



RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 SEP 13 PM 11:15

**Town of West Newbury
Board of Selectmen**

Monday, September 16, 2019 @ 6pm

381 Main Street, Town Office Building

www.wnewbury.org

AGENDA – revised ←

At request of
Planning Board,
Item I Postponed
to 9/30/19

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

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*personnel updates*);
- ❖ 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 (*River Road Conservation Restriction; Brown Spring Farm Agricultural Preservation Restriction*);
- ❖ 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; (*Newburyport Bridge MOU; Planning Board request to engage special counsel*)

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- *Essex County Creates* calendar; and Essex County Arts & Culture Summit Sept. 27 9am-4pm in Beverly
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>
- FY20 Senior Tax Work-off Program: interested residents contact Theresa Woodbury at COA

Regular Business

- A. Presentation of Town Bicentennial photo and quilt – *Bicentennial Committee*
- B. Proclamation regarding Bethany Groff Dorau to honor her commitment to local history
- C. Request for One-Day Liquor License for Apple Harvest Road Race spaghetti dinner Oct. 5, 2019
- D. Updates regarding Middle/High School project – *Justin Bartholomew, PRSD Superintendent*
- E. Requests for Appointment to Tree Committee (5 openings): Fred Chanania; Barbara Haack; Margaret Hawkins (added to agenda); Kathy Mandeville; Jane Martin; Francesca Pomerantz; Claudia Woods
- F. Discussion of Memorial Day Parade, potential adoption of policies regarding parade participants
- G. Review and approval of Stormwater Management Plan and IDDE Program – *DPW Director*
- H. Presentation of draft Year 1 (FY19) MS4 Annual Report for review and comment – *DPW Director*
- I. ~~Meeting with Planning Board regarding public safety sign – requested by Planning Board~~
- J. Request to declare Town Hall Chairs surplus and authorize their disposition – *Historical Commission*
- K. Proposed adoption of updated Designer Selection Procedures (per M.G.L. c. 7C, §§ 44-58)
- L. Review and discussion of Soldiers & Sailors Memorial (Carr Post) CPC proposal, and financing options
- M. Review of known/potential warrant articles for Special Town Meeting
- N. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Assistant to the Town Manager and Finance Department position
- O. Vote to designate Board of Selectmen representative to approve A/P warrants on temporary basis
- P. Meeting minutes: September 3, 2019; August 19, 2019; August 5, 2019; June 27, 2019; June 24, 2019

Town Manager Updates

- Q. Update on staffing transitions and anticipated engagement of Interim Town Accountant
- R. Update on mosquitos and recent spraying
- S. Update on water quality testing at Mill Pond
- T. Update on Town Manager workplan, schedule; Board direction re project priorities for Fall 2019
- U. Upcoming meeting with Finance and Assessing staff and MassDOR to review/update fall work plan
- V. Progress toward Page School playground accessibility improvements supported by State earmark funds
- W. Follow up meeting assignments; Placing items for future agendas



Town of West Newbury

Board of Selectmen

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 113 | selectmen@wnewbury.org

September 6, 2019

FOR IMMEDIATE RELEASE

Public meeting regarding Middle Street / Plummer Spring Road Bridge

Monday, September 23, 2019 at 7 PM

The City of Newburyport and the Town of West Newbury will jointly sponsor a **public meeting on Monday, September 23, 2019 beginning at 7:00 PM** to review design alternatives and preliminary cost estimates associated with the reconstruction of the Middle Street / Plummer Spring Road Bridge. The meeting will be held in the 1910 Building, First Floor Hearing Room, located at 381 Main Street in West Newbury. The meeting will be televised on West Newbury local cable TV, with the meeting video to be available online the following evening on the West Newbury YouTube channel.

The bridge was closed to vehicular traffic last summer following a failure in the spandrel wall. The City of Newburyport secured a Small Bridge Program grant from the Massachusetts Department of Transportation to support engineering and design of the replacement bridge. Since that time, the two communities have been working together with the design engineer, BSC Group.

The design engineer recently completed a number of conceptual design alternatives, including preliminary cost estimates. The purpose of the upcoming meeting is to invite public review and comment. Key issues to be reviewed at the meeting include roadway width, pedestrian accommodations, bridge type, railing type, vehicular speed control and traffic safety, and project costs.

Taking into account public comments received, costs, and other factors, the two communities will select a preferred conceptual alternative to allow BSC Group to proceed with final project design and permitting. Once permitting is complete, and a final estimate of construction costs is available, the project is expected to be proposed for funding based on an agreed cost share, and offset by further grant monies as may be obtained.

For further information regarding the bridge project, please contact City Engineer Jon-Eric White in Newburyport at 978-465-4464, x1710 or JEWhite@CityofNewburyport.com; or DPW Director Wayne Amaral in West Newbury at 978-363-1100 x120 or dpwdirector@wnewbury.org.

Town Manager

From: [REDACTED]
Sent: Monday, September 9, 2019 3:28 PM
To: Town Manager
Subject: BOS Meeting 9/16/19

Hi Angus,

The Bicentennial Committee and the Council on Aging would like to present the Town Picture and the COA quilt at the BOS Meeting next Monday, September 16. Would you please put us on the agenda?

Thank You,

KC



West Newbury Massachusetts Bicentennial 1819-2019

July 6, 2019

Town Manager

From: julie@[REDACTED]
Sent: Friday, September 13, 2019 9:54 AM
To: Town Manager
Cc: glenn kemper; David Archibald
Subject: RE: Seeking proclamation for Bethany Groff Dorau for Sept. 22
Attachments: invitation.jpeg

Hi Angus -

I wanted to follow up on this request. Unfortunately, I have a conflict for the BOS meeting on Monday, Sept. 16 and may not be able to attend. Do I need to show up in person to explain my proclamation request?

Also, there is a correction on the date: It is SUNDAY, Sept. 22, not Saturday as I originally and mistakenly wrote.

Please let me know what I need to do for this request to be implemented. If it passes, what is the procedure for getting a printed proclamation? When can I pick it up?

If one of the selectmen or you (as Town Manager) would like to attend the event to present the proclamation in person, we would be happy to include you. Attached is the invitation.

Thank you for your assistance in this matter. If you have any questions, you can reach me on my cell: [REDACTED] - [REDACTED] - [REDACTED]

Best regards,
Julie Cook
[REDACTED] MA

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

Subject: RE: Seeking proclamation for Bethany Groff Dorau for Sept. 22
From: Town Manager <townmanager@wnewbury.org>
Date: Thu, August 15, 2019 12:27 pm
To: [REDACTED] David Archibald
<darchibald@wnewbury.org>

Hi Julie,

It was good speaking with you today, and as we discussed I've penciled this in for the Sept 16 BoS meeting. It looks like what you've provided gives us plenty of info to prepare a proclamation for Board approval, but will review in more detail and let you know if questions. As the date approaches, let's reconnect as I'll have a better idea of what time this is likely to come up on the 9/16 agenda; at this point I'd guess it would be taken up near the start of the 7pm mtg.

Thanks for bringing this to our attention!

Angus

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

From: [REDACTED]
Sent: Thursday, August 15, 2019 12:07 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: glenn kemper <glenn.kemper.selectman@gmail.com>
Subject: Seeking proclamation for Bethany Groff Dorau for Sept. 22
Importance: High

Dear Mr. Jennings:

I am a member of the Spencer-Pierce-Little Reading Club headed by Bethany Groff Dorau, and it is my distinct pleasure to invite you on behalf of the group to our upcoming Centenary celebration, to be held at the SPL farm on Saturday, September 22. Details to follow; we so hope that you will be free to join us.

We are reaching out to the political leaders of Newbury, Newburyport, and West Newbury with the hopes of surprising Bethany with the proclamation of "Bethany Groff Dorau Day" to honor her commitment to local history. Would that be possible, and if so, how should I proceed to accomplish this goal? I have attached a short description of her myriad qualifications for such an honor.

Governor Baker's grandmother was part of this book club and we have reached out to him to attend the event and provide a proclamation as well. Bethany and her husband James Dorau live at 14 Poore's Lane, West Newbury, MA 01985. They recently purchased and renovated the home from her great aunt Emily Noyes Poore, who was a longtime resident of West Newbury that raised five generations in the ancestral home on Poore's Lane.

We hope that the selectmen can approve a proclamation at the Sept. 16 meeting, so that we can present it to her on Sept. 22 at the celebration. Please contact me with any questions or follow up.

Many thanks for your consideration and assistance,

[REDACTED]

[Below is a brief description of Bethany Groff Dorau, for purposes of acknowledging her work on behalf of greater Newburyport]

It is difficult to imagine anyone who has a greater love for our community's past or a deeper commitment to its future than Bethany Groff Dorau. The long-time North Shore Regional Site Manager for Historic New England, based at the

[Spencer-Peirce-Little Farm](#) in Newbury, Bethany has introduced thousands of visitors to the history of Old Newbury (Newbury, Newburyport, West Newbury) through personal tours of the colonial farm and house and inventive programming such as “Tales and Ales” at Newburyport’s Swett-Ilisley House (a former tavern), the American Music and Harvest Festival, Fiber Revival, and Vintage Baseball.

Both a descendant of the First Settlers of Newbury and a professional historian, she wrote the widely acclaimed *A Brief History of Old Newbury: From Settlement to Separation* (2008, History Press) and *A Newburyport Marine in World War I: The Life and Legacy of Eben Bradbury* (2018, History Press) as well as numerous articles in the *New England Quarterly*, the *Encyclopedia of American History*, and *Historic New England Magazine*. A recent article in the *HNE Magazine* discusses the history of book groups, with the century-old one founded by the Little sisters of the SPL Farm and revived by Bethany, as a key example. More info on Bethany can be found on her website: <https://www.bethanygroffdorau.com>.

Bethany is a recipient of the Pioneer in Preservation Award from the Essex National Heritage Commission and the North of Boston Convention & Visitors Bureau Leadership Award. She sits on the executive board of the North of Boston CVB and the planning committee of the Newburyport Literary Festival. After residing for many years in a First Period house in Newburyport, she now lives with her family in an ancestral home in West Newbury—restored, as one would expect of Bethany, with as much attention to the past as to the present and future.

1919-2019

YOU AND A GUEST ARE INVITED
TO THE CENTENNIAL CELEBRATION
OF THE SPL READING CLUB

TEA, LIGHT MEAL, AND MEMORIES

SEPTEMBER 22, 2019 3:00-5:00

SPENCER-PEIRCE-LITTLE FARM
5 LITTLES LANE
NEWBURY, MA 01951





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

PROCLAMATION

In recognition of West Newbury resident Bethany Groff Dorau's outstanding contribution to supporting the local history of the greater Newburyport area as regional site manager for historic New England based at the Spencer-Pierce-Little Farm, as a professional historian and author, the West Newbury Board of Selectmen hereby proclaim September 22, 2019 as Bethany Groff Dorau Day.

Signed, this 16th day of September, 2019,

David Archibald, Chairman

Glenn Kemper

Rick Parker

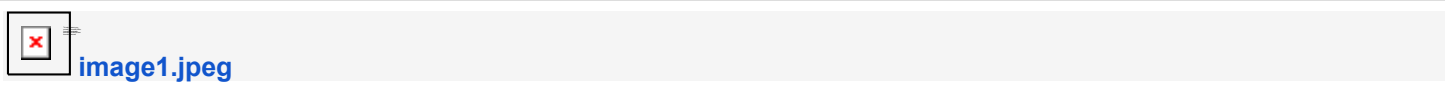
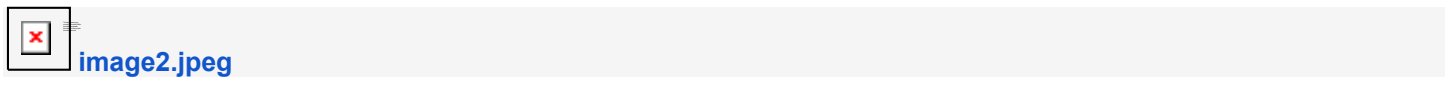
Town Manager

From: [redacted] <[redacted]@[redacted]>
Sent: Thursday, September 12, 2019 1:36 PM
To: Town Manager
Cc: Residents Admin; [redacted]@[redacted]; [redacted]@[redacted]
Subject: Re: AHR questions

Hi Angus-

I have attached several of the Certificates of liability that are requested for the companies that will be serving alcohol at our events.

Please let me know if you want any further information-
Courtney



On Tue, Sep 10, 2019 at 10:50 AM Courtney Lucey <[redacted]> wrote:

Hi Angus--

We will try to get the TIPS certifications to you prior to Monday.

For the electronic sign could we have it say the following:

Apple Harvest Run weekend Oct. 5th & 6th. go to www.appleharvestrun.org for more details. If that is too much info then maybe: Apple Harvest Run Oct 6th along with the website info which will give detailed info for dinner and race.

Thank you both again for all your help! I will forward the TIPS certificates once we receive them and we will see you next Monday.

Courtney

On Tue, Sep 10, 2019 at 9:20 AM Town Manager <townmanager@wnewbury.org> wrote:

Hi,

Annie and I reviewed this AM and we're all set to have the liquor license on the Monday 9/16 BoS agenda. Ideally we would receive the TIPS certification before then, but if not the Board's vote could be contingent on receiving that prior to the event, and we would simply hold the signed permit until we receive the TIPS certification. That is no problem, we have done this for a couple of events in the last year.

I did post something to the electronic message board in front of public safety this morning. Let me know if you want

me to add anything to that. It just says:

Apple Harvest Run

Sat, Oct 6th

Spaghetti Dinner

Friday Oct 5th

We are limited in word count, but could add another (short) line of text, or replace/revise anything above.

Thanks,
Angus

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

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

From: Town Manager

Hi Courtney,

Will review w Annie next week and we'll get back to you.

Re electronic sign, both Sgt. Cena and I have access permissions; you can send me what you'd like to appear and when and we'll get it done! We are constrained on space on the sign but can include the basics.

Thanks,
Angus

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

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

From: Courtney Lucey <crlucey@gmail.com>

Sent: Thursday, September 5, 2019 7:38 AM

To: Residents Admin <residents.admin@wnewbury.org>; Town Manager <townmanager@wnewbury.org>

Subject: AHR questions

Good morning Annie—

How are you? I wanted to touch base about a couple of things for the Apple Harvest Run. In preparation for the BOS meeting, should we provide all members and Angus with copies of our updated application with copies of license certificates and TIPS prior to the meeting? We have a lay out for the day of the race that I'm not sure if it needs to be reviewed prior to race day as well.

Also, would you be who we contact about having an announcement for the race on the Electronic sign in front of the police station a couple weeks prior to the race?

Thank you very much for your help!

Courtney

> On Aug 27, 2019, at 10:34 AM, Residents Admin <residents.admin@wnewbury.org> wrote:

>

> Hi Courtney~

>

> The Town Manager will be back on Tuesday; I would like to have a discussion with him regarding your question about TIPS certification and servers.

> I will get back to you next week.

> ~annie

>

> Annie Sterling

> Residents Services Administrator

> Town of West Newbury

> 381 Main Street

> West Newbury, MA 01985

> 978-363-1100 ext 113

> residents.admin@wnewbury.org

>

>

>

>

>

> -----Original Message-----

> From: courtney Lucey <courtney@wnewbury.org>

> Sent: Monday, August 26, 2019 2:02 PM

> To: Town Manager <townmanager@wnewbury.org>; [REDACTED]

> Residents Admin <residents.admin@wnewbury.org>

> Subject: Question regarding Alcohol servers

>

> Hi Angus & Annie—

>

> Could you please confirm whether each alcohol server needs to have a TIPS certificate on file with the town prior to the event?

>

NUMBER

2019-08

THE COMMONWEALTH OF MASSACHUSETTS

Town of West Newbury

FEE

Waived

This is to certify that

Courtney Lucey

NAME

P.O. Box 241, West Newbury, MA 01985

ADDRESS

IS HEREBY GRANTED A LICENSE

For One-day liquor license for Apple Harvest Run Spaghetti Dinner on October 5th 2019 from 4pm-10pm in the Town Annex, 379 Main Street, West Newbury, MA

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires 10/5/19 @ 10:00 pm unless sooner suspended or revoked.

20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)

9/3/2019

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 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).

PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: Cliff Adams PHONE (A/C No, Ext): (800)333-7234 E-MAIL ADDRESS: ClAdams@easterninsurance.com	FAX (A/C No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Newburyport Brewing Co Inc 4 New Pasture Newburyport MA 01950	INSURER A Tri-State Insurance Co of Minnesota	NAIC # 31003
	INSURER B Continental Western Insurance	10804
	INSURER C Acadia Insurance Company	31325
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 19-20 Master **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability		ADV5315192-12	9/1/2019	9/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Liquor Liability					
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	HAA5315193-12	9/1/2019	9/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist BI split limit \$ 1,000,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCA5315195-12	9/1/2019	9/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Apple Harvest Run, to be held 10/6/19.

CERTIFICATE HOLDER

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

CANCELLATION

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

John Koegel/CADMAM

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Town Manager

From: Bartholomew, Justin <jbartholomew@prsd.org>
Sent: Monday, September 9, 2019 12:45 PM
To: Carol McLeod - Finance; Denise Demboski (ddemboski@grovelandma.com); Town Manager
Subject: Working Group

Hello Finance Directors,

We had a good meeting with Dore & Whittier on Friday to go over some of our concerns about communicating the process and being able to keep folk in the loop on decisions that will have an impact. Anyway, the long short of this is that we would be more than happy (seriously... very, very happy) to have you all invited to our Working Group meetings where more detailed conversations take place.

From what I know, all 3 of you are swamped, so however you want to work it out is fine with me. Ultimately, I think going periodically or reviewing the notes will go a real long way in keeping your respective BoS informed about the process and decisions being made. I am certainly not trying to abdicate my responsibility of keeping the towns informed, but feel that my appearance every few months (right now you all have meetings on the same night, so I can only get to one of your meetings once every other month or so), may not meet the communications standard that I would expect if I was on the BoS.

I'm happy to talk this through if you want, or we can conference call/meet and come up with a strategy. Ultimately, I wanted you to know that the door is open on those meetings to the Finance Directors (I was also told that we have to be wary of having too many people because of the quorum factor that would make it a public meeting).

~jb

--

Dr. Justin Bartholomew
Superintendent
22 Main Street
West Newbury, MA 01985
978.363.2280 x120

The Right-To-Know Law provides that most e-mail communications, to or from School District employees regarding the business of the School District, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure. This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately and delete the material from any device.

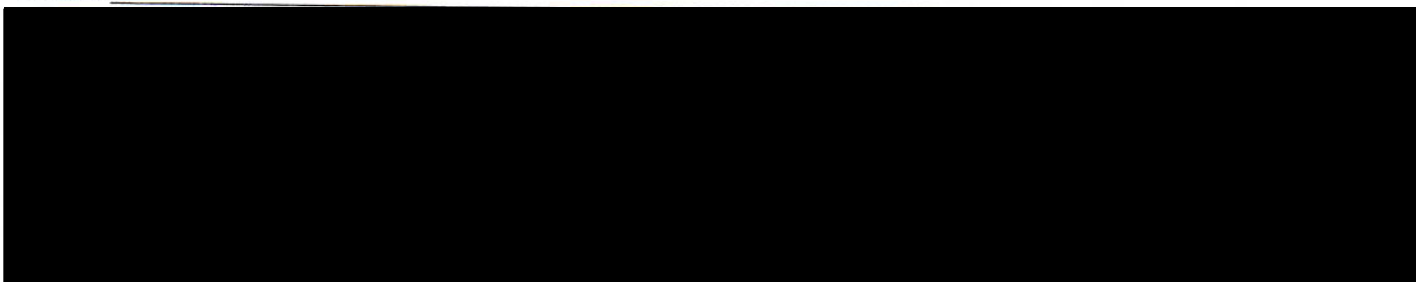
Last Name	First Name	Department	Current Term Expiration (fiscal year)	Requested Reappointment	Board Approval
River Access Committee					
One year terms					
Phillips, Jr.	Robert	River Access Committee	2019	6/15/2020	6/10/2019
Grammer	Elisa	River Access Committee	2019	6/15/2020	6/10/2019
LaCroix	Barry	River Access Committee	2019	6/15/2020	6/10/2019
WN Rep to the Board of Directors of the Eastern District - Veterans' Affairs					
Janes	Robert P.	WN Rep to the Board of Directors of the Eastern District - Veterans' Affairs	2019	6/15/2020	6/10/2019
Merrimack Valley Planning Commission					
Murphey	Brian	Merrimack Valley Planning Commission	2019	6/30/2020	6/10/2019
Tree Committee					
Up to Five (5) members; Three year terms					
Chanania	Fred	Request appt to Tree Committee	n/a		
Haack	Barbara	Request appt to Tree Committee	n/a		
Hawkins	Margaret	Request appt to Tree Committee	n/a		
Mandeville	Kathy	Request appt to Tree Committee	n/a		
Martin	Jane	Request appt to Tree Committee	n/a		
Pomerantz	Francesca	Request appt to Tree Committee	n/a		
Woods	Claudia	Request appt to Tree Committee	n/a		
Bicentennial Committee					
One year terms					
Swallow	Stephen	Bicentennial Committee	2019	6/15/2020	6/10/2019
Swallow	KC	Bicentennial Committee	2019	6/15/2020	6/10/2019
Griskiewicz	Krystelle	Bicentennial Committee	2019	6/15/2020	6/10/2019
Sauter	Cindy	Bicentennial Committee	2019	6/15/2020	6/10/2019
Garnache	Gregory	Bicentennial Committee	2019	6/15/2020	6/10/2019



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Fredric D. Chanania



Tree Committee

Current or past committees served on: G.A.R. Library Board of Trustees (current)

Relevant skills, expertise and education: M.S. degree in Environmental Biology;
Harvard instructor in Extension School program in Biogeochemistry (current);
program manager at US EPA (14 yrs); high school science teacher (12 yrs) incl. AP Environ. Sci.
member of Massachusetts Forestry and Tree Warden Assoc. (current)

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

Signature: Fredric D. Chanania Date: 8/7/2019

Town Manager

From: [REDACTED]
Sent: Tuesday, September 10, 2019 5:44 PM
To: Town Manager
Subject: Can you include this in the materials for the Selectmen on Monday night regarding my absence

Dear Board of Selectmen and Town Manager:

As you consider my application for appointment to Tree Committee, please note that my absence at your meeting on Monday night is regrettable but virtually unavoidable as I have class attendance and teaching obligations at Harvard University on Monday afternoons and all day Tuesdays this fall. As a result, I stay in Cambridge on Monday nights to avoid a totally miserable commute on two successive days.

Please appreciate that I am obviously incredibly interested in being a member of the Tree Committee and believe that I have valuable skills and enthusiasm to offer the Committee and the Town. You already know me from the presentation last month concerning the establishment of the Tree Committee (for which I thank you again). I hope that this previous appearance can be regarded as an appropriate substitute for my absence on Monday night when my application for appointment may be considered by the Board.

Thank you very much,

Fred Chanania

Town Manager

From: [REDACTED]
Sent: Thursday, September 12, 2019 3:05 PM
To: Town Manager
Subject: Monday night's meeting with BOS

Angus:

When the Tree Committee first meets, it is my intention to raise the issue of having associate members, who will be included in the Committee's work for sure. I anticipate that we will need more than the 5 Committee members to get all of our work done, especially if we are doing some site visits for various reasons (i.e., measuring and recording significant and remarkable trees in WN). If we have more than 5 applications for Committee membership, which I think we might now have, could you kindly mention this possibility to the candidates. I really don't want to lose any potential talent, and this may make the BOS job easier if they aren't "rejecting" anyone.

I am truly sorry to miss this meeting.

Fred

Sent from my iPad



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Barbara Haack

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

Tree Committee

Current or past committees served on: _____

Relevant skills, expertise and education:

I am a gardener, interested in trees as well as other plants. West Newbury needs more trees, especially along Main St + some side roads. For the sake of our planet, we must plant many more trees to help mitigate our ecological crisis. I applaud Newburyport for having planted many trees, especially on High Street. I am college educated and have lived in the "Daffodil House" since 1964.

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

Signature: Barbara Haack

Date: September 10, '19

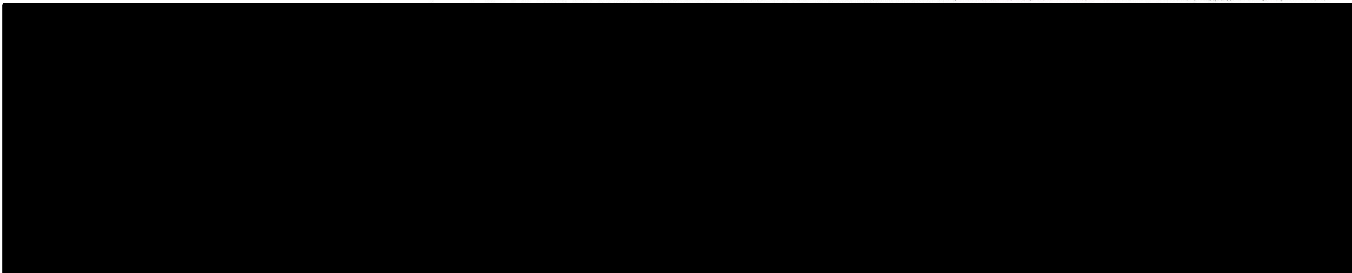




TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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Name: Margaret Hawkins



Tree Committee

Current or past committees served on: Conservation Commission

Relevant skills, expertise and education: I have a B.Sc. in Biology and have worked for Mass Audubon as an educator. I am enthusiastic about supporting the tree warden's work to keep the town safe for people while also conserving habitat for wildlife, recognizing the aesthetic value of trees in the landscape and also being aware of regulations for protecting wetlands. Thank you for considering my application.

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

Signature: 

Date: 9/13/2019

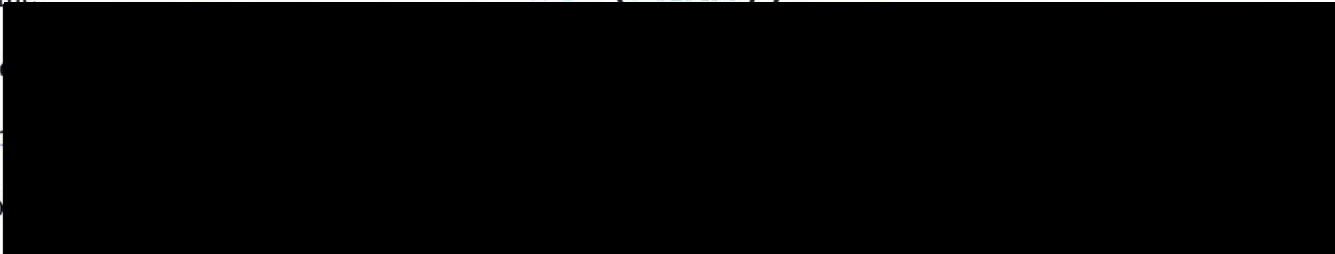


TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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Name: **Katherine Mandeville (Kathy)**

Ad
e-m
Mo



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

West Newbury Tree Committee

Current or past committees served on: **none in West Newbury**

Relevant skills, expertise and education: **Certified Master Gardener (MMGA and NH);**

West Newbury Garden Club (member 6 years, President 3 years); Gardening Coordinator for Joppa Flats Audubon in

Newburyport, MA (4 years); Masters Degree in Public Health; Masters Degree in Nursing; enjoy public

speaking, research, learning, writing; particular interest in native plantings; genuine affection for this town.

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

Signature: _____

Date: _____

9/11/2019

RECEIVED
TOWN CLERK
WEST NEWBURY, MA

2019 SEP -5 PM 3: 52



TOWN OF WEST NEWBURY APPLICATION FOR APPOINTMENT

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

Name: Jane E. Martin

Ad

e-m

Mo

Bo

newly formed TREE COMMITTEE

Current or past committees served on: currently a member of FOLibrary

Relevant skills, expertise and education: avid gardener and
member of Garden Club of Harwich before
moving to West Newbury.

Some experience with looking for old growth
(forests)

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

Signature: Jane E. Martin Date: Sept. 5, 2019

Town Manager

From: [REDACTED]
Sent: [REDACTED]
To: Town Manager
Subject: Fwd: Tree Committee

Hello Mr. McCaron,
At Fred Chanania's recommendation I'm forwarding this two-part email to you... to print and add to the application I've already passed in earlier this week. The last portion is from Fred to me....and the beginning portion is from me to Fred.

Thank you,
Jane Martin

Sent from my iPad

Begin forwarded message:

[REDACTED]
[REDACTED]
Subject: Re: Tree Committee

Thanks, Jane, for all this information. As you might or might not know, I am not in any position of selecting or recommending folks for Committee membership. Indeed, I just filled out an application for myself. That is, for now, in the hands of the Board of Selectmen. At some point, the BOS will meet with all the applicants and make their selection of members for the Committee. You might find it useful to send the information in your email to our town manager, who might be assembling a package of information for the Selectmen.

Also, FYI, if someone who is not ultimately selected is still interested in helping West Newbury's landowners with their trees, it is likely that we will also have a group of volunteers (probably some quite expert) who will work with the Tree Committee. That is, of course, just my personal speculation based on the example from Newburyport related to their Friends of Newburyport Trees (FONT). This will allow us to have a larger group of people helping out, and potentially a greater amount of available expertise.

Thanks again, and I hope to meet you at some point.

Fred Chanania

[REDACTED]
Hello Fred Chahania!

I'd like to introduce myself to you.

I am a relatively new resident of West Newbury, but I have loved, treasured and protected trees for most of my adult life. We chose moving to West Newbury partly because of its “green” appeal and tree-filled views.

I have completed the application to be considered for “The Tree Committee “...and passed it in to Mike McCaron at the Town Clerk’s office.

The potential goals of such a committee are indeed important to the overall health and well-being of this community as well as the preservation of a beautiful rural setting.

While I have no academic training in botany or dendrology...I am an avid landscape gardener on the home front, and I have participated in citizen science endeavors on Cape Cod, where we previously resided. As a “chronic” birder, I have come to recognize many trees- and their relationship to bird and animal life in Massachusetts and other states.

As a member of the Garden Club of Harwich and a board member of the Harwich Historical Society at Brooks Academy Museum, I coordinated a team of volunteers to research historically accurate trees and plants to replace plantings on the grounds of our Museum to represent what would have been present at the time of the founding of Brooks Academy in the 1840’s. That was an exciting project that interested a different group of volunteers in both organizations!

I hope this email gives you a picture of my energies and I interests as they align with my application to join the committee.

Thank you for your consideration.

Jane Martin

Sent from my iPad



Town of West Newbury
Application for appointment

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Name: Francesca Pomerantz _____

Address: _____

Mobile phone: _____ Home phone: _____ N/A _____

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

___ Tree Committee ___

Current or past committees served on: None in West Newbury but I am a past board member of River Valley Charter School and have served on many committees at Salem State University as part of my role as a faculty member.

Relevant skills, expertise and education: I would like to use my skills related to writing and communication in the service of the new tree committee's efforts. I am a full professor of education at Salem State University and have considerable experience in public speaking, writing for publication, administration/coordination of programs, and grant writing. I am relatively new to West Newbury (4 years) but have lived in the area since 2001 and care deeply about the preservation and conservation of the unique landscape we live in.

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

Signature: Francesca Pomerantz Date: 9/6/19

RECEIVED
SEP 13 2019
TOWN MANAGER
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Grandia Woods
Address: [REDACTED]
e-mail: [REDACTED]
Mobile: [REDACTED]

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

Current or past committees served on: _____
Town of Hamilton Planning Board

Relevant skills, expertise and education: _____
hobby artist and interest in forest conservation

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

Signature: Grandia Woods Date: 9/12/19

Town Manager

From: Town Manager
Sent: Tuesday, September 3, 2019 9:11 AM
To: David Archibald; Glenn Kemper; Rick Parker
Cc: Michael McCarron
Subject: RE: Sept 3 rd meeting structure

Board,

This is to forward Archie's email below, sent yesterday but not sent to each of your (Glenn's and Rick's) email addresses. I have also attached supplemental materials re the parade, including Facebook posts and correspondences following the May 2019 parade.

I did not send broad notice of tonight's scheduled discussion re the Memorial Day Parade. I had intended to do so before leaving for vacation, but was concerned about sending a note around and posting to social media then leaving the office for 10 days. I tried to log in this weekend to send notice from home but had technical difficulties with remote access, which only seems to work sometimes.

I think that giving too little notice is potentially worse than giving no notice, so I suggest that we use tonight's agenda item as an opportunity for Board members and me to set out the policy issues, then set a timeframe to receive public comment over the next couple of weeks, then bring the issue back later this fall for the Board to decide how to proceed.

The issues, as I see them, are:

- whether you'd advise against inviting (or allowing) the participants in the "Hell's Breed" truck in next year's parade (which may be a moot point anyway, as I am told they don't plan to participate next year);
- whether to enact new policy for next year's parade to either discourage or prohibit certain language, flags or symbols; and
- if there is to be a policy, determining who will be responsible for "day of parade" judgement calls next year.

I'm sorry I didn't follow through with direct outreach as I'd planned; due to overall workload it was a real struggle to get out of the office, and I had a bad feeling about potentially stirring up a lot of correspondence then leaving, with no backup personnel to manage communications.

The good news is, we have received many applicants for the newly created position. One of my top priorities this week is to short-list candidates for interviews with the goal of getting a new person started soon.

Thanks,
 Angus



Parade: Facebook
 parade: email: a...

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

From: David Archibald <darchibald@wnewbury.org>
Sent: Monday, September 2, 2019 10:30 AM
To: Selectmen <selectmen@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>
Subject: Sept 3 rd meeting structure

Hi All: happy Labor Day

Glenn & Rick please think on how long we would want public discussion of the parade issue. 30, 45 or 60 minutes? Also I was thinking 3 minutes per person?

Do not comment on the actual issue (Open meeting no no).
Archie

Sent from my iPhone

Newburyport Daily News Aug 13, 2018

EDITORIAL: Setting down rules for the parade

Shiva Ayyadurai, an independent candidate running for the U.S. Senate, paid his \$500 and entered his decorated campaign bus in the Yankee Homecoming parade a week ago Sunday, joining the line of marching bands, beach buggies, waving politicians and smiling beauty queens.

As an obscure politician running against incumbent Democrat Elizabeth Warren, Ayyadurai wanted visibility, or course. And, judging from the harsh reactions on social media and on the streets, he got attention, if not a lot of support from Newburyport.

Within a day of the parade Yankee Homecoming organizers apologized for allowing Ayyadurai's bus and its message into the parade. The bus was emblazoned with his photo next to Warren – with a Photoshopped American Indian headdress – and the slogan “Only a real Indian can defeat the fake Indian.” Ayyadurai is a native of India and his campaign has centered on Warren's undocumented claim that her mother's family had Cherokee blood.

Politicians have traditionally walked or ridden floats in the Yankee Homecoming parade, but they've kept their political differences out of the event. James Kelcourse, the incumbent Republican state representative for the 1st Essex District, and challenger Jennifer Rocco Runnion, a Democrat, both paid the fee and appeared in the parade, bringing lots of supporters and posters but no slogans targeting the other. Shiva Ayyadurai took advantage of that comfort level – whether he knew it or not – and glided easily into the most public event of Newburyport's week of celebration.

What he brought to the parade was a demonstration of his right to free speech, whether it was offensive to parade-goers or a pleasure to see. We saw it as an offensive racial stereotype, placing a war bonnet on Warren's head to mock her claim of American Indian heritage. Ayyadurai plays off the juvenile “Pocahontas” label placed on Warren by the president and others, who have taunted her with a demand she take a DNA test to prove her claim.

But offensive or not, Ayyadurai has a right to trumpet his campaign slogan, to mock Warren and to carry his message along High Street in the Yankee Homecoming parade – because there were no rules in place to prohibit it. The problem – something Yankee Homecoming volunteers didn't see coming – is that there don't appear to be any standards for participation in the parade, other than paying a fee.

Parade organizers would have had no right to bar Ayyadurai's decorated campaign bus from the parade based only on the fact they or someone watching the parade might be offended by the message. Some commenters on Facebook questioned whether the Klan could have paid \$500 and driven a decorated float or bus in the parade, and the answer is probably yes – unless the message extended into legally defined hate speech. But at this point, a float festooned with Confederate flags, offensive statements and symbols and banners of white nationalists might well have passed muster before anyone caught on.

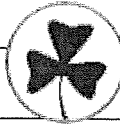
Like the vast majority of people in the area, we would have been shocked and disgusted if the Klan or a similarly incendiary group had shown up. But again, there's a lot of very offensive speech that is protected under the First Amendment. If parade organizers don't have written, publicized standards for what is acceptable and what isn't, no one should be surprised that, in these days of terrible divisions in our country, a skunk shows up at the party. And if and when those standards are spelled out, they have to apply to everyone who wants to join the parade.

Next Parade | March 17, 2019

Registration for the 2019 Parade [DEADLINE February 1, 2019]

ST PATRICK'S DAY PARADE

ALLIED WAR VETERANS



SOUTH BOSTON, MA

≡ Menu

Rules and Regulations

Attached is the Code of Conduct required for all parade participants and attendees.

SOUTH BOSTON ALLIED WAR VETERANS COUNCIL; SAINT PATRICK'S DAY PARADE CODE OF CONDUCT —

The annual South Boston St. Patrick's Day / Evacuation Day parade is a celebration of Irish heritage in recognition of the St. Patrick's Day holiday, as well as to recognize Evacuation Day and the service of the men and women of the United States Armed Services. All entries

must provide family-oriented entertainment consistent with the celebration of St. Patrick's Day and Evacuation Day.

Be advised, all participants in the South Boston St. Patrick's Day / Evacuation Day Parade are subject to the South Boston Allied War Veterans Council (SBAWVC) Code of Conduct. Groups submitting an application with a mission inconsistent with this Code of Conduct will not be approved to march in the parade. Any and all persons, groups, bands, or units approved to march will be inspected by parade officials prior to and during the parade to ensure the Code of Conduct is adhered to. Parade officials are authorized to exclude or reject any such groups or persons found to be in conflict with this Code of Conduct, regardless of previous agreements, arrangements, payments, or contracts.

Therefore:

1. Political Agendas/Protests: The South Boston St. Patrick's Day / Evacuation Day Parade is a celebration, and not an opportunity for groups or persons to either advance a political agenda, or engage in protest, regardless of the cause. Protests and/or the advancement of political agendas is not commensurate with a celebration, nor the mission of the parade. Any demonstration of what could be viewed as advancing a political cause or engaging in a protest of any kind, will not be tolerated.
2. Improper Language: The use of lewd or vulgar language is not allowed in the parade at any time. Improper language is not

to be spoken, nor written on any banners or signs, during the procession of the parade, regardless of the intent.

3. Inappropriate Attire: The SBAWVC encourages the wearing of costumes, but any nudity or indecent attire of any kind will not be tolerated. Any person or groups in violation of this statute at any point of the parade will be immediately ejected from the premises and will be prohibited from this and future parades.

4. Distribution of Materials: No objects may be thrown by any entry or participant, including marchers, floats, and vehicles associated with the entry; however, pre-approved objects coordinated with parade coordinators at point-of-registration may be distributed in a safe manner by handing such objects out at close proximity to the crowd. No flyers, literature, advertisements, endorsements, or printed materials of any kind may be distributed to the crowd by any participant.

The SBAWVC strives to run the largest and most entertaining St. Patrick's Day Parade in the nation, while also recognizing the service of those in our armed forces through the Evacuation Day holiday. We ask that all participants, as well as attendees, follow our Code of Conduct to ensure a safe and fun-filled day for all involved.



Vanessa Graham
May 27

Outstanding Memorial Day Parade this year!



27

4 Comments

Like Comment Share

Jan Harrison Kudos to the organizers!

Like Reply 13w

Vanessa Graham replied · 1 Reply

John Newell Best parade in years

Like Reply 13w

Ellen Thurlow Loved the bands

Like Reply 13w

Write a comment...

John Dodge
Admin · May 27

So there's this post in West Newbury News objecting to a confederate flag in the parade today. Is there not a photo? Seems to me someone would have taken a photo.

4

37 Comments

Like Comment Share

Matt Finbury There was a photo, however the conversation around it delvolved from debate into petty argument so it was removed.

Like Reply 13w Edited

Tom Salvo Talk about censorship! I was out of the loop for a few days and already the post has been censored off of the WN News Facebook site! Very disappointing. Discussion is good for democracy.

Like Reply 13w

Matt Finbury Tom Salvo the conversation was far from healthy and personal attacks were being thrown out left and right. Democracy exists in the public space, however, given that this is a private page on a corporation's website, it is up to the administrators to decide when enough is enough.

Like Reply 13w

Write a reply...

Kelly Stalker Scott I saw the flag. I read their messages. I was offended and saddened. But I guess I believe if a church group can march then a white supremacist group has the same freedom of speech.

I did not let their ugliness detract from the best parade we've had in my 46 years here in West Newbury.

Like Reply 13w

Denise Descoteaux Olson Here you go... flag in question at the top.



Like Reply 13w

John Dodge Hal I took a photo of the same truck, but only got part of the confederate flag.



Like Reply 13w

Janice Bugos Valverde My question is, "Who are these people and what is Hell's Breed?"

Like Reply 13w

Kelly Stalker Scott John Dodge Trump sticker is top right corner of the windshield. You can't read it in this pic but you can see where it is. Not an accurate replica.

Colin Mahoney I'm just not there. And as anyone who knows me will testify, I've spent half a career working in democratic politics. I just don't believe in censorship of any kind.

I do believe in public ridicule and the occasional smack upside the head to people who fly the confederate flag. Because they're assholes.

they're doing it for a response.

But I just can't be for banning flags.

Hell, I believe in the first amendment so much, that I support the right to burn a flag I'd happily burn a confederate flag, but wouldn't choose to burn an American flag. But I support the freedom to do it

I wonder if those same confederate flag waving fake patriots believe in the first amendment that much? Or do they just only support the first amendment when they agree with it?

Like · Reply · 13w · Edited 4

Sheri Neal Chandler Amy Bradley I'm struck by your idea, "Things should be free if they don't have a cost." Being a military family and having lost so many great friends in the service of this great country, I can testify that our freedom has come at great cost. It should be defended, protected, and fought for on all fronts. Yes, this truck is loaded with dorks. And perhaps our process for entering the parade needs to be amended to insure that all who parade are doing so in the spirit of whatever the parade is honoring...but lets tread very carefully when we begin to intrude upon our freedoms. They have cost us dearly.

Like · Reply · 13w

Amy Bradley Sheri Neal Chandler I was talking about speech.

I don't believe that speech is something that should be unfettered, or 'free,' since it can cause harm. (Not free because it has a cost.)

I think we should stop or rein in things that hurt or strike mortal fear in others.

Yes, I do believe we should use our military more judiciously

Vanessa Graham Amy Bradley I reached out to the Town Manager, who organized the parade, and the press. There will be a piece about this in The Daily on Thursday

Like · Reply · 13w 1

Marlene Switzer You did exactly the right thing. We're the eyes and ears for the people we elect or are hired to work on our behalf.

Like · Reply · 13w 1

Write a reply...

Colin Mahoney Flags shouldn't be censored. The first amendment is more important than anything else.

And thanks to the first amendment, I have the freedom to think anyone flying a confederate flag is a bigoted moron who saw something on social media and decided to be edgy and provoke a response.

Because that's what assholes do.

Like · Reply · 13w · Edited 5

Amy Bradley Niloc Mah Our constitution has always been and was designed to be, a living, editable document. We have come to a time when free-speech needs to be more specifically addressed. I do not believe that all speech should be free. I do not believe that symbols or language that invoke violence for the future or glorify it in the past should be free- because they hurt. Things should be free if they don't have a cost. Some symbols and language invoke fear, and some cause it. It's immoral. We need to keep getting better and reaching higher rather than getting stuck under an outdated document.

Like · Reply · 13w · Edited

Colin Mahoney I'm just not there. And as anyone who knows me will testify, I've spent half a career working in democratic politics. I just don't believe in censorship of any kind.

I do believe in public ridicule and the occasional smack

Kelly Stalker Scott John Dodge Trump sticker is top right corner of the windshield. You can't read it in this pic but you can see where it is. Not an accurate replica. Just a vehicle spreading hate.

Like · Reply · 13w 2

Write a reply...

Kelly Stalker Scott The sentiment from those defending the truck, it's messages, and flying that flag was that it is a fully restored vehicle exactly as it was in Vietnam when it was in use.

As I've said. I believe in free speech.

But the justification of flying a flag that connotes promotion of slavery, because it was a replica; falls apart when you see the Trump sticker on the windshield.

These people know what message they are sending. I believe in their right to express their beliefs.

I just happen to totally reject their message of hate and racism.

Like · Reply · 13w · Edited 9

Megan D. Martins seriously?! I missed seeing the sticker. Pretty sure a Trump sticker wasn't on the original.

Like · Reply · 13w 4

Write a reply...

Amy Bradley And does anyone know the appropriate venue and timing to have this addressed officially by the town for next year?

Like · Reply · 13w 4

Marlene Switzer Amy Bradley The matter has been communicated to Selectmen. I suggest everyone interested in this should pay attention to the posted BOS meeting agendas to learn when it will be publicly discussed.

Like · Reply · 13w

Amy Bradley Sheri Neal Chandler I was talking about speech.

I don't believe that speech is something that should be unfettered, or 'free,' since it can cause harm. (Not free because it has a cost.)

I think we should stop or rein in things that hurt or strike mortal fear in others.

Yes, I do believe we should use our military more judiciously (and not take our enlisted people's very lives for granted) for the same reason-the cost. But that's not what I'm referring to here.

'Freedom isn't free' is a common saying, if you look at it carefully, it's similar. I'm saying that things shouldn't be labeled free if it costs someone something. It's kind of a guideline to see if something should be without boundaries-ask ourselves if the action causes pain to people. If it carries a cost of pain, maybe it shouldn't be unfettered. Similarly, the saying freedom isn't free in fact fits with what I'm saying-it has a cost and is therefore NOT free.

Like Reply · 13w · Edited

Write a reply...

John Dodge You can argue both sides, but I don't think the photos should be censored. It was in the parade and as such qualifies as news. The "Hell's Breed" truck itself jumped out at me what with its machine guns (imitations?) casually aimed above the heads of onlookers. Military might, politics and expressions of patriotism have always been staples in parades, but can be done in good taste. Was this good taste? Not really. I much preferred the Army National Guard and PRHS bands. Had this been a Nazi flag, I would feel differently. Had it been a Soviet hammer and sickle flag just to provoke the crowd? I would have taken that for the joke it was (Michael Moore did this). So there are degrees of offensiveness and it'll be interesting to see if Hell's Breed is allowed back in next year. Regardless, this is a discussion worth having.

Like Reply · 13w · Edited

Kevin Bowe When the ultimate line of defense--the First Amendment--has to be immediately invoked, I have to wonder if whatever is being defended is appropriate for a community

Kevin Bowe When the ultimate line of defense--the First Amendment--has to be immediately invoked, I have to wonder if whatever is being defended is appropriate for a community celebration / memorial.

I have a First Amendment right to march in the Memorial Day Parade burning US flags along the way. Is that something I should do, just because I have the right to do it? Of course not. It is a time to honor our fallen, not to mock or degrade their service. There are many controversial things we can have in the Parade. Let's have KKK and Antifa symbols next year, after all, it's protected by the First Amendment!

This is my way of saying that, sure, confederate flags have a constitutional right to be used in the parade. But it doesn't make it right. It is offensive to many people (and far worse for some people) and it has no place in ceremonies honoring those lost in fighting for the values of our Republic (which of course the confederate flag represents the very opposite of).

Like Reply · 13w

Kevin Bowe And to clarify, yes I do equate the presence of a confederate flag at the parade, with burning of the US flag during the parade. I'd be curious about those folks who defend the presence of the confederate flag, do you also agree that it's OK to burn the US flag during the parade--from a first amendment point of view?

Like Reply · 13w

John Dodge It's just not one size fits all, which points up the difficulty in what's allowed in the parade: where do you draw the line? The parade sponsors have the option of allowing or disallowing parade entries so I hope they are reading these comments. The Hell's Breed truck itself was a parody.

Like Reply · 13w · Edited

Write a reply...

Vanessa Graham Our tax dollars paid for the parade to honor U.S. soldiers who died in combat. Not just the white ones, but the hundreds of thousands of soldiers of color who fought and died for our freedom starting with the 40,000 blacks that died in the Civil

Vanessa Graham Our tax dollars paid for the parade to honor U.S. soldiers who died in combat. Not just the white ones, but the hundreds of thousands of soldiers of color who fought and died for our freedom starting with the 40,000 blacks that died in the Civil War alone. Let's not forget that after the Civil War, the confederacy lynched free black veterans because they were viewed by the white supremacists as being a great threat to Jim Crow and racial subordination. Freedom of speech could be an argument if these white supremacists want to stand in front of the Food Mart and hang their symbol of hatred, not in a tax-funded ceremony to honor the very people that the confederate battle flag seeks to annihilate. I urge this white-majority town to stand united in saying that white supremacy is not welcome in this community and we want no portion of our tax dollars to promote this ideological trash.

Like Reply · 13w

Lisa Forbush-umholtz I am quoting from memory here as I didn't have my phone to take a photo, but the back of the truck said: "natural born killers". I also found that offensive. Not a great message for all the little kids marching in that parade.

Like Reply · 13w

Brian Seeley I believe it said "Killers for hire". Just clarifying.

Like Reply · 13w

Write a reply...

Tom Ellis I spoke with Angus the town manager about the truck and he is much more versed in the details. He is on the MD Parade committee. I believe the concerns raised about the truck will be reviewed with the BoS.

Like Reply · 13w · Edited

Richard Cushing I just erased a long post. Better just this. I am a member of the Vietnam Vets Against the War. I am against the import of slaves into America. I am not a Rhodes Scholar but I don't get the linking of the 2 Wars on one small truck in one small parade. Although I do get that political agendas, and politicians, everywhere and at all times, must be watched and held accountable. And, I know, I've been there. I also regret I even heard about this truck!!!

Like Reply · 13w

Kelly Stalker Scott Richard Cushing 1st thank you for your service in a thankless war and thank you for your activism towards peace.
I don't know what message these people were trying to send truthfully. But I know it felt wrong and out of place.
I think you and other Vietnam veterans should have the chance to tell us all how you truly feel about this.
We wish to honor you, your service, and those whom did not come home.
I'll stand by your (Vietnam veterans) opinions either way.

Like Reply · 13w

Write a reply...

Julie Wendt As I was watching the parade I saw people were holding flags from Japan, Germany and England. Japan bombed Pearl Harbor, we were in the Revolutionary War with England and I do not have to say anything about Germany. So its ok to fly and show off these flags but not any other flags. I do know that the confederate flag is a touchy subject but the flag that is flying on the truck is known the battle flag and was adopted by the Sons of Confederate Veterans to symbolize their Southern heritage. There are different styles to this flag. The flag in question is on the truck to honor all of those who died during the Civil War.

Like Reply · 13w

Amy Bradley Julie Wendt there are a lot of African Americans who are spat upon by the adoption of the confederate flag as a symbol of heritage. That is the only reason we need to remove it.
Germany of all countries has banned their symbols of past destruction. But we, the almighty perfect America, can't seem to muster the compassion and common sense.

<https://www.google.com/.../nazi-swastikas-germany...>



VOX.COM
Why you see swastikas in America but not Germany

Like Reply · 13w

Marlene Switzer I've read all the thoughtful posts about the Confederate flag in the parade. I was struck by the diversity of perspective in what appears to be a white bread, monochromatic community.

There is merit in the rationales for and against the Confederate flag being displayed in the parade. What they have in common is the historical reference point, now some 155 yrs in the past.

I believe the most recent role of the Confederate flag should be the most relevant to our perception. The racist, anti-Semitic incidents in Charlottesville that resulted in the death of a young woman were framed by flags bearing swastikas and the Bars and Stars of the Confederacy. This is established fact, preserved for posterity by video and audio records that captured the statements and actions of hatred.

Can anyone refute what we saw and heard during that awful display of bigotry almost 2 yrs ago? That's what sparks such strong reactions to the Confederate flag.

Like Reply · 13w

John Dodge Here's the story in the Newburyport News.
https://www.newburyportnews.com/.../article_ff88e4eb-68b5...



NEWBURYPORTNEWS.COM
Parade vehicle with Confederate flag draws criticism

Like Reply · 13w

Marlene Switzer John Dodge Jen put together the pieces really well.

Like Reply · 13w

Kelly Stalker Scott John Dodge thanks for posting this. I agree that the town should be thoughtful about the groups allowed to participate in a town sponsored event. I hope this dialogue and decisions can remain thoughtful and respectful of diverse opinions.

I'll say again, if a Christian church group can march, then white supremacists have equal rights of free speech.

I can, and can teach my children to, discern which messages we feel align with our personal values.

Like Reply · 13w · Edited

Kelly Stalker Scott Ed Nystrom that has not been everyone's experience with the Christian church. Unfortunately.

Like Reply · 13w

Write a reply...

John Dodge I can't imagine the parade organizers will allow it back. What's more, they will scrutinize entries more closely.

Like Reply · 13w

Write a comment...



Malia Enright Ott is with Mary Enright.

May 27

Thank you, Town of West Newbury, Veteran's Affairs, Council on Aging etc for making this a memorable Memorial Day for my father. This is the first town that asked him to participate in the parade as a veteran. He had a ball. This community is really hard to beat. The weather was also spectacular!



65

5 Comments



65

5 Comments

Like

Comment

Share



Denise Nichol Pendergast Great parade, very well done!

Like · Reply · 13w

1



Tom Ellis Embarrassed to admit first one we attend in almost 9 years. Glad we did and will not another. It was amazing.

Like · Reply · 13w

2



Sally Hughes Doherty I bet Bud loved every minute! Yay! The WNBV Memorial Day parade has a special place in my heart for many reasons, and one more now. 😊

Like · Reply · 13w

1



Kathleen Falvey-McDonough I enjoyed meeting your parents!

Like · Reply · 13w

1



John Dodge Really nice note, Malia. Great seeing your family at the parade and ceremony. Especially nice that Mary and submariner Bud could make it. Thanks for their service.

Like · Reply · 13w

1



Write a comment...





Glenn Kemper

May 29, 2017

Liked the new float for our Veterans in the Parade this year



74

4 Comments

Like Comment Share



Kathleen Falvey-McDonough Wonderful job accommodating all Veterans participating in the parade

2



74

4 Comments

Like Comment Share



Kathleen Falvey-McDonough Wonderful job accommodating all Veterans participating in the parade

Like Reply 2y

2



Glenn Kemper Liked your hat. ...

Like Reply 2y

1



Write a reply...

Like Reply 2y



Anna Marie Dalesandro-Beech Wonderful addition- thanks Glenn for the organization of the parade!

Like Reply 2y



Marge Peterson Great parade. Thanks to those who organized and participated!

Like Reply 2y



Write a comment...

Like Reply 2y

See supplemental stormwater management packet,
sent separately.



TOWN CLERK
WEST NEWBURY, MA

Town of West Newbury
Board of Selectmen

G and H

Monday, September 16, 2019 @ 6pm

2019 SEP 13 PM 11:15 381 Main Street, Town Office Building

www.wnewbury.org

AGENDA – revised ←

At request of
Planning Board,
Item I Postponed
to 9/30/19

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

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*personnel updates*);
- ❖ 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 (*River Road Conservation Restriction; Brown Spring Farm Agricultural Preservation Restriction*);
- ❖ 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; (*Newburyport Bridge MOU; Planning Board request to engage special counsel*)

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- *Essex County Creates* calendar; and Essex County Arts & Culture Summit Sept. 27 9am-4pm in Beverly
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>
- FY20 Senior Tax Work-off Program: interested residents contact Theresa Woodbury at COA

Regular Business

- A. Presentation of Town Bicentennial photo and quilt – *Bicentennial Committee*
- B. Proclamation regarding Bethany Groff Dorau to honor her commitment to local history
- C. Request for One-Day Liquor License for Apple Harvest Road Race spaghetti dinner Oct. 5, 2019
- D. Updates regarding Middle/High School project – *Justin Bartholomew, PRSD Superintendent*
- E. Requests for Appointment to Tree Committee (5 openings): Fred Chanania; Barbara Haack; Margaret Hawkins (added to agenda); Kathy Mandeville; Jane Martin; Francesca Pomerantz; Claudia Woods
- F. Discussion of Memorial Day Parade, potential adoption of policies regarding parade participants
- G. Review and approval of Stormwater Management Plan and IDDE Program – *DPW Director*
- H. Presentation of draft Year 1 (FY19) MS4 Annual Report for review and comment – *DPW Director*
- I. Meeting with Planning Board regarding public safety sign – *requested by Planning Board*
- J. Request to declare Town Hall Chairs surplus and authorize their disposition – *Historical Commission*
- K. Proposed adoption of updated Designer Selection Procedures (per M.G.L. c. 7C, §§ 44-58)
- L. Review and discussion of Soldiers & Sailors Memorial (Carr Post) CPC proposal, and financing options
- M. Review of known/potential warrant articles for Special Town Meeting
- N. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Assistant to the Town Manager and Finance Department position
- O. Vote to designate Board of Selectmen representative to approve A/P warrants on temporary basis
- P. Meeting minutes: September 3, 2019; August 19, 2019; August 5, 2019; June 27, 2019; June 24, 2019

Town Manager Updates

- Q. Update on staffing transitions and anticipated engagement of Interim Town Accountant
- R. Update on mosquitos and recent spraying
- S. Update on water quality testing at Mill Pond
- T. Update on Town Manager workplan, schedule; Board direction re project priorities for Fall 2019
- U. Upcoming meeting with Finance and Assessing staff and MassDOR to review/update fall work plan
- V. Progress toward Page School playground accessibility improvements supported by State earmark funds
- W. Follow up meeting assignments; Placing items for future agendas

Posted Agenda on 9/12/2019 at the Town Offices and the Town's Official Website www.wnewbury.org
Revised Agenda Posted on 9/13/2019 at the Town Offices and the Town's Official Website www.wnewbury.org

Town Manager

From: Leah Zambarnardi
Sent: Thursday, September 12, 2019 11:25 AM
To: Town Manager
Subject: Delay Planning Board attendance at Selectmen Meeting

Importance: High

Hi Angus, I've learned that there are most likely 3 members that won't be attending Monday night. Given this and the bulk of the Selectmen's agenda on Monday night the Planning Board would like to hold off until the 30th to discuss the public safety sign. Ok with you?

Ohk#M# dp ehudg|#DIFS#

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S0qbj#R iifh#K rxw#P rggd|#Vxhgd|#0g#Wkxgd|#urp #-63#0p 1#w#5-63#0p 1#

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

Town Manager

From: [REDACTED]
Sent: Thursday, May 30, 2019 7:38 AM
To: Town Manager; Residents Admin
Subject: Meeting about Town Hall chairs?
Attachments: ChairsNarrative.pdf

Hi Angus & Annie:

Wearing our Historical Commission hats, Dot Cavanaugh and I met with Wayne Amaral on Tuesday to find a place for a plaque for Julian Steele. We have decided to recommend at the next Historical Commission meeting that we put a historic marker in the same style as the others in the garden by the right side of the Town Hall front door.

Dot and I also talked with Wayne about the condition of the building--spongy floors, knob & tube wiring in the front, etc. One problem that should be fairly easy to solve is the collected detritus that could pose a fire hazard. Some is stuff that seems to have strayed from the preschool, but the Town has a huge collection of unused and, according to Wayne, unusable, wooden chairs.

I researched these vintage chairs and the results are in the attached document. The Town could make a fair amount of money selling them.

Dot and I were wondering if we could meet with you about this--

And as an FYI, Dot & I plan to meet with Peter Ringenbach, a retired architect in town who worked on an earlier renovation of Town Hall, on June 3 at 10 am to look at the building. We spoke with Wayne about this idea on Tuesday & are inviting him to join us next Monday.

--

Elisa J. Grammer

[REDACTED]

In his fifth annual report of the work of the Central School for the year 1921, Dr. John C. Page observed, "It seems to me that it will soon be impracticable, if not impossible, to continue to hold Memorial Day exercises as in the past, owing to the large number of school children and the small seating capacity of Town Hall."

Thus prompted, the Town voted at its March 6, 1922, Annual Town Meeting "that the selectmen be instructed to purchase a sufficient number of seats for the town hall and to appropriate a sum



of money not to exceed \$600 for that purpose." The Annual Town Meeting held on March 5, 1923, included a Special Appropriation "for chairs for town hall," as follows: "William M.

Horsch [[proprietor of a furniture store](#)

[on Newburyport's Pleasant Street](#)], 172 chairs for town hall \$600.00."

These chairs, which are connected in twos (with six sets of fours), are of solid maple and largely in very good used condition. The chair seats fold individually and the set folds flat. Paper labels still visible on some of the chairs show that they are a product of [Heywood-Wakefield Company](#) of Gardner, MA. This manufacturer was known for Victorian era wicker furniture, and quality maple auditorium seating in the early 20th century. Heywood-Wakefield is now prized for its fine mid-century modern designs.



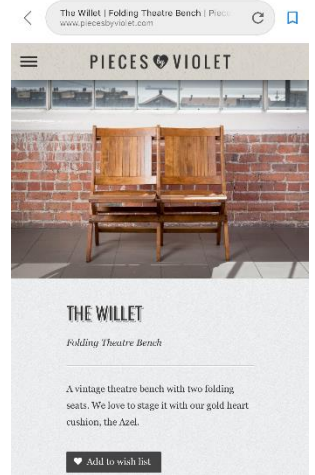
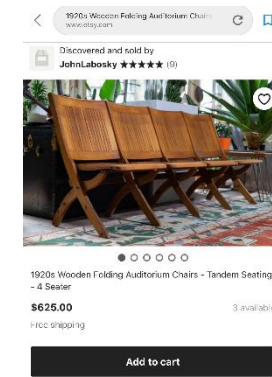
Our chairs have lain unused, stacked some four to five feet high behind the Town Hall stage, for about a decade,



since the time that Town Meeting was moved to the Annex. DPW Director Wayne Amaral advised that their weight and

lack of a suitable storage system makes these chairs infeasible for use in Town functions.

Vintage chairs like these are currently marketed for use in mudrooms, porches, etc. Sites such as eBay, [Chairish](#), and [Etsy](#) show them offered at about \$200 for the two-seat version and \$600 for the three-to-four-seat



The four-seater sets are very heavy.



The remainder are apparently two-seaters of at



least two designs. Many—perhaps most—have a

natural maple finish and are in very good used condition.



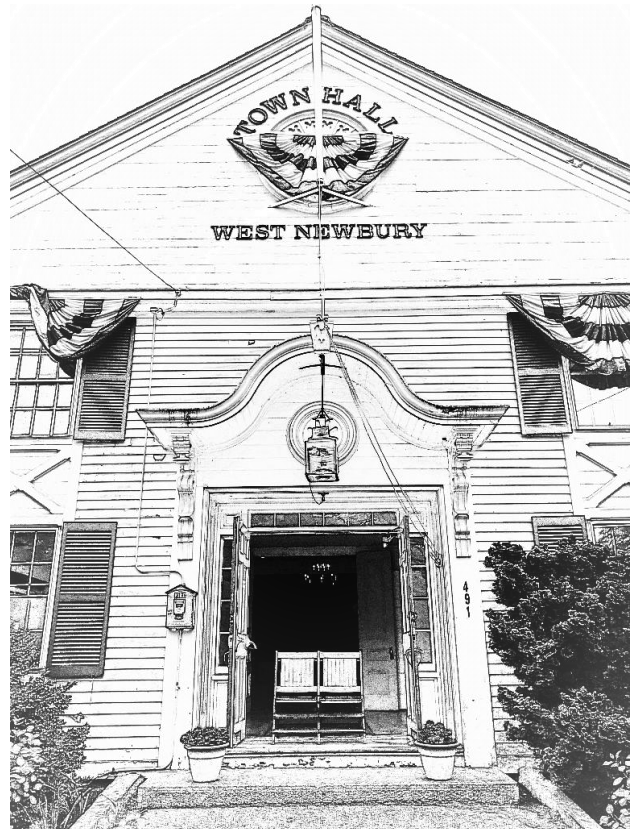
Some of the pieces have Heywood-Wakefield labels, although these tended to wear off with use.



This version of the manufacturer's name predates the 1921 change to Heywood-Wakefield, indicating that these chairs are or are close to 100 years old. Also, some chairs feature wire under-seat hat racks.



If the chairs are made available for sale, consideration may be given to providing a certificate of authentication to the buyers.



Town Manager

From: [REDACTED]
Sent: Thursday, August 22, 2019 9:46 AM
To: Town Manager
Cc: DPW Director; Glenn Clohecy; Robert Janes; Paul Knezek; Jennifer Conway
Subject: Re: Status of Old Town Hall

Dot Cavanaugh & I am available for a BOS meeting on Sept 16.

Something worthy of consideration is how a sale would be undertaken within MA rules concerning surplus items.

Everyone I have spoken with about this seems interested in buying--demand from townspeople may be very high, particularly during this Bicentennial year.

Selling to a wholesaler/middleperson means a mark up to buyer, mark down to seller that could range from 10-200% <https://www.justanswer.com/antiques/6ewm7-question-michelle-hi-standard-mark-up-among.html>. It also means that townspeople may or may not be able to buy a chair set.

Based on experience with the Garden Club plant sale, direct retail sales require extensive volunteer work and meticulous planning--it doesn't just happen. (Though this would be less complex and chairs are far better inventory than plants--no watering, potting, wilting, etc :) A direct sale would maximize money to the town and afford townspeople a chance to buy

On Wed, Aug 21, 2019 at 9:30 PM Town Manager <townmanager@wnewbury.org> wrote:

Elisa,

Let me know if you'd like the chairs to appear on the Sept 3 or 16 BoS agenda. The working language I have for the agenda item is "Request to declare Town Hall Chairs surplus, sell them, and put proceeds into dedicated fund."

Thanks,

Angus

From: DPW Director <dpwdirector@wnewbury.org>

[REDACTED]

Elisa,



Town of West Newbury
Policy on Disposal of Surplus Property

Adopted: September 3, 2019

This policy complies with Massachusetts general Laws Chapter 30B which requires municipalities to adopt a written policy regarding the disposal of surplus property.

From time to time the Town of West Newbury finds it necessary to dispose of materials, equipment, residue inventory or other items that are no longer required. The following procedures describe the process to be followed when disposing of surplus items. The intent is to establish reasonable control over usage, surplus and obsolete material handling, sale and disposition. This policy applies to all surplus items regardless of value. It does not apply to disposal of real estate. This policy applies to all Town departments, boards and committees.

Items taken into custody by the West Newbury Police Department through statutory procedures i.e. drug, criminal and civil forfeitures pursuant to MGL Chapter 94c and 18 USC §§ 981-87, will be disposed according to state and federal law. Unclaimed property taken into possession by the West Newbury Police Department will be auctioned according to MGL Chapter 135, § 8.

Procedures

The Department Head will submit a written recommendation to the Chief Procurement Officer (CPO) that the item(s) are surplus to department needs and may be disposed of.

The Board of Selectmen shall vote to designate the items surplus.

For surplus property valued at less than \$10,000 the CPO will advertise the items for sale on the Town website, or in the local newspaper, or by online auction as she or he deems in the best interest of the Town.

For surplus property valued at \$10,000 or more, the CPO shall dispose of the property in accordance with MGL Chapter 30B by sealed bids, or by public auction, including online auction.

Items that have only scrap value may be disposed of as the CPO deems appropriate.

At its discretion, the Town may either sell at less than fair market value or donate surplus property to a government entity or an organization which has Internal Revenue Service tax exempt status by reason of its charitable nature. For property valued at less than \$1,000 the CPO may exercise his own judgment. For property valued at \$1,000 or more the Selectmen must first approve the disposition.

Town Manager

From: Michael McCarron
Sent: Tuesday, September 10, 2019 12:14 PM
To: Town Manager
Subject: Designer Selection Process
Attachments: 09102019 Memo re designer selection.doc; IG Chart on Designer Selection.pdf; West Newbury Board of Selectmen Designer Process.docx; citiestownsapplication2016_1 (1).doc

Attached please find my memo on the Designer Selection Process for projects that will cost over \$300,000 with a designer fee of \$30,000

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

TOWN COUNSEL MEMO

TO: Town Manager Board of Selectmen
FROM: Michael P. McCarron
SUBJECT: Designer Selection Process for Carr Post
DATE: September 10, 2019
CC:

This is a confidential communication subject to the attorney client privilege. This communication is exempt from disclosure pursuant to the Public Records Act.

Question Presented: What is the process for hiring a design professional for the reconstruction of the Carr Post?

Answer: The designer selection law, **M.G.L. c. 7C, §§ 44-58** (formerly M.G.L. c. 7, §§ 38A½-O) ("Designer Selection Law"), requires municipalities and other local public agencies to adopt written designer selection procedures, which must be used when contracting for design services for any building construction, reconstruction, alteration, remodeling or repair project that has an estimated design fee of \$30,000 or more and an estimated construction cost of \$300,000 or more. These procedures must comply with the "purposes and intent" of the Designer Selection Law and must include certain required provisions. [M.G.L. c. 7C, § 54(a)]

In 2010, the Board of Selectmen adopted such procedures in connection with the reconstruction of the Page School. Since that time, however, since that time the statute has undergone considerable changes and therefore, I would recommend that the Board adopt the latest model version of those procedures, which I have customized for the Town and are attached hereto.

Also attached is a copy of the Designer selection guideline from the Inspector General, as well as the requirement to use the standard form for designer applications.

**M.G.L. c. 7C, §§ 44-58 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS:
Cities, Towns, Regional School Districts and Horace Mann Charter Schools¹**

Estimated Design Fee (EDF)/Estimated Construction Cost (ECC)	EDF less than \$30,000 or ECC less than \$300,000	EDF \$30,000 or more and ECC \$300,000 or more
Procurement Procedure	None. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required	No.	Advertise in the <i>Central Register</i> and your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board¹	No.	No – adopt selection procedure in writing. ^{2,3}
Designer Application	No.	Yes. See <u>Designer Selection Procedures for Municipalities</u> . Use “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)”
Designer Evaluation (Submit to DCAMM and Designer Selection Board)	No.	Yes. See <u>Designer Evaluation Forms & Information for Municipalities and Agencies</u>
Registration	Yes.	Yes.
Insurance	No.	At a minimum, the lesser of \$1 million or 10% of the project’s estimated cost of construction. ⁴
Prevailing Wage	No.	No.

¹ Executive Departments of the Commonwealth and Commonwealth charter schools are subject to the jurisdiction of the Designer Selection Board when the design fee is \$30,000 or more and the estimated construction cost is \$300,000 or more.

² Cities, towns, school districts and Horace Mann charter schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c. 7C, §§ 44 – 58, and noted herein. See this Office’s Model Designer Selection Procedures for Municipalities and Other Local Public Agencies.

³ Housing Authorities must follow the procedures established by the Department of Housing and Community Development for the design of state-funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

⁴ M.G.L. c. 7C, § 51.



TOWN OF WEST NEWBURY

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

West Newbury Board of Selectmen

("Awarding Authority")

Designer Selection Procedures

(Adopted [date])

1. These procedures govern the selection of designers for any municipality or local public agency building project subject to the state designer selection law, M.G.L. c. 7C, §§ 44-58. Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The Board of Selectmen of the Town of West Newbury ("Approving Body") has the authority to conduct the designer selection process for the Awarding Authority. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Approving Body shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:
 - a. has a direct or indirect financial interest in the award of the design contract to any applicant;

- b. is currently employed by, or is a consultant to or under contract to, any applicant;
 - c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
 - d. has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the *Central Register* published by the Secretary of the Commonwealth, and in any other place required by the Approving Body, at least two weeks before the deadline for filing applications.
5. The advertisement shall contain the following information:
- a. a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
 - b. if there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;
 - c. when and where a briefing session (if any) will be held;
 - d. the qualifications required of applicants;
 - e. the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
 - f. whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;

- g. when and where the RFQ can be obtained and the applications must be delivered.
6. The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at [Procedures for Municipalities and Public Agencies not within DSB Jurisdiction](#). The Application Form may be amended to include additional information on a project-specific basis.
7. The Committee shall evaluate applicants based on the following criteria:
 - a. prior similar experience;
 - b. past performance on public and private projects;
 - c. financial stability;
 - d. identity and qualifications of the consultants who will work with the applicants on the project; and
 - e. any other criteria that the Committee considers relevant to the project.
8. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.
9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body.² No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C, shall be included as a finalist on the list.

The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The

written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

10. If the fee was set prior to the selection process, the Approving Body shall select a designer from the list of finalists. If the Approving Body selects a designer other than the one ranked first by the Committee, the Approving Body shall file a written justification for the selection with the Committee and maintain a copy in the contract file.
11. If the fee is to be negotiated, the Approving Body shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Approving Body shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Approving Body is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body prior to selection of finalists.
12. If the Approving Body is unable to negotiate a satisfactory fee with any of the finalists, the Approving Body shall recommend that the Committee select additional finalists.
13. The Approving Authority may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Approving Authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the

feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, *provided* the Approving Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).

14. Every contract for design services shall include the following:
 - a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
 - b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
 - c. certification that no person, corporation, or other entity, other than a bona-fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

- d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

15. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.
16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.

17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Approving Body may elect to authorize expedited procedures to address the emergency. The Approving Body shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Approving Body may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Approving Body shall rank the finalists in order of qualification and select the designer for the emergency work.

18. The Awarding Authority shall publish the name of any designer awarded a contract in the *Central Register*.

19. The following records shall be kept by the Awarding Authority:

- a. all information supplied by or obtained about each applicant;
- b. all actions taken relating to the project; and
- c. any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

20. The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C, § 48(h), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C, § 48(h).

21. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.
22. For any municipal design or construction project *that includes funding provided by the Commonwealth, in whole or in part* (such as reimbursements, grants and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all **Supplier Diversity Office** requirements.

BOARD OF SELECTMEN OF TOWN OF WEST NEWBURY

ENDNOTES

1. *LeClair v. Norwell*, 430 Mass. 328 (1999); *Cape Ann Citizens Assn. v. Gloucester*, 47 Mass. App. Ct. 17 (1999).
2. Alternatively, local procedures could require that the Committee select the designer and negotiate the fee, if necessary, and transmit its recommendation to the Approving Body.



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

L

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 13, 2019
RE: Review of Soldiers & Sailors Memorial (Carr Post) CPC proposal, and financing options

**Note: CPC proposal
submitted in supplemental
packet, sent separately.**

Please find enclosed the proposal for CPC Funding for the Preservation and Restoration of the Soldiers & Sailors Memorial Building. Obviously, the total project cost would encumber a very substantial share of available CPA funds. In the interest of providing the community with alternative options to finance this project – if the decision is made to move forward – I have been working with our financial advisors at Hilltop Securities regarding a potential scenario whereby the project could be funded through tax-exempt bonds, then paid off over time with CPC revenues. Hilltop is very familiar with this approach, and has facilitated such borrowing in other communities.

The enclosed amortization tables – both based on 20 year borrowing at 2.5%, with one based on level debt and the other based on equal principal payments – illustrate how this scenario could be structured. We have also received a sample letter from early 2019 from our Bond Counsel, Locke Lord LLP, to another Massachusetts municipality detailing the specific requirements related to borrowing while using CPC revenues as the dedicated revenue source to fund future debt service.

In a nutshell, it was described to me that, if borrowing was structured in this way, the Town would be restricted from reducing the CPC tax surcharge percentage to the point that it could not cover the committed debt service. The percentage could be reduced, if the Town so chooses over the life of the bonds, but would need to maintain debt service coverage.

It is important to note that, in order to be eligible for tax-exempt bonds, the building must be in public use. If the primary use of the building was to rent it out for use by other groups, it is likely that it would not qualify for tax-exempt borrowing.

This information is offered on a preliminary basis, for your consideration.

Town of West Newbury, Massachusetts

Projected Historic Building Costs:	\$ 1,500,000	(TBD)
Less: CPA Fund Balance Applied	-	
Total Borrowing:	\$ 1,500,000	
Projected Interest Rate on Bonds:	2.50%	
CPA Surcharge Receipts (FY 2019):	327,336	
10% Commitment to Open Space:	32,734	
10% Commitment to Historic Resource:	32,734	
10% Commitment to Affordable Housing:	32,734	
CPA State Matching Funds (FY 2018):	102,706	
Total CPA Revenues (FY 2018):	\$ 430,042	

Community Preservation Act Debt Model - Level Debt Service

Fiscal Year	A Existing Open Space Debt Service	B Plus: Existing Historic Resource Debt Service	C Plus: Existing Affordable Housing Debt Service	D Equals: Total Existing Debt Service Supported by CPA Revenues	E Additional Commitment of Surcharge Receipts			F (\$327,336 Annual Surcharge - (D+E))	G Projected Debt Service (see page 2)	H Total Existing + Projected Debt Service Supported by CPA Revenues	I Estimated Coverage of CPA Surcharge Revenues over (less) CPA Commitments + Projected Debt Service (Annual Surcharge - E - H)	Fiscal Year Ending
					Additional Open Space Surcharge Commitment to Meet 10% Requirement	Additional Historic Resource Surcharge Commitment to Meet 10% Requirement	Additional Affordable Housing Surcharge Commitment to Meet 10% Requirement					
2020	-	-	-	-	32,734	32,734	32,734	229,135	-	-	229,135	6/30/2020
2021	-	-	-	-	32,734	32,734	32,734	229,135	97,500	97,500	131,635	6/30/2021
2022	-	-	-	-	32,734	32,734	32,734	229,135	96,000	96,000	133,135	6/30/2022
2023	-	-	-	-	32,734	32,734	32,734	229,135	94,500	94,500	134,635	6/30/2023
2024	-	-	-	-	32,734	32,734	32,734	229,135	98,000	98,000	131,135	6/30/2024
2025	-	-	-	-	32,734	32,734	32,734	229,135	96,375	96,375	132,760	6/30/2025
2026	-	-	-	-	32,734	32,734	32,734	229,135	94,750	94,750	134,385	6/30/2026
2027	-	-	-	-	32,734	32,734	32,734	229,135	98,125	98,125	131,010	6/30/2027
2028	-	-	-	-	32,734	32,734	32,734	229,135	96,375	96,375	132,760	6/30/2028
2029	-	-	-	-	32,734	32,734	32,734	229,135	94,625	94,625	134,510	6/30/2029
2030	-	-	-	-	32,734	32,734	32,734	229,135	97,875	97,875	131,260	6/30/2030
2031	-	-	-	-	32,734	32,734	32,734	229,135	96,000	96,000	133,135	6/30/2031
2032	-	-	-	-	32,734	32,734	32,734	229,135	94,125	94,125	135,010	6/30/2032
2033	-	-	-	-	32,734	32,734	32,734	229,135	97,250	97,250	131,885	6/30/2033
2034	-	-	-	-	32,734	32,734	32,734	229,135	95,250	95,250	133,885	6/30/2034
2035	-	-	-	-	32,734	32,734	32,734	229,135	98,250	98,250	130,885	6/30/2035
2036	-	-	-	-	32,734	32,734	32,734	229,135	96,125	96,125	128,859	6/30/2036
2037	-	-	-	-	32,734	32,734	32,734	229,135	94,000	94,000	126,734	6/30/2037
2038	-	-	-	-	32,734	32,734	32,734	229,135	96,875	96,875	129,609	6/30/2038
2039	-	-	-	-	32,734	32,734	32,734	229,135	94,625	94,625	127,359	6/30/2039
2040	-	-	-	-	32,734	32,734	32,734	229,135	97,375	97,375	130,109	6/30/2040
Total	\$ -	\$ -	\$ -	\$ -					\$ 1,924,000	\$ 1,924,000		

Assumptions:

✦ Projections include CPA revenues for FY 2019.

Title:

Town of West Newbury, Massachusetts
 Community Preservation Act Debt Model - Level Debt Service
 General Obligation Bonds Dated 2/15/20

LEVEL DEBT SERVICE SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Total P+I</u>
6/30/2021	60,000	2.50%	37,500	97,500
6/30/2022	60,000	2.50%	36,000	96,000
6/30/2023	60,000	2.50%	34,500	94,500
6/30/2024	65,000	2.50%	33,000	98,000
6/30/2025	65,000	2.50%	31,375	96,375
6/30/2026	65,000	2.50%	29,750	94,750
6/30/2027	70,000	2.50%	28,125	98,125
6/30/2028	70,000	2.50%	26,375	96,375
6/30/2029	70,000	2.50%	24,625	94,625
6/30/2030	75,000	2.50%	22,875	97,875
6/30/2031	75,000	2.50%	21,000	96,000
6/30/2032	75,000	2.50%	19,125	94,125
6/30/2033	80,000	2.50%	17,250	97,250
6/30/2034	80,000	2.50%	15,250	95,250
6/30/2035	85,000	2.50%	13,250	98,250
6/30/2036	85,000	2.50%	11,125	96,125
6/30/2037	85,000	2.50%	9,000	94,000
6/30/2038	90,000	2.50%	6,875	96,875
6/30/2039	90,000	2.50%	4,625	94,625
6/30/2040	95,000	2.50%	2,375	97,375
Total	1,500,000		424,000	1,924,000

Town of West Newbury, Massachusetts

Projected Historic Building Costs:	\$ 1,500,000	(TBD)
Less: CPA Fund Balance Applied	-	
Total Borrowing:	\$ 1,500,000	
Projected Interest Rate on Bonds:	2.50%	
CPA Surcharge Receipts (FY 2019):	327,336	
10% Commitment to Open Space:	32,734	
10% Commitment to Historic Resource:	32,734	
10% Commitment to Affordable Housing:	32,734	
CPA State Matching Funds (FY 2018):	102,706	
Total CPA Revenues (FY 2018):	\$ 430,042	

Community Preservation Act Debt Model - Equal Principal

Fiscal Year	A Existing Open Space Debt Service	B Plus: Existing Historic Resource Debt Service	C Plus: Existing Affordable Housing Debt Service	D Equals: Total Existing Debt Service Supported by CPA Revenues (A+B+C)	E Additional Commitment of Surcharge Receipts			F (\$327,336 Annual Surcharge - (D+E))	G Projected Debt Service (see page 2)	H Total Existing + Projected Debt Service Supported by CPA Revenues (D+G)	I Estimated Coverage of CPA Surcharge Revenues over (less) CPA Commitments + Projected Debt Service (Annual Surcharge - E - H)	Fiscal Year Ending
					Additional Open Space Surcharge Commitment to Meet 10% Requirement	Additional Historic Resource Surcharge Commitment to Meet 10% Requirement	Additional Affordable Housing Surcharge Commitment to Meet 10% Requirement					
2020	-	-	-	-	32,734	32,734	32,734	229,135	-	-	229,135	6/30/2020
2021	-	-	-	-	32,734	32,734	32,734	229,135	112,500	112,500	116,635	6/30/2021
2022	-	-	-	-	32,734	32,734	32,734	229,135	110,625	110,625	118,510	6/30/2022
2023	-	-	-	-	32,734	32,734	32,734	229,135	108,750	108,750	120,385	6/30/2023
2024	-	-	-	-	32,734	32,734	32,734	229,135	106,875	106,875	122,260	6/30/2024
2025	-	-	-	-	32,734	32,734	32,734	229,135	105,000	105,000	124,135	6/30/2025
2026	-	-	-	-	32,734	32,734	32,734	229,135	103,125	103,125	126,010	6/30/2026
2027	-	-	-	-	32,734	32,734	32,734	229,135	101,250	101,250	127,885	6/30/2027
2028	-	-	-	-	32,734	32,734	32,734	229,135	99,375	99,375	129,760	6/30/2028
2029	-	-	-	-	32,734	32,734	32,734	229,135	97,500	97,500	131,635	6/30/2029
2030	-	-	-	-	32,734	32,734	32,734	229,135	95,625	95,625	133,510	6/30/2030
2031	-	-	-	-	32,734	32,734	32,734	229,135	93,750	93,750	135,385	6/30/2031
2032	-	-	-	-	32,734	32,734	32,734	229,135	91,875	91,875	137,260	6/30/2032
2033	-	-	-	-	32,734	32,734	32,734	229,135	90,000	90,000	139,135	6/30/2033
2034	-	-	-	-	32,734	32,734	32,734	229,135	88,125	88,125	141,010	6/30/2034
2035	-	-	-	-	32,734	32,734	32,734	229,135	86,250	86,250	142,885	6/30/2035
2036	-	-	-	-	32,734	32,734	32,734	229,135	84,375	84,375	117,109	6/30/2036
2037	-	-	-	-	32,734	32,734	32,734	229,135	82,500	82,500	115,234	6/30/2037
2038	-	-	-	-	32,734	32,734	32,734	229,135	80,625	80,625	113,359	6/30/2038
2039	-	-	-	-	32,734	32,734	32,734	229,135	78,750	78,750	111,484	6/30/2039
2040	-	-	-	-	32,734	32,734	32,734	229,135	76,875	76,875	109,609	6/30/2040
Total	\$ -	\$ -	\$ -	\$ -					\$ 1,893,750	\$ 1,893,750		

Assumptions:

✦ Projections include CPA revenues for FY 2019.

Title:

Town of West Newbury, Massachusetts
Community Preservation Act Debt Model - Equal Principal
General Obligation Bonds Dated 2/15/20

EQUAL/DECLINING DEBT SERVICE SCHEDULE

<u>Fiscal Year</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Total P+I</u>
6/30/2021	75,000	2.50%	37,500	112,500
6/30/2022	75,000	2.50%	35,625	110,625
6/30/2023	75,000	2.50%	33,750	108,750
6/30/2024	75,000	2.50%	31,875	106,875
6/30/2025	75,000	2.50%	30,000	105,000
6/30/2026	75,000	2.50%	28,125	103,125
6/30/2027	75,000	2.50%	26,250	101,250
6/30/2028	75,000	2.50%	24,375	99,375
6/30/2029	75,000	2.50%	22,500	97,500
6/30/2030	75,000	2.50%	20,625	95,625
6/30/2031	75,000	2.50%	18,750	93,750
6/30/2032	75,000	2.50%	16,875	91,875
6/30/2033	75,000	2.50%	15,000	90,000
6/30/2034	75,000	2.50%	13,125	88,125
6/30/2035	75,000	2.50%	11,250	86,250
6/30/2036	75,000	2.50%	9,375	84,375
6/30/2037	75,000	2.50%	7,500	82,500
6/30/2038	75,000	2.50%	5,625	80,625
6/30/2039	75,000	2.50%	3,750	78,750
6/30/2040	75,000	2.50%	1,875	76,875
Total	1,500,000		393,750	1,893,750



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

M

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 13, 2019
RE: Review of known/potential warrant articles for Special Town Meeting

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

1. Request for \$7,600 to purchase and reimburse air quality improvements to the Library – *request of DPW Director*
2. Request for \$9,500 to purchase a small salter for 1-ton dump truck – *request of DPW Director*
3. Request for \$50,000 to fund year 1 of 5-year high hazard tree removal program – *request of DPW Director*
4. Proposed amendments to Zoning Bylaw Definitions – *request of Planning Board*
5. Proposed amendments to Zoning Bylaw to clarify bylaw references to Wetlands Protection Act – *request of Planning Board*
6. Proposed amendments to Zoning Bylaw to update existing language regarding certain exempt uses – *request of Planning Board*
7. Proposed amendments to Zoning Bylaw to clarify language regarding uses permitted in the Residence B and C Districts – *request of Planning Board*
8. Request for \$600 from CPC Funding for Julian D. Steele Historical Marker – *request of Historical Commission, sponsored by the Community Preservation Committee*
9. Proposed amendment to Finance Committee Bylaw to change appointing authority from Board of Selectmen to Town Moderator – *request of Steve Swallow*

The Planning Board
will hold its public
hearing on
Tuesday, Oct. 1
beginning at 7:15
PM

In addition, I expect to receive the following proposed warrant articles before the warrant closes on Friday, September 20th:

10. Proposed article to see if the town will vote to transfer from Free Cash the sum of \$[unknown] to reduce the current year tax rate – *request of Town Manager*
11. Proposed article to pay any unpaid FY19 bills (if any) – *request of Town Manager*
12. Proposed article to reduce certain expense lines in the approved FY20 budget to reflect new information regarding anticipated FY20 expenses – *request of Town Manager*

13. Request for \$[unknown] for costs related to post-closure monitoring of the Steele Landfill – *anticipated to be filed by Board of Health; BOH to consider at their meeting on September 17, 2019 at 4:30 pm*
14. Request for \$363,367 from CPC Funding for Kitchen and Bathroom Modernization at Hills and Boynton Court developments – *request of West Newbury Housing Authority; to be considered by the CPC at their meeting on Thursday, September 19th at 7:30 PM*
15. Request for \$1,491,293 from CPC Funding for Preservation and Restoration of the Soldiers & Sailors Memorial Building (Carr Post) – *request of Board of Selectmen; to be considered by the CPC at their meeting on Thursday, September 19th at 7:30 PM*
16. Request to authorize borrowing to finance the CPC Funding for Preservation and Restoration of the Soldiers & Sailors Memorial Building – *preliminary and tentative; would only proceed with the support of the Board of Selectmen*
17. Request to establish a Town Charter Study Committee – *request of Steve Swallow*

<p>The Community Preservation Committee will consider these proposals at its public meeting on Thursday, Sept. 19th beginning at 7:30 PM</p>

With the Board’s agreement, next Friday September 20th I intend to assemble all proposed warrant articles with supporting documentation and include it in the meeting packet for the special meeting of the Board on Monday, September 23rd; and to provide this information to the Finance Committee for their next meeting on Tuesday, September 24th. I will work with the Chairmen and with the article sponsors to schedule presentations of the proposed articles, if and as needed to inform the Board’s and the Committee’s eventual recommendations.

During the Board’s review on September 23rd, it is my understanding that the Board may choose to include, or not, some or all of the proposed articles as outlined above, or others as may be filed on or before September 20th.

cc: Michael McCarron, Town Clerk/Counsel



See supplemental packet re known/potential STM warrant articles,
sent separately.

**Town of West Newbury
Board of Selectmen
Monday, September 16, 2019 @ 6pm**
381 Main Street, Town Office Building

www.wnewbury.org

AGENDA – revised ←

At request of
Planning Board,
Item I Postponed
to 9/30/19

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

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*personnel updates*);
- ❖ 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 (*River Road Conservation Restriction; Brown Spring Farm Agricultural Preservation Restriction*);
- ❖ 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; (*Newburyport Bridge MOU; Planning Board request to engage special counsel*)

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- *Essex County Creates* calendar; and Essex County Arts & Culture Summit Sept. 27 9am-4pm in Beverly
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>
- FY20 Senior Tax Work-off Program: interested residents contact Theresa Woodbury at COA

Regular Business

- A. Presentation of Town Bicentennial photo and quilt – *Bicentennial Committee*
- B. Proclamation regarding Bethany Groff Dorau to honor her commitment to local history
- C. Request for One-Day Liquor License for Apple Harvest Road Race spaghetti dinner Oct. 5, 2019
- D. Updates regarding Middle/High School project – *Justin Bartholomew, PRSD Superintendent*
- E. Requests for Appointment to Tree Committee (5 openings): Fred Chanania; Barbara Haack; Kathy Mandeville; Jane Martin; Francesca Pomerantz; Claudia Woods
- F. Discussion of Memorial Day Parade, potential adoption of policies regarding parade participants
- G. Review and approval of Stormwater Management Plan and IDDE Program – *DPW Director*
- H. Presentation of draft Year 1 (FY19) MS4 Annual Report for review and comment – *DPW Director*
- I. ~~Meeting with Planning Board regarding public safety sign – requested by Planning Board~~
- J. Request to declare Town Hall Chairs surplus and authorize their disposition – *Historical Commission*
- K. Proposed adoption of updated Designer Selection Procedures (per M.G.L. c. 7C, §§ 44-58)
- L. Review and discussion of Soldiers & Sailors Memorial (Carr Post) CPC proposal, and financing options
- M. **Review of known/potential warrant articles for Special Town Meeting**
- N. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Assistant to the Town Manager and Finance Department position
- O. Vote to designate Board of Selectmen representative to approve A/P warrants on temporary basis
- P. Meeting minutes: September 3, 2019; August 19, 2019; August 5, 2019; June 27, 2019; June 24, 2019

Town Manager Updates

- Q. Update on staffing transitions and anticipated engagement of Interim Town Accountant
- R. Update on mosquitos and recent spraying
- S. Update on water quality testing at Mill Pond
- T. Update on Town Manager workplan, schedule; Board direction re project priorities for Fall 2019
- U. Upcoming meeting with Finance and Assessing staff and MassDOR to review/update fall work plan
- V. Progress toward Page School playground accessibility improvements supported by State earmark funds
- W. Follow up meeting assignments; Placing items for future agendas



Town of West Newbury

381 Main Street
West Newbury, Massachusetts 01985

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

N

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 13, 2019
RE: Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Assistant to the Town Manager and Finance Department position

Pursuant to Sec. 10 of the Town Manager legislation (Chapter 97 of the Acts of 2017) (emphasis added):

SECTION 10.

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

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

As you know, last month we posted the job ad and job description for the newly-established position Assistant to the Town Manager and Finance Department. (Posted to <https://www.wnewbury.org/job-postings>). We have conducted several interviews, with more interviews scheduled next week.

In the interest of filling this critical position as soon as practicable, I respectfully request that the Board vote to authorize me to make this staff appointment pursuant to my authority under Sec. 10(a), and to waive the requirement for notice to the Board and delayed effectiveness of such appointment.

With this approval, I could be in a position to extend an offer next week, and because this offer would not be conditioned upon subsequent Board action, the selected candidate could feel comfortable providing notice to their present employer so as to expedite their hire.

As with any appointment, any offer I would make would be conditional upon reference checks and a CORI check, which my office would oversee.

Thank you for your consideration.



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

O

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 13, 2019
RE: Vote to designate Board of Selectmen representative to approve A/P warrants on temporary basis

Pursuant to Sec. 9(b) of the Town Manager legislation (Chapter 97 of the Acts of 2017) (emphasis added):

SECTION 9.

(b) The town manager may approve any warrants for payment of town funds prepared by the town accountant; provided, however, that the approval of any such warrant by the town manager shall be in compliance with the policies for payment as promulgated by the board of selectmen and such warrant shall be sufficient to authorize payment by the treasurer. If there is a vacancy of the town manager, in the town manager's absence or at any other time, the board of selectmen or a designee of 1 of the members of the board of selectmen may approve such warrants.

To assist my office in maintaining baseline functions during this ongoing period of short-staffing, I respectfully request that the Board of Selectmen vote to designate a member of the Board to sign Accounts Payable (A/P) and biweekly payroll warrants, on a temporary basis, until such time as my office is back to full staffing. This would take between 2-4 hours/week of work off my desk, which would be most helpful. Based on known and projected workload, I expect the Board's designee may undertake this role for a period of up to about two months. I would of course work with the Board's designee, as appropriate, to support the Board member's review, as would the current, interim and/or new Town Accountant and finance personnel.

Thank you for your consideration.

Town of West Newbury
Board of Selectmen
Minutes of Meeting – DRAFT
Tuesday, September 3, 2019
First Floor Hearing Room

The meeting was called to order at 7:25 p.m.

Attendance: David Archibald, Glenn Kemper, Richard Parker, Angus Jennings, Michael McCarron, Jennifer Solis, Katherine Mandeville and K. C. Swallow.

Announcements

- 1.) This meeting is being broadcast on local cable TV and recorded for rebroadcast on the cable channel and on the internet.
- 2.) Invitation to add events to Essex Count Creates calendar; and reminder of Essex County Arts & Culture Summit September 27, 2019; 9:00 a.m. – 4:00 p.m. at Cabot Theatre, Beverly, MA.
- 3.) Opportunities for Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>.
- 4.) FY20 Senior Tax Work-off Program-interested residents contact Theresa Woodbury at the Council on Aging.

Regular Business

Selectman Glenn Kemper requested that items C and D be moved forward on the agenda.

C.) Request from Garden Club for permission to plant tree on Training Field. Katherine Mandeville informed the board that the Garden Club received a donated tree. This club has communicated with the Bicentennial Committee, the Historic District Commission, Town Manager Angus Jennings and DPW Director Wayne Amaral. Discussion took place as to how large and what type of tree would be planted as well as the size of the tree. This club wishes to plant a Maple Tree as large as they can afford from Northeast Nursery in Peabody and add a flat plaque. This would be combined with the reveal of the Bicentennial time capsule at the end of October.

Selectman Glenn Kemper made a motion, seconded by Selectman Richard Parker to grant permission with guidance from Town Manager Angus Jennings and DPW Director Wayne Amaral.

Yes 3 No 0.

Selectman Glenn Kemper made a motion, seconded by Selectman Richard Parker to authorize ground level plaque which will be coordinated with Town Manager Angus Jennings and DPW Director Wayne Amaral.

Yes 3 No 0.

D.) Review of Bicentennial Committee proposal to install benches and picnic tables at Mill Pond.

K. C. Swallow stated that the committee wishes to do a service project. Photos of the various types of tables and benches were included in the agenda packets. The vendor for the equipment is located in Seabrook. The proposal is for 2 benches with arms, 2 benches without arms or backs and two tables. The company recommends that a concrete base be installed and that excavation be 6" deep. Building Inspector Glenn Clohisy thought there should be an access path. The Conservation Commission should be consulted if the equipment is located near the pond. The Mill Pond Committee is being consulted for location. Also suggested is replacement of existing benches at the 1910 building.

Revert Back to Normal Order

A.) Request for Special Event Permit: Green Stride half marathon – October 20, 2019 at 9:15

a.m. It was noted that this would be a larger event with 2,000 people and 27 police assignments. If this is a for profit organization the board requests a charitable donation possibly the food bank be made in the same amount as was given last year.

Motion to approve made by Selectman Glenn Kemper, seconded Selectman Richard Parker with a request for a donation.

Yes 3 No 0.

B.) Discussion of Memorial Day Parade, potential adoption of policies regarding parade

participants. Discussion took place regarding a vehicle which some found offensive. Without clear cut policies regarding the parade what may be appropriate it is difficult to make a judgement call. Town Counsel Michael McCarron was asked for his opinion as to how this subject might be addressed. He advised that the town has the right to determine themes of the parade. He stated that it is a problem if things deemed to be offensive are on an ad hoc basis.

He also stated that if the board wished to have control they need to establish rules and policies. He suggested that it could be framed as allowing things that support Memorial Day and there should be policies to address safety. After much discussion on the subject it was determined that the board wishes to hear from both sides of the issue.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to have discussion with public input on September 16, 2019.

Yes 3 No 0.

E.) Proposed adoption of new policy on disposal of surplus property. Angus Jennings, Town Manager stated that the town is under the same restrictions on disposition as on procurement and that there needs to be a written policy for disposition. Town Counsel Michael McCarron stated that the town is required to adopt written policies for disposition of items of low value.

Selectman Glenn Kemper made the motion, seconded by Selectman Richard Parker to adopt the written policy proposed in the agenda packets.

Yes 3 No 0.

F.) Approval to discontinue use of Accu-Vote Optical Scan Tabulator and replace with newly purchased ImageCast Precinct Tabulator – request of Town Clerk. Town Clerk Michael McCarron discussed with the board how the new voting system operates and training for this system. It is not connected to the internet and is not susceptible to hacking.

Motion made by Chairman David Archibald, seconded by Selectman Richard Parker to discontinue use of Accu-Vote Optical Scan Tabulator and replace with new purchased ImageCast Precinct Tabulator.

Yes 3 No 0.

G.) Review of proposed date of November 4 for Special Town Meeting. Town Manager Angus Jennings reported that the submittal date of September 20, 2019 for items has not changed for warrant articles. The Community Preservation Committee is meeting on September 19, 2019. Angus will be meeting with the Town Moderator, the Finance Committee and Town Counsel on September 30, 2019. This change is being requested due to the concern for tight scheduling.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to set November 4, 2019 as the Special Town Meeting.

Yes 3 No 0.

H.) Review of known/potential articles for Special Town Meeting. Angus Jennings, Town Manager reported that he is aware of very few items for the Special Town Meeting Warrant. The first item is the Community Preservation Committee which will have one or more items. The second item is a Free Cash transfer to offset the tax rate. Another potential Fire Protection System items has been postponed and will be in the Capital Planning process.

Town Manager Updates

I.) Mosquito Update from Board of Health. Angus reported that the risk level had been increased to moderate on the previous week.

J.) Update on Mill Pond water quality testing; preview of Mill Pond Committee Meeting On September 4, 2019. Angus reported that water testing had been done the previous week. Two negative tests within a 14 day time span would need to happen before this notice would be lifted. Discussion took place regarding tracking and benchmarks of the pond. The board expressed concern that a problem that could be rectified currently not turn into an expensive project in the future.

K.) The Department of Public Works Highway union contract has been fully executed and covers the three year period of Fiscal Years 20, 21 and 22.

Angus reminded the board of a meeting next Monday, September 9, 2019 to review the draft proposal to the Community Preservation Committee for the Carr Post Soldiers and Sailors Building.

A motion was made by Selectman Glenn Kemper, seconded by Richard Parker to adjourn to Executive Session at 9:09 p.m

Yes 3 No 0.

Respectfully submitted,

Mary DiPinto

Town of West Newbury
Board of Selectmen
Monday, August 19, 2019
First Floor Hearing Room

Chairman David Archibald called the meeting to order at 7:15 p.m. Selectmen in attendance were Glenn Kemper and Richard Parker.

Others in attendance were Jen Solis, Jeffrey Durand Police Chief, Krystelle Griskiewicz, Steve Swallow and Tom Atwood.

Announcements

This meeting is broadcast on YouTube

Community Bandstand Summer Concert Series every Thursday night through August 29, 2019.

Verizon removal of Fox College sports from FIOS TV channel lineup.

Opportunities for FY 20 Committee appointments posted on the West Newbury Selectmen's Website page.

FY 20 Senior Tax Work-off program – interested parties may contact Theresa Woodbury at the Council on Again office.

Regular Business

A. Appointment of John Ripa III as full-time police officer.

Police Chief Jeffrey Durand reviewed the procedures that have taken place in the Police Department prior to his recommendation of this candidate to the Board. The Board asked questions regarding Mr. Ripa's intentions to stay on in the West Newbury Police Department and pursue his Associates Degree in Criminal Justice which he replied yes to all.

Selectman Glenn Kemper made the Motion to appoint John Ripa III to a full-time position in the Police Department. Motion seconded by Selectman Richard Parker. **Yes 3 No 0**

Appointment effective June 15, 2020.

D. (Item taken out of order) Discussion of Potential location to bury Bicentennial time capsule.

After discussion it was determined that the Training Field and the Page School would be good locations for the capsules. The Page school would be for children of all grades at the school and the other capsule would possibly contain such items as a Birthday Invitation form the Bicentennial event, a town photo and perhaps K.C. Swallow's poem. It was suggested that a call be put out for the public's input as to what should be in the capsule at the Training Field. There will also be careful attention paid to the placement of the capsule and a marker to designate where it is buried which should be small but durable.

Selectman David Archibald made the motion which was seconded by Glenn Kemper to add the Time Capsule to the Training Field site.

Yes 3 No 0

- B. a. Special Event Permit for Essex County Greenbelt Association September 21, 2019, 9:00 am to 12:00 p.m.** Discussion took place regarding the need to obtain a TIP server certification and Certification of Insurance. Selectman Glenn Kemper made the motion to approve the request, seconded by David Archibald.

Yes 3 No 0

- b. Special Event Permit for Myopia Hunt Club September 24, 2019 and October 8, 2019 at 10:00 A.M. on both days.** Motion was made by Selectman Glenn Kemper and seconded Selectman David Archibald subject to Police Chief Jeffrey Durand signing off on the event.

Yes 3 No 0

- b. Request for a One-Day Liquor License, Nourishing the North Shore Annual Harvest Party September 15, 2019 from 2:00 to 4:00 p.m.** Subject to a TIP Certification and Certification of Insurance Selectman Glenn Kemper made the motion to approve the application which was seconded by Selectman David Archibald.

Yes 3 No 0

- E. Establish Food Pantry Gift Account pursuant to MGL C. 44, s. 53A. Motion was made by Selectman David Archibald and seconded by Selectman Glenn Kemper.**

Yes 3 No 0

F. Update on Middle Street Bridge MassWorks grant application. After discussion it was Determined that a joint meeting with the City of Newburyport, MA would take place on September 23, 2019. The meeting will be held in the West Newbury Town Hall.

G. Update on consultant work on Carr Post Building and anticipated Community Preservation Committee proposal for Fall Town Meeting. The Board expressed concern the budgeted amount of \$110,000.00 might not be sufficient to rehabilitate the turret and that the roof be properly supported. It was decided to have a meeting on September 9, 2019 with the Architect present to answer questions.

H. Discussion of potential scope of Community Preservation Committee proposal to improve the two Page School playgrounds to bring them to American with Disabilities Act accessibility. Discussion took place regarding the two playgrounds and the existing accessibility issues that exist. A second issue is drainage with ice and water buildup in the winter months. Angus Jennings, Town Manager will work with the Architect and Landscaper to move this project along.

I. Opening of October 28 Special Town Meeting Warrant and setting warrant closing date. Selectman Glenn Kemper made a motion to close the Warrant September 20, 2019 at 12:00 p.m. Motion was seconded by David Archibald.

Yes 3 No 0

J. Proposed amendments to job descriptions for positions appointed by the Board of Selectmen. (Town Accountant/Business Manager, Town Clerk/Town Counsel) Selectman Glenn Kemper made the motion to approve the changes, seconded by David Archibald.

Yes 3 No 0

K. Proposed changes to approval process for Facility Use Requests below certain thresholds, No Alcohol, Under 30 people attending, recurring meetings such as sports, Boy Scouts. Garden Club, condo and homeowners Association, etc.

Motion made by Selectman Glenn Kemper, seconded by Richard Parker to approve the changes to the process.

Yes 3 No

Town Manager Updates

L. Meetings from Pentucket School Building Committee and School Building Working Group.

The Design Process costs estimates have been completed and reconciled. Tom Atwood, speaking on behalf of himself, requested through the board that the wetlands delineation be moved back to give the Conservation Commission time to complete it's work as a project of this size is likely to take more than one meeting to complete. The Pentucket School Building Committee and the School Building Working Group will be requested to move the timing necessary to complete this work.

M. Update on recent facility improvements to the G.A.R. Library. Library Duct cleaning and carpet replacement projects are underway.

N. West Newbury Youth League potential to establish AED (defibrillator) Program. Angus Jennings, Town Manager has been exploring this issue with Police Chief Jeffrey Durand, Wayne Amaral, DPW Director, and Fire Chief Michael Dwyer. Such issues as what entity would be the AED Agency, who would maintain the equipment, and proper training would need to be worked out. At current staffing levels this would not be feasible.

O. Update on revisions to job descriptions under Town Manager appointing authority and active job postings. (Resident Services Administrator, Assistant to Town Manager and Finance Department). Angus Jennings Town Manager intends to post the new position in the Massachusetts Municipal Association, the local newspaper, list serve, the town's website and the town's Facebook page.

P. Updates on active and pending projects. Angus Jennings, Town Manager updated the Board on current projects and future goals that he is involved in. Handout given to Selectmen with a current report. Discussion took place regarding the Public Safety Sign. The Planning

Board and Open Space Committee will be invited to bring concerns forward at a future meeting.

Q. Follow Up Meeting Assignments. Discussion took place regarding the replacement of the outside stairs on the West Side of the Municipal Building. The Library work, the stair replacement and the sewer pipe issue on the Municipal Building have depleted funds in the maintenance budget.

R. Placing items for future agendas. Discussion took place with the Town Manager regarding this issue.

A motion was made by Selectman David Archibald to adjourn back to Executive Session, seconded by Glenn Kemper.

Yes 3, No 0. Meeting adjourned at 9:38.

Town of West Newbury
Board of Selectmen
Minutes of Meeting – DRAFT
Monday, August 5, 2019
First Floor Hearing Room

Chairman Archibald called the meeting to order at 7:14 p.m. Selectmen in attendance were Glenn Kemper and Richard Parker.

Others in attendance were Senator Bruce Tarr, Representative Leonard Mirra, Town Manager Angus Jennings, Wayne Amaral DPW Director, Peter Ringenbach, Fred Chanania and members of the Library Board of Trustees.

Announcements made:

- This meeting is being broadcast on local cable Television and recorded for rebroadcast on the local cable channels and on the internet.
- Police National Night Out will be Tuesday August 6, 2019 from 5:00p.m. to 7:30 p.m. at Pentucket Regional High School. This event is free to the public.
- The Fiscal Year 2020 Senior Tax Work-Off Program: Those interested are urged to contact Theresa Woodbury at the Council on Aging Office.

Regular Business

Item A Meeting with Senator Tarr and Representative Mirra regarding the FY 20 Commonwealth Budget. Discussion took place regarding revenues and the current trends. State mandated expenses were also discussed. Handouts were given of the topics discussed.

Item B Appointments

- a. Joint meeting with Library Board for appointment of Library Trustee
Marcia Sellos-Moura made the motion to appoint Tom Salvo as a Library Trustee. The Motion was seconded by Selectman Glenn Kemper.
Yes 9 No 0 with a Selctman's vote of Yes 3 No 0
The term of this appointment is until May, 2020.
- b. Reappointment of Julie Boria to Capital Improvements Committee
Selectman David Archibald made the motion to approve the appointment, seconded by Selectman Glenn Kemper. Yes 3 No 0.
- c. Appointment of Peter Ringenbach to Carr Post Building Committee
Peter was welcomed by the board and is an architect by profession.

Selectman Glenn Kemper made the motion which was seconded by Richard Parker.
Appointment effective until June 15, 2020.
Yes 3 No 0

Item C Loco Sorts requesting Special Event Permit for a half marathon November 10, 2019
After discussion took place with concerns about the marathon course and the closed
Bridge with a request for a small charitable donation if this is a for profit organization
The Board voted the motion to approve the application upon answers to questions
Raised.
Motion to approve the application made by Selectman Glenn Kemper and seconded by
Selectman David Archibald.
Yes 3 No 0

Item D Vote to establish Carr Post Building Gift Account pursuant to MGL C. 44, s.53A
Selectman Glenn Kemper made the motion to accept gifted funds from the
Hall Family Foundation. Motion seconded by Selectman David Archibald.
Yes 3 No 0.

Item E Accept Funds gifted to Carr Post Building and authorize use of funds.
Motion made to accept gifted funds from the Hall Family Foundation made by
Selectman David Archibald and seconded by Richard Parker.
Yes 3 No 0

Item F Town Manager's report on funding for Carr Post Building for architectural and
Engineering services.
After report and discussion with the Town Manager, it was reported that the available
Funds available at this time \$7,500.00 has been contracted with vendors.

Item G Adoption of Community Compact policy: Indirect Cost Allocation
Town Manager Angus Jennings gave documentation and background information to the
Board regarding Indirect Costs and calculation of the same. Motion was made by
Selectman Glenn Kemper and seconded by Selectman Richard Parker to adopt the
Policy.
Yes 3 No 0

- Item H Proposed fee increase for Street Opening and Trench Permits with an update from the DPW Director
- Wayne Amaral the DPW Director expressed that he would like to cover costs for the Inspections required by these permits. After discussion Selectman Glenn Kemper made The motion to increase the fee for Street Opening and Trench Permit to \$90.00 made by Selectman Glenn Kemper and seconded by Richard Parker.
- Yes 3 No 0.
- Item I Proposal to Establish a Tree Committee/Open Space Committee
- Fred Chanania has been in contact with several town officials regarding this proposal. He also mentioned that State Grant funds could be sought out. Help would also be made available to homeowners. A motion was made by Selectman Glenn Kemper and seconded by Selectman Richard Parker to establish a West Newbury Tree Committee comprised of up to 5 members with rotating terms for continuity of 1, 2, 2 /3 year terms.
- Yes 3 No 0
- Fred Chanania will establish a website and Angus Jennings will send out an email blast. Motion made by Selectman David Archibald and seconded by Selectman Glenn Kemper to approve the above changes. Yes 3 No 0.
- Item J Policy Goals for FY 20 and discussion of goal-setting process with Departments/Boards/Committees. After discussion Selectman David Archibald suggested the idea for all committees to meet early after Labor Day to compile a list of major goals. The committees all need time to meet and the list should not just be the chairperson's views. It was suggested perhaps early October, Angus Jennings Town Manager will send a letter out to everyone this week.
- Item K FY 21 Budget Process/Timeline
- Angus Jennings, Town Manager presented the budget process/timeline used for the FY 20 timeline. Angus suggested perhaps the departmental requests be due one month earlier. The Board was concerned that the amount of time given to the Finance

Committee and Board. Angus will create a draft with the Selectmen's suggestions of the timelines.

Item L Proposed Holiday Recognition Schedule

After discussion the following motion was made:

To close the 1910 Building the day after Thanksgiving

Motion made by Glenn Kemper and seconded by David Archibald.

Yes 3 No 0

Item M Approval of July 22, 2019 minutes of meeting

Item Tabled.

Item N DPW report on schedule for street paving and guardrail work.

Wayne Amaral is preparing the the MDOT contract which is a lot of work.

The work will be put out for bid over the winter.

Item O MassWorks grant application for Middle Street Bridge

Informational

Item P Update on Potential hazard reclassification of Mill Pond Dam

Potential to downgrade the classification down from significant to low.

Item Q Mill Pond Committee update regarding water quality testing and pond/lake

Management planning.

Contract dated 6/30/2019 with the Merrimack Valley Planning Commission

for their assistance with planning services.

Item R Memo from Planning Board regarding Chapter land policy and procedures.

Communication accepted and placed on file.

Item S Follow up meeting assignments; Placing Items for future agendas

Discussion regarding the above subjects.

Selectman Glenn Kemper requested time to make a brief statement. Selectman Kemper apologized for the recent arrears in his health care payments. He is sorry that it happened, that the time lapse lasted as long as it did and lastly about how it affected the town.

Motion was made by Glenn Kemper to adjourn the meeting, seconded by David Archibald.

Yes 3 No 0. Meeting adjourned at 9:45.

Respectfully submitted, Mary DiPinto

Town of West Newbury

Board of Selectmen

Thursday, June 27, 2019

First Floor Hearing Room

The meeting was called to order at 8:15 p.m.

Those in attendance were Chairman David Archibald, Glenn Kemper, Richard Parker, Town Manager Angus Jennings and Bob Janes.

Announcements

This meeting is broadcast on local Cable TV and recorded for rebroadcast on the local cable channels and on the internet.

Community Bandstand Summer Concert Series. Every Thursday through August 29, 2019 with the exception of July 4, 2019.

Bicentennial Events July 6, 2016 through July 13, 2019. Volunteers needed visit the town's website for more information.

July 6, 2019 Opening Day at Annex/Bandstand, Town Office.

8:00 -10:00 a.m. Pancake Breakfast at the Annex

10:30 a.m. Opening Ceremony at the Bandstand

11:00 a.m. Town Picture, Town Office Lawn.

July 8, 2019 History and Heritage Day, Town Hall, Exhibit 12:00 p.m. to 6:00 p.m., reception 6:00 to 8:00 p.m.

July 9, 2019 Ice Cream Social, Long Hill Orchard 6:00 p.m. to 8:00 p.m.

July 10, 2019 Student Art Show, "What West Newbury Means to me." Page School 2:00 to 6:00 p.m.

July 11, 2019 Bandstand and Movie Night, Concert 6:00 to 8:00 p.m., Movie 8:30 to 10:30 p.m.

July 12, 2019 Old Fashioned Dance and Barbecue, Town Hall 6:00 to 11:00 p.m.

July 13, 2019 Family Field Day, Pipestave Hill, Field day, picnic, concerts, light show and fireworks.

August 9, 2019 Tickets are still available for West Newbury Day at Fenway Park, Red Sox vs. Angels.

Regular Business

After discussion and review of the Fiscal 2020 Proposed Salary Ranges Schedule a motion to approve the Employee Compensation Policy was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker.

Yes 3 No 0.

Town Manager Updates

Angus Jennings Town Manager gave an update regarding the Carr Post Building. He reported that 5% of the annual revenues in the Community Preservation Fund are eligible to this project under administrative and operating expenses of the Community Preservation Committee. Glenn Clohecy, Building Inspector sent a communication regarding public safety. He suggested that the area should be fenced in as several bricks have fallen as well as concern regarding the failure of the chimney. An updated assessment of the building will begin by Spencer, Sullivan and Vogt Architects to stabilize and protect the building.

A motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn at 8:39.

Yes 3, No 0

Town of West Newbury

Board of Selectmen

Monday, June 24, 2019

First Floor Hearing Room

The meeting was called to order at 7:12 p.m.

Those in attendance were Chairman David Archibald, Selectman Richard Parker, Town Manager Angus Jennings, Town Clerk/Town Counsel Michael McCarron, Brad Dore, Architect Project Manager, Robert Janes, Blake Seale, Thomas Fahey, Courtney Lucey, Kristen Shikes, Wendy Reed and Judy Mizner Conservation Commission members, and Jennifer Solis.

Announcements

- 1.) This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- 2.) Information regarding the U.S. Dept. of Labor Veterans' Employment and Training Service (VETS) is available at the Senior Center.
- 3.) Community Bandstand Summer Concert Series which began June 13, 2019 continues until August 29, 2019 6:30 to 8:00 p.m. Performers are listed on the Town of West Newbury website (events calendar).
- 4.) Bicentennial Events are July 6-July 13, 2019. Volunteers are needed for the planned events. Details are available on the Town of West Newbury website events calendar.
- 5.) West Newbury Day at Fenway Park – Friday, August 9, 2019, Red Sox vs. Angels. Tickets are still available.

Regular Business

A.) Jeffrey Durand has been appointed West Newbury Police Chief and has executed a contract with the Town.

B.) Joint meeting with the Board of Health for appointment of Interim Member of the Board.

Bob Janes thanked Kimberly Cole for her 14 years of service to the Town. **He nominated**

Thomas Fahey as an Interim Member until the next Election. Motion was made by Selectman

Richard Parker, seconded by Selectman David Archibald to nominate Thomas Fahey to the Board of Health.

Board of Selectman Yes 2, No 0, Absent 1.

Board of Health Yes 2, No 0.

C.) Request for Special Event Permit, Apple Harvest Road Race, October 5 and 6, 2019.

The Liquor License Permit would be for the night before the race for a spaghetti dinner.

Co-Director Christina Gentile will be meeting with Police Chief Jeffrey Durand on July 5, 2019 to advise about the race and seek his written approval that proper safety measures have been met.

Motion made by Chairman David Archibald, seconded by Richard Parker that the permit be granted with the stipulation that the Chief of Police and Fire Chief approvals are obtained as well as approval of the Liquor License Permit.

Yes 2, No 0, Absent 1.

D.) Requests for Street Opening Permits: 2 Hilltop Circle; 7A Archelaus Hill Road, Tyler

Nardone. Motion was made by Chairman David Archibald, Seconded by Selectman

Richard Parker. Yes 2, No 0, Absent 1.

E.) Request for Line Item Transfer: Assessing \$400.00 from Vehicle Allowance to

Personnel/Salaries. Motion made by Selectman Richard Parker, Seconded by Chairman

David Archibald. Yes 2, No 0, Absent 1.

F.) Update on meeting with Middle/High School architect, and

Building/Planning/Conservation Personnel from West Newbury and Groveland; review of draft Memorandum of Understanding regarding permitting, inspection costs.

Discussion took place regarding the hours over and above the normal business hours of Glenn

Clohec, Inspector of Buildings and other members of the Inspectional Services Department some of whom work on a part time basis for the Town. Brad Dore, Architect/Project Manager spoke of the intent to make the required inspections cost neutral to the Town. This project involves the inspectors as well as the Conservation Departments from both West Newbury and Groveland. Normally municipal projects are exempt with the exception of large school projects.

Funds paid by the school will be paid into an escrow account to cover the costs of permitting and expenses related to the project. A copy of a Memorandum of Understanding regarding these fees between the Town of West Newbury and the Pentucket Regional School District has been drawn up to address the fees/costs of this project to the Town.

ITEM MOVED UP

J.) Review and approve FY 20 employee wage schedule.

Wendy Reed and Judy Mizner, Conservation Commission members for the town interviewed two candidates for the Conservation Agent position. They are requesting a salary of \$25.27 for 20 hours per week for the Conservation Agent salary as of July 1, 2019. Funds to pay this amount are available in their budget.

Motion by Selectman Richard Parker to set the salary for the Conservation Agent at \$25.27 as of July 1, 2019, seconded by Chairman David Archibald.

Yes 2 No 0 Absent 1

REVERT BACK TO REGULAR AGENDA

G.) Proposed FY 20 Harbormaster Intermunicipal Agreement with the Town of Salisbury.

Angus Jennings, Town Manager and Brad Dore of the Harbor Committee spoke of the changes in the new agreement. There is an increase in expense from \$6,000.00 to \$8,000.00. This increase can be absorbed with the Waterways Fees. There are some changes in this agreement. There will be a presence on weekends. Tickets will be enforced. Salisbury will also house the boat which frees the up the garage for other town needs.

Motion was made by Selectman Richard Parker to approve the Intermunicipal Agreement, Seconded by Chairman David Archibald.

Yes 2 No 0 Absent 1

H.) Proposed FY 20 Animal Control Services Intermunicipal Agreement with the City of Newburyport.

This agreement has been in place for several years and has been working well. The subject of indemnification arose. Town Clerk/Town Counsel Michael McCarron stated that when doing work for the town this position is considered an employee and is covered by West Newbury's insurance.

Motion made by Selectman Richard Parker to approve the Intermunicipal Agreement with the City of Newburyport, seconded by Chairman David Archibald.

Yes 2, No 0, Absent 1

I.) FY 20 Committee Appointments

Historic District Commission

Motion made by Selectman Richard Parker, seconded by Chairman David Archibald to appoint the following persons to a term expiring 6/30/22:

Jeffrey Clewley, Jack Alden and Judy Adolphson.

Yes 2, No 0, Absent 1

Mill Pond Committee

Motion made by Selectman Richard Parker, Seconded by Chairman David Archibald to change the status of Robin Pendergast on the committee to a 3 year voting member term expiring 6/15/22.

Yes 2, No 0, Absent 1

Capital Improvements Committee

This Committee has an opening for an at large member due to Dougan Sherwood leaving the Committee.

Harbor Committee

Motion made by Selectman Richard Parker, seconded by Chairman David Archibald to appoint Brian Richard as an alternate member with a term expiring 6/15/20.

Yes 2, No 0, Absent 1.

Energy Advisory Committee

Motion by Selectman Richard Parker, seconded by Chairman David Archibald to appoint Elizabeth Callahan to a term ending 6/15/20.

Yes 2, No 0, Absent 1

Carr Post Committee

Motion made by Selectman Richard Parker, seconded by Chairman David Archibald to appoint the following persons to the committee term expiring 6/15/20:

Robert Janes

Marlene Switzer

Richard Atwater, Jr.

Yes 2, No 0, Absent 1

Registrars of Voters

Town Clerk Michael McCarron reported that Elise Hendricks resigned her term on this board. Motion by Selectman Richard Parker, seconded by Chairman David Archibald to appoint Peg Duchemin to the Board of Registrars.

Yes 2, No 0, Absent 1

Both the opening on the Board of Registrars and the Capital Improvements Committee will be posted on the town's website for those interested in serving. Town Clerk Michael McCarron also noted that the application for the Board of Registrars is also on the website.

J.) Review and approve FY20 employee wage schedule.

Wendy Reed and Judy Mizner, Conservation Commission members interviewed two candidates for Conservation Agent. Discussion took place regarding the qualifications and background of the candidate. The Conservation Commission members requested the Board of Selectman's approval to hire the new Conservation Agent at a salary of \$25.27 per hour for a 20 hour week as of 7/1/19.

Motion was made by Selectman Richard Parker, seconded by Chairman David Archibald.

Yes 2, No 0, Absent 1.

K.) Proposal to establish Tree Committee and review of draft charge. This item was tabled until the July 15, 2019 meeting.

L.) Request for authorization to seek Pennies for Poverty Grant – Council on Aging. Motion was made by Selectman Richard Parker, seconded by Chairman David Archibald to approve the request to seek the grant.

Yes 2, No 0, Absent 1.

M.) Review of Special Town Meeting Proposal to fund updated Pictometry aerial imagery/data. (Merrimack Valley Planning Commission) **Motion to support a Town Meeting Article, or otherwise support the appropriation of funds of an estimated expense of \$7,186.00 was made by Chairman David Archibald, seconded by Selectman Richard Parker.**

Yes 2, No 0, Absent 1.

N.) Updates on active projects, esp. current through end of FY 19, (June 30, 2019) Town Manager Angus Jennings gave an updated report on the active goals and projects. Chairman David Archibald asked about the status of the Landfill project. Angus Jennings reported that the Board of Health requested a Line Item transfer from the Finance Committee as well as the Board of Selectman to fund the additional testing the DEP is requiring. Bob Janes reported that the plan calls for 15" deep main to vent the gases and groundwater is at about 3". Bob explained that the engineers will need to be consulted as to the best way to handle this situation. Bob also reported that there will be expense in the future to remediate this issue.

O.) Request to place temporary sign proposed in front of Town Hall, July 6-11, 2019 by Pentucket Arts Foundation for the "Past is Prologue" exhibit.

Jen Solis informed the Board that the sign is a "Sandwich Board". She also reported that someone would be there the entire time the exhibit is up.

P.) Brake's Hill Water Tank, update on pre-construction meeting. Town Manager Angus Jennings reported that many departments, contractors and subcontractors met for a pre-construction meeting. July 9, 2019 The waterline pipe to connect to Hilltop Circle will be installed. The roadway will be widened to prepare it for the traffic. In early October construction will begin on the steel for the tank and will extend 6 to 8 weeks. Next spring the painting will take place. The hours of construction will be from 7:00 a.m. to 5:00 p.m. Monday through Friday. Weekend or holiday work on the project will require special permits. The project engineers have been asked for a cash flow to be prepared when the reserves in the Town Accounts have been depleted and funds need to be borrowed.

ITEM MOVED UP ON AGENDA

R.) Update on recent staff work and citizen correspondence regarding Carr Post Building.

The Architect will update the data and cost estimates as their last visit was in 2014 as well as an opinion regarding a restoration plan. A request will be sent to the Community Preservation Committee for approval of administrative funds for this project. The town will be seeking realistic cost estimates to restore the building. The DPW will secure the building as bricks have fallen off the exterior.

REVERT BACK TO NORMAL ORDER

Q.) Updated design plan and cost estimates, Middle School Bridge. The Engineers have issued updated conceptual design options with cost estimates. The Town Manager has been trying to get together with Newburyport for a meeting and has been unsuccessful. He believes that this project is not high on Newburyport's list and that funds have not been budgeted either. Also, there is the opportunity for a MassWorks grant in the STRAP category for Infrastructure improvements. Preliminary costs on this project are substantial. There is a deadline on this grant of August 9 for a public meeting. Selectman Richard Parker favors 1B which allows for one sidewalk. The Town Manager will make an effort to have a joint meeting with Newburyport to move this project along.

S.) Updates on planning for July Bicentennial events (esp. July 13 Family Field Day at Pipestave).

There is a call for volunteers to assist with the events of the Bicentennial celebration. There is information on the town's website. Parking will be available at the 1910 Building as well as the Page School with shuttle transportation. A lot of planning is taking place within the administrative offices to assist the committee.

T.) Update on pending submittal of MS4 Stormwater Management Plan to EPA on or before June 30th. The Town of West Newbury is in the first year of a 5 year permit with the EPA. Wayne Amaral is working hard on limited resources and time budgeted for administrative work.

Motion was made by Chairman David Archibald to adjourn the meeting, seconded by Selectman Richard Parker at 10:06 p.m.

Yes 2, No 0, Absent 1.

Town Manager

From: Town Manager
Sent: Friday, September 13, 2019 10:22 PM
To: Tony Roselli
Subject: RE: Finance department transition

Good to know. Will do, thanks.

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

From: [REDACTED]
Sent: Friday, September 13, 2019 10:19 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: Finance department transition

Thanks for the update; if u go outside of Eric and Sheryl let me know; there are not many reliable people out there that do this sort of work and I know who to avoid.

From: Town Manager <townmanager@wnewbury.org>
Sent: Friday, September 13, 2019 6:04 PM

Quick updates:

- Sheryl unavailable due to having already worked max time this year under her retirement limitations;
- Spoke w Eric and received a proposal to provide Interim services;
- Put out a couple of feelers through MMAAA; no bites yet but I'd like to give that til the end of next week before executing a contract w Eric, just in case there's someone good who can give more hours/week.
- We've received a few resumes for the full-time position, and have an interview with one (apparently) qualified candidate next week. (Job postings [here](#) FYI)
- We've conducted four interviews for the newly created Asst to TM and Finance Dept position, with more scheduled in the first half of next week. Will probably make an offer by end of next week, and most candidates could start once they give their 2 weeks' notice.

We've got a meeting w Bobbi Jo Colburn next Thursday w all finance staff to be sure we're on track w work, deadlines etc through the transition. Would be good to connect w you by phone next Wednesday to review any items you want to be sure are prepared prior to your office's visit the week of Oct 7.

Thanks –

Town Manager

From: [REDACTED]
Sent: Friday, September 13, 2019 1:07 PM
To: Town Manager
Cc: Laurie Zywiak
Subject: Re: Interim Accountant-West Newbury

Hi Angus,

Based on our conversations we would need to be onsite 1 to 2 days per week. Any other issues could be handled remotely.

Our quoted price to act as Interim Town Accountant is \$1,500 per week.

If this is acceptable, I can forward you a contract and we could start on September 30th. I'd want to meet with Laurie the week before.

Thank you for the opportunity to submit a proposal.

Eric

Sent from my iPhone

On Sep 13, 2019, at 11:44 AM, Town Manager <townmanager@wnewbury.org> wrote:

Hi Eric,

Thanks for your time on the phone. In your conversation with Laurie I hope you got the info you need re what support we'll need this fall. Duration of need uncertain; Laurie's last day is 9/26. We have received a few applications for the permanent position, but it may well be late October or later before a new person is hired and prepared to begin.

Please let me know whether you can provide a proposal in the first part of next week. We have a meeting with our local DOR rep (Bobbi Jo Colburn) next Thursday to game plan, and I'd love to have our interim plan squared away before then.

Thanks again, feel free to call with questions,
Angus

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

Town Manager

From: Paul Sevigny
Sent: Friday, September 13, 2019 12:20 PM
To: Town Manager
Subject: RE: Mosquitos

There have been no new pools of EEE detected in our area. Mosquitoes will be continued to be collected and sent to the lab for testing until the 2nd of October.

Residents still need to be made aware that the EEE risk will remain until after the first heavy frost. The mosquito population is decreasing due to the cooler temperatures, but protective measures are still needed until that time.

If anything changes I will relay that information.

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

From: Town Manager
Sent: Wednesday, September 11, 2019 2:04 PM
To: Paul Sevigny
Subject: Mosquitos

Hi – I'd like to include a brief update on the 9/16 BoS agenda – I will include the most recent press release, but if there's any new info as of late this week (incl whether any other spraying is anticipated) please let me know – thanks

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



Commonwealth of Massachusetts
STATE RECLAMATION AND MOSQUITO CONTROL BOARD

**NORTHEAST MASSACHUSETTS MOSQUITO CONTROL
AND WETLANDS MANAGEMENT DISTRICT**

118 Tenney Street
Georgetown, MA 01833
Phone: (978) 352-2800
www.nemassmosquito.org



Roy E. Melnick: *Executive Director*
William Mehaffey, Jr.: *Operations Manager*
Wetlands Project Coordinator
Kimberly A. Foss.: *Entomologist*
Robyn A. Januszewski: *Biologist*

Commissioners
John W. Morris, CHO: *Chair*
Vincent J. Russo, MD, MPH: *Vice Chair*
Paul Seigny, RS, CHO
Joseph T. Giarrusso, Conservation Officer
Rosemary Decie, RS

Date: 9 /9/2019

PUBLIC NOTICE
ULV TRUCK ADULTICIDE APPLICATION TO CONTROL MOSQUITOES

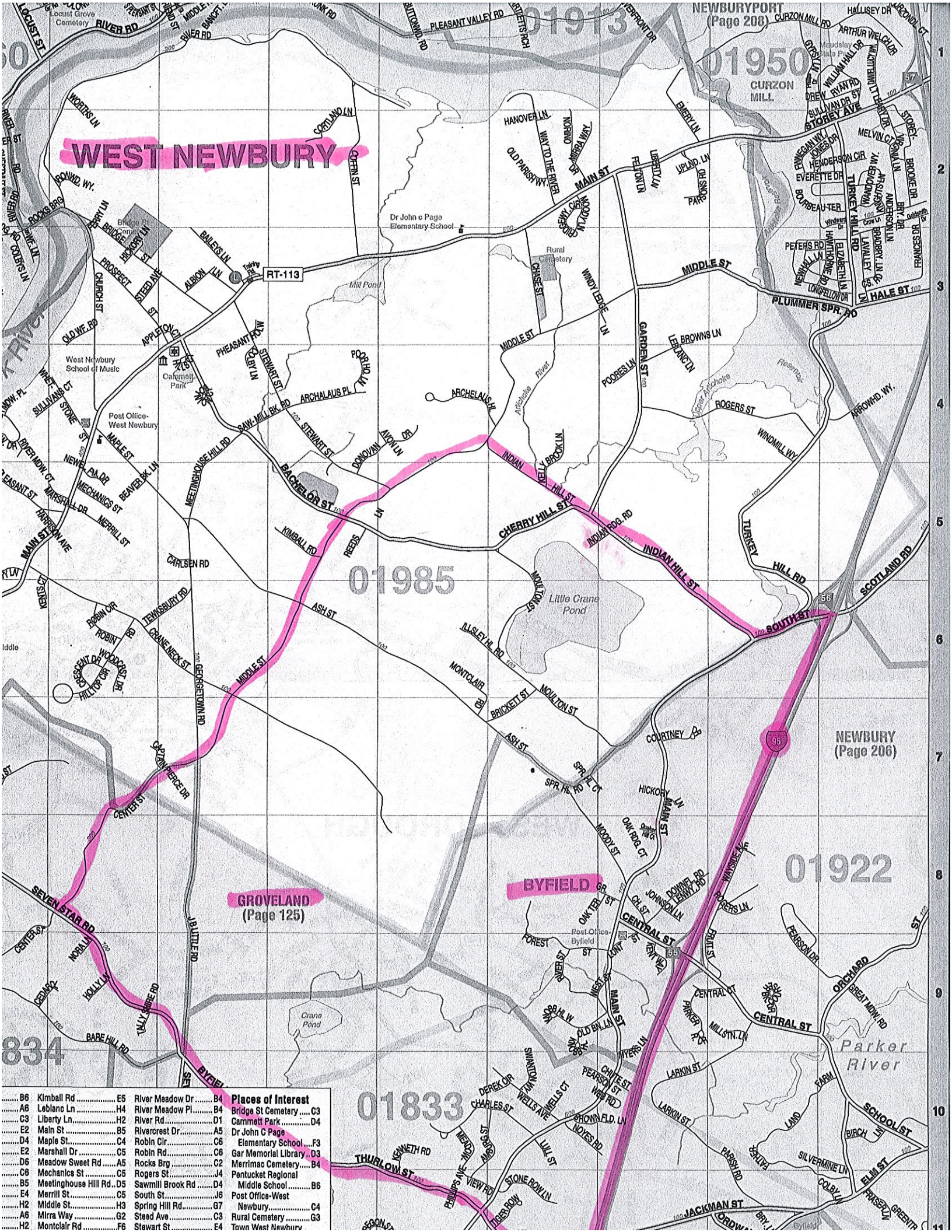
The Northeast Massachusetts Mosquito Control and Wetlands Management District is conducting a ULV application of the adulticide, Zenivex E4-RTU to control adult mosquitoes in Newbury, West Newbury and Groveland, MA in the evening between the hours of **7:15pm and 9:00pm on Monday September 9, 2019**. In case of inclement weather, then Tuesday September 10, 2019 would be the alternate date.

The adulticide target areas in Newbury, West Newbury and Groveland are as follows: All streets inside the block area target of: South St. and Indian Hill St.- west to Middle St. -south to Seven Star Rd., Byfield Rd., Thurlow St. and Jewett St. and then east to the I-95 corridor then north to South St.

The material to be applied Zenivex E4-RTU (EPA Reg# 2724-807). Active Ingredient: Etofenprox (CAS #80844-07-1) 4%. Zenivex E4 RTU mosquito adulticide is a high efficacy, reduced-risk adulticide that provides quick, permanent knockdown and reliable control of adult mosquito populations in any mosquito habitat **flying at the time of application**. This product contains no synergist, therefore no Piperonyl Butoxide (PBO). The Safety Data Sheet and Product Label can be viewed @ <https://www.nemassmosquito.org/public-education/pages/adulticide>

The vehicle is a mid-sized white truck, will be marked with the NEMMC seal and will be driving slowly through the above designated areas with lights activated. Residents and pets should remain indoors while the vehicle is operating in these designated areas. Air conditioners can remain ON. Please close doors and windows street side, can reopen within ½ hour after truck passes.

For further information contact the Northeast Massachusetts Mosquito Control and Wetlands Management District at 978-352-2800.



WEST NEWBURY

GROVELAND
(Page 125)

BYFIELD

B8	Kimball Rd	E5	River Meadow Dr	B4	Places of Interest
A6	Leblanc Ln	H4	River Meadow Pl	B4	Bridge St Cemetery
C3	Liberty Ln	H2	River Rd	D1	Carmett Park
E2	Main St	H5	Rivercrest Dr	A5	Dr John C Page
D4	Maple St	C4	Robin Cir	C6	Elementary School
E2	Marshall Dr	C5	Robin Rd	C8	Gar Memorial Library
D6	Meadow Sweet Rd	A5	Rocks Brg	C2	Merrimac Cemetery
C8	Mechanics St	A5	Rogers St	J4	Pentucket Regional
B5	Meetinghouse Hill Rd	D5	Sawmill Brook Rd	D4	Middle School
E4	Merrill St	C5	South St	J6	Post Office-West
H2	Middle St	H3	Spring Hill Rd	G7	Newbury
A6	Mirra Way	G2	Stead Ave	C3	Rural Cemetery
H2	Montclair Rd	F6	Stewart St	E4	Town West Newbury

Mill Pond

Cyanobacteria Update

Date: September 13, 2019

The most recent laboratory analysis, which was conducted on September 10th for Cyanobacteria showed levels below MDPH guidelines. This is the second sample that was below the guidelines, therefore, the precautionary measures as described in the August 22th Notice is removed.

At this time of year, it is unlikely that the levels of Cyanobacteria would increase, but visitors to the Pond should still remain vigilant on the potential risks.

Additional information on Cyanobacteria can be found at the following link.

<https://www.mass.gov/guides/cyanobacterial-harmful-algal-blooms-cyanohabs-water>

Any questions and/or concerns can be directed to Paul Sevigny, Health Agent

psevigny@wnewbury.org

Town Manager

From: Town Manager
Sent: Thursday, September 5, 2019 9:27 PM
To: Paul Sevigny
Cc: [REDACTED] d

Subject:

Paul,
This is all great info, and your presence at last night's mtg added a lot of value, technical knowledge and institutional memory. Thanks for it.
When results come in let's get an updated notice posted. I'll look to you to translate the results for public communications, but if you give me the message I'll get it out on various platforms. Let me know when follow up state testing scheduled.
We'll be working w Jen Hughes on a closeout report for MVPC's work over the summer and will include you in mtgs/calls/draft work product in next couple of weeks. I think we're in a good position to increase public understanding and clarify protocols/SOP for going forward.

Thanks,
Angus

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

Sent from my mobile device

On Sep 5, 2019, at 10:41 AM, Paul Sevigny <psevigny@wnewbury.org> wrote:

Angus,

There were good discussions at last night's meeting. I'm am more than willing to be involved with any water quality testing and/or invasive species surveys as the Committee moves forward. Based on my knowledge and past experiences, I have a great interest in these types of projects. New Hampshire DES also has a lot of resources that are available for invasive species identification and water quality testing parameters.

I'm not sure if this information has been passed along to the Mill Pond Committee members over the years, but in 2003 or 2004 residents reached out to me because they were concerned about the lack of fish species found in Mill Pond after the dredging activities. I arraigned for a biologist from Mass Fish & Wildlife to come to the pond and conduct a fish survey. Charlie Reynolds & I helped the biologist electro-shock the pond and gathered data. I'm not sure where the results of this survey are now, but I remember that there was a small population of young small mouth bass, perch, etc. The largest

population was of larger (5-6") brown bullhead catfish, which was assumed to have been human introduced based on their size and abundance. This latter information may be helpful when reviewing the plan for future revisions.

I have attached the cyanobacteria lab test results. Tyler is planning on conducting some additional field test to check for toxins and will summarize the data and provide us with a report shortly.

Any questions or to discuss further, please let me know.

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

From: Town Manager
Sent: Wednesday, September 04, 2019 2:34 PM
To: Paul Sevigny

[REDACTED]
Archibald

Subject: RE: Mill Pond

Paul,

Thanks for reaching out. I think the Committee would benefit from your specialized knowledge on the water quality issues; if you're available to attend tonight that'd be terrific. The meeting is at 7:30 at the Mill Pond cabin, and the water quality issues are first on the agenda. Using encumbered FY19 funds, the Committee engaged MVPC this summer to help figure out what type/frequency of water quality testing/monitoring they ought to be doing, so the Mill Pond Management Plan (on the Committee page [here](#)) can be updated with more specifics about what ought to be done to manage the resource. The contract with MVPC is attached, and Jennifer Hughes will attend tonight's meeting to continue their work.

Re the dam, Wayne has been working with an engineer with the near-term goal of getting the hazard level of the dam reclassified lower. If successful, an Emergency Action Plan won't be necessary, which is our hope. If unsuccessful, the engineer is under contract and can complete the EAP by the end of the calendar year as required.

Thanks,
Angus

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

From: Paul Sevigny <psevigny@wnewbury.org>

[REDACTED]



Hi Angus,

Would you like me to attend the Mill Pond Committee meeting tonight to aid in the discussion of the cyanobacteria concerns? The BOH has extensive knowledge & involvement in many areas, and given the opportunity, we could help reduce your work load and/or prevent duplication of efforts and reduce the costs to the town. At one point you had asked me about me getting involved with the Mill Pond Dam inspection, but wanted to wait until after Town Meeting to discuss further. Did you have a chance to review the requirements to see if it could be conducted without a PE stamp?

Thanks,

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

<DeRosa Environmental Consulting #1978661 _01_ -8-26-19 Mill Pond as rc'd 8-27-19 Algae.pdf>



Report [Redacted] ntal Consulting Inc.

[Redacted]

Report Date: 9/03/2019
Laboratory ID#: N1978661-01

Date Sampled: 8/26/2019
Date Received: 8/27/2019
Date Tested: 8/30/2019

MICROSCOPIC EXAMINATION: (SURFACE WATER) Mill Pond @ West Newbury

Table with columns: ORGANISM, CELL COUNT (#/ml). Lists various organisms like Cyanophyceae, Anabaena, etc.

Total: <1 per mL (rounded to nearest 1000)

Approved by: [Signature] Laboratory Director



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

T

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 14, 2019
RE: Update on Town Manager workplan, schedule; Board direction re project priorities for Fall 2019

Following on our recent discussion, I have met individually, or will meet on Monday, with all three members of the Board. I appreciate each of your support as we work together to manage a substantial workload in our fifth month of reduced staffing.

While there are many important projects and priorities reflected in the attached document, I see the short list as including (in no particular order):

1. Finalize FY20 tax rate recap model before STM warrant closes
2. Recruit, hire, train new staff position (Asst. to Town Manager and Finance Dept)
3. Recruit and hire Interim Town Accountant
4. Recruit and hire Town Accountant / Business Manager
5. Continued participation on School Building Committee; and coordinate w/PRSD Administration re school financing
6. Financing for wellfield and Brake's Hill Water Tank
7. OPEB valuation; work w vendor, coordinate staff
8. Finalize agreement w PRSD re building permit and inspection fees for new Middle/High School
9. MS4 (stormwater) FY19 Annual Report due to EPA by 9/30/19
10. Continue work on Middle Street Bridge: design selection; MOU/cost share w Newburyport; public mtg(s)
11. Work w/architect, structural engineer for fall Town Mtg proposal
12. Work w BoS, Greenbelt etc. to finalize language for CRs for Brown Spring Farm and River Road properties

While there is little that can be done to limit the day-to-day work that will arise during this transitional period, I hope it may be helpful to present these priorities – and others the Board may identify – clearly in the coming weeks, with the intent to limit, to the extent practical, staff time toward other matters (other than the “day-to-day”).

Once we are at full staffing, and new staff are fully trained, I am confident that we'll have a strong team that can tackle new priorities while managing this core workload, but during the transition it will be imperative to maintain our focus on baseline services and core priorities.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 27, 2018
RE: Status update, 90-days in office: Goals, “baseline” responsibilities and policy priorities

Prior to my tenure, we met to discuss 90-day and 6-month goals and priorities. At our meeting in June, the Board provided its goals and priorities, I provided mine, and we talked them over.

In early July, Department Heads were invited to submit their departments’ FY19 goals and, later in the summer, Board of Selectmen members were invited to each provide me a list of their priorities. I have also been meeting with staff, Boards, Committees and Commissions to get a better understanding of their baseline responsibilities, ongoing initiatives, and policy goals and priorities.

And, since beginning my work here, I have re-assessed and updated my own punchlist of goals and priorities, based on my own prior experience applied to my observations here in West Newbury.

In light of all of the above, when the Board discussed the potential establishment of goals and priorities at its August 6th meeting, I respectfully requested that this item be tabled until the October 1 meeting, to allow me time to process what I’m learning and report back to the Board. It was already quite obvious to me that the cumulative weight of all of the goals and priorities already articulated would far outstrip staff capacity to deliver on these commitments – all at the same time, anyway. After all, the distance between making a commitment to progress – and actually making that progress – can often be measured in the dozens or hundreds of personnel-hours.

On Monday evening, I’ll present a status update on progress toward the Board’s 90-day goals (enclosed), all of which are complete or have been substantially advanced. I will also provide updates on the 6-month goals that the Board provided me in June – all of which are also underway.

I had hoped to have a written presentation for inclusion in this packet, but the demands of each day have not left time available to prepare a comprehensive presentation; this will therefore remain in draft form, for completion and presentation at another time.

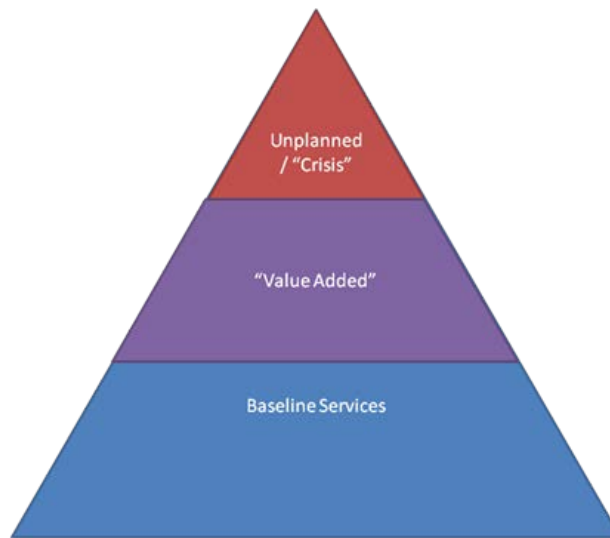
However, in preparation for Monday night, I would like to share the following observations, and outline of my management philosophy as applied to the setting of goals and priorities.

Three Categories of Municipal Work

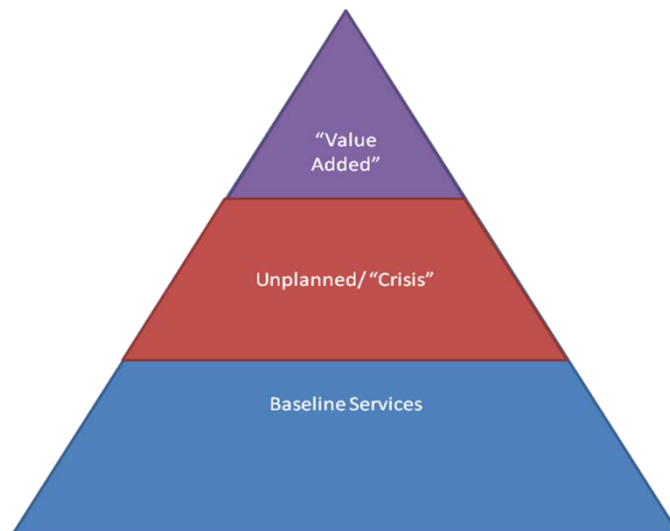
Over the course of my municipal career I’ve come to think of the services towns provide in three categories, illustrated as follows:

- ◇ Baseline services include functions that are mandated by local, State or Federal statute, regulation or administrative agency.
- ◇ “Value added” services include, for example, proactive planning and zoning efforts, grant applications, and non-mandated services that are nonetheless provided on a regular basis.
- ◇ Unplanned services represent issues that are not part of a specific work plan but, when they arise, must be addressed. In some departments more than others, this category can represent “crises” in a true sense of the word. “Crises” can also result from a lack of advance planning.

The pyramid below is intended to illustrate relative time impact (in personnel hours) of the various types of services (i.e. on a week to week basis, Baseline Services occupy the greatest share of staff time, etc.):



As a practical matter, when Unplanned/Crisis situations arise, these have the effect – for whatever the duration of the event – of displacing time toward Value Added services, while in every circumstance the Baseline Services must continue to be provided. So, during periods where Unplanned/Crisis work arises, the pyramid looks more like this:



For this reason, it is important to re-evaluate work plan and priorities on a regular basis in order to make adjustments to the timing of Value Added services if and as needed to accommodate Unplanned/Crisis work while also maintaining Baseline Services.

As we discussed during the Town Manager interview process last winter, it is my opinion that true prioritization requires a statement of both what is to be done, and of what will not be done (either at all, or on a particular timeframe, i.e. extending the time horizon for certain Value Added services that may be important, but that – in light of overall work planning – are not near-term priorities).

As we also discussed during the interview process, it is my opinion that government is notoriously bad at leveling with the public (and, sometimes, itself) regarding what will not be achieved within a defined period of time. In my experience this has two inevitable and unfortunate consequences: the first is that the public can become frustrated by statements of what will be achieved, but a failure to achieve the goals on the established timeline; and, because the system of government is trying to achieve more than it has the capacity to achieve, the quality of work suffers because tasks are done with an emphasis on speed rather than diligent attention, and balls can be dropped because the system is over capacity. Personnel fatigue and burnout can result.

As I have advanced in my municipal career, I have made a commitment to myself that I would not proceed in this manner, but rather would work with elected leadership based on clear information regarding priorities, capacity/bandwidth, and the time it takes to accomplish particular tasks, in order to establish meaningful priorities that can actually inform the work planning for municipal personnel and private sector and institutional partners (i.e. vendors, Pentucket, MVPC, etc.).

While it is not easy to state on the public record that certain public goals – which are understood to be important – will not get done (on a certain timeframe), it is imperative to do so. If the municipal government is unable (or unwilling) to establish and maintain priorities, every new commitment of resources (whether mandated, “value added” or “crisis”) simply competes against those commitments already underway, and can threaten the system’s ability to meet the commitments it has already made. Over time, in addition to doing actual harm (i.e. balls dropped), this can affect municipal government’s credibility, and can undermine public confidence.

Although it can be difficult to find time to “step back” from the day-to-day to do so, this exercise of prioritization is essential in order to advance from “priorities” to meaningful priorities. In so doing, we will need to identify important work items that can be deferred. However, we will also agree to work items that are of greater importance in FY19 and, in so doing, we can actually deliver on the commitments we make (and that have already been made). This exercise will also be critical to my ability to effectively manage personnel resources so that each of our municipal departments can actually “plan their work and work their plan.”

It should be obvious that I do not expect to complete, nor even substantially advance, this process on Monday night; to do so will require a much more thorough accounting of commitments already made – including our expanding “baseline” responsibilities, notably new stormwater management and OSHA compliance requirements that will take significant staff time this fiscal year.

However, I do hope that Monday will help to set a baseline for a continuing process ahead.

	Present (incl. early FY20)	Future (FY20+)
Vital	<ul style="list-style-type: none"> Finalize and execute DPW Union Contract Create and finalize new Chart of Accounts; outreach and training to Dept. Heads, B/C/C Chairs/Treasurers • Orientation and staff training, new accounting software Committee, staff reappointments for FY20 Adopt FY20 wage schedule Finalize, execute Harbormaster MOA w Salisbury Finalize, execute ACO MOA w Newburyport Establish Acting Sgt. position, incl. Union approval 	<ul style="list-style-type: none"> Review Town Manager legislation; begin process to consider potential amendments to improve efficiency and effectiveness • Work with BoS, FinCom to update/revise process for FY21 budget based on FY20 budget “lessons learned” • Updates to Property/Casualty insurance schedules • Finalize FY20 tax rate recap model before STM warrant closes
Important	<ul style="list-style-type: none"> Finalize Page School apartments transfer of ownership to Housing Authority; cancel insurance policy 6/30/19 • Continue work toward adopting Community Compact financial policies; also, training/implementation • Advance/resolve Selectmen filing/archiving project 	<ul style="list-style-type: none"> • Finalize, adopt revisions to Board of Selectmen policies; incl. potential new policies • Negotiate MOU with Pentucket for FY21 SRO • Clarify/improve policy/practice re tax title foreclosures • Work w Police Chief to review departmental staffing and operations; negotiate union contract for FY21+ • Evaluate employee health insurance options (for FY21) • Clarify division of labor, Green Communities reporting • Improved signage/wayfinding at 1910 Building entrance • Negotiate cable license renewal with Verizon • Pursue Community Compact grant re Personnel policies
Optional	<p><u>LEGEND:</u> Completed items in strikethrough; current active items in red. Current, short-list, “mission critical” items in yellow boxes.</p>	<ul style="list-style-type: none"> Review/update 2001 Committee Handbook <p style="text-align: right;">WORKING DRAFT of 9/12/19</p>

Town Manager Initiatives / Responsibilities

Vital
Important
Optional

Present (incl. early FY20)

Future (FY20+)

<ul style="list-style-type: none"> Recruit, hire, train new staff position Recruit, hire Interim Town Accountant Recruit and hire Town Accountant / Business Mgr Continued participation on School Bldg Committee; and coordinate w PRSD Administration re school financing 	<ul style="list-style-type: none"> Financing for wellfield and Brake's Hill Water Tank Annual update: capital asset list, replacement schedule Coordinate staff prep of FY19 year-end financials Annual reports to lending institutions (3 total) OPEB valuation; work w vendor, coordinate staff Calculate FY20 indirect costs for Water Dept
<ul style="list-style-type: none"> Continue implementation of OSHA requirements Bicentennial paperwork to close out \$25k grant Add'l FY19 line item, reserve transfers Clear backlog of BoS mtg minutes 	<ul style="list-style-type: none"> Work w Police, Fire to hold Active Shooter training Create template for employee job descriptions; work with staff, B/C/Cs, PAC on updates to job descriptions Centralize and improve record-keeping, Elliot Fund Establish staff working groups to improve coordination Improve administration of Senior Tax Work program Complete FY19 staff personnel evaluations Personnel Policy review/potential revisions Integrate/update regional wage comparison matrix
<ul style="list-style-type: none"> Refresh of Town website homepage 	<ul style="list-style-type: none"> Establish format/staff division of labor for FY20 Town Manager newsletters Improve structure, utilization of shared servers

LEGEND:
 Completed items in strikethrough; current active items in red.
 Current, short-list, "mission critical" items in yellow boxes.

WORKING DRAFT of 9/12/19

Vital
Important
Optional

Present (incl. early FY20)

Future (FY20+)

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

- Finalize agreement w PRSD re building permit and inspection fees for new Middle/High School
- MS4 (stormwater) FY19 Annual Report due to EPA by 9/30/19
- Establish protocols/clarify division of labor for Town responsibilities as affordable housing monitoring agent

- ~~Review and update PB fee schedule~~

- Update permitting process and fee schedule for Street Openings and Trench Permits; add to PermitLink
- Add MS4 Urbanized Area to official Town map (possibly zoning map)
- Participate in Municipal Vulnerability Preparedness (MVP) planning process
- Implementation of Housing Production Plan
- Finalize easement for property abutting Carr Post (if needed)
- Create Affordable Housing Trust
- Create recreational marijuana policy

LEGEND:
 Completed items in strikethrough; current active items in red.
 Current, short-list, "mission critical" items in yellow boxes.

WORKING DRAFT of 9/12/19

Vital
Important
Optional

Present (incl. early FY20)

Future (FY20+)

<ul style="list-style-type: none"> • Contract administration, including finalizing and sending letter to neighborhood, Brake's Hill water tank • Contract administration, wellfield improvements 	<ul style="list-style-type: none"> • Complete Mill Pond Dam Emergency Action Plan no later than 12/31/19
<ul style="list-style-type: none"> • Continue work on Middle Street Bridge: design selection; MOU/cost share w N'port; public mtg(s) • Submit MassWorks grant for Middle Street Bridge • Work w DPW, public safety re Crane Neck/Georgetown Road intersection • Follow process to post speed limit signage on Chase St • Track Steele landfill post-closure monitoring, reporting; resolve DEP requirements; and assess cost/budget impact for FY20 	<ul style="list-style-type: none"> • Stormwater runoff improvements, Old Town Hall • Review/refine capital (and bldg. maint.) cost planning, incl. updates to Page School capital plan • Review speed limit change requests for Church Street and Bridge Street • Potential land acquisition for new water source • Prepare Carr Post plan/proposal to CPC; and work w architect, structural engineer for fall Town Mtg proposa • Apply State earmark funds to accessible swingset at Page School playground
<p>LEGEND: Completed items in strikethrough; current active items in red. Current, short-list, "mission critical" items in yellow boxes.</p>	<ul style="list-style-type: none"> • Potential CPC proposal (spring 2020) for accessibility improvements to Page School playground(s) <p style="text-align: right;">WORKING DRAFT of 9/12/19</p>

	Present (incl. early FY20)	Future (FY20+)
Vital	<ul style="list-style-type: none"> Memorial Day Parade Work w Bicentennial Committee, public safety, DPW re logistics of July 2019 events, incl./esp. July 13 Field Day 	<ul style="list-style-type: none"> Work w BoS, Greenbelt etc. to finalize language for CRs for Brown Spring Farm and River Road properties
Important	<ul style="list-style-type: none"> Work w DPW, COA, others on facilities utilization plan 	<ul style="list-style-type: none"> Parking/circulation review at Pipestave/Dunn Implementation of Open Space & Recreation Plan Support Parks & Rec Comm communications w Pentucket re layout of fields as relates to Town planning Work w WNYL on potential locations for AEDs at Pipestave fields BoS policy discussion re 2020 Memorial Day Parade Continue work on potential amendments to Mill Pond Management Plan, incl. establishing water quality / pond management protocols, schedule
Optional		<ul style="list-style-type: none"> Work w Bicentennial Committee on proposed installation of benches, tables at Mill Pond Engage with Cemetery Trustees to establish sustainable long-term plan for cemeteries' O&M Finalize work scope w MVPC and Historical Commission for mapping of historical properties (began fall 2018)

LEGEND:

Completed items in strikethrough; current active items in red.

Current, short-list, "mission critical" items in yellow boxes.

WORKING DRAFT of 9/12/19



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

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 14, 2019
RE: Upcoming meeting with Finance and Assessing staff and MassDOR to review/update fall work plan

Finance and assessing staff have been working to advance and complete the various work items necessary to close out FY19, certify Free Cash, and establish the FY20 tax rate. A few weeks ago, I had reached out to our local DOR representative, Bobbi-Jo Colburn, to initiate a visit to meet with staff, review progress, provide guidance as needed, and ensure that we are coordinated in our efforts. This meeting is scheduled to take place next Thursday, September 19th.

With Laurie's recent decision to accept a new job and vacate the Town Accountant position after September 26th, this meeting takes on even greater importance. I am working closely with Laurie to ensure that certain work products are complete prior to her departure, namely the CP-1; CP-2; CP-3; Snow & Ice data sheet; balance sheet and other reports needed for free cash certification (including schedule of outstanding receivables). We will also ensure that the Town Accountant's records of employee vacation and sick time usage and accruals are reconciled with department heads, to ensure that the interim and/or new Town Accountant can carry this forward from a sound foundation.

Laurie and I will work together to complete the recap model that we largely completed last spring during budget preparation, but which is still a work in progress as we're working with estimated (not certified) figures for FY20 valuations and New Growth. We are in good shape with this work, but it will take careful, dedicated attention to complete this in order to recommend an appropriate amount for Free Cash transfer at the Special Town Meeting to offset the FY20 tax rate, and to work with the Assessing office to establish the FY20 tax rate.

I am confident that we'll finalize a plan for interim staffing of the Accounting office by the end of next week, which will allow the office to continue processing payroll and A/P warrants without interruption. While it is possible that a new full-time Town Accountant/Business Manager will be hired and on the job timely to complete the Schedule A, this work may need to be completed by the interim Town Accountant. In her new role, Laurie will also make herself available as needed to help ensure that the transition ahead of us is as smooth as can be expected.

MUNICIPAL CALENDAR

Abbreviations Defined

DLS	Division of Local Services
BLA	DLS Bureau of Local Assessment
BOA	DLS Bureau of Accounts
CPA	Community Preservation Act
DESE	Department of Elementary and Secondary Education
EQV	Equalized Valuation
NSS	Net School Spending

July

1	Treasurer/Collector	Mail Annual Preliminary Tax Bills Per M.G.L. c. 59, § 57C , mail annual preliminary tax bills by this date. The Treasurer/Collector may include the 1 st and 2 nd quarter bills in a single mailing.
1	Assessors and Accountant	Begin Compiling Data for the Tax Rate Recapitulation Sheet (the recap)
15	Accountant and Treasurer	Deadline to Process all Prior-Year Unencumbered Expenditures Per M.G.L. c. 44, § 56 , this is the deadline to record and pay all unencumbered expenditures incurred as of June 30.
15	Pipeline Company; Telephone / Telegraph Co.	Deadline for a Pipeline Company or a Telephone/Telegraph Company to Appeal the Commissioner's Valuations
20	BLA	Notification of Changes in Proposed EQVs (even years only)

August

1	Taxpayer	Deadline for Paying 1st Quarter Tax Bill Per M.G.L. c. 59, § 57C , this is the deadline to pay the 1st quarter preliminary tax payment without interest for bills that were mailed by July 1. If the bills were mailed between July 2 and August 1, this payment is due 30 days after the mailing date, and the 2nd quarter payment is due November 1. If the bills were mailed after August 1, the preliminary tax is due as a single installment on November 1 or 30 days after the bills were mailed, whichever is later.
1	Taxpayer	Deadline for Submitting Annual Boat Excise Return
10	Assessors	Deadline for Appealing EQVs to the Appellate Tax Board (even years only)
31	Accountant	Close Prior-Year Books by this Date

September

1	Accountant	<p>Submit CPA Fund Balance Report (recommended date)</p> <p>After closing the fiscal year and before the October 31 deadline, the Accountant submits this report (Form CP-2) in Gateway and notifies the Community Preservation Committee. CPA fund balances may be appropriated any time after this submittal until the close of the fiscal year.</p>
15	Accountant	<p>Submit Snow & Ice Data Sheet</p>
15	Assessors	<p>Submit Property Sales Report (recommended date)</p>
15	Accountant and Assessors	<p>Jointly Submit CPA Surcharge Report (CP-1)</p> <p>This is the deadline to submit the CP-1 Form in Gateway in order to receive matching funds from the State Treasurer's distribution on November 15.</p>
15	CPA Committee	<p>Submit CPA Projects Report (CP-3)</p> <p>This is the deadline to enter new CPA projects and update existing ones in the MassGIS CPA projects database in order to receive matching funds from the State Treasurer's distribution on November 15.</p>
30	Accountant and Treasurer/Collector	<p>Submit Balance Sheet and other Reports for Free Cash Certification</p> <p>The Accountant and Treasurer/Collector coordinate to submit a balance sheet to BOA, along with:</p> <ul style="list-style-type: none"> ▪ Statement of Indebtedness ▪ Treasurer's Year-end Cash Report ▪ Cash Reconciliation Form ▪ Schedule of Outstanding Receivables

October

1	Treasurer/Collector	<p>Mail Preliminary Tax Bills for 2nd Quarter</p> <p>The Treasurer/Collector mails these bills if the 2nd quarter bills were not included in the July 1 mailings.</p>
1	Taxpayer	<p>Deadline for Applying to Have Land Classified as Agricultural/Horticultural Land or Recreational Land</p> <p>Under M.G.L. c. 61A, §§ 6 and 8 and c. 61B, §§ 3 and 5, this is the deadline to apply to the Assessors to have land valued, taxed, and classified as agricultural/horticultural or recreational land in the next fiscal year. Taxpayers who miss this deadline have until 30 days after the mailing of the actual tax bills to apply to the Assessors.</p>
1	Taxpayer	<p>Deadline for Submitting Forest Land Certification and Management Plan</p> <p>As set by M.G.L. c. 61, § 2, this is the deadline to submit to the Assessors the State Forester's certification and approved management plan to have land classified as forest land for 10 years beginning in the next fiscal year.</p>

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| 15 | Assessors | Submit New Growth, Amended Tax Base Levy Growth, and Final Valuations Reports to BLA (recommended date) |
| 31 | Accountant | Deadline to Submit the CPA Fund Balance Report (Form CP-2)
[See September 1.] |

November

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| 1 | Taxpayer | Deadline for Paying 2nd Quarter Tax Bill
Per M.G.L. c. 59, § 57C , this is the deadline to pay the 2nd quarter tax payment without interest. |
| 1 | Selectmen and Assessors | Hold Classification Hearing (recommended date)
At this public hearing, the Board of Selectmen decides whether to apply uniform or different tax rates to the various classes of real and personal property after considering information presented by the Assessors. |
| 30 | Assessors | Submit Tax Recap and all Schedules to BOA |
| 30 | Accountant | Submit Schedule A to BOA
Failure to file Schedule A by this date may result in the withholding or forfeiture of state aid. |

December

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| 31 | Water Commissioners | Deadline for Betterments to be included on Next Year's Tax Bill
(M.G.L. c. 80, § 13 , c. 40, § 42I and c. 83, § 27) |
| 31 | Assessors | Mail 3ABC Forms to Charitable Organizations and Forms of List to Personal Property Owners |
| 31 | Treasurer/Collector | Deadline for Mailing Actual Tax Bills
Mail actual tax bills by this date. The Treasurer/Collector may include the 3 rd and 4 th quarter bills in a single mailing. |

January

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| 31 | Pipeline Company | Deadline for Pipeline Company to File Form of List with BLA |
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February

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| 1 | Taxpayer | Deadline to Pay 3rd Quarter Tax Bill
Per M.G.L. c. 59, § 57C , this is the deadline to pay the 3rd quarter actual tax bill without interest unless the bills were mailed after December 31. If mailed after December 31, the actual tax is due as a single installment on May 1 or 30 days after the bills were mailed, whichever is later. |
| 1 | Taxpayer | Deadline to Apply for Property Tax Abatement
According to M.G.L. c. 59, § 59 , abatement applications are due on February 1 unless actual tax bills were mailed after December 31. In that case, they are due May 1 or 30 days after mailing, whichever is |



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

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TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 14, 2019
RE: Progress toward Page School playground accessibility improvements supported by State earmark funds

In considering potential accessibility improvements at the Page School playground(s), I had a series of positive and productive meetings in August with the Board of Selectmen, Community Preservation Committee and the Parks & Rec Commission.

In recent weeks we have also received pro bono conceptual design services from a playground designer and from a landscape architect, each of which provide guidance regarding potential project direction and costs. This provides plenty of sound information to work with over the winter in anticipation of a potential submittal to the CPC in the spring.

In the nearer term, the DPW Director and I are working to put the \$20k Commonwealth earmark to use this fall. We expect to receive input next week from some parents regarding what would be the highest-value near term improvement that we could get done w the \$20k State budget earmark.