



**Town of West Newbury**  
**Board of Selectmen**  
**Monday, July 15, 2019 @ 6pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

**AGENDA**

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

- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*Updates on River Road, Brown Spring Farm acquisitions; The Learning Tree lease renewal; potential land acquisition*);
- ❖ 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 (*personnel updates*);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- ❖ MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*Planning Board request for outside counsel*) (*Middle Street Bridge MOU*).
- ❖ Executive Session meeting minutes: April 1, 2019; June 10, 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! Every Thursday through August 29<sup>th</sup>, 6:30-8pm, Rain or Shine! Performers listed on Town website (events calendar)
- FEMA letter: proposed updates to Flood Insurance Rate Maps; working mtg 7/16 1:30PM, Haverhill
- Tickets still available! West Newbury Day at Fenway Park, Red Sox v. Angels, Friday, August 9<sup>th</sup>
- Verizon notice re Regional Sports Network FiOS rate change

**Regular Business**

- A. Appointment of Royster "Jay" Johnson as Interim Police Sergeant – *requested by Chief Durand*
- B. Appointment of Reserve Police Officers: Sarah Hinkle; and Paul DeCosta – *requested by Chief Durand*
- C. Confirmation of appointment of Anthony Pecci as Part-Time Dispatcher
- D. Report on recent damage to Rocks Village Bridge
- E. Request for Street Opening Permit: 7B Archelaus Hill Road. Tyler Nardone
- F. Reflection on week of Bicentennial Events and thanks to Bicentennial Committee and volunteers!
- G. Review and endorsement of Carr Post building assessment proposal to Community Preservation Comm.
- H. Carr Post Committee, composition and Committee charge
- I. FY20 Committee appointments
- J. Approval of Finance Comm. member Nathan Kelly's disclosure of financial interest, Whittier Voc. Tech
- K. Middle Street Bridge: draft MOU with Newburyport; authorize pursuing MassWorks grant application
- L. Middle/High School project, updates incl. from July 9<sup>th</sup> School Building Committee meeting
- M. Proposal to establish Tree Committee and review of draft Charge – *Open Space Committee*
- N. Policy goals for FY20 and discussion of goal-setting process with Departments/Boards/Committees

**Town Manager Updates**

- O. Submittal of MS4 Stormwater Management Plan to EPA, and Year 1 MS4 permit update
- P. Brake's Hill Water Tank updates
- Q. Correspondence from Sen. Tarr's office; budget funds for Page School playground ADA improvements
- R. Plan to address resident concern regarding horse trailer and wood chip pile at Pipestave Hill
- S. Recent correspondence with Cannabis Control Commission
- T. MVPC Regional Housing Plan
- U. "Valuing Arts, Culture, and Creativity: Mapping our Assets in the Merrimack Valley" event Aug. 7<sup>th</sup>
- V. Follow up meeting assignments
- W. 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 200<sup>th</sup> 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](http://www.wnewbury.org)



**FEMA**

June 19, 2019

Glenn A. Kemper, Chairperson  
Board of Selectmen  
Town of West Newbury  
Town Hall  
381 Main Street  
West Newbury, Massachusetts 01985

**RECEIVED**  
**JUN 26 2019**  
TOWN MANAGER  
TOWN OF WEST NEWBURY

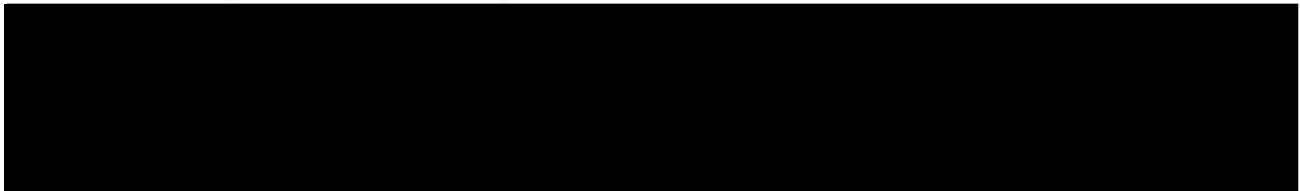
Subject: Town of West Newbury, Essex County, Massachusetts  
Community No.: 250108

Dear Mr. Kemper:

The effective Digital Flood Insurance Rate Maps (DFIRMs) for Essex County were issued on July 19, 2018, under the Map Modernization program. Your community received communication in July 2015 informing you that the flood hazard mapping for Essex County will continue under the Federal Emergency Management Agency's (FEMA's) Risk Mapping, Assessment, and Planning (RiskMAP) program. Due to flood map improvements initiated under the RiskMAP program, the U.S. Geological Survey (USGS), who is serving as FEMA's mapping partner, has updated the engineering analysis on several river reaches in Essex County. The USGS would like to invite your community to review the workmaps.

For your convenience, we have scheduled three Flood Risk Review meetings (also known as workmap meetings) for communities to review their workmaps. The content of all three meetings will be the same; you may attend any of them. We will begin with a brief presentation, after which we will issue to each community a set of workmaps and give you a chance to discuss them with project team members.

- **Tuesday, July 16, 2019 at 1:30 PM, Haverhill Library (Johnson Auditorium), 99 Main Street, Haverhill, MA 01830.** Parking is available in the library/courthouse lot off Stage Street (behind the library) and on Main Street.
- **Wednesday, July 17, 2019 at 9:00 AM, Manchester Department of Public Works, 475 Valley Street, Manchester, NH 03103.** Parking availability is unknown.
- **Wednesday, July 17, 2019 at 1:00 PM, New Hampshire Fire Academy, Dormitory Building, Classroom 5-6, 98 Smokey Bear Boulevard, Concord, NH 03301.** Parking is available at the academy.



Glenn A. Kemper  
June 19, 2019  
Page 2

Sincerely,



Kerry Bogdan  
Risk Analysis Branch Chief  
Mitigation Division  
FEMA Region I

cc: Ann E. Bardeen, Chairperson, Planning Board, Town of West Newbury  
Dawne N. Fusco, Chairperson, Conservation Commission, Town of West Newbury  
Jay Smith, Conservation Agent, Town of West Newbury  
Leah Zambenardi, AICP, Planning Board Administrator, Town of West Newbury  
Lee Ann Delp, Director, Emergency Management Agency, Town of West Newbury  
Paul O. Kelly, Chairperson, Zoning Board of Appeals, Town of West Newbury  
Wayne S. Amaral, Director, Department of Public Works, Town of West Newbury  
Glenn Clohecy, Building Inspector, Town of West Newbury  
Joy Duperrault, State NFIP Coordinator, Massachusetts Department of Conservation and  
Recreation  
Scott Olson, Project Manager, U.S. Geological Survey

# WEST NEWBURY DAY AT FENWAY PARK



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World Champion Boston Red Sox

vs

Los Angeles Angels

August 9, 2019

Game Time 7:10

Buses depart 3:50 for pre-game celebration

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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](http://www.wnewbury.org/bicentennial-committee)



## Town Manager

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**From:** [REDACTED]  
**Sent:** Tuesday, July 2, 2019 8:43 AM  
**Subject:** Verizon Fios TV - LFA Notification - RSN Rate Increase  
**Attachments:** Customer Notice - RSN.pdf

Dear Municipal Official:

This is to notify you of a certain upcoming Fios® TV pricing change.

On or after October 1, 2019, the Regional Sports Network (RSN) Fee will increase from \$7.89 to \$8.89 per month. This monthly fee helps cover a portion of the costs Verizon pays to RSNs to deliver professional and collegiate sports programming in each local team's territory.

Verizon will notify subscribers of the above by means of bill message beginning on or after August 1, 2019. A sample customer notice is attached.

Access to the Fios® TV channel lineup is available 24/7 online at [verizon.com/fiostvchannels](http://verizon.com/fiostvchannels) and [verizon.com/bizfiostvchannels](http://verizon.com/bizfiostvchannels).

We realize that our customers have other alternatives for entertainment and our goal is to offer the best choice and value in the industry. Verizon appreciates the opportunity to conduct business in your community. Should you or your staff have any questions, please contact me.

Sincerely,



**Niall Connors**

Franchise Service Manager  
Fios Video Franchising  
Verizon Consumer Group

O 857 415 5123  
M 781 715 7058  
6 Bowdoin Square  
Floor 10  
Boston, MA 02114



## **Fios® TV Rate Notification**

### **Regional Sports Network Fee:**

Effective on or after 30 days from the date of this message, you will receive a Fios TV Regional Sports Network (RSN) fee of \$8.89/month. If you currently have an RSN Fee on your bill, it will increase to \$8.89/month. This monthly fee helps cover a portion of the costs Verizon pays to RSNs to deliver professional and collegiate sports programming in each local team's territory. Verizon offers alternative packages that do not include RSNs and are not subject to this fee.



# WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Jeff Durand, Police Chief  
durand@westnewburysafety.org

TO: Angus Jennings, Town Manager

FROM: Jeff Durand, Chief of Police

DATE: May 10, 2019

RE: Acting Sergeant position

RECEIVED  
MAY 10 2019  
TOWN MANAGER  
TOWN OF WEST NEWBURY

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

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

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

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

Thank You, Chief Durand





# 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](mailto:durand@westnewburysafety.org)

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

FROM: Jeff Durand, Chief of Police JD

DATE: July 3, 2019

RE: Reserve police officer appointments

RECEIVED

JUL 03 2019

TOWN MANAGER  
TOWN OF WEST NEWBURY

I would like to put forward two candidates for appointment to reserve officer positions. The two have completed the Department hiring process including oral board interviews, background checks and psychological testing.

The first candidate is Sarah Hinkle. She currently works at Merrimack College as a police officer. She is an MPTC state certified reserve officer, who has also worked as a public safety dispatcher at Merrimack College. Sarah has a Bachelor of Arts degree in Criminology from Merrimack College. She currently resides in Lynn Massachusetts.

The second candidate is Paul DeCoste. Paul currently works for the Essex County Sheriff's Department as a corrections officer. He has also worked as a firefighter for the Town of Kingston N.H. and was enlisted in the United States Marine Corps for nine years. Paul is also certified as a reserve officer in Massachusetts. He currently resides in Kingston N.H.

Thank You for your consideration, Chief Jeff Durand



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

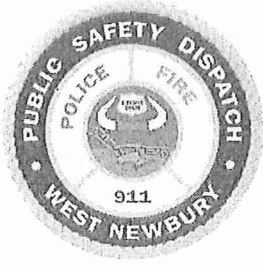
TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: July 12, 2019  
RE: Waiver of waiting period for appointment of Anthony Pecci as Part-Time Dispatcher

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This is a request for a waiver of the 15-day waiting period, required by the Town Manager legislation, for my intended appointment of Anthony Pecci as a Part-Time Dispatcher.

SECTION 10. (a) The town manager of the town of West Newbury shall appoint and may remove all department heads as the term may be defined in the town departmental and organizational structure and any other employees for which a method of selection is not provided in this act or by law.

**(b) Appointments or removals made by the town manager pursuant to subsection (a) shall be effective 15 calendar days from the date of the filing of a written notice of the appointment or removal with the board of selectmen, unless the board of selectmen vote to reject such appointment or removal. The board of selectmen may waive the 15-day period and allow the action of the town manager to take immediate effect.**



# WEST NEWBURY PUBLIC SAFETY DISPATCH

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Jeff Durand, Police Chief  
durand@westnewburysafety.org

To: Town Manager Angus Jennings

From: Chief Jeff Durand

A handwritten signature in black ink, appearing to be "JD", is written over the name "Chief Jeff Durand".

Date: July 5, 2019

Re: Part time dispatcher appointment approval

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The department has been in the process of hiring part time dispatchers over the last couple of months. The department held interviews and met with a total of 6 applicants. One of the applicants was Anthony Pecci, who resides in Haverhill, Massachusetts.

Anthony has a Bachelor's of Science in Business Administration and is a former Customer Service manager for Fairpoint Communications and a Senior Account Manager for Martindale Associates. At times during his employment, Anthony worked on the 911 system performing maintenance and installation. I feel that Anthony's customer service experience, along with his personality and enthusiasm which he has shown, would be a great fit for the service which dispatchers provide for West Newbury residents.

A complete background check was performed, which resulted in no issues being found. I recommend that Anthony Pecci be hired as a part time dispatcher and have no reservations.

Respectfully,

Chief Jeff Durand





# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: July 12, 2019  
RE: Rocks Village Bridge

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Haverhill PD and State police booked accident. The West Newbury incident report is enclosed. Chief Durand spoke with MA Highway late this week. Repairs have been made, and the bridge is fully operational. More repairs will need to be done, but he was told that work won't be done for a while.



West Newbury Police Department  
Incident Report

Incident #: 19-133-OF  
Call #: 19-12422

Date/Time Reported: 07/05/2019 0956  
Report Date/Time: 07/06/2019 1313  
Status: No Crime Involved

Reporting Officer: Officer Richard Parenteau  
Approving Officer: Sergeant Daniel Cena

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

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



| # | INVOLVED | SEX | RACE | AGE | SSN | PHONE |
|---|----------|-----|------|-----|-----|-------|
|---|----------|-----|------|-----|-----|-------|

|   |  |   |   |            |            |  |
|---|--|---|---|------------|------------|--|
| 1 | CARD, SCOTT WILLIAM<br>[REDACTED]<br>HAVERHILL MA 01830-2146 | M | W | [REDACTED] | [REDACTED] |  |
|---|--|---|---|------------|------------|--|

Military Active Duty: N  
 BODY: NOT AVAIL. COMPLEXION: NOT AVAIL.  
 DOB: 12/12/1964 PLACE OF BIRTH: NOT AVAIL.  
 LICENSE NUMBER: MA S29264777 ETHNICITY: NOT HISPANIC

[APPEARANCE]

GLASSES WORN: NO

| # | EVENTS (S) |
|---|------------|
|---|------------|

LOCATION TYPE: Construction Site Zone: RIVER AREA(CHURCH-NBPT)  
 ROCKS VILLAGE BRIDGE  
 BRIDGE ST  
 WEST NEWBURY MA 01985

1 Assist Other Agency

| # | VEHICLE (S) | YEAR | MAKE | STYLE | COLOR1 | COLOR2 | REG | VALUE |
|---|-------------|------|------|-------|--------|--------|-----|-------|
|---|-------------|------|------|-------|--------|--------|-----|-------|

|   |       |      |      |  |     |  |          |             |
|---|-------|------|------|--|-----|--|----------|-------------|
| 1 | GU813 | 2016 | MACK |  | WHI |  | MA 5799A | \$30,000.00 |
|---|-------|------|------|--|-----|--|----------|-------------|

STATUS: Suspected DATE: 07/06/2019  
 VIN: 1M2AX18C1GM035441

Ref: 19-133-OF

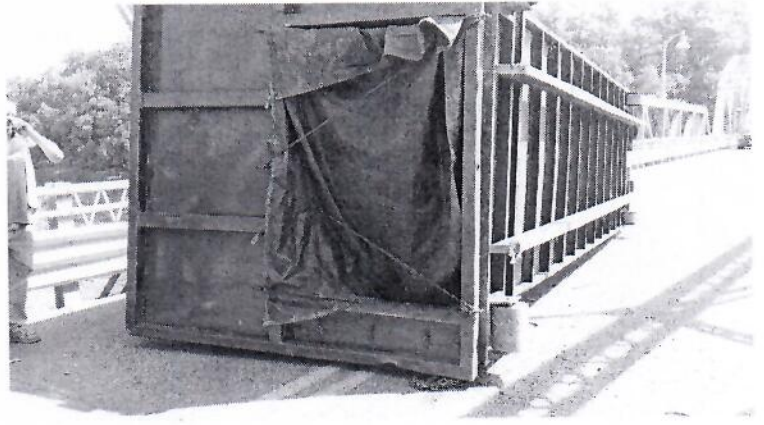
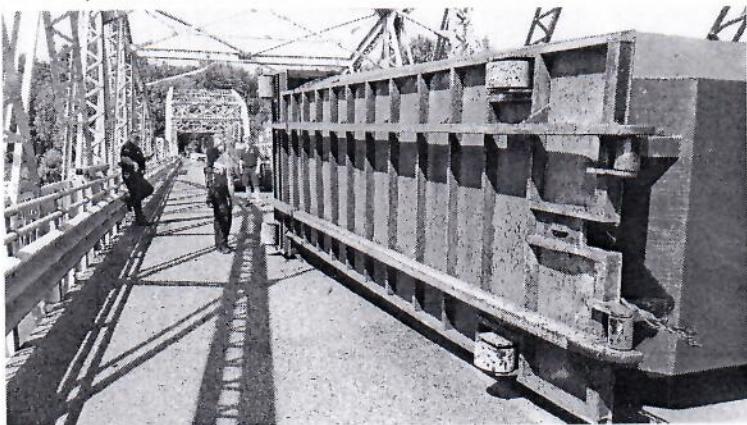
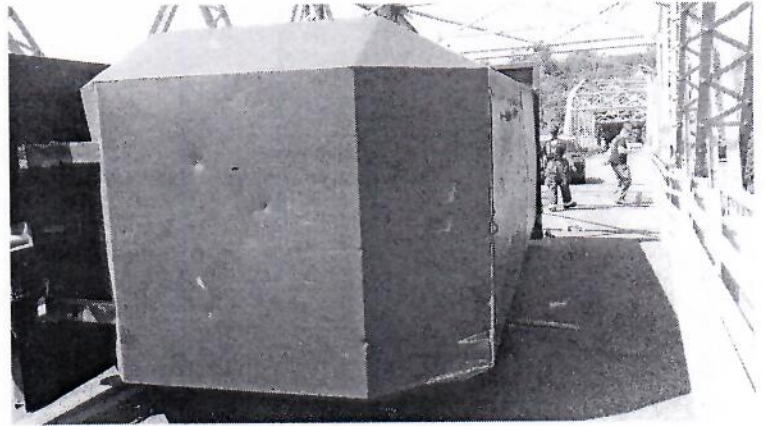
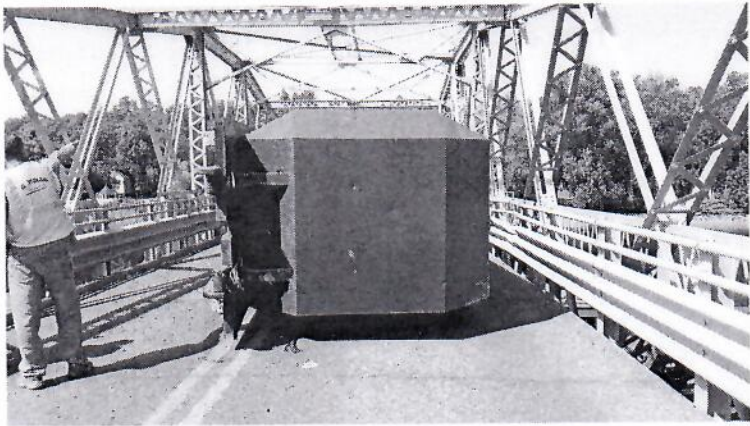
Entered: 07/06/2019 @ 1315      Entry ID: RPARENT  
Modified: 07/06/2019 @ 1416      Modified ID: RPARENT  
Approved: 07/10/2019 @ 0833      Approval ID: CENA

1. On Friday July 5, 2019, I was working patrol in cruiser 302 for the Town of West Newbury. Just prior to 10:00 a.m., I was dispatched to the Rocks Village Bridge for a report of a vehicle that had flipped over on the bridge. I responded from the police station and arrived in the area a short time later. Upon driving on to the bridge, I saw a white Mack truck parked in the eastbound lane, near the middle of the bridge. I also noticed a large green dumpster was sitting in the middle of the bridge's roadway. I radioed dispatch to advise that a vehicle did not flip over, but in fact a dumpster had came off the back of a truck.
2. Chief Jeff Durand arrived thereafter and closed down access to the bridge at the intersection of River Road and Bridge Street. I made contact with the operator of the Mack truck, who identified himself as Scott Card. Mr. Card said he was working for G. Mello Disposal and was transporting the empty dumpster to Newburyport, to the industrial park. He said he had gone over the bridge in the same truck with the same dumpster on the back, many times. The bridge height restriction is 12 feet 6 inches, which is posted at the beginning of the bridge on both sides. (It was later determined that the truck was in excess of 13 feet). Mr. Card said he entered the bridge from the Haverhill side and was traveling eastbound into West Newbury. As he went under the bridge's struts and bracings, the top of the dumpster collided with a bracing. As a result, the dumpster fell off of the back of the truck. As it fell off, the dumpster collided with the westbound side of the bridge, causing damage to both vertical and diagonal bridge members, the guard rail, and the road surface. I saw that Mr. Card's truck was leaking hydraulic fluid on the bridge. I had him move it off of the bridge to avoid leaking fluid into the river. The vehicle sustained damage to the hydraulic system and to the metal safety cable that helps secure the dumpster on to the bed of the truck.
3. After looking closer at the location and boundary markings on the bridge, I determined that the location of the crash took place on the Haverhill side of the bridge. Dispatch notified the Haverhill Police Department and Officer Dan Trocki responded to take the report. Dispatch also notified MA Highway to inspect the damage on the bridge. The West Newbury Fire Department also responded and obtained a signed medical refusal from Mr. Card.
4. I took pictures of the scene and later sent them to Officer Trocki. MA Highway workers and the State Police Truck Team arrived shortly thereafter. The bridge was shut down and MA Highway placed electronic road signs at the top of Bridge Street and Church Street to alert the public that the bridge was closed. The West Newbury Highway Department also put out signs and barriers. Coady's Towing later removed the dumpster from the bridge after discretion was given from MA Highway officials. They worked on the bridge throughout the night and it opened at around 6:30 a.m. on Saturday, July 6, 2019. Dispatcher Joelle Mather provided Haverhill Police with witness information.

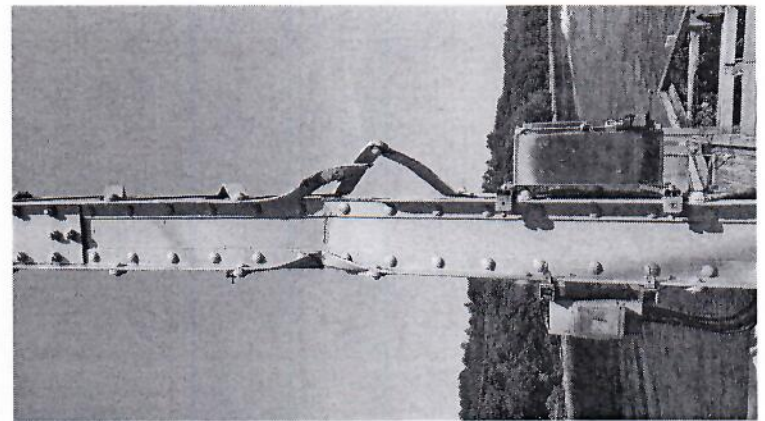
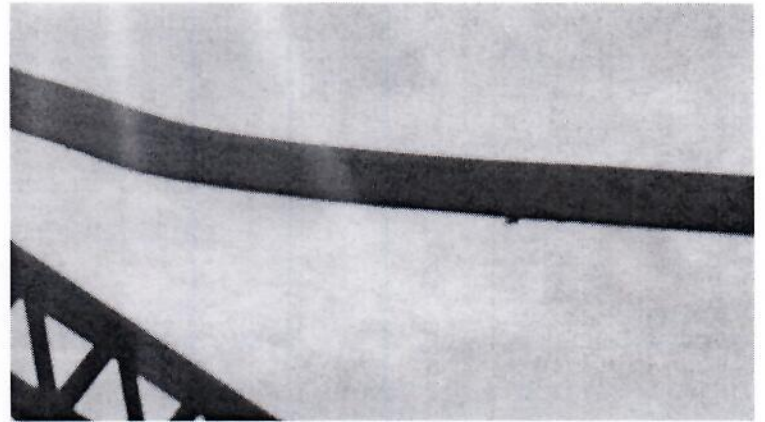
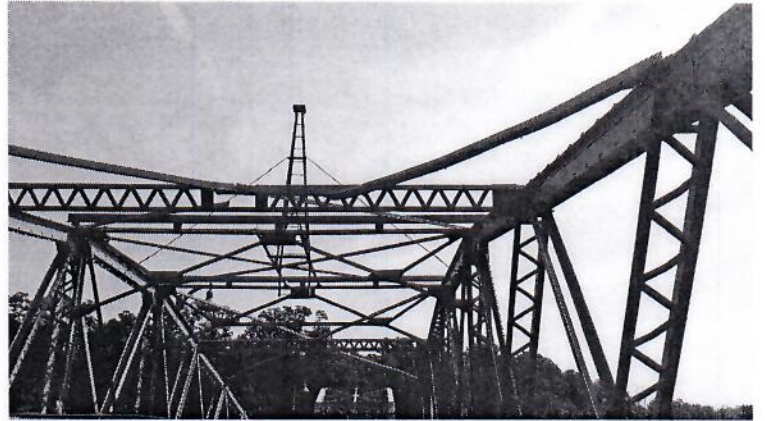
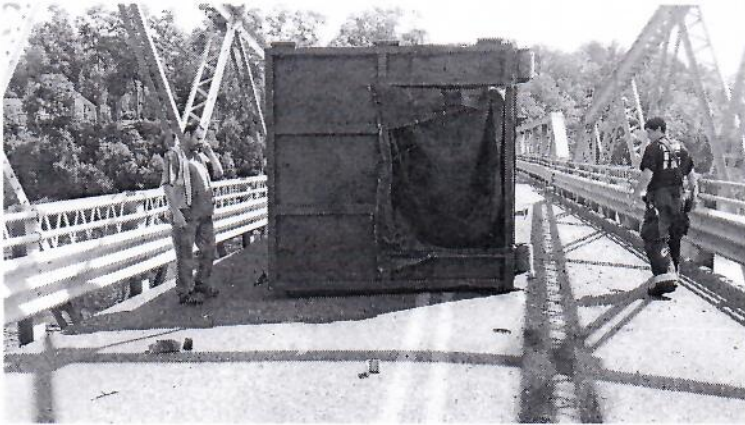
Respectfully Submitted,

Officer Rich Parenteau #345

West Newbury Police Department  
Images Associated with 19-133-OF

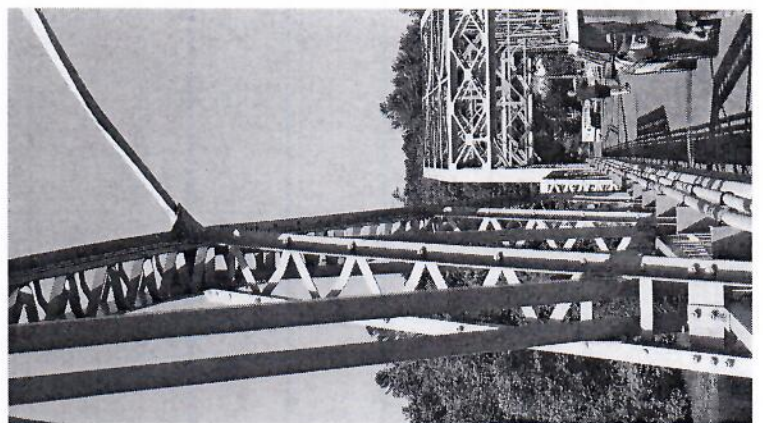
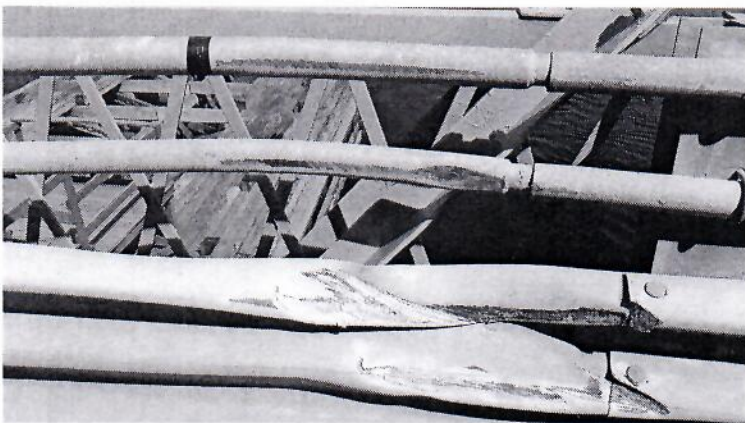
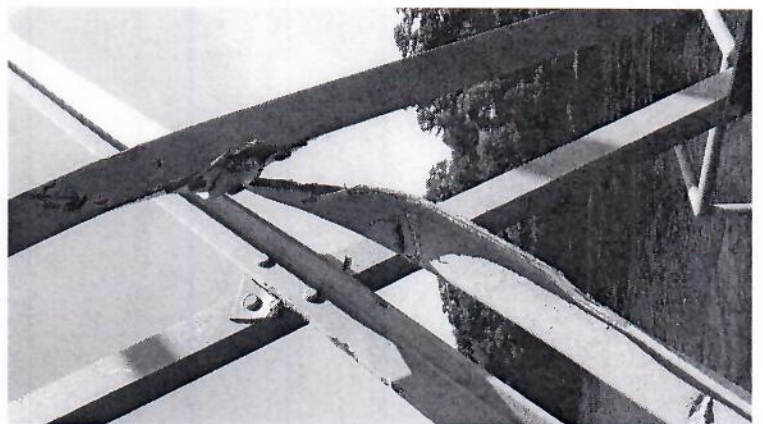
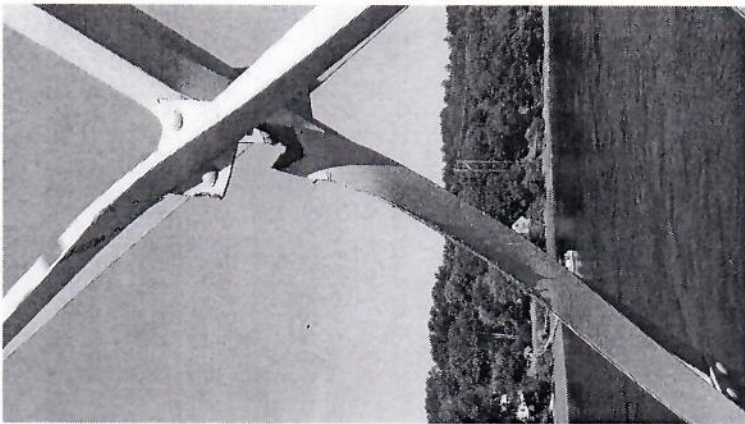
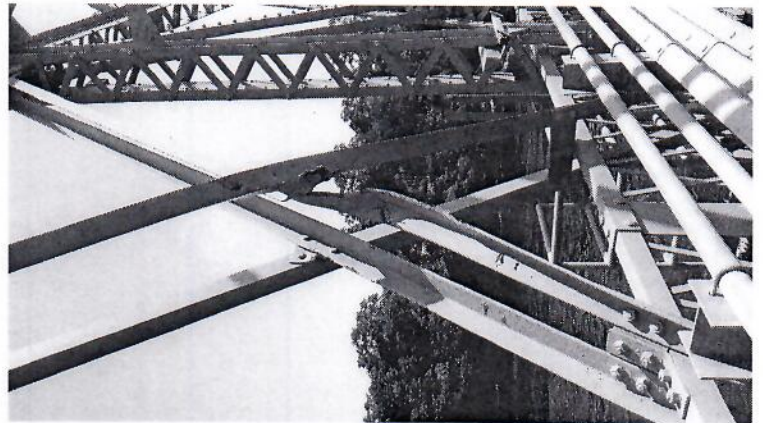
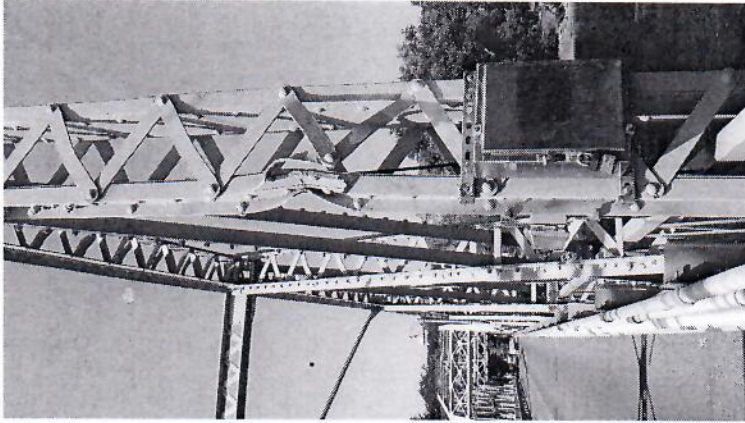


West Newbury Police Department  
Images Associated with 19-133-OF

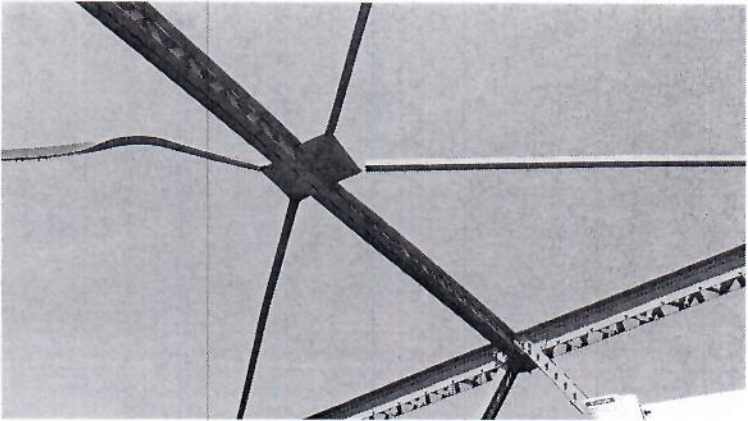
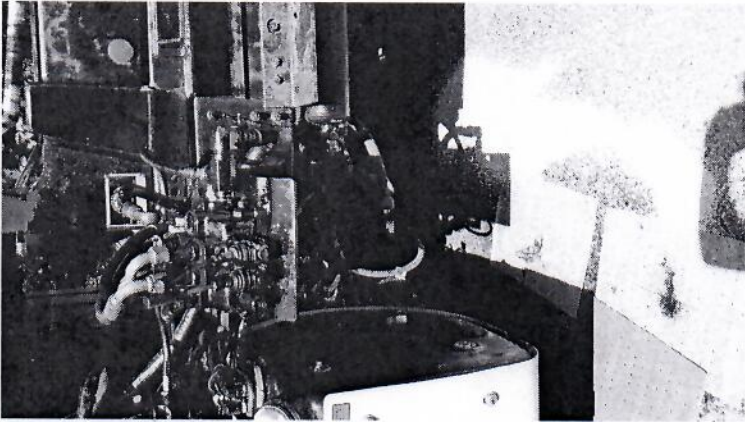




West Newbury Police Department  
Images Associated with 19-133-OF



West Newbury Police Department  
Images Associated with 19-133-OF



TOWN OF WEST NEWBURY  
APPLICATION  
STREET OPENING PERMIT

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

Permission is requested to enter 7B Archelaus Hill Rd for the purpose  
(include Street # or Map & Parcel #)

of Install New Conduit from Existing PED  
across the street to Existing pipe in front of property

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

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

Name: Tyler Nardone Signed: [Signature]  
(Please print)

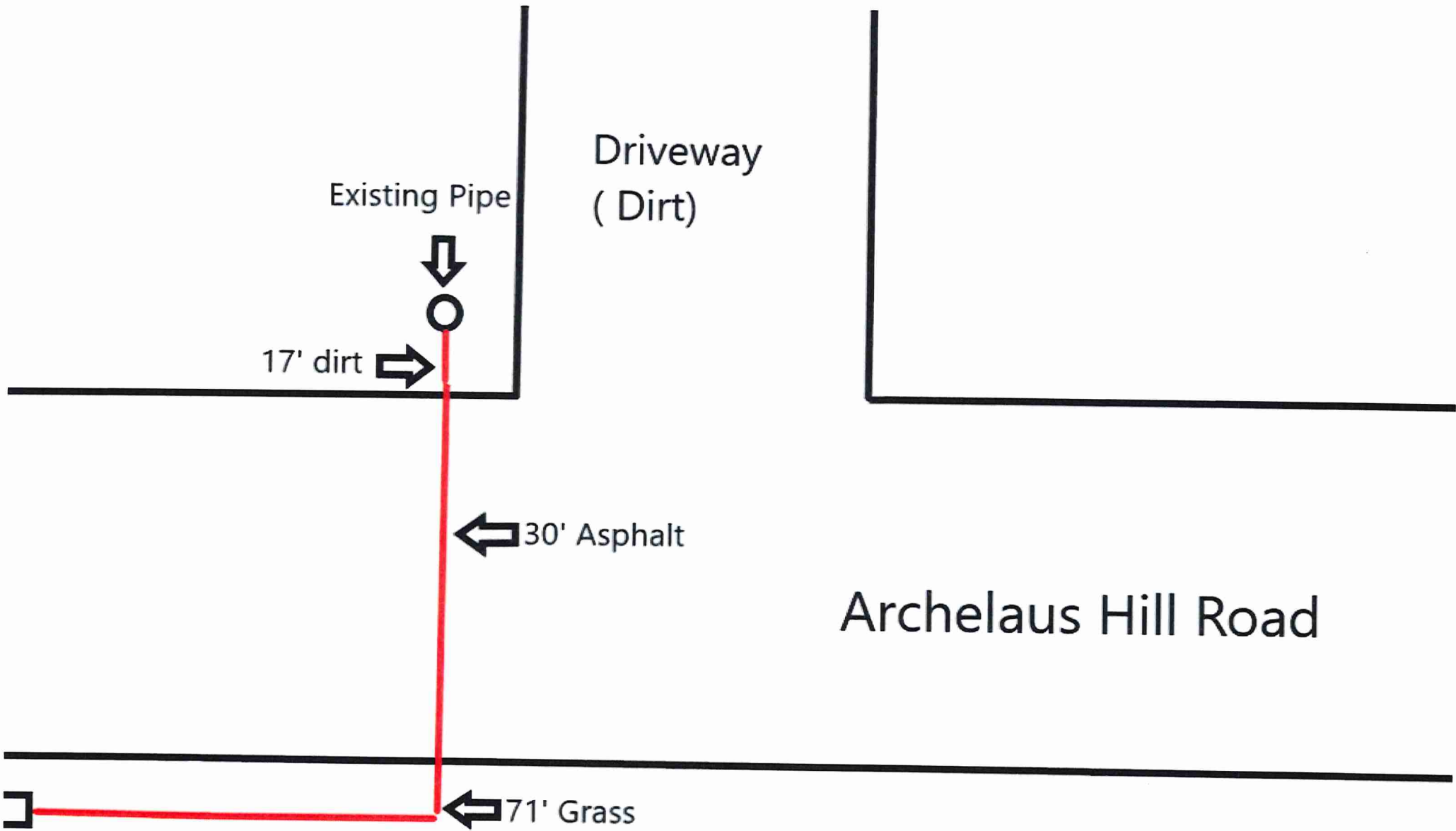
Address: [Redacted]  
e-mail [Redacted]

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



\$35.00 application fee submitted AMS - paid no Town Water - [Signature] Superintendent of Streets  
[Signature] Water Department Superintendent 4/26/19

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



Driveway  
(Dirt)

Existing Pipe

17' dirt

30' Asphalt

Archelaus Hill Road

71' Grass



# Town of West Newbury


381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

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

TO: Board of Selectmen  
FROM: Wayne S. Amaral, DPW Director   
DATE: July 9, 2019  
RE: **7B Archelaus Hill Road** – DPW Street Opening Permit Requirements

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Per the above listed Street Opening Permits request for **#7B Archelaus Hill Road**, the following requirements are recommended to be included in said permits from the Department of Public Works.

## 1. Driveway Proposal.

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

## 2. Roadway Trench

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

## 3. Edge of Roadway – Disturbed Area.

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

## 4. Tracked Vehicles.

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

## 5. Dig-Safe.

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

**6. Traffic Controls.**

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

**7. Roadway Plates.**

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

Spencer, Sullivan & Vogt  
ARCHITECTURE • PRESERVATION



1 Thompson Square, Suite 504 • Charlestown, MA 02129

25 June 2019 – UPDATED 30 June 2019

Angus Jennings, Town Manager  
Town of West Newbury

*Re: Soldiers and Sailors Memorial Building, or the Carr Post*

Dear Angus,

We have discussed the need for an updated assessment of the Memorial Building, with the understanding that there are critical concerns about its structural stability. Our initial involvement was in 2014 with conditions assessment followed by limited emergency stabilization in 2015. With the continuing passage of time and the effects of weather and an aged structural and envelope, you have now asked for advice on how to stabilize and protect the building. We understand that an action plan is being requested, with a view for phasing, looking forward to the ultimate reuse of the building for community purposes.

We started with a visit on Wednesday, June 26, at 3:30 in the afternoon, attended by Doug Manley and me from our firm, along with John Wathne of Structures North. We visited the building and began a dialogue of the next steps to protect and stabilize the building.

We propose hourly billing to a limit of \$5,000 to identify immediate needs and budget with the objective of creating the first phase of work, and an outline of future needs.

We appreciate the opportunity to assist with the assessment and preservation of the Soldiers and Sailors Memorial Building, also known as the Carr Post.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Lynne Spencer'.

Lynne Spencer  
President & Principal, Historic Preservation

Agreed by with no personal liability

A handwritten signature in black ink, appearing to read 'Angus Jennings'.

June 30, 2019

Authorized Signature

Date



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: July 13, 2019  
RE: Developer work on Carr Post site

---

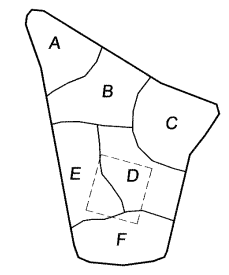
Excerpts from the plan set of record for the Drake's Landing development are enclosed.

The DPW Director and I met with the developer on site on July 9<sup>th</sup> to review the grading and landscaping plans. We all agreed there could be improvements to what is shown in the plan set, and we agreed to work together toward proposed revisions to be brought before the Board of Selectmen for review and approval at a future meeting date.

No additional site work will take place without specific advance approval and authorization by the Town. The landscaping that was recently planted on the site, consistent with the enclosed plan set, can be modified or removed upon request, and this will be a subject of future recommendations. Although the plantings did not look particularly healthy when we were on site, the developer has advised that his crew is watering the plants daily. We will keep an eye on this, and DPW will step up its efforts to maintain the property at a safe and improved level (i.e. grass cutting, etc.).



K:\PROJ\_CIVIL\_3D\2016\16072\DWG\1.0 SHEET FILES\16072 GR.DWG Eredette 3/6/2018 1:08 PM



'FOCAL POINT' PLANTING LIST

| Zone | Common Name       | Botanical Name              | Qua |
|------|-------------------|-----------------------------|-----|
| A    | Broomsedge        | Andropogon virginicus       | 35  |
| B    | Common Bonaset    | Eupatorium perfoliatum      | 40  |
| C    | New England Aster | Symphytrichum novae-angliae | 25  |
| D    | Steeple Bush      | Spiraea tomentosa           | 30  |
| E    | Seaside Goldenrod | Solidago semoervirens       | 23  |
| F    | Switchgrass       | Panicum virgatum            | 55  |

**NOTES:**

- REFER TO SHEET G1.20 FOR LEGEND, ABBREVIATIONS, AND GENERAL NOTES.
- SEE PLANTING LIST BELOW. REFER TO DETAIL A ON SHEET C5.61.
- WETLAND DISTURBED DURING WALL CONSTRUCTION SHALL BE RESTORED BY INSTALLING PREVIOUSLY EXCAVATED WETLAND SOILS FROM WETLAND IMPACT AREA AND IN ACCORDANCE WITH THE PROJECT ORDER OF CONDITIONS.

**I CERTIFY,**

- THE PREPARATION OF THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTRY OF DEEDS.
- 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.
- 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.

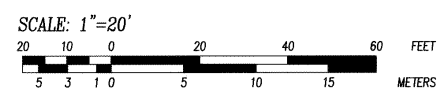
*[Signature]* 03-20-18  
P.L.S. DATE

SITE PLAN REVIEW APPROVAL  
WEST NEWBURY PLANNING BOARD:

*[Signature]*  
*[Signature]*

DATE: MARCH 20, 2018

"SEE CERTIFICATE OF VOTE DATED JANUARY 31, 2017, RECORDED AT THE REGISTRY OF DEEDS" BK 36089 PG 093



PLAN BOOK 411 PLAN 93  
ESSEX COUNTY DEEDS DISTRICT  
Salem Mass  
Received April 6, 2018  
with DCSN, Cottage  
Advisors, LLC  
Rec B-36632 p. 109  
Attest: *[Signature]*  
Register of Deeds (46 pbs)

**Grading and Drainage Plan**

Project Title:  
**DRAKES LANDING**  
Site Plan Review for  
Open Space Preservation  
Development  
365 MAIN STREET  
WEST NEWBURY, MA

Applicant:  
**Cottage Advisors, LLC**  
487 Groton Road  
Westford, MA 01886  
Owners:  
**Cottage Advisors, LLC**  
487 Groton Road  
Westford, MA 01886  
**Micah & Laurie Spielvogel**  
26 Meetinghouse Hill Road  
West Newbury, MA 01985






| REVISION |          |                    |    |
|----------|----------|--------------------|----|
| NO.      | DATE     | DESCRIPTION        | BY |
| C        | 8/30/17  | PEER REVIEW        | DH |
| D        | 11/16/17 | FOR BOARD APPROVAL | DH |
| E        | 12.12.17 | VALUE ENGINEERING  | DH |
| F        | 1.8.18   | PEER REVIEW        | DH |
| G        | 1.9.18   | CONSERVATION COMM. | RB |
| H        | 1.23.18  | FOR BOARD APPROVAL | RB |
| I        | 2.12.18  | CONSERVATION COMM. | RB |
| J        | 2.21.18  | FOR BOARD APPROVAL | RB |

*[Professional Engineer Seal]*  
ROBERT B. BLANCHETTE, JR.  
CIVIL  
No. 48371  
Date: 20 MAR 2018

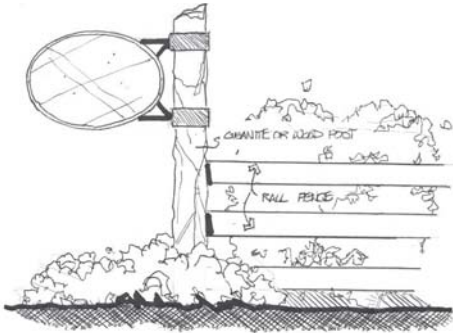
PROJ. MGR.: D. HAMEL  
FIELD: M. MICHAUD, A. BICK  
DESIGN: D. HAMEL  
DRAWN: E. FREDETTE, D. HAMEL  
CHECKED: R. BLANCHETTE, W. CAMMETT  
DATE: 6-6-2017  
FILE: 16072 GR.DWG

JOB #: 16072  
**SHEET C1.21**

CONCEPT PLANT SCHEDULE COMMON AREA

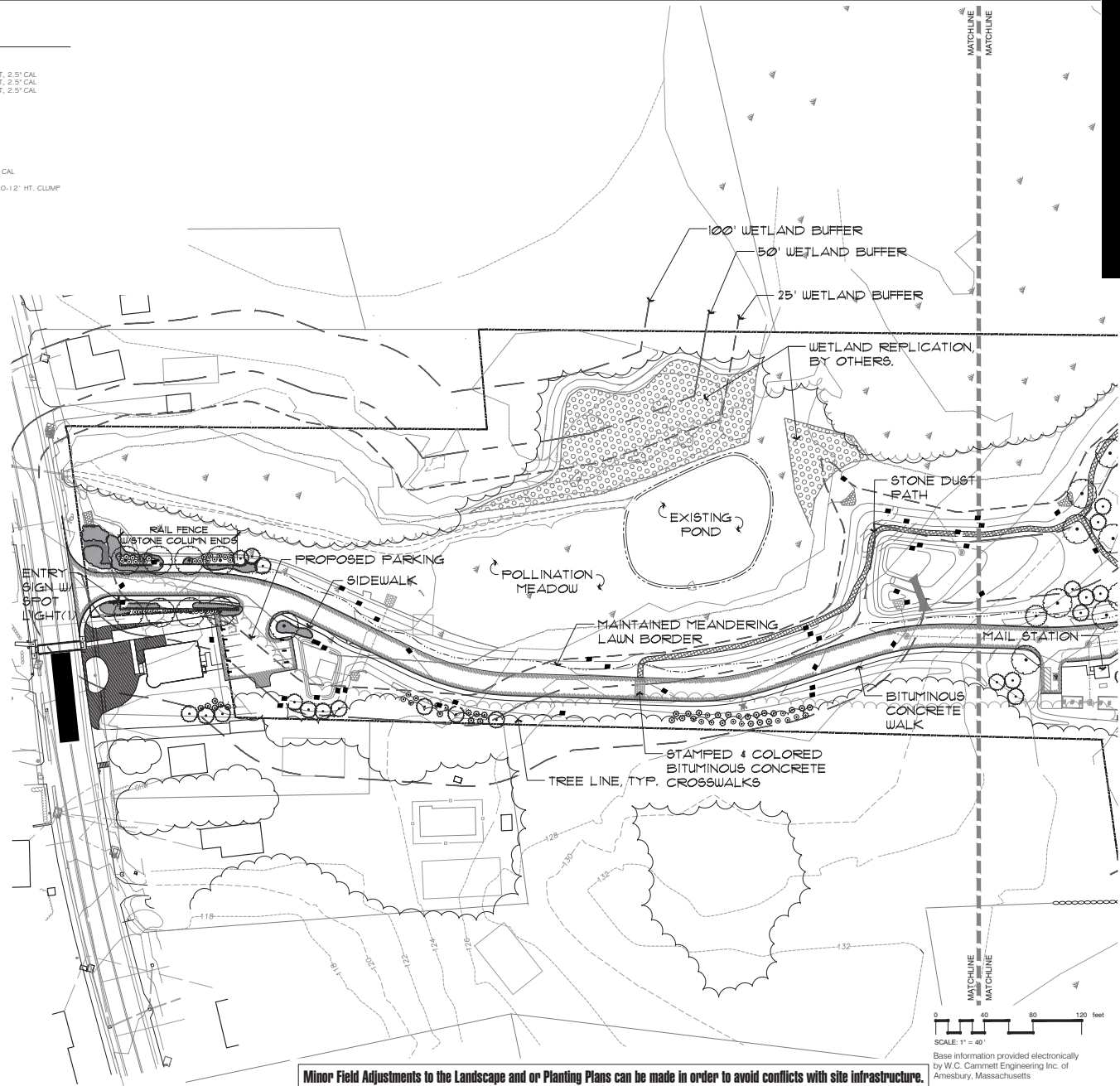
|   |  |  |
|---|--|--|
|  | <b>EVERGREEN TREE</b><br>73<br><i>Picea glauca</i> / White Spruce<br><i>Picea pungens</i> / Colorado Spruce<br><i>Thuja plicata</i> 'Green Giant' / Green Giant Arborvitae   | B&B, 8'-10" HT, 2.5" CAL<br>B&B, 8'-10" HT, 2.5" CAL<br>B&B, 8'-10" HT, 2.5" CAL |
|  | <b>SHADE TREE</b><br>76<br><i>Acer rubrum</i> 'Red Sunset' / Red Sunset Red Maple<br><i>Gleditsia inaequalis</i> 'Halla' / Halla Thornless Honey Locust<br><i>Quercus palustris</i> / Pin Oak  | 2.5" CAL<br>2.5" CAL<br>2.5" CAL   |
|  | <b>ORNAMENTAL TREE</b><br>41<br><i>Betula nigra</i> / River Birch Multi-Trunk<br><i>Cornus Florida</i> / Flowering Dogwood<br><i>Magnolia virginiana</i> / Sweet Bay   | B & B, 2.5"-3" CAL<br>2.5"-3" CAL<br>2.5"-3" CAL, 10'-12" HT, CLUMP              |
|  | <b>EVERGREEN SHRUB</b><br>34<br><i>Rhododendron maximum</i> / Rose Bay<br><i>Rhododendron maximum</i> 'Roseum' / Rhododendron  | 5'-6" HT.<br>3'-4" HT.   |
|  | <b>DECIDUOUS SHRUB</b><br>49<br><i>Ambrosia canadensis</i> 'Glenform' TM / Rainbow Pillar Serviceberry<br><i>Clethra alnifolia</i> / Summersweet Clethra<br><i>Cornus alba</i> 'Argenteo-marginata' / European Variegated Dogwood<br><i>Viburnum dentatum</i> / Viburnum | 6'-7" HT.<br>4'-5" HT.<br>3'-4" HT.<br>4'-5" HT.                                 |

**Notes:**  
See Sheet L1.2 for Lighting



**Entry Sign & Fence Concept**

Scale: Not To Scale



Minor Field Adjustments to the Landscape and or Planting Plans can be made in order to avoid conflicts with site infrastructure.

Base information provided electronically by W.C. Carrinett Engineering Inc. of Amesbury, Massachusetts



Date: 05/10/17

**Revisions:**

| Rev. | Date     | Description                    |
|------|----------|--------------------------------|
| 1.   | 03/17    | Plan Revision                  |
| 2.   | 08/17    | Plan Revision                  |
| 3.   | 09/17    | Plan Revision                  |
| 4.   | 10/21    | Lighting Revision              |
| 5.   | 11/01/17 | Lighting Revision              |
| 6.   | 01/09/18 | Site Infrastructure Note Added |



**Drakes Landing**  
365 Main Street, West Newbury, MA  
Applicant: Cottage Advisors 487 Groton Road, Westford, MA

Drawn By: JF Checked By: TM

**Conceptual Site Plan**

Scale: 1" = 40' - 0"

Sheet **L1.1**



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: July 13, 2019  
RE: Carr Post Committee charge

---

The 2001 West Newbury Committee Handbook reads as follows (emphasis added):

## 2.2 Committee Formation

Appointments to committees in West Newbury are generally made by the Board of Selectmen, although elected boards and the Town Moderator may also make appointments. State statutes outline the authority and duties of many boards, and the Town Bylaws further define the work of some boards. The appointing authority prepares the charge to the Committee and receives their reports and recommendations.

A review of previous Board of Selectmen meeting materials, provided in a recent Board meeting packet, suggests that no formal charge was adopted upon establishment of the Carr Post Building Committee. However, the enclosed Mission Statement and Vision Statement recently came to my attention; it is my understanding that the appointed Committee members prepared this language some time ago.

I am working on a draft Charge to reflect the current situation with the property, including the pending and anticipated funding applications, and the need to establish and maintain strong public communications to keep people informed throughout this dynamic period of time.

The Carr Post Committee has posted a meeting on Monday evening at 6:30pm. I am hoping to have a draft Charge for their review, and for consideration by the Board later that evening as well.

## Mission Statement

To preserve the Soldiers and Sailors Memorial Building as the unique structure that it is through historic and architectural restoration methods.

To provide our community with a safe repository for town memorabilia that cannot be displayed elsewhere. Establish a learning center that increases the diffusion of knowledge of the Town of West Newbury to its residents.

## Vision Statement

To collect, catalog, archive, protect and display all manner of photos and documents relevant to the history of West Newbury past, present and future.

| Last Name  | First Name | Department                       | Current Term Expiration (fiscal year) | Requested Reappointment | Board Approval |
|--|------------|----------------------------------|---------------------------------------|-------------------------|----------------|
| <b>ZBA</b>   |            |                                  |                                       |                         |                |
| <b>(5) Members - Five Year Terms; Two Associate Members - One Year Term</b>                  |            |                                  |                                       |                         |                |
| Gregg  | Judith     | Zoning Board of Appeals          | 2019                                  | 6/15/2024               | 6/10/2019      |
| 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                                  |                         |                |
| Dennis   | Lucey      | Req. Reappt to ZBA (Alternate)   | Alternate                             | 6/15/2020               |                |
| <b>Cultural Council</b>  |            |                                  |                                       |                         |                |
| <b>Six year term only (Limited to two three year terms)</b>                                  |            |                                  |                                       |                         |                |
| <b>Part I, Title II, Chapter 10, Section 58: At least (5) but not more than (22) Members</b> |            |                                  |                                       |                         |                |
| Cosentino  | Jocelyne   | Cultural Council 2016-2019       | 2019                                  | 6/15/2022               | 6/10/2019      |
| 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               | 6/10/2019      |
| Dion   | S. Helena  | request to be on Council         |                                       | 6/15/2022               | 6/10/2019      |
| Tedeschi   | Alyson     | request to be on Council         | n/a                                   | 6/15/2020               |                |
| <b>Energy Advisory Committee</b>   |            |                                  |                                       |                         |                |
| <b>One year terms</b>  |            |                                  |                                       |                         |                |
| Grammer  | Elisa      | Energy Advisory Committee        | 2019                                  | 6/15/2020               | 6/10/2019      |
| Wallace  | Arthur     | Energy Advisory Committee        | 2019                                  | 6/15/2020               | 6/10/2019      |
| Parker   | Richard    | Energy Advisory Committee        | 2019                                  | 6/15/2020               | 6/10/2019      |
| Callahan   | Elizabeth  | Energy Advisory Committee        | 2019                                  | 6/15/2020               | 6/24/2019      |
| Robinson   | Phillips   | Req. Reappt to Energy Ad Comm    | 2019                                  | 6/15/2020               |                |
| Elizabeth  | Hatch      | Requested appt to Energy Ad Comm | n/a                                   | 6/15/2020               |                |

## Town Manager

---

**From:** Dennis Lucey [REDACTED]  
**Sent:** Monday, July 1, 2019 8:26 AM  
**To:** Town Manager  
**Cc:** Patrick Higgins; Paul Kelly; Rick Davies; Joan Croteau; William Bachrach; Judy Gregg  
**Subject:** Re: Zoning Board Of Appeals Alternate member re-appointment

Hello Patrick,  
Thank you for picking up on this.

Hello Fellow Board Members & Angus,  
I am interested in continuing my role as the Alternate ZBA member. Please let me know if I provide any additional information to support this request.

Thanks,  
Dennis Lucey  
[REDACTED]

On Sun, Jun 30, 2019 at 4:18 PM Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)> wrote:  
We'll add his reappointment to the next BoS agenda, thanks!

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

Sent from my mobile device

On Jun 30, 2019, at 4:07 PM, Patrick Higgins [REDACTED] wrote:

*To: Angus Jennings, Town Manager*

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

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



**TOWN 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](mailto:selectmen@wnewbury.org)  
For additional information please call 978-363-1100, ext. 115.

Name: Alyson Tedeschi

Address: 21 Indian Hill St. W. Newbury

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: [REDACTED]

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

Cultural Council

Current or past committees served on: None

Relevant skills, expertise and education: Extensive volunteer

experience in the community & lover of

all things creative. BA in Psychology,

Minor in Studio Art from Skidmore College.

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: ARTedeschi

Date: July 2, 2019



## Town Manager

---

**From:** Town Manager  
**Sent:** Wednesday, June 26, 2019 5:22 PM  
**To:** Phillips Robinson  
**Cc:** Michael McCarron  
**Subject:** RE: Energy Advisory Committee - appointment status?

Thanks for letting me know. We'll put your appointment on the BoS agenda for July 15<sup>th</sup>. No need to attend (though it's a public mtg so of course you're welcome). Thanks again -

---

**To:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Subject:** RE: Energy Advisory Committee - appointment status?

Hello,

I am interested in continuing my appointment with the Energy Advisory committee for FY20. Please let me know if there is anything you need from me.

Best,

**Phil Robinson**

[REDACTED]

---

**From:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Sent:** Monday, June 24, 2019 3:19 PM  
**To:** Phillips Robinson <[REDACTED]>  
**Subject:** Energy Advisory Committee - appointment status?

Hi,

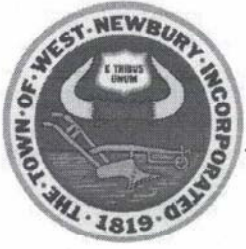
We're working on fiscal year-end Committee reappointments. Your current FY19 appointment is expiring. Please let me know if you are interested in reappointment for FY20, and I will advise the Board of Selectmen accordingly.

Feel free to call with questions –

Thanks,  
Angus

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





**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](mailto:selectmen@wnewbury.org)*  
For additional information please call 978-363-1100, ext. 115.

Name: Elizabeth Hatch  
Address: 94 Maple Street  
e-mail: [REDACTED]  
Mobile phone: [REDACTED] Home phone: [REDACTED]

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

Energy Advisory Committee

Current or past committees served on: None

Relevant skills, expertise and education: Facility in understanding legal documents and regulations;  
Knowledgeable on Commonwealth renewable requirements, energy options and efficiencies; Strong project  
management skills; Experience as West Newbury homeowner who installed geothermal in 1880 house followed  
by a solar system through Solarize West Newbury; Political Science degree with a focus on urban planning;

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: 7/3/2019

**Town Manager**

---

**From:** Michael McCarron  
**Sent:** Friday, June 28, 2019 11:28 AM  
**To:** Town Manager  
**Subject:** FW: Finance Committee  
**Attachments:** Disclosure NKelly.pdf; CIL Certificate NKelly.pdf

Angus

As the appointing authority, the Board of Selectmen must approve Nathan's disclosure of a financial interest. I would expect that he would recuse himself from any discussion or participation in any matters involving the Vo tech.

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

**From:** Nathan Kelly [REDACTED]  
**Sent:** Friday, June 28, 2019 10:25 AM  
**To:** Michael McCarron <mmccarron@wnewbury.org>  
**Subject:** Finance Committee

Hi Mike,  
You should have already received my letter confirming that I wished to be reappointed to the Finance Committee. Attached to this email you will find my Conflict of Interest Law certificate, as well as a public disclosure form. I'm not sure if I filled out the correct form. Please direct me to the correct form if that is incorrect. Also, do you need me to come in to physically be sworn in again, or am I all set because I did that in January 2018?

Look forward to hearing from you. Have a nice weekend.  
Thanks,  
Nathan Kelly

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST  
AND DETERMINATION BY APPOINTING AUTHORITY  
AS REQUIRED BY G. L. c. 268A, § 19**

|   |   |
|---|---|
|   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>   |
| Name:   | Nathan Kelly  |
| Title or Position:  | Member  |
| Municipal Agency:   | Finance Committee   |
| Agency Address:   | 381 Main Street, West Newbury, MA 01985   |
| Office Phone:   |   |
| Office E-mail:  |   |
|   | My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.   |
|   | <b>PARTICULAR MATTER</b>  |
| Particular matter<br><br>E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding. | Please describe the particular matter.<br><br>Beginning August 2019, I will be an employee of Whittier Regional Vocational Technical High School (WRVTHS).  |
| Your required participation in the particular matter:<br><br>E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.   | Please describe the task you are required to perform with respect to the particular matter.<br><br>The Finance Committee is tasked with reviewing WRVTHS's line item within our Town Budget. To avoid any issues with Conflict of Interest Law I will abstain from voting on issues related to WRVTHS.  |
|   | <b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>  |
| <b>Write an X by all that apply.</b>  | <input checked="" type="checkbox"/> I have a financial interest in the matter.<br><input type="checkbox"/> My immediate family member has a financial interest in the matter.<br><input type="checkbox"/> My business partner has a financial interest in the matter.<br><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. |

|                                  |   |
|----------------------------------|---|
|                                  | ___ I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter. |
| Financial interest in the matter | Please explain the financial interest and include a dollar amount if you know it.<br><br>The financial interest is that I will be an employee of WRVTHS.                            |
| Employee signature:              | /s/ Nathan Kelly  |
| Date:                            | 6/28/19   |

**DETERMINATION BY APPOINTING OFFICIAL**

|  |   |
|--|---|
|  | <b>APPOINTING AUTHORITY INFORMATION</b>   |
| Name of Appointing Authority:          |   |
| Title or Position:                     |   |
| Agency/Department:                     |   |
| Agency Address:                        |   |
| Office Phone:                          |   |
| Office E-mail                          |   |
|  | <b>DETERMINATION</b>  |
| Determination by appointing authority: | As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee. |
| Appointing Authority signature:        |   |
| Date:                                  |   |
| Comment:                               |   |

Attach additional pages if necessary.

**The appointing authority shall keep this Disclosure and Determination as a public record.**



# *Certificate of Completion*

## **Conflict of Interest Law**

*Nathan Kelly*

Member

Finance Committee

Town of West Newbury

*has completed the Conflict of Interest Law  
online training program on*

6/28/2019



[Print Certificate](#)

[Return to Data Form](#)



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

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

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: July 12, 2019  
RE: Middle Street Bridge

---

We're continuing to work actively on the bridge design in close collaboration with Newburyport as the MDOT contract lead and administrator. We had a productive call with the Mayor's office last week and we are working to schedule an "all hands" personnel meeting later this month as we review the various design/cost alternatives.

The DPW Director and I met with BSC Group earlier this week as we're intending to pursue a MassWorks grant due in August to support this project.

Key near-term follow-ups:

- Newburyport has agreed to write a letter of support from Newburyport for our MassWorks grant. The grant application is due Aug 9th.
- Newburyport is expected to agree to a date on the calendar for the joint public meeting.
- I continue to think that both communities would be better off to enter an MOU sooner than later.

## Town Manager

---

**From:** [REDACTED]  
**Sent:** [REDACTED]  
**To:** Town Manager; DPW Director  
**Subject:** MassWorks  
**Attachments:** 2019 MassWorks Application Template.pdf; mdot\_bridge\_inspection\_report\_5-10-19.pdf; Drawings Massworks Grant.pdf; W. Newbury Application additional section material.docx; WestNewbury\_HPP\_2018 - FINAL.PDF

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Morning Angus and Wayne,

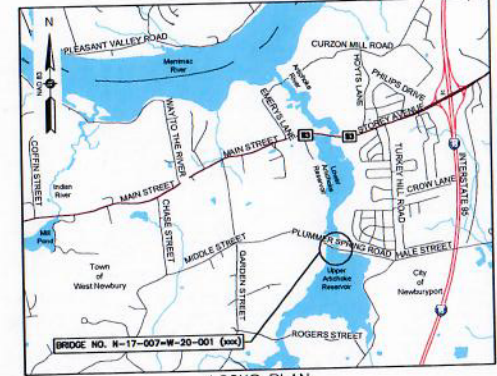
Attached is the updated MassWorks application template based on our meeting yesterday. Also attached is a word document for sections that require more detail answers. Please look it over and please supply any information that you can regarding the sections clouded in red. Also attached are the two drawings that we propose including with the grant applications. We would also be including a bridge inspection report, letters of supports and the 2018 housing production plan. The online application portal opens on July 29 and the application dead line is Aug. 9, 2019 at 11:59 PM.

If you have any questions please let me know.  
Micah

**Micah Morrison, P.E., S.E. | Senior Associate / Manager of Structural Engineering**

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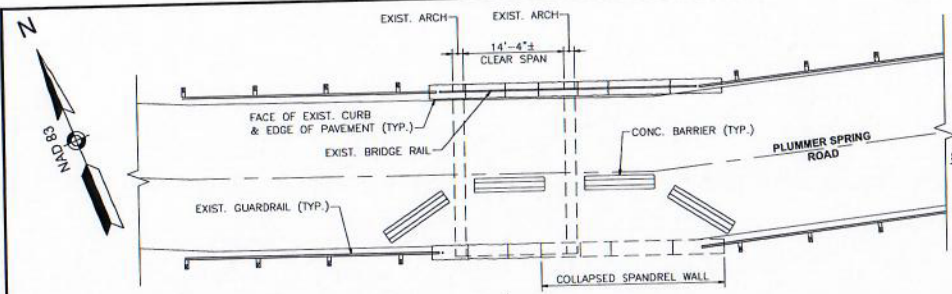
| NEWBURYPORT<br>PLUMMER SPRING ROAD |                    |           |              |
|------------------------------------|--------------------|-----------|--------------|
| STATE                              | FED. AID PROJ. NO. | SHEET NO. | TOTAL SHEETS |
| MA                                 |                    | 1         | 11           |
| PROJECT FILE NO.                   |                    | NA        |              |



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

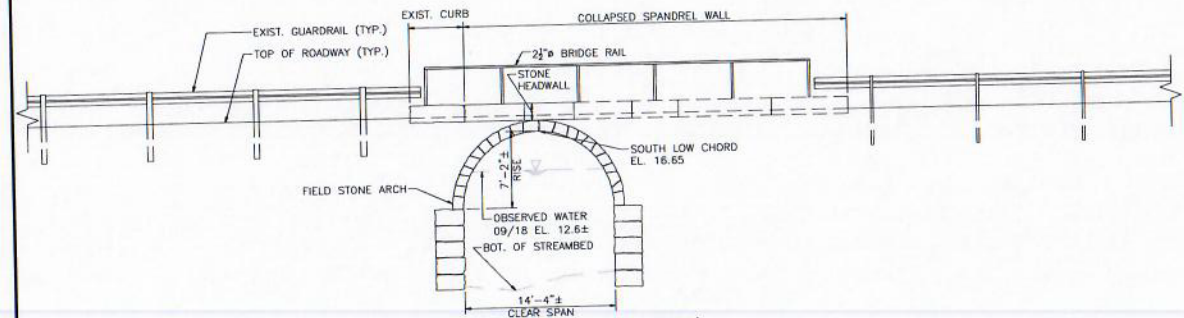
**INDEX**

- DESCRIPTION**
- EXISTING CONDITIONS & LOCUS
  - ALTERNATIVE 1 - 45'-0" SPAN, 24'-0" ROADWAY SPREAD BOX BEAM KEY PLAN & PROFILES
  - ALTERNATIVE 1 - 45'-0" SPAN, 24'-0" ROADWAY SPREAD BOX BEAM PLAN, ELEVATION & TRANSVERSE SECTION
  - ALTERNATIVE 1B - 45'-0" SPAN, SPREAD BOX BEAM WITH ONE SIDEWALK PLAN, ELEVATION & TRANSVERSE SECTION

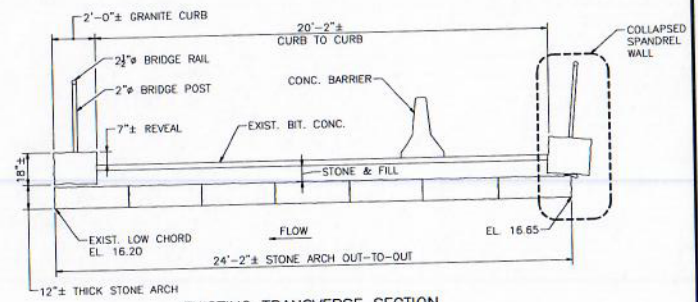


**EXISTING PLAN**  
SCALE: 1/8" = 1'-0"

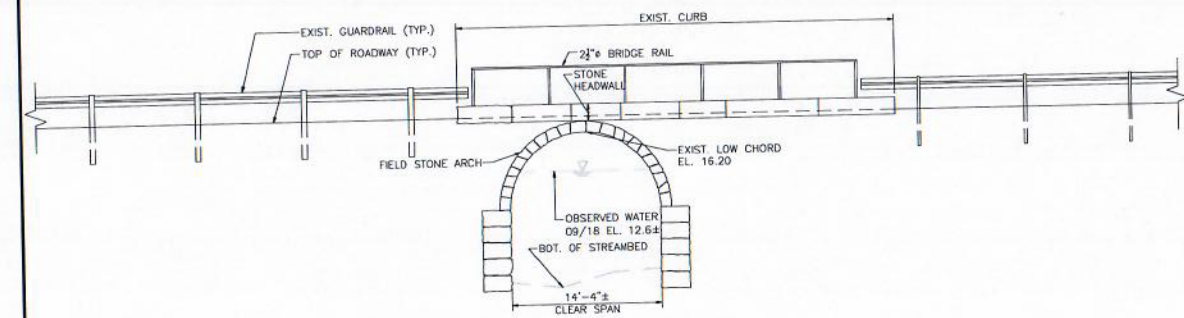
- SHEET NO.**
- 1 OF 4
  - 2 OF 4
  - 3 OF 4
  - 4 OF 4



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



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



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

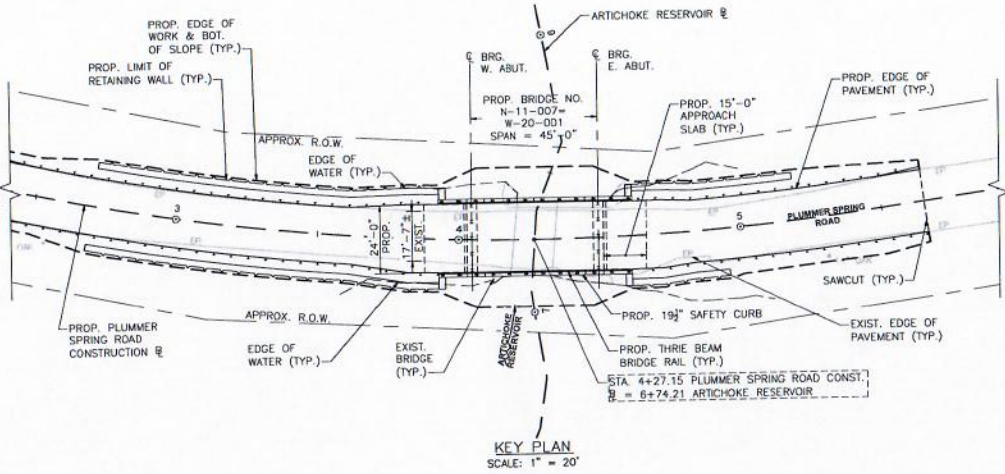
|  |   |
|--|---|
| MONTH, DAY, YEAR                                       | ISSUED FOR CONSTRUCTION   |
| <b>BRIDGE REPLACEMENT<br/>NEWBURYPORT/WEST NEWBURY</b> |   |
| PLUMMER SPRING RD.<br>OVER ARTICHOKE RESERVOIR         |   |
|  | CITY OF<br>NEWBURYPORT<br>MASSACHUSETTS<br>60 PLEASANT ST.<br>NEWBURYPORT, MA 01950 |



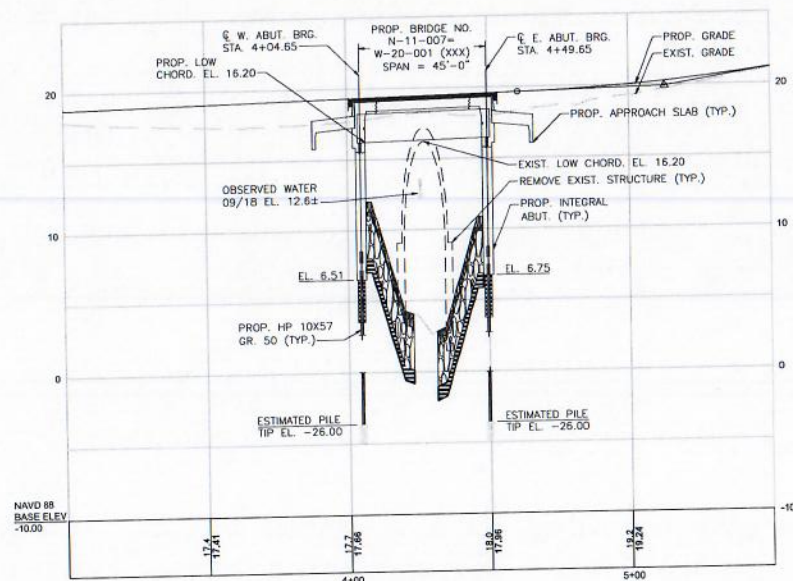
NEWBURYPORT  
PLUMMER SPRING ROAD

|                  |                    |           |              |
|------------------|--------------------|-----------|--------------|
| STATE            | FED. AID PROJ. NO. | SHEET NO. | TOTAL SHEETS |
| MA               |                    | 2         | 4            |
| PROJECT FILE NO. |                    | NA        |              |

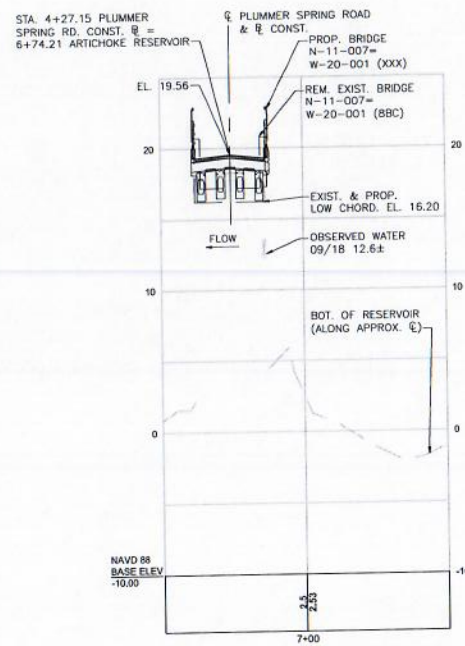
ALTERNATIVE 1 - 45'-0" SPAN,  
24'-0" ROADWAY SPREAD  
BOX BEAM KEY PLAN & PROFILES



KEY PLAN  
SCALE: 1" = 20'



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



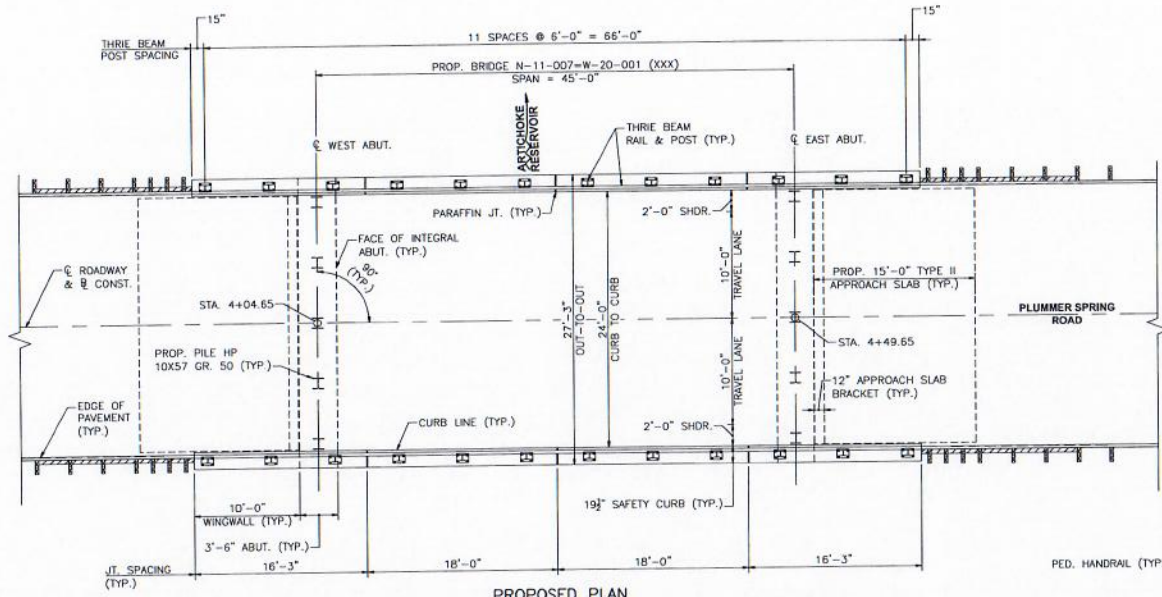
ARTICHOKE RESERVOIR PROFILE  
1" = 20' HORIZONTAL  
1" = 4' VERTICAL

# ALTERNATIVE 1 PRELIMINARY DESIGN

|                                |                         |
|--------------------------------|-------------------------|
| MONTH 10, YYYY                 | ISSUED FOR CONSTRUCTION |
| DATE                           | DESCRIPTION             |
| USE ONLY PRINTS OF LATEST DATE |                         |

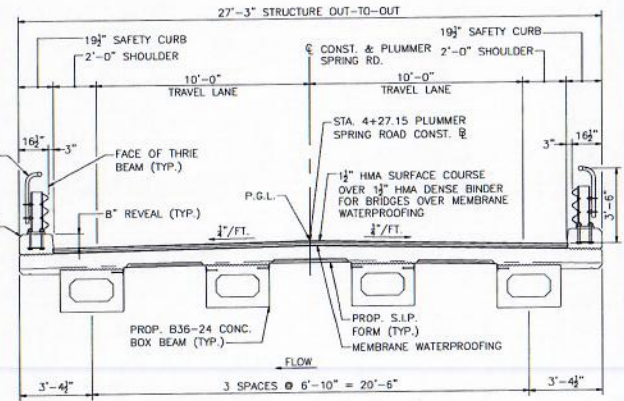
SPREAD BOX REVISION DWG. PLOTTED ON 3-JUN-2019 10:14 AM

| NEWBURYPORT<br>PLUMMER SPRING ROAD   |                    |           |              |
|--|--------------------|-----------|--------------|
| STATE  | FED. AID PROJ. NO. | SHEET NO. | TOTAL SHEETS |
| MA   |                    | 3         | 4            |
| PROJECT FILE NO.   |                    | N/A       |              |
| ALTERNATIVE 1 - 45'-0" SPAN, 24'-0" ROADWAY SPREAD BOX BEAM PLAN, ELEVATION & TRANSVERSE SECTION |                    |           |              |

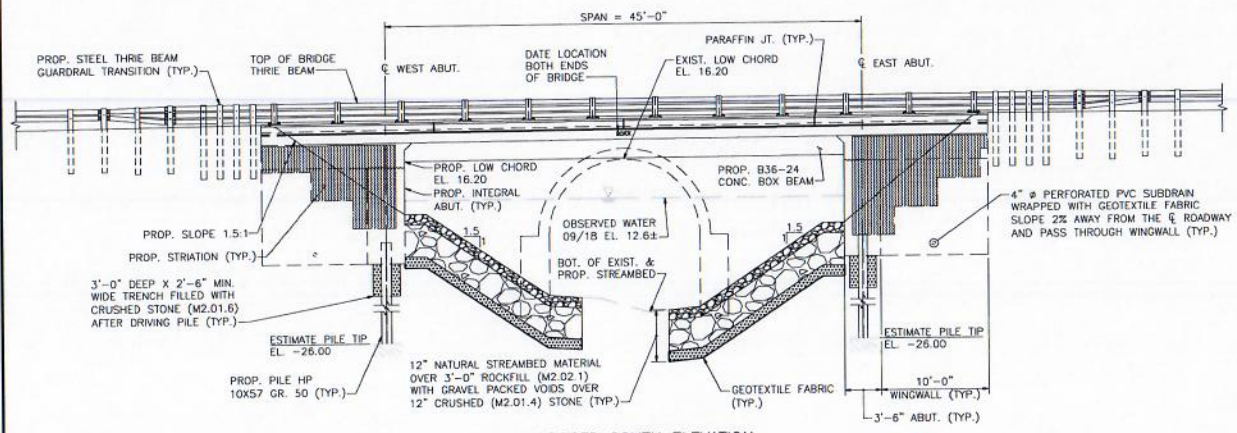


**PROPOSED PLAN**  
SCALE: 3/16" = 1'-0"

**Preliminary Bridge Estimated Cost**  
**Alternative 1 - 45'-0" Span Spread Box Beams (24'-0" Roadway)**  
 Design, Permitting and \$40,000 Resident Engineer Estimate = \$358,000  
 Bridge Estimated Construction Cost = \$1,340,000  
 Highway Estimated Construction Cost = \$420,000  
**TOTAL \$2,118,000**



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



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

## ALTERNATIVE 1 PRELIMINARY DESIGN

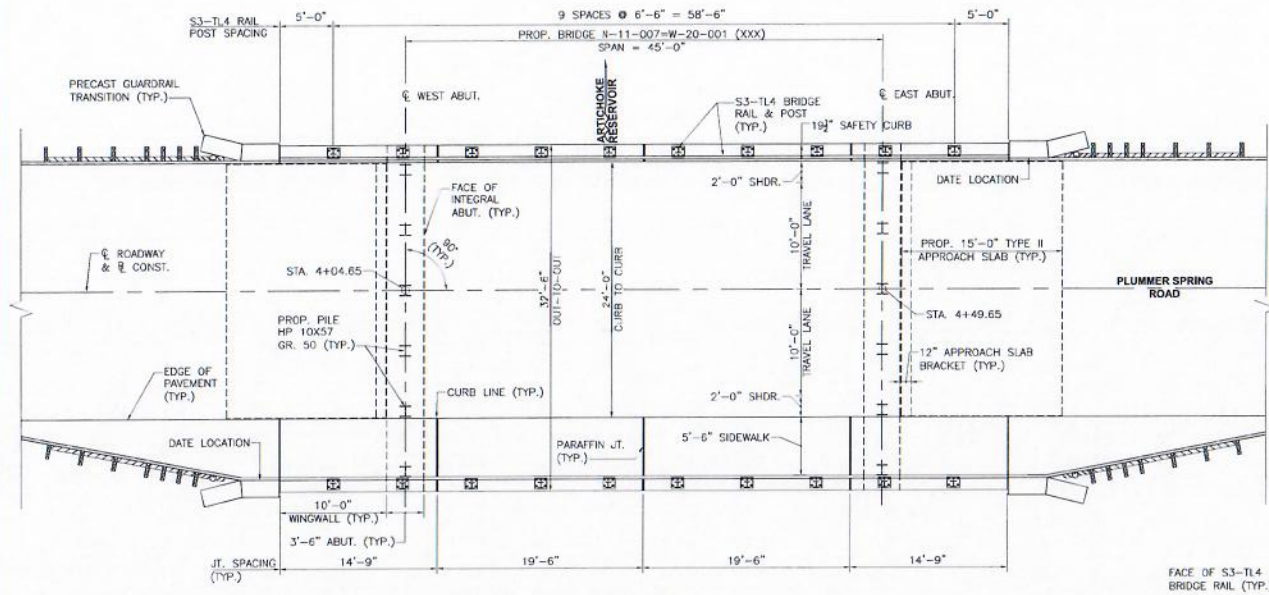
|                                |                         |
|--------------------------------|-------------------------|
| MONTH                          | ISSUED FOR CONSTRUCTION |
| DATE                           | DESCRIPTION             |
| USE ONLY PRINTS OF LATEST DATE |                         |

| NEWBURYPORT<br>PLUMMER SPRING ROAD |                    |           |              |
|------------------------------------|--------------------|-----------|--------------|
| STATE                              | FED. AID PROJ. NO. | SHEET NO. | TOTAL SHEETS |
| MA                                 |                    | 5         | 11           |
| PROJECT FILE NO.                   |                    | N/A       |              |

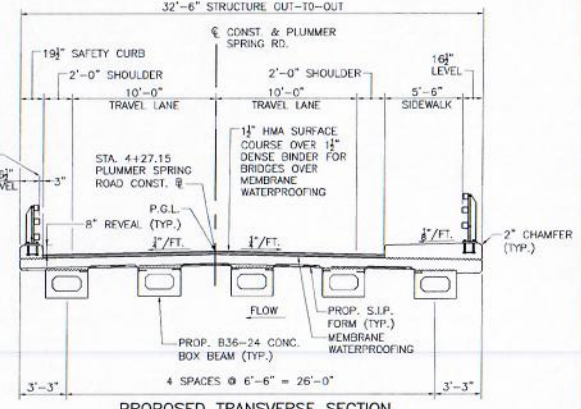
**ALTERNATIVE 1B - 45'-0" SPAN  
SPREAD BOX BEAM WITH ONE  
SIDEWALK PLAN, ELEVATION &  
TRANSVERSE SECTION**



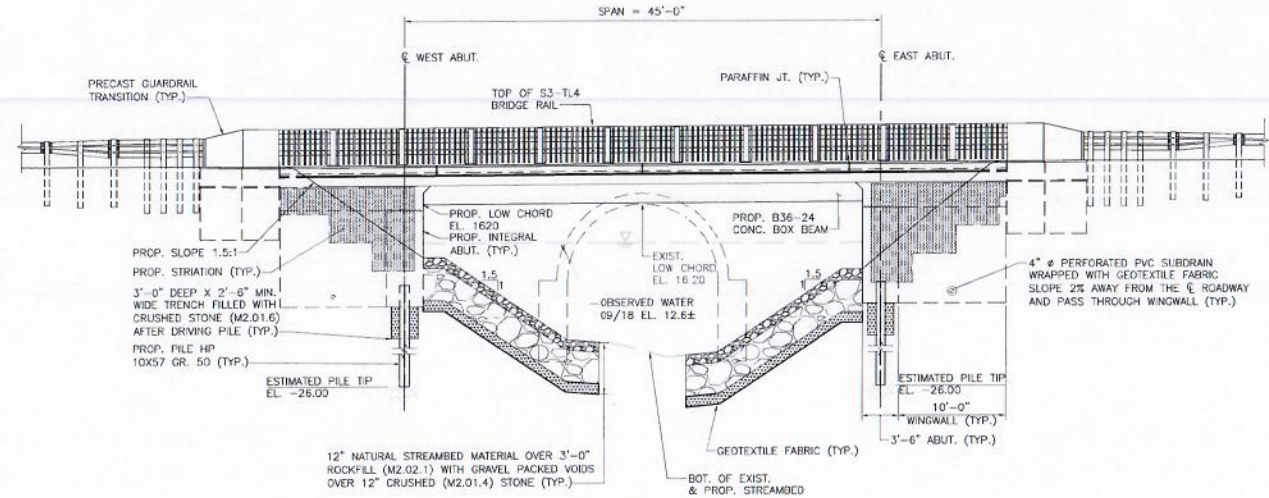
**Preliminary Bridge Estimated Cost**  
**Alternative 1B - 45'-0" Span Spread Box Beams (24'-0" Roadway with one 5'-6" sidewalk)**  
 Design, Permitting and \$40,000 Resident Engineer Estimate = \$389,000  
 Bridge Estimated Construction Cost = \$1,650,000  
 Highway Estimated Construction Cost = \$515,000  
**TOTAL \$2,554,000**



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



**PROPOSED TRANSVERSE SECTION**  
SCALE: 1/4" = 1'-0"



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

**ALTERNATIVE 1B  
PRELIMINARY DESIGN**

| MONTH | DATE | ISSUED FOR CONSTRUCTION | DESCRIPTION |
|-------|------|-------------------------|-------------|
|       |      |                         |             |

P:\newburyport\10-20-2018\10-20-2018.dwg Printed on 10-20-2018 8:28 AM

MASSWORKS INFRASTRUCTURE PROGRAM  
2019 GRANT APPLICATION TEMPLATE

6.4: List any filings that have been made or will be made with the MEPA Office in connection with the public infrastructure project and/or the private development project described above, and whether the review is expected to be a full scope or a limited scope. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII: CERTIFICATION OF PUBLIC ENTITY AUTHORIZATION**

7.1: Does your city/town require a vote of the executive body to authorize the submission of this application?  
 Yes       No

7.2: If Yes, attach a certified copy of the vote taken by the executive body.

7.3: If No, are you authorized to submit this application on behalf of the applicant entity, by virtue of your executive position (CEO, CFO, etc.) or as a designee of an executive officer?  
 Yes       No

I, \_\_\_\_\_, hereby certify that I am duly authorized to submit this application on behalf of (applicant) \_\_\_\_\_ and to agree that, if awarded, the applicant will implement the MassWorks Grant Program in accordance with all applicable laws and regulations. I understand that the information provided in this application will be relied upon by EOHED in deciding whether to award a grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

I hereby further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application and the attached documentation are true, accurate, and complete.

---

| Name | Title | Date |
|------|-------|------|
|------|-------|------|

## Town Manager

---

**From:** DPW Director  
**Sent:** Monday, July 8, 2019 1:20 PM  
**To:** Town Manager; Jeff Durand (durand@westnewburysafety.org)  
**Cc:** Residents Admin  
**Subject:** RE: Resident concern about kids around Middle Street Bridge  
**Attachments:** IMG\_3110.jpg; IMG\_3106.jpg; IMG\_3108.jpg

Angus and Jeff,

I did conduct a safety review of the Middle Street bridge and found that the fence and warning signs are in place as installed. In fact – they are in very good condition and have not been vandalized to my surprise.

However, it is easy to walk out to the shore and swim toward the bridge and climb the structure. Newburyport has posted No Swimming signs around the reservoir and nevertheless this activity will continue when police and DEP is not present.

I have attached a few pics I had taken this morning.

Wayne

---

**From:** Town Manager <townmanager@wnewbury.org>  
**Sent:** Tuesday, July 02, 2019 2:32 PM  
**To:** Jeff Durand (durand@westnewburysafety.org) <durand@westnewburysafety.org>  
**Cc:** DPW Director <dpwdirector@wnewbury.org>; Residents Admin <residents.admin@wnewbury.org>  
**Subject:** Resident concern about kids around Middle Street Bridge

Chief,

Want to make you aware that Annie recently fielded concerns from a resident about kids playing around/fishing from/ and even jumping in the (reservoir) water around the Middle Street Bridge, which as you know was closed last year.

We're continuing to work w Newburyport on design plans to fix the bridge; I had a call w the Mayor today and think we can get this process back on track. But best case scenario, my guess is it'll be a couple of years, perhaps longer, before the bridge is actually fixed.

Therefore I want to be sure you're aware of these concerns, and can include this location on officer patrols during times when outdoor/summer activities are most likely. Please also communicate this to your counterpart in Newburyport, as I think public safety will be best served if both Departments are keeping an eye out. Obviously, no swimming is allowed in the reservoir. And, given the damaged bridge conditions, there are other safety risks.

Wayne, is there something more we could/should be doing with signage? "No loitering, police take notice" or something to that effect?

Thanks,  
Angus

Angus Jennings, Town Manager  
Town of West Newbury  
Town Office Building





DORE & WHITTIER ARCHITECTS, INC.

# MEETING MINUTES

**DATE OF MEETING:** June 20, 2019

**PROJECT:** Pentucket Regional School District

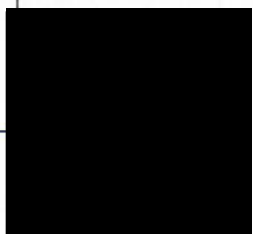
**PROJECT NO.:** 17-0762

**SUBJECT:** Project Permitting

|                   |                                   |                                      |
|-------------------|-----------------------------------|--------------------------------------|
| <b>ATTENDING:</b> | Brad Dore                         | Dore & Whitter Architects Inc. (D&W) |
|                   | Josh Hagan                        | D&W                                  |
|                   | Erica Warner                      | D&W                                  |
|                   | Steve Theran (S. Theran)          | Vertex                               |
|                   | Rosemary Decie (R. Decie)         | Groveland Conservation Committee     |
|                   | Wendy Reed (W. Reed)              | W. Newbury Conservation Committee    |
|                   | Rebecca Oldham (R. Oldham)        | Groveland Site Planner               |
|                   | Leah Zambarnardi (L. Zambarnardi) | W. Newbury Site Planner              |
|                   | Sam Joslin (S. Joslin)            | Groveland Building Inspector         |
|                   | Glenn Clohecy (G. Clohecy)        | W. Newbury Building Inspector        |
|                   | Greg Hadden (G. Hadden)           | PRSD Facilities Manager              |
|                   | Angus Jennings (A. Jennings)      | W. Newbury Town Manager              |

| Item # | Description  | Status/Action |
|--------|--|---------------|
| 1.01   | <p>D&amp;W presented exterior images and overview of project to committee consisting of representatives from the towns of Groveland and West Newbury.</p> <p>D&amp;W presented the existing condition in which a portion of the site is in both Groveland and West Newbury. The question was raised by D&amp;W: collectively, how do we want to approach this situation?</p> <p>D&amp;W overviewed the role of the design team, MSBA, OPM, CM, and commissioning agent in the building and development process.</p> <p>D&amp;W was asked if there was a project contact list. DW to provide.</p> | DW            |
| 1.02   | <p><b>Conservation Committee:</b></p> <p>D&amp;W stated that Mass DEP that has interpreted the existing pond that resides in front of the High School to be a non-jurisdictional wetland and therefore it can be removed as part of the site development process. The project will need to work with the Conservation Committees to permit the project and develop storm water solutions.</p>  |               |

ARCHITECTS PROJECT MANAGERS



|             |  |  |
|-------------|--|--|
|             | <p>D&amp;W inquired about how the Conservation Committee(s) would like to deal with the wetlands and conservation-related issues between the two towns.</p> <p>R. Decie suggested an update of the delineations and that both Groveland and West Newbury walk the site after delineation takes place. R. Decie would like to see the delineation of the land before any decisions on Groveland’s part are made.</p> <p>B. Dore noted that portions of the site have been recently flagged but that some portions may be outdated. D&amp;W agreed to re-flag the site for wetlands that have not been flagged within the last three years. Additionally, DW will have the 200’ boundary of the Merrimack River delineated as requested.</p> <p>West Newbury asked about potential National Heritage designation regarding the River. D&amp;W will investigate this.</p> <p>B. Dore asked if there is the possibility of trying to consolidate the ConCom processes for both towns into one joint process. The group wasn’t sure if this would be possible, but W. Reed is going to investigate with the DEP.</p> <p>D&amp;W proposed holding a joint informational kick-off meeting with the Conservation Committees of both towns at the appropriate time in the future. Both towns agreed to this (in concept) following the flagging and walk-through of the site and discussion with their commissions.</p> <p>D&amp;W suggested Groveland and West Newbury having one set of agreed upon Order of Conditions. W. Reed will ask Massachusetts DEP if this is possible.</p> <p>Both R. Decie and W. Reed agreed that if an integrated process and joint Order of Conditions isn’t possible then both towns should try to work together towards developing individual Orders that were not conflicting. Both also agreed that joint hearings would be beneficial. R. Decie and W. Reed will follow up with their respective commissions to confirm if this is possible.</p> <p>D&amp;W to provide Site Plans to R. Decie and W. Reed as soon as possible so that they can include this in their follow-up with their commissions.</p> | <p>DW</p> <p>DW</p> <p>DW</p> <p>WR</p> <p>WR</p> <p>WR</p> <p>RD/WR</p> <p>DW</p> |
| <p>1.03</p> | <p><b>Site Planning:</b></p> <p>Both R. Oldham and L. Zambarnardi stated that they expect they will each have independent site plan reviews. R. Oldham expressed a desire for Groveland to obtain the stadium and stadium building site</p>  |  |



|             |   |   |
|-------------|---|---|
|             | <p>plan for their review which is within Groveland’s jurisdiction. W. Newbury would like to see the balance of the site.</p> <p>S. Theran stated that the plans should not be viewed as separate pieces but rather as a campus. D&amp;W will provide both W. Newbury and Groveland with the integrated site plan that shows the town line running through the site.</p> <p>Groveland expressed desire for joint hearings with all towns- including potential Merrimac- as a means for open communication.</p> <p>A. Jennings suggested that the process be separate, but the towns meet collectively. This will reduce the potential for miscommunication as well as create a common understanding among the towns.</p> <p>A. Jennings suggested Groveland and West Newbury Site Planners schedule a time to meet. R. Oldham and L. Zambenardi agree to this.</p> <p>D&amp;W asked R. Oldham about third party plan reviewers the town of Groveland uses. R. Oldham stated Groveland has a list of four engineers to choose from in which they have the residents of the town choose from. This prompted the same question to be asked to L. Zambenardi in hopes of a crossover between the two towns. L. Zambenardi stated that West Newbury only has one third party engineer- Meridian. The hope is for the towns to mutually agree upon one engineer. RO and LZ to discuss further and determine if a third-party review is going to be required. If so, they should try and agree on the same reviewer.</p> <p>D&amp;W will provide Groveland and West Newbury site planners with a site plan, survey, and existing conditions plan.</p> | <p>DW</p> <p>RO/LZ</p> <p>RO/LZ</p> <p>DW</p> |
| <p>1.04</p> | <p><b>Building Inspection:</b></p> <p>G. Clohecy inquired about bus circulation around the back of the school. D&amp;W stated that there are several ways in which the bus circulation can differ dependent on which way they enter the site. Entry to the site will not be one-way as is currently the case. Regardless, around the back of the school, the buses will circulate in a clockwise direction in order to drop the students off on the proper side.</p> <p>D&amp;W stated that they were not required to do a traffic study by the MSBA. However, there is an existing conditions report that discusses parking and traffic flow which D&amp;W will provide.</p>   | <p>DW</p>                                     |

|      |  |                        |
|------|--|------------------------|
|      | <p>S. Joslin inquired about fire access. D&amp;W has met with the fire and police departments of West Newbury, Groveland, and Merrimac already and will meet with them again as the design progresses. D&amp;W noted that the bus lanes are being planned at a width of 24' to allow access for emergency vehicles even if a bus is in the loop.</p> <p>S. Joslin inquired about the extent of the buildings on the Groveland side. D&amp;W informed that it would consist of stadium bleachers and the stadium support building. Maintenance buildings are still not fully determined.</p> <p>A. Jennings asked D&amp;W whether the existing district offices will remain or be renovated. D&amp;W expressed that, although they are still unsure about the final plan, it will be a separate project from the school building project.</p> <p>G. Clohecy asked whether there was plan set in place to segregate the school from construction as a safety precaution. The Project Team has an initial plan developed and will be working with the fire department and school district regarding fire access and phasing, respectively. D&amp;W also mentioned the construction manager sequencing plan on the district website that shows a timeline of this process.</p> <p>S. Joslin inquired about a third-party plan review regarding the building inspection. D&amp;W noted that by code a structural peer review is required and budgeted, however, full document review is not currently considered in the project cost.</p> <p>G. Clohecy stated that each town's building inspections needed to remain separate as each inspector does not have legal authority over the other town.</p> |                        |
| 1.05 | <p><b>Wrap-up:</b></p> <p>R. Oldham noted that Groveland may be able to deem the Groveland site plan review as a "minor site plan review," which may not require the full process. She will look further into this.</p> <p>D&amp;W asked Conservation Committee if there will be a third-party review on their behalf. Both R. Docie and W. Reed will check into this.</p> <p>D&amp;W noted to group that they will be releasing an early site package next Spring 2020.</p> <p>D&amp;W explained to the group that the intent regarding fees related to this project was to keep the towns in a cost neutral position.</p>  | <p>RO</p> <p>RD/WR</p> |

|  |  |  |
|--|--|--|
|  | <p>D&amp;W asked what each representative wanted from D&amp;W following this meeting:</p> <ul style="list-style-type: none"> <li>• <b>All:</b> Preliminary permitting and project schedules</li> <li>• <b>Groveland and West Newbury:</b> 1 paper copy of schematic design drawings, electronic copy of schematic design drawings, and access to the project FTP site.</li> <li>• <b>R. Oldham:</b> Stadium plan and parking count (electronic)</li> <li>• <b>L. Zambenardi:</b> Survey and existing conditions (electronic and paper)</li> <li>• <b>R. Docie and W. Reed:</b> Overall site plan with wetlands delineation- full size.</li> </ul> <p>D&amp;W asked Conservation Committee of both towns if they would like a D&amp;W representative present at a future meeting. R. Docie and W. Reed will be in touch with D&amp;W.</p> <p>A. Jennings brought up a conversation he had prior to this meeting regarding keeping the neighbors of the Pentucket Middle and High School in the loop. He recommended sending out a letter to the neighboring residences as to where we are in the process. D&amp;W suggested a project communications protocol to be put together as these updates are better served as one voice representing the project rather than coming from multiple directions. S. Theran to investigate further and develop a draft communication protocol.</p> | <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>RD/WR</p> <p>Vertex</p> |
|--|--|--|

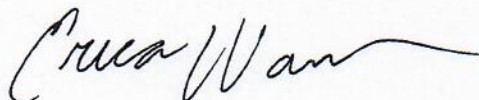
Attachments: Contact List, Distribution Spreadsheet

The above notes reflect the summary of our meeting. Please contact me with any comments or corrections. After 10 days, we will accept these minutes as an accurate record of our discussion.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**  
 Architects ▪ Project Managers

Erica Warner



Cc: Meeting Attendees, File

**Town Manager**

---

**From:** [REDACTED]  
**Sent:**  
**To:** Town Manager; DPW Director  
**Subject:** Origination of Tree Committee Proposal

Angus:

The proposal for the WN Tree Committee arose from the Open Space Committee as follows (according to Wendy Reed):

The tree committee is an action item in the OSRP under Goal #1 - Preserve rural character, charm and sense of community; Objective D - Preserve and protect scenic resources. The action item has a 2019 priority and reads: Create a Tree Committee to advocate for care of existing street trees and formulate plans for planting and replanting. The town lacks such a committee to assess the health of the valuable tree stock lining West Newbury's state-declared Scenic Byways. To this time, the DPW has removed diseased trees, but there is no mechanism for evaluating the condition of trees or replacing those removed.

The Open Space Committee asked me in January to shepherd this effort and to consider being its chairperson. I drafted the proposal in January, and it has been reviewed and commented on by two members of the OSC. However, they have not commented on the latest version that is contained in the Charge for the Selectmen.

As you can see, the current Charge language departs a bit from the original language from the OSC given that: (1) we have a new tree warden who has helped to sharpen the focus and objectives of the Tree Committee proposal in light of his proactive work on trees along roadways, and also (2) helping private landholders with their tree issues was not clearly addressed in the OSC original language.

I hope this helps to supply the information you wished to have for the Selectmen's meeting on Monday.

My best,  
Fred

## **West Newbury Tree Committee**

### **Mission Statement:**

The West Newbury Tree Committee shall:

- Assist in the identification, protection, and preservation of significant and remarkable trees in West Newbury;
- Provide education to the Town and residents of West Newbury on measures that will help to protect and preserve significant and remarkable trees in West Newbury;
- Provide information and assistance generally regarding the values, protection, and preservation of the trees and forests in West Newbury.

### **Charge for the Tree Committee:**

The West Newbury Tree Committee is established as set forth below:

#### Long Range Goals

- To maintain a data base inventory of significant and remarkable trees in West Newbury.
- To assist and educate residents of West Newbury on ways to protect the forest of West Newbury in a manner that promotes the goals of a Green Community and that helps to ameliorate the impact of necessary tree removal from the lands of West Newbury.
- To enhance the scenic value of West Newbury and advocate for the maintenance of a healthy and diverse West Newbury forest.
- To help to preserve for future generations the aesthetic, cultural, and historic values associated with significant and remarkable trees in West Newbury and with a healthy and diverse West Newbury forest.

#### Initial Objectives

- Create for publication a West Newbury website page that contains pertinent information on the mission, goals, and activities of, and information gathered by, the West Newbury Tree Committee.
- Coordinate with the Department of Public Works and the Town Tree Warden with respect to protecting the health and diversity of trees in West Newbury.
- Offer and make available a member or members of the Tree Committee when requested by the Tree Warden for technical advice and assistance.
- Provide information, assistance, and advice on the protection and preservation of West Newbury trees to homeowners in West Newbury, including educational materials and events.
- Provide information, assistance, and advice on West Newbury trees to various town organizations upon their request, including but not limited to the Board of Selectmen, Town Manager, Planning Board, Board of Zoning Appeals, Conservation Commission, and Open Space Committee.

- Create a data base inventory of significant and remarkable trees in West Newbury.
  - Determine preliminary criteria on what would constitute “significant” and “remarkable” trees in West Newbury.
  - Contact State Departments and/or State Foresters to determine what, if any, records exist for West Newbury (e.g., state champion trees by species; designated heritage trees).
  - Create an informational survey to be made available to all residents of West Newbury asking for nominations of trees that would meet the Committee’s criteria for significant and remarkable trees.
  - Contact other resources (i.e., universities and colleges) in the surrounding area to determine who or what might help the Committee with its initial data base effort.
  - Create a data base of significant and remarkable trees in West Newbury.
  - Locate or create other information and educational resources pertinent to the Committee’s data base inventory effort.
  - Refine the criteria for “significant” and “remarkable” trees as necessary and practical.
- Locate and pursue sources of outside funding to help carry out the mission, objectives, and goals of the Committee.
- Recommend, if and as appropriate, by-laws, policies, and/or amendments to same, as needed to accomplish the mission, objectives, and goals of the Tree Committee.

### Funding and Reporting

- The Tree Committee shall be entitled annually to submit a request for budgeted funds to the Town Manager. The Committee shall endeavor to obtain outside funding and grants for activities necessary to carry out its mission.
- The Tree Committee shall report to the Board of Selectmen at least annually on its activities.
- The Tree Committee shall be considered a public body as defined under the Massachusetts open meeting laws.

### Composition and Meetings

- Up to 5 members shall be appointed by the Board of Selectmen.
- The Town Tree Warden shall serve as an ex officio, non-voting member of the Tree Committee without term limitation. The Town Tree Warden shall receive notice of all meetings and shall also receive any supporting documents related to matters on each meeting agenda. Attendance of the Town Tree Warden at meetings of the Tree Committee shall be at the sole discretion of the Town Tree Warden.
- Committee member terms shall not exceed 3 years, but terms may be renewed.
- Members to be appointed shall, to the extent practicable, have some degree of expertise or demonstrated interest, which can include scientific, civic, or other relevant experience.

- The Tree Committee shall establish a meeting schedule necessary to carry out this charge. Upon formation, the Committee shall choose at least a chairperson, vice-chairperson, and secretary.

**Date of Establishment:**

**Duration:** The Tree Committee shall be a standing committee of the Town of West Newbury unless and until further action is taken by the Board of Selectmen.



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

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

TO: Angus Jennings, Town Manager  
 FROM: Wayne S. Amaral, DPW Director  
 DATE: July 9, 2019  
 RE: MS4 Update – Year 1 Requirements

The Department of Public Works (DPW) with assistance from the Stormwater Workgroup has completed the Massachusetts MS4 Permit, First Year Requirements as mandated by the United States Environment Protection Agency (EPA). All the required documents outlined in this mandate can be found on the DPW website.

The documents which are listed below were prepared with assistance from our stormwater consultant Horsley Witten Group and it has been estimated that 120-140 hours of town staff time was used to prepare, write content and review these documents. The consultant assisted with templates and advice, but the overall content was prepared by town staff. Again, all the documents listed below can be found on our website.

1. Stormwater Management Plan SWMP (5 total documents)
2. Illicit Discharge Detection and Elimination Plan (IDDE)
3. Construction Site Runoff Control (already created by town bylaw)
4. Catch Basin Cleaning Program
5. Street Sweeping Program
6. Winter Road Maintenance Program
7. Stormwater Infrastructure Maintenance Program

There is no time rest however, we must continue to work on the future requirements in order of compliance date. They include the following.

## Year 1.5

1. Stenciling of all Catch Basins within the MS4 area.
2. Complete and submit annual report by the end of September of this year.

## Year 2

1. Complete all aspects of the Phase 1 mapping.
2. Prepare a Post-Construction Ordinance
3. Create written operations and maintenance procedures for parks and open space.
4. Create written operations and maintenance procedures for municipal buildings and facilities.
5. Create written operations and maintenance procedures for vehicles and equipment.
6. Establish a program and procedures for repair and rehabilitation of MS4 infrastructure.
7. Create SWPPP's for all municipal maintenance garages.

## Year 3



1. Conduct and complete dry weather screening at all outfalls.

**Year 4**

1. Prepare Guidelines for Street Design and Parking Lots
2. Prepare a Green Infrastructure Report.
3. Prepare List of Municipal Retrofit Opportunities Program.

**Year 10**

1. Conduct wet weather screening at all outfalls.
2. Implement catchment investigation screening of all outfalls.

In regards to Year 1.5 and Year 2 requirements, we are hoping to seek consultant assistance from the MVPC to offer support and guidance. These are all very time-consuming task and some involve collaboration between other town departments, committees and boards. Most municipalities have or are currently in the process of hiring dedicated staff to manage their program and that discussion may be needed in our town, but for the time being we will continue to work with consultants to assist us with this extensive time-consuming permit requirements.

cc:

Leah Zambarnardi, Town Planner  
Paul Savigny, Health Agent  
Bert Comins, Conservation Agent

## Town Manager

---

**From:** DPW Director  
**Sent:** Friday, June 21, 2019 3:33 PM  
**To:** Town Manager  
**Subject:** MS4 Permit Stormwater Update

Angus,  
I just wanted to update you our MS4 status.

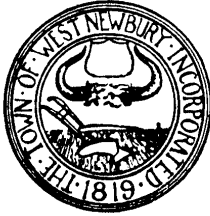
I have spent about 60% of my past 3 to 4 work weeks gathering and preparing documents for the new permit. Some of these documents include;

1. Preparing a street cleaning program
2. Preparing a catch basin cleaning program.
3. Preparing a Winter Road Maintenance and operations program.
4. Reviewing and improving a SWMP Program.

I will be finalizing the Stormwater Infrastructure Maintenance plan this week and hope to have all the required documents linked to the MS4 Permit by at end of next week.

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 OF WEST NEWBURY**  
 West Newbury Water Dept.  
**BOARD OF ASSESSORS**  
 381 Main Street  
 West Newbury, MA 01985  
 (978) 363-1100 Ext.127

July 1, 2019

To the residents of Robin Road, Woodcrest Drive, Crescent Drive and Hilltop Circle:

Dear resident,

After an extended engineering design process in coordination with MassDEP, the West Newbury Water Department recently went out to bid for a new water storage tank to be built on Brake Hill. The contract was awarded to CB&I Storage Tank Solutions, LLC out of New Castle, Delaware.

This tank will replace the 82-year-old tank that is currently in use. The new tank will hold approximately 400,000 gallons and be sphere shaped. It will be a little uphill from the old tank. The existing tank will be removed after the new one is approved by the MassDEP and operating.

Before the water tank project gets started, on/around July 8<sup>th</sup> a separate contractor J. White Contracting, Inc. of Andover, MA will be completing the second phase of the 12" water main installation pursuant to an agreement between the Water Commission and the developer of Drake's Landing. The water main installation is a separate project from the new tank installation, and this will complete work that began with the first phase last fall.

The estimated project schedule follows:

- **On/around July 8, 2019:** J. White to begin second phase of 12" water main installation. Estimated duration of work: 3 weeks.
- **August 2019:** CB&I to begin site work, build gravel access drive from Hilltop Circle to water tank, and install electric and Comcast duct banks.
- **October 2019:** CB&I to begin tank construction, concrete foundation, and build tank. Work to continue into the fall as long as weather permits.
- **Spring 2020:** Complete tank construction and painting.

Please note that this schedule **is subject to change**. However, at the moment it is our best estimate. Periodic updates to the project schedule will be posted to the Water Department webpage at <https://www.wnewbury.org/water-department-0>.

It is our desire to keep the lines of communication open between the neighborhoods, Water Department, engineers and the contractors.

To that end we would like to ask the following of the residents. If you have an issue with anything happening on or around the project site, please **CALL THE WATER**

DEPARTMENT immediately at (978) 363-1100 ext. 127 or [wnwater@wnewbury.org](mailto:wnwater@wnewbury.org). The Water Department does not routinely review social media postings; we can be most responsive to concerns if they are brought to our attention directly.

We will be building a new gravel access way from Hilltop Circle to the tank site to facilitate site access, including large vehicles, during construction. This area has the potential to attract young children to watch what is happening. Please, keep your children away from the construction site. **Remember, from Hilltop Circle to the tank will be an active construction site. We are asking that everyone stay away from the site during construction to help ensure a safe and efficient workplace.**

The specifications in the Request for Proposals (RFP) outlines items that require the contractors to operate in such a way as to minimize the impact in your neighborhood. The Commission will have inspectors on-site during construction to ensure compliance with contract terms.

The hours of construction shall be limited to Monday through Friday from 7:00 am to 5:00 pm No work shall occur outside these hours, including weekends and holidays, without prior approval from the Town. However, contractors are permitted to arrive on site at 6:45 am for set up, and to leave as late as 5:15 pm for break down. Hours of construction shall be posted at the entrance to the site.

The Board of Selectmen voted last summer to restrict on-street parking during the term of the project. The Board will review this issue again, along with potential changes to the direction of construction vehicle traffic flow around Hilltop Circle at its meeting on Monday, July 22<sup>nd</sup> at 7 pm. Public attendance is welcome, and/or you may submit comments to the Town Manager in advance of the meeting in person or at [townmanager@wnewbury.org](mailto:townmanager@wnewbury.org).

Thank you,  
The Board of Water Commissioners



July 1, 2019

Mr. Dan Johnson – Project Manager



Subject: Topics of Discussion  
Pre-construction Conference  
Brake Hill Water Storage Tank  
West Newbury, Massachusetts  
T&H No. 5160

Dear Mr. Johnson:

This letter is intended to review and confirm the following items discussed at the pre-construction conference held on June 19, 2019 for the above referenced project.

|             |                  |                                      |
|-------------|------------------|--------------------------------------|
| Attendance: | Jon Gregory      | Tata & Howard, Inc.                  |
|             | Steve Daunais    | Tata & Howard, Inc.                  |
|             | Michael McCarron | Town of West Newbury                 |
|             | Robert James     | Town of West Newbury                 |
|             | Mike Gootée      | Town of West Newbury                 |
|             | Dick Cushing     | Town of West Newbury                 |
|             | Jeff Durand      | West Newbury Police Department       |
|             | Angus Jennings   | Town of West Newbury                 |
|             | Wayne Amaral     | Town of West Newbury                 |
|             | Dan Johnson      | CB&I Constructors                    |
|             | Dan Knight       | CB&I Constructors                    |
|             | Gary Troilo      | R.P. Iannuccillo & Sons Construction |

General Contractor's Authorized Personnel (Provide to Engineer in writing)

- Steve Stalloch will be CB&I's Site Superintendent and designated safety representative on site.
- Personnel authorized to sign for the company – All documents shall be sent to Dan Johnson and he will obtain the required signatures from CB&I.
- Subcontractors and contact information to be provided by General Contractor.
  - Site work – R.P. Iannuccillo & Sons Construction
  - Electrician – Energy Electric
  - Tank painter – CB&I
  - Tank demolition - TBD

Tata & Howard



Other Offices  
MA | NH | CT | ME | VT | AZ | TX

### Working Hours

- Regular working hours are 7:00 AM to 5:00 PM, Monday through Friday.
- R.P. Iannuccillo & Sons Construction plans to work four, ten-hour days Monday through Thursday from 7:00 AM to 5:00 PM.
- Holiday and weekend work shall require pre-approval by the Owner.
- No delivery or concrete trucks will be allowed to enter Hilltop Circle prior to 7:00 AM.
- On site construction workers will be allowed to enter the site at 6:45 AM.
- The Town will confirm who must approve work on weekends, holidays, etc. and how much advance notice is required. Due to blue laws, Sunday work must be approved by the Police Chief.
- Work outside of regular working hours is anticipated during tank painting and will be coordinated with the Town.

### Emergency Phone Numbers

- Police Department: 978-363-1212.
- Fire Department: 978-363-1111.
- CB&I to provide two 24-hour emergency telephone numbers and the cell phone number of the site superintendent.
- Tata & Howard (T&H) to create and distribute a master contacts list for the project. Mike Gootée to provide additional contacts for the Water Department.

### Construction Photos and/or Video Recording

- Preconstruction photographs/video recording copies shall be prepared by CB&I and provided to T&H prior to the start of construction.
- Preconstruction video shall include Robin Road from Crane Neck Road, Hilltop Circle, water tank access road from Hilltop Circle, and the entire tank site.
- CB&I shall provide T&H with three copies of the preconstruction video recording on CD/DVD prior to the start of construction.
- Schedule for submission of construction photos to Engineer to be included in Contractor's construction schedule.

### Site Access/Staging Area

- Contractor shall enter the site from Hilltop Circle using the gravel access road to be constructed under this contract. No other access points will be allowed.
- Staging area for trucks shall be on Route 113 near 999 Main Street (wellfield) at the West Newbury/Newburyport town line. Trucks will be called to the construction site from this location. Once a truck has completed the materials or other delivery and left the site, the next truck will be called in from the staging area. A GIS orthophoto map of the truck staging location will be provided by T&H.
- Any damages to the surface of the newly constructed gravel access road resulting from the Contractor's (or Subcontractor's) operations shall be repaired by the Contractor at his expense to a condition equal to or better than the existing condition.

- Contractor shall close and lock the existing access road gate upon exiting the site on a daily basis. Hilltop Circle, in the vicinity of the access road, shall be swept clean on a daily basis. Mike Gootée will provide the Contractor with a key to the gate.
- Contractor may need to temporarily remove the existing gate to allow for truck access to the site if the gate opening is not wide enough. If the gate is temporarily removed, Contractor shall provide temporary provisions to prevent unauthorized vehicular access to the site during construction and re-install the permanent gate at the conclusion of construction.
- No standing of trucks within the Hilltop Circle subdivision will be allowed.
- Contractors will not be allowed to park on Hilltop Circle. All parking by Contractors shall be at the construction site or near the entrance gate off Hilltop Circle.
- No trucks shall access Hilltop Circle prior to 7:00 AM.
- Extreme caution shall be used by all trucks entering, traveling through, and exiting Hilltop Circle. The subdivision is densely populated with small children playing outside regularly. Traffic entering Hilltop Circle will enter from one direction and exit from the other so that construction traffic moves in a one-way direction around Hilltop Circle. CB&I to confirm which driving direction around the circle is best following a site visit. The current required direction around the circle is clockwise as previously voted by the Board of Selectmen and approved by the Planning Board. Any change will require approval from the Board of Selectmen. Mike Gootée will mark the Water Dept. property line pins at the site.
- The Contractor shall be aware that Hilltop Circle and adjacent roads are narrow and have bus stops, pedestrians, and children in the area. Speed will be carefully monitored and strict adherence to the established speed limit will be required.
- Signs stating “Construction Vehicle Speed Limit 20 M.P.H.” shall be installed at the entrance to Hilltop Circle and at the end of the tank access road. Signs shall have black lettering on yellow background. The 20 M.P.H. speed limit needs to be approved by the Selectmen. Also “Children at Play” signs shall be installed in the neighborhood. If there is a shutdown of construction activities, signs shall be removed until construction resumes.
- Hiking is permitted on the trails directly adjacent to the tank site.

#### Communications

- All communication shall be directed through CB&I to T&H or through T&H to CB&I.
- All written communication shall be directed to the attention of the T&H.

#### Progress Meetings

- Contractor shall be available for progress meetings on site or at Owner’s office at any time and at the discretion of T&H/Owner.

#### Construction Schedule and Schedule of Values

- Anticipated date of start of construction is mid-August. CB&I to provide a construction schedule.

- All specified schedules and schedule of values shall be submitted to T&H for review within 14 days of this meeting.
- The construction schedules shall be updated monthly and submitted to the T&H for review with the Application for Payment.
- Inform T&H in writing if scheduled activity is not completed within 15 days of the scheduled event.
- Inform T&H in writing of any deviation from original schedule, including, but not limited to lead times, submittal reviews, etc.

#### Anticipated Sequence of Work

- Install electrical and communication duct bank;
- Construct gravel access road;
- Install tank foundation;
- Construct the new water tank and site utilities;
- Paint the interior and exterior of the new water tank;
- Disinfect and test the new water tank;
- Install, program and test water level telemetry system;
- Upon approval from MassDEP, put the water tank into service;
- Demolish and properly dispose of the existing storage tank;
- Complete remaining site work.

#### Shop Drawings and Submittals

- CB&I to forward proposed schedule of values to T&H for review.
- Electronic submittals by email are required. Include both Jon Gregory and Steve Daunais with submittal communications.
- All submittals shall be stamped by the Contractor for conformance with the specifications.
- Shop drawings shall be submitted to T&H for review prior to fabrication.

#### Application for Payment

- CB&I to submit an estimate of cash flow requirements for the duration of the project to T&H within 14 days of the preconstruction conference. This shall be forwarded to the Town.
- CB&I to submit a pencil copy of Application for Payment to T&H for review at the end of the month.
- Revise application as requested and agree to pencil copy.
- Submit four copies of signed and notarized application to T&H for signature. T&H will then forward the application to Mike Gootée. The Board of Water Commissioners will appoint the signatory.
- Payment for materials prior to incorporation in the work will only be considered if Contractor provides:
  - Title
  - Insurance



- Storage approved by T&H.
- All change orders shall be approved in writing by Owner prior to inclusion in monthly application for payment.
- Submit certified payrolls weekly directly to Owner with a copy sent to T&H. Email is sufficient. Certified payrolls shall be emailed to Laurie Zywiak, West Newbury Town Accountant and Steve Daunais at T&H.

#### Permits

- Permits, licenses, and easements required for permanent structures, changes in existing facilities or advancement of the construction as specified shall be secured, and paid for by the Contractor prior to the start of construction.
- Licenses or permits of a temporary nature shall be the responsibility of the Contractor and paid for by the Contractor.
- Trench opening permit shall be obtained from the DPW Director.
- CB&I to contact the West Newbury Inspection Office regarding permits, which is open 7:00 AM to 12:00 PM Monday through Thursday.

#### Safety and Protection

- Contractor is solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.

#### Conduct of the Work

- Contractor shall notify Dig Safe prior to the start of any work on site and provide Dig Safe numbers to T&H.
- The base line, control points and benchmarks currently in place shall be adequately protected from damage by the Contractor.

#### Geotechnical Coordination

- The Contractor shall conduct foundation excavation and preparation work in accordance with the Geotechnical Engineering Report in Appendix A of the Contract Documents and the Professional Engineer (PE) stamped foundation drawings to be provided by the Contractor.
- Contractor shall hire a geotechnical engineer (MA PE) and incur all costs associated with onsite geotechnical engineering services during construction.

#### Testing

- Contractor shall submit qualifications and standard operating procedures of all testing services proposed to be employed.
- No testing of any kind shall take place on the site without T&H present.
- The Water Dept. will witness water main pressure testing.
- Contractor shall provide T&H with a minimum of 48 hours' notice ahead of all testing.
- Testing shall be specifically identified on the proposed schedule.

- Contractor shall hire a concrete testing company and incur all costs associated with concrete testing during construction.
- The Town uses Nashoba Valley Analytical for water sample testing.
- CB&I intends to use a local company for radiograph testing of welds.

#### Materials Shipped to the Site

- No materials shall be shipped to the site until all approvals have been obtained.
- No materials shall be shipped to the offices of Owner.
- All materials shall be properly stored on site. Contractor shall identify storage locations prior to shipments.
- Shipments to the construction site shall use the address 19½ Hilltop Circle. CB&I shall install a sign identifying the entrance to the site off Hilltop Circle as 19½ Hilltop Circle.

#### Demolition of Existing Tank

- Demolition of existing tank shall only begin upon acceptance of the new tank by the Owner, MassDEP approval, and after the new tank has been placed into service.
- Contractor shall protect the new tank from damage during tank demolition operations.
- Demolition of the existing tank includes removal and proper disposal of the steel tank.
- The existing tank foundation shall be left in place and common fill installed to match the surrounding grade.
- Existing water main adjacent to the existing tank shall be cut and permanently capping.
- Existing tank coating system contains lead. Health and safety precautions for workers and adjacent properties.
- Pre- and post- tank demolition soil sampling is required.
- Contractor shall meet specified requirements for submission of a demolition plan, lead paint abatement, soil sampling, air monitoring, submittals, safety and health requirements, disposal of waste materials, and all items related to the tank demolition.

#### SCADA Integration

- Contractor shall coordinate with and engage the services of Northeast System Controls for integration of new SCADA equipment with the Owner's existing SCADA system.
- Furnish and install all conduit and wiring outside of SCADA control panel required for power, alarms, and SCADA integration. Complete all required electrical connections.
- Furnish and install new pressure transmitter.
- Wire alarm switch from thermostat in sample tap enclosure to the SCADA control panel.
- Wire alarm switch from door to the SCADA control panel.

### Site Restoration

- Contractor shall restore any disturbed areas around tank site to original condition or better.
- If disturbed during installation of the new electric service or communication service to the tank, repairs to the driveway at 19 Hilltop Circle shall be coordinated with the Water Dept. and the homeowner. The Water Dept. previously agreed to assist the homeowner with payment to repave their driveway subsequent to any construction-related disturbances. If this work is completed outside of the construction contract, a credit from CB&I will be requested. Bill Simmons is the homeowner at 19 Hilltop Circle. The O'Neals live at 21 Hilltop Circle.

### Coordination with National Grid

- Contractor shall coordinate with National Grid for the new electrical service connection.
- Negotiations are in process with National Grid for installation of a new electric service to the tank site. Details and schedule for installation of new service to be reviewed with Contractor when available.

### Coordination with Comcast

- Contractor shall coordinate with Comcast for the new communications service connection.
- Negotiations are in process with Comcast for installation of a new communications service to the tank site. Details and schedule for installation of new service to be reviewed with Contractor when available.

### Miscellaneous

- Contractor shall minimize disturbances to abutting properties and homeowners to the extent possible. Communications with abutters shall be through the Owner and T&H.
- Siltation fence to be installed by Contractor around the limit of work at the tank site and shall be maintained throughout the duration of construction.
- Mixing system for the new water tank will be provided by CB&I. CB&I plans to submit their own mixing system design as an 'or equal' for review and approval.

### Additional Comments

- Executed Contract Agreement to be dated May 17, 2019.
- Notice to Proceed to be dated June 19, 2019.
- Town will provide water to the Contractor on site. R.P. Iannuccillo will install a backflow prevention device and meter on the hydrant. Water is to be provided free of charge by the Town subject to the provisions in the specifications. The meter will track water usage for use by the Water Dept. with tracking unaccounted for water. Data to be provided to Water Dept. by Contractor.
- The tank will be installed using mobile cranes. The tank shaft will arrive in one piece for installation. Other subassemblies will be constructed on the ground and lifted in place by crane.

- Steel tank construction expected to take 6-8 weeks depending upon weather conditions.
- Primer will be shop applied for all steel panels and the tank shaft. The tank shaft will receive shop applied primer and intermediate coat. If the intermediate coating on the shaft needs to be touched up in the field, primer shall not be used. Two coats of the intermediate coating system will be required for field touch ups on the tank shaft. If field touch ups are required on other steel components that only receive shop applied primer before being shipped to the site, then primer may be used for field touch ups.
- CB&I will not have an office trailer on site. They will provide a trailer for storage of equipment.
- Work on the new 12-inch diameter water main from the tank site to Hilltop Circle is scheduled to begin on or about July 9, 2019. The water main work will be completed by a contractor who is not a part of the tank project.
- Approximate construction schedule to be provided to local residents in a construction notice prepared and distributed by the Town is as follows:
  - August – Begin site work
  - October – Begin tank construction
  - Spring 2020 – Tank painting

A copy of the attendance sheet is enclosed for your records. Should you have any comments or questions regarding the above items, please feel free to contact our office.

Sincerely,

TATA & HOWARD, INC.



Jon W. Gregory, P.E.  
Associate

Enclosure

cc: Mr. Michael Gootée, Manager/Superintendent  
West Newbury Water Department

Mr. Angus Jennings, Town Manager  
Town of West Newbury

Ms. Leah Zambenardi, AICP, Town Planner  
Town of West Newbury

## Town Manager

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**From:** [REDACTED] (SEN) <[REDACTED]@[REDACTED]>  
**Sent:** Tuesday, July 9, 2019 9:34 AM  
**To:** Town Manager  
**Subject:** RE: [External]: Proposed Page School playground accessibility imp [REDACTED]

Good Morning, Angus:

I am reaching out to let you know that it was just communicated with our office that the monies for West Newbury will be reallocated to the park playground improvements, in lieu of the handicapped ramp at the library.

I will certainly keep you in the line of communication should we hear anything further. Please feel free to reach out at any time should you have any further questions or concerns.

Best,  
 Victoria

Senator Tarr's Office  
 P: (617)722-1600

---

**From:** Mori, Victoria (SEN)  
**Sent:** Monday, July 01, 2019 3:35 PM  
**To:** 'Town Manager'  
**Subject:** RE: [External]: Proposed Page School playground accessibility improvements

Hi Angus,

The letter was sent to the conference committee at the beginning of June. They have not yet released a report as of today, though I have been keeping a close eye for any notification that the report has been released. I will be sure to keep you updated as I receive information.

I am including a link to the conference committee report page, once released the page will be updated with a downloadable report: <https://malegislature.gov/Budget/ConferenceCommittee>

Best,  
 Victoria

Senator Tarr's Office  
 P: (617)722-1600

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**From:** Town Manager [mailto:townmanager@wnewbury.org]  
**Sent:** Monday, July 01, 2019 3:24 PM  
**To:** Mori, Victoria (SEN)  
**Subject:** Re: [External]: Proposed Page School playground accessibility improvements

Hi,  
 Do you know when we'll know for sure about the budget earmark?

Thanks!  
 Angus

Angus Jennings, Town Manager

## Town Manager

---

**From:** [REDACTED]  
**Sent:** Tuesday, July 2, 2019 1:33 PM  
**To:** Selectmen  
**Cc:** Town Manager  
**Subject:** Uses of Pipe Stave Municipal Property

To the Board of Selectmen;

The following photos are offered for a request of you to relieve my concerns of public property misuse, or not. Photos 1 - 5 of a horse trailer parked on above, can the public be assured that it is properly authorized? Photo 6 of an immense and growing chip pile. Does the Board endorse the location, aesthetics, origin or purpose of of this activity?

Both of the above circumstances have been reported to the Town within the past year, in neither case have I had a response.

John McGrath















## Town Manager

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**From:** Kathy Feehery [REDACTED]  
**Sent:** Monday, March 18, 2019 9:53 PM  
**To:** [REDACTED] DPW Director  
**Subject:** Re: [WNRDC-BOD] FW: Pipe Stave Park Horse Trailer

Hi Catherine and Wayne,

If the trailer in question is parked next to our storage trailer, that was donated to the club by Jill Hazard. It is not safe for horse transport any longer and is for storage and use for the scorer for the day of the Pipestave Horse Trials so we don't have to borrow someone's. It was donated through Susan Beliveau who worked with Gary Bill to make the space for it. Since Gary was the DPW head, I would have presumed town permission.

Since I am down in Florida this week I can not check if the license number.

Sincerely,  
Kathy

Sent from my iPhone

On Mar 18, 2019, at 2:15 PM, 'Catherine Marrone' via WNRDC Board of Directors <[BoardOfDirectors@wnrdc.com](mailto:BoardOfDirectors@wnrdc.com)> wrote:

See below. If anyone has any information, please contact Wayne. I responded to his email letting him know that I was unaware of anyone with a trailer with Maine Plates but that I would reach out to Board of Directors in case someone could shed some light on this situation.

Catherine Marrone  
[REDACTED]

---

**From:** DPW Director [<mailto:dpwdirector@wnewbury.org>]  
**Sent:** Monday, March 18, 2019 2:04 PM  
**To:** [REDACTED]  
**Subject:** Pipe Stave Park Horse Trailer

Catherine and Deb,

I have been informed by a resident that there is a horse trailer parked near the baseball field in Pipe Stave Park. I am trying to contact the owner of this horse trailer with State of Maine license plate B 625339. Would you happen to know who owns this trailer? I was told that they have never received permission from the town to park this vehicle on public land and would like to discuss this issue in greater detail with the trailers owner.

Thanks,  
Wayne

Wayne S. Amaral

## Town Manager

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**From:** DPW Director  
**Sent:** Thursday, July 4, 2019 8:16 AM  
**To:** Paul Sevigny  
**Cc:** Town Manager  
**Subject:** Re: Wood chip pile at Pipestave

Paul,  
It would take have a day to build and half a day to remove and put things back to existing and at least a full day of loading.

The tent company is coming early to set up and I would rather waiting until after the event. I don't want to trash the area before the event or get in the way of the set up. Not to mention I'm down Butch.

Wayne

On Jul 4, 2019, at 7:11 AM, Paul Sevigny <[psevigny@wnewbury.org](mailto:psevigny@wnewbury.org)> wrote:

As soon as the town can build a loading ramp ron said he would come. It could probably be done prior to the bicentennial

Paul Sevigny, Health Agent  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985  
978-363-1100, x119

On Jul 3, 2019, at 7:51 PM, Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)> wrote:

Thanks Paul. Would be great to get this done before the bicentennial field day. Wayne will follow up w him; did you and Ron talk timing at all?

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

Sent from my mobile device

On Jul 3, 2019, at 8:06 AM, Paul Sevigny <[psevigny@wnewbury.org](mailto:psevigny@wnewbury.org)> wrote:

I just spoke with Ron Pearson and he said he would take them. Give him another call if you want.

Paul Sevigny, Health Agent  
Town of West Newbury

## Town Manager

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**From:** DPW Director  
**Sent:** Monday, July 8, 2019 8:39 AM  
**To:** Paul Sevigny  
**Cc:** Town Manager  
**Subject:** RE: Wood chip pile at Pipestave

Paul,  
I reviewed this operation with the crew this morning. We are all excited to rid the wood chip pile. The recycle center will be a challenge for loading and would be much easier to have the ramp right beside the pile the day before the removal. We should be able to removal all and put the area back to normal in 2-3 days.

I'm going to schedule this after this weekends event. I don't want to start this project before and run into any problems.

Wayne

---

**From:** Paul Sevigny <psevigny@wnewbury.org>  
**Sent:** Thursday, July 04, 2019 9:09 AM  
**To:** DPW Director <dpwdirector@wnewbury.org>  
**Cc:** Town Manager <townmanager@wnewbury.org>  
**Subject:** Re: Wood chip pile at Pipestave

No worries on my end.

If the trailer could fit between the jersey barriers then we could slide the metal dumpster over and load from the recycling area that would save time building the ramp etc.

I'm good with what ever works out.

Happy 4th if July

Paul Sevigny, Health Agent  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985  
978-363-1100, x119

On Jul 4, 2019, at 8:15 AM, DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)> wrote:

Paul,  
It would take have a day to build and half a day to remove and put things back to existing and at least a full day of loading.

The tent company is coming early to set up and I would rather waiting until after the event. I don't want to trash the area before the event or get in the way of the set up. Not to mention I'm down Butch.

Wayne

## Town Manager

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**From:** Leah Zambarnardi  
**Sent:** Tuesday, July 9, 2019 4:35 PM  
**To:** [REDACTED]  
**Cc:** Michael McCarron; Town Manager  
**Subject:** RE: Request for Bylaws from the Cannabis Control Commission  
**Attachments:** Zoning Bylaw as amended October 23, 2017.pdf

To whom it may concern:

Attached please find the West Newbury Zoning Bylaw. Please see page 15, Section 4.E. and page 22, Section 5.C.2.c. for the Town's marijuana related bylaws. Also, at the Fall 2017 Town Meeting an Article was on the warrant to amend the Zoning Bylaw, Section 4.E. to add a temporary moratorium on the use of land or structures for the operation of any marijuana establishments, as defined in G.L. c. 94G, Section 1, effective through December 31, 2018. The Article did not pass.

Regards,

Ohk#M# dp ehugdl#DIFS#

Wrz q#Sogqhu#

Wrz q#ri# hwQ hz exu|#Sogqlj#R iilf#

6;4#P dq#wihv#

Z hwQ hz exu|#P D#B4<;8#

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#

Sogqlj#R iilf#K rxw#P rggd|#N xhvgd|#Dg#Wkxugd|#urp #-63#Dp 1#r#5-63#Dp 1##

**It has been determined by the Commonwealth of Massachusetts Office of the Secretary of State that emails are a public record. Please keep this in mind when writing or responding to this email.**

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**From:** Town Manager  
**Sent:** Monday, June 24, 2019 2:03 PM  
**To:** Leah Zambarnardi <lzambarnardi@wnewbury.org>  
**Cc:** Michael McCarron <mmccarron@wnewbury.org>  
**Subject:** FW: Request for Bylaws from the Cannabis Control Commission

Leah, please respond to the request below, w copy to me, within their requested 30-day timeframe, thanks.

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**From:** Commissioner Kay Doyle <[REDACTED]>  
**Sent:** Monday, June 24, 2019 2:00 PM  
**To:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Subject:** Request for Bylaws from the Cannabis Control Commission




Greetings,

The Massachusetts Cannabis Control Commission (Commission) is in the process of gathering information on municipal implementation of marijuana-related bylaws and ordinances following the conclusion of the 2018 Town Meeting season. This information will help the Commission better serve both applicants and the cities and towns of the Commonwealth.

According to our records, your municipality has enacted zoning or other bylaws or ordinances governing adult-use Marijuana Establishments. Our request is that you confirm this status by sending your bylaws, or by sending a correction if that is no longer the case. You may also forward the survey to another official if you believe they would have the information requested in the survey.

We hope this information will assist us to work collaboratively with municipalities to keep Massachusetts residents informed about the status of adult-use cannabis in their community. Our intention is to take a comprehensive look at the information prior to the fall, so if we haven't heard back from you within 30 days, we may reach out in person to be sure that the contact information we have for your community is accurate.

If you have any questions, feel free to contact [Kim Alfred](#)

 to schedule a date and time to have a telephone conference with me or Government Affairs Director [David Lakeman](#)





Thank you so much for your help on these important issues.



**Kay Doyle, Commissioner**

---

 Share    Tweet    Forward



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**Our mailing address is:**  
101 Federal Street, 13th Floor  
Boston, MA 02110

**Subject:** ECCF/MAPC/MVPC Cultural Planning Labs RECAP & SAVE the DATE

**Attachments:** Cultural Labs report May 2019\_Final2.pdf



Dear Essex County Colleagues and Friends,

It has been six months since we held the first of four *Cultural Planning Labs* across Essex County, and our comprehensive report is attached to this email. Enjoy - and please share!

On behalf of our team at ECCF, Metropolitan Area Planning Council (MAPC), and Merrimack Valley Planning Commission (MVPC), we thank you again for your participation in the *Labs* which provided critical guidance for our next steps to further our collective interests in the region.

Among the primary issues discussed in the *Labs* were your desire to:

1. connect and work with your peers across the region to elevate and sustain arts, culture, and creativity in our communities;
2. identify resources you might share or build with each other; and
3. utilize this new ECCF/MAPC/MVPC partnership to support and strengthen your good work.

To that end, we are delighted to announce the launch of our first major participatory cultural asset-mapping project for Essex County: [Valuing Arts, Culture, and Creativity: Mapping our Assets in the Merrimack Valley](#).

Beginning with the fifteen cities and towns of the Merrimack Valley\*, we will work with Creative Community Builders' [Tom Borrup](#) to identify and connect the people, places, organizations, and events that give those communities their unique identity and vibrancy. While the immediate focus will be on the Merrimack Valley communities, we expect that this process will inform and inspire later asset-mapping work across Essex County.

Please save the date of **Wednesday August 7, 9am-1pm**, and join us to kick off this project at the [U Mass Innovation Hub](#) in Haverhill. Tom Borrup will co-lead the program, and you will hear from colleagues whose cultural planning initiatives have strengthened their communities in myriad ways.

Our goals in this project are to:

- **Build capacity** for collaboration within and between the region's communities. This includes building relationships, connections, and partnership skills among participating arts, culture, and community groups, as well as with municipal governments and agencies.
- **Shift power dynamics and foster equity** among the diverse communities of Essex County. This includes moving towards a more level playing field among cultural groups as well as stepping up of the collective capacity of the cultural sector to act together to address general community concerns.
- **Identify a broad range of cultural assets** and uncover hidden assets. Highlight these assets within the communities through a transparent, visible process, and highly engaging process.
- **Foster different ways of thinking** about the meaning and relative proximity of cultural assets within communities and in adjacent and nearby communities.
- Open and retool thinking about the value and applicability of both tangible and intangible cultural assets within a **variety of dimensions of community development**.

We hope you will [register today](#) for this free, fun, informative, important, and engaging launch of [Valuing Arts, Culture, and Creativity: Mapping our Assets in the Merrimack Valley](#).

\* **Merrimack Valley towns and cities under Merrimack Valley Planning Commission:** Lawrence, Andover, North Andover, Methuen, Boxford, Haverhill, Newburyport, Newbury, West Newbury, Groveland, Georgetown, Rowley, Salisbury, Amesbury, Merrimac

Essex County Community Foundation/Creative County Initiative  
Merrimack Valley Planning Commission  
Metropolitan Area Planning Council

--  
Karen Ristuben  
Program Director  
Creative County Initiative



[Arts & Culture Hub: Essex County Creates  
ECCF Creative County Initiative](#)  
[k.ristuben@eccf.org](mailto:k.ristuben@eccf.org)



Essex County  
Community Foundation

# ESSEX COUNTY CULTURAL PLANNING LABS

## Summary Report

Montserrat College of Art  
Beverly  
January 4, 2019

Newburyport Art Association  
Newburyport  
January 22, 2019

Peabody Access TV  
Peabody  
February 22, 2019

El Taller  
Lawrence  
March 8, 2019



## Cultural Planning Labs: An Overview

As a component of the Creative County Initiative (CCI), Essex County Community Foundation (ECCF) partnered with the Metropolitan Area Planning Council (MAPC) and the Merrimack Valley Planning Commission (MVPC) to develop and deliver four sub-regional cultural planning labs for municipal officials, planners, and arts leaders from the nonprofit and private sectors in Essex County.

### Goals and Objectives:

The goal of the labs was to introduce the community benefits of cultural planning to stakeholders in Essex County.

Desired outcomes included:

- An expanded base of knowledge about the benefits of a cultural planning approach.
- An expanded base of knowledge about cultural resources in Essex County and their importance to the livability and vitality of the region.
- An expanded regional network of support for county-level cultural planning initiatives, which will commence in calendar year 2019.

## Lab Participation

In order to prepare Essex County communities for cultural planning initiatives, invitees included municipal planners, elected and appointed officials, local boards and committees, local cultural councils and representatives from key arts, culture, business, and tourism organizations.

A total of 122 participants attended across four labs, representing a diverse set of people, organizations, and interest areas. Additionally, thirty of the thirty-four municipalities in Essex County were represented.

| Participation by Category   | Total Participants |
|-----------------------------|--------------------|
| Arts Organizations          | 33                 |
| Municipal Staff             | 33                 |
| Municipal Boards/Committees | 17                 |
| Elected/Appointed Official  | 14                 |
| Business                    | 11                 |
| Non Profit                  | 6                  |
| Other Govt                  | 4                  |
| Tourism                     | 3                  |
| Funder                      | 1                  |
| <b>Grand Total</b>          | <b>122</b>         |

## Lab Program

Each four hour lab had a consistent agenda designed to inform, engage, and encourage collaborative work across the county and across sectors.

### ECCF Welcome

Each lab kicked off with a welcome and introduction by the Essex County Community Foundation. Karen Ristuben, Program Director for ECCF’s Creative County Initiative provided an overview of the program.

### Cultural Planning 101

Participants were given a brief orientation to regional planning, the role of regional planning agencies in providing support for arts and culture planning, and current efforts by MAPC and MVPC to advance arts and culture through regional initiatives led by both agencies.

A range of approaches to cultural planning were introduced:

1. Cultural Asset Mapping
2. Regional Cultural Plan
3. Comprehensive Cultural Plan
4. Arts & Culture Component of a Municipal or Regional Plan
5. Cultural District Plan
6. Discipline-Focused Cultural Plan
7. Specialized Arts or Cultural Assessment
8. Specialized Arts & Culture Issue Plan or Study

### Discussions by Topic

Each lab hosted discussion groups focused on five topic areas explored through the lens of arts and culture in Essex County. Discussion was facilitated by MAPC, MVPC, and ECCF staff.

- |                          |   |
|--------------------------|---|
| 1. Cultural Facilities   | 4. Cultural Organizations & Creative Businesses |
| 2. Community Development | 5. Government Capacity                          |
| 3. Economic Development  |   |

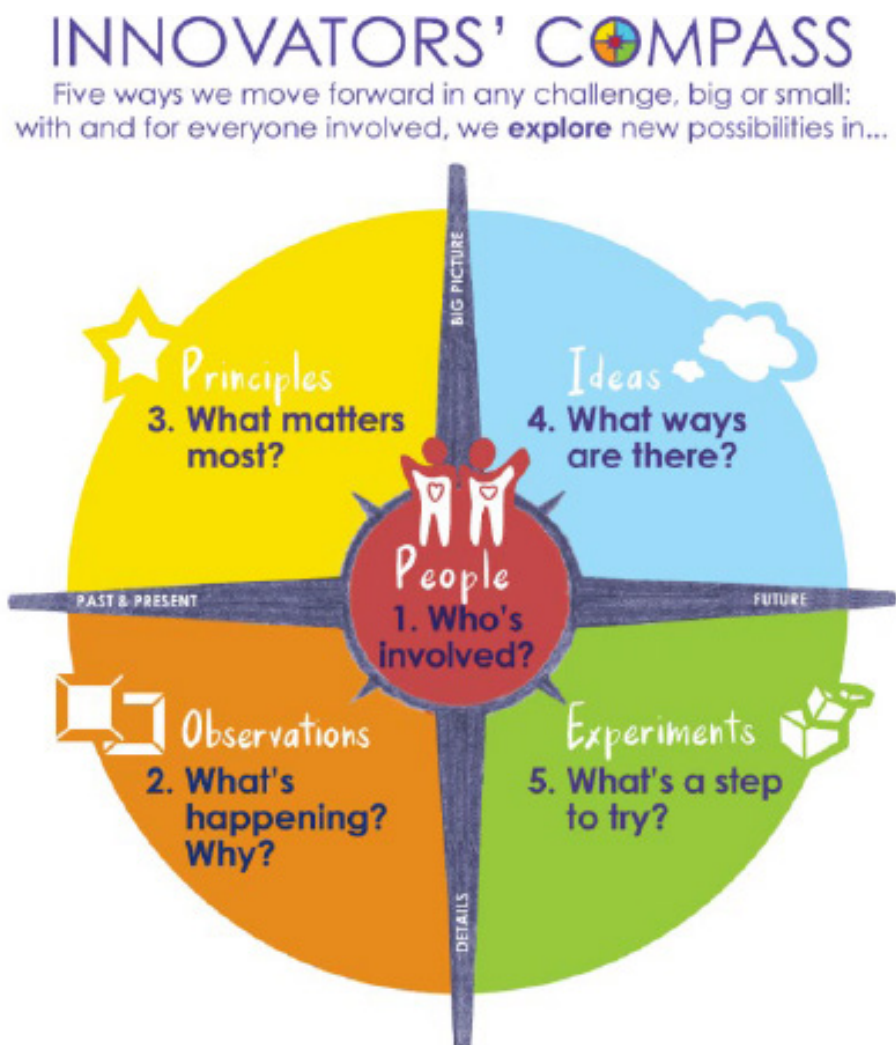
Each discussion group reported the highlights of their observations and brainstorming to all lab participants. *Feedback and consistent themes across all discussions and labs are on the pages that follow.*



## Discussion Approach:

Attendees at each lab chose one discussion group to participate in. Using the Innovators' Compass - a tool that helps structure how we approach problem solving in an unique format - facilitators led their group through **five prompts** to thoroughly explore each topic, thinking specifically about the context of Essex County.

1. People: Who's involved?
2. Principles: What matters most for everyone involved? What are guiding values?
3. Observations: What's happening? Why?
4. Ideas: What other ways are there? Imagine the future.
5. Experiments: What's a step to try?



## Discussion by Innovators Compass Area

### People: Who is Involved?

A full list of people categories across all five small group discussion topics:

| People Categories             | # References |
|-------------------------------|--------------|
| Local Government              | 66           |
| Individuals & Families        | 62           |
| Community-Based Organizations | 34           |
| Cultural Organizations        | 27           |
| Businesses                    | 24           |
| Cultural Facilities           | 24           |
| Other Government              | 19           |
| Funders                       | 19           |
| Business Organizations        | 16           |
| Education                     | 13           |
| Real Estate Industry          | 11           |
| Media                         | 5            |
| Religious Institutions        | 4            |
| <b>Grand Total</b>            | <b>324</b>   |

### Observations: What's happening? Why?

While no clear dominant themes emerged, participants observed a range of current conditions including:

- Evidence of events - festivals, art-making, performances
- Increasing collaboration over past several years
- Perception of public benefits of arts & culture is improving but much still needs to be done
- Artists are priced out of affordable living, working, and presenting spaces
- Investment in the arts is inconsistent
- Living wage challenges prevent young creatives from staying in area
- Lack of public policy & public commitment supporting arts



## **Discussion by Innovators Compass Area**

### **Principals: What Matters Most?**

Out of 194 comments related to the Principles section of the conversation across all small discussion group topic areas and all four labs, the top five principles identified include:

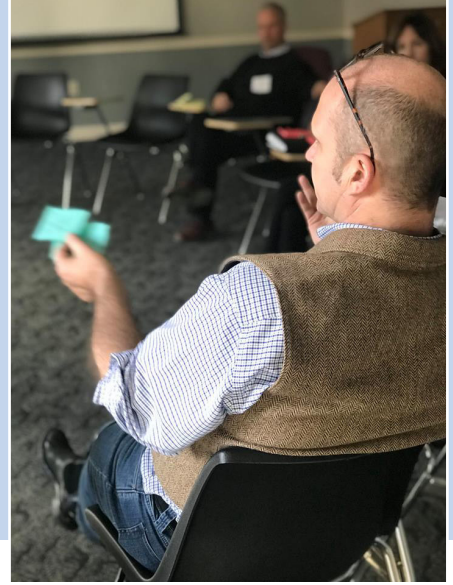
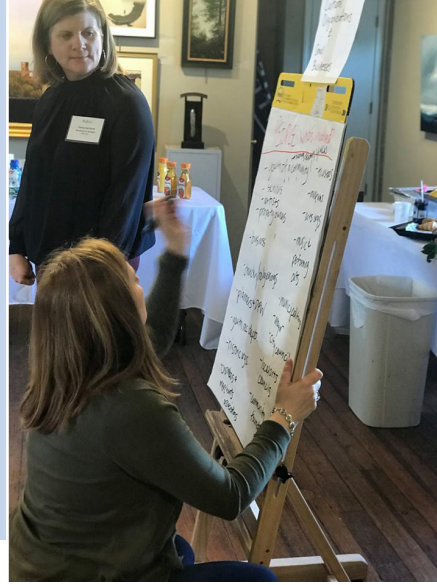
- Diversity, Equity, and Inclusion (22% of responses)
- Valuing Art and Artists (11% of responses)
- Collaboration and Communication (11% of responses)
- Sense of Place (10% of responses)
- Well-being (9% of responses)

Additional principles identified included Access and Affordability, Education and Storytelling, Understanding Constraints, Acknowledging and Respecting History, Sustainability, Innovation and Entrepreneurship, Leadership, and Values-orientation.

### **Ideas & Experiments: What ways are there? What's a step to try?**

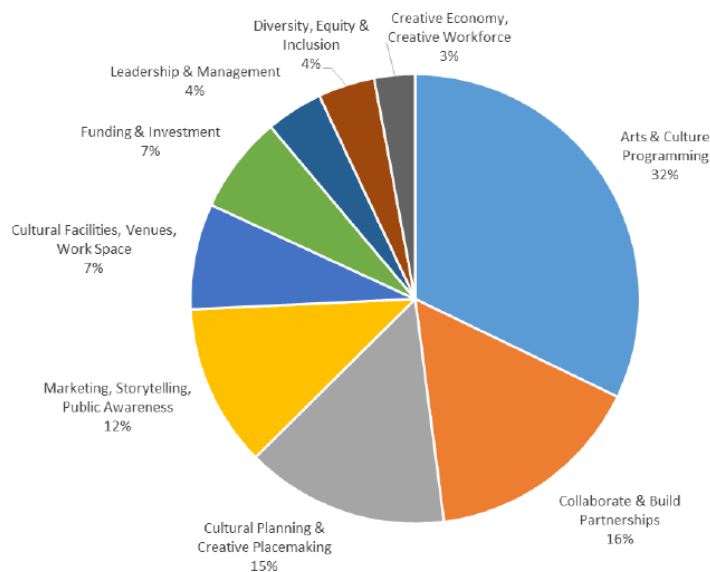
Participants' ideas for strengthening the arts & culture ecosystem included:

- Hire an art planner for a one-year experiment and measure the impacts
- Include artists in support efforts for the small business economy
- Collaborate and promote arts & culture across cities and towns
- Develop a systems approach to investment to augment one-off support for programs
- Modify zoning codes to allow for creative space development and live/work
- Partner artist professional associations with chambers of commerce
- Develop arts in transportation projects (bus, ferry, train) to increase access and visibility, and to address root transit problems
- Dedicate % of hotel/meals tax for arts & culture
- Develop new models for shared spaces and shared staffing
- Include line item in municipal budgets as leverage for matching grants
- Create systems for elevating new, innovative ideas in cultural development
- Improve messaging on value of arts & culture to communities: jobs, economic impact, cultural equity



## Discussion by Topic: Community Development

From all of the small group discussions focused on Community Development, an analysis illustrates that arts and culture programming is an important strategy to advance community development. In addition, collaboration and partnership is critical to successfully link artists to the work of community development.



### TOP THREE THEMES:

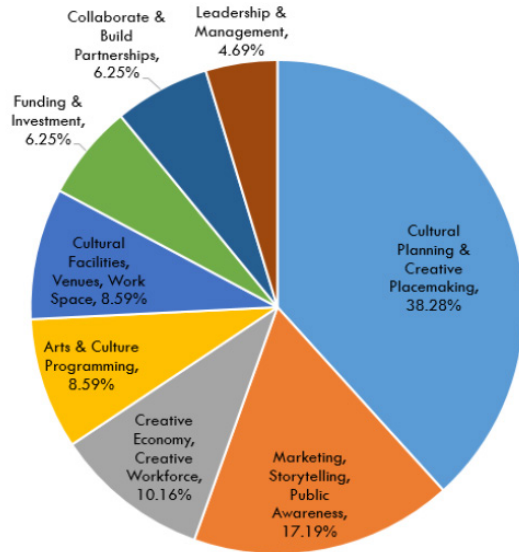
1. Arts & Culture Programming – 32%  
“County-wide festival or event to highlight projects.”
2. Collaborate & Build Partnerships – 16%  
“How can we all come together to discuss resources and opportunities?”
3. Cultural Planning & Creative Placemaking – 15%  
“Connecting communities via bike paths, walking spaces, parklets, benches, other supported transportation.”

## Discussion by Topic: Economic Development

Comments in the Economic Development topic area emphasized the need for greater support to link arts and culture to the business and workforce needs of the region. This need falls into three thematic categories: cultural planning and creative placemaking; marketing, storytelling and public awareness; and creative economy/creative workforce.

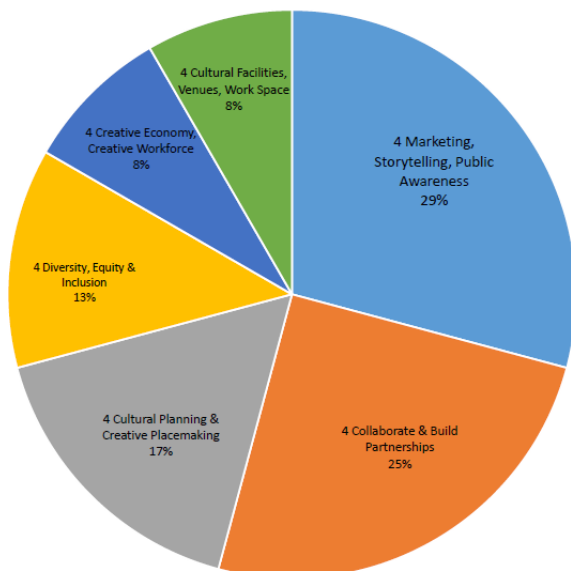
### TOP THREE THEMES:

1. Cultural Planning & Creative Placemaking – 38%  
“Enhance zoning for A&C orgs. To spur investment, businesses, live/work.”
2. Marketing, Storytelling, Public Awareness – 17%  
“Use arts to get your message across.”
3. Creative Economy, Creative Workforce – 10%  
“Opportunities presented by trends with traditional brick & mortar retail.”



## Discussion by Topic: Cultural Organizations & Small Business

Collaboration and the use of models, templates, and best practices were key themes when considering how cultural organizations can be supported and strengthened.



### TOP THREE THEMES:

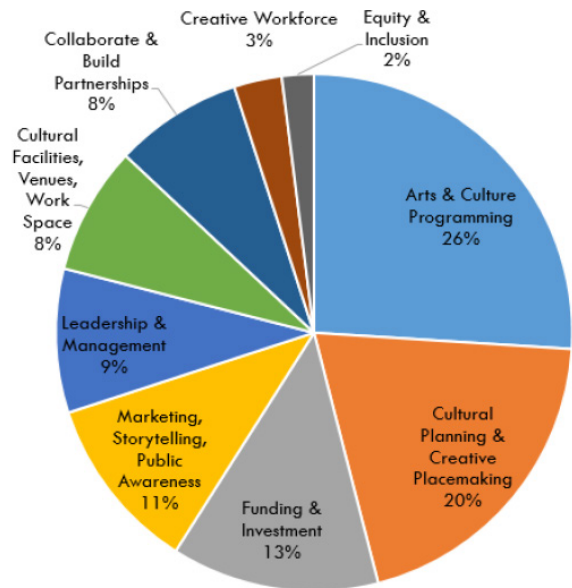
1. Collaborate & Build Partnerships - 25%  
“Develop learning tours”
2. Cultural Planning & Creative Placemaking - 19%  
“Create placemaking models to duplicate and scale among communities”
3. Marketing, Storytelling, Public Awareness - 17%  
“Give creatives and planners the tools and the story”

## Discussion by Topic: Government Capacity

Government Capacity themes emphasized the opportunities and challenges of government supporting arts and culture, particularly at the municipal level. The growing recognition of the value and importance of arts and culture programming is reflected in that theme's prominence.

### TOP THREE THEMES:

1. Arts & Culture Programming – 26%  
"Encourage outdoor activity with art."
2. Cultural Planning & Creative Placemaking – 20%  
"Redefine bylaw regarding signage/ordinances to allow for public art."
3. Funding & Investment – 13%  
"Line item in city budget for matching grants for leverage."

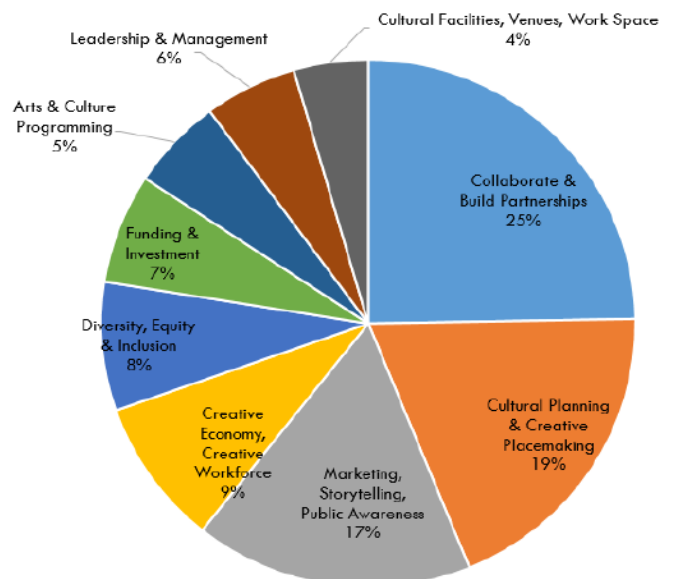


## Discussion by Topic: Cultural Facilities

Collaboration and building partnerships was the dominant theme in conversations about cultural organizations and small businesses with cultural planning and marketing and storytelling also among the top three themes.

### TOP THREE THEMES:

1. Collaborate & Build Partnerships – 25%  
"Bring Chambers of Commerce and cultural councils together."
2. Cultural Planning & Creative Placemaking – 19%  
"Road map for elevating new ideas like shared work spaces/maker spaces."
3. Marketing, Storytelling, Public Awareness – 17%  
"Articulate and make case to small businesses."



## Lab Comment Card Analysis

Participants were invited to fill out a Commitment Card which prompted them - based on their learnings from the lab - to write down what they felt ready to work on and where they still needed help to achieve their goals.

### What Will I Work On? - summary of themes:

| Themes: What Will I Work On?                        | # Comments | % of Comments |
|---|------------|---------------|
| <b>Collaboration &amp; Building Partnerships</b>    | 24         | 32%           |
| <b>Cultural Planning &amp; Creative Placemaking</b> | 18         | 24%           |
| <b>Marketing, Storytelling, Public Awareness</b>    | 14         | 19%           |
| <b>Arts &amp; Culture Programming</b>               | 8          | 11%           |
| <b>Cultural Facilities, Venues, Work Space</b>      | 5          | 7%            |
| <b>Creative Economy, Creative Workforce</b>         | 3          | 4%            |
| <b>Funding &amp; Investment</b>                     | 2          | 3%            |
| <b>Leadership &amp; Management</b>                  | 1          | 1%            |
| <b>Grand Total</b>                                  | <b>75</b>  | <b>100%</b>   |

### What Will I Work On? - Direct feedback:

#### Collaboration and Building Partnerships Highlights:

- “Collaborate with Beverly planning and administration to push a public/private arts & development agenda to strengthen and differentiate our community.” - Business and Development Leader, Beverly
- “Increasing collaboration with the arts & cultural community. Offer our properties for creative events. Cross-pollinate our events with local museums & artist communities.” - Director of Art & Community Engagement, Environmental Nonprofit
- “Continue to develop collaborations with current partners, while seeking new partners we haven’t thought about yet.” - Director, History & Culture Center

#### Cultural Planning and Creative Placemaking Highlights:

- “Incorporating cultural development/arts into the Strategic Plan we’re creating to revitalize our Downtown.” - Elected Official, Topsfield
- “Begin dialogue with town decision-makers and planning board to plant seeds to grow support for cultural planning - ideologically & financially, maybe long-term.” – Planner, Town of Newbury
- “Long-term arts & culture planning - think how to seamlessly implement arts & culture in planning.” - City Planner, Peabody

#### Marketing, Storytelling, Public Awareness Highlights:

- “Developing stronger base of support for arts & culture as integral component of our local & regional community fabric (local & regional economy, educational programming, quality of life)” – Elected Official, Beverly
- “Community awareness of arts; better integration of Cultural District into community.” – Member, Essex River Cultural District

## Lab Comment Card Analysis

Participants requested assistance in the same areas where they wished to start working. Collaboration and building partnerships was referenced the most with marketing, storytelling and public awareness – especially the need for data and help making the case – coming in second.

What Do I Need Help With? - summary of themes:

| Theme: What Do I Need Help With?          | # of comments | % of comments |
|---|---------------|---------------|
| Collaboration & Building Partnerships     | 25            | 34%           |
| Marketing, Storytelling, Public Awareness | 18            | 25%           |
| Cultural Planning & Creative Placemaking  | 14            | 19%           |
| Funding & Investment                      | 13            | 18%           |
| Arts & Culture Programming                | 2             | 3%            |
| Leadership & Management                   | 1             | 1%            |
| <b>Grand Total</b>                        | <b>73</b>     | <b>100%</b>   |

## NEXT STEPS....

Throughout these labs, participants provided a great deal of foundational information to support and guide the work of Creative County Initiative for the next several years.

- Short term projects will include regional Cultural Asset-Mapping and technical support for Essex County cities and towns that include arts and culture in municipal planning efforts.
- As we continue to build a stronger infrastructure for our artists, cultural producers, partners, and stakeholders across the county and its subregions, we expect to raise and allocate over \$1 million in funding over the next three years.

Please follow up with us - your thoughts and feedback are critically important as we move the Creative County Initiative forward.

**THANK YOU FOR PARTICIPATING!**



## Creative County Initiative Leadership Team

### STEERING COMMITTEE

Karen Ristuben, Program Director  
John Andrews  
Elena Bachrach  
Dianne Brand  
Ana Colmenero  
Greg Federspiel  
Judith Farzan  
Beth Francis  
Deborah Greel  
Lillian Hsu  
Steve Immerman

Sara Jackson  
Katie King  
Noah Koretz  
Stratton Lloyd  
Kate Luchini  
Jean Nichols  
Jon Payson  
Jackie Rosenthal  
Pedro Soto  
Rosario Ubiera-Minaya  
Jennifer Welter

### MAPC | 617-451-2770

Jennifer Erickson  
Daniel Koff  
Annis Sengupta  
Sam Wenc

### MVPC | 978-374-0519

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