



SECO W. NEWBURY CLERK  
28 SEP 25 AM 2023

**Town of West Newbury  
Select Board**

**Wednesday, September 27, 2023 @ 6:00pm**

381 Main Street, Town Office Building

[www.wnewbury.org](http://www.wnewbury.org)

**AGENDA**

**Open Session:** 6:00pm by in-person attendance or remote participation (instructions below)

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Fall Special Town Meeting to take place on Monday, Oct. 23, 2023 at 7pm in the Annex
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business**

**6:00pm: Convene Joint Session with Finance Committee regarding proposed STM Warrant Articles**

- A. Consideration of recommendations regarding proposed Warrant Articles for fall Special Town Meeting
  - a. Proposal from Weston & Sampson for study of sites for viability as water sources
  - b. Other Articles included on draft Special Town Meeting warrant
- B. Applications for Committee appointments
  - a. Alejandra Chandler as Associate member to Conservation Commission
  - b. Haley McCraven to Conservation Commission

**Executive Session:** Following recess of Open Session, in 1910 Building: Town Manager's office

- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Daniel Cena v. Town of West Newbury, Essex Superior Court CA No. 2377CV00744*).

**Addendum to Meeting Notice regarding Remote Participation**

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

**Zoom Meeting**

Phone: (646) 558 8656

Meeting ID: 821 3322 7566

Passcode: 979761

Join at: <https://us06web.zoom.us/j/82133227566?pwd=gbhqSdLFrsHTTQ3LpdFcSZuOrH3ID8.1>

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

MEETING NOTICE-WEST NEWBURY  
FINANCE COMMITTEE  
JOINT MEETING WITH SELECT BOARD

REC'D W. NEWBURY CLERK  
23 SEP 25 AM 11:00

Date & Time: Wednesday, September 27, 2023. 6:00pm  
Location: 1910 Building 1st Floor Hearing Room  
*In-person attendance or remote participation (instructions below)*  
By: Rob Phillips, Chair

AGENDA

1. Call to Order
2. Public Comment
3. Approval of Finance Committee Minutes
  - Meeting of August 16, 2023
  - Meeting of July 13, 2023
4. Review and discuss articles for fall Special Town Meeting to be held on Oct. 23, 2023
  - Proposal from Weston & Sampson for study of sites for viability as water sources
  - Other Articles included on draft Special Town Meeting warrant
5. Communications
6. Review schedule of future Finance Committee meeting dates (Oct. 4; Oct. 16 – joint meeting with Select Board, Moderator, Town Counsel, Town Clerk re STM Motions)
7. Adjournment

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September 25, 2023

**A.a.**

Angus Jennings  
Town Manager  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985

Re: **Hydrogeological Services Proposal**  
New Source Exploration Services – Desktop Review

Dear Mr. Jennings:

Weston & Sampson is pleased to provide this proposal to provide hydrogeological services for the Town of West Newbury. This proposal is in response to the Town's desire to develop an additional water supply and builds on previously performed research by others. The evaluation described in this proposal begins with a desktop review of existing information with the purpose of identifying the most favorable properties for future water supply development.

### Background and Objectives

In recent years, the Town of West Newbury has been evaluating several parcels throughout the Town for potential development of a new public water drinking water well(s) to be connected to the Town's existing water system.

### Approach

The following narrative describes Weston & Sampson's approach to locating a new groundwater source for a town-wide study. The approach describes the process from start (GIS Analysis) to finish (permitting); however, the scope of work that follows only addresses the initial GIS spatial analysis and subsequent ranking of sites. Once sites are selected, Weston & Sampson will meet with Town stakeholders to discuss our findings and select site(s) for additional study.

Productive municipal wells are most often located in permeable material with adequate saturated thickness and sufficient long-term recharge. Sand and gravel deposits hydraulically coupled to surface water bodies are the first choice for municipal aquifers in the Northeast. With such aquifers, recharge is furnished not only by precipitation on the sand and gravel itself, but also by induced infiltration from an adjacent pond, lake, stream, or river. The second choice would be to explore and develop a source of supply from the fractured bedrock aquifer. These sources however are typically more difficult to identify, exploration costs are higher, the probability for success is lower, and the resultant yields are lower.

Our project team's approach to siting a groundwater supply well is first to use existing Geographic Information System (GIS) information available from both the Massachusetts GIS Clearinghouse (MassGIS) as well as select datalayers from the United States Geological Survey (USGS). A base map of the Town of West Newbury distribution system area is developed with the "Surficial Aquifer Potential" layer as the base layer. This layer provides information regarding the stratified drift deposits and their depth. The surficial aquifer potential is akin to the aquifer's transmissivity (the product of the saturated thickness and the hydraulic conductivity), which is a rough measure of the aquifer's ability to allow water to flow to a well in a given location. Using the transmissivity to estimate potential well yield is a start, however further work is required to narrow down potential prospects to ensure exploration sites are a) permittable b) are high yield c) have low potential for water quality threats and d) have minimal impacts from existing and potential contamination sources and existing infrastructure.

The approach used here is based on a series of overlays of buffered features. Four suites of buffers are developed in the GIS processing, each with its own unique buffer distances. These regimes include:

- Transportation buffers
- Hydrological/Environmental buffers
- Known and potential contamination sites
- Urban features

The buffer distances used vary from 50 feet to 1,000 feet depending upon the feature being considered, however a core concept of the Zone I sanitary protective radius (SPR) is key to many of the buffer distances used in the analysis. When completed, the analysis serves to reduce the potential exploration areas considerably, helping to target areas with the highest possible favorability from a yield, quality and permitting perspective.

The GIS approach described herein minimizes threats to source water quality and allows a first cut analysis of land availability for a municipal well location. With further information provided by Town personnel, this methodology can be customized with site specific information to guide the process further. This includes previous reports compiled. We anticipate selecting up to 5 locations that are favorable for discussion with stakeholders. A letter report with large and small scale maps will be drafted compiling the results of the analysis and provide the basis for a discussion with stakeholders to identify any areas of concern or limitations with respect to land purchase. Following these discussions with the stakeholders, we expect to select the optimum location(s) from the identified sites for field verification activities.

Following the GIS based approach; field work is typically conducted in order to assess each site in order to verify geologic deposits, site access constraints, and environmental conditions. Wetland resources and critical habitat will be assessed at this time. Where a site proves favorable for a potential water supply location, geophysical investigations may be undertaken to focus the test well drilling investigation.

Following the field work, a meeting with the stakeholders will be held in order to select the most viable site for one or several test well drilling sites to be investigated. The results of this work will guide the final selection of a site for further permitting and testing through the Massachusetts Department of Environmental Protection (DEP) New Source Approval Process. At this juncture, permit applications will be prepared and submitted to DEP pursuant to the MA DEP New Source Approval Process and DEP Guidelines for Groundwater Protection and Public Water Systems. These permitting efforts will include a Pumping Test Proposal (BRP WS 17) and a Source Final Report (BRP WS 19) summarizing the analysis to establish the 1) long term safe yield of the new source, 2) acceptable water quality, and 3) delineate the Zone II wellhead protection area. These additional services can be provided if the municipality chooses to move forward with a favorable property identified in this study outlined below.

### **Scope of Work**

In order to meet the project's objectives, the following scope will be completed.

1. Research and document the previous water supply studies conducted on behalf of the Town. Review available information regarding the West Newbury system and Newburyport system including but not limited to Annual Statistical Reports (ASR's) for the last three years; the applicable groundwater withdrawal permits, and Water Management Act permits and their respective withdrawal limits and conditions; water use data; available projections of average day and maximum water demands; and existing intermunicipal agreements with the City of Newburyport. We will also review the regulatory process involved in seeking any increase in groundwater withdrawals which might be deemed necessary to supply sufficient water to meet projected future demands.

## 2. Data Collection and Review

Collect and review available published geologic data and review all previous subsurface investigations undertaken by the Town, as well as additional details regarding the priority properties identified in the Backgrounds and Objectives section of this proposal. We will develop a series of overlay maps outlining current documented geologic deposits, supporting recharge areas and potential contamination sources. Evaluate existing Town, State, and Federal documents for the following:

- a. Utility Maps
- b. Floodplain Map
- c. Open Space/Recreation Plan
- d. Pollution Sources (and Potential Contamination Sources)
- e. Topographic Maps
- f. Soils Maps
- g. Stratified-Drift Aquifer Maps
- h. Bedrock and Surficial Geology Maps
- i. USGS Hydrogeologic Reports
- j. Climatological Data
- k. Aerial photography

The assimilation of this data will be prefaced by a preliminary area reconnaissance. The information generated from this task will be used to understand whether the previously recommended sites are still viable given land use changes, regulatory changes and property ownership changes since these sites were originally identified. In addition, this task will develop a preliminary conceptual model of the mapped aquifers within the two town boundaries, and to develop the framework and basis of comparison for a series of proposed Geographical Information System (GIS) maps.

## 3. Base Map with Properties, and Sea Level Rise Mapping

Obtain the Town of West Newbury's digitized tax mapping in GIS format to create digitized maps from the pertinent sources evaluated from Task 2. Generate a system-wide map compatible with GIS that depicts political (property, roadway) and environmental (stream, wetland, aquifer) boundaries. Also shown on the base map will be the various regulatory setback distances (e.g., surface water, wetlands, and roadways). Additionally, the mapped limits of the surficial aquifer materials (as delineated by the USGS) will be depicted. These data will be used to help locate any favorable areas for additional investigation in overburden (sand and gravel) deposits. Photolineament analysis of potential bedrock aquifers will also be completed for the identification of favorable bedrock well locations.

A map will also be created to show Town -wide implications of sea level rise (SLR) for the year 2100. The Town has expressed that the assumption that future sea level rise would equal six feet above the current FEMA 100-year flood elevation is the basis for current climate resilience planning. The map will show the area that will be inundated under a 100-year flood condition throughout the Town based on this assumption. A similar map will be prepared for the 2070 SLR projections.

#### 4. Groundwater Exploration and Feasibility Assessment – Water Quantity

Evaluate the data generated from Tasks 2 and 3 above in terms of identifying areas or properties that are recommended for additional site-specific fieldwork based on water quantity. Utilize delineated aquifer boundaries, data gleaned from the previous studies, and interpretation based on local experience to identify those areas worthy of further exploration. Apply the mandated setbacks (all in GIS format) to delimit those remaining areas that are most viable.

Compile a list of 5 areas that remain viable, based on quantity, for the development of a new water source. If the town's digitized tax mapping exists, a Site Identifier will be used to key the GIS map to the list of viable sites. This list will include:

- i. Site Identifier
- ii. Property Owner's Name
- iii. Owner's Address
- iv. Tax Assessor's Map and Lot Number
- v. Total Acreage

#### 5. Groundwater Exploration and Feasibility Assessment – Contaminant Threats

Locate, identify, and map documented sources of potential contamination within the area of interest. Conduct an evaluation of potential contamination sites within the area of interest by utilizing on-line services to investigate appropriate state and federal files for the existence of underground storage tanks, gas stations, landfills, and other sites of potential concern. These potential sites will be verified and updated by a drive-through survey. Supplement the investigation on foot for all publicly accessible areas. Refine the conceptual model developed to aid in this determination and, if necessary, assessment of distal recharge areas.

#### 6. Interim Map/Matrix and Recommendations

Compile all data discussed above and prepare preliminary findings including a site selection matrix developed based on geologic conditions, environmental constraints, engineering considerations, and proximity to current water system infrastructure. The decision matrix will rank up to 5 sites and compare each site to land ownership and economic considerations. A final target list of overburden (sand and gravel) and fractured bedrock aquifer areas will be established and presented for discussion of additional nonintrusive (geophysical) and intrusive (drilling) investigations.

The results of this task will clearly identify the areas within the two towns worthy of further exploration. Through the cumulative effect of eliminating areas due to physical constraints or man-made impacts, the remaining viable sites will be identified.

#### 7. Weston & Sampson will compile all data collected and prepare a final report for submission to the Town.

The report will also provide a recommendation for further exploration of the top sites identified. Depending on whether these sites are overburden or bedrock aquifers, a variety of geophysical methods may be recommended to further narrow the list in an effort to identify the most favorable site with respect to yield and water quality. Of the many methods used, Weston & Sampson often employs the use of VLF and 2D resistivity surveying for bedrock applications and seismic refraction profiling for overburden locations. If existing bedrock wells are located in highly fractured bedrock at depth, a variety of borehole geophysical techniques (caliper logs, heat-pulse flow meter, acoustic televiewer, etc) can be used to identify where those fractures could be intercepted at some distance

or perhaps deeper for more available drawdown. These issues will be discussed at the conclusion of site selection.

**Project Schedule**

Weston & Sampson agrees to provide services for the estimated duration of work, starting immediately upon notice to proceed and concluding within one hundred (100) days upon receipt of the executed proposal.

**Proposed Fee**

Weston & Sampson proposes completing this study for a lump sum fee of \$50,000. Invoices for this project will be billed monthly as a percentage of work completed for each task. The Town agrees to make payment to the Engineer within thirty (30) days of the invoice date.

**Terms and Conditions**

Weston & Sampson's services will be provided as described herein and in accordance with the attached Weston & Sampson General Terms and Conditions dated February 14, 2022, which are a part of our agreement with you.

If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services. Also, please initial, date, and return the enclosed Terms and Conditions that are hereby incorporated by reference.

We appreciate the opportunity to submit this proposal and look forward to working with you on this important project.

If you have any questions on this matter, please contact Kevin MacKinnon at (978) 573-4108.

Sincerely,  
WESTON & SAMPSON ENGINEERS, INC.



Kevin MacKinnon, PG, PH  
Senior Technical Leader, Water Resources  
Senior Associate

ACCEPTED FOR:

TOWN OF WEST NEWBURY, MASSACHUSETTS

\_\_\_\_\_  
(Signature / Date)

\_\_\_\_\_  
(Name & Title)

Enclosures – Standard Terms and Conditions

\\wse03.local\WSE\Projects\MA\West Newbury MA\Dole Wellfield\001 Project Management\Contract\New Source Investigation Proposal\Letter Proposal.docx

Special Warrant Articles - Fall 2023 Town Meeting							Recommendations			
# (DRAFT)	Article	Funding Source	Sunset (EOFY)	Amt (if \$)	Sponsor	Date of FinCom review	Select Board	FinCom	Rationale	Notes
2	Transfer funds to reduce current year tax rate	Free Cash	N/A	TBD	Select Board	9/27/2023				
3	Amend Line Items from 2024 Town Omnibus Budget (see lines below)	Raise & appropriate	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Rob	
	Amend Item Line 3- Town Manager (Tech Expenses)	"	"	\$ 6,423	"	"	"	"	"	
	Amend Item Line 9- Board of Registrars (Salary & Wages)	"	"	\$ 1,600	"	"	"	"	"	
	Amend Item Line 9- Board of Registrars (Expenses)	"	"	\$ 1,920	"	"	"	"	"	
	Amend Item Line 22- Essex North Shore Ag & Tech	"	"	\$ 47,783	"	"	"	"	"	
	Amend Item Line 25- Board of Health (Steele Landfill monitoring costs)	"	"	\$ 600	"	"	"	"	"	
4	Amend Expense Line FY24 Water Dept Budget	N/A	N/A	\$ (70,000)	BOWC	9/14/2023	3-0-0	4-0-0	Rob	
5	Transfer funds for Pension Liability Stabilization Fund	Free Cash	N/A	\$ 67,514	Select Board	9/14/2023	3-0-0	4-0-0	Rob	
6	Water Site Identification and/or Testing			TBD	Select Board	9/27/2023				
7	FY25 Assessing Revaluation Consultant	Free Cash	Sunset FY25	\$ 20,000	Board of Assessors	9/18/2023	3-0-0	4-0-0	Dan	
8	Police/Fire audio recording (911)	Free Cash	Sunset FY25	\$ 28,000	Police Chief	9/14/2023	3-0-0	4-0-0	Ross	
9	Gas Meters for Fire and First Responders	Free Cash	Sunset FY24	\$ 7,400	Fire Chief Engineer	9/14/2023	3-0-0	4-0-0	Ross	
10	Portable Speed Monitoring Trailer	Free Cash	Sunset FY24	\$ 12,000	Police Chief	9/14/2023	3-0-0	4-0-0	Ross	
11	Stormwater Drainage			\$ 24,000	Town Manager	9/27/2023				
12	Invasive Species Management	Free Cash	Sunset FY25	\$ 50,000	Conservation Agent	9/18/2023	3-0-0	4-0-0	Ann	
13	Invasive Species Intern Program	Free Cash	Sunset FY24	\$ 3,500	Conservation Agent	9/18/2023	3-0-0	4-0-0	Ann	
14	Acquisition of CR (114 Ash Street) Pending CPC Approval			TBD	Open Space	9/27/2023				
15	Unpaid FY23 Bills	Free Cash	Sunset FY24	\$ 2,430	Town Manager	9/14/2023	3-0-0	4-0-0	Rob	9/10th vote
16	ADU Zoning Bylaw	N/A	N/A	n/a	Planning Board	9/27/2023				
17	Nonconforming Uses and Structures	N/A	N/A	n/a	Planning Board	9/27/2023				
18	Establish COA Revolving Fund	N/A	N/A	n/a	Council on Aging	9/14/2023	3-0-0	4-0-0	Dan	
19	Authorize use of COA Revolving Fund	N/A	N/A	n/a	Council on Aging	9/14/2023	3-0-0	4-0-0	Dan	
20	Repeal Short Term Rental Bylaw	N/A	N/A	n/a	Select Board	9/14/2023	3-0-0	4-0-0	Rob	
21	Repeal Personnel Bylaw	N/A	N/A	n/a	Select Board	9/27/2023				
22	Certification Stipend Assessors	N/A	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Ann	
23	Certification Stipend Town Clerk	N/A	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Ann	
24	Certification Stipend Treasurer/Collector	N/A	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Ann	
25	Opioid Settlement Stabilization Account	N/A	N/A	n/a	Town Accountant	9/27/2023				
Notes:										
Numbering may not correspond to order or numbering that will appear on Town Meeting warrant.										



Please note: Article numbers included below are solely for ease of reference. As the final slate of warrant articles is set by Select Board vote, the specific article numbers used here **may change**.

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### GENERAL GOVERNMENT MATTERS

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**ARTICLE 1.** To hear and act upon the reports of Town officers and committees, or take any other action relative thereto. *By request of the Select Board.*

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### APPROPRIATIONS

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**ARTICLE 2.** To see if the Town will vote to transfer from available funds the sum of \$\_\_\_\_\_.00 to reduce the current year tax rate, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 3.** To see if the Town will vote to amend [Line Items as set forth in the Fiscal Year 2024 Town Omnibus Budget adopted under the Motion for Article 4 of the Annual Town Meeting on April 24, 2023, as follows:](#)

- [3 – Town Manager Technology Expenses; \(increase from \\$70,032 to \\$76,455\)](#)
- [9 – Board of Registrars Salary & Wages; \(increase from \\$6,800 to \\$8,400\)](#)
- [9 – Board of Registrars Expenses; \(increase from \\$8,250 to \\$10,170\)](#)
- [22 – Essex North Shore Ag & Tech School; \(increase from \\$46,327 to \\$94,110\)](#)
- [25- Board of Health Steele Landfill Monitoring; \(increase from \\$36,315 to \\$36,915\)](#)

and vote to raise and appropriate a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2024, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 4.** To see if the Town will vote to amend the Expenses line in the FY24 Water Department budget, to reduce the budgeted line item from \$445,027.00, as set forth in the Fiscal Year 2024 Water Budget adopted under the Motion for Article 6 of the Annual Town Meeting on April 24, 2023, to \$375,027.00, or take any other action relative thereto. *By request of the Board of Water Commissioners.*

**ARTICLE 5.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$67,514.00 for the Pension Liability Stabilization Fund, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 6.** To see if the town will vote to transfer and/or appropriate from available funds the sum of \$\_\_\_\_\_.00 for costs associated with [potential identification and evaluation of sites with potential to support well field](#) development [of public well fields](#), to include all necessary expenses associated there with. *By request of the **Select Board(?)**.*

**ARTICLE 7.** To see if the Town will vote to transfer from available funds the sum of ~~\$2520~~,000.00 for the purpose of engaging consultant support relative to the FY25 assessing revaluation, including all incidental and related expenses, or take any other action relative thereto. *By request of the Board of Assessors.*

**ARTICLE 8.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$28,000.00 to fund the purchase of police/fire audio recording, playback and archiving equipment for use by Police, Fire and Dispatch personnel, including associated training and setup costs, or take any other action relative thereto. *By request of the Police Chief.*

**ARTICLE 9.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$7,400.00 to fund the purchase of gas meters for use by Fire personnel and other first responders, including associated training and setup costs, or take any other action relative thereto. *By request of the Fire Chief Engineer.*

**ARTICLE 10.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of ~~\$4512~~,000.00 to fund the purchase of a portable speed monitoring trailer, including associated training and setup costs, and pedestrian safety signs, or take any other action relative thereto. *By request of the Police Chief.*

**ARTICLE 11.** To see if the town will vote to transfer and/or appropriate from available funds the sum of ~~\$1024~~,000.00 for costs associated with the costs associated with undertaking a stormwater drainage and infrastructure engineering study for the neighborhood generally bounded by Main Street (Route 113), Bachelor Street, Meetinghouse Hill Road, and Maple Street, or take any other action relative thereto. *By request of the Town Manager (Select Board(?)).*

**ARTICLE 12.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of ~~\$2550~~,000.00 to fund professional invasive species management on town owned land, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 13.** Funds for invasive species intern/steward program, for early summer 2024. To see if the Town will vote to transfer from available funds the sum of \$3,500.00 for all costs and expenses pertaining to identifying, mapping and remediating invasive species on public lands in the Town of West Newbury, including all incidental and related expenses, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 14.** To see if the Town will vote to transfer and/or appropriate from Community Preservation Act funds, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the sum of \$175,000.00 to purchase a conservation restriction, and costs incidental or related thereto, in conjunction with Essex County Greenbelt Association, Inc., on real estate located at 114 Ash Street, being a portion of West Newbury Assessors Map 70 Lot 40, consisting of approximately 14 acres; to authorize the Select Board and/or Conservation Commission to acquire and hold said conservation restriction; to authorize the Select Board, the Conservation Commission, and/or their designee to apply for, accept and expend funds from other public or

private sources to defray all or a portion of the costs of acquisition, including, but not limited to, grants and/or reimbursements from any federal, state or other grants or reimbursement programs in any way connected with the scope of this article, including but not limited to funds contributed by Essex County Greenbelt Association; and to enter into any and all agreements and execute any and all documents necessary or convenient to effectuate the foregoing; or take any other action relative thereto. *By request of the Open Space Committee and the Community Preservation Committee.*

**ARTICLE 15.** To see if the Town will vote to transfer from available funds the sum of \$2,430.00 to fund the payment of unpaid bills incurred from the previous fiscal year, or take any other action relative thereto. *By request of the Town Manager.*

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**BY-LAWS - OTHERS**  
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**ARTICLE 16.** To see if the Town will vote to amend the West Newbury Zoning By-law by revising Section 2 Definitions, and by adding a new Section 6.2 Accessory Dwelling Unit (ADU) Bylaw; and further to authorize the Town Clerk's office to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the By-law, or take any other action relative thereto. *By request of the Planning Board.*

**ARTICLE 17.** To see if the Town will vote to amend the West Newbury Zoning By-law by deleting in its entirety existing Section 7 (including 7.1.-7.4) and replacing it with a new Section 7 (including 7.1-7.9), Nonconforming Uses and Structures; and further to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the Zoning By-law, or take any action relative thereto. *By request of the Planning Board.*

**ARTICLE 18.** To see if the Town will vote to amend Section XL of the Town Bylaws by adding sections 5.7.1 thru 5.7.5 in order to establish a revolving fund for revenues and expenses associated with Council on Aging programs:

- 5.7.1 Council on Aging Program Revolving Fund.
- 5.7.2 Department. There shall be a separate fund called the Council on Aging Program Revolving Fund.
- 5.7.3 Revenues. The town accountant shall establish the Council on Aging Program Revolving Fund as a separate account and credit to the fund all the monies received in connection with fees charged for programs, events, trips and transportation.
- 5.7.4 Purposes and Expenditures. During each fiscal year, the Town may incur liabilities against and spend monies from the Council on Aging Program Revolving Fund for the payment of expenses for programs, events, trips, transportation and related expenses. The Council on Aging Director shall have authority to expend from such fund a maximum of \$30,000 per fiscal year.

WORKING DRAFT list of proposed / potential Articles for Fall 2023 Special Town Meeting

5.7.5 Fiscal Years. The Council on Aging Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023 and shall continue until such time as Town Meeting votes to eliminate the fund.

*By request of the Council on Aging.*

**ARTICLE 19.** To see if the Town, in accordance with Massachusetts General Laws Chapter 44, Section 53E½, and Section XL of the By-laws of the Town of West Newbury, will fix the maximum amount that may be spent during the fiscal year beginning on July 1, 2023 for the revolving funds established in town bylaws, as set forth below for certain departments, boards, committees, agencies or officers, with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to revise the same; or take any other action relative thereto:

- Section 5.7 Council on Aging Revolving Fund \$ 30,000.00

*By request of the Council on Aging.*

**ARTICLE 20.** To see if the Town will vote to amend the West Newbury Town Bylaws to delete in its entirety Section XXXIX Short Term Rentals Bylaw, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the rest of the Town Bylaws, as necessary, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 21.** To see if the Town will vote to repeal the Personnel Bylaw, adopted at the third session of the 1999 Annual Town Meeting, in its entirety. *By request of the Select Board.*

**ARTICLE 22.** To see if the Town will vote to accept the provisions of Mass. Gen. Laws Ch. 59 Sec. 21A regarding certification stipends to Assessors. *By request of the Select Board.*

**ARTICLE 23.** To see if the Town will vote to accept the provisions of Mass. Gen. Laws Ch. 41 Sec. 19K regarding certification stipends to Town Clerks. *By request of the Select Board.*

**ARTICLE 24.** To see if the Town will vote to accept the provisions of Mass. Gen. Laws Ch. 41 Sec. 108P regarding certification stipends to Treasurer/ Collectors. *By request of the Select Board.*

**ARTICLE 25.** To see if the Town will vote to establish a special purpose stabilization fund pursuant to Mass. Gen. Laws Ch. 40, Sec. 5B, to be known as the Opioid Settlement Stabilization Fund, to supplement and strengthen resources for prevention, harm reduction, treatment, and recovery, in accordance with the purposes and subject to the requirements in the Massachusetts Abatement Terms; and, vote to accept the fourth paragraph of Mass. Gen. Laws Ch. 40, Sec. 5B, which allows the dedication, without further appropriation, of all of the receipts from settlements on behalf of the Town with persons and entities involved in the sale, distribution and manufacture of opioid products. *By request of the Town Accountant (Select Board?).*

# Alejandra Chandler

## Conservation Commission Member



**Corporate Sustainability Professional** with a track record of success planning, developing and managing sustainability initiatives that reduce environmental impact, enhance social responsibility, and optimize financial performance. Experienced in negotiating contracts, ensuring compliance with sustainability regulations, budget management, and reporting to measure and communicate sustainability performance.

## Areas of Expertise

Conservation • Corporate Sustainability • Environmental Science • Stakeholder Engagement • Operations Project Management • Analytical Problem Solving • Strategic Planning • Impact Assessment • Training

**Language Proficiency:** Spanish & English

**Technical Skills:** Adobe Suite, Microsoft Office, Microsoft Teams

## Experience

**SPS NEW ENGLAND** – Salisbury, MA / Remote

Sep 2016 – Present

**Sustainability Coordinator** (Jan 2020 – Present)

Developed and lead sustainability programs and manage operations process improvement for SPS Corporate Office (100+ team members) including construction business and Atlantic Hospitality Group (120+ team members).

### **Conservation & Environmental Project Management**

- **Saved over 38.5 tons of CO2 emissions per year since 2020** by creating and implementing [SPS Green Initiative](#) including compositing solution across SPS and Atlantic Hospitality Group (3 restaurants). Achieved 90% success rate as measured by waste collection and contamination instances.
- **Reduced company-wide landfill impact** by implementing a comprehensive recycling program and securing buy-in and participation from team members. Monitor and track sustainability indicators including energy usage and waste generation to inform future initiatives.
- **Promoted healthy local ecosystem and team-wide engagement in sustainability initiatives** by establishing a company community garden producing fresh produce and providing home for pollinators.

### **Operations Project Management**

- **Drove annual cost savings of \$7K** by establishing a streamlined supply ordering process to reduce shipping costs and environmental impact. Trained team of 20 to streamline to 1 point of contact.
- **Negotiated 50%+ savings on facilities maintenance costs** while managing vendor selection process and ongoing vendor relationship management.
- **Boosted employee morale and productivity** through implementation of weekly on-site corporate lunch program, bringing new food options to the building, and maintaining water quality standards.

**Human Resources Assistant** (Sep 2016 – Jan 2020)

Collaborated with HR Manager to maintain accurate employee data and manage Spanish to English documents and training translation.

- **Maintained compliance and safety for 300+ employees in the field** by providing training for ~20 Spanish-speaking employees annually in onboarding, anti-harassment, and field safety.

**MERRIMAC CONSERVATION COMMISSION** – Merrimac, MA

Jul 2022 - Apr 2023

**Alternate Member**

Analyze, implement, and review conservation and sustainability initiatives for the Town of Merrimac as member of 10-person commission.

- **Ensured business and individual compliance with environmental regulations** in collaboration with Commission Members. Review permit requests utilizing knowledge of Wetlands Protection Act and conservation requirements.

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## Education

**JOHNS HOPKINS UNIVERSITY** – Baltimore, MD

Expected Dec 2024

Master of Science, Environmental Engineering and Science

**SOUTHERN NEW HAMPSHIRE UNIVERSITY** – Manchester, NH

Oct 2021

Bachelor of Science – Environmental Science with a minor in natural resources & conservation

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## Certifications

**HAZMATEAM INC.** – Hudson, NH

Mar 2023

HAZWOPER 40 CERTIFIED

**IMPERIAL BUSINESS SCHOOL** – London, UK/Remote

Aug 2020

Corporate Sustainability

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## Interests

Environmental Conservation • Landscape & Commercial Photography & Video – [Bacata Photography](#)

Avid Hiker • International Travel across South America and Europe





# Town of West Newbury

## Application for Appointment

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

The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: [selectboard@wnewbury.org](mailto:selectboard@wnewbury.org)

Name: Haley McCraven

Address: [REDACTED]

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: N/A

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

Current or past committees served on: None for the town of West Newbury, but I have served on the Board of Directors for the Junior League of Boston (2014-2016, 2021 - 2022)

Relevant skills, expertise and education: With an MBA from Northeastern coupled with skills gained from my role as a management consultant at PwC, I possess a strong foundation in strategic planning, resource management and organizational leadership. My passion for protecting our wild spaces fuels my determination to contribute to the Conservation Commission. Having served on various committees and Boards in other organizations, I have honed my ability to collaborate effectively with diverse teams, driving them towards a common goal while ensuring efficient decision-making processes. Together, my educational background, expertise and commitment make me well suited to make a significant and positive impact on the Conservation Commission.

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: Haley McCraven Date: July 17, 2023

Board/Committee \_\_\_\_\_

Appointing Authority \_\_\_\_\_

Date of Appointment \_\_\_\_\_ Sworn in \_\_\_\_\_