



**Town of West Newbury  
Select Board  
Tuesday, September 5, 2023 @ 5:30pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)**

REC'D W. NEWBURY CLERK  
128 AUG 31 PM 4:21

**AGENDA**

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

- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*Elliot Fund*);
- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*review of draft job descriptions for proposed DPW restructure*);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*review of draft job descriptions for proposed DPW restructure*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*31 Dole Place; potential alternate sites for water testing*).

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

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

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- West Newbury receipt of \$150,000 FY24 Municipal Vulnerability Preparedness (MVP) Action Grant!
- Planning Board: Housing Opportunities Initiative, Community Forum #2, Tuesday, Sept. 5<sup>th</sup> at 7pm
- SAGE Center September/October newsletter: many events and activities!
- Fall Special Town Meeting to take place on Monday, Oct. 23, 2023 at 7pm in the Annex
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business**

- A. Request to recognize Pregnancy and Infant Loss Remembrance Day, Oct. 15<sup>th</sup>
- B. Requests for Special Event permits
  - a. Apple Harvest Road Race – Oct. 15, 2023 from 8am-3pm
  - b. Myopia Hunt Club fox hunts, Sat., Oct. 14, 2:15-4:30; Tues., Oct. 31, 10am-noon; Sat., Nov. 11, 1-3pm
- C. Public hearing regarding Short Term Rental application, 12 Maple Street
- D. Select Board review of Committees' charge / function: Finance Committee
- E. Receipt of draft Weston & Sampson report regarding potential water testing at 31 Dole Place
- F. Vote to close Warrant for fall Special Town Meeting
- G. Review of requests for Warrant Articles for fall Special Town Meeting, and determination of which Articles to include on Special Town Meeting Warrant
- H. Consideration of draft Elliot Fund form of application (cont'd from 7/24)
- I. Town Manager recommendations re draft Select Board/Town Manager Goals / Priorities for FY24
- J. Meeting minutes: August 7, 2023

**Town Manager Updates**

- K. Discussion of draft Water rate study
- L. Update from recent meeting with Mayor Reardon and Newburyport personnel re water projects
- M. Hazard Mitigation Plan, process update
- N. Notice of Free Cash and Water Retained Earnings certification by MassDOR
- O. Town Planner Report, September
- P. Updates on other ongoing/active projects/initiatives
- Q. Follow up meeting assignment; placing items for future agendas

**Addendum to Meeting Notice regarding Remote Participation**

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

**Zoom Meeting**

Phone: (646) 558 8656  
Meeting ID: 847 3397 9509  
Passcode: 232274

Join at: <https://us06web.zoom.us/j/84733979509?pwd=dUU0NkxkcW5VVkREVDZxTkZMdW5zdz09>

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

PRESS RELEASE

# Healey-Driscoll Administration Awards \$31.5 Million in Climate Resiliency Funding to Communities

The announcement was held on the original homeland of the Stockbridge-Munsee Band of Mohicans, who will reclaim land using grant funds

FOR IMMEDIATE RELEASE:

8/30/2023

Governor Maura Healey and Lt. Governor Kim Driscoll

Executive Office of Energy and Environmental Affairs

## MEDIA CONTACT

---

**Karissa Hand, Press Secretary**

**Phone**

617-725-4025 (tel:6177254025)

**STOCKBRIDGE** — The Healey-Driscoll Administration today announced \$31.5 million in grants for climate resilience implementation and planning throughout Massachusetts. For the first time in the history of the **Municipal Vulnerability Preparedness (MVP) Program** (<https://resilientma.mass.gov/mvp/>), two Tribes are receiving funding since eligibility was expanded by the Legislature in 2022.

Lieutenant Governor Kim Driscoll and Energy and Environmental Affairs (EEA) Secretary Rebecca Tepper made the announcement in Stockbridge, the original homeland of the Stockbridge-Munsee Band of Mohicans. In the 1800s, the Tribe was pressured to leave their home, forcing them to eventually relocate to Wisconsin. The Tribe was awarded \$2.26 million MVP Action Grant to reclaim 351 acres of their indigenous homelands and establish tribally driven conservation and forest management strategies.

"As we work to address the climate crisis, we have an opportunity to right historical wrongs," said **Governor Maura Healey**. "This investment to the Stockbridge-Munsee Band of Mohicans demonstrates our administration's commitment to building strong relationships with Indigenous communities and supporting their efforts in mitigating the impacts of climate change. We are proud to be a part of this significant first step of welcoming the Tribe back to their homeland."

"The Stockbridge-Munsee Band of Mohicans' stewardship of lands is profoundly interwoven into their culture and reclaiming it will not only restore their relationship with the natural environment but also ensure ancestral-significant areas are preserved," said **Lieutenant Governor Kim Driscoll**. "The MVP program is one of our critical tools to partner with communities and build resiliency. We're grateful to this year's recipients for their hard work to mitigate the impacts of climate change."

"Our mission is to continue to foster and create relationships centered around integrated capital solutions and capacity building with our Tribal Nation, alongside partners, changemakers, community developers and partners like the state of Massachusetts," said **Stockbridge-Munsee Band of Mohicans President Shannon Holsey**. "We are creating a paradigm shift in how society invests in tribal nations by grounding an investment strategy in Indigenous systems thinking, recognizing the interconnectedness of all things and our responsibilities to our homelands and each other. Our approach ensures a resilient and regenerative framework from start to finish, built around the origins of our homeland."

"Equity and environmental justice are fundamental in our approach to tackling climate change. This project is just one example of how our administration is taking historic action in undoing the systems that excluded the Indigenous, Black, and brown communities and ensuring they are centered in our work," said **EEA Secretary Rebecca Tepper**. "We look forward to continuing our partnerships with Tribes to develop proactive strategies protecting and restoring Massachusetts' natural resources."

The MVP grant program provides communities with funding and technical assistance to support the climate resilience planning process and implement priority actions to adapt to climate change. In April, Governor Healey **launched** (</news/healey-driscoll-administration-launches-new-climate-resiliency-program>) MVP Planning 2.0, which serves as the next phase of our flagship program. It supports communities in updating their climate change resiliency plans in a way that centers environmental justice and other priority populations most impacted by climate change and putting these plans into action. The awards announced today include \$3 million in funding for MVP 2.0 to 28 individual municipalities, one regional group, and one Tribe. The following communities will receive funding to complete MVP 2.0 in 2023-2025:

---

Grantee	Total Award
Abington	\$95,000
Acton	\$95,000

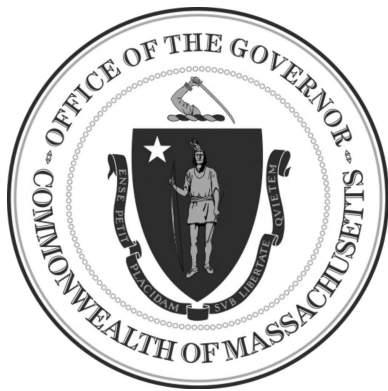
---

Today's awards also include \$28.5 million in MVP Action Grant funding for 79 local implementation projects. These 79 projects are led by 56 different individual municipalities, 16 regional groups, two water districts, and one Tribe. MVP Action Grant projects are focused on proactive strategies to address climate change impacts and may include actions to invest in and protect environmental justice communities and improve public health, nature-based solutions to mitigate the impacts of extreme heat and flooding, and climate resilience-focused regulatory updates.

---

Grantee	Project Title	Total Award
West Newbury	Evaluating Vulnerabilities and Options to Promote Resiliency: River Road and Environs	\$ 150,000

---



## Governor Maura Healey and Lt. Governor Kim Driscoll

Governor Healey and Lieutenant Governor Driscoll are committed to bringing people together and making Massachusetts a place where every worker, business and family can succeed.

---

### Executive Office of Energy and Environmental Affairs

EEA seeks to protect, preserve, and enhance the Commonwealth's environmental resources while ensuring a clean energy future for the state's residents. Through the stewardship of open space, protection of environmental resources, and enhancement of clean energy, the Executive Office of Energy and Environmental Affairs works tirelessly to make Massachusetts a wonderful place to live, work, and raise a family.



[/](#)

[All Topics \(/topics/massachusetts-topics\)](#)

[Site Policies \(/massgov-site-policies\)](#)

[Public Records Requests \(/topics/public-records-requests\)](#)

© 2023 Commonwealth of Massachusetts.

Mass.gov® is a registered service mark of the Commonwealth of Massachusetts. [Mass.gov Privacy Policy \(/privacypolicy\)](#)

# West Newbury Housing Opportunities Initiative Community Forum #2

## Tuesday, September 5th at 7 PM

Please attend this virtual Planning Board meeting to continue the discussion of housing opportunities in West Newbury.

The Town's consultant, Dodson & Flinker, will share drawings showing **Scenarios for Housing Development** in potential Multi-Family Zoning Districts and offer **Alternative Zoning Approaches** for consideration.

The Scenarios for Housing Development are based on information received at the June Community Forum and Design Workshop and the Consultant's assessment of site conditions. They are speculative scenarios commissioned by the town and are intended only to inform the development of zoning standards. No actual development proposals are currently on the table. The Alternative Zoning Concepts represent different approaches for meeting Town goals while complying with 3A/MBTA Communities Law.

The Planning Board and Consultant will be looking for your **feedback on strengths, challenges and opportunities** for improvement of the Scenarios and Zoning Concepts.



**Zoom link for the SEPTEMBER 5 Community Forum:**

<https://us06web.zoom.us/j/82606183719?pwd=WThhQWd0Mk9tbXZ2VytDK1NSTUIYZz09>

**Meeting ID: 826 0618 3719**

**Passcode: 913858**

**Dial in: 1-312-626-6799**



For more information, contact Town Planner,  
Sue Brown: [townplanner@wnewbury.org](mailto:townplanner@wnewbury.org)





Kassandra Gove, Chair  
Myra Ortiz, Vice Chair  
Kathleen Colwell, Secretary  
James Ryan, Treasurer  
Noah S. Berger, Administrator

**FOR IMMEDIATE RELEASE**

**August 31, 2023**

**CONTACT: Niorka Mendez**

**nmendez@mevatransit.com**

**MeVa Buses Will Be Running Later Into the Evening**

HAVERTHILL - Life doesn't end at 7pm, and thanks to a boost in state funding from the Massachusetts Legislature and Governor Healey, MeVa's buses won't either. Starting on September 5, MeVa's six highest ridership routes will be running two hours later into the evening.

MeVa bus rider and Elevated Thought Development Strategist Sara Morin was effusive about the later service: "I'm really excited about later night buses," she said, noting that "it's a great option not just for me, but for students taking classes at Northern Essex, workers getting off their shifts at the plazas, and anyone who needs a safe way to get home."

Lawrence Mayor Brian A. DePeña is a big fan of the extended service, stating: "Giving good quality services to our residents, especially in terms of transportation with extended service until 9:00 pm, is a sign that we are taking our city on the right path. Thank you MeVa for thinking about our City of Lawrence."

The routes that will be running later are the #1, which connects Lawrence with Haverhill via the Loop, the #2, which connects Lawrence with Andover via South Broadway, the #9, which connects Lawrence with North Andover via Phillips Street, the #10, which connects Lawrence with Methuen via Broadway, the #13, which connects Haverhill with Plaistow NH via Main Street and North Avenue, and the #24, which connects Lawrence with Lowell via Route 110. Buses will depart from MeVa's Transportation Centers at Buckley and Washington Square at 8 and 9pm, returning by 10pm.

MeVa Transit is one of 15 Regional Transit Authorities or RTAs across Massachusetts, which together serve the majority of communities in the state. For the past six years RTAs had been level funded in the state budget, which had prevented MeVa and other transit authorities from expanding service to meet the needs of the communities they service. That changed on August 9, when Governor Healey signed the \$55.98 billion 2024 state budget, including an \$56 million increase in funding for RTAs. With the added dollars, Massachusetts RTAs finally have the resources to deliver a baseline of service that brings transit equity to areas outside Boston and Route 128.



Kassandra Gove, Chair  
Myra Ortiz, Vice Chair  
Kathleen Colwell, Secretary  
James Ryan, Treasurer  
Noah S. Berger, Administrator

MeVa Chief Communications Officer Niorka Mendez noted that “for a long time riders and community groups have been asking us for later evening service and we’ve been listening. We are thrilled to be able to put this new funding to work to provide the service our community needs and deserves.”

MeVa did not waste any time putting these new dollars to work for the region. Thanks to a lot of hard work and creativity by MeVa’s human resources team, the agency has been able to buck a national trend and successfully recruit and retain a full staff of professional drivers. As a result, MeVa was able to immediately utilize these new dollars to extend service in an unprecedented four weeks.

While the extended hours are a great first step, MeVa readily acknowledges that there is still more work to be done to ensure riders have access to high quality public transportation. In addition to later service hours, riders have also been asking for Sunday service, which MeVa anticipates being able to begin in January, 2024

#### About MeVa Transit:

MeVa Transit is the regional transportation agency for 16 communities along the Merrimack River from Andover to the seacoast. MeVa Transit runs fixed service buses and paratransit vans (mini MeVa) with service hubs in Lawrence, Haverhill, and Amesbury. In March of 2022, the MeVa board voted to go fare-free systemwide in a move to encourage ridership and alleviate some of the financial burden shouldered by residents in the wake of the COVID-19 pandemic. In addition to free-fares, MeVa rebranded all their vans and buses, doubled service on Lawrence-based routes, extended service into Groveland, and optimized routing to improve efficiency. Since going fare free, fixed route bus ridership through March 2023 has increased 226.1% and has now exceeded pre-pandemic levels by 4.5 percentage points. On the paratransit side, March 2023 ridership has increased 175.3% and has now exceeded pre-pandemic levels by 9.7 percentage points. For routes, schedules, and more information about MeVa Transit bus services, visit [www.mevatransit.com](http://www.mevatransit.com).

###





# SAGE CENTER NEWS

*social | activities | growth | education*

**Issue:** September / October 2023

## Hours

Monday-Thursday 8 am-4:30 pm  
Friday 8 am-noon

## Contact

Phone: 978-363-1104  
Fax: 978-363-1826  
Email: [coa@wnewbury.org](mailto:coa@wnewbury.org)  
Mail: 381 Main Street  
West Newbury, MA 01985

## Staff

Christine Marshall, Director  
Jen Vincent, Nutrition Coordinator

## Board Members

Richard Preble, Vice-Chair  
Marjorie Peterson, Secretary  
Victoria Beaumier  
Gail DiNaro  
Dianne Faulkner  
Jessa Haynes  
Joseph Publicover  
Julie Ruscio  
Robert Veator  
Barbara Warne



## SPECIAL EVENTS (details on pages 4-5)

- Coffee & Conversation on September 7 & October 5
- Making Terrariums at Atria in Newburyport on September 13
- Ice Cream Social on September 14
- Lunch & Learn | Topic: SHINE / Medicare Help on September 21
- Sunray Café Lunch on September 27 & October 25
- Make a Greeting Card on September 28
- Lunch & Learn on October 19 | Topic: Special Town Meeting Q&A

## MISSION STATEMENT

The mission of the West Newbury Council on Aging is to provide support services and programs which will enrich the lives of West Newbury citizens ages 60 and over. The Council maintains information, knowledge and interest in the local, state and federal affairs which relate to the welfare of our residents.

## MEMBERSHIP & REGISTRATION

Membership is open to anyone age 60 or over and is not restricted to residents of West Newbury. There is no membership fee. Registration is required for most programs. Please email [coa@wnewbury.org](mailto:coa@wnewbury.org) or call 978-363-1104 to register. If there is a financial hardship preventing you from participating, please contact Christine. Please complete a Membership Form next time you stop by the Center.

## ELECTRONIC NEWSLETTER

If you wish to receive the newsletter electronically via email instead of by mail, please call 978-363-1104 to request this service or email [coa@wnewbury.org](mailto:coa@wnewbury.org) - thank you! The newsletter is also available on the Town web site at: [www.wnewbury.org/sage-center/newsletters](http://www.wnewbury.org/sage-center/newsletters)

## UPCOMING CLOSURES

- ◆ Monday, September 4
- ◆ Monday, October 9





# NUTRITION & RESOURCES

---

## Meals on Wheels

Call AgeSpan at 1-800-892-0890

Meals on Wheels can be arranged by calling AgeSpan at 1-800-892-0890 and ask for the Intake Department. Access to nutritious food is important for healthy aging. AgeSpan offers a variety of nutrition services designed to help people stay healthy and independent in their community.

---

## Congregate Lunch

Lunch served each day Monday through Friday at 11:30 am

Congregate lunch for participants age 60 and over is served daily at the Senior Center. Call for a menu, and we will mail one to you. When a special event is planned, the meal served will be the special event meal. Please call 978-363-1104 to sign up at least 2 business days in advance. Suggested donation \$2.

---

## Medical Equipment Closet

Medical equipment is donated to us, we sanitize the equipment and loan it out to residents in need. Please give us a call to ensure that we have what you need. Equipment is available as long as you need it. If the Center is closed, please call the NON-EMERGENCY Police Number at 978-363-1213.

---

## Food Pantry

Sept. 5, 19 | Oct. 3, 17, 31 | 9-10:30 am (and by appointment)

If you or someone you know needs a little extra help, please stop by. The pantry is open the 1st, 3rd and 5th Tuesday of every month or call for an appointment. (Open on Wednesday if Tuesday is a holiday.) We accept donations to the food pantry of unexpired food items, toiletries and paper goods. Monetary donations can be made on the Town's web site / click on *Pay Bills* icon / *Donation* or by check payable to "Town of West Newbury." Thank you for your support!

---

## Need Help With Medicare? SHINE Can Help!

Regional SHINE Office at 978-946-1374

SHINE = **S**erving **H**ealth **I**nsurance **N**eeds of **E**veryone...on or eligible for Medicare. Certified SHINE counselors offer free, unbiased, confidential counseling on all aspects of health insurance to anyone on or eligible for Medicare. Are you turning 65 this year and have questions about Medicare? SHINE counselors can help you with all things Medicare!

**Mark your Calendar: Medicare Open Enrollment is October 15 - December 7, 2023**

This is your opportunity to review your Medicare plans with a SHINE counselor to see what you can expect with your current plan in 2024, or to see if there is another plan that may be more cost-effective for you. You may also benefit from cost-savings programs that a SHINE counselor will explain to you. Your health insurance costs are an important part of your budget, and SHINE is available all year to help you review your plans and costs. To schedule a SHINE appointment, call the SAGE Center at 978-363-1104.

# HEALTH & FITNESS



## 3B Class - Balance, Bones and Brain

Mondays and Thursdays at 9:00 am

3B incorporates balance exercise to help prevent falls, strength training to improve bone density, and trivia and brain games to help with cognition. All this with great music will keep you motivated and accountable. This class is appropriate for all fitness levels and is run by certified personal trainer, Brian Coyne, who has over 15 years of experience.



*Unfortunately, the Wednesday afternoon class has been cancelled due to low participation.*

**Located in Annex | \$5 suggested donation**

## Yoga

Fridays at 9:00 am

Yoga unites the mind, body and soul in a way that eases tension, reduces inflammation and promotes health and well being. Yoga not only helps improve your body, but also helps with mindfulness and meditation. Focusing on your breath during practice is key to staying in tune with your mind and body. Please wear comfortable clothing and bring a towel or mat.



**Located in Annex | \$5 suggested donation**

## Wellness Check with Courtney

Tuesdays, Sept. 12 & Oct. 10 | 1:00-2:00 pm

Courtney Krigest, Clinical Consultant Pharmacist, will be available for blood pressure readings each month. She can also answer questions about your prescriptions and over-the-counter medications. Please stop by to meet her at the SAGE Center, 381 Main Street, Ground Floor.



**Located at the SAGE Center | Free**

## Foot Care

Pedicure appointments are available two days per month. Please call Valerie to schedule your appointment at 781-424-7707. Valerie is a licensed manicurist with the Commonwealth of Massachusetts.



**Pedicure \$25**

**Pedi & Polish \$30**



# PROGRAMS & EVENTS

## Coffee and Conversation

Thursday, Sept. 7 & Oct. 5 | 10:00-11:00 am

with Therapy Dog, Frasier

Join our monthly breakfast gathering to socialize with friends and make new ones! This is a drop in event. Coffee and baked goods will be served.

**Location: SAGE Center | FREE**



## Make a Terrarium at Atria Merrimack Place

Wednesday, Sept. 13 | 1:00-3:00 pm

Atria Merrimack Place in Newburyport has invited us to visit their facility and make a FREE terrarium. This is a friendly community event (no sales pitch will happen). All plants and materials will be provided. Atria's van will pick us up at the SAGE Center at 12:45 pm. Please call the SAGE Center at 978-363-1104 or email [coa@wnewbury.org](mailto:coa@wnewbury.org) to register.



**Location: Atria Merrimack Place, 85 Storey Avenue, Newburyport | FREE**

**Sponsored by Atria Merrimack Place | Maximum of 20 participants**



## Ice Cream Social

Thursday, Sept. 14 | 12:00-1:00 pm

Come to the SAGE Center and enjoy an ice cream with us! Drop by any time between 12-1:00 pm. We will be serving vanilla and chocolate ice cream with all the toppings! Bring a friend!

**Location: SAGE Center | FREE**



## Lunch and Learn Speaker Series

SHINE / Medicare Help

Lunch: Chicken Salad Croissant

Thursday, Sept. 21 | 11:30 am-1:00 pm

Please join us for lunch and to learn more about Medicare and the SHINE Program (Serving Health Insurance Needs of Everyone). Lisa Rose is the Regional SHINE Program Director for AgeSpan. She will have a presentation and offer time to answer your questions. Please call the SAGE Center at 978-363-1104 or email [coa@wnewbury.org](mailto:coa@wnewbury.org) to register.

**Location: SAGE Center | Suggested donation \$5**

## Handmade Greeting Cards Class at Craft Corner

Thursday, Sept. 28 | 1:00-2:00 pm

Join us to kick off Craft Corner with a new class to make your own greeting cards.

All supplies will be provided. Please call the SAGE Center at 978-363-1104 or email [coa@wnewbury.org](mailto:coa@wnewbury.org) to register. **Location: SAGE Center | FREE**



# PROGRAMS & EVENTS



## Games, Puzzles & Coloring with Pentucket Student Volunteers

Tuesday, Sept. 26 | 12:30-1:30 pm

Tuesdays, Oct. 17 & 31 | 12:30-1:30 pm

Please join our intergenerational program with a group of Pentucket student volunteers. This will be a fun hour of games, puzzles and coloring. Please call the SAGE Center at 978-363-1104 or email [coa@wnewbury.org](mailto:coa@wnewbury.org) to register.



**Location: SAGE Center | FREE**

## Sunray Café Luncheon

Wednesday, Sept. 27 | 11:30 am | Loaded Potato Soup

Wednesday, Oct. 25 | 11:30 am | Chicken Pot Pie

Our Sunray Café Luncheons are in-person homemade meals - cooked here at the SAGE Center from scratch by Jen. Please call the SAGE Center at 978-363-1104 or email Jen at [mow@wnewbury.org](mailto:mow@wnewbury.org) to register.

**Location: SAGE Center | Suggested donation \$5**



## Lunch and Learn Speaker Series

## Fall Special Town Meeting Q&A Forum

Lunch: Chicken Panini

Thursday, Oct. 19 | 11:30 am-1:00 pm

Please join us for lunch and forum to discuss the Fall Special Town Meeting. Town Manager, Angus Jennings and Town Clerk, Jim Blatchford will discuss and answer your questions about Town Meeting. Please call the SAGE Center at 978-363-1104 or email [coa@wnewbury.org](mailto:coa@wnewbury.org) to register.



**Location: SAGE Center | Suggested donation \$5**

## Learn to Play 45's!

Every Monday | 1:00-3:00 pm

This group meets weekly at SAGE; led by volunteer, Vicky Beaumier. Come play, teach others and socialize. This is a drop-in program, and refreshments will be served.



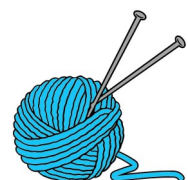
**Location: SAGE Center | FREE**

## Craft Corner

Every Thursday | 1:00-3:00 pm

Join our drop-in group every Thursday from 1:00-3:00 pm in the SAGE Center. Bring the project you are working on - knitting, crochet, cross stitch, sewing, etc. - or grab a craft from our craft basket. On September 28 there will be a special Card Making craft.

**Location: SAGE Center | FREE**



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>SEPTEMBER</b>				9:00 Yoga 11:30 Lunch
4 <b>Labor Day CLOSED</b>	5 9:00 Food Pantry 11:30 Lunch	6 11:30 Lunch	7 9:00 3B Exercise 10:00 Coffee & Convo 11:30 Lunch 1:00 Craft Corner	8 9:00 Yoga 11:30 Lunch
11 9:00 3B Exercise 11:30 Lunch 1:00 45's Card Games	12 9:00 COA Meeting 11:30 Lunch 1:00 Wellness Check	13 11:30 Lunch 1:00 Terrariums at Atria in Newburyport	14 9:00 3B Exercise 11:30 Lunch 12:00 Ice Cream Social 1:00 Craft Corner	15 9:00 Yoga 11:30 Lunch
18 9:00 3B Exercise 9:30 Senator Tarr's Office Hours 11:30 Lunch 1:00 45's Card Games	19 9:00 Food Pantry 11:30 Lunch	20 11:30 Lunch	21 9:00 3B Exercise 11:30 Lunch & Learn— SHINE / Medicare 1:00 Craft Corner	22 9:00 Yoga 11:30 Lunch
25 9:00 3B Exercise 11:30 Lunch 1:00 45's Card Games	26 11:30 Lunch 12:30 Games with Pen- tucket Volunteers	27 10:00 Office Hours State Rep. Ramos 11:30 Sunray Café Lunch-Potato Soup	28 9:00 3B Exercise 11:30 Lunch 1:00 Card Making at Craft Corner	29 9:00 Yoga 11:30 Lunch
<b>OCTOBER</b>				
2 9:00 3B Exercise 11:30 Lunch 1:00 45's Card Games	3 9:00 Food Pantry 11:30 Lunch	4 11:30 Lunch	5 9:00 3B Exercise 10:00 Coffee & Convo 11:30 Lunch 1:00 Craft Corner	6 9:00 Yoga 11:30 Lunch
9 <b>Columbus Day CLOSED</b>	10 9:00 COA Meeting 11:30 Lunch 1:00 Wellness Check	11 11:30 Lunch	12 9:00 3B Exercise 11:30 Lunch 1:00 Craft Corner	13 9:00 Yoga 11:30 Lunch
16 9:00 3B Exercise 9:30 Senator Tarr's Office Hours 11:30 Lunch 1:00 45's Card Games	17 9:00 Food Pantry 11:30 Lunch 12:30 Games with Pen- tucket Volunteers	18 11:30 Lunch	19 9:00 3B Exercise 11:30 Lunch & Learn- Fall Special Town Meeting 1:00 Craft Corner	20 9:00 Yoga 11:30 Lunch
23 9:00 3B Exercise 11:30 Lunch 1:00 45's Card Games 7 pm Fall Special Town Meeting	24 11:30 Lunch	25 10:00 Office Hours State Rep. Ramos 11:30 Sunray Café Lunch-Chicken Pot Pie	26 9:00 3B Exercise 11:30 Lunch 1:00 Craft Corner	27 9:00 Yoga 11:30 Lunch
30 9:00 3B Exercise 11:30 Lunch 1:00 45's Card Games	31 9:00 Food Pantry 11:30 Lunch 12:30 Games with Pen- tucket Volunteers			

# TRANSPORTATION



## NEET (Northern Essex Elder Transport, Inc.)

Call 978-363-1104

We have been partnering with NEET, a non-profit volunteer program providing transportation to medical appointments and errands for residents age 60 and over. Simply complete the application process; and when you have an upcoming appointment, call Christine at SAGE with the details. Rider applications are available at the SAGE Center, on the town website at [www.wnewbury.org/sage-center/transportation](http://www.wnewbury.org/sage-center/transportation) and on NEET's website at [www.driveforneet.org](http://www.driveforneet.org). Don't miss an appointment - please contact Christine at 978-363-1104 for more information!



## CareRide Program through AgeSpan

Call 978-651-3118

CareRide is a subsidized transportation service for non-emergency medical appointments for anyone 65 plus who resides in the Greater Haverhill or the Greater Lowell areas. The program uses Lyft to provide transportation. For more information, contact Alexandra Luciano, AgeSpan CareRide Program Coordinator at 978-651-3118.

## Mini MeVa Ring & Ride

Call 978-469-6878 press option 3

NOW Mondays thru Fridays 5 am-8 pm & Saturdays 7 am-7 pm

FARE FREE

Ring & Ride (now mini MeVa) is a curb-to-curb transportation service provided by the Merrimack Valley Regional Transit Authority (MeVa) for the communities of Amesbury, Andover, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Methuen, Newbury, North Andover, Rowley, Salisbury, West Newbury. All mini MeVa vans have wheelchair lifts and are handicapped accessible. This service allows residents to travel anywhere within the MeVa service area. The service also allows you to connect to any of the MeVa fixed route bus systems.

***For reservations call 978-469-6878, press option 3 between 8 am and 4:30 pm Monday through Friday at least two days in advance.***

# GROUPS & MEETINGS



## Council on Aging Board Meeting

Tuesdays, Sept. 12 & Oct. 10 | 9:00 am

## Office of Senator Bruce Tarr

Mondays, Sept. 18 & Oct. 16 | 9:30-10:30 am

Office hours are in-person and held in the lobby or SAGE Center, 381 Main Street, West Newbury

## State Rep., Adrienne Ramos

Wed., Sept. 27 & Oct. 25 | 10:00-11:30 am

Office hours are in-person and held in the lobby or SAGE Center, 381 Main Street, West Newbury



# FOOD PANTRY



## Food Pantry

Sept. 5, 19 | Oct. 3, 17, 31 from 9-10:30 am

The West Newbury Food Pantry is open on the 1st, 3rd & 5th Tuesday of every month from 9-10:30 am.

## Food Pantry Donation Wish List

Breakfast Cereal	Mac & Cheese Boxes	Laundry Detergent
Instant Oatmeal Packets	Boxes of Pasta	Small Dish Soap
Individual Applesauce	Pasta / Alfredo Sauce	Spray Cleaner or Wipes
Peanut Butter, Jelly	Granola Bars	Toilet Cleaner
Canned Tuna / Chicken	Individual Crackers	Paper Towels (individual)
Canned Soups	Individual Cookies	Toilet Paper (individual)

*The pantry has a refrigerator and freezer to accommodate fresh or frozen donations. Please no bulk items. Small sizes and individually wrapped items are best for our pantry.*

## Donations

The West Newbury Council on Aging (COA) is able to accept donations into the COA Gift Account and the West Newbury Food Pantry Gift Account. Donations can be made on the town web site at [www.wnewbury.org](http://www.wnewbury.org) and clicking on the "Pay Bills" icon. Donations can also be made by check payable to the "Town of West Newbury" and mailed to the SAGE Center. Please note on your check which account your donation is intended for.



## SAGE Center

West Newbury Council on Aging  
381 Main Street  
West Newbury, MA 01985

PRSR STD
U.S. POSTAGE
<b>PAID</b>
W. NEWBURY, MA
Permit No. 68





## Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

TO: Select Board  
 FROM: Angus Jennings, Town Manager  
 DATE: September 1, 2023  
 RE: Resident Request: Pregnancy and Infant Loss Remembrance Day

---

The town recently received a request from local residents Jacqui & Scott Bleczinski, at 6 Cortland Lane, to formally recognize the annual Pregnancy and Infant Loss Remembrance Day, October 15<sup>th</sup>, an International Day of Observance. Background information referenced by the residents is enclosed.

Their correspondence notes that pregnancy loss occurs in 1 out of 4 pregnancies, and stillbirth 1 in every 160 deliveries, and there are others in our community who recognize this day. They suggest this would be a beautiful way to honor babies gone too soon.

They ask that the Town consider illuminating the exterior of the Town Offices Building or the Public Safety Building in pink and blue lights, and offered to purchase the lights and assist with setup.

We have requested comment concerning the feasibility of illuminating the Public Safety Building and the Middle/High School. Pentucket has advised that the exterior colored lighting at the M/H School does not include blue and pink as colors.

If this request is favorable to the Board, my office will work with the residents, Public Safety and DPW to determine if the exterior lighting can be placed at either or both of the requested locations. Also, it would be very easy to schedule the LED sign in front of public safety to display pink and blue, commemorating the day, on and leading up to October 15<sup>th</sup>.

# Pregnancy and Infant Loss Remembrance Day

**Pregnancy and Infant Loss Remembrance Day** is an annual day of remembrance observed on October 15 for pregnancy loss and infant death, which includes miscarriage, stillbirth, SIDS, ectopic pregnancy, termination for medical reasons,<sup>[1]</sup> and the death of a newborn.<sup>[2][3]</sup> Pregnancy and infant loss is a common experience that has historically been complicated by broadly applied social and cultural taboos to stay silent, a condition that the World Health Organization advocates reversing in favor of open expression.<sup>[4]</sup> A growing number of public figures have come out in support of open expression, with many leading by example through the disclosure of their personal experiences of pregnancy loss and infant death.<sup>[5][6][7]</sup>

<b>Pregnancy and Infant Loss Remembrance Day</b>	
<b>Also called</b>	Pregnancy and Infant Loss Awareness Day
<b>Observed by</b>	United States, Canada, Australia
<b>Type</b>	International, secular and religious
<b>Significance</b>	Raises awareness of the prevalence of pregnancy loss and infant death
<b>Observances</b>	International Wave of Light; candle lighting; remembrance services and walks
<b>Date</b>	October 15
<b>Frequency</b>	annually
<b>Related to</b>	Pregnancy and Infant Loss Awareness Month (N. America), Baby Loss Awareness Week (UK), World Prematurity Day, Early Miscarriage Awareness Day

Pregnancy and Infant Loss Remembrance Day is observed in locations including Canada,<sup>[2]</sup> United States,<sup>[8]</sup> Australia,<sup>[3]</sup> Ireland,<sup>[9]</sup> and the United Kingdom.<sup>[10]</sup> Recognition of the holiday has grown since the early 2000s. The day of remembrance includes candle-lighting vigils and a Wave of Light, a worldwide lighting of buildings and monuments.<sup>[9]</sup>

## Overview

---

Pregnancy and Infant Loss Remembrance Day serves to promote greater awareness and support for the estimated 1 in 4 individuals and families whose lives are irrevocably altered by the death of their children during pregnancy, at birth, and in infancy. Experiences of loss vary for each individual and family unit; common effects include depression, anxiety, changes in relationships, development of unhealthy coping mechanisms, and Post Traumatic Stress Disorder (PTSD).<sup>[11]</sup> These effects are often underestimated, misunderstood, or overlooked by health care professionals, friends, and family members, especially when concerning pregnancy loss related bereavement and subsequent grief.<sup>[12][13]</sup>

Advocates believe that formalized day of observation increases public awareness and promotes greater research and understanding to aide in the creation and establishment of programs, resources and services to support and provide assistance to survivors of baby loss and their families, enabling them to overcome their trauma and integrate their bereavement into their life in a healthy manner.<sup>[14]</sup>

In 2017, the World Health Organization (WHO) reported that there were 4.1 million deaths of infants that were less than one year old.<sup>[15]</sup> WHO estimated an annual occurrence of 2.6 million stillbirths<sup>[16]</sup> and between 17 and 22 percent of pregnancies that result in miscarriage.<sup>[17]</sup> A growing number of public figures have disclosed their personal experiences of pregnancy loss and infant death including Nicole Kidman, Whitney Huston, Gweneth Paltrow, Ali Wong, Michelle Obama, Chrissy Tiegan, John Legend, Meghan Duchess of Sussex and Mark Zuckerberg.<sup>[5][6][7][18]</sup>

Individual citizens have worked with their representatives to introduce legislation at the municipal, state, provincial and national levels of government in an effort to have October 15 recognized as Pregnancy and Infant Loss Remembrance Day. As of March 2021, the day has been formally recognized in the United States, Canada, and Australia while the United Kingdom observes October 15 as part of their Baby Loss Awareness Week.

## International Pregnancy and Infant Loss Remembrance Day

International Pregnancy and Infant Loss Remembrance Day is observed in several localities but is not universally recognized. Individuals, families, and organizations from around the world continue to promote greater public awareness of the prevalence of baby loss and the intense grief that often accompanies the experience.<sup>[11][12]</sup> The number of locations that officially observe October 15 as Pregnancy and Infant Loss Remembrance Day has grown since the early 2000s.

The official awareness colors of the cause are pink and blue<sup>[3][9][10]</sup> and are used for the campaign's awareness ribbon.

## Wave of Light

Founded in 2003, the Wave of Light invites baby loss families, friends, loved ones and supporting organizations from around the world to join in honor and remembrance on October 15 at 7:00 pm in all time zones.<sup>[10][19]</sup> Beginning in the first time zone, illuminations and candles remain lit for a period of at least one hour, with the next time zone lighting in its turn, moving westward as the Wave of Light circumnavigates the globe. Buildings, landmarks, monuments, and venues are illuminated<sup>[9]</sup> while individuals, families, friends, and supporting organizations participate in lighting candles in remembrance.<sup>[10]</sup>

## Efforts towards official recognition of day

---

### United States

The United States Congress, by Senate Joint Resolution 314, designated the month of October 1988 as "Pregnancy and Infant Loss Awareness Month and authorized and requested the President to issue a proclamation in observance of this month which Ronald Reagan then formalized on October 25, 1988.<sup>[20][21]</sup>

In 2001, Robyn Bear, Lisa Brown, and Tammy Novak initiated a campaign and petitioned the federal government and state governors of the United States to make October 15 an official holiday titled Pregnancy and Infant Loss Remembrance Day.<sup>[22][23]</sup> Concurrent Resolution 222, which supported the goals and ideals of National Pregnancy and Infant Loss Remembrance Day, was passed in the U.S. House of Representatives on September 28, 2006.<sup>[8]</sup>

### United Kingdom

According to the registered charity the Stillbirth and Neonatal Death Society (Sands), the first Baby Loss Awareness Day was held in the United Kingdom on October 15, 2002 after a group of parents were inspired by the Pregnancy & Infant Loss Remembrance Day in the United States.<sup>[19]</sup> Baby Loss Awareness Week has been in observance in the UK from October 9–15, since 2003,<sup>[10][24][25]</sup> when the event was expanded into a week, the same year the first official Wave of Light was observed in the UK.<sup>[19]</sup>

In 2016, Labor MP Vicky Foxcroft offered personal testimony in support of the week of remembrance.<sup>[25]</sup>

## Canada



A campaign ribbon used to promote the recognition of Pregnancy and Infant Loss Remembrance Day<sup>[26]</sup>

In 2005, New Brunswick was the first Canadian province to observe Pregnancy and Infant Loss Remembrance Day, an action granted by the New Brunswick Department of Health and Wellness on October 12, 2005.<sup>[14]</sup> New Brunswick Minister of Health and Wellness Elvy Robichaud called on provincial residents to provide "support, education, and awareness for grieving parents who have lost children during pregnancy or shortly after birth" due to miscarriage and infant death being "a source of grief, often silent, for mothers, fathers, siblings, and grandparents."<sup>[27]</sup>

In 2008, Manitoba recognized the holiday through Bill 226.<sup>[28]</sup> In 2015, Ontario enacted Bill 141 which designated October 15 as Pregnancy and Infant Loss Awareness Day, with support for further research and program development.<sup>[29]</sup> In 2017, Nova Scotia began to observe the holiday on October 15, as Pregnancy and Infant Loss Awareness Day, via Bill 38.<sup>[30]</sup>

As of 2018, the holiday was nationally recognized in Canada.<sup>[31]</sup>

## Australia

In May 2008, Nicole Ballinger of New South Wales (NSW) contacted her Members of Parliament (MPs) to request help in creating an official Pregnancy and Infant Loss Remembrance Day.<sup>[32]</sup> Ballinger worked with MPs Joanna Gash and Shelley Hancock.<sup>[33]</sup>

John and Kate De'Laney campaigned for recognition of Pregnancy and Infant Loss Remembrance Day in Western Australia (WA). After Kate De'Laney wrote a letter to Premier Colin Barnett to bring

Pregnancy and Infant Loss Remembrance Day to greater attention, the WA State Government passed a bipartisan agreement to officially recognize the holiday on October 15, 2014.<sup>[34]</sup>

The De'Laney's worked with Senator Kristina Keneally to make October 15th nationally recognised by the Australian Parliament. Senators Keneally, Bilyk, McCarthy, and Polley, moved a motion in the upper house Australian Government to make Pregnancy and Infant Loss Remembrance Day an official Australian holiday and on February 17, 2021, the motion, put to the members of the lower house, passed unopposed.<sup>[35]</sup>

## References

1. Oct 13, Jessica Zucker. "Why So Many Women Lie About Terminating Wanted Pregnancies" (<https://www.instyle.com/beauty/health-fitness/terminating-pregnancy-for-medical-reasons>) . *InStyle*. Retrieved 2021-10-16.
2. Sinclair, Jesara (October 15, 2020). "Why these P.E.I. mothers are talking about pregnancy and infant loss | CBC News" (<https://www.cbc.ca/news/canada/prince-edward-island/pei-pregnancy-and-infant-loss-awareness-day-1.5760110>) . *CBC*. Retrieved 2021-03-12.
3. Darbin, Emma (2021-02-26). "October 15 officially named Pregnancy and Infant Loss Remembrance Day" (<https://www.newsofthearea.com.au/october-15-officially-named-pregnancy-and-infant-loss-remembrance-day-65332>) . *News of the Area*. Retrieved 2021-03-13.
4. Purdie, M. (March 13, 2019). "Why we need to talk about losing a baby" (<https://www.who.int/news-room/spotlight/why-we-need-to-talk-about-losing-a-baby>) . *World Health Organization*. Retrieved 2021-03-14.
5. Bologna, Caroline (2017-10-19). "50 Celebrities Who Opened Up About Their Miscarriages" ([https://www.huffpost.com/entry/50-celebrities-who-opened-up-about-their-miscarriages\\_n\\_59de72a2e4b0fdad73b1b117](https://www.huffpost.com/entry/50-celebrities-who-opened-up-about-their-miscarriages_n_59de72a2e4b0fdad73b1b117)) . *HuffPost*. Retrieved 2021-03-14.
6. Hurlock, Jaenique (2020-11-24). "Black mothers grieve the babies they lost—and help more survive their first year" (<https://www.nationalgeographic.com/history/article/black-mothers-grieve-lost-babies-help-more-survive-first-year>) . *National Geographic*. Retrieved 2021-03-14.
7. Lai, Lynna (October 29, 2020). "Local support groups thank Chrissy Teigen for shining spotlight on pregnancy loss" (<https://www.wkyc.com/article/features/local-support-groups-thank-chrissy-teigen-shining-spotlight-pregnancy-loss/95-2e99ee6b-6ea8-487c-a399-437177e2b4aa>) . *WKYC*. Retrieved 2021-03-14.
8. "H. CON. RES. 222 Supporting the goals and ideals of National Pregnancy and Infant Loss Remembrance Day" (<https://www.govinfo.gov/content/pkg/BILLS-109hconres222ih/html/BILLS-109hconres222ih.htm>) . *Congress of the United States*. 2006-09-28. Retrieved 2009-08-21.

# Special Event Application 34th Annual

Organization or Group Apple Harvest Run by WNPTD

Person Making Reservation Allison Geary / Jaime Paragios

Mailing Address [Redacted] West Newbury [Redacted]

Phone [Redacted] e-mail [Redacted]

Event Date: Oct. 15, 2023 Start Time Setup Oct. 14 End [Redacted]

Time FUN RUN: 11AM 5 mile 11:30 5K 11:40

Reason for Event FUNDRAISER

Number of attendees 300-400 (Race day)

### Check Appropriate Block:

Resident  Non-resident  
 WNPTD Fund Raising Group  Non-Profit  Commercial  Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property please see attached maps for 5K & 5mi & FUN RUN
2. For road or walk race, a detailed map of the route please see attached maps
3. Features and attractions this included a 5K, 5 mile, 3 1 mile fun run Road Races
4. Participant circulation same as prior years
5. Proposed parking including how you will handle overflow parking parking will be on-site / overflow parking will be where police chief & select road designate
6. Any proposed road closures See attached maps; same as prior years

7. Location of trash receptacles and dumpsters Same as prior years  
TOWN will handle trash & provide containers

8. Location of temporary toilet facilities there will be onsite  
portapotties @ race start

9. Accessible routes for the disabled or mobility impaired yes

10. Locations, size and number of any tents, trailers or temporary structures  
Same as prior years  
tent provided by fire department

11. Location, size, and description of any signage or banners  
page school; (same as prior years)  
hachelle fields;  
Middle/high school;

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.

TBD; WNFD will be on site cooking  
& selling food - please let us  
know if additional permitting is needed

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. will be notified

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance will provide COI  
by end of September



Name: Apple Harvest Run Event: Apple Harvest Run

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

[Signature] 8.17.2023  
Individual/Authorized Signature for Group Date

Chief of Police's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Requests and comments:

Fire Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Requests and comments:

Approval granted if signed here by Select Board: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
Requests and comments:

## Town Clerk

---

**From:** Deputy David Evans <evans@westnewburysafety.org>  
**Sent:** Tuesday, August 29, 2023 3:43 PM  
**To:** Town Clerk  
**Subject:** Re: Special Permit App Apple Harvest

Hi Jim,

This looks good.

Get [Outlook for iOS](#)

---

**From:** Town Clerk <townclerk@wnewbury.org>  
**Sent:** Tuesday, August 29, 2023 2:21:39 PM  
**To:** Deputy David Evans <evans@westnewburysafety.org>  
**Subject:** Special Permit App Apple Harvest

Hey Dave,

If you could let me know if you have any comments or questions please let me know.

Best,

**James RW Blatchford**

Town Clerk  
Town of West Newbury  
Phone 978-363-1100 X 110  
Mobile 978-891-0039  
[www.WNewbury.org](http://www.WNewbury.org)



## Town Clerk

---

**From:** Sgt. Rich Parenteau <parenteau@westnewburysafety.org>  
**Sent:** Tuesday, August 29, 2023 2:42 PM  
**To:** Town Clerk  
**Subject:** Re: Special Permit App Apple Harvest

Thanks for reaching out. Looks good overall. I believe last year they did have alcohol (if I'm remembering the race correctly) so we had a detail officer for the beer tent. So that would mean we would need a second detail officer to cover that. But otherwise, everything looks status quo and good to me. Any questions feel free to let me know. Thanks again.

Rich

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Town Clerk <townclerk@wnewbury.org>  
**Sent:** Tuesday, August 29, 2023 2:20:59 PM  
**To:** Sgt. Rich Parenteau <parenteau@westnewburysafety.org>  
**Subject:** Special Permit App Apple Harvest

Hey Rich,

If you could let me know if you have any comments or questions please let me know. They might be doing alcohol but they haven't decided and that would be a separate application from this.

Best,

**James RW Blatchford**

Town Clerk  
Town of West Newbury  
Phone 978-363-1100 X 110  
Mobile 978-891-0039  
[www.WNewbury.org](http://www.WNewbury.org)



## Town Clerk

---

**From:** Paul Sevigny  
**Sent:** Tuesday, August 29, 2023 2:33 PM  
**To:** Town Clerk  
**Subject:** RE: Special Permit App Apple Harvest

All is good with the BOH. If other food vendors will be involved (besides the FD), then they would need to speak with me.

---

**From:** Town Clerk <townclerk@wnewbury.org>  
**Sent:** Tuesday, August 29, 2023 2:18 PM  
**To:** Paul Sevigny <psevigny@wnewbury.org>  
**Subject:** Special Permit App Apple Harvest

Hey Paul,

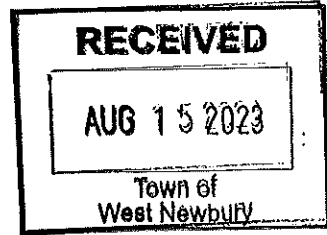
If you could let me know if you have any comments or questions please let me know.

Best,

**James RW Blatchford**

Town Clerk  
Town of West Newbury  
Phone 978-363-1100 X 110  
Mobile 978-891-0039  
[www.WNewbury.org](http://www.WNewbury.org)





# Special Event Application

Organization or Group Myopia Hunt Club

Person Making Reservation Cynthia Foote

Mailing Address [Redacted] West Newbury MA

Phone [Redacted] e-mail [Redacted]

Event Date: Sat Oct 14 Start Time 2:15 End

Time 4:30

Reason for Event fox hunt

Number of attendees 15 +/-

### Check Appropriate Block:

- Resident  Non-resident
- Fund Raising Group  Non-Profit  Commercial  Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property NEER North  
52 Ash St

2. For road or walk race, a detailed map of the route on file

3. Features and attractions 15 +/- riders, horses & hounds

4. Participant circulation \_\_\_\_\_

5. Proposed parking including how you will handle overflow parking  
on property

6. Any proposed road closures NO

7. Location of trash receptacles and dumpsters n/A

8. Location of temporary toilet facilities n/A

9. Accessible routes for the disabled or mobility impaired n/A

10. Locations, size and number of any tents, trailers or temporary structures

15 +/- trucks and horse trailers

11. Location, size, and description of any signage or banners

n/A

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.

n/A

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. we will provide street crossers

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance to follow

Name: Myppin Hunt Event: Sox hunt

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

Individual/Authorized Signature for Group \_\_\_\_\_ Date \_\_\_\_\_

Chief of Police's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

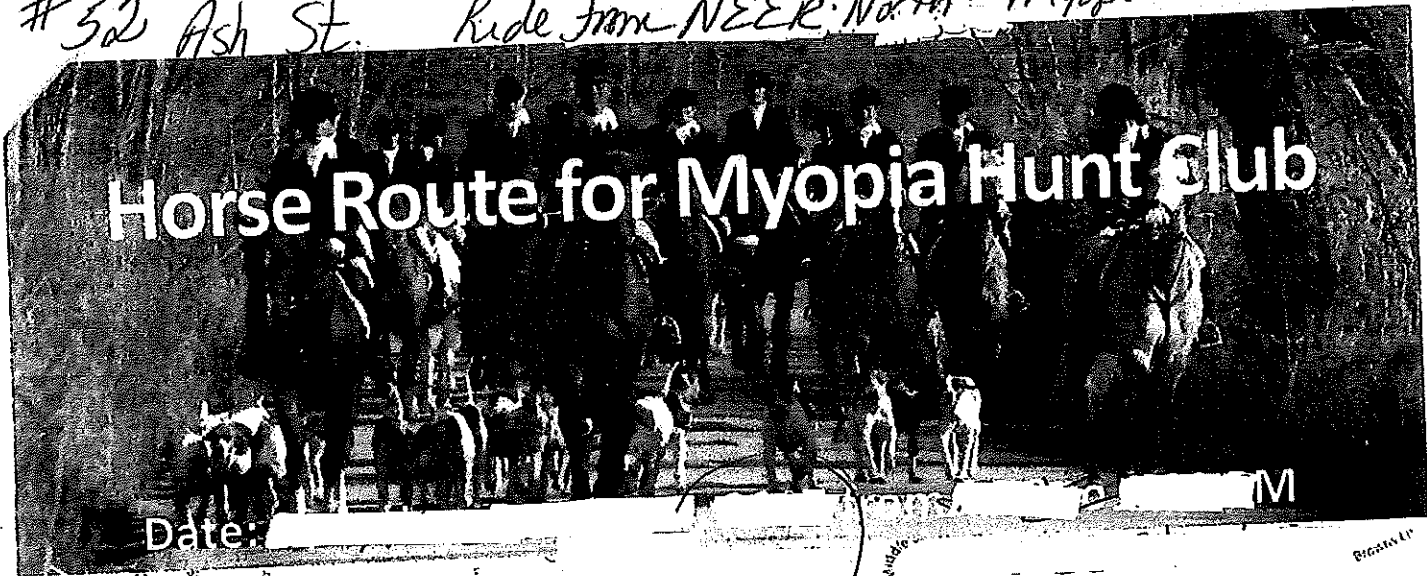
Fire Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

Approval granted if signed here by Board of Selectmen: \_\_\_\_\_ Date: \_\_\_\_\_

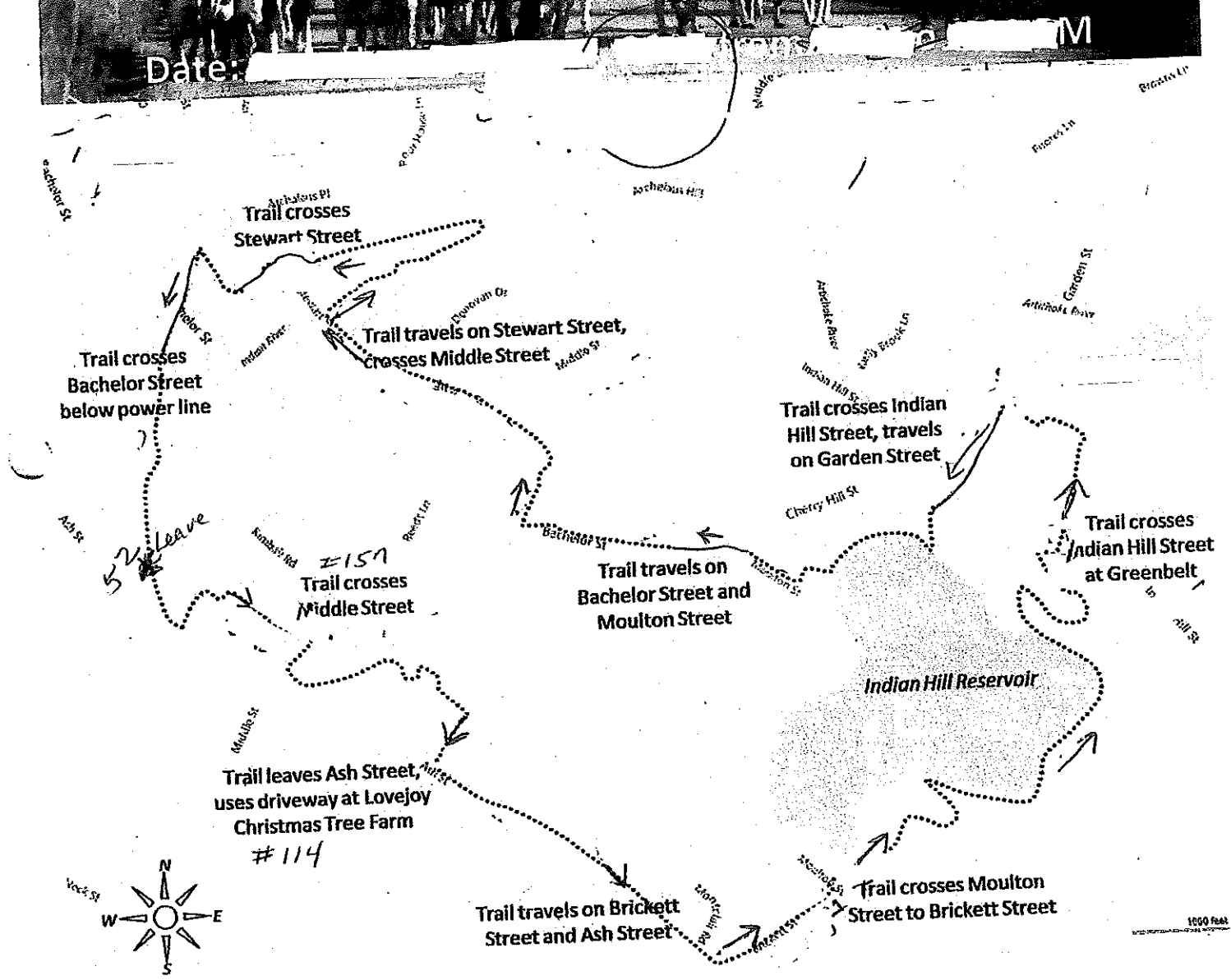
Requests and comments:

\* #52 Ash St. Ride from NEER North - Myopia



# Horse Route for Myopia Hunt Club

Date:



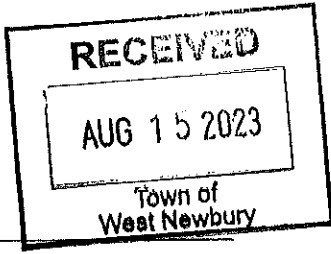
## Trail Map Prepared for West Newbury Police Department

Copyright ©2017 Prepared on Oct 2, 2017 by:  
WEST NEWBURY  
OPEN SPACE COMMITTEE  
Visit: [www.westnewburyopenspace.net](http://www.westnewburyopenspace.net)

*electronic map on file w/ town*

*508  
284 4022  
Mary*





# Special Event Application

Organization or Group Myopia Hunt Club  
 Person Making Reservation Cynthia Foote  
 Mailing Address [Redacted] West Newbury MA  
 Phone [Redacted] e-mail [Redacted]

Event Date: Tue Oct 31 Start Time 10am End   
 Time NOON  
 Reason for Event drag fox hunt  
 Number of attendees 15 +/-

### Check Appropriate Block:

Resident  Non-resident  
 Fund Raising Group  Non-Profit  Commercial  Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

- The location of the event on the property Pipestave
- For road or walk race, a detailed map of the route on file @ town office
- Features and attractions 15 +/- riders, horses, hounds
- Participant circulation —
- Proposed parking including how you will handle overflow parking on property @ location #1
- Any proposed road closures NO

7. Location of trash receptacles and dumpsters n/A

8. Location of temporary toilet facilities n/A

9. Accessible routes for the disabled or mobility impaired n/A

10. Locations, size and number of any tents, trailers or temporary structures  
15+/- truck + trailers

11. Location, size, and description of any signage or banners  
n/A

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.  
n/A

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. we will provide street crossers

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance Attached

Name: Myopia Hunt Event: fox hunt

*Cindy Foote*

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

*Cynthia S Foote* \_\_\_\_\_ 08/14/23  
Individual/Authorized Signature for Group Date

Chief of Police Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Requests and comments:

Fire Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Requests and comments:

Approval granted if signed here by Board of Selectmen: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/05/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Allen Financial Insurance Group 13880 N Northsight Blvd Building C #109 Scottsdale AZ 85260	<b>CONTACT NAME:</b> Samantha Sergio <b>PHONE (A/C, No, Ext):</b> [REDACTED] <b>FAX (A/C, No):</b> [REDACTED] <b>E-MAIL ADDRESS:</b> ssergio@eqgroup.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Argonaut Insurance</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Argonaut Insurance		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
INSURER A:	Argonaut Insurance																				
INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
<b>INSURED</b> Myopia Hunt Club [REDACTED] South Hamilton MA 01982-1922																					

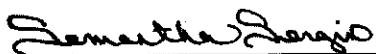
**COVERAGES** CERTIFICATE NUMBER: CL237654928 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		ELP0221951-00	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y		EXP0221951-00	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

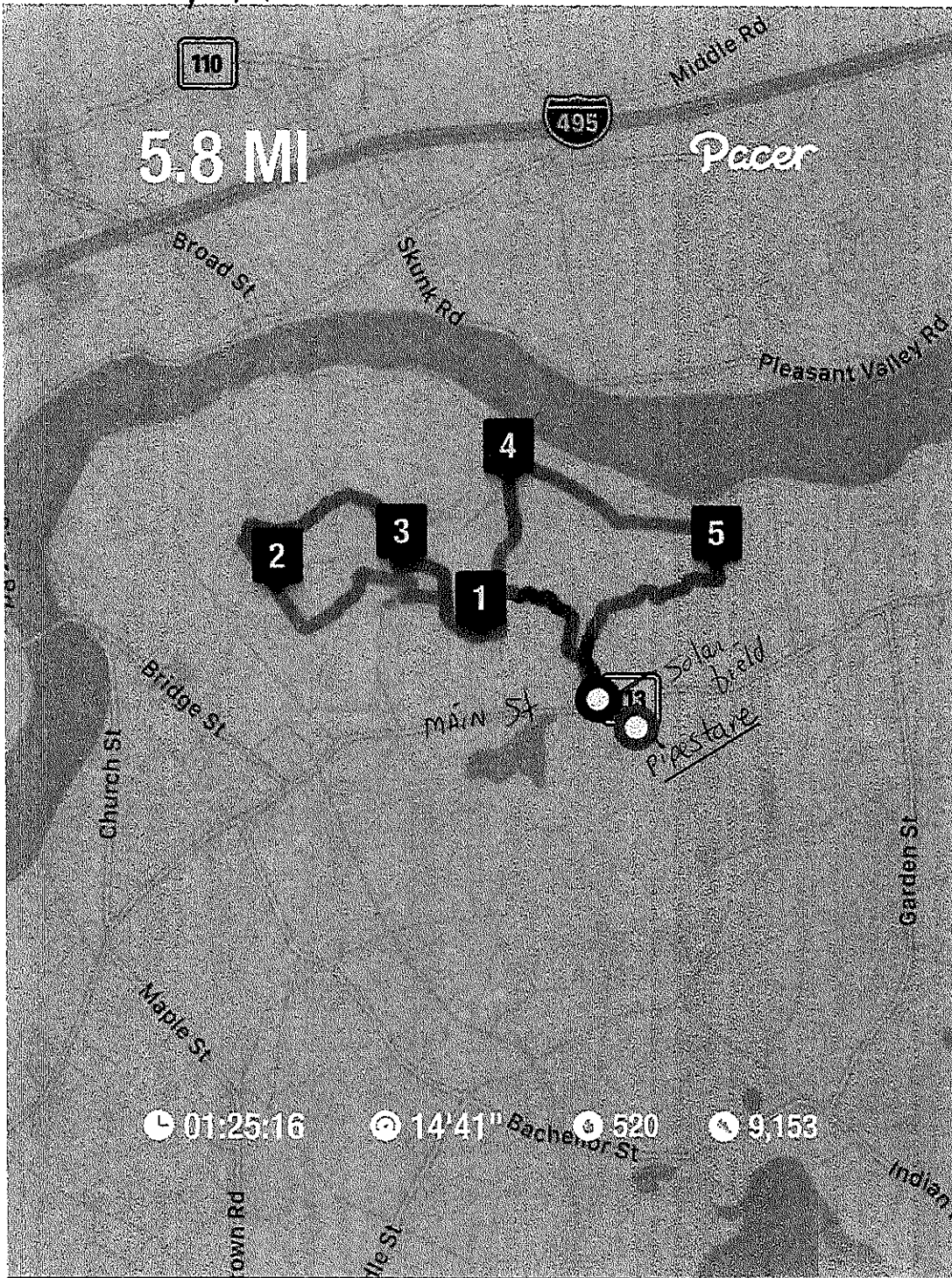
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured as premises owner with respect to the operations of the insured for coverages afforded under this policy.

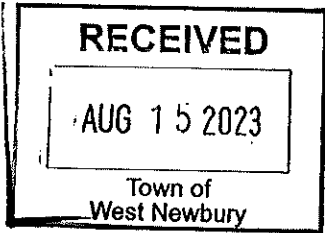
<b>CERTIFICATE HOLDER</b> Town of West Newbury Pipestave 694 Main Street West Newbury MA 01985-1225	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

\* Pipestave



Truckers arrive @ Pipestave  
 - cross Rte 113 to solar panels.  
 proceed thru trails to driveway @  
 # 45 Coffin St. go left on coffin  
 & into driveway @ # 28 Coffin St.  
 proceed thru trails to  
 back to Scotts <sup>#36 Coffin</sup> driveway. proceed left  
 down coffin. Right onto River Rd.  
 proceed thru trails @ Riverbend  
 come out by solar panels & cross  
 back over 113 to cross country  
 field @ Pipestave



# Special Event Application

Organization or Group Myopia Hunt Club  
 Person Making Reservation Cynthia Foote  
 Mailing Address [Redacted] West Newbury MA  
 Phone [Redacted] e-mail [Redacted]  
 Event Date: Sat Nov 11 Start Time 1pm End 3pm  
 Reason for Event drag fox hunt  
 Number of attendees 15+-

### Check Appropriate Block:

Resident  Non-resident  
 Fund Raising Group  Non-Profit  Commercial  Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

- The location of the event on the property  
52 Ash St NEER No.
- For road or walk race, a detailed map of the route on file @ town office
- Features and attractions 15+- riders, horses, hounds
- Participant circulation —
- Proposed parking including how you will handle overflow parking  
on property @ location #1
- Any proposed road closures NO

Name: Myopia Hunt

Event: fox hunt

*Cindy Foote*

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

*Cynthia Foote*  
Individual/Authorized Signature for Group

08/14/23  
Date

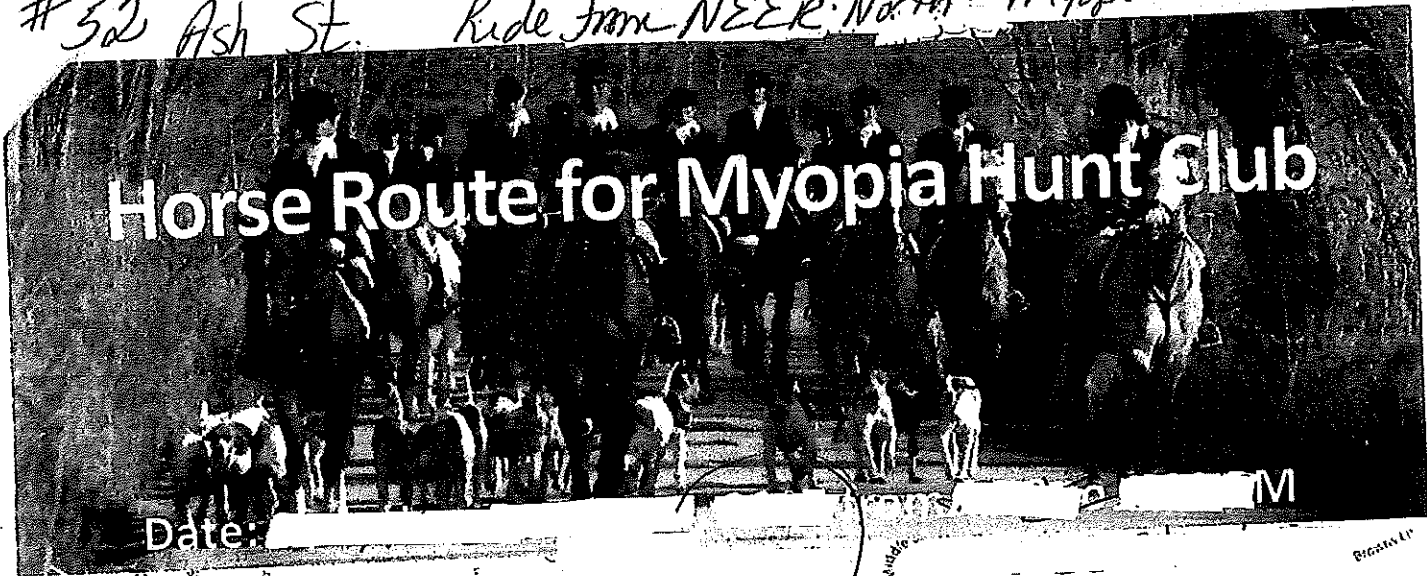
Chief of Police's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Requests and comments:

Fire Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Requests and comments:

Approval granted if signed here by Board of Selectmen: \_\_\_\_\_ Date: \_\_\_\_\_

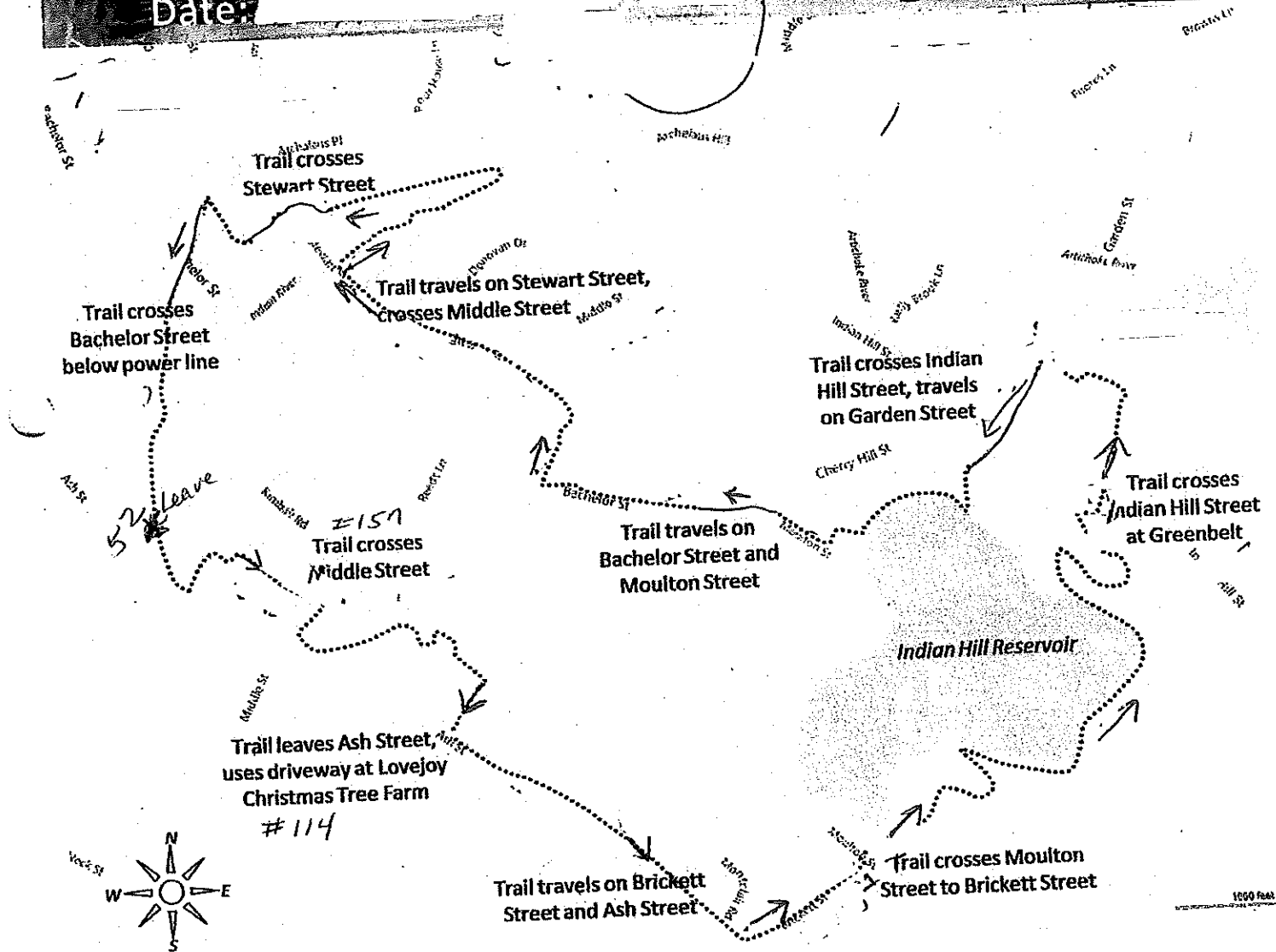
Requests and comments:

\* #52 Ash St. Ride from NEER North - Myopia



# Horse Route for Myopia Hunt Club

Date: \_\_\_\_\_



**Trail Map Prepared for  
West Newbury Police Department**

Copyright ©2017 Prepared on Oct 2, 2017 by:  
WEST NEWBURY  
OPEN SPACE COMMITTEE  
Visit: [www.westnewburyopenspace.net](http://www.westnewburyopenspace.net)

*electronic map on file w/ town*

*508  
284 4022  
Mary*





# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

C

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: September 1, 2023  
RE: Short Term Rental license application, 12 Maple Street

---

Following receipt of the enclosed application late spring, it was circulated to key local departments for review, including Inspectional Services, Health, and Fire. The initial response from the Building Inspector advised that his opinion is that the proposed use is not an allowed use in the zoning district.

In early June, I notified the applicant of the intent to schedule a public hearing for the Board's review of the license application in late June. The applicant requested that the Board not take up the application until there was more time for him to review with town staff some of the issues that were brought up during their initial review. (The Short Term Rental Bylaw, enclosed, does not specify a timeline within which the Board must consider and act upon a license application). Over the past few months, there have been a lot of correspondences between the applicant and town staff.

The key correspondences have been assembled and are provided to the Board as a supplemental meeting packet for the September 5<sup>th</sup> meeting. While efforts have been made to assemble a cohesive record for the Board's review, please understand that, due to the nature of email threads, this packet includes some duplication, and correspondences provided out of date order. (The correspondence packet is generally organized "oldest to newest" so you'll be reading things – generally – in chronological order). Where emails were sent which included attached files, efforts were made to collate the attached files with the email to which it was attached; this contributes to the choppy nature of the backup materials provided.

It is apparent that there remain disagreements between the applicant and multiple town offices – specifically, Inspectional Services and Health – regarding material aspects of the proposal. However, given the complexity of these matters, and the passage of time, I corresponded with the applicant a couple of times over the summer to notify him that, unless the application were to be withdrawn, a Board hearing would be scheduled.



# Town of West Newbury Select Board

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

Please complete the following. Note that the size of the answer space will expand as information is entered.

Name of BCC	Finance Committee
Current Membership with Officers noted	Rob Phillips, Chair Dan Innes, Vice Chair Ross Capolupo, Secretary Jim Sperelakis Ann O’Sullivan
Length of Terms	Phillips thru 6/30/25 Innes thru 6/30/24 Capolupo thru 6/30/25 Sperelakis thru 6/30/24 O’Sullivan thru 6/30/26
Meeting Schedule	In Season, Spring: Weekly during February, March, April. In Season, Fall: Weekly during September, October. Out of Season: Monthly or as needed to fulfill duties. The above summary is generally accurate, but the meeting schedule will be adjusted in real time to fulfill duties. Typically meetings are on a Wednesday night starting at 6 PM.
Location of Meetings	1 <sup>st</sup> or 2 <sup>nd</sup> floor hearing rooms depending upon availability and resources needed.
Responsibility for Posting Meeting Agenda	Chair
Responsibility for Taking Meeting Minutes	Secretary
Responsibility for Updating Website	Chair
Town Staff Liaison/Support (if any)	Town Manager, Finance Department, Town Clerk
BCC Charge (Review attached excerpt from the 2023 BCC Charge document and note any differences with your objectives)	From the State:  shall consider any or all municipal questions for the purpose of making reports or recommendations to the town, and shall submit a budget at the annual town meeting  From the Town Website:



## Board, Commission, Committee Review

	<ul style="list-style-type: none"> <li>• Prepare recommendations regarding all Articles in the warrant, especially those involving the appropriation of money.</li> <li>• Consider all questions affecting the revenue, indebtedness or expenditures of the funds of the Town, and for this purpose the committee shall have access to all books and records of the Town.</li> <li>• Present the Annual Budget to the Town.</li> <li>• Confer with and advise the Select Board whenever so requested.</li> <li>• One member of the Finance Committee shall be a member of the advisory Capital Improvements Committee and one member shall be a member of the Investment Policy Committee.</li> <li>• Authorize transfers from the Reserve Fund.</li> <li>• Authorize year-end budget line-item transfers.</li> </ul>
Accomplishments since the last Evaluation	Don't know when last evaluation occurred.
Priorities for the Next Year	Besides the duties enumerated above, participate in the Water Department Financial Model, and continue to review "Balance Sheet" items such as Free Cash and Stabilization funds both considering the Select Board Financial Reserves Policy requirements and the ever-evolving needs of the Town going forward given such capital-intensive matters as the Water Department structural repairs and water supply issues, the elementary school issue (build new or extensively repair) et cetera.
Two Year Priorities	A Town Financial Model which looks forward 3 to 5 years out, including balance sheet items (not just revenue and expenses).
Five Year Priorities	To be fully integrated into the year-round work of the Town while fulfilling our requirements under the existing state statute.
How can the Select Board/Town Manager better support the work of this BCC?	The Town Manager and the Town Accountant are integral to the accomplishments of this committee. We need to work hand-in-glove remembering that our obligation is directly to the citizens as the state statute intends and not to any other Board or position.
Are there other BCC whose work overlaps with yours?	We are integrated into the Capital Improvement Committee and the Investment Policy Committee. The work of the Select Board and the Town Manager are also of great import to the Finance Committee.
Is there other input you wish to provide?	The work of the Finance Committee will evolve with the needs of the Town. The role of the Finance Committee will not.
Completed by	Robert Phillips
Date	8.16.23



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

E

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: September 1, 2023  
RE: Peer Review, 31 Dole Place

---

The initial report from Weston & Sampson is enclosed. Per the contract, W&S provided their initial report (which includes but is not limited to Task 3: Water Quality and Quantity Peer Review) ahead of the Sept. 1 deadline. This date was included in the RFQ to ensure that the Board would have this part of the analysis complete in order to support your consideration of whether to propose funding at the Fall STM to conduct additional testing of this site.

Per the contract, the remainder of the W&S report will be received on or before October 1<sup>st</sup>.

As will become clear in your reading of the enclosed report, the design parameter the Board provided for the analysis relative to Sea Level Rise have a major impact on whether the site would be feasible to develop as a public water source. During a daytime meeting with W&S earlier this week, also attended by Mark Marlowe and Jack Duggan, I recommended that W&S participate in a meeting with the Select Board to either confirm or revise this design parameter.

# MEMORANDUM

**TO:** Angus Jennings, Town Manager and Mark Marlowe, Water Superintendent; Town of West Newbury

**FROM:** Kevin MacKinnon, PG, CG, PH-GW and Sarah Ridyard, PE; Weston & Sampson

**DATE:** 8/31/2023

**SUBJECT:** Dole Place Wellfield Peer Review

---

## 1. Background

For the past several years, the Town of West Newbury (The Town) has been evaluating the public acquisition of a privately-owned parcel at Dole Place for the purpose of use as a public water source through the development of new drinking water well(s) to be connected to the Town's existing water system. Presently, the Town's water system consists of one wellfield that supplies approximately 70% of the Town's water needs annually based on data provided by the Town from 2014-2022, and an interconnection to Newburyport that allows the Town to purchase the remainder of water needed at retail cost. An intermunicipal agreement dated 1980 governs the amount of water available for purchase from Newburyport and the payment terms.

The Town of West Newbury has expressed interest in achieving water independence to limit purchasing water from Newburyport. Currently, there are two interconnections to West Newbury's water system: one from Newburyport to supplement daily supply to West Newbury and a second interconnection from Groveland to supply emergency water if needed. Newburyport currently uses the Artichoke Reservoir, primarily located in West Newbury, as their primary water source.

The subject parcel proposed for a new groundwater source for the Town of West Newbury is located at 31 Dole Place, adjacent to the Merrimack River in a residential neighborhood. The current use of the property is residential with a single-family home and secondary garage structure located on the property, which is cleared of most vegetation and trees.

Previous evaluation of the parcel conducted by Tata & Howard in 2016-2017 indicated approximately 1 MGD of drinking water could be available to the Town from a potential wellfield at this site, which would meet the Town's current and projected water needs for the foreseeable future. Any excess water could potentially be sold to a neighboring municipality depending on an agreement reached between the two

towns and subject to permitting through the Massachusetts Department of Environmental Protection (MassDEP) and Department of Conservation and Recreation (DCR).

Due to the proximity of the proposed Dole Place wellfield to the Merrimack River, sea level rise and resilience is of concern. Discussion with the Town indicated an assumption that future sea level rise, in the year 2100, would equal 6' above the current FEMA 100-year flood elevation used for other planning in the local area.

The purpose of this study is to provide peer review of the work completed to date in order to evaluate the potential of the parcel at 31 Dole Place to develop a drinking water source for the Town of West Newbury. A report was developed in 2021 to summarize Tata & Howard's work on the evaluation that included budgetary cost estimates for the development of the wellfield at the Dole Place parcel, and infrastructure updates necessary to provide water from the Town of West Newbury to one or more neighboring communities. The contents of this report were examined as well as other materials provided by the Town related to the site evaluation performed to date, as well as recommended next steps.

## 2. Water Quantity Evaluation

### Dole Place Wellfield Pumping Test and Results (2016)

Weston & Sampson conducted a thorough review of the Tata & Howard Source Final Report (BRP WS 19 permit application) submitted to MassDEP on June 22, 2016, for a new groundwater source of supply located on Dole Place in West Newbury, Massachusetts. A five-day pumping test was conducted between February 4th and February 9th, 2016 by Tata & Howard in support of the new source permitting process required by MassDEP. According to the report, the pumping test was conducted using three clusters of small diameter wells to simulate a final wellfield in this location. The test wells were reportedly pumped at a combined rate of approximately 427 gpm (135 gpm in Well Cluster TW-1, 137 gpm in Well Cluster TW-4, and 155 gpm in Well Cluster TW-5) throughout the five-day pumping test.

The Source Final Report (BRP WS19) submitted to the DEP and reviewed by Weston & Sampson, unfortunately, did not include many of the required elements detailed in Chapter 4 of the Massachusetts Guidelines and Policies for Public Water Systems. Specifically, Chapter 4, Section 4.6.1 Report Contents.

The missing report contents and deficiencies include:

- Ambient (pre long term pumping test) water level / potentiometric fluctuation trends
- Surveyed site plan showing the location and elevation of all test wells
- Proof of stabilization at the conclusion of the pumping test
- Evaluation of the hydrogeology (including aquifer characteristics) based upon data generated during the prolonged pumping test and recovery
- Failure to remove the ambient aquifer trend and tidal influence from the pumping test dataset
- Zone II delineation was determined using a pumping test dataset that was not stabilized or corrected for external influences (ambient aquifer trend and tidal influence)

As a result of the missing data collection and analysis, Weston & Sampson has several concerns. Since stabilization was not reached (or proven), Weston & Sampson believes the following DEP-approved aspects of this project are uncertain:

- Water quality results may not be representative of long-term steady-state pumping conditions.
- Weston & Sampson does not agree with the approach taken to calculate the approvable yield of this site; however, Weston & Sampson does agree that the approved yield is sustainable. The concerns with the approach include:
  - Pumping wells did not meet the DEP requirements for stabilization (<0.04 ft of drawdown in 24 hours of pumping)
  - Pumping test data was not corrected for ambient aquifer trend, or filtered for tidal impacts, or precipitation event.
  - Specific capacity used in the calculation was an average based on high and low tide. If the data were corrected as stated above and filtered for tidal influence, one (1) specific capacity value should be used to represent each of the pumping wells.
- Zone II delineation was conducted using an uncorrected data set from a pumping test that had not stabilized. Mass balance calculations from the Tata & Howard delineated Zone II suggest that 60% of the water withdrawn from this source is a result of induced infiltration from the Merrimack River. No other hydraulic or water quality parameters support that assumption, which means the Zone II is either 1) incorrect or 2) the pumping test was not conducted long enough to reach stabilization.

## Recommendations

Based on our review of the Dole Place Wellfield Pumping Test Report and the analysis conducted by Tata & Howard, Weston & Sampson believes the site is capable of pumping the approved withdrawal rate of 684 gpm (0.98 MGD) but offers the following recommendations for future testing to better understand the steady state water quality characteristics of the source water:

- Conduct a long-term pumping test (5 days or greater) until it can be confirmed that stabilization was achieved.
- An accurate analysis of pumping-test data requires consideration of several standard corrections of the pumping test data set to ensure the data set is representative of the hydraulic response in the aquifer to pumping from the pumping well(s). In this case, data corrections should have included ambient aquifer trends, precipitation (recharge events) and tidal influence.
- A complete survey of all monitoring points to obtain reference elevations so groundwater and surface water levels can be converted to groundwater elevations.
- Perform a basic evaluation of aquifer parameters, which includes estimations of hydraulic conductivity, transmissivity and storativity.
- Refine conceptual hydrogeologic model of the Dole Place Wellfield aquifer.

### 3. Water Quality Evaluation

#### Water Quality Results (2016)

During the February 2016 pumping test, water quality samples were collected at test wells TW1, TW4 and TW5 at 31 Dole Place by Maher Services, who subcontracted Nashoba Analytical for analysis of water quality parameters. The test well water quality results are presented in Table 1. The only parameter at the time of sample collection and analysis that failed to meet a state or federal Maximum Contaminant Level (MCL) was pH. Sodium was above the Massachusetts Office of Research and Standards Guideline (OSRG) Massachusetts Drinking Water Guideline of 20 mg/L for all three samples with an average value of 31.7 mg/L. For comparison, the 2022 Annual Water Quality Report for West Newbury indicated the current water system had a maximum value of 68.2 mg/L for sodium from the West Newbury wellfield. No total coliform, volatile organic compounds, or synthetic organic contaminants were detected in the three samples. Per- and polyfluoroalkyl substances (PFAS) were not analyzed in the 2016 analysis.

Table 1. Summary of Sampling Results from February 2016

Contaminant	TW1	TW4	TW5	MCL/SMCL
Total Coliform (per 100 mL)	0	0	0	0/Absent
E. coli (per 100 mL)	-	-	-	0/Absent
<b>Radionuclides</b>				
Gross Alpha (pCi/L)	2.4 +/- 1.1	0.8 +/- 0.7	0.7 +/- 0.8	15
Uranium (pCi/L)	1.1	1	ND <sup>1</sup>	30
Radon (pCi/L)	273	283	302	10,000**
Radium 226 (pCi/L)	0 +/- 0.08	0.1 +/- 0.1	0.2 +/- 0.1	5 combined
Radium 228 (pCi/L)	1.8 +/- 0.6	0.8 +/- 0.5	0.5 +/- 0.5	
<b>Inorganic</b>				
Antimony (mg/L)	ND	ND	ND	0.006
Arsenic (mg/L)	0.003	ND	0.003	0.010
Barium (mg/L)	0.006	0.008	0.004	2
Beryllium (mg/L)	ND	ND	ND	0.004
Cadmium (mg/L)	ND	ND	ND	0.005
Chromium (mg/L)	ND	ND	ND	0.1
Cyanide (mg/L)	ND	ND	ND	0.2
Fluoride (mg/L)	ND	ND	ND	4.0
Mercury (mg/L)	ND	ND	ND	0.002
Nickel (mg/L)	ND	ND	ND	0.1
Selenium (mg/L)	ND	ND	ND	0.05
Sodium (mg/L)	42.3	25.5	27.3	20*
Thallium (mg/L)	ND	ND	ND	0.002
Nitrate (mg/L)	2	1.4	1.8	10
Nitrite (mg/L)	ND	ND	ND	1
<b>Secondary</b>				
Aluminum (mg/L)	ND	ND	ND	0.2
Calcium (mg/L)	36.8	26.2	28.5	NS <sup>2</sup>
Copper (mg/L)	ND	0.004	ND	1
Iron (mg/L)	0.022	0.013	0.009	0.3



Magnesium	5.3	4.7	4.1	NS
Manganese (mg/L)	ND	ND	ND	0.05
Potassium (mg/L)	3.8	2.7	2.6	NS
Silver (mg/L)	ND	ND	ND	0.1
Zinc (mg/L)	ND	0.004	ND	5
Alkalinity (mg/L)	77	60	62	NS
Chloride (mg/L)	93.7	60.2	58.1	250
Color (C.U)	0	0	0	15
Hardness (mg/L as CaCO <sub>3</sub> )	114	85	88	NS
Odor (TON)	ND	ND	ND	3
pH	7.4	6.3	6.8	6.5 – 8.5
Sulfate (mg/L)	20.8	12.5	15.7	250
TDS (mg/L)	244	178	188	500
Turbidity (NTU)	ND	ND	ND	NS
<b>Synthetic Organic</b> (µg/L)	ND	ND	ND	All
<b>Volatile Organic</b> (µg/L)	ND	ND	ND	All
<b>Miscellaneous</b>				
Perchlorate (µg/L)	2.0	ND	ND	2.0
Conductivity (µmhos/L)	570	400	412	NS

<sup>1</sup>ND: Non-detect (result was below the detection limit for the testing method)

<sup>2</sup>NS: Not Specified

\*ORSG MassDEP guideline for sodium

\*\*MassDEP MCL for radon, EPA proposed MCL for radon is 300 pCi/L

### Recent Regulatory Updates

In the years since the water quality sampling was performed at Dole Place there have been several regulatory updates regarding drinking water on both a state and national level. Most notably for this project, updates related regulations to PFAS and the Lead and Copper Rule.

### PFAS

In 2016, the EPA announced the first health advisory (non-enforceable) regarding PFAS, which advised the sum of PFOS and PFOA be no higher than 70 parts per trillion (ppt) for drinking water. On June 15, 2022, the EPA announced a second health advisory for four PFAS in drinking water. After considering the public and industry's input, the EPA released proposed MCLs for six PFAS on March 14, 2023, with anticipation of approval by the end of 2023. The proposed MCLs listed PFOS and PFOA at 4 ppt each, and a Hazard Index based on synergistic effects of no more than 1.0 for PFNA, PFHxS, PFBS, and GenX. Unlike the previous health advisories, these proposed MCLs will be enforceable, prompting each state to adapt drinking water treatment processes to meet these regulations. The proposed rule will require public water systems to monitor for these six PFAS, notify the public of the levels of these PFAS, and reduce the levels of these six PFAS in drinking water if they exceed the proposed standards (EPA 2016; 2022, and 2023).

Table 2. Federal EPA Progression on PFAS Regulations

PFAS	2016 Health Advisory	2022 Health Advisory	2023 Proposed MCLs
PFOS	$\Sigma \leq 70$ ppt	0.02 ppt	4 ppt
PFOA		0.004 ppt	4 ppt
PFNA	NA	NA	Hazard Index* 1.0 (unitless)
PFHxS	NA	NA	
PFBS	NA	10 ppt	
GenX	NA	1,000 ppt	

$$* \text{Hazard Index} = \frac{\text{GenX}}{10 \text{ ppt}} + \frac{\text{PFBS}}{2,000 \text{ ppt}} + \frac{\text{PFNA}}{10 \text{ ppt}} + \frac{\text{PFHxS}}{9 \text{ ppt}}$$

In October 2020, Massachusetts published MCLs on six PFAS in drinking water, stating the sum of the six must not exceed 20 ppt. The six currently regulated PFAS in Massachusetts are PFOS, PFOA, PFHxS, PFNA, PFHpA, and PFDA, which MassDEP refers to as “PFAS6” (MassDEP, 2020). There is overlap between the proposed federal MCLs and the Massachusetts’s current MCLs, however, Massachusetts does not currently regulate PFBS or GenX, and the EPA does not currently intend to regulate the two perfluoro carboxylic acids (PFCAs), PFHpA (7 carbons) and PFDA (10 carbons) that Massachusetts currently regulates. Current MCLs in four New England states in drinking water are shown in Table 3.

Table 3. Current PFAS MCL Regulations in Four New England States

PFAS	Massachusetts	Maine	Vermont	New Hampshire
PFOS	$\Sigma \leq 20$ ppt	$\Sigma \leq 20$ ppt	$\Sigma \leq 20$ ppt	15 ppt
PFOA				12 ppt
PFHxS				18 ppt
PFNA				11 ppt
PFHpA				NA
PFDA				NA
PFBS	NA	NA	NA	NA
GenX	NA	NA	NA	NA

### Lead and Copper Rule

On December 16, 2021, the U.S. EPA announced final revisions to the National Primary Drinking Water Regulations for lead and copper under the authority of the Safe Drinking Water Act – called the Lead and Copper Rule Revisions (LCRR). The revisions include requirements for inventory of lead service lines and replacement plans for community systems and non-transient non community (NTNC) systems, establishment of a 90<sup>th</sup> percentile system wide trigger level of 10 parts per billion (ppb) of lead (in addition to the system-wide 90<sup>th</sup> percentile action level of 15 ppb), and requirements for community systems to offer testing to schools and childcare facilities. These changes highlight the emphasis on lead and copper for current and future regulatory updates.

The MassDEP will likely require West Newbury to re-establish its Optimal Water Quality Parameters (OWQP’s) once the new source comes online, given the significant changes and potentially different water quality considerations. OWQP’s are established by collecting water samples from the finished water line, all other entry points (for example, source water and post treatment), and from sites within

the distribution system, with the number of points within the distribution system based on the population served by the system. The details of the sampling plan and number of samples are specific to the system and must be determined through discussion with MassDEP once the new source is online.

### Recommendations for Sampling

It has been over seven years since water quality sampling and analysis has been done at this site. The water quality data must be updated for the New Source Approval from MassDEP. It is recommended that the Town update water quality data with a new suite of water quality sampling and analysis to both update existing data and provide additional insight for infrastructure planning. The sampling shall include all previous parameters sampled, and the additional items noted in the list below. Crucial parameters for water quality and water treatment considerations at the wellfield include:

- PFAS sampling at a minimum should include at least 18 PFAS from EPA Methods 537 or 537.1. The following eight compounds, a combination of MA's PFAS6 and EPA's proposed MCL, must be included in the analysis: PFBS, PFHxS, PFOS, PFHpA, PFOA, PFNA, PFDA, and HFPO-DA (GenX).
- UV254 to indicate aromatic organic materials, which are precursors to disinfection byproducts (DBPs). Surface waters typically have higher concentrations of natural organic matter (NOM) than groundwater. Unfavorable or high UV254 absorbance may impact disinfection methods and treatment processes.
- Total Organic Carbon (TOC), Dissolved Organic Carbon (DOC), inorganics (iron and manganese), pH, radionuclides (radium), perchlorate, and nitrogen are typical water quality parameters that contribute to a variety of health based MCLs and filtration infrastructure needs. If granular activated carbon (GAC) filtration, common for PFAS removal in drinking water, is utilized at the site, iron and manganese can foul the vessels, lessening the removal of PFAS and other contaminants of concern. If there are high radionuclide or radium concentrations, GAC filter media may be considered a radioactive hazardous waste.
- Microparticulate Analysis (MPA) is recommended for an initial indication of the potential of this source to be Groundwater Under the Direct Influence of Surface Water (GWUDI) as defined by EPA's Surface Water Treatment Rule (SWTR). The determination of whether or not the source is GWUDI will be made based on MPA samples taken twice during a twelve-month period once the source is online; once between August 15 and October 15 (fall) and again between April 1 and May 30 (spring). Depending on whether the site is GWUDI or not will determine the log removal and chlorine contact time necessary, as well as the potential need for filtration in the treatment process. Per 310-CMR 22 Drinking Water, 4-log inactivation of viruses and 3-log inactivation of giardia cysts is required for groundwater under direct influence of surface water. Pressure filters typically account for 2-log credit.
- Corrosivity is a crucial water quality parameter to conform with EPA's Lead and Copper Rule to prevent leaching. Per EPA Optimal Corrosion Control document 816-B-16-003, factors affecting corrosivity and lead and copper leaching are:
  - Alkalinity, pH, and dissolved inorganic carbon (DIC)
  - Hardness (calcium and magnesium)
  - Dissolved oxygen (DO)
  - Ammonia, chloride, and sulfate
  - Natural organic matter (NOM)

- Iron, aluminum, and manganese
- Temperature
- All water quality test methods should conform to most recent State and EPA Methods for drinking water analysis.

### Potential Implications of Results

Depending on the results from updated water quality sampling and analysis, certain treatment processes and infrastructure may be required to meet MCLs and improve water quality for a groundwater source located at the project site. Typical treatment of certain water quality parameters is shown in Table 4.

Table 4. Water Quality Parameters, Treatment Technologies, and Concerns	
Water Quality Parameter	Treatment Technology or Concerns
PFAS	Ion Exchange (IX) Resin and/or Granular Activated Carbon (GAC).
UV254	Change in disinfection methods and/or organics removal: processes to avoid DBPs formation.
TOC, DOC, inorganics (iron and manganese), radionuclides (radium)	Green sand filtration or GAC, high radionuclides may cause GAC media to be considered radioactive hazardous waste.
MPA Analysis	4-log inactivation for viruses and 3-log inactivation for giardia cysts if GWUDI (disinfection). Pressure filters typically account for 2-log credit
Corrosivity	Control of corrosivity is crucial to prevent lead and copper leaching. Corrosion control is typically accomplished through chemical addition.

## 4. Permitting

### DEP Permits

#### Required Actions

Weston & Sampson consulted with Jim Persky and Duane LeVangie of MassDEP regarding the next steps required to renew the approval of the Dole Place Wellfield on behalf of the Town. The Dole Place Wellfield was officially approved on May 23, 2017 and the letter states that the approval is only valid for 5 years. Because it has been more than 5-years since the approval letter was obtained, the Town must complete another 5-day pumping test and collect water quality samples for parameters previously analyzed as well as additional parameters, such as PFAS, that were not collected in 2016. Prior to conducting another pumping test on the Dole Place Wellfield, MassDEP requires a brief pumping test proposal to be submitted that outlines the following:

- Updated Zone II land use evaluation
- Proposed pumping test sampling schedule and list of constituents to be sampled

- Proposed wellfield configuration including test well construction and location of discharge
- Proposed withdrawal rate

### Recommended Actions

In addition to MassDEP requirements outlined above, Weston & Sampson recommends the following actions:

- Design and construct final pumping wellfield based on final production well standards prior to the pumping test
- Consider a long-term pumping test (more than 5 days) to confirm stabilization criteria is met
- Collect Microscopic Particulate Analysis (MPA) to confirm whether groundwater is under the direct influence of surface water
- Collect water quality field parameters from both the Merrimack River and the pumping wells (temperature, pH, Oxidation Reduction Potential, specific conductivity, dissolved Oxygen) daily for the duration of the pumping test both to meet regulatory requirements and to have an indicator of the influence of the surface water on the water quality of the groundwater.

### MEPA Permitting

Weston & Sampson reviewed the available permitting documents for the Massachusetts Environmental Policy Act (MEPA) for the proposed wellfield at 31 Dole Place. In June 2016 an Environmental Notification Form (ENF) was submitted to the Executive Office of Energy and Environmental Affairs by Tata & Howard on behalf of the Town of West Newbury for the site. The ENF identified a water withdrawal of 868,000 gallons per day for the site, in exceedance of the MEPA threshold of 100,000 gallons per day, which necessitated the review of this potential project by MEPA.

The ENF Determination for the project was issued on August 19, 2016 by the Executive Office of Energy and Environmental Affairs. The project was determined to not require an Environmental Impact Report (EIR) at that time. The MEPA regulations at 301 CMR 11.10 dictate that if more than 5 years have elapsed since any work, including "non-construction related work or activity" then a new ENF shall be filed.

On August 16, 2023 Weston & Sampson met with Jennifer Hughes of the MEPA office for a virtual Teams meeting to discuss the project and next steps from the MEPA perspective. It was discussed that the Determination was issued more than five years ago, but the Town has been actively pursuing the purchase and evaluation of this property throughout the time since 2016 without a lapse of time occurring. Jennifer Hughes followed up after the meeting with additional detail. Because the subject project was determined to not require an EIR and the Town has been actively pursuing the project during the time since the Determination was issued, the Determination would still be valid from 2016 provided the project has not changed from the impacts documented in the 2016 ENF. If the proposed project has changed, for example if the building size increases due to additional treatment required, a Notice of Project Change should be filed with MEPA.

Since the 2016 ENF Determination the MEPA process has undergone several changes. Most notably, the inclusion of Environmental Justice as an area of concern for MEPA review, as well as additional

review of climate change considerations. Weston & Sampson reviewed the Environmental Justice communities mapping available from the Executive Office of Energy and Environmental Affairs (<https://mass-eoeea.maps.arcgis.com/apps/webappviewer/index.html?id=1d6f63e7762a48e5930de84ed4849212>) and determined there are no Environmental Justice communities located within the 1 mile radius of the project, however there are several within the 5 mile radius. The proposed project is not anticipated to have significant impacts on these communities, but this should be reviewed further once the extent of the proposed project is defined.

It was noted during this meeting that priority habitat overlaps the project site. It is recommended that the National Heritage and Endangered Species Program of the MA Division of Fisheries and Wildlife be contacted to confirm that the priority habitat located on the site will not be impacted by the project.

### Additional Permits During Construction

In addition to permitting actions recommended above, there are local permitting considerations during construction. Local permits applicable to this project as identified in the Town's bylaws (as of January 2023, accessed online via the Town's website) would include a Street Opening Permit, a Trench Permit, and a Building Permit.

A memorandum prepared by West Newbury's Conservation Agent in March 2023 documents actions to be taken for wetlands permitting on the local level. It was noted that there is an open Enforcement Order on the property related to tree clearing in 2013 which would need to be addressed as part of any new work on the property. It was also noted that proposed work for this project may fall within the buffer zone of wetlands located adjacent to the property and additional wetlands delineation should be performed in order to determine the necessary next steps for proceeding. In addition, the project would be subject to the Massachusetts Stormwater Standards.

## 5. Sea Level Rise Implications

Weston & Sampson conducted an evaluation on the potential effects of Sea Level Rise (SLR) impacts on groundwater and surface water elevations near the Dole Place Wellfield. The evaluation was conducted to assess potential impacts on both infrastructure as well as safe yield and water quality of the source of supply under normal operating conditions (mean higher high water). As requested by the Town, the evaluation was conducted using the assumption that sea level rise during a 100-year flood condition in the year 2100 would equal six (6) feet above the current (2023) FEMA 100-year flood elevation. It is important to understand the consequences of the 100-year flood condition with respect to the proposed infrastructure needed to support the withdrawal, and the Town would like to incorporate the projected sea level rise into its evaluation for this.

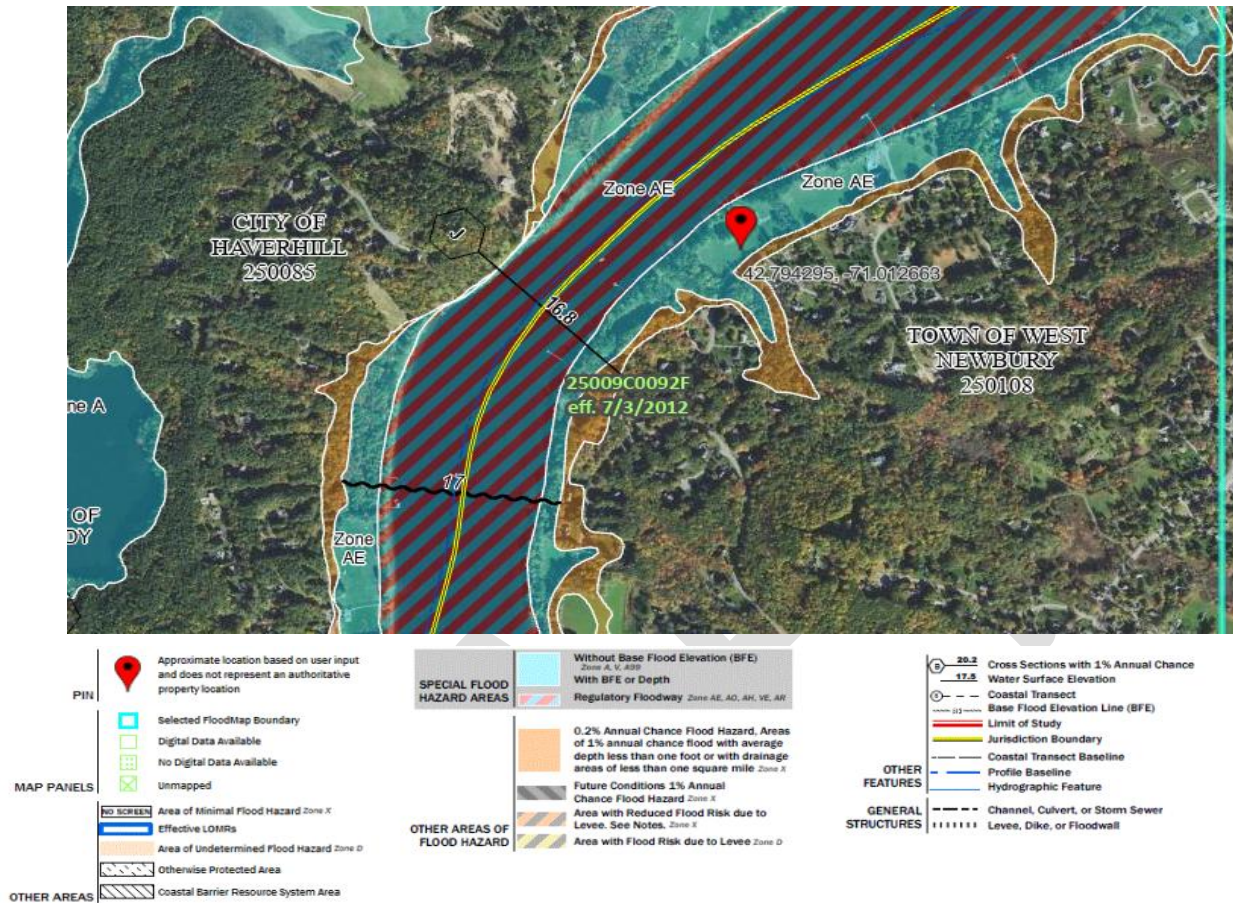
### Potential Impact on Groundwater Elevations

Groundwater elevations in 2100 (town recommendation) were evaluated to understand the implications to the safe yield of the aquifer and water quality of the source water for the proposed source of supply under a 100-year flood condition and under normal operating conditions (mean higher high water).

The change (or rise) in groundwater elevations were calculated by using the relationship between the tidally influenced Merrimack River and the groundwater conditions under the 2016 observed conditions during the pumping test and applying that relationship to the predicted river elevations in both 2100 and 2070. Much of the information required for this evaluation was missing from the Tata & Howard Report because an assumed datum was used to estimate relative groundwater elevations. Weston & Sampson used the most recent LiDAR ground elevation data obtained from MassGIS to estimate elevations at the test wells based on the NAVD88 datum. The minimum and maximum observed groundwater levels provided in the report from February 2016 were used in conjunction with LiDAR surface elevations to estimate a range of groundwater elevations at the Dole Place Wellfield site throughout the pumping period. These elevations were then compared to the stage of the Merrimack River at USGS stream gage Newburyport, MA – 01100870 for the same period record as the pumping test. This evaluation showed that for every foot the Merrimack River increases due tidal changes, groundwater elevations increase by approximately 0.08 ft.

Town Recommended Approach: The current 100-year flood elevation of the site is currently 16.8 feet NAVD88 and was determined based on the FEMA Mapping Firm panel 25009C0092F as shown in **Exhibit A** below. The Town requested that Weston & Sampson assess the possible impacts to future elevated groundwater elevations resulting from sea level rise (SLR) by projecting the 100-year flood plain elevation with an additional 6 feet based on the 2070 sea level rise projection. Weston & Sampson's assumption is that this condition represents a 100-year flood condition in 2100.

Exhibit A: FEMA Flood Map



The current 100-year flood plain elevation with an additional 6 feet to represent the 100-year flood elevation in 2100 is equivalent to a water level elevation of 22.8 feet NAVD88. It should be noted that the Dole Place Wellfield is located within a FEMA special flood hazard area (Zone AE) as shown in **Exhibit A** and **Figure 1**. In order to illustrate our findings, a cross-section was developed representing the current groundwater conditions and projected SLR conditions (**Figure 2**). As a conservative approach, Weston & Sampson anticipates the land surface that parallels the Merrimack River to eventually be overtopped causing groundwater elevations to be impacted and rise at the same rate as SLR. Therefore, the projected SLR value was superimposed onto the current condition groundwater elevations. Based on the mapping of the FEMA Flood Hazard Areas (**Figure 1**) and projections explained above, the entire Dole Place Wellfield is expected to be overtopped by approximately 6.8 feet from rising river levels during a 100-year flood. This approach should be considered highly conservative and representative of a flood condition only.

Under the Town’s recommended approach, the entire site would be underwater during a flood condition unless all surface infrastructure is raised 2 feet over the expected 100-year flood elevation in 2100. This represents raising the wellhead(s) and associated infrastructure 8.8 feet above current ground surface.



Under the Massachusetts State Hazard Mitigation and Climate Adaptation Plan, the groundwater elevations in 2070 would rise approximately 0.36 feet. The impact from the resultant SLR-induced groundwater elevation rise would be de minimums on the safe yield of the wellfield, the water quality of the source water, and the associated infrastructure.

## 6. Recommendations

Assuming the Town decides to pursue the parcel for the development of a groundwater source, the following are recommended next steps for the Town.

### Preliminary Steps (Fall 2023-Spring 2024)

The Town can take steps in the short term to move forward with the analysis of the parcel for use as a groundwater source, including the following:

- Submit to MassDEP a brief pumping test proposal that outlines the following:
  - Updated Zone II land use evaluation
  - Proposed pumping test sampling schedule and list of constituents to be sampled
  - Proposed wellfield configuration including test well construction and location of discharge
  - Proposed withdrawal rate and length of test
- Following the pumping test proposal submission, a long-term pumping test and water quality sampling should be performed incorporating the recommendations in Sections 2 and 3 above.
- Survey of the site can be conducted to obtain topographic elevation data and update previously used values for groundwater elevation developed with an assumed datum.

Additionally, the following steps can be taken in the short term to move forward with permitting of the project:

- Additional wetlands delineation should be performed to understand the extent of wetlands and buffer zones for the property.
- National Heritage and Endangered Species Program of the MA Division of Fisheries and Wildlife should be contacted to confirm that the priority habitat located on the site will not be impacted by the project.

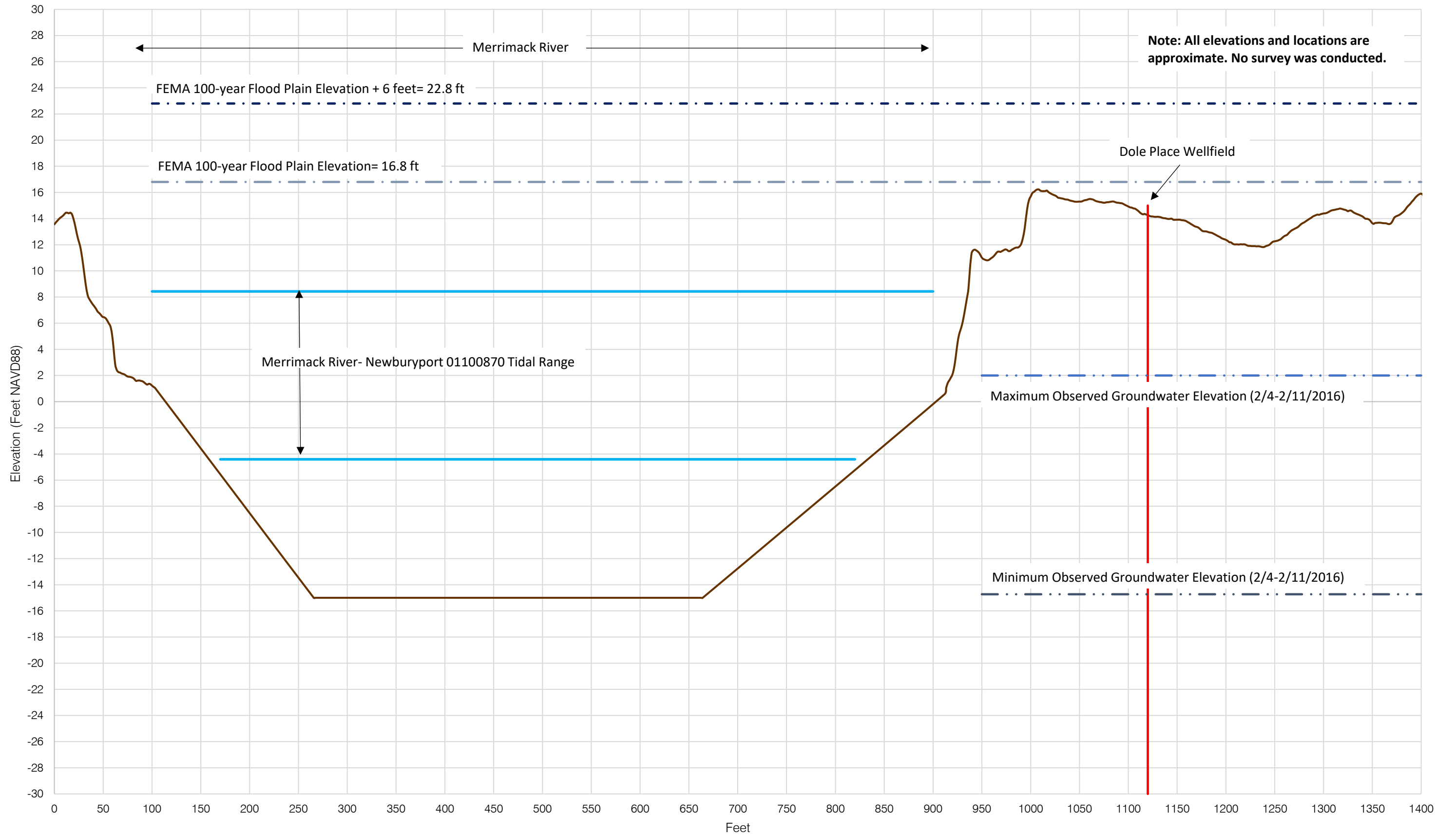
Once the additional pumping test and water quality sampling are completed, there will be additional clarity as to the treatment requirements for the potential drinking water source. Treatment requirements will dictate the size of the building and scope of the design which will inform the need to update MEPA permitting for the project and move towards design and construction of the infrastructure necessary for a wellfield at 31 Dole Place.



NW

Figure 2. Dole Place Wellfield Cross-Section

SE





# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

F

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: September 1, 2023  
RE: Special Town Meeting warrant

---

A supplemental packet is being circulated separately, including article requests and backup information received in the Town Clerks' office timely for inclusion in the packet.

At Tuesday's meeting, the Board will be asked to vote to close the warrant for the Fall 2023 Special Town Meeting, and to determine which article requests will be included on the warrant.

Based on the slate of articles coming out of Tuesday's meeting, my office will work with the Finance Committee Chair to schedule that Committees' review of the proposed articles. As was discussed at the Board's August 21<sup>st</sup> meeting, the schedule of FinCom meetings will include two joint meetings, in addition to the customary pre-Town Meeting meeting to review draft Motions.

The Finance Committee has established the following schedule for its meetings leading up to the Fall Special Town Meeting:

Thurs., Sept 14	Finance Committee
Mon., Sept 18	FinCom attendance at Select Board meeting
Wed., Sept 27	Finance Committee
Wed., Oct 4	Finance Committee

Additional key dates in the STM process follow:

Mon., Sept 18	Select Board review of draft language for articles; refer for Town Counsel review
Tues., Sept 19	Planning Board public hearing re proposed Bylaw amendments
Thurs., Sept 21	Cont'd CPC review of proposed CPA-funded article(s) (if needed)
By Fri., Oct 6	Post Warrant
By Tues., Oct 10	Finalize and distribute FinCom booklet
Mon., Oct 16	Joint meeting – Select Board, Moderator, FinCom, Town Manager, Town Counsel, Town Clerk; finalize Motions
Mon. Oct 23	Special Town Meeting



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

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

H

TO: Select Board  
FROM: Angus Jennings, Town Manager  
DATE: September 1, 2023  
RE: Draft Elliot Fund application form

---

At the July 24<sup>th</sup> meeting, the Board considered a draft form of application for Elliot Fund support, in order to standardize and formalize the process for eligible residents to seek support from this fund. The discussion was continued to a future meeting. The enclosed form of application has been updated slightly since then, and is enclosed for Board review in your capacity as Trustees of the Elliot Fund. Upon the Board's endorsement, an application form will be made available on the Town website and in various Town offices.



# Town of West Newbury

## Select Board

### Elliot Fund Application

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115

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

The Elliot Fund was established as a bequest from Thomas Elliot in 1852 for the benefit of West Newbury residents needing financial assistance. His great niece Emma Elliot Cole further endowed the fund with a contribution in 1931 with direction that the Selectman of West Newbury administer the fund. Because there were no specific instructions provided on how this was to be accomplished, this document is intended to set forth guidelines and application requirements so that financial assistance may be provided as needed to West Newbury residents in an equitable and consistent way.

Purpose	The purpose of the Elliot Fund is providing assistance to residents of West Newbury facing financial hardship.
Funds	In order to preserve the balance of this fund for long term use, assistance will be provided in the form of a low interest loan. Applicants must be committed to the repayment of the loan so as to replenish the fund for use by other applicants. Depending on the circumstances and request amount, the Select Board may choose to instead issue a grant to the applicant. Donations to the Elliot Fund are encouraged.
Eligibility	Residents of West Newbury who have lived in town for more than one year and who are at least 18 years of age are eligible to apply.
Administration	Loan details including term, repayment, and security etc. will be situation dependent and noted in a signed agreement between the parties prior to distribution of funds.
Application	In order to be considered for Elliot Fund assistance, residents must complete the attached form and present their request at a regularly scheduled Select Board meeting. All application information will be kept confidential and the meeting will be held in Executive Session to preserve the applicant's privacy.



# Elliot Fund Application

Please complete the following form to the best of your ability. You will have a chance to discuss these answers with the Select Board in a confidential meeting.

Name of Applicant	
Address	
Telephone Contact Information	
Email Address	
How long have you lived in West Newbury?	
What type of financial assistance are you looking for?	
What is the amount of financial assistance needed?	
What has caused the need for financial assistance?	
What is the length of time you anticipate it would take to pay back this loan?	
Do you have any means of securing this loan?	
Are there any other potential sources of funding available?	
Is there anything else you would like the Select Board to consider during evaluation of your application?	



# Elliot Fund Application

Name	
Signature	
Date	





**Town of West Newbury  
Select Board  
Monday, August 7, 2023 @ 7:00pm  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
Meeting Minutes**

**Open Session:** Chairwoman Reed opened the session at 7:00pm.

**Participation at the Meeting:**

- Rick Parker, Wendy Reed, Chris Wile- Select Board
- Angus Jennings- Town Manager
- Michael Dwyer- Fire and Police Chief
- Michelle Greene- Conservation Agent
- Emily Cuellar, Stacey Dolan- Conservation Commission Interns
- Rob Phillips- Finance Committee representative
- Robert Janes, Mark Marlowe- Board of Water Commissioners representatives
- Patricia Reeser- Community Preservation Committee representative, via Zoom
- Eric Boucher- Loco Sports representative, via Zoom
- Haley McCraven- Associate Conservation Commission candidate, via Zoom
- Ann O'Sullivan- Finance Committee candidate
- Alejandra Chandler- Conservation Commission appointee
- Anne Gagnon- MA Division of Fisheries and Wildlife representative, via Zoom
- Mark Irving and Mike Henry- Nonprofit environmental wildlife consultants, via Zoom
- Nancy Pau- West Newbury resident
- Cathy Lanois- Essex County Greenbelt representative, via Zoom

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- West Newbury is a Purple Heart Community, and August 7, 2023 is Purple Heart Day
- 2023 Summer Bandstand Concert Series - Thursdays at 6:30pm - list of performers located on Town website
- Upcoming Planning Board meeting (Aug. 15th) regarding MBTA Communities planning process
- Fall Special Town Meeting warrant to close on Tuesday, Sept. 5<sup>th</sup>. Proposed warrant articles due to be submitted to Town Clerk's office no later than Thursday, August 31st! Blank article request forms posted online and available on request.
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business**

- A. Request for Special Event permit (cont'd from 7/10/23), Harborside Half Marathon and SK- Nov. 12, 2023 from 9am-1pm - Loco Sports**  
(See Exhibit A, p. 4-14). Wile raised concerns about the Town's formulation for WNPD presence at events and suggested looking at it in future. **Parker motioned to approve the permit. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- B. Request for appointment**
- a. Conservation Commission Associate member, Haley McCraven**  
(See Exhibit Ba, p. 15). **Wile motioned to appoint McCraven to a one-year term. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
  - b. Community Preservation Committee members**  
(See Exhibit Bb, p. 16). **No motion was made at this time.**
  - c. Finance Committee, Ann O'Sullivan**  
(See Exhibit Bc, p. 17). O'Sullivan briefly provided background on her history and work experience as a CPA. **Parker motioned to appoint O'Sullivan to the Finance Committee for a three-year term. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**
- Item Be was taken out of order at this time.**
- d. Select Board representative for the Investment Policy Committee**  
**Reed motioned to appoint Chris Wile as the Board's representative to the Investment Policy Committee. Parker seconded. The motion passed. (2 Yes, 0 No, Wile Abstaining).**

Select Board Open Session Meeting August 7, 2023.

Minutes approved XXXX

Posted Agenda on August 4, 2023 at the Town's Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)

- e. **Determine term of appointment for Alejandra Chandler, Conservation Commission**  
Wile motioned to appoint Chandler to a one-year term. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

**C. Presentation from Invasive Species Interns**

The interns, who spent several weeks under the charge of the Conservation Agent removing and disposing of invasive species on Town-owned land, presented their work results to the meeting. They recapped their backgrounds, objectives, and highlighted the impact of these plants on the flora and fauna in West Newbury. The interns mapped invasive species locations and their growth/treatment status, establishing a valuable tool for future remediation. They made recommendations to the Board to increase the internship program, initiate further invasive removal volunteer days, and urged the community to maintain the monitoring of the treated areas. Jennings queried the women on what they learned from doing the project in West Newbury. Emily Cuellar stated that one of her main takeaways was how little remained of the native flora after destroying the invasives. Parker lauded the work of the interns and reflected on his own struggles combatting invasives but that the lack of reintroducing native plants was not ultimately solving the problem. **No motion was made at this time.**

**D. Select Board review of Committees' charge/ function**

**a. Conservation Commission**

(See Exhibit Da, p. 18). Reed asked if the Commission could create a layman's summary of functions, particularly as it pertains to West Newbury, rather than referencing the Bylaws. It was also determined that going forward that the Town Manager would appoint members of the Commission, as required (which had not been the process until the present). The Board discussed with Greene the proper number of members (five versus seven). The Commission wished to hire, as part of their future goals, two fulltime land stewards, and also wanted to look at the combination of the Open Space Committee and Conservation Commission. Greene also stated that she felt that in past the Commission has been given a negative reputation and dismissed, and urged that the perception be enhanced by greater respect and communication with the Town. During the discussion, Jennings stated that the Commission would soon be beneficiaries of a renovated second floor hearing room. He stated also that he hoped for a clearer defined usage for the wetland fund (close to \$122,000). **No motion was made at this time.**

**b. Community Preservation Committee**

(See Exhibit Db, p. 26). Reed testified to the work carried out by CPC, as a member, and suggested that a summary of the functions of the Committee would be useful to develop and include in the charge. Reed stated in recent years they overhauled their CP plan, streamlined their application process, and highlighted other accomplishments. Reed stated further that the Committee wanted to streamline the review process of land acquisition within the new CP plan. Patricia Reeser, a member of the Committee, asked the Board if the CPC statute enabled the Committee to determine whether projects are approved for vote before Town Meeting or not. Reed suggested that the approval of the funding application meant that it would go before Town Meeting, regardless of substance or surface-level eligibility. The Board parsed out whether the CPC was an administrative or policy body- with more belief being placed on the latter, but the discussion was robust and it was emphasized that clearing the matter up in the charge would be critical. Rob Phillips suggested that the inclusion of the word "recommendation" made the decision of the Committee similar to the nonbinding "recommendations" of the Finance Committee. Jennings reflected that on previous occasions that individual outreach to vendors regarding CPC projects had resulted in those vendors feeling like they were being selected for a project, when in fact it was not the case. **No motion was made at this time.**

**E. Cont'd Board discussion of Ash Street management, incl. updates on recent meetings/site visit with MA Div. of Fisheries & Wildlife**

(See Exhibit E, p. 32). Reed followed up on several areas from previous discussions on Ash St. First, she recounted information offered by a state official regarding traffic calming for the swampy section of the road. The natural divots in the road act like speedbumps presently, but do not deter larger vehicles from their speed. Furthermore, the official suggested that better transition between paved and gravel sections of road. The second area involved observing and identifying endangered species through a site walk and meetings with MA Division of Fisheries and Wildlife. Unfortunately, the Division would be unable to assist with upgrades unless endangered species (Blandings turtles, for one) could be found in the Ash St. swamp. Third, installing barriers to direct wildlife to safe crossings would be ineffective, as no such safe point exists. A fourth area of previous discussion, debate on closing the road, even seasonally, was determined to not be an option due to public safety concerns. Fifth, installing additional signage as a deterrent for speed was talked about again with Chief Dwyer opining that the use of a speed radar trailer would be an option (though additional signage has not proved effective according to nonprofit environmentalists Mike Henry and Mark Irving who spoke via Zoom). Sixth, the Town is debating the continued re-grating of the gravel portion which occurs at large expense to the Town. The Board then entertained questions and comments from the public and other concerned parties. The Board whittled down potential solutions to speed tables or bumps, letting the road degrade,

and a radar control trailer. Greene urged the Board to look into a short-term and a long-term plan to permanently settle issues on Ash St., which the Select Board agreed to. The discussion finished with potential funding options (via Town Meeting, etc.) for any options the Town chooses. **No motion was made at this time.**

**F. Discussion of potential to join Northeastern Massachusetts Law Enforcement Council (NEMLEC)- Police Chief Dwyer**

(See Exhibit F, p. 43). Chief Dwyer opened by explaining the purpose of the Council. West Newbury is one of the few non-member Towns locally. Joining in the Council would provide major resources to West Newbury that the Police and Fire Departments cannot currently offer in an emergency. In addition to manpower and equipment, special trainings would also be accessible to the Town's Departments. The cost would be \$5,000 annually to join, which Dwyer felt would be available in WNPD funds. Only 10 communities in Essex County besides West Newbury are not members of NEMLEC. Patricia Reeser asked if West Newbury would pay the salaries of officers from responding communities to a West Newbury incident, but the Chief assured her that the Town would not be. **Wile motioned to endorse the Chief's move to join NEMLEC. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

**G. Discussion of potential Municipal Vulnerability Preparedness (MVP) Action Grant**

(See Exhibit G, p. 46). The Town Manager stated with the efforts of volunteers and Town employees that they could advance the objectives of the Grant in the current Fiscal Year (versus through FY25 as originally proposed). The Town would be able to accept the full amount of the Grant (versus a smaller amount as envisioned) but the timetable would now be greatly truncated- necessitating the same amount of work from Town employees but perhaps more on the part of the consultants and additional volunteers. Parker stated that the Town had been reduced from 21 months of planning to nine. He felt that things could be rearranged and expedited to meet the new challenges of timing. Parker felt that the major hurdles in this truncated timeframe would be carrying out site condition observations as well as communicating to the public. Reed suggested drafting a revised scope and resubmitting. The Town would now be required to track volunteer hours and activities, per Parker, which presented an additional task for managing. Originally it had been decided not to track these things. **No motion was made at this time.**

**H. Request from Essex County Greenbelt for authorization to conduct fundraising activities and install temporary sign at Pipestave/Mill Pond in support of proposed Sawmill Brook land acquisition**

(See Exhibit H, p. 45). Lanois of Greenbelt refreshed the Board on Essex County Greenbelt's requests. Reed asked Greenbelt to rework their timeline and remove the signs sooner than they had wanted, but the Board did feel the sign placements were acceptable. The Board raised concerns about QR code hacking, and Lanois agreed to take the QR code off the sign if that pleased the Board. The organization planned to table August 17<sup>th</sup> and 24<sup>th</sup> at the Town's Summer Concert Series while being "discrete". **Parker motioned to approve the sign and tabling requests with the exception of the QR codes as seen on the signs provided to the Board. Reed seconded. The motion unanimously passed. (3 Yes. 0 No. 0 Abstain).**

**I. Review of draft Memorandum of Understanding with Board of Water Commissioners re use of ARPA funds for Church/Prospect water main replacement project**

(See Exhibit I, p. 51). Reed briefed the room on the history of the process to date- that a Memorandum of Understanding between the Board and Water Commissioners was recommended by the Town's counsel. Janes expressed his unhappiness with Number 8, Item B (in the Memorandum). Concerned about being prosecuted for any work done, Janes wanted to discuss the Memorandum as a Board before anything was finalized between the two parties. Jennings and Reed stated that the Memorandum was legally sound and that the language concerned was standardized. **No motion was made at this time.**

**J. Public Hearing to consider proposed amendment to Personnel Policy Sec. 5.7: Jury Duty**

(See Exhibit J, p. 59). Reed asked if the Town would be able to pay for all jury duty expenses versus the set number (five) being offered in the amendment (with extensions to be taken into account by the Town Manager as needed). The room found the existing "five days with extension" reasonable. **Wile motioned to approve the amendment with the additional language "Town Moderator can authorize longer durations with documentation provided by the Courts". Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

**K. Review of draft Solar Feasibility Study**

(See Exhibit K, p. 61). **Item tabled to future meeting.**

**L. Discussion of Select Board/Town Manager Goals/ Priorities for FY24**

(See Exhibit L, p. 140). Wile suggested that the goals/priorities matrix should include the Manager's feedback. He also was concerned that cybersecurity was not on the matrix, and Parker stated that the Town had addressed this issue over the past three years exhaustively, bolstered by staff trainings (Jennings chimed in to provide further examples of cyber-attack readiness after Parker). The Board and Manager discussed when a good time might be for a Board-Manager retreat to make more significant

progress on the matrix. **No motion was made at this time.**

**M. Review of CPA Affordable Housing Trust Grant Agreement**

(See Exhibit M, p. 147). The Board reviewed the Agreement in preparation for signing the document following an examination by the Town Counsel, KP Law. **Wile motioned to approve the Agreement pending any final formatting issues. Parker seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

**N. Meeting minutes: July 10, 2023**

(See Exhibit N, p. 153). **Parker motioned to approve the Minutes as amended. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).** Reed lauded the speed at which the Minutes were being completed and submitted for approval.

**Town Manager Updates**

**O. Progress update regarding Tata & Howard water hydraulic plan/capital plan/rate study**

(See Exhibit O, p. 156). Jennings told the Board that the final draft of the study from Tata & Howard was received last week (of the 31<sup>st</sup> of July). He told the Board he was going to carefully look at the Capital Project List in the study to compare with what were in Town records. Reed offered some projects she felt were not included in the list. Wile raised concerned about the massive costs associated with pursuing water from Dole Place, which would no doubt increase since the dollar amounts in the survey did not reflect the most up-to-date inflation-driven numbers. The timetable in the study also had out-of-date elements because of its late delivery to the Town. The group discussed wishlists for the handling of future contracts, and various errors found in the Tata & Howard materials. **No motion was made at this time.**

**P. Working documents, Water financial analysis/trends**

(See Exhibit P, p. 288). Jennings provided the group with an assortment of aggregated data that he felt might be helpful for future discussions around water spending, revenue, etc. that required further organization and itemization (a request which was echoed by Rob Phillips). Some of the numbers highlighted mistakes made by the Board of Water Commissioners in rate-increases without proper authorization, leading to an increase in unneeded revenue (which was not done intentionally). **No motion was made at this time.**

**Q. Town Planner report, August**

(See Exhibit Q, p. 298). The Board and Manager analyzed again the potential for a Land-Use Summit to solicit input and workshop major developments and upcoming requirements in West Newbury as a result of the MBTA Communities Act and other initiatives, but were wary of overloading the process and interlacing the projects. **No motion was made at this time.**

**R. Subsidized Housing Inventory 2023 Update**

(See Exhibit R, p. 232). The Board briefly looked at a list of subsidized housing statistics from across the Commonwealth. **No motion was made at this time.**

**S. Updates on other ongoing/active projects/initiatives**

**No motion was made at this time.**

**T. Follow up meeting assignment; placing items for future agenda**

**No motion was made at this time.**

**Wile motioned to adjourn the session. Reed seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The session adjourned at 10:50pm.**

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

<https://www.youtube.com/watch?v=rt3Nc6kS-n0>



K

August 1, 2023

Mr. Robert Janes, Chair  
West Newbury Board of Water Commissioners  
381 Main Street  
West Newbury, MA 01985

Subject: DRAFT Water Rate Study  
T&H No. 7152

RECEIVED  
AUG 10 2023  
TOWN MANAGER  
TOWN OF WEST NEWBURY

Dear Mr. Janes:

Tata & Howard, Inc. is pleased to present this draft letter report regarding current and future water rates for the West Newbury Water Department (Water Department) for your review and comment. The rate study was undertaken to estimate future expenses, determine funding needed for several water main improvements projects planned over the next five years, including new water mains in Church Street and Prospect Street and new water mains in Chase Street, Chestnut Street, and Maple Street, and determine a new rate structure and fees intended to meet future budgetary requirements. Water rates were evaluated for a five-year period, consisting of Fiscal Years 2024 through 2028. The results of the study are presented herein.

### **Current Water Rates and Revenue**

As stated in the American Water Works Association (AWWA) Manual for Water Supply Practices, a water supplier must provide adequate water service to its customers as well as receive sufficient revenue to provide for operation and maintenance, system upgrades, and maintenance of the supplier's financial integrity. This includes covering all cash needs, debt obligations, and basic expenses required for a water system. The Massachusetts Department of Environmental Protection (MassDEP) also requires establishment of a rate structure to maintain the prescribed service standards and an operations and maintenance program and recommends an ascending block rate structure to provide a reliable source of income and promote water conservation. The Water Department is operated as an Enterprise Fund and does not receive funding from the Town's general funds.

The Water Department currently bills customers on a semi-annual basis. All customers are charged a base charge and usage rate, which is based upon the volume of water metered each billing period. The existing usage rates are an ascending block rate structure based on water usage in 1,000-gallon increments. Residential and commercial rates are the same and are provided in Table No. 1.

Tata & Howard  
67 Forest Street | Marlborough, MA 01752  
T: 508-303-9400 | F: 508-449-9400  
www.tataandhoward.com

Other Offices  
MA | NH | CT | AZ

**Table No. 1  
 Existing Usage Rates**

<b>Water Usage (Gallons)</b>	<b>Rate Per 1,000 Gallons</b>
<b>Semi-Annual Base Charge</b>	<b>\$70.00</b>
0 – 35,000	\$14.43
35,001 and greater	\$17.48

In addition, the Water Department charges a variety of non-rate commitment service fees for services as requested or required by consumers that contribute to the revenue for the Town. The existing non-rate commitment service fees are identified in Table No. 2.

**Table No. 2  
 Existing Non-Rate Commitment Service Fees**

<b>District Service</b>	<b>Parameter</b>	<b>Non-Rate Fee</b>
Backflow Testing	Per test	\$50
Final Read	Per line	\$30
Fire Protection Charge	Per hydrant	\$375
Red cards		\$15

The current rate structure for metered usage is comparable to neighboring Towns and water districts with some systems have lower rates and some have higher rates. The annual charge to the Town for hydrant use is higher than neighboring Towns and water districts. The Water Department does not charge for fire sprinkler systems. Other systems charge an annual sprinkler fee based on the size of the building or size of the sprinkler connection. System development for new services and other non-metered water charges are comparable to neighboring Towns and water districts.

**Future Water System Improvements**

New water mains, water supply sources, treatment facilities, pumping stations, and storage facilities allow the Water Department to provide reliable service and high-quality water to consumers. In addition, upgrades to existing facilities and distribution system infrastructure are required to meet the stringent regulations set forth by State and Federal authorities. The Water Department has identified future system improvement projects through the Water Distribution System Update, completed in July 2023 by Tata & Howard, in addition to other improvements identified by the Town to address system deficiencies. The Water Department presents improvement projects each year at the Annual Town Meeting. For the purpose of this study, the recommended future water improvements planned for the next five years and associated estimated



costs of improvements were examined. The Water Department’s current capital improvement projects through Fiscal Year (FY) 2028 are include in Table No. 3.

**Table No. 3  
 District Capital Improvement Projects**

<b>Project</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
Church Street and Prospect Street Water Main	\$2,700,000				
Chase Street, Chestnut Street, and Maple Street Water Main			\$1,713,000		

**Projected Budgets**

Information regarding the Water Department’s operating budget was obtained from the warrant article for the Water Enterprise Fund which was approved at the Spring 2023 Annual Town Meeting. The budget includes expenses for daily operation of the system, staff, maintenance, existing debt, and additional expenses including borrowing articles.

The FY24 operating budget was used as a baseline to estimate annual operating expenses through FY28. Historical trends were evaluated and discussed with the Town to determine if budget items are expected to increase in future years, as well as the rate of increases. The projected water budget summary for the study period is included in Table No. 4. The following is a list of assumptions made in determining projected budgets for future years.

- Future Water Department salaries and wages were increased by three percent annually. Water Commissioners’ stipend remained constant.
- Future administration and clerical operating expenses, including legal and engineering expenses, were increased by four percent annually.
- The existing debt service includes scheduled annual payments for the Brake Hill Water Storage Tank.
- Distribution expenses for operations and maintenance, including facility electricity, were increased by four percent annually.
- Future insurance expenses were increased by four percent annually.
- Miscellaneous expenses were increased by four percent annually.
- Water main improvement amounts were estimated to include the Church Street and Prospect Street water mains with construction anticipated to begin in Spring 2024 and the Chase Street, Chestnut Street, and Maple Street water main improvements, with a preliminary project schedule of design in FY26 and construction to begin in FY27.
  - It is intended that engineering costs are paid in the first year with construction costs from the same fund in the following year.
  - It was assumed that all water main costs would be paid over a 20-year period with a four percent annual interest rate.



- o The debt service for the meter and chemical injection building for the bedrock well and wellfield have been paid under a general bond obligation. This debt will be combined with the debt from the Church Street and Prospect Street water mains for a single debt service obligation.

**Table No. 4  
Projected Operating Budget**

<b>Year</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
<b>Operating Expenses</b>					
Wages & Salaries	\$317,148	\$326,662	\$336,462	\$346,556	\$356,953
Commissioners Stipend	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
Insurance	\$52,191	\$54,279	\$56,450	\$58,708	\$61,056
Expenses	\$345,027	\$358,828	\$373,181	\$388,108	\$403,633
Newburyport Purchases	\$100,000	\$104,000	\$108,160	\$112,486	\$116,986
Indirect Expenses	\$56,192	\$58,440	\$60,777	\$63,208	\$65,737
<b>Total Operating</b>	<b>\$872,258</b>	<b>\$903,909</b>	<b>\$936,730</b>	<b>\$970,766</b>	<b>\$1,006,065</b>
<b>Additional Expenses</b>					
Debt Service - Brake	\$90,513	\$88,813	\$91,688	\$89,438	\$87,188
Debt Service - Other	\$77,400				
Debt Service - Church		\$270,504	\$270,504	\$270,504	\$270,504
Debt Service - Chase			\$62,286	\$124,572	\$124,572
Lead Service Inventory	\$50,000	\$50,000			
Extraordinary and	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>Total Additional</b>	<b>\$237,913</b>	<b>\$429,317</b>	<b>\$444,478</b>	<b>\$504,514</b>	<b>\$502,264</b>
<b>TOTAL OPERATING BUDGET:</b>	<b>\$1,110,171</b>	<b>\$1,333,226</b>	<b>\$1,381,208</b>	<b>\$1,475,280</b>	<b>\$1,508,329</b>

**Estimated Revenue Needed**

The Water Department collects non-rate revenues to supplement the revenue collected from water rates to offset annual expenses. Non-rate revenues include backflow testing, fire protection fees charged to the Town for hydrants, new meter charges, and late fees.

For the purpose of this study, the Water Department’s budgeted revenue for FY24 was included, and future non-rate revenues, not including one-time charges and red cards (late fee penalties), were based on the FY24 budgeted revenue and assumed to remain constant throughout the study period. Revenue from new water service installations for future years is included as revenue from anticipated new users and is discussed in subsequent sections of this report.





Table No. 5 presents the balance of revenue needed from water rates less non-rate revenue. The total operating budget costs were obtained from Table No. 4.

**Table No. 5  
 Total Projected Revenue Needed**

<b>Year</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
<b>Total Operating Budget:</b>	<b>\$1,110,171</b>	<b>\$1,333,226</b>	<b>\$1,381,208</b>	<b>\$1,475,280</b>	<b>\$1,508,329</b>
<b>Revenue</b>					
Back Flow Testing	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Fire Protection Charge	\$78,375	\$78,375	\$78,375	\$78,375	\$78,375
New Meter	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
<b>Total Revenue:</b>	<b>\$85,575</b>	<b>\$85,575</b>	<b>\$85,575</b>	<b>\$85,575</b>	<b>\$85,575</b>
<b>Balance of Revenue Needed:</b>					
	<b>\$1,024,596</b>	<b>\$1,247,651</b>	<b>\$1,295,633</b>	<b>\$1,389,705</b>	<b>\$1,422,754</b>

**Projected Consumption**

Based on the available information provided for the study, water demands have remained relatively constant since at least 2017 and are not anticipated to increase through FY28. Billing data from FY22 was used as the starting point for demand and revenue projections for this rate analysis.

A total of two new services per year was assumed for new users each year within the demand projections. The previously established fee of \$6,000 in non-rate revenue to account for the new development base charge and meter turn on inspections was held constant for the revenue projections.

**Comparison of Current Rates and Projected Revenue Needed**

To determine the adequacy of existing water rates to sustain future costs, the existing rates were applied to projected water consumption to determine estimated future revenue. The existing rates were applied to the FY22 actual water usage by account to determine the revenue generated from rates. The semi-annual base charge was also added into the usage billings for each account.

In addition, the adequacy of the existing base charge to maintain future costs was evaluated. The number of accounts included under semi-annual billing was obtained from the Water Department for FY22. The existing base charge was applied to the number of accounts per respective billing cycle to determine the total annual revenue generated from the base charge. Table No. 6 presents the comparison of the total operating budget, the total rate and base charge revenue using current rates, balance of revenue needed, the cumulative retained earnings, and the Water Stabilization Fund balance over the study period. The retained earnings balance increases or decreases annually



based on the total expense and revenue for the Water Department. The Water Stabilization Fund only increases if money from the Water Department’s operating account is specifically transferred into account for this fund. Use of money in the Water Stabilization Fund must be approved by vote at a town meeting.

**Table No. 6  
 Comparison of Current Rates and Projected Needed Revenue**

Year	FY24	FY25	FY26	FY27	FY28
Total Operating Budget	\$872,258	\$903,909	\$936,730	\$970,766	\$1,006,065
Non-Operating Expenses	\$70,000	\$70,000	\$20,000	\$20,000	\$20,000
Debt Service	\$167,913	\$359,317	\$362,192	\$484,514	\$482,264
Total Rate Based Revenue	\$912,705	\$912,705	\$912,705	\$912,705	\$912,705
New User and Backflow Testing Revenue	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
Fire Protection Revenue	\$78,375	\$78,375	\$78,375	\$78,375	\$78,375
Surplus/Deficit	(\$111,891)	(\$334,946)	(\$382,928)	(\$477,000)	(\$510,049)
Cumulative Retained Earnings	\$365,109	\$30,163	(\$352,766)	(\$829,766)	(\$1,339,815)
Water Stabilization Fund	\$406,905	\$406,905	\$406,905	\$406,905	\$406,905

As shown in Table No. 6, the total revenue based on current rates and projected revenues from future demands is not adequate to address the planned improvements to the water system. With no increase in water rates, the Water Department will have a negative balance of approximately \$1,340,000 in retained earnings at the end of FY28, however, this can be partially offset by the Water Stabilization Fund which has a balance of approximately \$407,000 as of the end of FY23 (June 30, 2023). It should be noted that if the Water Department is able to obtain more favorable loan terms for its planned improvements or delays the start of some or all projects, the retained earnings deficit will be lower.

**Proposed Rate Structure, Rate Increases, and Base Charge**

The Water Department has planned improvements for new water mains along Church Street and Prospect Street with construction scheduled to begin in Spring 2024 and new water mains along Chase Street, Chestnut Street, and Maple Street with design scheduled to begin in FY26 and construction in FY27. Three rate increase scenarios were evaluated to fund these improvements and the debt service requirements for the previously completed Brake Hill Water Storage Tank and the meter and chemical injection building for the bedrock well and wellfield.

Scenario No. 1 maintains balances in the Water Stabilization Fund and Retain Earnings level. This scenario includes an increase in the Base Charge in FY25 and rate increases in FY25, FY26, and



FY27. Table No. 7 summarizes these rate increases compared to the existing rates (FY24). All other fees are to remain the same.

**Table No. 7**  
**Existing and Proposed Usage Rates Scenario No. 1**

<b>Water Usage (Gallons)</b>	<b>FY24 Rate Per 1,000 Gallons</b>	<b>FY25 Rate Per 1,000 Gallons</b>	<b>FY26 Rate Per 1,000 Gallons</b>	<b>FY27 Rate Per 1,000 Gallons</b>
Base Charge	\$70.00	\$110.00	\$110.00	\$110.00
0 – 35,000	\$14.43	\$19.43	\$21.43	\$22.43
35,001 and greater	\$17.48	\$21.98	\$23.98	\$25.98

Table No. 8 summarizes the annual operating budget surplus or deficit, cumulative retained earnings balance, and Stabilization Fund balance at the end of each year under Scenario No. 1.

**Table No. 8**  
**Comparison of Current Rates and Projected Needed Revenue Scenario No. 1**

<b>Year</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
Total Operating Budget	\$872,258	\$903,909	\$936,730	\$970,766	\$1,006,065
Non-Operating Expenses	\$70,000	\$70,000	\$20,000	\$20,000	\$20,000
Debt Service	\$167,913	\$359,317	\$362,192	\$484,514	\$482,264
Total Rate Based Revenue	\$912,705	\$1,252,533	\$1,355,356	\$1,410,078	\$1,410,078
New User and Backflow Testing Revenue	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
Fire Protection Revenue	\$78,375	\$78,375	\$78,375	\$78,375	\$78,375
Surplus/Deficit	(\$111,891)	\$4,882	\$59,723	\$20,373	(\$12,676)
Cumulative Retained Earnings	\$365,109	\$369,991	\$429,714	\$450,087	\$437,411
Water Stabilization Fund	\$406,905	\$406,905	\$406,905	\$406,905	\$406,905

Scenario No. 2 increases the balance in the Water Stabilization Fund by \$100,000 annually allowing this account to be built up to pay for future water system improvements and maintains the Retain Earnings balance at approximately 20 percent of the operating budget. This scenario includes a \$50 charge each billing cycle that is dedicated to the Water Stabilization Fund. In addition, this scenario includes an increase in the Base Charge in FY25 and rate increases in FY25, FY26, and FY27. Table No. 9 summarizes these rate increases compared to the existing rates (FY24). All other fees are to remain the same.

**Table No. 9**  
**Existing and Proposed Usage Rates Scenario No. 2**

<b>Water Usage (Gallons)</b>	<b>FY24 Rate Per 1,000 Gallons</b>	<b>FY25 Rate Per 1,000 Gallons</b>	<b>FY26 Rate Per 1,000 Gallons</b>	<b>FY27 Rate Per 1,000 Gallons</b>
Base Charge	\$70.00	\$110.00	\$110.00	\$110.00
Water Stabilization Fund		\$50.00	\$50.00	\$50.00
0 – 35,000	\$14.43	\$18.43	\$19.43	\$22.43
35,001 and greater	\$17.48	\$20.98	\$21.98	\$25.48

Table No. 10 summarizes the annual operating budget surplus or deficit, cumulative retained earnings balance, and Stabilization Fund balance at the end of each year under Scenario No. 2.

**Table No. 10**  
**Comparison of Current Rates and Projected Needed Revenue Scenario No. 2**

<b>Year</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
Total Operating Budget	\$872,258	\$903,909	\$936,730	\$970,766	\$1,006,065
Non-Operating Expenses	\$70,000	\$70,000	\$20,000	\$20,000	\$20,000
Debt Service	\$167,913	\$359,317	\$362,192	\$484,514	\$482,264
Total Rate Based Revenue	\$912,705	\$1,308,721	\$1,360,133	\$1,517,628	\$1,517,628
New User and Backflow Testing Revenue	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
Fire Protection Revenue	\$78,375	\$78,375	\$78,375	\$78,375	\$78,375
Surplus/Deficit	(\$111,891)	\$61,070	\$64,500	\$127,923	\$94,874
Transfer to Water Stabilization Fund		(\$109,300)	(\$109,300)	(\$109,300)	(\$109,300)
Cumulative Retained Earnings	\$365,109	\$316,879	\$272,079	\$290,702	\$276,276
Water Stabilization Fund	\$406,905	\$516,205	\$625,505	\$734,805	\$844,105

Scenario No. 3 maintains balances in the Water Stabilization Fund level and maintains the Retain Earnings balance at approximately 20 percent of the operating budget. This scenario involves an increase in the Base Charge in FY25 and rate increases in FY25, FY26, and FY27. Table No. 11 summarizes these rate increases compared to the existing rates (FY24). All other fees are to remain the same.

**Table No. 11**  
**Existing and Proposed Usage Rates Scenario No. 3**

<b>Water Usage (Gallons)</b>	<b>FY24 Rate Per 1,000 Gallons</b>	<b>FY25 Rate Per 1,000 Gallons</b>	<b>FY26 Rate Per 1,000 Gallons</b>	<b>FY27 Rate Per 1,000 Gallons</b>
Base Charge	\$70.00	\$110.00	\$110.00	\$110.00
0 – 35,000	\$14.43	\$18.43	\$18.93	\$22.93
35,001 and greater	\$17.48	\$20.98	\$22.48	\$25.98

Table No. 12 summarizes the annual operating budget surplus or deficit, cumulative retained earnings balance, and Stabilization Fund balance at the end of each year under Scenario No. 3.

**Table No. 12**  
**Comparison of Current Rates and Projected Needed Revenue Scenario No. 3**

<b>Year</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
Total Operating Budget	\$872,258	\$903,909	\$936,730	\$970,766	\$1,006,065
Non-Operating Expenses	\$70,000	\$70,000	\$20,000	\$20,000	\$20,000
Debt Service	\$167,913	\$359,317	\$362,192	\$484,514	\$482,264
Total Rate Based Revenue	\$912,705	\$1,223,516	\$1,233,447	\$1,435,784	\$1,435,784
New User and Backflow Testing Revenue	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
Fire Protection Revenue	\$78,375	\$78,375	\$78,375	\$78,375	\$78,375
Surplus/Deficit	(\$111,891)	(\$24,135)	(\$62,186)	\$46,079	\$13,030
Cumulative Retained Earnings	\$365,109	\$340,974	\$278,788	\$324,867	\$337,897
Water Stabilization Fund	\$406,905	\$406,905	\$406,905	\$406,905	\$406,905

When compared to neighboring towns and water districts, the base charge and other non-rate-based charges were either on the higher end of the scale or comparable. One factor in the requirement for higher water rates is that West Newbury has fewer customers to fund system operational and improvements costs when compared to similar water systems, many of which have two to three times more customers.

### **No Increase Alternative**

The Water Department must increase water rates to fund costs for the planned water main improvements projects. If the Water Department chooses to keep water rates constant through the next five years, the water main improvements projects will need to be delayed. The current rate

structure is only sufficient to cover operating budgets through the five year study period, but even with the current rates, the retained earnings balance will be eliminated and the balance in the Stabilization Fund will be reduced by approximately \$243,000. Table No. 13 shows the current rates with projected operating budgets and no planned improvements with the resulting surplus/deficit for each year and cumulative free cash.

**Table No. 13**  
**Comparison of Current Rates and Projected Needed Revenue with No Rate Increase and No Planned Water Main Improvements**

Year	FY24	FY25	FY26	FY27	FY28
Total Operating Budget	\$872,258	\$903,909	\$936,730	\$970,766	\$1,006,065
Non-Operating Expenses	\$70,000	\$70,000	\$20,000	\$20,000	\$20,000
Debt Service	\$167,913	\$162,984	\$165,860	\$163,611	\$161,359
Total Rate Based Revenue	\$912,705	\$912,705	\$912,705	\$912,705	\$912,705
New User and Backflow Testing Revenue	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
Fire Protection Revenue	\$78,375	\$78,375	\$78,375	\$78,375	\$78,375
Surplus/Deficit	(\$111,891)	(\$138,613)	(\$124,310)	(\$156,097)	(\$189,144)
Cumulative Retained Earnings	\$365,109	\$226,496	\$102,186	(\$53,911)	(\$243,055)
Water Stabilization Fund	\$406,905	\$406,905	\$406,905	\$406,905	\$406,905

**Potential Impacts of Rate Change on Consumers**

Based on reported usage from FY22, the estimated annual water usage per service connection is approximately 47,000 gallons per year. Existing rates (including base charge) were applied to the average annual usage for comparison of the average service cost in FY22. The average annual cost for a service connection with the existing rates is approximately \$818, or \$68.17 per month. Table No. 14 summarizes the average annual cost for the three scenarios presented in this study for FY28.

**Table No. 14**  
**Average Annual Costs**

Scenario	Average Annual Cost
Current Rates	\$818
Scenario No. 1	\$1,274
Scenario No. 2	\$1,374
Scenario No. 3	\$1,298

### 9.12 Conclusions and Recommendations

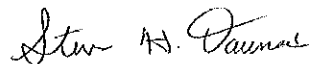
The existing rate structure is not sufficient to meet the Water Department's yearly operating budget over the next five years without eliminating the retained earnings balance and reducing the balance in the Stabilization Fund to cover some of the operating costs. Rates will need to be increased to meet the yearly operating budget even if no improvements are made to the system. If the Water Department plans to move forward with the planned improvements, it is recommended that the rates be increased as outlined under Scenario No. 2. In this scenario, the retained earnings balance will be reduced to approximately 20 percent of the Water Department's yearly operating budget, the base rate will increase to \$110 each billing period beginning in FY25, and water rates will increase in FY25, FY26, and FY27. In addition, a \$50 charge each billing period is recommended with the money going directly towards the Water Stabilization Fund which can be used to fund future capital improvement projects.

During the course of this study, the undersigned served as Project Manager, Ms. Karen Gracey, P.E. provided technical reviews and Jon Gregory, P.E. served as Project Officer.

At this time, we wish to express our continued appreciation to the Town for their participation in this study and for their help in collecting information and data. We appreciate the opportunity to assist the Town of West Newbury on this important project. Please call should you have any questions or require additional information.

Sincerely,

TATA & HOWARD, INC.



Steven H. Daunais, P.E.  
Vice President





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

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

June 12, 2023

Mayor Sean Reardon  
60 Pleasant Street  
Newburyport, MA 01950

Re: Indian Hill Raw Water Line Project

Dear Mayor Reardon,

As you are aware, the City of Newburyport and the Town of West Newbury have a long- and well-established symbiotic relationship when it comes to supplying our residents with water. Both the City and the Town use water from the Artichoke Reservoir Basin within West Newbury, and therefore care deeply about the its health and sustainability.

We understand that the City is in the process of exploring various options to provide increased flexibility and reliability to your water supply network, including the portion of the distribution system within West Newbury. Notably, the FY2024-FY2028 Capital Improvement Program, proposed by your office on May 8, 2023, includes a \$17,550,000 expenditure to construct a new pump station at the Indian Hill Reservoir in West Newbury, as well as a new water line to connect the reservoir to your existing raw water station on Route 113. The Capital Improvement Program's supporting materials state that this project will "improve the efficiency of the reservoir system and address water quality issues such as algal blooms and flooding. It will also increase flexibility for future lake treatment scenarios."

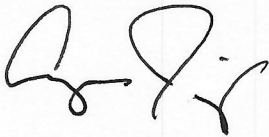
The Town appreciates the City's desire to develop and improve its water supply network. However, given the location of the pump station and pipeline network within West Newbury, we also expect to be an active participant in the development and planning of this project. The Select Board and the Board of Water Commissioners look forward to working with the City in this regard.

To help facilitate communication between the Town and the City, the Town has recently established a working group to represent the positions of each board, and including participation of the Town Manager and the Water Superintendent. As a first step, we would like to schedule a meeting with you to discuss the specifics of the project, including potential pipeline routes, pump house locations, and more general project impacts.



The Town believes that a collaborative approach to watershed management is necessary to ensure clean and abundant drinking water for our communities. With this joint goal in mind, we look forward to working with the City to establish an updated framework for our continuing work on water-related issues. This includes terms for the purchase of drinking water from the City, as well as advancing the planning and development of the pipeline project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Angus Jennings', written in a cursive style.

Angus Jennings  
Town Manager

cc: Tom Cusick, Newburyport Water Superintendent  
Mark Marlowe, West Newbury Water Superintendent  
Karis L. North, City Solicitor  
Ivria Glass Fried, Special Water Counsel to the Town West Newbury

## Regional Hazard Mitigation Planning *Workshop Agenda*

Wednesday, September 13th, 10:00am-12:00pm

West Newbury Annex  
381 Main Street  
West Newbury, MA



---

### *Communities of West Newbury and Newbury*

10:00 – 10:15 am	Welcome and Updates
10:15 – 10:45 am	Review Community Profiles and Natural Hazard Ranking
10:45 – 11:15 am	Introduction and Review of Vulnerability Assessment
11:15 – 11:45 am	Discussion of Risks & Development of Challenge Statements
11:45 – 12:00 pm	Wrap up & Next Steps

*Facility details: Please use the parking lot in the rear of the building in order to ensure parking is available for residents to access the Town Offices during our meeting period. Many thanks!*

**Town Manager**

---

**From:** dlsgateway@dor.state.ma.us  
**Sent:** Tuesday, August 29, 2023 11:00 AM  
**To:** Christian Kuhn; Assistant Assessor; Selectboard; Town Accountant; Town Manager; Executive Assistant; Town Treasurer; dlsgateway@dor.state.ma.us  
**Cc:** colburnb@dor.state.ma.us  
**Subject:** Notification of free cash approval - West Newbury  
**Attachments:** FreeCashCertification.PDF

**Massachusetts Department of Revenue Division of Local Services**

Geoffrey E. Snyder, Commissioner  
 Sean R. Cronin, Senior Deputy Commissioner of Local Services

8/29/2023

**NOTIFICATION OF FREE CASH APPROVAL - Town of West Newbury**

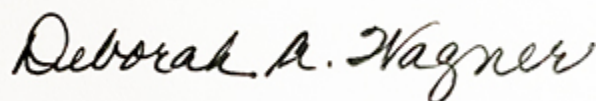
Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2023 for the Town of West Newbury is:

General Fund	\$2,386,317.00
Enterprise Fund CH. 44 S.53 F 1/2 Water	\$520,386.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,



Deborah A. Wagner  
 Director of Accounts  
 Massachusetts Department of Revenue

---

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.

**Free Cash Certification**  
**Free Cash Calculation - Fiscal Year 2024**

<b>Begin:</b>	
<b>Unreserved Undesignated Fund Balance</b>	2,452,057.00
<b>Subtract:</b>	
<b>Personal Property Tax Receivable</b>	682.00
<b>Real Estate Tax Receivable</b>	50,995.00
<b>Other Receivables in Deferred Revenue</b>	
	0.00
<b>Total</b>	<b>0.00</b>
<b>Other Receivables, Overdrawn Accounts, Deficits</b>	
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
<b>Total</b>	<b>0.00</b>
<b>Free Cash Voted from Town Meeting Not Recorded</b>	0.00
<b>Add:</b>	
<b>Circuit Breaker, Other Closed Accounts, Adjustments:</b>	
	0.00
<b>Total</b>	<b>0.00</b>
<b>Deferred Revenue (Credit Balance+, Debit Balance-)</b>	-14,063.00
<b>Free Cash Calculation for 2023</b>	<b>2,386,317.00</b>
<b>Reviewed By:</b>	<b>Bobbi Colburn</b>

**Free Cash Certification**  
**Free Cash Calculation - Fiscal Year 2024**

Certified On:	8/29/2023
---------------	-----------

**Free Cash Certification**

**Retained Earnings Calculation - CH. 44 S.53 F 1/2 Water - Fiscal Year 2024**

Enterprise Fund Number	A-2(1ST)
Type of Enterprise Fund	Water
Name of Enterprise Fund/Statutory Reference	CH. 44 S.53 F 1/2 Water

<b>Part I Cash</b>	855,245.00
--------------------	------------

**Current Liabilities, Designations of Fund Balance:**

Accounts Payable	0.00
Payroll Payable	0.00
Warrants Payable	0.00
Encumbrances	2,921.00
Expenditures	0.00
Continuing Appropriations	331,738.00

**Other Liabilities**

FB Rsv for Petty Cash	200.00
<b>Total</b>	<b>334,859.00</b>

<b>Cash less Current Liabilities</b>	<b>520,386.00</b>
--------------------------------------	-------------------

<b>Part II Retained Earnings, Undesignated</b>	<b>520,386.00</b>
--	-------------------

**Accounts Receivable (net):**

User Fees	0.00
<b>Other Accounts Receivable</b>	
	0.00
<b>Total</b>	<b>0.00</b>

<b>Undesignated Retained Earnings Less Accounts Receivable</b>	<b>520,386.00</b>
--	-------------------

**Fixed Assets**

**Debits:**

	0.00
<b>Total</b>	<b>0.00</b>

**Credits:**

	0.00
<b>Total</b>	<b>0.00</b>

**Free Cash Certification**

**Retained Earnings Calculation - CH. 44 S.53 F 1/2 Water - Fiscal Year 2024**

---

Fixed Assets Variance (Debits - Credits)	0.00
--	------

**Free Cash Trends, FY16-FY23**

<u>Fiscal Year</u>	<u>Year-End Certified Free Cash</u> <sup>1</sup>	<u>Free Cash transfer to reduce Tax Rate</u> <sup>2</sup>
FY23	\$ 2,386,317	\$ 250,000
FY22	\$ 2,128,806	\$ 200,000
FY21	\$ 1,749,980	\$ - *
FY20	\$ 1,954,878	\$ 400,000
FY19	\$ 2,102,586	\$ 220,000
FY18	\$ 1,718,985	\$ 114,000
FY17	\$ 1,824,005	\$ 144,300
FY16	\$ 1,892,315	\$ -

Avg (FY17-23)	\$ 189,757
---------------	------------

<sup>1</sup> Source: MA DOR Form B-1, FY15-FY23

<sup>2</sup> Source: MA DOR Tax Rate Recaps, Item IIIId, FY16-FY23

\* Note: In FY21 the Town did allocate \$220,000 of Overlay Surplus in order to reduce the FY21 Tax Rate. If that amount were to be included in the table above, the FY17-23 average would be \$221,186.

Source: Angus Jennings, Town Manager

**Water Retained Earnings Trends, FY18-FY23**

<u>Fiscal Year</u>	<u>Year-End Certified Water Retained Earnings</u> <sup>1</sup>	<u>Change from prior year</u>
FY23	\$ 520,386	\$ (137,068)
FY22	\$ 657,454	\$ (73,791)
FY21	\$ 731,245	\$ (306,481)
FY20	\$ 1,037,726	\$ 274,064
FY19	\$ 763,662	\$ 374,194
FY18	\$ 389,468	

<sup>1</sup> Data Source: MA DOR Form B-1, FY18-FY23

Source: Angus Jennings, Town Manager



# Town Planner Report

September 5, 2023

## **Housing Opportunities Initiative (MBTA Community Multi-Family Zoning District)**

Dodson & Flinker have been working on Scenarios for Housing Development and alternative approaches to zoning for potential multi-family districts along Main Street to share at September 5 PB meeting.

I received three responses to letters sent to Main Street property owners. Two of three respondents indicated a potential interest in developing their properties. The third had no immediate interest in a change to the property.

## **ADU and Non-Conforming Bylaw Changes**

The draft ADU and Non-Conforming Bylaws were reviewed by Town Counsel. A revised draft of the ADU Bylaw with comments on outstanding items has been circulated to the Board. The recommended changes to the Non-Conforming Bylaw were ministerial and the revised bylaw has been posted.

The Public Hearing on the proposed Bylaws is advertised for September 19<sup>th</sup>.

## **Housing Production Plan**

MVPC working with Consensus Building Institute (CBI) will host a virtual sub-regional meeting of similar communities tentatively in September. The meeting will include full group discussions as well as breakout groups for the individual communities. The following month, they will host an in-person meeting for West Newbury in the Annex.

## **Land Management and Planning Forum**

This meeting is being rescheduled to November to allow for more extensive planning.

## **Solar Site Feasibility Screening Study Report**

Constant B2Q submitted their report on August 7<sup>th</sup>. It was distributed to the Board and the Select Board discussed the report at its August 21 meeting. There are no immediate next steps anticipated at this time.

## **113 Corridor Improvement Study**

The Consultant Team has mapped existing conditions. Town staff are reviewing. Consultant Team will look to present draft recommendations at Fall Land Planning and Management Forum.

## **Evergreen Farm – Ash Street**

The CPC granted an eligibility determination (\$175,000) to Essex County Greenbelt (ECG) at its August 17 meeting for the purchase of a Conservation Restriction on approximately 14 acres – primarily the majority of the active farmland. ECG is working with a private buyer, the Town, and State to purchase and preserve the majority of the site, while allowing some development.

- 14 Acres CR - Private Buyer
- 4 Acres Unrestricted (includes house and barn) - Private Buyer

Sue Brown, Town Planner  
8/29/2023

## Town Planner Report

September 5, 2023

- 18 Acres to MassWildlife – owner of abutting Crane Pond Wildlife Mngt Area)

The Open Space Committee has submitted a request for an Article for CPA Funds for the Special Fall Town Meeting

### **DPW - Department Restructuring**

The restructuring of the DPW would allow the duties of the Director to be distributed to other employees, many of whom are already fulfilling those obligations as part of their work.

The largest byproduct of the restructuring would be the elimination of the Director position in favor of four Division heads reporting directly to the Town Manager:

- Administration, Procurement, and Contracting
- Highway
- Buildings and Grounds
- Programs and Projects

The restructuring is intended to be cost neutral and to begin implementation by late fall/early winter.

Given that Katelyn will be taking on substantial new responsibilities it is expected that the Town will seek a new Administrator for the Planning Board among others.

### **Stormwater Management Permits**

The Board of Health issued its first Stormwater Management Permit under the new regulations to 154 Middle Street. The project disturbed 1 1/3 acre for a 4-bedroom single family home. In addition to construction site stormwater management requirements, Best Management Practices (BMP's) required for long term stormwater management include a driveway stone infiltration trench and subsurface roof recharge chambers. BOH Agent reported that he felt the process was efficient and effective.

An application has been received for 87 Crane Neck Street.

Sue Brown, Town Planner  
8/29/2023



**PENTUCKET REGIONAL SCHOOL DISTRICT**

OFFICE OF THE SUPERINTENDENT  
22 MAIN STREET  
WEST NEWBURY, MASSACHUSETTS 01985-1897  
TEL: (978) 363-2280 / FAX: (978) 363-1165

GROVELAND  
MERRIMAC  
WEST NEWBURY

P

*Justin Bartholomew, Ed.D.*  
Superintendent of Schools

*Brent Conway*  
Assistant Superintendent

*Catharine Page*  
IT & Digital Learning Director

*Greg A. Labrecque*  
Business Manager

*Michael A. Jarvis, Ed.D.*  
Director of Student Services

August 21, 2023

**RECEIVED**

To: Boards of Selectpersons, Town Administrators and Managers

AUG 28 2023

From: Pentucket Regional School District Superintendent

TOWN MANAGER  
TOWN OF WEST NEWBURY

Dear Town Officials,

When the building project began and the first funds were borrowed in 2019 it was always stated that any unused funds, should there be any, would be reallocated back to a fund for Town educational use for their own Elementary Schools. The only caveat is that the funds could be used only for like-termed projects that would be eligible for a 20-year note and be of a capital nature.

At this time, because of some Town required needs and upcoming personnel changes, the District feels confident that some funds may now be allocated to your funds for your use. We are releasing \$300,000 at the same rate your community paid through your assessment percentage at the time of the first borrowing. This does not mean that future funds will not be forthcoming but they will have to wait until the final project accounting and MSBA audit are complete.

As the original assessment percentages for FY 2020 were as follows, the shown funds will be transferred into a fund for you to bill against for eligible projects.

Groveland - 37.716% or \$113,148.00  
Merrimac - 35.263% or \$105,789.00  
West Newbury - 27.021% or \$81,063.00

Thank you for all your assistance and support throughout this project.

Regards,

Dr. Justin Bartholomew  
Superintendent

## Town Manager

---

**From:** Denise Allard [REDACTED]  
**Sent:** Thursday, August 31, 2023 12:40 PM  
**To:** Anthony Rinaldi; Mayor Gove; Christine Lindberg; orlando pacheco; Anil Navkal; Cosgrove, Joseph; townadmin@townofnewbury.org; Molly Ettenborough; Andrew Levine; [REDACTED]; don walters; Melissa Rodrigues; Laurie Burzlaff; Neil Harrington; Town Manager  
**Cc:** Mark Cappadona; Stuart Ormsbee; Joseph Cappadona  
**Subject:** Recently Issued DPU Guidelines for Municipal Aggregations - Invitation to Discuss Next Steps [Essex]  
**Attachments:** D.P.U. 23-67\_Municipal Aggregation NOI\_Notice and Request for Comments (8-15-23).pdf; D.P.U. 23-67\_Municipal Aggregation Draft Guidelines (8-15-23).pdf; D.P.U. 23-67\_Municipal Aggregation Draft Template Plan (8-15-23).pdf; D.P.U. 23-67\_Vote and Order Opening Investigation (8-15-23).pdf

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

Good afternoon –

This email is being sent to the Towns of Newbury, North Andover, Salisbury and West Newbury as well as the Cities of Amesbury, Haverhill, Lawrence, Methuen and Newburyport [all in Essex County].

As you may already know – on August 15, the DPU issued a detailed set of proposed “guidelines” for municipal aggregations (below/attached), which seek to establish rules governing program operations (includes approved, currently active plans). The DPU claims that the “guidelines”, along with a template form Aggregation Plan, will facilitate its review of new and amended plan filings.

We have serious concerns with what the DPU is proposing. Not only does it solidify (and even worsen) the DPU’s micro-management of program operations, but it further limits local flexibility/control and adds more restrictions for new programs who petition for approval to launch. You’ve heard us say many times that these are town/city run programs and each municipality should have the ability to decide how their program operates. Our fear is that the DPU’s “guidelines” and template will interfere with that and, ultimately, hinder program operations. This includes establishing launch dates, pre-identifying and locking in product selections, adding costs for repetitive mailings and an inability to take advantage of favorable market conditions (from an economical and/or renewable perspective).

That being said, we’re going to send an invite for a **Zoom meeting on Wednesday, September 6 at 3:30 PM** to share our concerns, offer what we feel is a meaningful alternative, answer any questions you may have and discuss next steps. Our hope is that municipalities (along with their legislators) will be willing to submit comments, that express their concern with what the DPU has outlined and support our alternative. This is important because municipal-based comments will certainly carry more weight with the DPU and the Administration than those submitted by the consultant.

In an effort to have a meaningful discussion with a reasonable amount of attendees so everyone can be heard, we’ll be having multiple meetings and thought it best to break out groups by location. We plan on having the same conversation with each group so please don’t think these separate meetings will in any way limit your ability to participate or gather all of the pertinent information.

**One note** – per the attached, initial comments are due on September 18 and reply comments are due on October 19. We’ve filed with the DPU to revise the schedule so we have more time up front -- move initial comments to October 6 and reply comments to October 23. We haven’t heard back yet.

We hope you’ll be able to join us. Enjoy your long weekend!

Thank you,  
Denise

---

**Denise Allard**

Colonial Power Group, Inc.  
5 Mount Royal Avenue, Suite 5-350  
Marlborough, MA 01752  
508-485-5858 ext. 2



# Introduction to the Bipartisan Infrastructure Law (BIL) and Federal Requirements

## Guidance for Local and Tribal Agencies



## Participant Journal



### Introduction

*This resource is intended to be a supplement to the Introduction to the Bipartisan Infrastructure Law (BIL) and Federal Requirements training. This resource contains some key information and resources links, but most importantly, a place for you to capture your ideas and notes on how you will apply for Federal Aid grants for your agency under this legislation. Be sure to save your work!*

---

#### What is the Infrastructure Investment and Job Act (BIL)? (Slides 7-8)

On November 15, 2021, President Joe Biden signed the Infrastructure Investment and Jobs Act, a landmark law to deliver once-in-a-generation funding to communities across the nation. This funding will help build and repair our nation’s roads, bridges, rail systems, public transit systems, airports, ports, and other infrastructure needs. Program highlights include:

- \$1.2 trillion in Federal funding
- \$567 billion in transportation funding (all DOT modes) over 5 years (FY22-26)
  - \$351 billion for highway programs
- New formula programs and new (competitive) discretionary programs
  - Planning and construction/implementation grants

#### What Kind of Funding is Available to Local and Tribal Agencies?

This funding is delivered to states in two main ways — through formula funding and through grant funding.

- **APPORTIONED (OR FORMULA) FUNDING** is non-competitive funding that goes directly to states and localities. This funding is determined by pre-existing formulas based on statistical criteria. Generally, states, localities, and other entities that normally receive infrastructure funding from Congress can expect to receive a boost of additional federal dollars that will be distributed through traditional programs.
- **GRANT FUNDING** is competitive and can be acquired by applying for specific grants. Each grant seeks to meet a specific need, such as supporting local initiatives to prevent death and serious injury on roads and streets, restoring community connectivity, expanding transportation infrastructure in rural areas, or strengthening resilience in coastal communities. Since grants vary widely, they have different deadlines, eligibility criteria, and application processes. Therefore, it is crucial that interested applicants follow guidelines closely in order to maximize the likelihood of being awarded these grants. The amounts that appear below are indicative of the total available funding nationwide. **NOTE: This training focuses on grant funding.**

*Think About It:* Take a moment to identify a project (or a need that could become a project) at your agency, that could potentially be eligible for BIL grant funding. Briefly describe your project below.

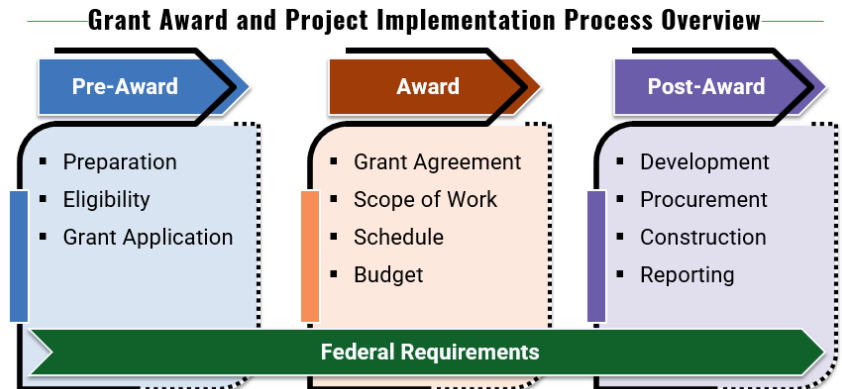


### Process Stages for Federal Projects/BIL Grants and Pre-Award Phase

*Throughout the process, there are key Federal requirements that sponsors need to be aware of and keep in mind.*

Applying for these grants can be difficult to navigate. Let's break it down into phases:

- **PRE-AWARD:** Preparing to apply, determining eligibility, and applying for the grant.
- **AWARD:** Entering the grant agreement; refining scope of work, schedule, and budget.
- **POST-AWARD:** Implementation/construction, contracting, and future reporting requirements.



#### Your Pre-Award Checklist (Slides 11-12)

Let's get you on your way to applying for these Federal grants! Complete these Pre-Award steps as soon as possible to ensure your agency can access these funds.

- STEP 1: REGISTER** (Tip: do this *NOW* – registration can take 3-8 weeks to complete! Late applications cannot be accepted!)
  - Obtain Unique Entity Identifier (UEI) from the System for Award Management: [www.SAM.gov](http://www.SAM.gov) (Tip: This can take 1-4 weeks.)
  - Register at [www.GRANTS.gov](http://www.GRANTS.gov) (Tip: This can take 2-4 weeks.)
    - Verify/update authorized representative contact information  
My agency designated rep is: \_\_\_\_\_
- STEP 2: IDENTIFY THE GRANT**
  - Read the Notice of Funding Opportunity (NOFO) (Tip: Read it ALL. This is your roadmap!)
  - Attend program office announcement webinars
  - Determine if your agency and project meet the eligibility requirements (Tip: Follow the NOFO!)
  - Determine the grant implementation method/process and partners (MPO, State DOT, etc.)
- STEP 3: APPLY** (Tip: Apply early!)
  - Identify the application closing date and time
  - Identify application requirements, such as required information and page limits
  - Complete application with ALL merit criteria addressed
  - Thoroughly describe and refine your Scope of Work – Explain and justify your need with data-based analysis and explain how/why this project is the solution to the problem. (Tip: Tell your story!)





*Got Questions During this Phase?* Be sure to check out the FHWA Bipartisan Infrastructure Law (<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>) and the USDOT Navigator (<https://www.transportation.gov/dot-navigator>) pages for resources on applying for grants, finding technical assistance resources, and learning more about the BIL funding programs.

### Pre-Award to Award Phase

*The key to a great application is knowing how it will be evaluated and awarded!*

What Happens to Your Grant Application After You Apply and the NOFO Closes? (Slides 15-16)

Tier 1: NOFO Merit Criteria Review	Tier 2: Project Review	Award Decision
Evaluation and ranking of High, Medium, Low, or Non-Responsive for each Merit Criteria (will vary by program): <ul style="list-style-type: none"> <li>✓ Safety</li> <li>✓ Environmental sustainability</li> <li>✓ Quality of life</li> <li>✓ Mobility and community connectivity</li> <li>✓ Economic competitiveness and opportunity</li> <li>✓ State of Good Repair</li> <li>✓ Partnership and collaboration</li> <li>✓ Innovation</li> </ul>	Evaluation of: <ul style="list-style-type: none"> <li>✓ Project readiness</li> <li>✓ Financial completeness</li> <li>✓ Technical capacity</li> <li>✓ Experience with similar projects and/or federal requirements</li> <li>✓ Benefit-cost analysis (<i>tip: benefits &gt; costs; review the <a href="#">Benefit-Cost Analysis Guide for Discretionary Grant Programs</a> for more</i>)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Highly competitive projects reviewed</li> <li>✓ Final selection</li> <li>✓ Notice of award</li> </ul>

#### Success Tips to Ensure your Grant Makes it to Award!

- Submit a complete and on-time application
- Ensure all required forms are complete and submitted (SF-424, etc.)
- Use the correct designation (rural -vs- urban) - it affects eligible funds!
- Document any work that has been completed to date on the project (environment, public outreach, design, etc.)
- Avoid:
  - Unclear or unsupported Scope of Work
  - Insufficient supporting information for NOFO Merit Criteria
  - Inconsistent budget and/or pre-incurred costs included
  - Unrealistic schedule or does not meet required NOFO milestone dates



*Be sure to leverage these key resources as you proceed through the grant application process.*

#### Bipartisan Infrastructure Law Information

- USDOT Navigator (<https://www.transportation.gov/dot-navigator>)
- FHWA BIL Resources Page - [www.fhwa.dot.gov/bipartisan-infrastructure-law/](http://www.fhwa.dot.gov/bipartisan-infrastructure-law/)

#### Grant Application

- System for Award Management - <https://sam.gov/content/home>
- Grants.gov - <https://www.grants.gov/>
- Build America Bureau - [www.transportation.gov/buildamerica](http://www.transportation.gov/buildamerica)
- DOT Discretionary Grants Dashboard - <https://www.transportation.gov/grants/dashboard>
- Build America Center - <https://bac.umd.edu/>

#### Rural/Local Assistance

- Federal Aid Essentials for Local Public Agencies - <https://www.fhwa.dot.gov/federal-aidessentials/index.cfm>
- FHWA Local Aid Support/LTAP/TTAP - [www.fhwa.dot.gov/clas/](http://www.fhwa.dot.gov/clas/)
- USDOT ROUTES - <https://www.transportation.gov/ruralROUTES> Discretionary Grant Funding Matrix | US Department of Transportation
- USDOT Benefit-Cost Analysis Guidance for Discretionary Grant Programs - <https://www.transportation.gov/mission/office-secretary/office-policy/transportation-policy/benefit-cost-analysis-guidance>
- USDOT Project Delivery Center of Excellence at the Volpe Center - <https://www.volpe.dot.gov/project-delivery>

#### Tribal Assistance

- FHWA Office of Tribal Transportation - [www.highways.dot.gov/federal-lands/programs-tribal](http://www.highways.dot.gov/federal-lands/programs-tribal)
- FHWA Tribal Technical Assistance Program (TTAP) - <https://www.fhwa.dot.gov/clas/ttap>

#### Environmental Guidance

- FHWA Environmental Review Toolkit - <https://www.environment.fhwa.dot.gov>

#### Federal Requirements

- FHWA Resource Center - <https://www.fhwa.dot.gov/resourcecenter/>
- FHWA Buy America Guidance - <https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>
- Free Web-based Training - Understanding the Uniform Guidance Requirements (2 CFR 200) for Federal Awards; FHWA-NHI-231034 <https://www.nhi.fhwa.dot.gov/home.aspx>
- Federal Aid Essentials for Local Public Agencies - <https://www.fhwa.dot.gov/federal-aidessentials/index.cfm>
- Right of Way, FHWA Office of Realty – [https://www.fhwa.dot.gov/real\\_estate/](https://www.fhwa.dot.gov/real_estate/)
- ROW Local Public Agency Tool - [https://www.fhwa.dot.gov/real\\_estate/local\\_public\\_agencies/lpa\\_tool/](https://www.fhwa.dot.gov/real_estate/local_public_agencies/lpa_tool/)



### Putting Together a Successful Application

*Use this organizer to set your application up for success.*

*Program you are considering applying for:*

---

*Program office contact information:*

---

*Deadline for application:*

---

**Think About It:** Reflecting on your project, what are some key points, resources, or action items that you want to be sure to remember from the Pre-Award to Award phases? Capture your notes below.

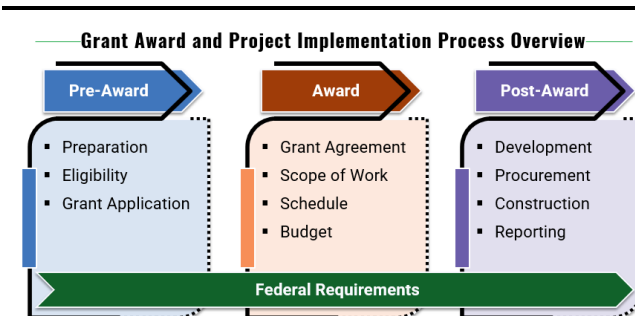
Phase	Notes
<b>Pre-Award</b>  <i>Got Questions? Contact - Program Office listed in the NOFO Contact Information</i>	



<p><b>Award</b></p> <p><i>Got Questions? Contact - Program Office, NOFO Contact Information, Division Office, Project Coordinator</i></p>	
---	--

### Award to Post-Award

*You won! Now what?*



The Award Phase involves entering into the grant agreement, determining the scope of work, as well as the schedule and budget. During post-award, you engage in development, procurement, construction, and reporting.

[Award to Post-Award Activities \(Slides 18-32\)](#)

Capture your notes on the essential activities as you move into the Post-Award phase below.

Key Activity	Notes
Complete Grant Agreement	
Plan and Identify Projects (TIP/STIP Requirements)	



# Introduction to the Bipartisan Infrastructure Law (BIL) and Federal Requirements

## Participant Journal

Public Involvement	
Select and Hire A-E Consultant	



### NEPA and Environmental Topics

*Get familiar with the requirements of Federal Grant projects.*

#### NEPA and Your Project (Slides 33-43)

NEPA applies to *all* Federal actions, including these grants. The key requirement of NEPA is that if our project may impact the environment, we are going to consider, avoid and minimize the environmental impacts of our project.

Important NEPA to-knows:

- Environmental Impact Statement (EIS) – the most significant and complicated of the requirements;
- Environmental Assessment (EA) – the “middle” level of the requirements; and
- Categorical Exclusion (CATEX) – the most streamlined of the requirements.

#### Commonly Encountered Environmental Topics

Let’s now learn a little more about some of the commonly encountered environmental statutes that may apply to your project that need to be addressed under NEPA.

Topic	Notes	Need to learn more? If yes, what’s your plan?
4(f) Parks and Recreational Land, Wildlife/Waterfowl Refuges		
Section 106 Historic Properties		
Wetlands/Waters of the US		
Wildlife Resources – Species and Habitats		
Air Quality		
Environmental Justice		
<p><i>Note there are other elements of NEPA that may be applicable to your project. Visit: <a href="https://www.environment.fhwa.dot.gov">https://www.environment.fhwa.dot.gov</a> for more information.</i></p>		



### Final Design Activities

*The outcomes of all the NEPA processes will influence your project design and plans. Some project features may be mandatory (i.e., avoidance, mitigation, and environmental commitments).*

#### Final Design Activities (Slides 44–49)

Once NEPA is complete, final design may proceed. In this phase you will finalize the plans, specifications, and estimate, seek approval for design exceptions, obtain permits and agreements. Capture your notes on these activities below.

Key Design Activity	Notes
Plans, Specifications, & Engineers Estimate (PS&E)	
Utility Coordination	
Rail Coordination	
Right of Way	
Americans with Disabilities Act (ADA)	
Buy America	



### Post-Design Activities

*Let's learn about some contracting and procurement requirements.*

#### Contract/Construction Procurement (Slides 50–56)

Once your design is complete, you'll move into the contract/construction procurement phase. The following are some things to consider and understand during procurement:

- Final Plans, Specifications, and Engineers Estimate (PS&E)
- ROW Clearance Certificate
- Permits & Agreements (Environmental, Utility, Rail, etc.)
- Disadvantaged Business Enterprise (DBE) Program
- Equal Employment Opportunity (EEO)
- On the Job Training (OJT) and Apprenticeship Programs
- Federally Required Contract Provisions (FHWA 1273)
  - Federal and/or State Wage Rates (Davis Bacon Act)
  - Non-Discrimination

Anything you want to remember on these topics? Capture your notes on these below.

Notes





### Post-Award and Beyond

*Executing your project and keeping up with requirements.*

#### Construction and Closeout Need-to-Knows

- Construction Management
  - Federal projects require monitoring and oversight during construction. It needs to be a local, full-time employee in “responsible charge.”
  - QC/QA programs and monitoring of federal requirements include wage rates, DBE, prompt payments, environmental requirements, etc.
  - Change orders may require federal approval and may affect the grant if it causes issues with the funding/match percentage amounts or scope/schedule/budget as outlined in the grant agreement.
- Funding Reimbursement Process
  - Sponsors must minimize the time between receiving Federal funds and paying invoices (2 CFR 200.305(b))
  - Reimbursement requested from FHWA
    - Submit request through Delphi
    - FHWA verification and approval
    - Processing of reimbursement payment to Sponsor
    - Submit reports (quarterly, annual, progress, etc.)
- Closeout
  - There are final acceptance and recordkeeping requirements. Most BIL Grants will require a period of data gathering and performance reporting for a period of time after completion of the project, potentially 3-5 years after project completion.

*Think About It:* Reflecting on your project, what are some key points, resources, or action items that you want to be sure to remember from the post-award phase? Capture your notes below.

Phase	Notes
<p><b>Post-Award</b></p> <p><i>Got Questions? Contact - Division Office, Project Coordinator</i></p>	

