



**Town of West Newbury**  
**Board of Selectmen**  
**Monday, June 8, 2020 @ 6:00pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

**AGENDA**

**Executive Session:** 6:00pm by remote participation

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Police Union contract*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*proposed Coffin Street development; MOU re Middle Street Bridge*).

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

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- June 3<sup>rd</sup> Election results, and recognition of newly elected and re-elected public officials
- MVPC training on 40B & Housing Production Plans, Thurs., June 11<sup>th</sup> at 2pm. Details on Town website.
- Municipal Vulnerability Preparedness Listening Session, Thurs., June 11<sup>th</sup>, 6:30pm. Details on website.
- Reminder to subscribe for emailed Town news/announcements at <https://www.wnewbury.org/subscribe>

**Regular Business**

- A. Reconsideration of proposed FY21 Library personnel budget
- B. Review and sign Special Town Meeting warrant with citizen petition article to provide supplemental funding regarding Coffin Street/Main Street 40B proposal; schedule date/time for Special Town Meeting
- C. Updates regarding Coffin Street/Main Street 40B housing proposal, including discussion of draft Board of Selectmen due to MassHousing on Tuesday, June 16<sup>th</sup>
- D. Discussion of Special and Annual Town Meeting scheduled for Saturday, June 27, 2020 at 10am, incl. health/safety considerations resulting from COVID-19, and discussion of potential re-ordering of Articles and/or recommendations to pass over one or more articles
- E. Review of proposed draft "one twelfth" FY21 Budget if annual budget not approved by June 30<sup>th</sup>
- F. Consideration of adding warranty costs for Electric Vehicle Stations to proposed FY21 operating budget
- G. Consideration to extend FY20 Board/Commission/Committee appointment terms through June 30, 2020
- H. Approval of stipends for election workers for June 3, 2020 election
- I. Discussion of existing Board/Commission/Committee structure; Board of Selectmen policy objectives for FY21; and preliminary discussion of potential revisions to B/C/C structure and/or charges
- J. Updates on planning underway for re-opening of Town buildings and facilities incl. Library
- K. Annual reorganization of Board of Selectmen
- L. Meeting minutes: May 14, 2020.

**Town Manager Updates**

- M. Update on CARES Act filing with Commonwealth, and upcoming call with FEMA
- N. MVPC Regional Transportation Improvement Program for FY21 to FY25; Public comment period for draft FY21 Unified Planning Work Program
- O. MassDOT response to Bridge Street speed limit petition
- P. Discussion of overall work plan and prioritization of staff efforts for remainder of fiscal year
- Q. Follow up meeting assignments; and placing items for future agendas

**Addendum to Meeting Notice regarding Remote Participation**

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

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

**GoToMeeting**

Phone: (872) 240-3212

Access Code: 417-365-965

Or, from computer, tablet or smartphone: <https://global.gotomeeting.com/join/417365965>

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

JUNE 3, 2020 ANNUAL TOWN ELECTION RESULTS  
WEST NEWBURY, MASSACHUSETTS

There were 655 ballots cast. The Town Clerk announced the preliminary results at 8:05 PM. There were zero (0) provisional ballots cast.

SELECTMAN (For Three Years)

Blank	148
David W. Archibald	503
Others	4

BOARD OF HEALTH (For Three Years)

Blank	160
Blake J. Seale	495
Others	0

BOARD OF HEALTH (For Two Years)

Blank	178
Thomas Paul Fahey	477
Others	0

PLANNING BOARD (For Five Years)

Blank	133
Timothy N. Cronin	351
Jon M. Johnson	170
Others	1

HOUSING AUTHORITY (For Five Years)

Blank	161
Susan C. Babb	492
Others	2

HOUSING AUTHORITY (For One Year)

Blank	647
Bert Knowles	3
Others	5

TRUSTEES OF THE  
PUBLIC LIBRARY (3 For Three Years)

Blank	1054
Wendy J Reed	490
Sandra Nawrocki	340
Heather Connor	24
Nancy Wile	23
Daniel DiCamillo	15
Others	19

TRUSTEES OF THE  
PUBLIC LIBRARY (1 For Two Years)

Blank	176
Thomas R. Salvo	477
Others	2

ASSESSOR (For Three Years)

Blank	54
Richard A. Baker	363
Walter Burmeister	238
Others	0

SCHOOL COMMITTEE (For Three Years)

Blank	171
Christine M. Reading	484
Others	0

WATER COMMISSIONER (For Three Years)

Blank	158
Robert P. Janes	497
Others	0

PARK AND RECREATION  
COMMISSIONER (For Three Years)

Blank	106
William Bradley Buschur	288
Jerrold P. Yoder	258
Others	3

PARK AND RECREATION  
COMMISSIONER (For One Year)

Blank	43
Raymond C. Antonopoulos	224
William Bradley Buschur	87
Wendy Willis	300
Others	1

CONSTABLE (For Three Years)

Blank	178
Richard K. Davies, Jr.	477
Others	0

CONSTABLE (For Two Years)

Blank	159
Robinson Manning Shively.	496
Others	0

Attest:

Michael P. McCarron

## Town Manager

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**From:** Theresa Park <TPark@mvpc.org>  
**Sent:** Thursday, June 4, 2020 10:01 AM  
**To:** Amesbury - Daniel Grayton, Director of Communications; Amesbury - Kassandra Gove, Mayor; Amesbury - Paul Fahey, Chief of Staff; Andover - Flanagan, Andrew, Town Manager; Andover - Michael Lindstrom, Deputy Town Manager; Boxford - Benson, Alan, Town Administrator; Boxford - Susan Inman, Assistant Town Administrator; Georgetown - Mike Farrell, Town Administrator; Groveland - Denise Dembkowski, Finance & Personnel Director; Haverhill - Allison Heartquist, Chief of Staff; Haverhill - James Fiorentini, Mayor; Lawrence - Dan Rivera, Mayor; Lawrence - Reilly, Kate, Deputy Chief of Staff; Merrimac - Carol McLeod, Finance Administrator; mambra@ci.methuen.ma.us; Methuen - Neil Perry, Mayor; Nancy Lavallee; Theresa Park; Newbury - Tracy Blais, Town Administrator; Newburyport - Donna Musumeci, Executive Assistant/Aide; Newburyport - Holaday, Donna, Mayor; Newburyport - Matt Coogan, Chief of Staff; North Andover - Denise Casey, Deputy Town Manager; North Andover - Melissa Murphy-Rodrigues, Town Manager; Rowley - Amy Lydon, Assistant Town Administrator; debbie@townofrowley.org; Rowley - Natalie Lovett, Assistant Town Administrator; Salisbury - Neil Harrington, Town Manager; Town Manager  
**Subject:** Notice of working on Housing Production Plan & 40B

Mayors, Managers and Administrators:

We have just scheduled a workshop with Phillip DeMartino of DHCD on "Housing Production Plan, 40B and Safe Harbor." MVPC worked with its cities and towns to develop a Regional Housing Production Plan, a compendium of plans specific to each community. One of the benefits of having this plan is to better guide 40B projects. Given the pipeline of 40B projects in the region, there is renewed interest in how the Housing Production Plan impacts these projects. If you're interested in this topic, please mark your calendar for what will be an interesting discussion.

Housing Production Plan, 40B and Safe Harbor  
By Phillip DeMartino  
Senior Technical Assistance Planning Coordinator  
MA Dept. of Housing & Community Development

Thursday, June 11, 2020 at 2pm

Call-in information is as follows:

<https://global.gotomeeting.com/join/434167933>

You can also dial in using your phone.  
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212  
- One-touch: <tel:+18722403212,434167933#>

Access Code: 434-167-933



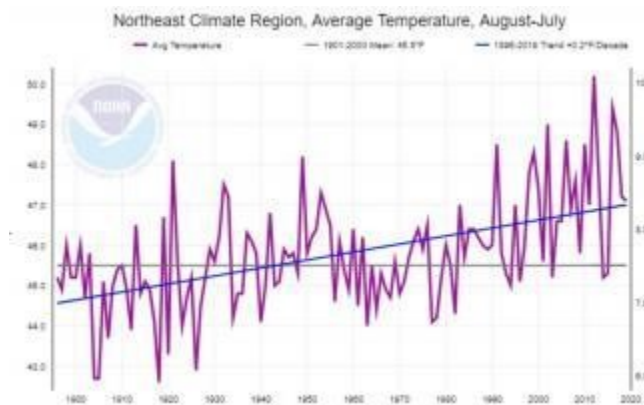
# Town of West Newbury Massachusetts

Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

[Home](#) > You are Invited to a Virtual Listening Session

## You are Invited to a Virtual Listening Session

West Newbury Climate Change Resilience



On February 29, 2020, a Municipal Vulnerability Preparedness Workshop was held to identify the Town's key vulnerabilities and strengths in view of expected climate change. Workshop participants, representing a wide range of West Newbury stakeholders, identified and prioritized actions the Town should be taking--and using Massachusetts Municipal Vulnerability Preparedness Action Grants to accomplish. Click [here](#) to see more, including the **Final Report** and Workshop presentations.

▶▶▶ A virtual Listening Session will take place on June 11, 2020. This one-hour session will include an overview of the MVP process as well as climate change hazards facing West Newbury. It also outlines the priority actions that the Town can take--and can seek Action Grants to accomplish, and provides an opportunity for public questions and comments.

Thu, Jun 11, 2020 6:30 PM - 7:30 PM (EDT)

Please join from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/447953285>

You can also dial in using your phone.  
United States: +1 (224) 501-3412

Access Code: 447-953-285

**Source URL:** <https://www.wnewbury.org/home/news/you-are-invited-virtual-listening-session>

**Town Manager**

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**From:** [REDACTED]  
**Sent:** Thursday, May 28, 2020 11:58 PM  
**To:** Town Manager  
**Cc:** Chanania, Fred; Corinn Flaherty  
**Subject:** GAR Library 10 hour position request

Dear Town Manager and Board of Selectmen,

Given the current circumstances due to the pandemic and uncertainty about the timing of future needs, the G.A.R. Library Trustees voted unanimously to hold off on the new 10-hour position until the Fall Town Meeting when we will have additional information available about library staffing needs.

All the best,

Marcia Sellos-Moura and Fred Chanania  
Chair and Co-Chair of the G.A.R. Library of Trustees





# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen

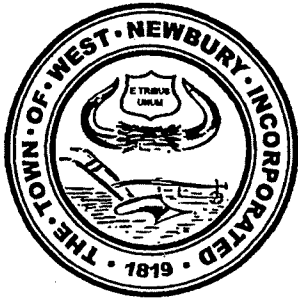
FROM: Angus Jennings, Town Manager

DATE: June 4, 2020

RE: Second Special Town Meeting

Signatures have been certified. A draft form of Warrant is enclosed for Board review. Upon the Board's endorsement, we will prepare hard copies for signature. If the Town Meeting is to be held on June 27, the final day the warrant may be posted is next Friday June 12<sup>th</sup>.

For discussion, the draft Warrant includes a 2pm starting time on June 27<sup>th</sup>. The Board may endorse this or another start time for this second Special Town Meeting.



# TOWN OF WEST NEWBURY

Michael P. McCarron  
Town Clerk

381 Main Street  
West Newbury, MA 01985  
978-363-1100 ext. 110  
978-363-1117 (Fax)  
mmccarron@wnewbury.org

June 1, 2020

West Newbury Board of Selectmen  
1910 Town Office Building  
381 Main Street  
West Newbury, MA 01985

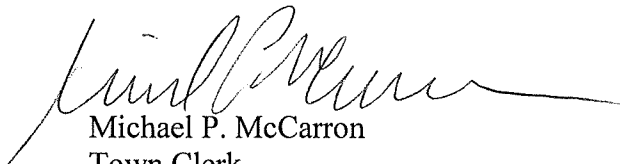
RE: Citizens' Petition for a Special Town Meeting

Dear Board Members:

Please be advised on that May 27, 2020, I have received a citizens' petition to call a Special Town Meeting and to place an Article on that Town Meeting Warrant. The Board of Registers has certified that the petition has been signed by at least two hundred (200) registered voters. In accordance with Massachusetts statutes, you are required to call a Special Town Meeting within forty-five days and to include the proposed Article on that Special Town Meeting Warrant. A copy of the Petition is attached hereto.

If you have any questions regarding this matter, please feel free to contact me.

Very truly yours,

  
Michael P. McCarron  
Town Clerk

**ARTICLE FOR INCLUSION ON SPECIAL TOWN MEETING WARRANT**

**ARTICLE:**

To see if the Town will vote to transfer the sum of \$250,000.00, or any other sum, from Free Cash to the "Professional Services Account" to hire peer review consultants and legal experts to examine, advise and review the proposed 40B Project consisting of 152 units at 566 Main Street and 28 Coffin Street., or act in relation thereto.

**Rationale:**

*The Board of Selectmen posted on the town website a developer's application to MassHousing for 40B Project Eligibility/Site Approval. The proposal is for 152 units at 566 Main Street and 28 Coffin Street.*

*The MassHousing Project Eligibility/Site Approval process is the required first step in the process. The developer is required to receive a Project Eligibility/Site Approval before being eligible to file a 40B Comprehensive Permit Application with the Zoning Board of Appeals (ZBA). The ZBA would hold public hearings at that time.*

*The developer has also filed an Abbreviated Notice of Resource Area Delineation (ANRAD) with the Conservation Commission in order to confirm the delineation of regulated resource areas. The developer's consultant, Hughes Environmental Consultant, sent an abutter notice in the beginning of April referring to an April 6th Conservation Commission hearing date.*

*Whereas, less than 10% of the town's housing stock is deed restricted as affordable, developers whose plans include 25% affordable homes can seek waivers releasing them from local regulations pertaining to density and other restrictions that make their project financially untenable. The project would increase town population by 10% on just 1% of the town's overall acreage. The citizen concerns are about the size of the project; increased traffic on a narrow, curvy roadway that connects to commuter routes; storm water runoff and potential impacts on private well water; wastewater treatment systems; demands on town finances and services; and discrepancies in wetlands delineation. The town of West Newbury must hire peer review consultants and legal experts to monitor, review and guide the community through the complexities of and multiple steps associated with 40B projects.*

**WE, THE UNDERSIGNED QUALIFIED VOTERS OF THE TOWN OF WEST NEWBURY, HEREBY REQUEST THAT A SPECIAL TOWN MEETING BE HELD WITHIN THE NEXT 45 DAYS AND THAT THE ABOVE SUBJECT BE INSERTED AS A SINGLE ARTICLE INTO THE WARRANT.**

Signature	Print Name	Address/Number and Street

**TOWN OF WEST NEWBURY  
COMMONWEALTH OF MASSACHUSETTS  
WARRANT – SPECIAL TOWN MEETING  
SATURDAY, JUNE 27, 2020 @ 2pm**

Essex, ss.

To any of the Constables of the Town of West Newbury:

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet outdoors behind the Town Annex (near the Bandstand), 379 Main Street, at 2:00 p.m. on Saturday, June 27, 2020 to act upon or take any other action relative to all of the following articles.

**ARTICLE 1.** To see if the Town will vote to transfer the sum of \$250,000.00, or any other sum, from Free Cash to the “Professional Services Account” to hire peer review consultants and legal experts to examine, advise and review the proposed 40B Project consisting of 152 units at 566 Main Street and 28 Coffin Street., or act in relation thereto. *By citizen petition.*

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Special Town Meeting, as provided within the Town Bylaws.

**LOCATIONS TO POST WARRANT:**

Town Hall  
1910 Town Office Building  
G.A.R. Memorial Library  
Post Office  
Laurel Grange

Hereof fail not to make due return of this warrant with your doings thereon at the time and place of holding said meeting.

Given under our hands this 8<sup>th</sup> day of June, 2020.

**BOARD OF SELECTMEN:**

\_\_\_\_\_  
David W. Archibald, Chairman

\_\_\_\_\_  
Glenn A. Kemper

\_\_\_\_\_  
Richard G. Parker

A true copy, Attested:

\_\_\_\_\_  
Michael P. McCarron, Town Clerk

Pursuant to the above warrant to me directed, I hereby notify and warn all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place.

\_\_\_\_\_  
Constable, Brian Richard

\_\_\_\_\_  
Date of Posting

DRAFT

Pursuant to the above warrant to me directed, I have notified and warned all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place.

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Constable, Brian Richard

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Date of Posting

## Town Manager

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**From:** [REDACTED]  
**Sent:** Tuesday, June 2, 2020 11:36 AM  
**To:** Michael McCarron; Town Manager; David Archibald; Glenn Kemper; Rick Parker  
**Subject:** Re: Citizens Petition

Hello Michael,

Thank you for certifying the Citizen's Petition and your efforts in doing so swiftly.

We appreciate the Board of Selectman, Angus and the Town Moderator K.C. Swallow's discussion at the last BoS meeting referencing where the Article would best be placed on the warrant. We respect the order of the articles on the warrant for Town Meeting is generally set by the Selectmen, with input from the Town Manager, and Town Moderator, and that typically, citizens petitions tend to be put near the end, Given the level of support from the proponents, we appeal for putting this Article early enough in the process so that attendees can have a robust debate, if need be. Most articles are uncontroversial; this one may be, suggesting it should be given its due priority.

We also appreciate that there may be a motion for a reduction in the amount of the funds sought which is most certainly within the scope of the original article, and would hope the Moderator could approve without a formal amendment on Town Meeting floor. Lastly, we seek to strike two words ("peer review"), which should also be ruled within the scope, but may require the proponent to amend the article. We wanted to seek our counsel on these two items?

Best,

Donald Doak

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**From:** Michael McCarron <mmccarron@wnewbury.org>  
**Sent:** Monday, June 1, 2020 4:02 PM  
**To:** Town Manager <townmanager@wnewbury.org>; David Archibald <darchibald@wnewbury.org>; Glenn Kemper <gkemper@wnewbury.org>; Rick Parker <rparker@wnewbury.org>  
**Cc:** [REDACTED]  
**Subject:** Citizens Petition

Attached please find my letter regarding the certification of the Petition for a Special Town Meeting.

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



## Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: June 4, 2020  
RE: Response comments to MassHousing

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Find enclosed a packet of all correspondences received in the Town Manager's or Selectmen's office since the most recent prior correspondence packet (with materials through May 12) circulated for the Board's meeting on May 14<sup>th</sup>.

Enclosed comments include responses from the Planning Board, DPW, Water, Conservation, Fire Chief, and the Open Space Committee.

At Monday's meeting I'd like the Board's direction regarding points of emphasis to include in your submittal. I will recommend that the Board schedule an additional meeting on or before June 15<sup>th</sup> in order to review a draft comment letter for Board endorsement prior to submittal to MassHousing on June 16<sup>th</sup>.



## COMMENTS OF THE WEST NEWBURY PLANNING BOARD THE COTTAGES AT ROLLING HILLS

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The Planning Board is in receipt of the Project Eligibility/Site Approval request submitted to MassHousing by Cottage Advisors MA, LLC (Howard J. Hall, Manager) and Deschene & Farrell, P.C. (Melissa Robbins, Attorney). Pursuant to 760 CMR 56.04(3) “*Review and Comment Process*,” Local Boards may submit comments to MassHousing, and the West Newbury Board of Selectmen have also requested comments from Town Committees and Departments.

### Materials Reviewed and Referenced:

- MassHousing Application for Project Eligibility/Site Approval, 28 Coffin Street & 566 Main Street, dated March 27, 2020, submitted by Cottage Advisors MA, LLC (Howard J. Hall, Manager) and Deschene & Farrell, P.C. (Melissa Robbins, Attorney)
- Plans entitled, “Site Plan the Cottages at Rolling Hills 28 Coffin Street and 566 Main Street West Newbury, MA”, drawings C-0, EX-1 – EX-7, C-1, C-2, A-1 & A-2, dated March 24, 2020, prepared by Landtech Consultants, 515 Groton Road, Westford, MA 01886 and Scott M. Brown, 48 Market Street, Newburyport MA 01950.
- Handbook: Approach to Chapter 40B Design Reviews: Prepared for Massachusetts Department of Housing and Community Development, MassDevelopment, Mass Housing, The Cecil Group, January 2011.
- Town of West Newbury Zoning Bylaw, with amendments, April 29, 2019. (Referred to herein as the “Zoning Bylaw.”)
- Town of West Newbury Planning Board, Rules and Regulations Governing the Subdivision of Land Adopted October 3, 2006, as amended April 21, 2009, and December 21, 2010. (Referred to herein as the “Subdivision Regulations.”)

### I. General Comments

In the Handbook: Approach to Chapter 40B Design Reviews, it states that there are “a number of terms to consider related to use and design” and it then cites the following as one of the “Findings in Determination:”

(c) that the conceptual project design is generally appropriate for the site on which it is located, taking into consideration factors that may include proposed use, conceptual site plan and building massing, topography, environmental resources, and integration into existing development patterns (such finding, with supporting reasoning, to be set forth in reasonable detail).

The West Newbury Planning Board finds that the proposed plan fails to meet these criteria as outlined herein.

- A. While the proposed project would contribute toward some of the Town’s goals for affordable residential development, the project is inconsistent with building massing, topography, environmental resources, and integration into existing development patterns. The proposed plan has significant impacts on municipal infrastructure, traffic, public safety, protection of environmental resources, protection of viewsheds, and the preservation of open space. The developer should provide further information as noted and seek public input (particularly from nearby residents) regarding the development plans.

- B. The Board acknowledges the need for the development of additional affordable housing in West Newbury. The Town worked with the Merrimack Valley Planning Commission to update its Housing Production Plan (HPP) in 2017-2018. The plan identifies housing needs and strategies to help the Town achieve its goal of attaining 10% affordable housing. Identified issues included the need to accommodate the housing needs of our aging population, a general lack of housing options other than single-family homes, need for starter homes and other moderately priced residential units, the scarcity of rental properties, and the gap between housing prices and income levels, among others. The proposed development, which includes a mix of smaller single-family and duplex units and moderate and affordable units, meets some of the identified needs.
- C. A public workshop was held during the development of the HPP, where participants were asked to identify areas in Town that might be conducive to housing development. Locations were chosen that provided access to public services and public transit and proximity to existing housing (reducing sprawl). The 28 Coffin Street property was noted with the caveat that there are other criteria that should be considered should the Town decide to prioritize sites further, including the presence of environmental resources. The HPP noted this, as, at that time, the site was being evaluated for a solar energy field, with areas set aside for conservation.
- D. The Town's housing goals must be balanced with its other community goals, including the protection of natural resources and rural character, which is germane to the subject property. The proposed development would be, by far, the largest residential development ever in West Newbury, and the density and size of the development, though consistent with developments in large cities and towns, is not consistent with rural communities such as West Newbury<sup>1</sup>. The comments below are made with the intent of identifying elements of the plan that are deficient or diverge from good planning practices and the Town's standards for development and facilitating a project that will fit better with its surroundings in terms of site and building design, open space and the natural environment, traffic, pedestrian, rider and cyclist safety, and existing development patterns.
- E. In evaluating the proposal, note that the Town has already made efforts to maintain and expand its existing affordable housing stock and to facilitate the creation of new moderately-priced and affordable units. In addition to the HPP, the Town has made the following efforts:
- The Town adopted an Inclusionary Housing Bylaw (IHB), which requires 10% affordable housing in developments of three or more units.
  - Through the IHB, the Town has generated 13 affordable units and \$201,200 in funds since 2005.
  - The Town has adopted provisions in its Open Space Preservation Development (OSPD) bylaw to encourage the production of smaller, more affordable units.
  - The Planning Board negotiated with Cottage Advisors for the creation of four duplex units with a moderate initial sale price at the Drakes Landing housing development.
  - The Town adopted a bylaw allowing for mixed-use development by special permit in the Business District.
  - The Town maintains a balance for affordable housing in its Community Preservation Act fund, which has been used to maintain its existing affordable housing units.

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<sup>1</sup> West Newbury is classified by the Commonwealth as a rural community, having a population density of less than 500 persons per square mile. See M.G.L. c23A, Section 66(a)

- The Town will be developing a system to administer the Town's Affordable Housing Funds and implementing goals and strategies in the HPP.
- F. For each of the large residential developments that have required Planning Board approval in the last six years, West Newbury has added seven affordable units and four moderately priced units, out of a total of 64 units.
- G. The largest development to date in West Newbury is Ocean Meadow, an age-restricted community with six affordable units and a total of 56 units.
- H. The number of housing units in West Newbury, according to West Newbury's 2018 Housing Production Plan, was 1,609 units based on information in a 2015 American Community Survey. Since that time, it's reasonable to assume that new construction has resulted in roughly 1700 housing units today.

## II. Plan Set Comments

### A. Title Sheet

1. Plan Deviation: Note 1. states, "Deviation from an approved plan is not permitted without the written approval of applicable local boards and this office." What does this note refer to?
2. Field Survey: Note 3. states that "Boundary information taken from a field survey performed by Landtech Consultants Inc. in September 2014. Is this date correct? For what purpose was this survey done in 2014?"
3. Flood Hazard: Note 5. (including notes 5.1 and 5.2) indicates that the parcel is partially located in Flood Zone "A" and references two delineations of the floodplain: one based on the FIRM 25017C0227E 6/4/10, and one based on a detailed survey (by whom?). This information is incorrect. The subject property is within FIRM 25009C0111F & 25009C0103F, both dated 7/3/12 and is identified as 'Zone X Area of Minimal Flood Hazard'.
4. Zoning Districts: Note 6. indicates that the parcel is in the 'RA 'Zoning District and refers to yard setbacks that do not correspond to West Newbury's 'Res A 'Zoning District. Further, the property is not in the 'Res A 'Zoning District. It is mostly located in the 'Res B 'Zoning District, with some of the land toward Main Street being in the 'Res C 'Zoning District.
5. Vertical Datum: Note 7. information on vertical datum is out of date and conflicts with information provided further in the plan set.
6. 566 Main Street: 566 Main Street, Assessors Map 230, Lot 50 is part of the project, but is omitted from the Assessor's Reference notes, Record Owner and Deed References on the title page and throughout the document.

### B. Existing Conditions Plans:

1. Lots 50 and 80: The Assessor's References Section leaves out Lot 50 and Lot 80, both of which are part of the project.
2. Area Discrepancy: The total lot area is identified as being 73.37 acres (3,282,984 ft<sup>2</sup>). When the land area of all seven parcels is added, the total is 75.37 acres (3,282,984 ft<sup>2</sup>).

3. Property Line Discrepancy: The dimensions for the west side property line at the south side of the lot on the Existing Conditions plan vary slightly from those shown on the Site Plan and the Yield Plan.

C. Site Plan:

1. Development Patterns: The proposed Site Plan is inconsistent with development patterns near the proposed site and inconsistent with development throughout the Town. Traditional subdivisions, such as the abutting development on Cortland Lane, have substantially fewer units on larger lots, and wider roadways. The density, expanse, size, and scope of the development far exceeds any other development existing or proposed in West Newbury. The proposed site not only abuts residential development but also conflicts with small farms, stables, and open space in the immediate vicinity.
2. Open Space Preservation: The Town provides for cluster developments under our OSPD bylaw (Section 6.B. of the Zoning Bylaw). In the application materials, the developer states, “The development is following the residential design principles of open space clustering as instituted by most of the progressive communities throughout the Commonwealth of Massachusetts. The goal of these types of residential developments is to minimize the disruption of the existing land, therefore, minimizing the impact to wetlands and preserving as many trees as possible.” The application materials state that 66% of the property is open space, though it is not clearly defined or called out on the plan. Upon examination of the plan, it appears that all of the potentially developable land will be disturbed and developed for roads, homes, the leaching field, leaching field utilities, parking, drainage, and other improvements. The remaining undisturbed land on the proposed site consists of wetlands, areas of steep slopes, and areas located in or beyond an easement for high voltage transmission lines. Such land areas are already prohibited from development and have questionable value as open space as defined in the OSPD bylaw.
3. Drainage: Drainage structures and retention facilities are not shown on the site plan. It can be assumed that these facilities will require significant space and, therefore, that remaining open space within the developed areas will be utilized for them. Drainage elements such as retention ponds are not considered open space under the OSPD bylaw.
4. Steep Slopes: By the definition of “Contiguous and Buildable Area” of the Zoning Bylaw, only areas with grades of less than 20% are considered buildable and by Section 6.A.2 of the Zoning Bylaw, “...slopes in excess of 20% shall not be considered buildable land...” A preliminary analysis by the Planning Board indicates that approximately 263,200 ft<sup>2</sup> (6.04 acres) of the site have slopes in excess of 20% and that the site plan proposes seven duplex buildings or fourteen units located partially within such areas (Appendix A).
5. Wetlands and Wetland Crossings: A preliminary analysis of the wetlands on the site along with corresponding 25’ buffers indicates an area of approximately 1,006,800 ft<sup>2</sup> (23.11 acres) is unbuildable land (Appendix B). The West Newbury Conservation Commission requires this buffer as a delineated and marked area that must remain undisturbed. Though no proposed buildings are within the 25’ buffer, there are nine duplex buildings and six single-family homes for a total of 24 units that are so close to the buffer area that there will be no useable side yard, back yard, or both (Appendix B, in red). It is highly probable that residents of such units will intentionally or inadvertently disturb these buffer zones as they maintain their dwellings and yard spaces.

The site plan shows two wetland crossings and one access road in the 25’ buffer area. Wetland crossings are not automatically allowed by the Conservation Commission, even with mitigation. Should the crossings be allowed, it is unclear where constructed wetlands, as part of the mitigation

efforts could be constructed as, again, very little non-wetland, non-steep-slope area remains in the development.

Wetland boundaries have not been verified by the Town through the Conservation Commission. Some delineations will likely move. Since the planned roads and units are extremely close to the wetlands and wetland buffers, changes in the wetland delineations will likely require significant changes in the number of wetland crossings, the location and configuration of roads, and the location and number of dwelling units.

6. Area Within Easement of High Voltage Transmission Lines or Beyond Assumed Easement: A preliminary analysis of the power line easement and the area beyond that easement, which is inaccessible because of that easement is 405,544 ft<sup>2</sup> (9.31 acres) (Appendix C).
7. Buildable Area: A preliminary analysis indicates that there are three separate areas, not contiguous, that are exclusive of wetlands, the 25' wetland buffers, slopes in excess of 20%, the power line easement, and the inaccessible area beyond the power line easement: an area to the south of approximately 599,700 ft<sup>2</sup> (13.77 acres), an area to the north of approximately 1,046,100 ft<sup>2</sup> (24.02 acres), and a wetland "island" of approximately 44,200 ft<sup>2</sup> (1.02 acres) for a total of approximately 1,690,000 ft<sup>2</sup> (38.80 acres) (Appendix D). Thus, of the 75.37 acres of the project, only 51.5% is "buildable," it is not contiguous, and nearly all are disturbed by the proposed site plan.

By the Zoning Bylaw, Section 6.A.2, at least 75% of a lot must be "contiguous and buildable." This preliminary analysis shows that this lot does not meet this condition.

It can also be argued that these areas are the only areas useful for passive recreation as open space and that almost none of it will remain useful as such.

8. Scale and Setbacks: The height and scale of the proposed homes abutting residential properties should be mitigated. Conventional zoning requires a 40-foot front yard setback and 20-foot side and rear yard setbacks while the OSPD bylaw requires a buffer area of 75-feet around the perimeter of the property in the Residence B Zoning District. New homes are proposed in very close proximity to the property lines (Appendix E). The plans show that rear yard setbacks of some of the new homes are less than 8 feet, five duplex buildings, and one single-family unit are within a 20' setback for a total of eleven units (Appendix E in red). Thus, the proposed plan does not follow the traditional development patterns in Town. Noting that the developer categorizes this project as a cluster development, the OSPD bylaw buffers should be respected. By Section 6.B.11.b.iii.a. of the Zoning Bylaw, a 75' buffer (setback) is required. The plans show eighteen duplex buildings and two single-family homes within the 75' setback for a total of 38 units (Appendix E, blue and red).

Furthermore, it is the Planning Board's opinion that the developer should consider additional measures to create a better transition from the new homes to abutting properties such as landscaping solutions and gradual increases in height and massing of buildings, so the scale of the development appears less obtrusive to abutters.

Cottage Advisors has extensive experience with the Town's OSPD bylaw, having designed and constructed two such developments in Town. The developer should provide further information, as noted above. More effort should be made with this plan to incorporate the goals and principles of the Town's OSPD mentioned above.

9. Summary: As a result of this preliminary analysis, 29 duplex buildings and eight single-family buildings for a total of 66 units of the 152 proposed (~43%) were found to be within the 75' buffer, too close to the wetlands buffers, or built in areas of steep slopes.

D. Yield Plan:

1. Relevance: The applicant has provided a Yield Plan but has not explained why the yield plan is required or provided. The Yield Plan, if it is found to be useful or necessary, has deficiencies as outlined herein.
2. Deficiencies: It is not possible to determine whether the lots shown on the Yield Plan are valid building lots as the information has not been provided:
  - A Zoning Summary Table is not provided for the Yield Plan.
  - Building setback lines have been left off of the Yield Plan.
  - Lots, such as Lot 38, have the majority of the lot comprised of wetlands, power lines, or both and thus are unlikely to qualify as valid building lots.
  - Calculations for Contiguous and Buildable Area (Zoning Section 6.A.2.) and Lot Width at the Front Yard Setback (Zoning Section 6.A.6.) for the lots are not provided.
  - Steep slopes, difficult clay soils, wetlands, and areas of ledge can be found throughout the Town. Because the entire Town is reliant on private septic systems, the buildability of a lot is dependent upon the land's ability to host one. The Yield Plan does not provide information demonstrating that suitable soils exist on each lot to accommodate a septic system, thus further bringing into question whether each lot shown on the Yield Plan is buildable.

### III. Evaluation of the Site Plan and Yield Plan with Respect to the Subdivision Regulations

A. Frontage and Entrance Locations

Frontage and location requirements are in place to allow sufficient space for the new roadway, to ensure a safe distance between the new roadway and abutting curb cuts, and to provide a minimum buffer to abutting lots. These deficiencies appear on both the Site Plan and the Yield Plan.

1. Insufficient Frontage: The frontage on Coffin Street is 165.37'. Section 4.2.4.9 of the Subdivision Regulations requires "The minimum frontage on the existing street of the parcel to be subdivided shall be at least the frontage required for the zoning district to provide for the right-of-way and buffers to abutting properties." By Section 6.A.1 of the Zoning Bylaw, 200' is required. Thus, the proposed roadway entrance on Coffin Street is in conflict with Section 4.2.4.9 of the Subdivision Regulations.
2. Offset Entrance: The site plan shows the proposed roadway entrance from Main Street to be within the western portion of the 150.00' frontage. This conflicts with Section 4.2.4.11 of the Subdivision Regulation, which requires that "the centerline of the road shall be located from the sidelines of the existing abutting lots a distance of at least one half the frontage required for the zoning district."
3. Radius at Entrance: Section 4.2.4.7 of the Subdivision Regulations requires that property lines at street intersections shall be rounded or cut back to provide for a curb line radius of not less than 15 feet. No such radius is provided at the property line on the west side of the Main Street access on the Yield Plan or the Site Plan.

## B. Cut, Fill, and Steep Slopes

1. Cut and Fill Depth: Section 4.2.10.1 of the Subdivision Regulations states, “No road construction requiring cut or fill of an area in excess of 8-feet in depth shall be allowed without an analysis justifying a need for additional cutting or filling. The cut or fill depth shall be measured from the pre-construction natural grade to the elevation of the proposed road at centerline.” The proposed Site Plan has areas of cut and fill in excess of 8-feet in depth, particularly on the southern end of the project. These areas will require considerations of slope stability, tall retaining walls, complex grading, potentially hazardous roadways, driveways with steep slopes, and the lack of useable yard areas. Furthermore, mitigation is likely to require an unwieldy schedule of required and regular maintenance, which, if not followed rigorously, could cause a rapid deterioration of the development’s infrastructure.
2. Steep Slopes: Section 4.2.10.2 of the Subdivision Regulations states, “Construction shall not be proposed of roads, storm water management systems, driveways, pipes, or other infrastructure construction shown on a subdivision plan on a land area which slopes at a pre-construction grade of 25% or more.” Areas of slopes in excess of 25% exist in multiple locations throughout the site, especially in the southern area.

## IV. Application Materials:

### A. Project Eligibility /Site Approval Application

1. Age Restriction: In Section 1: General Information, the applicant indicates the project is not age-restricted, however, the box for “62+” years of age is checked off. Is the project age restricted?
2. Buildable Area: In Section 2: Existing Conditions/Site Information, the applicant is asked to explain the existing conditions of the site. This information is requested to get a better understanding of the site characteristics. While there is no specific checkbox for significant slopes, their existence impacts the buildability of a project. It appears that the proposed Site Plan has such areas of steep slopes as noted above, and that acreage should be provided for as “Other Non-Buildable” in the Table for “Buildable Area Calculations.”
3. Powerline Easement: In Section 2, Subsection “Site Characteristics and Development Constraints,” the applicant answered “No” regarding “easements, rights-of-way or other restrictions of record affecting the development of the site.” This is incorrect as the applicant notes in the provided plans that there is a National Grid easement with high voltage transmission lines running through the northwest corner of the site. While the Site Plan does not show buildings within the easement, structures are shown within proximity to the easement in that area. It is likely that construction will inadvertently extend into the easement area. Further, the Yield Plan shows a roadway in the easement and directly under the power lines as well as house lots within the easement area. It is unlikely that these activities are permitted within the easement. No information has been provided by the applicant on this matter. The applicant should confirm if there are easements, rights-of-way, or other restrictions that may impact the development of the site, and, if there are, provide updated and corrected information. This information should include confirmations from National Grid and other easement holders, if any, and restriction beneficiaries regarding the acceptability of the proposed construction and other activities.
4. Ledge and Steep Slopes: In the aforementioned subsection, the applicant answered “Yes” when asked whether there are any known significant areas of ledge or steep slopes, however, these areas are not called out in the Existing Conditions Plan or on the existing conditions table In Section 2: Existing Conditions/Site Information.

5. Parking: In Section 3: Project Information, in Subsection “Parking,” the applicant indicates the project will have 510 parking spaces while the site plan indicates that 638 parking spaces are provided. The developer should provide clarification.
6. Previous Affordable Housing: In Section 3.3: Narrative, the applicant states that he has “successfully integrated affordable housing... [at] River Hill and at Drakes Landing.” It should be noted that this affordable housing was not part of the developer’s proposal and was either required by the Town’s Inclusionary Housing Bylaw or negotiated by the Board in exchange for favorable development density bonuses under the OSPD bylaw. The Board notes that Drake’s Landing units currently being offered for sale by the developer are at nearly double the price that the Board and the developer agreed represented a moderately priced entry-level unit in 2017.
7. Sustainable Development: In Section 3.5: Sustainable Development Principles, Point 1 “Concentrate Development and Mix Uses,” the developer provides information on how the project complies with the Commonwealth’s Sustainable Development Principles. This Principle is stated as follows: “Support the revitalization of city and town centers and neighborhoods by promoting development that is compact, conserves land, provides historic resources and integrates uses. Encourage remediation and reuse of existing sites, structures, and infrastructure rather than new construction in undeveloped areas.” Except for one parcel to be purchased by the developer for access to Main Street, the parcel is entirely undeveloped and is comprised of forests, fields, streams, and ponds that provide a habitat for many species of animals, birds, and plants. The developer states that its proposed “village concept housing will allow for the site to retain 66% of the site as Open Space.” Yet, no calculations are provided to substantiate that claim, and the site plan shows no substantial area meeting the definition of open space (according to the OSPD bylaw).
8. Pedestrian Friendly: The developer states that it “is a pedestrian-friendly neighborhood with sidewalks that is within a mile from the Town Hall, Open Space and Trails, Playgrounds, and Schools,” which implies that residents will be able to walk to such areas easily. However, it should be noted that there are no sidewalks from the development location to those facilities, and pedestrians and children would have to walk along State Highway 113, where there are limited shoulders, high traffic density, and high vehicular speeds to arrive at the cited areas.
9. Water Supply and Infrastructure: The developer states that “the development will utilize existing water by connecting to existing municipal water infrastructure that is readily available in the abutting road and is more than adequate to handle the services necessary for the proposed project.” However, West Newbury has a long history of difficulties supplying sufficient water in the aforementioned system and must purchase water from Newburyport annually. This water supply is not guaranteed, and the Town is working to develop alternative sources. Additionally, an engineering analysis of the water system is in order as it is unknown if the existing water main supply lines are adequate or if the addition of 152 units on this supply will adversely affect flows required for fire protection throughout the Town.
10. Rehabilitation of Existing Home: The developer states that he will “rehabilitate the existing home at 566 Main St,” but by doing so, this home’s function will be compromised by its proximity to the main access road to the development, and there is no indication how this home’s driveway can be made to work as there is no apparent safe location for a new curb cut either on Route 113 or the new access road.
11. Equity: The developer has failed to provide any detailed plan to accomplish the goals of promoting “equitable sharing of the benefits and burdens of development,” providing “technical and strategic support for inclusive community planning and decision making to ensure social, economic, and environmental justice” other than to say “The Project creates affordable housing in a community



which has not reached their goal of 10%.” To date, the developer has made no effort to seek input from the community or to integrate its development plans with the plans, policies, and goals established by the Town. Furthermore, the developer notes that “The Project also expands the tax base” without also noting that the increased demand for services such as education, police, water supply, and fire protection will likely exceed the increased tax revenue.

12. Protection of Land and Ecosystems: With respect to the goals to “Protect and restore environmentally sensitive lands, natural resources, agricultural lands, critical habitats, wetlands and water resources, and cultural and historic landscapes. Increase the quantity, quality, and accessibility of open spaces and recreational opportunities,” the developer states only that “The site will cluster development and post-development will allow the site to remain as 66% of the site as Open Space and will protect resource areas including wetlands.” A review of the site plan reveals that nearly all upland area is compromised, building will occur in areas of steep slopes, remaining open space is nearly all wetland, there is no preservation of the pre-development landscape, nearly all of the remaining open space is not accessible, and recreational opportunities will likely be restricted to a small and ill-defined community center and walking on the leach fields. The only conclusion that can reasonably be made is that the majority of the natural resources and habitat described above would be obliterated.
13. Wise Use of Natural Resources: In response to Sustainable Development Principle point 4 “Use Natural Resources Wisely,” the developer refers to the use of plywood, vinyl siding, deck materials, recycled concrete and asphalt, and recycling receptacles, entirely ignoring the aspect of this Principles relating to the conservation of natural resources on the land itself.
14. Expansion of Housing: Sustainable Development Principle 5, “Expand Housing Opportunities,” supports the “construction and rehabilitation of homes to meet the needs of people of all abilities, income levels, and household types. Build homes near jobs, transit, and where services are available. Foster the development of housing, particularly multifamily and single-family homes, in a way that is compatible with a community’s character and vision and with providing new housing choices for people of all means.” In response, the developer notes that the design includes smaller two and three-bedroom units and duplex style units and that the “Project is located near jobs, transit and where municipal services are available.” The only attribute of affordability that would be associated with this development is the inclusion of the 38 affordable units that would entitle the developer to proceed under Section 40B. The developer would construct 114 other market-price units, which significantly dilutes the contribution of the 38 affordable units toward the Town’s 10% affordable housing goal. Based on other projects constructed by the developer in the Town, the price of the market units may exceed the median home value in the Town, making no contribution to the effort to make housing in West Newbury more affordable or accessible. As noted in more detail herein, the developer has made no effort to construct a development that is compatible with the community’s character and vision.
15. Public Input: In Section 3.5 “Sustainable Development Criteria Scorecard” under “Method 2” Section (2), The developer indicates that there has been a “Concerted public participation effort (beyond the municipally required public hearings.” To the Board’s knowledge, no efforts to seek public input have been made at this time.
16. Emergency Access Via Cortland Lane: Section 4: Site Control: In response to the question “Will any easements or rights of way over other properties be required to develop the site as proposed?” the applicant responded “No.” The developer proposes to use the 50-foot wide “stub” at the end of Cortland Lane, an emergency access route. There is information available indicating that the Town accepted the stub following completion of the Cortland Lane subdivision. However, no information has been found showing that the title was transferred from the Cortland Lane developer

to the Town. There is no information as to whether the “stub” was for future access or simply utility easements. Whether the developer has the right to use the “stub” in as emergency access is, therefore, in question. The developer should also provide further information regarding the proposed utilization of Cortland Lane, currently a short residential cul-de-sac, for access to the development, including for the protection of vehicle, pedestrian and cyclist safety.

## V. In the Event of Approval from MassHousing:

The Board recommends that the West Newbury Zoning Board of Appeals consider the following:

1. Meet with Neighbors Prior to Public Hearing: The developer was asked to meet with the Town in a public setting to share the plans and receive comments prior to submitting the Project Eligibility Application to MassHousing. This did not occur, presumably because of the State of Emergency and associated limits on public gatherings. The ZBA should strongly encourage that the developer meet with neighbors before the Zoning Board’s public hearing and outside the public hearing process to address neighborhood concerns, perhaps through internet conferencing, wherever possible.
2. Provide Missing Information: The developer should be required to provide further information, as noted in these comments.
3. Seek Assistance: The ZBA should take advantage of technical assistance opportunities such as the Massachusetts Housing Partnership (MHP) Technical assistance program, Citizen Planner Training Collaborative workshops and publications, and the Mass Department of Housing and Community Development (DHCD) Chapter 40B Conference.
4. Engage Peer Review: The ZBA should hire peer review consultants at the expense of the developer to advise the ZBA on technical matters such as design review, site / civil engineering, traffic management and vehicle/ pedestrian, equine and cyclist safety, environmental and resource impacts, stormwater management, drinking water and fire-fighting supply, and site planning. The ZBA should coordinate with the Conservation Commission, Board of Health, Schools, the Department of Public Works, Public Safety, and the Open Space Committee to share peer reviewers as appropriate.
5. Seek Local Preference: The Developer should be required to work with the Town to obtain approval from DHCD for local preference when selecting tenants for the affordable units.
6. Require Renderings: The Developer should be required to submit graphic materials that clarify height, massing, setbacks, and overall relationship of the project to neighbors with the Comprehensive Permit application.

APPENDIX A  
Preliminary Analysis of Steep Slopes



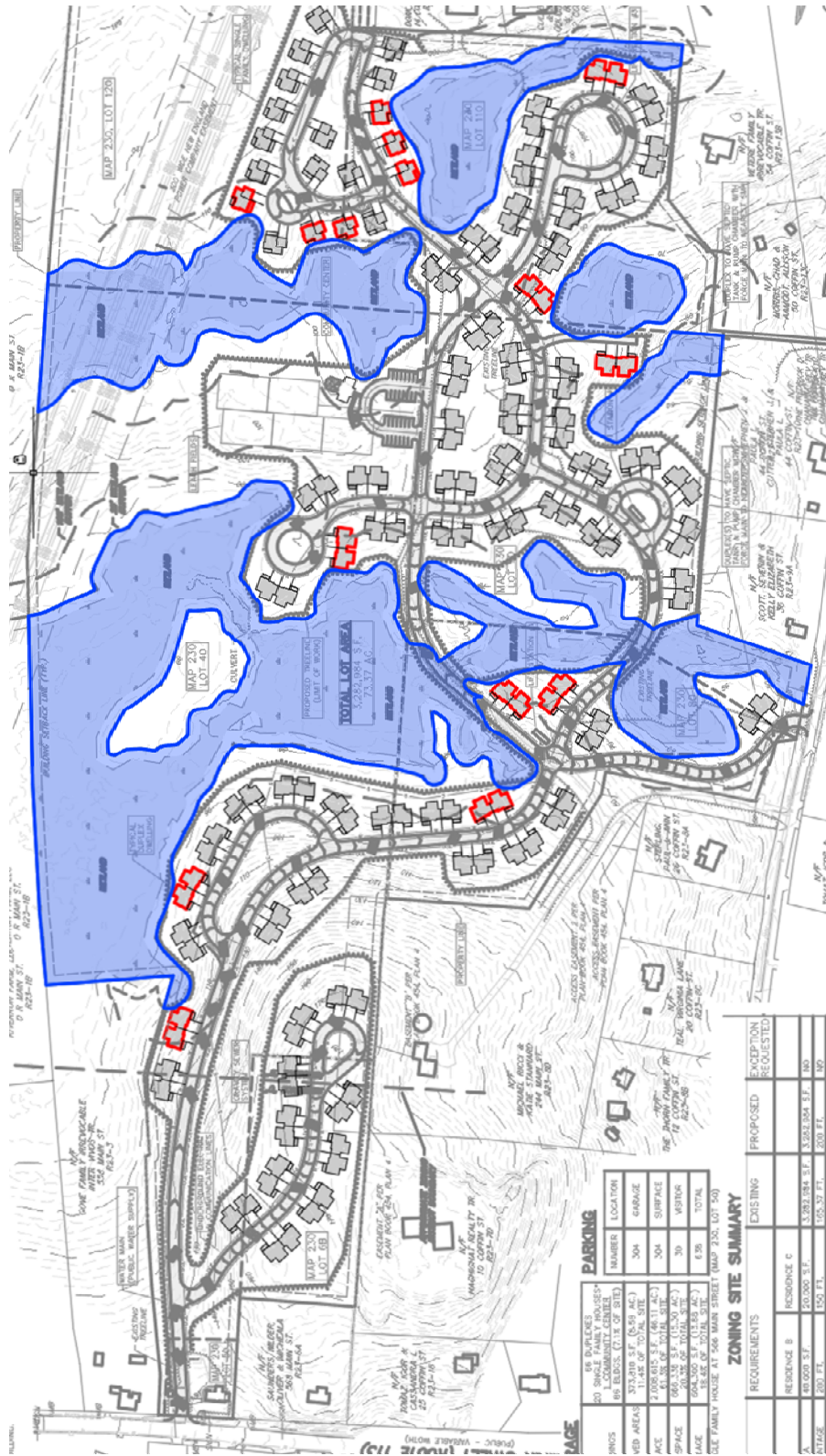
NUMBER	LOCATION
5	Garage
504	Surface
30	Yield
638	Total

ZONING SITE SUMMARY

REQUIREMENTS	EXISTING	PROPOSED	EXCEPTION REQUESTED
RESIDENCE B	20,000 S.F.	3,252,934 S.F.	NO
RESIDENCE C	150 FT.	165.37 FT.	NO
RESIDENCE D	200 FT.	200 FT.	NO

APPENDIX B

Preliminary Analysis of Wetlands Including a 25' Buffer



**PARKING**

NUMBER	LOCATION
304	GARAGE
304	SURFACE
30	VISITOR
6.9%	TOTAL

**ZONING SITE SUMMARY**

REQUIREMENTS	EXISTING	PROPOSED	EXEMPTION REQUESTED
RESIDENCE B	RESIDENCE C		
48,000 SF	20,000 SF	3,592,984 SF	13,592,984 SF
200 FT	150 FT	105.32 FT	200 FT
14 FT	14 FT	14 FT	14 FT

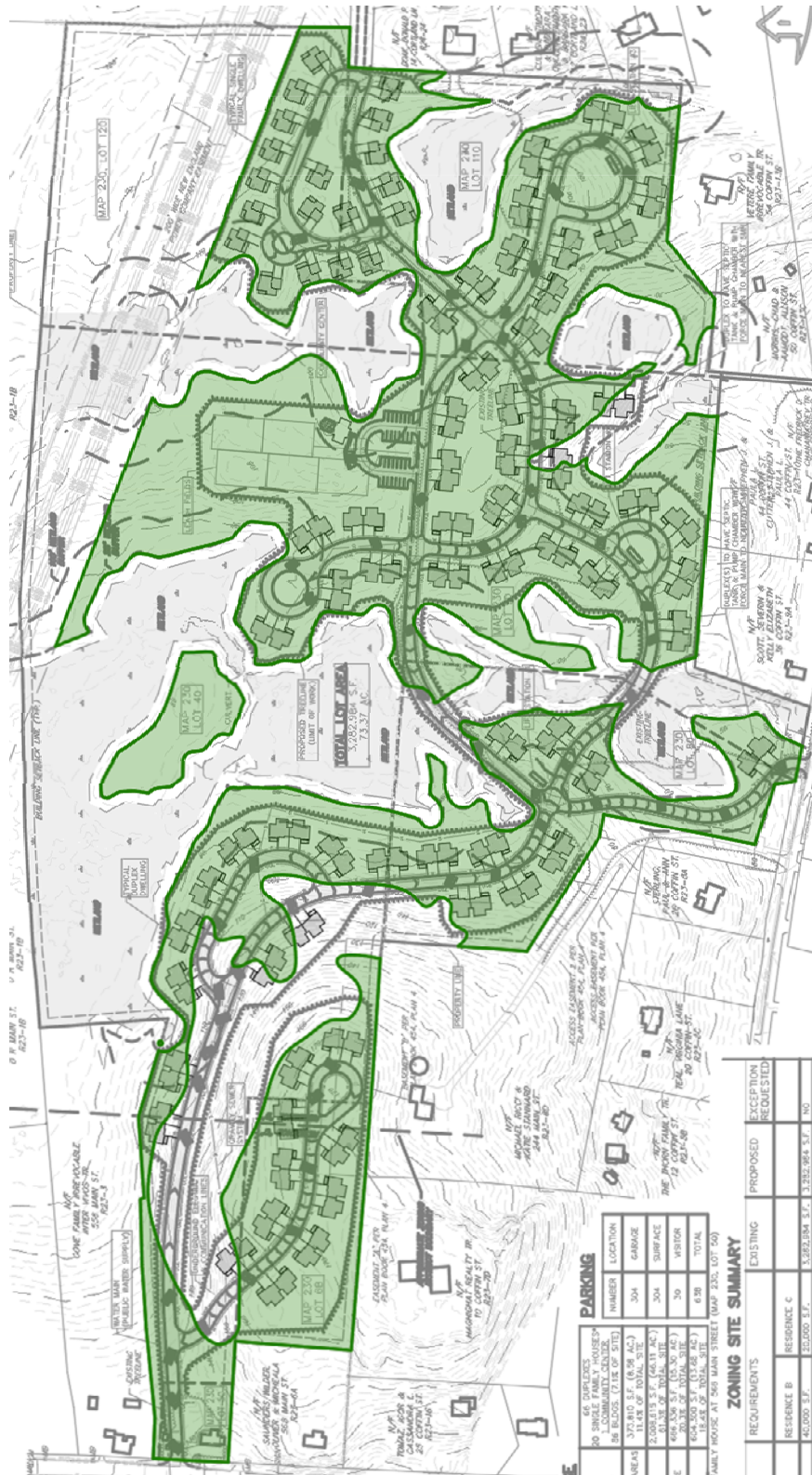
APPENDIX C

Area of High Tension Power Line Easement and Lands Beyond



APPENDIX D

Areas Exclusive of Steep Grades, Wetlands, and Power Line Easements



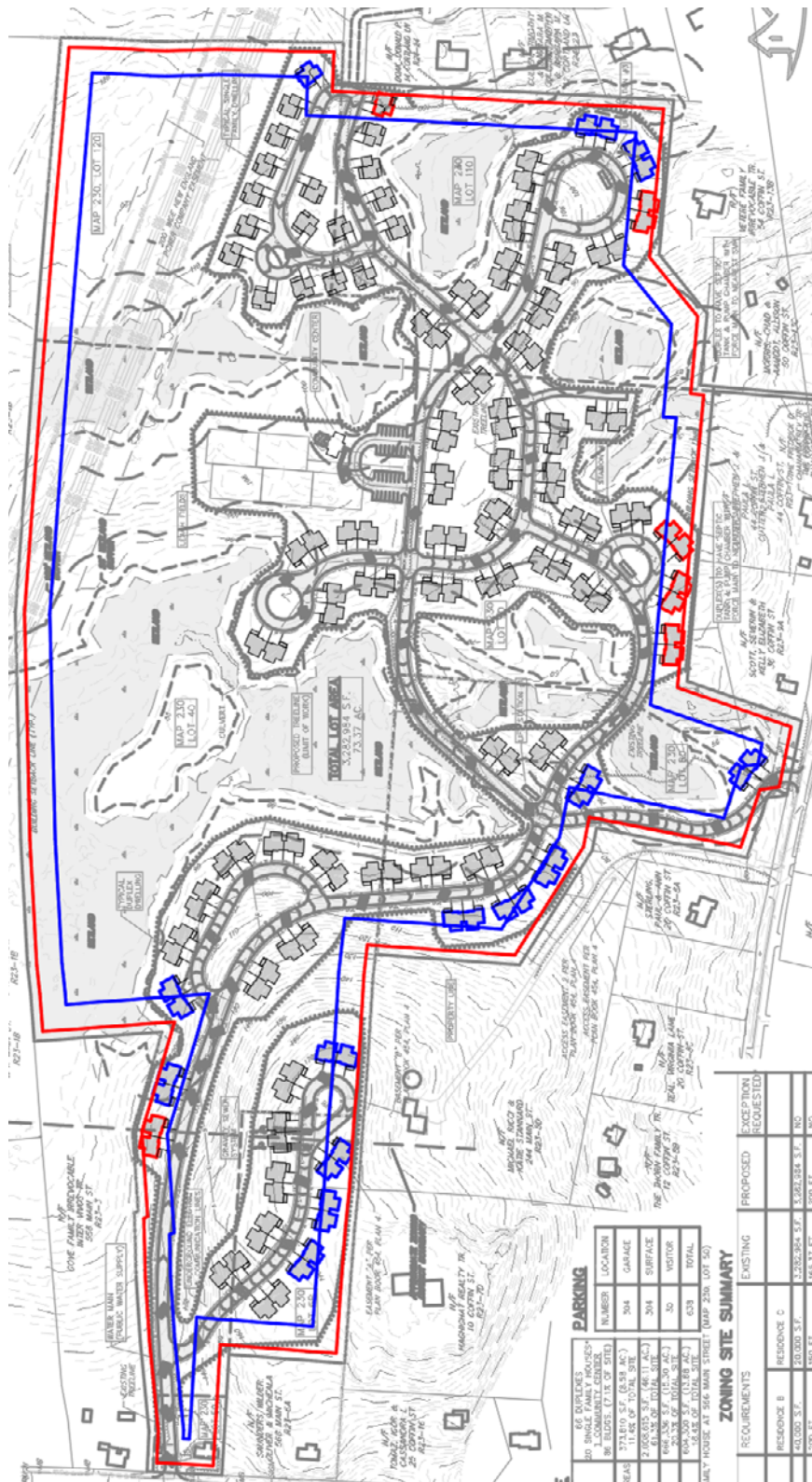
PARKING	
NUMBER	LOCATION
30A	GARAGE
30B	SURFACE
30C	W/STOR
6.8B	TOTAL
6.8B	TOTAL

ZONING SITE SUMMARY	
REQUIREMENTS	EXISTING
RESIDENCE B	RESIDENCE C
40,000 SF	3,252,964 SF
100 FT	100 FT
	100 FT

APPENDIX E

Buildings Within 20' and 75' Setbacks





# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

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

## Memorandum

TO: Angus Jennings, Town Manager  
FROM: Wayne S. Amaral, DPW Director  
DATE: June 2, 2020  
RE: The Cottages at Rolling Hills – DPW Comments

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Per your request, I have conducted a preliminary review of the proposed development named The Cottages at Rolling Hills which is located between Main Street and Coffin Street. I did request a full set of plans from the developer, which has not been received as of today. Nevertheless, I was able to printout 11x17 and conducted my review from those plans.

I understand that DPW will have multiple opportunities to review this project, but a preliminary review is the town's chance to comment on any large-scale concerns that the developer should be aware of as they progress into full design. It is understood that the roadway will remain private with no DPW services required.

### **1. Conservation Land / Wetland**

The Conservation Commission will be reviewing the overall site as required by state and local regulations. However, I am concerned on how lawn fertilizers will be used near all the defined wetland areas. Seems they show the buffer zone around the wetlands, just not sure what is required for such heavy chemical use.

I would like to suggest predetermined snow storage areas throughout the development to ensure that roadway snow runoff is treated before entering any wetland.

### **2. Roadway Design**

- It has been stated that the development will have a sidewalk on at least one side of the roadway. There should also be a discussion if sidewalks should be installed on both sides of the roadway. This is a large clutter development. We as a town should be encouraging walking and biking and with the narrow roadway widths, sidewalks would provide safe pedestrian routes. Minimum five-foot wide sidewalks with typical driveway treatment that prioritize the pedestrian movement over the vehicle movement should be the design. The sidewalk issue should be confirmed early in the design phase.
- The sidewalk material should also be defined. A granite curb with concrete sidewalk may be too urban for West Newbury, however a bituminous berm curbing may not withstand typical plowing operations.

### **3. Traffic**

- Will the developer be preparing a basic traffic study for the development? I really don't believe there will be major impact, but we need to know what the impact is on Coffin Street and if any mitigation or other traffic management tools are needed to address these additional volumes. Before and after volumes / turning movement would be helpful.
- The developer should prepare a traffic management plan of the roadway network.



- To reduce vehicle turning movements at the intersection of Main Street at Coffin Street it may be worth proposing one-way direction for the roadway that enters the development from Coffin Street. Making this roadway a one-way into the development should reduce the increased turning movement at the Main Street intersection by 50%.
- What are the expected vehicle trips for the proposed community center? Will the center be rented out for functions? These vehicle volumes should also be included into a traffic study.
- The proposed roadway / curb-cut onto Coffin Street will require DPW Director approval. A detailed construction plan will be required.
- The proposed roadway / curb-cut onto Main Street will require MassDOT approval. This process should be started early in the design phase, in case MassDOT requires roadway / sidewalk mitigation on Main Street.

#### **4. Site Drainage / Stormwater Management**

I understand that the Conservation Commission will be reviewing site drainage in greater detail and I would also like to review the overall infrastructure design and placement. Greater detailed plans must be submitted for this review. Please note that this development is not in the MS4 area.

#### **5. Sanitary System**

Developments of this size must receive MassDEP approval for overall permitting, which includes the construction and operating such a large system. DPW and BOH has no jurisdiction over such a large system.

If there are other topics you would like me to address, please feel free to request.

## Mike Gootee

---

**From:** [REDACTED]  
**Sent:** Monday, April 27, 2020 3:47 PM  
**To:** Mike Gootee  
**Subject:** RE: GoToMeeting to discuss water requirements for Rolling Hills

Mike,

Ok, I have passed this along to Landtech for the specifics.

Thank you for the clarification.

We will be back to you soon.

Regards,

Howard "Chip" Hall  
Cottage Advisors MA/ME LLC  
*Building Communities one Cottage at a time.*



---

**From:** Mike Gootee <mgootee@wnewbury.org>  
[REDACTED]

**Subject:** RE: GoToMeeting to discuss water requirements for Rolling Hills

Good afternoon Chip,

As you know, our engineer cannot tell you if you can meet the fire flow requirements for the subdivision until your engineer supplies us with the required fire flow. Example: 1,000gpm, 1,500gpm, 2,000gpm etc. It is not the responsibility of our engineer to come up with the fire flows needed. Once your engineer comes up with the fire flows needed and the supporting documentation, then our engineer will run our hydraulic model to see if you can meet the required fire flows. Additionally, they will make sure that there are no other areas in the existing distribution system that will drop below 20psi. If areas do drop below 20psi, other water mains may need to be re-sized so that doesn't happen.

Same as you had to do with the Drakes Landing subdivision.

Our engineer would also like to know in what phase the Community Center is going to be built since it will most likely be the high water user?

Is a sprinkler system required to be installed in the Community Center?

As I explained before, it most likely will be required to install larger water mains for the first 40 units since the distribution system will not be looped and our engineer will need to run the hydraulic model in stages based on the phases of the development.

Once you get me that information I will forward it to our engineers so they can tell us what the cost will be and we can go from there.

There may be additional questions that need to be answered as we move forward.

Thanks,

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

Sent: Saturday, April 25, 2020 10:45 AM

To: Mike Gootee <[mgootee@wnewbury.org](mailto:mgootee@wnewbury.org)>

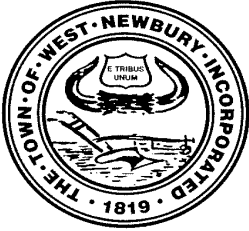
Subject: RE: GoToMeeting to discuss water requirements for Rolling Hills

Mike, thanks for getting back to me, especially on a Saturday.

Regards,

Howard "Chip" Hall  
Cottage Advisors MA/ME LLC  
*Building Communities one Cottage at a time.*





# TOWN OF WEST NEWBURY

## CONSERVATION COMMISSION

381 Main Street, West Newbury, Mass. 01985

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

### MEMORANDUM

TO: Board of Selectmen  
Angus Jennings, Town Manager

FROM: Conservation Commission

DATE: 5/28/2020

The Conservation Commission has reviewed the project eligibility/site approval application submitted by Cottage Advisors to MassHousing for the Cottages at Rolling Hill, a 40B development at Coffin Street and Main Street. While The Commission has received an abbreviated notice of resource area delineation for the project at 28 Coffin Street, it has not yet opened a hearing or conducted a site review. Our comments are preliminary and based solely on the application site plan submitted to MassHousing.

The application's site plan shows that the site contains more than 20% wetlands. The delineations of those wetlands areas have not been reviewed in the field by the Commission. The actual delineations may differ from those shown on the site plan and changes could affect the configuration of the project, including location of units shown in close proximity to wetlands on the plan and wetlands crossings.

We note that the plan shows two wetlands crossings. Such crossings are not authorized as a matter of right under the state Wetland Protection Act regulations (310 CMR 10.00). If crossings are allowed and wetlands are lost, replication areas are required and must meet a number of criteria including criteria related to location, surface size, groundwater and surface elevation, and hydraulic connection to the wetlands associated with the lost area. No potential replication areas are shown on the site plan.

## Town Manager

---

**From:** Michael Dwyer <dwyer@westnewburysafety.org>  
**Sent:** Sunday, May 10, 2020 11:27 AM  
**To:** Town Manager  
**Cc:** Michael Dwyer  
**Subject:** 40B FD Comments

Angus,

I reviewed the conceptual plans provided by your office. When reviewing plans regarding a project of this size, I am primarily concerned about the following: 1) accessibility of emergency fire apparatus, 2) access to a reliable water supply/source and 3) accessibility to the residential structures.

1) Mr. Hall provided me with 2 plans (see attached) that addressed my initial questions regarding Swept-Path Analysis and road width. The DPW Director and I reviewed the road width plan. We agreed, moving forward, road design, parking and traffic control issues would need to be identified and a parking/traffic plan would be important to develop for this project.

2) Mr. Hall provided me with a plan (see attached) that identifies locations of fire hydrants. I am satisfied with the initial layout, however, I would reserve any future approval after discussing with the Water Department Superintendent.

3) During the initial public web meeting to discuss this project, I raised a comment about setback and zoning requirements for this project and how the towns requirements would apply. The setback and distances between the units seem very close. Are there any regulations that apply to this project?

If you have any questions please feel free to contact me,

Thank you,

Michael Dwyer

Fire Chief  
West Newbury Fire Department  
403 Main Street  
West Newbury, MA 01985  
978-363-1120 Phone  
[dwyer@westnewburysafety.org](mailto:dwyer@westnewburysafety.org)

**NOTES:**

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- TOPOGRAPHIC AND PLANOMETRIC INFORMATION COMPILED FROM PLANS AND CHECKED BY ON-THE-GROUND SURVEY IN 2017.
- FLAGGED WETLAND LOCATIONS SHOWN ON THIS MAP WERE PROVIDED BY A FIELD STUDY CONDUCTED BY HUGHES ENVIRONMENTAL CONSULTING, DECEMBER 2019. WETLAND FLAG WERE LOCATED USING SURVEY GRADE GPS EQUIPMENT CAPABLE OF SUB-METER ACCURACY.
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- THIS DEVELOPMENT IS TO BE SERVICED BY PUBLIC WATER SUPPLY WITH CONNECTIONS TO EXISTING WATER MAINS FOUND ON COFFIN STREET, MAIN STREET, AND CORTLAND CIRLCE.
- GAS SERVICE WILL BE PROVIDED TO EACH DWELLING BY PROPANE TANKS LOCATED AT EACH BUILDING.

**LEGEND**

	LOT LINE		DEEP OBSERVATION HOLE
	ABUTTER LINE		SEWAGE DISPOSAL SYSTEM
	BUILDING SETBACK LINE		TREES AND SHRUBS
	EXISTING CONTOUR		GUY WIRE
	PROPOSED CONTOUR		UTILITY POLE
	EDGE OF PAVEMENT		DRAIN MANHOLE
	TREELINE		CATCH BASIN
	STONE WALL		WELL
	UNDERGROUND ELECTRIC, TELEPHONE & CABLE		HYDRANT
	OVERHEAD WIRES		WATER VALVE
	WATER MAIN		MAILBOX
	STORM DRAIN		24' WIDE PAVEMENT
	EDGE OF WETLAND		22' WIDE PAVEMENT
	WETLAND SYMBOL		20' WIDE PAVEMENT
	25 FT. WETLAND BUFFER		18' WIDE PAVEMENT
	100 FT. WETLAND BUFFER		

**LOCUS PROPERTIES:**

PARCEL ID	PROPERTY ADDRESS	OWNER	OWNER ADDRESS
TAX MAP R23, LOT 4	0 MAIN STREET	BEACHER FAMILY IRREVOCABLE TR.	48 ROWLEY RD, BOXFORD, MA 01921
TAX MAP R23, LOT 5	566 MAIN STREET	ALSUP, ANDREW J. & KATHRYN A.	566 MAIN ST, WEST NEWBURY, MA 01985
TAX MAP R23, LOT 6B	0 R MAIN STREET	BEACHER FAMILY IRREVOCABLE TR.	48 ROWLEY RD, BOXFORD, MA 01921
TAX MAP R23, LOT 8	28 COFFIN STREET	BEACHER FAMILY IRREVOCABLE TR.	48 ROWLEY RD, BOXFORD, MA 01921
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TAX MAP R23, LOT 12	0 COFFIN STREET	BEACHER FAMILY IRREVOCABLE TR.	48 ROWLEY RD, BOXFORD, MA 01921

**APPLICANT**

COTTAGE ADVISORS MA, LLC  
25 STORY AVENUE, PMB 319  
NEWBURYPORT, MA 01950

**RECORD OWNER**

BEAUCHER, JOHN E. TRUSTEE  
BEAUCHER FAMILY IRREVOCABLE TR.  
48 ROWLEY ROAD  
BOXFORD, MA 01921

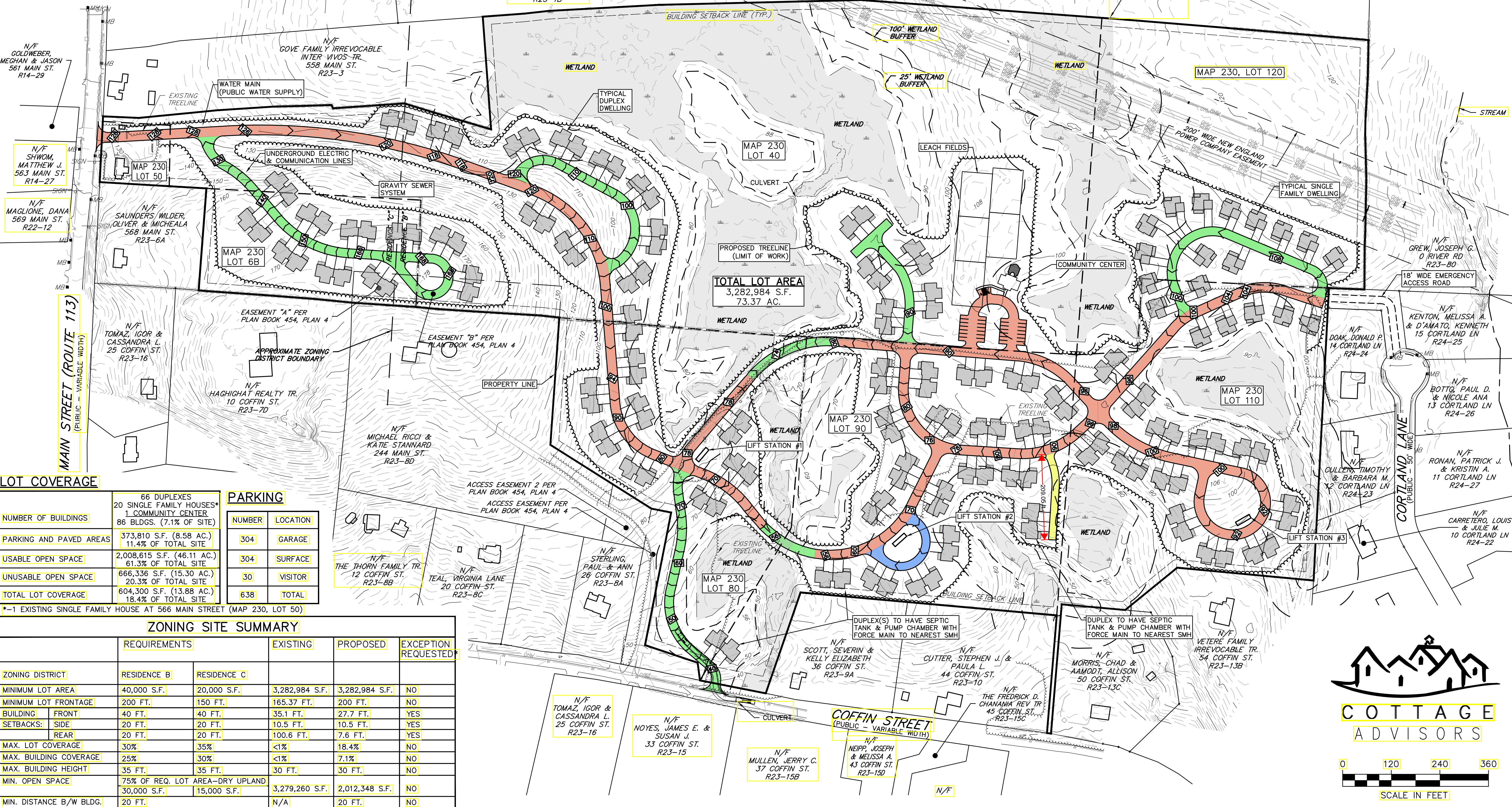
ALSUP, ANDREW J. & KATHRYN A.  
566 MAIN STREET  
WEST NEWBURY, MA 01985

**DEED REFERENCE**

LOT 4 DEED BOOK 32686, PAGE 367  
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LOT 6B DEED BOOK 32686, PAGE 364  
LOT 8 DEED BOOK 34958, PAGE 496  
LOT 9 DEED BOOK 10238, PAGE 213  
LOT 11 DEED BOOK 10238, PAGE 213  
LOT 12 DEED BOOK 10238, PAGE 213

**ASSESSOR'S REFERENCES**

TAX MAP R23, LOT 4  
TAX MAP R23, LOT 5  
TAX MAP R23, LOT 6B  
TAX MAP R23, LOT 8  
TAX MAP R23, LOT 9  
TAX MAP R23, LOT 11  
TAX MAP R23, LOT 12



**LOT COVERAGE**

NUMBER OF BUILDINGS	66 DUPLEXES 20 SINGLE FAMILY HOUSES* 1 COMMUNITY CENTER 86 BLDGS. (7.1% OF SITE)
PARKING AND PAVED AREAS	373,810 S.F. (8.58 AC.) 11.4% OF TOTAL SITE
USABLE OPEN SPACE	2,008,615 S.F. (46.11 AC.) 61.3% OF TOTAL SITE
UNUSABLE OPEN SPACE	666,336 S.F. (15.30 AC.) 20.3% OF TOTAL SITE
TOTAL LOT COVERAGE	604,300 S.F. (13.88 AC.) 18.4% OF TOTAL SITE

\*-1 EXISTING SINGLE FAMILY HOUSE AT 566 MAIN STREET (MAP 230, LOT 50)

**PARKING**

NUMBER	LOCATION
304	GARAGE
304	SURFACE
30	VISITOR
638	TOTAL

**ZONING SITE SUMMARY**

ZONING DISTRICT	REQUIREMENTS		EXISTING	PROPOSED	EXCEPTION REQUESTED
	RESIDENCE B	RESIDENCE C			
MINIMUM LOT AREA	40,000 S.F.	20,000 S.F.	3,282,984 S.F.	3,282,984 S.F.	NO
MINIMUM LOT FRONTAGE	200 FT.	150 FT.	165.37 FT.	200 FT.	NO
BUILDING FRONT	40 FT.	40 FT.	35.1 FT.	27.7 FT.	YES
SETBACKS: SIDE	20 FT.	20 FT.	10.5 FT.	10.5 FT.	YES
REAR	20 FT.	20 FT.	100.6 FT.	7.6 FT.	YES
MAX. LOT COVERAGE	30%	35%	<1%	18.4%	NO
MAX. BUILDING COVERAGE	25%	30%	<1%	7.1%	NO
MAX. BUILDING HEIGHT	35 FT.	35 FT.	30 FT.	30 FT.	NO
MIN. OPEN SPACE	75% OF REQ. LOT AREA-DRY UPLAND	30,000 S.F.	3,279,260 S.F.	2,012,348 S.F.	NO
MIN. DISTANCE B/W BLDG.	20 FT.	15,000 S.F.	N/A	20 FT.	NO

DATE: REVISION

PREPARED FOR:  
COTTAGE ADVISORS MA, LLC  
25 STORY AVENUE, PMB 319  
NEWBURYPORT, MA 01950

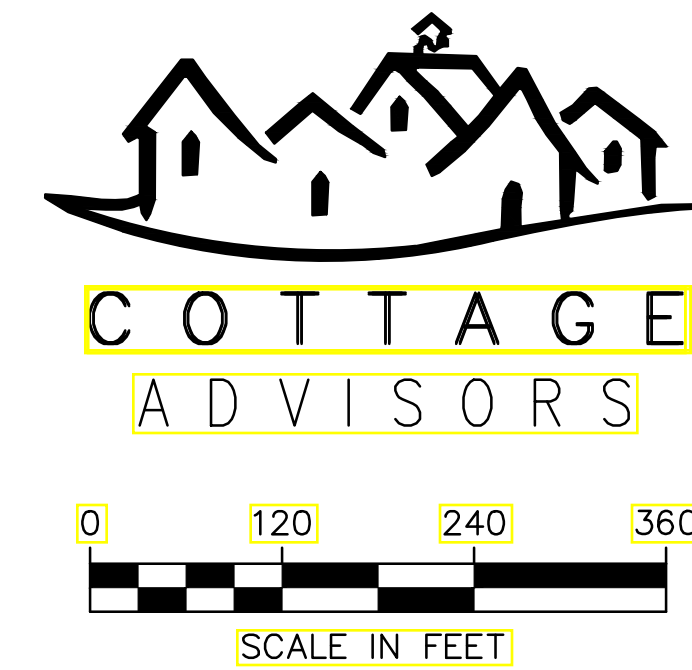
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DRAFT: MUS  
CHECK: OML

ROADWAY WIDTH EXHIBIT  
THE COTTAGES AT ROLLING HILLS  
COFFIN STREET & MAIN STREET  
WEST NEWBURY  
MASSACHUSETTS

APRIL 20, 2020

SCALE: 1"=120'

JOB NO.: 19-284  
DWG. NO.: 10699  
SHEET: C-1



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**LEGEND**

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	EDGE OF PAVEMENT		DRAIN MANHOLE
	TREELINE		CATCH BASIN
	STONE WALL		WELL
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NEWBURYPORT, MA 01950

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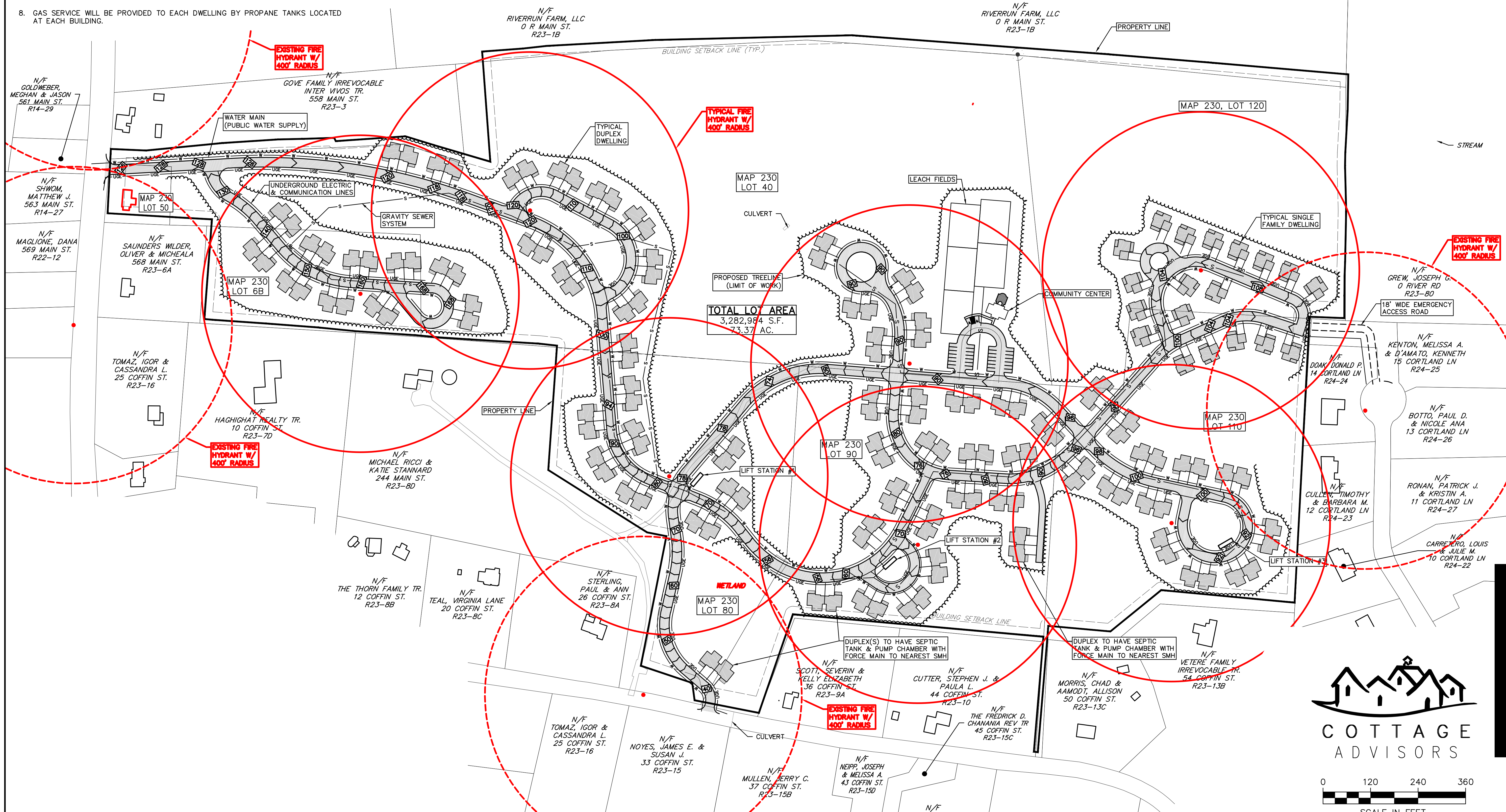
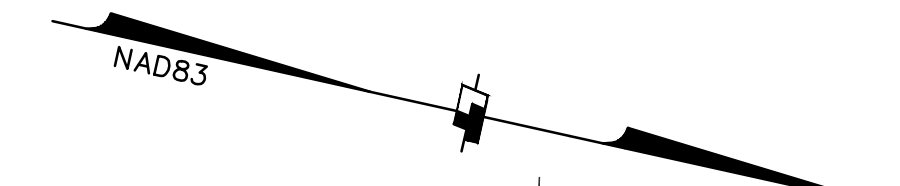
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LOT 5 DEED BOOK 32846, PAGE 138  
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LOT 8 DEED BOOK 34958, PAGE 496  
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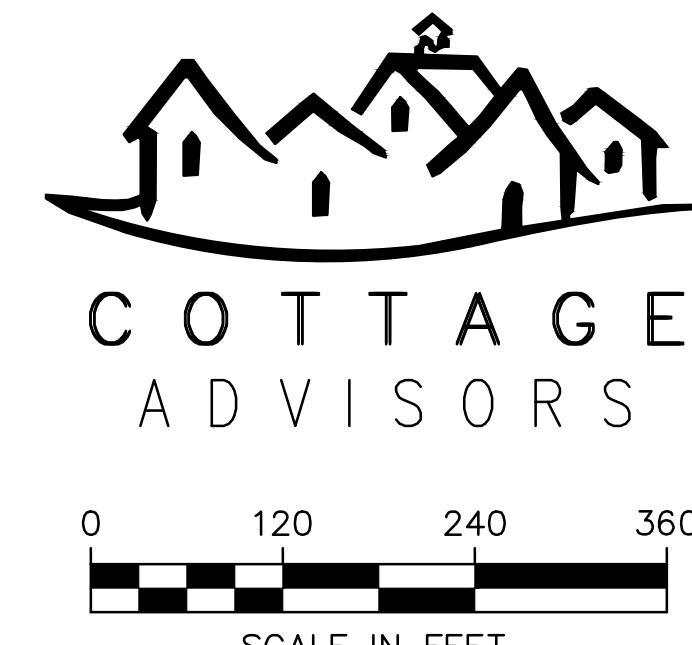
NO.	DATE	REVISION	BY

PREPARED FOR:  
COTTAGE ADVISORS MA, LLC  
25 STORY AVENUE, PMB 319  
NEWBURYPORT, MA 01950

EXHIBIT PLAN - FIRE HYDRANTS  
THE COTTAGES AT ROLLING HILLS  
COFFIN STREET & MAIN STREET  
WEST NEWBURY  
MASSACHUSETTS

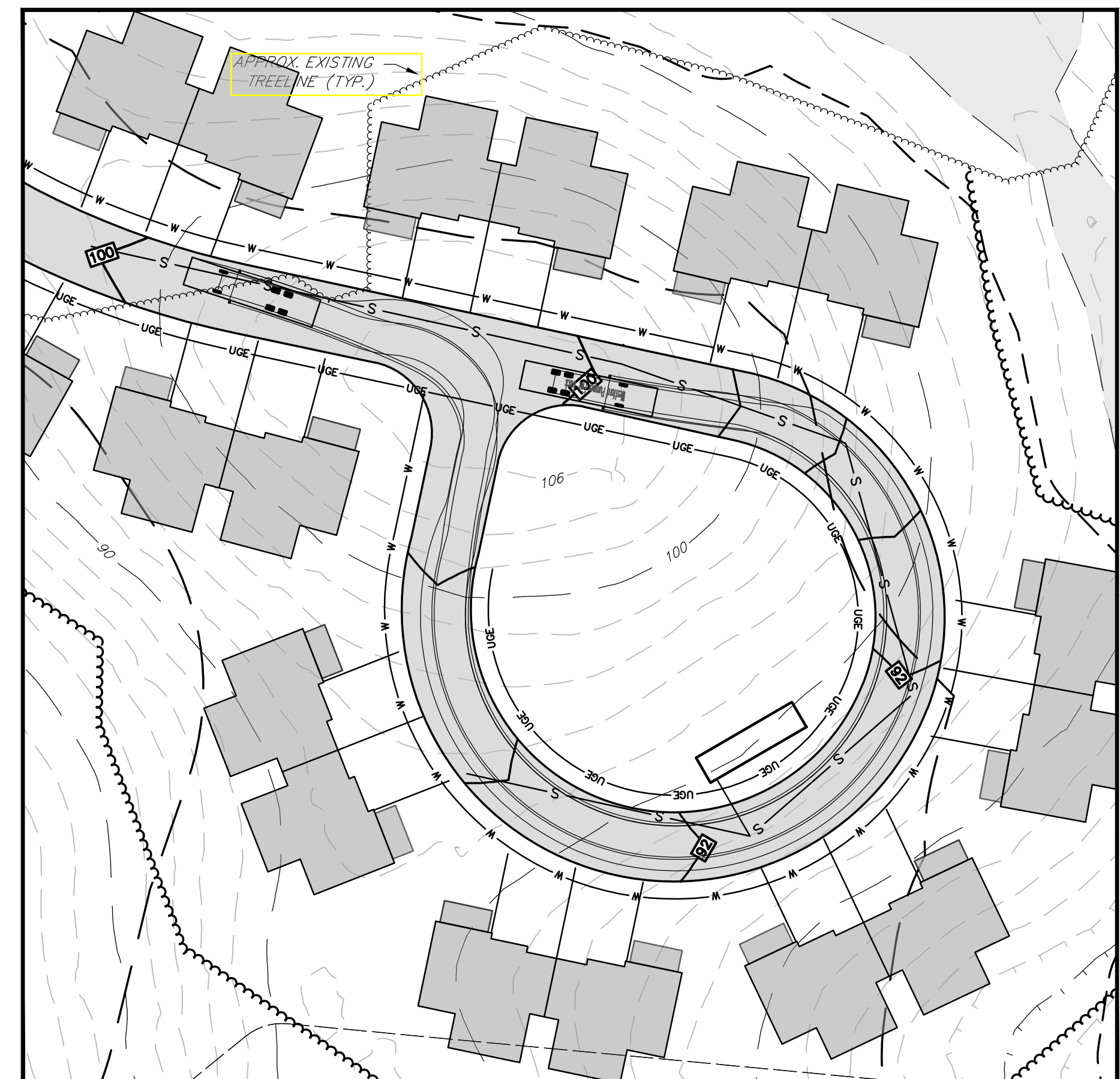
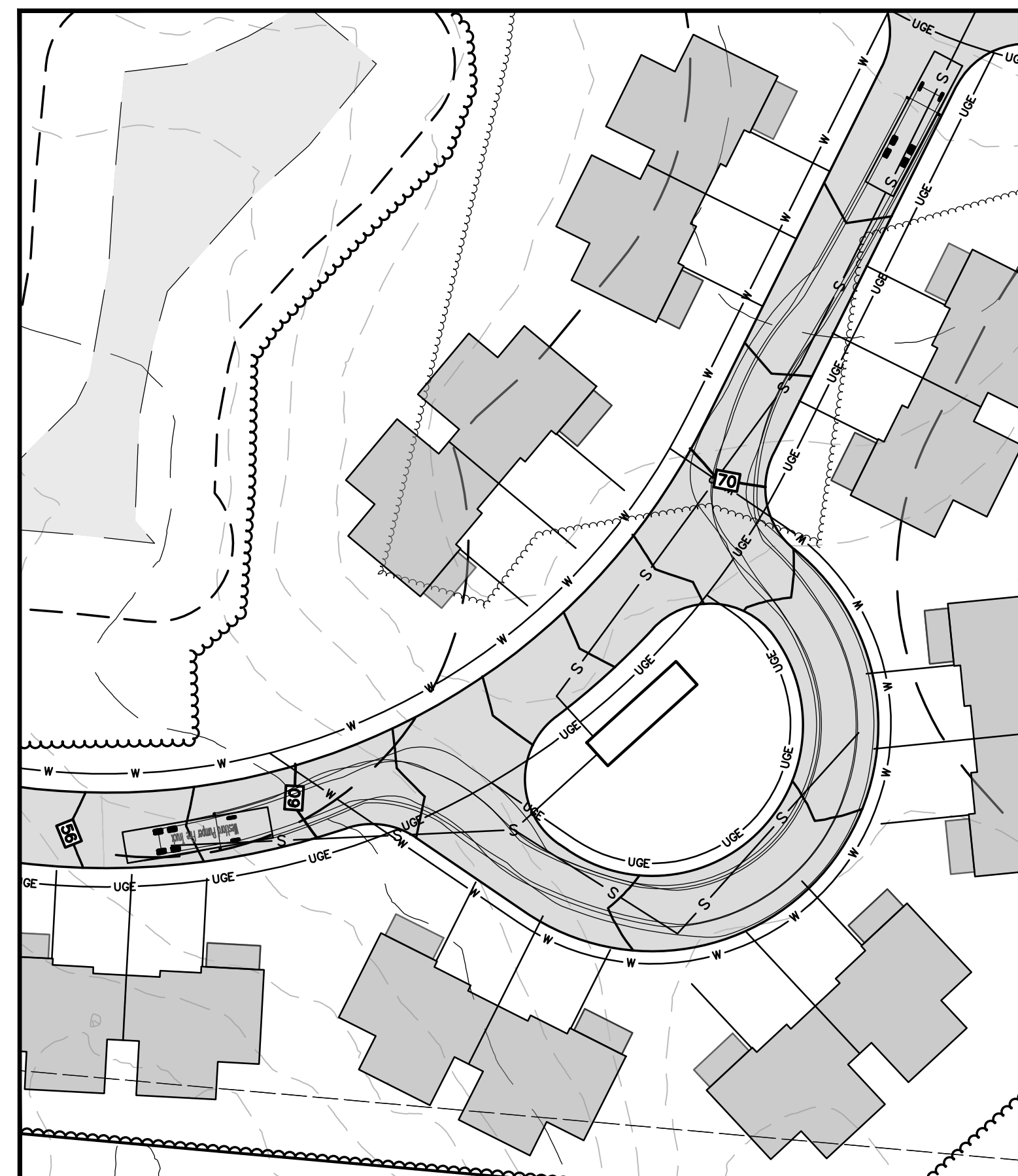
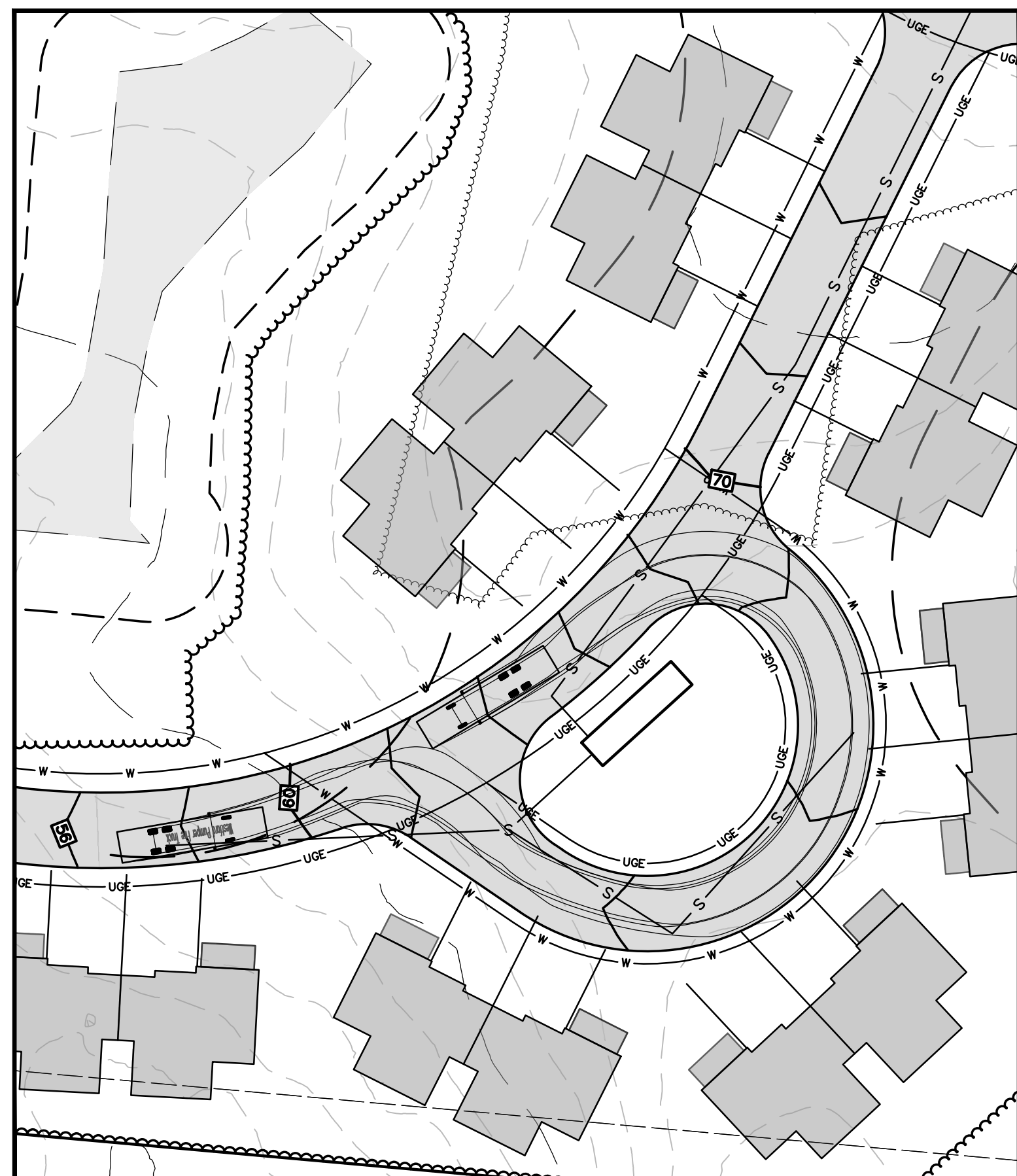
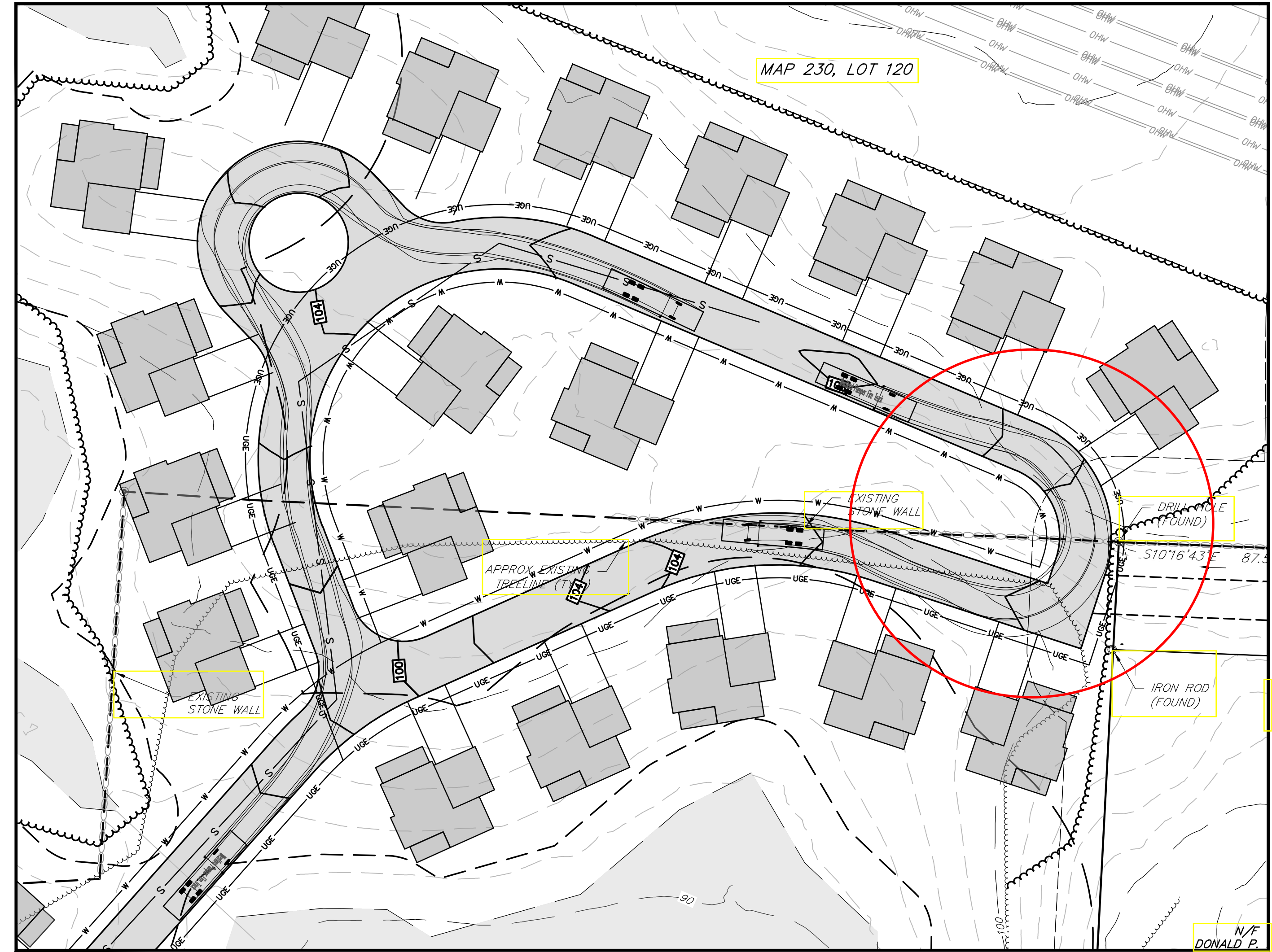
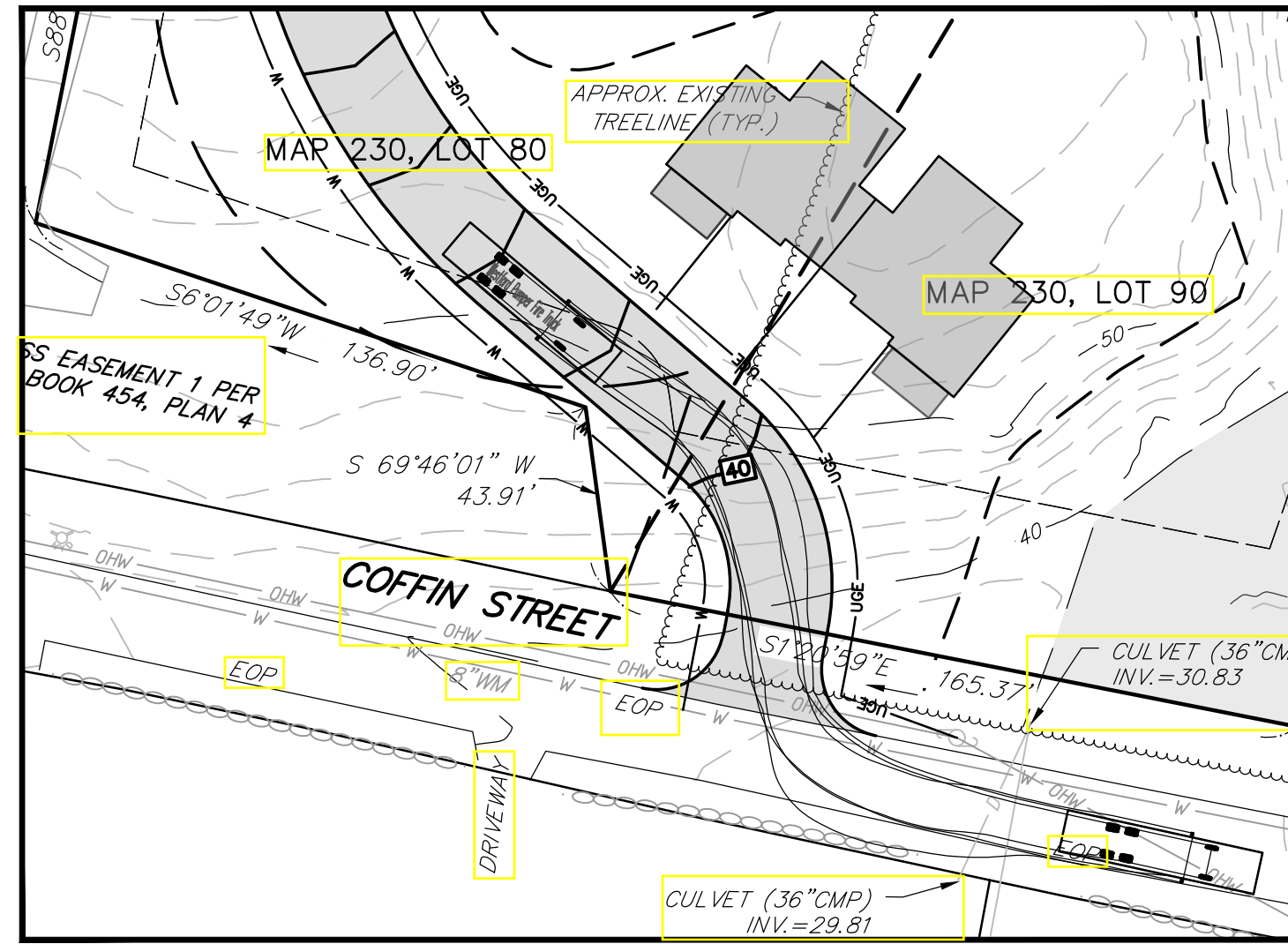
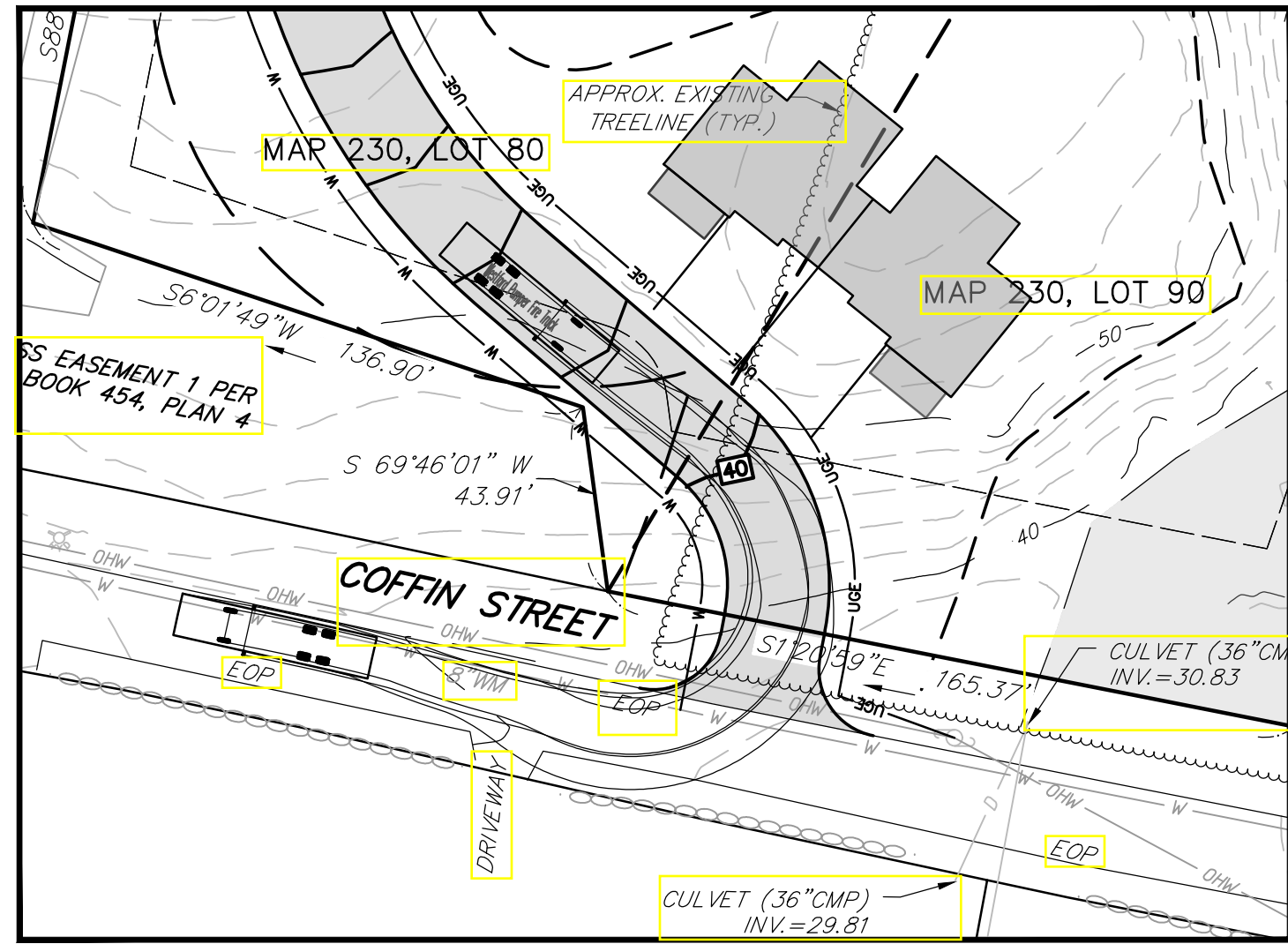
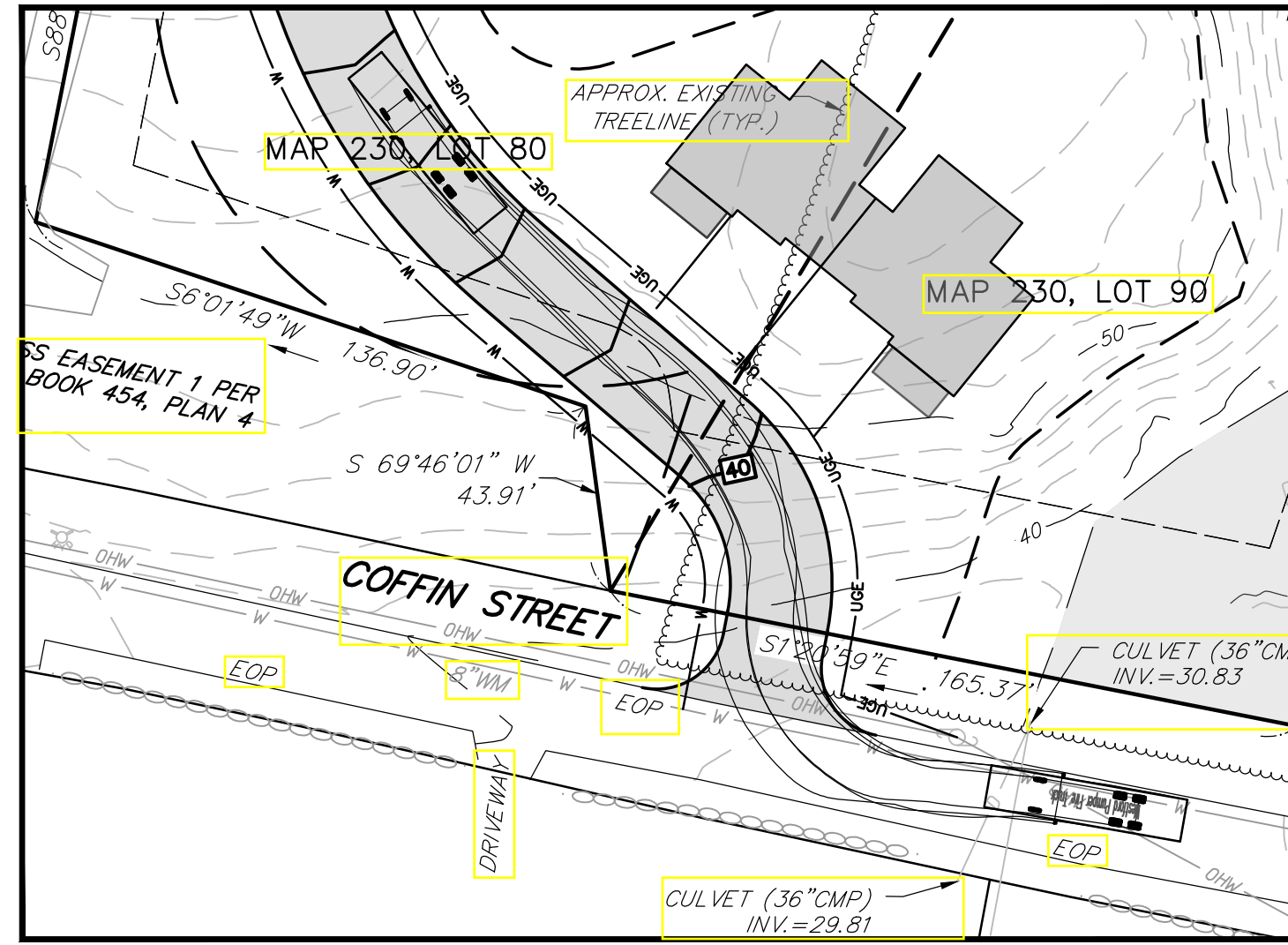
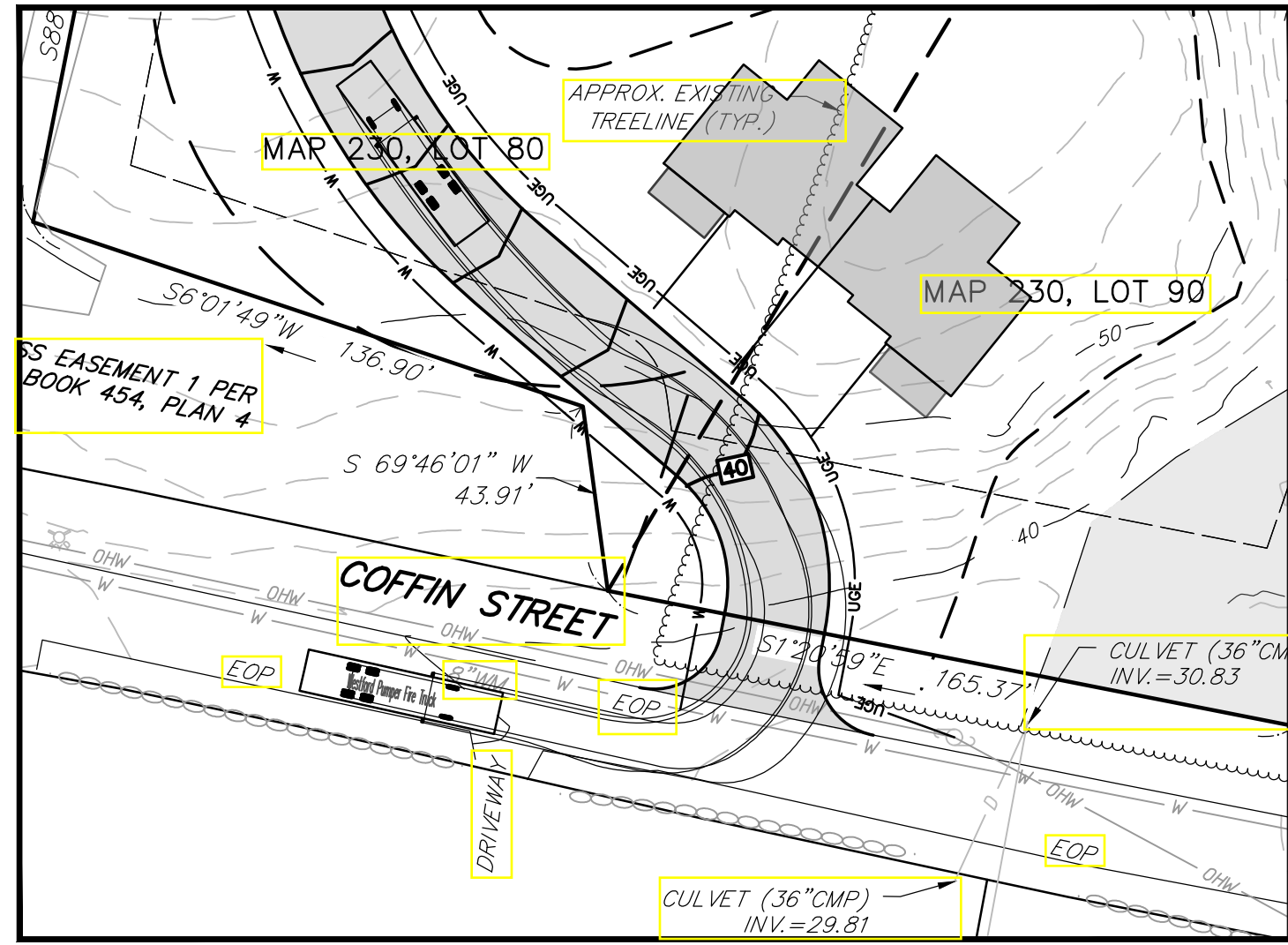
APRIL 8, 2020  
SCALE: 1"=120'

JOB NO.	DWG. NO.	SHEET
19-284	1 OF 1	C-1









NAD83

**COTTAGE  
ADVISORS**

SCALE IN FEET

		DATE	REVISION	BY
PREPARED FOR: COTTAGE ADVISORS MA, LLC 25 STORY AVENUE, PMB 319 NEWBURYPORT, MA 01950		DESIGN	DRAFT	CHECK
<b>VEHICLE TRACKING EXHIBIT 2</b> <b>THE COTTAGES AT ROLLING HILLS</b> <b>COFFIN STREET &amp; MAIN STREET</b> <b>WEST NEWBURY</b> <b>MASSACHUSETTS</b>		MAW	MJS	OML
SCALE: 1" = 40' APRIL 7, 2020				
JOB NO. 19-284	DWG. NO. 10699	SHEET Exhibit-2		

## Town Manager

---

**From:** Michael Dwyer <dwyer@westnewburysafety.org>  
**Sent:** Monday, May 11, 2020 3:25 PM  
**To:** DPW Director  
**Cc:** Town Manager  
**Subject:** Turning radius comments

Wayne and Angus,

I was able to view the turning radius plan on a larger format. Wayne and I discussed having a hard copy plan to review (previous request).

It appears that there are several locations on the plan where the fire apparatus would need to travel in the opposing lane in order to complete a turn (such as at the two main entrances to the site, among other locations). This is prohibited by 527 CMR 1.00: 18.2.3.4.8. Although one- and two-family homes are not subject to the fire department access requirements of 527 CMR unless the zoning/planning approvals make those requirements conditions of their approval, the Community Center building will be subject to the fire department access requirements, which will mean a good portion of the site will have to comply with the requirements regardless of planning/zoning approval conditions.

If you have any questions please let me know.

Mike

Sent from my iPhone

West Newbury Open Space Committee  
381 Main St.  
West Newbury, MA 01985

June 1, 2020

Board of Selectmen  
Town of West Newbury  
381 Main St.  
West Newbury, MA 01985

Re: 40B Project Eligibility Letter -- 28 Coffin St. and 566 Main St., West Newbury

To the Board of Selectmen:

The purpose of this letter is to state our opposition to the proposed 152-unit residential development proposed for 8 Coffin St. and 566 Main St. in West Newbury.

The Open Space Committee (OSC) supports affordable housing as outlined in the town's recently adopted Housing Production Plan; however, this proposed project is unacceptable given its size and location. The OSC is concerned that the project could seriously jeopardize West Newbury's rural character, which is the cornerstone of the Open Space and Recreation Plan (OSRP). This plan was approved by the Massachusetts Division of Conservation Services in 2019 and its purpose is summarized below:

*"The 2018 OSRP is designed to assist in the dynamic process by which the town evaluates and addresses its open space and recreation needs. The plan's overarching intent is to guide West Newbury as it endeavors to preserve its rural character and plan recreational spaces while community needs change and development increases."* **OSRP, Page 4,**

The OSRP lays out goals and includes a long-term action plan related to preserving our town's rural character through sensitive development; protecting natural resources, such as water, wetlands, wildlife habitat and endangered species; safe and passive recreation opportunities and enacting measures that promote climate resilience.

The project would create notably adverse impacts in the six areas described below:

1. **COMPROMISES OPEN SPACE**

The proposed development will result in the loss of 73 acres of open space from the town's inventory of important parcels. The undeveloped space in the project plans no longer meets the criteria that made this parcel significant open space. These include:

- Scenic views
- Hilltops
- Trail corridors and greenways
- Agricultural potential
- Passive and active recreation
- A large contiguous parcel

The developer asserts that, as proposed, slightly more than 61 percent of the property would be usable open space without identifying it on the site plans. Our review of the plans finds that, as built, undeveloped space throughout the parcel would be sparse, fragmented and generally unusable. Nearly 10 acres of undeveloped space is situated under high-tension power lines, rendering that land off limits to the public. It also appears that the tally of open space includes the yards of the housing units.

Also, adjacent tracts of protected open space include Long Hill to the north (295 acres) and Riverbend and Mill Pond (464 acres) to the east. The land for the proposed project currently functions as a connector between these large tracts. The site plan would be significantly improved with expanded, connected open space. And, in the absence of sidewalks in the housing area, new trails linked to existing adjacent trail networks would benefit the public and the development's residents.

## 2. ENDANGERS WETLANDS

The parcels proposed for development by the project include extensive wetland areas and potential vernal pools. Construction, including five leaching fields, is proposed within 100 feet of these resource areas. Maintaining buffers around wetland areas is the most effective means of protecting water quality, habitat and wetland dependent species of wildlife. Building housing units and site infrastructure within the wetland buffer zones has the potential to compromise these resource areas.

## 3. ENDANGERS WILDLIFE HABITAT

*"Maintaining connectivity of open space parcels is a primary goal of the OSRP. Fragmentation of wildlife habitats by human activities or structures is a critical problem in maintaining biodiversity in populated areas. The stability and long-term success of many wildlife populations is threatened by not being able to move freely and safely between habitats in response to natural causes of food and water shortages and to seasonally migrate or to maintain genetic diversity by interbreeding with other populations".*

OSRP, Page 38

The parcel being proposed for development currently functions as part of an extended open space corridor from the Merrimack River to interior parts of town on the south side of Route 113. The heavy development of this parcel would result in the severing of this wildlife corridor, threatening the habitats and life cycles of many animals, birds and aquatic life.

## 4. PROJECT DENSITY INCONSISTENT WITH TOWN'S RURAL CHARACTER

The project's proposed 152-unit site plan, plus a community house with 638 parking spaces, threatens to overwhelm the town. The Chapter 40B Design Principles Handbook requires projects to use the site and its context to help determine a generally appropriate density. The scope of the project indicates little effort by the developer to build with sensitivity to the neighborhood and topography of the land, as state affordable housing regulations direct. A 2014 LandVest appraisal report posited a low-density development plan at eight house lots and medium density at 16 as the "maximum theoretical lot yield."

The high density in the proposal runs counter to the OSRP goals to promote sensitive development and preservation of West Newbury's rural character. Indeed, the point is addressed in the OSRP.

*"The relatively low population density of West Newbury reflects its agricultural history, current landscape and past efforts to maintain open space."*

OSRP, page 13

In the most recent town-wide survey conducted for the OSRP, rural character emerged as a top reason why people move to West Newbury. Similar surveys in 2002 and 2008 revealed the same sentiment. Open space, working farms, access to nature and wildlife and respect for the town's history are the chief contributors to West Newbury's "small-town feeling." Survey respondents also stated that the town is losing its rural character as more building reduces open space and increases population and traffic.

A sampling from the most recent survey respondents demonstrates the importance of the community's rural character in their lives:

*“People live in West Newbury because it’s rural. We’re surrounded by nature. As we continue to build homes, we lose nature. We lose the very point of living here.”*

*“We love the rural qualities of this town. We moved here 10 years ago because it was beautiful and rural. TOO many new homes and developments. Stone walls, farms and space between neighbors are very, very important.”*

*“We’ve been very disappointed with the ugly developments we’ve seen built [in] the last few years. It’s ruining the town’s character. We should be protecting as much open space as possible. I watched Reading’s last farmland turn into apartment buildings. I don’t want to see it happen here. Unchecked development will turn West Newbury into just another suburb.”*

*“One of the reasons we moved here from the Boston area was for the open space, rural beauty, woods and wildlife.”*

#### **5. THREATENS SAFE RECREATION**

River Road is a designated River Trail and link to the town’s Riverbend Recreational Area. Many residents take advantage of the low traffic on River Road to enjoy scenic river views, bird and wildlife watching, fishing, river access, bicycling and walking. Coffin Street provides access for this recreational use, a place where the site plan shows a point of exit. The addition of an estimated 2,552 auto trips by the residents of the project certainly will affect the safety of town residents who use this area for passive recreation.

#### **6. INCREASES CLIMATE CHANGE VULNERABILITY**

The OSRP identified climate change as one of the principal environmental challenges that the town faces, with a high priority action item of participating in the Massachusetts Municipal Vulnerability Preparedness (MVP) program. The town has completed the workshop component of this program, identifying the hazards, strengths and vulnerabilities that the town faces related to climate change. As action items to address these vulnerabilities are identified and grant funding sought to implement them, the town will focus on nature-based solutions. These include open space preservation and low impact development. Developing this large tract of open space without adhering to low impact development principles, such as preserving the natural landscape and especially carbon-sequestering trees, will increase the town’s vulnerability to climate change.

In closing, the West Newbury Open Space Committee views this development as inconsistent with the town’s open space needs and goals for the reasons outlined. We strongly urge MassHousing to reject granting the developer a Project Eligibility Letter.

Respectfully submitted,



John Dodge, Chair  
**West Newbury Open Space Committee**

#### **OSC Members**

Jessica Azenaro, Don Bourquard, Brad Buschur, Carol Decker, Jean Lambert, Patricia Reeser, Wendy Reed, Marlene Switzer

## Town Manager

---

**From:** Town Manager  
**Sent:** Tuesday, June 2, 2020 2:55 PM  
**To:** Paul Sevigny (psevigny@wnewbury.org); [REDACTED]  
**Subject:** RE: Proposed 40B development off Coffin

Paul,  
I met w Archie a short time ago to update re comments received on this issue, as we work toward preparing the BOS comments to be submitted to MassHousing on/before June 16<sup>th</sup>. Will the BOH and/or your office be providing comments on the proposal? As noted below, I think the developer's representation of a "By Right Plan" is of particular relevance to Health review, as to whether what he's showing seems realistic in light of soils etc.

The BOS will be adding an extra mtg on 6/15 to finalize its comments so if we receive something as late as early next week we could work with that.

Thanks,  
Angus

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

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**From:** Town Manager  
**Sent:** Thursday, May 7, 2020 6:47 PM  
**To:** Paul Sevigny (psevigny@[REDACTED])  
**Subject:** RE: Proposed 40B development off Coffin Street & Main Street

Paul, Bob,  
Please let me know if the Board of Health (or Paul as Agent) will be submitting comments per below. I want to be sure that you're aware of our timeline for providing comments to MassHousing. While I had requested that all comments be received on/by June 1<sup>st</sup>, it would be better to receive comments sooner than that to give my office and the BOS more time to ensure that the comments will be reflected in the Town's response to MassHousing.

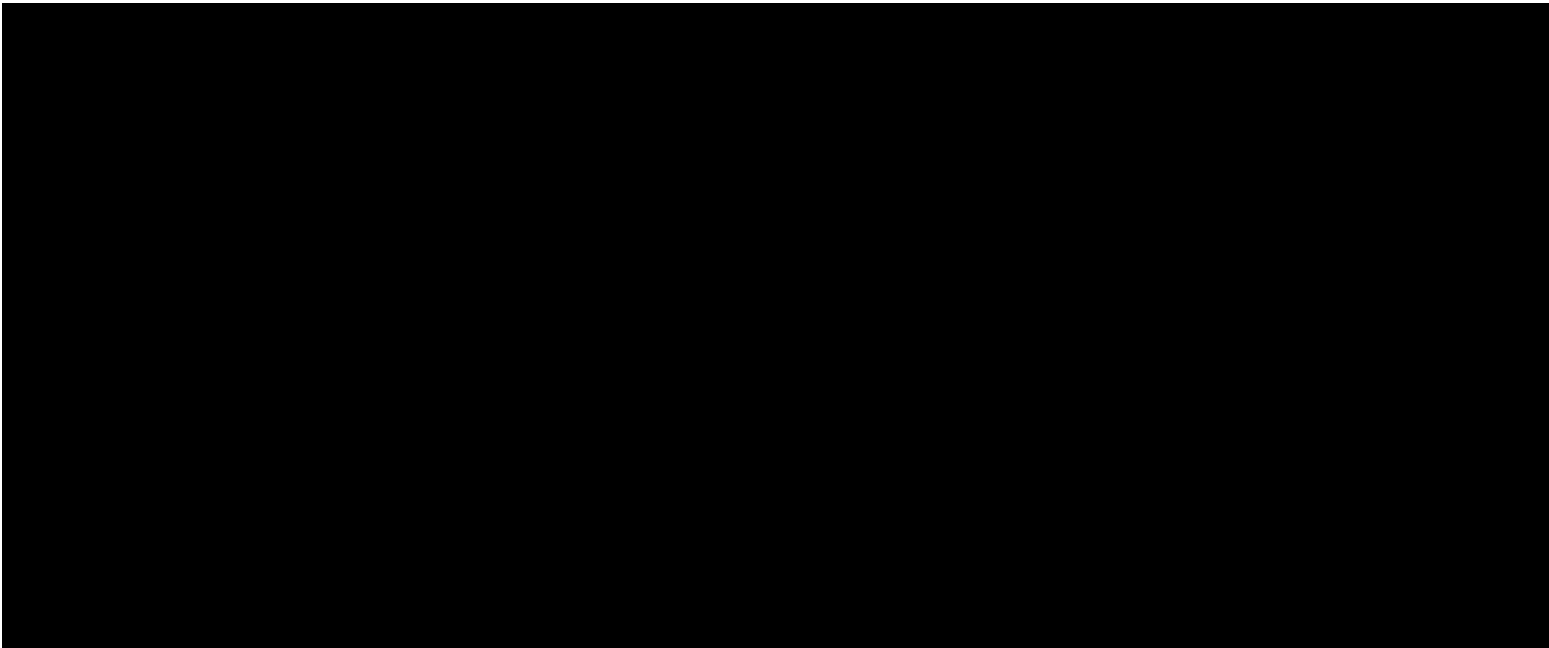
Paul I'm aware from our conversations that, because the project is proposing a package treatment plant subject to DEP permitting, that this is viewed differently from a project that would have septic systems, but I would think there may be other aspects of the project on which the BOH may have comment, including evaluating whether the "By Right Plan" submitted by the developer (Sec. 2.5 of submittal) appears reasonable in accordance with BOH regs. This "By Right Plan" – though not formally proposed – is very important in the 40B context as it is a key input in determining the non-40B development potential (and, as a result, the estimated land value for purposes of determining allowable profit in the context of 40B regulations).

Please let me know how you plan to proceed, and whether/when this may be taken up in a public meeting.

Thanks,

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This is to let you know that we recently received the developer’s application to MassHousing for Project Eligibility/Site Approval. The proposal is for 152 units, and the ~75 acre project locus includes 566 Main Street in addition to the 28 Coffin Street property.

The package is lengthy with oversize plan sheets etc. The hard copy is here in the office, and we requested a complete electronic copy and posted it to the Town website here:

<https://www.wnewbury.org/masshousing-40b-project-eligibility-site-approval-application>

What does Project Eligibility/Site Approval Mean?

As you may know, the MassHousing project eligibility/site approval process is not the comprehensive permit (40B) application; it is the required first step in the process. (See 40B Handbook, online [here](#)). The developer is required to receive project eligibility/site approval from MassHousing in order to apply for a comprehensive permit locally. If that happens, the developer would be eligible to file a 40B comprehensive permit application with the ZBA, and the ZBA would hold public hearings at that time. Upon submittal of a 40B application, the Town would also be eligible to pursue a technical assistance grant which would support dedicated consultant support to the ZBA during the 40B review and hearing process, and would do so.

Comment Period

In the normal course of things, our receipt of this notice would begin a 30-day comment period. The recent Governor’s Permit Extension Order does not formally apply to the MassHousing project eligibility/site approval process. We contacted MassHousing to request (and urge) that this process be substantially extended (if not tabled altogether) until



things return to normal. Yesterday afternoon, we received confirmation that the comment period was extended to 75 days.

**This means the Town's comments to MassHousing on the Project Eligibility/Site Approval application are due on or before Tuesday, June 16<sup>th</sup>.**

The Town's comments should be sent in a single package, so we are requesting that all interested parties including residents, town departments and Boards/Commissions/Committees review the application and provide comments to my office on or before June 1<sup>st</sup>. This is to allow time for my office and the Board to review all comments and prepare an additional comment letter from the Board to MassHousing that is reflective of the other comments received. In addition to preparing its own comments, the Board would include other correspondences we receive as attachments to its submittal to MassHousing on/before June 16<sup>th</sup>.

#### Relationship to ConCom Review

As you may know, the developer has also filed with an ANRAD (Abbreviated Notice of Resource Area Delineation) with the ConCom in order to confirm the delineation of regulated resource areas. The developer's consultant, Hughes Environmental Consultant, sent an abutter notice earlier this week referring to an April 6<sup>th</sup> ConCom hearing date. A ConCom hearing is not scheduled for Monday April 6<sup>th</sup>. The ConCom has not scheduled a hearing date.

It is important to understand that the ANRAD is not the ConCom's formal review of the proposed development project – only the resource area delineation. If a 40B comprehensive permit application is filed with the ZBA, it would also be filed with the ConCom for their formal review, since State wetlands regulations are not waivable under 40B.

#### Communications and Special BOS Meeting

In addition to this notice we will be posting a notice today to the Town website and Facebook, we are working on a mailed letter to site abutters which we hope to get done in time to go out in today's mail, and if not will be mailed tomorrow.

The Board of Selectmen will post a special (remote) meeting and listening session regarding the project eligibility/site approval application on **Thursday, April 9<sup>th</sup> at 6pm.** (The meeting posting will include instructions for remote participation). In addition to periodic updates at its regular meetings, the Board will post at least one additional special meeting as we get closer to the deadline for comments to MassHousing.

I will be scheduling a (remote) department head meeting for next week to facilitate sharing of all available information regarding this proposal, and to help ensure that all information is shared as broadly as we're able both early and on an ongoing basis through this process.

If you have comments or questions please feel free to contact me.

Thanks,  
Angus

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381 Main Street  
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(978) 363-1100 x111  
[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)



## Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: June 4, 2020  
RE: Town Meeting logistical planning

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A remote meeting was held on June 3<sup>rd</sup> attended by the Town Manager, Moderator, Town Clerk/Counsel, Health Agent, Police Chief and Fire Chief.

Decisions were made and ideas were advanced as we work toward Town Meeting.

An in-person site visit is scheduled on Friday to firm up some of our planning. Updates will be provided, with questions presented for Board input, at the meeting on Monday.

A special narrative was also written this week for inclusion in the FinCom booklet to advise residents what to expect when attending Town Meeting during a pandemic.

**REVIEW OF TOWN MEETING PROPOSALS AMID COVID-19 PANDEMIC**

Review Draft of 6/4/20

<b>STM</b>					
Art #	Topic	Amount	Time Sensitive		Notes
			Essential	Can Wait	
1	Hear and act upon reports of officers and committees	n/a			<i>Proposal: Provide A/V support to B/C/Cs and encourage them to pre-record any Reports to Town Meeting. Make recordings available prior to Town Meeting instead of in-person reports.</i>
2	CPC Page School Playground	\$ 462,857			<i>Proposal: Maintain recommendation for action; only take up after essential articles resolved.</i>
3	Town building repairs	\$ 49,150	y		
4	Snow & Ice deficit	\$ 61,087	y		
5	2020 voting expenses	\$ 3,800	y		
6	Mill Pond benches/tables	\$ 14,000		y	<i>BOS VOTED 5/14/20 to recc no action</i>
7	Electric vehicle charging	\$ 8,048			<i>Proposal: Maintain recommendation for action; only take up after essential articles resolved.</i>
8	Essex Ag FY20 costs	\$ 16,443	y		
9	Nat'l Grid underbilled costs	\$ 20,247	y		
<b>ATM</b>					
Art #	Topic	Amount	Time Sensitive		Notes
			Essential	Can Wait	
1	Give votes to election of offices	n/a	y		
2	Hear and act upon reports of officers and committees	n/a			<i>Proposal: See ATM #1 above.</i>
3	Omnibus Budget	\$ 16,538,680	y		
4	Water Commissioners' rules	n/a	y		
5	Water Dept budget	\$ 861,446	y		
6	Pension Liability Stab. Fund	\$ 68,750		y	<i>BOS VOTED 4/13/20 to recc no action</i>
7	OPEB Stab. Fund	\$ 5,000		y	<i>BOS VOTED 4/13/20 to recc no action</i>
8	School Stabilization Fund	\$ 328,600	y		
9	From School Stab. Fund	\$ 652,340	y		
10	Septic loan revolving fund	\$ 21,965	y		
11	Capital Stabilization	\$ 300,000		y	<i>BOS VOTED 4/13/20 to recc no action</i>
12	CPC Estimated Receipts	\$ 389,160	y		
13	CPC Artichoke River Woods	\$ 170,000	y		
14	CPC Soldiers & Sailors debt	\$ 85,000			<i>Proposal: Recommend Town Meeting approval.</i>
15	DPW dump truck	\$ 229,020		y	<i>BOS VOTED 4/28/20 to recc no action</i>
16	Page School Fire Alarm	\$ 304,000	y		
17	Page School floor repairs	\$ 40,000	y		
18	Police radios	\$ 19,000			<i>Proposal: Recommend Town Meeting approval.</i>
19	Fire ice/water rescue suits	\$ 4,000			<i>Proposal: Recommend Town Meeting approval.</i>
20	Fire Dept. power fans	\$ 7,500			<i>Proposal: Recommend Town Meeting approval.</i>
21	Gold Star tax abatement opt-in	n/a			<i>Proposal: Recommend Town Meeting approval.</i>
22	Requirements and fines for dog waste disposal	n/a			<i>Proposal: Recommend No Action.</i>
23	Revolving funds	n/a	y		
24	Zoning bylaw amendments	n/a			<i>Proposal: Recommend No Action.</i>
<i>Source: Angus Jennings, Town Manager</i>					

**Town Manager**

---

**From:** [REDACTED]  
**Sent:** Tuesday, June 2, 2020 9:01 PM  
**To:** Town Manager  
**Subject:** A Statement from Superintendent Justin Bartholomew Regarding District Non-renewals Amid COVID-19

Display problems? [Open this email in your web browser.](#)

**Pentucket Regional  
School District  
Superintendent Dr. Justin  
Bartholomew**



22 Main St.  
West Newbury, MA 01985

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**FOR IMMEDIATE RELEASE**

Tuesday, June 2, 2020

[REDACTED]  
[REDACTED]  
[REDACTED]

**A Statement from Superintendent Justin  
Bartholomew Regarding District Non-  
Renewals Amid COVID-19**

WEST NEWBURY -- The following is a statement from Superintendent Justin Bartholomew:

"The COVID-19 public health crisis has caused unprecedented and drastic change. It has altered each and every one of our daily lives, and the truth is, none of us can say with certainty what the coming weeks, months or year is going to look like.

"Our district, like districts across the state, is currently faced with financial uncertainty. At this time, we don't know to what extent the state funding we rely on, in particular Chapter 70 and circuit breaker money, may be affected by the COVID-19 pandemic. We do know, however, that this crisis has been costly and will have financial ramifications, to which are are not immune. We also await the approval of our proposed budget at the local level at town meetings to be held in June.

"As a result, we feel it is our duty at this time to protect the financial health of the district. This was not the direction we wished to go in. However, after significant consideration and knowing that the district is required by the state to give notice of non-renewals to teacher's contracts by June 15, we have decided not to renew the contracts of 20 non-professional status educators at Pentucket Regional School District for the 2020-2021 school year. This decision has not been made lightly. As we wait for more information to be finalized and shared with us about the funding our district will receive for the coming school year, it is our hope we will be able to have as many of these educators return to Pentucket as quickly as possible. We will additionally provide updates about this situation to all stakeholders.

"I'd like to sincerely thank each and every one of these educators for everything they have done for our students. This school year has not been easy, and all of these individuals have worked tirelessly over the past few months to make sure our students have remained supported and engaged in learning remotely. This crisis is unlike anything any of us have experienced previously, and it's with a heavy heart we share this news."

###

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## A message from Pentucket Regional School District

[Unsubscribe](#) | [Manage subscription](#)  
John Guilfoil Public Relations LLC  
8 Prospect St.

## Town Manager

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**From:** Rick Parker  
**Sent:** Tuesday, May 26, 2020 9:04 AM  
**To:** Town Manager  
**Cc:** DPW Director; Michael McCarron; Rick Parker  
**Subject:** FW: Town Clerk E V Proposal & Sketch  
**Attachments:** Assure Warantee Sheet.pdf; Cellular Plan and Warranty Pricing breakdown.pdf

Angus,

1) Referencing info provided by Tony Parente of Horizon Solutions regarding the warranty plan options (see attached) available to the town for EV charging stations proposed for installation at the 1910 Building and Page School, Horizon's most recent proposals, dated 4/6/20, included a 2 year warranty program at \$2820 per site. There is a significant annual cost savings in purchasing longer duration plans. Since the charging stations will be long term installations, we should consider longer warranty plans. Some of the options are:

2 Year Prepaid Assure Plan - \$2820 => \$1410/year (current proposal)

5 Year Prepaid Assure Plan - \$4990 => \$998/year

5 Year Committed Assure Plan - \$5990 => \$1198/year

In my opinion, the 5 Year Committed Assure Plan is the best of the available options, saving \$212/year over the 2 year plan while limiting to just one year's annual warranty upfront cost. The 5 year plan duration would also match the prepaid Cloud Service plan included with the charging station installations. Note that "Committed" plan does cost \$200/year more than the same duration "Prepaid" plan.

As you and I have discussed, the cost of a maintenance plan is not included in the town meeting article. I believe you suggested that it might be added to the FY21 Budget town building maintenance line item, but if the 5 year "Committed Assure Plan" is chosen it will need to be supported in the line item budget or otherwise for the following 4 years.

In the event town meeting votes to fund the EV charging station installations but we do not include warranty plans in the original order(s), warranty plans can be purchased from ChargePoint in the future with the additional cost of \$599/station evaluation fee plus the normal warranty cost.

I've spoken with municipal gov't folks involved with EV charging stations installed in Amesbury, Newburyport, and Melrose, and the common thread was that the warranty was important to include.

2) At the 4/23 WNEAC meeting we discussed what we thought would be a reasonable fee for connecting to the EV charging stations. Although at that time there was consensus that \$1.00/hour would be a reasonable fee based on observations of typical fees elsewhere, additional info since then shows the fee should be higher in order to cover town costs. The charging stations proposed for installation, ChargePoint CT4000 models, can be set-up to charge by either hours connected or by energy delivered; my inclination would be to use energy delivered. As experience is gained with usage, the fee could be adjusted appropriately to best cover costs incurred by the town.

When possible, I'd like to discuss this at a BoS meeting.

Regards - rick

---

**From:** Rick Parker <rparker@wnewbury.org>

**Sent:** Friday, May 1, 2020 2:31 PM

[REDACTED] >

**Cc:** Town Manager <townmanager@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>; Rick Parker <rparker@wnewbury.org>

**Subject:** FW: Town Clerk E V Proposal & Sketch

Tony,

When we spoke earlier this week we discussed the possibility of adding EV charging station warranty plans subsequent to installation. You noted that the ChargePoint units did include a base warranty, which I've been unable to find description of, and that the Assure warranty plans could be added after installation at the rates shown on the "Cellular Plan and Warranty breakdown" (attached) if within that ChargePoint base warranty period. Could you please confirm the terms and duration of ChargePoint's base warranty.

You mentioned that a warranty could be added within the same price structure shown on the breakdown at some later date, but that would require payment for a ChargePoint technician to visit the site and verify condition and operation of the charging station. Please confirm the cost per installation location for such site visit.

Our municipality will probably desire to net out at no cost to the town for normal operation of the charging stations and will, of course, be starting out with no history of frequency and duration of usage. Can you provide insight on what other communities or businesses impose as usage fees for EV charging stations? Members of West Newbury's Energy Advisory Committee observed that \$1.00/hour of usage is common based on their experience. However, reading through ChargePoint's online information it appears that the CT4000 Series can output as much as 7.2 kW for a single vehicle connection if installed on the maximum rated branch circuit. So at peak output it could provide as much as 7.2 kWh during one hour's operation. Assuming an average cost of electricity at \$.20/kWh, a single vehicle might draw as much as \$1.44 electrical energy/hour (many vehicles are not capable of charging at that rate). What would be the maximum kW output of the installations proposed? Is the ChargePoint 4000 capable of billing based on energy (kWh) consumed instead of time connected?

Stay well &  
Thank you for your help,  
Rick Parker

Richard Parker  
West Newbury Selectman  
(978)270-8053

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[REDACTED]  
**Sent:** Monday, April 13, 2020 2:59 PM

**To:** Rick Parker <[rparker@wnewbury.org](mailto:rparker@wnewbury.org)>; Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>

[REDACTED]  
**Subject:** RE: Town Clerk E V Proposal & Sketch

Rick,

I have attached the spec sheet on the Assure warrantee plan and what it covers. I have also attached the sheet on the costs for 1-5 years for cloud and assure. The cloud is at the top and the assure is on the bottom. I have put a block around them as well.

Let me know if you want to go through it over the phone.

Thanks,

**Tony Parente**  
Business Development Manager  
Horizon Solutions

[REDACTED]  
[Visit us on the web](#)

Considering an [E charging station solution](#)? We can help, contact me.

---

[REDACTED]

Hello Tony,

Thank you for the EV charging station proposals last week. I have some concern about the maintenance costs quoted and if we should be concerned about reliability of the ChargePoint CT4000 Series EV charging stations. Since funding for the projects at both the Town Office Building and the Page School will need to be voted on and approved at our Annual Town Meeting, and since there has already been some pushback about spending on these two projects, it would be good to understand exactly what is included in or covered by the maintenance plans, as well as cost of different duration plans (quoted plan is \$2820/2 years for each location, with 2 CT4000 EV chargers/location).

If you would like to discuss, please call my cell at (978)270-8053.

Thank you - rick  
Richard Parker  
West Newbury Selectman  
(978)270-8053

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[REDACTED]

**Subject:** Town Clerk E V Proposal & Sketch

Richard & Angus,  
I have attached the proposal and site sketch for your review. Please let me know if you have any question.  
Thanks,

**Tony Parente**

[REDACTED]



# ChargePoint Assure

Industry-leading support, maintenance and warranty deliver peace of mind.

ChargePoint® Assure is the most comprehensive EV station maintenance and management program. Assure covers everything needed to keep ChargePoint electric vehicle (EV) charging stations up and running. With Assure, ChargePoint takes responsibility for fixing hardware issues by providing parts, labor and orchestration of repairs by expert support specialists. Proactive monitoring, regular reports and unlimited changes to station policies are included with Assure, as well as one business day response to requests and a 98% annual uptime guarantee. You can also get professional guidance when configuring your stations to make the most of EV charging.

ChargePoint EV charging stations are the most advanced and reliable in the world, but site conditions can change, wear and tear occurs, and accidents or equipment failures can happen. High-quality service and support start with high-quality products, site preparation and installation, but these elements alone aren't enough. Assure is so much more than a warranty. It is the most comprehensive EV station maintenance and management program. With Assure, you don't have to spend time figuring out how to fix or maintain your station. It's always ready to charge so you get a good return on your investment.

## What Does Assure Include?

### Stay on Top of Operations with Proactive Monitoring

- + Find out about problems before your drivers do with remote monitoring
- + Get 98% annual station uptime with a non-performance penalty for outages caused by station hardware or software failures
- + Keep your stations up and running with proactive troubleshooting and dispatch services
- + Fix problems with on-site labor that ChargePoint dispatches and manages
- + Call us during business hours (5 AM – 6 PM Pacific) for expert support

### Count On a Fast Fix with One-Business-Day Response Time

- + We respond to all issues within one business day
- + ChargePoint certified technicians will be onsite to repair your station within one business day of receiving any required parts
- + U.S.-based support specialists coordinate all repairs

### Rest Easy with the Industry's Leading Parts and Labor Warranty

- + We offer the EV charging industry's first and most comprehensive warranty for parts and on-site labor
- + We cover labor to repair issues that often aren't covered under warranty, such as vandalism, auto accidents and excessive wear and tear

### Optimize with Expert Advice and Unlimited Changes

- + U.S.-based EV charging experts advise you on best practices for station configuration and management in your region and industry
- + Our team makes unlimited station configuration and policy changes for you, so you can control access to your station, set charging rates and make adjustments based on driver behavior

### Get a Glimpse into Driver Behavior with Robust Reporting

- + See how your stations are being used in an easy-to-read format with monthly summaries
- + Prove success and make improvements with quarterly reports on station utilization, performance, energy usage and environmental impact
- + Compare your station use with organizations like yours

## What Does Assure Require?

Because installation quality affects the long-term reliability and availability of EV charging stations, ChargePoint requires that all stations covered by Assure are validated to ensure they meet installation specifications. Validation is performed on-site and includes inspection of power availability, panel, breaker and wiring; confirmation of cellular and local network coverage (through WiFi) and verification that all ChargePoint installation requirements are met. Choose one of the following ways to validate stations and activate Assure:

1. Authorized ChargePoint operations & maintenance (O&M) partners who perform site preparation and station installation will automatically validate the stations and enable Assure.
2. Authorized ChargePoint reseller partners certified to perform self-validation may validate station installations and enable Assure.
3. When independent or in-house installers are used, validation may be purchased from either of the partners above. After the partner successfully validates site preparation and station installation, Assure is enabled.

## Station Maintenance Options

Maintenance Option	Parts Only Warranty	Assure
Availability	One year included for free on all stations installed by a ChargePoint certified installer*	Available for purchase for up to five years. Stations must be installed and validated by a ChargePoint certified installer.
Parts Covered	Defective parts are exchanged	Included and coordinated by a ChargePoint support specialist
Certified On-Site Labor	Not included: station owner must find a ChargePoint certified installer to perform any repairs	Included and coordinated by a ChargePoint support specialist
Monthly Station Summary Report		Included
Detailed Quarterly Reports		Included
Uptime Guarantee		98% with non-performance penalty
Proactive Monitoring		Included
Service Level Agreement		1 business day response time 1 business day from parts arrival for on-site labor
Labor Coverage		Included for damage caused by accidents, vandalism and excessive wear and tear
Unlimited Station Configuration		Included

\* Installations not performed by a ChargePoint certified installer are not covered under warranty.

## Ordering Information

Description	Order Code
Assure for CT4000 Family	CT4000-ASSURE <sup>n</sup>
Assure for CPF25	CPF25-ASSURE <sup>n</sup>
Assure for Express 100	CPE100-ASSURE <sup>n</sup>
Assure for Express 200	CPE200-ASSURE <sup>n</sup>
Assure for Express 250	EXPRESS-ASSURE <sup>n</sup>
Assure for Express Plus	EXPRESS-ASSURE <sup>n</sup>




<sup>1</sup> Substitute *n* for desired years of service (1, 2, 3, 4 or 5 years).

<sup>2</sup> Substitute *n* for years of service desired (1, 2 or 3 years).

## Companion Services

Description	Order Code
Station Activation and Configuration	CPSUPPORT-ACTIVE
Station Installation and Validation	CT4000-INSTALLVALID
Validation	CPSUPPORT-SITEVALID

## Contact Us

-  Visit [chargepoint.com](https://chargepoint.com)
-  Call +1.408.705.1992
-  Email [sales@chargepoint.com](mailto:sales@chargepoint.com)



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**Commercial Cloud Plan** This plan includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware). **The price below is per port.**

Order Code	Product Description	List Price (Per Port)	Total for 2 Ports	Total for 4 Ports
CPCLD-COMMERCIAL-1	1yr Prepaid Commercial Cloud Plan	\$280	\$560	\$1,120
CPCLD-COMMERCIAL-2	2yr Prepaid Commercial Cloud Plan	\$500	\$1,000	\$2,000
CPCLD-COMMERCIAL-3	3yr Prepaid Commercial Cloud Plan	\$705	\$1,410	\$2,820
CPCLD-COMMERCIAL-4	4yr Prepaid Commercial Cloud Plan	\$910	\$1,820	\$3,640
CPCLD-COMMERCIAL-5	5yr Prepaid Commercial Cloud Plan	\$1,105	\$2,210	\$4,420

**Enterprise Cloud Plan** This plan includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Time of Use-varying Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware), Meter Data and Advanced Analytics, Building/Energy Management System API, Plug-n-charge (\*), Real-Time DC Dynamic Power Management (\*), Occupancy Detection (\*), Predictive Maintenance and Diagnostics (\*). **The price below is per port.**

Order Code	Product Description	List Price (Per Port)	Total for 2 Ports	Total for 4 Ports
CPCLD-ENTERPRISE-1	1yr Prepaid Enterprise Cloud Plan	\$480	\$960	\$1,920
CPCLD-ENTERPRISE-2	2yr Prepaid Enterprise Cloud Plan	\$857	\$1,714	\$3,428
CPCLD-ENTERPRISE-3	3yr Prepaid Enterprise Cloud Plan	\$1,209	\$2,418	\$4,836
CPCLD-ENTERPRISE-4	4yr Prepaid Enterprise Cloud Plan	\$1,560	\$3,120	\$6,240
CPCLD-ENTERPRISE-5	5yr Prepaid Enterprise Cloud Plan	\$1,894	\$3,788	\$7,576

**CT4000 Assure Plans** Assure is the most comprehensive parts and on-site labor warranty. Parts and On-Site Labor to repair or replace any manufacturing defect and includes station management, remote monitoring of station and proactive repair dispatch. A successful Site Validation is required to activate any ChargePoint Assure product. Site Validations are sold separately. For Assure Commit plans, partners must submit purchase order for full term amount and ChargePoint will invoice annually. **Assure is priced per station.**

Order Code	Product Description	List Price (Per Station)	Total for 1 Station	Total for 2 Stations
CT4000-ASSURE1	1yr Prepaid Assure Plan	\$740	\$740	\$1,480
CT4000-ASSURE2	2yr Prepaid Assure Plan	\$1,410	\$1,410	\$2,820
CT4000-ASSURE3	3yr Prepaid Assure Plan	\$2,064	\$2,064	\$4,128
CT4000-ASSURE4	4yr Prepaid Assure Plan	\$2,460	\$2,460	\$4,920
CT4000-ASSURE5	5yr Prepaid Assure Plan	\$2,495	\$2,495	\$4,990
CT4000-ASSURE1-COMMIT	1yr Committed Assure Plan	\$817	\$817	\$1,634
CT4000-ASSURE2-COMMIT	2yr Committed Assure Plan	\$1,634	\$1,634	\$3,268
CT4000-ASSURE3-COMMIT	3yr Committed Assure Plan	\$2,322	\$2,322	\$4,644
CT4000-ASSURE4-COMMIT	4yr Committed Assure Plan	\$2,940	\$2,940	\$5,880
CT4000-ASSURE5-COMMIT	5yr Committed Assure Plan	\$2,995	\$2,995	\$5,990



## Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen  
 FROM: Angus Jennings, Town Manager  
 DATE: June 4, 2020  
 RE: FY21 Committee Reappointments

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Staff have connected with all but a couple of current Board/Commission/Committee members whose terms are due to expire in FY21. The latest information is enclosed, and any additional responses will be reported on or before Monday evening.

Going forward, I recommend that the Board vote annual appointments through June 30 of the respective year, such that terms will run concurrent with the fiscal year. This results in cleaner and more accurate Town Reports, which by statute run on a fiscal year basis. This will also better align the workload with other fiscal year-end tasks, and may generate some staff work efficiencies.

For this year, the Board could vote appointments on Monday for the FY21 term, or (since the Board is not scheduled to meet again before June 15<sup>th</sup>, when current appointments are set to expire) the Board could vote to extend current fiscal year appointments through June 30<sup>th</sup>.

This year, that approach would have the added benefit of maintaining existing B/C/C composition through the June 27 Town Meetings.

Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Date of Board Vote
<b>Board of Fire Engineers</b>					
Evans	Dave	Board of Fire Engineers	4/30/2021		4/28/2020
Dwyer	Michael	Board of Fire Engineers, Chief Engineer	4/30/2021		4/28/2020
Jennell	Benjamin	Board of Fire Engineers	4/30/2021		4/28/2020
<b>Finance Committee</b>					
<b>(6) Members/three year terms</b>					
Roberts	Gary	Finance Committee, Chair	2022		
Kelly	Nathan	Finance Committee	2022		
Beaudoin	Brad	Finance Committee	2020	requested no FY21 reappointment requested no FY21 reappointment	
Durey	Forbes C.	Finance Committee	2020		
Knezek	Jessica	Finance Committee	2021		
Sperelakis	James	Finance Committee	2021		
<b>Registrars of Voters</b>					
<b>Three members/Three Year Terms</b>					
Duchemin	Margaret	Registrars of Voters	2021		
Veator	Rosamond B.	Registrars of Voters	2022		
Grant	Cheryl	Registrars of Voters	2020	6/15/2023	
McCarron	Michael P.	Registrars of Voters (ex officio)	2020	6/15/2021	
<b>ZBA</b>					
<b>(5) Members - Five Year Terms; Two Associate Members - One Year Term</b>					
Gregg	Judith	Zoning Board of Appeals	2024		
Higgins	Patrick	Zoning Board of Appeals	2020	6/15/2025 requested no FY21 reappointment	
Bachrach	William	Zoning Board of Appeals	2020		
Kelly	Paul O.	Zoning Board of Appeals	2021		

Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Date of Board Vote
Davies	Richard	Zoning Board of Appeals	2022		
Lucey	Dennis	Zoning Board of Appeals (Alternate)	2020	6/15/2021	
<b>Harbor Committee</b>					
<b>Three Members, 3 year terms</b>					
Goodwin	Thomas	Harbor Committee/Asst Harbormaster	2022		
Hartford	Terence	Harbor Committee	2022		
Dore	Brad	Harbor Committee	2021		
Boyd	Steve	Harbor Committee, Alternate	2020	pending	
Richard	Brian	Harbor Committee, Alternate	2020	pending	
<b>Council on Aging</b>					
<b>Eleven Members: six of whom shall be over 60 years of age/(3) year terms</b>					
Peterson	Marjorie	Council on Aging, Chair	2022		
Publicover	Joseph	Council on Aging, Vice Chair	2022		
Preble	Richard F.	Council on Aging	2022		
Harada	Mary	Council on Aging	2022		
Allen	George T.	Council on Aging	2020	requested no FY21 reappointment requested no FY21 reappointment 6/15/2023	
Bartlett	Elizabeth	Council on Aging	2020		
Warne	Barbara	Council on Aging, Secretary	2020		
DiNaro	Gail	Council on Aging	2021		
Johnston	Jacqueline	Council on Aging	2021		
Cavanaugh	M. Dorothy	Council on Aging, Treasurer	2021		
Woodbury	Theresa	Director of the Senior Center/COA	2020	6/15/2021	
<b>Historical Commission</b>					
<b>Five Members/Three year terms</b>					
Janes	Robert	Historical Commission - Chairman	2022		
Conway	Jennifer	Historical Commission	2020	6/15/2023	

Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Date of Board Vote
Knezek	S. Paul	Historical Commission	2020	requested no FY21 reappointment	
Grammer	Elisa	Historical Commission	2021		
Cavanaugh	M. Dorothy	Historical Commission	2021		
<b>Historic District Commission</b>					
<b>Five Members with three year terms/Two Alternates with three year terms</b>					
Clewley	Jeffrey	Historic District Commission	2022		
Alden	Jack	Historic District Commission	2022		
Adolphson	Judy	Historic District Commission	2022		
Dunlap	Margaret I.	Historic District Commission	2021		
Cavanaugh	Dorothy	Historic District Commission	2021		
<b>Personnel Advisory Committee</b>					
<b>Personnel Bylaw: "The Personnel Advisory Committee shall be composed of such a number of members for such periods of time as the Board of Selectmen shall determine."</b>					
Mizner	Judith H.	Personnel Advisory Committee	2020	6/15/2021	
Goodwin	Ryan	Personnel Advisory Committee	2020	6/15/2021	
Conrad	Catherine	Personnel Advisory Committee	2020	pending	
<b>Conservation Commission</b>					
<b>Five Members/3 Yr Terms - Appointed by Town Manager, confirmed by Selectmen</b>					
Reed	Wendy	Conservation Commission	2022		
Mizner	Judy	Conservation Commission	2022		
Hawkins	Margaret	Conservation Commission	2020	6/15/2023	
Fusco	N. Dawne	Conservation Commission, Chair	2021		
Atwood	Thomas M.	Conservation Commission	2021		
<b>Mill Pond Committee</b>					
<b>(7) Voting Members/three year terms; (5) or more Associate Members/one year terms</b>					
Goodwin	Ryan	Mill Pond Committee, Chairman	2022		
Hamilton	Deborah R.	Mill Pond Committee, Secretary	2022		

Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Date of Board Vote
Corning	Zip	Mill Pond Committee	2022		
Shwom	Matthew	Mill Pond Committee	2022		
Pendergast	Robin	Mill Pond Committee	2022		
Welch	Michael	Mill Pond Committee	2020	6/15/2023	
Delaney	Paul	Mill Pond Committee	2020	6/15/2023	
McDowell	Polly	Mill Pond Committee, Associate	2020	pending	
<b>Capital Improvements Committee</b>					
<b>Members from BOS, Finance Committee (1) year terms and (5) at-large members (3) year rotating term.</b>					
Preble	Richard	Capital Improvements Committee	2020	requested no FY21 reappointment	
Parker	Richard	Capital Improvements Committee, BoS Rep	2020	6/15/2021	
Kelly	Nathan	Capital Improvements Committee, FinCom Rep	2020	6/15/2023	
Mizner	Judith	Capital Improvements Committee	2021		
Boria	Julie	Capital Improvements Committee	2022		
McDowell	Polly	Capital Improvements Committee	2022		
<b>Cultural Council</b>					
<b>Six year term only (Limited to two three year terms)</b>					
<b>Part I, Title II, Chapter 10, Section 58: At least (5) but not more than (22) Members</b>					
Cosentino	Jocelyne	Cultural Council 2016-2019	2022		
DeWitt	Catherine	Cultural Council 2017-2020	2020	6/15/2023	
Karp	Heather	Cultural Council 2017-2020	2020	6/15/2023	
Felzani	Marie	Cultural Council 2017-2020	2020	requested no FY21 reappointment	
Young	Linda	Cultural Council 2017-2020	2020	6/15/2023	
Pullman	Margo	Cultural Council 2018-2021	2021		
Dougherty	Susan	Cultural Council 2018-2021	2021		
Cavanaugh	M. Dorothy	Cultural Council 2018-2021	2021		



Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Date of Board Vote
Friend	Amy	Cultural Council 2019-2022	2022		
Dion	S. Helena	Cultural Council 2019-2022	2022		
Tedeschi	Alyson	Cultural Council 2019-2022	2022		
<b>Open Space Committee</b>					
<b>(7) Voting Members/Three Year Terms; (2) Associate Members/One Year Terms</b>					
Reeser	Patricia	Open Space Committee	2022		
Bourquard	A. Don	Open Space Committee	2022		
Dodge	John	Open Space Committee	2022		
Switzer	Marlene	Open Space Committee	2020	6/15/2021 requested no FY21 reappointment	
Buschur	Brad	Open Space Committee	2020		
Lambert	Jean T.	Open Space Committee	2021		
Azenaro	Jessica	Open Space Committee	2021		
Reed	Wendy	Open Space Committee	2020	6/15/2021	
Decker	Carol	Open Space Committee	2020	6/15/2021	
<b>Community Preservation Committee</b>					
<b>Appointed three-year terms from Boards/Committees - Selectmen one year term</b>					
Pruyn	Sherry	At-Large, Vice Chairman	2022		
Parker	Richard	Selectmen's Rep	2020	6/15/2021	
Bachrach	William	Parks & Recreation Rep	2020		
Janes	Robert P.	Historical Comm Rep	2020		
Mizner	Judy	Conservation Commission Rep	2020		
Cook	Raymond	Planning Board Rep	2021		
Bill	Gary	Housing Authority Rep, Secretary	2022		
Jennings	Angus	CPC (ex officio, per Town Bylaw)	2021		
<b>Energy Advisory Committee</b>					
<b>One year terms</b>					
Callahan	Elizabeth	Energy Advisory Committee, Chairman	2020	6/15/2021	

Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Date of Board Vote
Grammer	Elisa	Energy Advisory Committee	2020	6/15/2021	
Wallace	Arthur	Energy Advisory Committee	2020	6/15/2021	
Parker	Richard	Energy Advisory Committee	2020	6/15/2021	
Robinson	Phillips	Energy Advisory Committee	2020	6/15/2021	
Hatch	Elizabeth	Energy Advisory Committee	2020	requested no FY21 reappointment	
<b>Cable Advisory Committee</b>					
Kemper	Glenn	Cable Advisory Committee, Chairman	2020	6/15/2021	
Bowe	Kevin	Cable Advisory Committee	2020	6/15/2021	
<b>Investment Policy Committee</b>					
<b>Three Year Terms</b>					
Madden	Lark	Investment Policy Committee, Chairman	2022		
Trim	Jean	Investment Policy Committee	2022		
Archibald	David	Selectmen's Rep	2022		
Knezek	Jessica	Finance Committee Rep	2020	requested no FY21 reappointment	
Wilde	Christopher	Investment Policy Committee	2020	6/15/2023	
Yeames	Susan	Treasurer, Investment Policy Comm	2020	6/15/2021	
<b>Carr Post Building Committee</b>					
<b>Term: One Year; Number of Members: 5</b>					
Janes	Robert	Carr Post Bldg Committee, Chairman	2020	6/15/2021	
Switzer	Marlene	Carr Post Bldg Committee	2020	6/15/2021	
Atwater, Jr.	Richard	Carr Post Bldg Committee	2020	6/15/2021	
Ringenbach	Peter	Carr Post Bldg Committee	2020	6/15/2021	
<b>River Access Committee</b>					
<b>One year terms</b>					

Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Date of Board Vote
Phillips, Jr.	Robert	River Access Committee, Chairman	2020	Requested BOS discussion re Committee Charge	
Grammer	Elisa	River Access Committee	2020		
LaCroix	Barry	River Access Committee	2020	6/15/2021	
<b>WN Rep to the Board of Directors of the Eastern District - Veterans' Affairs</b>					
Janes	Robert P.	WN Rep to the Board of Directors of the Eastern District - Veterans' Affairs	2020	6/15/2021	
<b>Bandstand Coordinator</b>					
Young	Brian	Bandstand Coordinator	2020	6/15/2021	
<b>Tree Committee</b>					
<b>Up to Five (5) members; Three year terms</b>					
Chanania	Fred	Tree Committee	2022		
Hawkins	Margaret	Tree Committee	2022		
Mandeville	Kathy	Tree Committee	2022		
Martin	Jane	Tree Committee	2022		
Woods	Claudia	Tree Committee	2022		
Pomerantz	Francesca	Tree Committee	2022		
Haack	Barbara	Tree Committee, Associate member	2022		
<b>Veteran's Grave Officer, Bridge St., Rural &amp; Merrimack Cemeteries</b>					
Janes	Robert	Veteran's Grave Officer, Bridge St., Rural & Merrimack Cemeteries	2020	6/15/2021	

TOWN CLERK MEMO

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TO: Board of Selectmen

FROM: Michael P. McCarron

SUBJECT: June 3, 2020 town election

DATE: June 4, 2020

CC:

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One June 3, 2020, the Town held its Annual Town Election. Attached hereto please find the results from that election. With the restrictions regarding the Covid 19 crisis, the election was particularly problematic. Notwithstanding these difficulties, we were able to process 655 votes in what became a spirited election cycle.

I would like to thank John Savage and Brian Richard for their help in setting up and Paul Sevigny for his efforts in providing personal safety material.

Since many of my election workers are older, they had an understandable concern of being in the public domain for a long period of time. Therefore, I recruited three recent college graduates to assist in the election, Julia Stasiuk, Brenna Foley and Nolan Bridgewater. It was a long day, but they really stepped up to help in the process. I would especially like to thank Sharon Plummer who, as an experienced election official, worked all day and helped guide our young workers with any problems. Additionally, thanks go out to Dan Grabowski who volunteered his time as the temporary constable.

As a result, the election went smoothly. Given the extra time and effort these individuals put in, I am recommending that the Selectmen approve the attached wage schedule to compensate all parties for their efforts in this election.

TOWN OF WEST NEWBURY  
ACCOUNT: 01-162-5112

DEPARTMENT: Board of Registrars – Salaries and Wages  
June 3, 2020 Annual Town Election

WARDEN:	Michael P. McCarron		
CLERK:	Sharon Plummer	Stipend for Full Day	\$350.00
TELLERS (6:45 A.M. to 9:00 P.M.)			
	Nolan J. Bridgewater	Stipend for Day	\$ 250.00
	Brenna Foley	Stipend for Day	\$ 250.00
	Julia Stasiuk	Stipend of Day	\$ 250.00
CONSTABLES:			
Daniel Grabowski.	6:45 AM to 3:00 PM	\$	Waived
Brian Richard	3:00 PM to 9 PM	\$25/Hr	<u>\$ 150.00</u>
TOTAL			\$1,190.00

Certification is hereby made under the pains and penalties of perjury that the statements set forth in this payroll are true to the best of our knowledge information and belief.

Department Head/Board Signatures

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\_\_\_\_\_

## Town Manager

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**From:** [REDACTED]  
**Sent:** Friday, April 24, 2020 10:05 AM  
**To:** Town Manager  
**Cc:** Residents Admin  
**Subject:** River Access Committee

To the Board of Selectmen:

The River Access Committee was formed a few years back by the Board of Selectmen. At that time, the State of Massachusetts was pushing a project at Ferry Landing. The Open Space Committee Chair was championing the State's proposal. Things got contentious and, as I recall, the Open Space Committee asked the Selectmen to take Ferry Landing off their plate. That request made great sense since there were many moving parts, many stakeholders and some higher degree of complexity to the land surrounding Ferry Park and Ferry Landing.

Now here we are, several years along, under different circumstances and with a Town Manager in place.

There are several things that the Town can keep working on as it relates to River Access. There are several Boards, Committees, Organizations and individuals who have an interest, have a stake and who can be of great help in increasing and improving our enjoyment of the River. Open Space, Garden Club, Fire & Rescue, Parks & Recreation and Harbor Committee are some that come easily to mind. Along with the State, there is a regional interest in improving our enjoyment of the Merrimack River.

I'm not so sure the typical and usual committee approach will work best going forward. I have been of the opinion that our Town has too many lesser Committees, they are too insular in scope and don't coordinate effectively to the rest of Town government. I see a need for the Town Manager, working within his authority and with the blessing of the Select Board, setting the agenda and then pulling in those needed to move things forward with a more fluid and operational approach than has been typical.

But, in any regards, I need to ask: what is the portfolio of the River Access Committee, as you see it? How do you want us to proceed? I prefer to not assume that the status quo should remain in place.

Thanks very much,  
Rob



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: June 4, 2020

RE: Update on planning for reopening

We continue to circulate ideas among department heads and staff, and have participated in a couple of calls with regional colleagues and a STAM /MIIA webinar regarding best practices for safe, phased transitions going forward.

Further updates will be provided on Monday, with requests for Board direction as needed.



**Town of West Newbury**  
**Special Meeting of the Board of Selectmen**  
**Thursday, May 14, 2020**  
 381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**Minutes of Meeting – DRAFT**

**Open Session:** 6:30 pm by remote participation (see below)

**Addendum to Meeting Notice regarding Remote Participation**

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

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

**GoToMeeting**

Phone: (669) 224-3412  
 Access Code: 561-925-389

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

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

*The meeting was called to order at 6:36 p.m. by Chairman David Archibald.*

**Participation at the Meeting:**

- ❖ Board of Selectmen: David Archibald and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ KP Law Atty. John Witten
- ❖ Building Inspector Sam Joslin



**Regular Business**

- A. Public workshop / training regarding M.G.L. Ch. 40B – *Atty. Jon Witten, KP Law (est. 1.5 hrs.)*

Chairman David Archibald gave a brief introduction of Atty. Jon Witten’s background and experience that qualify him as a Chapter 40B specialist.

Atty. Jon Witten gave a PowerPoint presentation on Chapter 40B that explains how the law works and how it interfaces with a series of regulations; in particular, how it relates to the safe harbor provisions and the importance of local comprehensive rules and regulations. The presentation covered the process from project eligibility to comprehensive permit and ZBA proceedings, decision and appeals. The slides have been posted to the Town’s website and a video recording of the meeting is posted to West Newbury Cable on YouTube.

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

Town Manager Angus Jennings reminded residents that there is not an application currently pending before the Town that, at present, the developer is seeking a Project Eligibility Letter (PEL) from MassHousing. Town Manager Jennings, again, emphasized the importance of identifying areas of concern during this process and stated that the over 100 public comments that have been received to date add tremendous value and are being heard. Chairman David Archibald concurred and added that there is still time for residents to provide comments and encouraged all to do so.

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

Following the presentation, the Board invited comments from participants. Atty. Jon Witten with the Board of Selectmen, Town Clerk/Counsel and Town Manager heard concerns and answered questions from the many residents participating.

- c. Review of next steps in process.

The Board of Selectmen and a small number of Town personnel will conduct a site walk of the property on Friday, May 15th. Due to public health concerns, public attendance at the site visit is not permissible; however, the site walk will be video-recorded and available to view on the Town YouTube channel.

The Board of Appeals is the local body that will consider a 40B comprehensive permit application, if filed, and is working with Town staff in consult with outside legal counsel KP Law to review and update its local regulations regarding 40B.

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

**Respectfully submitted, Jennifer Walsh**

## Town Manager

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**From:** Town Manager  
**Sent:** Wednesday, June 3, 2020 1:16 PM  
**To:** Jeff Durand (durand@westnewburysafety.org); Michael Dwyer (dwyer@westnewburysafety.org); dpwdirector@wnewbury.org; Susan Curry; Paul Sevigny (psevigny@wnewbury.org); COA; DPW Admin  
**Cc:** Town Accountant; Jennifer Walsh (finance.admin@wnewbury.org)  
**Subject:** RE: CARES Act - COVID-19 related expenses  
**Attachments:** Workbook for CARES Act submittal June 2020.xlsx  
  
**Importance:** High

Hi,

Each of your departments (police, fire, dpw, health, COA) have one or more expenses logged on the tracking spreadsheet the Finance Dept is maintaining. Please review the attached records (see the "Itemized" tab, which is grouped by department) against your records.

- 1) If you have questions as to whether any of the listed expenses are COVID-19 related, please contact me or Jenny promptly. We have the hard copy invoices available for review, or can scan/email them on request.
- 2) If you have additional COVID-19 related expenses not shown here, please let us know promptly. The attached spreadsheet does not yet include personnel/OT costs (other than for public health nurse), so that data will be critical to finalize our submittal.

Once we have all expenses, we'll assign to the appropriate categories for CARES Act reporting.

**In addition**, please let me know (if you haven't already) what additional COVID-19 expenses you expect you may incur during the remainder of the fiscal year.

If at all possible, please provide this info by tomorrow late afternoon, and in no case later than Friday morning. We'll be finalizing the report for submittal on Friday.

Thanks,  
Angus

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

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**From:** Town Manager  
**Sent:** Wednesday, June 3, 2020 10:18 AM  
**To:** Mike Gootee <mgootee@wnewbury.org>; Leah Zamb Bernardi (lzamb Bernardi@wnewbury.org) <lzamb Bernardi@wnewbury.org>; Bert Comins (conservation@wnewbury.org) <conservation@wnewbury.org>; Paul Sevigny (psevigny@wnewbury.org) <psevigny@wnewbury.org>; Sam Joslin (building.inspector@wnewbury.org) <building.inspector@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>; Meredith Stone <chief.assessor@wnewbury.org>; COA <coa@wnewbury.org>; Corinn Flaherty <cflaherty@westnewburylibrary.org>; Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>; Michael Dwyer

(dwyer@westnewburysafety.org) <dwyer@westnewburysafety.org>; West Newbury Emergency Management Agency <ema@westnewburysafety.org>; dpwdirector@wnewbury.org

Cc: Town Accountant <townaccountant@wnewbury.org>; Jennifer Walsh (finance.admin@wnewbury.org) <finance.admin@wnewbury.org>

**Subject:** CARES Act - COVID-19 related expenses

**Importance:** High

Hi all,

The Finance Department is working on the CARES Act filing due this Friday to document prior FY20 expenses resulting from COVID-19, and estimate anticipated expenses we may incur on/by June 30th.

We have a spreadsheet set up that we've been using to track expenses on a current basis as they come through the A/P warrants, and have copies of all related invoices and check stubs.

**We'd like to reconcile our records with your department's records of COVID-19 related expenses year-to-date, as well as to ask you to provide any updates estimates/projections you may have for additional expenses we may incur this fiscal year.**

Later today, I'll send to each of those departments that have incurred COVID-19 related expenses, for your review against your records. In the meantime, please send me any record you have regarding prior or projected expenses and we will review this against our records. Please include prior and anticipated payroll expenses.

I have attached a memo which includes, beginning on page 4, the eligible expense categories. The Excel workbook we've set up to track this is organized by category, so part of the work my office is doing is to assign prior costs to the correct category for reporting purposes.

Please send info as available, and thanks for your assistance,

Angus

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

## Town Manager

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**From:** DLS Alerts <dls\_alerts@dor.state.ma.us>  
**Sent:** Thursday, June 4, 2020 12:11 PM  
**To:** Town Manager  
**Subject:** DLS Alert: Coronavirus Relief Funds Deadline Extended



### Deadline for Coronavirus Relief Funds Extended

The deadline for communities to submit applications for FY20 Coronavirus Relief Funds has been extended one week until Friday, June 12th. For previously issued information on the distribution of these funds, please see the following [letter from Secretary Heffernan to Municipal Chief Executives](#) summarizing the Baker-Polito Administration's approach to administering Coronavirus Relief Funds and [detailed guidance](#) related to program.

Passwords were previously provided to municipal CEOs through the Division of Local Services. To submit applications, please use the following web-based application: [https://massgov.formstack.com/forms/municipal\\_covid19\\_spending](https://massgov.formstack.com/forms/municipal_covid19_spending)

For questions related to the process, please contact DLS Senior Deputy Commissioner Sean Cronin at [LocalGovCaresAct@dor.state.ma.us](mailto:LocalGovCaresAct@dor.state.ma.us).

*You are receiving this message through the [Massachusetts Department of Revenue's Division of Local Services](#) DLS Alerts system. These periodic notices include our City & Town e-newsletter, IGRs, Bulletins, Cherry Sheets and other municipal finance-related information. To unsubscribe to DLS Alerts and the City & Town e-newsletter, please email [dls\\_alerts@dor.state.ma.us](mailto:dls_alerts@dor.state.ma.us).*

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Massachusetts Department of Revenue - Division of Local Services · 100 Cambridge Street · Boston, MA 02114 · USA

## Town Manager

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**From:** DLS Alerts <dls\_alerts@dor.state.ma.us>  
**Sent:** Wednesday, June 3, 2020 11:27 AM  
**To:** Town Manager  
**Subject:** DLS Alert: New Bulletin Related to Accounting for COVID-19 Emergency Expenditures and for Reimbursements and Monies Received from CARES ACT and FEMA



### **New Bulletin Related to Accounting for COVID-19 Emergency Expenditures and for Reimbursements and Monies Received by Cities and Towns from CARES ACT Coronavirus Relief Funds and from FEMA**

The Division of Local Services Bureau of Accounts has issued [Bulletin 2020-7](#), entitled “Accounting for COVID-19 Emergency Expenditures and for Reimbursements and Monies Received by Cities and Towns from CARES ACT Coronavirus Relief Funds and from FEMA.”

Please review this important information.

To review other recent DLS Bulletins and Informational Guideline Releases, please see [this page](#) on the DLS website.

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# Bulletin

BUL-2020-07

## **Accounting for COVID-19 Emergency Expenditures and for Reimbursements and Monies Received by Cities and Towns from CARES ACT Coronavirus Relief Funds and from FEMA**

TO: Local Officials  
FROM: Mary Jane Handy, Director of Accounts  
DATE: June 2020

This Bulletin supplements [Bulletin 2020-1](#), Emergency Expenditures Related to COVID-19 under G.L. c. 44, § 31 and Emergency Short-term Borrowing under G.L. c. 44, § 8(9), and provides further guidance to local officials regarding the accounting for COVID-19 emergency (emergency) expenditures and for the accounting treatment of reimbursements and other monies received by cities and towns from grants under CARES ACT Coronavirus Relief Funds (CARES ACT CvRF) as described in the [May 14<sup>th</sup> letter from Michael J. Heffernan, Secretary of Administration and Finance \(Secretary\) to Chief Executives of Massachusetts Cities and Towns<sup>1</sup>](#) and under FEMA.

Note: The information contained in this Bulletin reflects information currently in federal law and relevant guidance from the US Treasury. If this information is modified by future federal actions, the Executive Office for Administration and Finance (A&F) and/or the Director of Accounts (Director) of the Division of Local Services (DLS) may issue further guidance.

This accounting guidance pertains only to the reimbursements and monies received relative to the \$150 billion of CARES ACT CvRF for Cities and Towns as described in [Secretary Heffernan's letter](#). Other Restricted CARES revenues received from other state and federal agencies that have a specific purpose should only be used for the purpose intended. This Bulletin also provides accounting guidance for COVID-19 FEMA reimbursements.

- For FY2020, as described in [Bulletin 2020-1](#), emergency expenditures in excess of appropriation may only be paid after written approval by the Director. The approved emergency spending authority may be increased upon approval by the Director, if needed.
- For FY2021, a city/town may make expenditures for eligible purposes under the Secretary's grant award, without appropriation, in anticipation of reimbursement from the Secretary's grant under G.L. c. 44, s. 53A.

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<sup>1</sup> Under April 15, 2020 Declaration of Trust by the Secretary, the payments to cities and towns shall be treated as grants.

For questions regarding accounting procedures regarding this Bulletin, please contact your Bureau of Accounts field representative.

For questions regarding CARES ACT CvRF eligible expenses, reimbursements or the application process, direct them to [LocalGovCaresAct@dor.state.ma.us](mailto:LocalGovCaresAct@dor.state.ma.us).

### **Accounting Procedures:**

The following outlines the accounting procedures that should be followed to properly record expenditures, reimbursements and monies received from CARES ACT CvRF and FEMA related to the COVID-19 emergency.

### **Establish Separate COVID-19 Emergency Funds**

Establish two separate COVID-19 Emergency Fund Accounts, one fund titled “COVID-19 CARES CvRF” and the other “COVID-19 FEMA”. Within these funds, at a minimum, specific expense accounts should be established according to [Attachment A](#) of the Secretary’s letter.

Additionally, in each fund, a revenue account should be established. One for FEMA reimbursements in the FEMA Fund and one for CARES ACT CvRF reimbursements in the CARES ACT CvRF Fund.

At this time, due to the uncertainty of exactly what the two reimbursements will cover, the following is our best advice to determine how the emergency fund expenses should be recorded. If any FEMA reimbursement is expected for an expense, we recommend charging the expense to the FEMA Fund in the appropriate expense category. If no FEMA reimbursement is expected, we recommend charging the expense to the CARES ACT CvRF Fund in the appropriate expense category. We do not recommend splitting invoices.

The expenditures in the FEMA Fund are to be offset as FEMA reimbursements are received. After the community receives final reimbursements from FEMA, any remaining expenditures in this account might possibly be covered by CARES ACT CvRF reimbursements depending on further guidance received from the federal government. If not, any deficit will need to be provided for in the ensuing fiscal year’s tax rate recap. For more detail on accounting entries, please see below.

For balance sheet purposes, the aggregate of the two COVID-19 emergency fund balances will determine whether a deficit exists at year end, since COVID-19 CARES ACT CvRF funds may cover the expenses in both funds by June 30<sup>th</sup>. The Bureau will not reduce free cash due to the deficit in this special account if properly recorded.

Because federal dollars cannot be claimed twice for the same spending, we urge you to develop an internal tracking mechanism to ensure invoices are not submitted more than once to a funding source.

### **Accounting for COVID-19 emergency expenditures incurred prior to this guidance:**

Municipalities may already be accounting for FY 2020 COVID-19 emergency expenditures in one of two options, as permitted in [Bulletin 2020-1](#), Part IV:

Option 1: Charging COVID-19 emergency expenditures to line item appropriations within the general fund budget, or

Option 2 Charging COVID-19 emergency expenditures directly to a COVID-19 emergency fund (special revenue fund).

If Option 1 applies, journal entries should be made to transfer the expenditures from the general fund appropriation accounts to either of the COVID-19 Emergency Funds using the guidance above to determine which is the appropriate fund. The entries to be made are as follows:

In the General Fund:

DR Due from Special Revenue Fund (CARES ACT CvRF or FEMA)

CR Expense Account

(To transfer expense paid by the general fund for the COVID-19 emergency to the COVID-19 Special Revenue Account)

In the Special Revenue Fund:

DR COVID-19 Expense Account in CARES ACT CvRF or FEMA Fund

CR Due to General Fund

(To transfer expense paid by the general fund for the COVID-19 emergency to the COVID-19 Special Revenue Account)

When the cash is actually transferred between funds, the following entries should be made.

In the General Fund:

DR Cash

CR Due from Special Revenue Fund

(To record the transfer of cash from the special revenue fund to the general fund for COVID-19 expenses originally paid in the general fund.)

In the Special Revenue Fund:

DR Due to General Fund

CR Cash

(To record the transfer of cash from the special revenue fund to the general fund for COVID-19 expenses originally paid in the general fund.)



If Option 2 applies, no entries need be made other than to classify COVID-19 expenses into the proper fund and expenditure categories according to this guidance and Attachment A of the Secretary's letter.

**Accounting for revenues:**

When funds are received from CARES ACT CvRF or FEMA, the revenue should be recorded in either the COVID-19 CARES ACT CvRF or the COVID-19 FEMA Special Revenue Fund in the applicable revenue account. The entry to make is as follows:

DR Cash

CR CARES ACT CvRF or FEMA Revenue

(To record CARES ACT CvRF or FEMA revenue)

**Accounting for expenses:**

As stated above, due to the evolving landscape of federal guidance regarding the use of CARES ACT CvRF funds, we recommend the following to determine in what COVID-19 expense fund expenses should be recorded. If any FEMA reimbursement is expected for an expense, we recommend charging it to the FEMA Fund in the appropriate expense category. If no FEMA reimbursement is expected, we recommend charging it to the CARES ACT CvRF Fund in the appropriate expense category. The journal entry to make would be:

DR Expense

CR Cash

(To record COVID-19 expense in the proper fund and account)

## Town Manager

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**From:** Merrimack Valley Metropolitan Planning Organization <AKomornick@mvpc.org>  
**Sent:** Thursday, June 4, 2020 1:32 PM  
**To:** Town Manager  
**Subject:** Notice of Availability of FFY 2021 Unified Planning Work Program for Public Review and Comment

### MERRIMACK VALLEY METROPOLITAN PLANNING ORGANIZATION



At its meeting on May 27, 2020, the Merrimack Valley MPO released the following document for Public Review and Comment:

- [Draft Federal Fiscal Year \(FFY\) 2021 Unified Planning Work Program \(UPWP\)](#)

The Public Review and Comment Period for the Draft FFY 2021 UPWP begins on June 3, 2020 and runs through June 23, 2020.

[Virtual Public Hearings](#) on the Draft FFY 2021 UPWP will be held on June 17<sup>th</sup> at 1:00 p.m. and 6:00 p.m.



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



May 15, 2020

Mr. Wayne S. Amaral  
Director of Public Works  
381 Main Street  
West Newbury, MA 01985

Dear Mr. Amaral,

This is response to the Town of West Newbury's recent request to modify the speed limit on Church Street and Bridge Street.

Please be advised that both our District 4 Traffic Engineering Section and our Boston Office Regulations Section agree that lowering the speed limit to 35 miles per hour is not appropriate at this time. The speed data submitted revealed 85<sup>th</sup> percentile speeds ranging from 41 to 43 miles per hour on Church Street, and 42 to 44 miles per hour on Bridge Street. This indicates that it is the opinion of the majority of motorists on these roadways that 40 miles per hour is an appropriate and reasonable speed limit under ideal conditions.

History and engineering experience has taught us over a long period of time that the speed that the majority of motorists travel at on a particular roadway is primarily a function of several factors, such as the design and layout of the roadway, roadside development/density, pedestrian activity, etc. Both roadways have two twelve-foot travel lanes with two-foot shoulders, are well marked with a double yellow center line and white edge lines and are tangent with excellent sight distance. The posted speed limit has shown to have limited influence on speeds at which motorists travel, as the majority of motorists tend to travel at a speed they feel comfortable at according to the prevailing conditions, as previously mentioned. If the speed limit were reduced to 35 mph on these roadways, approximately 75-80% of motorists would be traveling in violation of the posted limit, which would subject them to unfair fines and insurance surcharges. It also would difficult to enforce since such a large number of motorists are in violation.

I hope you understand why we do not feel a reduction in the posted speed limits on Church and Bridge Streets are warranted at this time. However, if conditions on these roadways change, we will be willing to revisit this area in the future.

Sincerely,

Neil E. Boudreau  
Assistant Administrator for Traffic and Safety

RFW/

## Town Manager

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**From:** Rick Parker  
**Sent:** Tuesday, June 2, 2020 10:40 AM  
**To:** Town Manager; David Archibald; Glenn Kemper  
**Cc:** Town Accountant; Finance Admin; Michael McCarron  
**Subject:** RE: One Twelfth Budget - and update on overall workplan

Angus,

The compilation of tasks you've put together makes my head spin, particularly considering the time sensitive nature of virtually every item. The list alone is cause for concern when matched up with the people and hours to accomplish the tasks and it's amplified by our near complete lack of redundancy within the town government structure. If one key person were to become unavailable at this point we would be sunk. I take your point on the town's thin human resources and **would like to discuss at our next BoS meeting**. I understand the reluctance to add costs by adding staff, but am concerned that we're set up to fail at our basic mission.

Thx - rick

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**From:** Town Manager <townmanager@wnewbury.org>  
**Sent:** Friday, May 29, 2020 3:29 PM  
**To:** David Archibald <darchibald@wnewbury.org>; Glenn Kemper <gkemper@wnewbury.org>; Rick Parker <rparker@wnewbury.org>  
**Cc:** Town Accountant <townaccountant@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>  
**Subject:** One Twelfth Budget - and update on overall workplan

Board,

You may be interested to review the attached materials which were the subject of a webinar I attended earlier today with other small town managers/administrators.

My office will be working on a proposal for Board consideration ideally on June 8<sup>th</sup>, though other work needed in the same timeframe is substantial, including (but by no means limited to):

1. finalizing (by Tuesday) the Preliminary Official Statement for the reissue of BANs which mature July 17<sup>th</sup> (status: 90%+ complete);
2. finalizing (by/on next Friday June 5) certification due to MassDOR to preserve West Newbury's ability to seek future Fed funding from CARES Act;
3. finalizing 3 items for the FinCom booklet (revenue table, capital report, cover letter incl. FY21 tax rate estimate which requires completion of the FY21 tax rate recap model) (status: at least 20 hours have gone toward this between me and Stephanie, with probably at least this number of hours remaining to get these items done. This has been made more complicated by the fact that I have recently revised downward the projections of FY21 non-tax revenue, based on the latest available info re COVID-19 impacts);
4. reviewing and assembling the 50+ 40B comment letters since the most recent distribution to the Board 2 weeks ago; and preparing a draft of BOS comments to MassHousing re the 40B, taking into account comments received and anticipated incl. from PB, ConCom, Open Space, Fire Chief, DPW, Water;
5. coordinate and participate in call w MassHousing re Coffin Street;
6. finalize proposed new 40B regulations, which the ZBA will refer to public hearing at its meeting on Tuesday afternoon (status: draft nearly complete, subject to further edits that will result from Tuesday's mtg; the draft will go out to ZBA w their mtg packet later today);
7. work w Moderator, Clerk/Counsel, DPW, public safety, Health re logistics for Town Meeting(s);

8. prepare new STM Warrant assuming 200+ signatures from this week's citizen petition are certified (Dianne is working on this now and this will likely be certified today);
9. update a draft phased re-opening plan and re-circulate updated draft to staff/depts for review/comment;
10. work w Health and Parks & Rec on reviewing/revising Town policy re parks/ballfields (group mtg Monday);
11. send proposed contract extension to Police Union and schedule remote mtg to review;
12. recalculate Town and employee health insurance premiums for July (payable in June) to account for unexpected discount communicated from MIIA earlier this week which will reduce Town's (and employees') health insurance costs for the month due to a one-time benefit voted by the MIIA Board, and communicate the reduced June withholdings to affected employees (Treasurer is leading this work under my oversight);
13. award contract to appraiser to get work started on Dole Place (90% done);
14. record a voiceover from the Coffin Street site walk to allow that video to be posted to local cable and website (~30 min);
15. continued work on 54 Board/Committee reappointments for FY21, all due to expire June 15th (Annie is doing most of this work, and at the 6/8 BOS mtg I'm going to request that the Board extend all current year appointments through June 30<sup>th</sup> to give us an extra couple of weeks to formalize all the appointments);
16. resolve details (incl. working w P&R Chair and affected staff) of compensation for summer rec program coordinators;
17. finalize exempt/non-exempt determination and send this to BOH (85% done, will go out later today).

Other items that are important, and time sensitive, are below. There is no way that these will get done in the next week but they're part of the background work ongoing:

1. Preparing BOS and Town Manager sections for inclusion in FY19 Town report (this has been on my work list since late 2019 and continually gets pushed);
2. Working w Auditor to finalize FY19 Audit (incl. Management Letter) for presentation to BOS prior to Town Meeting;
3. Continue to work w Finance Dept to reconcile FY20 payroll accruals, and configure Harpers' payroll software to automatically post accruals beginning July 1. (This work, which has taken many hours and will take many more, is directly responsive to an Auditor recommendation, and is a major shortfall in the Finance Department's operations that extends back at least 8-10 years);
4. Continue to work w Finance Dept to resolve backlog of postings not completed (or completed incorrectly) prior to the transition to a new Town Accountant;
5. On the basis of YTD expenses, propose line item transfers for FinCom and BOS approval as needed.

Hopefully this list – which covers the next 10 days or so and does not include many fiscal year-end tasks that the Finance Dept (incl. me in my role as Finance Director) needs to get done in the second half of June – helps explain why I have been “raising the caution flag” about organizational bandwidth to continue to manage the “baseline” work, without even taking into account the work to continue to advance the Town's policy agenda. Needless to say, my office also handles any number of daily correspondences and questions on a wide range of topics, incl. those above, but also ranging toward, for example, putting a former resident in touch with the right contact to arrange a burial at the Rural Cemetery (yesterday, required 3 calls and an email), facilitating the signing and recording of 2 ANR plans recently approved by the Planning Board, the timing of which had become a “critical path” issue to keep the school construction timing on track; assisting a resident with legitimate concerns about a Comcast work project that affects his and Town property and turns out not to have pulled the required permits, etc.

In your review of the attached materials it may interest you to know that the source town – Hadley – with population 5,346, shows the following finance/admin personnel in their org structure:

- Town Administrator
- Assistant Procurement Officer/Licensing Coordinator
- Town Clerk
- Asst Town Clerk
- Town Accountant

- Asst Town Accountant
- Human Resources Director
- Collector
- Asst Collector
- Treasurer
- Asst Treasurer / Payroll & Benefits Coordinator

I checked the list of names above and, while I'm sure some of these positions are part-time, they are all separate people (i.e. not the same person with multiple titles). It continues to be obvious to me, as it has been since early in my tenure, that we are woefully under-resourced, relative to actual need and with reference to other towns' staffing structures in finance & administration... but that is a problem for another day.

As I write this, it is looking impossible that all of the required pre-Town Meeting and other time sensitive BOS actions will be ready for the June 8<sup>th</sup> meeting. **If that proves true, I will recommend that the BOS schedule an extra mtg on Monday, June 15<sup>th</sup>.**

Thanks,  
Angus

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

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To: Baker, Denise <[dbaker@mma.org](mailto:dbaker@mma.org)>  
Subject: STAM Meeting Materials

Good Morning,  
Thank you for registering for the STAM meeting today. Please find attached presenter David Nixon's Powerpoint presentation, his 1/12th Budget document and accompanying Excel file.

A video of the webinar will be posted on [mma.org](http://mma.org) by early next week.

Thank you,

Denise Baker  
Senior Member Services Coordinator



1 Winthrop Square  
Boston, MA 02110  
617-775-5963  
[www.mma.org](http://www.mma.org)