



**Town of West Newbury
Select Board
Monday, June 5, 2023 @ 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org
AGENDA**

READ & NEWBURY CLERK
28 JUN 1 17:41:52

Executive Session: 5:30pm in 1910 Building, 381 Main Street: Town Manager's office

- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*31 Dole Place*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*advice from Town Counsel*);
- ❖ 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 (*FY24 non-union wages; DPW Director hiring process*).

The Board may take a brief recess between the Executive Session and the Open Session beginning at 7 PM.

Open Session: 7:00pm by in-person attendance or remote participation (instructions below)

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Upcoming SAGE Center events (will add specifics prior to posting)
- Historical Commission's Tales of Our Town: "Baseball Fever: West Newbury's Golden Days on the Diamond"
- Planning Board Listening Session, draft Accessory Dwelling Units Bylaw, Tues., June 6th at 7pm via Zoom
- Housing Opportunities Initiative/MBTA Communities planning process: Community Forum, Tues. June 20th at 7pm; and Design Workshop, Tues., June 27th at 6pm
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

- A. Consideration of requests for Committee member appointments for FY24
 - a. Diana Denning to Tree Committee
 - b. Ian Kenneth James to Energy & Sustainability Committee; Planning Board; Capital Improvements Committee; and/or Finance Committee
 - c. Bob Veator to Council on Aging
- B. Consideration of requests for Committee member reappointments for FY24
- C. Energy & Sustainability Committee recommended consultant and proposed contract terms regarding Municipal Energy Aggregation
- D. Request for authorization of invasive species interns' work on town-owned parcels (Cherry Hill, Mill Pond, River Bend Trail, Withers Property), and authorize Town Manager to sign NOI for filing with Conservation Commission
- E. Request for authorization of invasive species management firm's work on town-owned parcel(s) (specific locations TBD within vendor selection/contraction process), and authorize Town Manager to sign NOI for filing with Conservation Commission
- F. Discussion of Ash Street posted speeds / speed limit enforcement
- G. Referral from Parks & Rec Commission regarding proposed updates to 2023 Summer Rec wages
- H. Request for approval of FY24 holiday recognition schedule
- I. Meeting minutes: Feb. 6, 2023; March 13, 2023; March 27, 2023; April 5, 2023; April 10, 2023; April 13, 2023

Town Manager Updates

- J. MassWorks grant application regarding Middle Street Bridge
- K. DPW Director search process
- L. Continuing work with Greenbelt, Conservation Agent re LAND grant, other Greenbelt properties
- M. Page School Study proposals received; review underway
- N. Invasive Species Management proposals received; review underway
- O. Updates on other ongoing/active projects/initiatives
- P. Follow up meeting assignment; placing items for future agendas

Addendum to Meeting Notice regarding Remote Participation

Public participation in this meeting of the West Newbury Select Board will be available via remote participation. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

Zoom Meeting

Phone: (646) 558 8656
Meeting ID: 837 8876 8499
Passcode: 050851

Join at: <https://us06web.zoom.us/j/83788768499?pwd=YlhES2gxSzYwZnk5cFBHSnJKSnhsZz09>

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the West Newbury website an audio or video recording of proceedings as soon as practicable after the meeting.

Town Manager

From: COA
Sent: Wednesday, May 31, 2023 1:13 PM
To: COA
Subject: Upcoming programs at SAGE

Upcoming programs at SAGE!! Hope to see you soon!!



The flyer features a light cream background with decorative tropical illustrations of monstera leaves, hibiscus flowers, and palm fronds in shades of green, yellow, and red. At the top center, the SAGE CENTER logo is displayed with the tagline 'social | activities | growth | education'. Below this, the title 'June Events' is written in a large, dark green, cursive font. The event details are organized into four rows, each with a date and time in a dark green rounded rectangle on the left and the event name and details on the right. A yellow rounded rectangle at the bottom right contains registration information. The bottom left corner of the flyer includes the contact information for the West Newbury Council on Aging.

SAGE CENTER
social | activities | growth | education

June Events

THURSDAY JUNE 1 10 AM	COFFEE & CONVERSATION WITH THERAPY DOG FRASIER COFFEE & PASTRY ASSORTMENT - FREE
THURSDAY JUNE 8 11:30 AM	LUNCH & LEARN LEARN HOW TO USE LIBRARY TECHNOLOGY LUNCH: TURKEY CLUB WRAP SUGGESTED DONATION: \$5
WEDNESDAY JUNE 21 4:30 PM	DINNER AT SAGE FIRST DAY OF SUMMER COOK OUT DINNER: BURGERS & HOT DOGS SUGGESTED DONATION: \$10
WEDNESDAY JUNE 28 11:30 AM	SUNRAY CAFE LUNCHEON LUNCH: SHEET PAN PIZZA SUGGESTED DONATION: \$5

West Newbury Council on Aging | 381 Main Street,
West Newbury | 978-363-1104 | coa@wnewbury.org

Please register for all programs:
978-363-1104 or coa@wnewbury.org



LUNCH & LEARN SPEAKER SERIES

THURSDAY, JUNE 8
11:30 AM - 1:00 PM

Please join us to learn how to use library technology with Corinn Flaherty, Director of G.A.R. Memorial Library. Corinn will provide an overview of digital resources and an in-depth session on the Libby App. Libby is a free app that lets you borrow and read ebooks, audio books, and magazines. Bring your library card or sign up for one while you are here.

**Let's learn how to use
library technology
with G.A.R. Memorial
Library**



REGISTER

at 978-363-1104 or
coa@wnewbury.org

Lunch: Turkey Club Wrap
Suggested donation: \$5

Bring your smart phone, tablet or laptop!

West Newbury Council on Aging | 381 Main Street, West Newbury | 978-363-1104 | coa@wnewbury.org



SAGE CENTER

social | activities | growth | education

DINNER AT SAGE

Please join us for our monthly dinners
on Wednesday evenings at 4:30.



All meals are made from scratch by
Jennifer Vincent, our amazing chef!

MAY
10

BBQ
Chicken

JUNE
21

Cook Out
Burgers &
Hot Dogs

Location: SAGE Center

Suggested Donation: \$10

Register at: coa@wnewbury.org or 978-363-1104

West Newbury Council on Aging | 381 Main Street, West Newbury | 978-363-1104 | coa@wnewbury.org



*Celebration of Life
In Loving Memory of*

**MARY DOROTHY "DOT"
CAVANAUGH**

TUESDAY JUNE **27** 4:30 PM

PLEASE JOIN US TO CELEBRATE DOT'S LIFE
AT THE TOWN OFFICE BUILDING,
381 MAIN STREET, WEST NEWBURY

WEDNESDAY LUNCH



June 28 at 11:30 am | Sheet Pan Pizza

Location: SAGE Center | Suggested donation \$5

Our Sunray Cafe Luncheons are in-person homemade meals -
cooked here at the SAGE Center by Jen. To register, please
call 978-363-1104 or email Jen at mow@wnewbury.org

Best regards,

Christine Marshall

West Newbury Council on Aging Director
978-363-1104 | coa@wnewbury.org



SAGE CENTER
social | activities | growth | education

Baseball Fever: West Newbury's Golden Days on the Diamond

Between the late 1860s and the 1890s, baseball [mania](#) enthralled New England, including West Newbury. Town fans had much to brag about: in the 1860s-70s the West Newbury Rocket Club punched above their weight, trouncing teams from much larger cities and towns. They “played with most of the crack nines in New England [but were never defeated](#).”

It is said that the [first recorded baseball game](#) in America occurred in Hoboken, NJ in 1846. After the Civil War, the game became “[more popular than ever](#).” By 1867 the *Newburyport Daily Herald* carried the observation that children in the street had “caught the infection of baseball” so that “[w]indows, hats and noses are in danger.” In the same year, West Newbury raconteur [Ben Perley Poore](#) entertained an after dinner crowd with the claim that the Puritans may have “abolished Christmas dinners, but they ... [played base ball on feast days](#).”

On April 6, 1871, the [Boston Red Stockings](#) played their first game. The Boston team took several players, the name—as well as the red socks—from the [Cincinnati Red Stockings](#), whose club became the first professional team in 1869. The new professional team in Boston had an amplifying effect here. Within a month of the Red Stockings' first appearance, [J. Tappan & Co.](#) on Newburyport's Market Square was advertising baseballs, bats, shoes, spikes &c.—“Also, Agent for the Famous Red Stocking [Dead Red](#) Balls.”

Baseball was blood sport in its early days. An [essay in 1879](#) began, “Now approaches the season of smashed fingers, slashed noses and mashed eyes.” The author rued rules changes from the good old days when a fielded ball was not “place[d] quietly on the base, but was hurl[ed] with unerring precision at the runner and knock[ed] two dollars' worth of breath out of his body.” Another [1885 piece](#) along these lines fondly remembered the times before catchers used an inflatable rubber apron as protection. A catcher might be hit in the “pit of the stomach, and after taking a vacant, blasé look at the surrounding country, proceed[] to gradually and softly curl up like the petal of a tiger lily, until he looked like a sleeping caterpillar.”

Notwithstanding the hazards, everybody played, usually at [Griffin's Field](#), now the [site of the Carr Post](#). Hundreds attended, paying 10 and later 15¢ at the gate. [In 1875](#) the “Hornplebs” combmakers lost to the “Leather Bellies” shoemakers, 23-12. In 1889, the

West Newbury Messenger reported that the Town doctor broke his arm while pitching. The Town's Indian Hill Council beat the Haverhill Enterprise nonetheless.

Women did [follow baseball](#) (“many of them have acquired such proficiency as to keep score in the most approved method”) and some played. Although no record of a women's team has been found for West Newbury, a female club was noted in [Newburyport in 1884](#). The report failed to describe the players' attire—a significant question considering the unsuitability of long skirts and corsets for rounding bases and fielding. In 1895, the [athletically talented](#) [Boston Bloomer Girls](#), a touring women's exhibition team, was [banned in Duluth](#) because the mayor disapproved of women wearing trousers in public.

At various times between the late 1860s and the mid 1890s, West Newbury was represented by the [Ironsides](#), the [Independents](#), the [Rockets](#), and the [Blues](#). None was more impressive than the Rockets. Their [undefeated](#) five-game season in 1868 included a game with the Riverside Club of South Amesbury, “Rocket making 117, Riverside 22—Riverside minus 95.” In [1870](#) they enjoyed an eleven-game undefeated season, playing throughout the North Shore.

The most celebrated baseball game in West Newbury took place on [June 11, 1894](#), when the Blues (called in [1893](#) “as good an amateur ball team as can be found in the state”) met the “old Rockets who had not tossed a ball for 22 years.” It was a festive event: the West Newbury Cadet Band entertained the crowd. Play started at 3:30 with a two-base hit for the Rockets. In the second inning, “the Rockets began to forge ahead a little, but as several of their number ha[d] a tendency to embonpoint they soon got fagged out running bases, and the Blues gained steadily till the end of the sixth inning, when the game was called, the score then standing 28 to 18 in favor of the Blues.” Led by the band, the teams marched to G.A.R. Hall at Post Office Square. An oyster stew supper ensued. “It was a gala day for West Newbury and most of the citizens turned out to see the game and listen to the music.”

By [1895](#), West Newbury no longer had a home team. The best of the Blues had dispersed to other clubs. [Dr. Orin Warren](#), who intended to use the land for Carr Post, owned Griffin's Field by then. He agreed to “one good game” for the year there on September 14, 1895.

NEWBURYPORT HERALD.

BASE BALL.

Some discensolate base ballist has written the following parody of Longfellow's "Excelsior:"

The noon day sun was pouring down
Upon a meadow serene and brown,
Where stood a youth with bat on high,
Loud to his comrades rang the cry,
"Base ball!"

He hopes to win himself a name,
By playing soon a "great match game;"
For him 'twill be the greatest fun
To hear the words "Live Oaks have won,"
"Base ball!"

His brow was bumped, his eye was black,
His coat was torn from off his back;
But still, like battered bugle, rang
The accents of that swollen tongue,
"Base ball!"

Around the field he saw the light
Of friendly faces beaming bright,
Just by his head a ball has flown,
And from his lips escapes a groan,
"Base ball!"

"Now stop the game," the old man said,
"The 'second base' has smashed his head,
The 'pitcher,' too, has sprained his wrist,
The 'umpire's' brain is in a mist,"
"Base ball!"

"Oh, drop that bat!" the maiden said,
"And make a long 'home run' instead,"
A "hot ball" hit him in the eye,
But still he answered with a sigh,
"Base ball!"

"Beware! you'll soon be 'out on foul!'"
This was the fielder's awful howl;
But still there echoed in his ear,
In that deep voice, so thick and queer,
"Base ball!"

"Used up," he sinks upon the ground,
While pitying comrades gather round,
And in the awful throes of death,
He murmured, with his latest breath,
"Base ball!"

There, on the cold earth, drear and gray,
To perfect jelly-smashed, he lay,
While o'er the autumn fields afar
Was heard the victor's loud hurra,
"Base ball!"



Earliest known photo of baseball being played
Litchfield County, CT 8/10/1869

Source: [Wikimedia.org](https://commons.wikimedia.org/wiki/File:Earliest_known_photo_of_baseball_playing.jpg)

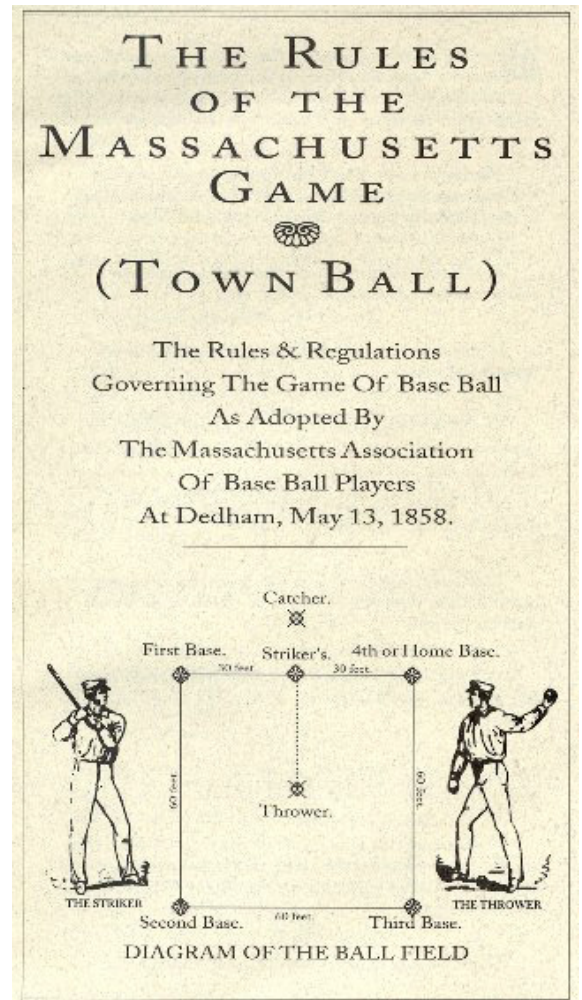
Source:

[7/10/1868](#)

[Newburyport Daily Herald](#)

Source:

Baseball-Almanac.com



HORACE N. NOYES.

We print in this issue the picture of Horace N. Noyes, a promising young pitcher of West Newbury and of which a sketch appeared in the MESSENGER a week ago.

Horace Noyes, ace pitcher for the West Newbury Blues

Source: 11/18/1893

West Newbury Messenger

G.A.R. Library Historical Collection



Town of West Newbury Massachusetts



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Home

Listening Session on Draft Accessory Dwelling Units Bylaw

A Message from the Planning Board

POSTED ON: MAY 30, 2023 - 11:06AM

Listening Session on Draft Accessory Dwelling Units Bylaw

The Planning Board is considering a new zoning bylaw that could help create more diverse housing options in town.

The Board has studied a number of local, regional, state and other zoning models and has drafted a proposed bylaw that we think is consistent with West Newbury’s housing and other community goals. See the proposed Draft Bylaw [HERE](#)

The Planning Board welcomes your attendance at its regular meeting on **Tuesday, June 6th via Zoom** to hear your thoughts and ideas about Accessory Dwelling Units and the proposed DRAFT Bylaw.

Please join us via Zoom at 7 PM on Tuesday, June 6th.

<https://us06web.zoom.us/j/87407918282?pwd=SnoyWW0rTDh6dHVuV0dnZ2o0dkhtdz09>

Meeting ID: 874 0791 8282

Passcode: 437004

Dial in: 1 646 558 8656

Please also mark June 20 and 27 on your calendar for important meetings regarding the town's Housing Opportunities Initiative (also known as 3A or MBTA Communities Initiative). Watch for more information on these two events.

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

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West Newbury Housing Opportunities Initiative

June 20th: Community Forum #1; June 27th: Design Workshop

POSTED ON: MAY 31, 2023 - 10:52AM

West Newbury Housing Opportunities Initiative

June 20th: Community Forum #1

June 27th: Design Workshop

The June 20th Community Forum will take place virtually at the regularly scheduled Planning Board meeting at 7:00pm. The town’s consultants for the project will share the results of their findings in a series of graphics and maps to illustrate existing conditions within town. Participants will discuss their hopes and concerns about housing and will evaluate different areas in town for housing at a density that is higher than is typical for West Newbury to date.

The June 27th Design Workshop will be at 6:00pm at the Town Hall Annex. During this highly interactive workshop, participants will work with the town’s consultants to explore design considerations for housing in West Newbury. The workshop will build off the discussion at the June 20 Community Forum.

Zoom link for the JUNE 20 Community Forum:


https://us06web.zoom.us/j/87511041022?pwd=eENOMDVGTW1iN3FNZkJTcGMzNmItUT09

Meeting ID: 875 1104 1022

Passcode: 276887

Dial in: 1 309 205 3325

For more information, contact Town Planner, Sue Brown: townplanner@wnewbury.org

Attachment	Size
 housing_opportunities_init_flyer_2023-062027_final.pdf	134.69 KB

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

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West Newbury Housing Opportunities Initiative Please join us for two events!

June 20th: Community Forum #1

June 27th: Design Workshop

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Meeting ID: 875 1104 1022

Passcode: 276887

Dial in: 1 309 205 3325



For more information, contact Town Planner,
Sue Brown: townplanner@wnewbury.org





Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 115.

The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: selectboard@wnewbury.org

Name: Diana Denning

Address: [REDACTED]

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: _____

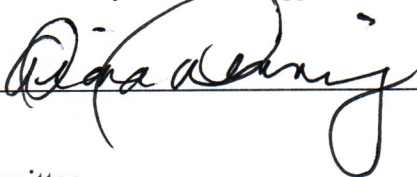
Board(s) or committee(s) you are interested in volunteering on:

Tree Committee

Current or past committees served on: new to town

Relevant skills, expertise and education: Undergraduate degree in environmental science. I can see the forest and the trees.

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:  Date: 05/01/2023

Board/Committee _____

Appointing Authority _____

Date of Appointment _____ Sworn in _____



Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 115.

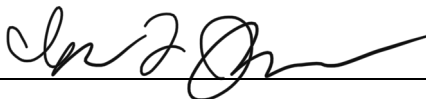
The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: selectboard@wnewbury.org

Board(s) or committee(s) you are interested in volunteering on:

Current or past committees served on: _____

Relevant skills, expertise and education: _____

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:  Date: _____

Board/Committee

Appointing Authority

Date of Appointment Sworn in



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: Robert (Bob) Veator

Address: _____

e-mail: _____

Mobile ph _____

Board(s) or committee(s) you are interested in volunteering on:

Council on Aging

Current or past committees served on: _____

none

Relevant skills, expertise and education: _____

At 72 years, experienced in aging. Having worked in IT for many years, have retained some knowledge in computers.

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: Robert A. Veator, Jr. Digitally signed by Robert A. Veator, Jr.
Date: 2022.08.30 11:48:54 -04'00'

Date: 09/01/2022

BCC's	FIRST NAME	LAST NAME	TERM END DATE
AFFORDABLE HOUSING TRUST	Kevin	Bowe	6/30/2026
AFFORDABLE HOUSING TRUST	Donna	Garcia	6/30/2025
AFFORDABLE HOUSING TRUST	Karen	Holmes	6/30/2025
BANDSTAND COORDINATOR (CO)	Brian	Young	6/30/2025
BANDSTAND COORDINATOR (CO)	Charley	Carrozo	6/30/2024
CABLE ADVISORY COMMITTEE	Kevin	Bowe	6/30/2024
CABLE ADVISORY COMMITTEE	Kelly	Scott	6/30/2024
CAPITAL IMPROVEMENT	Elisa	Grammer	6/30/2026
CAPITAL IMPROVEMENT	Vacant	Vacant	6/30/2024
CLIMATE CHANGE RESILIENCY	Elizabeth	Callahan	6/30/2024
CLIMATE CHANGE RESILIENCY	Michael	Dacey	6/30/2025
CLIMATE CHANGE RESILIENCY	Elisa	Grammer	6/30/2026
CLIMATE CHANGE RESILIENCY	Richard	Parker	6/30/2024
CLIMATE CHANGE RESILIENCY	Nancy	Pau	6/30/2025
CLIMATE CHANGE RESILIENCY	Arthur (Chip)	Wallace	6/30/2026
CLIMATE CHANGE RESILIENCY	Vacant	Vacant	6/30/2024
COUNCIL ON AGING	Victoria	Beaumier	6/30/2026
COUNCIL ON AGING	Jessa	Haynes	6/30/2026
COUNCIL ON AGING	Vacant	Vacant	6/30/2026
COUNCIL ON AGING	Barbara	Warne	6/30/2026
CULTURAL COUNCIL	Jennifer (Jen)	Pepper	6/30/2026
ENERGY & SUSTAINABILITY	Elizabeth	Callahan	6/30/2024
ENERGY & SUSTAINABILITY	Stephen	Doran	6/30/2025
ENERGY & SUSTAINABILITY	Elisa	Grammer	6/30/2026
ENERGY & SUSTAINABILITY	Richard	Parker	6/30/2024
ENERGY & SUSTAINABILITY	Camden	Holland	6/30/2025
ENERGY & SUSTAINABILITY	Arthur (Chip)	Wallace	6/30/2026
FINANCE COMMITTEE	Walter	Burmeister	6/30/2026
FINANCE COMMITTEE	Vacant	Vacant	6/30/2026
HARBOR COMMITTEE	Steve	Boyd (assoicate)	6/30/2024
HARBOR COMMITTEE	Thomas	Goodwin	6/30/2026
HARBOR COMMITTEE	Brian	Richard (assoicate)	6/30/2024
HISTORIC DISTRICT COMMISSION	Alison	Hardy	6/30/2026
HISTORICAL COMMISSION	Jennifer	Conway	6/30/2026
HISTORICAL COMMISSION	Jennifer	Liston Munson	6/30/2026
INVESTMENT POLICY COMMITTEE	Christopher	Wilde	6/30/2026
MEMORIAL DAY PARADE	Ilya	Zeitsev	6/30/2024
MILL POND COMMITTEE	Zip	Corning	6/30/2026
MILL POND COMMITTEE	Jennifer	Costain	6/30/2026
MILL POND COMMITTEE	Paul	Delaney	6/30/2026
OPEN SPACE COMMITTEE	David	Parrott (assoicate)	6/30/2024
OPEN SPACE COMMITTEE	Patricia	Reeser	6/30/2026
OPEN SPACE COMMITTEE	Marlene	Switzer	6/30/2026

BCC's	FIRST NAME	LAST NAME	TERM END DATE
PLANNING BOARD (Associate)	Vacant	Vacant	6/30/2024
REGISTRARS OF VOTERS	Cheryl	Grant (Republican)	6/30/2026
RIVER ACCESS COMMITTEE	Elisa	Grammer	6/30/2026
RIVER ACCESS COMMITTEE	Barry	LaCroix	6/30/2025
TREE COMMITTEE	Susan	Dougherty (associate)	6/30/2024
TREE COMMITTEE	Vacant	Vacant	6/30/2026
ZONING BOARD OF APPEALS	Patrick	Higgins	6/30/2026
ZONING BOARD OF APPEALS	Kim	Monahan Borgioli	6/30/2026

Town Manager

From: [REDACTED]
Sent: Friday, May 26, 2023 5:28 PM
To: Town Manager
Cc: Rick Parker; Elisa Grammer
Subject: Municipal aggregation of electricity supply
Attachments: Colonial Power - Consultant Agreement TM.docx; WN.Colonial Implementation aggregation.pdf

Hi Angus,

An October 2022 Town Meeting vote authorized the Select Board to investigate municipal aggregation of electricity supply for West Newbury residents. Since then the Energy and Sustainability Committee has looked into consultants who can support the town in pursuing municipal aggregation. The Merrimack Valley Planning Commission previously selected Colonial Power Group of Marlborough, MA as a preferred provider of this service. Colonial has now supported around 80 cities and towns in Massachusetts in implementing municipal aggregation programs, including Amesbury, Haverhill, and Newburyport. We have talked to Colonial and confirmed that they appear to be a suitable service provider for West Newbury.

Attached is a draft copy of their standard contract, plus a two page description of the process for rolling out an aggregation program. The Energy and Sustainability Committee recommends that the Select Board review the materials and consider moving forward on an agreement with Colonial Power to implement an aggregation program. We have been impressed with their expert knowledge of this topic and the flexibility they offer in designing a program to meet the needs of West Newbury residents.

If you have any questions or would like to discuss this further, please contact me.

Regards,
Chip Wallace



Town of West Newbury **Municipal Aggregation** **Implementation Outline**

- Local Adoption
 - Town Meeting Vote (*completed*)
 - Certified minutes of vote
- Aggregation Consultant
 - CPG consulting agreement executed
- Aggregation Plan and Supporting Documentation
 - Standard Plan presented to Town by CPG
 - Public Posting of Plan for 30 Days
 - Hard Copy with Town Clerk
 - Town Website with CPG taking a screen-shot for state DPU filing
 - Select Board Vote of Plan acceptance
 - Certified minutes of vote
- State Approvals
 - DOER consultation
 - Coordination by CPG of document submission and conference call with Town
 - DPU Filing
 - Coordination by CPG of full filing and presentation at hearing
 - Town posts CPG provided hearing notice

NOTE: Basic Service rates change twice a year or more, depending on rate class. As a result, the aggregation rate may not always be lower than the Basic Service rate. The goal of the aggregation is to deliver savings over the life of the Program against National Grid Basic Service. However, such savings and future savings cannot be guaranteed.



Town of West Newbury **Municipal Aggregation** **Implementation Outline (cont'd)**

- Supply Bidding
 - CPG meeting with Town regarding program options
 - RFP developed and distributed by CPG
 - CPG provides Town with indicative/executable pricing
 - Bids received and reviewed with the Town
 - Town chooses supplier, or rejects bids
- Public Information/Customer Notification
 - Statutory customer notification letters sent by supplier to all Basic Service accounts
 - CPG provided press release issued upon Town approval
 - Informational meetings
 - Local cable programs, if any
 - Social media content, if applicable, provided by CPG
- Implementation
 - CPG manages opt-out process and all public requests for information and questions
- Ongoing Service
 - CPG manages future opt-outs and opt-ins
 - CPG files required reports
 - CPG manages ongoing requests for information
 - CPG conducts regular meeting with Town as required/requested

NOTE: Basic Service rates change twice a year or more, depending on rate class. As a result, the aggregation rate may not always be lower than the Basic Service rate. The goal of the aggregation is to deliver savings over the life of the Program against National Grid Basic Service. However, such savings and future savings cannot be guaranteed.

TOWN OF WEST NEWBURY
CONSULTANT AGREEMENT
FOR MANAGEMENT OF THE TOWN'S MUNICIPAL AGGREGATION PROGRAM
AND ENERGY-RELATED SERVICES

This Consultant Agreement is made and entered into this _____ day of _____, 20__, by and between the Town of West Newbury ("Town"), a municipal corporation having its principal place of business at 381 Main Street, West Newbury, MA 01985 as represented by Angus Jennings, Town Manager, acting for and on behalf of the Town who signs these presents in his official capacity and incurs no liability in his individual capacity, and Colonial Power Group, Inc., having its principal place of business at 5 Mount Royal Avenue, Marlborough, MA 01752 ("Consultant"). It is agreed between the parties hereto as follows:

SCOPE OF SERVICES, DELIVERABLES: The scope of services to be performed by the Consultant shall be as contained in the Request for Proposals (RFP), numbered MVPC002.13, issued by the Merrimack Valley Planning Commission in or about June 2013, for a Regional Aggregation Program as supplemented and amended by any written addenda issued, and any proposal submitted by Consultant in response thereto ("Proposal"), all of which are incorporated herein by reference and which, together with this signed Agreement, are collectively referred to as the "Contract Documents," provided that in the event of any conflict or inconsistency in and between the terms of the RFP and the Proposal, the terms resulting in the better quality and greater quantity of services reasonably determined by the Town, shall control. In addition to, and not in limitation of, any standards set forth in the RFP or Proposal, Consultant shall perform its services using its best efforts, and with reasonable diligence and reasonable care.

The Consultant shall fully cooperate with the Town in carrying out and performing under the Contract Documents, including without limitation meeting with representatives of the Town at such times and with such frequency as reasonably necessary. The Consultant represents and warrants that it is thoroughly familiar with all laws and regulations of the Commonwealth of Massachusetts addressing electricity aggregation, as well as the "Guide to Municipal Aggregation in Massachusetts" published by the Massachusetts Department of Energy Resources, and that it shall perform its services in accordance with such laws and regulations, as well as all other applicable laws and regulations.

CONTRACTUAL RELATIONSHIP: The Consultant shall provide services described in the contract documents, which shall be as detailed in the specifications contained in the Request for Proposals which are incorporated herein and made a part hereto, including all addenda issued prior to execution of this Agreement. While so performing the services under this Agreement, the Consultant and the Town agree, understand and recognize that pursuant to M.G.L. c. 149, § 148B, the Consultant is: (1) free from control and direction in connection with the performance of the service, both under this Agreement and in fact; and (2) the service is performed outside the usual course of the business of the Town; and (3) the Consultant is customarily engaged in an independently established trade, occupation, profession or business of the same nature as that involved in the execution of the service.

APPLICABLE LAW: This Agreement shall be construed in accordance with the Uniform Procurement Act, M.G.L. c. 30B, and other laws of the Commonwealth of Massachusetts.

PAYMENT TERMS AND SCHEDULE: The Consultant shall receive a price of .001 per kilowatt hour (kWh). Said price per kWh shall be the complete price for all services and expenses incurred by the Consultant, and shall be paid directly to the Consultant by the Competitive Supplier.

TAX COMPLIANCE: The Consultant has provided certification of tax compliance in accordance with M.G.L. c. 62C, § 49A.

UNEMPLOYMENT CONTRIBUTION: The Consultant complies with all laws of the Commonwealth of Massachusetts relating to unemployment contribution or payments in lieu of contributions in accordance with M.G.L. c. 151A, § 19A.

DEBARMENT: The Consultant certifies under penalty of perjury that the said undersigned is not presently debarred from entering into a public contract in the Commonwealth of Massachusetts under the provisions of M.G.L. c. 29, § 29F, or any other applicable debarment provisions of any other chapter of the Massachusetts General Laws or any rule or regulation promulgated there under.

INDEMNIFICATION: The Consultant, at its expense, shall to the maximum extent permitted by law, indemnify and save harmless the Town, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, and expenses (including reasonable attorney's fees) for any personal injury or property damage or other damages that the Town may sustain which arise out of or in connection with the Consultant's performance of a Contract, by the Consultant, its employees, or agents, including but not limited to negligence and/or reckless or intentional conduct of the Consultant, its agents, officers, employees, sub-consultants, or subcontractors. The existence of insurance shall in no way limit the scope of this indemnification. The Consultant further agrees to reimburse the Town for damage to the Town's property caused by the Consultant, its employees or agents, unless damage is caused by the Town's gross negligence or willful misconduct. After prompt notification of a claim by the Town, the Consultant shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The Town shall not be liable for any costs incurred by the Consultant arising under this paragraph.

ASSIGNMENT PROHIBITED: The Consultant agrees that it will not be permitted to assign or underlet the contract, nor assign either legally or equitably, any monies hereunder, or its claim thereto, without the previous written consent of the Town Manager.

AMENDMENTS OR CHANGES: Any amendments or changes to this Agreement must be in writing, in compliance with M.G.L. c. 30B, and signed by officials with authority to bind the Consultant and the Town.

ABANDONMENT OF WORK OR OTHER DEFAULT: The Consultant agrees that abandonment or delay of services, or the supply of reports after the date of execution of this

Agreement, shall be a breach of this Agreement. The Town may, by whatever legal remedies are available to it, complete or cause to be complete, the work or services and the Consultant shall bear full responsibility of the entire cost of completing the terms of the Agreement and agrees to pay to the Town any losses, damages, costs and expenses, including attorney's fees, sustained or incurred by the Town by reason of any of the foregoing causes.

PROCUREMENT ERRORS: If errors in the procurement or bidding laws or regulations of the Commonwealth, whether said errors were made by the Consultant or the Town, are found to exist by any agency of the Commonwealth or by any court of competent jurisdiction, this Agreement shall become null and void.

TERMINATION: This Agreement shall terminate on the date specified in this Agreement, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated under this Section upon prior written notice to the Consultant; provided however, that it is further agreed by the Consultant that any breach by the Consultant of the provisions of this Agreement and its incorporated attachments shall be sufficient cause for the Town to terminate this Agreement five (5) calendar days after the date of a written notice to the Consultant.

SEVERABILITY: And it is further agreed by the Consultant and the Town that the provisions of this Agreement are severable. If any provision of this Agreement is held invalid or if any court of competent jurisdiction holds any provision unlawful or not legal, the remaining provisions shall remain in effect.

ENTIRE AGREEMENT CLAUSE: The Town and the Consultant agree that this Agreement and its attachments constitute the entire Agreement between the Town and the Consultant, and no other binding agreement exist other than those incorporated herein.

DURATION OF CONTRACT: It is agreed the duration of this Agreement shall be 5 years from the date of execution of the Competitive Electric Service Agreement with options to renew/extend for 5 years. These options are exercisable solely at the Town's discretion. It is understood and agreed that there is no financial contractual obligation of the Town in this Agreement or in any years subsequent to the fiscal year in which this Agreement is executed.

IN WITNESS WHEREOF, the said Consultant, and the said Town hereto set our hands and seals.

**FOR THE CONSULTANT
BY:**

Mark Cappadona, President

Date: _____

**FOR THE TOWN OF WEST NEWBURY
BY ITS TOWN MANAGER:**

Angus Jennings, Town Manager

Date: _____

Town Manager

From: Conservation
Sent: Tuesday, May 30, 2023 11:12 AM
To: Town Manager
Subject: Signature for invasive management RDA

Hi Angus,

I'm working on an RDA to permit the invasive interns hand pulling and cutting invasive plants with hand tools on a few parcels in town. It will be one RDA for work at Cherry Hill, Mill Pond, River Bend Trail, and the Withers Property. Some of these parcels are owned by the town, some by the Conservation Commission, one by the Page School (a parcel at Riverbend), and one by ECGA (a parcel at Riverbend). I'll be seeking ECGA's permission for work on that parcel separately. Would you be able to add this to the next SB meeting for their approval of the work on these parcels and authorizing you to sign the RDA on the Town's behalf? If so, could you also let me know which SB meeting agenda this will make it on to? I'm hoping to have the RDA finalized this week and can send for your review and/or its inclusion in the SB meeting packets if you think its appropriate.

There will likely be a similar filing for a NOI once a contractor is selected for professional invasive management but I wanted to keep this separate to not delay permitting work for the interns to do.

Thank you,

Michelle Greene
Conservation Agent
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Office: (978) 363-1100 x126
Mobile: (978) 891-0238
conservation@wnewbury.org

With the warmer weather turtles are on the move in search of new territory, food, and ideal places to lay eggs. Some of these turtles will have to cross roadways to make it to their destination. Learn more about the 10 species of turtles found in MA [here](#) and tips for safely helping turtles cross the road [here](#).



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands

WPA Form 1- Request for Determination of Applicability West Newbury
Municipality
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Town of West Newbury - Open Space Committee OSC Contact: Carol Decker
 First Name Last Name
 381 Main Street
 Address
 West Newbury MA 01985
 City/Town State Zip Code
 [Redacted] [Redacted]
 Phone Number Email Address

2. Property Owner (if different from Applicant):

Various, see Attachment 1
 First Name Last Name
 Address
 City/Town State Zip Code
 Phone Number Email Address (if known)

3. Representative (if any)

First Name Last Name
 Company Name
 Address
 City/Town State Zip Code
 Phone Number Email Address (if known)

B. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

Various, see Attachment 2 West Newbury
 Street Address City/Town
 Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX) Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
 Assessors' Map Number Assessors' Lot/Parcel Number

b. Area Description (use additional paper, if necessary):

c. Plan and/or Map Reference(s): (use additional paper if necessary)

Various, See Attached Maps
 Title Date
 Title Date

[How to find Latitude and Longitude](#)

[and how to convert to decimal degrees](#)



Massachusetts Department of Environmental Protection

Bureau of Water Resources - Wetlands

WPA Form 1- Request for Determination of Applicability

West Newbury

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Municipality

B. Project Description (cont.)

2. a. Activity/Work Description (use additional paper and/or provide plan(s) of Activity, if necessary):

See Attachment 3

- b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

Proposed activities will not adversely impact resource areas subject to the protections of the Act.

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- Single family house on a lot recorded on or before 8/1/96
- Single family house on a lot recorded after 8/1/96
- Expansion of an existing structure on a lot recorded after 8/1/96
- Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/96
- New agriculture or aquaculture project
- Public project where funds were appropriated prior to 8/7/96
- Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- Residential subdivision; institutional, industrial, or commercial project
- Municipal project
- District, county, state, or federal government project
- Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

- b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)
-



C. Determinations

1. I request the West Newbury make the following determination(s). Check any that apply:
Conservation Commission

- a. whether the **area** depicted on plan(s) and/or map(s) referenced above is an area subject to jurisdiction of the Wetlands Protection Act.
- b. whether the **boundaries** of resource area(s) depicted on plan(s) and/or map(s) referenced above are accurately delineated.
- c. whether the **Activities** depicted on plan(s) referenced above is subject to the Wetlands Protection Act and its regulations.
- d. whether the area and/or Activities depicted on plan(s) referenced above is subject to the jurisdiction of any **municipal wetlands' ordinance** or **bylaw** of:

Name of Municipality

- e. whether the following **scope of alternatives** is adequate for Activities in the Riverfront Area as depicted on referenced plan(s).
- _____

D. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission.

Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Signatures:

I also understand that notification of this Request will be placed in a local newspaper at my expense in accordance with Section 10.05(3)(b)(1) of the Wetlands Protection Act regulations.

Signature of Applicant

Date

Signature of Representative (if any)

Date

Attachment 1

SECTION A GENERAL INFORMATION #2 – PROPERTY OWNER

A. Cherry Hill Conservation Land

Address(es) of Land: 1 Cherry Hill Street (R17-6E); 3 Cherry Hill Street (R17-6D); 6 Moulton Street (R17-6F); 8 Moulton Street (R17-6G)

Owner: Town of West Newbury

Address: 381 Main Street, West Newbury, MA 01985

Phone Number: 978-363-1100 x111

Email Address: townmanger@wnewbury.org

B. Mill Pond

Address(es) of Land: 693 Main Street (R22-3)

Owner: Town of West Newbury

Address: 381 Main Street, West Newbury, MA 01985

Phone Number: 978-363-1100 x111

Email Address: townmanger@wnewbury.org

C. Riverbend

Address(es) of Land: 0 River Road (R25-20, R25-20A, R25-17G, R25-17) and 694 Main Street (R23-23)

Owner of Parcels: R25-20 & R25-20A: Town of West Newbury Conservation Commission

Address: 381 Main Street, West Newbury, MA 01985

Phone Number: 978-363-1100 x126

Email Address: conservation@wnewbury.org

Owner of Parcel: R21-17G: Essex County Greenbelt Association

Address: 82 Eastern Avenue Essex, MA 01929

Phone Number: 978-768-7241

Email Address: N/A

Owner of Parcel: R23-23: Town of West Newbury Page School

Address: 381 Main Street, West Newbury, MA 01985

Phone Number: 978-363-1100 x111

Email Address: townmanger@wnewbury.org

D. Withers Conservation Land

Address of Land: 0 R Middle Street (R20-11A)

Owner: Town of West Newbury Conservation Commission

Address: 381 Main Street, West Newbury, MA 01985

Phone Number: 978-363-1100 x126

Email Address: conservation@wnewbury.org

Attachment 2

B. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

1 Cherry Hill Street, 3 Cherry Hill Street, 6 Moulton Street, 8 Moulton Street	West Newbury City/Town
42.78156 Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX)	-70.95578 Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
R17-6E, R17-6D, R17-6F, R17-6G Assessors' Map Number	 Assessors' Lot/Parcel Number

b. Area Description (use additional paper, if necessary):

Town owned land bordering the Indian Hill Reservoir with a wet meadow which is mowed annually

c. Plan and/or Map Reference(s): (use additional paper if necessary)

Cherry Hill Conservation Land Map Title	05/30/2023 Date
--	--------------------

B. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

693 Main Street Street Address	West Newbury City/Town
42.80313 Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX)	-70.96398 Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
R22-3 Assessors' Map Number	 Assessors' Lot/Parcel Number

b. Area Description (use additional paper, if necessary):

Town owned land bordering Mill Pond with BVW around the pond

c. Plan and/or Map Reference(s): (use additional paper if necessary)

Mill Pond Map Title	05/30/2023 Date
------------------------	--------------------

Attachment 2 Continued

B. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

<u>0 River Road & 694 Main Street</u> Street Address	<u>West Newbury</u> City/Town
<u>42 81256</u> Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX)	<u>-70.96264</u> Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
<u>R25-20, R25-20A, R25-17G, R25-17, R23-23</u> Assessors' Map Number	<u>[REDACTED]</u> Assessors' Lot/Parcel Number

b. Area Description (use additional paper, if necessary):

Land owned by the Town & ECGA bordering the Merrimack River and Indian River with BVW

c. Plan and/or Map Reference(s): (use additional paper if necessary)

<u>Riverbend Map</u> Title	<u>05/30/2023</u> Date
-------------------------------	---------------------------

B. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

<u>0 R Middle Street</u> Street Address	<u>West Newbury</u> City/Town
<u>42.80071</u> Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX)	<u>-70.93454</u> Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
<u>R20-11A</u> Assessors' Map Number	<u>[REDACTED]</u> Assessors' Lot/Parcel Number

b. Area Description (use additional paper, if necessary):

Land owned by the Town bordering the Upper Artichoke Reservoir and BVW

c. Plan and/or Map Reference(s): (use additional paper if necessary)

<u>Withers Conservation Land Map</u> Title	<u>05/30/2023</u> Date
---	---------------------------

Attachment 3

SECTION B. PROJECT DESCRIPTION #2.a. ACTIVITY/WORK DESCRIPTION:

Work will consist of removing terrestrial invasive plant species by hand through a combination of pulling and cutting with hand tools such as loppers, hand saws, and an Extractigator (leverage tool for pulling invasive plants).

Work will be done by interns of the Town of West Newbury under supervision of the Conservation Agent in a manner to minimize soil disturbance with care taken to ensure only targeted invasive plants are removed. Prior to any removal work, interns will complete plant ID training provided by Town Staff and community members engaged in the invasive plant working group consisting of members of West Newbury Wild and Native and the Town Open Space Committee. Work sites will be reviewed with the interns and community members by the Conservation Agent to ensure that work occurs in buffer zones and riverfront area only.

Portions of the proposed work along the Riverbend Trail (PH 2154), along the trail at Mill Pond which passes over pond's southeast inlet (PH 1239), and the wooded area in the center of the Mill Pond property between the riding and driving area and large field (PH 2141) are mapped priority habitat of rare and endangered species. This project description is being sent to NHESP for review under MESA and any conditions or restrictions ordered by NHESP will be adhered to with the Conservation Agent communicating these conditions and/or restrictions to interns and community members and the Conservation Agent closely supervising the work performed in these areas. Additionally, work in these mapped areas will be limited to work on edges of existing trails and existing field edges to limit disturbance in these sensitive areas

Plants to be removed include Asiatic bittersweet (*Celastrus orbiculatus*), honeysuckle (*Lonicera* spp.), privet (*Ligustrum* spp.), winged euonymus (*Euonymus alatus*), swallow-wort (*Cynanchum*), multiflora rose (*Rosa multiflora*), autumn olive (*Elaeagnus umbellata*), buckthorn (*Rhamnus* spp.), garlic mustard (*Alliaria petiolate*), and barberry (*Berberis* spp.).

BMPs on plant disposal will be followed to reduce spreading invasive plants to new locations. At some sites this will include collection in trash bags and disposal by DPW, creating brush piles to serve as wildlife habitat until the material naturally composts in place, creating brush piles that may be burned by the West Newbury Fire Department at a later date, and/or cutting or pulling and leaving in place allowing the material to dry out and compost in place, primarily used for small plants and seedlings. The disposal method will be site specific and determined by the location, terrain, and accessibility of the site and also by the specific invasive plants which are removed. Due to the time of year removal will occur, June-Mid August, it is likely that most plants removed will not have mature fruits or seeds resulting in a low likelihood of spreading the plant species.

Cherry Hill Conservation Land

05/30/2023



Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of West Newbury & MassGIS. MVPC AND THE TOWN OF WEST NEWBURY MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE TOWN OF WEST NEWBURY AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION



<ul style="list-style-type: none"> MVPC Boundary Trails 	<ul style="list-style-type: none"> Parcels Easements 	<ul style="list-style-type: none"> Roads Streams 	Legend <ul style="list-style-type: none"> Interstate Major Road Local Road Wetlands
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Projection: NAD_1983_StatePlane_Massachusetts_Mainland_FIPS_2001

Mill Pond

05/30/2023



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Legend	
MVPC Boundary	NHESP Certified Wetland
Interstate	NHESP Potential Wetland
Major Road	Easements
Local Road	NHESP Priority Habitat
Roads	Wetlands
Parcels	

Projection: NAD_1983_StatePlane_Massachusetts_Mainland_FIPS_2001

Riverbend

5/30/2023



Legend

- WPC Boundary
- WEIP Certified Vernal Pools
- WEIP Potential Vernal Pools
- WEIP Priority Habitats of the Ponds
- Roads
 - Major Road
 - Local Road
- Estuaries
- Wetlands

Scale: 1:4800

© Merrimack Valley Planning Commission

Meeting Packet for Select Board open session on 6/5/23

Withers Conservation Land

05/30/2023



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MVPC Boundary	Parcels	Roads	Legend	Interstate	Major Road	Local Road
Easements	Streams	Wetlands				

Projection: NAD_1983_StatePlane_Massachusetts_Mainland_FIPS_2001

Town Manager

From: Conservation
Sent: Thursday, June 1, 2023 3:25 PM
To: NPau; carol decker; ppreeser; Graham Bacheller; Rick Parker; Town Manager
Subject: Proposals received for professional invasive plant management
Attachments: Ruby Environmental Services Proposal.pdf; Ecological Land Management Proposal.pdf

Hello,

The town received 2 proposals for professional invasive plant management. I’ve attached both of these proposals for your review. If you could, I’d welcome any feedback or recommendations you’d like to offer. I will be making a final recommendation on contractor selection to Angus as he is acting chief procurement officer and once a vendor is under contract I will prepare the NOI filing to permit the work through the Commission. Angus will be seeking SB approval on 6/5 to authorize signing the NOI so that once it is prepared, it is not delayed by waiting for authorization for his signature.

Please provide any feedback/recommendations you have as soon as possible. My goal is to get the NOI on the first July ConCom agenda which, unfortunately, delays my original timeline by a few weeks.

Thank you,

Michelle Greene
Conservation Agent
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Office: (978) 363-1100 x126
Mobile: (978) 891-0238
conservation@wnewbury.org

With the warmer weather turtles are on the move in search of new territory, food, and ideal places to lay eggs. Some of these turtles will have to cross roadways to make it to their destination. Learn more about the 10 species of turtles found in MA [here](#) and tips for safely helping turtles cross the road [here](#).

Town Manager

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Friday, May 26, 2023 12:51 PM
To: Town Manager
Subject: Fwd: Ash Street Wildlife Area - Traffic Safety Concerns

From: Natasha [REDACTED]
Sent: Friday, May 26, 2023 12:47 PM
To: Michael Dwyer <dwyer@westnewburysafety.org>
Subject: Re: Ash Street Wildlife Area - Traffic Safety Concerns

Hello Chief Dwyer

Thank you getting back to me and I appreciate your attention and concern for our towns safety.

Thank you to your officers too- they do great work.

Enjoy the weekend!

Best
Natasha

Reduce. Rehome. Adopt a homeless pet! 🐾

On May 26, 2023, at 8:14 AM, Michael Dwyer <dwyer@westnewburysafety.org> wrote:

Natasha,

Thank you for emailing us about your concerns on Ash Street. Your timing was perfect because I was meeting with a representative from the Selectboard and DPW about pedestrian and bicycle safety throughout town when I received your email. I have directed my officers to continue patrolling the area and we will add additional patrols to that area during the weekends now that the weather is better.

Please feel free to reach out to me or any of my officers at any time with concerns you may have.

Have a great weekend,

Sincerely,

Michael

Michael Dwyer
Police Chief
West Newbury Police Department
401 Main Street
West Newbury, Ma 01985
978-363-1213
dwyer@westnewburysafety.org
<image001.jpg>

Town Manager

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Thursday, May 25, 2023 1:14 PM
To: Town Manager; DPW Admin
Cc: Conservation; kprovencher@cityofnewburyport.com
Subject: Re: Ash St Speed Limit

Hi everyone,

This is a location that we regularly enforce for both speeding and over limit commercial vehicles. I direct the patrols to add additional patrols to that area.

Mike

From: [REDACTED]
Sent: Thursday, May 25, 2023 12:15 PM
To: Town Manager <townmanager@wnewbury.org>; DPW Admin <DPWAdmin@wnewbury.org>
Cc: Michael Dwyer <dwyer@westnewburysafety.org>; Conservation <conservation@wnewbury.org>
Subject: RE: Ash St Speed Limit

Hi Angus,

I'll have one of my colleagues take a look

Tim

Timothy D. Zessin, Esq.

KP | LAW

101 Arch Street

12th Floor

Boston, MA 02110

Phone: 617 763-9099

Fax: 617 654-1735

E-mail: [REDACTED]

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From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, May 25, 2023 12:06 PM
To: DPW Admin <DPWAdmin@wnewbury.org>
Cc: Michael Dwyer <dwyer@westnewburysafety.org>; Conservation <conservation@wnewbury.org>; Timothy D. Zessin [REDACTED]
Subject: Re: Ash St Speed Limit

I don't find the language of the statute (Sec. 13, para 2) particularly clear. What will matter is what MDOT will need in order to reach a determination of whether a locally-proposed reduction in speed limit is "consistent with the public interest." If the process still requires production of data on observed traffic speeds, it does not look - on initial review - any different than the process we've had to follow in the past. Perhaps Tim or someone at KP can give us a better understanding of how/whether the law changed things.

Depending on available budget, we may be able to commission a traffic speed study, but that's just the first step. I have copies of the prior speed limit reduction petitions that Wayne prepared, but it will really be on the new DPW Director, once hired, to take the lead on this. It may be possible to advance things in the meantime.

Angus Jennings, Town Manager

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

(978) 363-1100 x111

townmanager@wnewbury.org

Sent from mobile device

On May 25, 2023, at 11:57 AM, Town Manager <townmanager@wnewbury.org> wrote:

Summary below; I'll read over the text of the law.



Traffic safety law addresses local speed limit process
mma.org

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985

(978) 363-1100 x111
townmanager@wnewbury.org

Sent from mobile device

On May 25, 2023, at 11:51 AM, Town Manager <townmanager@wnewbury.org> wrote:

I am at a training all day so have limited time, but wanted to send a quick note to confirm that revising local speed limits DOES require State MDOT approval. It is a lengthy and cumbersome process, though I believe there was a change to State law in the past year which ~may~ make the process somewhat simpler than it had been previously. I don't fully understand the law changes or how they affect this process.

I can tell you that, during my tenure, we filed petitions with MDOT to reduce speed limits on two different occasions, once for Bridge Street, once for Chase Street. The documentation to MDOT requires submittal of traffic speed counts, which we were fortunate that Wayne was able to complete in-house due to his credentials as a traffic engineer. As I recall, not only did MDOT deny both petitions, but in one case (as I recall) they recommended INCREASING the posted speed limit.

I have copied Town Counsel Tim Zessin in the event that he or a colleague can send us a reference to or summary of the changes to State law re changing speed limits. Katelyn you may also find something about this on the MMA website.

Residents will be unhappy with the process/time needed to make a change to posted speed limits, but if we can at least get clear on what process needs to be followed, we could set out a plan to pursue this and post an update for concerned residents.

Chief Dwyer, if there are steps the Police Dept can take to enhance enforcement in this location, this could also be noted in a public update post.

Regarding a potential camera, I'm not sure what good that would do unless it tracked vehicle speeds, which it does not do. (Nor is it clear how the Town could track 24/7 video footage of this location).

Katelyn please let Butch know what's going on and get his thoughts re whether a speed bump/hump is feasible and whether it may be helpful.

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985

(978) 363-1100 x111
townmanager@wnewbury.org

Sent from mobile device

On May 25, 2023, at 11:20 AM, DPW Admin
<DPWAdmin@wnewbury.org> wrote:

Good morning,
I had quite a few people express concerns with the speed limit on Ash Street near the dirt/gravel portion of the road, which is currently set at

20 MPH. Residents stated they believed it should be 10MPH at the absolute maximum. The other day a resident posted a video on the West Newbury FB group showing two baby geese that got ran over and people were in an uproar over the fact that no additional measures have been made to try to limit the speed around that portion of the road.

1. What is the process of reducing the posted speed limit? Do we need to go through the State?
2. Is it possible that we could look into a solar-powered camera system to put near the road? Residents suggested this.
 - a. [Commercial 4G LTE Solar Power Camera Kit with Dual-Lens 360° Linkage P | LINOVISION US Store](#)
3. How about solar powered lighted signs for MPH, "SLOW" warnings?
 - a. [30" Solar Flashing Slow Sign \(ledlighting-solutions.com\)](#)
 - b. [10mph Flashing Speed Limit Sign \(ledlighting-solutions.com\)](#)
4. I'm assuming we can't put a type of "speed bump" at the beginnings of the dirt portion due to plowing, etc.?

Katelyn Bradstreet
Business Administrator
Purchasing Assistant
DPW & Planning
Town of West Newbury
(978) 363-1100 ext. 135



Town Manager

From: Conservation
Sent: Thursday, May 25, 2023 11:39 AM
To: DPW Admin; Michael Dwyer
Cc: Town Manager
Subject: RE: Ash St Speed Limit

Hi Katelyn,

It's a shame that even with the wildlife crossing signs things like this are still happening. It also creates a domino effect of people potentially being in danger while in the road observing, other animals scavenging off the road, and parent animals lingering near the road risking them getting hit too. If the town decides to move forward with anything below, please let me know and I'm happy to assist with permitting through ConCom/NHESP. Regarding the lighted sign options, you may run into opposition for the lights impacting the wildlife in the area at night. Geese typically roost together and sleep at night making it unlikely that the goslings were hit at night when people could not see signs so I'm not sure if the lighted signs would have prevented this.

As all of the below would not immediately be able to be obtained/installed/implemented, do you think it may be appropriate to send out an email blast about the need to use caution during the spring (all year really) to ensure wildlife is able to safely cross the road? I'd be happy to help draft this. I've been trying to get awareness out with my signature line which I update monthly but only people who I email see that. Just a thought.

Michelle Greene
Conservation Agent
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Office: (978) 363-1100 x126
Mobile: (978) 891-0238
conservation@wnewbury.org

With the warmer weather turtles are on the move in search of new territory, food, and ideal places to lay eggs. Some of these turtles will have to cross roadways to make it to their destination. Learn more about the 10 species of turtles found in MA [here](#) and tips for safely helping turtles cross the road [here](#).

From: DPW Admin <DPWAdmin@wnewbury.org>
Sent: Thursday, May 25, 2023 11:21 AM
To: Michael Dwyer <dwyer@westnewburysafety.org>
Cc: Town Manager <townmanager@wnewbury.org>; Conservation <conservation@wnewbury.org>
Subject: Ash St Speed Limit

Good morning,

I had quite a few people express concerns with the speed limit on Ash Street near the dirt/gravel portion of the road, which is currently set at 20 MPH. Residents stated they believed it should be 10MPH at the absolute maximum. The other day a resident posted a video on the West Newbury FB group showing two baby geese that got ran over and people were in an uproar over the fact that no additional measures have been made to try to limit the speed around that portion of the road.

- What is the process of reducing the posted speed limit? Do we need to go through the State?

Chapter
of the Acts of 2022

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

In the One Hundred and Ninety-Second General Court

AN ACT TO REDUCE TRAFFIC FATALITIES.

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

SECTION 1. Section 11B of chapter 85 of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out, in lines 71 and 72, the words "either a lamp emitting a red light, or" and inserting in place thereof the following words:- a lamp emitting a red light and.

SECTION 2. Clause (8) of the second paragraph of said section 11B of said chapter 85, as so appearing, is hereby amended by adding the following 2 sentences:- The provisions of this clause related to front and rear lighting shall be enforced by law enforcement agencies only when an operator of a bicycle has been stopped for some other offense. A violation of this clause related to rear lighting shall not be used as conclusive evidence of contributory negligence in any civil action.

SECTION 3. The first paragraph of section 2 of chapter 89 of the General Laws, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- If it is not possible to overtake a vulnerable user, as defined in section 1 of chapter 90, or other vehicle at a safe distance in the same lane, the overtaking vehicle shall use all or part of an adjacent lane, crossing the centerline if necessary, when it is safe to do so and while adhering to the roadway speed limit.

SECTION 4. Section 1 of chapter 90 of the General Laws, as so appearing, is hereby amended by inserting after the definition of "Automobile transporter" the following definition:-

"Back-up camera", a device that provides a visual image of the area directly behind a vehicle to the vehicle operator when the vehicle is in reverse gear, meeting the requirements of Federal Motor Vehicle Safety Standard No. 111, 49 CFR 571.111.

SECTION 5. Said section 1 of said chapter 90, as so appearing, is hereby further amended by inserting after the definition of "Bus or motor bus" the following 2 definitions:-

"Convex mirror", a door-mounted, wide-angle mirror that enables an operator to see objects along the left and right sides of a motor vehicle, trailer, semi-trailer or semi-trailer unit.

"Cross-over mirror", a mirror mounted on a hood or fender that enables the operator to see objects in the area immediately in front of a conventional cab hood; provided, that a vehicle that has a cross-over mirror installed shall have a label visible to the seated driver in accordance with Federal Motor Vehicle Safety Standard No. 111, 49 CFR 571.111.

SECTION 6. Said section 1 of said chapter 90, as so appearing, is hereby further amended by inserting after the definition of "Killed in action" the following definition:-

"Lateral protective device", an apparatus installed on a motor vehicle, trailer, semi-trailer or semi-trailer unit between the front and rear wheels to help prevent injuries to a vulnerable user, particularly from falling underneath the vehicle.

SECTION 7. Said section 1 of said chapter 90, as so appearing, is hereby further amended by inserting after the definition of "Transporter" the following definition:-

"Vulnerable user", (i) a pedestrian, including a person engaged in work upon a way or upon utility facilities along a way or engaged in the provision of emergency services within the way; (ii) a person operating a bicycle, handcycle, tricycle, skateboard, roller skates, in-line skates, non-motorized scooter, wheelchair, electric personal assistive mobility device, horse, horse-drawn carriage, motorized bicycle, motorized scooter, or other micromobility device, or a farm tractor or similar vehicle designed primarily for farm use; or (iii) other such categories that the registrar may designate by regulation.

SECTION 8. Section 6 of said chapter 90, as so appearing, is hereby amended by inserting after the word "obscured", in line 11, the following words:- or the appearance obstructed.

SECTION 9. Section 7 of said chapter 90, as so appearing, is hereby amended by inserting after the fourth paragraph the following 2 paragraphs:-

A motor vehicle, trailer, semi-trailer or semi-trailer unit classified as a class 3 or above by the Federal Highway Administration, with a gross vehicle weight rating of 10,001 pounds or more, that is leased or purchased by the commonwealth on or after January 1, 2023, shall be equipped with a lateral protective device, convex mirrors, cross-over mirrors and backup cameras. This paragraph shall not apply to an ambulance, firefighting

apparatus, low-speed vehicle, agricultural tractor or any other class or type of vehicle as determined by the registrar. The registrar shall adopt regulations establishing standards, consistent with the United States Department of Transportation John A. Volpe National Transportation Systems Center's side guard standard DOT-VNTSC-OSTR-16-05, and specifications for the size, design and mounting of lateral protective devices, convex mirrors and cross-over mirrors. The registrar may provide alternative means of compliance with the convex mirror, cross-over mirror and lateral protective device requirements.

The registrar shall prohibit: (i) visual obstructions due to aftermarket modifications and accessories that reduce the ability of the vehicle operator to directly see vulnerable users in the vicinity of the vehicle, including, but not limited to, bug deflectors and chrome visors; and (ii) aftermarket modifications and accessories that increase fatality and serious injury risk to vulnerable users in a collision with the vehicle, including, but not limited to, bull bars. The registrar shall promulgate regulations enforcing this paragraph.

SECTION 10. Said section 7 of said chapter 90 is hereby further amended by striking out the fifth and sixth paragraphs, inserted by section 9, and inserting in place thereof the following 2 paragraphs:-

A motor vehicle, trailer, semi-trailer or semi-trailer unit classified as a class 3 or above by the Federal Highway Administration, with a gross vehicle weight rating of 10,001 pounds or more, that is leased or purchased by the commonwealth on or after January 1, 2025, or operated under a contract with the commonwealth on or after January 1, 2025, shall be equipped with a lateral protective device, convex mirrors, crossover mirrors and backup cameras. This paragraph shall not apply to an ambulance, firefighting apparatus, low-speed vehicle, agricultural tractor or any other class or type of vehicle as determined by the registrar. The registrar shall adopt regulations establishing standards, consistent with the United States Department of Transportation John A. Volpe National Transportation Systems Center's side guard standard DOT-VNTSC-OSTR-16-05, and specifications for the size, design and mounting of lateral protective devices, convex mirrors and crossover mirrors. The registrar may provide alternative means of compliance with the convex mirror, crossover mirror and lateral protective device requirements. A contractor's failure to comply with this paragraph may be grounds for termination of the contract and may be punishable by a fine of

not more than \$500 for the first offense and not more than \$1,000 for a second or subsequent offense.

The registrar shall prohibit: (i) visual obstructions due to aftermarket modifications and accessories that reduce the ability of the vehicle operator to directly see vulnerable users in the vicinity of the vehicle, including, but not limited to, bug deflectors and chrome visors; and (ii) aftermarket modifications and accessories, including, but not limited to, bull bars, that increase fatality and serious injury risk to vulnerable users in a collision with the vehicle. The registrar shall promulgate regulations implementing this paragraph.

SECTION 11. The first paragraph of section 14 of said chapter 90, as appearing in the 2020 Official Edition, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- In passing a vulnerable user, the operator of a motor vehicle shall pass at a safe distance of not less than 4 feet and at a reasonable and proper speed.

SECTION 12. Said section 14 of said chapter 90, as so appearing, is hereby further amended by inserting after the second paragraph the following paragraph:-

The Massachusetts Department of Transportation shall erect and maintain signage along public ways necessary to notify operators of motor vehicles of the requirements for passing a vulnerable user from a safe distance as required by this section.

SECTION 13. Section 18 of said chapter 90, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 5 paragraphs:-

The city council, the transportation commission of the city of Boston, the board of selectmen, park commissioners, a traffic commission or traffic director or the department, on ways within their control, may make, amend or rescind special regulations as to the speed of motor vehicles and may prohibit the use of such vehicles altogether on such ways. In the case of a speed regulation, or an amendment or rescission thereof, no such action shall take effect unless the department shall have certified in writing that such regulation, amendment or rescission is consistent with the public interests. In the case of any special regulation other than a speed regulation, no such special regulation or amendment or rescission thereof shall take effect unless it shall have been published in 1 or more newspapers, if there be any, published in the town in which the way is situated, otherwise in 1 or more newspapers published in the county in which the town is situated.

Nothing herein contained shall be construed as affecting the right of the department of conservation and recreation to make rules and regulations governing the use and operation of motor vehicles on lands, roadways and parkways under its care and control. No such rule or regulation shall prohibit the use of passenger or station wagon type motor vehicles whose gross weight is less than 5,000 pounds and which are registered for commercial use on ways where noncommercial passenger type motor vehicles are permitted to operate.

No regulation, amendment or rescission under this section shall take effect until there shall have been erected, upon the ways affected thereby and at such points as the department or department of conservation and recreation may designate, signs, conforming to standards adopted by the department, setting forth the speed or other restrictions established by the regulation, and then only during the time such signs are in place. Any sign purporting to establish a speed limit that has not been erected in accordance with the foregoing provisions may be removed by or under the direction of the department.

Upon rescission of the speed regulation, or a portion thereof, and removal of the signs, sections 17 and 17C shall govern.

The city council, the transportation commission of the city of Boston, the board of selectmen, park commissioners, a traffic commission or traffic director may petition the department to modify the speed limit on a state highway within their geographic boundaries. Said petition shall be made in writing to the state traffic engineer. The department shall have 90 days to approve or deny the petition. Upon approval of the petition or the expiration of the 90 days without action, the petitioned speed limit shall become effective and the department shall erect upon the state highway affected thereby and at such points as the department may designate, signs, conforming to standards adopted by the department, setting forth the speed limit.

SECTION 14. Not later than 1 year after the effective date of this act, the Massachusetts Department of Transportation, in consultation with the department of public health and the executive office of public safety and security, shall develop a standardized form to report crashes and incidents involving a motor vehicle and a vulnerable user, as defined in section 1 of chapter 90 of the General Laws. In developing the standardized form, the department shall consider best practices in reporting crashes and incidents

involving vulnerable users, including the Federal Highway Administration's Pedestrian and Bicycle Crash Analysis Tool.

The standardized form shall be used by any municipal, county or state law enforcement official or emergency medical services provider who responds to a crash or incident involving a motor vehicle and a vulnerable user. The corresponding report for each crash or incident shall be transmitted to the registrar of motor vehicles. The department shall maintain a publicly accessible database of the standardized form reports; provided, however, that no personally identifying information shall be published in the database.

SECTION 15. Not later than 6 months after the effective date of this act, the Massachusetts Department of Transportation shall initiate with the United States Department of Transportation John A. Volpe National Transportation Systems Center a study of the direct vision performance of the vehicles subject to the fifth and sixth paragraphs of section 7 of chapter 90 of the General Laws, as inserted by sections 9 and 10 of this act; provided, however, that the study shall be completed not later than 18 months after the effective date of this act. The study shall identify the range of direct vision afforded to drivers in this population of vehicles and produce evidence-based safety recommendations stipulating a minimum acceptable level of direct vision to be met by future applicable vehicles purchased and leased by the commonwealth. The study shall be submitted in a report to the clerks of the house of representatives and senate and the joint committee on transportation not later than 18 months after the effective date of this act.

SECTION 16. The executive office of public safety and security shall within 1 year report the results of a study of the implementation of this bill focusing on racial, gender and geographic disparities if any.

SECTION 17. Section 9 shall take effect on January 1, 2023.

SECTION 18. Section 10 shall take effect on January 1, 2025.

House of Representatives, December 27, 2022.

Passed to be re-enacted,



, Speaker.

In Senate, December 27, 2022.

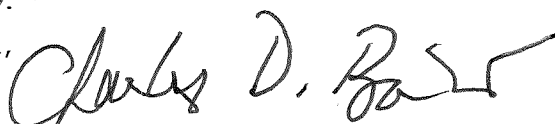
Passed to be re-enacted,



, President.

January 2, 2023 / 3

Approved,



Governor.



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: Select Board
 FROM: Angus Jennings, Town Manager
 DATE: June 1, 2023
 RE: Summer Rec pay structure

The Board is requested to consider the Parks & Rec Commission’s proposed change to the compensation structure for the Summer Rec program. While the Summer Rec program (which is funded through the Summer Recreation Revolving Fund) is generally under the budgetary oversight of the Parks & Rec Commission¹, under the Town Manager Act Sec. 9(d), personnel wages are also subject to Select Board approval:

“ (d) The town manager shall annually submit a town departmental and organizational structure and that town departmental and organization structure shall be subject to the approval of the board of selectmen. The town manager shall recommend the salaries and pay rates for town employees, except for those employees covered by a collective bargaining agreement; provided, however, that the salaries and pay rates recommended by the town manager shall be subject to modification and approval by the board of selectmen.” *(emphasis added)*

As part of its annual approval of salaries/wages for the subsequent fiscal year, at its meeting on June 27, 2022, the Select Board had approved program wages as follows:

TOWN OF WEST NEWBURY EMPLOYEE COMPENSATION SCHEDULE - PROPOSED SALARY / WAGE CALCULATIONS FISCAL YEAR 2023										
Department	Personnel of 7/1/22	Position	Grade	H-Hourly /		FY22 Rate	FY23 Budgeted Rate	%	Annualized	Select Board Approval
				E-Exempt / S-Stipend	Hrs/Wk (up to)					
Recreation	Amy Wilson	Summer Program Co-Director	contract	S		\$ 10,000.00		n/a	\$ -	
	Krista Niles	Summer Program Co-Director	contract	S		\$ 10,000.00		n/a	\$ -	
	Vacant	Assistant Recreation Director		H		\$ 22.00		n/a	\$ -	
	Varies	Counselors (new)		H		\$ 16.00		n/a	\$ -	
	Varies	Counselors (3+ years)		H		\$ 16.00		n/a	\$ -	
	Varies	Counselors (5+ years)		H		\$ 16.00		n/a	\$ -	
	Note: Wages for Laborer position reflect amount in approved FY23 operating budget. FY23 Summer Rec salary/wage structure, payable from Summer Rec Revolving Fund, to be determined in Fall 2022 by Parks & Rec Commission with Select Board approval.									

As noted within the document excerpted above, the June 2022 vote anticipated further review/refinement leading up to the summer 2023 program. In keeping with this, the P&R Comm voted the upcoming summer 2023 program budget, including wages, at its meeting on Feb. 3, 2023;

¹ Per the Town Bylaws Sec. 5.1.1. “There shall be a separate fund called the Summer Recreation Revolving Fund authorized for use by the Park and Recreation Commission.”

and the budget as voted by P&R was favorably voted by the Select Board at its meeting on Feb. 6, 2023. The budget as voted, including wages, is enclosed.

The Select Board is now asked to consider the following changes to summer 2023 staff wages, as voted and referred by the P&R Commission at its meetings on April 25th and May 18th, 2023:

Position	Select Board Approved Rate	Updated Recommended Rate (Town Manager)	Updated Proposed Rate (Parks & Rec Comm)
Co-Director (senior)²	\$10,300 ³	N/A	\$11,300
Co-Director (junior)	\$7,000	\$8,000	\$8,000
Counselor (year 1)	\$16.00/hr	\$16.00 through June 30; increase to \$16.48 on July 1	\$16.00 through June 30; increase to \$16.48 on July 1
Counselor (year 2)	\$16.57/hr	\$16.57 through June 30; increase to \$17.07 on July 1	\$16.57 through June 30; increase to \$17.07 on July 1
Counselor (year 3 or more)	\$16.57/hr	\$17.14 through June 30; increase to \$17.65 on July 1	\$17.14 through June 30; increase to \$17.65 on July 1

(Following the departure of one of the Co-Directors last fall, and the subsequent promotion of last year’s Asst. Director to the newly vacated Co-Director position, the rate for one Co-Director was proposed to be lower than the other Co-Director. This was to reflect that the newly-promoted Co-Director has fewer years of longevity with the program than the long-time Co-Director. This change, along with the Counselor rate changes shown above, were voted by the P&R Comm on April 25th. Since the new rate of \$8,000 was less than the prior \$10,000 rate voted by the Select Board last June, this change did not require additional Board approval and an employment contact for the junior Co-Director, providing for \$8,000 in compensation for the Summer Program, is in effect. The proposed employment contract with the other Co-Director, though not formally executed, was accepted via email on April 10th).

Within its May 18th consideration of the proposed increase in the senior Co-Director’s pay, the P&R Comm considered an analysis of comparable wages undertaken by my office, and separately transmitted to the Board. Following discussion, the Commission voted 3-0 to recommend the proposed increase.

² Note: Although I am referring here to a “senior” and “junior” co-director, there is a single Co-Director job description, so this is used solely to denote the fact that the two staff members have differing longevity with the program.

³ Rate voted by Select Board on Feb. 6th was \$10,000 + 2023 COLA, so \$10,300 reflects 3% COLA approved by the Board more recently.

West Newbury Summer Recreation Program



Co-Director: Amy Wilson. Proposed budgeted rate: \$10,000 (2022 rate) + 2023 COLA¹

Co-Director: Proposed budgeted rate: \$7,000 (2022 \$4,182) (Works all 6 weeks, but with fewer off-season responsibilities in the run-up to the program)

Assistant Director: Proposed budgeted rate \$6,000 (works all 6 weeks)

Website: <https://westnewburyma.myrec.com/>

Contact information: wsummerrec@gmail.com

Tax ID #: 04-6001351

Overview: The WN Summer Rec Program is offered to children entering first grade through seventh grade. Older students may apply to be a CIT. While registration priority is provided for West Newbury children, the program is also available to children from other communities. The program runs for 6 weeks and families can sign their children up for as little as one week or all six weeks! Each week we have one special event, one field trip, the ice cream truck visit, a theme day, and a talent show. These event details are outlined below. Children are split into groups by age and follow a rotating schedule where they participate in the following: water play, playground, arts and crafts, structured gym play, structured field play, board games, and more! Children bring and eat one snack and lunch daily.

Hours: 9:00am -2:30pm daily (extended hours happen only on two specific field trip days)

Cost: \$160.00 a week per child (10% off each additional sibling)

Early Bird Hours: 8:30-9:00 (cost \$5 a day OR \$20 for the week)

Staff: 6 Full time

¹ Town Manager supports adding a COLA for 2023, but the Select Board doesn't set COLA for town-wide budgeting until later in the budget process. In order to get Co-Director contract in place sooner than later, I recommend including language in the employment contract that COLA would be "2% or the cost of living increase given to the majority of non-union employees of the Town, whichever is greater." (This is the same language as appears in some other town employment contracts).

WEST NEWBURY SUMMER RECREATION PROGRAM 2023 - PROPOSED BUDGET
 as recommended by unanimous 3-0 vote of Parks & Rec Commission on Feb. 3, 2023

EXPENSES

PERSONNEL	QTY	RATE	HRS	TOTAL
Co-Director (returning)	1	fixed	var.	\$ 10,000.00
Co-Director (new)	1	fixed	var.	\$ 7,000.00
Assistant Director	1	\$ 26.09	230	\$ 6,000.00
Program Staff	6	\$ 16.57	180	\$ 17,895.60
				\$ 40,895.60

Note: Pay rate for returning Co-Director would be adjusted for COLA once FY24 COLA approved by Select Board.

Note: Differential in pay for 2 Co-Directors based on different responsibilities in months preceding program.

Note: Asst. Director pay rate based on 20 hrs pre-program, plus 6 35-hr wks during program.

Note: Program Staff pay rate is proposed at \$16.00/hr for first-year staff and \$16.57/hr for returning staff.

Estimated Costs (2022

NON PERSONNEL	Actuals + inflation)	
Programming (incl. transportation)	\$ 17,000.04	Inflation factor (assumed): 3%
Cellphone (Co-Directors)	\$ 229.83	
T-Shirts	\$ 1,492.21	
Supplies	\$ 1,479.09	
Water slide	\$ 853.87	
Water slide (insurance)	\$ 5,500.20	
	\$ 26,555.24	

PROJECTED EXPENSES

Personnel	\$ 40,895.60
Non Personnel	\$ 26,555.24
	\$ 67,450.84

PROJECTED REVENUES

	Participants	Rate	Total
Early drop-off	210	\$ 5.00	\$ 1,050.00
Summer program	415	\$ 160.00	\$ 66,400.00
			\$ 67,450.00

Note: 2022 Summer Program had a total of 445 registrants over the 6 weeks.

Note: 2022 Summer Program had a total of 210 early drop-off participants over 6 weeks.

Note: Numbers above don't reflect adjustments for scholarships or sibling discounts

Note: Projected Revenues based on assumption that 2023 rates are unchanged from 2022.

PROGRAM PROFIT / LOSS - \$160/week

	Total
Revenue	\$ 67,450.00
Expenses	\$ 67,450.84
Projected Surplus / (Deficit)	\$ (0.84)

FY24 Holiday and Closure Recognition Schedule, Town of West Newbury -DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT **FY 2025**

	Holiday	Independence Day**	Labor Day	Columbus Day	Veterans Day	Thanksgiving Day	Friday after Thanksgiving***	Christmas Day	New Years Day	Martin Luther King's Birthday	Presidents' Day	Patriots' Day	Memorial Day	Juneteenth	Independence Day
	Day & Date	Tuesday 7/4/2023	Monday 9/4/2023	Monday 10/9/2023	Saturday 11/11/2023	Thursday 11/23/2023	Friday 11/24/2023	Monday 12/25/2023	Monday 1/1/2024	Monday 1/15/2024	Monday 2/19/2024	Monday 4/15/2024	Monday 5/27/2024	Wednesday 6/19/2024	Thursday 7/4/2024
Department*	Normal Day(s) Closed														
Town Offices	Sat, Sun	Tuesday 7/4/2023	Monday 9/4/2023	Monday 10/9/2023	Monday 11/13/2023	Thursday 11/23/2023	Closed	Monday 12/25/2023	Monday 1/1/2024	Monday 1/15/2024	Monday 2/19/2024	Monday 4/15/2024	Monday 5/27/2024	Wednesday 6/19/2024	Tuesday 7/4/2024
Public Works	Sat, Sun	Tuesday 7/4/2023	Monday 9/4/2023	Monday 10/9/2023	Monday 11/13/2023	Thursday 11/23/2023	Closed	Monday 12/25/2023	Monday 1/1/2024	Monday 1/15/2024	Monday 2/19/2024	Monday 4/15/2024	Monday 5/27/2024	Wednesday 6/19/2024	Tuesday 7/4/2024
Library	Sunday (Sat & Sun in summer)	Tuesday 7/4/2023	Monday 9/4/2023	Monday 10/9/2023	Monday 11/13/2023	Thursday 11/23/2023	?	Monday 12/25/2023	Monday 1/1/2024	Monday 1/15/2024	Monday 2/19/2024	Monday 4/15/2024	Monday 5/27/2024	Wednesday 6/19/2024	Tuesday 7/4/2024

* Holidays for Police, Fire and Public Safety Personnel governed by Union Contracts.
 ** Date for recognition of Independence Day 2022 was already approved by Select Board when FY22 schedule was voted September 2021.
 *** Traditionally, Town Offices and Library have been authorized to close on the day after Thanksgiving, but this day has not been formally recognized as a holiday in the Personnel Policy. This has at times created questions about whether Qualified Part-Time employees are eligible for pay under section 7.3 of the Personnel Policy (attached). If closure is authorized, employees who are scheduled to work on that day would be paid their normal pay, but QPT employees would only receive holiday pay under the Personnel Policy if this day were to be formally recognized as a holiday. Amendments to the Personnel Policy require a unanimous Select Board vote and must comply with certain notice/publication requirements.



Town of West Newbury
Select Board

Monday, February 6, 2023 @ 7:00pm

381 Main Street, Town Office Building

www.wnewbury.org

Open Session Meeting Minutes- DRAFT

Open Session: Open session was called to order at 7:00 pm by Chairperson Archibald

Participation at the meeting:

David Archibald, Richard Parker, and Wendy Reed *Select Board Members*

Angus Jennings, *Town Manager*

James Blatchford, *Town Clerk*

Bob Janes, *Board of Water Commissioners Chairperson*

Rob Phillips, *Finance Committee*

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet; Meeting also accessible by remote participation; see agenda for details; <https://www.youtube.com/watch?v=VZppZpZPoh4>
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Town Election Monday, May 1st. Last day to obtain nomination papers from Town Clerk: March 9th at 5pm. Nomination papers due to Town Clerk by March 13th at 5pm.
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

A. Update on Water Superintendent; request to establish wage rate and extend terms for Interim Water Superintendent position – Board of Water Commissioners

Bob Janes appeared before the Select Board in person. Janes stated the Board of Water Commissioners had voted in favor of continuing to pay the Interim Water Superintendent, Mike Goozee, at the previously agreed upon wage through the end of April or after Town Meeting. Janes stated that Goozee would be required to work 16 hours per week excluding weekends. Janes informed the Select Board of three projects that would need to be completed (Brake Hill Tank, Pipestave Hill Tank, and the budget for Town Meeting) and Goozee would be needed to help Mark complete these projects. When asked if the Water Department could support the proposed budget, Janes stated funds could be transferred from the health insurance fund. The Select Board questioned how the Board of Water Commissioners had not realized Goozee was almost through the allocated hours and previously approved budget that should have lasted for 6 months. Janes stated the weekend hours had contributed to how quickly the allocated hours and budget had been used. Jennings stated the initial request from the Board of Water Commissioners had included weekend coverage but it was not anticipated that the weekend coverage would use so much time. Reed was thankful Goozee was willing to help with the transition of the new Water Superintendent, but stated the transition had not been completed to date and expressed concern the transition would not be completed in the next three months. Reed expressed discomfort in approving the request without assurance that the transition would take place. The Select Board and Jennings discussed the role of the Select Board to approve or deny any wage range that was higher than the approved range of the position. **Reed made a motion to deny the Board of Water Commissioners request to continue at the current rate. Parker seconded.** The Select Board and Jennings discussed the implications if the motion passed. **After discussion, Reed amended the original motion to deny the Board of Water Commissioners request to continue at the current rate, the arrangement could continue with the former Water Superintendent as long as the rate was within the current wage range and step schedule with a maximum of 48.31 per hour. Parker seconded, then withdrew the second and requested clarification.** Parker asked if anything would preclude the former Water Superintendent from being assigned to the highest step. Jennings stated the Board of Water Commissioners would assign the step and nothing would preclude being placed on the highest step. **Parker seconded.** Reed strongly encouraged the Board of Water Commissioners to ensure there was enough money to fund the request. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

B. Review referral from Parks & Rec Commission re 2023 Summer Rec Program budget/wages

Jennings stated the wage rates for the Summer Recreational Program staff did not include COLA and could be adjusted upon approval of COLA for the upcoming fiscal year. The prior year, each Co-Director earned \$10,000. The wage rates for the coming year proposed a different rate for the Co-Director with multiple years of experience and the Assistant Director that had advanced to the Co-Director position to earn a lesser rate. **Reed made a motion to approve the pay rates for the Summer Recreation staff and the proposed FY23 budget. Parker seconded.** The Select Board agreed that COLA would be added to the returning staff wages the coming year. **Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

Select Board Meeting December 19, 2022. Minutes Approved June XX, 2023

Posted Agenda on 2/2/2023 at the Town Offices and the Town's Official Website www.wnewbury.org

C. Presentation of proposed FY24 Town Operating Budget and Capital Program updates – Angus Jennings, Town Manager

Jennings presented the draft FY24 budget and stated placeholder numbers were included for education as the exact number would not be determined until March. Jennings stated that 54% of budget was education funding and explained that while the total operating budget had increased 3.6%, the operating budget without education had decreased 1.2%. Jennings stated the redistribution of responsibilities within the Town Clerk's Office and DPW was one of the areas that had contributed to the decrease. Richard Baker, Board of Assessors, appeared before the Select Board in person. Baker stated property assessments would be completed in house going forward, as opposed to being outsourced, and would result in a 10% decrease within that department.

Jennings reviewed the dates for Finance Committee meetings and the deadline to post the warrant by April 10th. **Reed made a motion to refer the FY24 operating budget as prepared by the Town manager to the Finance Committee. Parker seconded. Motion unanimously approved (3 Yes, 0 No, 0 Abstain)**

D. Review of proposed/potential warrant articles for spring Annual and Special Town Meetings

The Select Board reviewed the proposed/potential warrant articles for the spring Annual and Special Town meetings. Upon review, the Select Board decided to remove the Whetstone Greenway supplemental funding article from the warrant as the project was not ready to move forward at this time. The Select Board discussed potentially amending the Capital Planning bylaw and kept a placeholder on the warrant for this item.

E. Vote to close Annual and Special Town Meeting warrants

Archibald made a motion to close the Annual and Special Town Meeting warrants. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

F. Referral of proposed FY24 capital articles to Capital Improvements Committee

Jennings recommended to refer six article items to the Capital Improvements Committee. **Reed made a motion to refer the six items to the Capital Improvements Committee. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

G. Meeting minutes: January 3, 2022

Clerical errors were noted for correction. **Reed made a motion to accept the meeting minutes from January 3, 2022 as amended. Parker seconded. Motion unanimously approved (3 Yes, 0 No, 0 Abstain).**

Town Manager Updates

H. Update re Safe Routes to Schools grant application

The Select Board and Jennings discussed how to advance this project forward and what MassDOT could potentially require. Jennings stated an invitation to attend an upcoming meeting could be extended to the engineer. **No motion was made at this time.**

I. Submittal of FY23 MIA Wellness Grant applications

Jennings stated two FY23 MIA Wellness Grant had been submitted last week and matching funds were not required for the grants. **No motion was made at this time.**

J. Follow up meeting assignment; placing items for future agendas

Archibald requested more information surrounding the Traffic Safety Bill signed by Govender Baker that would give cities and towns more control over reducing speed limits.

Archibald made a motion to adjourn Open Session. Reed seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain). Open Session adjourned at 11:15 pm.



**Town of West Newbury
Select Board
Monday, March 13, 2023 @ 7:00pm
381 Main Street, Town Office Building
www.wnewbury.org**

AGENDA

Open Session: Chairman Archibald called the meeting to order at 7:03pm.

Participation in the Meeting:

- Wendy Reed, Rick Parker, David Archibald- Select Board
- Angus Jennings- Town Manager
- James Blatchford- Town Clerk
- Chris Wile, Don James, Rob Phillips- Finance Committee
- Mark Gootée- Water Superintendent
- Robert Janes- Water Commissioner
- Dena Trotta- School Committee Member
- Rich Morrell- Representative of Yukan Sports, via Zoom
- Jack Foley- Representative of Pentucket Youth Football and Cheer
- Maureen Lynch, Kara Kosmes- Whittier Technical High School

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Summer Recreation Program at Page School-Online Registration Opens Friday, March 10th at 7am! Details on Town website and at <https://westnewburyma.myrec.com/>
- Affordable Housing Trust listening session, Thursday, March 16th at 7pm
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Town Election Monday, May 1st. Nomination papers due to Town Clerk by March 13th at 5pm.
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business:

- A. Special Event Permit Application- Road Race on June 11 at 8am- Yukan Sports LLC (cont'd from 2/27)**
(See Exhibit A). Town Manager Jennings briefed the Board that the race organizers had already been moving through the appropriate channels to secure permissions, submitting a certificate of insurance, and arranging for a police detail, which Morrell went into greater depth on briefly. **Archibald motioned to approve the permit. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- B. Request for temporary signage - Natale Smith, Pentucket Youth Football and Cheer**
(See Exhibit B). A representative from PYFC specified the locations of the temporary signs in accordance with Town Bylaws. Reed asked for the dates of the sign postings (March 15th to March 29th). **Reed motioned to approve the signs. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- C. Presentation of proposed FY24 Whittier Tech budget, and discussion of proposed MSBA construction project (for potential Town Meeting consideration in Spring 2024)**
The Superintendent and the Business Manager offered positive updates on the school including new program areas, scholars of distinction, as well as admissions statistics and grants received from the Commonwealth. Lynch stated that renovations of the school building would be no longer feasible, and that Whittier would need to seek state assistance in constructing a new building. Lynch stressed the hope that their process would be transparent as possible and offered information on costs of the new building (\$425,000,000). **No motion was made at this time.**
- D. Report on recommendations for FY24 Capital Articles - Capital Improvements Committee**
(See Exhibit D). The Select Board discussed the Capital Improvement Committee recommendations on the Town Meeting Articles. Archibald queried Parker about the urgency of the sidewalk snowplow, which he replied was not fully effective in its role and a maintenance liability. The discussion also focused on concerns about not knowing the true costs of future projects in FY25 and beyond, given the increasing prices across many sectors. **No motion was made at this time.**
- E. Presentation of proposed FY24 Water budget - Board of Water Commissioners**
(See Exhibit E). The Select Board heard data from the Water Commissioners, one of whom clarified figures written incorrectly in the Budget that would be amended. Reed was curious about potential line-item transfers, which would need to be approved by the Finance Committee, and Janes and Jennings clarified how the budgeting drafting was done- with specific respect to water agreements with Newburyport as well as impacts on how the Budget was structured because of COVID-19-era water usage changes. The Department of Revenue at the state level had found such structuring invalid, and it necessitated a greater Budget for FY 23-24 to compensate. Continued discussion of the budget from the Water Commission occurred, which focused on the difficulty in predicting future costs and expenditures, the thinly stretched workforce, and salaries. Reed had reservations about the vagueness of the salary line items. **Parker made a motion to approve the budget. Archibald seconded. The motion passed. (2 Yes, 0 No, Reed abstaining).**
- F. Follow-up discussion of proposed warrant articles for spring Annual and Special Town Meetings; including article proposals from Water Commission**
Discussion flowed smoothly from Item E to Item F similar topics. Votes occurred on the following Articles,

which took place following discussion of Item G. When queried by Reed as to why so many Articles were coming from the Water Commissioners, Superintendent Gootée explained it as coincidence, a number of unforeseen and seen expenses all being incurred within a short window. Discussion of these further Articles begins at roughly the two-hour mark in the live video:

Archibald motioned to approve the Article providing for the repair of Wellfield building #1 at a cost of \$16,610. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Archibald motioned to approve the Article providing for the cleaning of Wellfield #1's wellheads at a cost of \$9,975. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Archibald motioned to approve the Article providing for the purchase of SCADA RTUs at a cost of \$7,340. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Archibald motioned to approve the Article providing for the purchase of a continuous chlorine monitoring system at the cost of \$19,900. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Archibald motioned to approve the Article providing for the purchase of a new master meter at the cost of \$3,865. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Archibald motioned to approve the Article to purchase water from Newburyport and to replenish line items in the FY23 Budget at a cost of \$140,000. Reed stated she wanted to further clarification on what line items were being backfilled under this Article. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Archibald motioned to approve the Article providing for the repair/replacement of components of the water distribution system at a cost of \$30,000. Gootée explained the purpose of the money within the Water Department's operations, as an emergency backup to primary funds already available. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

G. Request for allocation of ARPA funds for Church/Prospect water main replacement - Board of Water Commissioners

(See Exhibit G). Primary discussion on this Item focused on the use of ARPA funds for water main replacement on Church and Prospect Streets. Intensive discussion occurred on the difficulty of purchasing requisite piping, planning for long-term projects, and the incoming challenge of PFA mitigation. The Board determined that Town Meeting should vote to authorize the funding of the replacement regardless of the funding source to ease the process of carrying out the project, with Jennings stating he felt the public would be supportive of the strategy even though it would modify a preexisting Article in the Warrant. Discussion continued on where appropriate secure storage for the piping would be, and potential documentation/parameters that would need to be generated/followed. **Parker motioned that the Town use \$625,000 in ARPA funds for the purchase of some of the piping. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Archibald then motioned to revise the Town Meeting Article related to the purchase to encompass necessary borrowing for bidding and construction costs to replace the water main, with knowledge that costs may vary in the future. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

H. Updates regarding proposed FY24 Town Operating Budget incl. Finance Committee reviews to date

Articles voted and/or discussed on were:

Article 21: Town Manager Jennings opened discussion bringing up the carryover for curbside recycling that had to be added to the Operating Budget at late notice. Jennings stated that in future the Board of Health could at their discretion use revolving fund money to pay the recycling expenses. **Reed moved to approve Article 21 and its line items, including the fund to pay the curbside pickup expenses. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 26: **Parker motioned to approve Article 26 for the replacement fire pickup truck. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 28: The Board clarified that the Town was unable to acquire a police cruiser at the hoped for price and therefore additional thousands were needed to cover the cost. Citing an interest in further information about the operation of the hybrid engine in the cruiser, the Board tabled the Article. **No motion was made at this time.**

Article 43: Concerned by how recently the amendment, which proposed to modify the Zoning Bylaws to add further wetlands protection, had been introduced, the Select Board talked with Rob Phillips of the Finance Committee (who had similar reservations) about their feeling that the Article should not be included on the Warrant. Further, Archibald found the language vague and too sweeping. **Parker motioned for Article 43 be brought before the Finance Committee. Reed seconded. The motion failed. (1 Yes, 2 No, 0 Abstain).**

Article 20: The Select Board determined that the Article should be discussed by the Finance Committee before the Board would discuss in depth. **The Select Board decided to table the Article for a future meeting.**

Article 19: **Archibald motioned to approve the Article which would provide funding for the snow and ice deficit. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 15: **Parker motioned to approve the Article in order to establish a study- defining the scope of testing at 31 Dole Place. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 31: Jennings recommended the Board hold off on the Page School crosswalk project, instead rolling it into a later Route 113 corridor project to improve pedestrian safety. **No motion was made at this time.**

Article 24: The Select Board wished to have further clarification on the Article, particular pending voting on related Articles on the Town Meeting Warrant. **No motion was made at this time.**

Article 23: **Reed motion to approve the Article. Archibald seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Jennings concluded this portion of the meeting by bringing to the attention of the Select Board Budget items that needed to be reconciled between variants of the Operating Budget. These reconciliations were in items relative to group insurance costs, veteran's benefits and expenses, as well as the Pentucket School District, public safety, Park and Rec, and Council on Aging funding. Particular attention was paid to Park and Rec's adjustments, with a potentially substantial change in funds from which seasonal PT employees would be paid. Jennings did not recommend approving Park and Rec's changes. For reference, see Budget items highlighted in yellow in the Select Board meeting packet for 3/13/2023. Following this discussion, **with the exception of the Park and Rec line items, Reed motioned to approve the Operating Budget with these adjustments. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

I. Discussion of Ch. 70 State educational funding formula

(See Exhibit I). The Board expressed their confusion with the Chapter 70 formula, and Archibald suggested communicating with the state government to learn more about the process and how determinations are made.

Jennings agreed and relayed that serious talk had occurred on suing the state over the determinations. **The Select Board decided to table the Article for a future meeting.**

J. Review of draft Annual and Special Town Meeting warrants, incl. determination of which articles would be on Special (instead of Annual) Town Meeting Warrant

(See Exhibit J). Jennings asked the Board to provide any additional input on which items should be in which Town Meeting, but the Board had no remarks. **No motion was made at this time.**

K. Proposed adoption of Financial Policies (recommended from MassDOR Division of Local Services Municipal Best Practices grant)

The Select Board decided to table the Article for a future meeting.

L. Review of proposed revisions to Facility Rental fee schedule

(See Exhibit L). Reed raised a concern regarding an unexplained distinction between for-profits and non-profits in the schedule. The Board also agreed that renting the Select Board Meeting Room should be off-limits. They also discussed rates and hour limits. **No motion was made at this time.**

M. Meeting minutes: January 9, 2023; January 17, 2023

Archibald motioned to approve the meeting minutes for January 9 with revisions and January 17 without revisions. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

Town Manager Updates:

N. Update on pending issuance of Page School Feasibility Study Request for Qualifications

Jennings stated that the name of the “Page School Feasibility Study” would be changed to “Page School Assessment” to help identify issues with the Page School for the Town, and for the Town to make a future determination on how to proceed. Parker lauded the change of name. **No motion was made at this time.**

O. Public Comment period for regional Transportation Improvement Program

(See Exhibit O). Jennings stated he provided the Town’s “usual comments” for regional TIP priorities and stated a meeting with TIP representatives was upcoming shortly. **No motion was made at this time.**

P. Updates on ongoing/active projects/initiatives

(See Exhibit P). Under this Item, the Town Manager provided the Planner’s Report and correspondence on the Middle Street Bridge permitting process. Jennings also informed the Board about insurance issues impacting the G.A.R. Library, as the Library’s digital infrastructure is maintained by the library consortium and not the G.A.R. itself. During this Item, Reed brought up the proposed a Cost of Living Adjustment increase. Jennings stated the Board would in this situation be finalizing a COLA increase by 3% in FY24. **Reed motioned to approve the increase. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Q. Follow up meeting assignment; placing items for future agendas

No motion was made at this time.

Archibald motioned to adjourn the session. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The session adjourned at 11:18pm.

To view a recording of the meeting, see the link below:

<https://www.youtube.com/watch?v=daSkEIo6jWs>



Town of West Newbury
Select Board
Monday, March 27, 2023 @ 7:00pm
381 Main Street, Town Office Building
www.wnewbury.org
Meeting Minutes

Open Session: The open session was called to order at 7:13pm by Chairman Archibald.

Participation at the meeting:

David Archibald, Richard Parker, Wendy Reed- Select Board Members
James Blatchford- Town Clerk
Angus Jennings- Town Manager
Wayne Amaral- Director of the Department of Public Works
Mark Marlowe- Water Superintendent
Robert Janes- Chair of the Water Commission
John Mortimer- Founder of Millennium Running
John Butler- Representative of National Grid
Representative from Francis T. Bresnahan Elementary School, Newburyport, MA, via Zoom

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Town Election Monday, May 1st
- Staffing updates: Town Manager's and Town Clerks' offices
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

- A. Special Event Permit Application – use of Action Cove, June 8 from 11:30am-2pm – Bresnahan Elementary School**
(See Exhibit A, p. 3-7). **Parker motioned to approve the Permit. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- B. Special Event Permit Application – Newburyport Half Marathon, Oct. 29 at 10:30am – Millennium Running**
(See Exhibit B, p. 8-12). Discussion on this item centered on details of the event. **Reed motioned to approve the Permit. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- C. Petition to install new utility pole at 190 Crane Neck Street – National Grid & Verizon**
(See Exhibit C, p. 13-22). A representative from National Grid explained the need to install the pole, as the new construction it would service was not presently accessible from the existing infrastructure. **Parker moved to approve the installation of the utility pole. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** As part of the conversation one of the National Grid representatives queried about the status of a pole replacement on Rogers Street which had not been on the agenda. The representative explained the gist of the project and some of the concerns. **Parker motioned to add the replacement of the Rogers Road pole to the agenda. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Parker then motioned to approve the replacement of the pole. **Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
Item G, Item H, and Item I were taken out of order at this time. See below for Item G, Item H, and Item I.
- D. Review of letter from Senator Tarr re FY24 State Budget priorities**
(See Exhibit D, p. 23-25). Jennings recounted items of interest in the State Budget that the Town in a letter dispatched by State Sen. Bruce Tarr. These included the Chapter 70 Formula, Middle Street Bridge project money, funding for water infrastructure, and funding for pedestrian safety projects. Reed asked for clarification on the distinction between “local” and “general” priorities. **No motion was made at this time.**
- E. Updates regarding proposed FY24 Town Operating Budget incl. Finance Committee reviews to date**
(See Exhibit E, p. 26-34). Jennings reaffirmed his support for the proposed Budget despite Finance Committee recommendations. **No motion was made at this time.**
- F. Proposed scope/contract with TEC for Page/Pipestave work, and Rte. 113 corridor concept planning**
(See Exhibit F, p. 35-40). Jennings stated there was enthusiasm for the pedestrian safety improvements involving crosswalk and signage placement- and makes the Town more competitive in securing Federal funding via grants. The undertaking of both initiatives simultaneously is a smart idea despite the high potential price tag, stated Jennings, a sentiment echoed by DPW Director Wayne Amaral. **No motion was made at this time.**
- G. Updated draft language for Church/Prospect water main replacements, incl. prelim. est. debt service**
(See Exhibit G, p. 41-44). Jennings refreshed the Board which was followed by group discussion, on the present status on draft language authorizing the raising of funds for the project and the status of the project, and prior history and language of such authorizations. Discussion particularly centered on debt payment options (longer term or shorter-term loan) in the context of other potential capital projects. **No motion was made at this time.**
- H. Discussion of Water capital planning/budgeting, and potential to pursue updated Intermunicipal Agreement with Newburyport**
(See Exhibit H, p. 45-59). The discussion for Item G covered the discussion of Water capital planning/budgeting. The Select Board gave their feedback on the priority list of items for inclusion in the updated Intermunicipal Agreement. **No motion was made at this time.**
- I. Proposed EPA rule re PFAS – public comment period; EPA public hearing on May 4th; comment period**
(See Exhibit I, p. 60). Town Manager Jennings updated the Select Board on an unfolding lawsuit regarding water contamination by PFAs, and stated he would bring the matter back up before the Board if action was required to be taken. The law firm leading the suit was only in the initial stage of drafting their suit. **No motion was made at this time.**
- J. Request for allocation of ARPA funds for Page School HVAC replacement**

(See Exhibit J, p. 61-63). Archibald queried Jennings about the potential for using ARPA funds for the replacement since they were available and the project met the ARPA criteria, but Jennings cautioned the Board about removing the funding request from the Town Meeting Warrant just the same. A major point of discussion was how to discern what potential HVAC units would fit the “Buy American” requirement of the funds, and how to make sure the community would get decent options to select from if limited in this way. **No motion was made at this time.**

K. Review of proposed warrant articles for spring Annual and Special Town Meetings

(See Exhibit, p. 64-67). Review and voting occurred on:

Article 25 [later assigned Article 16, Special Town Meeting Warrant] on the raising of funds to replace the sidewalk snow-clearing vehicle for use of the DPW. **Archibald motioned to approve the Article. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 31 [later assigned Article 18, Annual Town Meeting Warrant] on the raising of funds to plan and design efforts to address pedestrian safety concerns on Rte. 113. **Reed motioned to approve Article. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 20 [later assigned Article 11, Annual Town Meeting Warrant] to appropriate \$90,000 from the PEG Access and Cable Related Fund for the purposes of funding its FY 2024 cable-related expense. **Reed motioned to approve the Article. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 27 [later assigned Article 12, Special Town Meeting Warrant] to raise funds for the replacement of the HVAC unit at the Page School Main Office and Entry Area. **Reed motioned to approve the Article. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Following the vote Parker mentioned that there were financial incentives that the Town could qualify for from National Grid to help defray costs.

Article 28 [later assigned Article 13, Special Town Meeting Warrant] to raise funds to purchase a police cruiser for use by the Police Department. Parker wanted to know if the vehicle would be a hybrid. **Reed motioned to approve the Article. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Article 24 [later assigned Article 13, Annual Town Meeting Warrant] regarding the allocation or reservation and/or from the Community Preservation Fund annual revenues the amounts recommend by Community Preservation Committee for committee administrative expenses, community preservation projects, and other expenses. The Select Board discussed with Jennings the final amounts proposed in the Article. **Reed motioned to approve the Article. Archibald seconded. The motion unanimously passed.**

L. Review schedule for joint Select Board/Finance Committee/Moderator/Town Counsel/Town Manager/ Town Clerk mtg re ATM/STM Motions

(See Exhibit L, p. 68-72). The Select Board opted to convene a brief meeting to sign the Warrants on Wednesday, April 5th. **No motion was made at this time.**

M. Reappointment of Animal Control Officer for FY24

(See Exhibit M, p. 73-79). **Parker motioned to reappoint the Animal Inspection Officer Kayla Provencher. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

N. Cont'd review of ERRS request to consider 5% Retiree COLA for FY24

(See Exhibit N, p. 80-87). **Parker motioned to accept the COLA for FY24. Motion failed for lack of a second.** Archibald explained that the Town had given its employees a 3% increase, and that the ERRS request was redundant.

O. Meeting minutes: January 31, 2022; February 7, 2022

(See Exhibit O, p. 88-93). **Reed motioned to approve the minutes for January 31 and February 7. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

Town Manager Updates

P. (See Exhibit P, p. 94-100). Updates from recent mtgs with MVPC re TIP process, ped safety planning (3/16); new District Atty. Paul Tucker (3/21); Rep. Ramos (3/22); MassDOT re Safe Routes to Schools application (3/22)

Jennings briefly touched on topics in these assorted meetings including Chapter 70 and police reform. The audience was engaged and West Newbury was well-represented in the crowd. **No motion was made at this time.**

Q. (See Exhibit Q, p. 101-122). Update from Hazard Mitigation Planning kick-off workshop on 3/21

No motion was made at this time.

R. (See Exhibit R, p. 123-136). Update from Affordable Housing Trust listening session on 3/21

Reed recapped the meeting and mentioned that a fair amount of feedback was given. Reed said they would incorporate the feedback and make a presentation at Town Meeting.

S. (See Exhibit S, p. 137). Update from Housing Production Plan stakeholder mtg on 3/24

Jennings lauded the presentation of the Plan. **No motion was made at this time.**

T. (See Exhibit T, p. 138-175). Finance Dept. filing of FY22 Continuing Disclosure Report for General Obligation Bonds, 3/22

Jennings stated the Report would be updated during Fiscal Year. **No motion was made at this time.**

U. (See Exhibit U, p. 176). Letter from DHCD re MBTA Communities Act, Interim Compliance

Jennings stated the letter from DHCD had been received and told the Select Board to anticipate future action on the letter. **No motion was made at this time.**

V. (See Exhibit V, p. 178-181). Letter from MA Dept. of Telecommunications and Cable re Verizon Cable License Agreement

Jennings suggested that the Board think about how to handle the license renewal process, whether as the primary agent in the negotiations or if it should be through the Cable Advisory Committee. **No motion was made at this time.**

W. (See Exhibit W, p. 182-183). Letter from National Grid re vegetation management activities

Jennings confirmed that the letter had been broadly distributed. Parker asked if the owners of property National Grid would be operating near were going to be contacted, but Archibald stated he did not recall. **No motion was made at this time.**

X. Updates on ongoing/active projects/initiatives

Jennings updated the Board he had received draft language from Greenbelt on the transfer of interest, though no action was needed on the part of the Town. **No motion was made at this time.**

Y. Follow up meeting assignment; placing items for future agendas

No motion was made at this time.

Archibald motioned to adjourn the session. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The session adjourned at 10:20pm.

Select Board Open Session Meeting March 27, 2023.

Minutes approved XXXX

Posted Agenda on March 23, 2023 at the Town's Offices and the Town's Official Website www.wnewbury.org

To access a video recording of the meeting, use the link below:
<https://www.youtube.com/watch?v=EMzLz1dmOq4>

Select Board Open Session Meeting March 27, 2023.

Minutes approved XXXX

Posted Agenda on March 23, 2023 at the Town's Offices and the Town's Official Website www.wnewbury.org



**Town of West Newbury
Select Board
April 5, 2023 @ 5:30pm**
381 Main Street, Town Office Building
www.wnewbury.org

AGENDA

Open Session: Chairman Archibald called the meeting to order at 5:30pm.

Participation in the Meeting:

- Wendy Reed, Rick Parker, David Archibald- Select Board
- Angus Jennings- Town Manager
- James Blatchford- Town Clerk
- Sue Brown- Town Planner

Announcements:

- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

A. Review and finalize warrants for spring Annual and Special Town Meeting

The Select Board held discussion on the following Articles:

On Article 12, Special Town Meeting: The Board discussed the potential employment of ARPA funds on the Page School HVAC project which would replace heating and cooling in the Main Office and hallways of the School, and further more might be eligible for green funds. During the discussion Reed stated she wanted to see a longer-term plan on how to use remaining ARPA funds.

On Article 7, Annual Town Meeting: The Board determined that the funding would come from the Water Department for the replacement of water mains at Church and Prospect St.

On Article 13, Annual Town Meeting: Discussion raised the issue that upcoming Community Preservation Act funding might be below what the Town required to manage the directives of the Act, and Jennings stated he wanted to find out whether funding amounts could be allocated only in dollars or in percentages.

On Article 14, Annual Town Meeting: Discussion centered on the Article and its attempted acquisition and management of 32 acres off of Poor House Lane, whose text the Board found confusing and would potentially require further explanation after the motion was made at Town Meeting. There was also lack of knowledge on whether Greenbelt was assisting in fundraising for the acreage, which would cause the Town to utilize the Article's full \$705,00 allotted for purchase.

On Article 10, Special Town Meeting: The Board was made aware of duplicate language in the Article.

The Select Board approved the removal of Article 39 on electrical inspectors. The Article number was not finalized prior to its removal from the Warrant.

Following the discussion of these Articles, it was deemed that the language would be finalized by Thursday or Friday, April 6th or 7th, respectively.

Archibald motioned to adjourn the session. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The session adjourned at 5:57pm.

Select Board Open Session Meeting April 5, 2023.

Minutes approved XXXX

Posted Agenda on April 3, 2023 at the Town's Offices and the Town's Official Website www.wnewbury.org



**Town of West Newbury
Select Board
Monday, April 10, 2023 at 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org
Meeting Minutes**

Open Session: The open session was called to order at 7:06pm by Chairman Archibald.

Participation at the Meeting:

- David Archibald, Richard Parker, Wendy Reed- Select Board
- James Blatchford- Town Clerk
- Sue Brown- Town Planner
- Walt Burmeister, Ross Capolupo, Daniel Innes, Dan James, Rob Phillips, Jim Spelakis, Chris Wile- Finance Committee
- Elisa Grammer- Historic Commission
- Michael McCarron- Former Town Clerk

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below
- Earth Day 2023: Town-Wide Roadside Cleanup! Saturday, April 22nd. Pick up supplies at Town Offices, Library, or Food Mart. Details on Town website. Thank you!
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Pre-Town Meeting Q&A Forum: Lunch & Learn at the SAGE Center. Thursday, April 13th from 11:30am-1pm
- Pre-Town Meeting Informational Meeting: in-person (Town Offices) and online. Thursday, April 13th at 6pm
- Town Election Monday, May 1st. Polls open 7am to 8pm
- Recent extension of Massachusetts enabling legislation allowing virtual and "hybrid" public meetings
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

- A. Consideration of reappointments/appointments to the Board of Fire Engineers**
(See Exhibit A, p. 6). Town Clerk and Town Manager confirmed that the entire five-man Board of Fire Engineers had asked for reappointment. **Reed moved to reappoint the Fire Engineers. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- B. Request for annual approval of West Newbury election workers**
(See Exhibit B, p. 5). **Parker moved to approve the request. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- C. Joint meeting with Finance Committee, Temporary Town Moderator (nominated), a Town Counsel, Town Manager, Town Clerk to review draft Town Meeting Motions and logistics**
(See Exhibit C, p. 6-17). Discussion took place on Town Meeting Articles regarding phrasing and language, necessary edits, and presentation of Articles, as well as to address questions from members of the meeting. **No motion was made at this time.**

Item O was taken out of order at this time. See Item O below.

Select Board Open Session Meeting April 10, 2023.

Minutes approved XXXX

Posted Agenda on April 8, 2023 at the Town's Offices and the Town's Official Website www.wnewbury.org

D. Request for allocation of ARPA funds for Page School HVAC replacement (cont'd from March 27th)

(See Exhibit D, p. 18-21). The Board debated using ARPA funds to support HVAC replacement at the potential risk of spending the funds too soon. The Town Manager confirmed the purchases would not need to meet the “Buy American” requirement. **Parker moved to use the ARPA funds for the HVAC project. Reed seconded. The motion passed. (2 Yes, 1 No, 0 Abstain).** Following the vote, Jennings asked following the Board vote if the related Article should be put to vote at Town Meeting, and Reed suggested it be passed over.

E. Updates regarding ongoing and proposed pedestrian safety initiatives

(See Exhibit E, p. 22-23). Jennings provided an update on Rte. 113 corridor to the Board as part of a larger report on pedestrian safety measures in Town. **No motion was made at this time.**

F. Recent issuance of Page School Conditions Assessment RFQ; confirmation of advisory group

(See Exhibit F, p. 24-42). With the contract out to bid, Jennings confirmed that there were numerous interested parties. Jennings reminded the Select Board that a temporary Chief Procurement Officer would need to be selected. Jennings also reminded the Select Board of the need to set up an advisory group, which he hoped would consist of Pentucket School facilities staff, members of local government, and a West Newbury resident, with the appointments to be completed at the next meeting. **No motion was made at this time.**

G. Consideration of proposal to join National Rural Water Association PFAS Contamination lawsuit

(See Exhibit G, p. 43-63). Parker stated he believes they should join the lawsuit, citing limited potential downsides. Archibald wished Justin Timberlake was the avatar for the Live Chat feature on the law firm’s webpage. **No motion was made at this time.**

H. Review of proposed revisions of Facility Rental Fee Schedule (cont'd from March 13)

(See Exhibit H, p. 84). Discussion raised concern with how to handle larger size events or events with food with limited staff without charging the rental fees, as well as the vagueness of language in the Schedule. Jennings imparted that some community groups were concerned about the imposition of the fees. The Board drafted more clear language and requirements for the Schedule. **Reed motioned to adopt the new Facility Rental Fee Schedule. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

I. Proposed adoption of Mass. Gen. Law. Ch. 266 32A (regarding Assistant Wiring Inspectors)

(See Exhibit I, p. 65-67). **Parker motioned to accept the provision of M.G.L. Ch. 266 32A. Parker seconded. The motion unanimously passed (3 Yes, 0 No, 0 Abstain).**

J. Requests for authorization to submit grant applications:

(See Exhibit Ja, p. 68-68; Jb, p. 69-104).

a. Municipal Vulnerability Preparedness grant; incl. request for letter of support, and request for permission to place temporary informational signage as required by the grant

Reed motioned to apply for the grant. Archibald seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

b. Car seat distribution grant application

Reed motioned to apply for the grant. Parker seconded. Motion unanimously passed (3 Yes, 0 No, 0 Abstain).

c. Agreement to inclusion of town-owned properties in NEEF Pollinator Grant application to be submitted by West Newbury Wild & Native

No motion was made at this time.

K. Request for permission to install signage at 8 gardens maintained by the West Newbury Garden Club

(See Exhibit K, p. 105-106). **No motion was made at this time.**

L. Proposed adoption of Financial Policies (recommended from MassDOR Division of Local Services Municipal Best Practices grant)

(See Exhibit L, p. 107-117). The Select Board provided feedback on sections of the Policies that required further clarity, especially with regard on conflict-of-interest parameters. Town Manager

Select Board Open Session Meeting April 10, 2023.

Minutes approved XXXX

Posted Agenda on April 8, 2023 at the Town’s Offices and the Town’s Official Website www.wnewbury.org

Jennings agreed to look into it and make the necessary edits. **No motion was made at this time.**

Town Manager Updates

- M. Coffin Street conservation project: proposed transfer of land ownership interests to Greenbelt**
(See Exhibit M, p. 118-125). Jennings stated the Conservation Committee had not had any issues with the transfer. **No motion was made at this time.**
- N. Recent execution of vendor contract: Solar Site Feasibility Analysis**
(See Exhibit N. 126-133). **No motion was made at this time.**
- O. Town Planner Report**
(See Exhibit O, p. 134-135). The Town Planner fielded questions on her report from the Select Board, Clerk, and Town Manager. Parker inquired Sue Brown about the wireless [cellular] network bylaw changes, and suggested a wireless coverage survey be undertaken in the future. **No motion was made at this time.**
- P. Memorial Day Parade planning**
The Town Manager informed the Board that a staff working group had been created to handle the Parade including Regional Veterans Board Member Ronald Ross. **No motion was made at this time.**
- Q. Updates on ongoing/active projects/initiatives**
The Town Manager informed the Board that members of Town government had participated in meetings on a cyber-audit on cybersecurity issues at the G.A.R. Library. Discussion centered on whether the Merrimack Valley Library Consortium was providing adequate support for cybersecurity for the Town's standards. **No motion was made at this time.** The Select Board and Town Manager lauded the Finance Committee's work on the Finance Committee Booklet. **No motion was made at this time.**
- R. Follow up meeting assignment; placing items for future agendas**
No motion was made at this time.

Archibald motioned to recess into Executive Session under M.G.L. 21A 7. Reed seconded. Motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Open Session recessed at 10:31pm.

The Board recessed from Executive Session. Reed motion to adjourn the Open Session. Seconded by Parker. Motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Session was adjourned at 10:41pm.

To access a video recording of the meeting, use the link below:

<https://www.youtube.com/watch?v=Q5ovLkh28wI>



**Town of West Newbury
Select Board
Monday, April 13, 2023 at 5:30pm
381 Main Street, Town Office Building
www.wnewbury.org
Meeting Minutes**

Open Session: The open session was called to order at 5:32pm by Chairman Archibald.

Participation at the Meeting:

- David Archibald, Richard Parker, Wendy Reed- Select Board
- James Blatchford- Town Clerk
- Angus Jennings- Town Manager

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below
- Earth Day 2023: Town-Wide Roadside Cleanup! Saturday, April 22nd. Pick up supplies at Town Offices, Library, or Food Mart. Details on Town website. Thank you!
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm, Town Annex
- Town Election Monday, May 1st. Polls open 7am-8pm
- Call for volunteers! Open positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

- A. Request to perform volunteer work, for Eagle Scout Project, on trails behind Page School in coordination with the Conservation Agent**
Eagle Scout candidate Jack Rau spoke to the Select Board about his desire to undertake the maintenance project, utilizing only hand tools. Parker asked if an adult should be present during the work hours, and it was determined that the necessary work permit paperwork for minors should be used. **The item was tabled for a future Select Board meeting.**
- B. Request for permission for Fire Dept. to undertake prescribed burn of brush pile (removed invasives) on Cherry Hill conservation land, in coordination with the Conservation Agent**
The Select Board discussed the additional steps to be taken regarding the use of the conservation land for this purpose, including mounting appropriate signage and sending out an e-blast to inform the public. The Fire Department would be on hand to manage the burn. **Reed motioned to approve the burn. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- C. Follow-up discussion if/as needed, regarding draft Town Meeting motions**
No motion was made at this time.

Pre-Town Meeting Info Session and Q and A- to Begin at 6pm

- D. Review of proposed Warrant articles with summary of Select Board and Finance Committee recommendations; public question and answer**
Town Manager Angus Jennings summarized Special and Annual Town Meeting Articles of particular concern/interest. These included:

On Articles 4-20 Annual Town Meeting: Jennings summarized discussions related to the Town Budget and overall reduced municipal expenses as laid out in the Articles. Among items of interest was the water rate increase of 1.06% which was necessary to cover operating expenses, the replacement of the Church and Prospect water mains, and the proposed transfer of funds from the CPA Housing Reserve Fund to the

*Select Board Open Session Meeting April 13, 2023.
Posted Agenda on April 8, 2023 at the Town's Offices and the Town's Official Website www.wnewbury.org*

Minutes approved XXXX

Affordable Housing Trust- a transfer which would bring the funds out of the purview of Town Meeting voters.

On Article 18 Annual Town Meeting: Jennings summarized the Corridor Planning for Pedestrian, Cycling, and Equestrian Safety Improvements as laid out in the Article, which Jennings stated drew praise from members of the public as an important project.

On Article 2 Special Town Meeting: Jennings summarized Finance Committee's recommendation to make an investment in emerald ash borer beetle prevention as laid out in the Article, but a lower amount than the Select Board's recommendation. The Select Board inquired about who would provide expertise and information about the Article during the Meeting, if needed, with Board Member Parker offering himself.

On Article 4 Special Town Meeting: Jennings summarized the transfer or appropriate moneys in the sum of \$50,000 for an engineering study at 31 Dole Place as laid out in the Article, and where the process in preparing the parcel stood.

On Article 5 Special Town Meeting: Jennings underlined the growing importance of buying water from Newburyport under municipal agreement as laid out in the Article.

On Article 12 Special Town Meeting: Jennings stated that ARPA fund would be used the fund the replacement of Page School Office HVAC as laid out in the Article.

On Article 16: Jennings underscored the size of the initiative to utilize the One Stop for Growth grant if secured with matching funds as laid out in the Article.

Archibald motioned to adjourn the session. Parker seconded. Motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The session adjourned at 5:55pm.

To view a video recording of this meeting, use the link below:

<https://www.youtube.com/watch?v=MyENUIlpbSU>

Town Manager

From: eohed@intelligrants.com
Sent: Friday, June 2, 2023 2:07 PM
To: Town Manager
Subject: Full Application Received

Organization: **Town of West Newbury:**

Thank you for your submission to the Community One Stop for Growth. This email acknowledges and confirms that we have received the following Full Application from your organization - **FULL-FY24-West Newbury-West Newbu-00653**.

All submissions received by the deadline will be checked for completeness and to confirm eligibility. Applications will then be read and evaluated by a team of reviewers over the next eight to ten weeks. You may be contacted during this time if any additional information and/or clarification is needed. Otherwise, this will be the only communication until after the reviews are completed.

You will be notified in writing about the determination(s) made on your application. We anticipate making award announcements in October/November.

Thank you,
The One Stop Team

FORM 1.

1.1. Primary Location:

West Newbury

Please save the form after selecting Primary Location.

EOHED Region	<i>Northeast</i>	MassDOT District	<i>District 4</i>	Rural or Small Town	<i>Both</i>
MDFA Regional Office	<i>North</i>	Gateway City	<i>N/A</i>	Housing Choice	<i>No</i>
Regional Planning Agency	<i>Merrimack Valley Planning Commission</i>	MVP Community	<i>Yes - MVP</i>	MBTA Community	<i>Yes - MBTA</i>

1.2. Organization Type

Public Entity

Municipality

Public Housing Authority

Redevelopment Authority

Regional Planning Agency

Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)

Water or Sewer District

Non-Public Entity

1.3. Applicant Organization Name:

Town of West Newbury

1.4. Applicant Organization Legal Address:

381 Main Street

1.5. City/Town:

1.6. State:

1.7. Zip Code:

West Newbury

1.8. CEO Name:

Massachusetts

01985

1.9 CEO Title:

Angus Jennings

1.10. CEO Tel.:

1.11. CEO Email:

Town Manager

(978) 363-1100

townmanager@wnewbury.org

1.12. Project Contact Name

Angus Jennings

1.13. Project Contact Title

Town Manager

1.14. Contact Tel.:

1.15. Contact Email

(978) 363-1100

townmanager@wnewbury.org

1.16. Organization Description – Describe your organization’s structure, including staff capacity, and economic development goals.

West Newbury, located in Essex County, has a population of 4,500 (2020 Census) and is governed by an Open Town Meeting, 3-member Select Board and Town Manager form of government. The Town is a member of the Merrimack Valley Planning Commission, and an active participant in many regional planning efforts, including participating in shared provision of public services with one or more neighboring communities in the areas of Conservation, Animal Control, and Harbormaster. The Town also employs approximately 55 full- and part-time employees in the areas of Police, DPW, Water, Library, and General Governance. The Town's annual budget in the current FY23 is approximately \$17.4M (incl. non-Education budget of \$8.3M), with a separate Water enterprise budget of approximately \$950k. West Newbury is primarily residential in nature, with more than 97% of its tax base being residential. With very limited land zoned for commercial development, and no public sewer, the Town has not prioritized economic development as a policy objective. However, the Town and its people have close economic relationships with its neighboring communities in the region, including immediate neighbors Newburyport and Haverhill. The subject of the present MassWorks grant application represents the Town's continued effort to rebuild the Middle Street Bridge, and to restore one of its primary vehicular connections to Newburyport.

1.17. Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

Yes

No

MBTA Community Questions

1.19. Chose the option below that best reflects your municipality’s compliance status with the Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act (MGL c. 40A). Has your municipality:

Submitted an Action Plan to DHCD and NOT YET received a letter confirming Interim Compliance

Submitted an Action Plan to DHCD and HAVE received a letter confirming Interim Compliance

Received a determination of District Compliance from DHCD or

Have not submitted an Action Plan nor application for District Compliance to DHCD in accordance with the Guidelines for Multi-family Zoning Districts

1.19.a. Does the community anticipate any changes to its approved Section 3A Action Plan that may result in delays to the plan’s schedule of more than 180 days?

Yes

No

FORM 2.

SECTION 2. PROJECT INFORMATION

2.1. Project Name: *West Newbury - Bridge Replacement*

2.2. Short Project Description / Abstract – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.

The proposed project will replace the desperately needed Middle Street Bridge, connecting West Newbury to Newburyport, across the Artichoke Reservoir. The bridge was closed in July 2018 due to substantial deterioration. Since then, Newburyport and West Newbury secured MassDOT and MassWorks grant funding, and successfully brought the project through permitting; but for a gap in construction funding - which this proposed MassWorks grant would help fill - this important project is "shovel ready."

2.3. Project Category for Grant Consideration. Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.

ATTENTION APPLICANT: Save form after answering or changing answer to question 2.3.

Development Continuum Category:

Community Activation and Placemaking
 Planning and Zoning
 Site Preparation
 Building

Infrastructure

Project Type:

Infrastructure Predevelopment

Infrastructure Construction*

Project Focus:

Public Infrastructure to Support Growth

Small Town Road improvements to enhance public safety (aka STRAP)

*Infrastructure Construction projects may include predevelopment components in addition to capital construction activities.

ATTENTION APPLICANT: Save form after answering or changing answer to question 2.3.

2.4. Narrative / Scope of Work – Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.

The proposed bridge replacement will replace Bridge No. N-11-007=W-20-001 which crosses from West Newbury easterly over the Artichoke Reservoir into the neighboring City of Newburyport. The project will replace the desperately needed Middle Street Bridge over the Artichoke Reservoir allowing it to be reopened for public use.

The project site is located on Middle Street (West Newbury) and turns into Plummer Spring Road (in Newburyport), and crosses the Artichoke Reservoir. The Artichoke Reservoir is a tributary flowing south to north into the Merrimack River and is a public water supply for the nearby towns. The southern face of the original structure, which was a granite arch built in the late 19th century, collapsed in July of 2018, forcing the town and Newburyport to agree to close the bridge.

The bridge was closed in July of 2018 due to its deteriorated condition and partial collapse. Unfortunately, due to the nature of the collapse and the materials originally used, none of the existing structure is salvageable. There are no utilities located at the bridge site, eliminating potential delays and complications resulting from their relocation. The road will remain closed throughout the construction period, which is estimated to take approximately 10 months from start to completion.

The Town, in coordination with the City of Newburyport, has been working to design, permit and secure funding for a replacement bridge since the bridge closing. Supported by a \$500,000 MassDOT Small Bridge grant awarded to the City of Newburyport (of which half remains, allocated for construction) and a \$1M MassWorks grant awarded to West Newbury in 2020 (which is due to expire on June 30, 2023), the project has reached 100% design and is fully permitted.

Upon securing sufficient grants and appropriations for construction, the Town intends to put the project out to bid. However, the procurement process cannot begin until all funding is in place.

2.5. Project Need – Describe why this project is necessary in enhancing community economic development.

Note: For Small Town Road Improvements to Enhance Public Safety projects, the applicant should describe why the project is necessary to enhance roadway safety.

Reopening the Bridge is crucial because it provides vital access for first responders servicing the Town of West Newbury from Newburyport. Middle Street Bridge is also an evacuation route for the Seabrook Nuclear Power Station. Federal law mandates that an evacuation route be provided for communities within a 10-mile radius of the emergency planning zone. This evacuation route has been severed for residents seeking safe passage due to the bridge collapse.

The bridge closure has resulted in residents' restricted access to the Anna Jaques hospital in Newburyport, and to many of the area's largest employers located across the bridge in Newburyport.

Safety improvements will be made by adding standardized bridge rails, precast guardrail transitions, and by increasing roadway width and improving the alignment. The permitted bridge design includes a sidewalk to increase the safety of pedestrians and people who fish off the side of the bridge.

2.6. Target Population Description – Describe the specific population(s), neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor's Black Advisory Commission and/or Latino Advisory Commission and focuses on Black and/or Latino communities.

The proposed project will greatly benefit residents of West Newbury whose commuting or other travel routinely takes them to/from Newburyport. Although there are fewer Newburyport residents traveling west than there are West Newbury residents traveling east, the re-opening of this regional transportation route will better allocate traffic along a broader network of streets.

The closure of this portion of road and resulting 3.4-mile detour has been costly for local business, and has increased vehicle miles traveled due to effects on commuting and commerce. Additionally, West Newbury's aging population requires unrestricted access to the most direct route to the Anna Jaques Hospital located 2.5 miles from the closure.

2.7. Is the project area located within an Environmental Justice census block group? [CLICK HERE](#) to access the Commonwealth's Environmental Justice Map Viewer.

Yes

No

2.8. Anticipated Outcomes and Impacts – Explain how the project will catalyze community economic development. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.

Note: For Small Town Road Improvements to Enhance Public Safety projects, the applicant should describe the anticipated outcomes related to roadway safety.

The proposed bridge will be a single span structure constructed of concrete beams supported by integral abutments to increase longevity, and to decrease maintenance and construction costs. Full pavement depth will be used throughout the limits of the roadway reconstruction.

The project is not projected to have impacts on housing production, job growth, or workforce development. However, due to its restoration of an important intermunicipal transportation route, the project could be expected to have tangential impacts on entrepreneurship and local businesses, including facilitating greater commerce between West Newbury and Newburyport residents and businesses. Social benefits can also be expected to accrue, including a reduction of vehicle miles traveled, owing to the re-routing of traffic that resulted from the Bridge's closure in 2018.

The bridge closure has resulted in residents' restricted access to the Anna Jaques hospital in Newburyport, and to many of the area's largest employers located across the bridge in Newburyport.

Safety improvements will be made by adding standardized bridge rails, precast guardrail transitions, and by increasing roadway width and improving the alignment. The permitted bridge design includes a sidewalk to increase the safety of pedestrians and people who fish off the side of the bridge.

2.9. Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

Yes

 No

Unknown

2.10. Leadership and Ability to Execute – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant's project contact. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project.

The applicant's primary project contact is West Newbury Town Manager Angus Jennings. The Town Manager oversees a local project team including the DPW Director and personnel. Through the duration of this project (dating back to 2018), the Town has worked in very close coordination with the City of Newburyport, primarily through the Office of the Mayor, and the Newburyport Department of Public Services and City Engineer. These collaborations are ongoing, and will continue through the duration of the project.

The Town has proven its leadership and project management capabilities in bringing this project this far, and seeks support from the MassWorks program to assist in filling the funding gap necessary to bring this project through construction.

2.11. Progress to date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).

Working collaboratively, and with the ongoing support of design engineers BSC Group, the Town and City have brought the project through full permitting. This work was supported by a \$500k MassDOT Small Bridge grant awarded to the City of Newburyport in 2018 (of which \$250k remains, allocated for construction) and a \$1M MassWorks grant awarded to the Town of West Newbury in 2020 (which is due to expire on June 30, 2023).

The Town held a widely publicized public hearing in Fall 2019, at which multiple design options were reviewed. A preferred design option, including the addition of a sidewalk, was selected, and carried forward through design and permitting.

Due to the work taking place within sensitive environmental areas, including a public drinking water source, the project required permitting from MassDEP, MassDOT, Massachusetts Historical Commission, the Massachusetts Executive Office of Energy and Environmental Affairs (under MA Environmental Policy Act, or MEPA), the U.S. Fish & Wildlife Services, the U.S. Army Corps of Engineers, and both West Newbury and Newburyport Conservation Commissions.

Following a very lengthy and time-intensive process with each of these local, State and Federal agencies, the Middle Street Bridge is now fully permitted! Although it is good news is that the project is now "shovel ready," the bad news is that there is a sizable funding gap that will need to be filled in order for the project to be put out for bid.

The initial goal was for the bridge to be fully constructed by June 30, 2023, but the length of the required permitting processes - including delays related to COVID-19 - made this goal impossible.

2.12. Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. Note: Grants awards will be announced in Fall 2023 for contracts starting in FY24.

Prior to expending the requested MassWorks grant funds, the Town and City will need to secure and appropriate sufficient funding, together, to fill the gap between available funds and estimated total funds that will be needed to reconstruct the bridge.

On May 5th, 2023, the Town received an updated opinion-of-probable-cost from the project engineer, BSC Group. Unfortunately – but not unexpectedly – the updated project cost estimate showed a significant increase from the prior cost estimate. This exacerbated what was already known to be a funding shortfall. This project will require additional local and/or non-local (i.e. grant) funding in order for the Town and City to award a construction contract.

During the term of the proposed MassWorks grant, the Town and City will, collectively, either appropriate, authorize as debt, and/or secure (from non-local sources) the balance of funding needed to bring this project through construction.

2.13. Budget – In the table below, provide a breakdown, by spending category, of the total grant funding requested for the proposed project.

Spending Category	Funding Requested
Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	\$0
Environmental Remediation	\$0
Construction (Including Demolition)	\$1,000,000
Construction Admin.	\$0
Contingency	\$0
Other / Miscellaneous	\$0
TOTAL	\$1,000,000

2.14. Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs.

On May 5th, 2023, the Town received an updated opinion-of-probable-cost from the project engineer, BSC Group. BSC reviewed the construction estimate of quantities and item costs. The estimate was updated to include MassDOT and municipal comments and revisions to date. The unit prices were updated in accordance with MassDOT standards and based on MassDOT current weighted bid averages. The summary sheet for the construction bid items, calculated quantities and unit prices is provided as an attachment to this grant application.

2.15. Will the applicant provide a match to supplement any grant funds awarded?

2.15.a. If yes, what is the match amount? Yes No
 \$850,000

2.15b. Describe the source(s) and status of all matching funds.

In 2018, Newburyport secured a \$500k MassDOT Small Bridge grant. Half of those funds were authorized for engineering/design, and have been fully expended. The remaining \$250k were authorized for construction, and remain available. The Small Bridge grant, initially due to expire on June 30, 2022, were successfully extended upon petition to MassDOT, and are available through June 30, 2024.

In June 2020, West Newbury Town Meeting voters appropriated \$600,000 for this project from the Town's Stabilization Fund.

Newburyport Mayor Sean Reardon included a proposed \$700,000 in additional local funding as part of his FY24 Capital Budget proposal to the City Council. The availability of this funding will depend on whether it is approved by the Council as part of its overall budget reviewprocess (which is ongoing). The amount of funding appropriated by the City Council within its FY24 budget process will have direct bearing on the amount of funding needed to put the project out to bid.

2.15.c. Does the match include local ARPA funds?

Yes

No

2.16. Attach an engineer’s cost estimate or similar document that details and substantiates the requested grant amount for construction. Applicant may submit a pre-filled worksheet, such as from the MassDOT [Construction Project Estimator](#). Contingencies should be clearly identified using a separate line item(s).

ATTACHMENT HERE: Attach cost estimate.

BSC updated cost estimate 5-5-23.pdf

Site Information

2.17. Project Address(es): (If multiple, enter the ID for each parcel individually. Add lines as necessary)

Middle Street right-of-way, West Newbury

Plummer Spring Road right-of-way, Newburyport

2.18. Parcel ID(s): (If multiple, enter the ID for each parcel individually. Add lines as necessary.)

Not applicable

ATTACHMENT HERE: Attach a map showing the project location.

Project Location map - BSC Group.pdf

2.19. Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. If applicable, indicate whether the applicant has site control.

The proposed bridge replacement is located entirely within public rights-of-way under the control of the Town of West Newbury (through its Select Board) and the City of Newburyport.

Although the project has faced unique challenges, including environmental considerations, due to its crossing of the Artichoke Reservoir, the primary public water supply for Newburyport, West Newbury, and parts of Newbury, it has successfully navigated all required permitting. The project has secured approvals from MassDOT, Massachusetts Historical Commission, the Massachusetts Executive Office of Energy and Environmental Affairs (under MA Environmental Policy Act, or MEPA), the U.S. Fish & Wildlife Services, the U.S. Army Corps of Engineers, and both the West Newbury and Newburyport Conservation Commissions.

Both the Town and City, as the landowners, signed the applications for permitting, including to the local Conservation Commissions, which required demonstration of site control.

2.20. What type of use is currently allowed by zoning on the project site(s)? (Check all that apply)

Industrial/Commercial

Mixed - Use

Residential – Single Family /
Townhome

Other:

Residential – Multi-family

None of the above

2.21. Would you like this application to be reviewed for potential 43D expedited permitting designation of the site? *(If site is already designated, check No)*

Yes

No

Special Designation: Housing Choice Community

Special Designation: Rural and Small Town

By virtue of the applicant's status as a Rural and/or Small Town, this project may be eligible for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. To be considered for funding through this program, you must complete **Section 8. Special Designation Additional Questions**, located on Form 3.a. of the application.

2.23. Do you intend to complete Section 8. Special Designation Additional Questions in order to be considered by the Rural and Small Town Development Fund?

Yes

No

FORM 3.

DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 7. INFRASTRUCTURE

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Infrastructure

Project Type: Infrastructure Construction

Project Focus: Small Town Road Improvements to Enhance Public Safety (aka STRAP)

Before you proceed, we recommend that you read the program guidelines for the [MassWorks Infrastructure Program](#).

As a designated Rural and Small Town, we recommend that you read the program guidelines for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. Form 3.a. Special Designation Questions must be completed to be considered for funding by the Rural and Small Town Development Fund.

7.1. Is the project site located at or within a half mile of a transit station (defined as a subway, light rail, ferry, or commuter rail station), and/or is located in a zoning district that allows multi-family by right in accordance with Section 3A of MGL c.40A?
 Yes No

ATTACHMENT HERE: Attach an aerial view map showing the limits of work of the public project site in relation to the limits of work of the private project site (if applicable). Clearly delineate the two.

Project Location map - BSC Group.pdf

ATTACHMENT HERE: Attach a site plan, conceptual drawing, and/or construction design that clearly demonstrates the location and proposed work.

Signed_CH85_N-11-007=W-20-001 Bridge Plans.pdf

7.2. Is the project site publicly owned?

Yes No

7.2.a. If Yes, describe the type of public ownership (Check all that apply).

Public Land

Right of Way Easement
 Leasehold
 Other

7.3. If the applicant is not the municipality, does the applicant have a letter from the municipal CEO outlining knowledge of and support for the proposed project?

Yes No N/A

Infrastructure Predevelopment
 Infrastructure Capital

7.9. Provide the planned schedule/timeline for the public infrastructure project.

Milestone	Start Date	End Date
-----------	------------	----------

Design / Engineering / Permitting	7/3/2017	5/5/2023
Bidding Open / Close	4/1/2024	4/30/2024
Construction Start	7/1/2024	
50% Construction		12/31/2024
Construction Complete		7/31/2025

7.10. What percentage of the public infrastructure project design is completed? 100

7.11. Which of the following permits, licenses, and/or approvals are required for the public infrastructure project? For each selected item, indicate if secured and the actual or anticipated dates of filing and issuance. Note: Do not include any requirements related to associated private development.

Check if Required	Check if Secured	Filing Date (Actual or Anticipated)	Decision Date (Actual or Anticipated)
Article 97 Land Disposition			
<input checked="" type="checkbox"/> Chapter 91 License	<input checked="" type="checkbox"/>	10/21/2022	5/5/2023
<input checked="" type="checkbox"/> 401 Water Quality Certification	<input checked="" type="checkbox"/>	1/21/2021	1/5/2023
Superseding Order of Conditions			
Water Management Act Permit			
<input checked="" type="checkbox"/> MassDOT Access Permit	<input checked="" type="checkbox"/>	1/23/2020	3/17/2023
<input checked="" type="checkbox"/> Mass Historic Commission Review Planning Board	<input checked="" type="checkbox"/>	1/15/2021	2/16/2021
<input checked="" type="checkbox"/> Conservation Commission	<input checked="" type="checkbox"/>	1/4/2021	7/14/2021
Zoning Board			
Sewer Extension Permit			
Utility Relocation			
Building Permit			
<input checked="" type="checkbox"/> Other Specify: U.S. Army Corps of Engineers	<input checked="" type="checkbox"/>	1/15/2021	4/9/2021

7.12. Is the construction work planned as a non-participating scope item on a MassDOT TIP project?
 Yes No

7.13. Will the project include work on a state roadway and/or at an intersection with a state roadway?
 Yes No

7.14. Does the public infrastructure project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03?
 Yes No

7.14.a. If Yes, list any filings that the proponent has made or plans to make with the MEPA Office for the project, and indicate whether the review is expected to be full scope or limited scope.

State permit & funding required an exceedance of one or more MEPA Review Thresholds defined in 301 CMR 11.03. The project filed for a MEPA Certificate on July 15, 2021. A MEPA Certificate was issued to the project on August 23, 2021.

ATTACHMENT HERE: Attach a copy of the project’s output report from the Commonwealth’s online Climate Resilience Design Standards Tool.

Middle20Street20Bridge_report.pdf

The Climate Resilience Design Standards Tool guides users to input basic project information and will generate a downloadable report for attachment. Please note that only information related to the public infrastructure portion of the project should be entered into the tool. After clicking “Submit Project inside the tool, the project information will be saved, and a “Download Report icon will appear for the user. The entire process, exclusive of registration, should take no more than 15 minutes per project. Click [HERE](#) to register and access the Climate Resilience Design Standards Tool.

7.15. Does the project’s Climate Resilience Design Standards Tool report provide a “High preliminary exposure score for either Sea Level Rise/Storm Surge, Extreme Precipitation - Urban Flooding, or Extreme Precipitation - Riverine Flooding? (See above attachment)

Yes No

7.15.a. If yes, please specify the design storm (return period) that the applicant intends to use in the engineering of the public infrastructure project (e.g., the 25-year storm or 4% storm). Additionally, please describe any design strategies that the public infrastructure project will incorporate, and/or that the applicant plans to investigate as part of the project’s design, to mitigate the potential impacts of future flooding.

The current FEMA 10-year and 100-year flood elevation in this location is around 12.6’ and 13.0’, respectively. The existing lowchord of the bridge is Elev. 16.2’. Putting the lowchord of the newbridge at or above 16.2’ will accommodate the MassDOT required 10-year design storm and the 100-year storm. In addition, the newbridge will have a larger hydraulic opening (cross-sectional area, which the water passes through). If an elevation of 16.2’ or greater is used the hydraulic capacity of the bridge is improved. This is helpful for future uncertainties of more intense rainstorms and Sea Level Rise (SLR).

Future SLR for year 2100 – which is approx. the end of a 75-year design life of a bridge of this type, per MassDOT reqts – is projected at 3’ to 8’, per NOAA. Placing the lowchord at elevation 17.0’, and the road surface around elevation 20, will provide assurance that it will survive most SLR scenarios and many future storm events without going much higher than it is today.

7.16. Will the public infrastructure project result in a net increase in impervious area?

Yes No

Infrastructure STRAP

7.17. If available, please provide the pavement condition rating for the road. 0.00

7.18. Describe existing infrastructure conditions and public safety concerns related to this road improvement project. If relevant, please specify accident hazards, traffic details, instances of road closure and impact on emergency vehicles, etc.

Reopening the Bridge is crucial because it provides vital access for first responders servicing the Town of West Newbury from Newburyport. Middle Street Bridge is also an evacuation route for the Seabrook Nuclear Power Station. Federal law mandates that an evacuation route be provided for communities within a 10-mile radius of the emergency planning zone. This evacuation route has been severed for residents seeking safe passage due to the bridge collapse.

The bridge closure has resulted in residents’ restricted access to the Anna Jaques hospital in Newburyport, and to many of the area’s largest employers located across the bridge in Newburyport.

Safety improvements will be made by adding standardized bridge rails, precast guardrail transitions, and by increasing roadway width and improving the alignment. The permitted bridge design includes a sidewalk to increase the safety of pedestrians and people who fish off the side of the bridge.

The proposed project will greatly benefit residents of West Newbury whose commuting or other travel routinely takes them to/from Newburyport. Although there are fewer Newburyport residents traveling west than there are West Newbury residents traveling east, the re-opening of this regional transportation route will better allocate traffic along a broader network of streets.

The closure of this portion of road and resulting 3.4-mile detour has been costly for local business, and has increased vehicle miles traveled due to effects on commuting and commerce. Additionally, West Newbury’s aging population requires unrestricted access to the most direct route to the Anna Jaques Hospital located 2.5 miles from the closure.

ATTACHMENT HERE: Attach images of the road, particularly focused on the areas that create the public safety hazards and areas in which the work with be focused.

MDOT Bridge Inspection Report 6-1-21.pdf

7.19. Please complete the below table with information from the last calendar year. Please be as accurate a possible, and use best estimates if necessary.

Vehicles Per Day	0.00
Number of Accidents	0.00
Number of Fatalities	0.00

Number of Emergency Calls	0.00
Number of Days Road was Fully Closed	365.00
Number of Days Road was Partially Closed	0.00

FORM 4.

SECTION 9. CERTIFICATION OF APPLICATION SUBMISSION AUTHORITY

9.1 If the applicant is a public entity, does the submission of this application require a formal vote of any board, commission, or other local entity? If Yes, attachment required.

Yes No Not Applicable

If yes, attach a certified copy of the vote taken by the relevant entity.

Vote of Select Board.pdf

9.2 If the applicant is a non-public entity, does the submission of this application require the authorization of the entity's board of directors, or other governing body or bylaw? If Yes, attachment required.

Yes No Not Applicable

I, *Angus Jennings* (Submitter Name), hereby certify that I am duly authorized to submit *Town of West Newbury* this application on behalf of

(Applicant Organization Name). By entering my name in the space below, I further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that the Executive Office of Housing and Economic Development (EOHED) and its partner organizations, specifically the Department of Housing and Community Development (DHCD) and the Massachusetts Development Finance Agency (MDFA), will rely on the information provided in this application to make decisions about whether to award a grant from their respective funding sources. Also, that the Commonwealth reserves the right to take action against me, the applicant organization, and/or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I also affirm that, if awarded, the applicant organization has the capacity to carry out the project in accordance with all applicable laws and regulations.

6/2/2023 2:02:09 PM

Angus Jennings

Name

*Town Manager***Title**

Date

FORM 5.

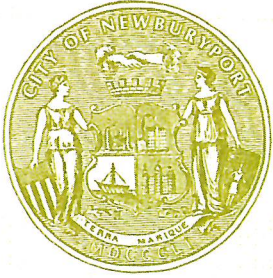
SECTION 10. OTHER/OPTIONAL ATTACHMENTS

In this section, upload all attachments that support this application.

Applicants may submit other attachments to support the application, which may be reviewed and/or filed. However, please note that these items will generally not be scored or assessed as part of the formal evaluation of the proposal.

Multiple documents may be uploaded to each attachment field, however only one document may be uploaded at a time.

Attachment Type	Description
Other Site Images	Other site photographs, illustrations, and/or maps. <i>Chapter91_FinalStampedPlans_April19_2023.pdf</i>
Other Partner Letters	Letters from any partner organizations that are collaborating on this project. <i>Other Partners Letters of Support_Redacted.pdf</i>
Other Support Letters	General support letters. <i>Other Support Letters_Redacted.pdf</i>
Other	Other attachments. <i>Middle Street Bridge project slides - 9-23-19.pdf</i> <i>MWIP 2019 West Newbury - Plummer - Amd Req (05-2023).pdf</i>



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

June 1, 2023

Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

Dear MassWorks Selection Committee:

This letter is written in support of the Town of West Newbury's MassWorks application for the reconstruction of the Plummer Springs Bridge/Middle Street Bridge that spans and connects both our communities.

The existing bridge was closed over four years ago due to significant structural failure, and since then the City of Newburyport has been working collaboratively with the Town of West Newbury to find a way to reconstruct this bridge. We have heard from vocal residents in both communities who have asked for the reopening of this bridge, which serves as an important neighborhood connection between the two municipalities.

In the years since design and permitting for this project began, reconstruction cost estimates have only grown larger, which further necessitates the need for state aid. The City of Newburyport has many infrastructure needs at this time, and further assistance will help make this project more within our reach. The City has acted as a collaborative partner, dedicating staff time and pursuing grant funds, and we will continue to assist to bring this project to completion.

We will also work with the Town of West Newbury to update our previous Memorandum of Understanding (MOU) to formalize our collaborative efforts and commit to continue working together to construct the new bridge.

The award of this grant is critical for both communities. The estimated cost of \$4.4M will be an overwhelming cost burden on the taxpayers in both communities. Any assistance the state can offer will hasten the construction of this community asset.

Thank you for considering this application for a MassWorks Grant and if I can offer any additional support, please feel free to contact me.

Respectfully,

Sean R. Reardon
Mayor



The Commonwealth of Massachusetts

MASSACHUSETTS SENATE

OFFICE OF THE MINORITY LEADER

SENATOR BRUCE E. TARR
MINORITY LEADER
First Essex and Middlesex

STATE HOUSE, ROOM 308
BOSTON, MA 02133-1053
TEL. (617) 722-1600
FAX: (617) 722-1310

BRUCE.TARR@MASENATE.GOV
WWW.MASENATE.GOV

June 1, 2023

Yvonne Hao, Secretary
Executive Office of Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

Dear Secretary Hao,

I would like to take this opportunity to express my strong support for the Town of West Newbury. In particular, the town's application for a MassWorks Grant, which would provide the necessary and much needed funds to support completion of the design, permitting, and reconstruction of the Plummer Spring Road Bridge.

With that, I note the objective of this project is to replace the existing failed bridge, which was closed after a collapse was experienced in June 2018. Since then, various, numerous town officials and staff from the Town of West Newbury and the City of Newburyport have been working very closely to advance the project design. By replacing the existing failed bridge, Plummer Spring Road will be reopened with a structure that meets modern safety and design features.

In relation to such, I wish to emphasize the importance of this connection point to the City of Newburyport, which can/should be considered crucial to both communities. With both communities offering mutual aid to one another, this bridge closure will likely and negatively impact the emergency response time to residents in the area. I further note the statistical increase in motor vehicle crashes associated when detouring similar traffic onto higher speed roadways (in this case Route 113).

Moreover, I note that Plummer Spring Road provides access for approximately 80 manufacturing businesses in the Lord Timothy Dexter Industrial Green and also serves as an essential evacuation route for the Seabrook Nuclear Power Station. In this case, the proposed bridge replacement would provide full/requires compliance with federal law(s) requiring an evacuation route be provided for communities within a 10-mile radius of the emergency planning zone. Furthermore, aside from the burdensome 3.4 mile detour currently in place and how such impacts essential delivery of services, I remain very concerned about the environmental impact

associated with the ongoing closure of the Middle Street Bridge, especially given that it traverse's reservoirs that supply drinking water to both Newburyport and West Newbury.

In conclusion, I respectfully request your strongest consideration in support of the Town of West Newbury's MassWorks Grant application. I greatly appreciate your support and encourage you to contact me directly should you have any questions.

Sincerely,



Bruce Tarr
State Senator



Commonwealth of Massachusetts

House of Representatives

State House, Boston 02133-1054

Dear MassWorks Selection Committee,

As the State Representatives representing West Newbury and Newburyport, we write to offer our support of West Newbury's application for an extension and reallocation of a MassWorks Grant supporting the Plummer Spring Road Bridge Replacement Project.

The aim is to replace the existing failed bridge (see attached map and photos), which closed after experiencing a collapse in June 2018. Since then, town officials and staff in both West Newbury and Newburyport have been working closely to advance the project design. The extension of the grant is of the utmost importance as a MassDEP Chapter 91 License was granted on May 5, 2023, providing the final authorization required for the project, making the bridge fully permitted and ready for construction.

This connection point from West Newbury to the City of Newburyport is crucial to both communities. The communities offer mutual aid to each other, and the bridge closures has impacted emergency response times. Further, the bridge's closure has caused an inconvenience and is a potential safety hazard. For example, those who need to access Anna Jacques Hospital in Newburyport cannot get to the hospital promptly due to the extensive delays created by detours. Residents who live and work in these abutting communities are unable to traverse between the two easily, which has had a negative economic impact on residents and businesses alike. The current state of the bridge is not an eye-sore but a missed opportunity to help both communities be safe and flourish.

Please support West Newbury's request for the extension and reallocation of the MassWorks Grant.

Sincerely,

A handwritten signature in black ink that reads "Adrienne Ramos".

State Representative Adrienne Ramos
14th Essex District

A handwritten signature in black ink that reads "Dawne Shand".

State Representative Dawne Shand
1st Essex District



TOWN OF WEST NEWBURY

Public Safety

401 Main Street
West Newbury, MA 01985
978-363-1213
dwyer@westnewburysafety.org

May 31, 2023

Dear MassWorks Selection Committee,

The Town of West Newbury is applying for a MassWorks Grant in an effort to rebuild the Middle Street bridge in our community. As the West Newbury Police and Fire Chief, I would like to express my support for the grant. We are an on-call fire department who has members that live in West Newbury and surrounding communities including Newburyport. Our response time to our stations have been affected by the current state of the bridge and imposed detours. Also, having all the bridge traffic follow a detour onto a higher speed roadway of Route 113 increases the odds of potential vehicle crashes.

In addition to the access to our stations, we rely heavily on mutual aid response from Newburyport, Newbury, Amesbury and Salisbury. Middle Street is a central access point to our community. We are experiencing delays in response from mutual aid fire departments. Additionally, the Middle Street bridge provides our department and mutual aid departments with access to a major water supply used to transport water to various potential fire incidents in the immediate area. A majority of access to this water supply is on the Newburyport side of this bridge, causing a delay in access or re-routing of emergency crews. This can be catastrophic in our town as we have limited access to municipal fire hydrants, particularly in this area of town, where there is no municipal water and no fire hydrants.

Another impact the closure of the Middle Street Bridge has on our community is the ambulance service. Our ambulance service is provided through a contractor (Cataldo) based in Newburyport. The closure of the Middle Street Bridge, which again, is a central access point from Newburyport to West Newbury, impacts the timeliness in which the ambulance is able to respond to fire and medical calls in our community. They now have to take a longer, and more congested route to get to West Newbury. Increase response time has a detrimental effect on patient care.

Please support our request for the MassWorks Grant.

Sincerely,

*Michael Dwyer
Police Chief
Fire Chief*

Executive Assistant

From: Lee Delp [REDACTED]
Sent: Wednesday, May 31, 2023 3:04 PM
To: Town Manager
Subject: Middle Street Bridge

Hi Angus,

Below is my letter as a resident and as EMA Director.

Lee Ann

As a resident of West Newbury since 1986, I cannot stress the importance of keeping Middle Street drivable throughout the Town. I have seen J.B. Little Road close, limiting access out of town through Georgetown. Before I moved to Town, Crane Neck Hill Road closed, which was at one time drivable to Byfield. The Curzon Mill Bridge at the end of Emery Street Lane into Newburyport also closed before I moved to West Newbury. Having egresses in and out of the Town is essential for any type of evacuation.

As the Town's emergency management director for the last ten-plus years, I am concerned that the Middle Street - Artichoke Bridge has not been repaired and remains out of service to vehicles. The bridge provides access in and out of Newburyport and West Newbury. The road runs parallel from Groveland to Newburyport should Route 113 become impassable. This roadway is critical if an emergency requires an evacuation from Newburyport or West Newbury residents.

It is crucial for all to remember that both communities are within the 10-mile Zone Emergency Planning Zone of Seabrook Station Nuclear Power Plant. Drivable egresses are necessary to evacuate the area. Depending on the emergency, residents may be heading south on Route 95 or over to Route 495 through Groveland and Georgetown; no matter which direction, having Middle Street drivable from out of Town, in my opinion, is essential.

Sincerely,

*Lee Ann Delp
Resident & EMA Director
Town of West Newbury, MA 01985*

Executive Assistant

From: Ray Tiezzi [REDACTED]
Sent: Wednesday, May 31, 2023 2:53 PM
To: Town Manager
Subject: Support for Artichoke Bridge

TO WHOMEVER THIS MAY CONCERN:

I am writing this letter in support for the renovation of the Artichoke/Middle Street Bridge. Since our residency in West Newbury 43 years our family has enjoyed the recreation provided by this Artichoke wonder including picnics, fishing and simply gazing from the bridge, that artistic , historical wonder. We also miss that bridge as an important connecting road to my daughters home at the corner of Hale and Turkey Hill in Nbpt.

Please see to it that we can secure funding to repair this important bridge so that future generations can enjoy this great benefit of living in the greater Nbpt/West Newbury area!

Ray , Diane and Family
[REDACTED] Archelaus Hill Road
West Newbury, MA

Sent from my iPhone

Executive Assistant

From: Marge McLaughlin [REDACTED]
Sent: Wednesday, May 31, 2023 2:49 PM
To: Town Manager
Subject: I support the Middle Street Bridge reconstruction project.

Dear Mr. Jennings,

I read in an email from the Town that residents can help increase the likelihood of being awarded a Mass Works Grant in the FY24 round by communicating to you support for the Middle Street Bridge reconstruction project.

Please accept this letter as evidence of my support for the Middle Street / Artichoke Reservoir Project.

Regards,
Marjorie McLaughlin
[REDACTED] Georgetown Rd

Executive Assistant

From: John Gregorio [REDACTED]
Sent: Wednesday, May 31, 2023 2:37 PM
To: Town Manager
Cc: Tara Gregorio
Subject: Middle Street / Artichoke Reservoir Bridge

Hello,

We are writing for the support of funding for this project. The grant is vital for the construction of this project.

Thank you,

John and Tara Gregorio

[REDACTED] Chase Street

West Newbury, MA 01985

Executive Assistant

From: Cheryl Richardson [REDACTED]
Sent: Wednesday, May 31, 2023 3:21 PM
To: Town Manager
Subject: Re: Request for support letter, MassWorks grant for Middle Street Bridge
Importance: High

Dear Friends,

I am writing to ask you to PLEASE support the Middle Street bridge project in West Newbury, MA. The bridge is a vital part of our community and we're so close to having it replaced (we've been patiently waiting for years) and we just need the final push of your support.

Thank you in advance for your kind consideration! We are ready for a new bridge!!!

Warmly,
Cheryl Richardson & Michael Gerrish

Executive Assistant

From: beeje bnbwhite.com [REDACTED]
Sent: Wednesday, May 31, 2023 3:22 PM
To: Town Manager
Subject: Middle Street/Artichoke Reservoir Bridge Project

As West Newbury residents we are strongly in support of this project. The bridge has been closed nearly five years now with no reopening in sight. This is an inconvenience to residents and visitors but also the perpetual state of not-even construction is an eyesore and a detriment to the community. While we understand that the permitting process involved many parties and was time consuming, and then the pandemic set back the project, we are now 30 days away from the original completion date, and no work has begun.

The Greenbelt and wetlands are some of the features that drew us to West Newbury, and we fully support any initiatives that will help to protect the environment as well as drinking water sources. We believe that resources such as these that are readily available to all citizens, not just those in any single town, should be at least partially funded by agencies outside of the town, such as the EPA and the Commonwealth. As residents who hope to retire within a few years and have already seen raised taxes to fund the new Pentucket School, we would appreciate getting some financial support for this important bridge project.

Thank you for considering the grant application to help keep West Newbury safe and environmentally aware for future generations.

Sincerely,

Bridget & Bill White
[REDACTED] Indian Hill Street
West Newbury

Executive Assistant

From: Richard A. Baker, Jr. [REDACTED]
Sent: Wednesday, May 31, 2023 4:00 PM
To: Town Manager
Subject: Letter in Support of Funding for the Middle Street Bridge

Hi Angus,

I understand that the Town is seeking resident letters in support of a MassWorks grant to fund the reconstruction of the Middle Street Bridge. I would like to express my support.

The Middle Street Bridge is a key link between the middle and southern areas of West Newbury and the City of Newburyport. For public safety, this bridge is a key access route for ambulance service to West Newbury from the ambulance garage in Newburyport. Once the ambulance has a patient, the closest hospital is Anna Jacques, a straight drive from the Middle Street Bridge to the hospital. And Newburyport Fire Department is a key mutual aid partner for West Newbury; with the Storey Ave Fire Station in Newburyport closed now, Newburyport Fire Departments' best access to West Newbury is over the Middle Street Bridge.

The Town of West Newbury has been steadily losing access to the Town. At one point in time, Georgetown Road went out of Town to Georgetown, Crane Neck Road went through to Byfield, Emery Street went through to Newburyport, and Pikes Bridge Road improved access to Newburyport. Ash Street is often closed due to water, slowing down access to Byfield. The Rocks Village Bridge has been closed for more often than open in the past 7 years, limiting access to Haverhill. There are only a few roads that are reliably open in and out of West Newbury. We cannot afford to lose access out of Town via Middle Street.

The Middle Street Bridge is an important backup to Main Street/Route 113. Should there be an accident or fire on Main Street, traffic must be diverted now for several miles down to Turkey Hill or South Streets because the Middle Street Bridge is not available for traffic.

I request that the Commonwealth of Massachusetts and the Town of West Newbury take all possible actions to reopen the Middle Street Bridge as soon as possible.

Rich Baker
[REDACTED] Middle Street
West Newbury, MA 01985
[REDACTED]

Executive Assistant

From: Linda Lucken [REDACTED]
Sent: Wednesday, May 31, 2023 6:35 PM
To: Town Manager
Subject: Middle Street / Artichoke Reservoir Bridge Letter of Support

Linda Lucken
[REDACTED] Ash Street
West Newbury, MA 01985

Town of West Newbury
Town Manager
381 Main Street
West Newbury, Ma 01985

As a West Newbury resident, I am expressing my support in the communities' continuing efforts to secure the Artichoke Reservoir Bridge project financing.

The bridge is an important connection between West Newbury and Newburyport, which has been unavailable for 18 months due to a structural failure and poses a substantial cost to both communities.

I understand MassWorks Infrastructure Grant extension or FY24 grant award is extremely critical to the communities' ability to bring this important project to completion.

Sincerely,

Linda Lucken

Executive Assistant

From: Jim and Deb [REDACTED]
Sent: Wednesday, May 31, 2023 10:25 PM
To: Town Manager
Subject: Middle Street/Artichoke Reservoir Bridge

To Whom It May Concern;

We am writing to express our support to request the extension the Middle Street/Artichoke Reservoir Bridge MassWorks Grant. This project has gone uncompleted for far too long due to Covid, permitting needed and funding that is required from both West Newbury and Newburyport. While the project was slated to be completed June of 2023 it has not been and the MassWorks Grant is set to expire.

This project is vital to the area as it is a main route between two towns and an important route to the local hospital. The road that runs parallel to this road (Rogers Street) also has a bridge in the Artichoke Reservoir that is roughly the same age as the one that failed.

We implore the Commonwealth to extend the MassWorks Grant to allow this much needed project to be completed!

Thank you,
James Thornton
Deborah Rogers-Thornton

Sent from my iPhone

Executive Assistant

From: Jeanne Kelleher [REDACTED]
Sent: Wednesday, May 31, 2023 8:44 PM
To: Town Manager
Subject: Middle street bridge

Hi there - I am a West Newbury resident and want to express my interest and support in finding the middle street bridge repair. I run and bike over that bridge weekly and it feels unsafe. I look forward to the repairs. We pay a lot of taxes and some of this money should go towards repairing this bridge.

Thank you!

Jeanne Kelleher

[REDACTED] Main St

W Newbury MA

Sent from my iPhone

Executive Assistant

From: RICH SCHNEIDER [REDACTED]
Sent: Thursday, June 01, 2023 7:36 AM
To: Town Manager
Subject: Middle Street/Artichoke Reservoir Bridge

To Whom It May Concern:

We are 10 year residents of West Newbury.

As a family of six, we spend a great amount of our time commuting to Newburyport as our children attend the Immaculate Conception School and play several organized sports in town.

We ask that you please reconstruct the Reservoir bridge. We miss the scenic ride and ease of getting into Newburyport, especially during prime-time school morning hours. The congestion of 113 is more than it ever has been.

In addition, our kids would love to begin biking down to the reservoir again. With the bridge down, we haven't allowed them in that area. Further, they can also ride to friend's houses, soccer fields at Cherry Hill in the west end of Newburyport. Riding via 113 is simply not an option due to safety.

We fully support this project and hope to see it kick off really soon!

Rich, Alison, Olivia, Anna, Owen, and Ethan Schneider
[REDACTED] Chase St. West Newbury

Angus Jennings, Town Manager
381 Main Street
West Newbury, MA 01985

June 1, 2023

To Whom it May Concern:

I am a lifelong resident of West Newbury and am writing in support the town's application for a MassWorks grant to reconstruct the Middle Street Bridge. The bridge has always provided access to Newburyport for the residents of a sizeable section of West Newbury. That access is not simply for convenience but rather is an important piece of the public safety infrastructure. It has provided timely ambulance access to Anna Jaques Hospital and is a route for fire and other public safety vehicles for in-town and regional response, including evacuation related to the nuclear power plant in Seabrook, NH.

Please include this letter of support with the grant application.

Sincerely,



Jennifer Costain
[REDACTED] Main Street
West Newbury, MA 01985

Executive Assistant

From: ppreeser [REDACTED]
Sent: Thursday, June 01, 2023 10:55 AM
To: Town Manager
Subject: Middle Street Bridge

Dear Mr. Jennings:

I am writing in support of the Town's effort to obtain funding for the reconstruction of the Middle Street Bridge. The bridge is an important route to I-95 and Newburyport, especially for residents on the western part of West Newbury, in the event of a closure of Route 113.

Thank you for your efforts to have this important connector street re-opened to vehicular traffic.

Regards,

Patricia Reeser
[REDACTED] Crane Neck Street
West Newbury, Ma.

Letter of Support for the Middle Street Bridge, connecting West Newbury with Newburyport

I am writing in support for rebuilding this bridge. It is one of the most direct and least congested routes from West Newbury to the **hospital** and other medical facilities in Newburyport. At this time, only Highway #113 and South Street into Scotland Road enables one to travel from West Newbury to Newburyport for all services that are not available in West Newbury.

I used this route, almost daily, into Newburyport. Although slower posted speeds than #113, it was faster and safer than traveling the alternatives.

Lastly, maintaining this route will draw people into considering a move to West Newbury, thus expanding the tax base and draw potential employees/volunteers for the town. West Newbury and Newburyport are strongly linked. Although most of the commerce and services are in Newburyport, the quality of life and nature is found in West Newbury.

Thank you.

Catherine Aitken-Smith
June 1, 2023

Executive Assistant

From: Jason Och [REDACTED]
Sent: Thursday, June 01, 2023 12:00 PM
To: Town Manager
Subject: Letter of support re Middle Street/Artichoke Reservoir Bridge

As a resident of West Newbury who lives on Middle Street, and depends upon the thoroughfare, I am writing this letter of support regarding the town's request for a new MassWorks grant to help fund the Middle Street/Artichoke Reservoir bridge project. The road closure due to the downed bridge has had a substantial negative impact upon local families like mine, and it is unconscionable that such an essential route has remained closed for so long.

This is not merely a matter of convenience. The bridge is the most direct route, for my family and many other residents, to Anna Jaques Hospital, among many other essential medical and non-medical services. Moreover, it is one of only a handful of "escape" routes out of the town in the event of an emergency. (Note that one other key route, the Rocks Village bridge, was inaccessible for extended periods of time in recent years, and if the past is any predictor, it likely will be again.) The road closure has also caused significant delays and confusion for drivers and delivery people, as their maps often direct them to this closed-off route. Lastly, the closure has reduced the ability of West Newbury residents to connect and meet up easily with nearby friends, family, and colleagues in Newburyport, which, because of the COVID pandemic, is more important than ever.

I wholeheartedly endorse the town's request for additional grant funding to repair the bridge and restore this essential thoroughfare.

Sincerely,

Jason Och
[REDACTED] Middle St, West Newbury

Executive Assistant

From: Peggy Kalashian [REDACTED]
Sent: Thursday, June 01, 2023 12:32 PM
To: Town Manager
Subject: Plummer Spring Bridge

As a resident of West Newbury and on Garden St I am in full support of having the bridge replaced. It is a necessary access to Newburyport with quick access to Anna Jacques Hospital. During the past there were problems when Rocks Village bridge was closed and the Road race in NBPT was happening and Story Ave was closed. Another problem was also during that time and the bridge to Amesbury/ Salisbury was closed.

Peggy Kalashian
[REDACTED] Garden St
Sent from my iPhone

Executive Assistant

From: [REDACTED]
Sent: Thursday, June 01, 2023 1:05 PM
To: Town Manager
Subject: Middle Street Bridge/Plummer Street Bridge

Importance: Low

We are writing in support of building a new Middle Street/Plummer Street bridge connecting West Newbury and Newburyport. Being longtime residents of West Newbury, we would use Middle Street as an alternative to Route 113 to get to or come from Newburyport or Newbury. But a more pressing reason is the fact that Middle Street should be an option to Route 113 in the case of an emergency and Route 113 had to close, which is impossible if the bridge is out. With the bridge reopened it is an easy and direct way to use Middle Street, which turns into Center Street in Groveland, to reach the city of Haverhill without ever using route 113.

Regards,

Linda and Kevin Massey
[REDACTED] Bachelor street, West Newbury, Ma.

Executive Assistant

From: Maryalice Groves [REDACTED]
Sent: Thursday, June 01, 2023 12:49 PM
To: Town Manager
Subject: Middle Street/Artichoke Reservoir Bridge

To Whom It May Concern,

I'd like to express my support for the requested grant application to provide the much needed monies to complete the repairs that are so long over due. West Newbury has completed the arduous process by obtaining all the necessary permits for this historical and sensitive location and habitat.

As a birder, and nature lover with limited mobility, it is important to me that this town have recreational areas that all can access. It has been years since anyone outside that neighborhood hood, or can hike in to access this spot. It is not just a shortcut!

Please support the Board of Selectmen and other committees efforts by providing the funds that will enable West Newbury to complete this project.

Kind regards,

Maryalice Groves
[REDACTED] Farm Lane
West Newbury, MA 01985

Executive Assistant

From: PETER A RINGENBACH [REDACTED]
Sent: Thursday, June 01, 2023 2:27 PM
To: Town Manager
Subject: bridge repair

Hi Angus,
Please add my and Jeanne's name to the list of residents that support funding the rebuild of the bridge over the artichoke. It is not only a great connector to the people that live on the south side of town but I believe is an escape route if something happens to the Seabrook plant.

Thanks.

Hope this finds you well!

Peter and Jeanne Ringenbach

[REDACTED] River Road

Executive Assistant

From: Elizabeth DiGiuseppe [REDACTED]
Sent: Thursday, June 01, 2023 2:29 PM
To: Town Manager
Subject: Middle Street Bridge

We are in strong support of the repairs that need to be made to allow the Middle Street Bridge to reopen to vehicular traffic. We have been residents on Middle Street for 50 years and until it was closed used it almost daily to get to and from Newburyport. It is also a vital way to get to Newburyport for residents, first responders and emergency vehicles if something happens on Route 113. In the past there have been times when accidents on 113 have forced traffic to be detoured onto Middle Street using the Middle Street Bridget to get to and from Newburyport and access to Anna Jaques Hospital.

Since the bridge has been closed it it has continued to deteriorate. Walkers, joggers, horseback riders and motorcyclists continue to be allowed to use the bridge but I am concerned that nothing continues to be done it may become unsafe for even them to use it. Please repair and restore this bridge as soon as possible!

Elizabeth and Thomas DiGiuseppe
[REDACTED] Middle Street
West Newbury, MA
Sent from my iPad

Executive Assistant

From: John Dodge [REDACTED]
Sent: Thursday, June 01, 2023 3:40 PM
To: Town Manager
Subject: Middle St. bridge letter

To Whom it may concern:

I am voicing my strong support for the rebuilding of the Middle St. Bridge connecting Newburyport and West Newbury. This vital roadway is the shortest route between our town and the local hospital (Anna Jaques). As a retired firefighter, I know every second counts when lives are at stake. It's unfortunate this critical link spanning the Artichoke Reservoir has been closed to vehicles for so long.

I urge you to strongly consider funding this critical and overdue project.

Very truly yours,

John Dodge and Ann Dooley
[REDACTED] Olde Parish Way
West Newbury, MA 01985

Executive Assistant

From: Jessica Azenaro [REDACTED]
Sent: Thursday, June 01, 2023 4:54 PM
To: Town Manager
Subject: Re: Middle Street/Artichoke Reservoir Bridge Support

Dear Angus:

I am writing as a resident of West Newbury to support the Artichoke Reservoir Bridge project and in favor of the FY2024 MassWorks Grant application necessary to fund the restoration.

West Newbury residents should have alternate routes other than 113. The Rocks Village Bridge closure highlighted how cut off our town could be when faced with an emergency. For the safety of our town, I strongly support construction and completion of the bridge.

Best regards,

Jessica Azenaro

[REDACTED] Prospect Street, West Newbury, MA 01985

Executive Assistant

From: David Archibald
Sent: Thursday, June 01, 2023 7:39 PM
To: Town Manager
Subject: Middle Street Bridge

Dear Honorable Select Board:

Reconstruction of the Middle Street Bridge is a necessity to the town of West Newbury. It is one of the limited number of egress points for residents, commercial vehicles and public safety personnel. In past years other bridges and roads out of town have been lost. This puts more pressure on existing roads in a town that is in the Seabrook Nuclear Plant evacuation zone.

As an exit and entrance point to the Town ultimately connecting to Route 95 reopening this bridge will diminish traffic on other over used municipal roads.

As the project has now been fully permitted, it would be a massive waste if it was not brought to fruition.

For all these reasons, please do all in your power to complete it.

Sincerely,

Marilyn and David Archibald

■ Cherry Hill St

West Newbury

Sent from my iPhone

SUPPORT FOR MIDDLE STREET BRIDGE RECONSTRUCTION PROJECT

June 2, 2023

Town Management

Town of West Newbury

381 Main Street

West Newbury, MA 01985

To Whom It May Concern,

First and foremost, I would like to thank the Town of West Newbury Management for not allowing the Middle Street bridge reconstruction project to be forgotten. It is very important and relevant due to the proximity to my family and friends' properties. I grew up in West Newbury on the very street I reside today. I remember riding bikes with friends to go fishing at both the Middle Street and Rogers Street bridges. I remember driving my first car across both bridges. And, I remember the disappointment of the decommissioning of the Middle Street bridge. In my mind, it is a tale of two streets/bridges and you can not have one with out the other.

The Middle Street bridge shutdown had and still has a significant impact on the surrounding streets. Rogers Street sees more traffic due to being an obvious detour of Middle Street/Plummer Springs bridge. The increase in traffic, especially large trucks, will decrease the longevity of the Rogers Street bridge. This same statement was made regarding the idea of not allowing large trucks across the Rocks Village bridge and the effect it would have on the Chain and Groveland bridges. The detour has forced more traffic down Turkey Hill Road which has its tight sections along the reservoir between large road adjacent boulders and unguarded embankments. This has created an increased risk for pedestrians, bicycle riders, nature hobbyists, etc. A good amount of the traffic traveling down Turkey Hill Road/Rogers Street seems to be speeding which would suggest that it is re-routed thru-traffic. It is becoming a more personal issue with every passing day as a new generation is being raised on Rogers Street and in the surrounding the neighborhood.

Also, I understand that rebuilding and reopening the Middle Street bridge may have the opposite effect on residents on Middle Street. Some may not support the completion of this project due to their appreciation of the peace that the decommissioned bridge brings. They may also be concerned with the return of thru-traffic that will likely use excessive speeds. Therefore, I will suggest increasing hazard signage (narrow bridge, sharp turn, wildlife crossing, winding road, etc.), decreasing the general speed limits on all three streets (Middle, Rogers, Turkey Hill) to 25 mph, and 15mph across the bridges and through hazard areas.

I remember reading a statement in the Daily News by a Newburyport City Management official regarding the lack of prioritization of the bridge reconstruction project. It was something along the lines of, "I like the idea of having a pedestrian bridge in the area." I walk across that bridge weekly, and the condition of the bridge shows how out of touch some people may be regarding the issue. What safety inspections are being made to qualify the bridge suitable for pedestrians every year? Without any rehabilitation, the disrepair to the bridge will continue, and in time, it will be impassable by bicycle and then foot. The thought of losing the Middle Street bridge entirely due to inaction would be such a shame. Eventually, the Rogers Street bridge will succumb to the influx of traffic and hopefully not experience the same road blocks to reconstruct. Everything degrades with time and requires financial planning to prevent sticker shock. Please consider this a teaching moment for future town infrastructure depreciation.

Citizen of West Newbury,

Jeffrey Caron

█ Rogers Street

West Newbury, MA 01985

Executive Assistant

From: Elisa Grammer [REDACTED]
Sent: Friday, June 02, 2023 5:25 AM
To: Town Manager
Subject: Support for restoration of Middle Street Bridge & request for action re: heavy truck damage

Dear Mr. Jennings:

This will express my support for reconstruction of the Middle Street Bridge. As Chair of the Town's Climate Change Resiliency Committee, I am concerned that West Newbury is vulnerable to flooding and other events that may require evacuation. In this context, the loss of routes in and out of Town is concerning--particularly in view of the unavailability of Georgetown Road, the persistent habit of trucks to make the Rocks Bridge unavailable for months on end, the loss of Crane Neck Street as a thoroughfare, etc.


A related issue of perhaps equal importance is preservation of the roadways we do have--and recognition of the damage caused by heavy trucks. As seen in the saga of the Rocks Bridge, the fact is that heavy trucks can and do seriously damage the roads, bridges, and related infrastructure. A particular concern is the impact of heavy truck traffic on River Road, which is highly vulnerable to erosion and flooding, and whose shoulder at the riverside frequently crumbles into the water, as occurred this spring.

It appears irresponsible in terms of tax dollar expenditures as well as public health and safety to rebuild transportation infrastructure damaged by heavy truck traffic without consideration of the strong likelihood that heavy truck traffic will cause the same kind of damage all over again.

Thank you for your consideration.

Very truly yours,

--
Elisa J. Grammer



This communication and any accompanying document(s) are confidential and privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. If you have received this communication in error, please contact me at the Internet address or telephone number provided herewith.

6/1/2023

Mr. Angus Jennings
West Newbury Town Manager
381 Main Street
West Newbury, MA 01985

Dear Mr. Jennings:

We are writing in support of the Middle Street/Artichoke Reservoir Bridge restoration project as this is a vital, direct, and safer alternate passage to and from Newburyport, Massachusetts, which includes the Anna Jaques hospital.

With the closure of the Middle Street bridge, vehicular traffic on Rogers Street has increased tremendously. There is a concern that the Rogers Street bridge could be compromised in the future due to this additional vehicular traffic.

Sincerely,

The image shows two handwritten signatures in black ink. The first signature is "Heather Caron" and the second is "Robert Caron". Both are written in a cursive, flowing style.

Heather Caron
Robert Caron
Rogers Street
West Newbury, MA. 01985

Executive Assistant

From: [REDACTED]
Sent: Friday, June 02, 2023 8:25 AM
To: Town Manager
Subject: Middle Street Bridge

Follow Up Flag: Follow up
Flag Status: Flagged

Town Manager And Select Board

We feel that the Middle Street Bridge is very important to the tax payers of West Newbury it provides safety for us Police, Fire and Medical Services
also it provides evacuation routes for SEABROOK STATION

Thank You Buddy and Louise Beard

June 2, 2023

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

Greetings:

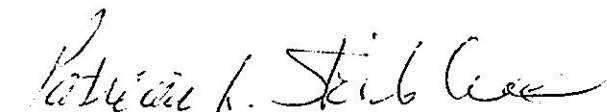
I am writing this letter in support of funding for the reconstruction and re-opening of the Middle Street/Artichoke River bridge that connects (or, used to connect) West Newbury to Newburyport.

This bridge enabled safe egress/access between the two municipalities for about a hundred years until it was closed about six years ago due to the bridge's structural failing.

Unfortunately, this bridge failure and consequent closing of this route is only one part of a dangerous pattern of egress/access closures that have occurred in West Newbury over the past decade or so. Crane Neck Street, a dirt road with an uneven surface, used to be a means of egress/access from West Newbury to Byfield. Now it is no longer passable at all. The same is true for Georgetown Road which used to connect Westbury and Georgetown. It runs through an MA Wildlife Management Area and, while a few years back it was passable (but challenging), it is now blocked off completely. Ash Street, a gravel road running from West Newbury into Byfield is often closed sporadically due to flooding and due to snows in winter, and therefore cannot be counted on for egress/access.

In the interest of safety in the event of the need for emergency access/exit, the Middle Street/Artichoke River bridge should be re-built and re-opened as soon as possible.

Respectfully,



Patricia L. Skibbee

██████ Main Street

West Newbury, MA 01985

Executive Assistant

From: Jean Lambert [REDACTED]
Sent: Friday, June 02, 2023 11:00 AM
To: Town Manager
Subject: In Support of Fixing the Middle Street Bridge

To the West Newbury Select Board and Town Manager

Hello Wendy, Rick, Chris, and Angus,

My husband John and I strongly support the repair of the Middle Street bridge and the grant application to help fund that repair.

The Middle Street bridge is vital to West Newbury for several reasons:

- 1) **Traffic** - It makes sense to have more than one way to get to Newburyport in terms of traffic load on our streets.
- 2) **Safety** - It makes it much safer for all West Newbury residents to have access to Middle Street with a working bridge
 - a) in case the only other route (Main Street/Route 113) is closed off by some disaster - by fire, downed trees, etc. - or
 - b) in the case of a necessary and sudden evacuation of our town.

For several years now, town residents have put up with the bridge being closed because we had to, but we miss it and want it back for safety and better traffic flow. Also, it is a pretty road to take as a drive and we all should be able to access it.

Thank you for considering our perspective on the bridge restoration.

Warm regards,
Jean T. Lambert

Dr. Jean Trescott Lambert
[REDACTED] River Road

To the Town of West Newbury

RE:Middle Street Bridge.

Please repair the bridge.

I attended the original meeting with regard to replacement and the Newburyport Representative said they were at fault and would share in the cost. Looks like they are really not interested in being a good neighbor.

We live on Browns Lane (Dead end) and the only choices we have to go shopping is via Garden to Main with 5 plus lights or Rogers to Turkey Hill that is Curvy, and scary narrow around the water.

This is a direct shot to the hospital – recently had to go to emergency room – at night so light glare on the main road was quite daunting and the curvy road scary.

Hate to be a Grinch but to get this done need to close to all foot, bike, motorcycle, road races and horse traffic so those who use it currently as a private path vote for replacement.

Please Repair The Bridge.

The Fini Family
■ Browns Lane

Town Manager

From: DPW Projects
Sent: Friday, May 26, 2023 10:23 AM
To: Town Manager; Rick Parker; elisa.grammer@perennialmotion.com; Building Inspector; ghadden@prsd.org; DPW Admin
Subject: Tentative Page School Interviews Date: Wednesday June 7, 9am-12pm
Attachments: 2023-WN-001 Page School RFQ & Addenda 1&2.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

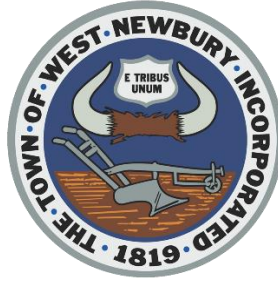
June 7, 9am-12pm is the one day that works for everyone (waiting on Angus, but his calendar is clear at that time). I will send out an invite shortly, but I also need to confirm with the consultants. Even though it is Zoom, any of you are welcome to come to the Town Offices and we can meet in the Select Board room.

For those of you reviewing the RFQ, you do not need to worry about the ranking procedures to select the top three, since we only got three anyway. I am confirming today that all three meet minimum requirements.

I will prepare a ranking sheet next week for the interviews, and then after the interviews we need to meet again to come up with a final recommendation. We could do that immediately after the interviews, just to get it done while we are all there.

Attached is the full RFQ and Addenda again for your reference on the interview process.

Christine Wallace, P.E.
 DPW Program and Project Manager
 Town of West Newbury
 381 Main Street
 West Newbury, MA 01985
 978-363-1100 x130
 978-409-8009 (cell)
dpwprojects@wnewbury.org



THE TOWN OF WEST NEWBURY IS SEEKING
Request for Proposals (RFP)
FOR PROFESSIONAL INVASIVE PLANT MANAGEMENT
RFP #2023-WN-005

The **TOWN OF WEST NEWBURY**, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 381 Main Street, West Newbury, Massachusetts, 01985, hereinafter referred to as the “TOWN”, is issuing this Request for Proposals (RFP) inviting proposals from **CONTRACTORS with experience in invasive plant management** for **Professional Invasive Plant Management** called the “WORK.” The TOWN, as authorized by its Select Board (Awarding Authority) and per M.G.L., has authorized the appointed Chief Procurement Officer (CPO) to enter an agreement with the CONTRACTOR on behalf of the TOWN. Please see attached Scope of Work (SOW) for additional details.

1. REQUEST FOR PROPOSAL (RFP) Submittal Instructions:

Proposals from prospective vendors shall be submitted **on or before 10:00am on Wednesday May 31, 2023** in a sealed envelope and hand delivered or mailed to:

West Newbury Town Clerk’s Office
381 Main Street
West Newbury, MA 01985

The front of the sealed enveloped shall read: **West Newbury Professional Invasive Plant Management RFP**
 The bidder agrees that its bid shall be good and may not be withdrawn for a period of 30-days. Saturdays, Sundays and legal holidays excluded, after the bid submission date.

The TOWN reserves the right to waive any informalities to accept or reject, in whole or in part any or all bids, or take whatever other action may be deemed to be in the best interest of the TOWN.

2. TIME OF THE ESSENCE:

The CONTRACTOR shall complete the WORK described in the Scope of Work in accordance with the Contract Documents. **The WORK shall not start later than August 1, 2023 and must be completed by June 30, 2024.** The start date may be negotiated with the TOWN and adjusted only upon agreement from the TOWN.

3. RULES OF CONTRACT AWARD:

A contract will be awarded per **M.G.L. c. 30B** Procurement of Supplies and Services and awarded to one Contractor who offers the **most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.**

4. INSURANCE:

A. The CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the TOWN, as set forth below:

<u>General Liability</u>	
Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
Or combined single limit	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws, per state statutory requirements.

B. All policies shall identify the TOWN as an additional insured (except Workers' Compensation) and shall provide that the TOWN shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the TOWN upon the execution of an Agreement to complete the WORK. Each such certificate shall specifically refer to the Agreement and shall state that such insurance is as required.

5. WAGE RATES:

This is a not a prevailing wage contract.

6. QUESTIONS:

Questions pertaining to the RFP submission process must be requested by e-mail only. All inquiries shall be sent to conservation@wnewbury.org and shall be received no later than **4pm on Monday May 15, 2023**. Questions and responses received will be forwarded to all Consultants who received the RFP.

7. CONTENTS OF PROPOSALS:

To be considered for selection under this RFP, all prospective vendors shall include and submit the following information with their proposal:

- a. Consultant / Firm Introduction: Give brief background of the firm, including history, size and staffing structure.
- b. Project Team Introduction: List key staff who will be assigned and working on the project. Highlight the project manager and any other important staff that will be communicating with the Town.
- c. Subcontractor Introduction: List and detail any subcontractors that may be utilized for this study, if any, including firm name, discipline, and name of employee or employees.
- d. Schedule: Supply draft schedule of the study in chart or list form.
- e. Insurance: Demonstrate ability to provide professional liability insurance of \$1,000,000.

Contractor Price Proposal;

The CONTRACTOR shall provide the TOWN all of the WORK (including labor, materials and equipment) described in the Scope of Work and specified in this contract (not to exceed \$20,000) at the fixed lump sum of:

\$ _____

In Words; _____

Town of West Newbury
Professional Invasive Plant Management 2023
RFP #2023-WN-005

Scope of Work

The Contractor shall furnish all labor, materials and equipment needed to complete the task to the satisfaction of the Town of West Newbury (Town), as represented by the Conservation Agent (who will serve as the Town's Project Manager for this contract), at a not-to-exceed cost as outlined in this scope of work for invasive plant management at the locations in the Town of West Newbury listed below.

Section 1.0: Introduction

The Town of West Newbury has stewardship responsibility for multiple parcels of Town-owned open space land which have been acquired for wildlife habitat, passive recreation, and aesthetic values. Management of this land to date has been minimal and most parcels have large populations of invasive plant species. In Summer of 2022, the Town engaged two interns to map invasive plant populations on a majority of Town-owned parcels. The Town intends to engage two interns in Summer 2023 to continue mapping and undertake invasive plant management activities. However, the Town recognizes that on certain parcels successful management can only be done through professional management activities unable to be performed by interns and volunteers.

The Town seeks a qualified professional (hereafter referred to as a Contractor) to perform mechanical and chemical, where and if appropriate, management of invasive plant species. The Town has identified the following three parcels for professional plant management (see attachment A for maps of each parcel).

- **Cherry Hill Conservation Land**

- Size of Parcel: Potential area to be managed is approximately 8.85 acres
- Target Invasive Species: In the wetland abutting the reservoir, the primary species sought to be managed is Common Reed (*Phragmites australis*). Moving from the reservoir toward Cherry Hill Street, the parcel transitions to upland and the primary invasive plant species in the field are Multiflora Rose (*Rosa multiflora*) and Autumn Olive (*Elaeagnus umbellata*). Along the field edges and in the small wooded area, larger, woodier specimens of *Rosa multiflora* and *Elaeagnus umbellata* are present along with large woody stands of Privet (*Ligustrum spp.*), Honeysuckle (*Lonicera spp.*) and large diameter vines of Oriental Bittersweet (*Celastrus orbiculatus*).
- Additional Notes: This land abuts a public drinking water reservoir that primarily serves the City of Newburyport. Wetlands are present in approximately half of the site. Any management activities proposed will need to be safe for drinking water supplies and appropriate for use in and near wetlands.

- **Indian Hill Fields**

- Size of Parcel: Potential area to be managed is approximately 19.92 acres
- Target Invasive Species: The field primarily has *Rosa multiflora* and *Elaeagnus umbellata* present. There is a very small patch of *Phragmites australis*, which has not yet fully established a large population.
- Additional Notes: The entire parcel is within Massachusetts Surface Water Protection Zones with portions of the property mapped as Zone A and other portions mapped as Zone C. Wetlands are also present on the parcels. Any management activities proposed will need to be safe for drinking water supplies and appropriate for use in and near wetlands.

- **Riverbend Trail**

- Size of Parcel: Potential area to be managed is approximately 11 acres.
- Target Invasive Species: The edges of the trail primarily have populations of *Rosa multiflora*, *Elaeagnus umbellata*, *Ligustrum spp.*, and *Lonicera spp.* present.
- Additional Notes: The trail follows along the Merrimack River, abuts wetlands, and passes over the Indian River. The entire parcel where the trail is located is within mapped habitat for rare and endangered species. Any management activities proposed will need to be appropriate for use in and near wetlands. Additionally, any management will need to be reviewed by the State's Natural Heritage and Endangered Species Program and may be subject to additional conditions.

The Town recognizes that it is unlikely that all parcels can be completely managed with the funds allocated for this Work and asks that the contractor provides information in the RFP submission indicating how they will be able to provide the maximum benefit to the Town in their proposal for invasive plant management and the above parcels. The Town recognizes that the project with the maximum benefit may not involve Work on each of the parcels listed above.

Site visits at all three sites will take place on Thursday, May 11, 2023 at 10AM starting at Cherry Hill Conservation Land with parking along the roadway opposite of 5 Moulton Street, West Newbury (please park on the field side of the street and not the side with the residence). It is strongly recommended that any contractor interested in this RFP attend this on-site walk to gain a better understanding on the Town's goals and vision relating to this project.

Prospective vendors intending to participate in the site visits are asked to notify the Conservation Agent, Michelle Greene, in advance via email (conservation@wnewbury.org) and to provide their contact information in the event that the site visits need to be rescheduled due to weather.

The total value of any Contract awarded under this RFP shall not exceed \$20,000.

All proposals must be received before 10am of Wednesday May 31, 2023 for consideration.

Section 2.0 General Notes

G 1. The Work shall not start later than August 1, 2023 with a preference for work to start earlier if practicable. Work must be completed by June 30, 2024. The start date may be negotiated with the Town and adjusted only upon agreement from the Town (as represented by the Conservation Agent).

G 2. Any town permits required for this project will be obtained by the Town of West Newbury for the specific methods proposed for invasive plant management in the contractor’s proposal and the contractor is not responsible for obtaining the proper permits, however, clarifying questions and conversations between the contractor and the Town may need to occur to secure the permits and there is a possibility that the Contractor may be required to attend an evening meeting or meeting(s) during the permitting process. As permits have not yet been obtained by the Town at the time of preparing this Scope of Work (SOW), the Town seeks contractor flexibility that portions of proposed Work may have to be scaled back, relocated, or otherwise altered to accomplish the goal of invasive plant management on Town owned land while operating under any Conditions or limitations of any permits obtained by the Town.

G 3. Ongoing site monitoring and restoration is not included as part of this Scope of Work (SOW). Town Staff, volunteers, interns, and/or subcontractors shall complete monitoring of and any restoration of sites managed under this Contract.

G 4. The Town (Conservation Agent, with other Town representative(s)) and the Contractor shall meet and inspect the site(s) prior to start of the project to discuss the means and methods of the project, including schedule, daily set-up and take-down, process and any task that may be completed by the Town prior to the start of the project. This meeting should take place at least one (1) week prior to the start of the project.

G 5. After inspection of the site(s), a start date shall be determined and agreed upon by both the Town and the Contractor.

Section 3.0 Invasive Management Requirements

I 1. Only individuals appropriately licensed and certified by the Massachusetts Department of Agricultural Resources (MDAR) will be allowed to apply herbicides. Proof of licensure is required to be submitted to the Conservation Agent. Herbicide applications must comply with all applicable local, state, and federal regulations and label requirements. The Conservation Agent must approve all herbicides and surfactants prior to their application.

I 2. Herbicides will **not** be applied during the following adverse weather conditions:

1. High wind velocities greater than 10 mph (for foliar applications).
2. Periods of dense fog or moderate to heavy rainfall (for foliar applications).
3. Periods of high temperatures and low humidity (for foliar applications).
4. When rain is forecast within the four (4) hour period after any scheduled application.

I 3. When applying herbicides, the Contractor will follow all labeled restrictions. All plant control treatments will be following all applicable federal and state laws and regulations and adhere to any Conditions, restrictions, or limitations of any issued Permits. The Contractor shall provide the Conservation Agent with copies of any forms/reports filed regarding herbicide applications covered under this contract.

I 4. The Contractor shall comply with all federal, state, and local laws and regulations controlling pollution of the environment. The Contractor shall take necessary precautions to prevent pollution of streams, wetlands, and ponds with fuels, oils, chemicals, or other harmful materials and to prevent pollution of the atmosphere from particulate and gaseous matter.

I 5. The Contractor and employees shall be properly licensed, certified, and insured to work on Town owned lands.

I 6. The storage or disposal of fuels, oils, chemicals, or other harmful materials on any project sites or neighboring property is strictly prohibited.

I 7. Signs shall be posted (no more than 50 ft. apart) warning the public when herbicides are used within 25 ft. of a trail or roadway. Signs shall remain posted until any danger of exposure for the public is past, and then removed.

I 8. The Contractor shall provide to the Town a weekly written record (log) of all work done, including herbicide applications, with dates and times of application, names of applicators, weather conditions, volumes & concentrations of herbicide solutions used, volume of invasive plant material removed, method of invasive plant material disposal, data collected, observations, and locations treated.

I 9. All invasive plant management shall adhere to all best management practices (BMPs) and shall be done in a manner as to prevent damage to the site(s) and avoid damaging plant species not being managed as part of this Contract.

Section 4.0 Town Tasks

There are tasks that will be completed by Town Staff that will be performed prior and/or during this project. These tasks will be coordinated by the Town with the Contractor and all means required will be exercised by the Contractor to work in harmony. The Town will make all attempts to not delay the Contractor's Work during the tasks listed below. However, unforeseen circumstances out of the control of the Town may occur. As a result, some collaboration may be required by the Town and the Contractor to complete this project within budget and schedule. These tasks include:

T 1. Town Staff and/or subcontractors will obtain required permits for Work in or near wetlands, priority habitat of rare and endangered species, and protected surface waters. As permits have not yet been obtained by the Town at the time of preparing this SOW, the Town seeks contractor flexibility that portions of proposed Work may have to be scaled back, relocated, or proposed management activities otherwise altered to accomplish the goal of invasive plant management on Town owned land while operating under any Conditions or limitations of any permits obtained by the Town.

T 2. Town Staff shall attend a pre-work site meeting with contractor and employee(s) to review site(s) prior to commencement of Work. The purpose of these meeting(s) will be to review the site(s), answer any contractor or employee questions, and ensure understanding of the proposed Work by both parties.

T 3. Town Staff shall attend a post-work site meeting with contractor and employee(s) to review site(s) at the completion of the Work. The purpose of these meeting(s) will be to review the site(s) and the completion of the contractor's Work.

T 4. Town Staff shall review all reports provided by the contractor and may provide additional guidance to ensure the Work continues to be completed with the goals of the Project in mind in accordance with all issued permits.

T 5. Town Staff, volunteers, interns, and/or subcontractors shall complete monitoring of sites and any restoration after Work has been completed by the contractor. No ongoing site monitoring or site restoration is included as part of this SOW.

Section 5.0 Contractor Work

The contractor shall complete the Work outlined below at a lump sum cost agreed upon within the agreement attached hereto. The Work shall include all labor, equipment and materials to complete the Work to the complete satisfaction of the Town. The Work listed below shall be completed by the contractor:

C 1. The contractor shall review the sites listed within the SOW proposed for invasive species management and provide as part of the bid a proposal outlining what parcel(s) will be managed, for which invasive plant species, what method(s) will be used for invasive plant species management, and how invasive plant material will be disposed of.

C 2. The contractor shall provide all proof of licensure to the Town as part of the proposal if any Work proposed by the contractor includes application of herbicides.

C 3. The contractor shall be responsible for managing invasive plants, either by mechanical or chemical methods, as agreed on with the Town, and in compliance with any conditions or permit limitations, for management of the agreed upon invasive plant species in the agreed upon locations of the agreed upon Town owned parcels.

C 4. The contractor shall be responsible for all disposal of removed invasive plant material and shall follow any and all applicable local, state, and/or federal laws relating to the disposal of invasive plant material.

Section 6.0 Proposal Requirements and Deadline

R 1. Provide a detailed proposal that includes treatment methods proposed for the anticipated invasive plant species, crew members, disposal process, and describes all Work required under this Contract. RFP submittals shall include treatment options for different habitat types and/or plant species.

R 2. Bidders must describe relevant qualifications and experience for successful invasive plant management projects.

R 3. Contract awarded under this RFP shall expire on June 30, 2024.

R 4. Proposals must be received by the Town no later than 10:00 A.M on Wednesday, May 31, 2023 for consideration.

Section 7.0 Proposal Evaluation Criteria

Responses to this RFP and proposals received under this RFP will be evaluated according to the following criteria:

E 1. Qualifications and experience of contractor with invasive plant management on public lands in sensitive habitats.

E 2. Proposed invasive treatment approaches and protection measures to be used in sensitive habitats, including documented success using proposed treatment approaches at similar sites.

E 3. Ability and willingness to take regular direction from the Town and to communicate clearly with authorized Town Staff and or subcontractors.

E 4. Experience and success with similar invasive plant management projects.

E 5. Budget not-to-exceed \$20,000 for all tasks and project personnel, including any additional expenses, such as mileage, plant material disposal fees, the addition of the Town of West Newbury to the contractor's insurance policy as required in the RFP, and/or equipment expenses.

E 6. Clarity and completeness of proposal.

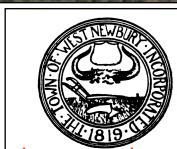
E 7. Availability of contractor to complete required Work during the timeframe as outlined in the RFP and this SOW.

Cherry Hill Conservation Land ~ 8.85 acres

02/22/2023



Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of West Newbury & MassIT/MassGIS. MVPC AND THE TOWN OF WEST NEWBURY MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE TOWN OF WEST NEWBURY AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION



<ul style="list-style-type: none"> MVPC Boundary Easements 	<ul style="list-style-type: none"> Parcels 	<p>Roads</p> <ul style="list-style-type: none"> Interstate Major Road Local Road
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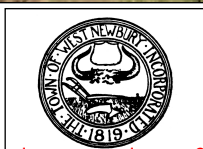
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Indian Hill Fields ~19.92 acres

02/22/2023



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Meeting packet for Select Board open session on 6/5/23

Riverbend Trail ~11 acres

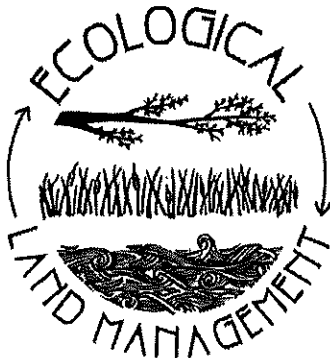
02/22/2023



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<input type="checkbox"/> MVPC Boundary	<input type="checkbox"/> Parcels	Legend		
<input type="checkbox"/> Easements		Interstate	Major Road	Local Road
		Roads		



Invasive Plant Control Proposal

for

Town of West Newbury
RFP #2023-WN-005

Brian P. Collieran, MSc., Principal
www.ecologicallandmanagement.com
293 High Road, Newbury, MA 01951
978.558.1423



Michelle Greene, Conservation Agent
381 Main Street
West Newbury, MA
01985

5/31/2023

RE: RFP #2023-WN-005

Chair Mizner, Members of the Conservation Commission, & Conservation Agent Greene,

Thank you for the opportunity to offer a Proposal in response to the request for proposal, RFP #2023-WN-005, for Professional Invasive Plant Management. We – Ecological Land Management, LLC (prime contractor), Matthew Verson Vegetation Management (subcontractor) and Native Arboriculture (subcontractor) – believe that we are presenting the town with a course of work that effectively utilizes all of the available funding, establishes an ecologically meaningful stepping stone for future work to build upon, and takes advantage of scientific knowledge to calendar the work to maximize success. Our three firms are all purpose driven, putting our knowledge and skills to their best use by offering them to those who, like the Town of West Newbury, have a challenge that requires a very specific combination of experience and education. We believe that combining our separate specialties provides a service that is greater than the sum of its parts. We look forward to hearing your response to our proposal.

Thank you,



Brian Colleran, MS, CERP, PWS
Principal
Ecological Land Management, LLC
(978) 358-1423

978.358.1423
brian@ecologicallandmanagement.com



293 High Road, Newbury, MA 01951
www.ecologicallandmanagement.com

Key Personnel:

Brian Colleran is a Professional Wetland Scientist (PWS #2980) and Certified Ecological Restoration Practitioner (CERP #0173), possesses both the basic and advanced Field Botany certificates awarded by the Native Plant Trust (NPT) and is currently one of NPT's educators, is a graduate of the Massachusetts Association of Conservation Commission's (MACC) Fundamentals program, has been trained as an A level sawyer by the U.S. Forest Service, passed herbicide applicator tests in three states (MA. Pest. App. Lic. #AL-0053318), and has been a Conservation Commission Chair and Agent here in the Commonwealth. He has a long history in fluvial, riparian, and wetland projects; invasive species control work, and the regulation and management of natural areas. He has overseen a 100,000 dollar revegetation project along California's San Joaquin River; conducted controlled burns and fen restoration in Michigan, fuels management and reforestation in Nevada's High Sierra, and psychologically based desert restoration in Arizona; and led statewide efforts to control the spread of Itadori knotweed in the wake of Tropical Storm Irene in Vermont. His most recent project of similar scope and scale to what is proposed in RFP #2023-WN-005 was conducted at the Town of Lexington's Daisy Wilson Meadow, which began in 2021 and was completed in 2022. He recently completed service on a master's project committee for a University of New Hampshire master's students investigating the linkages between Itadori knotweed and erosion. This project was prompted by one of his four peer reviewed publications focused on Itadori knotweed: *Colleran B, Lacey S, Retamel MR (2020). Invasive Japanese knotweed (Reynoutria japonica Houtt.) and related knotweeds as catalysts for streambank erosion. River Research & Applications 36(9):1962-1969.* He is the Founder of, and Principal with, **Ecological Land Management, LLC.**

"*The machine enslaves, the hand sets free*" ~ Thomas Ayer has been in the green industry for over 10 years. Born and raised on the North Shore, he has done multiple large scale invasive plant management projects in the woods of Essex, Gloucester, and Rockport. From residential gardening he transitioned into arboriculture, where he developed his skill for identifying native and non native invasive species, and found his true passion for working in the woods. As his industry has been overtaken by larger equipment and high-tech machinery, he insists on staying low tech to maintain the human touch, preferring the use of hand tools to ensure his work is done carefully. When necessary, Thomas prefers to use equipment such as electric chainsaws, trimmers, and blowers to help reduce emissions, noise, and fatigue to ourselves, our customers, and the public. He encourages his customers to keep or spread any wood chips made to decompose naturally on site. The organic material can enrich soil while also removing the need to utilize less sustainable methods of waste disposal which create unnecessary emissions. He is the owner/operator of **Native Arboriculture**, in partnership with his wife Julia, who brings her own complementary suite of skills to any job they undertake.

"*I Wish You'd Called Me 5 Years Ago*" ~ Matt (MA. Pest. App. Lic. # AL-0049264) started **Matthew Verson Vegetation Management (MVVM)** in 2019 as the culmination of 20 years working in agriculture, horticulture, academia, and vegetation management. With several graduate degrees and certificates in Soils, Invasive Plant Control, Law, and Agroecology, Matt knows that most of New England's open spaces require active stewardship to bring about optimum wildlife function. Creating and Implementing a Vegetation Management Plan is a critical first step. As a licensed and insured pesticide applicator with the highest regard for native plants, MVVM is equipped to apply "subtractive landscape editing" for towns, farms, land trusts, HOA's, or private citizens seeking to steward their acreage. Matt has done invasive plant control for the towns of Northampton and Williamsburg, and has also worked to obtain WM04 permits and NOI approvals for private clients in the towns of Hadley and Monterrey. Matt loves to hike, fish, botanize, and ski around New England with his children and wife.

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brian@ecologicalandmanagement.com



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Garrett S Sanders (MA. Pest. App. Lic. # AL-0054959) is an employee of MVVM, and has been working closely with Matt in horticulture for 5 years. After taking his pesticide applicators exam and also the Certificate in Invasive Plant Management offered by UMass Extension, Garrett has been a licensed applicator for one year. When Garrett is not studying native plants or killing invasive ones, he is fueling his interests in Raku (wood fired pottery), or trying to be a better fly fisherman than Matt.

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Outline of Proposed Services in response to
RFP #2023-WN-005:

This goal of the proposed work is to:

- Control phragmites populations at the Cherry & Indian Hill properties
- Establish the Riverbend Trail as demonstration area for invasive plant control, in a high visibility area, to help the Town build support for future land management efforts
- To prevent the loss of the Riverbend Trail due to encroachment by invasive flora, by controlling invasive flora between the trail and a rock wall running parallel with the trail, which appears to be ~10 – 15 feet from the trail, in most locations.
- To create a healthy buffer zone along the Merrimac River for fauna utilizing the rare wetland type as well as more upland habitats & reduce the negative impacts of an impaired buffer zone on a rare wetland type and its associated flora
- To expand grassland connectivity at Indian Hill

We are proposing that services outlined would require the appropriation of all available funds, and that Mr. Colleran be the primary point of contact for the Town / Prime Contractor. Mr. Verson & Mr. Sanders shall be primarily responsible for the herbicide work (“spray team”), while Mr. Colleran and Mr. Ayer will be primarily responsible for the other work (“cut/paint/chip”). Mr. Colleran will aid Mr. Verson with herbicide efforts if and when needed. Matthew Verson Vegetation Management & Native Arboriculture shall be considered as sub-contractors.

Scope of Services:

Cherry Hill & Indian Hill

Phragmites, Estimated Work Time - 6 Hours:

The stand of phragmites at the Cherry Hill property is estimated to be no closer than 470 feet to the Indian Hill Reservoir. This distance was determined by approximating the distance from the reservoir using the signs, trees, and fence posts along Moulton Street during a site visit, and using Massmapper to measure the distance of these landmarks to the Indian Hill Reservoir. Therefore, spraying this population, using a water safe glyphosate formulation (Roundup Custom; EPA Reg. No. 524-343) along with an aquatic approved surfactant and marker dye, will meet the regulatory thresholds set in 333 CMR 11.04, to not apply herbicides within 400 feet of a Class B drinking water uptake. Even so, all efforts will be taken to minimize the amount of herbicide utilized.

The population at the Indian Hill site is more dispersed, and with a less well-defined boundary. Even so, it is a relatively small population that can be meaningfully treated. Roundup Custom will also be used here, as this field has a series of wet ditches crisscrossing the property. Taken together, these stands appear to be manageable by Mr. Verson and Sanders in slightly more than a half day in the early autumn of 2023 by spraying after flower formation.

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River Road Trail:

Woody Invasives, Estimated Work Time – 32 hours cut/paint/chip & 22 hours herbicide application:

Breakdown of Estimated Work According to Trail Landmarks:

East of Bridge:

Between the eastern parking area and the bridge over the Indian River the density of invasive plants is significant though not severe. We propose that Mr. Ayer, Mr. Colleran, and an assistant spend a day cutting and dabbing larger invasive specimens with small volumes of aquatic approved herbicide (Roundup Custom; EPA Reg. No. 524-343). Smaller plants will be left behind for later spraying with a dilute concentration, to take place after most native species are dormant. The goal of this spray timing would be to cut down on risks to native species, and increase the effectiveness of herbicide being translocated throughout the root system of the invasives.

- 8 hour cut/paint/chip team
- 6 hour day spray team

Tupelo Trail Area:

On both the north and south side of the trail, this area is the least infested. A handful of larger shrubs will require a cut stump treatment. The time estimate for this section is being rolled into the “*West of Indian River Trail*” time estimate, though the work may end up being completed at the same time as the work to the west of the bridge.

High Tide Flood Area:

A small patch of Itadori knotweed is present here. Mr. Colleran would inject these plants as circumstances allow, or spray them. This work would be done in both September/October of 2023, and May of 2024. If injected, the same Roundup Custom used elsewhere for this project will be utilized at full strength, rather than diluted. Regarding woody invasives, the time estimate for this section is being rolled into the “*West of Indian River Trail*” time estimate, though the work may end up being completed at the same time as the work to the west of the bridge.

West of Indian River Trail:

Between the high tide flood area and the Indian river trail, the infestation along the southern edge of the trail becomes extreme. Managing the space between the trail and the rock wall would be done with herbicide, by Mr. Verson’s team. The goal would not be to completely eliminate invasive plants from this area (the seedbank is too full of invasive plants to realistically allow for such a goal), but rather to preserve the



openness of the trail and allow room for native shrubs such as Nannyberry and Sweet Pepperbush to be more successful. In the same area, between the trail and the river, invasive plants would be sprayed, excepting those large enough to require a cut stump treatment.

- 8 hour cut/paint/chip team, and including the same work in the high tide flood area and Tupelo trail area
- 6 hour spray team

Between Indian River Trail and Riverbend Trail:

Between the two trails that lead away to the south, it is difficult to identify native plants in the understory. Managing the space between the trail and the rock wall would be done by Mr. Verson's team. The goal would not be to eliminate invasive plants from this area, but rather to preserve the openness of the trail. In the same area, between the trail and the river, invasive plants would be sprayed, excepting those large enough to require a cut stump treatment. This segment of the trail may consume the most time of any section as it contains many mature bittersweet vines. Bittersweet vines, once cut, will be left in the trees to decompose naturally.

- 8 hour cut/paint/chip team
- 6 hour spray team

East of Riverbend Trail:

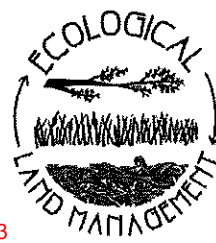
Managing the space between the trail and the rock wall would be done by Mr. Verson's team. The goal would not be to eliminate invasive plants from this area, but rather to preserve the openness of the trail. In the same area, between the trail and the river, invasive plants would be sprayed, excepting those large enough to require a cut stump treatment, and bittersweet vines.

- 8 hour cut/paint/chip team
- 6 hour spray team

Options for the Commission:

During the site walk, there was much discussion of whether or not to chip larger plants that are cut down in the course of a cut stump treatment regime. Our professional opinion is that there is little ecological difference between chipping or not. The area has a very large seed bank of invasive plants, so removal of this year's seeds from the premises will not have an ecological impact, nor would spreading invasive plant chips into the existing seedbank. Our proposal, however, is based on on-site chipping, and spreading the chip into the woods, for primarily aesthetic reasons.

We expect the Commission to have thoughts on the matter of what to do with cut trees, and we feel that this particular detail is plastic enough to accommodate alternative considerations. A primary point we expect to be broached is that the work of chipping will take up a significant amount of time that might be put to ecological rather than aesthetic uses. Should the Commission choose to pursue a more ecologically



oriented use of our services, we suggest that cut trees be allowed to remain where they fall. These fallen trees can be left to create ecological complexity in the understory, or perhaps removed by town staff, interns, or volunteers at a later date. It would also free up ~8 hours, or possibly more, for work that could be conducted elsewhere.

Alternatively, chips can be transported off site. However, depending on the time of year, taking any chipped seeds offsite does create potential for introducing seeds to new areas. In our professional opinions, we do not support this option primarily because it takes time away from the goal of managing the invasive flora.

Should the Commission decide against chipping, freeing the estimated 8 hours to be used elsewhere, we are proposing that a section of the Indian Hill property be treated with a cut stump methodology. This alternative work would be centered in the southern portion of the property, at the boundary of the R16-12 & R16-13A, as labeled in the RFP. It is here that the woodlands separating two grassy areas is thinnest, and where an ecologically meaningful connection could be made between these two habitats. Grasslands throughout the northeast are commonly broken up into smaller and smaller sections, and the opportunity to enlarge and connect these two would result in an ecologically meaningful result. As mentioned in ADDENDUM #1 to the RFP, the Town of West Newbury has begun utilizing controlled burns. Opening up this section of woodlands would create new opportunities for management using fire that were not previously available on this property.

Timeline:

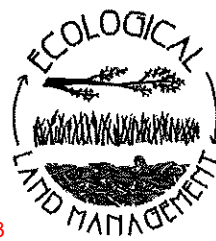
Woody Invasive Trees: The cut/paint/chip, or cut/paint work, could take place at one of two timeframes, within, or outside of the growing season. We are proposing to do this work as early as possible in 2023. This will remove the larger trees which might act as an impediment to spraying. This is especially preferred if the Commission chooses not to chip downed invasive trees. Should the Commission choose to have us chip the trees, then winter cut/paint work would be preferable, as trees being taken out of the understory would be less likely to get caught up in other vegetation, which would slow the work significantly. Should this work be conducted outside of the growing season, some alterations to the chosen herbicide may be made, such as using a different aquatic approved herbicide for cut and paint work on bittersweet vines: Trycera (EPA Reg. No. 5905-580).

Woody Invasive Shrubs: Plants that are about the height of an herbicide applicator, or smaller, will be sprayed as late in the growing season as possible. Rather than stating the reasons for this, below please find an excerpt from the peer reviewed work - *Biol Invasions (2020) 22:3325-3337. Citizen scientist record novel leaf phenology of invasive shrubs in eastern U.S. forests. Maynard-Bean, Erynn et al.*

“Similarly, leaf off has been found to range from 2 to 6 weeks later for invasive shrubs (Harrington et al. 1989; Fridley 20212; O’Connell and Savage 2020)... Invasive shrubs can maintain leaves 77 days longer in a growing season, on average using 22% more days of the year than natives at the lowest latitudes studied (e.g. northern Tennessee and North Carolina). The difference decreased linearly to about 30 days at the highest latitude (e.g. southern Maine, mid-Minnesota)...While at the highest latitudes two-thirds of the difference between native and invasive growing seasons occurs in the fall.”

Treating invasive shrubs with herbicide will therefore be done late in the growing season, after native shrubs have begun to lose their leaves. This will reduce the risk of spraying to other native shrubs.

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A late/spring early summer of 2024 follow up spray of new plants, and individuals that may not have been fully impacted by the 2023 spray will also be conducted, to improve overall results. It is expected that this could be accomplished in 4-6 hours.

Proposed Calendar for West Newbury Invasive Plant Control:

2023

July	Initiate Contract, initiate cut & paint work
August	continue cut & paint work
September (late)	Weather & phenology dependent 1st herbicide treatment of shrubs & knotweed
October (early)	Weather & phenology dependent 1st herbicide treatment of shrubs & knotweed
November	No Activities
December	No Activities

2024

January	No Activities
February	No Activities
March	No Activities
April	No Activities
May	No Activities
June	final herbicide treatment of newly grown plants, 2nd knotweed herbicide treatment /end of Contract
July	End of Contract

Expectations:

There is almost never a scenario where one intense treatment will rid an area of invasive vegetation. The most that can be guaranteed is 80% kill in year 1, and that is an optimistic scenario for some of the worst areas of the Riverbend Trail. In the second year, the progress made by 2023's work can be protected somewhat. However, future funding, labor, and likely both will be necessary to ensure that gains made by this work are not lost to the significant growth that we expect to see released from the on-site seedbank. Unless this work is actively continued, it is expected that invasive flora will quickly regain the locations they were eliminated from.

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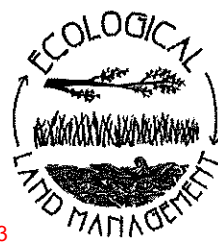


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Additional Terms:

- 1) The Town shall demarcate the southern extent of the work area south of the Riverbend Trail, generally utilizing the rock wall as a demarcation.
- 2) The Town shall be responsible for public outreach regarding when the herbicide work will be conducted, and if/when to limit public usage. Mr. Colleran will establish and communicate final work dates to all parties.
- 3) The Town will make the Riverbend Trail accessible to vehicles, for the purpose of bringing a truck towed chipper down the pathway, should invasive plants be chipped on site.
- 4) Signage: The Town of West Newbury shall allow the Prime & Sub Contractors to place a small sign at the work site with the Contractor's business name and contact information, for the duration of this contract.
- 5) Imagery: The Town of West Newbury shall allow the Prime & Sub Contractors and its assigns, licensees, and sublicensees, permission to use imagery obtained on the Town's property in any and all forms of media for commercial purposes, advertising, trade, personal use, or any and all other uses. Therefore, Contractors may use these images for presentations, on their websites, as well as associated social media accounts.

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Invasive Species Management Plan
Riverbend Trail
West Newbury, MA

Submitted to:

The Town of West Newbury
Conservation Commission

Submitted By:

Ruby Environmental Services, Inc.

Sutton, MA 01590



Invasive Species Management Plan
Riverbend Trail, West Newbury, MA

Dear Commission Members,

Please accept this document as our Proposal of Services for the management of invasive plant species along Riverbend Trail, on the banks of the Merrimack River. Ruby Environmental Services attended a walkthrough hosted by the commission on May 11, 2023 and notes were taken on each location specified, and the commissions desired results were noted as well. In the following document we have included descriptions of our business, the Manager and staff involved with this project, and our invasive species management plan for Riverbend Trail. You will also find the invasive species noted, their required management techniques, as well as a description of our services and the associated costs. We look forward to hearing your thoughts on our proposal and we hope to assist you in managing the conservation and recreation areas of your town.

Sincerely,

Richard Ruby III
Owner / Senior Biologist
Ruby Environmental Services Inc.
rich.rubyenvironmental@gmail.com

Ruby Environmental Services, Inc.
20 Old Providence Rd, Sutton, MA
rich.rubyenvironmental@gmail.com
508-808-0166

Company Introduction

Ruby Environmental Services Inc. is a small family business located in Sutton, MA. Started in 2020 by Richard Ruby, his wife Hannah, and father-in-Law David Perry, we are a small company of three people dedicated to quality service and visible results. Richard and Hannah co-own the business, with field operations overseen by Richard. Field operations are carried out by both Richard and David.

Richard and Hannah both are graduates of Worcester State University with degrees in biology, both with a strong focus on ecology and plant science. During college and after, Richard worked for nearly a decade in the field of invasive plant management while working as a field biologist and application technician for a local company. There he gained extensive knowledge of management techniques for various invasive plant species in both upland and wetland/ aquatic environments. Hannah's father, David Perry, is a retired police Lt. from Sutton, and currently works in the field with Richard on all the companies' projects.

Richard and David are both licensed herbicide applicators in both Massachusetts and Rhode Island, have completed the Coastal Resource Management Council Invasive Plant Management course, and are certified Invasives Managers within the Narragansett Bay Coastal Resource Areas.



Richard working in Ipswich, MA

During 2021, 2022, and 2023, Ruby Environmental Services has been working closely with the Massachusetts Audubon Society and the U.S. Fisheries and Wildlife Service on their Great Marsh restoration project, locating and treating invasive perennial pepperweed, *Lepidium latifolium*, throughout 3,600 acres of coastal salt marsh in Newbury, Salisbury, and Ipswich Massachusetts. The areas of responsibility RES has been contracted for have seen great reductions in invasive pepperweed with no visible impact on native populations.

Ruby Environmental was contracted in 2022 by the Town of Southampton, MA for the removal and management of invasive species within the Manhan Meadows conservation area, along the Manhan River. There RES reclaimed the overgrown trail over a section of roughly 500-700', and created a new 200' connecting trail, completing a loop to avoid a degraded trail section. RES was re-contracted this season to further manage the invasives in the area and on the other side of the Manhan River.

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Project Staff

This project will be managed by Richard Ruby, with David Perry assisting in field operations. All project communications will be through Richard Ruby, and all project decisions will also be made by Richard Ruby.

Richard Ruby's Contact information is as follows:

C:(508)808-0166,

email: rich.rubyenvironmental@gmail.com

Subcontractors

No subcontractors will be utilized in this project. All work will be performed by employees of Ruby Environmental Services, Inc.

Description of Conditions

Ruby Environmental Services' Richard Ruby and David Perry attended the hosted walkthrough on May 11, 2023 and met with Michelle Greene to observe the conditions on site. During the visit the goals of the Conservation Commission, as well as site history and town management efforts were discussed. A management plan was then developed to meet the needs of the town and provide the most effective and efficient management of invasive species on town conservation land.

After this walk through and discussion with the present commission members, Ruby Environmental Services has developed the following plan for the Riverbend Trail Site. We feel that concentrating the town's initial funding on the control of invasives in this area will help to maintain the walking/ bicycling trail which is already a priority, and it will also utilize the funds in the most visible way for the town. We feel that by seeing appreciable positive results coming from their hard-earned tax dollars on a recreational asset that sees a high amount of traffic, the people in town will be more likely to approve further funding of similar efforts, or potentially donate directly to such efforts through fund raising or volunteering their time.

Other factors that led to the decision to propose management of this site include the ease of access to the site, and the lack of likely restrictions on herbicide use due to proximity to a drinking water supply. The access to the site will provide the opportunity for Ruby Environmental to utilize our Argo Frontier 8X8 low ground pressure amphibious UTV, increasing our efficiency greatly by reducing the time on foot moving materials and equipment. This will allow us to have more impactful time on site doing more work and less setting up. The site is within an NHESP area and therefore will require MESA review, but these management activities will have a limited impact on the environment from the treatment and mechanical control work, while having a large net benefit in reducing the invasive plant populations and making the space available to native riverbank communities. The ability to utilize herbicides on this site will have a

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Invasive Species Management Plan
Riverbend Trail, West Newbury, MA

large benefit for future management efforts by reducing the regrowth of cut plants by killing the root systems.

The target invasive species present at the Riverbend Trail Site include Multiflora rose (*Rosa multiflora*), Winged euonymus (*Euonymus alatus*), Autumn olive (*Elaeagnus umbellata*), Privet (*Ligustrum spp.*), and Japanese honeysuckle (*Lonicera spp.*). As these are all woody invasive plants, much of their control can occur simultaneously, and may be accomplished utilizing the same methods (i.e. mechanical removal, cut stem herbicide application, foliar herbicide use on smaller specimens). This will simplify efforts, reducing time spent adjusting methods between each species or group of species.

Riverbend Trail ISMP

Ruby Environmental Services Inc. will employ two main methods in the control of target invasive species along the Riverbend Trail. These will consist of mechanical means and control through the use of herbicides. These two main means of control must be utilized in tandem to achieve the greatest effectiveness in this effort in the most efficient manner possible.

Herbicide Applications:

The herbicide application portion of this management effort will consist of the application of RoundUp Custom Aquatic & Terrestrial herbicide EPA Reg.# 524-343, in conjunction with a non-ionic aquatic approved surfactant and a blue indicating dye. All herbicide applications will be carried out in accordance with the label instructions, as well as any additional limitations set forth by the town and the Natural Heritage review process. Applicators will include:

Richard Ruby III Lic.# CC-00529276 Exp. 12/31/2023

David Perry Lic.# AL-0052908 Exp. 12/31/2023

Herbicide applications will be completed utilizing low pressure backpack sprayers, as well as the onboard sprayer fitted to the Argo 8X8 UTV. All care will be given to preventing off target effects, such as not spraying with high wind conditions and maintaining a low height threshold of target species to be sprayed of 5' or less. Any specimen >5' in height will be cut to the stump and the stump treated directly. Spray indicators will be utilized in order to improve applicator effectiveness in both coverage and reduced off target effect. The indicator has the added benefit of visually warning the applicator of potential leaks or exposure, reducing hazards posed by these events.

Herbicides will be applied to the target species within the optimal timeframe for full absorption of the herbicide to the root system of the plants, maximizing the effectiveness of the application, and providing the most benefit for future management. Herbicide applications should occur later in the growth cycle of the plants, prior to the setting of seeds. This will prevent the production of seeds for future dispersal and germination, while providing the most surface area for the absorption of the herbicide mixture.

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Invasive Species Management Plan
Riverbend Trail, West Newbury, MA



A new section of trail, Southampton, MA

Mechanical Control:

The mechanical control efforts to be carried out include the cutting and destruction of above ground portions of target invasive species, either through on site chipping, or removal off site to another town site. Ruby Environmental Services will provide the equipment labor necessary to cut and destroy all treated materials in order to open up and reclaim the trail envelope, both for benefit of the habitat's functionality as well as the aesthetic and recreational uses of the Riverbend Trail.

Ideally, both for efficiency and cost RES proposes the use of gas operated hedge trimmers and chain saws for the cutting process, as well as a small tow behind brush chipper attached to the Argo 8X8. This would allow RES to move along the trail cutting and chipping as they move along. Chipped materials will be dispersed on the opposite side of the trail to the river, with care not to disperse them into sensitive areas such as wildflower or wetland areas. This mulch will decompose rapidly and will be an overall beneficial additive to the humus layer over time.

If chipping and trailside dispersal is not to the commission's liking, we propose the cutting and destruction of smaller materials utilizing the saws and hedge trimmers into small pieces as they stand, with the potential (if requested) removal of larger branches and trunks to a DPW truck or disposal container for removal off-site to town owned refuse sites. This will negate the need for costly off-site trucking by a third party, and make use of town assets in the completion of this project. We have utilized this method (without off-site dumping) in Southampton MA, where we have seen success in the sprouting of native plants within the control area due to the newly available sunlight. The commission in that town has hired us for the continuation of this effort due to the success of the work so far.



Reclaimed Trailside Area, Southampton, MA

If none of the prior options are available, off-site trucking would cost an estimated \$1,200 per container, using up a large amount of the budget with extraneous costs. We do not feel this is a good option considering the towns budget, and desire to maximize the effect of the control efforts.

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Invasive Species Management Plan
Riverbend Trail, West Newbury, MA

Draft Work Schedule:

Ruby Environmental Services Proposes the following plan to adhere to the towns budget of \$20,000.

1 day of herbicide treatment along both sides of Riverbend Trail for the control of target invasive plant species of suitable size.

5 days of mechanical control in prioritized high visibility areas to remove the dead treated plant tissue, as well as to improve the aesthetic, habitat, and recreational value of the management area.

Management Activity	Timing
Herbicide Application	Mid-Late July (one day)
Mechanical Control	Mid-Late August (five days)

Legal Statements:

Scope of work: The Contractor (Ruby Environmental Services Inc.) will provide licensed herbicide application technicians, the necessary herbicides, and the required application equipment in order to complete the work as outlined in the **Invasive Species Control Plan** section of this proposal/ contract.

Terms and Payments: The Client (Town of West Newbury) upon signing agrees to the terms outlined in this contract regarding the management plan described in the **Invasive Species Control Plan** and scope of work section of this contract. They also agree to pay the Contractor (Ruby Environmental Services Inc.) the amount described in the last section of the proposal/ contract according to the payment schedule therein. Failure to pay will result in penalties no more than 10% of the remaining balance each month the payment is late.

Disclaimers: The Contractor (Ruby Environmental Services Inc.) reserves the right to terminate the contract at any time for any reason. Any deposits or outstanding credits will be returned to The Client (Town of West Newbury) in its entirety if any work is left unfinished.

The Contractor (Ruby Environmental Services Inc.) maintains all necessary licenses and insurances within the state for work as an herbicide applicator and performs all work to the legal standard outlined therein. All permits and standing orders from local and federal jurisdictions shall be adhered to strictly.

The Contractor (Ruby Environmental Services Inc.) shall not be held liable for damages resulting from actions not of their own. The Client (Town of West Newbury) is responsible for obtaining permissions from all parties involved including the Town and any homeowners or stakeholders. Any necessary permits and the associated costs may be added to the cost of this contract after the approval of The Client (Town of West Newbury).

All herbicide applications are performed to the highest standard, yet occasional off-target effects may be seen on plants within extremely close proximity of target species. All care is made to avoid this, and The Contractor (Ruby Environmental Services Inc) accepts no liability for off target damage within a reason (i.e. plants under or within the drip edge of a larger target plant and plants growing within dense stands of target vegetation).

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Invasive Species Management Plan
Riverbend Trail, West Newbury, MA

Scope of Work

Invasive Species Control Plan:

This plan would include 1 day of herbicide application utilizing state registered Aquatic herbicides by MA licensed applicators for the control of target invasive species as noted in the description of conditions section of this document, as well as 5 days of mechanical control work by two employees of RES. RES will provide all necessary personnel and equipment for the completion of this management plan, as well as all herbicides and spray additives. RES will not be responsible for the acquisition of town and state permits for the completion of this work. RES will provide one employee (Richard Ruby III) to attend any necessary meeting for this project up to 2 meetings, with an additional cost per meeting if this is to exceed 2 meetings as outlined in the following cost schedule.

Invasive Species Control Plan for Town of West Newbury , Riverbend Trail\$18,500.00
Additional meetings\$500.00/meeting

Prepared by:

 Richard Ruby x

Richard Ruby III
Biologist/ Manager
Ruby Environmental Services Inc.

If you accept this plan please sign below:

_____ x

Authorized Party
Conservation Commission
Town of West Newbury

Ruby Environmental Services, Inc.
20 Old Providence Rd, Sutton, MA
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5/22/23 Finance / Admin Huddle

- Year-end tasks
 - OPEB – Kaitlin/Jenny/Angus
 - MIIA rewards credits – Rebecca
 - BAN refinancing/POS – Kaitlin/Jenny/Angus
 - Require 2-factor authentication – Angus/Rebecca (send notice to staff/BCCs, work w Jake)
 - BCC reappointment process – Jim/Max
 - Line Item / Reserve Fund transfers – Jenny/Angus/Dept Heads
 - Encumbrances – Jenny/Dept Heads
 - Insurance policy renewals – Rebecca/Angus
 - Schedule Audit; audit prep team – Audit scheduled for week of Sept. 18th
- Other active projects (near term)
 - DPW Director hiring process – second round interviews
 - Furniture / office layout
 - Admin offices – new/relocated hallway signage
 - Select Board hearing room
 - 2nd floor hearing room
 - New phone system
 - Procurement / contracts
 - Paving contract – re-issue RFP/IFB
 - Town Hall painting vendor selection
 - Guardrail vendor contract
 - Pavement marking contract
 - Catch basin cleaning contract
 - EAB tree vendor RFQ/IFB
 - Page study consultant selection
 - Dole Place RFQ re-issued
 - Investment services RFQ
 - Grants management/reporting (new applications: LAND grant due July 13; Middle Street Bridge MassWorks grant application due June 2)
 - Elliot Fund repayment agreements
- Other active projects (longer term)
 - ARPA plan
 - Town Reports
 - Finalize job descriptions
 - Performance evals
 - Community Compact financial policies
 - Personnel policies
- Resources
 - Shared server
 - Shared calendar

DRAFT Typical Agenda
Planning & Development Group Huddle
Wednesdays Bi-Weekly 9:00 am

- I. Updates from Town Manager**
- II. Updates from Group Members**
- III. Active Town Projects**
 - Page School Conditions Assessment
 - Route 113 Corridor Planning & Page/Pipestave Crossing
 - MBTA Communities
 - Hazard Mitigation Plan
 - River Road MVP Grant
 - Town Phone System
 - Whetstone Greenway
 - Stormwater Regulations
 - Solar Feasibility Study
- IV. Active Development Projects**
 - Permitting phase**
 -
 - Active construction**
 - 519 Main Street AKA Major Boyd AKA Deer Run
 - PRSD
 - 3 Lots on Kimball Rd (2 Kimball Rd, 152 Middle St, 154 Middle St)
 - Pending close out from depts/minor items needed**
 - 365 Main St AKA Drakes Landing
 - 87 Main Street
- V. Other**
 - Beavers

Planning & Development Group Members:

Katelyn Bradstreet, DPW Business Administrator/Purchasing Agent

Sue Brown, Town Planner

Mike Dwyer, Police Chief

Michelle Greene, Conservation Agent

Angus Jennings, Town Manager

Sam Joslin, Building Commissioner

Mark Marlowe, Water Superintendent

Paul Sevigny, Health Agent

Christine Wallace, DPW Program & Project Manager

West Newbury DPW Projects and Programs List (no particular order)

Projects

- 1) Middle Street Bridge / MassWorks grant; engagement with Newburyport
- 2) Page School Structural Feasibility Study
- 3) Route 113 Corridor Planning / TIP process
- 4) Route 113 Pipestave/Page crossing (Safe Routes to Schools / Main Street sidewalk)
- 5) Town Center traffic calming/planning
- 6) Regional Hazard Mitigation Plan updates
- 7) Whetstone Greenway
- 8) Page School Exterior / Lintel Study
- 9) Solar Site Feasibility Study
- 10) MVP Action Grant for River Road / Climate Change Resiliency Plannings
- 11) Page School HVAC Main Offices
- 12) Town Offices and Public Safety Phone System Replacement
- 13) Pipestave Parking & Circulation Planning
- 14) Safe Routes to Schools – Page School on-site circulation
- 15) Farm Lane Guardrail
- 16) Town Hall Restoration / Painting
- 17) Page School – relocation of emergency communications equipment
- 18) Town Offices HVAC DCC Controls (Phase II)
- 19) Town Hall parking lot drainage project
- 20) Water Dept / Old Highway Garage Facilities Division Relocation
- 21) Town Offices Relocation of Offices; incl. Select Board hearing room upgrades
- 22) Cemetery Clean-up project
- 23) Cortland Lane parking area
- 24) Town Offices Annex sanitary line repair
- 25) Page School – 3rd floor fire alarm repairs
- 26) Work with Parks & Rec Commission to establish O&M plan

Programs

- a) MS4 Stormwater
- b) Climate Change Resiliency
- c) Town Projects Webpages
- d) Green Communities / Energy Aggregation
- e) Chapter 90 / WRAP funding

Baseline Operations

- A) Annual paving – re-bid contract
- B) Catch Basin annual cleaning
- C) Library cleaning services contract
- D) No Dumping stenciling program
- E) Pavement markings – town-wide
- F) Pipestave Management Plan / fertilizer and grass seed
- G) Street Opening permits – PermitLink
- H) Snow & Ice operations
- I) Stormwater Program – annual report
- J) Street sweeping program – town-wide
- K) Tree Warden responsibilities (incl. re Scenic Roads Bylaw)
- L) Variable Message Boards
- M) Work Order procedures