



**Town of West Newbury
Board of Selectmen**
Tuesday, September 4, 2018 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2018 AUG 30 AM 11:54

AGENDA

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

- MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- MGL Chapter 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;
- Executive Session Minutes dated August 20, 2018

Open Session: 7pm in the First Floor Hearing Room

Announcements: This meeting is being broadcasted on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

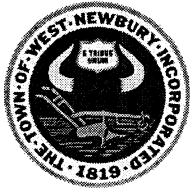
- State Primary, Tuesday September 4th open until 8pm in the Annex @ 381 Main Street

Regular Business

- A. Senator Bruce Tarr and Representative Leonard Mirra: Funding for Bicentennial Celebrations
- B. Update from the Bicentennial Committee
- C. Request for Street Opening Permit: 10A Norino Drive
- D. Request for one day liquor license for Gary Bill retirement party on Sept. 13 from 6-8pm in Annex
- E. Review of the Town of Salisbury Intermunicipal Harbormaster Agreement – *cont'd from Aug. 20*
- F. Review of relocation of current public safety sign – *cont'd from Aug. 20*
- G. Update on Pipestave Committee & Parks and Recreation proposals to Community Preservation Committee
- H. Review of proposed and potential warrant articles for Fall Town Meeting
- I. Selectmen's Meeting minutes dated August 20, 2018

Town Manager Updates

- J. Process for appointment and management authority for DPW Director
- K. Review of FY'19 Salary Range Schedule
- L. Review method to accrue vacation and sick time for qualified part time employees
- M. Follow up meeting assignments
- N. Placing items for future agendas



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

B

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 20, 2018
RE: Bicentennial Committee update

On August 15 I met with Committee Chair KC Swallow, following on a previous meeting we held in July and a number of phone conversations. The Committee will submit an update for inclusion in the September 4th BoS meeting packet, and will be represented at the meeting, but in the meantime I am providing this general summary of my understanding of the status of the Committee's planning:

- The Committee will next meet on August 21 (tomorrow) at 6 PM, with a focus on fundraising, and finalizing a sponsorship brochure to be sent to potential financial sponsors establishing different tiers of support.
- Friday, Sept. 7: Red Sox bus trip
- The Committee is organizing three days of comments on Feb. 22-24, 2019 to commemorate the bicentennial anniversary on Feb. 19th:
 - o Friday, Feb 22: showcase of local bands; venue, Pentucket H.S.
 - o Saturday, Feb 23: black tie gala; venue, Groveland Country Club
 - o Sunday, Feb 24: Town birthday party for families and kids
- Committee will participate in Memorial Day Parade
- A week of events will take place from July 7-14, 2019:
 - o Saturday, July 7: bicentennial opening ceremony, pancake breakfast, town picture, a town-wide public service project
 - o Sunday, July 8: annual horse trials event by Riding & Driving Club
 - o Monday, July 9: potential screening of Voices of West Newbury, historical society scavenger hunt, library historical showcase
 - o Tuesday, July 10: ice cream social
 - o Wedn., July 11: Page School exhibit of kids' work "What West Newbury means to me"
 - o Thursday, July 12: band concert, movie night in Annex
 - o Friday, July 13: country dance
 - o Saturday, July 14: field day at Pipestave, fireworks, possible Fire Dept. muster
 - o Sunday, July 15: Riding & Driving Club equine/agricultural day
- In Fall 2019, a closing ceremony will be held, with the burial of a time capsule, and the October Harvest Road Race will be ramped up in recognition of the Bicentennial.

In addition to events it organizes directly, the Committee is putting together a master calendar of events inclusive of events organized by other groups in town, i.e. Historical Society, Garden Club, Riding & Driving Club, etc. The Committee's plan is to ramp up its public outreach and visibility efforts after Labor Day.

This information should be considered draft, pending updates directly from the Committee on Sept. 4th, but is intended to share my understanding of the preparations underway.

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

C

STREET OPENING PERMIT

Permit No: 2019-03

Date: September 4, 2018

The Board of Selectmen grants permission to Barry Sullivan, authorizing agent for Vincent and Maria Vinciguerra ("Owners") to install a driveway to a new house located at 10A Norino Drive, West Newbury, Mass., as shown on the attached plan. Said work to be done within one year from the date of this permit in accordance with the bylaw governing such work to the following conditions:

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

SUPERINTENDENT OF STREETS:

Digout and gravel driveway with 12 inches of processed gravel. Pave driveway. Grade left side of driveway so that water does not pond there. Once old driveway is torn out, fill by edge of road so that run off water from road does not run onto the property. Loam and seed all disturbed areas, no track equipment on pavement unless plywood is put down.

Water line: Mole new service across street, any disturbed pavement must be paved to existing thickness. If you dig into road, must backfill with process gravel and compacted. Loam and seed all disturbed areas. No track equipment on road unless pads are put down.

Call Gary Bill, Superintendent of Streets when starting work at 978-363-1100 x120.

WATER DEPARTMENT:

Installing a new 1" water service and they are required to push/mole under the road (Norino Drive) to make the connection to the 8" water main (see DPW notes). Michael Gootee' explained what needs to be done to Barry Sullivan.

BOARD OF SELECTMEN

Glenn A. Kemper, Chairman

David W. Archibald

Joseph H. Anderson, Jr.

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

Barry Sullivan
Barsully6@yahoo.com/978-815-7689

cc: Building Inspector, Highway Superintendent, Water Superintendent

APPROX LOC. EXISTING
HSE #12
SERVED BY TOWN WATER

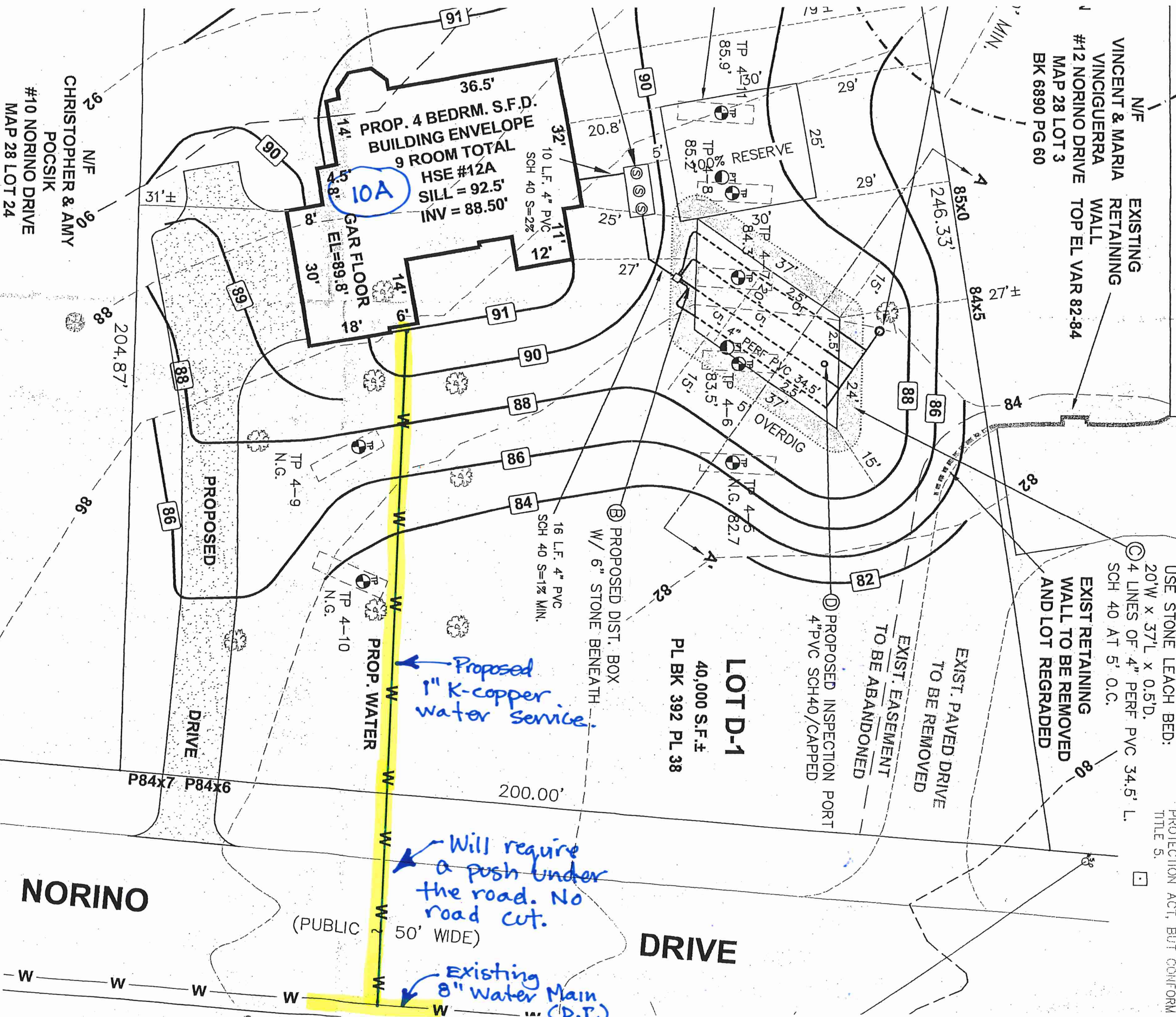
N/F
EXISTING
VINCENT & MARIA
VINCIGUERRA
WALL
RETAINING
#12 NORINO DRIVE
TOP EL VAR 82.84
MAP 28 LOT 3
BK 6890 PG 60

N/F
CHRISTOPHER & AMY
POCSIK
#10 NORINO DRIVE
MAP 28 LOT 24
BK 34403 PG 67

USE STONE LEACH BED:
20'W x 37'L x 0.5'D.
4 LINES OF 4" PERF PVC 34.5' L.
SCH 40 AT 5' O.C.

EXIST RETAINING
WALL TO BE REMOVED
AND LOT REGRADED

CERTIFICATIONS:
NO PART OF THIS SYSTEM IS W
D.E.P. AS AN ESTIMATED SETBA
NO PART OF THIS SYSTEM IS W
AND SURFACE WATER SUPPLIES
NO PART OF THIS SYSTEM IS W
TO PUBLIC AND SURFACE WATER
NO PART OF THIS SYSTEM IS W
WATER SUPPLY (WELL).
NO PART OF THIS SYSTEM IS W
AREA AS DELINEATED BY D.E.P.
NO PART OF THIS SYSTEM IS W
RESOURCE AREA AS DEFINED BY
PROTECTION ACT, BUT CONFORM
TITLE 5.



*Proposed
1" K-copper
water service.*

*Will require
a push under
the road. No
road cut.*

*Existing
8" Water Main
(D.I.)*

SYSTEM PLAN VIEW

SCALE HOR: 1" = 20'

D

NUMBER

THE COMMONWEALTH OF MASSACHUSETTS

FEE

2019-01

Town of West Newbury

\$0

This is to certify that Angus Jennings

NAME

381 Main Street, West Newbury, MA 01985

ADDRESS

IS HEREBY GRANTED A LICENSE

For Retirement party on Thursday, September 13, 2018

from 6pm to 8pm at the Town Hall 491 Main Street

Beer and wine only

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires 9/13/18 @ 8pm unless sooner suspended or revoked.

20



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

E

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 30, 2018 August 31, 2018
RE: Intermunicipal agreement with Salisbury Harbormaster for pump-out services

The Board took up the attached agreement at its August 20 meeting but it was tabled, with a request for more information about costs and how often the pump-out service is utilized.

The agreement provides for quarterly reporting of activity, and I have enclosed the most recent quarterly report on file, which runs through June 2018. I am in correspondence with the Salisbury Harbormaster and he will prepare an interim report covering July, which I expect to have prior to Tuesday's meeting.

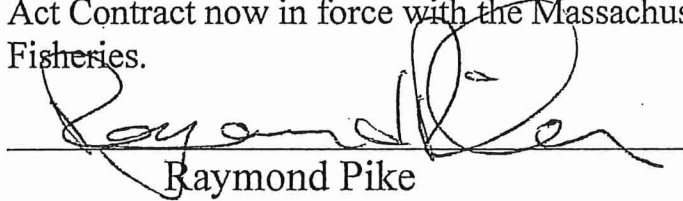
Payments were made in the amounts of \$1,736.30 in FY18 and \$345.00 so far in FY19 pursuant to the prior Intermunicipal Agreement (which was identical in form, with the one change being a \$4,000 cost in FY18 v. a \$6,000 cost in FY19). The approved FY19 town budget includes an expense line of \$6,000 for Harbormaster.

Bigger picture – and beyond the scope of Tuesday's decision on the Intermunicipal Agreement – during my initial tenure I've had a number of conversations and correspondences with residents abutting the river regarding concerns about boat speeds, wakes, towing children without a spotter, and boating safety in general. My office is currently responsible for administering the Town's Harbormaster responsibilities, established in local Bylaw and State law, and I want to be sure that we're doing what we need to do, in coordination with others as needed, to meet those responsibilities. I have reached out to the Harbor Committee to suggest that they schedule a meeting to talk over these matters in more detail.

I am preliminarily looking into whether and how the Salisbury agreement could change in the future in order to provide a different level of service, inclusive of periodic monitoring and enforcement, if agreed and properly budgeted. This may or may not be a service that Salisbury could provide, and may instead rely on an Intermunicipal Agreement with a different community. I'll report back to the Board when I have further information to support a recommendation.

AFFIDAVIT

I certify that the persons listed on the attached Daily Narrative Report performed the pumpout duties stated thereon according to the Clean Vessel Act Contract now in force with the Massachusetts Division of Marine Fisheries.



Raymond Pike
Harbormaster

7/29/18
Date

RECEIVED

AUG 29 2018

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

QTR 4 CLEAN VESSEL ACT SUBMITTAL FORM SUMMARY

Pages 1-6

TO: W NEWBURY CVA ACTIVITY

PAGE#

FROM: TOWN OF SALISBURY
 ADDRESS: 5 BEACH ROAD
 SALISBURY, MA 01952

DATES COVERED: FY 2018 APR THRU JUN 2018

DATE SUBMITTED: July 15, 2018

No invoice will be reimbursed unless it:

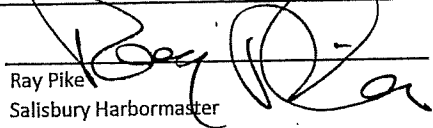
1. Is dated between the start and finish dates of this submittal and contract.
2. Is signed.
3. Is numbered.
4. Is marked PAID.
5. Is clearly related to the CVA program. (Ask your vendor to state what the invoice is for, or write it in yourself)
6. Is submitted prior to August 10 for the preceding fiscal year ended in June.
7. Is submitted with a running total of boats and gallons pumped for this submittal.

VENDOR	Invoice \$	DATE	Check if Signed	Check if Numbered	Check if Paid	Check if properly identified as CVA expense
2. Bridge Marina Fuel	\$0.00	<i>7/29/18</i>	x	x	x	x
Vouchers			x	x	x	x
Back up Invoices			x	x	x	x
3. Other Expenses Summary	\$0.00	<i>18</i>	x	x	x	x
Vouchers			x	x	x	x
Back up Invoices			x	x	x	x
4. Pump Out Summary	\$345.00		x	x	x	x
Time Sheets			x	x	x	x
Pump Out Logs			x	x	x	x

Total \$ of Invoices: \$345.00

Total Boats: 0

Total Gallons: 0

Signed: 
 Ray Pike
 Salisbury Harbormaster

Date: *7/29/18*

ps 1

Town of Salisbury

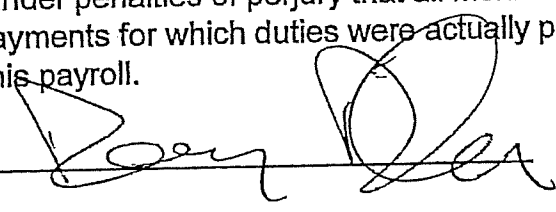
West Newbury Pump Out Time Sheet

Payroll Date 7/6/2018
 Name Ray Pike
 Total \$ \$202.50

Date worked	Account #	Hours	Rate	\$ Total
6/19/18	0100.0297.5111	5.00	\$15.0000	\$75.00
6/23/18		5.00	\$15.0000	\$75.00
6/24/18		3.50	\$15.0000	\$52.50
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
		13.50		\$202.50
Totals		13.50		202.50

I/We certify under penalties of perjury that all monies payable as shown by this payroll are payments for which duties were actually performed during the period covered by this payroll.

Ray Pike
 Employee



 Supervisor/Manager

P85

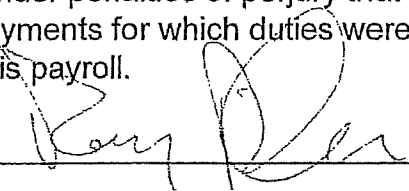
Town of Salisbury

West Newbury Pump Out Time Sheet

Payroll Date 1/5/2018
 Name Ray Pike
 Total \$ \$15.00

Date worked	Account #	Hours	Rate	\$ Total
12/29/17	0100.0297.5111	1.00	\$15.0000	\$15.00 ✓
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
			\$15.0000	\$0.00
		1.00		\$15.00
Totals		1.00		15.00

I/We certify under penalties of perjury that all monies payable as shown by this payroll are payments for which duties were actually performed during the period covered by this payroll.

Ray Pike 
 Employee

 1/2/18
 Supervisor/Manager

pg 6

GREY POU PON / WEST NEWBURY PUMPOUT LOG - JUNE 2018

DATE	VESSEL NAME	MARINA	GALLONS
6/23/2018	Sea Bear	CVE	20
6/23/2018	Voo Doo Lounge	CVE	15
6/24/2018	Dr. Swallow	WN D	15
6/24/2018	Empty Holding Tank - Cashman	Cash	50
	WN M - West Newbury Mooring		
	WN D - West Newbury Dock		
	RIM - Ring's Island Marina		
	STD - Salisbury Town Dock		
	CVE - Cove		
	NYC - Newburyport Yacht Club		
	RE - Rivers Edge		
	CASH - Cashman Park Self Svc		



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

**TOWN OF SALISBURY AND
TOWN OF WEST NEWBURY
INTERMUNICIPAL AGREEMENT FOR THE
ADMINSTRATION OF SHARED SERVICES**

Article 1. Purpose

This Agreement is entered into, pursuant to Massachusetts General Laws Chapter 40, Section 4A, by and between the Town of Salisbury, as authorized by its Town Manager and approved by its Board of Selectmen, and the Town of West Newbury, as authorized by its Board of Selectmen.

WHEREAS, the Town of Salisbury and the Town of West Newbury are each desirous of providing pump out boat services for their respective resident boaters on the Merrimack River; and

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

WHEREAS, the Town of Salisbury and the Town of West Newbury have determined to join together to establish and administer a program of shared pump out services.

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

Article 2. Definitions

Participating Governmental Units: The Town of Salisbury and the Town of West Newbury.

Pump out Services: The operation and maintenance of a vessel designed to extract vessel sewage in accordance with the Clean Vessel Act.

Article 3. Term

This Agreement shall take effect upon its approval and execution by the Boards of Selectmen of the respective Participating Governmental Units, and shall expire on June 30, 2018. However, the Agreement may be extended by up to two additional one-year terms commencing on July 1, 2018, and July 1, 2019, respectively. Any such extension term(s) shall be subject to approval by the Town of Salisbury, as authorized by its Board of Selectmen, and the Town of West Newbury, as authorized by its Board of Selectmen. Either Participating Governmental Unit shall give notice in writing to the other at least ninety (90) days prior to the start of the fiscal year of whether or not it wishes to extend this initial term. Should the parties fail to extend this Agreement by written addendum hereto, the agreement shall terminate upon the last day of the then-current term.

Article 4. Lead Town

The Town of Salisbury shall act as the "lead town" for the Participating Governmental Units, by employing the necessary officers and providing the necessary equipment in connection with the pump out boat as set forth hereafter. Said officers shall be considered employees of the Town of Salisbury and be accorded all applicable benefits enjoyed by other Salisbury municipal employees as they are or shall be established. The office where such employees shall be primarily located will be in Salisbury.

Article 5. Funding Contribution

During Fiscal Year 2019, the Town of West Newbury shall pay the Town of Salisbury for pump out services a total sum of \$6000.00 (\$3,000.00 for expenses and \$3,000.00 for wages) to be paid in four equal quarterly payments of \$1,500.00 on or before November 1, 2018, January 1, 2019, March 1, 2019 and May 1, 2019. This payment shall include all applicable expenses incurred by the Town of Salisbury in providing pump out services on behalf of the Participating Governmental Units, including, but not limited to, wages and any other applicable benefits. Nothing herein shall prevent the parties from mutually agreeing in writing to change the funding contribution during the initial term or any extended term of this agreement, subject to available appropriation.

Article 6. Financial Safeguards

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

Article 7. Hours of Services and Service Requirements

The Town of Salisbury shall provide pump out services under this Agreement on an as-needed basis in accordance with Schedule A, which is attached hereto and incorporated herein.

Article 8. Vehicle Usage

The Town of West Newbury shall provide a pump out boat. This vehicle shall be made available for the use of the Salisbury Harbormaster. Collision and liability insurance for this vehicle shall be paid by the Town of West Newbury. The Town of Salisbury shall be responsible for the maintenance and upkeep of West Newbury's pump out boat during the term of this Agreement.

Article 9. Fees and Fines

Any fees or fines collected during the provision of pump-out services will be collected on behalf of and returned to the Participating Governmental Unit from within the municipal boundaries of which the service is performed.

Article 10. Indemnification

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

Article 11. Miscellaneous


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

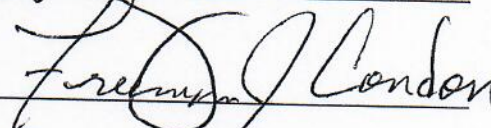
Witness our hands and seals as of this 11th day of June, 2018

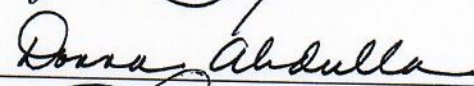
TOWN OF WEST NEWBURY
By its Board of Selectmen


Dated: _____

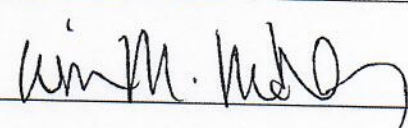
TOWN OF SALISBURY
By its Board of Selectmen











F



Proposed location for relocation of existing sign upon installation of new sign



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

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 31, 2018
RE: Update on CPC recommendations of proposed Pipestave / Dunn articles

Two proposals were submitted to the Community Preservation Committee for potential consideration at the Fall Town Meeting, both related to the Pipestave / Dunn area. As noted in the enclosed correspondence, the Pipestave Committee's recommendation to put forward a proposal targeted to solve the existing/near-term parking challenges was not recommended. Instead, the CPC favored incorporating that objective into the broader study and engineering process proposed by the Parks & Recreation Committee for the Dunn property.

In discussion with Chairman Kemper, we both agreed that the downside of the CPC recommendation is that it leaves no option for residents to support a resolution to the current parking challenges without also supporting funding for a larger study and design of the Dunn property. Further, in the event that Town Meeting does not support the larger proposal, for whatever reason, we would be back to square one on the current parking challenges.

Chairman Kemper advised that I include a placeholder article on the Fall Town Meeting warrant, for consideration by the Board of Selectmen, to fund the Pipestave parking work as a stand-alone initiative. This placeholder is included for discussion later on tonight's agenda.

I met with Bill Bachrach on August 31 to review in more detail how these two initiatives could best proceed within the single proposal, building on prior discussions he and I have had. One of the goals would be to prioritize the Pipestave parking design and permitting to allow for it to proceed during an initial phase of construction. We agreed that, if two proposals are brought to the voters, it will be important to coordinate public communications to ensure clarity and minimize potential voter confusion.

It should be noted that the cost estimates for the Pipestave parking relied on the assumption that the DPW Director would serve as general contractor for the project, subbing out different aspects of the work. Gary has advised, and I concur, that the costs to move forward with such a proposal would be higher, perhaps significantly, if the work were to be contracted out as a single construction job. Gary will be in attendance at Tuesday's meeting to ensure that we can be responsive to whatever questions the Board may have.

Town Manager

From: Community Preservation Committee
Sent: Tuesday, August 28, 2018 10:59 AM
To: Town Manager
Subject: Applications to CPC

Dear Angus,

The CPC did not vote to approve the Application for Funding for Pipestave Hill Rehabilitation to Improve Parking and Circulation at their meeting on August 23rd.

The members felt that the proposal should be included in the Conceptual Master Plan, and support that a priority be given to the parking and circulation situation once the Master Plan has been completed. They felt it was not wise to design and build the additional parking area without first making sure that it would not conflict with other parts of the Dunn Property uses. One member felt that voters would be very confused at Town Meeting with two overlapping articles, and that voters would turn both down in frustration.

I do commend you for the well prepared and written Applications.

Let me know if you have any questions. I know that Bill Bachrach will be meeting with you on how to proceed with the priority.

Jean Nelson
CPC Administrator

From: Tom Flaherty
To: [Town Manager](#)
Cc: [David Archibald](#); [Kathy/Rick Feehery](#); [Ryan Goodwin](#); [Gary Bill](#)
Subject: Re: FW: Applications to CPC
Date: Wednesday, August 29, 2018 1:02:36 PM

angus

thank you for the follow-up about the CPC meeting decisions

i'm disappointed that the CPC didn't understand our Pipestave Committee decision about being separate !!

just because the Master Plan has an Upper Dunn parking proposal isn't adequate reasoning for not

understanding that our proposal was simply and separately for more parking in the Pipestave area;

so.....if our master plan is defeated, we do not have a solution for the parking issues at Pipestave !!!

hopefully, the P+R Conceptual Master Plan will be approved and the solution for more parking at Pipestave will be achieved

best, tom

On Wed, Aug 29, 2018 at 11:55 AM Town Manager <townmanager@wnewbury.org> wrote:

Hi Pipestave Committee,

This may be "old news" to some or all of you, but I'm catching up on post-vacation correspondence and am forwarding the note from Jean Nelson below.

As I recall, the Pipestave Committee's rationale in favoring a separate proposal was to ensure that the near-term Pipestave parking challenges could still proceed if for whatever reason Town Meeting doesn't approve the larger Dunn planning effort. As it will turn out, the Pipestave parking and Dunn planning efforts will proceed as one. I'll meet with Bill Bachrach this Friday to review in more detail how this can work best.

Thanks,

Angus

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

townmanager@wnewbury.org

From: Community Preservation Committee
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Jean Nelson

CPC Administrator

From: [Town Manager](#)
To: [Glenn Kemper](#); [David Archibald](#); [Joe Anderson](#)
Cc: [Michael McCarron](#); [Mary Winglass](#)
Subject: FW: CPC eligibility and funding proposals for Pipestave
Date: Wednesday, August 22, 2018 2:35:32 PM

Board,

I am forwarding the thread below FYI. I spoke with Bill B. a short time ago and we both agreed it makes sense to put these questions, and others as may arise in the meantime, on the 9/4 BoS agenda since the Board has care & custody of the Dunn property and has authority over these matters.

As noted below, I've put a request to Mike for a couple of opinions related to when and for what purposes BoS votes may be needed to authorize different aspects of the work: contracting, design, site work. This information will be available for the 9/4 BoS mtg packet.

Thanks,
Angus

From: Town Manager
Sent: Wednesday, August 22, 2018 12:38 PM
To: 'William Bachrach' <bachrachw@comcast.net>
Subject: RE: CPC eligibility and funding proposals for Pipestave

My responses are below, although these are not binding on the BoS which has authority on several of the questions.

From: William Bachrach <bachrachw@comcast.net>
Sent: Wednesday, August 22, 2018 7:14 AM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: CPC eligibility and funding proposals for Pipestave

Hi Angus,

Thank you for the information.

If possible, please let me know if you could chat today at 10:30AM or 1PM today, if possible.

My comments are

The Project Application Funding that P&R is submitting follows a specific set of steps which includes input on the Wetland and Endangered Species Area and Traffic Impact Assessment Study.

Based on this information and feedback from the meetings with the residents a Conceptual Master Plan would be submitted. The Upper Dunn Field was going to have a parking lot design and the possibility of a concession stand, restroom facilities, fitness trail, etc.

My questions are

1. If both warrants pass, how are the two items integrated to work together?

The Pipestave proposal was written such that it could stand alone, in the event that it passes but P+R proposal does not. If they both pass, the engineering, planning and public outreach should be fully coordinated, whether by using the same vendor, or coordinating the work of both vendors.

2. Does this Upper Dunn Parking Lot Entrance and Design come from the Cammett Engineering Scopes of Service?

No, the Pipestave proposal carries a line item for engineering/permitting. If approved, this work could be incorporated into a single work scope or contracted separately. Because the Dunn property is under the care & custody of the BoS I've asked the Town Counsel for an opinion as to where the contracting authority would rest. If the answer is unclear, or relies on a vote of the BoS to clarify, I would expect to put this question to the BoS at their 9/4 mtg.

3. How many parking spaces will the Upper Dunn Parking have from the Advisory Committee Application?

Unknown; Gary has an estimate but this would be subject to change if/as project design moves forward.

4. If both warrant articles pass, will there be two committees 1) An Advisory Committee leading the Upper Dunn Property Parking and 2) P&R Commissioners leading the Conceptual Master Plan

The Pipestave Committee was established as a limited-duration Advisory Committee, and it made its recommendations to the BoS which authorized submittal of the CPC application. I think the Committee feels that it has substantially completed its charge, and did not schedule a next meeting, but discussed that it may come back into play if the CPC proposal is not recommended for the warrant or is not approved by Town Mtg. However, I do not know if the BoS would then create a new Committee (or, more likely, modify the charge of the Pipestave Committee) to have a role in the design and implementation phases, or if it would defer to P&R, or assign this responsibility elsewhere.

5. If there are not two committees, will these two committees fold into one group with P&R Commissioners leading the Conceptual Master Plan which includes the Upper Dunn Property Parking?

Same as above. Because the BoS owns the property, they'll have authority to specify how they'd like this to proceed.

Thank you,
Bill

From: Town Manager <townmanager@wnewbury.org>
Sent: Tuesday, August 21, 2018 3:55 PM
To: Bill Bachrach (bachrachw@comcast.net) <bachrachw@comcast.net>
Subject: FW: CPC eligibility and funding proposals for Pipestave

Bill - below and attached FYI; I've also attached a memo that was included in last night's BoS packet but is not part of the CPC submittal. Both the Pipestave Committee and the BoS considered the options of a stand-alone CPC submittal v. incorporating a submittal into the P+R proposal, as you and I discussed on Friday, but their preference was a stand-alone proposal. Obviously, the two are highly complementary, and the CPC proposal was written to make this point explicit, and to note the expectation that if both are funded the design work would proceed in coordination.

From: Town Manager
Sent: Tuesday, August 21, 2018 2:26 PM
To: Jean Nelson (cpc@wnewbury.org) <cpc@wnewbury.org>
Subject: CPC eligibility and funding proposals for Pipestave

Jean,

Please find attached, intended for consideration by the Community Preservation Committee for potential referral to the Fall Town Meeting.

I am aware that this submittal is late, and request the Committee's consideration in light of the short timeline for preparation of the submittal. Although the Pipestave Committee had set a tentative direction at its August 8 meeting, it was only last night that the Committee confirmed its recommendation to submit a CPC proposal for Concept 2. At last night's Board of Selectmen meeting, the Board voted to confirm this direction, and this submittal is on their behalf.

Thanks in advance for your and the Committee's consideration. Eight hard copies will be hand delivered to your office shortly. If you would prefer that I transmit the PDF or hard copies to the CPC members directly, I'd be happy to do so.

DPW Director Gary Bill and WNRDC member Kathy Feheery, both of whom are members of the Pipestave, Parking, Circulation and Land Use Advisory Committee, will attend this Thursday's CPC meeting to represent the proposals and answer questions.

Thanks,
Angus

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



Town 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

H

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 31, 2018
RE: Review of proposed warrant articles for Fall Town Meeting

The following warrant articles have been submitted, and are enclosed:

1. FY19 Request for \$30,000 in Additional Funds in the Board of Health “Expenses” line item #510-5400 to fund installation of additional monitoring devices and additional frequency of testing for the post-closure of the Steele Landfill.¹ *Sponsored by the Board of Health.*
2. FY19 Request for \$50,000 in Additional Funds in the Board of Health “Waste Collection” line item #510-5290 to fund additional costs for disposal of recycled materials.² *Sponsored by the Board of Health.*
3. Request for \$4,000 for architectural services to draw and cost out a proposed Annex design. *Sponsored by the Community Center Committee.*
4. Proposed funding of \$51,500 from the Community Preservation Committee Recreation fund for a Pipestave Hill Active Recreational Area Expansion to include the Dunn property. *Sponsored by the Community Preservation Committee.*

In addition, I expect to receive the following warrant articles from the Planning Department before Tuesday evening:

5. Proposed amendments to the Zoning Bylaw Sec. 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Overlay District Bylaw. *Sponsored by the Planning Board.*
6. Proposed amendments to the Zoning Bylaw Sec. 6.B. Open Space Preservation Development. *Sponsored by the Planning Board.*

There was also discussion at the August 13 Board of Selectmen / Finance Committee meeting about the potential to bring forward one or more articles in order to implement certain recommendations

¹ Paul Seigny and I had a conference call with DEP this morning, following on active correspondence the past several months. It is not yet known what testing frequencies will be required but we are on track to have a DEP approved monitoring plan – which will establish required frequencies, and allow Health to finalize cost numbers – prior to Town Meeting (and possible prior to the Board of Selectmen signing the Town Meeting warrant). For now, I’ve advised Paul to use conservative budgeting numbers, and he’ll be re-reviewing the proposal in the packet to ensure that the number reviewed on Tuesday night is set at a level to include the potential frequencies based on feedback from DEP earlier today.

² An estimate of the tax rate impact if \$50,000 were to be added to the operating budget, and not funded from Free Cash, is attached.

from the Community Compact reports. Selectman Anderson has advanced the ball on this effort, and brought forward the following recommendations:

7. Reaccept M.G.L. c. 32B, § 20 to establish a GASB-compliant OPEB trust fund. (*See DLS Financial Policy Manual, June 2018, page 1*).
8. Authorize the prudent investor rule as detailed in M.G.L. c. 203C to make available the options required to meet the investment goals of the OPEB trust. (*See DLS Financial Policy Manual, June 2018, page 1*).
9. Designate the treasurer/collector as OPEB trust fund trustee. (*See DLS Financial Policy Manual, June 2018, page 2*).
10. Accept M.G.L. c. 200A, § 9A to establish expedited procedures for managing uncashed checks. (*See DLS Financial Policy Manual, June 2018, page 2*).
11. Accept M.G.L. c. 60, § 62A to authorize the establishment of payment agreements for properties in tax title. (*See DLS Financial Policy Manual, June 2018, page 2, including template language for a warrant article*).

Finally, I'd like the Board to consider whether to also propose warrant articles on the following items:

12. Proposed increase of \$26,000 in the FY19 Police Department Salary & Wages (School Resource Officer) expense budget and proposed increase of \$26,000 in FY19 budgeted revenue from Pentucket School District to offset the costs of the SRO. *Revenue neutral proposal to implement Auditor recommendation to budget full expense and revenue offset*.
13. Proposed funding of up to \$110,000 from Free Cash to support design, permitting and construction of parking and circulation improvements on the Pipestave and Dunn properties. *Pipestave Committee project summary to CPC, enclosed*.
14. Proposed increase of up to \$2,500 in the Selectmen Temporary Pay expense budget to support continued work on organizing the Board's files, and to support temporary office coverage in the event of overlapping staff absences.
15. Proposed increase of up to \$35,000 in the DPW expense budget to fund consulting support as necessary to prepare a Stormwater Management Plan and related FY19 tasks required for the Town of West Newbury to comply with the U.S. EPA General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts.³ We are on track to complete the Notice of Intent (NOI) as required by October 1, thanks to support from MVPC. However, our work scope with MVPC does not include work beyond the preparation of the NOI, and it is evident that the amount of work needed to meet these requirements exceeds current staff capacity – or, at the very least, would require substantial changes to several departments' work plans and would come at a cost of other Town priorities, if we were to attempt to complete this entirely in-house. MVPC can devote an additional approximately 35 hours this fiscal year through the Local Technical Assistance Program, but even if this entire amount was devoted to MS4 compliance it would fall well short of the support needed. Merrimac, which has outsourced a number of components of its MS4 compliance, received bids for consulting support (in Year 1 only) ranging from \$34,000 to \$200,000. Their situation is more complicated because they also have a public sewer, and I

³ The EPA permit applicable to West Newbury is online here:
<https://www3.epa.gov/region1/npdes/stormwater/ma/2016fpd/final-2016-ma-sms4-gp.pdf>

prepared my estimate of our potential costs on the basis of my review of their current contract with an engineering firm, as well as a couple of proposals they received which their DPW Director was gracious enough to share. Cost drivers in Merrimac included preparation of the Stormwater Management Plan (\$13,000); the Illicit Discharge Detection and Elimination (IDDE) plan (\$10,400); the Annual Report (\$4,000); and training (\$1,800). I'll be working with the staff Stormwater Working Group to determine what required Year 1 tasks we can complete in-house, what we'll need consultant (or engineering) support to complete, then to assign cost estimates to those tasks; in the meantime, I see the Merrimac work as a reasonable basis for estimating Year 1 consultant costs. If an article to fund this work does move forward, I recommend establishing a separate expense line in the DPW budget so as to segregate costs for MS4 compliance. The regulatory and reporting burden on the Town will increase during each year of the 5-year permit, and it will be helpful to track these costs to ensure our understanding of the financial impact of this substantial unfunded mandate.⁴

Once the Board closes the warrant, I'll work with Mary, Town Counsel and key staff to draw up specific language for review by the Board and the Moderator for those warrant articles that are included.

One potential future cost item that I am not proposing at this time, but I want to bring to your attention, is the potential future need for a DPW Director vehicle. Gary Bill uses his own vehicle, and receives a monthly auto allowance to offset his costs. While the new DPW Director may find this situation workable, in the event that a new Director is hired that does not own a personal vehicle suitable for the needs of the job, it may become necessary to consider purchasing a DPW Director vehicle in the future.

⁴ Complete information regarding the Massachusetts Small MS4 General Permit is online here: <https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>

ARTICLE REQUEST FORM

ARTICLE: FY19 Request for additional funds in the Board of Health "Expenses" line item #510-5400

AMOUNT REQUESTED: \$30,000

CONTACT PERSON: Robert Janes, Chairman, for Board of Health

PHONE NUMBER: 978-363-1100 ext 119

Why should the town make this purchase? What needs will be met? Who will benefit?

Two of the Town's landfill monitoring wells revealed a slightly elevated level of 1,4-Dioxane in 2017 and 2018. We are under a notice of Noncompliance from MA DEP and have been working with DEP on developing a post closure monitoring plan.

What factors affect the timing of this purchase?

With the approval of said post closure monitoring plan we are required to install additional monitoring devices and increase our testing frequencies.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Depending on the results of our findings, additional funds may be required to move forward with the post closure monitoring plan requirement.

RECEIVED

AUG 29 2018

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

Please attach additional pages or other supporting documentation.

Paul Sevigny

From: John Clement <john@neetco.com>
Sent: Thursday, June 07, 2018 10:40 PM
To: Paul Sevigny
Subject: RE: Landfill

Paul,

1. I have scheduled the landfill sampling for next Wednesday which will likely run over onto Thursday.
2. NEET's budgetary estimate dated April 19, 2018 was presented on a Task basis. Item K below is the estimated cost to engage an Independent Third Party Landfill Inspector. The cost estimate was based upon my contact with a MADEP registered landfill inspector. The estimate included NEET coordination, on site assistance and the production of documents that may be requested by the inspector. Do you want the inspector to deal directly with you or do you want NEET to send you a quote and coordinate with the inspector?

Please get back to me with your preference.

Thank you. John C

A Installation of 4 new Gas Monitoring Wells	1 time	\$2,850
B Conceptual Groundwater Model & Network Adequacy Evaluation	1 time	\$8,500
C Groundwater Sampling & Analysis (5 wells/2 surface water)	2 per year	\$9,400
D Gas Monitoring (Ch4, VOC, H2S, O2)	4 per year	\$3,200
E Private Well Sampling (see Item B) (every 2 years)	TBD	\$3,200
F Analytical Protocol (included in Task C)		
G EPA Method 8260 (included in Task C)		
H Groundwater Elevation	2 per year	\$2,400
I Environmental Monitoring Report	2 per year	\$2,500
J Notifications As needed		
K Third Party Inspection	Initial	\$1,000



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Northeast Regional Office • 205B Lowell Street, Wilmington MA 01887 • 978-694-3200

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

February 21, 2018

Mr. Paul Sevigny
West Newbury Board of Health
381 Main Street
West Newbury, MA 01985

Re: NOTICE OF NONCOMPLIANCE
Enforcement Document Number: 00004198

Noncompliance with M.G.L. Chapter(s) 111, §150A, and 310 CMR 19.000

Steele Landfill
Middle Street
West Newbury, MA

WEST NEWBURY–Solid Waste Management
MassDEP Facility ID#: 39872
Regulated Object Number: 173068

Dear Mr. Sevigny:

The Massachusetts Department of Environmental, Northeast Regional Office, Bureau of Air and Waste, Solid Waste Management Section Protection (MassDEP or the Department) has determined that the above facility is in noncompliance with one or more laws, regulations, orders, licenses, permits, or approvals enforced by MassDEP.

Enclosed, please find a Notice of Noncompliance (Notice), an important legal document describing the activities that are in noncompliance. This Notice lists the violations and those actions that are required to achieve compliance.

This MassDEP Notice is based on the observations and information reviewed by the date of this Notice. This Notice does not: (1) apply to actions or other aspects of the facility that were not reviewed, (2) preclude future inspections of past, current, or future actions at the facility, (3) in any

way constitute a release from any liability, obligation, action or penalty under M.G.L. c. 111, §150A and 310 CMR 19.000, or any other law, regulation, or requirement, or (4) limit the MassDEP's authority to take or arrange, or to require any facility to conduct, any action authorized by M.G.L. c. 111, §150A or 310 CMR 19.000 which MassDEP deems necessary to protect health, safety, public welfare, or the environment.

Notwithstanding this NON, the MassDEP reserves the right to exercise the full extent of its legal authority in order to obtain full compliance with all applicable requirements, including, but not limited to criminal prosecution, civil action including court-imposed civil penalties, or administrative penalties assessed by the MassDEP. An administrative penalty may be assessed for every day from this day forward that you are in noncompliance with the requirements set forth in this NON.

If you have any questions regarding this matter, please contact John Morey by phone at (978) 694-3297.

Sincerely,

Date: 2/21/18



Mark G. Fairbrother
Section Chief
Solid Waste Management

MGF/JPM/jpm

Enclosures: Communication for Non-English Speaking Parties

Certified Mail No.: 7015 1520 0002 1412 7811

cc: Susan Ruch, Deputy Regional Director, MassDEP-NERO/BAW
Email: susan.ruch@state.ma.us

NOTICE OF NONCOMPLIANCE

THIS IS AN IMPORTANT NOTICE. FAILURE TO TAKE ADEQUATE ACTION IN RESPONSE TO THIS NOTICE COULD RESULT IN SERIOUS LEGAL CONSEQUENCES.

Based on the Massachusetts Department of Environmental Protection's (MassDEP) investigation as of the date of this Notice of Noncompliance (Notice), noncompliance occurred or was observed at Steele Landfill, located on Middle Street, West Newbury, MA, in violation of one or more laws, regulations, orders, licenses, permits or approvals enforced by MassDEP.

This Notice of Noncompliance describes (1) the requirements violated, (2) the date(s) and place on which MassDEP asserts the violations occurred, (3) the specific actions which must be taken in order to return to compliance and/or direction to submit a written proposal describing how and when you plan to return to compliance, and (4) the deadline for taking such actions.

If the required actions are not completed by the deadlines specified below, an administrative penalty may be assessed for every day after the date of this Notice that the noncompliance occurs or continues. MassDEP reserves its rights to exercise the full extent of its legal authority in order to obtain full compliance with all applicable requirements, including, but not limited to, criminal prosecution, civil action including court-imposed civil penalties, or administrative action, including administrative penalties imposed by the MassDEP.

NAME OF ENTITY(S) IN NONCOMPLIANCE:

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

LOCATION(S) WHERE NONCOMPLIANCE OCCURRED OR WAS OBSERVED:

Steele Landfill
Middle Street/Georgetown Road
West Newbury, MA

DATE WHEN NONCOMPLIANCE OCCURRED OR WAS OBSERVED:

Noncompliance was initially observed in January 2017.

DESCRIPTION OF NONCOMPLIANCE AND THE REQUIREMENT(S) NOT COMPLIED WITH:

After a review of the MassDEP file for Steele Landfill (Landfill) and discussions with Paul Sevigny, Health Agent for the Town of West Newbury, MassDEP compiled the following compliance violations:

Noncompliance

In January 2017, the Town submitted environmental monitoring reports for monitoring conducted at the Landfill for the years 2010 to 2016, pursuant to a request from MassDEP. The Town did not submit the analytical results for 2010 to 2016 to MassDEP within 60 days after the date of each sample collection over those years. Failure to submit environmental monitoring reports to MassDEP within 60 days of the date of sample collection in accordance with 310 CMR 19.000 is a violation of the following requirement:

310 CMR 19.132(2)(f) – Surface and Groundwater Monitoring, which reads in relevant portion:

“The owner or operator shall submit all analytical results to the Department within 60 days after the date of sample collection or as specified in the permit or as otherwise required by the Department”

On June 12, 2017, the Town submitted to MassDEP the analytical results for a groundwater monitoring event conducted on May 4, 2017. Upon initial detection of 1,4-dioxane, the Town did not report the exceedance of the regulatory standard of 0.3 ug/l in monitoring well MW-5 (0.8 ug/l) to MassDEP within 14 days of receipt of the analytical results. In addition, the monitoring well was not resampled within 60 days of the original sample collection date.

Upon resampling on October 3, 2017, the Town did not submit the analytical results to MassDEP within 60 days after the date of sample collection, and the Town did not report the confirmed exceedance in monitoring well MW-5 (1.2 ug/l) to MassDEP within 14 days of receipt of the analytical results. Failure to notify the MassDEP of an exceedance of a regulatory standard within 14 days of the finding and resample within 60 days of the finding in accordance with 310 CMR 19.000 are violations of the following requirement:

310 CMR 19.132(2)(j)- Surface and Groundwater Monitoring, which reads in relevant portion:

“If the concentrations of any of the parameters listed in 310 CMR 19.132(2)(h) exceed the state or federal drinking water standards, Maximum Contaminant Levels (MCLs), Ambient Water Quality Standards for surface water samples established at 314 CMR 4.00: Massachusetts Surface Water Quality Standards, or alternative standards established in a permit;, or guidelines or standards established by a permit, order or authorization issued by the Department for contaminants for which no federal or state standard exists, at any sampling point, the owner or operator shall:

1. *notify the Department within 14 days of the finding; and*
2. *collect, analyze and submit to the Department another round of samples within 60 days of the prior date of sample collection and determine the concentration of all parameters identified in 310 CMR 19.132(2)(h) that were exceeded unless otherwise specified by the Department.*

The laboratory conducting the groundwater analysis of groundwater samples collected from the Landfill did not use the required laboratory detection limit of 0.3 ug/l for 1,4 dioxane until 2017. The laboratory used 50 ug/l as the detection limit. Failure to ensure the laboratory detection levels meet or are below the regulatory limits for each parameter in accordance 310 CMR 19.000 is a violation of the following requirement:

310 CMR 19.132 (2)(i) – Surface and Groundwater Monitoring, which reads in relevant portion:

“The owner or operator shall ensure that practical quantitation limits (or laboratory reporting limits) meet or are below the Maximum Contaminant Level (MCL) or applicable standard for each analyte tested. If not, the Department will not accept the data.”

The Town did not install permanent landfill gas monitoring wells at the property boundary of the Landfill to determine if landfill gas was migrating beyond the property boundary. Failure to install gas wells and monitor landfill gas in accordance with 310 CMR 19.000 is a violation of the following requirement:

310 CMR 19.118 (4) – Gas Monitoring Systems, which reads in relevant portion:

“Performance Standard. Gas monitoring wells for the monitoring of explosive and other landfill gases shall be provided at all landfills to determine if gas is migrating beyond the boundaries of the landfill and shall:

1. *be capable of yielding representative air samples for analysis; and*
2. *consist of a sufficient number of wells properly located to detect the presence and migration of landfill gases..”*

The Town did not submit any third-party inspection reports for the Landfill. Failure to conduct third-party inspections and/or submit inspection reports to MassDEP in accordance with 310 CMR 19.000 is a violation of the following requirement(s):

310 CMR 19.018(4)(a) – General Requirements for Owners and Operators, which reads in relevant portion:

“Each owner and operator of a facility shall ensure that the facility:

1. *is inspected by a third-party inspector who is registered with the Department pursuant to 310 CMR 19.018(5);*
2. *is inspected according to the frequency and the performance standards set forth in 310 CMR 19.018(6) and (7); and*
3. *submit copies of all third-party inspection reports to the Department in accordance with 310 CMR 19.018(8)."*

310 CMR 19.207(25)—Handling Facility Operation and Maintenance Requirements, which reads in relevant portion:

"Inspections. The facility shall be inspected by a third party inspector in accordance with 310 CMR 19.018, and such third-party inspection shall be conducted in accordance with the frequency and other requirements of 310 CMR 19.018, unless more frequent inspections or more stringent requirements are contained in the terms of any approval, order or other document issued by the Department pursuant to 310 CMR 19.000."

ACTION(S) TO BE TAKEN AND THE DEADLINE FOR TAKING SUCH ACTION(S):

The Owner or Operator shall take the necessary steps to correct the violations within the specified deadlines as noted and shall return to compliance with the requirements described below. MassDEP's regulations at 310 CMR 5.09 presume that you receive this Notice, if delivered by regular mail, three business days after the postmarked date on the envelope used to mail it to you. If this Notice is delivered by certified mail, 310 CMR 5.09 describes when the notice shall be deemed to be received.

1. **Within sixty (60) days of receipt of this Notice**, the Town should submit a Post-Closure Environmental Monitoring Plan for the Landfill to MassDEP that complies with 310 CMR 19.132, including, without limitation, the following:
 - A. A proposal for installation of a sufficient number of landfill gas wells along Middle Street and Georgetown Road to determine if landfill gas is migrating off-site.
 - B. An evaluation of the environmental monitoring network including development of a groundwater contour map and conceptual groundwater flow model to determine if new or replacement groundwater monitoring wells are needed to more accurately monitor groundwater quality in the area of the landfill. In addition, surface water locations should be selected, including upgradient, downgradient and crossgradient locations from the Landfill and sampled to determine if surface water has been impacted by landfill contaminants.
 - C. Sample groundwater monitoring wells and surface water locations semi-annually (twice a year) for parameters listed in 310 CMR 19.132.

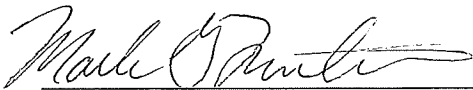
- D. Monitor landfill gas vents and landfill gas monitoring wells quarterly (four times a year) for methane, volatile organic compounds, hydrogen sulfide, and oxygen.
- E. Utilize the conceptual groundwater flow model for the Landfill and propose an appropriate sampling frequency and parameter list for private wells located within 500 feet of the Landfill.
- F. All groundwater sampling shall comply with sampling protocols in accordance with 310 CMR 19.132. When conducting environmental sampling, the Town shall ensure that analytical and environmental monitoring data is scientifically valid, defensible, and that the precision and accuracy of the data is commensurate with its stated use pursuant to the performance standards of 310 CMR 19.132(1), and section 310 CMR 40.0017 Environmental Sample Collection and Analysis of the Massachusetts Contingency Plan (the “MCP”). This shall include, but is not limited to, the analysis and submittal of laboratory data in conformance with the guidelines of the MassDEP’s Bureau of Waste Site Cleanup’s Compendium of Analytical Methods (BWSC-CAM-VII A) found on MassDEP’s website at the following link: <https://www.mass.gov/guides/compendium-of-analytical-methods-cam-massdep-bwsc>.
- G. In accordance with 310 CRM 19.132, the sampling parameters shall include, without limitation, all of the compounds included in EPA Method 8260, and methyl ethyl ketone, methyl isobutyl ketone, acetone and 1,4 dioxane. The regulatory standard for 1,4 dioxane is 0.3 ug/l. The laboratory method detection limit for 1,4 dioxane shall meet the regulatory standard of 0.3 ug/l. In addition, unknown peaks having intensities greater than five times the background intensity shall be identified (Method 8260 is detailed in the EPA publication SW-846, entitled *Test Methods for Evaluating Solid Waste*);
- H. Summarize and report the groundwater elevation data to MassDEP in a tabular format that includes, but is not limited to:
1. the actual measured depth to the groundwater;
 2. the elevation datum;
 3. the calculated groundwater elevation; and
 4. a summary of the condition of each well.
- I. Submit an environmental monitoring report after each sampling round that includes all analytical results to the MassDEP within 60 days after the date of sample collection in accordance with 310 CMR 19.132(2)(f). The environmental monitoring report shall include, without limitation, the following information:
1. site plans or maps showing sampling locations, distribution of contaminants, groundwater contours and groundwater flow direction;
 2. a letter report briefly summarizing the data and identifying any issues of concern;

3. all laboratory data presented in a tabular format;
 4. if the concentration of an analyte is below the Practical Quantification Limit (“PQL”) for the analytical method, the results for that analyte shall be reported as less than the stated PQL number (such as, “< 5 ug/l”), not as non-detect (“ND”), below detection limit (“BDL”), or zero;
 5. all field Quality Assurance/Quality Control methodology; and
 6. completed chain of custody forms.
- J. If the concentrations of any of the parameters listed in 310 CMR 19.132(2)(h) exceed the state or federal drinking water standards, Maximum Contaminant Levels (MCLs), Ambient Water Quality Standards for surface water samples established at 314 CMR 4.00: Massachusetts Surface Water Quality Standards, or alternative standards established in a permit or guidelines or standards established by a permit, order or authorization issued by the Department for contaminants for which no federal or state standard exists, at any sampling point, the owner or operator shall:
1. notify the Department within 14 days of the finding; and
 2. collect, analyze and submit to the Department another round of samples within 60 days of the prior date of sample collection and determine the concentration of all parameters identified in 310 CMR 19.132(2)(h) that were exceeded unless otherwise specified by the Department.

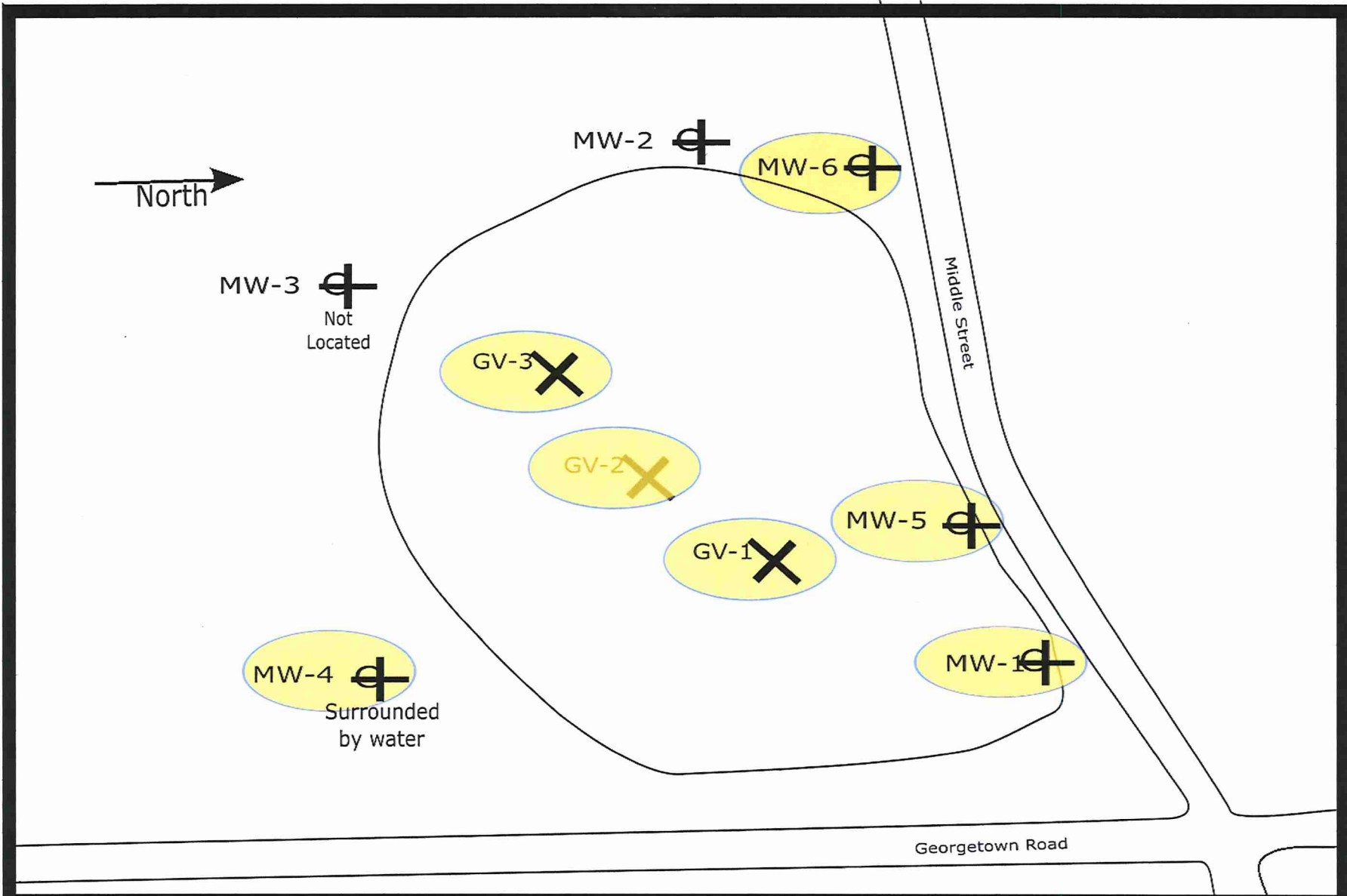
2. **Within sixty (60) days of receipt of this Notice**, return to compliance with the requirements in 310 CMR 19.018(4)(a) and 19.142(6) to conduct third-party inspections and submit a third-party operation and maintenance inspection report for the Landfill. Thereafter, third-party inspections of the Landfill must be conducted on a biennial frequency (once every two years) in accordance with 310 CMR 19.018. The inspection of the landfill must be conducted by an independent Massachusetts Registered Professional Engineer, or other qualified professional approved by the MassDEP pursuant to 310 CMR 19.018(5). Any deviations from regulatory standards listed in the third-party inspection report form must be evaluated and addressed by submittal of a Corrective Action Plan on a form supplied by the Department.

Please address your reply to this Notice of Noncompliance to Mark Fairbrother at the letterhead address.

Date: 2/21/18



Mark G. Fairbrother
Section Chief
Solid Waste Management



NEW ENGLAND ENVIRONMENTAL TECHNOLOGIES, CORPORATION
 145 SOUTH MAIN STREET, HAVERHILL, MA 01835
 978-521-1111

FIGURE 2- Site Sketch
Steele Landfill
Middle St., West Newbury, MA

ARTICLE REQUEST FORM

ARTICLE: FY19 Request for additional funds in Board of Health "Waste Collection" Line Item #510-5290

AMOUNT REQUESTED: \$50,000

CONTACT PERSON: Robert Janes, Chairman for Board of Health

PHONE NUMBER: 978-363-1100 ext 118

Why should the town make this purchase? What needs will be met? Who will benefit?

A sudden change in acceptable recycling material, has caused recyclables that once cost \$8 per ton to process in 2017, now costs \$94.47 per ton in June 2018. (An average of 500 tons is processed per fiscal year.)

This increase in costs will exceed the anticipated amount budgeted for FY19.

G. Mello Disposal, has deemed the recycling cost as a no-profit cost. All hauling expense will be waived for FY19.

What factors affect the timing of this purchase?

Currently, a new recycling policy has been implemented, known as "China's National Sword" halting all imports of recycled materials, resulting in skyrocketing fees.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

N/A

RECEIVED

AUG 29 2018

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

Please attach additional pages or other supporting documentation.



TOWN OF WEST NEWBURY
BOARD OF HEALTH

TOWN OFFICE BUILDING
381 MAIN STREET, WEST NEWBURY, MA 01985

PHONE 978-363-1100
FAX 978-363-1119

MEMORANDUM

DATE: July 24, 2018

TO: The Board of Selectmen
Town Manager
Finance Committee

FROM: The Board of Health

RE: **FY19 Request for additional funds**

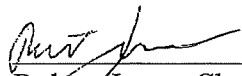
On July 17, 2018, The Board of Health met with Jason Mello of G. Mello Disposal to discuss the current predicament recycling services now face. Local recycling facilities have previously brought the recyclables to China for final processing. However, China has passed, and is currently enforcing a policy known as "China's National Sword" and this policy has effectively closed the door to the processing facilities, leaving very few facilities that will accept single-stream recycled materials. With nowhere to bring these materials, they have been piling up at facilities across America and resulted in skyrocketing fees.

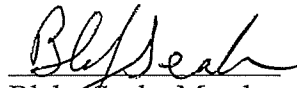
West Newbury is not alone in this crisis and the surrounding cities and towns are being forced to renegotiate their recycling contracts. We have recently learned that communities across the country have suspended recycling for the foreseeable future since there is no cost effective place that can process the collected materials.

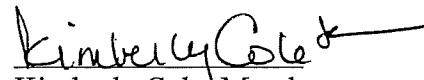
After a lengthy discussion with Mr. Mello, the Board reviewed information regarding recycling costs which are currently \$94.47 per ton. (As a point of reference, FY19 has a trash tonnage fee of \$68.) Mr. Mello reported that while he has endured the increased recycling processing costs for over a year, he felt he should present the issue to the Board, as he can no longer absorb these costs. We agreed that we will be forced to accept these price increases brought on by the overabundance of contaminated comingles recycling collected in our communities.

We plan on educating our citizens about the materials that are no longer accepted in hopes to clean up our recycling by removing contamination from the single stream such as plastic bags and food wastes. This may help to lower the disposal costs of the recycling, and the processing facilities are actively looking to improve the processing and final recycling plants which will also help the fees.

In the meanwhile, we fear that the increased recycling costs will ultimately exceed the amount we included in the Town Budget. To that end, the Board would like to discuss the possibility of increasing Waste Line Item #510-5290, by approximately \$50,000 to cover costs for processing the Town's recycling.


Robert Janes, Chairman


Blake Seale, Member


Kimberly Cole, Member



June 14, 2018

Attn: Jason Mello
G. Mello Disposal
PO Box 348
Georgetown, MA 01833

Dear Jason,

June 2018 pricing:

SINGLE STREAM (\$94.47) per ton charge

Hauling Charge \$250.00 per haul charge

Sincerely,

A handwritten signature in black ink, appearing to be "Mark Evans", written over a horizontal line.

Mark Evans
Senior Business Development Manager

Jane Krafon

From: Jason Mello <jason@mellodisposal.com>
Sent: Monday, August 06, 2018 1:48 PM
To: Jane Krafon
Subject: RE: oops-here are the questions
Attachments: Casella Pricing July 2018.pdf; Banned Materials.pdf

Please see below

Best regards,

Jason Mello

Owner/Vice President, Operations

G. Mello Disposal Corp.
95 Tenney Street | Georgetown, MA 01833
978-352-8581
www.mellodisposal.com



From: Jane Krafon [<mailto:jkrafon@wnewbury.org>]
Sent: Thursday, August 02, 2018 7:19 AM
To: jason@mellodisposal.com
Subject: oops-here are the questions

- Is there a state mandate, If so, what items are banned from the waste stream?

The state regulations say that the burn plant cannot accept banned materials which includes household recycling as well as things like hazardous waste, clean gypsum etc. Please see the attachment. The burn plant then enforces the regulation on the hauler (myself) and then we enforce it on the communities

- Have all recycle options been explored? Keep all items separate.

Yes, there are very few processing plants. The only ones in the area are Casella in Charlestown, Waste Management in Billerica and JRM in Peabody. They are all single stream plants so even if the materials are presorted, they are dumped as single stream. The only option is separating the paper and bringing that to OPRSystems in Wilmington where there is currently a charge though it is less than single stream pricing. In order to do that we would have to invest in different style trucks which in turn would increase the collection fee substantially

- Would it be cost effective to stop curbside recycle and just use pipestave area?

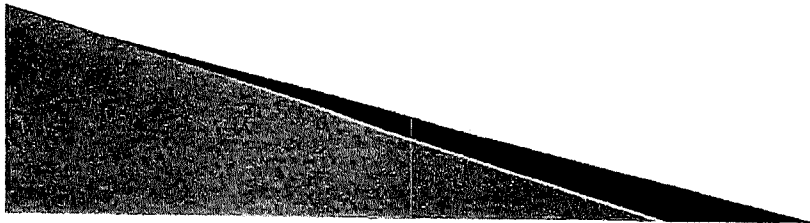
I do not think that that would be a good option. You would need to look at any grants you get from the State that dictate that you have to offer curbside recycling. I know there are communities that have done so but I do not know the State's opinion. That is something you may want to reach out to Sharon Kishida about

- The cost for recyclable materials, is this a confident price?, Will it change monthly, or does it have a built in safety factor for market changes over the next several months??

The price does change monthly and I get the pricing for the current month around the 15th which will be included in your bill. When we met the price was around \$94 per ton which was for June. July's pricing came down a bit to \$89.67, please see attached pricing letter

Who do they apply to?

- ▶ 310 CMR 19.017(3)(a): “No person shall dispose, transfer for disposal, or contract for disposal of the restricted material...”
- ▶ **Permitted Solid Waste Facilities**
- ▶ **Haulers**
- ▶ **Generators**



Banned Material Categories

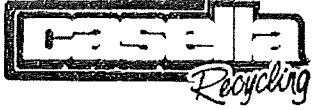
▶ Zero Tolerance Items

- Batteries
- Cathode Ray Tubes
- White Goods
- Whole Tires (Landfills Only)

▶ Materials with Action Levels ⁽¹⁾

- Recyclable Paper – 10% by volume
- Glass, Metal, Plastic Containers – 10% by volume
- Leaf and Yard Waste – 10% by volume or 10 bags of leaves and yard waste in a load
- Asphalt Pavement, Brick, Concrete, Metal and Clean Gypsum Wallboard – 20% by volume
- Commercial Organic Material – 10% by volume

⁽¹⁾Overall action level is 30% by volume of all types of banned materials excluding zero tolerance materials



July 17, 2018

Attn: Jason Mello
G. Mello Disposal
PO Box 348
Georgetown, MA 01833

Dear Jason,

July 2018 pricing:

SINGLE STREAM (\$89.67) per ton charge

Hauling Charge \$250.00 per haul charge

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Evans".

Mark Evans
Senior Business Development Manager

The Boston Globe



E.L. Harvey & Sons has faced a space crunch at its site in Westborough, forcing it to pay for the removal of refuse it was once able to sell.

David L. Ryan/Globe Staff

New China policies spark disarray in

region's recycling industry

By David Abel, Globe Staff

June 05, 2018

Buried in the mountains of refuse at Casella's recycling plant in Charlestown are tons of material that should have gone straight to the landfill — from tires and pots to lobster buoys and garden hoses — items that can gum up the machines and taint the byproducts ultimately sold as commodities.

The increasing amount of such non-recyclable waste entering processing plants has sparked a backlash in the countries that convert the material into useful products, most notably China, which used to process the vast majority of US recyclables before it cracked down on what materials it would accept this year.

The result is a backup at some recycling plants in Massachusetts and across the United States, driving up costs and disrupting the industry and local municipalities' refuse efforts. Towns that used to earn money from recycled waste are now forced to pay as much as \$70 a ton to have it hauled to landfills or incinerators.

"These new policies have made it much harder for every recycler," said Austin Mc-knight, general manager of the Charlestown plant, which processes about 230,000 tons of paper, plastic, glass, and

other material every year, more than any similar facility in New England. "Everyone's struggling now."

The problems began last summer, when Chinese officials announced as part of a major antipollution campaign that they would no longer import 24 materials, including mixed paper and a range of plastics.

The Chinese also vowed to accept far less cardboard and scrap metal, limiting the items to those with impurities of just 0.5 percent. They previously took material that was far more tainted by food scraps and other non-recyclables.

Since the new policy went into effect on Jan. 1, US exports of recyclable material to China have plunged. Facilities such as the one in Charlestown have slowed their sorting process to reduce the amount of impurities in the bales of material they ship abroad, but plant owners say their equipment can't reach such levels of purity.

At E.L. Harvey & Sons, a recycling company in Westborough, the plant's parking lot has been overtaken by about 5,000 tons of paper and cardboard that it hasn't been able to discard. Usually, the company would have a few hundred tons stockpiled until it received a decent price for the material.

Now, with 400 tons of new material coming in every day — only about half of which they can recycle — the company has been paying to send as much of the refuse away as possible, taking a significant loss.

“This really impacts the bottom line,” said Ben Harvey, the company’s president, adding that revenue has plummeted by about a quarter since January. “We’re feeling it right now, but the municipalities we collect from are going to feel the impact well into the future.”

Many of them are already feeling it. In Rockland, for example, residents were paying \$3 a ton to have their recyclables collected and hauled away; now they’re paying \$70. Abington is now paying \$62 a ton, up from zero.

In Plymouth, the costs spiked so much that town officials last week eliminated its curbside recycling program.

“It’s a very bad situation, all around,” said Claire Galkowski, executive director of the South Shore Recycling Cooperative, which oversees programs in 15 communities. “All of them have experienced cost increases to a various extent.”

The problem, she and others said, is that US sorting facilities have been sending too many bales of tainted material abroad, particularly to China, India, and Vietnam.

With the rise of single-stream recycling, many residents have become less conscientious about what they deposit in recycling bins, with everything from bowling balls to Christmas lights fouling up the machines at sorting plants, she said.

In Braintree, where the cost of recycling has risen from about \$4 a ton last year to \$47, local officials are worried about what will happen in the coming months.

“It’s already having a big impact, but it keeps going up,” said Rosemary Nolan, the town’s solid waste and recycling coordinator. “We’ve been told it could go up to \$200 a ton.”

If the costs continue to rise, she worries the town may have to cut other services, such as education or transportation projects.

“The runaway escalation isn’t sustainable,” she said.

Boston officials didn’t respond to questions about the impact of China’s new policies on the city.



Workers attempted to dig trash from recyclables at E.L. Harvey & Sons. Many nations have cracked down on receiving tainted recyclables.

David L. Ryan/Globe Staff

Some local officials and recycling companies have been urging the state to take action to help defray the costs. State officials declined to answer questions, but in a statement said they are seeking to mitigate local costs with a variety of programs and efforts.

For example, they said, they are working with municipalities to create a common list of acceptable recyclables for residents and have been encouraging new glass recycling businesses to move to Massachusetts, since glass constitutes about 20 percent of the state's recycling stream.

The state Department of Environmental Protection "will continue to work with neighboring states and companies to ensure responsible recycling continues," said Ed Coletta, a spokesman for the agency.

The crisis has also sparked tensions between municipalities and the companies that collect their recycling.

Last month, New Bedford filed a lawsuit against ABC Disposal Service, after the New Bedford-based company threatened to stop collecting recyclables there, as well as in Fairhaven, Mattapoisett, Rochester, and Plymouth. The company had increased rates in response to the rising costs.

In a letter to the company, local officials acknowledged that ABC Disposal's costs had risen as a result of China's new policies but asked to review the company's financial records before agreeing to modify their contracts to allow higher rates.

"ABC's mere assertions that it needs contract increases in order to survive are an insufficient basis on which to impose an additional burden on taxpayers," they wrote.

After the company refused, New Bedford filed the lawsuit, claiming the company was breaching its contracts.

"The company's repeated refusals to share its financial information with the city, as well as its recent conflicting statements about whether it will comply with its contract, have left the city no choice but to seek a court order that will protect taxpayers," New Bedford Mayor Jon Mitchell said in a statement.

Michael Camara, the company's chief executive, said his costs have surged and he has no choice but to pass them on to customers.

ABC Disposal used to earn as much as \$45 a ton for the recyclables his employees collected; now the company is paying \$100 a ton, he said. Moreover, his company now has to deliver the material to plants as far away as Stamford, Conn., costing it far more in gas and time.

He also lamented the environmental consequences, noting that the recyclables are taking up precious space in landfills in Massachusetts.

"It's insane what has happened," he said. "This is an international crisis. We just can't absorb these costs."



Recycling Breaks Down: US Struggles to Keep Plastic From the Dump

China is turning away material it had been taking

By Noreen O'Donnell

Published at 1:36 PM EDT on Aug 13, 2018 | Updated at 4:20 PM EDT on Aug 13, 2018

China has implemented a new recycling policy called National Sword, halting all imports of recycled materials. The U.S. was sending about 40 percent of its recycled goods to china before the policy's implementation which means there is a lot of recycled material with nowhere to go. See how the policy is affecting local recycling centers. (Published Monday, Aug. 13, 2018)

What to Know

- **China is cleaning up its environment and no longer importing recycled plastics, paper and other items**
- **The restrictions have upended recycling markets as communities search for somewhere to send discarded plastic bottles and other items**
- **Environmentalists hope the ban will spur more innovation and less use of disposable products**

Feeling pleased that your conscientious recycling is helping to save the environment? Not so fast. Your yogurt container or takeout clamshell might end up in a dump thanks to a ban on discarded items that the United States had been sending to China for processing.

This year, China followed through with its threat to prohibit the import of U.S. plastics, mixed paper and other materials that it says were turning the country into the world's garbage dump. The repercussions from the new policy have been quick and nowhere close to sorted out in communities across the U.S.

Sacramento, California, cut back on which plastics it will pick up curbside, and will send items like egg cartoons, medicine bottles and some yogurt containers to landfills instead.

San Diego's recycling program brought in \$4 million in revenue last year. Recycling could now cost the city \$1.1 million.

In New Jersey, Sunil Bagaria is retooling his company, moving from one that exported to China to one that will do the work of recycling in the U.S.

“What we are trying to achieve is recycling at source,” said Bagaria, president and co-founder with his brother of GDB International, a recycling and sustainability company based in New Brunswick. “That means the community that produces the plastic waste will be responsible for the recycling.”

But until that happens, recycling markets are in turmoil. China had been taking half of the world’s paper and plastic when it called a halt to the imports, tightening the contamination limit to 0.5 percent for most imports. The material it used to accept was too dirty, it said.

Now no one knows where that material will go instead. While the developed world looks for new markets for its scrap, environmentalists warn that we must curb our addiction to disposable items, from plastic cups to food containers and other items that we use once and throw away.

“The human footprint on the planet and here in the United States is still too large,” said Benjamin Orlove, a director at Columbia University’s Center for Research on Environmental Decisions and a faculty member of its Earth Institute.

CHINA TACKLES POLLUTION

Here's how we got to this point: For decades, the U.S., rather than recycling its own material, had been sorting it, baling it and shipping it to China, where it became raw materials for new goods. But then China began warning that as part of its efforts to tackle its environmental pollution, it would impose stricter demands on scrap imports. China launched Green Fences in 2013 to enforce regulations on the quality of the imports, and announced its latest policy, National Sword, last year. It told the World Trade Organization that it needed to protect China’s environment and the health of its people.

Dirty or hazardous waste mixed in with raw materials had "polluted China's environment seriously," the WTO filing said.



Recyclable waste waits to be sorted into plastic or paper piles at the Burbank Recycling Center in Burbank, California.

Photo credit: NBC

China's 40 years of economic growth has pushed the country's carbon dioxide emissions to the highest in the world, and left China dealing with terrible smog and water and other pollution. Its economy now is the second largest of all nations, about two-thirds of the U.S. output last year. China has less need for imported scrap material, though some economists question whether fewer recyclables could result in a slowdown. At the same time China banned imported trash, it announced plans to step up enforcement of recycling within the country.

"They have a mountain of plastic scrap of their own so they want to first solve their own problem before importing plastic scrap from overseas," Bagaria said. The takeaway for him was that China's shutoff means other countries have to take responsibility for recycling at source.



The webpage cannot be found

Most likely causes:

- There might be a typing error in the address.
- If you clicked on a link, it may be out of date.

What you can try:

- Retype the address.
- Go back to the previous page.

LOW RECYCLING RATE

The U.S. has a long way to go. Of the 258 million tons of waste that Americans generated in 2014 more than 89 million tons were recycled and composted for a recycling rate of 34.6 percent, according to the Environmental Protection Agency.

China had been taking about 40 percent of U.S. paper, plastics and other recyclables but after the new restrictions began going into effect, the numbers plummeted. Recycled plastics from the U.S. to China dropped by 92 percent over the first five months of the year. All types of exported scrap, from plastics and paper to aluminum, copper and stainless steel, fell 36 percent.

The Chinese market was greater than the next 15 markets combined, leaving the U.S. with little in the way of backup. Thousands of tons of material that would have been recycled are now going into landfills instead. Some municipalities have stopped collecting items that used to be recycled and others have been stockpiling them.

"No other market can possibly take in that much volume and they gave us so little time for transition that the industry is still having to react," said Adina Renee Adler, a senior director at the Institute of Scrap Recycling Industries. "So unfortunately we have seen some materials go to landfill, which is no good."

California is especially dependent on China. It had been exporting about a third of all recyclable material that it generated, 62 percent of that to China.

The new ban is playing out by the numbers. Sacramento continues to take plastics marked with codes one through three — PET or polyethylene terephthalate which is used for soft drink bottles and peanut butter jars; HDPE or high density polyethylene, which is used for milk jugs, butter tubs and detergent bottles; and V or polyvinyl chloride, which is used in shampoo bottles. But it is no longer accepting plastics four through seven, which typically are found in grocery bags, many yogurt containers, bottle caps, meat trays and other items.

Sacramento asked its Houston-based waste and recycling hauler, Waste Management, to indicate which items should no longer be included in its recycling collection before changing its recycling criteria.

Waste Management spokesperson Janette Micelli said there is no "system-wide restrictions on materials" and it makes sure customers understand what the markets will pay for recyclables being collected. The company has shifted material to alternative markets, some domestically, some elsewhere.

“While we've been shipping into China for years, we also have opened up market in other parts of Southeast Asia, India, South America and Europe,” said Brent Bell, a Waste Management vice president for recycling. “And so when the Chinese starting restricting the imports we quickly shifted that material to some of these alternative markets.”

San Diego historically had exported 80 percent of its curbside material, 60 percent to China, according to the city's Environmental Services Department. The percentage dropped to 24 percent in the first quarter of 2018.

Its recycling processing contractors in May proposed suspending all revenue payments to the city — which stood at \$4 million in the last fiscal year. Instead it would assess the city a \$1.1 million annual cost. The loss of the China market and low oil prices together have tanked the value of plastic.

The department is working to amend the contract to adjust for the effects of China's National Sword Policy.

CATALYST FOR THE INDUSTRY

Back in New Jersey, Bagaria's company had been baling recyclables for shipment to China, where the material was sorted by hand. It now is investing in machinery to do the recycling in the U.S. Two facilities in New Jersey are up and running; the others are to be outfitted by the end of August. They will be able to clean the recyclables, grind them up and convert them into small pellets that can serve as raw material for new products.

“There is a lot to be still done, but the China ban was almost like a catalyst in that direction,” he said. “It helped the industry. Now we don't have a choice.”

As disruptive as the ban is, experts hope the upheaval will spur even more innovation. Marilyn Chertow, an associate professor at the Yale School of Forestry & Environmental Studies and director of the program on solid waste policy, noted that in 2008 China passed a law promoting a circular economy. The idea is you make a product with material you know can be recycled rather than make a product and then figure out how to recycle it.

China's move to ban recyclables now is an enormous opportunity for the U.S. to see value in its own scrap, Chertow said. That said, change will not be easy, nor will it be quick, she and others said. Many municipalities invested heavily in single stream recycling, in which everything is put into one recycling box and separated later, a decision that may have contributed to poorly separated items.



Baled recyclables at the Burbank Recycling Center in Burbank, California

“When single-stream became popular some years ago, I was dismayed, even aghast,” Richard Holden Bole, the owner of Recycle Midwest in Cleveland, wrote in *Recycling Today* last year. “Treating recyclables the same way you treat the trash – in a trash truck – seemed terrible to me. I knew it would result in contamination and sorting difficulty of all the materials. Sure enough, for years many of the materials coming out of single-stream plants have been poorly sorted.”

Bole says the best solution going forward would be to return to separating recyclables before they are picked up, as some communities still do: a pile of flattened cardboard preferably tied with string, mingled bottles and cans and finally mixed paper.

“It’s a true crisis,” he said. “It was poorly thought out to begin with.”

RECYCLING WILL SURVIVE

The industry is facing a massive retooling, that in the end will be for the better, said National Recycling Coalition executive director Marjorie Griek. Recycling will survive the setback, though individuals have few choices at the moment, she said.

“It’s too entrenched in society and too many people understand the importance of recycling both for the environment and for the economy,” she said.

Eric Goldstein, a senior attorney at the Natural Resources Defense Council and its environmental director for New York City, said that recyclables are likely to be stockpiled in the short term until new markets are found. The key is to focus on the long term. Recyclables are like all commodities — whether corn or oil or bitcoin — and their markets fluctuate. New uses are being found for typically

hard to recycle items, recycled glass in concrete, for example. Manufacturers must be brought into the loop so that the producers of products or packaging share the responsibility of recycling them, he said.

Studies show that recycling and composting trash produce more jobs per ton handled than does bringing it to landfills or incinerators. A study by the Institute for Local Self-Reliance found that the removal of 10,000 tons of solid waste creates six jobs versus as many as 36 if that waste were recycled instead.

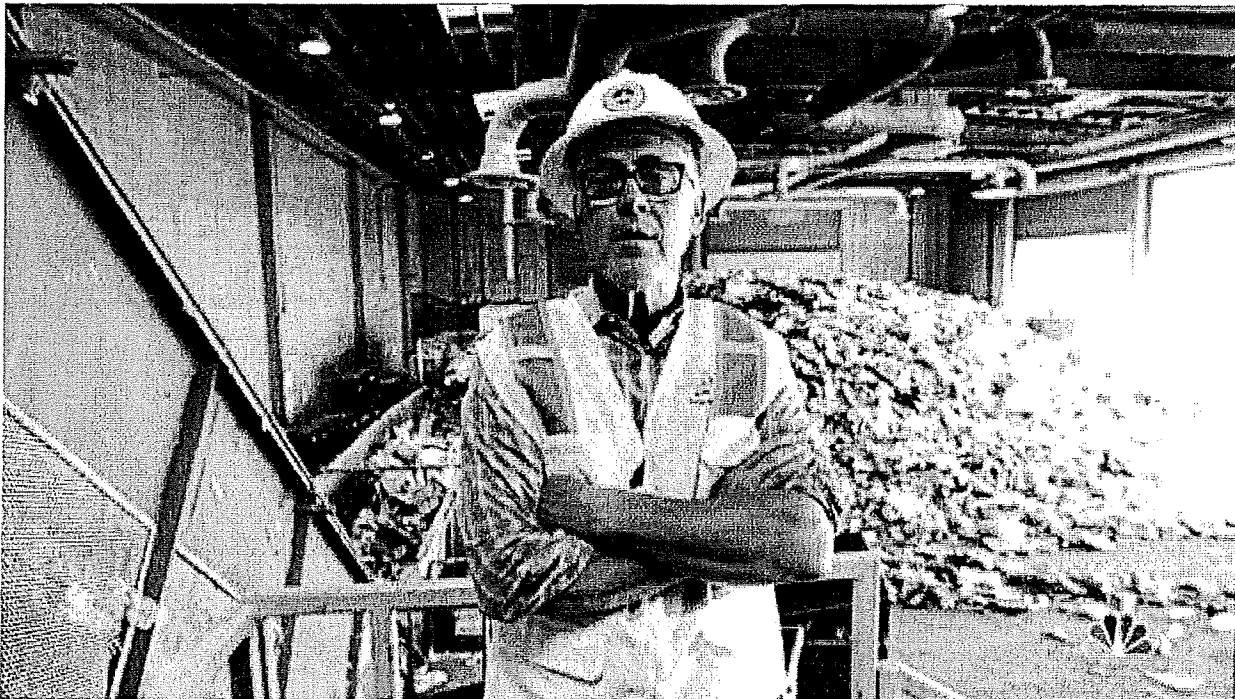
“It’s very unlikely that America’s cities and towns are going to abandon recycling, which makes so much sense both from an environmental standpoint and a climate change standpoint and a jobs production standpoint,” Goldstein said.

Orlove, of Columbia University’s Earth Institute, notes that recycling is not an end to itself but a way to address an excess use of resources and to curb climate change.

With a recycling rate of only about 34 percent, the U.S. has not progressed fast enough, he said.

NEW TECHNOLOGIES EMERGE

New practices and technologies are emerging. Ikea will start using biodegradable mushroom-based packaging that can decompose in a couple of weeks and which Dell is already cushioning its computers with. Clothing designer Eileen Fisher and Fabscrap, a non-profit in New York City, are reusing fabric, Terracycle's Zero Waste Box provides 120 different boxes to segregate waste better, and Enerkem uses municipal waste to manufacture biofuel. Apple has a robot that dismantles cell phones, while DSM-Niaga, a technology and chemical company based in the Netherlands, recycles carpets.



Manager Kreigh Hampel at the Burbank Recycling Center in Burbank, California.

Photo credit: Jeremy Berg/NBC

At the Burbank Recycling Center in Burbank, California, the coordinator, Kreigh Hampel, said the U.S. had lost control of its consumption. Looking forward, the situation is very unstable, he said.

“It’s a big ask to change things very quickly in the United States about our consumption habits,” he said. “It’s a big ask to find other countries and other mills and processors to take the amount of waste that we generate in the U.S. every year and try to get it into re-use programs or recycling programs. So I wish I had a crystal ball to predict the future. And I just don’t.”

Jeremy Berg contributed to this article.

Find this article at:

<https://www.nbcboston.com/news/business/US-Struggles-With-What-to-Do-With-Tons-of-Recycled-Material-489971551.html>

Check the box to include the list of links referenced in the article.

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TAX RATE IMPACT FOR AN INCREASE OF \$50,000

<u>Fiscal Year</u>	<u>West Newbury's Prior Valuation</u>	<u>Total Tax Levy</u>	<u>Total Tax Levy with Increase</u>	<u>Current Tax Rate</u>	<u>Projected Tax Rate with Increase</u>	<u>Difference in Tax Rate Due to Increase</u>	<u>% Increase</u>
2018	\$ 894,497,761.00	\$ 13,023,887.40	\$13,073,887.40	\$14.56	\$14.62	\$0.06	0.38%

** The tax rate impact is based on the fiscal year 2018 values and tax rate.

SINGLE FAMILY IMPACT OF AN ASSESSMENT INCREASE OF \$50,000

<u>Fiscal Year</u>	<u>Average Single Family Home Value</u>	<u>Current Tax Rate</u>	<u>Average Single Family Tax Bill Before</u>	<u>Tax Rate on New Valuation</u>	<u>Average Single Family Tax Bill After</u>	<u>**Average Single Family Increase in Tax Dollars</u>	<u>**Average Single Family % Increase</u>
2018	\$539,137.00	\$14.56	\$7,849.83	\$14.62	\$7,879.97	\$30.14	0.38%

<u>Fiscal Year</u>	<u>Single Family Home Value</u>	<u>Current Tax Rate</u>	<u>Average Single Family Tax Bill Before</u>	<u>Tax Rate on New Valuation</u>	<u>Average Single Family Tax Bill After</u>	<u>**Average Single Family Increase in Tax Dollars</u>	<u>**Average Single Family % Increase</u>
2018	\$100,000.00	\$14.56	\$1,456.00	\$14.62	\$1,461.59	\$5.59	0.38%
2018	\$200,000.00	\$14.56	\$2,912.00	\$14.62	\$2,923.18	\$11.18	0.38%
2018	\$250,000.00	\$14.56	\$3,640.00	\$14.62	\$3,653.97	\$13.97	0.38%
2018	\$300,000.00	\$14.56	\$4,368.00	\$14.62	\$4,384.77	\$16.77	0.38%
2018	\$350,000.00	\$14.56	\$5,096.00	\$14.62	\$5,115.56	\$19.56	0.38%
2018	\$400,000.00	\$14.56	\$5,824.00	\$14.62	\$5,846.36	\$22.36	0.38%
2018	\$500,000.00	\$14.56	\$7,280.00	\$14.62	\$7,307.95	\$27.95	0.38%
2018	\$600,000.00	\$14.56	\$8,736.00	\$14.62	\$8,769.54	\$33.54	0.38%
2018	\$700,000.00	\$14.56	\$10,192.00	\$14.62	\$10,231.13	\$39.13	0.38%
2018	\$800,000.00	\$14.56	\$11,648	\$14.62	\$11,696.00	\$48.00	0.48%

** The average single family home value is taken from fiscal year 2018

Source: Meredith Stone, MAA, Chief Assessor, 8/29/18

Town Manager

From: Joe Anderson
Sent: Thursday, August 30, 2018 3:39 PM
To: Paul Sevigny
Cc: Town Manager
Subject: BOH Article Recycling
Attachments: BOH Article Recycling.pdf

Paul –

I'm having trouble with the math on the recycling Special Article Request. It's stated that the current cost is \$94.87 per ton vs. \$8.00 last year, for a net increase of \$86.87. It also states that "an average of 500 tons is processed per fiscal year."

This will be voted on October 22nd, which leaves only 8 months left in this fiscal year. With only 67% of the year remaining, that's about 333 tons for FY '19. \$86.87 times 333 = \$28,954.

Joe

Joe Anderson, Selectman
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Phone: 978-360-0829

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Town Manager

From: Blake Seale <bjseale3@gmail.com>
Sent: Thursday, August 30, 2018 5:18 PM
To: Joe Anderson
Cc: Paul Sevigny; Town Manager
Subject: Re: BOH Article Recycling Mello disposal has been picking up a fee for over a year

Joe

I would like to explain the reasoning for the amount discussed of 50 k for recycling increase. Mello disposal has been paying for our recycling of sometimes \$7 sometimes \$8 sometimes \$35 sometimes \$50 a month and higher out of his own pocket. He came into one of our BOH meeting with Angus, Mike McCarran and also the selectmen were invited to and we discussed that the cost was getting too much for him to pick up on his own. At that meeting the board decided to start paying Mr. Mello from that point forward starting in July at that point it was in the mid \$90.00 and the price could go up and down because no one knows where this is going. So we put simple numbers together we average about 480 tons of year for recycling and at that time where it was approaching \$100 a ton we said 500 tons at \$100 per ton for the year that's where we came up with \$50,000. I hope you will pass along this information to the other 2 selectmen and if you have any other questions you can contact me at any time and I hope this answers your questions

Thanks Blake
(978) 697-8773

Sent from my iPhone

On Aug 30, 2018, at 4:36 PM, Joe Anderson <janderson@wnewbury.org> wrote:

Paul –

The reason I'm asking is that on Tuesday we're going to close the warrant. Based on the numbers we were given it looks like \$28,954 is the amount that should go on the article.

Joe

Joe Anderson, Selectman
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Phone: 978-360-0829

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From: Paul Sevigny
Sent: Thursday, August 30, 2018 3:51 PM
To: Joe Anderson <janderson@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>; Blake Seale (bjseale3@gmail.com) <bjseale3@gmail.com>
Subject: RE: BOH Article Recycling

Joe.

I am forwarding the email to Blake. So he can provide you with justification because he will be the one discussing it at town meeting.

Paul

From: Joe Anderson
Sent: Thursday, August 30, 2018 3:39 PM
To: Paul Sevigny
Cc: Town Manager
Subject: BOH Article Recycling

Paul –

I'm having trouble with the math on the recycling Special Article Request. It's stated that the current cost is \$94.87 per ton vs. \$8.00 last year, for a net increase of \$86.87. It also states that "an average of 500 tons is processed per fiscal year."

This will be voted on October 22nd, which leaves only 8 months left in this fiscal year. With only 67% of the year remaining, that's about 333 tons for FY '19. \$86.87 times 333 = \$28,954.

Joe

Joe Anderson, Selectman
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West Newbury, MA 01985
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ARTICLE REQUEST FORM

ARTICLE:

AMOUNT REQUESTED:

CONTACT PERSON:

PHONE NUMBER:

Why should the Town make this purchase? What needs will be met? Who will benefit?

What factors affect the timing of this purchase?

When should this Article be sunsetted--how long will the project take?

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

Please attach additional pages or other supporting documentation.

From: [Community Preservation Committee](#)
To: [Town Manager](#)
Subject: Submittal of Warrant Article
Date: Thursday, August 30, 2018 12:35:15 PM
Attachments: [Article Request Form PipestaveDunn Master Plan.pdf](#)
[ParksRec. PowerPoint_08142018.pdf](#)
[Project Application for Funding_08142018.pdf](#)
[Project Application for Eligibility_08142018.pdf](#)

Dear Angus,

Attached is an Article Request Form for CPA Funds for the Pipestave Hill Active Recreational Area Expansion to include the Dunn Property, (Assessors Map R26, Lots 19 and 30,) for Engineering Services for a Conceptual Master Plan, and related expenses.

As backup documentation to the Form, I have attached the CPC Applications for Eligibility and Funding, and the Powerpoint which was submitted and reviewed last week at the CPC Meeting.

Since you and some of the Finance Committee members are new, I will convey to you the procedure that we have followed for the past several years. When the Finance Committee requests that the proponent of an article for CPA funds attend a meeting to review an article, I am notified of that meeting also. I and CPC members, as available, will attend that meeting in order to answer any CPA questions that the Finance Committee might have.

Please let me know if this electronic submittal suffices, and if you need any other information. Thank you.

Jean Nelson
CPC Administrator
978-363-1100 X131

ARTICLE REQUEST FORM
Community Preservation Committee
SPECIAL TOWN MEETING, OCTOBER 22, 2018

ARTICLE: Pipestave Hill Active Recreational Area Expansion to include the Dunn Property

AMOUNT REQUESTED: \$51,500.00 for a Conceptual Master Plan of the Dunn Property

CONTACT PERSON: Parks and Recreation: Bill Bachrach CPC: Jean Nelson, CPC Administrator

PHONE NUMBER: Bill: 864-303-3189, bachrachw@comcast.new Jean: 978-363-1100 X131, cpc@wnewbury.org (email is best)

At a meeting of the Community Preservation Committee held on August 23, 2018, the Committee voted to approve the Applications for Eligibility and Funding for \$51,500 for Pipestave Hill Active Recreational Area Expansion to include the Dunn Property. Present and voting were Joe Anderson, Bill Bachrach, Ray Cook, Bob Janes, Mary Harada, Judy Mizner, and Sherry Pruyn. The vote in favor was 6 to 1.

Why should the Town make this purchase? What needs will be met? Who will benefit?

Please see the attached Applications for Eligibility and Funding, submitted to the CPC by the Parks and Recreation Commission. Creating a Conceptual Master Plan is the first step in addressing the needs of the Town for additional and new recreational facilities, and for incorporating the Dunn Property into the Pipestave Hill Active Recreational Area.

The Application is based on:

\$50,500	Scope of Services Quote prepared by Cammett Engineering
<u>\$ 1,000</u>	Public Notification of the calendar for visioning sessions and meetings
\$51,500	TOTAL

Page 17 of the Application for Funding addresses the long term public benefits of the proposed project.

What factors affect the timing of this purchase?

At this time, Parks & Rec does not anticipate any factors affecting the timing of the Conceptual Master Plan to be completed within nine months from the date of Town Meeting approval.

When should this Article be sunsetted--how long will the project take?

It is anticipated that the project will take approximately nine months from the date of Town Meeting approval. However, the standard sunset provision has in the past been three years, and that is what we are requesting.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

N/A

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

N/A

Please attach additional pages or other supporting documentation.

SUGGESTED ARTICLE LANGUAGE (SUBJECT TO REVIEW BY ALL PARTIES)

Article. To see if the Town will vote to transfer from Community Preservation Act funds, Open Space and Recreation Reserve, the sum of \$51,500. for Engineering Services and related expenses to prepare a Conceptual Master Plan for Pipestave Hill Active Recreational Area Expansion to Include the Dunn Property, (Assessors Map R26, Lot 19), subject to the conditions of the Community Preservation Committee, or take any other action relative thereto. The funding will expire in three years from Town Meeting vote. By request of the Parks and Recreation Commission and the Community Preservation Committee.

Submitted by Jean Nelson, CPC Administrator, to Angus Jennings, Town Manager, via email on August 30, 2018.



TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT ELIGIBILITY
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Pipestave Hill Active Recreational Area Expansion to include the Dunn Property

PROJECT ADDRESS: **Dunn Property**
Chase Street (Parcel: R26-190)
West Newbury, MA

MAP/LOT: Parcel: R26-190

APPLICANT NAME: Parks & Recreation Commissioners

(Group or Committee Affiliation)

CONTACT PERSON: Bill Bachrach

TELEPHONE/FAX NO.: 864-303-3189

ADDRESS: 16 Donovan Drive, West Newbury, MA 01985

EMAIL: bachrachw@comcast.net

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Open Space
- Recreation
- Historic Preservation
 - Eligible/On State Registry
 - Designated by Historic Commission
- Community Housing

Please provide a brief project description below. Include a brief narrative of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.

This Application meets the requirements of M.G.L. Chapter 44B, Section 2. Definition of *Recreational Use*.

The Board of Selectmen approved moving forward with going to the Community Preservation Committee for funding an Engineering Study for the Pipestave Hill Active Recreational Area Expansion to include the Dunn Property project. The Engineering Study is the Cammett Engineering Scope of Services document provided and this document is separated into four areas: 1) Wetlands and Endangered Species Habitat Area, 2) Conceptual Master Plan, 3) Traffic Impact Assessment Study, and 4) Meetings

Please see the attachments in our Application for Funding for supporting materials.

FUNDING:

Amount of Community Preservation Funding Requested:

\$ 51,500.00



8/15/2018 **Applicant Signature and Date**

For more information contact 978-363-1100 X131

12/2013, Revised May, 2016



TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT FUNDING
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Pipestave Hill Active Recreational Area Expansion to include the Dunn Property

PROJECT ADDRESS: Dunn Property
Chase Street (Parcel: R26-190)
West Newbury, MA

MAP/LOT: Parcel: R26-190

APPLICANT NAME: Parks & Recreation Commissioners

(Group or Committee Affiliation)

CONTACT PERSON: Bill Bachrach

TELEPHONE/FAX NO.: 864-303-3189

ADDRESS: 16 Donovan Drive
West Newbury

EMAIL: bachrachw@comcast.net

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Open Space**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Community Housing**
- Recreation**

The Committee may require, as a condition for funding, that the applicant grant to the Town or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex District Registry of Deeds.

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee’s Project Evaluation Criteria.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

FUNDING:

A. **Amount of Community Preservation Funding Requested:**

\$ _____

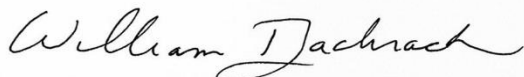
B. Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.

C. **Other Sources of Funding Available:** If funding from other sources may be available for the Project, please complete the following table:

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)

ATTACHMENTS: SEE GUIDELINES FOR PROJECT SUBMISSION AND ATTACHMENTS. YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT



8/15/2018 Applicant Signature and Date

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.

Date Received: _____ Meeting Date(s): _____ Amount Approved: _____

Town Meeting Date/Article #: _____ Vote of Town Meeting: _____ Revised August 2015

Pipestave Hill Active Recreational Area Expansion to include the Dunn Property

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I. Parks & Recreation Commissioners Overview

The West Newbury Parks and Recreation Commission has three members elected to serve staggered 3-year terms. The Parks and Recreation Commission oversees nine fields, one playground, one outdoor basketball court, and Ferry Lane Park:

- Bachelor Street includes Cammett Park which has three baseball fields, Action Cove playground, and an outdoor basketball court are located off Bachelor Street. Commissioners also are responsible for the snack shack at the Bachelor Street fields.
- Pipestave Hill: four fields located off Main Street, across from the Page School
- Page School: two softball fields off Main Street
- Ferry Lane Park: boat launch area into the Merrimack River at the intersection of Bridge and Church streets

The Goals and Objectives of the town Parks and Recreation Commissioners include:

- Support all youth programs and activities in West Newbury
- Perform an overview of field maintenance and safety from participants' perspective
- Provide amenities at popular recreational sites (for example: porta-potties, recycling, parking)
- Administer the town policies regarding use of recreational facilities
- Provide leadership, both supportive and creative, of town recreational programs.

In 2010, the commissioners surveyed West Newbury residents for input on recreational needs and their ideas. Results included: an indoor swimming pool, an outdoor basketball court, at least one more all-purpose athletic field (preferably artificial turf), a senior/wellness center, tennis courts, an enclosed dog park, walking/fitness trails, and a senior center. The information gleaned from the survey responses has been the driving force behind reviewing the active recreation utilization areas and the actions and plans by the Parks and Recreation Commissioners. The next section provides an overview of the youth sports participation and field usage.

II. Parks and Recreation Youth Sports Participation and Field Usage

Bachelor Street has 3 Baseball fields and they are used for elementary school soccer during the fall, the Page School has 2 softball fields, and Pipestave has 4 fields and a Baseball Field. The most recent addition to the offerings is Flag Football in 2014. The town playing fields are used by West Newbury Youth Leagues, Pentucket High School, and regional town sports. Enrollment figures are provided in the table below.

PARKS AND RECREATION ACTIVE PROGRAM ENROLLMENT

ACTIVITY	PARTICIPANTS	
	Fall 2013 & Spring 2014	Fall 2016 & Spring 2017
West Newbury Youth League (Grades 1-6)		
Flag Football	No Program	140
Little League Baseball	125	150
Intramural Basketball	135	135
Lacrosse	120	250
Rugby	70	50
Soccer	250	300
Softball	40	40
Pentucket Middle School (Grades 7-8)		
Babe Ruth Baseball	80	60
Intramural Basketball	80	80
Rugby	55	40
Pentucket High School		
Freshman Baseball	Data not collected	15
Cross Country	Data not collected	90
Lacrosse	Data not collected	90
Rugby	Data not collected	65
Soccer	Data not collected	110

The Table below is an estimate of the number of days per week, number of hours per week, and total number of weeks for each sport played at Bachelor Field, Page School, or Pipestave. For the past 4-5 years, the number of participants in different sports for Grades 1-6 has increased from 605 to 930 (approximately 50 percent increase with Flag Football and 30 percent without it). Pentucket High School is using the fields in the fall and spring approximately 5-6 days, totaling 20-24 hours per week.

SPORT	LOCATION Pipestave (PS) Bachelor (BF)	NUMBER OF PARTICIPANTS		Days Per Week (est)	Avg Hours per Week (est)	Total Weeks (est)
		Fall 2013 & Spring 2014	Fall 2016 & Spring 2017			
West Newbury Youth League (Grades 1-6)						
<i>Flag Football</i>	PS	No program	140	4	8	10-12
<i>Lacrosse</i>	PS	120	250	4	6.5	10-12
<i>Rugby</i>	PS	70	50	4	6.5	10-12
<i>Soccer</i>	PS and BF	250	300	Fall: PS-4 BF-3 Spring: PS 2	PS-24, BF 15 PS-12	10-12 10-12
<i>Little League Baseball</i>	BF	125	150	7	21-24	17
<i>Softball</i>	(Page School)	40	40	4	8	10-12
Pentucket Middle School (Grades 7-8)						
<i>Babe Ruth Baseball</i>	PS	80	60	6	15-18	17
<i>Rugby</i>	PS	55	40	4	6.5	10-12
Pentucket High School						
<i>Freshman Baseball</i>	PS	No Data	15	5-6	15-18	10-12
<i>Cross Country</i>	PS	No Data	90			
<i>Lacrosse</i>	PS	No Data	90	6	18	10-12
<i>Rugby</i>	PS	No Data	65	4	6.5	10-12
<i>Soccer</i>	PS	No Data	110	5	25-30	10-12

In the Pipestave picture below, field numbered 1 is referred to as the upper field which includes a baseball field and a soccer/rugby/lacrosse field that is located in the baseball outfield. The lower Pipestave field is composed of 3 fields (Fields 2 through 4), of which 2 are used per season with the third field rested due to over-use.



The total estimated hours of field use for all sports activities at Pipestave varies from 600-700 hours in the fall and 850-950 hours in the spring. As noted in the Table below for 2017, the overall field utilization at Pipestave is > 80% and 100% utilization during the weekdays. In 2018 and 2019, the fall utilization will increase due to the expansion of flag football to include 7th Graders in 2018 and 8th Graders in 2019 leading to an overall utilization to increase over 90% during the weekends.

Utilization	Hours	Fall, 2017	Spring, 2018
Weekday	3:00pm-5:30pm	100%	75%
Weekday	5:30pm-8:00pm	100%	100%
Saturday	8:00am-5:00pm	44%	100%
Sunday	8:00am-5:00pm	67%	89%
Overall Utilization		81%	82%
Notes		3 of the 4 Fields Active	4 Fields Active

III. Board of Selectmen Meetings

Parks & Recreation (P&R) has met with the Board of Selectmen on Monday, November 11, 2017, Monday, June 26, 2018 and Monday, July 9, 2018.

At the November meeting, P&R presented to the Boards of Selectmen the “Vision to provide the West Newbury Community with a comprehensive and centralized all in-one recreational environment by expanding

the Pipestave Facility to include the Dunn Property.” P&R was approved for \$1,000 in funding to support the first step to analyze expanding the Pipestave Facility to include the Dunn Property. The key points discussed at this meeting was to have a group of Wentworth students as part of their Capstone project requirement to develop a very preliminary report on this project. Unfortunately, our Capstone project did not work out with these students.

From November, 2017 to present, P&R has had information gathering sessions including correspondence or meetings with the following groups Mill Pond Committee (Lower Mill Pond), Essex County Greenbelt Association (Lower Mill Pond), Open Space Committee, Board of Health (Action Cove), ConCom (Jay Smith), Water Department (Mike Gootee), Highway Department (Gary Bill), High School (Dan Thornton), Pentucket Youth Sports Leagues, West Newbury Riding and Drive Club, West Newbury Officials: Mike McCarron and Joe Anderson, and the following residents: Tom Flaherty, John McGrath, Frank Sisto, Steve Greason, Pat Higgins, Jack Foley, Lisa Maduzia, and Jack Duggan.

At the June BOS Meeting, P&R updated the Board of Selectmen to Discuss the Expansion of the Dunn Property to include Active Recreational Activities. The presentation included 1) Background on Why West Newbury needs more Active Recreational Space? 2) Key Milestones and Time Line for Meetings and Approvals 3) Prioritization of Active Recreational Activities for Phase 1 and Future Development and 4) Engineering Study Key Components. The action item from the meeting was for the BOS to review the status of the project and to come back with any questions or comments.

At the July BOS Meeting, the BOS had no comments on the presentation. We provided a timeline on what the next steps will be to 1) Receive a Scope of Services and Quote for a Master Conceptual Plan and 2) meet with the Community Preservation Committee for approval for Community Preservation Funding.

The Board of Selectmen approved moving forward with going to the Community Preservation Committee for funding an Engineering Study for the Pipestave Hill Active Recreational Area Expansion to include the Dunn Property project. The Engineering Study is the Cammett Engineering Scope of Services document provided and this document is separated into four areas: 1) Wetlands and Endangered Species Habitat Area, 2) Conceptual Master Plan, 3) Traffic Impact Assessment Study, and 4) Meetings.

The following sections provide the background on why West Newbury needs more active recreational space, scope of services and quote for a Master Conceptual Plan.

IV. Review of Active Recreation Areas for Expansion

Parks and Recreation has reviewed the potential active recreation areas for Parking, Multi-Use Athletic Field either grass or turf, Retreat Dog Park, Tennis Courts, Walking Fitness Trail, Tennis Courts, and a Sr. Center. Below is a color-coded Table of the possibilities with Green – Possibly Fits into the Active Recreation Area, Yellow- Needs Further Review, and Red – Not Possible.

	Parking	All Purpose Athletic Field	Retreat Dog Park	Walking-Fitness Trail	Tennis Court/Paddle Ball	Sr. Center
Dunn Property						
Mill Pond Lower Field						
Action Cove						
Brake Hill						
Mullen Property						

Note: **Green** Color means the activity is possible in the active recreation area, **Yellow** Color means the activity might be possible in the active recreation area, and **Red** means the activity is not in the active recreation area

The following sections review each of the different areas for possible active recreation.

1.0 Mill Pond Lower Field

The Parks & Rec Commission met with the Mill Pond Committee on January 10, 2018 to discuss putting a “Retreat Dog Park” at the Mill Pond Lower Field; Parks & Rec was proposing an enhancement to an unused area. The following was made and approved 5-2 by the Committee: “Would Mill Pond voting members be open to seeing a formal proposal for a Dog Park for the area adjacent to the lower field and Rt. 113/Main Street.”

Mill Pond is under the jurisdiction of the Essex County Greenbelt Association. The Association reviewed the proposal and, in a letter, dated February 8, 2018 denied the request for approval of a dog park retreat:

“... A review of the CR by Greenbelt has led to our conclusion that a dog park at this site is not consistent with the purposes and terms of this CR. Specifically, paragraph A.9 on page 3 prohibits “Active recreation activities (defined by the need for fixed facilities), including the creation and maintenance of playgrounds, soccer fields, ball parks, football fields, or active recreation facilities of any kind.”. It is our conclusion that a dog park retreat as described in your report falls within the definition of activities prohibited by this language.

In the absence of any other reserved right in the CR allowing such an activity, and based on our interpretation of the entire CR, Greenbelt has no other option than to communicate to you that we would not be able to approve a dog park retreat as proposed at the Pipestave Hill/Mill Pond site.”

2.0 Bachelor Fields-Action Cove

Bachelor Fields and Action Cove are located in the same area. Bachelor Fields are comprised of three baseball fields that are also use for soccer, basketball court and there is no more space to add any active recreation fields. Action Cove is comprised of a basketball court and a children's playground. The Parks & Rec Department reviewed Action Cove as a potential avenue to incorporate a retreat dog park in the open space behind the Action Cove Children's Playground. Unfortunately, the parking is limited.

The Parks & Recreation commissioners drafted a proposal to purchase a centrally located parcel to meet the town's growing recreation needs which bordered the Bachelor Fields-Action Cove area. The centrally located Daley land would have walking access from the four streets that bordered the 22-acre parcel. At Town Meetings, May 2011 voters did not approve to purchase the Daly property. The property was subsequently sold to a developer.

3.0 Brake Hill

The Brake Hill property is a heavily wooded hill which has a non-paved road to the Town's Water Tank and is used by the Pentucket Cross-Country Team to run. The access to Brake Hill is located in a residential housing division. Unfortunately, parking may be an issue. West Newbury Water Department is building a road to bring in a Water Tank and it is not clear if is possible to put in a walking and fitness trail in this area.

4.0 Mullen Property

The Mullen Property is bordered by Main Street, Church, and Prospect Streets. This area is completely wooded and surrounded by houses. There is a trail, but the parking is currently limited as the entrance is off of Main Street.

5.0 Dunn Property

The Dunn Property is adjacent to Pipestave and bordered by Main, Chase, and Middle Streets. The 75-acre parcel was purchased by the town in November 2000 for \$1.75 million.

Parks & Recreation Commission vision is to provide the West Newbury Community with a Premier All-In-One Active Recreational Environment by expanding the Pipestave Facility to include the Dunn Property for a dog park, fitness loop, and/or expansion to include fields for soccer, flag football, and/or lacrosse and tennis, with parking for all proposed uses. The active recreation sites would be located within three main fields: 1) Main Field has 18-20 acres, 2) North Field has 1.1 acres, and 3) South Field has 3.3 acres as shown in the picture below:



Parks & Rec has collected information on different aspects of the Dunn Property and to date the following has been determined:

- 1) Essex County Greenbelt Association Conservation Restriction Agreement on Mill Pond/Pipestave dated 12/25/2001 allows for Municipal Roadway to extend from Upper Pipestave to include the Dunn Property,
- 2) West Newbury conservation agent (Jay Smith) walked the Dunn Property in April, 2018 and states “as long as the recreational activities stay within the periphery of the three fields we should be okay from a wetlands perspective, and
- 3) The location of the two well sites south of the South Field do not have effect on the activities that could be on the South Field location.

The possible locations for the Active Recreation Activities and Infrastructure are shown in the Table below

	North Field	Upper Main Field	Lower Main Field	South Field	Trail
Entrance/Parking/Roads	No	Yes	Yes	No	No
Grass Multi-Use Athletic Field	No	Yes	Yes	No	No
Artificial Turf Multi-Use Athletic Field	No	Yes	Yes	No	No
Retreat Dog Park	Yes	No	No	Yes	No
Fitness Loop	No	No	No	No	Yes
Tennis Court	Yes	No	No	Yes	No
Concession Stand	No	Yes	No	No	No
Restroom Facility	No	Yes	No	No	No

Note: The Conceptual Master Plan will include two Athletic Fields. Both Fields could be Grass or one Field could be Grass and the other field could be Artificial Turf.

V. Conceptual Master Plan - Scope of Services

Cammett Engineering has provided the Scope of Services and Estimated Cost for the preparation and presentation of the “Conceptual Master Plan” for active and passive recreation uses on the Dunn parcel adjacent to the Pipestave Hill Recreation Complex.

1.0 Wetlands and Endangered Species Habitat Area

- 1.1 A consulting botanist shall flag and identify limits of bordering vegetative, wet meadows, brooks, and streams, and other regulated wetland resource areas on site, near proposed improvement.
- 1.2 Staff field personnel shall stake and locate, using pole mounted GPS environment, the flagged resource areas.
- 1.3 Office personnel shall plot the field locations on the base Mass GIS map being developed under 2.0 below; in addition, limits of Mass DEP – natural heritage endangered species limit; and Mass DEP – wetlands protection buffer zones shall be shown.
- 1.4 Staff personnel shall complete a resource delineation application and submit to DEP and the local conservation commission to verify the wetland limits.

Professional fee to complete the Wetlands Sections is \$5,250.00.

2.0 Conceptual Master Plan

- 2.1 Staff engineer shall prepare an existing condition plan of the site using MASS GIS Available Maps, surveys of record and Town assessor maps to show the following
 - approximate site perimeter
 - site topography (10' contours)
 - approximate wetland resource areas based on 1.0 above
 - soil types based on USDA Soil Survey of Essex County, and the USDA-NCRS mapping.

- 2.2 Staff Engineers shall prepare a conceptual master plan showing the following proposed uses/structures
 - Two(2) Multi-Purpose Fields – soccer, lacrosse, etc.
 - Two(2) Tennis Courts (doubles capacity)
 - Walking/jogging nature trails (GPS locate existing trails adjacent to proposed improvements)
 - Multi-purpose recreational building/concession stand
 - Additional parking areas and access ways
 - Designated area for “Dog Park”

- 2.3 Staff personnel shall prepare a draft report on the following items:
 - Park improvements for existing uses/structures, if required.
 - Phased construction
 - Cost associated with plan implementation including estimated annual maintenance cost
 - Turf Management Plan for Grass and Artificial Turf will include “best” management practices: Depending on the soil testing results, a drainage plan may need to be provided.
 - ✓ Development & Maintenance of a Knowledge Base
 - ✓ Site Assessment
 - ✓ Development of a Management Plan

- ✓ Turfgrass Selection
 - ✓ Establishment, Renovation & Repair
 - ✓ Irrigation and Water Management
 - ✓ Soil & Nutrient Management
 - ✓ Mowing
 - ✓ Traffic Stress & Turf Cultivation
 - ✓ Weed Management
 - ✓ Insect Management
 - ✓ Disease Management
 - ✓ Management of Abiotic Problems
 - ✓ Pesticide Considerations
 - ✓ Selection and Management of Equipment
- Integrated Pest Management Plan: This is a section within the Turf Management Plan dealing with insect management, disease management, pesticide management, and abiotic conditions management.
 - Local, State, and Federal permits needed

Professional fee to complete the Conceptual Master Plan Section is \$32,750.00.

3.0 Traffic Impact Assessment (TIA) Study

3.1 Staff Engineers shall prepare a TIA for existing uses and proposed expansive uses. Data will be collected either by Tubes and/or Video. The testing will be done in the Spring and Summer, 2019. Per MASSDOT guidelines; adjustment factors exist for all scenarios.

3.2 Areas to be studied include the following:

- Chase Street
- Chase Street/Main Street intersection
- Main Street – Page School entrances and exits
- Main Street – Pipestave Hill intersection

3.2 Staff Engineers shall make recommendations for improvements as a result of the TIA as follows:

- Signage
- Improved traffic movements
- Parking restrictions on Chase Street
- Other improvements related to events, etc.

3.3 Staff personnel use the MASS DOT guideline regulations for “Traffic Impact Assessment” for completing this study and recommendation report.

Professional fee to complete the Traffic Impact Assessment Section is \$7,500.00.

4.0 Meetings

4.1 Cammett Engineering Staff Personnel shall attend the following meetings with the Park and Recreation Committee.

- All of the P&R meetings with Cammett Engineering are open to the public
- A visionary meeting (1) to discuss field dimensions, building uses/dimensions; parking needs etc. after completion of Wetlands Section
- A meeting with Parks and Recreation to discuss conceptual plan and options at 50% complete
- A meeting (1) to present initial Conceptual Master Plan and obtain public comment regarding additions, options, and changes to the plan
- A final presentation meeting of the accepted Conceptual Master Plan.
- A meeting with the Mass Heritage at 25% complete of the Conceptual Master Plan. Mass Heritage are the protectors and managers of endangered species and their habitat. Depending on the species and we won’t know that species until Cammett Engineering speaks with the Mass Heritage] constraints on the development plan could be imposed on the extent of alternative redesign locations; mitigation and monitoring plans, looking at alternative sites with less impacts.

4.2 The P&R committee meetings are open to the public, the agenda of the meetings will be posted, and the municipal departments will be invited to attend. P&R will also keep the Town Manager and different committees apprised of the status of the Conceptual Master Plan, Wetlands and Endangered Species Habitat Area, and Traffic Impact Assessment Study at different times of the process. The committees to be informed would be the Board of Selectmen, Department of Public Works, Board of Health, Conservation Commission, Open Space Committee, Planning Board, and other committees or departments as necessary.

Professional fee to complete the Meetings Section is \$3,500.00.

5.0 Conceptual Master Recreation Plan Comparison Costs

For comparison, in the Table below, are Conceptual Master Recreation Plan costs for other town projects. The other town costs shown do not include Wetlands and Endangered Species Habitat Area or the Traffic Impact Assessment Study costs.

Town	Project	Cost
Governors Academy	Phases I – IV	\$40,000
Amesbury	Woodson Farm Recreation	\$39,000
West Newbury	Pipestave Hill Active Recreation Area Expansion to include the Dunn Property	\$32,750
Amesbury Sports Park	Hunt Road, Amesbury	\$28,000
Salisbury	Parc Grant Phase I & II	\$25,000
Haverhill	Haverhill High School – Field Expansion, Rehab, and Reuse	\$20,000
Whittier VO Tech	Track and Field Rehab	\$15,000

VI Summary of Project Milestones and Time Line

The Table below is the summary of key project milestones and timelines in the approval process for the expansion of the Pipestave Hill active recreational area expansion to include the Dunn Property.

Month/2018	Activity	Action
End of July	Discuss Conceptual Master Plan with Engineering Firm	Engineering Firm to Provide Feedback on Cost for Conceptual Master Plan by mid-August
August 17	Meet with Town Manager	Review Engineering Study Quote
August 23	Meet with CPC for Approval for Project Eligibility and Project Funds for the development of the Conceptual Master Plan – Scope of Service and Quote	If approved, move forward. If not meet with Town Manager and BOS to discuss
September	If Project Eligibility and Project Funds Approved to move forward by the CPC	Warrant article to be written and meetings with BOS and Finance committees for discussion
October 22	Town Meeting	Approval of Warrant Article to move forward with a Conceptual Master Plan – Scope of Service and Quote
November	Before the Scope of Service for Master Plan Commences, the decision on the Expansion of the Parking at Pipe Stave/Dunn Property Upper Main Field <u>should be completed</u> . This decision may be input into the design concepts for the Dunn Property P&R to send out mailers to West Newbury Residents and all abutters have to be served written notice of the public meetings and agenda regarding the Public Hearings/Workshop (Hampden, Maine Example) for the different Design Concepts	Public Hearings/Workshop to review the different Dunn Property Expansion Active Recreation Expansion Design Concepts
Date to be Determined	Conceptual Master Plan Scope of Service Complete	One Active Recreation Expansion Option is provided to BOS to go to the Spring/Fall 2019 Town Meeting
Fall, 2019	Town to Vote on the Expansion of the Pipestave Hill Active Recreation Area to include the Dunn Property	
July 2019 or November, 2019	PARC Grant to be submitted	Open Space and Rec Plan needs to be updated and Status Active by Spring, 2018
Jan, 2020	Dog Park Grant to be submitted	

VII Meetings with Committees and West Newbury Residents

For the past 9 months, the Parks and Recreation commission has reviewed potential active recreation areas including the review of the increase in the participation and utilization rates of Bachelor Field and Pipestave athletic fields.

P&R has gathered information including correspondence or meetings with the following groups

- Board of Selectmen Meetings (November 2017, June 2018, and July 2018)
- Mill Pond Committee Meeting (Lower Mill Pond, January 2018),
- Essex County Greenbelt Association (Lower Mill Pond),
- Open Space Committee Meeting, January 2018
- Board of Health Correspondence (Action Cove),
- ConCom Committee Meeting, March 2018 and Jay Smith walked Dunn Property April 2018,
- Water Department Correspondence (Mike Gootee),
- Highway Department Meetings in March and June 2018 (Gary Bill),
- High School Correspondence (Dan Thornton),
- Pentucket Youth Sports Leagues Correspondence,
- West Newbury Riding and Drive Club Meeting May 2018,
- West Newbury Officials: Mike McCarron and Joe Anderson, and
- Following residents: Tom Flaherty, John McGrath, Frank Sisto, Steve Greason, Pat Higgins, Jack Foley, Lisa Maduzia, Bill Roche, Allison Schneider, and Jack Duggan.

VIII Public Benefits

Provide the West Newbury and Pentucket youths with another multi-use grass or turf field to expand sports activities and to alleviate the usage stress on the Pipestave Hill fields. For the past 4 to 5 years the number of participants in the different sports has increased from 605 to 930 (approximately 50% of the increase due to Flag Football). At this time, the Middle School/High School building proposal is not going to alleviate the field usage at Pipestave Hill.

Provide the West Newbury residents with two Tennis Courts which there are no tennis courts today. The Tennis Courts are Middle School are excellent; however, they are unavailable to most members of the community until school is over. Tennis courts are very low maintenance, long lasting and provide community use for all ages.

Provide the West Newbury residents with a Dog Park for those residents who prefer not to walk their dog and would rather have them run around in an enclosed environment with other dogs. Dog parks are their own community. It provides another place for bringing people together. From what we can tell, 1) Dog Parks are regulated at local level and not state level. In 2016 and 2017, there are 583 Dog Licenses in West Newbury.

Provide the West Newbury residents with Fitness/Walking Trail would be user friendly for a variety of different ages and abilities as well as the possibility of the Garden Club participation to showcase native plantings. There would be multiple stations along the trail, each focused on a particular muscle group for strength or flexibility. Usually there are 6-12 stations. There are pre-made stations and stations volunteers could build/assemble. Not all stations need anything installed (for example, push-ups or jumping jacks,

etc.). There should be signage to explain the station. The signage could be a good volunteer project for the Scouts or some other group.

VIII Community Preservation Funding Request

Amount of Community Preservation Funding Requested: \$ 51,500.00

In summary, the Scope of Service is separated into 1) Wetlands and Endangered Species Habitat Area, 2) Conceptual Master Plan, 3) Traffic Impact Assessment (TIA) Study, 4) Meetings, and 5) Reimbursable Expenses/Direct Costs. The Parks & Recreation Commission is requesting approval for the amount of \$51,500.00 from the Community Preservation Funding.

The Table below has the breakdown below of the costs for each Scope of Service section.

Section		
1.0	Wetlands and Endangered Species Habitat Area	\$ 5,250.00
2.0	Conceptual Master Plan	\$ 32,750.00
3.0	Traffic Impact Assessment Study	\$ 7,500.00
4.0	Meetings	\$ 3,500.00
5.0	Reimbursable Expense/Direct Costs	\$ 1,500.00
P&R Request	Printing and Bulk Mailing Costs of a town-wide mailing to announce the process and calendar	\$ 1,000.00
	Total	\$ 51,500.00

The key percentage completion milestones are

- 1) 25% completion is the schematic initial design sketch for Natural Heritage Endangered Species Program (NHESP) to assess issues with endangered species and whether alternative location will need to be studied, and
- 2) 50% completion is the status that field locations and other sundry uses can be changed, added to, revised, etc for preparation of the final concept.

VIII P&R Approved Applications for Project Eligibility and Funding

The Parks & Recreation Meeting Minutes held on August 14, 2018 where the Commissioners approved unanimously 3-0 the Project Eligibility and Funding Applications for the CPC meeting on August 23, 2018 are provided below:

Parks & Recreation MINUTES OF MEETING August 14, 2018

A meeting of the West Newbury Parks & Recreation Committee was held on August 14, 2018 in the Tom Flaherty's barn at 460 Main St. Unfortunately, Parks & Rec and other Committees could not enter the Town Office Building to use the First Floor Hearing Room; no committees had the new keys to enter the building. The meeting was moved at 7:35pm. First Floor Hearing Room. Commissioner Tom Flaherty, Chair, Bill Bachrach, and Jack Foley were present.

Tom Flaherty called the meeting to order at 7:40pm by Tom Flaherty. The following community members attended Lisa Maduzia, Bill Roche, and Allison Schneider.

The P&R Committee reviewed and discussed with the community members the following documents on "Pipestave Hill Active Recreational Area Expansion to include the Dunn Property" 1) CPC Application for Eligibility and 2) CPC Application for Funding. The community members were interested in the learning about the Cammett Engineering Scope of Services particularly the Traffic Impact Study Assessment and Meetings to be held by Cammett Engineering and Parks & Rec.

Tom Flaherty provided an overview of the Pipestave Parking Expansion first meeting held on Wednesday, August 8th. Tom discussed the options and at their next meeting, Monday, August 20th, the parking on upper Dunn main field will be discussed as Gary Bill will present financial estimates for adding parking there.

Tom Flaherty made the following motion and seconded by Bil Bachrach "to approve the mobile phone expenses for the two directors of the Page School Recreation Program." The motion was unanimously approved 3-0.

Bill Bachrach made the following motion, seconded by Tom Flaherty "To vote to approve the documents on "Pipestave Hill Active Recreational Area Expansion to include the Dunn Property" for the CPC meeting to be held on August 23rd. The documents include 1) CPC Application for Eligibility, 2) CPC Application for Funding, and 3) Cammett Engineering Scope of Service Proposal." The motion was unanimously approved 3-0.

Motion to adjourn at 8:40pm.

Submitted by,

Tom Flaherty, Chairperson

Parks & Rec Meeting:
Community Preservation Committee
August 23, 2018

**Objective of the Meeting is to for the CPC to vote to approve
the Pipestave Hill Active Recreation Area Expansion
to include the Dunn Property**

1. Background on Why West Newbury needs more Active Recreational Space?
2. Prioritization of Active Recreational Activities for Phase 1 and Future Development
3. Conceptual Master Plan – Overview, Scope of Services, and Budget
4. Project Milestones and Time Line for Meetings and Approvals
5. Public Benefits
6. Community Preservation Committee Funding Request

Background:

Expanding Pipestave Hill Active Recreation Hill to include the Dunn Property :

VISION: Provide the West Newbury Community with a Premier All-In-One Active Recreational Environment


Dunn Property 75 acres, Purchased November, 2000 for \$1.75M

Payments Annually: \$100,000 with the last payment \$95,000 in 2020

Survey Objective: West Newbury Residents input on recreational needs and desires.

Percentage of Residents Responding to Survey Sent Out: approximately 30% to 40%

Results:

Recreational Components	Status
Outdoor Basketball Court	Funds Approved and Built next to Action Cove
All-Purpose Athletic Field Preferably Artificial Turf	
Retreat Dog Park	
Walking/Fitness Trails	
Senior Center: Indoor Swimming Pool	
Tennis Court	
More and Better Boating Access/Facilities	

Bachelor Street and Pipestave Sports Activities

SPORT	NUMBER OF PARTICIPANTS		Number of Days per Week (est)	Avg. Number of Hours per Week (est)	Number of Weeks (est)
	Fall-2013 and Spring-2013	Fall-2016 and Spring-2017			
West Newbury Youth League: (Grades 1- 6)					
Flag Football (Pipe Stave)	No Program	140	4	8	10-12
Little League Baseball (Bachelor Street)	125	150	7	21-24	17
Lacrosse (Pipe Stave)	120	250	4	6.5	10-12
Rugby (Pipe Stave)	70	50	4	6.5	10-12
Soccer (Pipe Stave and Bachelor)	250	300	Fall: PS: 4; BA:3 Spring: PS 2	PS: 24; BA: 15 PS 12	10-12 10-12
Softball (Page School)	40	40	4	8	10-12
Pentucket Middle School (Grades 7-8)					
Babe Ruth Baseball (Pipe Stave)	80	60	6	15-18	17
Rugby (Pipe Stave)	55	40	4	6.5	10-12
Pentucket High School (Pipe Stave)					
Freshman Baseball	Data not collected	15	5-6	15-18	10-12
Cross Country	Data not collected	90			
Lacrosse	Data not collected	90	6	18	10-12
Rugby	Data not collected	65	4	6.5	10-12
Soccer	Data not collected	110	5	25 to 30	10-12

General:

- **Bachelor Street** has 3 Baseball Fields and they are used for Elementary School Soccer as well
 - **Pipe Stave** has 3 Fields and a Baseball Field. The Baseball Outfield is used for sporting activities as well
 - **Page School** has 2 Softball Fields
-
- **For the past 4 to 5 years, Grades 1-6,** Number of Participants in different sports has increased from 605 to 930 (approx. 50% increase w/ Flag Football and 30% without)
 - **Pentucket High School** is using the Fields in the Fall and Spring 5 to 6 days/20-24 hours/per week. The New High School could alleviate some of the field usage (this is an unknown variable).
 - **Retreat Dog Park** is great place for dogs to run around, exercise, and socialize. **2016/17 583 Dog Licenses**
 - **Fitness/Walking Trail** would be user friendly for a variety of different ages and abilities ... possibility Garden Club participation to showcase native plantings
 - **Tennis Court**
 - **Senior Center** might include inside swimming pool, exercise area

Pipestave Sports Activity Estimated Total Hours: Fall 600 to 700 and Spring 850 to 950

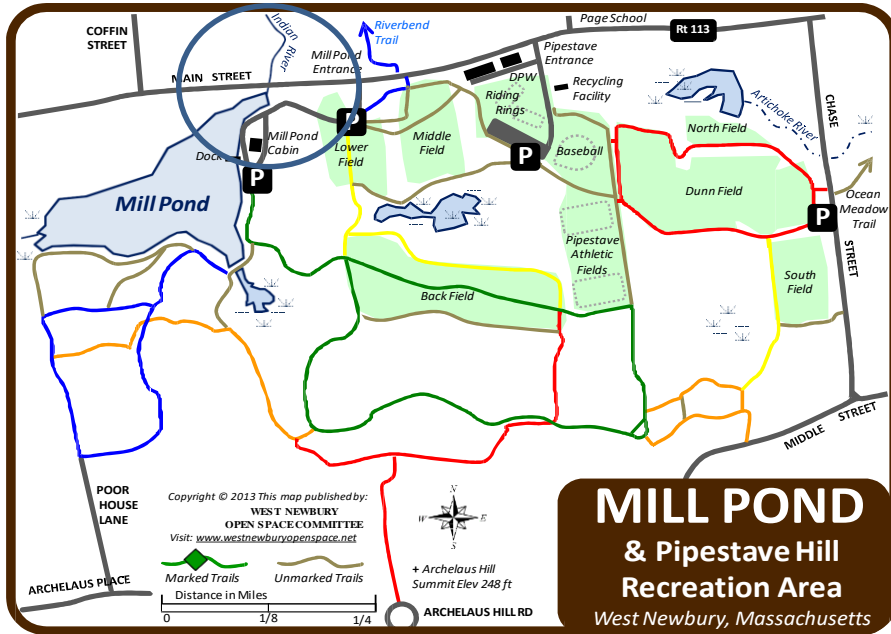
Potential Active Recreation Areas

	Parking	All Purpose Athletic Field	Retreat Dog Park	Walking-Fitness Trail	Tennis Court/Paddle Ball	Sr. Center
Dunn Property	+	+	+	+	+	+
Mill Pond Lower Field	+	×	+	×	×	×
Action Cove	×	×	+	×	×	×
Brake Hill	+	×	×	+	×	×
Mullen Property	×	×	×	×	×	+

Mill Pond Lower Field – Retreat Dog Park:

1. **January 10, 2018 Mill Pond Committee voted 5-2** “be open to seeing a formal proposal for a Dog Park for the area adjacent to the lower field and Rt. 113/Main Street”

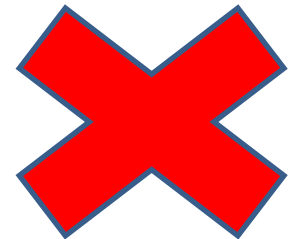
2. **February 8, 2018 Essex County Greenbelt Association Denied the Request for a formal proposal for a Dog Park** (Manage Conservation Restriction Agreement) paragraph A.9 on page3 prohibits “Active recreation activities (defined by the need for fixed facilities), including the creation and maintenance of playgrounds, soccer fields, ball parks, football fields, or active recreation facilities of any kind.”. It is our conclusion that a dog park retreat as described in your report falls within the definition of activities prohibited by this language.



August 23, 2018



Parks & Recreation



Pipestave Active Recreation:



Utilization	Hours	Fall, 2017	Spring, 2018
Weekday	3:00pm-5:30pm	100%	75%
Weekday	5:30pm-8:00pm	100%	100%
Saturday	8:00am-5:00pm	44%	100%
Sunday	8:00am-5:00pm	67%	89%
Overall Utilization		81%	82%
Notes		3 of the 4 Fields Active	4 Fields Active

2017: Overall Pipestave Field Utilization is > 80% ... Weekday Utilization is 100%
2018/2019: Fall Utilization will increase due to the expansion of Flag Football to include 7th Graders in 2018 and 8th Graders in 2019

DUNN FIELD

BASE MAP WITH EXISTING TRAILS
DATE: MARCH 1, 2018



Conceptual Master Plan Overview

DUNN FIELD

BASE MAP WITH EXISTING TRAILS
DATE: MARCH 1, 2018





Potential Natural Land Constraints

1. Wetland Delineation
2. Municipal Area Defined from Pipestave/Mill Pond Conservation Restriction Agreement
3. Test Wells near South Field

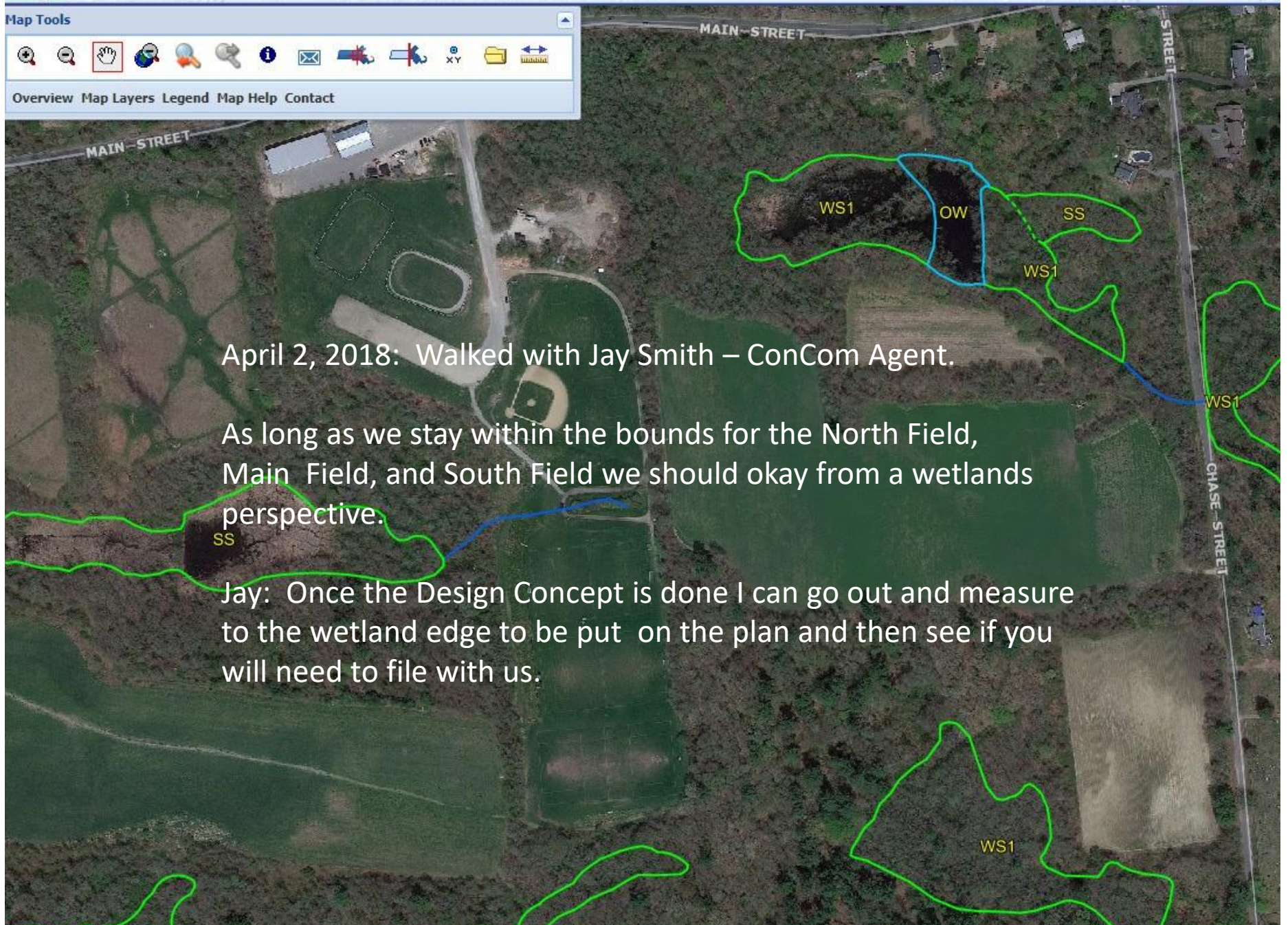


Wetland and Wetland Change Areas Map

Map Tools



Overview Map Layers Legend Map Help Contact



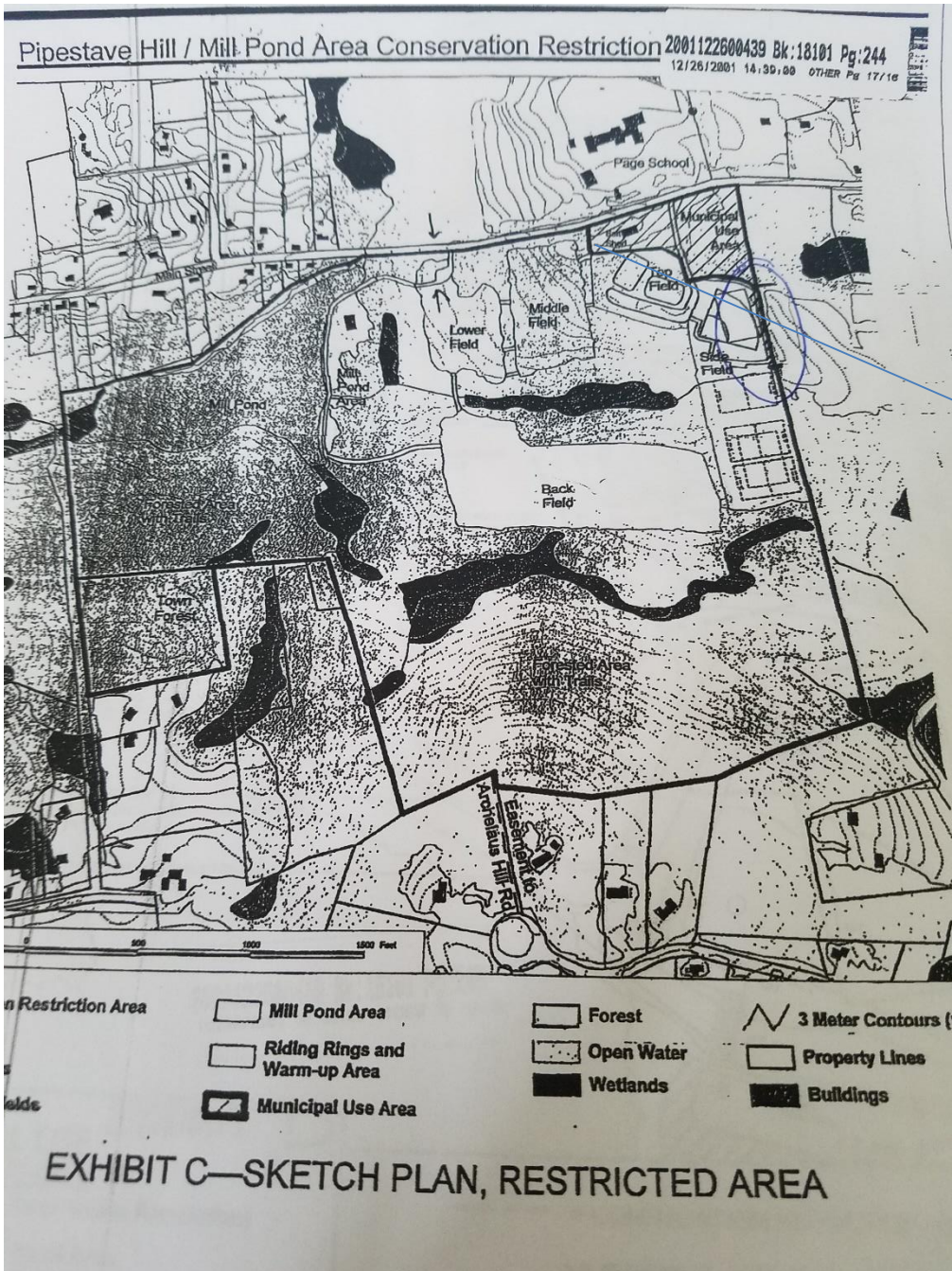
April 2, 2018: Walked with Jay Smith – ConCom Agent.

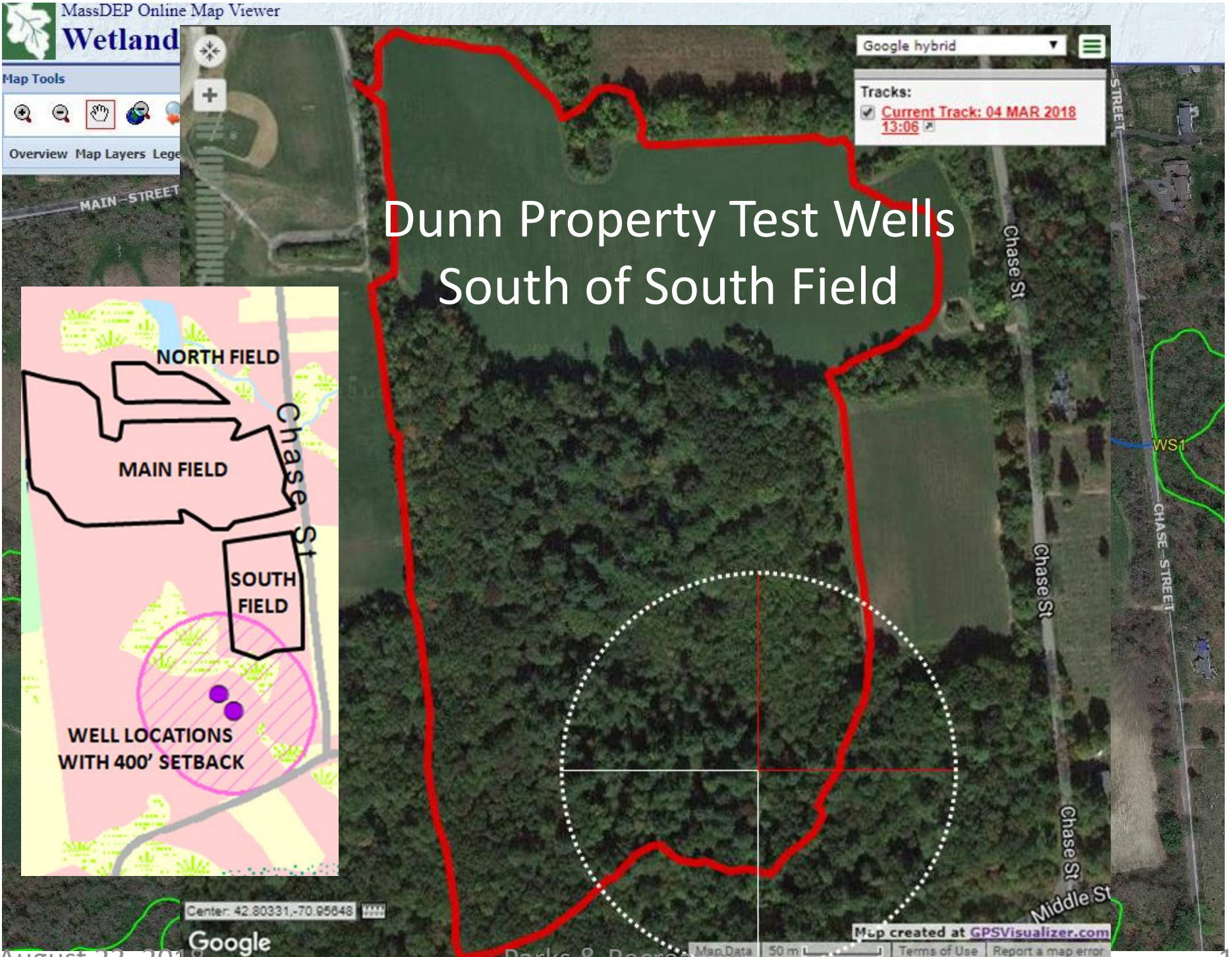
As long as we stay within the bounds for the North Field, Main Field, and South Field we should be okay from a wetlands perspective.

Jay: Once the Design Concept is done I can go out and measure to the wetland edge to be put on the plan and then see if you will need to file with us.

The dirt road is Municipal Use Area.

Anything associated with the “Municipal Area” is outside the jurisdiction of Greenbelt and the CR, and “unpaved associated roadways” are permitted in connection with the fields





Dunn Property Test Wells South of South Field

Possible Locations for Active Recreations Activities and Infrastructure

	North Field	Upper Main Field	Lower Main Field	South Field	Trail
Entrance/Parking/Roads	No	Yes	Yes	No	No
Grass Multi-Use Athletic Field	No	Yes	Yes	No	No
Artificial Turf Multi-Use Athletic Field	No	Yes	Yes	No	No
Retreat Dog Park	Yes	No	No	Yes	No
Fitness Loop	No	No	No	No	Yes
Tennis Court	Yes	No	No	Yes	No
Concession Stand	No	Yes	No	No	No
Restroom Facility	No	Yes	No	No	No

Conceptual Master Plan Design: Active Recreation Activities

	Scope of Services or Future Consideration	Potential Source of Funding
Entrance/Parking/Roads ¹	Part of Conceptual Master Plan Design	CPA
Grass Athletic Field ²	Part of Conceptual Master Plan Design	CPA
Multi-Use Athletic Field ²	Part of Conceptual Master Plan Design	Town or Grants
Retreat Dog Park	Part of Conceptual Master Plan Design from a Marked Out Area only. Internal Design of the Dog Park is not included	CPA and Grants
Fitness Loop	Not in Engineering Study. Fitness Loop to be considered as part of the Active Recreation Area	CPA
2 Tennis Courts	Part of Conceptual Master Plan Design	CPA
Concession Stand	Part of Conceptual Master Plan Design	CPA
Restroom Facilities	Part of Conceptual Master Plan Design	CPA
Sr. Center- Community Center	Not in Conceptual Master Plan or part of initial Active Recreation Area Design. It may be considered for Future Development.	CPA

Notes:

1. Decision on Expansion of the Parking at Pipe Stave/Dunn Property Upper Main Field should be completed before the Engineering Study starts. This decision will feed into the design concepts of the Engineering Study.
2. Conceptual Master Plan should include two Athletic Fields. Both Fields could be Grass or one Field could be Grass and the other field could be Turf.

Scope of Service Key Components

- 1. Wetlands and Endangered Species Habitat Area**
- 2. Conceptual Master Plan**
- 3. Traffic Impact Assessment Study**
- 4. Meetings**

Project Milestones and Time Line

Month/2018	Activity	Action
End of July	Discuss Conceptual Master Plan with Engineering Firm	Engineering Firm to Provide Feedback on Cost for Conceptual Master Plan by mid-August
August 17	Meet with Town Manager	Review Engineering Study Quote
August 23	Meet with CPC for Approval for Project Eligibility and Project Funds for the development of the Conceptual Master Plan – Scope of Service and Quote	If approved, move forward. If not meet with Town Manager and BOS to discuss
September	If Project Eligibility and Project Funds Approved to move forward by the CPC	Warrant article to be written and meetings with BOS and Finance committees for discussion
October 22	Town Meeting	Approval of Warrant Article to move forward with a Conceptual Master Plan – Scope of Service and Quote
November	<p>Before the Scope of Service for Master Plan Commences, the decision on the Expansion of the Parking at Pipe Stave/Dunn Property Upper Main Field <u>should be completed</u> This decision may be input into the design concepts for the Dunn Property</p> <p>P&R to send out mailers to West Newbury Residents and all abutters have to be served written notice of the public meetings and agenda regarding the Public Hearings/Workshop (Hampden, Maine Example) for the different Design Concepts</p>	Public Hearings/Workshop to review the different Dunn Property Expansion Active Recreation Expansion Design Concepts
Date to be Determined	Conceptual Master Plan Scope of Service Complete	One Active Recreation Expansion Option is provided to BOS to go to the Spring/Fall 2019 Town Meeting
Fall, 2019	Town to Vote on the Expansion of the Pipestave Hill Active Recreation Area to include the Dunn Property	
July 2019 or November, 2019	PARC Grant to be submitted	Open Space and Rec Plan needs to be updated and Status Active by Spring, 2018
Jan, 2020	Dog Park Grant to be submitted	Note: Open Item on Turf Field and other Grant Dates

Meetings Overview and Key Project Milestones

1. Cammett Engineering Staff Personnel shall attend the following meetings with the Park and Recreation Committee
 - P&R Committee meetings with Cammett Engineering are open to the public
 - A visionary meeting (1) to discuss field dimensions, building uses/dimensions; parking needs etc. after completion of Wetlands Section
 - A meeting with Parks and Recreation to discuss conceptual plan and options at 50% complete
 - A meeting (1) to present initial Conceptual Master Plan and obtain public comment regarding additions, options, and changes to the plan
 - A final presentation meeting of the accepted Conceptual Master Plan.
 - A meeting with the Mass Heritage at 25% complete of the Conceptual Master Plan. Mass Heritage are the protectors and managers of endangered species and their habitat. Depending on the species and we won't know that species until Cammett Engineering speaks with the Mass Heritage] constraints on the development plan could be imposed on the extent of alternative redesign locations; mitigation and monitoring plans, looking at alternative sites with less impacts.
2. All of The P&R committee meetings are open to the public, the agenda of the meetings will be posted, and the municipal departments will be invited to attend. P&R will keep the Town Manager and different committees apprised of the status of the Conceptual Master Plan, Wetlands and Endangered Species Habitat Area, and Traffic Impact Assessment Study at different times of the process. The committees and departments to be informed would be the Board of Selectmen, Department of Public Works, Board of Health, Conservation Commission, Open Space Committee, Planning Board, and other committees or departments as necessary.

The key percentage completion milestones are

- 1) 25% completion is the schematic initial design sketch for Natural Heritage Endangered Species Program (NHESP) to assess issues with endangered species and whether alternative location will need to be studied, and
- 2) 50% completion is the status that field locations and other sundry uses can be changed, added to, revised, etc for preparation of the final concept.

Public Benefits

Provide the West Newbury and Pentucket youths with another multi-use grass or turf field to expand sports activities and to alleviate the usage stress on the Pipestave Hill fields. For the past 4 to 5 years the number of participants in the different sports has increased from 605 to 930 (approximately 50% of the increase due to Flag Football). At this time, the Middle School/High School building proposal is not going to alleviate the field usage at Pipestave Hill.

Provide the West Newbury residents with two Tennis Courts which there are no tennis courts today. The Tennis Courts at Middle School are excellent; however, they are unavailable to most members of the community until school is over. Tennis courts are very low maintenance, long lasting and provide community use for all ages.

Provide the West Newbury residents with a Dog Park for those residents who prefer not to walk their dog and would rather have them run around in an enclosed environment with other dogs. Dog parks are their own community. It provides another place for bringing people together. From what we can tell, 1) Dog Parks are regulated at local level and not state level. In 2016 and 2017, there are 583 Dog Licenses.

Provide the West Newbury residents with Fitness/Walking Trail would be user friendly for a variety of different ages and abilities as well as the possibility of the Garden Club participation to showcase native plantings. There would be multiple stations along the trail, each focused on a particular muscle group for strength or flexibility. Usually there are 6-12 stations. There are pre-made stations and stations volunteers could build/assemble. Not all stations need anything installed (for example, push-ups or jumping jacks, etc.). There should be signage to explain the station. The signage could be a good volunteer project for the Scouts or some other group.

Parks & Recreation is asking for approval of Community Preservation Funding for \$51,500.00
to cover the Scope of Service for the Conceptual Master Plan to expand the Pipestave Hill Active Recreation Area to include the Dunn Property

Section	Scope of Service	
1.0	Wetlands and Endangered Species Habitat Area	\$ 5,250.00
2.0	Conceptual Master Plan	\$ 32,750.00
3.0	Traffic Impact Assessment Study	\$ 7,500.00
4.0	Meetings	\$ 3,500.00
5.0	Reimbursable Expense/Direct Costs	\$ 1,500.00
P&R Request	Printing and Bulk Mailing costs of a town-wide mailing to	\$ 1,000.00
	Total	\$ 51,500.0

P&R has gathered information including correspondence or meetings with the following groups

- Board of Selectmen Meetings (November 2017, June 2018, and July 2018)
- Mill Pond Committee Meeting (Lower Mill Pond, January 2018),
- Essex County Greenbelt Association (Lower Mill Pond),
- Open Space Committee Meeting, January 2018
- Board of Health Correspondence (Action Cove),
- ConCom Committee Meeting, March 2018 and Jay Smith walked Dunn Property April 2018,
- Water Department Correspondence (Mike Gootee),
- Highway Department Meetings in March and June 2018 (Gary Bill),
- High School Correspondence (Dan Thornton),
- Pentucket Youth Sports Leagues Correspondence,
- West Newbury Riding and Drive Club Meeting May 2018,
- West Newbury Officials: Mike McCarron and Joe Anderson, and
- Following residents: Tom Flaherty, John McGrath, Frank Sisto, Steve Greason, Pat Higgins, Jack Foley, Lisa Maduzia, Bill Roche, Allison Schneider, and Jack Duggan.

Thank You!

INTRODUCTION

At the board of selectmen's request, the Division of Local Services Technical Assistance Bureau (TAB) created a set of financial policies for the Town of West Newbury. This project was a result of the Community Compact Cabinet (CCC) initiative (www.mass.gov/ccc), whose goal is to encourage best practices that promote efficiency, accountability, and transparency in municipal government. The adoption of formal financial policies provides instructive guidance and promotes consistency as local officials plan, direct, monitor, and protect municipal assets and resources. To fulfill another CCC request, TAB will provide the select board with a five-year financial forecast as a separate report.

All the policies presented here should be periodically reassessed and modified as conditions change. Incorporated in them are specific provisions local leaders need to consider and decide upon. An example taken from the reserves policy is: "The Town shall set a goal of maintaining its year-end unappropriated free cash balance in the range of [three to five] percent of the annual general fund budget." In each case, the draft policy has brackets around the decision point with the word(s) in the bracket representing TAB's suggestion based on researched best practices. In these cases, local officials should finalize the decisions and remove the brackets prior to adopting the policies. Some policies also reference currently contracted service providers (namely, SoftRight and Harpers Payroll), and the town should modify those policies whenever the contractors change.

Please note that there are three policies that will require specific town meeting actions before they can be adopted as presented here.

OPEB: In April 2010, West Newbury town meeting accepted [M.G.L. c. 32B, § 20](#) to create a trust fund for other postemployment benefits (OPEB). The Governmental Accounting Standards Board (GASB) subsequently issued Statement 75, which required that an OPEB trust fund comply with the following criteria: 1) the fund's contributions and earnings are irrevocably committed to OPEB use; 2) the OPEB plan's assets are dedicated exclusively to providing benefits to plan members; and 3) the OPEB plan's assets are legally protected against creditors. In light of Statement 75, the Massachusetts legislature modified M.G.L. c. 32B, § 20 to meet the new guidelines. Consequently, we advise the board of selectmen to present town meeting voters with articles that propose the following:

1. Reaccept M.G.L. c. 32B, § 20 to establish a GASB-compliant OPEB trust fund.
2. Authorize the prudent investor rule as detailed in [M.G.L. c. 203C](#) to make available the options required to meet the investment goals of the OPEB trust.

3. Designate the treasurer/collector as fund trustee or establish a separate board of trustees. By statute, such a board must have between five and 13 members and minimally include a person with investment experience, citizen at-large, employee, retiree, and local official.

Tailings: The tailings policy includes expedited procedures for managing uncashed checks as allowed under [M.G.L. c. 200A, § 9A](#). Accordingly, it can only be adopted after town meeting's acceptance of this statute.

Tax Enforcement: To adopt the tax title payment agreement section of the tax enforcement policy, town meeting must approve a related bylaw, per [M.G.L. c. 60, § 62A](#). The following text may serve as a template:

Chapter X, Section X: Payment Agreements for Properties in Tax Title

- Section X (a) Pursuant to the provisions of M.G.L. c. 60, sec. 62A, the Treasurer/Collector will pursue and establish a written payment agreement with any person(s) entitled to redeem ownership of parcels taken by the Town for nonpayment of real estate taxes ("redeemer").
- Section X (b) Tax title categories eligible for payment agreements include [*specify criteria here, based on: amount owed, assessed property value, length of delinquency, and/or any other criteria*].
- Section X (c) At the start of the agreement, the redeemer shall pay 25 percent of the total amount due.
- Section X (d) The agreement's maximum term shall be five years.
- Section X (e) Full compliance with agreement terms will result in a waiver of [*local decision: choose a percent up to 50 percent*] of the tax title account's accrued interest.

Additionally, the capital planning, financial reserves, and forecasting policies include references to a capital stabilization fund, although the town currently has no such fund. As a best practice, we recommend communities establish a capital stabilization fund to provide an available source for financing future capital needs, supporting capital spending in years with large capital requests or low free cash, and funding future debt service payments. Possible annual funding sources include free cash, amounts equal to debt being retired (as a means to maintain debt service levels), and other one-time revenues.

One final note concerns terminology related to the town's water enterprise fund. The attached policies uses the term "retained earnings" to refer to the surplus allowed to be retained in the enterprise fund under M.G.L. c. 44, § 53. In contrast, "free cash" refers exclusively to the general fund's surplus.



PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

22 MAIN STREET

WEST NEWBURY, MASSACHUSETTS 01985-1897

TEL: (978) 363-2280 / FAX: (978) 363-1165

H-12

GROVELAND
MERRIMAC
WEST NEWBURY

Justin Bartholomew, Ed.D.
Superintendent

Bret Conway
Assistant Superintendent

Greg A. Labrecque
Business Manager

Michael A. Jarvis, Ed.D.
Director of Supplemental and
Intensive Services

July 10, 2018

To: Chris Parrenteau

From: Greg Labrecque

RECEIVED

JUL 31 2018

TOWN MANAGER
TOWN OF WEST NEWBURY

Hi Chris,

Could you please create a check payable to the Town of West Newbury in the amount of \$26,000.00. This payment is to cover our agreement whereby the District pays a share of the School Resource Officer.

Charge the following account # to complete this request.

101.1210.00.0400.745.00.2.00000

Thanks!

Greg Labrecque, Business Manager
Pentucket Regional School District

Mission Statement

The Pentucket Regional School District seeks to inspire its students with a love of learning and to enable them to develop their academic potential and individual talents in an atmosphere that cultivates independent thinking. We will prepare our students to develop respect for others and to be responsible citizens of a global society.



TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT ELIGIBILITY
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Rehabilitation to Improve Parking and Circulation

PROJECT ADDRESS: Pipestave Hill Active Recreational Area/Dunn Property

MAP/LOT: R22-3 (Mill Pond/Pipestave) and R26-19 (Dunn property)

APPLICANT NAME: Board of Selectmen, upon recommendation of Pipestave Parking, Circulation and Land Use Advisory Committee (“Pipestave Committee”)

CONTACT PERSON: Angus Jennings, Town Manager and Pipestave Committee Chair

TELEPHONE/FAX NO.: (978) 363-1100 x111 / FAX (978) 363-1826

ADDRESS: Town Office Building, 381 Main Street, West Newbury, MA

EMAIL: townmanager@wnewbury.org

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Open Space**
- Recreation**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Community Housing**

Please provide a brief project description below. Include a brief narrative of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.

The Board of Selectmen proposes to add parking capacity on the western portion of the Dunn parcel in order to address capacity and safety concerns on the Pipestave property that can result during concurrent use of the recreational fields, equestrian facilities, and general recreation.

In July the Board established a new advisory Committee in order to look closely at the current challenges, potential future challenges resulting from increased usage of the property, and to make recommendations to the Board regarding how best to proceed.

The Pipestave Parking, Circulation and Land Use Advisory Committee (“Pipestave Committee”) met twice in August in order to review known options, brainstorm potential other options, and bring forward its recommendations. On August 20, the Committee voted 3-0-1 to recommend Concept 2 as detailed herein, and later that evening the Board of Selectmen voted 2-0 to sponsor a proposal to CPC to implement the favored concept.

Concept 2 includes, in summary:

- Addition of a new unpaved parking area in the northwesterly portion of the Dunn property, immediately adjacent to the Pipestave property. The vegetated area between the two properties would be thinned out adjacent to the new parking area, while preserving the existing stone wall and mature vegetation. The new parking area would be landscaped with a post and rail fence.
- The existing sloped drive from Pipestave to Dunn would remain unpaved, but would be widened to accommodate two-way traffic and reinforced with gravel to minimize erosion.
- New fencing would be added outside the baseball outfield in order to provide a clear delineation between the ballfield and the traveled way, and to enhance safety.

Although this proposal is submitted independently from the Parks & Recreation proposal for the Dunn property currently pending before CPC, it is submitted with the intent that the design of both projects would proceed in close coordination. Specifically, the design of the proposed parking area would accommodate potential fitness station and benches, if these end up resulting from the Parks & Rec design process. The parking area would also be designed to allow for potential future connection to the eastern portion of the Dunn property, if such connection results from the Parks & Rec design process or otherwise.

This project would accomplish the goals of the CPA in several respects:

- The West Newbury Community Preservation Plan (“CPA Plan”), December 2013, designates the Pipestave Hill Recreation Area as the “equestrian center” of Town fields, which also hosts regulation sized soccer field and baseball diamond, and three additional athletic fields.
- The first Open Space and Recreation Goal in the CPA Plan is to “Preserve rural character, charm, and sense of community.” This proposal is intended to mitigate current and anticipated parking and circulation concerns without compromising the current uses of the property. In its consideration of potential strategies, the Pipestave Committee considered four conceptual alternatives, including alternatives that had already been known, and others that were first considered as part of the Committee’s work. Two of the four were quickly discarded as being infeasible (repurposing the Piepstave recycling area would be infeasible due to sub-surface soil conditions, grading, drainage infrastructure, and adjacent wetlands; and the suggestion to direct parking across the street to the Page School was viewed as unrealistic given the long walk to the recreation fields, and potential safety concerns


associated with increased pedestrian activity crossing Route 113). The most consideration was given to Concept 2 – which emerged as the favored proposal – and Concept 1, which involved extending the current parking area around the equestrian rings. Concept 1 raised concerns by the Riding & Driving Club, due to the loss (or significant reduction) of an equestrian warm-up area, and because it would introduce more vehicles and noise in close proximity to the riding ring, which raises safety concerns and degrades the area as an equestrian resource. By proceeding with Concept 2, the Committee recommended – and the Board of Selectmen concurred – that it would better preserve the aesthetics and functionality of the current uses on the site.

- The third Open Space and Recreation Goal in the CPA Plan is to “Provide passive and active recreational activities for all townspeople.” By expanding the parking capacity, bringing the location of parking much closer to the athletic fields, and by expanding the ADA/AAB compliant spaces, this proposal is intended to advance this CPA goal.
- The West Newbury CPC has funded a previous rehabilitation at the Pipestave property, with the replacement of the building roof approved at the October 2011 Special Town Meeting. The proposed investment would further enhance this valued public resource.

FUNDING:

Amount of Community Preservation Funding Requested:

\$106,000.



Applicant Signature

8/21/18
Date

Angus Jennings, Town Manager, duly authorized on behalf of the Board of Selectmen

For more information contact 978-363-1100 X131

12/2013, Revised May, 2016



TOWN OF WEST NEWBURY

APPLICATION FOR PROJECT FUNDING

COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Rehabilitation to Improve Parking and Circulation

PROJECT ADDRESS: Pipestave Hill Active Recreational Area/Dunn Property

MAP/LOT: R22-3 (Mill Pond/Pipestave) and R26-19 (Dunn property)

APPLICANT NAME: Board of Selectmen, upon recommendation of Pipestave Parking, Circulation and Land Use Advisory Committee (“Pipestave Committee”)

CONTACT PERSON: Angus Jennings, Town Manager and Pipestave Committee Chair

TELEPHONE/FAX NO.: (978) 363-1100 x111 / FAX (978) 363-1826

ADDRESS: Town Office Building, 381 Main Street, West Newbury, MA

EMAIL: townmanager@wnewbury.org

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Open Space**
- Historic Preservation**
 - Eligible/On State Registry**
 - Designated by Historic Commission**
- Community Housing**
- Recreation**

The Committee may require, as a condition for funding, that the applicant grant to the Town or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex District Registry of Deeds.

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee's Project Evaluation Criteria.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

FUNDING:

A. **Amount of Community Preservation Funding Requested:**

\$106,000.

B. Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.


A preliminary estimate of project costs is enclosed. The project scope and cost estimates are based on the expectation that the Town, through its DPW department, will serve as general contractor, and will sub-contract out different aspects of site work and construction.

C. **Other Sources of Funding Available:** If funding from other sources may be available for the Project, please complete the following table: *Not Applicable*

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)
N/A	\$		

ATTACHMENTS: SEE GUIDELINES FOR PROJECT SUBMISSION AND ATTACHMENTS. YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT

 8/21/18

Applicant Signature and Date

Angus Jennings, Town Manager, duly authorized on behalf of the Board of Selectmen

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.

Date Received: _____ **Meeting Date(s):** _____ **Amount Approved:** _____

Town Meeting Date/Article #: _____ **Vote of Town Meeting:** _____ **Revised August 2015**

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

The Board of Selectmen proposes to add parking capacity on the western portion of the Dunn parcel in order to address capacity and safety concerns on the Pipestave property that can result during concurrent use of the recreational fields, equestrian facilities, and general recreation.

In July the Board established a new advisory Committee in order to look closely at the current challenges, potential future challenges resulting from increased usage of the property, and to make recommendations to the Board regarding how best to proceed.

The Pipestave Parking, Circulation and Land Use Advisory Committee (“Pipestave Committee”) met twice in August in order to review known options, brainstorm potential other options, and bring forward its recommendations. On August 20, the Committee voted 3-0-1 to recommend Concept 2 as detailed herein, and later that evening the Board of Selectmen voted 2-0 to sponsor a proposal to CPC to implement the favored concept.

Concept 2 includes, in summary:

- Addition of a new unpaved parking area in the northwesterly portion of the Dunn property, immediately adjacent to the Pipestave property. The vegetated area between the two properties would be thinned out adjacent to the new parking area, while preserving the existing stone wall and mature vegetation. The new parking area would be landscaped with a post and rail fence.
- The existing sloped drive from Pipestave to Dunn would remain unpaved, but would be widened to accommodate two-way traffic and reinforced with gravel to minimize erosion.
- New fencing would be added outside the baseball outfield in order to provide a clear delineation between the ballfield and the traveled way, and to enhance safety.

Although this proposal is submitted independently from the Parks & Recreation proposal for the Dunn property currently pending before CPC, it is submitted with the intent that the design of both projects would proceed in close coordination. Specifically, the design of the proposed parking area would accommodate potential fitness station and benches, if these end up resulting from the Parks & Rec design process. The parking area would also be designed to allow for potential future connection to the eastern portion of the Dunn property, if such connection results from the Parks & Rec design process or otherwise.

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee’s Project Evaluation Criteria.

The concerns about parking capacity, circulation and safety at the Pipestave property have been known for about three or four years, and additional use of the property suggests that these concerns will only worsen in the absence of improvements. Additional parking capacity is needed. This proposal seeks to address these concerns in a manner that not only mitigates current concerns, but adds enough parking capacity to account for additional use in the future.

Further, the proposed rehabilitation and improvements will ensure compliance with the Americans with Disabilities Act (“ADA”) and the Massachusetts Architectural Access Board (“AAB”).

The proposal is also sensitive to the requirements and standards of the Mill Pond / Pipestave Conservation Restriction (“CR”), and to the greatest extent feasible will keep the improvements within the dedicated Municipal Use Area that is not subject to the CR. During this planning process, the Pipestave Committee maintained regular correspondence with the Director of Land Stewardship at Essex County Greenbelt (“Greenbelt”) – the Grantee of the CR – and is confident that, to the extent Greenbelt approvals may be required for some portion of the work on Pipestave, these can be secured.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

The Board of Selectmen owns both properties. Greenbelt holds a CR on the majority of the Mill Pond / Pipestave property, and its approval may be required for some portion of the work (which may include the improvements to the access drive from Pipestave to Dunn, the addition of outfield fencing, and limited vegetation removal along the Pipestave / Dunn boundary). Greenbelt approval will not be required for work on the Dunn property.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

Site Plan Approval from the Planning Board will be required. The Town Planner has scheduled a pre-application conference with the Board for September 4th in order to receive their guidance regarding what level of engineered plans will be required for this process. The Planner has advised that the Board has the authorization to waive certain submission requirements upon request of the applicant, and that the Board has done so for municipal projects on occasion in the past. This proposal carries an engineering and permitting cost estimate of 15% of estimated construction costs, which is expected to be adequate to prepare the necessary plan sets to illustrate grading, parking space dimensions, ADA and AAB compliance, width of traveled ways, parking lot materials, extent of clearing, stormwater management and erosion control, and traffic circulation and parking.

In addition to Site Plan Approval, some work on the Pipestave property may require additional approval from Greenbelt. The Town is working with Greenbelt to prepare a definitive GIS shapefile delineation of the Municipal Use Area (which is not subject to the CR) in order to assist in the ongoing planning process. A site visit will be held in September, to include Greenbelt, Merrimack Valley Planning Commission (the Town’s GIS resource), and local representatives.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

The Board of Selectmen created the Pipestave Committee in order to designate a lead entity to advance consideration of the known challenges. The Committee is comprised of representation from the Parks & Rec Committee, the West Newbury Riding & Driving Club, the DPW, the Town Manager, and the Board of Selectmen. Upon recommendation of the Pipestave Committee, the Committee composition was later broadened to include a representative of the Mill Pond Committee, although throughout its work the Pipestave Committee corresponded and shared information with the Mill Pond Committee Chair so as to keep them apprised of the work.

Through their respective representatives on the Pipestave Committee, the following entities have expressed their interest in seeing a resolution to the existing parking challenges:

- Board of Selectmen
- Parks & Rec Committee
- West Newbury Riding & Driving Club

If this proposal is brought forward to Fall Town Meeting, a mailing would be sent to property abutters, and made broadly available to the public, to explain the proposal and its purposes. Because the proposal is internal to the site, and is intended to address known and projected parking and safety concerns associated with current uses on the site, it is not anticipated to generate abutter opposition. However, the goal will be to inform the public of this initiative, with a focus on property abutters, well ahead of the formal abutter notification process that would take place as part of Site Plan Review.

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

If the project is recommended for inclusion on the Fall Town Meeting warrant, a mailing would be sent to project abutters, and made broadly available to the public, to explain the proposal and its purposes. A sample mailer the Town Manager prepared in a prior job is attached.

If the project secures funding at the Fall Town Meeting, an engineering firm would be engaged in order to advance the conceptual plan to a level of design suitable for refining preliminary cost estimates and taking the project through project permitting. Greenbelt would be engaged in this process so as to minimize if not avoid altogether any impact within the non-Municipal Use Area of the Mill Pond / Pipestave CR.

The goal would be to complete project engineering in time to begin the Site Plan Review process toward the end of 2018 or early 2019. Upon Site Plan Approval, the project materials and equipment would be procured, so as to allow for the project to break ground in the spring of 2019. The project scope and cost estimates are based on the expectation that the Town, through its DPW department, will serve as general contractor, and will sub-contract out different aspects of site work and construction.

It is anticipated that the project would be complete by early to mid-summer 2019.

Existing conditions – Pipestave (upper/equestrian area)



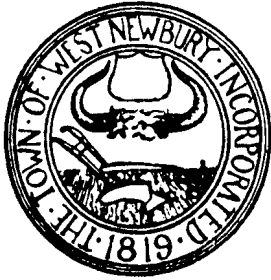
Concept 2: Upper Dunn Field



Addition of outfield fence along drive (or path)

Retain, but thin out, tree line; preserve/enhance stone wall. New hard pack parking lot with landscaped east edge (split rail fence), and possible sitting area(s).

Reinforce sloped drive with gravel to minimize erosion and address vehicular and pedestrian access



TOWN OF WEST NEWBURY
DEPARTMENT OF PUBLIC WORKS
381 Main Street, West Newbury, MA 01985
Phone: (978) 363-1100 Ext.120
Fax: (978) 363-1119
gbill@wnewbury.org

NEW PIPESTAVE HILL PARKING ON DUNN PROPERTY
PRELIMINARY ESTIMATE¹

Tree & Brush Clearing	\$ 4,200.00
Machine Time Constructing Access Road and Parking Lot	\$20,200.00
Fencing for Parking Lot and Along Road	\$12,000.00
Dense Grade Gravel, Fill for Road and Parking Area	\$43,500.00
Signage	\$ 800.00
Modifications to Existing Parking Area	\$ 3,000.00
Contingency	<u>\$ 8,400.00</u>
TOTAL	<u>\$92,100.00</u>

Preliminary engineering, permitting costs (@15%) **\$13,900**

TOTAL, ESTIMATE: \$106,000

¹ Project cost estimates by DPW Director. Engineering, permitting estimates by Town Manager. Pre-application process with Planning Board to take place in September to refine engineering needs and costs.

Proposed Split Rail Fence.
375-420 Long

Approx 85-100 Parking Spots
9 FT wide

70 wide

Contours
Slope

Dunn Prop
STONEWALL

Existing Hole
Trough wall

New
Existing
shed

Existing Playing Fields

New 2 lane Road

Proposed Black 4FT High Chain Link Fence

Old Roadway

Proposed CPC Rehabilitation to Improve Parking and Circulation

Photo exhibit



Panoramic view of Pipestave looking easterly toward Dunn. Area of proposed improvements to drive, and addition of outfield fence.



View looking west from Pipestave toward Dunn. Area of proposed improvements to drive, and addition of outfield fence.



View looking southwest from Pipestave, near location of proposed pedestrian egress from new parking area, toward lower athletic fields.



View on Dunn property, looking north, with vegetated border to Pipestave on left.



View on Dunn property, looking east toward vegetated border with Pipestave. Proposed vegetation thinning, with preservation of stone wall and mature vegetation.



The 2015 Hampden Recreation Plan prioritizes the need for land for additional playing fields, development of additional fields, and increased parking at the Lura Hoit Pool site.

This spring, the Town Council hired design and engineering consultants to evaluate the Lura Hoit Pool and Municipal Building site to assist in securing required Maine DEP permitting for additional parking, and to determine potential expanded uses of the site.

Public workshops for this phase of the project will happen on August 22 and September 28, 2017. More details inside!

Town of Hampden

106 Western Avenue
Hampden, ME 04444

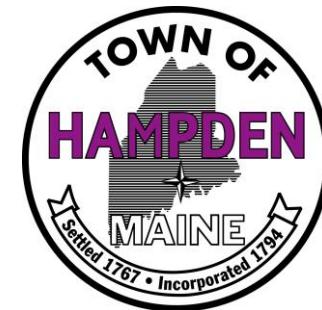
PRESORT STD
US POSTAGE
PAID
HAMPDEN, ME
PERMIT NO. 201
ECRWSS

POSTAL CUSTOMER
HAMPDEN, ME 04444

Sample Mailer

Town of Hampden

Public notice of two upcoming workshops regarding Lura Hoit Pool and Municipal Building site – parking and recreational fields





Pool site "overflow" parking, Fall 2015

What's been happening?

The Town Council recognizes the need for additional parking to serve the current uses on site. Permitting by Maine DEP will be needed to add any new parking.

Following the recommendations in the Hampden Recreation Plan, the Council is also evaluating whether the site could accommodate additional recreational uses in the future.

A design and engineering firm has been hired to assist the Town in understanding what is possible on the site, and arriving at key decisions regarding whether and to what extent additional uses may be needed (or desired) to accommodate the Town's mid- and long-range goals. And, they will assist in understanding the cost implications of different use scenarios – including both up-front costs and longer-term operations and maintenance.

What questions does the Town face?

The Council unanimously recognizes the need for additional parking – but how much parking, and how it's configured, needs to be determined.

The Council is actively debating whether additional recreational uses of the site are needed, wanted, and/or worth the cost. Some Councilors support additional recreational uses, others do not.

Decisions ahead include:

- » Whether current uses will be expanded, and/or new uses added?
- » If so, what uses (i.e. ballfields, access roads/paths, concession stand, public restrooms, etc.)?
- » How would any work be phased, and over what time period?
- » How would any costs be financed, and over what time period?

Public discussion will also consider how planning for this site may affect *(cont'd)*



...longer-term plans for current public facilities such as the Skehan Center (currently under lease), the Ballfield Road site, and/or the Edythe Dyer Library.

How do I weigh in?

Public workshops will take place on:

- » **Tuesday, August 22**
- » **Thursday, September 28**

Both workshops will begin at 6 PM in the Public Safety Training Room at the Hampden Municipal Building.

Three site concepts will be presented in August, with public discussion of the pros and cons of each. Building on this public input, the consultants will present a revised site concept in September.

DEP permitting for parking is expected to begin this fall. The Town Council will determine whether other improvements will be proposed, taking into account policy objectives, site development feasibility, costs, and public participation.

Contact Us

Town of Hampden
106 Western Avenue
Hampden, ME 04444

207-862-3034
townmanager@hampdenmaine.gov

Visit us on the Web:
hampdenmaine.gov/recreation



TOWN OF WEST NEWBURY

381 Main Street, West Newbury, MA 01985
Tel. 978-363-1100, ext. 115 Fax 978-363-1826

Memo

To: Town Manager and Board of Selectmen
From: Mary Winglass, Executive Administrator
Date: August 28, 2018
Re: Temporary Assistant

In preparation of the Fall Town Meeting, I am requesting funding of \$2,500 to hire Dot Cavanaugh to continue the review of the old files.

As you are aware, the Board approved funding (\$2,240) earlier this year (February) to help organize the files. Great strides have been made since then and we are at the half way point. With the additional funding will allow Dot to continue working in the files that she is familiar with and able to disseminate the contents with ease.

The additional funding of \$2,500 will allow Ms. Cavanaugh to work 10-15 hours per week to help complete this project. Let me know if you have any questions.

Thank you,
Mary



Town of West Newbury Board of Selectmen

Monday, August 20, 2018 @ 6:30pm
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Selectman David Archibald called the meeting to order at 6:37pm. Selectmen in attendance were David W. Archibald and Joseph H. Anderson, Jr. Glenn A. Kemper was not in attendance.

Others in attendance were Town Manager Angus Jennings, Town Counsel Michael McCarron and Executive Administrator Mary Winglass and members of the public.

Selectman Anderson moved to go in to Executive Session under MGL Chapter 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; Review of Executive Session Minutes dated May 2, 2018, May 14, 2018 and May 23, 2018. Second by Selectman Archibald with a unanimous roll call vote: Anderson – aye, Archibald – aye.

Selectman Archibald called the meeting back to order at 7:06pm and announced the following:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- DPW Director Gary Bill retiring after 20 years of service to the Town of West Newbury

Selectman Archibald noted the following incoming communications:

- A. DHCD letter approving West Newbury Housing Production Plan
- B. MassDOT Notice of Public Meeting on I-495 Haverhill Bridge Replacement, Wed. Aug 29 at 6:30pm

Letter from Department of Housing and Community Development dated August 1, 2018 and email correspondence from Mass DOT dated August 16, 2018

Regular Business

- C. Karen Tyler, Veterans' Service Officer: State Dept of Veteran Services Ch.115 Report

Ms. Tyler explained a yearly benefit comparison report which showed an increase in benefit services within the district. If anyone is in need of services or to find out what services are available, please contact Karen at the Ipswich Town Hall at 978-356-3915.

Chapter 115 Report

- D. Board of Health: Proposed funding for increased FY'19 recycling costs

Members of the Board of Health Robert Janes and Blake Seale were present to review changes with recycling and the impact facing all municipalities. Discussion took place regarding additional funding request to cover the costs at the Fall Town Meeting, state list of what is required to be recycled and to educate the public on recycling.

It is recommended that consumers buy products in bulk to reduce recycling and the Selectmen suggested to look at alternative options for the future.

Memo from Town Manager Angus Jennings

Packet from the Board of Health with request for funding and backup documentation

E. West Newbury Riding & Driving Club: Special Event Permit

Selectman Anderson moved to approve the West Newbury Riding and Driving special event permit application for September 9th. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Special Event Application from West Newbury Riding and Driving Club

F. Update on School Building Committee/School Committee selection of preferred design for High School Project, and potential Pentucket acquisition of abutting parcel

Superintendent Justin Bartholomew gave an update on the design selected for the High School Project, (N3.3f) 7th-12th New Construction, 3-Story and the process in place for the purchase of the abutting property. The school's counsel is looking at the procedure to follow for the purchase and if a warrant article is needed.

Documentation on the new construction plan with preferred schematic report – tax impact

Email from Town Manager to Superintendent Re: Potential land purchase, Pentucket

G. Review of proposed location for relocation of public safety sign to accommodate new LED sign

Police Chief Art Reed discussed the new sign coming next month and the need to relocate the current sign and suggested options. The Selectmen agreed to table this item until the next meeting to allow them to view the area.

Email from Police Chief Reed: Front sign

H. Request authorization to sell old police cruiser to dealership as part of trade for new cruiser

Discussion took place with Police Chief Reed who suggested to dispose an old cruiser by trading it in due to the condition of the vehicle.

Selectman Anderson moved to dispose of the former police vehicle unit 301 as a trade in to CMS of Plymouth. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Memo from Police Chief: Town owned property

I. Proposed MOU from the City of Newburyport for Police Services

Police Chief Reed explained the reason for the proposed police services memorandum of understanding with the City of Newburyport. Without a clear boundary line near the turnaround on Turkey Hill road toward Quaker Cemetery, this agreement will allow each department to carry on with enforcement activities and not to worry about boundaries.

Selectman Anderson moved to approve the Memorandum of Understanding with the City of Newburyport and allow the Town Manager to sign on behalf of the Town. Second by Selectman Archibald with a unanimous vote, 2-0-0.

*Memo from Police Chief: MOU with the City of Newburyport for Police Services
Proposed Mutual Aid Agreement*

J. Proposed changes to job description for Police Corporal

Police Chief Reed proposed a revision to an outdated job description for the title of Corporal.

Selectman Anderson moved to approve the revised Corporal job description. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Memo from Police Chief and job description

K. FY'19 Pump out agreement with the Town of Salisbury

The Board decided to table this item in order to first review the details on services rendered last year.

Proposed Intermunicipal Agreement for the Administration of Shared Services

L. Proposed policy: Disposition of low value items

This item was tabled.

M. Update on Stormwater Management staff working group and NOI due on October 1, 2018

Town Manager Jennings outlined due dates and requirements for the Massachusetts MS4 Permit, First Year Requirements.

EPA notice regarding Stormwater Management

N. Update on Pipestave Parking, Circulation and Land Use Advisory Committee; proposed changes to Committee composition; and proposal for CPC funding for parking, circulation improvements

Town Manager Jennings outlined the direction from the committee to add more parking due to the increased use to the fields and to extend the equestrian parking; the committee is prepared to submit a proposal and estimate to the CPC (Community Preservation Committee) for a new Pipestave Hill parking on the Dunn property.

The Town' GIS does not include the Mill Pond/Pipestave Conservation Restriction delineating bounds of "municipal use area". Mr. Jennings is working with all parties to create a more definitive GIS to delineate the area at this property.

Mr. Jennings recommended the addition of a Mill Pond committee representative and to designate the Town manager as a non-voting member.

Selectman Archibald moved to make the changes to the committee makeup on the Pipestave Parking, Circulation and Land Use Advisory Committee by changing the Town Manager to an ex-officio member

and to add a new member from the Mill Pond Committee. Second by Selectman Anderson with a unanimous vote, 2-0-0.

Selectman Archibald motioned that the Board of Selectmen give their approval with moving forward with the presentation to the CPC related to the second proposal of creating a new east bound road from the access road down to the stone wall at the west side of the Dunn property with the possibility of a future parking area for the Pipestave area. Second by Selectman Anderson with a unanimous vote, 2-0-0.

Multiple documents: August 20th agenda, photos of Dunn field, preliminary estimate and memo from Town Manager Angus Jennings

O. Continued review of Board/staff communication protocols

The Board clarified communication with the staff as we move forward with a transition to a Town Manager form of government.

Email regarding Selectmen correspondence

P. Appointments/Reappointments

Selectman Anderson moved to reappoint Cindy Sauter as a member of the Bicentennial Committee with a term expiration of June 30, 2019. Second by Selectman Archibald with a unanimous vote, 3-0-0.

Email from Cindy Sauter

Q. Selectmen's Meeting minutes dated June 25, 2018 and July 23, 2018

Selectman Anderson moved to accept the Selectmen meeting minutes dated June 25, 2018 and July 23, 2018 as written. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Draft minutes dated June 25, 2018 and July 23, 2018

Town Manager Updates

R. Update on Bicentennial Committee progress, and appearance at Sept. 4th Board of Selectmen meeting

Mr. Jennings updated the Board on a proposed schedule of events for the Bicentennial per his conversations with the Chair of the committee. The committee will attend the Selectmen's September 4th meeting to give an update.

Memo from Town Manager Angus Jennings: Bicentennial Update

S. Update on recent and scheduled meetings with Auditors, Dept. of Revenue, Essex County Retirement

Mr. Jennings met with the auditors last week as an initial review of the FY' 18 audit; is meeting with DOR (Dept of Revenue) tomorrow to learn the Gateway portal for setting the tax rate and has a scheduled meeting with the retirement board after Labor Day.

Mr. Jennings added that he is meeting with the River Access Committee on September 12, 2018.

T. Follow up meeting assignments

- Review last year's budget
- Town of Salisbury: Pump-out boat agreement
- DLS warrant articles for Fall Town Meeting

U. Placing items for future agendas

- Warrant Articles: Monitoring wells at the landfill, Recycling cost from the Board of Health and any recommendation from the CPC
- Page School generator

Selectman Anderson moved to adjourn the meeting at 9:15pm. Second by Selectman Archibald with a unanimous vote, 2-0-0.

Respectfully Submitted,

Mary Winglass, Executive Administrator



Town of West Newbury

381 Main Street
West Newbury, Massachusetts 01985

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 31, 2018
RE: Review of appointment and management authority for DPW Director

The DPW Director position was posted, and we are in receipt of several applications. We will continue accepting applications until September 20th. The appointment process that was previously discussed with the Board is summarized as follows:

- My office is maintaining a database of all applicants, and will select a slate of candidates for initial screening interviews.
- Some number of interviewed candidates will be invited back as finalists – or, depending on the number of qualified candidates, there may be two rounds of interview prior to the finalist round.
- At the Board's option, I would be happy to have a Board member designated by the Board participate in the later round interviews.
- Upon completing the final round interviews (including satisfactory reference and background checks), I would bring forward a single candidate to the full Board, in open session, with my recommendation for appointment.
- Pursuant to the 2005 DPW special legislation, the final appointment authority rests with the Board.
- If the Board did not appoint the candidate that I recommend, I would bring forward my second ranked candidate for Board consideration, and so on until a candidate is appointed.
- My primary reason for not wanting to bring forward multiple finalists for interview in a public meeting is out of concern that such a process could be expected to dissuade prospective applicants due to concern about public disclosure of their interest in potentially departing their present employment.

Pursuant to the 2005 legislation, the DPW Director will work under the policy direction of the Board of Selectmen, but based on the 2017 legislation and the direction indicated by the present Board of Selectmen the position will work under the professional and administrative oversight of the Town Manager. Depending on what processes we may put in place for goal setting and policy, the DPW Department's goals and priorities may at some point be subsumed by town-wide departmental goals that I would prepare in conjunction with Department Heads including the DPW Director. However, in whatever form this may take, the policy direction would continue to be set by the Board.

This memo is intended to set out my understanding of appointment and management authority, to ensure that this aligns with the Board's understanding.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEST NEWBURY
JOB TITLE: DIRECTOR OF PUBLIC WORKS (L10)**

Position Purpose:

Highly complex professional, administrative, and supervisory work in planning, directing, and managing the operations of the Department of Public Works; all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of the public works infrastructure.

Supervision Received: Subject to the appointment authority and works under the policy direction of the Board of Selectmen. Works under the professional and administrative oversight of the Town Manager. The Director is an exempt salaried position.

Supervision Given: Has supervisory responsibility directly and through subordinates for all Highway and Buildings and Grounds department part-time and full-time employees. (Approximately 5 - 10 full-time equivalent employees.) Hires staff with approval of the Board of Selectmen or, if so authorized by the Board of Selectmen, with approval of the Town Manager. Daily personnel oversight and direction, reviews employees' performance, and counsels and disciplines staff consistent with town policies and in coordination with the Personnel Officer.

In a project management capacity, and at the direction of the Town Manager, may exercise oversight, but not supervisory responsibility, of other municipal department heads for specific projects as necessary to accomplish the Director's assigned responsibilities.

Job Environment:

Work is generally performed under typical office conditions; occasional exposure to variable outdoor weather conditions and hazards associated with construction sites, storm damage, and natural disaster. Frequently required to work outside of normal business hours; may be required to work on weekends. Frequently exposed to dusty conditions; work environment can be very noisy. On call 24/7 for emergencies. Snow and ice operations are an essential function of the position.

Operates automobile, light trucks, and heavy trucks. Regularly operates computers and standard office equipment such as telephone, copier, and printer. Comfortable working in a networked office environment with file sharing and coordination among multiple town departments and public agencies.

Makes regular and continuous contacts requiring perceptiveness and discretion with other departments, town boards and commissions, local, state, and federal agencies, engineers, attorneys, architects, professional organizations, and with the general public; most contacts are

Department: Public Works

Date of Revision: FY 2019

professional in nature and require discussing highly complex information related to DPW activities.

Has access to all department-related confidential information such as bid proposals and personnel files of direct reports.

Errors in judgment and administration may have far-reaching effects on the Town's ability to deliver services and may result in lower standards of service, sub-standard construction and inadequate maintenance programs with consequent danger to public safety; errors in supervisory and financial decisions could have legal and financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, directs and budgets the activities of the Department of Public Works. Prepares departmental operating and capital budgets; coordinates budget efforts with the Town Manager and other town boards/committees. Administers and approves of all departmental expenditures. Seeks State and Federal Grants. Prepares and executes State Chapter 90 road funding project request and final payment requests.

Oversees the competitive bidding process to ensure compliance with applicable regulations, and in coordination with the Chief Procurement Officer; prepares bid specifications; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Formulates, develops, and recommends departmental policies, projects, and procedures; implements and administers policies and directives of the Board of Selectmen and the Town Manager. Interact with the general public; listen to their concerns and problems and strives to resolve customer service requests in an efficient and effective manner.

Acts as Highway Superintendent. Supervises the overall administration and direction of highway operations, including the maintenance and repair of streets, roads, bridges, sidewalks, guardrails, catch basins, and related facilities; the maintenance of vehicles and equipment; tree maintenance; snow and ice removal; street sweeping; and roadside brush removal. Coordinates scheduling of roadway paving and improvements with the Water Department as necessary to achieve cost and operational efficiencies. Coordinates annual vehicle inspections for Highway and Buildings & Grounds departments.

Develops and annually updates a long-range program, for inclusion and/or reference in the Town Capital Plan to maintain and/or upgrade the physical facilities of the Town: i.e. roads, drains, buildings, parks, equipment, etc. Capital improvement planning in coordination with the Water Department with the intent to achieve cost and operational efficiencies (i.e. coordinated

Department: Public Works

Date of Revision: FY 2019

procurement, contracting, project management). Submits proposed Capital Plan updates to the Town Manager annually for review and approval by the Board of Selectmen and Town Meeting.

Develops work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with industry standards.

Plans the utilization of personnel and equipment in accordance with work schedules; orders materials and supplies. Oversees the sharing of personnel and equipment with the Water Department as necessary for system operations and repairs, including emergency repairs.

Supervises the buildings, grounds, and equipment of the Department of Public Works and makes provisions for necessary maintenance, alterations, new construction, and replacement as required.

Supervises building maintenance services in all Town buildings. Assesses all town buildings to evaluate condition and needs. Addresses all building equipment failures, which could be any time of day or night including weekends. Manages the Page School repairs and renovations.

Oversees and coordinates municipal staff involvement in the pre-construction and construction inspection process relative to private development of infrastructure to be proposed for public acceptance, including but not limited to proposed subdivisions. Leads pre-construction meetings with project developers, contractors, and representatives from local departments and agencies. Establishes and oversees a coordinated system for tracking compliance with permit conditions imposed by the Planning Board, Conservation Commission, Board of Health, and other authorities as applicable.

Works with the Planning Board, Board of Appeals, Board of Health, Conservation Commission and various other Boards, Commissions and Committees. As required, attends meetings of the Board of Selectmen, School Committee, Capital Improvements Committee, and Finance Committee.

Manages and oversees contractors and vendors involved in construction, installations, maintenance and/or material/product procurement in DPW related programs.

Manages winter snow/ice operations. Sets contractor plow rates and determines extent of each storm event and the number of plow units required. Advises the Town Manager on road and safety conditions to inform consideration of weather-related closures or schedule adjustments for public facilities.

Represents the department at a variety of different meetings both within and outside of the Town system. Responds to complaints, concerns, and questions from the public, other town departments, members of the building community, etc.

Department: Public Works

Date of Revision: FY 2019

Responsible for all project planning and coordination including, but not limited to: determining schedules for road constructions, street sweeping, street line painting, catch basin cleaning, crack sealing, etc.

Acts as Chair of the town's interdepartmental Stormwater Management Working Group. Oversee the preparation, adoption and periodic amendments, and management of the Town's federal stormwater management plan and policies; prepares annual and periodic reporting as required and attends related seminars.

Prepares and manages turf management plan for all athletic fields.

Acts as Tree Warden; assures that town trees are maintained in an acceptable standard; new trees, shrubs, and plantings are handled and placed in accordance with generally accepted standards; damaged or diseased trees are pruned and/or removed as the situation dictates.

Responsible for updating, administering and ensuring continued departmental compliance with all other State and Federal workplace safety regulations, including OSHA standards and requirements as applicable.

Attends seminars and informational meetings as needed to stay abreast of technology, techniques and regulations related to the duties of the Public Works Director.

Serves as the Town's DPW representative on various committees as assigned by the Board of Selectmen or the Town Manager.

Supervises the maintenance of guardrails, street signs and safety striping and markings.

In times of emergency, coordinates activities with other Town departments to protect the interests and property of the Town and to promote public safety and welfare.

Performs similar or related work as assigned.

Recommended Qualifications:

Education, Training and Experience:

Bachelor's degree in public administration, civil engineering, environmental studies or related field and ten years of direct public works experience including supervisory experience; experience in commercial or municipal tree care; or any equivalent combination of education, training and experience. Must be experienced in all phases of snow and ice operations. Must be experienced with road maintenance and construction, buildings and grounds operations, and facilities management.

Special Qualifications:

Class B Massachusetts Commercial Driver's License

Construction Supervisor License

Hoisting Engineers License

Department: Public Works

Date of Revision: FY 2019

Knowledge, Ability and Skill:

Knowledge: Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues. Knowledge of the laws, rules, and regulations relating to public works projects in Massachusetts including design selection, contract bidding, awards, and management. Thorough knowledge of public works financing and administration. Extensive knowledge of snow and ice control techniques and practices. Extensive knowledge of tree care and their diseases. Knowledge of building repairs and maintenance and landscaping/grounds work. Demonstrated practical knowledge of Town Meeting and its role in the municipal budget and capital planning process.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, prepares financial reports, and prepares grants.

Skill: Skill in all of the above listed tools and equipment. Excellent planning and organizational skills.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Must be able to access all areas and levels of a construction site and/or building, and is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary steel staging, ladders and ladder staging. Stoops, kneels, crouches, and/or crawls; enters and exits from vehicles. Regularly required to operate objects, tools, or controls. Frequently lifts and/or moves objects weighing up to 30 pounds such as tools, equipment, supplies, etc.; infrequently lifts object weighing up to 100 pounds. Correctable vision and hearing required.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 31, 2018
RE: Review of FY19 Salary Range Schedule

Up until a few years ago, it is my understanding that the Board voted annually to establish a Salary Range Schedule. This action was pursuant to Sec. 4.2 of the Personnel Policy, excerpted below:

4.2 Classification and compensation plans

The Board has adopted a uniform system for the classification of positions to establish proper relationships between positions, based on the level of responsibilities assumed and the minimum qualifications required to perform the job so that the same schedule of compensation may be applied to each class, ensuring equal pay for equal work.

The Board may adopt a compensation plan to reward and retain qualified employees by providing merit incentives linked to performance. The compensation plan will take into consideration the relative responsibilities of positions as set forth in job descriptions, wage rates paid for comparable positions in comparable communities and in the private sector, wage rates paid under collective bargaining agreements, economic conditions in the general labor market, and the Town's fiscal policies. The plan shall be reviewed and revised from time to time in order to maintain a fair and equitable compensation system for the Town.

In my review of my predecessors' files, the most recent such Salary Range Schedule was adopted in FY16, and no other staff person had a more recent document on file. I have therefore created a new Salary Range Schedule for FY19 which applied the 2% COLA for FY17, FY18 and FY19, each as was voted in the respective budget process. I am only seeking Board endorsement of the present year file, but have provided the most recent approved document (FY16) and in-between years for reference.

The Town Accountant has reviewed the enclosed FY19 Salary Range Schedule, and we believe this is accurate. There are a couple of instances where actual personnel' pay does not fall within the range, but those instances can be addressed on a per-employee basis as needed – and in some cases may result from prior Board actions, pursuant to the policy, to “reward and retain qualified employees by providing merit incentives linked to performance.” Part of why I am focused on making better use of our payroll software, and centralizing more of the record-keeping on personnel and compensation matters, is to better document when such actions are taken, and to allow management to efficiently analyze compensation and trends both across the organization and on a per-employee basis.

In the meantime, the FY19 file is provided with a request for the Board's endorsement. In the future, I would anticipate preparing an updated Salary Range Schedule for approval within the budget process.

**TOWN OF WEST NEWBURY
EMPLOYEE COMPENSATION POLICY
SALARY RANGES
FISCAL YEAR 2019**

Cola

1.02

Grade	Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate	Hours per week		
				Minimum	Midpoint	Maximum
				<div style="border: 1px solid black; display: inline-block; padding: 2px;">40</div>		
1	Minimum Wage*	12.60	14.20			
2	12.64	15.01	17.37	26,398	31,337	36,275
3	15.80	18.17	20.53	32,998	37,936	42,874
4	18.93	21.31	23.69	39,529	44,502	49,474
5	22.11	24.48	26.86	46,174	51,124	56,074
6	25.27	27.65	30.02	52,774	57,723	62,673
7	28.41	31.57	34.74	59,328	65,928	72,527
8	31.55	36.30	41.05	65,882	75,793	85,704
9	37.90	42.63	47.36	79,127	89,003	98,880
10	44.21	48.94	53.67	92,303	102,180	112,057
11	50.52	56.83	63.14	105,480	118,656	131,833
12	60.00	66.30	72.61	125,278	138,444	151,609

Massachusetts minimum wage

\$11.00 effective January 1, 2017

Source: Angus Jennings, Town Manager, August 2018

**TOWN OF WEST NEWBURY
EMPLOYEE COMPENSATION POLICY
SALARY RANGES
FISCAL YEAR 2018**

Cola

1.02

Grade	Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate	Hours per week		
				Minimum	Midpoint	Maximum
				40		
1	Minimum Wage*	12.46	13.92			
2	12.39	14.71	17.03	25,881	30,722	35,564
3	15.49	17.81	20.13	32,351	37,192	42,034
4	18.56	20.90	23.23	38,754	43,629	48,504
5	21.68	24.00	26.33	45,269	50,121	54,974
6	24.78	27.10	29.43	51,739	56,592	61,444
7	27.86	30.96	34.05	58,165	64,635	71,105
8	30.93	35.59	40.24	64,591	74,307	84,023
9	37.15	41.79	46.43	77,575	87,258	96,941
10	43.34	47.98	52.61	90,493	100,176	109,859
11	49.53	55.71	61.90	103,411	116,330	129,248
12	58.82	65.00	71.19	122,822	135,729	148,636

Massachusetts minimum wage

\$11.00 effective January 1, 2017

Source: Angus Jennings, Town Manager, August 2018

**TOWN OF WEST NEWBURY
EMPLOYEE COMPENSATION POLICY
SALARY RANGES
FISCAL YEAR 2017**

Cola

1.02

Grade	Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate	Hours per week		
				Minimum	Midpoint	Maximum
				40		
1	Minimum Wage*	12.08	13.65			
2	12.15	14.43	16.70	25,373	30,120	34,866
3	15.19	17.46	19.74	31,716	36,463	41,210
4	18.20	20.49	22.77	37,994	42,774	47,553
5	21.26	23.53	25.81	44,381	49,139	53,896
6	24.29	26.57	28.85	50,724	55,482	60,239
7	27.31	30.35	33.39	57,024	63,368	69,711
8	30.33	34.89	39.45	63,324	72,850	82,376
9	36.42	40.97	45.52	76,054	85,547	95,041
10	42.49	47.04	51.58	88,719	98,212	107,705
11	48.56	54.62	60.69	101,384	114,049	126,713
12	57.67	63.73	69.79	120,414	133,068	145,722

Massachusetts minimum wage

\$10.00 effective January 1, 2016
 \$11.00 effective January 1, 2017

Source: Angus Jennings, Town Manager, August 2018

**TOWN OF WEST NEWBURY
EMPLOYEE COMPENSATION POLICY
SALARY RANGES
FISCAL YEAR 2016**

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1.02

Grade	Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate	Hours per week							
				Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum		
1	Minimum Wage*	10.69	13.38								
2	11.91	14.14	16.37	11.68	13.12	16.05	22.68	31.17	24,875.60	29,529.12	34,182.65
3	14.89	17.12	19.35	14.60	18.97	22.68	28.34	36.84	31,094.50	35,748.02	40,401.55
4	17.84	20.08	22.33	17.49	21.89	28.34	33.96	42.50	37,249.50	41,934.97	46,620.45
5	20.84	23.07	25.31	20.43	24.81	33.96	39.67	48.16	43,511.00	48,175.17	52,839.35
6	23.82	26.05	28.28	23.35	27.73	42.50	45.33	53.85	49,729.90	54,394.07	59,058.24
7	26.78	29.75	32.73	26.25	32.09	48.16	50.98	62.30	55,906.20	62,125.10	68,344.00
8	29.73	34.21	38.68	29.15	37.92	53.85	56.60	73.63	62,082.50	71,421.50	80,760.50
9	35.71	40.17	44.63	35.01	43.75	62.30	67.97	84.94	74,562.90	83,869.95	93,177.00
10	41.66	46.11	50.57	40.84	49.58	73.63	79.29	96.27	86,979.40	96,286.45	105,593.50
11	47.60	53.55	59.50	46.67	58.33	84.94	90.60	113.26	99,395.90	111,812.40	124,228.90
12	56.54	62.48	68.42	55.43	67.08	113.26	107.61	130.23	118,052.60	130,458.45	142,864.30

Hours per week

\$8.00 2013 Massachusetts minimum wage
 \$9.00 effective January 1, 2015
 \$10.00 effective January 1, 2016
 \$11.00 effective January 1, 2017

Source: T:\Gould wangerange.xls



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 29, 2018
RE: Method for tracking accrual of vacation time for qualified part-time employees

Early in my tenure, I became aware that there has not been formal centralized tracking of accrual and use of vacation and sick time. These records have been kept at the Department Head level – although, beginning in FY18, the Finance office did begin tracking vacation and sick time used on a current basis (based on information provided on employee timesheets), then reconciled this information with department heads periodically and at fiscal year-end.

In order to improve management understanding of employees' vacation and sick time balances, and to ensure consistency of tracking, I am working with staff to set up centralized tracking of accrual and usage, to include regular reporting on employees' paystubs of their remaining vacation and sick time.

Toward those objectives, I have prepared a methodology to track accrual of qualified part-time employees' accrual of vacation time.¹ At Sec. 5.1.2 the Personnel Policy provides that "Qualified part-time employees shall be entitled to vacation leave with pay on a pro-rated basis based on their regularly scheduled weekly hours." (Sick time is addressed in a separate memo, attached).

The table on the following page applies, for a number of illustrative qualified part-time employees, their pro-rated percentage (relative to 40 full-time hours) of the amount of vacation provided to full-time employees in accordance with Sec. 5.1.1 of the policy.

For example, illustrative Employee C is scheduled to work 32 hours/week, so is entitled to 80% (32÷40) of the accrual of a full-time employee. So, for someone in their first 5 years of Town employment, they would receive 0.6664 vacation days/month (which is 80% of the 0.833 that would be provided a full-time employee). This 0.6664 would be multiplied by 8 hours, with 5.3312 hours of vacation time added to that employee's vacation accrual per month. The resulting monthly accrual percentages are provided in a separate table, at different tiers based on employee tenure.

I believe these calculations to be accurate, and believe that it is within my authority to apply these accrual formulas. However, because timesheet and payroll approvals have been within the Board's authority for many years, I wanted to bring this forward to ensure your understanding of how I intend to proceed. I'll be happy to respond to any questions you may have.

¹ The Personnel Policy defines a Qualified Part-Time Employee as "a part-time employee working at least twenty (20) hours per week for 52 weeks per year."

Worksheet to calculate qualified part-time accrual of vacation time						
Monthly Vacation Accrual for Qualified PT Employees (days)						DRAFT
Name	Hrs/Wk	Percent of 40	Tenure (Yrs)			
			<5	5-10	10-20	20+
Employee A	37	93%	0.7705	1.1563	1.5355	1.9240
Employee B	34	85%	0.7081	1.0625	1.4110	1.7680
Employee C	32	80%	0.6664	1.0000	1.3280	1.6640
Employee D	32	80%	0.6664	1.0000	1.3280	1.6640
Employee E	31	78%	0.6456	0.9688	1.2865	1.6120
Employee F	30	75%	0.6248	0.9375	1.2450	1.5600
Employee G	28	70%	0.5831	0.8750	1.1620	1.4560
Employee H	28	70%	0.5831	0.8750	1.1620	1.4560
Employee I	27	68%	0.5623	0.8438	1.1205	1.4040
Employee J	25	63%	0.5206	0.7813	1.0375	1.3000
Employee K	24	60%	0.4998	0.7500	0.9960	1.2480
Employee L	20	50%	0.4165	0.6250	0.8300	1.0400
Employee M	20	50%	0.4165	0.6250	0.8300	1.0400

Worksheet to calculate qualified part-time accrual of vacation time						
Monthly Vacation Accrual for Qualified PT Employees (hours)						DRAFT
Name	Hrs/Wk	Percent of 40	Tenure (Yrs)			
			<5	5-10	10-20	20+
Employee A	37	93%	6.1642	9.2500	12.2840	15.3920
Employee B	34	85%	5.6644	8.5000	11.2880	14.1440
Employee C	32	80%	5.3312	8.0000	10.6240	13.3120
Employee D	32	80%	5.3312	8.0000	10.6240	13.3120
Employee E	31	78%	5.1646	7.7500	10.2920	12.8960
Employee F	30	75%	4.9980	7.5000	9.9600	12.4800
Employee G	28	70%	4.6648	7.0000	9.2960	11.6480
Employee H	28	70%	4.6648	7.0000	9.2960	11.6480
Employee I	27	68%	4.4982	6.7500	8.9640	11.2320
Employee J	25	63%	4.1650	6.2500	8.3000	10.4000
Employee K	24	60%	3.9984	6.0000	7.9680	9.9840
Employee L	20	50%	3.3320	5.0000	6.6400	8.3200
Employee M	20	50%	3.3320	5.0000	6.6400	8.3200



Town of West Newbury

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Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 29, 2018 August 31, 2018
RE: Recommended method for tracking accrual of sick time for qualified part-time employees

Following on the prior memo regarding accrual of vacation time, this memo addresses the question of sick time accrual for qualified part-time employees.

The Personnel Policy at Sec. 5.2.1 reads “Full-time and qualified part-time employees shall accrue sick leave at the rate of .833 days per completed month.”

Unlike the vacation accrual, the Personnel Policy section on sick time does not refer to pro-rating accrual of sick time for qualified part-time employees. However, there is language later in the policy that could suggest an intent to do so.

Sec. 5.2.4 discusses the Sick Time Pool for Catastrophic Illness Policy, and item 6 below that section states that “Donations [to the Sick Time Pool] must be in whole days (that is, 8-hour increments) – The donations of part-time employees will be rounded up to whole day increments.”

Although I find no definition in the Personnel Policy stating that a “day” will be construed to mean 8 hours, the section excerpted above suggests that this is how a “day” should be considered. The second part of the sentence also suggests that when part-time employees donate a “day” that they’re in fact donating something less than a day – hence the need to round up.

If it is correct to interpret that qualified part-time employees will accrue sick time on a pro-rated basis, then the attached table summarizes the number of hours of sick time that would accrue to each such employee, based on their regular number of hours per week.

If, on the other hand, the intent of the policy is that sick time be accrued in “days” – not hours – then a flat 0.833 days (6.664 hours) would accrue each month based on the understanding of 8 hours as a day.

The Board’s direction is sought in order to ensure that this is implemented consistently with the policy intent.

Worksheet to calculate sick time accrual			
Sick Time Accrual for Qualified PT staff (days)			
DRAFT			
Name	Hrs/Wk	Percent of 40	Accrued sick days/month
Employee A	37	93%	0.7705
Employee B	34	85%	0.7081
Employee C	32	80%	0.6664
Employee E	31	78%	0.6456
Employee F	30	75%	0.6248
Employee H	28	70%	0.5831
Employee I	27	68%	0.5623
Employee J	25	63%	0.5206
Employee K	24	60%	0.4998
Employee M	20	50%	0.4165

Worksheet to calculate sick time accrual			
Sick Time Accrual for Qualified PT staff (hours)			
DRAFT			
Name	Hrs/Wk	Percent of 40	Accrued sick hrs/month
Employee A	37	93%	6.1642
Employee B	34	85%	5.6644
Employee C	32	80%	5.3312
Employee E	31	78%	5.1646
Employee F	30	75%	4.9980
Employee H	28	70%	4.6648
Employee I	27	68%	4.4982
Employee J	25	63%	4.1650
Employee K	24	60%	3.9984
Employee M	20	50%	3.3320