 D.)

cc: Jeff Durand, Police Chief
Michael Dwyer, Fire Chief

Attachment: vehicle volume field sheets.

TOWN OF WEST NEWBURY



Motor Vehicle Volume Field Sheet

TIME: FROM 7:45 AM/PM TO 8:45 AM/PM

DATA COLLECTED BY: WSA

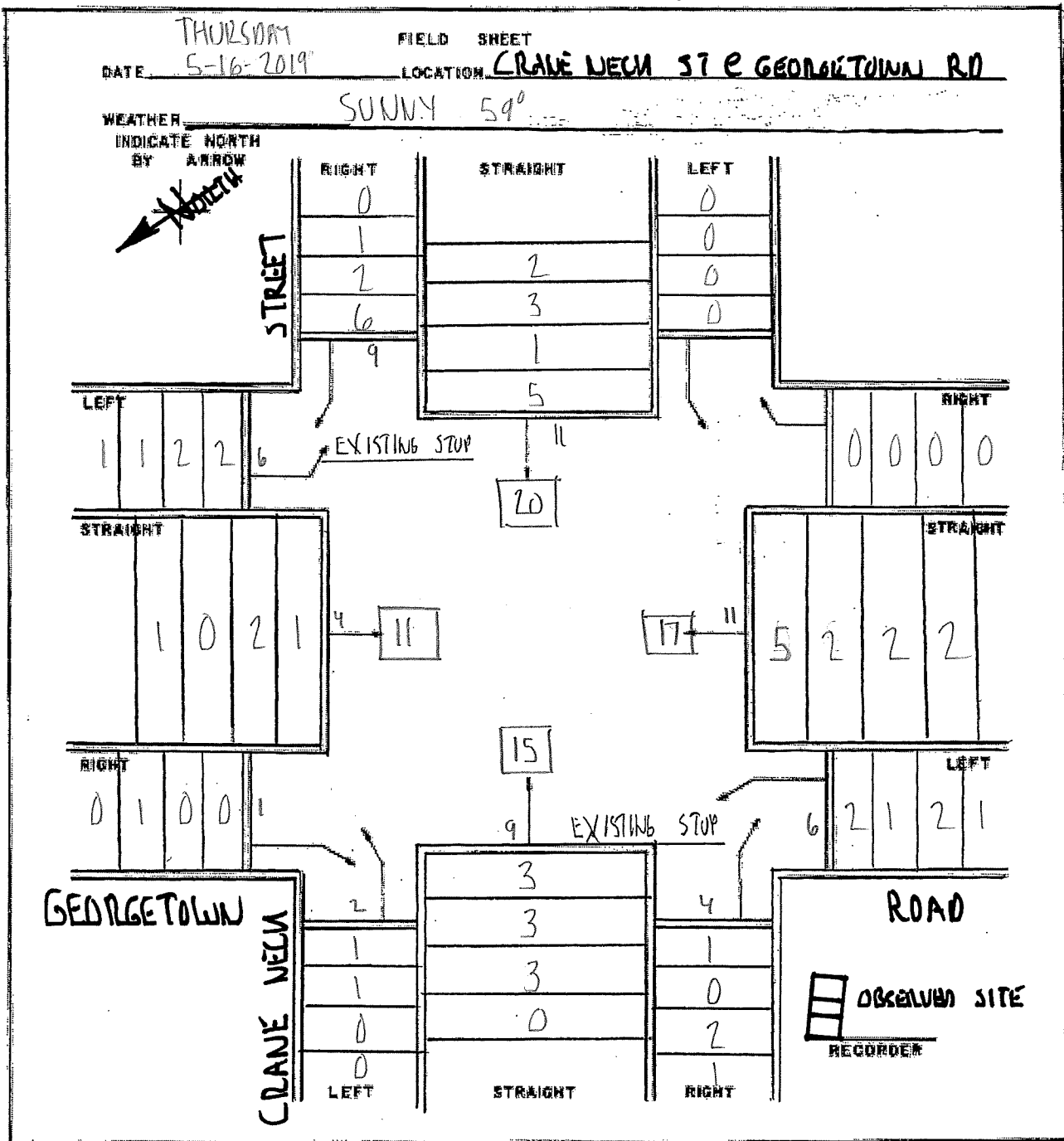
SPECIAL OBSERVATIONS/NOTES:

TOTAL VOLUME = 59

CRANE NECH ST = 31 @ 53%

GEORGETOWN RD = 28 @ 47%

TOWN OF WEST NEWBURY



Motor Vehicle Volume Field Sheet

TIME: FROM 4:30 AM/PM TO 5:30 AM/PM

DATA COLLECTED BY: WSK

SPECIAL OBSERVATIONS/NOTES:

TOTAL VOLUME = 63

CRANE NEWM ST = 35 ≈ 56%

GEORGETOWN RD = 28 ≈ 44%



TOWN OF WEST NEWBURY

CONSERVATION COMMISSION

381 Main Street, West Newbury, Mass. 01985

TEL: 978-363-1100 x126 FAX: 978-363-1119

To: Board of Selectmen

From: Conservation Commission

Re: Conservation Commission budget for FY20

Date: May 22, 2019

Dear Members of the Board:

As you know, Jay Smith, the conservation agent, is retiring at the end of June. The Commission is currently advertising for a new part time conservation agent and plans to start reviewing applications and interviewing candidates the first week in June. Salary is obviously essential to this process.

At Town Meeting, the Town voted to fund the salary and wages item of the Conservation Commission budget at \$29,440.00. We ask that the Board of Selectmen vote at your next meeting as to whether you will fund salary and wages for the conservation agent in the amount of \$29,440.00 as voted by the Town when you set wages and salaries for Town employees for FY 20 in June.

Very truly yours,
West Newbury Conservation

Commission

By: Dawne Fusco
Dawne Fusco, Chair *J.B.S.*

cc: Angus Jennings, Town Manager

RECEIVED

MAY 22 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

CITY OF NEWBURYPORT AND TOWN OF WEST NEWBURY

INTERMUNICIPAL AGREEMENT FOR THE ADMINISTRATION OF SHARED ANIMAL CONTROL SERVICES

Article 1. Purpose

This agreement is entered into, pursuant to Massachusetts General Laws Chapter 40, Section 4A, by and between the City of Newburyport, as authorized by its City Council and approved by its Mayor, and the Town of West Newbury, as authorized by its Board of Selectmen.

WHEREAS, the City of Newburyport and the Town of West Newbury are each obligated to provide animal control services to their residents; and

WHEREAS, the City of Newburyport and the Town of West Newbury have determined that their residents can more efficiently and effectively be served with such services through a joint undertaking between the communities; and,

WHEREAS, the City of Newburyport and the Town of West Newbury have determined to join together to establish and administer a program of shared Animal Control Services.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

Article 2. Definitions

Participating Governmental Units: the City of Newburyport and the Town of West Newbury. Animal Control Services: Any and all services as required of an Animal Control Officer under applicable Massachusetts Laws and regulations, including but not limited to MGL Chapter 140, Section 151 et seq. and MGL Chapter 129, Section 15 et seq.

Article 3. Term

This Agreement shall take effect on the 1st day of July 2019, for a one year term that may be extended by up to two additional one year terms commencing on July 1, 2020 and July 1, 2021. Any such extension term shall be subject to approval by the City of Newburyport, as authorized by its City Council and approved by its Mayor, and the Town of West Newbury, as authorized by its Board of Selectmen. The Participating Governmental Units shall give each other notice of whether or not they wish to extend this initial one year term at least ninety days prior to the annual Town Meeting of the Town of West Newbury but no later than ninety days prior to June 1st of the then-current term, unless another date is mutually agreed upon in writing. Should the parties fail to extend this Agreement by written addendum hereto, the agreement shall terminate upon the last day of the then-current term.

Article 4. Lead City

The City of Newburyport shall act as the "lead city" for the Participating Governmental Units, by employing the necessary officers and providing the necessary equipment, vehicles and kennel to perform said Animal Control Services. Said officers shall be considered employees of the City of Newburyport and be accorded all applicable benefits enjoyed by other Newburyport municipal employees as they are or shall be established. Each such officer must be a Massachusetts certified Animal Control Officer (excepting that new employees may acquire such certification within two years of the commencement of employment). Said certification must be maintained during the term of this Agreement. The office where such officers shall be primarily located will be in Newburyport.

Article 5. Funding Contribution

During the Fiscal Year 2020 (July 1, 2019- June 30, 2020), the Town of West Newbury shall pay the City of Newburyport for animal control services a total sum of \$24,050.00 to be paid in four equal quarterly payments of \$6,012.50 on or before August 1, November 1, February 1, and May 1 (provided that such sum will be prorated as of the date of approval of this Agreement by the Board of Selectmen of the Town of West Newbury and the Mayor of the City of Newburyport). This payment shall include all applicable expenses incurred by the City of Newburyport in providing Animal Control Services on behalf of the Participating Governmental Units, including, but not limited to, salaries, group health insurance, workers' compensation insurance, and all other applicable benefits. Nothing herein shall prevent the parties from mutually agreeing in writing to change the funding contribution during the initial term or any extended term of this agreement, subject to available appropriation.

Article 6 Financial Safeguards

Under the provisions of M.G.L. Chapter 40, §4A, the City of Newburyport Director of Public Health shall provide to the Town of Newbury periodic financial statements that shall include: accurate and comprehensive records of the services performed under this agreement; the costs incurred; and the reimbursements and contributions received. Such reports shall be compiled and distributed by the Health Director on a quarterly basis. In addition, all bills and payrolls submitted for work done under this regional agreement shall be plainly marked to indicate that the work was done under the authority of this agreement.

The accounting records of the Newburyport Animal Control Services, working under the direction of the Newburyport Director of Public Health, shall be subject to the City's annual audit process and shall be subject to periodic audit by the Newburyport City Auditor as is current practice.

Article 7 Hours of Services and Service Requirements

The City of Newburyport shall provide Animal Control Services under this Agreement on an as-needed basis, seven days a week, twenty four hours a day. Animal Control Services shall be provided on an equal basis between the communities.

Article 8 Vehicle Usage

The Town of West Newbury shall provide a 2015 Ford Explorer. This vehicle shall be made available for the use of the Animal Control Officers. Collision and liability insurance for the vehicle shall continue to be paid by the Town of West Newbury. The City of Newburyport shall be responsible for the maintenance and upkeep of West Newbury's vehicle.

Article 9 Fines

Any fines, exempting boarding fees, collected will be collected on behalf of and returned to the Participating Governmental Unit from within the municipal boundaries of which the animal was taken, or in the case of an animal not taken, returned to the Participating Governmental Unit in which the animal resides or is kept.

Article 10 Indemnification

In the event that any claims, demands, suits, causes of action, costs, and expenses arise with respect to the services provided pursuant to this agreement, and to the extent permitted by Massachusetts General Laws chapter 258 and other applicable law, a Participating Governmental Unit shall indemnify, defend and hold harmless the other participating Government Unit from and against any such claims, demands, suits, causes of actions, costs and expends, including reasonable attorneys' fees and legal costs, but only to the extent that they arise from or relate to the negligent acts or omissions of the first Participating Governmental Unit, or its agents, servants, or employees. By entering into this Agreement, neither of the parties has waived any governmental immunity or limitation of liability or damages which may be extended to them by operation of law. This Agreement is by and between the municipalities which have executed it and each state that this is intended for their mutual benefit alone and is not intended to confer any express or implied benefits on any other person. This Agreement is not intended to confer third party beneficiary status on any person.

Article 11 Operation of Animal Shelter Facilities

The City of Newburyport shall maintain and operate an Animal Shelter Facility under the following terms and conditions.

I. OPERATIONS:

- A. The Animal Shelter Facility shall be accessible to the citizens of each Participating Governmental Unit for the retrieval of impounded animals during normal business hours, Monday through Friday 8AM to 4PM by appointment. Weekend hours will be provided by appointment only. Notice shall be posted conspicuously and in a readily accessible format in the main municipal building of both Participating Governmental Units which states the hours of operation and an emergency telephone number for use by residents to retrieve their pets. Such information shall also be made available on each respective Participating Governmental Unit website. The animal shelter shall be able to accept impounded animals 24 hours a day, 365 days a year.
- B. Newburyport will provide daily supervision, food, water and humane care to animals boarded at the shelter.
- C. All Animal Control Officers will log in each time they enter the Animal Shelter Facility. The sign-in sheets will be submitted monthly to the Director of Public Health.
- D. The Animal Shelter Facility is to be solely used for the impounding of animals and to be used by Animal Control Officers only. There shall be no entry of other persons in the shelter without the consent of the City of Newburyport Director of Public Health.
- E. Newburyport will be responsible for the Animal Shelter Facility cleaning/sanitizing supplies, maintenance, heat, water, electric and other utility costs incurred in connection with the operation of the Facility.
- F. Newburyport will be responsible to keep the Animal Shelter Facility and associated kennels maintained, clean, and sanitary on a daily basis. Excreta and food waste shall be removed from primary enclosures daily and from under enclosures as often as necessary to prevent an excessive accumulation of feces and food waste, to prevent soiling of the animals contained in the enclosures, and to reduce disease, hazards, insects, pests, and odors. The condition of the kennels and quality of care is to be of a high caliber and performed to the standards established by the City of Newburyport Director of Public Health.
- G. Boarding facilities shall include a sheltered kennel unit with cages and/or runs that protect the animals from precipitation, and extreme hot (100°F or greater) and cold (45°F or less) conditions. Except in emergency situations, as determined by the Newburyport Animal Control Officer, no more than one adult animal shall be kept per cage.
- H. Newburyport will be responsible for ensuring that an ill or injured animal is treated promptly by the respective Participating Governmental Unit's contracted licensed veterinarian, depending on

the nature and/or seriousness of the illness or injury, and that any prescribed medication is promptly obtained and administered.

II. FEES:

- A. Owners who reclaim animal(s) shall make payment to the City of Newburyport prior to reclaiming their animal(s) for all boarding fees (\$35.00 per day for each animal) and all other fees related to shelter services provided per day per animal.
- B. Newburyport shall provide invoices, collect monies and keep records of all required fees received from owners. Invoices provided to owners who are retrieving their animal shall include the date that the animal was delivered to the shelter, the per day shelter rate, the number of days that the animal was sheltered, medical bills as applicable, and total fee due and collected.
- C. Each Participating Governmental Unit shall be responsible for the direct costs to care for the animals which originate from said community, including but not limited to flea treatments and any veterinary costs. For the purposes of this agreement, "veterinary costs" shall include rabies vaccinations, health evaluation, treatment of minor curable diseases and euthanasia.
- D. Each Participating Governmental Unit shall pay any additional costs associated with the transport and removal of animals from their community if an animal is not claimed or is injured.
- E. Newburyport may add a surcharge of up to ten (10) percent (not to exceed \$25.00) to medical bills to cover certain incidental costs relating to transportation of an animal to a veterinarian's office, telephone expenses incurred in connection with medical treatment, and any special care involved. Bills must support all medical charges and receipts bearing the name of the veterinarian or firm from whom they were obtained.
- F. Fees for animals that are unclaimed by the owner at the end of the maximum seven (7) day holding period shall be paid by the Participating Governmental Unit where the animal originated.
- G. All fees and receipts from boarding and all other services related to the shelter shall be submitted monthly to the City of Newburyport Health Department.

- III. RECORD KEEPING: Each Participating Governmental Unit's Animal Control Officers shall maintain an impound record on each animal delivered to the Animal Shelter Facility. The impound record will be prepared and filled out by the appropriate Animal Control Officer and delivered to the Facility with the animal.

Upon discharge, one (1) copy of the animal's completed record shall be provided to the person claiming the animal and one (1) copy of each discharged animal's record shall be provided to

Newburyport. If the agreement is terminated, all impound records shall be transmitted to the appropriate town.

IV. DISCHARGE:

- A. Claimed animals: Each Participating Governmental Unit will require the person claiming the animal to show identification (preferably a driver's license). In the case of a dog, a certificate of license is required of all dogs six (6) months of age or older for release.

In the event of non-licensure of a dog, the owner or person claiming the dog will be required to show proof of licensure prior to release by the Animal Control Officer. The Animal Control Officer will not be responsible for ensuring licensure of the dog.

In addition, the Animal Control Officer will provide the person claiming the animal with a full disclosure of any medical treatment rendered by a veterinarian and/or the Animal Shelter Facility and by whom it was rendered and a complete identification of any prescription or non-prescription medicine(s) administered to the animal while in custody. Finally, the Animal Shelter Facility must obtain the signature and the driver's license number of the person to whom the animal is released on the Impound Record.

- B. Unclaimed animals: Unless requested by the Newburyport Director of Public Health or West Newbury Police Chief to retain the animal for a longer period (2 to 4 additional days), animals will be picked up on or immediately following the seventh (7th) day of confinement by the Animal Control Officer. The written notice to extend shelter services from the Newburyport Director of Public Health or West Newbury Police Chief must accompany the reports to the city or town. The shelter may place such animals as are deemed suitable up for adoption in accordance with MGL Chapter 140, section 136A.

Article 12 Miscellaneous

- a. This agreement may be amended in writing by vote of both of the Participating Governmental Units. Should additional municipalities seek to join this program of shared Animal Control Services, the terms agreed to herein, including apportionment of expenses, for such additional municipalities shall be negotiated and approved by both of the Participating Governmental Units.
- b. This agreement represents the entire understanding of the parties with respect to its subject matter.
- c. This agreement shall be governed by the laws of the Commonwealth of Massachusetts.
- d. If any of the provisions of this agreement is declared to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under such provision, provided, however, that the remainder of the Agreement shall be enforced.

TOWN OF WEST NEWBURY

By Board of Selectmen

Dated: _____

CITY OF NEWBURYPORT

By Mayor

Dated: _____



	FY 2017	FY 2018			FY 2019	FY 2020		Change from FY19	
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
19 EMERGENCY MANAGEMENT AGENCY									
Salary & Wages	7,381	7,746	7,746	-	7,901	8,059	8,059	158	2.0%
Emergency Mgmt Expenses	2,469	3,265	3,265	-	3,265	3,265	3,265	0	0.0%
SUBTOTAL	9,850	11,011	11,011	-	11,166	11,324	11,324	158	1.4%
20 ANIMAL CONTROL OFFICER									
Animal Control Expenses	20,000	21,500	21,500	-	23,460	24,050	24,050	590	2.5%
SUBTOTAL	20,000	21,500	21,500	-	23,460	24,050	24,050	590	2.5%
21 HARBORMASTER									
Contracted Services		2,000		2,000	3,000	2,000	2,000	(1,000)	-33.3%
Harbormaster Exp		2,000		2,000	3,000	-	-	(3,000)	-100.0%
SUBTOTAL	-	4,000	4,000	4,000	6,000	2,000	2,000	(4,000)	-66.7%
22 PUBLIC SAFETY DISPATCH									
Salary & Wages	202,569	247,186	211,414	35,772	256,618	267,006	267,006	10,388	4.0%
Municipal Dispatch OT Wages	23,868	22,700	18,411	4,289	25,520	24,229	24,229	(1,291)	-5.1%
Municipal Dispatch Expenses	21,315	24,910	19,580	5,330	26,370	26,370	26,370	0	0.0%
SUBTOTAL	247,752	294,796	249,405	45,391	308,508	317,605	317,605	9,097	2.9%
TOTAL PUBLIC SAFETY:	1,552,535	1,759,651	1,630,037	129,614	1,878,649	1,962,723	1,964,662	86,013	4.6%
EDUCATION									
23 PENTUCKET									
Pentucket Regional Sch Assessment	6,607,435	6,794,510	6,794,510	-	7,176,348	7,372,813	7,372,813	196,465	2.7%
Pentucket Capital Assessment	55,585	57,860	57,860	-	64,162	58,227	58,227	(5,935)	-9.3%
Pentucket Assessment Page Phase II	531,729	526,060	526,060	-	511,988	509,538	509,538	(2,450)	-0.5%
SUBTOTAL	7,194,749	7,378,430	7,378,430	-	7,752,498	7,940,578	7,940,578	188,080	2.4%
24 WHITTIER									
Whittier Minimum Contribution	298,031	305,615	305,615	-	232,543	225,975	225,975	(6,568)	-2.8%
Whittier Other Assessments	31,377	60,891	60,891	-	49,486	40,443	40,443	(9,043)	-18.3%
Whittier Debt/Capital Assess	13,250	15,056	15,056	-	20,320	21,993	21,993	1,673	8.2%
SUBTOTAL	342,658	381,562	381,562	-	302,349	288,411	288,411	(13,938)	-4.6%
25 ESSEX NORTH SHORE AGRICULTURAL									
Essex North Shore Reg. Voc. Tech	1,724	18,643	17,205	1,438	19,575	17,200	17,200	(2,375)	-12.1%
SUBTOTAL	1,724	18,643	17,205	1,438	19,575	17,200	17,200	(2,375)	-12.1%
TOTAL EDUCATION:	7,539,131	7,778,635	7,777,197	1,438	8,074,422	8,246,189	8,246,189	171,767	2.1%



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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: May 26, 2019
RE: FY20 Committee appointments

The Town Clerk's office sent letters to all current appointed Committees requesting statements of interest in reappointment, or not, and we expect to hear back from all current members in time for Selectmen consideration of all FY20 Committee openings at your June 10th meeting.

In the meantime, the following members have expressed their interest in reappointment:

Name	Committee	Term Expiration	Requested Reappointment Through:
Nathan Kelly	Finance Committee	FY19	6/15/22
Judith Gregg	ZBA	FY19	6/15/22
Wendy Reed	Conservation Commission	FY19	6/15/22
Judy Mizner	Conservation Commission	FY19	6/15/22
Terence Hartford	Harbor Committee	FY19	6/15/22
Richard Preble	Council on Aging	FY19	6/15/22
Marge Peterson	Council on Aging	FY19	6/15/22
Robert Janes	Historical Commission	FY19	6/15/20
Judy Mizner	Personnel Advisory Committee	FY19	6/15/22
Zip Corning	Mill Pond Committee	FY19	6/15/22
Deborah Hamilton	Mill Pond Committee	FY19	6/15/22
Patricia Reeser	Open Space Committee	FY19	6/15/22
Wendy Reed	Open Space Committee (alternate)	FY19	6/15/20
Robert Janes	WN rep to the Board of Directors of the Eastern District Veterans' Affairs	FY19	6/15/20
Lark Madden	Investment Policy Committee	FY19	6/15/22

Jean Trim	Investment Policy Committee	FY19	6/15/22
Robert Janes	Carr Post Committee	FY19	6/15/20
Marlene Switzer	Carr Post Committee	FY19	6/15/20

The entire Bicentennial Committee has requested reappointment for terms of one year; their letter is enclosed.

In addition, Amy Friend has requested to be newly appointed to the Cultural Council; her application for appointment is enclosed.

Proposed staff reappointments will also be brought to the Board of Selectmen in June.

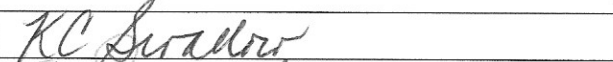



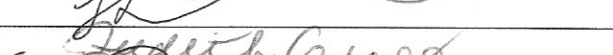
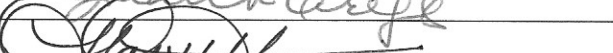

Town of West Newbury

Date: May 21, 2019

To: Michael P. McCarron, Town Clerk

Re: West Newbury Bicentennial Committee

The following Bicentennial Committee Members who have signed below wish to be reappointed to serve on this committee as of 7/1/2019 for Fiscal Year 2020.

K.C. Swallow	
Stephen Swallow	
Krystelle Griskiewicz	
Gregory Garnache	
Cindy Sauter	
Judith Gregg	
Jocelyn Fassett	

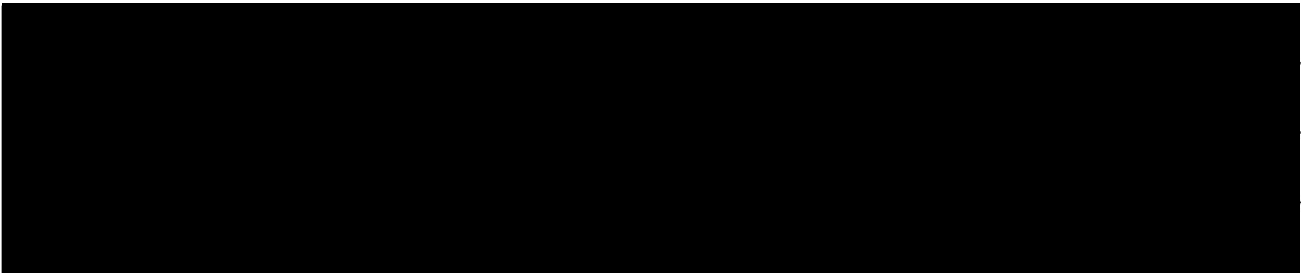
Please consider us for re-appointment.



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Amy Friend



West Newbury Cultural Council

Current or past committees served on: Historical Commission (one term)

Relevant skills, expertise and education: I have my BA and completed my MA coursework in Art History. I worked as a collections curator in the museum field for about 10 years. Currently, I own my own creative business (10 years).

I have authored two books, teach, lecture, and design patterns all in the modern quilting aesthetic. I am a member of the Modern Quilt Guild Nominating Committee and the Charity Quilt Challenge Coordinator for the past 5 years.

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

Signature: *Amy Friend*

Date: May 21, 2019



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

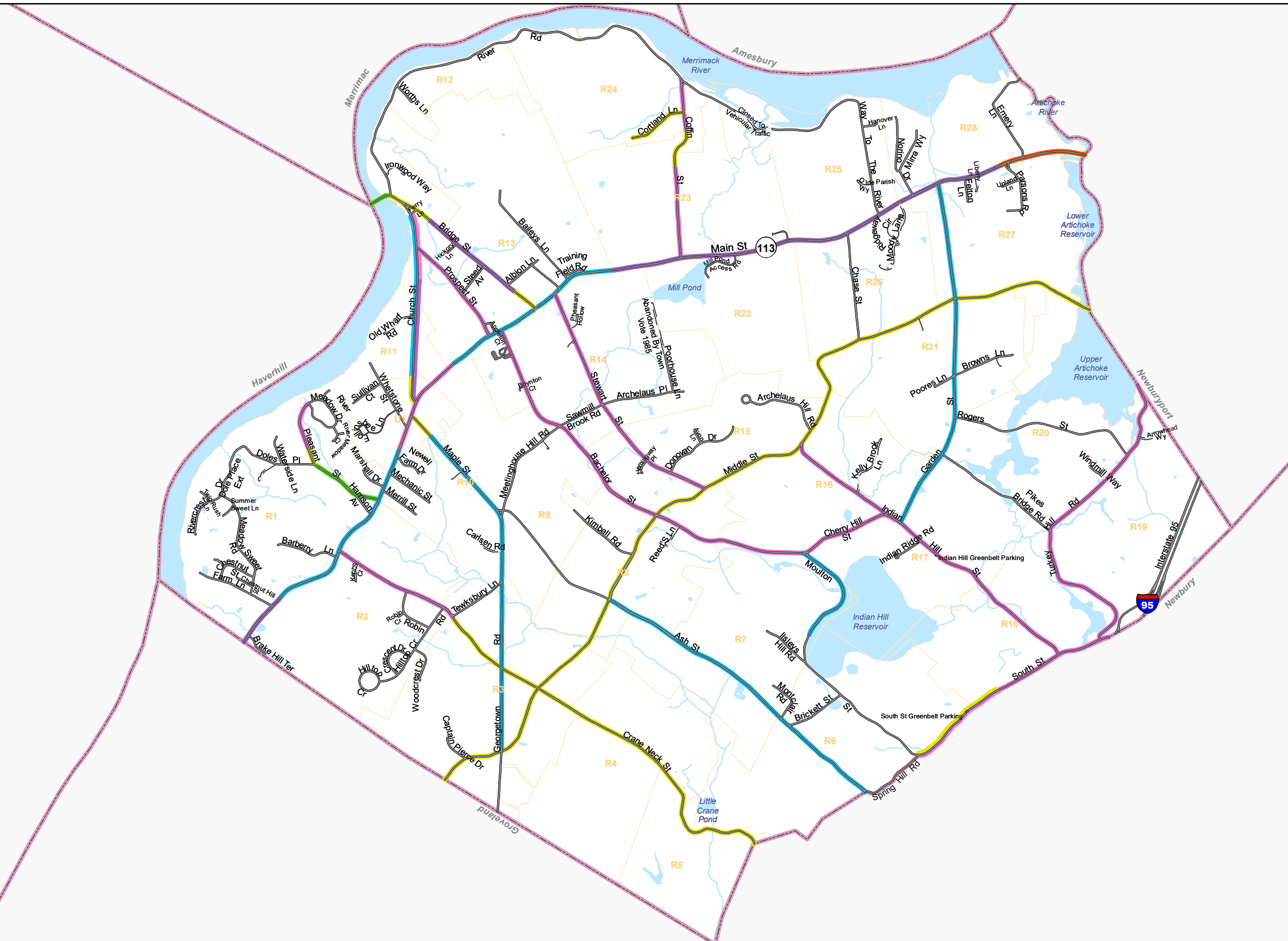
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: May 26, 2019
RE: Selectmen designees to Committees for FY20

The following Selectmen appointments to Committee will expire in FY19, so new appointments will be needed for FY20:

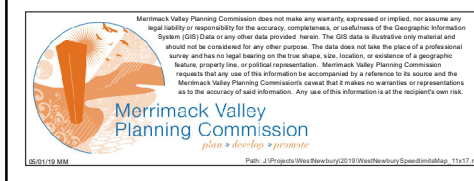
Committee	Current Selectmen Designee	Current Appointment through:
Capital Improvements Committee	Glenn Kemper	FY19
Community Preservation Committee	Joe Anderson	FY19
Investment Policy Committee	David Archibald	FY19
Stormwater Regulation Committee	Glenn Kemper	FY19

The Board is requested to appoint designees to the Committees above, with the exception of the Stormwater Regulation Committee. Because the Town's work on stormwater management, including compliance with our MS4 permit from the U.S. EPA, is led by staff with periodic updates given to the Board of Selectmen, Planning Board, Conservation Commission and Board of Health, I recommend that the Stormwater Regulation Committee be disbanded for FY20.



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Olde Parish Wy	R25
Parsons Rd	R27
Pheasant Hollow	R14
Pikes Bridge Rd	R17, R18, R20
Pleasant St	R1, R11
Poores Ln	R21
Poorhouse Ln	R14
Prospect St	R13
Reed's Ln	R8
Ridgeway Circle	R26
River Meadow Ct	R11
River Meadow Dr	R11
River Meadow Pl	R11
River Rd	R12, R13, R23, R24, R25
Rivercrest Dr	R1
Robin Cr	R2
Robin Rd	R2
Rogers St	R20
Sawmill Brook Rd	R14
Scotland Road	R19
South St	R18, R19, R6
South Street	R18, R19, R6
Spring Hill Court	R8
Spring Hill Rd	R6
Spring Hill Road	R6
Steed Av	R13
Stewart St	R14, R15
Sullivan Ct	R11, U1
Summer Sweet Ln	R1
Tewksbury Ln	R10, R3
Training Field Rd	R13
Turkey Hill Rd	R18, R19, R20
Twig Rush Ln	R1
Upland Ln	R27
Waterside Ln	R1
Way To The River	R25
Winstons St	R11, U1
Windmill Way	R20
Windy Ledge Ln	R21
Woodcrest Dr	R2, R3
Worthis Ln	R12



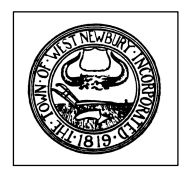
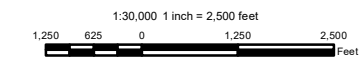
Legend

Town Boundaries	20 mph	35 mph
Private Roads	25 mph	40 mph
Public Roads	30 mph	50 mph
Map Areas	*Public Roads not highlighted do not have posted speed limits.	
Hydrographic Features		

Town of West Newbury - Department of Public Works

Roadway Posted Speed Limits

April 2019



Town Manager

From: DPW Director
Sent: Wednesday, May 22, 2019 1:32 PM
To: Town Manager; Jeffrey Durand; Michael Dwyer
Subject: RE: Town Wide - Post Speed Limits Map

I understand that the designation between thickly settled and non-thickly settled is determined by the distance of the homes. So it would be some work. We have always allowed the police officer the discretion to determine the speed limit on certain areas of a street. For example Bachelor Street, Chase Street and Rogers Street may change speed limit 5 - 10 plus times depending on the congestion of the homes. I don't want to speak for the Chief – so will follow his advice and guidance on this one.

Wayne

From: Town Manager <townmanager@wnewbury.org>
Sent: Wednesday, May 22, 2019 1:26 PM
To: DPW Director <dpwdirector@wnewbury.org>; Jeffrey Durand <durand@westnewburysafety.org>; Michael Dwyer <dwyer@westnewburysafety.org>
Subject: RE: Town Wide - Post Speed Limits Map

What level of effort would be needed to add to the speed limits map a designation of thickly settled v. outside thickly settled, for those streets that don't have posted speed limits? Maybe in the interim, or instead of this level of work, how about adding a footnote to the map citing the highlighted MGL excerpt you sent?

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

From: DPW Director <dpwdirector@wnewbury.org>
Sent: Wednesday, May 22, 2019 1:22 PM
To: Town Manager <townmanager@wnewbury.org>; Jeffrey Durand <durand@westnewburysafety.org>; Michael Dwyer <dwyer@westnewburysafety.org>
Subject: RE: Town Wide - Post Speed Limits Map

I believe the default unposted state speed limits are 30 MPH in thickly settled areas and 40 outside thickly settled areas.

See Mass GL below.

Section 17: Speed limits

Section 17. No person operating a motor vehicle on any way shall run it at a rate of speed greater than is reasonable and proper, having regard to traffic and the use of the way and the safety of the public. Unless a way is otherwise posted in accordance with the provisions of section eighteen, it shall be prima facie evidence of a rate of speed greater than is reasonable and proper as aforesaid (1) if a motor vehicle is operated on a divided highway outside a thickly settled or business district at a rate of speed exceeding fifty miles per hour for a distance of a quarter of a mile, or (2) on any other way outside a thickly settled or business district at a rate of speed exceeding forty miles per hour for a distance of a quarter of a mile, or (3) inside a thickly settled or business district at a rate of speed exceeding thirty miles per hour for a distance of one-eighth of a mile, or (4) within a school zone which may be established by a city or town as provided in section two of chapter eighty-five at a rate of speed exceeding twenty miles per hour. Operation of a motor vehicle at a speed in excess of fifteen miles per hour within one-tenth of a mile of a vehicle used in hawking or peddling merchandise and which displays flashing amber lights shall likewise be prima facie evidence of a rate of speed greater than is reasonable and proper. If a speed limit has been duly established upon any way, in accordance with the provisions of said section, operation of a motor vehicle at a rate of speed in excess of such limit shall be prima facie evidence that such speed is greater than is reasonable and proper; but, notwithstanding such establishment of a speed limit, every person operating a motor vehicle shall decrease the speed of the same when a special hazard exists with respect to pedestrians or other traffic, or by reason of weather or highway conditions. Any person in violation of this section, while operating a motor vehicle through the parameters of a marked construction zone or construction area, at a speed which exceeds the posted limit, or at a speed that is greater than is reasonable and proper, shall be subject to a fine of 2 times the amount currently in effect for the violation issued. Except on a limited access highway, no person shall operate a school bus at a rate of speed exceeding forty miles per hour, while actually engaged in carrying school children.

From: Town Manager <townmanager@wnewbury.org>

Sent: Wednesday, May 22, 2019 12:59 PM

To: DPW Director <dpwdirector@wnewbury.org>; Jeffrey Durand <durand@westnewburysafety.org>; Michael Dwyer <dwyer@westnewburysafety.org>

Subject: RE: Town Wide - Post Speed Limits Map

What is the default speed limit if a street does not have a posted speed limit? Thanks

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

townmanager@wnewbury.org

From: DPW Director <dpwdirector@wnewbury.org>

Sent: Monday, May 20, 2019 9:34 AM

To: Jeffrey Durand <durand@westnewburysafety.org>; Michael Dwyer <dwyer@westnewburysafety.org>

Cc: Town Manager <townmanager@wnewbury.org>

Subject: Town Wide - Post Speed Limits Map

Chiefs,

Please see the attached map I finished last week that shows the existing posted speed limits in town.

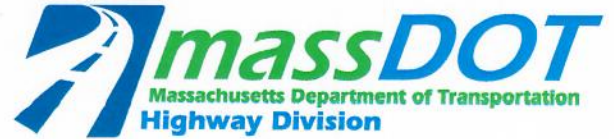
Seems we need to do some cleaning up. Many streets have some confusing signs and if they remain posted with multiple different speed limits – additional end speed zone signs are required. Looks like a great winter project.

Wayne

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



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator



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

May 10, 2019

Attention: Wayne S. Amaral, DPW Director

SUBJECT: BRIDGE INSPECTION REPORT (NON-NBIS)

N-11-007=W-20-001 (8BC) Plummer Spring / Artichoke River C/RI Dated: 06/11/18

Dear Members of the Board:

An inspection was performed on the referenced City/Town owned bridge. For your records, forwarded herewith is a copy of the bridge inspection report. A copy of this town line bridge report has also been sent to the City of Newburyport.

Repair, rehabilitation or reconstruction of any bridge to address the deficiencies reported is the owner/custodian's responsibility. Future inspections are not the responsibility of Massachusetts Department of Transportation – Highway Division.

Questions regarding the content of the reports may be directed to the District Bridge Inspection Engineer, Joseph Dideo, at (781) 674-2172.

Sincerely,

Paul D. Stedman
District Highway Director



JD / tl
cc: Brian Clang-BIE, D-4 DHD, D-4 DBIE
Enclosures

STRUCTURES INSPECTION FIELD REPORT

CLOSED/REHABILITATION INSPECTION

2-DIST
04

B.I.N.
8BC

BR. DEPT. NO.
N-11-007=W-20-001

CITY/TOWN NEWBURYPORT=WEST NEWBURY	8-STRUCTURE NO. N11007-8BC-MUN-BRI	11-Kilo. POINT 000.000	90-ROUTINE INSP. DATE JUN 11, 2018	93*- INSPECTION DATE JUN 11, 2018
07-FACILITY CARRIED HWY PLMMR SPRNG	MEMORIAL NAME/LOCAL NAME	27-YR BUILT 1900	106-YR REBUILT 0000	YR REHAB'D (NON 106) 0000
06-FEATURES INTERSECTED WATER ARTICHOKE RIVER	26-FUNCTIONAL CLASS Rural Local	DIST. BRIDGE INSPECTION ENGINEER D. J. Consentino		
43-STRUCTURE TYPE 811 : Masonry Arch - Deck	22-OWNER Town Agency	21-MAINTAINER Town Agency	TEAM LEADER M. Comeau	
107-DECK TYPE N : Not applicable	WEATHER Clear	TEMP. (air) 19°C	TEAM MEMBERS Osama Moustafa	

ITEM 58 DECK	N	ITEM 41 STRUCTURE OPEN, POSTED OR CLOSED																					
ITEM 59 SUPERSTRUCTURE	5	K:CLOSED	Date : 06/11/2018																				
ITEM 60 SUBSTRUCTURE	6	ITEM 36 TRAFFIC SAFETY	TOTAL HOURS 8																				
ITEM 60 - (From U/W Report)	N	<table border="1"> <thead> <tr> <th></th> <th>36</th> <th>COND</th> <th>DEF</th> </tr> </thead> <tbody> <tr> <td>A. Bridge Railing</td> <td>0</td> <td>0</td> <td>S-A</td> </tr> <tr> <td>B. Transitions</td> <td>0</td> <td>2</td> <td>S-A</td> </tr> <tr> <td>C. Approach Guardrail</td> <td>1</td> <td>6</td> <td>-</td> </tr> <tr> <td>D. Approach Guardrail Ends</td> <td>0</td> <td>2</td> <td>S-A</td> </tr> </tbody> </table>		36	COND	DEF	A. Bridge Railing	0	0	S-A	B. Transitions	0	2	S-A	C. Approach Guardrail	1	6	-	D. Approach Guardrail Ends	0	2	S-A	PLANS (Y/N) N
	36	COND	DEF																				
A. Bridge Railing	0	0	S-A																				
B. Transitions	0	2	S-A																				
C. Approach Guardrail	1	6	-																				
D. Approach Guardrail Ends	0	2	S-A																				
ITEM 61 CHANNEL	5		(V.C.R.) (Y/N) N																				
ITEM 61 - (From U/W Report)	N		TAPE#:																				
ITEM 62 CULVERT	N	Pedestrian Access (Y/N) Y	Barricades In Place (Y/N) Y																				
ITEM 62 - (From U/W Report)	N	Roadway Abandoned (Y/N) N	TYPE: JERSEY BARRIERS W SNOW FENCE																				

SIGNS *Not Applicable*

Legend: **Road Closed Signs, Detour Signs, Local Traffic/ Abutters Only Signs**

Signs In Place (Y=Yes, N=No, NR=Not Required)
Legibility/Visibility

At bridge		Advance	
E	W	E	W
Y	Y	Y	Y
1	1	1	1

To be filled out by District Bridge Inspection Engineer

1) This bridge is scheduled for:
 Replacement () Rehabilitation () Repair () Removal () Unknown ()

2) If under construction please answer the following:

Contract Number:	Amount:	Completion Date:
Contractor:	Resident Engineer:	
Scope of Work:		
Remarks:		

	ACCESSIBILITY (Y/N)	
	Needed	Used
Lift Bucket	N	N
Ladder	N	N
Boat	Y	Y
Wader	N	N
Inspector 50	N	N
Rigging	N	N
Staging	N	N
Traffic Control	N	N
RR Flagger	N	N
Police	N	N
Other:	N	N

X=UNKNOWN

N=NOT APPLICABLE

H=HIDDEN/INACCESSIBLE

R=REMOVED

CITY/TOWN NEWBURYPORT=WEST NEWBURY	B.I.N. 8BC	BR. DEPT. NO. N-11-007=W-20-001	8.-STRUCTURE NO. N11007-8BC-MUN-BRI	INSPECTION DATE JUN 11, 2018
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REMARKS

BRIDGE ORIENTATION

The approaches are east and west. The elevations are north and south. The Artichoke River flows from south to north.

GENERAL REMARKS

The bridge has been closed to vehicle traffic however pedestrian traffic is still being allowed at this time.

The bridge has been closed to vehicle traffic due to a failure in the spandrel wall at the southeast corner of the bridge. Jersey barriers with construction or snow fencing have been placed at the south side of the bridge preventing pedestrians from accessing the collapsed area. **See Photos 1-5.** Road closed and detour signs have been placed at intersections on both sides of the bridge about half a mile away in either direction. **See Photos 6 & 7.** Jersey barriers, traffic barrels and road closed signs have been installed at both ends of the bridge preventing vehicle access. **See Photos 8 & 9.**

Photo Log

- Photo 1 : Jersey barriers with construction/snow fencing blocking off the failure of the spandrel wall at the southeast corner of the bridge.
- Photo 2 : Failure of the spandrel wall at the southeast corner of the bridge.
- Photo 3 : Failure of the spandrel wall at the southeast corner of the bridge.
- Photo 4 : Heavy longitudinal cracking in the wearing surface due to settlement from adjacent collapsed spandrel wall.
- Photo 5 : Severe southeast wingwall displacement.
- Photo 6 : Road closed and detour signs at the intersection of Turkey Hill Road and Plummer Spring Road 1/2 mile east of the bridge.
- Photo 7 : Road closed and detour signs at the intersection of Middle Street and Garden Street about 1/2 mile west of the bridge.
- Photo 8 : Road closed signs and jersey barriers installed at the east end of the bridge preventing vehicle traffic.
- Photo 9 : Road closed signs and jersey barriers installed at the west end of the bridge preventing vehicle traffic.

CITY/TOWN NEWBURYPORT=WEST NEWBURY	B.I.N. 8BC	BR. DEPT. NO. N-11-007=W-20-001	8.-STRUCTURE NO. N11007-8BC-MUN-BRI	INSPECTION DATE JUN 11, 2018
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PHOTOS

Photo 1: Jersey barriers with construction/snow fencing blocking off the failure of the spandrel wall at the southeast corner of the bridge.



Photo 2: Failure of the spandrel wall at the southeast corner of the bridge.

CITY/TOWN NEWBURYPORT=WEST NEWBURY	B.I.N. 8BC	BR. DEPT. NO. N-11-007=W-20-001	8.-STRUCTURE NO. N11007-8BC-MUN-BRI	INSPECTION DATE JUN 11, 2018
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PHOTOS

Photo 3: Failure of the spandrel wall at the southeast corner of the bridge.

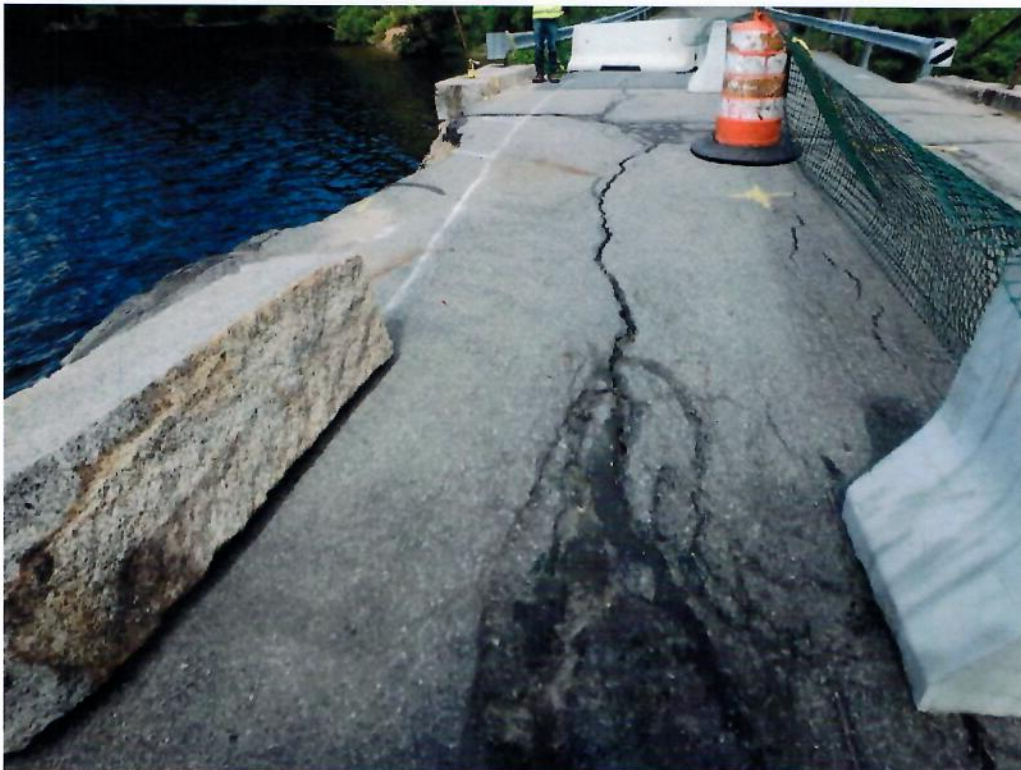


Photo 4: Heavy longitudinal cracking in the wearing surface due to settlement from adjacent collapsed spandrel wall.

CITY/TOWN NEWBURYPORT=WEST NEWBURY	B.I.N. 8BC	BR. DEPT. NO. N-11-007=W-20-001	8.-STRUCTURE NO. N11007-8BC-MUN-BRI	INSPECTION DATE JUN 11, 2018
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PHOTOS

Photo 5: Severe southeast wingwall displacement.



Photo 6: Road closed and detour signs at the intersection of Turkey Hill Road and Plummer Spring Road 1/2 mile east of the bridge.

CITY/TOWN NEWBURYPORT=WEST NEWBURY	B.I.N. 8BC	BR. DEPT. NO. N-11-007=W-20-001	8.-STRUCTURE NO. N11007-8BC-MUN-BRI	INSPECTION DATE JUN 11, 2018
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PHOTOS

Photo 7: Road closed and detour signs at the intersection of Middle Street and Garden Street about 1/2 mile west of the bridge.



Photo 8: Road closed signs and jersey barriers installed at the east end of the bridge preventing vehicle traffic.

CITY/TOWN NEWBURYPORT=WEST NEWBURY	B.I.N. 8BC	BR. DEPT. NO. N-11-007=W-20-001	8.-STRUCTURE NO. N11007-8BC-MUN-BRI	INSPECTION DATE JUN 11, 2018
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PHOTOS

Photo 9: Road closed signs and jersey barriers installed at the west end of the bridge preventing vehicle traffic.



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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: May 26, 2019
RE: July 13 Bicentennial Field Day

The Bicentennial Committee is hard at work planning the series of events to be held the second week of July, and in recent weeks several meetings have been held with my office, police, fire, DPW and others. An update will be provided to the Board regarding planning for the July 13 Field Day at Pipestave, with a request to the Board to authorize day-of event parking on the adjacent Dunn property if this is found to be feasible. Work is ongoing among DPW and police personnel to determine if this can be a feasible option.

Town Manager

From: Michael McCarron
Sent: Thursday, May 16, 2019 3:01 PM
To: Town Manager; Glenn Kemper; David Archibald; Rick Parker
Subject: Carr Post

FYI

On Thursday May 23, 2019 Bob Janes is going to have a public forum on the Carr Post in the First Floor Hearing Room.

Michael P. McCarron
West Newbury Town Clerk
381 Main Street
West Newbury, MA 01985
Phone: 978-363-1100 ext 110
Fax: 978-363-1826

Town Manager

From: [REDACTED]
Sent: Thursday, May 16, 2019 12:45 PM
To: Town Manager
Cc: John Harrington
Subject: Fios TV Contract Renewal Meeting

Angus:

Thanks for your time on the phone today, and I am glad that the West Newbury counsel was able to listen in.

I appreciate the challenges of a one-member Cable Committee, and your desire to add members to that committee. However, as we discussed today, the Verizon Cable License is between Verizon (the Licensee) and the Town of West Newbury (the Issuing Authority).

Given that the current license expired in October 2016, it is critical that we engage on renewal discussions/negotiations.

Let's target a meeting for the week of June 10, and John Harrington (Verizon outside counsel with KHP) and I will come up to West Newbury to meet with you and the Town Counsel.

As discussed in the past, Verizon is seeking a 5-year renewal, and as part of that we will provide an HD PEG channel. The major items in a renewal contract will be the amount of the PEG Access / Support Percentage (currently at 3%) and PEG Capital payments.

Please let me know what dates/times work for you the week of June 10.

Look forward to meeting you in person.

Best,

verizon[✓]
Niall Connors



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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: May 26, 2019
RE: Cable Franchise Agreement

My office has been in correspondence with Verizon for several months, with updates provided to Selectman Kemper as Chair (and sole member) of the Cable Advisory Committee. Verizon is pressing for the Town to engage in discussions to renew its license, which was executed in 2006 and extended for a period of ten years.

My question to the Board is whether you'd like to the Cable Advisory Committee to engage in this issue, and to provide a recommendation to the Board, or whether you'd prefer for the Board to engage with Verizon directly. In either instance, my office would continue to be the primary liaison with Verizon. Mike McCarron and I anticipate meeting with Verizon the second week of June, and at that time would like to set out a clear process by which the license by be negotiated.



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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: May 9, 2019
RE: Attendance at MAPD Conference

Conference attendance requiring my absence from the office for more than a single day requires authorization from the Board pursuant to Section 5 of my employment contract.

Therefore, I am seeking the Board's authorization to attend the Massachusetts Association of Planning Directors (MAPD) Annual Conference, to be held May 30-31 at Mass MoCA in North Adams, MA.

This conference will assist me in securing CM credits necessary to maintain my American Institute of Certified Planners (AICP) certification that I have held since 2006.