



**Town of West Newbury
Board of Selectmen
Monday, June 10, 2019 @ 6pm**
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 JUN -6 PM 5:06

AGENDA

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

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- ❖ Review of Executive Session meeting minutes: Jan. 22, 2019; Jan. 30, 2019; Feb. 4, 2019.

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Community Bandstand Summer Concert Series begins Thursday, June 13th. Every Thursday through August 29th, 6:30-8pm, Rain or Shine! Performers listed on Town website (events calendar)
- Bicentennial events in July! More details online on Town website events calendar.
 - July 6th Opening Day at Annex/Bandstand/Town Office (pancake breakfast, Town Picture)
 - July 8th History and Heritage Day, Town Hall, Exhibit noon-6pm, reception 6-8pm
 - July 9th Ice Cream Social, Long Hill Orchard, 6-8pm
 - July 10th Student Art Show, "What West Newbury Means To Me," Page School, 2-6pm
 - July 11th Bandstand and Movie Night, concert 6-8pm, movie 8:30-10:30pm
 - July 12th, Old Fashioned Dance (and barbeque), Town Hall, 6-11pm (ticket purchase required)
 - July 13th, Family Field Day, Pipestave Hill, field day/picnic, concerns, light show and fireworks!
- Tickets still available! West Newbury Day at Fenway Park, Red Sox v. Angels, Friday, August 9th

Regular Business

- A. Meeting w Rep. Lenny Mirra re Merrimack River Task Force / Combined Sewer Overflows
- B. Request to place signs on public property, flag football registration, West Newbury Youth League
- C. Review of resident correspondence and staff recommendations regarding Chase Street vehicle safety
- D. Approval of deed to transfer ownership of Pipestave Apartments and land to Housing Authority
- E. Requests for intra-departmental Line Item Transfers – *referrals to Finance Committee*
 - a. Fire Dept.: \$10,000.00 transfer from Fire Alarm Wages to Fire Expenses
 - b. Fire Dept.: \$5,000.00 to transfer from Fire Drills to Fire Expenses
 - c. Fire Dept.: \$5,000.00 from Fire Administration to Fire Expenses
 - d. Fire Dept.: \$5,000.00 from Fire Alarm and Communications to Fire Expenses
 - e. DPW: \$4,000 from Street Paving/Repairs to DPW Expenses
 - f. DPW: \$5,000 from Public Street Lights to Road Machinery Operating Expenses
- F. Execution of amended Pentucket Regional School District Regional Agreement
- G. Review/revision of Committee Charge for Carr Post Building Committee
- H. FY20 Committee appointments (partial)
- I. Review and approve job description for Planning Board Administrative Assistant
- J. Review and approve FY20 employee wage schedule (partial)
- K. Updates on active projects, esp. current through end of FY19 (June 30, 2019)
- L. Review/revise upcoming Board of Selectmen meeting schedule

Town Manager Updates

- M. Updates on planning for July Bicentennial events (esp. July 13th Family Field Day at Pipestave)
- N. Potential State funding for accessibility improvements to Page School playground(s)
- O. Follow up meeting assignments
- P. Placing items for future agendas

WEST NEWBURY COMMUNITY BANDSTAND SUMMER CONCERT SERIES 2019 SCHEDULE

Thursday Evenings 6:30 – 8PM (Rain or Shine)

JUNE

- 13 - **Merrimack Valley Concert Band**
American Variety
- 20 - **John Curtis**
Solo Acoustic
- 27 - **Quentin Callewaert Band***
Originals and Classic Covers

JULY

- 4 - No Concert - Happy Independence Day!
- 11 - **W. Newbury's 200th BIRTHDAY BASH!**
TMWB (Thomas Machine Works Band)
Country Rock
- 18 - **Twangbusters**
Honky Tonk and Juke Joint Swing
- 25 - **Mark Marquis Band**
Mixed originals & Rock Classics w/ horns

AUGUST

- 1 - **Wild Maple**
Roots Americana
- 8 - **Don White**
Singer/Songwriter/Storyteller
- 15 - **Tom Petty Tribute by The SpaceHeaters**
Tom Petty Covers
- 22 - **Unnamed Colors***
Original Progressive Rock/Jazz Piano Pop
- 29 - **Way Up South***
"Big Sky" Sound

***FIRST-TIME APPEARANCE!**

Location: 381 Main Street, W. Newbury, MA 01985 (behind the Annex Building)
Food and Beverages available for purchase – Rain Shows in Annex Building

ALL SHOWS ARE FREE

For more information visit www.wnewbury.org



West Newbury Bicentennial Celebration

	<p>Saturday, July 6 Opening Day</p>	<p>Annex Bandstand Town Office Lawn</p>	<p>Pancake Breakfast Opening Ceremony Town Picture</p>	<p>8:00 – 10:00 10:30 11:00</p>
	<p>Monday, July 8 History and Heritage Day</p>	<p>Town Hall</p>	<p>Exhibit open July 6 - 11 Reception July 8</p>	<p>12:00 – 6:00 6:00 – 8:00</p>
	<p>Tuesday, July 9 Ice Cream Social</p>	<p>Long Hill Orchard</p>	<p>Ice Cream Social</p>	<p>6:00 – 8:00</p>
	<p>Wednesday, July 10 “What West Newbury Means to Me – A Student Showcase”</p>	<p>Page School</p>	<p>Student Art Show</p>	<p>2:00 – 6:00</p>
	<p>Thursday, July 11 Bandstand and Movie Night</p>	<p>Bandstand Annex</p>	<p>Bandstand Concert Movie</p>	<p>6:00 – 8:00 8:30 - 10:30</p>
	<p>Friday, July 12 Old Fashioned Dance</p>	<p>Town Hall</p>	<p>Dance and Barbecue</p>	<p>6:00 – 11:00</p>
	<p>Saturday, July 13 Family Field Day</p>	<p>Pipestave Hill</p>	<p>Field Day and Picnic Concert Light Show and Fireworks</p>	<p>12:00 – 600 7:00 9:00</p>

WEST NEWBURY DAY AT FENWAY PARK



World Champion Boston Red Sox

vs

Los Angeles Angels

August 9, 2019

Game Time 7:10

Buses depart 3:50 for pre-game celebration

Grandstand seating with bus - \$108

Reserved bleacher seat with bus - \$83

Tickets must be purchased by July 13, 2019. Order forms are available on the West Newbury Bicentennial Committee web page and at the West Newbury Town Offices. Availability is limited and tickets will be sold as payment is received.

West Newbury Bicentennial Committee

www.wnewbury.org/bicentennial-committee



Town Manager

From: [REDACTED]
Sent: Wednesday, June 5, 2019 4:12 PM
To: Town Manager
Subject: RE: [External]: Fwd: FW: Merrimack River Task Force Kickoff
Attachments: Combined Sewage Overflow (CSO) description from EPA.docx

Hi Angus,

Thank you for your help in this! Please find attached the information I was planning on handing out at that meeting. It's from the EPA web site and it describes issues with the river that we want people to be aware of.

The web address is at the top so putting that on the town's web site would be helpful.

Thanks again!

Representative Lenny Mirra
Second Essex District
State House, Room 548
Boston, MA 02133
Office: (617) 722-2803

From: [REDACTED]
Sent: Wednesday, June 05, 2019 1:00 PM
To: Mirra, Leonard - Rep. (HOU)
Subject: [External]: Fwd: FW: Merrimack River Task Force Kickoff

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

From: **Town Manager** <townmanager@wnewbury.org>
Date: Tue, Jun 4, 2019, 6:25 PM
Subject: FW: Merrimack River Task Force Kickoff
To: Lenny Mirra [REDACTED]

Rep. Mirra,

I'm meeting w Archie tomorrow afternoon to finalize Monday's (6/10) BoS agenda and want to confirm you're still planning to attend to discuss CSOs. I spoke w Megan DesAutels in your office a couple of weeks ago. Please let me know if this date still works, your preference on time, and if you'll have any materials you want up on the screen; or if you'd prefer to reschedule to a future BoS mtg.

Thanks!

Angus

Merrimack River

Environmental Challenges for the Merrimack River

Bacterial Challenges

Reducing high levels of bacteria in the Merrimack River is a top priority.

The primary source of bacteria pollution to the Merrimack River is untreated sewage. The solution is expensive: cities and towns in the watershed must spend hundreds of millions of dollars in municipal wastewater infrastructure improvements to assure that sanitary sewer systems capture and fully treat all sewage before discharge. Many communities on the Merrimack River are working to find and remove illicit connections of sewers to storm drains. In addition, six sanitary sewer systems (all of them located above drinking water intakes) have very old combined sewers which discharge untreated sewage during wet weather.

Elevated bacteria levels are primarily caused by the following sources:

Illicit Sewage Discharges to Storm Drain Systems

Illicit discharges are generally any discharge from a storm drain system that is not composed entirely of stormwater. Illicit discharges are a problem because, unlike wastewater which flows to a wastewater treatment plant, stormwater generally flows to waterways without any treatment. Illicit discharges often include sewage, bacteria, viruses, phosphorus and nitrogen (nutrients), surfactants, and various toxic pollutants.

Over the last few years, EPA Region 1 has been conducting sampling of storm water pipes discharging into the Merrimack River and its tributaries. The samples are analyzed for bacteria as well as a suite of pharmaceutical compounds, high levels of which point to an illicit cross connection between sanitary sewers and storm drains.

Combined Sewer Overflows (CSO)

CSOs occur when wastewater containing untreated human waste, industrial waste and other debris is carried through the stormwater pipes and discharged into the River. Many sewer systems originally were designed to carry sewage and stormwater in the same pipe to a sewage treatment plant. After heavy rainfall or snowmelt, however, the wastewater volume can be more than the sewer system or treatment plant can handle. For this reason, combined sewer systems

were designed to have safety valves that allow overflow after rain events, which results in wastewater being discharged directly into the river.

Five sanitary sewer systems discharge untreated sewage into the Merrimack River during wet weather because portions of the system carry combined sanitary and storm flow. All five of these systems have entered into enforcement agreements with the U.S. EPA to eliminate their combined sewer overflows through extensive infrastructure investment.

Urban Stormwater

Stormwater runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent stormwater runoff from naturally soaking into the ground. Stormwater can pick up sediments, oil, nutrients like phosphorus and nitrogen that can cause algae, debris, chemicals, dirt, and other pollutants, which flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing and sometimes drinking water. Pet waste can be a major source of bacteria and excess nutrients in local waters.

Nutrient Challenges

Nutrients, primarily phosphorus, are a chief culprit for dramatic algae blooms that plague the River with blue-green algae during the summer months.

These "blue green" algae blooms, are a form of bacteria known as Cyanobacteria, whose cells may release a toxin when they die. Exposure to the toxin can cause skin rashes and irritate the nose, eyes or throat, and if ingested can lead to serious liver and nervous system damage. Other harmful effects of the algae include reduced water clarity, nuisance scum, and reduced oxygen in the water which is necessary for a healthy fish habitat.

Stormwater Challenges

Stormwater runoff is generated from rain and snowmelt that flow over land or impervious surfaces, such as paved streets, parking lots and building rooftops, and does not soak into the ground. The runoff picks up pollutants like trash, chemicals, oils, and dirt/sediment that can harm our rivers, streams, lakes, and coastal waters.

Water that is discharged from municipal separate storm sewer system are regulated under the NPDES Storm Water Program Municipal Separate Sanitary Stormwater (MS4) Permit. There are also opportunities to use green infrastructure approaches, which use natural processes to improve water quality by managing water at its source.

Litter

Litter and trash in water ways is a significant concern in some sections of the Merrimack River.

Lawrence community stakeholders identified litter and trash as one of their top priorities.

EPA's [Trash-Free Waters](#) program is reducing the volume of trash entering U.S. waterways.

Common trash from consumer goods makes up the majority of what eventually becomes marine debris, polluting our waterways and oceans. Plastics in the aquatic environment are of increasing concern because of their persistence and effect on the environment, wildlife, and human health.

The Clean River Project is how one of the partners is addressing litter in the Merrimack River.

Town Manager

From: [REDACTED]
Sent: Wednesday, June 5, 2019 1:59 PM
To: Town Manager
Cc: Residents Admin
Subject: Re: Form submission from: Contact the Board of Selectmen

Thanks, Angus. I am coaching and have practice on Monday so if I don't need to be there, that's helpful!

Best,

Jesse

On Jun 5, 2019, at 1:47 PM, Town Manager <townmanager@wnewbury.org> wrote:

Jesse,

Town policy ([here](#)) requires Board of Selectmen approval for this request. We'll put this on their agenda for this Monday June 10th (beginning at 7pm), and will be in touch next Tuesday to let you know the outcome. You're of course welcome to attend the mtg, though I don't anticipate the Board will have questions in approving this request.

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

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

From: [REDACTED]
Sent: W
Subject: Form submission from: Contact the Board of Selectmen

Submitted on Wednesday, June 5, 2019 - 1:03pm Submitted by anonymous user: 209.170.237.231
Submitted values are:

Message:
Gentlemen,

I am seeking permission to put out lawn signs around town to promote registration for the West Newbury Youth League flag football program.
Locations to include: in front of public safety building, in front of town hall, entrance to Action Cove, entrance to Page School, entrance to Pipestave, the 'triangle' where Cherry Hill, Bachelor and Moulton come together. They'd be out mid-June to mid-August.

Town Manager

From: cmsmailer@civicplus.com on behalf of Town of West Newbury MA via Town of West Newbury MA <cmsmailer@civicplus.com>
Sent: Wednesday, June 5, 2019 1:03 PM
To: Mary Winglass
Subject: Form submission from: Contact the Board of Selectmen

Submitted on Wednesday, June 5, 2019 - 1:03pm Submitted by anonymous user: 209.170.237.231 Submitted values are:

Message:
Gentlemen,

I am seeking permission to put out lawn signs around town to promote registration for the West Newbury Youth League flag football program.

Locations to include: in front of public safety building, in front of town hall, entrance to Action Cove, entrance to Page School, entrance to Pipestave, the 'triangle' where Cherry Hill, Bachelor and Moulton come together. They'd be out mid-June to mid-August.

Please let me know if this is OK.

Thank you,

Jesse Ciccone
WNYL Flag Football Director

==Please provide the following information==

Your Name: Jesse Ciccone

[REDACTED]

==Address==

[REDACTED]

City: West Newbury
State: Massachusetts
Zipcode: 01985

Upload a file:

The results of this submission may be viewed at:
<https://www.wnewbury.org/node/16763/submission/2813>



Signs on Town Property

The Town of West Newbury prohibits all signs on public property without prior approval by the Board of Selectmen. All requests to place a sign on public property must include the reason, the location(s), and duration the sign will need to be posted for and confirmation that permission has been obtained from the property owner. Applicant must acquire permission from the property owner if placing a sign on the property or in the right of way. Real estate open house signs are permitted as long as they are posted and removed the day of the open house.

Some examples of public property are rights-of-way (property running parallel to the roadway), traffic islands, utility poles, sidewalks and town-owned property. Please submit all requests to the Board of Selectmen either by email at selectmen@wnewbury.org or mail/drop off at 381 Main Street, West Newbury, MA 01985.

*Adopted by Board of Selectmen on September 18, 2017
Amended November 13, 2017*



WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

Note: this is the transmittal memo for the report.
The complete report with backup (52 pp) was
provided to each Board member in hard copy,
and is available for public review upon request.

TO: Angus Jennings, Town Manager and the Board of Selectmen

FROM: Jeff Durand, Chief of Police

DATE: June 6, 2019

RE: Chase Street speeding vehicles complaint

RECEIVED

JUN 06 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

Background: Earlier in April the police department received complaints of speeding vehicle from a number of residents on Chase Street. Starting on April 8th and continuing until June 4th the department was asked to perform "directed patrols" and radar assignments on Chase Street. Chase Street is an unposted, not thickly settled street with a legal speed limit of 40 mph.

Findings: During this time officers performed 47 radar assignments over many hours on Chase Street, (see attached reports). I believe the highest speed observed was 40 mph. No citations were issued during this time. Having the officers running radar in marked cruisers can itself be a deterrent to speeding cars, so the true speeds being driven on Chase Street at other times could be higher.

On June 5th I met with a number of residence of Chase Street including John Gregorio, Lisa Roach and Allison Schneider regarding the complaints. I informed them of the above findings and discussed with them the process of having posted speed limit signs erected on Chase Street. They all understood that this process involved the Town DPW and Mass Highway studies. I also told them that I personally felt that 40 mph was too fast for Chase Street given the narrowness of the roadway and that I would support a lowering of the speed limit as well as new signage.

Town Manager

From: Town Manager
Sent: Thursday, May 23, 2019 5:55 PM
To: [REDACTED]
Subject: RE: Chase Street traffic concern

John,

The issue of speed limits town-wide is included on Tuesday's (5/28) agenda; this had already been on track when I heard from you, based on staff work that has been ongoing.

Since hearing from you, I met w Chief Durand and DPW Superintendent Wayne Amaral to discuss Chase Street, and have reviewed recent police reports regarding their reviews and speed tracking in that area. I met w Chairman Archibald to review the 5/28 agenda and, because Chase Street is subject to active review, we agreed it made sense to postpone discussion of your specific request until the next BoS mtg on 6/10, by which time we'll have a staff recommendation reflecting Police and DPW input, and taking into account ongoing police monitoring in that location.

Both the Police Chief and DPW Director will be at Tuesday's meeting, and if you wish to attend you're certainly welcome. We can provide a preview of how we're proceeding in reviewing the situation and what can be expected for a recommendation at the 6/10 meeting. Your specific request re Chase Street, and the staff recommendation, will be listed on the 6/10 agenda.

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

From: [REDACTED]
Sent: Thursday, May 23, 2019 5:48 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: [REDACTED]
Subject: Re: Chase Street traffic concern

Hello,
Just checking in for an update.
Thank you,
John

On May 22, 2019, at 3:56 PM, [REDACTED] wrote:

Please consider this email a formal request to be added to the upcoming agenda.
Please let me know if you need any additional information.
John Gregorio

7 Chase St

On May 22, 2019, at 2:16 PM, [REDACTED] wrote:

Hi John,

In conversation this morning with Angus Jennings, WN Town Manager, I mentioned the concern in your neighborhood about traffic behavior near Chase Street's intersection with Main St.

Rather than meeting with me individually, it would probably be more efficient and effective to discuss with the Board of Selectmen at a regularly scheduled meeting. I'm not sidestepping your concern, but believe I already generally understand the issue from our previous conversation, and any decision/ action needs to include all people involved in the process.

There is already a traffic related issue likely to be on the agenda for next Tuesday's BoS meeting, so the necessary folks should all be present.

If you can send a request today to Angus at townmanager@wnewbury.org, your concern can hopefully be included in next week's meeting agenda.

Thank you - Rick Parker
(978)270-8053

Sent from XFINITY Connect App

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

From: [REDACTED]
To: Richard Parker
Sent: May 22, 2019 at 7:52 AM
Subject: Re: Selectman Campaign - Contact recommended by John Dodge

Hi Rick,
Hope your recovery is going well.
In regards to our previous discussions about safety on Chase street, our neighborhood recently had a get together.
The WN police were nice enough to come on our road several times for speed monitoring.
However we feel something else needs to be done.
Can I/we meet with you now officially to discuss this matter?
Thank you,
John

On May 8, 2019, at 3:24 PM, Richard Parker <[REDACTED]> wrote:



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: June 5, 2019
RE: Pipestave Apartments, ownership transfer to West Newbury Housing Authority

The attached draft deed and plan was provided to the Housing Authority, and their counsel has approved it. The Housing Authority Board has previously voted to accept the transfer.

In correspondence on May 16, Tracy Watson confirmed that all agreed work and improvements have been completed to their satisfaction. The Housing Authority intends to take over insurance, septic system maintenance and grass cutting as of July 1. The Town will continue to clear snow in winter. Executive Director Tracy Watson will attend the Board of Selectmen meeting this Monday evening.

It is requested that the Board of Selectmen vote to approve the enclosed deed in order to transfer ownership of the property.



TOWN OF WEST NEWBURY

Michael P. McCarron
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
978-363-1826 (Fax)
mmccarron@wnewbury.org

RECEIVED

JUN 07 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

June 7, 2019

I, Michael P. McCarron Town Clerk of the Town of West Newbury, hereby certify that the following is a true, accurate and complete copy of the vote taken at the Annual Town Meeting of the Town of West Newbury held on April 24, 2017.

ARTICLE 26. The Finance Committee recommended approval of this Article.

Selectman Joseph Anderson moved to authorize the Board of Selectmen to transfer, by deed or otherwise, the care, custody and control of the Pipestave apartments located at 692 Main Street consisting of approximately 1.52 acres of land and shown on Assessors' Map R23 as Lot 23A to the West Newbury Housing Authority upon such terms and conditions as the Board deems appropriate.

The Moderator declared that the Motion passed unanimously.

Attest:

Michael P. McCarron



DEED

THE TOWN OF WEST NEWBURY, a Massachusetts Municipal Corporation, with its principal place of business at 381 Main Street, West Newbury, Massachusetts

In consideration of One Dollar (\$1.00) and other good and valuable consideration

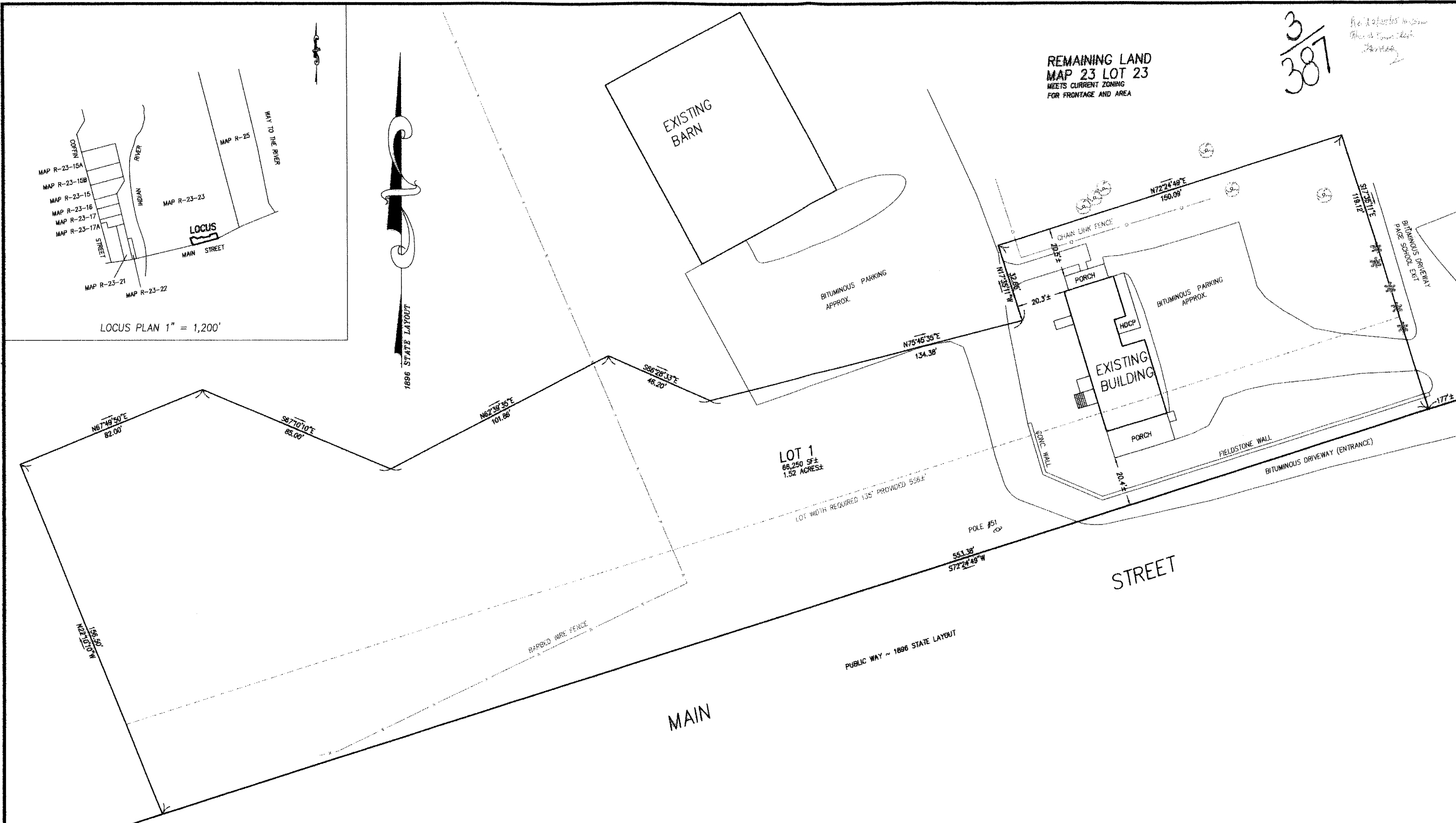
GRANTS to the WEST NEWBURY HOUSING AUTHORITY, a body politic created pursuant to Massachusetts General Laws, Chapter 121B with its principal place of business at 379 Main Street, West Newbury, Massachusetts.

WITH QUITCLAIM COVENANTS

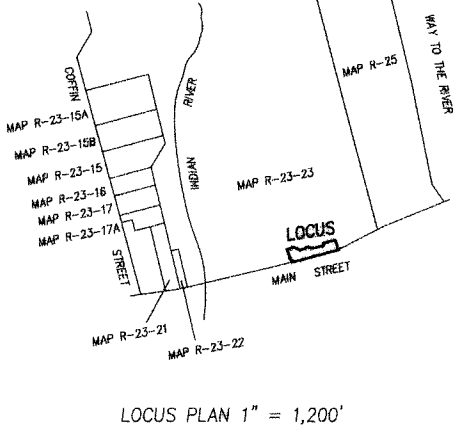
A certain parcel of land with the buildings thereon, situated at 694 Main Street, West Newbury, MA and more particularly described as Lot 1 on a plan of land entitled, "Form A Plan of Land, 694 Main Street, West Newbury, MA Town of West Newbury Board of Selectmen" dated 1-31-05 by Cammett CE, 297 Elm Street, Amesbury, MA, which plan is recorded with the Essex South District Registry of Deeds in Plan Book 387 as Plan 3 (hereinafter referred to as the "Property"). Said Property contains approximately 1.52 acres of land according to said Plan, together with the nonexclusive easement to use the area shown as "Bituminous Driveway (Page School Exit)" for access on foot and by vehicle.

This conveyance is being made by the Grantor to the Grantee for the purpose of providing housing as authorized in Chapter 121B of the Massachusetts General laws. The providing of such housing is an express condition subsequent of this conveyance. If the Grantee shall neglect or fail to continue to provide such housing, the Grantor may then serve upon Grantee a notice in writing specifying the particular manner by which Grantee has breached or defaulted this condition subsequent and directing Grantee to remedy the same. In the event that the Grantee shall fail to fully and entirely remedy such breach or default within ninety days thereafter, time being of the essence, then a notice in writing may be served upon Grantee, notifying them that the Grantor elects that the title to the whole of the conveyed premises shall revert to the Grantor; and thereupon, the title to the whole of such premises shall immediately and without the necessity of any further action on the part of the Grantor, revert to and revest in the Grantor, and the Grantee shall lose and forfeit all of their right, title and interest in and to the whole of the conveyed premises and to the improvements and fixtures thereon; and thereupon, the Grantor shall have the right of reentry to the property conveyed by this instrument.

The Grantor expressly reserves, as appurtenant to the Grantor's remaining land, the right and easement to the use the area shown on said Plan as "Bituminous Driveway (Entrance)" for all purposes for which streets may to used in the Town of West Newbury. Also, reserving to the Grantor, as appurtenant to the Grantor's remaining land, the right and easement to maintain,



3/387
 Re: 2005-05-05
 3/387



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FORM A
 PLAN OF
 LAND

694 MAIN STREET
 WEST NEWBURY, MA

TOWN OF
 WEST NEWBURY
 BOARD OF
 SELECTMEN
 381 MAIN STREET
 WEST NEWBURY, MA 01985

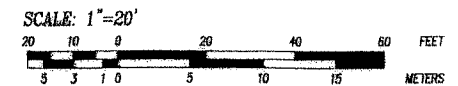
REVISION			
NO.	DATE	DESCRIPTION	BY
1	2-15-05	REVISE LOT 1	RES.
2	2-24-05	NOTES	TAM

I CERTIFY,
 1) THE PREPARATION OF THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.
 2) THE CERTIFICATION SHOWN HEREON IS INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND IS NOT A CERTIFICATION TO THE TITLE OR OWNERSHIP OF THE PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE SHOWN ACCORDING TO CURRENT ASSESSOR'S MAPS.



Timothy J. Meehan 2-25-05
 TIMOTHY J. MEEHAN, P.L.S. DATE

- NOTES:**
- 1.) THERE WERE SNOW CONDITIONS DURING FIELD SURVEY.
 - 2.) LOT WIDTH SHALL BE 90% OF THE REQUIRED FRONTAGE @ THE FRONT YARD SET BACK.
 - 3.) ALL LOT WIDTHS ARE THE SHORTEST DISTANCE BETWEEN THE SIDE LOT LINES OF THE LOT MEASURED AT THE MINIMUM SET BACK LINE, PER THE TOWN OF WEST NEWBURY ZONING BY-LAWS.
 - 4.) LOT 1 EXCEEDS CONTIGUOUS BUILDABLE AREA REQUIREMENTS.



DEED REFERENCE:
 TOWN OF WEST NEWBURY
 ESRD 5874/216
 ASSESSOR'S MAP 23 LOT 23

ZONING REQUIREMENTS:

DISTRICT	RESIDENCE C
AREA	20,000 SF
FRONTAGE	150 FT
YARDS	
FRONT	40 FT
SIDE	20 FT
REAR	20 FT
% REQUIRED CONTIGUOUS BUILDABLE AREA	75 %

APPROVAL UNDER THE SUBDIVISION CONTROL LAW IS NOT REQUIRED.
 WEST NEWBURY PLANNING BOARD:
 M.G.L. CHAPTER 41A SECTION 81P
 [Signatures]
 DATE: 3/1/05

Date: _____
 PROJ. MGR.: R. SMITH
 FIELD: R. DREW, S. LACERDA
 DESIGN:
 DRAWN: R. SMITH
 CHECKED: W. CAMMETT
 DATE: 1-31-05
 FILE: K:\104076\WS.dwg
 FB: 543
 JOB #: 04076
 SHEET 1 of 1

REGULAR MEETING
West Newbury Housing Authority
Board of Commissioners

Minutes

May 23, 2017

The regular Meeting of the West Newbury Housing Authority (WNHA) Board of Commissioners was held at 9:00 am on Tuesday, May 23, 2017 at 379 Main Street, West Newbury, Massachusetts.

1. Call To Order:

The Chair called the meeting to order at 9:09 a.m. The following Commissioners were in attendance:

Present:

Marjorie Peterson, President
Bert Knowles, Member
Mary Harada, CPC Rep, Vice Chair
Leisa Mingo, State Appointee

Absent:

Larry Corcoran, Treasurer

Also Present:

Tracy M. Watson, Executive Director & Secretary

2. Review and Approval of Minutes

- A. April 25, 2017** Commissioner Knowles motioned to approve the minutes as written. Commissioner Harada seconded the motion. All voted in favor 4-0 motion passed.

3. Correspondence

- A. MassNAHRO APRIL** – Commissioner Knowles motioned to receive and file. Commissioner Harada seconded the motion. All voted in favor 4-0 motion passed.
- B. PHN 2017-10,11,12** Commissioner Knowles motioned to receive and file. Seconded by Commissioner Harada. All in favor 4-0.

4. Financial

- A. Review and Approval of all Invoices through 5/23/17** Commissioner Harada motioned to approve all invoice payments through 5/23/17. Commissioner Mingo seconded. All voted in favor 4-0 motion passed.
- B. Fee Accountant Financial Reports** – April financials were presented for approval. Commissioner Harada motioned approval, Commissioner Mingo seconded. All voted in favor to accept 4-0.

5. New Business

- A. **Low Bid – TOILET & SHOWERHEAD PROJECT FISH #308009** – Commissioner Knowles motioned to accept. Commissioner Mingo seconded. 4 – 0 all in favor.

6. Old Business

A. Pipestave – Town Meeting Vote – Discussion that Town Meeting voted in favor of BOS having the authority to deed the property should the time come. Commissioner Knowles motioned to accept Pipestave at time of transfer. Commissioner Harada seconded. All in favor 4-0

B. **Jenna Milne** – Pipestave Discussion – TABLED

C. **Management Agreement Between NHA & WNHA** – annual extension agreement Commissioner Harada motioned to accept extension. Commissioner Mingo seconded. All in favor 4 – 0.

7. REPORTS

A. **Executive Director** ED updated on all projects going on at properties, etc. Commissioner Harada motioned to accept and Commissioner Mingo seconded. All in favor. 4-0.

B. **Next Meeting Tuesday, July 25, 2017 9:00am** Commissioner Mingo motioned to approve Commissioner Knowles seconded motion. All voted in favor 4-0 motion passed.

A. Adjournment

Commissioner Knowles motioned to adjourn Commissioner Harada seconded the motion. All voted in favor 4-0 motion passed. Chair declared the meeting adjourned.

Submitted by the Executive Director and approved on: _____

Marjorie A. Peterson
Chairman

Date

Tracy M. Watson
Executive Director

Date

Town Manager

From: Michael McCarron
Sent: Monday, May 6, 2019 2:37 PM
To: Town Manager
Subject: RE: Pipe Stave Apartments - Final Inspection

We have all the votes we need from Town Meeting, the Selectmen need just approve a deed to transfer the property. Since there are no taxes due on the property we do not need a municipal lien certificate. We need a smoke detector certificate and a Title 5 inspection from the Board of Health.

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

From: Town Manager
Sent: Monday, May 06, 2019 1:44 PM
To: Michael McCarron
Cc: DPW Director
Subject: FW: Pipe Stave Apartments - Final Inspection

Mike,

See below. Will keep you in the loop as this moves forward.

Please advise re what vote(s) the BoS will need to take to effectuate the transfer, and please proceed to prepare any deed or other documents necessary for conveyance.

My goal is to get this transfer completed and recorded no later than June 30. It's my understanding from Tracy that the Housing Authority Board has already taken the action it needs to take to accept ownership of the property, though I do not have this documentation on file and I'm sure we'll want this to complete our files.

If helpful, we could put together a mtg to talk through whatever will be needed.

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

From: DPW Director <dpwdirector@wnewbury.org>
Sent: Monday, May 6, 2019 1:40 PM

To: Tracy Watson <tmwatson@nhahousing.com>
Cc: Town Manager <townmanager@wnewbury.org>
Subject: Pipe Stave Apartments - Final Inspection

Tracy,

Hope all is well. DPW has recently conducted about \$17,000 worth of upgrades and repairs to the Pipe Stave Apartments. I would like to schedule a site visit to review these improvements and start the process of transferring the property over to the West Newbury Housing Authority.

Are you available next week? I am pretty wide open.

Wayne

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

Town Manager

From: DPW Director
Sent: Thursday, May 16, 2019 4:01 PM
To: Tracy Watson
Cc: Town Manager; Michael McCarron
Subject: Pipe Stave Apartments - Final Inspection for the transfer of property

Tracy,

Thanks again for meeting the Town Manager and I earlier this week on-site to inspect the recent improvements to the Pipe Stave Apartments that were agreed upon prior to West Newbury Housing Authority accepting the property on July 1, 2019. I would like to confirm that all the improvements done recently to the property meet your satisfaction and there are no other repairs or improvements required prior to the transfer. I understand that the official request for transfer will be submitted to the Board of Selectmen on June 10, 2019 with an official transfer date of July 1, 2019 at 12:01am.

I understand that our Town Counsel Mike McCarron will be preparing the documents required for said transfer and if you have any question, you may want to contact him directly.

I would also like to confirm that the town will continue to plow the roadways around the apartment building and the main parking lot to the apartments, while the West Newbury Housing Authority will conduct mowing around the property effective July 1, 2019.

Can I also get you cell number, in case of any emergencies and I need to contact you?

Thanks,
Wayne

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



Title 5 Official Inspection Form

Subsurface Sewage Disposal System Form - Not for Voluntary Assessments

Title page only.
Complete report on
shared BoS drive and
available upon request.

Owner information is required for every page.

694 Main Street (Apartment Building)
Property Address

Town of West Newbury
Owner's Name

West Newbury MA 01985 5/31/19
City/Town State Zip Code Date of Inspection

Inspection results must be submitted on this form. Inspection forms may not be altered in any way. Please see completeness checklist at the end of the form.

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



A. Inspector Information

Paul Sevigny
Name of Inspector

West Newbury Board of Health
Company Name

381 Main Street
Company Address

West Newbury MA 01985
City/Town State Zip Code

978-363-1100
Telephone Number

SI4382
License Number

B. Certification

I certify that: I am a DEP approved system inspector in full compliance with Section 15.340 of Title 5 (310 CMR 15.000); I have personally inspected the sewage disposal system at the property address listed above; the information reported below is true, accurate and complete as of the time of my inspection; and the inspection was performed based on my training and experience in the proper function and maintenance of on-site sewage disposal systems. After conducting this inspection I have determined that the system:

- Passes
- Conditionally Passes
- Needs Further Evaluation by the Local Approving Authority
- Fails

Paul Sevigny
Inspector's Signature

6/4/19
Date

The system inspector shall submit a copy of this inspection report to the Approving Authority (Board of Health or DEP) within 30 days of completing this inspection. If the system has a design flow of 10,000 gpd or greater, the inspector and the system owner shall submit the report to the appropriate regional office of the DEP. The original form should be sent to the system owner and copies sent to the buyer, if applicable, and the approving authority.

Please note: This report only describes conditions at the time of inspection and under the conditions of use at that time. This inspection does not address how the system will perform in the future under the same or different conditions of use.

The Commonwealth of
Massachusetts
Department of Fire Services -
Office of the State Fire Marshal
P.O. Box 1025, State Road, Stow,
Mass. 01775

APPLICATION FOR CERTIFICATE OF COMPLIANCE
FOR SMOKE DETECTORS AND CARBON MONOXIDE ALARMS
M.G.L. CHAPTER 148, SECTIONS 26F, 26F½

City or Town West Newbury Date: 06/05/2019

Application is hereby made for inspection of smoke detectors and carbon monoxide alarms as required by Massachusetts General laws, Chapter 148, Sections 26F, 26F½ and 527 CMR 31, et seq.

NOTE: SUBMIT APPLICATION TO LOCAL FIRE DEPARTMENT HEADQUARTERS

Location of Property 692 MAIN ST

Owner of Property ..

Number of Dwelling Units 4 Signature of Applicant _____

Inspection/testing completed on 06/05/2019 By: Assistant Chief Benjamin D Jennell
Inspector

Fee: (M.G.L. Chapter 148 Sec. 10A) 25.00 Fire Chief _____

Note: Any certificate issued in accordance with provisions of M.G.L. Chapter 148, Sections 26F, 26F½ expires sixty (60) days after issuance by head of the Fire Department.

FIRE DEPARTMENT'S COPY

The Commonwealth of
Massachusetts
Department of Fire Services -
Office of the State Fire Marshal
P.O. Box 1025, State Road, Stow,
Mass. 01775

CERTIFICATE OF COMPLIANCE
M.G.L. CHAPTER 148, SECTIONS 26F, 26F½

To: Angus Jennings, Town Manager

From: Fire Chief Michael Dwyer

May 21, 2019

Re: Tower 28 repair/transfer request

Angus,

We recently delivered our tower to Bulldog Fire Apparatus to diagnose a problem with the aerial ladder controls on the vehicle. It was determined that a swivel that bundles electrical, hydraulic and water supplies to the tower was damaged and needs to be replaced. The part is custom manufactured and only available from the manufacturer, KME. Bulldog was able to pinpoint the problem on one of the two redundant electrical feeds to the tower controls. They disabled one feed as a temporary fix. They informed me that vehicle can remain in service with this fix in place. We returned the vehicle to town where I asked my mechanical team to test and inspect the tower. Our department service vendor received a report from Bulldog and informed us that this often results from a major electrical short circuit. We contacted area departments that are experiencing the same issue with their aerial vehicles. It was determined that one company manufactures this component and it is used by several fire apparatus manufacturers. We should have a better idea what caused the damage after the repair.

I recently met with the Board of Engineers to report on our discussion to request line item transfers to make this repair. I have been in touch with Bulldog Fire Apparatus, the parts have been ordered and will be shipped to the repair facility. I will complete line item transfer requests in order to cover the anticipated cost of the part(s) needed for this repair.

If you have any questions please let me know,

Michael

TOWN OF WEST NEWBURY

Request For Appropriation Transfers Between or Within Departments

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

Date

Members:

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

Amount requested: \$

I. To be transferred from

(Give name of appropriation and Account#)

Present balance in above appropriation: \$

To

Present balance in above appropriation: \$

Explanation for requested transfer:

To

Request submitted by (signature
required) :

Michael Dwyer
Officer or Department Head

APPROVALS

Board of Selectmen:

Finance Committee:

Date of Meeting: _____

Date of Meeting : _____

Number Present and Voting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Approved by Majority, list vote : _____

Transfer disapproved (checkmark) : _____

Transfer disapproved (checkmark) : _____

Signature:

Signature:

Chairperson, Board of Selectmen

Chairperson, Finance Committee

TOWN OF WEST NEWBURY

Request For Appropriation Transfers Between or Within Departments

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

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To

Request submitted by (signature
required) :

Michael Dwyer
Officer or Department Head

APPROVALS

Board of Selectmen:

Finance Committee:

Date of Meeting: _____

Date of Meeting : _____

Number Present and Voting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Approved by Majority, list vote : _____

Transfer disapproved (checkmark) : _____

Transfer disapproved (checkmark) : _____

Signature:

Signature:

Chairperson, Board of Selectmen

Chairperson, Finance Committee

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

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

Date

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Present balance in above appropriation: \$

To

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Explanation for requested transfer:

To
Request submitted by (signature
required) :

Michael Dwyer
Officer or Department Head

APPROVALS

Board of Selectmen:

Finance Committee:

Date of Meeting: _____

Date of Meeting : _____

Number Present and Voting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Approved by Majority, list vote : _____

Transfer disapproved (checkmark) : _____

Transfer disapproved (checkmark) : _____

Signature:

Signature:

Chairperson, Board of Selectmen

Chairperson, Finance Committee

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

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

Date

Members:

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To

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Explanation for requested transfer:

To
Request submitted by (signature
required) :

Michael Dwyer
Officer or Department Head

APPROVALS

Board of Selectmen:

Finance Committee:

Date of Meeting: _____

Date of Meeting : _____

Number Present and Voting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Approved by Majority, list vote : _____

Transfer disapproved (checkmark) : _____

Transfer disapproved (checkmark) : _____

Signature:

Signature:

Chairperson, Board of Selectmen

Chairperson, Finance Committee



FIRE & EMERGENCY APPARATUS

P.O. Box 58
Woodville, MA 01784

Ship To: WEST NEWBURY FIRE
401 MAIN ST
WEST NEWBURY, MA 01985

Invoice To: WEST NEWBURY FIRE DEPARTMENT
381 MAIN STREET
WEST NEWBURY MA 01985



SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
GSO7341.	AERIAL TOWER KME	5492	1K9AF64879N058717		

SEGMENT# 1 C 4018 NA 04/17/19 04/18/19

ELECTRICAL ISSUES, CHECK SWIVEL
CORRECTION:

Set up aerial and performed multiple test and confirmed swivel is no good. Removed all four 110 volt circuits from swivel wiring at the lower junction box for safety. rewired two spare wires to get the rotation to work temporary. Supplied customer with estimate to replace swivel.

CT7S-BLK	7" SM DIA Z-TIE	4	.06	.24
23029	8-10 STUD SPADE	4	.30	1.20
	PARTS			1.44
	LABOR			619.52
10500000			SUBTOTAL==>	620.96

***** WORK ORDER TOTALS *****

PARTS	1.44
LABOR	619.52
TOTAL	620.96

Terms & Conditions
Payments are due upon receipt



CONTINUED ON PAGE 02

X

Customer Signature

DISCLAIMER OF WARRANTIES:

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either expressed or implied, including any implied warranty of merchantability of fitness for a particular purpose, and neither assumes nor authorizes any person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

TERMS:

Returns accepted on stock items subject to the following conditions: All goods returned subject to 15% handling charge and must be accompanied by this invoice. No refund without this invoice. No returns on special order or electrical parts. Special order parts must be paid for in advance. All supplied warranty replacement parts must be returned within 10 business days of delivery or full part cost will apply.



BULLDOG FIRE APPARATUS INC.

FIRE & EMERGENCY APPARATUS
P.O. Box 58
Woodville, MA 01784



Ship To: WEST NEWBURY FIRE
401 MAIN ST
WEST NEWBURY, MA 01985

Invoice To: WEST NEWBURY FIRE DEPARTMENT
381 MAIN STREET
WEST NEWBURY MA 01985

Branch WOODVILLE		
Date 05/13/19	Time 08:49:20 (O)	Page 02
Account No WESTN001	Phone No 9783631111	Inv No S02922
RMA/GSO	Bulldog P.O. # 1	
		Salesperson 101

SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
GSO7341.	AERIAL TOWER KME	5492	1K9AF64879N058717		

DISCLAIMER OF WARRANTIES:

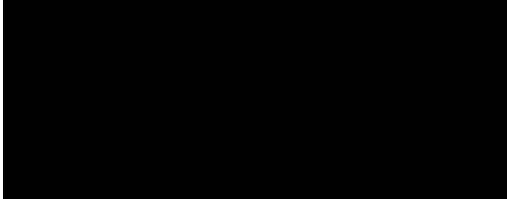
Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either expressed or implied, including any implied warranty of merchantability of fitness for a particular purpose, and neither assumes nor authorizes any person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

TERMS:

Returns accepted on stock items subject to the following conditions: All goods returned subject to 15% handling charge and must be accompanied by this invoice. No refund without this invoice. No returns on special order or electrical parts. Special order parts must be paid for in advance. **All supplied warranty replacement parts must be returned within 10 business days of delivery or full part cost will apply.**

X

Customer Signature



Customer Address		West Newbury Fire Department	Estimate	
City, Zip		381 Main St.	20190419	
Contact		West Newbury, MA 01985	Estimate Number	
Phone / Fax			Date	4/19/2019
Year	Color	VIN	Make / Model / Body	
		GSO 7341	KME / TOWER	

Start Date	Description	Prepared By	Authorized
	REPLACE AERIAL SWIVEL	SCH	

Line	Repair	Replace	Description	Paint Labor	Labor Hrs.	Material	shipping
1		X	Remove and replace hydraulic / electric swivel for aerial. **Note: 6 week lead time		40	\$20,089.66	\$225.00

Totals				0.0	40.0	\$20,089.66	\$225.00
N.E.T. 10 Auth _____				\$108.00 Per Hour		Labor	\$4,320.00
						Material	\$20,089.66
						Sublet	\$225.00
						TOTAL	\$24,634.66



Customer Address		Fire Department	Estimate	
City, Zip		Address	Estimate Number	year-mth-date
Contact		Town, Zip	Date	date
Phone / Fax		Contact		
Year		Phone #		
Color	GSO Number		Make / Model / Body	

Start Date	Description				Prepared By	Authorized	
Line	Repair	Replace	Description	Paint Labor	Labor Hrs.	Material	Quote
			Hourly time is only estimated. Could be longer or shorter depending on situation.				
Totals				0.0	0.0	\$0.00	\$0.00

N.E.T. 10 Auth _____	\$108.00 Per Hour		Labor	\$0.00
			Material	\$0.00
			Sublet	\$0.00
			TOTAL	\$0.00

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

E (e-f)

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

Date: 6/5/19

Members:

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

Amount requested: \$ 4,000.00

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

Present balance in above appropriation: \$ 31,050.00

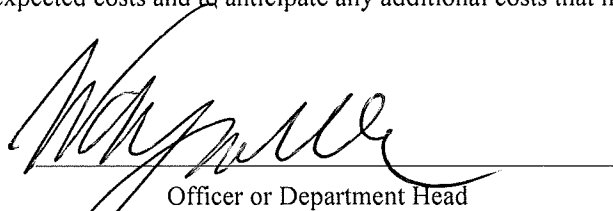
2. To be transferred to: 4205400 DPW Expenses

(Give name of appropriation and Account #)

Present balance in above appropriation: \$ -11.30

Explanation for requested transfer: To cover unexpected costs and to anticipate any additional costs that may arise before June 30th

Request submitted by (signature required):



Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairperson, Board of Selectmen

Finance Committee:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairperson, Finance Committee

Please Note:

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

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

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

Date: 6/5/19

Members:

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

Amount requested: \$ 5,000.00

1. To be transferred from: 4245410 Public Street Lights
(Give name of appropriation and Account #)

Present balance in above appropriation: \$ 7,821.51

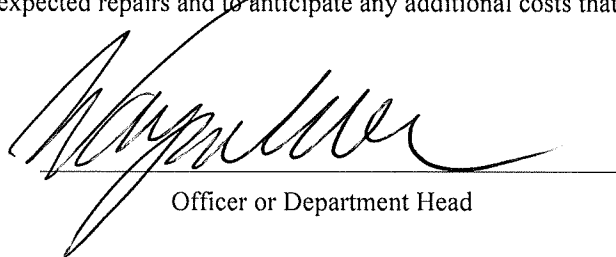
2. To be transferred to: 4205530 Road Machinery Op Expenses

(Give name of appropriation and Account #)

Present balance in above appropriation: \$ -3,015.11

Explanation for requested transfer: To cover unexpected repairs and to anticipate any additional costs that may arise before June 30th

Request submitted by (signature required):



Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairperson, Board of Selectmen

Finance Committee:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark): _____

Signature:

Chairperson, Finance Committee

Please Note:

1. This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.
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TOWN OF WEST NEWBURY

All Departments Expenditure Report

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

1000 - General Fund					Tot	06/01/2019	YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Expend	Balance	% Exp
4205112	DPW Salary & Wages		434,243.00		434,243.00		396,166.81	38,076.19	91.23 %
4205113	DPW Overtime Wages		10,404.00		10,404.00		3,733.73	6,670.27	35.88 %
4205200	Snow & Ice Removal		150,000.00		150,000.00		199,490.86	-49,490.86	132.99 %
4205210	Town Bldgs Operating Expenses		80,400.00	35,000.00	115,400.00		116,331.49	-931.49	100.80 %
1000420520	Children's Castle Utility Exp		16,000.00		16,000.00			16,000.00	0.00 %
4205240	Town Bldgs Improvements		51,000.00		51,000.00		42,451.98	8,548.02	83.23 %
4205243	Street Paving/Repairs		70,000.00	-37,500.00	32,500.00		1,450.00	31,050.00	4.46 %
4205380	Highway, Sidewalk & Trees		140,000.00		140,000.00		78,645.00	61,355.00	56.17 %
4205710	DPW Vehicle Allowance		6,000.00		6,000.00		4,225.00	1,775.00	70.41 %
4205400	DPW Expenses		4,800.00		4,800.00		4,811.30	-11.30	100.23 %
4205405	Parks Expenses		15,000.00		15,000.00		6,988.50	8,011.50	46.59 %
4205415	Electricity		70,000.00		70,000.00		60,227.30	9,772.70	86.03 %
4205530	Road Machinery Op Expenses		49,000.00	2,500.00	51,500.00		54,515.11	-3,015.11	105.85 %
1000420580	ATM 43018 A:14 Fire Alarm Service								100.00 %
1000420580	ATM 43018 A:12 Building Repairs		100,000.00		100,000.00			100,000.00	0.00 %
1000420580	STM 042516 A:9 LIBRARY OUTSIDE	30,000.00			30,000.00			30,000.00	0.00 %
1000420580	STM 042516 A:11 REPAIR+IMPRV	54,203.10			54,203.10			54,203.10	0.00 %
1000420580	STM 042516 A:10	18,376.45			18,376.45		5,636.38	12,740.07	30.67 %
420	Total Department of Public Works	102,579.55	1,196,847.00		1,299,426.55		974,673.46	324,753.09	75.00 %

TOWN OF WEST NEWBURY

2019 Expenditure Detail

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

Road Machinery Op Expenses 4205530										
	Chk #	Vendor #	Invoice	Warr	Pkt #	Approp	Expended	Encumbered	Available	% Exp
07/01/2018BDAPP		Record FY19 Budget	0		16036	49,000.00	0.00	0.00	49,000.00	0.00%
07/25/2018APWAR	29888	Exxon Mobil	7698 55023751	EW	3652	0.00	497.73	0.00	48,502.27	1.01%
07/25/2018APWAR	29873	Sanel Napa Auto parts	7861 4311812	EW	3652	0.00	18.73	0.00	48,483.54	1.05%
08/08/2018APWAR	29983	Wall's Ford Inc.	6157 265439	EW	3658	0.00	3,038.09	0.00	45,445.45	7.25%
08/08/2018APWAR	29960	New Hampshire Peterbilt	4396 AI24544	EW	3658	0.00	89.36	0.00	45,356.09	7.43%
08/22/2018APWAR	29994	Amesbury Industrial Supply Co.	23 853434	EW	3664	0.00	24.75	0.00	45,331.34	7.48%
08/22/2018APWAR	30014	Dunn's Equipment	2386 130215	EW	3664	0.00	59.39	0.00	45,271.95	7.60%
08/22/2018APWAR	30014	Dunn's Equipment	2386 130366	EW	3664	0.00	174.66	0.00	45,097.29	7.96%
08/22/2018APWAR	30020	Exxon Mobil	7698 55413961	EW	3664	0.00	495.95	0.00	44,601.34	8.97%
08/22/2018APWAR	30039	Mass Mobile Inspections, Inc.	7177 0718.21	EW	3664	0.00	1,680.00	0.00	42,921.34	12.40%
08/30/2018APWAR	30125	Welch & Lamson	3582 C94179	EW	3670	0.00	1,921.81	0.00	40,999.53	16.32%
09/05/2018APWAR	30176	Summa Humma Enterprises LLC	7668 PI24187	EW	3673	0.00	11.76	0.00	40,987.77	16.35%
09/05/2018VOIDC			8871 1178679	EW	3676	0.00	-68.80	0.00	41,056.57	16.21%
09/05/2018APWAR	30175	Sullivan Tire Companies	9030 Reissue lost	EW	3673	0.00	68.80	0.00	40,987.77	16.35%
09/19/2018APWAR	30218	Fastenal Company	8664 MANEW440	EW	3678	0.00	23.25	0.00	40,964.52	16.39%
09/19/2018APWAR	30263	RL Currie Corp.	9564 6041	EW	3678	0.00	1,338.08	0.00	39,626.44	19.12%
10/03/2018APWAR	30311	Dunn's Equipment	2386 131283	EW	3683	0.00	689.99	0.00	38,936.45	20.53%
10/03/2018APWAR	30311	Dunn's Equipment	2386 131286	EW	3683	0.00	17.99	0.00	38,918.46	20.57%
10/03/2018APWAR	30314	Exxon Mobil	7698 55802913	EW	3683	0.00	457.88	0.00	38,460.58	21.50%
10/03/2018APWAR	30323	J.C. Madigan, Inc.	7851 279956	EW	3683	0.00	190.27	0.00	38,270.31	21.89%
10/03/2018APWAR	30349	Salisbury Auto Parts	7834 56984388945	EW	3683	0.00	121.99	0.00	38,148.32	22.14%
10/03/2018APWAR	30366	Wall's Ford Inc.	6157 266160	EW	3683	0.00	1,932.34	0.00	36,215.98	26.08%
10/03/2018APWAR	30354	Sullivan Tire Companies	9030 27099415	EW	3683	0.00	844.00	0.00	35,371.98	27.81%
10/17/2018APWAR	30377	Chappell Tractor Sales Inc.	6745 15392	EW	3687	0.00	45.83	0.00	35,326.15	27.90%
10/17/2018APWAR	30399	J.C. Madigan, Inc.	7851 280508	EW	3687	0.00	646.14	0.00	34,680.01	29.22%
10/17/2018APWAR	30380	Coastal Hydraulics, Inc.	9548 141336	EW	3687	0.00	95.37	0.00	34,584.64	29.41%
10/31/2018APWAR	30515	Exxon Mobil	7698 56189367	EW	3694	0.00	255.26	0.00	34,329.38	29.94%
10/31/2018APWAR	30531	Neptune, Inc.	3532 286577	EW	3694	0.00	9.00	0.00	34,320.38	29.95%
11/14/2018APWAR	30576	Chappell Tractor Sales Inc.	6745 015392	EW	3702	0.00	45.83	0.00	34,274.55	30.05%
11/14/2018APWAR	30598	Georgetown Building Supply, Inc.	2604 236728	EW	3702	0.00	103.13	0.00	34,171.42	30.26%
11/14/2018APWAR	30652	Salisbury Auto Parts	7834 444562	EW	3702	0.00	133.98	0.00	34,037.44	30.53%
11/14/2018APWAR	30652	Salisbury Auto Parts	7834 444154	EW	3702	0.00	42.45	0.00	33,994.99	30.62%
11/14/2018APWAR	30674	Welch & Lamson	3582 C95097	EW	3702	0.00	1,956.51	0.00	32,038.48	34.61%
11/14/2018APWAR	30677	Wilson Welding Co.	3904 28264	EW	3702	0.00	102.50	0.00	31,935.98	34.82%
11/14/2018APWAR	30565	ABI Attachments, Inc.	9152 24457	EW	3702	0.00	555.90	0.00	31,380.08	35.95%

TOWN OF WEST NEWBURY

2019 Expenditure Detail

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

11/28/2018	APWAR	Exxon Mobil	30699	7698	56586067	EW	3706	0.00	571.64	0.00	30,808.44	37.12%
12/05/2018	VOIDC			6745	015392	EW	3713	0.00	-45.83	0.00	30,854.27	37.03%
12/05/2018	EXENT	Record Expense Reclass Neptune Uniform		0			16767	0.00	-9.00	0.00	30,863.27	37.01%
12/26/2018	APWAR	Exxon Mobil	30909	7698	56971659	EW	3719	0.00	680.61	0.00	30,182.66	38.40%
12/26/2018	APWAR	Libertry International Trucks of NH	30924	8172	634153	EW	3719	0.00	107.30	0.00	30,075.36	38.62%
12/26/2018	APWAR	Salisbury Auto Parts	30947	7834	447984	EW	3719	0.00	750.75	0.00	29,324.61	40.15%
12/26/2018	APWAR	Welch & Lamson	30960	3582	C96228	EW	3719	0.00	1,708.96	0.00	27,615.65	43.64%
12/26/2018	APWAR	New Hampshire Peterbilt	30936	4396	A135392	EW	3719	0.00	489.57	0.00	27,126.08	44.64%
01/09/2019	APWAR	Chadwick-Baross	30967	7235	C29233	EW	3723	0.00	453.00	0.00	26,673.08	45.56%
01/09/2019	APWAR	Libertry International Trucks of NH	30991	8172	634795	EW	3723	0.00	185.48	0.00	26,487.60	45.94%
01/09/2019	APWAR	James R. Rosencrantz & Sons	30990	7623	164159	EW	3723	0.00	439.59	0.00	26,048.01	46.84%
01/09/2019	APWAR	Salisbury Auto Parts	31012	7834	449995	EW	3723	0.00	64.34	0.00	25,983.67	46.97%
01/09/2019	APWAR	Salisbury Auto Parts	31012	7834	449999	EW	3723	0.00	216.11	0.00	25,767.56	47.41%
01/09/2019	APWAR	Salisbury Auto Parts	31012	7834	449996	EW	3723	0.00	263.87	0.00	25,503.69	47.95%
01/09/2019	APWAR	Salisbury Auto Parts	31012	7834	449998	EW	3723	0.00	277.49	0.00	25,226.20	48.51%
01/09/2019	APWAR	Salisbury Auto Parts	31012	7834	449997	EW	3723	0.00	351.13	0.00	24,875.07	49.23%
01/09/2019	APWAR	Tri-County Contractors Supply	31020	7255	15923	EW	3723	0.00	103.20	0.00	24,771.87	49.44%
01/09/2019	APWAR	RL Currie Corp.	31011	9564	6391	EW	3723	0.00	5,483.24	0.00	19,288.63	60.63%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	31063	23	861047	EW	3728	0.00	389.68	0.00	18,898.95	61.43%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	31063	23	860894	EW	3728	0.00	99.96	0.00	18,798.99	61.63%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	31063	23	860340	EW	3728	0.00	175.59	0.00	18,623.40	61.99%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	31063	23	860983	EW	3728	0.00	28.81	0.00	18,594.59	62.05%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	31063	23	861048	EW	3728	0.00	42.24	0.00	18,552.35	62.13%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	31063	23	860548	EW	3728	0.00	172.27	0.00	18,380.08	62.48%
01/16/2019	APWAR	Amesbury Industrial Supply Co,	31063	23	860545	EW	3728	0.00	93.68	0.00	18,286.40	62.68%
01/30/2019	APWAR	Exxon Mobil	31165	7698	57364034	EW	3732	0.00	512.62	0.00	17,773.78	63.72%
02/13/2019	APWAR	Brake & Clutch	31226	5196	00243171	EW	3738	0.00	26.59	0.00	17,747.19	63.78%
02/13/2019	APWAR	Donovan Equipment Co., Inc.	31242	7169	757423	EW	3738	0.00	2,627.93	0.00	15,119.26	69.14%
02/13/2019	APWAR	Salisbury Auto Parts	31299	7834	698-450392	EW	3738	0.00	589.04	0.00	14,530.22	70.34%
02/13/2019	APWAR	Salisbury Auto Parts	31299	7834	698-450398	EW	3738	0.00	-23.10	0.00	14,553.32	70.29%
02/13/2019	APWAR	Salisbury Auto Parts	31299	7834	698-450393	EW	3738	0.00	389.85	0.00	14,163.47	71.09%
02/13/2019	APWAR	Salisbury Auto Parts	31299	7834	698-452059	EW	3738	0.00	228.24	0.00	13,935.23	71.56%
02/13/2019	APWAR	Salisbury Auto Parts	31299	7834	698-451942	EW	3738	0.00	211.96	0.00	13,723.27	71.99%
02/13/2019	APWAR	Southworth-Milton, Inc.	31303	4005	1514180	EW	3738	0.00	814.32	0.00	12,908.95	73.65%
02/13/2019	APWAR	Southworth-Milton, Inc.	31303	4005	SCR0268168	EW	3738	0.00	-107.28	0.00	13,016.23	73.43%
02/13/2019	APWAR	Wilson Welding Co.	31321	3904	4124	EW	3738	0.00	102.50	0.00	12,913.73	73.64%
02/13/2019	APWAR	Sullivan Tire Companies	31307	9030	Q07357	EW	3738	0.00	264.75	0.00	12,648.98	74.18%

TOWN OF WEST NEWBURY

2019 Expenditure Detail

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

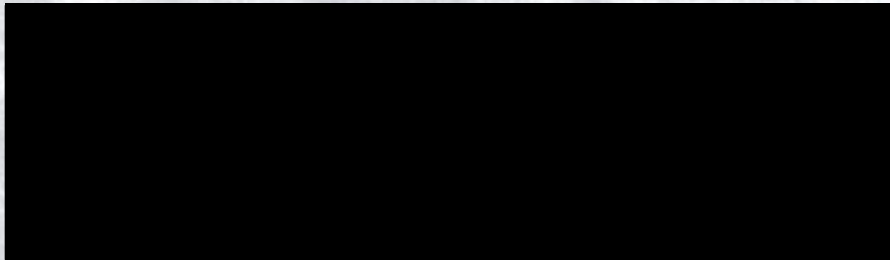
02/27/2019	APWAR	Cleaves Co., Inc.	31357	7092	367229	EW	3745	0.00	8,278.06	0.00	4,370.92	91.07%
03/06/2019	APWAR	Libertry International Trucks of NH	31424	8172	646037	EW	3749	0.00	233.60	0.00	4,137.32	91.55%
03/06/2019	APWAR	Salisbury Auto Parts	31436	7834	456016	EW	3749	0.00	73.99	0.00	4,063.33	91.70%
03/06/2019	APWAR	Salisbury Auto Parts	31436	7834	455975	EW	3749	0.00	233.88	0.00	3,829.45	92.18%
03/06/2019	APWAR	Sullivan Tire Companies	31437	9030	27103791	EW	3749	0.00	665.44	0.00	3,164.01	93.54%
03/13/2019	APWAR	Libertry International Trucks of NH	31476	8172	647947	EW	3752	0.00	59.76	0.00	3,104.25	93.66%
03/13/2019	APWAR	Salisbury Auto Parts	31488	7834	456298	EW	3752	0.00	28.68	0.00	3,075.57	93.72%
03/20/2019	APWAR	Libertry International Trucks of NH	31599	8172	647979	EW	3757	0.00	739.18	0.00	2,336.39	95.23%
03/20/2019	APWAR	Libertry International Trucks of NH	31599	8172	03062019	EW	3757	0.00	-514.19	0.00	2,850.58	94.18%
03/20/2019	APWAR	Salisbury Auto Parts	31618	7834	456779	EW	3757	0.00	10.86	0.00	2,839.72	94.20%
03/20/2019	APWAR	Salisbury Auto Parts	31618	7834	456778	EW	3757	0.00	101.94	0.00	2,737.78	94.41%
03/20/2019	APWAR	Salisbury Auto Parts	31618	7834	456480	EW	3757	0.00	117.63	0.00	2,620.15	94.65%
03/20/2019	APWAR	Salisbury Auto Parts	31618	7834	457280	EW	3757	0.00	44.38	0.00	2,575.77	94.74%
03/20/2019	APWAR	Salisbury Auto Parts	31618	7834	456870	EW	3757	0.00	13.20	0.00	2,562.57	94.77%
04/17/2019	APWAR	Amesbury Industrial Supply Co.	31714	23	864962	EW	3763	0.00	75.73	0.00	2,486.84	94.92%
04/17/2019	APWAR	Amesbury Industrial Supply Co.	31714	23	864461	EW	3763	0.00	86.28	0.00	2,400.56	95.10%
04/17/2019	APWAR	Chadwick-Baross	31726	7235	C37363	EW	3763	0.00	1,390.49	0.00	1,010.07	97.93%
04/17/2019	APWAR	Fastenal Company	31739	8664	MANEW462	EW	3763	0.00	12.39	0.00	997.68	97.96%
04/17/2019	APWAR	Fastenal Company	31739	8664	MANEW462	EW	3763	0.00	670.20	0.00	327.48	99.33%
04/17/2019	APWAR	Fastenal Company	31739	8664	MANEW462	EW	3763	0.00	381.63	0.00	-54.15	100.11%
05/08/2019	APWAR	Exxon Mobil	31926	7698	58648132	19-22A	3773	0.00	531.15	0.00	-585.30	101.19%
05/08/2019	APWAR	Fastenal Company	31927	8664	MANEW464	19-22A	3773	0.00	27.79	0.00	-613.09	101.25%
05/08/2019	APWAR	Simpson's Inc.	31958	4931	A539162	19-22A	3773	0.00	40.79	0.00	-653.88	101.33%
05/08/2019	APWAR	Welch & Lamson	31968	3582	C00494	19-22A	3773	0.00	1,721.10	0.00	-2,374.98	104.84%
05/08/2019	APWAR	Wilson Welding Co.	31970	3904	4171	19-22A	3773	0.00	100.00	0.00	-2,474.98	105.05%
05/08/2019	APWAR	Wilson Welding Co.	31970	3904	4168	19-22A	3773	0.00	16.20	0.00	-2,491.18	105.08%
05/13/2019	BDTRN	Record Appropriation Transfers Within		0			17358	2,500.00	0.00	0.00	8.82	99.98%
05/15/2019	APWAR	Chappell Tractor Sales Inc.	31981	6745	PB69797	EW	3774	0.00	1,800.70	0.00	-1,791.88	103.47%
05/15/2019	APWAR	Summa Humma Enterprises LLC	32059	7668	PI34128	EW	3774	0.00	109.12	0.00	-1,901.00	103.69%
05/15/2019	APWAR	Wall's Ford Inc.	32073	6157	273941	EW	3774	0.00	130.45	0.00	-2,031.45	103.94%
05/15/2019	APWAR	Sullivan Tire Companies	32058	9030	27103791	EW	3774	0.00	92.80	0.00	-2,124.25	104.12%
05/15/2019	APWAR	Liftworks	32018	4467	Q07878	EW	3774	0.00	70.68	0.00	-2,194.93	104.26%
05/22/2019	APWAR	Exxon Mobil	32092	7698	59138368	EW	3777	0.00	637.34	0.00	-2,832.27	105.49%
05/22/2019	APWAR	Southworth-Milton, Inc.	32109	4005	INV1611663	EW	3777	0.00	76.02	0.00	-2,908.29	105.64%
05/22/2019	APWAR	Southworth-Milton, Inc.	32109	4005	INV1612065	EW	3777	0.00	101.64	0.00	-3,009.93	105.84%
05/29/2019	APWAR	Dunn's Equipment	32135	2386	135284	EW	3779	0.00	5.18	0.00	-3,015.11	105.85%

TOWN OF WEST NEWBURY

2019 Expenditure Detail

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

4205530 Ending Bal	51,500.00	54,515.11	0.00	-3,015.11	105.85%
Period Total	51,500.00	54,515.11	0.00		
5400 Supplies Ending Bal	51,500.00	54,515.11	0.00	-3,015.11	
	51,500.00	54,515.11	0.00		
Dept 420 Department of Public Works Ending Bal	51,500.00	54,515.11	0.00	-3,015.11	
	51,500.00	54,515.11	0.00		
Fund 1000 General Fund Ending Bal	51,500.00	54,515.11	0.00	-3,015.11	
	51,500.00	54,515.11	0.00		
Grand Total	51,500.00	54,515.11	0.00	-3,015.11	105.85%
	51,500.00	54,515.11	0.00		



SOLD TO:

TOWN OF WEST NEWBURY
381 MAIN STREET
WEST NEWBURY, MA 01985

SHIP TO:

TOWN OF WEST NEWBURY
381 MAIN STREET
WEST NEWBURY, MA 01985

3631100

TERMINAL: 25

INVOICE MESSAGE

WORK ORDER # / SHIP METHOD / TIME / PAGE

No returns or service warranty without receipt.
No returns on special order or electrical parts.

Work Order #: 34140
SHIPPED VIA: *****
12:01:32 PAGE: 1 OF 1

ACCT. NO.	DATE	INVOICE NO.	SALESMAN	STORE	P/O NUMBER	SPECIAL INFORMATION
3631100	2/08/19	367229	046/072	1	Butch	0034140-6378

ORD.	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
				BRUSH BANDIT-200 XP SER NUM 15379 SER NUM INSTAL NEW WINCH CHECK TO SEE IF THE PAN SHOULD BE EXTENDED OCT 16 2016 OK TO PROCEED WITH INSTALATION OF NEW WINCH PER GARY AS PER ESTIMATE GARY DIRECT LINE 978-490-0146 GARY EMAIL GBILL.WNEWBURY.ORG				
				BAP500-0001-09	MOUNTING KIT		669.45	669.45
				BAP500000112	HYD WINCH ADD ON KIT		4565.37	4565.37
				TRRC54J60-12-001003	8 X 100 ENDURA CTD		355.99	355.99
				PHPL322CN	HOOK		65.15	65.15
				PHPG-10-10	CONNECTOR		36.96	36.96
				BAP900-8900-32	SAFETY DECAL KIT		288.77	288.77
				BAP900-2930-99	OLD PLUG		82.32	82.32
				BAP900-2930-74	TACHOMETER		580.05	580.05
16.5	16.5			L72L	LABOR		96.00	1584.00
				MSCSHOPSUPPLIES			50.00	50.00
CHARGE SALE						SUB TOTAL	6694.06	6694.06
						MISC.	0.00	0.00
						LABOR	1584.00	1584.00
						TAX 6.250	0.00	0.00
						INVOICE TOTAL	8278.06	8278.06

REC'D BY

IMPORTANT NOTICE

It is agreed as part of the consideration for this sale that the price shown hereon for the goods shall be paid on or before the 10th day of the month following the month of purchase. Any portion of the price not paid within said time period shall thereafter bear interest at the HIGHEST PREVAILING RATE. All claims and returned goods MUST be accompanied by this invoice. There will be no refund or exchange on electrical parts. The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The seller hereby expressly disclaims all warranties, either expressed or implied, including



Denise M. Dembkoski
Finance Director & Personnel Director
ddembkoski@grovelandma.com

Town of Groveland
Office of the
Finance Director

183 Main Street
Groveland, MA 01834
Tel: 978-556-7204
Fax: 978-469-5000

F

May 29, 2019

Carol,

Please have your chair sign the five copies then send along to Angus.

Angus,

Please have your chair sign, then the three town should get an original, and two originals will go to Pentucket, one for them to keep and one for them to file with the state.

Thanks,

Denise M. Dembkoski

**PENTUCKET REGIONAL SCHOOL DISTRICT
REGIONAL AGREEMENT**

**PreK-12 REGIONAL AGREEMENT OF APRIL 30, 1993
AS AMENDED JULY 1, 1997, JULY 1, 1998, JULY 1, 1999, JULY 1, 2005,
JULY 1, 2006, JULY 1, 2012, JULY 1, 2014, AND JULY 1, 2019**

For a Regional School District for the Towns of Groveland, Merrimac, and West Newbury, towns in the Commonwealth of Massachusetts hereinafter referred to as member towns.

Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE

- A. The Regional District School Committee shall consist of nine members, three from each member town, who shall be elected by the voters of that town. Each member so elected shall serve a three year term. In the event that a town or towns separate from the Regional School District at the elementary level as stated in Section X, the three (3) elected members from said town or towns shall constitute the elementary school committee as well as represent their town at the regional level.
- B. Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectmen and the remaining School Committee members from the town where the vacancy occurs. Such replacement shall serve until the next annual town election.
- C. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, Section 16A, known as "Regional School Committee, Organization". In addition, the Regional District School Committee shall fix the time and place for its regular meetings for the new term, provide for the calling of special meetings upon notice to all its members, and appoint appropriate sub-committees and other officers.
- D. The Chairmanship, Vice Chairmanship and Secretary positions shall be revolving with one position being from each town. No Town shall hold more than one office.

Section II. QUORUMS, VOTES AND GOVERNANCE

- A. A quorum to conduct business at regular meetings shall consist of a simple majority of its members and special meetings shall require not less than two members from each of the towns.
- B. On all issues requiring a vote of the Regional District School Committee, each member's vote will be weighted according to the respective town's population

based on the most recent decennial Federal census data, calculated out to two decimal places, and remain as such until the next official Federal census.

- C. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town shall require that two of the three members of the Regional District School Committee from the town in which the affected elementary school is located vote in support of that action. In order, however, for a school to be closed in any member town where there is more than one elementary school, all three committee members from the affected town are required to vote in favor of the proposed closure after a public hearing is held in the affected town.

Section III. TYPE OF SCHOOL

- A. The Regional School District shall include all grades from PK – 12.
- B. The secondary schools shall serve students in grades 6 or 7 – 12.
- C. The elementary schools shall serve students in grades PK – 5 or 6.
- D. In the agreement where “preschool” is mentioned it is done so for future purposes to permit the Regional District School Committee with the approval of all member towns at their respective Town Meetings, at some future date, to include preschool classes. Until such time all preschool expenses shall be on a self supporting basis, except those excluded by law.

Section IV. LOCATION OF SCHOOLS

- A. The Regional District secondary school buildings shall be located on sites owned by the District.
- B. There shall be not less than one elementary school in each member town. Students in grades PK – 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional “magnet” classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District “Contingency Plan” as approved by the Pentucket Regional School Committee, and as may be amended from time to time.
- C. Each member town shall retain ownership of all elementary school buildings and related grounds, including any new elementary school buildings constructed in the future. Each member town shall lease each elementary school building and related grounds to the Pentucket Regional School District for the sum of one dollar. Each lease shall be for a term not greater than the term permitted by either general or special State law. The initial term of each lease shall commence

on the date that the Regional District School Committee assumes jurisdiction over the pupils in grades PK-12 or as otherwise provided in such lease. Each lease may contain provisions for an extension of the lease term at the option of the Regional District School Committee. Responsibilities for maintenance of elementary school buildings shall be uniform across all District elementary school leases. A lease shall not prevent the use of the elementary school buildings or premises by the respective owner towns with the approval of the School Committee, which shall not withhold such approval unless educationally necessary. If permitted by either general or special State law, a lease may provide that it shall terminate and the leased property shall revert to the member town if the town should no longer be a member of the Pentucket Regional School District or if the Regional District School Committee should determine that the land, with the building and other improvements thereon, is no longer needed for the educational program of the District. Each lease may include such other terms as may be agreed upon by the Board of Selectmen of a member town and the Regional District School Committee. A lease shall be executed by the Board of Selectmen on behalf of the member town and the Regional District School Committee on behalf of the District.

- D. Said requirements to lease land and buildings shall not include portions of land and buildings already under separate lease at the time of the effective date of this agreement until such time as the existing lease terms expire.
- E. Payments from present leases and future leases shall be paid to the Regional School District in accordance with the lease agreement by and between the District and the Town.
- F. When necessary to implement due to an emergency as described in Section IV (B), the Pentucket Regional School District "Contingency Plan" will be in place for not more than one year, or until all towns have convened a special town meeting for the purpose of reviewing any amendments as may be proposed to the Regional Agreement, whichever comes first.

Section V. TRANSPORTATION

Transportation shall be provided by the Regional School District. The Regional District School Committee shall set District transportation policy.

Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of two parts: operating costs and debt service, each as herein defined.

1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years.
2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

Section VII. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

A. All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.

1. The district assessment will be calculated and reported to the member towns by using the two – step method. The District shall list all general fund revenues, including but not limited to Chapter 70 and Transportation Aid, and reduce the member assessment as it relates to the approved operating budget by said amount. The remaining member assessments shall be calculated by charging each member Town its net minimum spending amount as approved by the Department of Elementary and Secondary Education for the Fiscal Year being assessed. Should the requested member assessments exceed the net minimum spending required then the remaining amount shall be charged to each member Town based upon its percentage of the entire District enrollment calculated to 4 decimal places as of October 1 of the prior Fiscal Year for grades K to 12, including out of District placements, as reported to the Massachusetts Department of Elementary and Secondary Education on the statewide pupil census. All Debt Service and Capital Costs not associated directly to one member community's Elementary School(s) shall be allocated and assessed annually using the calculation stated above for any amount over the net minimum spending requirement.
2. Should all member Towns agree on an alternative method of assessment the District shall be notified in writing by each member community's Board of Selectmen Chair on the agreed procedure on or before March 1 of the year

prior to the Fiscal year budget start date. If the per pupil method of assessment is chosen then the calculation shall be the same as the amount over net minimum spending stated in Part 1 of this section.

- B. Debt Service, incurred by the District for an elementary school building of a member town, less applicable Chapter 70B MSBA aid, shall be assessed to the member town in which the elementary school is located.
- C. The payment of the assessed share of operating costs and debt service by each member town, as computed by the Regional District School Committee according to the methods specified in Sections VI, and VII, shall be made by each member town's Treasurer by check payable to the Regional School District in twelve equal installments by the fifteenth of each month.

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town by January 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, the District shall provide the member towns with a maintenance plan for each of its buildings. The District shall include a line item in its budget to fully fund this plan. A year end maintenance report shall be provided to the member towns identifying the cost of all maintenance performed.

- B. Each member town shall be responsible for payment of costs associated with the construction of new buildings, renovations, or making extraordinary repairs to the elementary school building/s located in that member town so long as they meet the requirements of a capital project as described in VIII A.
- C. The costs of on-going maintenance for those items not included in paragraph VIII B. for the elementary schools and all costs for the secondary schools shall be borne by the Regional School District.

Section IX. ADMISSION OF ADDITIONAL TOWNS

By an amendment of this agreement adopted by each member town in accordance with Section XIV and complying with the provision therein contained,

any other town or towns may be admitted to the Regional School District upon adoption as herein provided of such amendment and upon acceptance of the agreement as so amended, and also upon compliance with the provision of law as may be applicable and such terms as may be set forth in such amendment.

A new member may be admitted to the Regional School District as of July 1 of any fiscal year, provided that all requisite approvals for such admission, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission until July 1 of a subsequent fiscal year.

Section X. WITHDRAWAL OF MEMBER TOWNS FROM THE REGIONAL SCHOOL DISTRICT

- A. Any town withdrawing from the District must first pay all its share of total debt and current operating expenses. All withdrawals are subject to the approval of the Commissioner of Elementary and Secondary Education and must be approved by two thirds of the member Towns.

Any member town may withdraw from the regional school district in total or at the elementary level if accepted by a majority vote of the voters present and voting on the question at its Annual Town meeting called for the purpose, such withdrawal to become effective on June 30th of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one years written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the District Treasurer to the Treasurer of the withdrawing town.

Section XI. ANNUAL REPORT

- A. The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the secondary schools and each elementary school as may be deemed necessary by the Regional District Committee or by the Selectmen and/or the Finance Committee of any member town. This report shall contain a detailed listing of salaries by individual employee.

Section XII. BUDGET

The Regional Advisory Committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The Committee shall prepare reports to be read into the School Committee minutes.

- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
 1. The budget process shall be initiated annually in December and shall provide an opportunity for the Selectmen and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Selectmen, Finance Directors and Finance Committee members of each member town.
 2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; outlay, debt and interest charges; the last named to specify all items costing \$1,000.00 or more. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Board of Selectmen or Finance Committee may request further information.
 3. 45 days prior to the date of the earliest member Annual Town Meeting the Regional District School Committee shall adopt by a two-thirds vote of all its members a budget with such changes as may have resulted from conferences and an open hearing. This budget shall be presented in two parts as outlined in the attached template (Exhibit A). No later than 30 days from the date of the approval vote, but within 10 days if possible, the

Treasurer of the District shall certify to the Treasurer of each member town its assessed share of such budget.

4. The budget and assessment shall be so constructed as to show debt service, capital and operating costs. It shall also list all general fund revenue used to reduce member assessments as described in VII. A. This budget should also identify the costs of any programs not uniformly offered at all District elementary schools.
5. Budget approval will be in accordance with M.G.L. Chapter 71, Section 16B.
6. If, in the opinion of the Board of Selectmen and/or Finance Committee of any of the towns, the Regional School District budget will not fit the budgetary capabilities of their town, they can request of the Regional District School Committee a special meeting to discuss the budget.

This meeting shall be called within seven (7) days of the presentation of the budget to the member towns.

The meeting shall be attended by six members of the Regional District School Committee (two members from each member town), as well as two representatives of the Board of Selectmen and two representatives of the Finance Committee from each member town.

The purpose of this meeting will be to discuss the ability of the town or towns to meet the financial obligation brought forth by their assessment of the submitted Regional School District budget.

The charge of this group will be to recommend to the Regional District School Committee a reduced budget that least affects the educational integrity of the District and meets the financial capabilities of the town(s).

7. If a member town fails to hold a meeting within forty-five (45) days from the date on which an amended assessment was adopted by the Regional District School Committee, the member town shall be deemed to have voted affirmatively regardless of whether the town had previously approved an amount equal to or greater than the revised assessment. No action by the town constitutes approval.

Section XIII. INCURRING OF DEBT

- A. The Regional District School Committee shall have authority to develop plans for District schools. According to Chapter 71, S.16d. the Regional District School Committee shall not incur any debt for the school until the expiration of sixty (60)

days from the date said debt is authorized by the Regional District School Committee. Prior to the expiration of said period each member town will be notified of the intent to incur debt. Each member town which would bear a financial responsibility for the debt through the assessment of all or a portion of the principal and interest on such debt shall hold a Town Meeting for the purpose of expressing approval or disapproval of the amount of debt authorized by the Regional District School Committee by a majority of voters present and voting on the question. If the debt is disapproved by any member town, the debt shall not be incurred, and the Regional District School Committee shall then prepare an alternative proposal and a new or revised authorization to incur debt. The only exception to the restrictions in this paragraph shall be the incurring of debt in anticipation of revenues.

- B. In the event that a member town should determine, prior to the issuance by the District of long term indebtedness to finance a Capital Cost, to make an upfront cash contribution to pay all of its allocable share of such Capital Cost, then the total borrowing authorized to pay costs of such Capital Cost shall be reduced by the amount of such upfront cash contribution. A member town's share of Capital Costs for purposes of this section shall be determined in the same manner as used in determining the allocation of Capital Costs for the fiscal year in which the District's borrowing for a particular Capital Cost is authorized.

When a member town has paid its entire share of such Capital Cost, then such member town shall not be assessed for any portion of Debt Service incurred by the District to finance the balance of such Capital Cost. Then, notwithstanding the provisions of Section VII(A) to the contrary, Debt Service on the amount to be borrowed shall be assessed upon the member town or towns that did not determine to make an upfront cash contribution on account of such Capital Cost, as if the District's total enrollment consisted solely of the students from the noncontributing town or towns.

Any upfront cash contribution on account of a Capital Cost shall be paid to the District prior to the issuance of long term bonds by the District to finance such capital cost.

Section XIV. AMENDMENTS

- A. Amendments to the agreement must receive a majority vote of approval by each member town at a Town Meeting. Amendments may be initiated by the Regional District School Committee or by the Board of Selectmen of any one of the member towns.
- B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding or the rights of the District to procure the means for payment thereof.

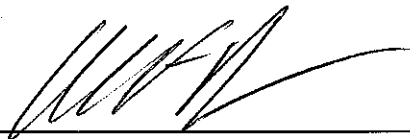
C. This agreement shall be reviewed every three years by a group comprised of the Chief Financial Officer of each town (or person holding such position by whichever title it may be known), the PRSD Business Manager, and the PRSD Superintendent, who will jointly make recommendations for changes to the member Town's Board of Selectmen. Each town's Chief Financial Officer shall participate on behalf of their respective Board of Selectmen, and shall be responsible to keep their Board apprised of communications and related meetings, and to provide their respective Board regular opportunities to initiate any potential amendments to this agreement or respond to any amendments as may be initiated by others. At any time the Towns may also appoint a task force to review the Regional Agreement. This task force will be made up of a member from each Town's Board of Selectmen, the member town's Finance Directors, the Chairman of the School Committee, the Superintendent and a citizen from each member town.

D. All amendments are subject to the approval of the Commissioner of Elementary and Secondary Education.

Section XV. SEVERABILITY OF SECTIONS

According to Chapter 71.S.16I., in the event that any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.

Approval Signatures



Chair, Groveland Board of Selectmen **Date** 5/28/19
Duly authorized

Chair, Merrimac Board of Selectmen **Date**
Duly authorized

Chair, West Newbury Board of Selectmen **Date**
Duly authorized



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

G

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: June 8, 2019
RE: Carr Post Committee Charge

At its May 28 meeting, the Board requested to review and update the Committee Charge for the Carr Post Committee to ensure that it can reflect the Board's current direction for Committee objectives for FY20. A review of materials on file, enclosed, as well as conversations with Committee members and others, suggests that no formal charge was adopted.

At this point, the Town needs to take action in a couple of distinct areas, and I recommend that the Board clearly delineate its expectations for actions that the Town staff will take, relative to those that it may wish to charge to the Committee.

One category of actions includes property maintenance and management, including serving as the Town's representative in working with the Drake's Landing developer in overseeing work to be completed by the developer pursuant to terms agreed during the project permitting. There are a couple of current items that will rely on dedicated attention, with some decision points ahead. Mike McCarron has suggested that the Town Manager legislation confers this authority on my office; however, I don't see the legislative language as clear in this regard:

Sec. 8(j) The town manager shall develop, keep and annually update a full and complete inventory of all property of the town, both real and personal. The town manager shall have jurisdiction over the rental of all town facilities and real property. The use of town property shall not conflict with policies, rental fees and other practices established by the board of selectmen.

Therefore, I recommend that the Board clarify its designation of my office – or alternatively, the Director of Public Works, under my oversight – to represent the Board in this regard. If so, I/we would be happy to bring key decisions to the Board for future direction.

The second category of actions includes scoping out future stabilization and improvements actions relative to the building, including its structure, roof, interior, etc. I have been corresponding with the firm that completed the 2014 architectural study¹ and recommend that we move forward to engage this or another qualified firm to advise the Town regarding the work that would be recommended in order to bring the building into productive use. One aspect of determining potential future work may

¹ Online at <https://www.wnewbury.org/carr-post-building-committee/files/soldiers-sailors-memorial-building-conditions-assessment>

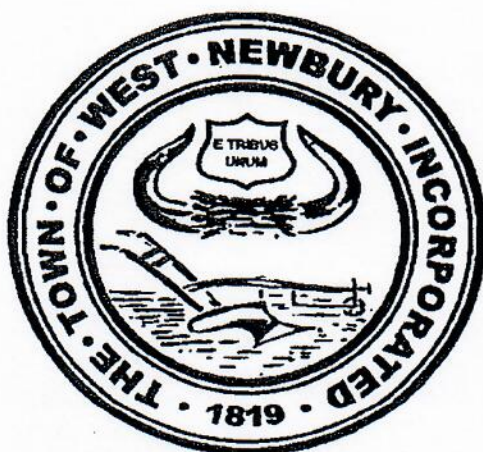
depend somewhat on what is envisioned as a future use (or uses) of the building; however, I find persuasive the idea that a focus on use(s) at this stage of restoration could appropriately be secondary. In meetings with the Building Inspector and DPW Director, it seems to us that building/site work could be reasonably scoped based on a more generic objective to bring the building into code compliance as a space for office/civic assembly. If we can proceed, without knowing the exact future use(s), it can allow us to move more quickly which, given the condition of the building, will be important to preserve the Town's future options.

My goal would be to engage an architectural preservation specialist, as soon as funds can be secured, to advise regarding future work, including phasing of same. This would assist at arriving at cost estimates necessary to bring a funding proposal to CPC – perhaps to be supplemented by outside grant funding, if available – to allow for further work on the structure.

I will look to the Board to consider what role the Committee could best serve, and to direct a new Committee charge accordingly.

**ANNUAL STATEMENT
OF THE RECEIPTS AND EXPENDITURES
FOR THE FISCAL YEAR ENDING
JUNE 30, 2015**

TOWN OF WEST NEWBURY



Together with the reports of the School Committee, Board of Fire Engineers, Board of Water Commissioners, Trustees of the Public Library, Assessors, Finance Director, Treasurer, Collector, Town Clerk, and various departments and committees.

- The remaining Carr Post members voted to give the building for \$1 dollar to the Town of West Newbury. In December the Selectmen began to talk about accepting the Carr Post Building. They would like to see the building to be stabilized and eventually restored. At the annual Town meeting a sum of money was proposed to accept the Carr Post building and to raise \$94,250 for stabilization of the building. The Selectmen decided to appoint a committee of five people, two of whom will be from the Historical Commission and three people at-large.
- The Water Department has not yet found a good well, but will continue to look for one on the Sullivan property.
- Stop signs were installed at "Great Rock" near South Street making the intersection safer.
- At the end of January 2015, the first of many blizzards began and the first was referred to as "a storm of historic proportions" with other deep snow storms behind it, breaking the record for snow-fall in this area.
- The Solar field was approved on Rte. 113 on Pipestive, behind the old "highway barn."
- The first round of bids for air handlers at the Page School all came in over budget. Later in the year more money was added and other bids for the air handlers were out to bid again.
- A meeting was held in Merrimac with several Towns and Cities met together to discuss the concern about kids in West Newbury (and others) who are being accepted by Whittier to the District for the wrong reasons.
- A Dodge cargo van will be built-out in one piece for the Senior Center. It is well needed!
- Good news came to the Town by Senator Tarr and Representative Mirra regarding storm water, repairing sidewalks, and the surface of Route 113/Main Street.
- A second development is being built for six homes on Sullivan Court, off of Whetstone.
- On May 4th Mr. Kemper ran for another 3-year term and won. He was voted unanimously as the Chairman for another year.
- Dogs on athletic fields should not be on these fields. Dog waste continues on soccer and other fields. We encourage dog owners or walkers should not bring dogs on the athletic fields. There are other acres of land in town where dogs may walk on a leash or run using voice control.
- Paul Sevigny and Kim Cole, of the Board of Health, came to talk with the Selectmen about ticks. Nothing can be done town-wide. Using stones or wood chips around your lawn will keep the ticks away, as the ticks prefer leaves and grasses.
- All Department Heads and the Selectmen provided their goals for the past year and the next year.

Sincerely,

Glenn A. Kemper, Chairman

Joseph Anderson

David Archibald

Respectfully submitted, Kristine A. Pyle

Excerpt of PB special permit for Drakes Landing - re Carr Post

- b. Condominium Documents (i.e. Master Deed, Declaration of Trust, Bylaws and Rules and Regulations of the Condominium)
 - c. Trail Easements
 - d. Water Line and other Utility Easements
 - e. Inclusionary Housing Documents
 - f. Conservation Restriction
11. Peer Review and Construction Inspections. During the required Site Plan Review, the Board will commission a peer review by its consultant Engineer at the expense of the Applicant. During construction the Board will commission its consultant Engineer to ensure all work complies with the Board's approval at the Applicant's expense.

OFF-SITE IMPROVEMENTS

During the course of review of this project, the Applicant met with Town officials to discuss certain off-site improvements including: 1. A shared parking area behind the Legion Hall/ Carr Post building at 363 Main Street for use by the public and the residents of the development; 2. Making the pond available to the public for skating, fishing, etc.; 3. Closing out the curb cuts in front of the Legion Hall/ Carr Post and allowing it primary access/egress from the new roadway; 4. Landscaping the Legion Hall/ Carr Post site; 5. Providing a sewer easement along the Applicant's property to allow for a potential future sewer connection between the Carr Post/Legion Hall and a septic system at 347 Main Street; and 6. Working with the West Newbury Water Department to install a water main from the Brake Hill Standpipe to Hilltop Circle, or as otherwise directed by the Water Department. Note that these items do not constitute Conditions of the Board's Approval of this Special Permit. These items have been discussed with the Board due to the complementary impacts for the Town and the future residents of the development. The Board acknowledges that these items are not germane to this Approval, nor are they within its jurisdiction. The Board is in favor of such improvements and recommends that the Town and the Applicant work to pursue them.

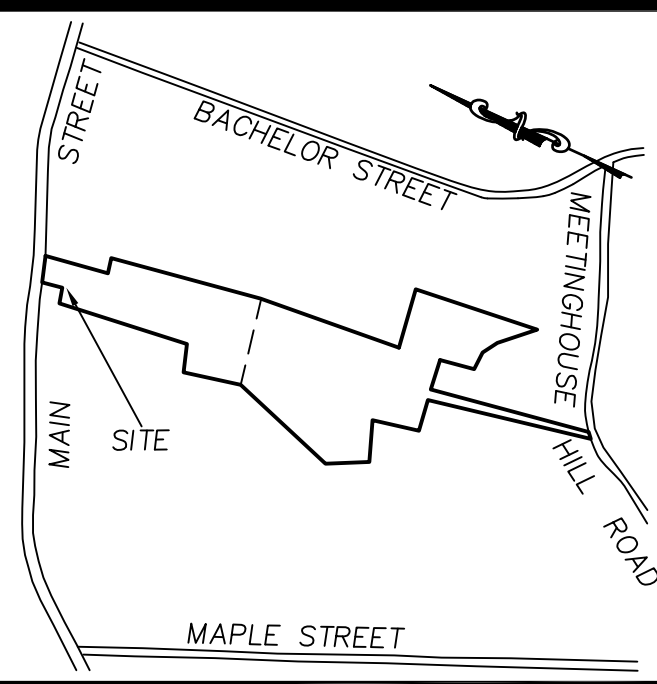
ADMINISTRATION

- a. Any outstanding invoices must be paid in full prior to endorsement of the Sketch Plan.
- b. The Sketch Plan shall be recorded as an attachment to this Certificate of Vote.
- c. All applicable laws, bylaws, rules, regulations, and codes of state law, federal law, and the Town of West Newbury shall be complied with, and the Owner shall obtain all necessary permits, licenses, and variances, as applicable.
- d. In accordance with Section 8.A.2.h. of the Town of West Newbury Zoning Bylaw, this approval which has been granted by the Planning Board shall lapse within two years from the date of Planning Board filing with the Town Clerk, or on February 14, 2019, if a substantial use thereof has not sooner commenced except for good cause or, in the case of a permit for construction, if construction has not begun by such date except for good cause.
- e. No further amendment, alteration, waiver or other change in the Permit shall occur other than by filing, approval, and recording of a modification to the Special Permit. In compliance with

Excerpt of PB site plan approval permit for Drakes Landing - re Carr Post

33, 35 and 37.

- a. The Planning Board shall not release any units from the Covenant Not to Convey until the infrastructure for that unit has been completed. Such Infrastructure items to be completed include utilities, binder course, and drainage for that unit, and any other related requirements of this Certificate of Vote.
7. Lighting: Outdoor lighting shall be supplied as specified in the Landscape Plans drawn by Hawk Design, Inc.
 8. Affordable Housing: The OSPD Special Permit, Condition 2. stipulates that the affordable housing requirement is 4.4 units. These units shall be comprised as follows:
 - a. On-Site Units: The Applicant shall provide 4 on-site units. Units 1, 9, 23, and 31 as shown on the plans, have been designated as the Affordable Units.
 - b. Housing Contribution Payment: The Applicant shall provide a Housing Contribution Payment in lieu of a Fractional Housing Unit of .4. Pursuant to Section 5.F.6.c., the payment has been determined to be \$83,200. Fifty percent (50%) of the payment, in the amount of \$41,600, shall be provided to the Town upon completion of the last unit in construction Phase 1, as defined herein. The remaining fifty percent (50%) of the payment, in the amount of \$41,600 shall be provided prior to the release of the 25th market rate unit.
 9. Off Site Work:
 - a. Water Line and Requirements: The developer shall design and install a new water main connecting the Brake Hill Standpipe to the Hilltop Circle Development, pursuant to clause 3. of the document entitled, "*Agreement for the Connection of 365 Main Street to the Town of West Newbury Public Water System*", as may be amended by the Town of West Newbury Water Department.
 - c. Improvements Impacting State Route 113: Any work proposed within the right of way of Route 113, a state highway, is subject to appropriate state review and approval.
 - d. Parking Spaces for the "Carr Post" building adjacent to the property have been provided and are for public use. For more detail please see the Board of Selectmen records.
 10. Trails and Trail Easements: Trails and Trail Easements are for public use and have been provided on the plans.
 - a. It is the responsibility of the Owner to build the Trails pursuant to the plan specifications.
 - b. A Trail Easement shall be granted from the Owner to the Town of West Newbury by and through the Conservation Commission for trails within the Owner's property.
 - c. The Trail Easement is subject to review and approval by the Planning Board, its designee, and the Conservation Commission.
 - d. The Trail Easement shall be recorded with the Plan, and the following notations shall be

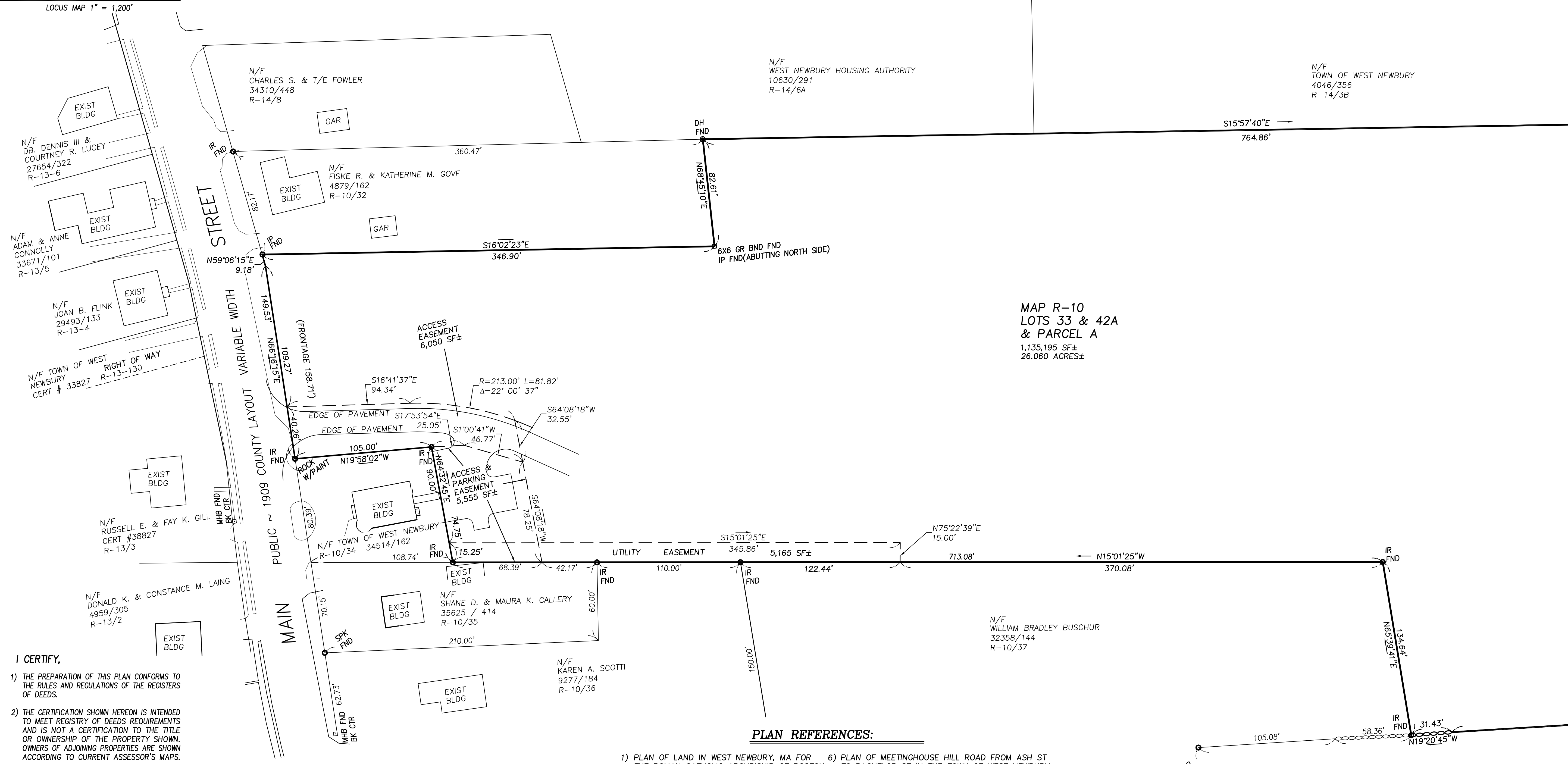
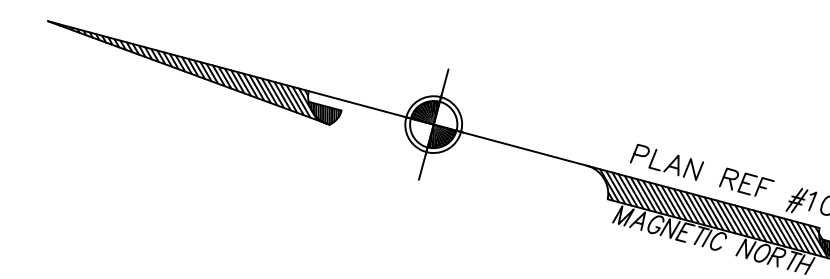


NOTES

- 1) THE PURPOSE OF THIS PLAN IS TO CREATE THREE EASEMENTS, ONE ACCESS EASEMENT, ONE ACCESS AND PARKING EASEMENT AND ONE UTILITY EASEMENT ON LAND OF DALEY (R-10 LOT 33) FOR THE BENEFIT OF THE TOWN OF WEST NEWBURY.

DEED REFERENCE:

- 1.) TO: COTTAGE ADVISORS, LLC
FROM: WILLIAM L. DALEY
DEED BOOK 36193 PAGE 199
DATED: SEPTEMBER 21, 2017
MAP R-10 PARCELS 33 & 42A

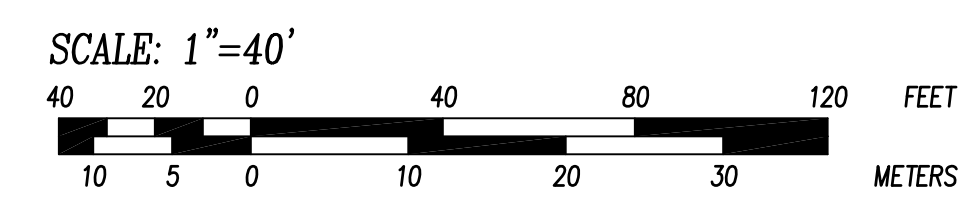


MAP R-10
LOTS 33 & 42A
& PARCEL A
1,135,195 SF±
26.060 ACRES±

- I CERTIFY,**
- 1) THE PREPARATION OF THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.
 - 2) THE CERTIFICATION SHOWN HEREON IS INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND IS NOT A CERTIFICATION TO THE TITLE OR OWNERSHIP OF THE PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE SHOWN ACCORDING TO CURRENT ASSESSOR'S MAPS.
 - 3) THE PROPERTY LINES SHOWN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS ALREADY SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN. CHAPTER 380, ACTS OF 1966.

PLAN REFERENCES:

- 1) PLAN OF LAND IN WEST NEWBURY, MA FOR THE ROMAN CATHOLIC ARCHBISHOP OF BOSTON SCALE 1"=80' DATED: JAN. 1955 FILED WITH ARCHDIOCESE OF BOSTON
- 2) PLAN OF LAND IN WEST NEWBURY, MA FOR EST. OF MARION H.W. NASON ESRD PLAN 201 OF 1959
- 3) PLAN OF LAND IN WEST NEWBURY PREPARED FOR WELLS ESRD PLAN 330 OF 1969
- 4) PLAN OF LAND IN WEST NEWBURY, MA FOR HUNTINGTON WELLS ESRD PLAN 629 OF 1973
- 5) PLAN OF LAND IN WEST NEWBURY, MA FOR HAROLD T. & WILLIAM L. DALEY ESRD PLAN BOOK 128 PLAN 47
- 6) PLAN OF MEETINGHOUSE HILL ROAD FROM ASH ST TO BACHELOR ST IN THE TOWN OF WEST NEWBURY COUNTY LAYOUT PLAN # 3200 SCALE 1"=40' DATED: SEPT. 25, 1984
- 7) PLAN OF LAND IN WEST NEWBURY, MA FOR LOW ASSOCIATES - ARCHITECTS, INC. ESRD PLAN BOOK 266 PLAN 14
- 8) PLAN OF LAND IN WEST NEWBURY, MA PREPARED FOR PAUL BARTLEY ESRD PLAN BOOK 275 PLAN 45
- 9) WORKSHEET ALTA/ACSM LAND TITLE PLAN FOR HAWTHORNE PARTNERS W.C. CAMMETT RECORDS PROJECT # 06122
- 10) LOTTING PLAN 365 MAIN STREET WEST NEWBURY, MA FOR COTTAGE ADVISORS ESRD PLAN BOOK 458 PLAN 26 DATED APRIL 22, 2016



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Sheet Title:

EASEMENT PLAN

Project Title:

365 MAIN STREET
WEST NEWBURY, MA

Applicant & Owners:

Cottage Advisors, LLC
487 Groton Road
Westford, MA 01886

REVISION			
NO.	DATE	DESCRIPTION	BY
1	1/30/18	REVISE DEED REF	RS
2	2/1/18	REVISE ACCESS ESMT	RS

Date: _____

PROJ. MGR.: D. HAMEL
FIELD: M. MICHAUD, A. BICK
DESIGN: _____
DRAWN: R. SMITH
CHECKED: W. CAMMETT, R. BLANCHETTE
DATE: 01-23-2018
FILE: K:\...16072 PL ESMT PLAN
FBK: _____
JOB #: 16072

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SHEET 1 OF 1

MAY 19, 2015

plan out a couple of weeks before the next meeting. Each should have the name or the representative by June 15, and then choose the best date. Mr. Anderson made a motion to have Mr. Archibald be the representative from West Newbury for Whittier discussions; Mr. Kemper seconded. Approved, 3-0-0. Ms. Pyle will contact Ms. McLeod will be informed that by the 15th of June each town or city should have their representative chosen, and then a meeting will be held in July.

IV. Discussion of Carr Post

Mr. Anderson suggested that the committee consist of five, diverse members, and give them a charge. Mr. Kemper will talk with the CPC about the structure of the committee. Gary Bill should be included, one Historical Commission member, and others.

V. Recommendation of the Insurance Advisory Committee for MIIA Health plans

Mr. Bertino asked the Selectmen to officially approve an earlier discussion about supporting the increase of 60/40 payment for Health Insurance (it had been 50/50) and to approve two health plans from which employees may choose. Mr. Kemper made a motion to adopt the recommendation of the Insurance Advisory Committee for the Town to pay 60% of the Health Insurance cost, with the employees paying 40%, and to adopt two plans for employees from which to choose one. Mr. Anderson asked if employees understand that the current plan may not be available once the "Cadillac tax kicks in." Mr. Bertino said that soon no deductibles will be a thing of the past. Each year we will have to stay on-top of the plans. Mr. Anderson seconded. Approved, 3-0-0. MIIA will put on a Health Fair on May 28, and open enrollment will also be available.

VI. Minutes of May 4 and 6, 2015

Mr. Kemper made a motion to approve the May 4 minutes as amended. Mr. Anderson said that the word on the first page is "intersection." The amendments have been corrected. Mr. Archibald seconded. Approved, 3-0-0. Mr. Kemper made a motion to approve the minutes of May 6, as amended. Mr. Anderson seconded the motion. Approved, 3-0-0.

VII. Payroll and Invoice Warrants

Mr. Kemper made a motion to approve the invoice warrant, seconded by Mr. Anderson. Approved, 3-0-0.

Mr. Anderson made a motion to approve the payroll warrant, seconded by Mr. Archibald. Approved, 2-0-1 with Mr. Kemper abstaining.

VIII. Appointments/Appointment Process

Appointment Process: Mr. Anderson said he wants to make sure that the State Ethics Commission conflict of interest requirement is being followed. "Those who perform a service for a municipality, paid or unpaid, elected or appointed, must take the on-line State Ethics training within 30 days (of the appointment) and every two years thereafter." Mr. McCarron said most staff employees have completed the Ethics test. Some workers (like summer

June 1, 2015

streets will be closed during the run. The streets don't need to be closed too early, just before the race is about to start and once the race is over. Mr. Kemper made a motion to approve the race and to get the requirement from Chief Holmes of the Police Department and Chief Mike Dwyer of the Fire Dept. have signed off on form and returned to the Selectmen's Office. Mr. Anderson seconded. Approved, 3-0-0.

IV. Appointments

Mr. Anderson stated that there's a requirement by the State Ethics Commission, that within 30 days of being elected or appointed people must take the online ethics training and must take it every two years thereafter. We only want to make sure that people we re-appoint are in compliance with this state requirement.

The following appointments are attached.

V. Appointments of Democrats for election officers

Mr. Kemper made a motion to approve the list submitted by Kathy Pasquina for Election workers: Susan Dougherty, Ann Dooley, Marge Peterson, Annalynn Lacombe, Mary Harada, Virginia Selman, and Jeanne Pucci. Mr. Archibald seconded. Approved, 3-0-0.

VI. Discussion of Carr Post

Mr. Kemper named two components for working on the Carr building; make-up of the committee, and facilitate the article that was approved at Town Meeting. One person should be appointed (Gary Bill) to implement the article, and work with Michael McCarron. CPC will pay the funds out of the CPA money. Mr. Anderson said it would need the committee, stabilization of building/septic, and the use of the building.

Bob Janes, said there should be an RFP and that should be done first. It should keep the water out, and remove some layers of bricks from the tower to prevent deteriorating. Ms. Friend said that it should be done in conjunction with the Historic Commission, so the work is done correctly. Mr. McCarron said they would need to hire an architect, with experience. They will take the blueprint and ask the committee to restore the building. Mr. Bill and Mr. McCarron will need to get someone to start as soon as possible.

Ms. Pyle was asked about the insurance. She will check with MIIA. The septic system will be not be renovated first. Mr. Kemper said that the veterans will be able to be present inside the first floor until the construction begins.

Mr. Anderson would like to see a 5-person committee: two Historical Commission members (Bob Janes and Amy Friend), an expert in building, a Selectmen's representative, and one person at-large. Ms. Friend said that the Library Director wants to be able to store some of the hisoritcal information in the Carr Building when it is finished.

Mr. Kemper said that the Carr Post Building Committee will need to appoint 2 members of the Historical Commission, and 3 people at-large (maybe a veteran). Mr. Archibald second. Approved, 3-0-0. The bids will be due on August 10 for the Carr building.

VII. Discussion of Whittier meeting

Ms. Pyle will send Carol McLeod Dave Archibald's contact information.

VIII. Page School air handler update

Mr. Anderson asked if the RFPs have gone out and if the architect is close to being done. Mr. McCarron said the architect is close to being done. The advertisement will go out in two days for bids. Mr. McCarron said he has met with Gary Bill and Greg Hadden about the tiles and he expects that the architect will be done when he calls tomorrow. Bids should be in by June 18; the last day of school is June 23.

IX. Essex County Greenbelt Bike Ride on South St.

Mr. Kemper made a motion to approve the bike ride. It will only be in West Newbury on South St. for a very short time. Mr. Anderson seconded. Approved, 3-0-0.

X. Payroll and Invoice Warrants

Mr. Kemper made a motion to approve the invoice warrants. Mr. Anderson seconded. Approved, 3-0-0.

Mr. Kemper made a motion to approve the payroll warrants. Mr. Anderson seconded. Approved, 3-0-0.

XI. Chip Hall: Regulator Agreement for new price/Cottage Advisors

Mr. Hall proposed a discussion to make a modification for the Regulatory Agreement for the affordable housing based on the State's new calculation. Mr. Anderson made a motion to approve the increase of the affordable new pricing of 2-bedroom units to \$165,900 and the 3-bedroom to \$186,100. Mr. Kemper seconded. Approved, 3-0-0. Ms. Pyle will write the letter stating that the Selectmen have approved the change in cost, and notify Mr. Hall when it's ready or if he would prefer to pick it up.

XII. Placing of items on future agendas

Parking at Pipestave: Mr. Kemper said that the Selectmen have nothing to do with it, and any complaints need to go to the Park & Rec Commissioners unless the Selectmen need to step-in. Mr. Archibald and Mr. Anderson both said that it is getting to that point. Mr. Anderson said that it seems like there is not enough parking. Mr. Archibald said that people park haphazardly on grass and dirt, losing more spaces.

If the Selectmen want to expand the parking area at Pipestave, they may decide that the parking area could be made larger. Mr. Anderson suggested that the horse parking area be expanded. Mr. Kemper suggested that he meet with Kathy Feehery and Gary Bill to consider improvements. Mr. Kemper said that signs be put up saying to drop-off kids from buses near the DPW garage, and then have the buses park across the Street at Page School. Mr.

June 15, 2015

walkers have use of the right-of-way, and the Meditation Center people cannot put up signs; they have no authority.

III. Outdoor Movie Nights

Chief Holmes had asked the Cable Advisory Committee to provide two evening movies to be shown, one in July and the other in August. The time will start at 8:00 p.m. and the showing will be on a weeknight. People in the Senior Housing will also be invited. Park and Rec will be asked if it is O.K. for the movies to be shown near the bandstand. It was decided that the movies will be on week nights. The specific dates and times are still to be determined. This will be paid for from the Cable revolving account.

IV. Free Cash Appropriation

Mr. Bertino wants the tax rate for 2016 to have a small tax increase. He will try to have four equal tax payments with a slight increase; an appropriation of \$100,000 will be voted on in the fall to reduce the tax rate. Mr. Anderson said that the current average tax bill increase will be about \$215 or 2.8% increase; he supports the appropriation of \$100,000. If this appropriation is approved, the average annual tax increase will be \$194.00 or 2 1/2%.

V. Expenditure of North Shore HOME Consortium

A letter to North Shore HOME will be sent from West Newbury stating that the Town's portion should be added to the N.S. HOME amount which will be divided to other towns.

VI. Appointments

Mr. Anderson noted that B. Dennis Lucey should be added to the Appointment sheet for next meeting and that we need to make a list of open positions. See the attachment listing the appointments made this evening. Mr. Keemper asked Ms. Pyle if she has notified everyone who has not taken the ethics test.

VII. Discussion of Carr Post charge

Mr. Bill gave a hand-out from Spencer and Vogt Group, with an estimate of \$9,900 providing documents for the stabilization for the repairs (attached). Mr. Bill is comfortable with the proposal, but needs some of the details and the assessment. Mr. McCarron will make a contract on it.

FOR MIAA PURPOSES: It was determined that the use of the building will be for a community meeting place.

Mr. Anderson said he has spoken with Aimee Bentley who is an architect, with 15 years of experience, and has worked on restoring a historical building. Mr. Anderson made a motion to appoint Aimee Bentley. Mr. Kemper seconded for discussion. Mr. Archibald said that she is an abutter, and may have a conflict of interest, especially if voting on property next-door to her home. She would have to file a disclosure as an abutter; it would be a little complicated. There might be a financial interest when voting. Mr. Kemper suggested that she could help out, but the Board may not want her to

be appointed to the Committee. Mr. Anderson suggested that the Board wait until they see who might come forward with similar professional skills. Mr. Archibald is trying to find someone who worked on the powder house at the armory in Newburyport, but lives in West Newbury. Mr. Anderson's motion was removed.

VIII. Employee Reviews

The Department Heads will turn their reports into the Selectmen's Office by June 30. Mr. Anderson wants to review the employee review forms sometime in July or August, so the forms are not holding up the evaluations. Mr. Kemper wants to review the evaluation forms when the Dept. Heads' reports are turned in.

IX. Draft of 2016 Wage Detail

Mr. Kemper made a motion to approve the Town of West Newbury's wage detail, FY 2016. Mr. Anderson seconded it. He also recommended that the Assessors' stipends should be reviewed for future years, but not for this year. The Selectmen can take away the stipend if they chose. One of the members of the Board of Assessors is not an Assessor. Approved, 3-0-0.

X. 4th of July holiday

The 4th of July falls on Saturday this year; we have the option to take-off Monday or Friday. West Newbury Offices will be closed on Friday. The pay for part-time people will be a portion of a full day's pay, following the new Personnel policy.

The State suggested that we can have a "skelton crew" but Mr. McCarron suggested closing on Friday, July 3. In addition the Wednesday evening hours will not be held, and the offices will be closed at 4:30, Monday-Thursday that week. Mr. Kemper moved to close the Town offices on Friday and to close Wed., July 1, at 4:30 p.m. Mr. Anderson seconded, Approved, 3-0-0.

XI. Verizon Cell Tower

Mr. Bill said they met with the Verizon representatives Leah Zambarnardi of the Planning Board was also present. The Verizon representatives are very interested in one specific place, at Pipestave Hill on the left side of the road near the woodchip location. They will send a letter of interest to the Board for a monopole, which has no guide wires. They will propose to rent out to other companies, which will help with reception and bring in income.

XII. Line Transfers and Reserve Fund Transfers

Three Line Item transfers and four Reserve Fund Transfers - Mr. Kemper made a motion to approve the three line item transfers; seconded for Mr. Anderson seconded. Approved, 3-0-0. Selectmen signed the Line Item Transfers.

XIII. Payroll and Invoice Warrants

Mr. Kemper made a motion to accept the invoice warrants; Mr. Anderson seconded. Mr. Archibald had a couple questions, but they were resolved.

Memo

To: Angus Jennings, Town Manager

From: Paul Sevigny, Health Agent

Date: 6/6/19

RE: The American Legion (Carr Post)

Dear Angus,

Based on the assessor's information, the Legion was built around 1900. The current age, size and condition of the septic system is unknown. When the Town acquired the building it was assumed / recognized that a new system would need to be installed prior to the building being re-occupied.

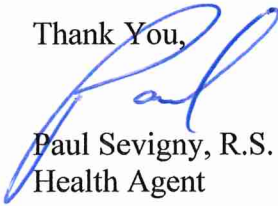
A system installed under a repair/replacement situation would only be allowed for the flow (gallons per day) that the current system was designed for. Based on the size of the parcel and soils data from neighboring properties, more than likely the only option would be that of a tight tank. If the design flow of the Carr Post was to increase due to renovations, then new construction standards would need to be met. This would include a full compliant primary septic system as well a future reserve area.

There has been some discussion of possibly utilizing a rear portion of the property located at 347 Main Street (Map R-10, Lot 370). Official soil testing was conducted on a portion of this property in May of 2007. There were several areas where ledge was encountered close to the surface, thus unsuitable for a septic system. The average water table in the area was 24" below the surface with a percolation rate of 20-35 min/in. The area is located in a wooded strip between the property owner's vegetable gardens and Daley Drive.

There is potential to use some of this area for a disposal system to handle the increase in design flow, if any, from future Carr Post renovations. Due to the natural geological condition of the soil, additional soil testing would be needed to verify the gallons per day flow this property could handle.

I hope this information is helpfully. I would be happy to meet with you or the Selectmen to discuss further.

Thank You,

A handwritten signature in blue ink, appearing to read "Paul", is written over the typed name.

Paul Sevigny, R.S.
Health Agent

https://www.newburyportnews.com/news/local_news/west-newbury-voters-accept-gift-of-american-legion-hall/article_0f441284-19ce-5ee2-94e2-a8aad8a8054a.html

West Newbury voters accept gift of American Legion Hall

Town Meeting agrees to spend nearly \$100K to stabilize building

BY JENNIFER SOLIS CORRESPONDENT Apr 29, 2015



WEST NEWBURY — A piece of town history is one step closer to being preserved following the actions by voters at a Special Town Meeting on Monday.

After a lengthy debate, voters agreed to accept as a gift the 115-year-old Charles L. Carr American Legion Hall and to spend nearly \$100,000 to stabilize it and stave off further deterioration. Full restoration costs are still unknown, but it is generally assumed the price tag will run well over \$1 million.

At one time, the brick building was home for the Major Boyd Post of the Grand Army of the Republic, as well as a spot for the town library, National History Club, and meeting space for veterans and other local organizations — and even for the town's children when the former Central School burned.

However, the building has shown wear and tear in recent years. No longer able to repair or maintain it, members of the Carr Post, who own the property, offered it to the town with no strings attached.

For years, town officials and residents have discussed possible options for the Main Street landmark. The time has come for the community to make a decision, said selectmen chairman Glenn Kemper at the start of the discussion. If the request were approved, Kemper said he would seek to form a committee of people willing to oversee the building's restoration as a multi-phased project.

With significant support coming from the Massachusetts Historical Commission, the property is on a “fast track” for recognition by the National Register of Historic Places, a status that would open the door to state preservation grants.

Bob Janes, chairman of the West Newbury Historical Commission, noted there are historic preservation schools in Boston that might be interested in taking on the project as a teaching opportunity.

According to information provided by the local commission, the brick edifice was designed by noted architect Henry W. Gore Jr. and funded in part with a \$3,000 bequest from local philanthropist Moses W. Edwards, who wished to commemorate the soldiers and sailors from West Newbury who fought during the Civil War. It has also served veterans of the Spanish-American War, the two World Wars, and conflicts in Korea, Vietnam, Desert Storm, Iraq and Afghanistan.

Built in 1900, it is considered “a well-detailed and rare local example of the Gothic Revival style,” the commission stated, adding, “We feel it would be a fitting tribute to all those that served and died to have this building preserved.”

Opponents of the motion argued the building was too far gone to restore to its original glory. Despite best intentions, preserving it would very likely turn into a “money pit” that the town could ill afford, they said. They questioned where the building would fit into the town’s long-term strategic plan and how would it be used.

One opponent questioned the comparative value of spending what would likely be the equivalent of 15 percent of the town’s total allocation in the budget for education to preserve this aging hall.

“I look at this building as a problem. It’s not a gift. It’s a series of bad decisions,” said another resident. The focus of town funds should be on improving the schools and public safety services, he insisted.

Dennis Unger, a local structural engineer, proposed accepting the property, but holding off on voting the funds to preserve it. In his professional experience, “we don’t start stabilizing buildings until we know what we’re going to do with them,” Unger said.

Rich Baker pointed out that the property has parking and structural issues and needs to be brought into compliance with the Americans with Disability Act.

But Tom Flaherty argued that sometimes decisions have to be made based on more than just the town’s bottom line. If the community wants to be known for honoring military service, valuing its past, and respecting examples of its unique architecture, “we need to do it now,” he said.

Phyllis Leonard agreed. “What about the historic value? What about all the veterans? It may take a little money. It may take a little time. But don’t throw it away.”

“Once one of these beautiful treasures goes away, they don’t come back,” Sandy Berkenbush said.

After first agreeing to accept the property, voters then approved a total of \$41,083.79 in historic preservation money and \$58,821.21 in unrestricted funds from the town’s Community Preservation Act account to stabilize it. The tally was 63 in favor of the motion and 36 against it.

READER BOX:

THE WORK AHEAD

According to an assessment conducted in 2014 by architectural preservationists Spencer and Vogt, the scope of work needed to stabilize the American Legion Hall includes:

Dismantling brick work at the tower parapet and chimney to the level of the tower roof

Installing temporary roofing and flashing over the tower roof and at gable roof juncture

Confirming venting conditions for boiler and making provisions at chimney for venting

Adding layer of sheathing to extend cover over edges of masonry and providing drip edge for temporary roofing

Repairing hole in roof at cricket abutting tower and installing new flashing

Installing 4 posts from basement of tower to shore tower roof framing and relieve the load on the exterior masonry walls

Providing footings in tower basement and closing access to tower rooms from first and second floors

Replacing missing portion of ridge cap, tacking down lifted portion, and reinstalling loose slates or replacing missing ones

Installing cable cross ties at eaves of gable

Providing exterior plates at eaves, bolted connections for cables, and turn buckles

Replacing treads and stringers at exterior entry stairs

Installing bolster beams under the first floor joists; set beams on screw jacks; seat screw jacks on block bases to keep off damp basement floor

Replacing sump pump; adding high water alarm and phone line to notify town of flooding

The stabilization project should take between 60 to 90 days to complete. The interior occupancy on the first floor will be limited to a maximum of 49 people. The \$99,905 in CPA spending authorized at Monday's Special Town Meeting for the project includes a 15 percent contingency.

0 comments



Sign in

1 person listening



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: June 7, 2019
 RE: Selectmen designees to Committees for FY20

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

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

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



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: June 8, 2019
RE: FY20 Committee appointments

The Town Clerk's office sent letters to all current appointed Committees requesting statements of interest in reappointment or not. The following Committees are appointed by the Board of Selectmen:

Committee	Number of terms ending FY19	Number of Request Reappointments/ (New Appointments)	Term of Appt
Finance Committee	2	2	3
Board of Registrars	3	1	3
ZBA	1	1	5
Harbor Committee	2	2 (1)	3
Council on Aging	4	4	3
Historical Commission	1	1	3
Historic District Commission	(1-3)	0	3
Personnel Advisory Committee	3	3	1
Mill Pond Committee	5	4	3
Mill Pond Committee (Associate Members)	2	2	1
Capital Improvements Committee	3	(1)	3
Cable Advisory Committee	3		
Cultural Council	2	2 (2)	3
Open Space Committee	3	2	3
Open Space Committee (Associate Members)	2	1	1
Energy Advisory Committee	6	1 (1)	1
Investment Policy Committee	4	2	
Carr Post Bldg Committee	3	3	1

Committee	Number of terms ending FY19	Number of Request Reappointments/ (New Appointments)	Term of Appt
River Access Committee	3	2	1
Bicentennial Committee	7	7	1
Veteran's Grave Officer, Bridge St., Rural & Merrimack Cemeteries	1	1	1
WN Rep to the Board of Directors of the Eastern District - Veterans' Affairs	1	1	1
Merrimack Valley Planning Commission	1	1	1

Not including members of the Board of Selectmen to be appointed to Committees, there are about 14 current Committee members whose terms expire in FY19 whom we have not heard back from (shaded in pink on the attached pages), and we will continue to follow up with these members with the goal of finalizing all FY20 Committee appointments at the Board's June 24th meeting.

Pursuant to MGL c.40 s.8C the Conservation Commission is appointed by the Town Manager, subject to the approval of the Board of Selectmen.

The following pages include a summary of expiring appointments put to the Board for consideration for reappointment or, where noted, new appointment. Those appointments that the Board is requested to consider are listed in the far-right columns under the heading "Requested Reappointment," including the date of expiration of the requested new term.

Last Name	First Name	Department	Term Expiration (fiscal year)	Requested Reappointment
Board of Fire Engineers				
Evans	Dave	Board of Fire Engineers	4/30/20	
Dwyer	Michael	Board of Fire Engineers, Chief Engineer	4/30/20	
Jennell	Benjamin	Board of Fire Engineers	4/30/20	
Finance Committee				
(6) Members/three year terms				
Roberts	Gary	Finance Committee, Chair	2019	6/15/2022
Kelly	Nathan	Finance Committee	2019	6/15/2022
Beaudoin	Brad	Finance Committee	2020	
Durey	Forbes C.	Finance Committee	2020	
Knezek	Jessica	Finance Committee	2021	
Sperelakis	James	Finance Committee	2021	
Three members/ Three Year Terms - Appointed by Selectmen				
Duchemin	Margaret	Registrars of Voters	2018	
Veator	Rosamond B.	Registrars of Voters	2019	6/15/2022
Henrichs	Elise	Registrars of Voters	2020	Resigned 6/30/2019
McCarron	Michael P.	Registrars of Voters	Ex-Officio 2019	6/15/2020
ZBA - (5) Members - Five Year Terms				
Two Associate Members - One Year Term			Appointed by Selectmen	
Gregg	Judith	Zoning Board of Appeals	2019	6/15/2024
Higgins	Patrick	Zoning Board of Appeals	2020	
Bachrach	William	Zoning Board of Appeals	2020	
Kelly	Paul O.	Zoning Board of Appeals	2021	
Davies	Richard	Zoning Board of Appeals	2022	
		Zoning Board of Appeals	Alternate	
Harbor Committee				
Three Members, 3 year terms				
Goodwin	Thomas	Harbor Committee/Asst Harbormaster	2019	6/15/2022
Hartford	Terence	Harbor Committee	2019	6/15/2022
Dore	Brad	Harbor Committee	2021	
Boyd	Steve	request for new appt		6/15/2022
Council on Aging				
Eleven Members: six of whom shall be over 60 years of age/(3) year terms				
Peterson	Marjorie	Council on Aging, Chair	2019	6/15/2022
Publicover	Joseph	Council on Aging, Vice Chair	2019	6/15/2022
Preble	Richard F.	Council on Aging	2019	6/15/2022
Harada	Mary	Council on Aging	2019	6/15/2022
Allen	George T.	Council on Aging	2020	
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/Council on Aging	2019	6/15/2020

Last Name	First Name	Department	Term Expiration (fiscal year)	Requested Reappointment
Historical Commission				
Five Members/Three year terms				
Janes	Robert	Historical Commission - Chairman	2019	6/15/2020
Conway	Jennifer	Historical Commission	2020	
Knezek	S. Paul	Historical Commission	2020	
Grammer	Elisa	Historical Commission	2021	
Cavanaugh	M. Dorothy	Historical Commission	2021	
Historic District Commission				
Five Member with three year terms/Two Alternates with three year term				
Clewley	Jeffrey	Historic District Commission	2018	
Alden	Jack	Historic District Commission		
Adolphson	Judy	Historic District Commission		
Dunlap	Margaret I.	Historic District Commission	2021	
Cavanaugh	Dorothy	Historic District Commission	2021	
Pentucket Regional School District, School Committee				
Reading	Christine M.	PRSD WN Reps	2020	
Felzani	Marie	PRSD WN Reps	2021	
Trotta	Dena	PRSD WN Reps	2022	
Representative to Whittier Vocational Tech H.S. Committee				
Wilde	Christopher	Whittier Voc. Committee	2019	
Personnel Advisory Committee (3 members)				
Mizner	Judith H.	Personnel Advisory Committee	2019	6/15/2022
Conrad	Catherine	Personnel Advisory Committee	2019	6/15/2022
Goodwin	Ryan	request for new appt		6/15/2022
(7) Voting Members/three year terms; (5) or more Associate Members/one year terms				
Hamilton	Deborah R.	Mill Pond Committee	2018	6/15/2022
Goodwin	Ryan	Mill Pond Committee, Chairman	2019	6/15/2022
Corning	Zip	Mill Pond Committee	2019	6/15/2022
Shwom	Matthew	Mill Pond Committee	2019	6/15/2022
Trotta	Dena	Mill Pond Committee	2019	requested no reappt
Welch	Michael	Mill Pond Committee	2020	
Delaney	Paul	Mill Pond Committee	2020	
Pendergast	Robin	Mill Pond Committee, Associate	2019	6/15/2020 (associate)
McDowell	Polly	Mill Pond Committee, Associate	2019	6/15/2020 (associate)

Last Name	First Name	Department	Term Expiration (fiscal year)	Requested Reappointment
Capital Improvements Committee				
Members from BOS, Finance Committee (1) year terms and (5) at-large members (3) year rotating term.				
Kemper	Glenn	Selectmen's Rep - Capital Improvements	2019	
Sherwood	Dougan	Capital Improvements Committee	2019	
Mirra	Lenny	Capital Improvements Committee	2019	resigning (moving out of town)
Preble	Richard	Capital Improvements Committee	2020	
Mizner	Judith	Capital Improvements Committee	2021	
Beaudoin	Brad	Finance Committee Representative		FinCom will vote its appt on 6/17
Boria	Julia	Capital Improvements Committee		
McDowell	Polly	requested new appt to Cap Imp Comm		6/15/2022
Cable Advisory Committee				
Kemper	Glenn	Cable Advisory Committee	2019	
Six year term only (Limited to two three year terms)				
Part I, Title II, Chapter 10, Section 58: At least (5) but not more than (22) Members				
Cosentino	Jocelyne	Cultural Council 2016-2019	2019	6/15/2022
Vetere	Rose	Cultural Council 2016-2019	2019	
DeWitt	Catherine	Cultural Council 2017-2020	2020	
Karp	Heather	Cultural Council 2017-2020	2020	
Felzani	Marie	Cultural Council 2017-2020	2020	
Young	Linda	Cultural Council 2017-2020	2020	
Pullman	Margo	Cultural Council 2018-2021	2021	
Dougherty	Susan	Cultural Council 2018-2021	2021	
Cavanaugh	M. Dorothy	Cultural Council 2018-2021	2021	
Friend	Amy	request to be on Council		6/15/2022
Dion	S. Helena	request to be on Council		6/15/2022
Open Space Committee				
(7) Voting Members/Three Year Terms; (2) Associate Members/One Year Terms				
Reeser	Patricia	Open Space Committee	2019	6/15/2022
Bourquard	A. Don	Open Space Committee	2019	6/15/2022
Dodge	John	Open Space Committee	2019	
Switzer	Marlene	Open Space Committee	2020	
Buschur	Brad	Open Space Committee	2020	
Lambert	Jean T.	Open Space Committee	2021	
Azenaro	Jessica	Open Space Committee	2021	
Reed	Wendy	Open Space Committee	Alt 2019	6/15/2020
Carlat	Daniel	Open Space Committee	Alt 2019	requested not re-appt
Community Preservation Committee				
Appointed three-year terms from Boards/Committees - Selectmen one year term				
Harada	Mary	Housing Authority Rep, Secretary	2018	
Pruyn	Sherry	At-Large, Vice Chairman	2019	6/15/2022
Anderson	Joseph	Selectmen's Rep, Chairman	2019	
Cook	Raymond	Planning Board Rep	2019	
Bachrach	William	Parks & Recreation Rep	2020	
Janes	Robert P.	Historical Comm Rep	2020	
Mizner	Judy	Conservation Commission Rep	2020	

Last Name	First Name	Department	Term Expiration (fiscal year)	Requested Reappointment
Energy Advisory Committee				
One year terms				
Grammer	Elisa	Energy Advisory Committee	2019	6/15/2020
Wallace	Arthur	Energy Advisory Committee	2019	6/15/2020
Parker	Richard	Energy Advisory Committee	2019	
Callahan	Elizabeth	Energy Advisory Committee	2019	
Sherwood	Dougan	Energy Advisory Committee	2019	
Robinson	Phillips	Energy Advisory Committee	2019	
Investment Policy Committee - Three Year Terms?				
Madden	Lark	Investment Policy Committee	2019	6/15/2022
Trim	Jean	Investment Policy Committee	2019	6/15/2022
Durey	Forbes	Finance Committee Rep	2019	FinCom will vote its appt on 6/17
Archibald	David	Selectmen's Rep	2019	
Wilde	Christopher	Investment Policy Committee	2020	
Yeames	Susan	Treasurer, Investment Policy Comm		6/15/2020
Carr Post Bldg Committee				
Term: One Year # of Members: (5) with (2) members from the Historic Commission				
Janes	Robert	Carr Post Bldg Committee, Chairman	2019	6/15/2020
Switzer	Marlene	Carr Post Bldg Committee	2019	6/15/2020
Atwater, Jr.	Richard	Carr Post Bldg Committee	2019	6/15/2020
Amaral	Wayne	requested appt to Carr Post		6/15/2020
River Access Committee - One year terms				
Phillips, Jr.	Robert S	River Access Committee	2019	6/15/2020
Grammer	Elisa	River Access Committee	2019	6/15/2020
LaCroix	Barry	River Access Committee	2019	
Bicentennial Committee - One year terms				
Swallow	Stephen	Bicentennial Committee	2019	6/15/2020
Swallow	KC	Bicentennial Committee	2019	6/15/2020
Griskiewicz	Krystelle	Bicentennial Committee	2019	6/15/2020
Sauter	Cindy	Bicentennial Committee	2019	6/15/2020
Garnache	Gregory	Bicentennial Committee	2019	6/15/2020
Gregg	Judith	Bicentennial Committee	2019	6/15/2020
Fassett	Jocelyn	Bicentennial Committee	2019	6/15/2020
Janes	Robert	Veteran's Grave Officer, Bridge St., Rural & Merrimack Cemeteries	2019	6/15/2020
Janes	Robert P.	WN Rep to the Board of Directors of the Eastern District - Veterans' Affairs	2019	6/15/2020
Murphey	Brian	Merrimack Valley Planning Commission	2019	6/30/2020

Last Name	First Name	Department	Term Expiration (fiscal year)	Conflict of Interest	Requested Reappointment
Conservation Commission					
Five Members/3 Yr Terms - Appointed by Town Manager, confirmed by Selectmen					
Reed	Wendy	Conservation Commission	2019	11/16/2017	6/15/2022
Mizner	Judy	Conservation Commission	2019	3/9/2017	6/15/2022
Hawkins	Margaret	Conservation Commission	2020	4/27/2018	
Fusco	N. Dawne	Conservation Commission, Chair	2021	8/20/2017	
Atwood	Thomas M.	Conservation Commission	2021	1/26/2017	

MGL c. 40, Section 8C. A city or town which accepts this section may establish a conservation commission, hereinafter called the commission, for the promotion and development of the natural resources and for the protection of watershed resources of said city or town. Such commission shall conduct researches into its local land areas and shall seek to co-ordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its work. Among such plans may be a conservation and passive outdoor recreation plan which shall be, as far as possible, consistent with the town master plan and with any regional plans relating to the area. The commission may, from time to time, amend such plan. Such plan shall show open areas including marsh land, swamps and other wetlands, and shall show which areas are subject to restrictions or wetland zoning provisions and any other matters which may be shown on a plat index under section thirty-three of chapter one hundred and eighty-four. Acquisitions of interests in land under this section and other municipal open lands shall be shown thereon as well as lands owned by other entities kept open through any legal requirement. Such plan shall show other areas which public necessity requires to be retained for conservation and passive recreation use. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint a director, clerks, consultants and other employees, and may contract for materials and services within available funds insofar as the same are not supplied by other departments. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having or operating under a Plan D or Plan E form of city charter, said appointments shall be by the city manager, subject to the provisions of the charter; **and in towns they shall be appointed by the selectmen, excepting towns having a manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen.** When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing, if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may receive gifts, bequests or devises of personal property or interests in real property of the kinds mentioned below in the name of the city or town, subject to the approval of the city council in a city or of the selectmen in a town. It may purchase interests in such land with sums available to it. If insufficient funds are available or other reasons so require, a city council or a town meeting may raise or transfer funds so that the commission may acquire in the name of the city or town by option, purchase, lease or otherwise the fee in such land or water rights, conservation restrictions, easements or other contractual rights including conveyances on conditions or with limitations or reversions, as may be necessary to acquire, maintain, improve, protect, limit the future use of or otherwise conserve and properly utilize open spaces in land and water areas within its city or town, and it shall manage and control the same. For the purposes of this section a city or town may, upon the written request of the commission, take by eminent domain under chapter seventy-nine, the fee or any lesser interest in any land or waters located in such city or town, provided such taking has first been approved by a two-thirds vote of the city council or a two-thirds vote of an annual or special town meeting, which land and waters shall thereupon be under the jurisdiction and control of the commission. Upon a like vote, a city or town may expend monies in the fund, if any, established under

MGL c. 40, Section 8C.

the provisions of this section for the purpose of paying, in whole or in part, any damages for which such city or town may be liable by reason of any such taking. The commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars, for any violation thereof. No action taken under this section shall affect the powers and duties of the state reclamation board or any mosquito control or other project operating under or authorized by chapter two hundred and fifty-two, or restrict any established public access. Lands used for farming or agriculture, as defined in section one A of chapter one hundred and twenty-eight, shall not be taken by eminent domain under the authority of this section.

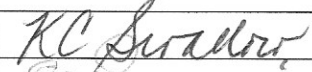

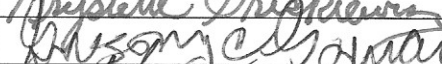
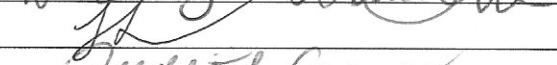

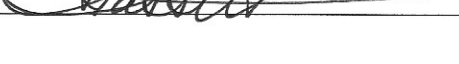

Town of West Newbury

Date: May 21, 2019

To: Michael P. McCarron, Town Clerk

Re: West Newbury Bicentennial Committee

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

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

Please consider us for re-appointment.



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: **Amy Friend**



West Newbury Cultural Council

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

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

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

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

Signature: *Amy Friend* Date: May 21, 2019



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Stephen Boyd

Address: [REDACTED]

e-mail: [REDACTED]@ [REDACTED]. [REDACTED]

Mobile phone: [REDACTED]

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

Harbor Committe

Current or past committees served on: Volunteered on Harbor Committee.

Was approved by Town Council as volunteer.

Relevant skills, expertise and education: Boat owner, owner of dock in W. Newbury across from the sandbar. B.S from Tufts University and graduate of Newburyport High School in 1975.

Have the support of multiple neighbors and friends in W. Newbury to help organize volunteer projects.

Have attended harbor committee meetings. Passed multiple water safety courses.

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

Signature: _____

Date: 6/7/2019



**TOWN OF WEST NEWBURY
OFFICE OF THE PLANNING BOARD
381 MAIN STREET
WEST NEWBURY MA 01985
978-363-1100 X125 Fax: 978-363-1119**

June 5, 2019

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

Re: Associate Planning Board Member Opening and Nomination

Dear Honorable Board:

You will recall that Tim Cronin served as the Associate Planning Board Member until the spring election where he was elected Planning Board Member. This left the Associate Planning Board Member position vacant. The Planning Board (the "Board") opened a search in May to fill the position and received some interest.

At its meeting of May 7, 2019 members of the Board met with applicant Wendy Reed (application attached). The Board withheld making its official nomination until June to allow for a reasonable application period. The Board received no other applications. At its meeting of June 4, 2019 the Board found that Ms. Reed is well-qualified for the position. The Board then voted unanimously to nominate Ms. Reed for consideration pursuant to Section 8.A.2.b.3. of the Zoning Bylaw.

Sincerely,

Leah J. Zambarnardi, Town Planner
On behalf of the West Newbury Planning Board



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Wendy Reed
Address: [REDACTED]
e-mail: [REDACTED]
Mobile phone: [REDACTED] Home phone: —

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

Planning Board - Associate Member

Current or past committees served on: Cons. Commission, Open Space Com., Library Trustee, CPC and Water Commissioner (past)

Relevant skills, expertise and education: Employment / education in Environmental Engineering: wastewater treatment, stormwater management and Wetlands mitigation. Completed demographic analysis, environmental assessment and mapping for 2018 OSRP.

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

Signature: Wendy Reed Date: 5/1/19



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: June 5, 2019
RE: Proposed job description, Planning Administrative Assistant

The Planning Board forwarded the enclosed draft job description for Board of Selectmen approval.

The Planning Board Regulations Sec. I.2.f. provide that:

“The [Planning] Board may hire a Town Planner, secretary and other professional assistance as needed for the conduct of its duties. Personnel added to the payroll of the Town are subject to the job description, personnel regulations, and appropriations voted by Town Meeting or adopted by the Board of Selectmen.”

Therefore, the draft job description is put to the Board of Selectmen for adoption.

Department: Planning Office

Date of Revision: FY 2020

COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEST NEWBURY

JOB TITLE: ADMINISTRATIVE ASSISTANT TO THE TOWN PLANNER/PLANNING BOARD (L4)

DEFINITION: Assists the Town Planner and Planning Board with administrative duties related to the functioning of the Planning Office.

JOB ENVIRONMENT: Works under the direction of the Town Planner who assigns and reviews the work performed.

ESSENTIAL FUNCTIONS: The Administrative Assistant will assist the Town Planner and the Planning Board with the following essential functions and duties. Note that the essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs general office tasks including answering phone calls, assisting walk-ins, scheduling appointments and meetings, preparing and distributing correspondence.
- Maintains files and office in an orderly fashion.
- Assists Town Planner with administrative tasks related to permitting and planning efforts.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education and Experience:

High School Graduate. Associates Degree is preferred.

Municipal experience is a plus.

Knowledge, Ability and Skill:

Excellent organizational, communication and office skills.

Computer proficiency.

Ability to communicate with the public and other town officials professionally and effectively.

Physical Requirements:

Sit, stand and walk for 6 hours per week. Lift/carry up to 30 pounds.

Fine manipulation of left and right hands.

Use of computers, calculators, telephone systems, photocopiers.

HOURS AND SALARY:

Permanent part-time position of 6-hours maximum per week. FY20 salary range is \$19.31 – \$22.89

Revised May 28, 2019

AA/EOE

**TOWN OF WEST NEWBURY
 EMPLOYEE COMPENSATION POLICY
 SALARY RANGES
 FISCAL YEAR 2020 - DRAFT**

COLA 1.020

Grade	Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate	Annualized Est. (full-time)		
				Minimum	Midpoint	Maximum
				40 hrs/wk		
1	Minimum Wage*	13.24	14.49			
2	12.90	15.31	17.72	26,823	31,841	36,859
3	16.12	18.53	20.94	33,529	38,547	43,564
4	19.31	21.74	24.17	40,166	45,218	50,270
5	22.56	24.97	27.39	46,917	51,947	56,976
6	25.78	28.20	30.62	53,623	58,652	63,682
7	28.98	32.21	35.43	60,283	66,989	73,694
8	32.18	37.03	41.87	66,943	77,013	87,083
9	38.65	43.48	48.30	80,400	90,436	100,471
10	45.09	49.92	54.74	93,789	103,824	113,860
11	51.53	57.96	64.40	107,177	120,566	133,954
12	61.20	67.63	74.06	127,294	140,671	154,048

Massachusetts minimum wage
 \$12.00 effective January 1, 2019

Source: Angus Jennings, Town Manager, June 2019

Present (now thru June 30th (incl. continuing to FY20)

Future (FY20+)

K

Vital

- Finalize and execute DPW Union Contract
- Create and finalize new Chart of Accounts; outreach and training to Dept. Heads, B/C/C Chairs/Treasurers
- Orientation and staff training, new accounting software
- Committee, staff reappointments for FY20
- Adopt FY20 wage schedule
- Finalize, execute Harbormaster MOA w Salisbury
- Finalize, execute ACO MOA w Newburyport

- Review Town Manager legislation; begin process to consider potential amendments to improve efficiency and effectiveness
- Work with BoS, FinCom to update/revise process for FY21 budget based on FY20 budget “lessons learned”
- Finalize FY20 tax rate before 10/19 STM warrant closes

Important

- Finalize Page School apartments transfer of ownership to Housing Authority
- Continue work toward adopting Community Compact financial policies; also, training/implementation
- Advance/resolve Selectmen filing/archiving project

- Finalize, adopt revisions to Board of Selectmen policies; incl. potential new policies (i.e. CORI; disposition of items of low value)
- Negotiate MOU with Pentucket for FY21 SRO
- Clarify/improve policy/practice re tax title foreclosures
- Work w Police Chief to review departmental staffing and operations; negotiate union contract for FY21+
- Evaluate employee health insurance options (for FY21)
- Clarify division of labor, Green Communities reporting
- Improved signage/wayfinding at 1910 Building entrance
- Negotiate cable license renewal with Verizon

Optional

- Review/update 2001 Committee Handbook

WORKING DRAFT of 6/7/19

Town Manager Initiatives / Responsibilities

Present (now thru June 30th (incl. continuing to FY20)

Future (FY20+)

Vital

- Recruit, hire, train new staff position
- Continued participation on School Bldg Committee; and coordinate w PRSD Administration re school financing
- Continue implementation of OSHA requirements
- Bicentennial paperwork to close out \$25k grant
- Add'l FY19 line item, reserve transfers
- Clear backlog of BoS mtg minutes

- Financing for wellfield and Brake's Hill Water Tank
- Annual update: capital asset list, replacement schedule
- Coordinate staff prep of FY19 year-end financials
- Annual reports to lending institutions (3 total)
- OPEB valuation; work w vendor, coordinate staff
- Calculate FY20 indirect costs for Water Dept

Important

- Enforcement of Short Term Rental Bylaw
- Contest/resolve Nat Grid invoice for public safety bldg.
- Continued News/Announcements to website, Facebook
- Continue to standardize tracking of payroll accruals

- Work w Police, Fire to hold Active Shooter training
- Centralize and improve record-keeping, Elliot Fund
- Establish staff working groups to improve coordination
- Improve administration of Senior Tax Work program
- Complete FY19 staff personnel evaluations
- Personnel Policy review/potential revisions
- Create template for employee job descriptions; work with staff, B/C/Cs, PAC on updates to job descriptions
- Integrate/update regional wage comparison matrix

Optional

- Establish format/staff division of labor for FY20 Town Manager newsletters
- Improve structure, utilization of shared servers

Present (now thru June 30th (incl. continuing to FY20)

Future (FY20+)

Vital

- Prepare, finalize MS4 stormwater management plan
- Prepare, finalize MS4 IDDE Program
- Prepare, finalize construction site runoff controls checklist and procedures for inspections

- Finalize agreement w PRSD re building permit and inspection fees for new Middle/High School
- Establish protocols/clarify division of labor for Town responsibilities as affordable housing monitoring agent

Important

- Review and update PB fee schedule

- Finalize easement for property abutting Carr Post (if needed)
- Add MS4 Urbanized Area to official Town map (possibly zoning map)
- Participate in Municipal Vulnerability Preparedness (MVP) planning process
- Implementation of Housing Production Plan
- Create recreational marijuana policy

Optional

Present (now thru June 30th (incl. continuing to FY20)

Future (FY20+)

Vital

- Contract administration, including finalizing and sending letter to neighborhood, Brake’s Hill water tank
- Contract administration, wellfield improvements

- Complete Mill Pond Dam Emergency Action Plan no later than 12/31/19

Important

- Continue work on Middle Street Bridge: design selection; MOU/cost share w N’port; public mtg(s)
- Work w DPW, public safety re Crane Neck/Georgetown Road intersection
- Follow process to post speed limit signage on Chase St
- Track Steele landfill post-closure monitoring, reporting; resolve DEP requirements; and assess cost/budget impact for FY20

- Review/refine capital (and bldg. maint.) cost planning
- Potential land acquisition for new water source
- Prepare Carr Post plan/proposal

Optional

Present (now thru June 30th (incl. continuing to FY20)

Future (FY20+)

Vital	<ul style="list-style-type: none"> • Memorial Day Parade • Work w Bicentennial Committee, public safety re logistics of July 2019 events, incl./esp. July 13 Field Day 	<ul style="list-style-type: none"> • Work w BoS, Greenbelt etc. to finalize language for CRs for Brown Spring Farm and River Road properties
Important	<ul style="list-style-type: none"> • Work w DPW, COA, others on facilities utilization plan 	<ul style="list-style-type: none"> • Parking/circulation review at Pipestave/Dunn • Implementation of Open Space & Recreation Plan • Support Parks & Rec Comm communications w Pentucket re layout of fields as relates to Town planning • Work w WNYL on potential locations for AEDs at Pipestave fields • Engage with Cemetery Trustees to establish sustainable long-term plan for cemeteries' O&M
Optional		<ul style="list-style-type: none"> • Continue work on potential amendments to Mill Pond Management Plan



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: June 7, 2019
 RE: July 13 Bicentennial Field Day

Further evaluation of the Dunn property has led to agreement among my office, DPW, police and the WNBC that the property will not be feasible for use for parking for the July 13 Field Day event. The following is our estimate of available parking within walking distance to the event:

Parking Options, July 13 Field Day at Pipestave

Location	Purpose	Capacity
Page School (front)	Public	250 includes: 140 (marked) 50 (unmarked) 30 (unmarked, near Water Dept bldg) 30 (one side of entrance roadway)
Page School (rear)	Medevac	n/a
Mill Pond (middle)	Public. (Authorized by Mill Pond Committee at mtg on 5/29)	~60-100
Mill Pond (lower)	Event volunteers	
Pipestave access drive	Handicapped parking	n/a
DPW garage	Vendors; emergency vehicles	
Dunn property	N/A	N/A
TOTAL (public):		~310-350

The Bicentennial Committee is working to arrange shuttles to/from satellite parking. The enclosed correspondences summarize some of the other event planning details currently underway.

Town Manager

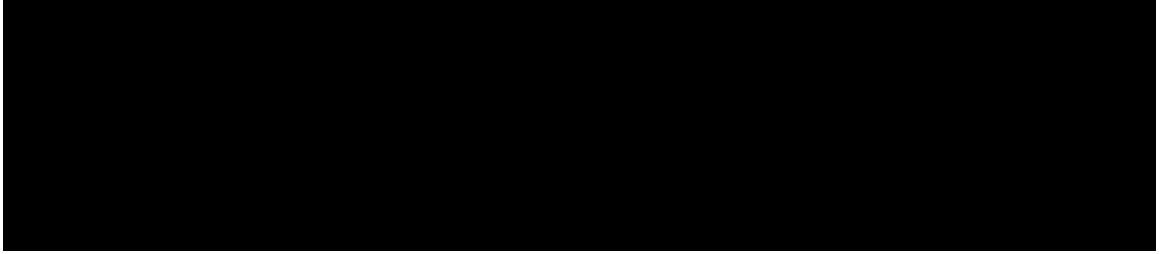
From:

Sent:

To:

Cc:

Subject:



Hi all,

The WNBC met last night; I will go thru the issues that were discussed earlier in the day in the order that the town officials and I took. The WNBC covered much more so please get back to me with any that I missed.

1. Volunteers for parking: Not a glorious job; it will also take a bit of maturity and understanding of what it takes to maximize space without getting into trouble.
One thought was to offer Red Sox tickets to younger volunteers. That would create two wins and a minor bookkeeping challenge. WNBC needs some guidance in contacting older Pentucket Students that could use the credits as well.
2. Tee Shirts: There will be shirts of a designated color for members of WNBC and shirts of another color that say STAFF on the back. There will likely be others for sale at the Field Day Event. The Staff Shirts will have the reflector vests over them at night fall that the Town will provide.
3. Bottled Water For field Day: KC Swallow has contacted a number of vendors. Crystal Geysler requested a written letter asking for a discount for 2000 bottles. We expect them to come through and to buy that many. Have not yet considered how to dispense or keep them cold but will coordinate with the Fire Company and Kemper Catering.
4. Buses and Parking locations: There will be no parking on Pipe Stave Hill except for town vehicles, handicapped vehicles and pre-designated places for vendors to load and unload and to park. Page School will need two parking volunteers at all times under a policeman's supervision. Mill Pond parking is still a little bit of a hike and will need parking volunteer(s). Does it need a police officer??? I spoke with Poly McDowell today; she feels that the field on the right side (West) of the upper parking lot should be fair game but will check with the Mill Pond Committee. If so, 100 vehicles total may be realistic and we all acknowledged that others will pull into undesignated areas. The more the DPW ropes off areas and puts up signs the more orderly it will be. KC Swallow is working with the bus company to understand how flexible they can be and when they need to know exactly what we need; it was agreed that the later evening hours may be the busiest and hardest to manage depending on the turnout. High School/Junior High School Parking will be back up in the unlikely event that all other parking is full; the bus company will be aware of this possibility.
5. News letter from Town Hall Offices (Angus): Would be difficult to impossible to put a map in there. WNBC feels that signs and "ropes", and attendants will be sufficient. Joselyn Fawcett of our committee is putting together an updated map showing where all activities will be; all town and staff officials will be provided a copy.
6. Designated areas for beer and wine: I have contacted both of our vendors for insurance information in this regard. I have information that it may be the town officials that may need to make the final decisions.
7. We will triple check with Tom to be sure that there is not interference between Parks and Recreation as far as set-up, festivities and fields are concerned.

There is to be no charge for any food at field day. If there are any charges to us we must know about them yesterday! Glen Kemper will be ordering all of the food at cost and supplying what we need to keep it cold and will take back what we do not use (quite a contribution!!!). Menu should be very nice burgers, hot dogs, sausage, rolls, cooked peppers and onions and condiments. There will be plenty of water, a beer and wine truck, but as of now we have no thoughts of going into soft drinks but would value everyone's opinion.

This whole thing is coming right up, so let us all keep in touch.

Regards,

Steve

Stephen T. Swallow, DDS

Diplomate, American Board of Oral Implantology
Honored Fellow, American Academy of Implant Dentistry
Past President, Alabama Implant Study Group

Town Manager

From:



Hi Angus,

I was not taking notes, but the three major issues that came up with the insurance company were :

1. The Fire Company doing the cooking
2. Insurance Certificate for the Salter Bus Company
3. The Brochure to be sent out by the Town

The action items are for you to discuss with Glen Kemper and Mike Dwyer the situation and come up with a scenario that the insurance company is satisfied with. Certainly the Fire Company knows what it is doing and has cooked a lot of great food for the Town over many years.

KC is in the loop on the 2nd item and will add the insurance certificate to her list of negotiations as far as # of buses and time of day and flexibility as the time gets closer

Cindy and KC has the third item under control!

Stephen T. Swallow, DDS

Diplomate, American Board of Oral Implantology
Honored Fellow, American Academy of Implant Dentistry
Past President, Alabama Implant Study Group



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

June 3, 2019

Office of Senator Bruce E. Tarr
Senate Majority Leader
State House, Room 308
Boston, MA 02133

Dear Senator Tarr,

Following on my conversation with your office on Friday, this is to confirm that, since submitting a request for funding for an ADA ramp for the G.A.R. Library patio, alternate funding for this project was authorized by vote of Town Meeting.

If the funds currently allocated to this project in the draft Commonwealth Budget can be allocated instead to a different project, I would like to petition for support for the following initiative:

Renovations to Page School playgrounds to improve handicapped accessibility and ADA compliance. An effort is underway with Page School parents, Town and School personnel, and residents to improve access to the existing playgrounds at the Page School located in West Newbury, MA. The proposal is to replace or supplement the current wood chip base of the playgrounds to incorporate ADA compliant Unitary Rubber Playground Safety Surfacing. Although a specific vendor has not been identified, the attached materials received from one potential vendor illustrate the type of improvement that is proposed.

Pentucket Regional School District Superintendent Justin Bartholomew has expressed 100% support for this initiative, and other letters of support could be provided on request. Superintendent Bartholomew describes the work as “a necessity for all of the students with disabilities in the Pentucket Town of West Newbury.”

As we discussed last week, if the funding cannot be allocated to a different project, it would be the Board of Selectmen’s preference to receive the funding for the G.A.R. Library project, as initially proposed. Please do not hesitate to contact me with any questions.

Thank you for your consideration,

Angus Jennings

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Michael McGuffie

860-309-9901

mmcguffie@USPlaygroundSurfacing.com

www.USPlaygroundSurfacing.com

Introducing a New Generation in Unitary Rubber, ADA & Mass CMR Compliant, Economical, Maintenance Reducing Playground Safety Surfacing

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- Ideal "Compliance Solution" for Wood Fiber Playgrounds
- About 1/3 the price of poured in place
- Basically, Poured in Place Compliance at about 1/3 the price!
- Towns can make 2 or 3 playgrounds compliant for the price of one Poured in Place
- Pre-manufactured components, easily serviceable if ever needed

Reduces Playground Maintenance

- Reduces Playground maintenance, especially in high traffic areas like swings and slides
- Common sizes available for Swings and Slides High Wear Zones
- Can be quickly installed, professional installation is readily available



Other Advantages

- Our Unitary Rubber on top of Engineered Wood Fiber provides both compliance and excellent fall protection
- Unitary Rubber Surfacing with proven accessibility on Engineered Wood Fiber playgrounds
- ASTM Testing showed our Unitary Rubber Surfacing improved fall protection in all cases
- Compliant for Use Zones, Accessible Routes, Turning Places, etc.
- Quick delivery and installation of lead times
- Encourages the use of Handicapped Equipment
- Again, ADA and Mass 521 CMR Compliant Unitary Rubber Playground Safety Surfacing

-Meets the ADA and 521 CMR Guidelines for a Firm, Stable, Slip Resistant, Permanent Surface.

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Other applications: Parking Areas, Golf Course Cart Ways, Soft Beaches, Walking Trails, Wet Areas etc.

To inquire more please call us at 860-309-9901 (24/7)

Thank you for your consideration – we look forward to assisting you!

Best Regards,

Michael McGuffie

860-309-9901

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