



Town of West Newbury Board of Selectmen

Monday, October 1, 2018 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

AGENDA

Executive Session: 6pm in the Town Manager/Selectmen Office

- MGL Chapter 30A §21(a) 1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.
- MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- MGL Chapter 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- Executive Session Minutes dated June 11, 2018, June 25, 2018, July 16, 2018, July 30, 2018, August 6, 2018 and September 4, 2018.

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.

- Planning Board Public Hearing on proposed zoning amendments - change of date to October 16, 2018 at 7:45pm (Solar Bylaw) and 8:15pm (Open Space Preservation Development Bylaw)
- Parks & Rec Commission Public Forum on proposed Town Meeting article, Oct. 9, 2018 at 7:30 PM
- Community Preservation Committee Public Hearing, October 18, 2018 at 7:30 PM
- Special Town Meeting, Monday, October 22, 2018 at 7pm
- Early Voting October 22nd-November 2nd in the front foyer at the 1910 Building for the State Election. November 6, 2018 is Election Day held in the Town Annex, 7am-8pm; absentee ballots are available at the Town Clerk's Office

Regular Business

- A. Special Events and Licenses
 - a. Apple Harvest Run: One-Day Liquor License
 - b. Nourishing the North Shore's Annual Harvest Party: One-Day Liquor License
 - c. Pentucket Athletic Association 5K Road Race: Special Event Application
 - d. Green Stride: Special Event Application
 - e. Myopia Hunt: Special Event Applications (3)
- B. Pentucket Regional School District: Request for Town sponsorship of FY19 IT Grant
- C. Update from Community Center Committee (CCC)
- D. Final review of articles and motions and to sign warrant for Special Town Meeting on Oct. 22, 2018
- E. Discussion of assessing a fine for late filing of a Special Event Application
- F. Selectmen's Meeting minutes dated September 17, 2018

Town Manager Updates

- A. Proposed schedule of FY19 Holiday Closings for Town Departments and Library
- B. Status update, 90-days in office: Goals, "baseline" responsibilities and policy priorities
- C. Follow up meeting assignments
- D. Placing items for future agendas



Legal Notice
West Newbury Planning Board

The West Newbury Planning Board will hold Rescheduled Public Hearings on Tuesday, October 16, 2018, beginning at 7:45 p.m. in the 2nd Floor Hearing Room, Town Office Building, 381 Main Street, West Newbury MA, in accordance with M.G.L. Ch. 40A, to consider amendments to the Zoning Bylaw as follows: 1) Amend Section 5.G. "Large-Scale Ground-Mounted Solar Photovoltaic Installations Overlay District" (LGSPID) re: dimensional requirements, commercial vs. municipal use, Special Permit & Site Plan requirements, design standards, hiring consultants, abandonment, decommissioning & financial surety (7:45 p.m.); 2) Amend Section 6.B.8 Open Space Preservation Development (OSPD) re: basic maximum number, dimensional requirements, contiguity of open space, buffer areas, density bonuses & affordable housing units, minimum distance between buildings (8:15 p.m.). The proposals may be viewed at the Town Clerk or Planning Board Offices, Town Office Building during regular business hours. Any person interested or wishing to be heard on the proposal should appear at the time and place designated above. These hearings were rescheduled from October 2, 2018 to October 16, 2018.

John Todd Sarkis
Clerk

From: Town of West Newbury MA
To: [Mary Winglass](#)
Subject: Parks and Recreation Public Forum, Tuesday October 9th @ 7:30pm
Date: Thursday, September 27, 2018 4:10:35 PM

Parks and Recreation Public Forum, Tuesday October 9th @ 7:30pm

PARKS AND RECREATION PUBLIC FORUM

The Parks & Rec Commissioners invite you to a public forum regarding a conceptual study of new recreational activities for the Dunn Property. This will take place on October 9th @ 7:30, in the first floor hearing room of the Town Office building, 381 Main Street. The purpose of the meeting is to discuss areas the study may cover and to listen to public input.

[Click here to view frequently asked questions regarding the conceptual study](#)

[Read more](#)

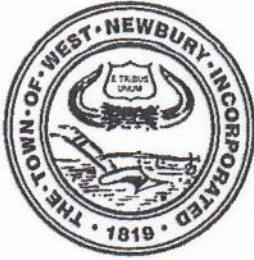
This is an automatic message from Town of West Newbury MA. Please do not reply to this message.

[You can unsubscribe here.](#)

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AUG - 1 2018

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY
BOARD OF SELECTMEN
1910 TOWN OFFICE BUILDING
381 Main Street, West Newbury, Mass. 01985
Phone: 978-363-1100, Ext. 115 Fax: 978-363-1117
selectmen@wnewbury.org

APPLICATION FOR APPROVAL OF ONE-DAY LIQUOR LICENSE

Name of person completing the application: Michelle Card



Date of event: 10/13/18 Starting and ending time of event: 4:00 PM - 10:00 PM

Location: Annex - West Newbury

Application for sale of:

All Alcoholic Beverages: _____
Wines and Malt Beverages Only: X
Wines Only: _____
Malt Beverages Only: _____

The Activity is:

For profit: _____
Non-profit: X

Signature of Applicant: M Card

Date: 8/6/18

Received by: Mary Wingless

Date: 8/1/2018

Date to be reviewed by the Board of Selectmen: 8/6/2018



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/14/2018

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

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

PRODUCER Tarpey Insurance Group, Inc. [REDACTED]	CONTACT NAME: Rebecca Berube [REDACTED] 224-0973
	INSURER(S) AFFORDING COVERAGE
INSURED Boston's Best Bartending Service, Inc. Boston's Best Bartending Servi [REDACTED]	INSURER A : Mt Vernon Fire Insurance Co
	INSURER B : Safety Indemnity
	INSURER C : General Star Indemnity
	INSURER D : Travelers Insurance Company
	INSURER E :
	INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CL2701819B	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY			6205807	03/02/2018	03/02/2019	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 250,000 BODILY INJURY (Per accident) \$ 500,000 PROPERTY DAMAGE (Per accident) \$ 100,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XL2557127B	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	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	N/A	6KUB0494M44417	10/18/2017	10/18/2018	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	LIQUOR LIABILITY			IMA840615D	09/01/2018	09/01/2019	AGGREGATE PER OCCURRENCE \$ 1,000,000

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

Event: October 13, 2018
Guests: 100
Additional insureds: Town of West Newbury & Page Elementary School PTO

CERTIFICATE HOLDER

CANCELLATION

Town Hall Annex 381 Main Street W. Newbury, MA	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 <i>Rebecca Berube</i>
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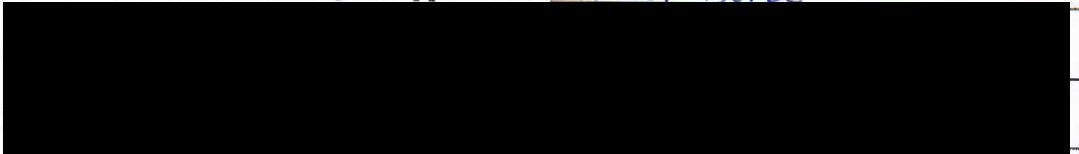


**TOWN OF WEST NEWBURY
BOARD OF SELECTMEN**

1910 TOWN OFFICE BUILDING
381 Main Street, West Newbury, Mass. 01985
Phone: 978-363-1100, Ext. 115 Fax: 978-363-1117
selectmen@wnewbury.org

APPLICATION FOR APPROVAL OF ONE-DAY LIQUOR LICENSE

Name of person completing the application: Kailey Burke



Date of event: 10/20/18 Starting and ending time of event: 1pm - 3pm

Location: Property West of 914 Main St, West Newbury, MA

Application for sale of:

All Alcoholic Beverages: _____
Wines and Malt Beverages Only: _____
Wines Only: _____
Malt Beverages Only:

The Activity is:

For profit: _____
Non-profit:

Signature of Applicant: 

Date: 9/26/18

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SEP 26 2018

Received by: _____

Date: _____

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

Date to be reviewed by the Board of Selectmen: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/24/2018

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	CONTACT Karen Landry
Natick MA 01760	INSURER A: Philadelphia Insurance Company
INSURED YWCA of Newburyport	INSURER B:
Newburyport MA 01950	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 17 GL REVISION NUMBER:

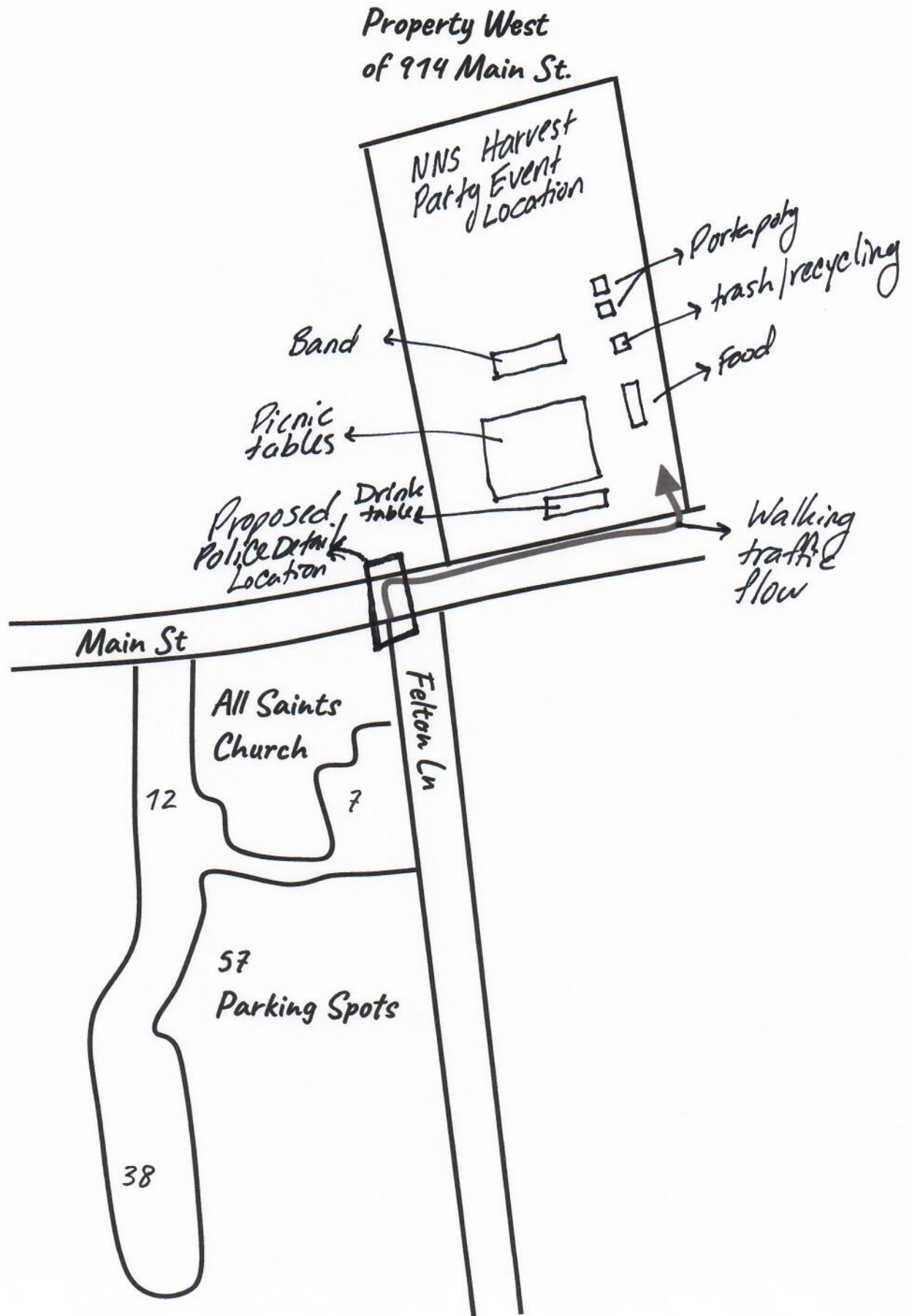
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1727717	10/16/2017	10/16/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	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				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of coverage for Harvest Party, 10/20/2018 at Emery House, 21 Emery Lane, West Newbury, MA.
Host liquor liability applies.

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/KALAND
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Nourishing the North Shore Oct 20th, 2018 Event Map



Special Event Application

Organization or Group Pentucket Athletic Association (PAA) 5K Road Race
Person Making Reservation Barbara Sullivan



Event Date: Sun Nov 18, Start Time 9:00 AM End 1:00 pm
Time 2018

Reason for Event 9th Annual Pentucket Pride 5K Road Race

Number of attendees 100 - 150

Check Appropriate Block:

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

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

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

1. The location of the event on the property Pentucket HS, residential areas of Farm Lane and Rt 113
2. For road or walk race, a detailed map of the route see attached
3. Features and attractions N/A
4. Participant circulation No
5. Proposed parking including how you will handle overflow parking Parking will be at Pentucket HS
6. Any proposed road closures No

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SEP 14 2018

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

7. Location of trash receptacles and dumpsters N/A

8. Location of temporary toilet facilities N/A

will use Pentucket HS facilities

9. Accessible routes for the disabled or mobility impaired

N/A

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

N/A

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

Signage will be on electronic board
at Pentucket HS

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

Donations from Food Vendors - no cooking
on site.

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

Attached safety plan

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

waiting
see attached

Name: Pentucket Athletic Association Event: 9th Annual Pentucket 5K Road Race

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

[Signature] Date: 9/13/2018
Individual/Authorized Signature for Group Date

Chief of Police's Signature: [Signature] Date: 9/17/18

Requests and comments: All set. IF Any assistance is needed on duty officers can help if not tied up on a call.
- Call the morning of to remind us of race.

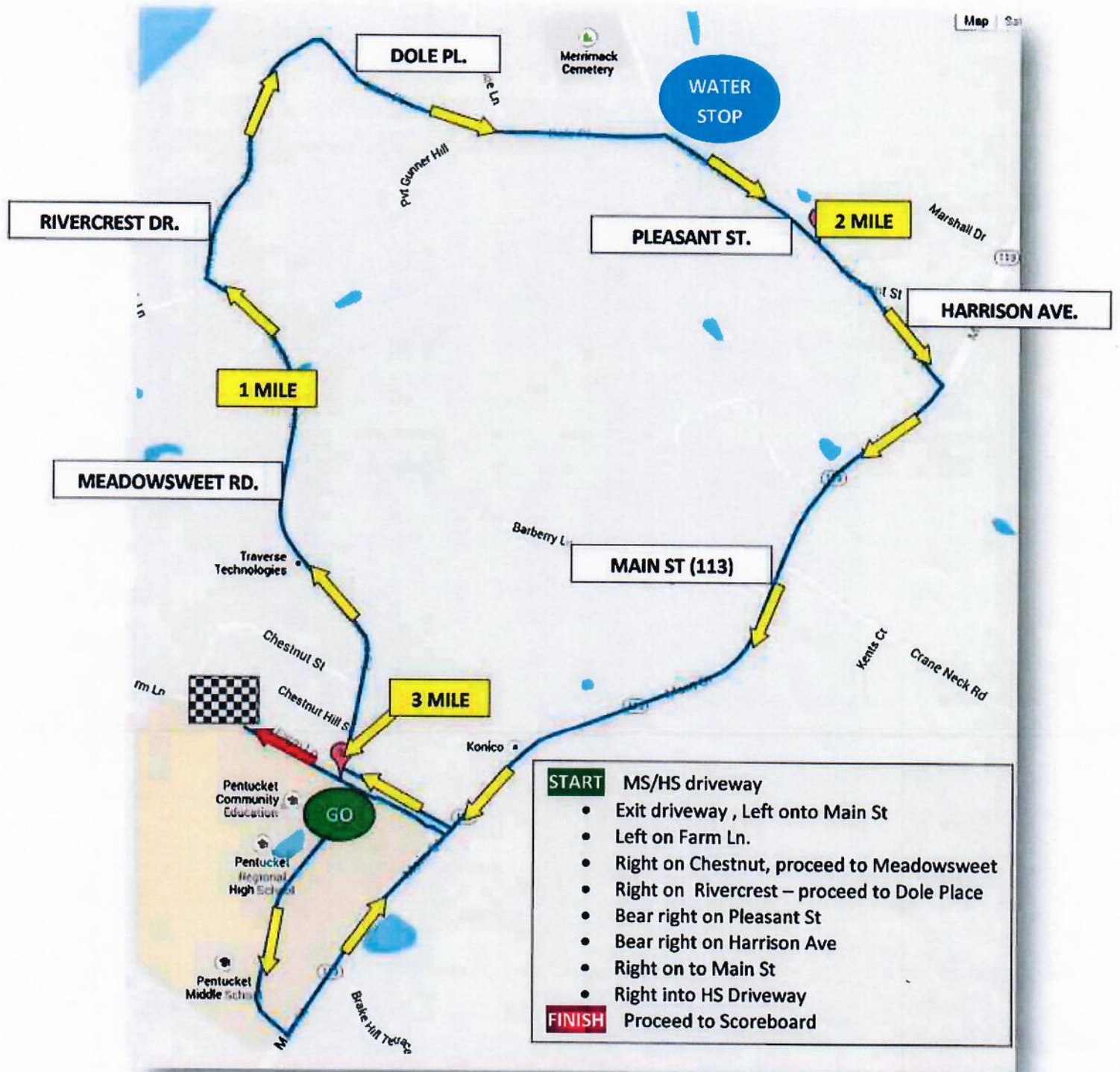
Fire Chief's Signature: [Signature] Date: 9/20/18

Requests and comments: None

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:

PENTUCKET PRIDE 5K RACE - COURSE MAP



PENTUCKET ATHLETIC ASSOCIATION

PO BOX 323

WEST NEWBURY, MA 01985

Pentucket Pride 5K Road Race

November 18th, 2018 Safety Plan

We plan to review our plan with the West Newbury Police Department and Groveland Police Department and will be reviewing it during orientation with all course marshals and volunteers prior to the race. New town guidelines also required the race plan to be submitted and reviewed by West Newbury Board of Selectman.

The course will be marked with cones and arrows on the road and course marshals at each turn. Course maps will be distributed in the registration area. The Map is on line on the race website and has been distributed to the police for posting in the stations.

The 9th Annual Pentucket Pride Road Race will begin with registration in the Pentucket Regional High School cafeteria at 8:30am. The race will begin at 10:30am out of the High School parking lot turning left on to Main St in front of the High School and turning left on to Farm Ln., just past the High School driveway. The race then turns into the low traffic neighborhoods and pastoral roads of West Newbury. A right turn on Chestnut, proceed to Meadowsweet, a right on to Rivercrest, following the road to Dole place. Course Marshals will be at each turn to assist the runners. At the top of Dole Place bear right on to Pleasant St, then bear right on to Harrison Ave. At the end of Harrison Ave turn right on to Main St, a Police officer will be stationed there to close off the right lane of Main St back to the High school driveway. Turn right into the High school drive way and through the lane marked by cones to the finish line at the football field scoreboard.

An Athletic Trainer will be stationed at finish line with First Aid kit.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/19/2018

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PRODUCER K&K Insurance Group, Inc.	CONTACT NAME: PHONE (A/C, No, B): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID:
INSURED 9th Annual Pentucket Pride 5K	INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Mutual Insurance Company NAIC # 23787 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: W01312570

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		6BRPG000006055900	11/17/2018 12:01 AM EDT	11/20/2018 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG000006055900	11/17/2018 12:01 AM EDT	11/20/2018 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

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

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Event Name: 9th Annual Pentucket Pride 5K Type of Event: Walk and Run Distance: 1 mile

Event Date (including ancillary events and set-up/tear-down): 11/17/2018 to 11/19/2018 Number of Participants: 200 Event Location: Pentucket Regional High School, 22 Main St., West Newbury

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

Town of West Newbury
381 Main St.
West Newbury, MA 01985
(Owner/Lessor of Premises)

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

Scott Paul

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

Special Event Application

Organization or Group Green Stride

Person Making Reservation Eli Bailin

Event Date: 10/21/18 Start Time 9:15 am End

Time 12:15 pm

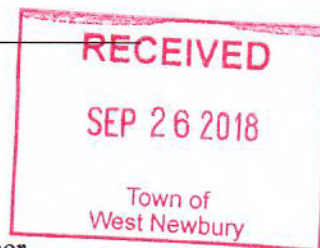
Reason for Event Road Race Half Marathon

Number of attendees 2,000

Check Appropriate Block:

Resident Non-resident

Fund Raising Group Non-Profit Commercial Other



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

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

1. The location of the event on the property Utilizing approx 3 miles of Roads in West Newbury that go around the reservoir.
2. For road or walk race, a detailed map of the route See attached
3. Features and attractions n/a
4. Participant circulation n/a
5. Proposed parking including how you will handle overflow parking No parking necessary
6. Any proposed road closures Same plan that police have done in the past.

7. Location of trash receptacles and dumpsters n/a

8. Location of temporary toilet facilities One on corner of Brown and Garden. One off of Rogers/Turkey Hill.

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

10. Locations, size and number of any tents, trailers or temporary structures
none

11. Location, size, and description of any signage or banners
Small signage helping direct runners. Also lawn signs alerting residents leading into event.

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

n/a

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

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

Name: Eli Beulin Event: Newburyport Half Marathon

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

Eli Beulin 9/20/18
Individual/Authorized Signature for Group Date

Chief of Police's Signature: Quo Reed Date: 9/26/18

Requests and comments: MOST hire (2) detail officers w/ police vehicles. 1 officer @ Garden/Middle & Garden/Ropus. MOST contact department @ least one week prior

Fire Chief's Signature: [Signature] Date: 9/28/18

Requests and comments: none

Approval granted if signed here by Board of Selectmen: Date: _____

Requests and comments:



Newburyport Half Marathon Sunday, October 25th, 2015

COURSE MAP

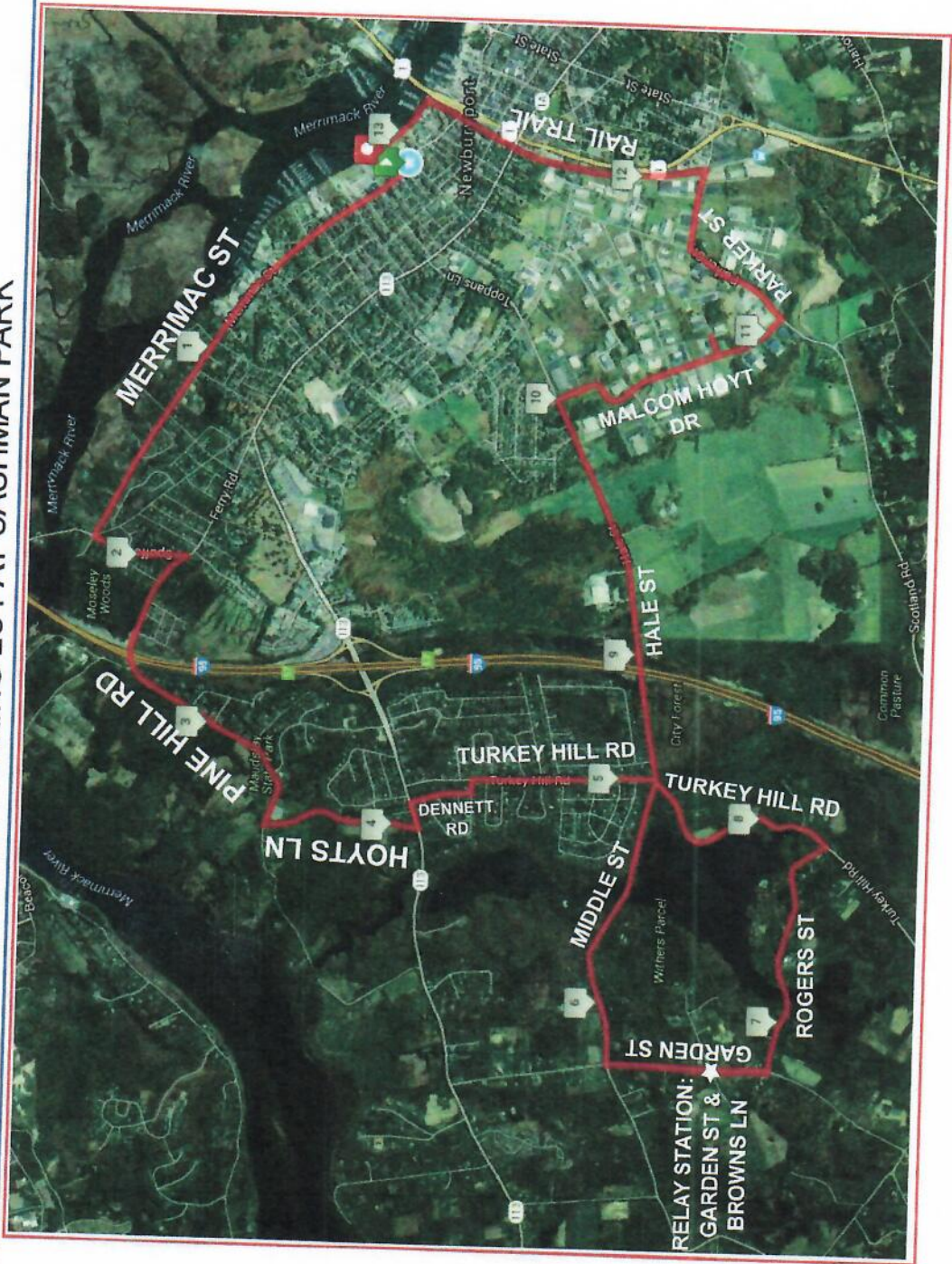
21, 2018

Prepared by:

DMISE
DAVE MCGILLIVRAY SPORTS ENTERPRISES
SPORTS

v. 10/13/2015

START: ON MERRIMAC ST @ KENT ST
FINISH: IN PARKING LOT AT CASHMAN PARK





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/25/2018

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

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

PRODUCER Arthur S. Page Insurance Agency Inc. [Redacted]	CONTACT NAME: Kate Quill [Redacted]
Newburyport MA 01950	INSURER(S) AFFORDING COVERAGE INSURER A: Mesa Underwriters INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Green Stride [Redacted] Amesbury MA 01950	NAIC #

COVERAGES CERTIFICATE NUMBER: CL1892500112 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		TO BE ASSIGNED	10/21/2018	10/22/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

TOWN OF WEST NEWBURY IS ADDITIONAL INSURED

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

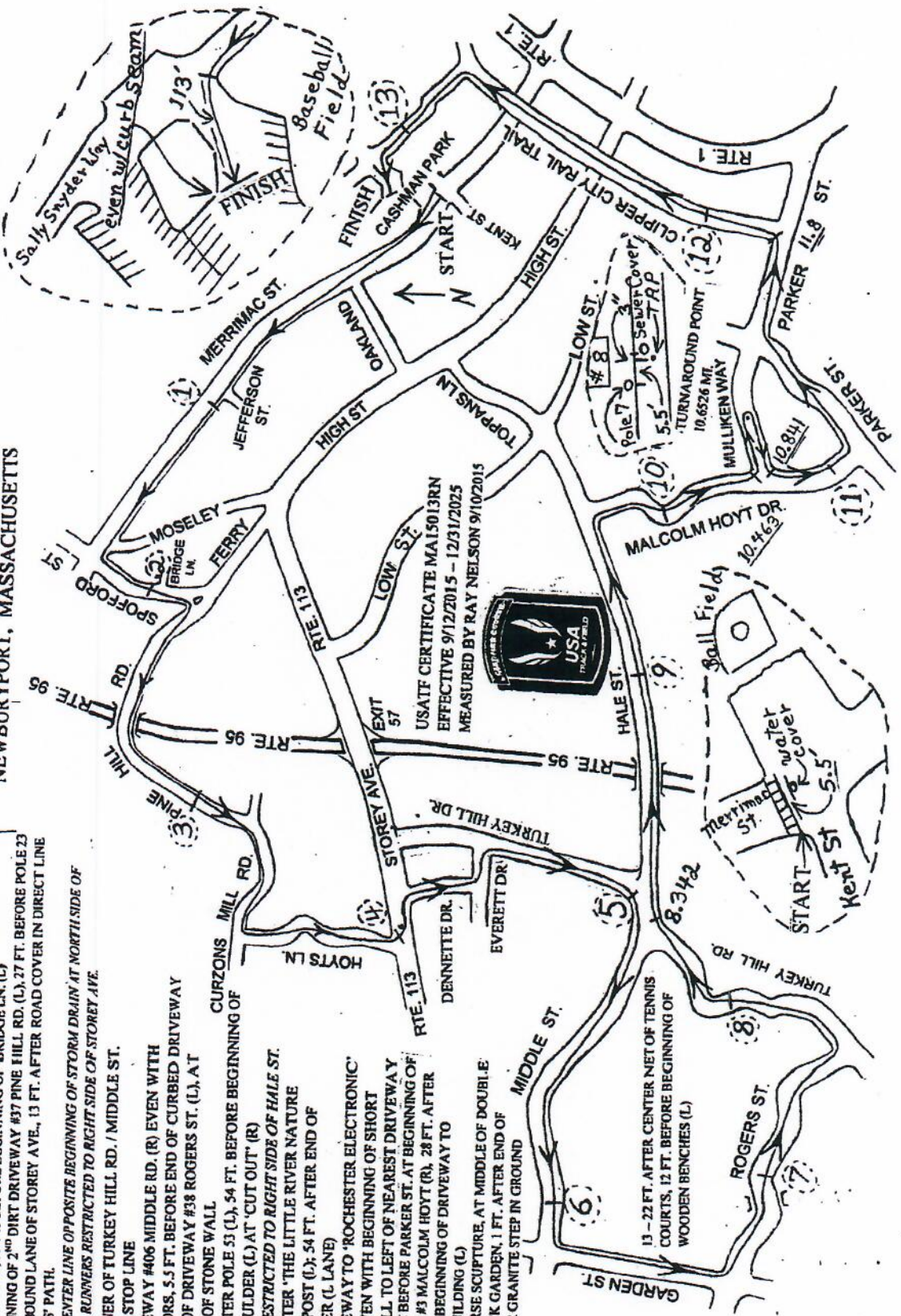
COURSE DESCRIPTION

START: Merrimac & Kent St intersection
Continue Merrimac St- 1 mile Jefferson St before Atkinson Common
Left on Spofford St- 2 miles
Right on Ferry Rd
Across bridge over Route 95
Continue to Pine Hill Rd- 3miles
Bear right onto Curzon Mill Rd
Left on Hoyts Ln
Left on Storey Ave, Route 113- 4 miles
Right on Dennette DR
Left on Everett DR
Right on Turkey Hill Rd
Right on Plummer Spring Rd- 5 miles
Continues to Middle St
Left on Garden St- 6 miles
Left on Rogers St- 7 miles
Left on Turkey Hill Rd- 8 miles
Right on Hale St- 8.34 miles; 9 miles after RT 95 overpass
Right on Malcolm K Hoyt Rd- 10 miles
Left on Milliken Way to reverse direction at turn around point
Left on Malcolm K Hoyt Rd -10.84 miles; 11 miles before Parker St turn
Left on Parker St
Continue right on Parker St
Left on Clipper City Rail Trail- 11.8 miles; 12 miles on Trail
Continue Trail to before boat ramp & left to
Finish: adjacent to Cashman Park parking lot

GREEN STRIDE NEWBURYPORT HALF MARATHON

NEWBURYPORT, MASSACHUSETTS

- 1 - ON MERRIMAC ST. @ 50 YD. AFTER JEFFERSON ST., AT BEGINNING OF DRIVEWAY #420 (R). 16 FT. AFTER POLE 91 (R)
- 2 - 3 FT. AFTER END OF DRIVEWAY #52 SPOFFORD ST. (R) - EVEN WITH GRANITE LAMPPOST IN YARD. 33 FT. BEFORE BEGINNING OF BRIDGE LN. (L)
- 3 - AT BEGINNING OF 2ND DIRT DRIVEWAY #37 PINE HILL RD. (L). 27 FT. BEFORE POLE 23
- 4 - IN WESTBOUND LANE OF STOREY AVE., 13 FT. AFTER ROAD COVER IN DIRECT LINE OF RUNNERS' PATH.
- *COME ON CENTER LINE OPPOSITE BEGINNING OF STORM DRAIN AT NORTH SIDE OF STOREY AVE. RUNNERS RESTRICTED TO RIGHT SIDE OF STOREY AVE.
- 5 - AT CORNER OF TURKEY HILL RD. / MIDDLE ST.
- 6 FT. AFTER STOP LINE
- 6 - IN DRIVEWAY #406 MIDDLE RD. (R) EVEN WITH END OF DOORS, 5.5 FT. BEFORE END OF CURBED DRIVEWAY
- 7 - AT END OF DRIVEWAY #38 ROGERS ST. (L), AT BEGINNING OF STONE WALL
- 8 - 69 FT. AFTER POLE 53 (L), 54 FT. BEFORE BEGINNING OF BIGGEST BOULDER (L) AT 'CUT OUT' (R)
- *RUNNERS RESTRICTED TO RIGHT SIDE OF HALE ST.
- 9 - 86 YD. AFTER THE LITTLE RIVER NATURE TRAIL SIGNPOST (L); 54 FT. AFTER END OF SEWER COVER (L LANE)
- 10 - IN DRIVEWAY TO 'ROCHESTER ELECTRONIC' BLDG. (L); EVEN WITH BEGINNING OF SHORT CEMENT WALL TO LEFT OF NEAREST DRIVEWAY
- 11 - @ 0.1 MILE BEFORE PARKER ST. AT BEGINNING OF DRIVEWAY TO #3 MALCOLM HOYT (R), 28 FT. AFTER POLE 4 (R); AT BEGINNING OF DRIVEWAY TO BLUE/GRAY BUILDING (L)
- 12 - AFTER HORSE SCULPTURE, AT MIDDLE OF DOUBLE CIRCULAR ROCK GARDEN, 1 FT. AFTER END OF RECTANGULAR GRANITE STEP IN GROUND



USATF CERTIFICATE MA15013RN
EFFECTIVE 9/12/2015 - 12/31/2025
MEASURED BY RAY NELSON 9/10/2015



Newburyport Half Marathon Sunday, October 25th, 2015

COURSE MAP

START: ON MERRIMAC ST @ KENT ST
FINISH: IN PARKING LOT AT CASHMAN PARK

v. 10/13/2015

Prepared by:



RUNNER PACE TIMELINE		PACE: 4:59/MILE	PACE: 10:00/MILE	PACE: 18:19/MILE
MILE	LOCATION	Cross start line: LEAD	Plus 2 min MIDDLE PACK	Plus 4 min. LAST
START	MERRIMAC ST & KENT ST INTERSECTION	10:00:00	10:02:00	10:04:00
1	MERRIMAC ST AFTER JEFFERSON ST	10:04:59	10:12:00	10:22:19
1.8	MERRIMAC ST & SPOFFORD ST INTERSECTION	10:09:00	10:20:00	10:37:00
2	#32 SPOFFORD ST	10:10:00	10:22:00	10:40:38
2.2	SPOFFORD ST & FERRY RD	10:12:00	10:24:00	10:41:18
3	#37 PINE HILL RD	10:14:57	10:32:00	10:58:57
3.4	CURZONS MILL RD & HOYTS LN	10:16:00	10:36:00	11:06:17
4	ON STOREY AVE/RTE 113 JUST AFTER HOYTS LN TURN	10:19:56	10:42:00	11:17:16
4.1	STOREY AVE & DENNETTE DR	10:20:26	10:43:00	11:19:06
4.3	DENNETTE DR & EVERETT DR	10:21:26	10:43:00	11:22:46
4.5	EVERETT DR & TURKEY HILL RD	10:23:56	10:47:00	11:26:26
4.6	EVERETT DR & TURKEY HILL RD	10:24:26	10:48:00	11:28:16
5	TURKEY HILL RD & MIDDLE ST	10:24:55	10:52:00	11:35:35
6	3406 MIDDLE ST BEFORE GARDEN ST TURN	10:29:54	11:02:00	11:53:54
7	#38 ROGERS ST	10:34:53	11:12:00	12:12:13
8	ON TURKEY HILL RD BEFORE HALE ST	10:39:52	11:22:00	12:30:45
8.34	TURKEY HILL & HALE ST INTERSECTION	10:40:30	11:22:40	12:30:32
9	ON HALE ST AFTER "LITTLE RIVER NATURE CENTER SIGNPOST"	10:44:51	11:32:00	12:48:51
9.8	HALE ST & MALCOLM HOYT DR INTERSECTION	10:48:51	11:40:00	12:52:30
10	AFTER CURVE ADJACENT TO ROCHESTER ELECTRONIC BLDG	10:49:50	11:42:00	1:07:10
10.5	MALCOML HOYT DR & MULLIKEN WAY	10:52:20	11:47:00	1:16:20
10.84	TURNAROUND ON MULLIKEN WAY	10:53:20	11:51:00	1:22:00
11	0.1 BEFORE LEFT TURN ON PARKER ST	10:54:49	11:52:00	1:25:29
11.5	RIGHT TURN ON PARKER ST	10:56:30	11:54:30	1:34:40
11.8	PARKER ST & ENTRANCE TO CLIPPER CITY RAIL TRAIL	10:58:50	11:56:00	1:40:10
12	ON CLIPPER CITY RAIL TRAIL AFTER HORSE SCULPTURE	10:59:48	12:02:00	1:43:48
13	AFTER LEFT TURN ON TRAIL ALONG THE MERRIMAC RIVER	11:04:57	12:22:00	2:02:07
13.1	PARKING LOT BEFORE THE BOAT RAMP	11:05:20	12:13:05	2:04:00

POLICE ASSIGNMENTS

5

1. OIC
2. Lead vehicle
3. Merrimac and Carter
4. Merrimac and Kent
5. Merrimac and Oakland
6. Merrimac & Route 1
7. Merrimac & Route 1
8. Merrimac and Ashland (beer tent)
9. Merrimac and Jefferson (beer tent)
10. Merrimac and Spofford
11. Merrimac and Spofford
12. 113 & Hoyts Lane
13. Dennett & 113
14. Turkey Hill & 113
15. Turkey Hill & Crow
16. Turkey Hill & Hale
17. Turkey Hill & Hale
18. High & Mosely
19. High & Ferry
20. Low & Hale
21. Hale and Malcolm Hoyt
22. Mullikan & Parker
23. Malcolm Hoyt and Parker
24. Malcolm Hoyt & Parker
25. Parker and Parker
26. Rail Trail Parker
27. Rail Trail Washington

Barricades Locations List for ½ Marathon Sunday 1000 hrs

1. Pine Hill & Hallisey
2. Pine Hill & Daniel Lucey
3. Hale & Toppans
4. Hale & Turkey Hill
5. Hale & Lavalley
6. Parker & Malcolm Hoyt
7. Graf & Parker
8. Rt1 & Parker by Haley's

COURSE MONITOR PLAN

LOCATION	RACE MONITORS	NEWBURYPORT POLICE	
Merrimac & Route 1		2	
Merrimac & Kent [Race start]	2	1	
Merrimac & Carter	1	1	
Merrimac & Oakland	1	1	
Merrimac & Ashland	1	1	Beer Tent
Merrimac & Jefferson	1	1	Beer Tent
Merrimac & Spofford	1	2	
Spofford & Ferry	1		
High & Mosely		1	
High & Ferry		1	
Ferry & Briggs	1		
Ferry & Laurel	1		
Pine Hill & Whitcomb Ln	1		
Pine Hill & Curzon Mill	1		
Curzon Mill & Daniel Lucy Way	1		
Curzon Mill & Hoyts Ln	1		
Hoyts Ln & Drew	1		
113 & Hoyts Ln	1	1	
113 & Dennett Dr	1	1	
113 & Turkey Hill		1	
Dennett & Everett	1		
Turkey Hill & Everett Dr	2		
Turkey Hill & Bourbeau Terrace	2		
Turkey Hill & Windward Dr	2		
Turkey Hill & Longfellow Dr	2		
Turkey Hill & Newhall Ln	2		
Turkey Hill & Marquard Ln	2		
Turkey Hill & Longfellow Dr	2		
Turkey Hill & Crow		1	
Turkey Hill & Hale		2	
Low & Hale		1	
Middle & Garden	1		
Garden & Browns Ln	2		
Garden & Rogers	1		
Garden & Turkey Hill	1		
Hale & Malcolm Hoyt	1	1	
Malcolm Hoyt & Parker		2	
Mulliken & Parker		1	
Parker & Parker		1	
Parker & Rail Trail	2	1	
Rail Trail & Washington	1	1	
	41	25	

Newburyport Half Marathon
Start/Finish Equipment

Qty	Item	Location	Provided	Comments
2	Wheeler	Start/Finish	DMSE	Ballfield-1, Start-1
1	Airhorn	Start	DMSE	
1	American Flag	Start	DMSE	
1	Announcer Platform	Start	DMSE/IRS	Ron to pick up from IRS
2	Ballast Water Barrel	Start	DMSE	NEED COAT HANGER
2	Banner	Start	ELI	
1	Bullhorn	Start	DMSE	2 - Single Sided Start Banners, back to back
2	Garden Hose	Start	DMSE	
2	Scaffolding Tower Scrim Set	Start	DMSE	Blue/White
2	Scaffolding Towers (4' x 7' x 12')	Start	DMSE	
150	Steel Barricade - Feet	Start	DMSE	All on trailer plus 30 from warehouse
120	Steel Barricade (10' x 44")	Start	DMSE	Start-80, Finish-20, Ballfield-20
4	Straps	Start	DMSE	
30	Traffic Cones (18")	Start	DMSE	
9	Veratrus System (Per Meter)	Start	DMSE	3 - 3M
1	Zip Ties - 8" (bag)	Start	DMSE	

Water Station Equipment

Qty	Item	Location	Provided By	Comments
8	UCAN Concentrate Mix (case)	Water Stations	Eli	
4	UCAN Cups (case)	Water Stations	Eli	
4	UCAN Stirrers	Water Stations	DMSE	
8	Gloves	Water Stations	DMSE	
4	Gotts	Water Stations	DMSE	
1	Pallet Jack	Water Stations	DMSE	
4	Pitchers	Water Stations	DMSE	
16	Rakes	Water Stations	DMSE	
16	Shovels	Water Stations	DMSE	
32	Tables	Water Stations	Eli	
28	Trash Barrels	Water Stations	DMSE	
105	Trash Liners	Water Stations	DMSE	
132	Water - Gallon (case)	Water Stations	Eli	
15	Water Cups (case)	Water Stations	Eli	

Newburyport Half Marathon
DMSE Equipment

Qty	Item	Location	Provided By	Comments	Truck
2	Wheeler	Start/Finish	DMSE	Ballfield-1, Start-1	DMSE
1	Airhorn	Start	DMSE		DMSE
1	American Flag	Start	DMSE		DMSE
1	Announcer Platform	Start	DMSE/IRS	Ron to pick up from IRS	DMSE
2	Ballast Water Barrel	Start	DMSE	NEED COAT HANGER	DMSE
1	Bullhorn	Start	DMSE		DMSE
2	Garden Hose	Start	DMSE		DMSE
8	Gloves	Water Stations	DMSE		16' Water
4	Gotts	Water Stations	DMSE		16' Water
1	Pallet Jack	Water Stations	DMSE		26' Water
30	Parking Flags	Course	DMSE	Aaron to give to volunteers Thurs before	
4	Pitchers	Water Stations	DMSE		16' Water
16	Rakes	Water Stations	DMSE		16' Water
45	Safety Vests	Course	DMSE	One for every course monitor	
33	Sandwich Boards (2'x3')	Course	DMSE	20 Directional, 13 Mile Markers	16' Course
2	Scaffolding Tower Scrim Set	Start	DMSE	Blue/White	DMSE
2	Scaffolding Towers (4' x 7' x 12')	Start	DMSE		DMSE
16	Shovels	Water Stations	DMSE		16' Water
20	Signs - Course Directional	Course	DMSE		16' Course
150	Steel Barricade - Feet	Start	DMSE	All on trailer plus 30 from warehouse	26' Water
120	Steel Barricade (10' x 44")	Start	DMSE	Start-80, Finish-20, Ballfield-20	26' Water & TRAILER
4	Straps	Start	DMSE		DMSE
32	Tables	Water Stations	Eli		26' Water
30	Traffic Cones (18")	Start	DMSE		DMSE
100	Traffic Cones (18")	Course	DMSE		16' Course
28	Trash Barrels	Water Stations	DMSE		16' Water
105	Trash Liners	Water Stations	DMSE		16' Water
2	Velcro	Course	DMSE		16' Course
9	Veratruess System (Per Meter)	Start	DMSE	3 - 3M	DMSE
1	Zip Ties - 8" (bag)	Start	DMSE		DMSE

MEDICAL PROGRAM

- iii. Wound cleaning supplies
 - 1. Iodine swabs
 - 2. Alcohol prep swabs
 - 3. Bacitracin
- iv. SAM splint
- v. Moleskin
- vi. Sunscreen
- vii. Glucose tabs
- viii. Acetaminophen tabs
- 8. Nitrile gloves size L
- 9. Nitrile gloves size M
- 10. Glucometer
 - a. Lancets
 - b. Test strips
- 11. 10 gallons concentrated electrolyte solution (Gatorade)

Medical Tent Organization:

1. Prior to entering tent, all conscious, ambulatory patients sign consent form
 2. Adam and/or Pam triages complaint to either staff accordingly
 - i. ** suspicion of EAC or non-ambulatory persons are priority
 1. EAC with LOC requires immediate transport via ambulance
 - a. Assume hyponatremia unless otherwise indicated
 - ii. ** all staff are required to dawn personal protection (i.e. gloves and/or glasses) when human blood is visible
 - iii. ** all staff are to practice hand sanitization when in contact with bodily fluids
 - b. Medical
 - c. Orthopedic
3. Event encounter form completed by tent staff as patient is discharged with documented instructions



Newburyport Half Marathon Sunday, October 25th, 2015

Prepared by:
DMISE
DAVE MCGILLIVRAY SPORTS ENTERPRISES
SPORTS

v. 10/13/2015

Start Area

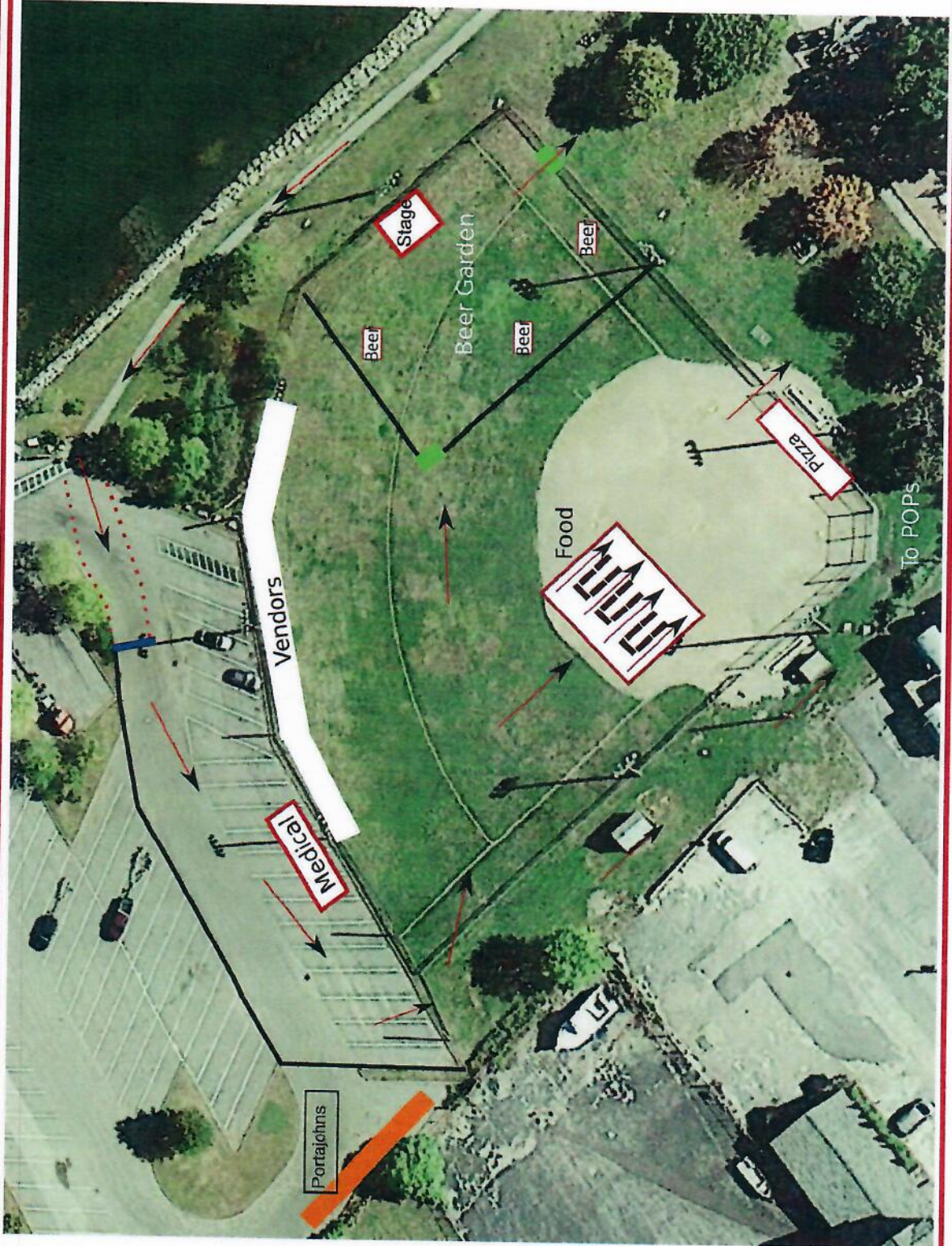


Newburyport
Half Marathon
Sunday,
October 25, 2015

Finish Area

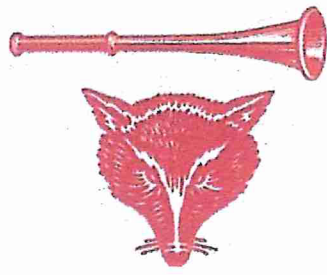
	Barricades		Runner Flow
	Tents		Finish Line
	Traffic Cones		Tables
	ID screening		ID screening

Prepared by:
DMSE
DAVE MCCILLIVRAY SPORTS ENTERPRISES
SPORTS
v. 09/09/2015



* attachment

Cindy Foote



April 5, 2018

Dear West Newbury Landowners,

On behalf of the Myopia Hunt and Joint Masters Ms. Wendy Wood and Mr. Nicholas White, we thank you for your contribution to another successful year of foxhunting in 2018. Our Huntsman Mr. Phillip Headdon will again be leading our field with several "couples" of hounds.

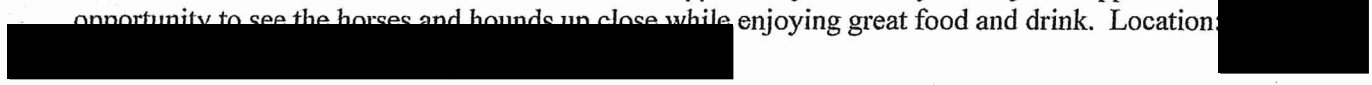
Phillip and our group of volunteers will be busy clearing trails soon on our riding routes. The winter was not good to the terrain and we have some serious work to do removing downed trees and repairing jumps. Please let me know as soon as possible if you have any notable damage on the areas of your property you so graciously allow us to use.

We look forward to another great season, especially our meets in West Newbury. Please look over the dates below to see when we would be crossing your property (if we are crossing your property it will be checked on the right side). If there are any conflicts with these dates please me know.

Date	Start Location	Time	Across (or near) your property
Tuesday, May 8 th	Maudslay State Park	8:00 AM	_____
Saturday, May 19 th	New Meadow Farm	8:00 AM	_____
Tuesday, May 29 th	Pipestave parking Lot	8:00 AM	_____
Tuesday, Sept. 25 th	Pipestave parking Lot	8:00 AM	_____
Saturday, Oct. 6 th	New Meadow Farm	2:30 PM	_____
Tuesday, Oct. 23 rd	Maudslay State Park	8:00 AM	_____
Tuesday, Nov. 6 th	NEER North	10:00 AM	_____

facility app

We also welcome you to join us for the Landowner's Picnic and the Blessing of the Hounds on Monday, October 8th at 12:30 PM. This annual event is our opportunity to thank you for your support and is a great opportunity to see the horses and hounds up close while enjoying great food and drink. Location:



Please feel free to call or email me at any time with questions or concerns. Thank you again- this tradition would not be possible without your generosity.

Best Regards,

Cindy Foote



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/07/2018

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

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

PRODUCER Allen Financial Insurance Group		CONTACT NAME Brent Allen
AZ 85032		INSURER(S) AFFORDING COVERAGE
INSURED Myopia Hunt Club Inc		INSURER A: Capitol Indemnity Corporation
South Hamilton		INSURER B:
MA 01982-1922		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:
		NAIC # 10472

COVERAGES CERTIFICATE NUMBER: CL188741167 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		PR02404029	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY						PERSONAL & ADV INJURY \$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	HIRED AUTOS ONLY						PRODUCTS - COM/OP AGG \$ 2,000,000
	SCHEDULED AUTOS						
	NON-OWNED AUTOS ONLY						
	<input type="checkbox"/> UMBRELLA LIAB						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> EXCESS LIAB						BODILY INJURY (Per person) \$
	DED RETENTION \$						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> OCCUR						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> CLAIMS-MADE						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						AGGREGATE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						
	Y/N						PER STATUTE OTH-ER
	N/A						E L EACH ACCIDENT \$
							E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

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

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

CERTIFICATE HOLDER

CANCELLATION

Town of West Newbury Pipestave
694 Main Street

West Newbury

MA 01985-1225

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

Special Event Application

Organization or Group Muopie Hunt



Event Date: 10/6/18 Start Time 2:30 End

Time 4pm

Reason for Event fox hunt - drag scent

Number of attendees 10-15 riders + horses + approx 12 hounds

Check Appropriate Block:

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



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

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

1. The location of the event on the property _____

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

3. Features and attractions n/a

4. Participant circulation see map & description

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

6. Any proposed road closures NO

7. Location of trash receptacles and dumpsters n/A

8. Location of temporary toilet facilities n/A

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

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

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

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

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

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

Name: Myopia Hunt Event: fox hunt

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

[Signature] 9/17/18
Individual/Authorized Signature for Group Date

Chief of Police's Signature: [Signature] Date: 9/26/18
Requests and comments:

Fire Chief's Signature: [Signature] Date: 9/28/18
Requests and comments: None

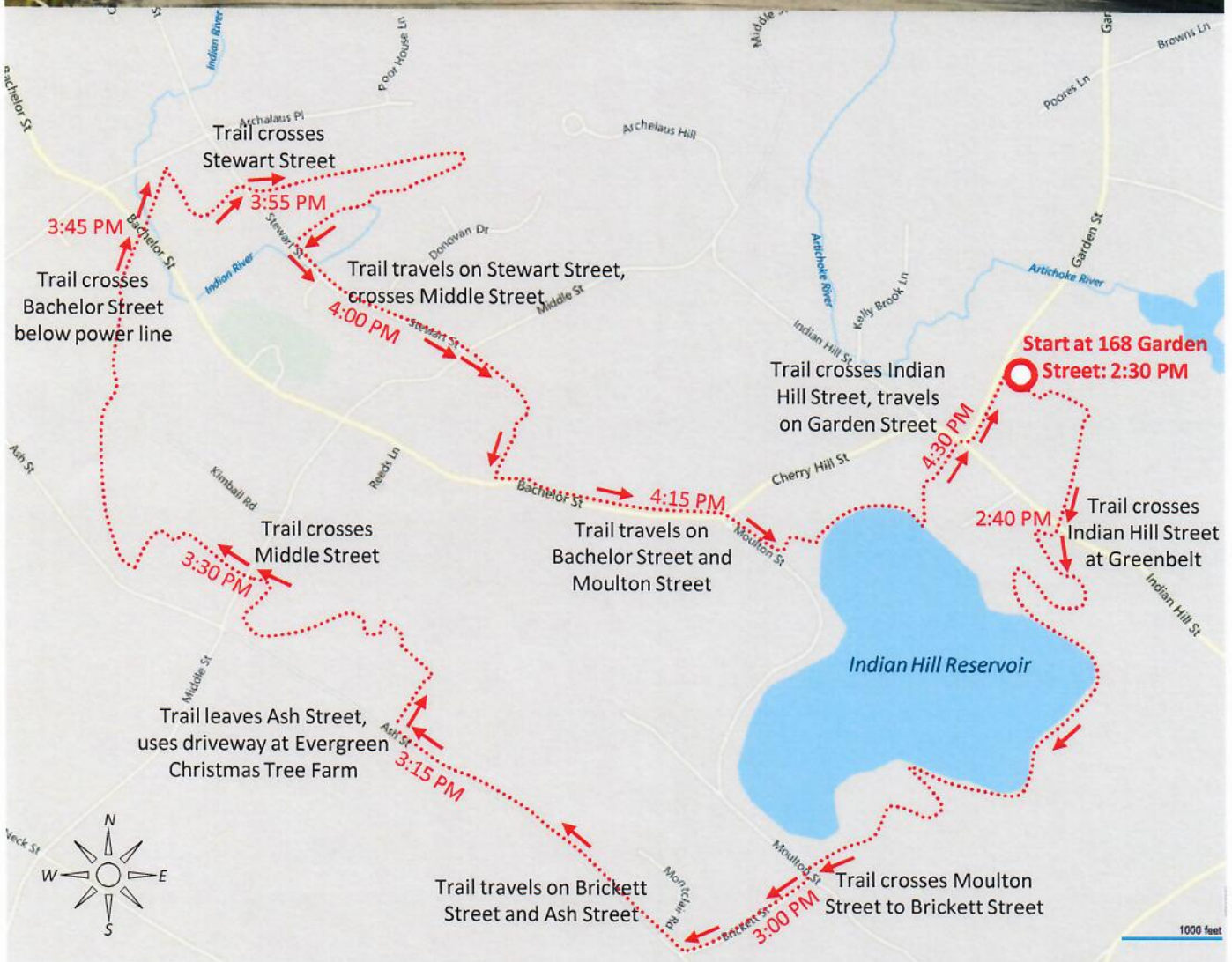
Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:

10/6/18 - Sat 2:30 - 4:30

Horse Route for Myopia Hunt Club

Date: Saturday, October 6, 2018 from 2:30 to 4:30 PM



Trail Map Prepared for
West Newbury Police Department

Copyright ©2017 Prepared on Oct 2, 2017 by:

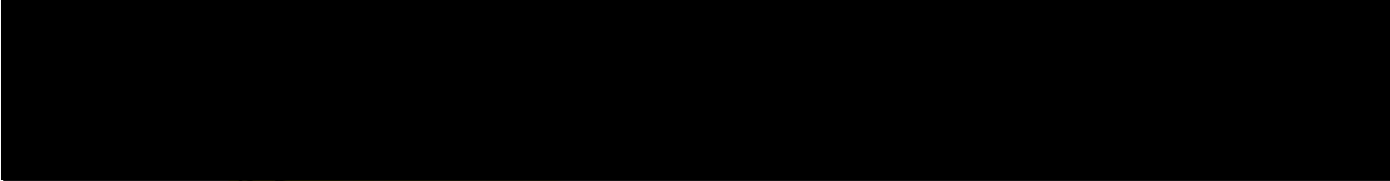


WEST NEWBURY
OPEN SPACE COMMITTEE

Visit: www.westnewburyopenspace.net

Special Event Application

Organization or Group Myopia Hunt
Person Making Reservation Cinda Foote



Time 10:30 AM
Reason for Event fox hunt - drag scent
Number of attendees 10-15 riders + horses + approx 12 hounds

Check Appropriate Block:

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



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

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

1. The location of the event on the property _____

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

3. Features and attractions n/a

4. Participant circulation see map & description

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

6. Any proposed road closures NO

7. Location of trash receptacles and dumpsters n/A

8. Location of temporary toilet facilities n/A

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

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

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

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

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

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

Name: Myopia Hunt Event: fox hunt

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

[Signature] Individual/Authorized Signature for Group Date: 9/17/18

Chief of Police's Signature: [Signature] Date: 9/26/18

Requests and comments: Must provide crossing stewards when crossing RT 113 (to & from) each side of the road. Stewards MUST wear OSHA green traffic vest, MUST stand out in road & visible to traffic in order to give proper advance warning. Steward MUST be @ Pines/Browns Lane when crossing Garden St. MUST wear OSHA green vest.

Fire Chief's Signature: [Signature] Date: 9/28/18

Requests and comments: None

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments: _____

Horse Route for Myopia Hunt Club

Date: Tuesday, October 23rd, 2018 from 8 to 9:30 AM



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

Copyright ©2017 Map prepared on Sept 21, 2017 by:



**WEST NEWBURY
OPEN SPACE COMMITTEE**

Visit: www.westnewburyopenspace.net

Nov 6

Special Event Application

Organization or Group Myopia Hunt
Person Making Reservation Cindy Foster



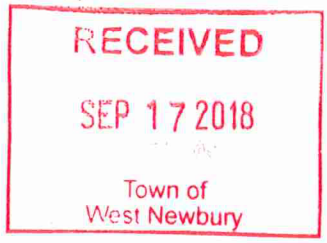
Time 12 pm

Reason for Event fox hunt - drag scent

Number of attendees 10-15 riders + horses + approx 12 hounds

Check Appropriate Block:

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



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

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

1. The location of the event on the property _____
2. For road or walk race, a detailed map of the route on digital file
3. Features and attractions n/a
4. Participant circulation see map & description
5. Proposed parking including how you will handle overflow parking private property
6. Any proposed road closures NO

7. Location of trash receptacles and dumpsters n/A

8. Location of temporary toilet facilities n/A

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

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

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

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

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

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

Name: Myopia Hunt Event: fox hunt

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

Individual/Authorized Signature for Group: [Signature] Date: 9/17/18

Chief of Police's Signature: [Signature] Date: 9/26/18

Requests and comments: MUST provide crossing stewards @ Moulton & Bracket.
ALSO BRACKET & ASH AS WELL AS ASH STREET & EVERGREEN TREE FARM.
ALSO MIDDLE STREET @ TRAIL CROSSING. BACHELOR ST @ POWER LINE, STEWART
STREET BOTH ENDS. ALL STEWARDS MUST BE WEARING OSMA GREEN VEST &
USABLE IN ROAD TO ALL VEHICLE TRAFFIC

Fire Chief's Signature: [Signature] Date: 9/28/18

Requests and comments: None

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments: _____

Town Manager

From: Bartholomew, Justin <jbartholomew@prsd.org>
Sent: Thursday, September 13, 2018 12:07 PM
To: Town Manager
Subject: Fwd: grant
Attachments: LG ltr CCC applications (FY19) .pdf

Angus,

PRSD has been attempting to apply for a grant via the MA Community Compact Program (see attached). It identifies that superintendents should be able to get into the website and apply, however, we just received the message below stating that only a partnering municipality would be able to get a password so that the grant could be submitted.

My request:

1. Would you be willing to partner with us on this grant (it focuses on updating our infrastructure so that, regionally, our communication and data management systems are unified under one system instead of several different systems). The details for that grant are [here](#).
2. If you are, could you please get a passcode for the application website (see the attached document... the password provided in the 2nd to last paragraph does not work)?

The deadline is Friday. I, personally, would not be comfortable giving the password to someone else, but I know Mr. Conway would be more than happy to meet you and fill in the information.

I know this is unusual. We have been trying to get clarification from the state for the past three weeks and did not get any responses other than apparent misinformation and, finally, the email below.

If you have any questions, please let me know!
~ Justin

----- Forwarded message -----

From: Conway, Brent <bconway@prsd.org>
Date: Wed, Sep 12, 2018 at 5:17 PM
Subject: grant
To: Justin Bartholomew <jbartholomew@prsd.org>

I got our response from the state about the grant password issue.

" Brent, the section "Superintendent in a Regional School District and Regular School District, Regional Planning Agency Executive Director, and Council of Governments Executive Director" should not be there, as only a municipality can apply for an IT Grant. Sorry about that. Again, you can partner with the municipalities and apply. "

We can reach out to the West Newbury Town administrator tomorrow and do it "with them".

--

Brent Conway

Assistant Superintendent
Pentucket Regional School District
bconway@prsd.org
978-363-2280
[@pentucketteach](#)

--

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.

Town Manager

From: Town Manager
Sent: Thursday, September 13, 2018 5:08 PM
To: Bartholomew, Justin
Cc: 'bconway@prsd.org'
Subject: FW: Community Compact Cabinet Program Year 4: Application Information
Attachments: LG ltr CCC applications (FY19) - muni.pdf

Justin,

Following on our conversations, please find attached the Community Compact letter we received last month, which includes the password you'll need to file the IT grant application for proposed improvements in the District.

As we discussed, the Board of Selectmen policy calls for prior Board approval of grant submittals. Under the circumstances, I'm agreeable to Pentucket submitting the grant, but will be bringing this to the Board at their Oct. 1 meeting for their approval; or they may at that time vote to not authorize submittal. In that event, I verified with the State that the grant could be withdrawn at that time or, alternatively, another town in the District could become the lead sponsor. Because Groveland received an IT grant in FY18, they would not be eligible to be the lead sponsor.

If the grant were to be awarded this year, with West Newbury as the lead sponsor, we would be ineligible to apply for an IT grant in FY20. (This would only apply to the lead town – not all 3 towns). This, I expect, will be central to the BoS consideration of whether to authorize continued lead sponsorship of the grant. As we agreed, if the BoS does not favor being the lead sponsor, we would withdraw the grant application at that time (or, with their BoS consent, transferred to Merrimac as the lead sponsor).

Regardless of which community ends up being the lead sponsor, in my conversation with Sean Powers at DOR-DLS earlier today, he said they will look for support letters from all three towns in their consideration of the grant.

Please send me a copy of the completed grant, as submitted, and let me know if you need anything further. My office number is below, and I can also be reached by cell 978-891-7318.

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: Powers, Sean E. (DOR) <powersse@dor.state.ma.us> **On Behalf Of** DOR DLS Community Compact
Sent: Wednesday, August 15, 2018 12:08 PM
To: DOR DLS Community Compact <communitycompact@dor.state.ma.us>
Subject: Community Compact Cabinet Program Year 4: Application Information

You are receiving this email because you are the chief executive officer or directly associated with the deciding governmental body of your municipality. Attached is a letter from Lieutenant Governor Karyn Polito regarding Year 4 of the Community Compact Cabinet Program that includes application information and a password for your community.

Sean Powers
Director of Special Initiatives

Town Manager

From: Conway, Brent <bconway@prsd.org>
Sent: Friday, September 14, 2018 12:38 PM
To: Bartholomew, Justin
Cc: Town Manager
Subject: Re: FW: Community Compact Cabinet Program Year 4: Application Information

Angus,

Thank you for working with us on this. I submitted the grant this afternoon and I included you as the primary signatory so you would have to sign off on acceptance of the grant for us to move forward if the grant is selected. I am happy to update anyone along the way.

Thanks and have a good weekend.

- Brent

On Fri, Sep 14, 2018 at 7:28 AM, Bartholomew, Justin <jbartholomew@prsd.org> wrote:
Angus,

Thank you so much for your consideration and the opportunity for the BoS to discuss this as a potential. I am in complete agreement that, should the BoS, decide not to authorize continuation as the lead municipality for this grant for future funding reasons, then PRSD will withdraw the application if we are not able to shift the lead over to the Town of Merrimac. I really appreciate you working with us so closely on this given the tight deadlines.

We will have a copy of our application to you once we have completed it.

~ Justin

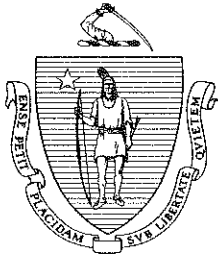
On Thu, Sep 13, 2018 at 5:08 PM, Town Manager <townmanager@wnewbury.org> wrote:

Justin,

Following on our conversations, please find attached the Community Compact letter we received last month, which includes the password you'll need to file the IT grant application for proposed improvements in the District.

As we discussed, the Board of Selectmen policy calls for prior Board approval of grant submittals. Under the circumstances, I'm agreeable to Pentucket submitting the grant, but will be bringing this to the Board at their Oct. 1 meeting for their approval; or they may at that time vote to not authorize submittal. In that event, I verified with the State that the grant could be withdrawn at that time or, alternatively, another town in the District could become the lead sponsor. Because Groveland received an IT grant in FY18, they would not be eligible to be the lead sponsor.

If the grant were to be awarded this year, with West Newbury as the lead sponsor, we would be ineligible to apply for an IT grant in FY20. (This would only apply to the lead town – not all 3 towns). This, I expect, will be central to the BoS consideration of whether to authorize continued lead sponsorship of the grant. As we agreed, if the BoS does not favor being the lead sponsor, we would withdraw the grant application at that time (or, with their BoS consent, transferred to Merrimac as the lead sponsor).



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COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

August 15, 2018

Dear School Superintendent, RPA Executive Director, Council of Government Executive Director:

The Baker-Polito Administration is pleased to announce that Year 4 of the Community Compact Cabinet (CCC) program is set to begin on August 15. In FY19, we will continue to offer the Best Practice program, Efficiency and Regionalization program, and IT Grant program. Information on all three of these CCC programs is provided below.

Fostering a strong partnership with our municipalities continues to be a top priority for the Baker-Polito Administration, and the Community Compact Cabinet is a prime example of how the state remains responsive to the needs of municipalities.

The first three years of the program have been incredibly successful, with all 351 cities and towns signing up for the Best Practice program, more than 220 municipalities and school districts receiving Efficiency and Regionalization grants, and more than 140 municipalities receiving funds from the IT Grant program.

Fiscal Year 2019 CCC Municipal Grant Programs

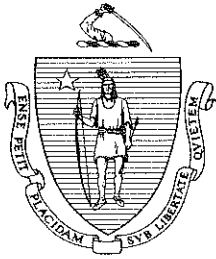
Best Practices Program

Beginning August 15, applications for Year 4 of the CCC Best Practice program can be submitted by those municipalities *who did not apply in FY18, for either a first or second Compact*, at www.mass.gov/ccc. Applications are accepted on a rolling basis and will be reviewed within one month of submission. Eligible applicants can choose up to two best practices and enter into a FY19 Compact. The Compact spells out the commitments of the state and gives the municipal leader the flexibility to choose a best practice(s) that make the most sense for your community.

The complete set of best practices is available on the Community Compact Cabinet website (www.mass.gov/CCC). The website also includes a helpful Question and Answer section.

IT Grant Program

On August 15, the application for the Community Compact IT Grant Program will open. Municipalities that applied for a Community Compact under the CCC Best Practice



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LIEUTENANT GOVERNOR

program on or before June 30, 2018 will be eligible. *However, cities and towns that were awarded an IT Grant Program grant in FY18 will not be eligible in FY19.*

This is a *competitive* grant program focused on driving innovation and transformation at the local level via investments in technology. Using the transformative powers of IT, we can drive innovation, make government more efficient, save taxpayer money, and make it easier for residents to interact and transact with their local government.

Grants of up to \$200,000 will support the implementation of innovative IT projects by funding related one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation and initial training are eligible.

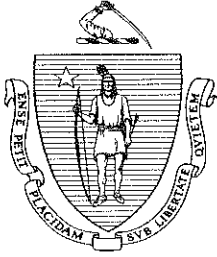
Efficiency and Regionalization Grant Program

The purpose of the Efficiency and Regionalization (E&R) *competitive* grant program is to provide financial support for governmental entities interested in implementing regionalization and other efficiency initiatives that allow for long-term sustainability. These grants will provide funds for one-time or transition costs for municipalities, regional school districts, school districts considering forming a regional school district or regionalizing services, regional planning agencies and councils of governments interested in such projects.

There will be one competitive application round for this new grant program, with the online application opening on January 15, 2019 and closing on February 15, 2019.

Bonus points will be awarded to any municipality that has chosen to participate in the CCC Best Practice program. Additional bonus points will be awarded if the subject matter of the application falls within any of the FY19 Best Practices, all of which can be located at www.mass.gov/CCC. Lastly, if the application is associated with a municipality's chosen best practice, bonus points will be awarded.

For any application that involves multiple communities, all involved must have signed up for the CCC Best Practice program in order to qualify for the bonus points. In the case of a regional school district, all member municipalities must have entered into a Compact in order to qualify for the bonus points. For an application submitted by a regional planning



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LIEUTENANT GOVERNOR

agency or council of government, all municipalities associated with the application must have entered into a Compact in order to qualify for the bonus points.

You may access the application page, however to begin the application you will need a password. The password for your community is yAVZ2XzJkg. Applications cannot be saved once they are started and should be completed all at once.

It is exciting to have these three programs available again for our partners in local government. Together they offer you an opportunity to position your community for long-term success, including bonus points on various statewide grants if you enter into a Best Practice compact. I thank the Legislature for funding these programs in FY19 and look forward to working with you in the near future as Chair of the Community Compact Cabinet. If you have any questions, contact Sean Cronin, Senior Deputy Commissioner of Local Services, at croninse@dor.state.ma.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Karyn E. Polito".

Karyn E. Polito
Lieutenant Governor

CCC IT Grant - September 2018

1) Eligible Entity: Town of West Newbury

2) Contact: Brent Conway, Assistant Superintendent, 978-363-2280, bconway@prsd.org

3) Grant Contract Signatory: Angus Jennings, West Newbury Town Manager

4) Partner Municipality: Town of West Newbury & Pentucket Regional School District

5) Yes - SaaS - Software as a Service

6) Grant Amount Requested: \$71,250

7) Purpose: Pentucket Regional School District seeks to consolidate our student information systems and data management systems into one centralized data management program. We currently use four different programs for the management of Student Information, Special Education - Individualized Education Programs, Health Information, and students grades/report cards and scheduling. By moving to Aspen hosted by Follett, we would create greater efficiency and data integration allowing for improved communication with families and community members and and more strategic allocation of resources. Aspen Student Information System (SIS) is a centralized platform for hosting and managing student data. Aspen SIS safely and securely stores data like class schedules, school events, student performance, athletic eligibility, individual health records, IEPs and much more. Aspen thus eliminates the need for multiple databases and streamlines the process of reporting student data, creating instructional plans, and applying state-specific guidelines while providing consistent source of information for students and families.

Aspen Student Information System (SIS) is a cost-effective, convenient, and powerful resource for staff, students, and parents. The grant request is to provide funding for the one-time change for implementation, funding for all initial training and funding to run programs simultaneously for 6 months as a full transition is completed. All future expenses for the annual licensing, hosting, support and service will be funded through the district budget as the cost for the 4 separate programs that will be replaced will result in a savings.

The major challenge of this project is the one time expense which places a burden on the district and local municipalities that would otherwise be paid for as a reduction from the general budget. Additionally, making this transition over a 6 month period while the systems run simultaneously allows for appropriate training and personnel allocated for accurate and proper transition.

8) Benefits: There are many benefits to the school district, students, staff, parents and residents of the communities. The current programs used which would be replaced by Aspen are all used for various state reporting requirements. It requires significant time and expertise of the technology department to currently coordinate the different programs so we meet the requirements of the state reports. Aspen is designed as an integrated program that is SIF compliant (Schools Interoperability Framework) and would provide comprehensive and customized state reporting.

Centralizing our data management will allow for greater data analysis, using information from multiple sources to create better systems for the district to use in programming and budget planning. We will also be able to save time by entering data in only one program, rather than multiple. This will provide quick access to timely, actionable data.

Additionally, the integrated nature of the system will allow for much more robust and real time communication with students and parents about grades, student progress and planning for future learning. Using Student and Parent portals provides a secure and efficient method of communicating and sharing information. It uses a robust gradebook for traditional and standards-based scoring. Aspen systematically creates master scheduling and arranges class and event schedules that best fit the needs of students. It also fully integrates with Aspen Instructional Management System (IMS), various digital learning tools and with a Health database that provides access to student medical information and tracks individual health needs

Once the initial transition is complete, we anticipate the the annual cost (approximately \$32,000) will be less than the current annual cost to run four separate programs (currently \$35,200).

9) Cost Impact and Sustainability Plan: By integrating multiple systems into one, we will see an annual cost savings. Once the initial transition is complete, we anticipate the the annual cost (approximately \$32,000) will be less than the current annual cost to run four separate programs (currently \$35,200) The annual cost associated with the Program is for licensing, hosting, support and service for Aspen which will be approximately \$3000 less than the current annual cost of operating 4 different programs. The annual budget already maintains a line item as an operational cost for these services.

10) Measures of Success: The transition to a fully integrated student information system will be successful based on the efficient use of data, increased parent/student communication and improved use of resources for accurate reporting for the 2600 students. This system will increase the number of staff who will utilize the information and data for decision making as it will become more accessible. State reporting and preparation for accurate reports will decrease

in time and the number of personnel hours needed to complete reports, shifting their time and resources towards educationally focused efforts.

11) Project Budget:

January 2019 - June 2019 - Begin initial implementation = \$37,600

March 2019 - October 2019 - Initial systems Training = \$14,000

March 2019 - August 2019 - Initial Schedule Creation/Management Training = \$6,400

January 2019-December 2020 - 6 months Software/Maintenance/Support = \$13,250

Total expense needed from grant = \$71,250

District expenses outside of grant:

July 2019 - June 2020 - Annual Renewal for Software/Maintenance/Support = \$26,500

July 2019 - June 2020 - Stipends for Aspen Mentor Specialists in District = \$7,000

12) Project Timeline

January 2019 - June 2019 - Initial implementation - parallel systems

March 2019 - October 2019 - Training

July 1 2019 - Operate only Aspen system

October 2019 - In full use by all appropriate district personnel

Initial Needs Assessment for an Intergenerational Community Center

Produced by the Community Center Committee, February 2018

Introduction and Background

Currently, the West Newbury Senior Center is overflowing to accommodate the needs and demands of its growing population of elders. By 2035, the number of people in West Newbury aged 60 years and older is projected to nearly double, from 830 to 1512, and the number of individuals aged 19 or less will halve, from 1217 to 686.¹ The inadequate space and facilities are preventing the Senior Center from maximizing its potential for the town's aging residents and their immediate/extended families. Additionally, there are a number of other age groups and organizations in town that need a place to meet. As a result, in January 2016, the West Newbury Board of Selectmen approved that an intergenerational Community Center Committee (CCC) be formed.

The mission of the Community Center Committee is to study the feasibility and potential sites of an intergenerational community center for the Town of West Newbury, Mass., develop plans for such a facility, and come before Town Meeting with a request to fund this venture. What follows is an initial needs assessment of the town and Senior Center that the CCC will use to inform its mission and the town.

Methods

Data Collection

The CCC used a mixed methods approach to this initial needs assessment:

Focus Group. The CCC convened a Focus Group over two 90 minute public meetings in September and November 2016. The focus group was conducted by Mary Behrle, Independent Library Consultant, Beverly Public Library Trustee, and former Assistant Director of the Northeast Massachusetts Regional Library System. In the first session, Ms. Behrle conducted a S.O.A.R. (Strengths, Opportunities, Aspirations, Results) analysis. S.O.A.R. is a evidence-based brainstorming exercise that brings stakeholders together to recognize the potential of an organization (West Newbury) and create a shared vision for the future (intergenerational community center). In the second session, Ms. Behrle conducted a group discussion using The World Cafe. The World Cafe is a collaborative meeting strategy that encourages everyone's contribution, connects diverse perspectives, and shares collective discoveries.

The Focus Group comprised members of the CCC: Marge Peterson, Mary Harada, Dick Cushing, Joel Grossman, Vanessa Graham, Jill Eichorst, Susan Babb, Theresa Woodbury, Noah Elias-Gray, and Nick Murphy. Also in attendance were: Gail DiNaro, Lisa Holmes, Erin Antonopoulos, Tom Flaherty, Geraldine Vanderhoff, Lucile Waehling, Carol Toleos (Admin), and Jen Solis (*The Daily News*).

¹ <http://pep.donahue-institute.org/>

En totale, attendees represented: Council on Aging, Friends of the Council on Aging, G.A.R. Memorial Library, youth, youth sports, Parks & Recreation Committee, PTO, Girl/Boy Scouts, Youth League, Pentucket Arts Foundation, Garden Club and law enforcement.

Secondary Data Analysis. The CCC conducted two secondary data analyses:

1. The Open Space Committee shared the data from its 2016 Survey of 322 individuals that live in West Newbury. The CCC pulled those questions that may be relevant to the our work.
2. In addition, the Senior Center shared its data from its FY16 Annual Report.

Interview. The CCC interviewed Theresa I. Woodbury, Council on Aging Director, annually from 2016 - 2018 (three times), for supplementary information about the needs and demands of the Senior Center.

Town Property of Interest Inventory. The CCC inventoried the unused/underutilized properties with input from the Open Space Committee, the Open Space 2016 Survey, and the Parks & Recreation Committee. We looked at: The Annex at the Town Offices, St. John's Hall, Town Hall (across from Library) and the barn at Page School. We also looked at the following land: Mullen, Dunn, Main Street near Page school, and The Grange.

Strengths and Limitations.

This initial needs assessment benefited from using data from multiple sources. The Focus Group included many community stakeholders who represented a variety of groups and their respective interests. The secondary data analysis from the Open Space Committee 2016 Survey allowed us to increase the number of people and groups from which we heard, as well as hear preliminary thoughts about recreational and fitness facilities. The Senior Center secondary data analysis provided insight into the many services that the Commonwealth asks the Council on Aging to report annually. While this data was informative, in no way does it represent the hours and resources that are devoted to services that the Council on Aging is not asked to report (not that there are resources to collect such data). To further buttress the Senior Center data, the CCC interviewed the Council on Aging Director.

This initial needs assessment lays the foundation for a town-wide survey that the CCC looks forward to completing. We believe that will provide us with the additional information and insights that will further the success of the CCC's mission.

Key Findings

There were several key findings from the CCC's needs assessment that are detailed below.

1. *Senior Center Programming.* The Council on Aging operates the Senior Center and serves half ($n = 400$) of the town's 65+ population. There are a large number of weekly, semiweekly, monthly,

quarterly and annual activities that the Council offers, and which the Senior Center physically cannot accommodate for varying reasons:

- a. Weekly/Semiweekly:
 - Tai-Chi. 15 people served weekly. Conflicts with Meals on Wheels, which takes up most of the space presently allocated to the Senior Center
 - Zumba. 12 people served weekly. Conflicts with Meals on Wheels, which takes up most of the space presently allocated to the Senior Center
 - Meditation. 10 people served weekly. Conflicts with Meals on Wheels, which takes up most of the space presently allocated to the Senior Center
 - Yoga. 20 people served semiweekly. Conflicts with Meals on Wheels, which takes up most of the space presently allocated to the Senior Center.
 - Bocce. 12 people served weekly.
 - Art Class. 10 people served weekly. Conflicts with Meals on Wheels, which takes up most of the space presently allocated to the Senior Center
 - Pedicures. Up to seven people served weekly. Conflicts with Lunches and Meals on Wheels, which takes up most of the space presently allocated to the Senior Center
 - Lunches/Meals on Wheels. 20 people served weekly. Delivery to Groveland increases burden. These take up most of the Senior Center
 - b. Monthly:
 - Birthday Lunch. 10 people served monthly. Conflicts with Art Class
 - Birthday Series, 10 people served monthly. Conflicts with pedicures
 - c. Quarterly and Annually:
 - Early Bird Suppers. 15 people served quarterly.
 - Progressive Lunch. 40 people served quarterly.
 - Health Fair. 75 people served annually.
2. *Senior Center Building Needs.* The Senior Center does not have enough space to accommodate its current needs or its growing needs. The Council on Aging has been told it can no longer use certain rooms in the Town Offices building at 381 Main Street. As a result, Council on Aging activities are increasingly squeezed into the Senior Center, which serves as its official office, dining room, kitchen (for meal preparations), hygiene facility, craft room, and meeting space (including closed door support groups). When asked, the Council on Aging Director identified the following building needs for the Senior Center:
- One large meeting room (with capacity to host Town Meeting)
 - Full size kitchen
 - Exercise/movement space
 - Game/media room
 - Two small meeting rooms (capacity TBD)

- Bathrooms
- Support functions (i.e., computer stations)

These building needs are subject to a structural engineer assessment survey and acoustical engineer assessment.

3. *Focus Group Findings.* Two sessions with a Focus Group of community stakeholders resulted in many strategic planning ideas, which will be incorporated into a strategic plan that will be released in FY19.

The results of the S.O.A.R. (Strengths, Opportunities, Aspirations, and Results) brainstorming exercise yielded the following:

STRENGTHS. (What is it about West Newbury that makes the community center project possible?)

- West Newbury has strong support for children at the grade school and high school levels
 - Proposals have the support of the community
 - It's smoother going in West Newbury than in some of the other communities
- The G.A.R. Memorial Library is high on the list of things that we want to take care of
- The newly-formed Friends of the Council on Aging
 - An active group
 - Raises funds
 - Recently hosted a very successful community-wide open house, "A Party with Friends," that drew all ages from across the community
- West Newbury is a very active community
- High school sports and youth sports
- West Newbury Music School
- There is a wealth of artistic, musical, and theatrical talent in West Newbury
- Community Bandstand Series
- Size of the town is an asset (active 55+ population)
- The new folks in town and those who have been here many years create a microcosm
- The G.A.R. Memorial Library is a microcosm
 - Programs
 - Art exhibit
 - Meetings
- West Newbury has an educated population
 - Residents are interested in world affairs
 - People can debate issues and still be respectful
 - They can talk about all that is going on and tackle tough subjects and come to consensus
- West Newbury has lots of outdoor recreational opportunities
 - Hiking
 - Open space
 - Greenbelt
 - Cross-country ski trails
 - 15 trails in town

- o Horse Trails & Clubs
- There is an openness to people wanting to change, but they also want to keep the quaintness of the town
- A community center gives everyone the ability to get together
- The CCC is much needed; all the groups mentioned in the resources list need a place to meet
- Community orientated
- The older adult population in the community is growing
- People care about the community and are committed to volunteerism
- Interested participants wanted to be on the CCC and some had to be turned away

OPPORTUNITIES *(Where are there potential resources and collaborators?)*

- Get the Haverhill Bank on board with us; make friends with the bank
- Make sure we get as many groups on board with us as we can
- The Pentucket Arts Foundation
- A piece of land / a central site (area behind the American Legion?)
- Making sure that we have good, positive press
 - o Open meetings
 - o Handle things properly
- Are there grants (rural grants)?
- Use the Newburyport Community Center as an example
- Gather advocates together
- Collaborate programming with the Library, the Council on Aging
- Make sure there is good communication among groups
- All ages are equal stakeholders in the community; all are part of West Newbury
- There is an overlap of needs; so many groups will benefit
- A place for high school events
 - o Jazz café
 - o Dances
- Steve Hoffman's Auto School
- Educate the community about what the CCC is doing
 - o Newspaper
 - o West Newbury website/social media/newsletter/mailing
- Use the CCC survey to inform people

ASPIRATIONS *(What would you like to see at the end of this project?)*

- A place
- Stage
- Music
- Continuing education
- Pool
- Good kitchen
 - o Teach cooking
 - o Snack bar
- Plenty of accessible parking
- Place to tutor
- Area for exhibits
- Space for events like family reunions

- Moveable walls
- Wi-fi / technology
- Retractable screen to show movies
- Welcoming to all ages
- Gym-type room for winter activities, exercise, sports
- Health component
- Private rooms
- Indoor track
- Outdoor bocce
- Pickleball
- Meeting space big enough for Town Meeting where everyone can hear
- Kennebunk has outdoor space that can be a Farmers' Market in summer and an ice skating rink in the winter

RESULTS *(How will you measure your success?)*

- People won't leave
- At the groundbreaking
- Use benchmarks to measure the project
- People are using the space
- People are supporting it financially
- There is a full parking lot
- It's always busy
- It is well staffed and there is a plan to expand staff as needed
- Build in room for expansion
- It is sustainable
- It is self-funded with not many fees
- There is a plan in place for changing demographics

When discussing a town-wide survey, the general questions that were identified include:

- Who do you live with (i.e., children, elders)?
- What are your interests?
- What space is needed? How can it be used for multiple functions?
- Are you interested in adult education (i.e., cooking classes)?
- What would you like to see in a community center?
- What activities would you travel to the community center for? How often? Time of day?
- Is the location of the community center important to you?
- Are you comfortable sharing space with people in other ages groups?
- Would you support a community center via a modest tax increase?
- Are indoor vs. outdoor facilities important to you?

The Focus Group was asked to list existing resources/potential partners in the community that could help make an intergenerational community center possible. As the list grew, participants realized that all these groups need meeting/activity space and can be important advocates for the community center project.

- Garden Club
- Scouts
- Riding and Driving Club
- Youth Sports
- West Newbury Youth League
- Pentucket Youth Sports
- Cultural Council
- Pentucket Arts Foundation
- G.A.R. Memorial Library
- West Newbury PTO
- Friends of the Council on Aging
- Council on Aging
- Home schoolers
- West Newbury School of Music
- West Newbury Sister City (Dalaba, Guinea)
- The Grange
- Children's Castle
- Newburyport Mothers' Club
- Pentucket Area Early Intervention Program
- Police Department
- Fire Department
- Haverhill Bank (new to West Newbury)

4. *Open Space and Recreation Findings.* The CCC is grateful to the Open Space Committee for sharing the data from its 2016 Survey ($n = 322$). Listed below are the findings that the CCC found most relevant to our work:

- When asked to identify the recreational activities in which they or their family participate, the highest ranked activities by respondents were nature programs, followed by art/music programs and playgrounds.
- When asked how satisfied they are with recreational places for different age groups, respondents ranked that they were most satisfied with places for adults (26-64 years), followed by lower and upper elementary grades. Senior citizens (65+ years) was ranked fifth. Young adults and handicapped were ranked lowest in terms of respondent satisfaction.

Open ended questions provided additional insight. The following are quoted directly from the surveys:

- An obstacle course with various challenges (pull-ups, etc.).
- We should design and construct body weight exercise stations at appropriate places and Pipestave/HS/Riverbend etc. Low cost/low maintenance/promote healthy activities.

- Pickleball is becoming a very popular activity for seniors. Many communities are simply "relining" their tennis courts for multi-use - tennis and pickleball. Since our Pentucket tennis courts are gone, we don't even have that option.
 - There is an interest in bocce. A couple of bocce courts would be nice.
 - We need at least one more field (all-purpose) and an upper elem (GR 3-6) playground, picnic areas, tennis courts, indoor swimming pool.
 - Would like a town pool for residents. Would like an indoor sports complex (i.e. basketball court) for town. Not just use in school gym.
5. *Town Property of Interest Inventory.* The CCC inventoried the unused/underutilized properties with input from Open Space Committee, the Open Space 2016 Survey, and the Parks & Recreation Committee. We looked at: The Annex at the Town Offices, St. John's Hall, Town Hall (across from Library) and the barn at Page School. We also looked at the following land: Mullen, Dunn, Main Street near Page school, and The Grange. The building sites (land) would create too much of a financial strain with the forthcoming tear-down and renovation of the high school. Ultimately, the CCC determined that the repurposing of The Annex at the Town Offices, 381 Main Street is the most viable option for the following reasons:
- It can be repurposed so that it is still a usable space for its current activities
 - It can be repurposed so that it provides space for groups that currently needs space to meet/convene
 - It is vastly more affordable than a new construction project
 - It is central to the community
 - It has ample parking
 - It will not disrupt the current landscape of the town

Discussion

Findings from the CCC's initial needs assessment for an intergenerational community center indicates that the Senior Center is struggling to meet the current demands of the population it serves. More space is required and will continue to be required with the town's projected population trends. There is interest among people in town to increase our recreational facilities in general, enjoy more cultural activities (i.e., the arts), as well as a desire to include as many stakeholder voices as possible throughout the various stages of the planning process. Going forward, the CCC will conduct a town-wide survey when funds are available.

Septic Analysis For The Community Center Committee

The existing septic system was installed in 1964. It was constructed for the central school. In 1971 plans were drafted with the intent of enlarging the school and adding additional area to the septic system. This project never came to fruition. In 1991 plans were drafted to modify the building into a senior housing complex. This project was completed in the late 1990's. The current system is 53+ years old and consists of a 6,550 SF stone & pipe leach field and associated tanks and pumps. This system handles all flow from the entire complex (elderly housing, COA & town offices)

Using the soil perc rate (20 min/in) for the public safety complex to determine the gallons per day that a system of that size could handle by today standards would be 3,472 gallons.

Based on current code,

*The Town Office Building could generate up to 805 GPD. If you subtract the hallways, meeting rooms, etc. it would be a lot less.

*The Senior Housing should generate 2,100 GPD.

Over a 3.5 year period, the town offices (including COA) generated an average flow of 111 GPD. Over a 5.5 year period, the Senior Housing generated an average flow of 1,022 GPD. The current water readings show that the GPD of wastewater going to the existing septic system is far less than that of which it could be expected to handle. This may be one reason why after 53 years the system is still functioning. The COA has been holding lunches, dinners, and all sorts of events every week for many years. The Annex and other town office meeting rooms have also been regularly used for other non-town sponsored events.

In my opinion, adding a kitchen area, dining area and a removable partition may only slightly increase the GPD flow generated to the septic system. Currently, the system could potentially handle 3,472 GPD, but only receives an average of 1,133 GPD (33%). Therefore, the town could possibly modify the interior layout of the Annex without having a negative impact on the septic system (unless the new kitchen and associated areas are used continually as a function hall). If the latter is the case, then additional information / limitations would need to be evaluated. The plumbing system in the Annex should be inspected to verify the conditions of the existing piping and ease of accessibility. The plumbing system in the Annex has had frequent problems with plugging up and its causes should be further evaluated.

The current septic system is 53+ years old and could fail at any time. The Town needs to be aware of this and add the replacement of the septic system to its overall master plan.

Paul Sevigny
Health Agent

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT - SPECIAL TOWN MEETING – MONDAY, OCTOBER 22, 2018**

Essex, ss.

To any of the Constables of the Town of West Newbury.

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the **Town Annex, 379 Main Street**, at 7:00 p.m. on Monday, **October 22, 2018** to act upon or take any other action relative to all of the following articles.

GENERAL GOVERNMENT MATTERS

ARTICLE 1. To hear and act upon the reports of Town officers and Committees.

APPROPRIATIONS

ARTICLE 2. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$30,000 to fund the installation of additional monitoring devices and additional frequency of testing for the post-closure of the Steele Landfill. *By request of the Board of Health*

ARTICLE 3. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$50,000 to fund additional costs for disposal of recycled materials. *By request of the Board of Health*

ARTICLE 4. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$4,000 to fund architectural and/or engineering services to review proposed or potential Annex designs, offer recommendations regarding feasibility and cost, and/or prepare visual representations. *By request of the Community Center Committee*

ARTICLE 5. To see if the town will vote to transfer from the Community Preservation Act Funds, Open Space and Recreation Reserve, the sum of \$51,500 for Engineering Services and related expenses to prepare a conceptual study for Pipestave Hill Active Recreational Area Expansion to include the Dunn Municipal Owned Land. *By request of the Parks and Recreation Commission*

ARTICLE 6. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$2,500 to fund temporary office support in the Town Manager/Selectmen Office. *By request of the Board of Selectmen*

ARTICLE 7. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$400,000 to reduce the current year tax rate. *By request of the Board of Selectmen*

BY-LAWS - OTHERS

ARTICLE 8. To see if the Town will vote to amend Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Overlay District of the West Newbury Zoning Bylaw as follows:

1. By establishing parameters for the size and scale of Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) utilizing minimum and maximum surface area requirements;
2. By distinguishing commercial LGSPI from Municipal LGSPI;
3. By requiring a special permit for LGSPI projects within an established LGSPI Overlay District where the underlying Zoning District is Residence-A, -B, or -C, or Business;
4. By adding new submission requirements for Site Plan Review Applications regarding utility company notification, operation & maintenance, landscaping plan and visualizations;
5. By increasing setbacks, as measured from the LGSPI to the Overlay District Boundary, from 50 feet to 150-feet for Photovoltaic (PV) Arrays and from 40 feet to 150 feet for appurtenant structures;
6. By reducing the maximum height of Appurtenant Structures from 35-feet to 15-feet.
7. By adding new Design Standards for LGSPI including siting criteria and landscaping & screening;
8. By allowing that the Planning Board hire consultants to assist in project review at the expense of Applicants;
9. By establishing new provisions for abandonment and decommissioning;
10. By establishing new requirements for Applicants to provide financial surety.

By request of the Planning Board

ARTICLE 9. To see if the Town will vote to amend Section 6.B.8 Open Space Preservation Development (OSPD) of the West Newbury Zoning Bylaw as follows:

To amend the OSPD Bylaw for the purpose of clarifying the following provisions:

1. Basic Maximum Number (S. 6.B.8.iii)
2. Modification of Dimensional Requirements (S.6.B.9)
3. Contiguity of Open Space (S.6.B.10.a.ii)
4. Buffer Areas (S.6.B.11.b.iii.)
5. Density bonuses and Affordable Housing Units (S.6.B.13.d)

To amend Section S.6.B.11.b.iv of the Open Space Preservation Development Bylaw to increase the distance between residential buildings in a development by adding the following provision:

1. Minimum distance between residential buildings of 20-feet (S.6.B.11.b.iv.)

By request of the Planning Board

ARTICLE 10. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 203C to adopt the Massachusetts Prudent Investment Act to make available the options required to meet the investment goals of the Other Post Employment Benefits trust. *By request of the Board of Selectmen*

ARTICLE 11. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 200A, §9A to establish procedures for the disposition of abandoned funds.
By request of the Board of Selectmen

ARTICLE 12. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 60, §62A to authorize the establishment of payment agreements for properties in tax title. *By request of the Board of Selectmen*

ARTICLE 13. To see if the Town will vote to authorize the Board of Selectmen to accept by gift, donation or otherwise an easement for access and parking purposes and for the installation of utilities to be appurtenant to the land commonly referred to as “The Carr Post” as described in deed recorded with the Essex South District Registry of Deed in Book 35514 Page 162 from Cottage Advisors MA, LLC and to take any other action in furtherance thereof. *By request of the Board of Selectmen*

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Special Town Meeting.

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Special Town Meeting.

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

Hereof fail not to make due return of this warrant with your doings thereon at the time and place of holding said meeting.

Given under our hands this 1st day of October, 2018.

BOARD OF SELECTMEN:

Glenn A. Kemper, Chairman

David W. Archibald

Joseph H. Anderson, Jr.

A true copy, Attested:

Michael P. McCarron, Town Clerk

Pursuant to the above warrant to me directed, I hereby notify and warn all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place. (5)

Brian Richardson, Constable

Date of Posting: October 5, 2018

Pursuant to the above warrant to me directed, I have notified and warned all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place. (1)

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT - SPECIAL TOWN MEETING – MONDAY, OCTOBER 22, 2018**

ARTICLE 1. To hear and act upon the reports of Town officers and Committees.

Energy Advisory Committee
Open Space Committee
Bicentennial Committee

Planning Board and Health Department will give input at the reading of their articles.

APPROPRIATIONS

ARTICLE 2. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$30,000 to fund the installation of additional monitoring devices and additional frequency of testing for the post-closure of the Steele Landfill. *By request of the Board of Health*

Motion: I move to transfer the sum of \$30,000 from FREE CASH to fund the installation of additional monitoring devices, additional tests of the ground water, and for related expenses pertaining to the post-closure of the Steele Landfill.

ARTICLE 3. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$50,000 to fund additional costs for disposal of recycled materials. *By request of the Board of Health*

Motion: I move to transfer the sum of \$50,000 from FREE CASH to fund additional costs for disposal of recycled materials.

ARTICLE 4. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$4,000 to fund architectural and/or engineering services to review proposed or potential Annex designs, offer recommendations regarding feasibility and cost, and/or prepare visual representations. *By request of the Community Center Committee*

Motion: I move to transfer the sum of \$4,000 from FREE CASH to fund architectural and/or engineering services to review proposed or potential Annex designs, offer recommendations regarding feasibility and costs, and/or prepare visual representations.

ARTICLE 5. To see if the town will vote to transfer from the Community Preservation Act Funds, Open Space and Recreation Reserve, the sum of \$51,500 for Engineering Services and

related expenses to prepare a conceptual study for Pipestave Hill Active Recreational Area Expansion to include the Dunn Municipal Owned Land. *By request of the Parks and Recreation Commission*

Motion: I move to transfer the sum of \$51,500 from the Community Preservation Act Funds, Open Space and Recreation Reserve for engineering services and related expenses to prepare a conceptual study for Pipestave Hill Active Recreational Area Expansion to include the adjacent Dunn Municipal Owned Land (Map 22, Lot 3 & Map 26, Lot 19).

ARTICLE 6. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$2,500 to fund temporary office support in the Town Manager/Selectmen Office. *By request of the Board of Selectmen*

Motion: I move to transfer the sum of \$2,500 from FREE CASH to fund temporary office support in the Town Manager/Selectmen Office.

ARTICLE 7. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$400,000 to reduce the current year tax rate. *By request of the Board of Selectmen*

Motion: I move to transfer the sum of \$_____ from FREE CASH to reduce the current year tax rate.

BY-LAWS - OTHERS

ARTICLE 8. To see if the Town will vote to amend Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Overlay District of the West Newbury Zoning Bylaw as follows:

1. By establishing parameters for the size and scale of Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) utilizing minimum and maximum surface area requirements;
2. By distinguishing commercial LGSPI from Municipal LGSPI;
3. By requiring a special permit for LGSPI projects within an established LGSPI Overlay District where the underlying Zoning District is Residence-A, -B, or -C, or Business;
4. By adding new submission requirements for Site Plan Review Applications regarding utility company notification, operation & maintenance, landscaping plan and visualizations;
5. By increasing setbacks, as measured from the LGSPI to the Overlay District Boundary, from 50 feet to 150-feet for Photovoltaic (PV) Arrays and from 40 feet to 150 feet for appurtenant structures;
6. By reducing the maximum height of Appurtenant Structures from 35-feet to 15-feet.
7. By adding new Design Standards for LGSPI including siting criteria and landscaping & screening;

8. By allowing that the Planning Board hire consultants to assist in project review at the expense of Applicants;
9. By establishing new provisions for abandonment and decommissioning;
10. By establishing new requirements for Applicants to provide financial surety.

By request of the Planning Board

Motion: I move to amend the West Newbury Zoning Bylaw Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Overlay District, in accordance with amendments set forth in West Newbury Finance Committee Booklet dated October , 2018 Appendix _____ pages ____.

ARTICLE 9. To see if the Town will vote to amend Section 6.B.8 Open Space Preservation Development (OSPD) of the West Newbury Zoning Bylaw as follows:

To amend the OSPD Bylaw for the purpose of clarifying the following provisions:

1. Basic Maximum Number (S. 6.B.8.iii)
2. Modification of Dimensional Requirements (S.6.B.9)
3. Contiguity of Open Space (S.6.B.10.a.ii)
4. Buffer Areas (S.6.B.11.b.iii.)
5. Density bonuses and Affordable Housing Units (S.6.B.13.d)

To amend Section S.6.B.11.b.iv of the Open Space Preservation Development Bylaw to increase the distance between residential buildings in a development by adding the following provision:

1. Minimum distance between residential buildings of 20-feet (S.6.B.11.b.iv.)

By request of the Planning Board

Motion: I move to amend the West Newbury Zoning Bylaw Section S.6.B.8 Open Space Preservation Development in accordance with the amendments set forth in the West Newbury Finance Committee Booklet dated October , 2018 Appendix_____ pages ____
And

To amend the West Newbury Zoning Bylaw Section 6.B.11.b.iv Open Space Preservation Development in accordance with the amendments set forth in the West Newbury Finance Committee Booklet dated October , 2018 Appendix _____ pages ____.

ARTICLE 10. To see if the Town will vote to accept and authorize the Town officers to utilize the provisions of Massachusetts General Law Ch. 203C the Massachusetts Prudent Investment Act in order to make available the options required to meet the investment goals of the Other Post-Employment Benefits trust. *By request of the Board of Selectmen*

Motion: I move to accept and authorize the Town officers to utilize the provisions of Massachusetts General Law Ch. 203C sec 1 et seq. the Massachusetts Prudent Investment Act in order to make available the options required to meet the investment goals of the Other Post-Employment Benefits Trust.

ARTICLE 11. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 200A, §9A to establish procedures for the disposition of abandoned funds.
By request of the Board of Selectmen

Motion: I move to accept the provisions of Massachusetts General Law Ch. 200A, §9A to establish procedures for the disposition of abandoned funds.

ARTICLE 12. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 60, §62A to authorize the establishment of payment agreements for properties in tax title. *By request of the Board of Selectmen*

Motion: I move to accept the provisions of Massachusetts General Law Ch. 60, §62A to authorize the establishment of payment agreements for properties in tax title.

ARTICLE 13. To see if the Town will vote to authorize the Board of Selectmen to accept by gift, donation or otherwise an easement for access and parking purposes and for the installation of utilities to be appurtenant to the land commonly referred to as “The Carr Post” as described in deed recorded with the Essex South District Registry of Deed in Book 35514 Page 162 from Cottage Advisors MA, LLC and to take any other action in furtherance thereof. *By request of the Board of Selectmen*

Motion: I move to authorize the Board of Selectmen to accept by gift, donation or otherwise an easement for access and parking purposes and for the installation of utilities to be appurtenant to the land commonly referred to as “The Carr Post” as described in deed recorded with the Essex South District Registry of Deed in Book 35514 Page 162 from Cottage Advisors MA, LLC and to take any other action in furtherance thereof.



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: Updated estimate of FY19 tax rate

This memo follows on, and is to be read in conjunction with, my September 21st memo regarding my since-approved request that the Board of Selectmen re-open the Special Town Meeting warrant to add an article to appropriate Free Cash in order to reduce the FY19 tax rate.

On Tuesday, we received updated estimated assessed values from Assessing, and the increase from FY18 (not yet DOR certified) is nearly \$52M. This is obviously quite a bit higher than the \$21M I'd built into the model, and which informed the estimates in my memo last Friday. I've attached a file showing the trends and you can see where the \$21M came from, and how much the est. FY19 growth increases the averages.

When we plug these values into the model, we're able to arrive at a \$14.60 tax rate – precisely what was estimated last spring – with an appropriation from Free Cash in the amount of \$220,000.

The Town Accountant and I spoke with our DOR rep earlier today, and she said that the analysis in last Friday's memo hit the nail right on the head, and that with the updated Assessed Value numbers received earlier this week that our estimate of Free Cash appropriation needed appears to be on point.

FY18 year-end Free Cash was submitted to DOR earlier this week and will be certified well in advance of Town Meeting; the average turnaround time is 10 days, and DOR prioritizes its review of certifications required for Town Meeting. As of this morning, there were two communities "ahead of us in line," both of which have Town Meetings on October 15.

The Board may wish to include a higher amount than \$220k in the Warrant to cover the contingency in case New Growth or total Assessed Value certification comes in lower than what Assessing has prepared. However, if this occurs, any difference is expected to be modest, and the impact on the tax rate would fall well within the levy limit allowed under Prop. 2 ½.

I have enclosed an update to the financial analysis circulated last week.¹ All numbers are in final form, as submitted to DOR, subject to their certification.

¹ The Excel workbook provided last week is saved to the Board of Selectmen shared drive, and to the FinComm Dropbox. My analysis can be replicated by key-punching in the LA-5 values attached on the "Tax Rate Options - Shifts" tab in the workbook, then adjusting the Free Cash amount in Cell K46 on the "Recap Page 2" tab.

LA-5 Options & Certification
LA-5 Options & Certification

GEN001 | Data saved

Status: FORM ENTERED
WEST NEWBURY - 324 2019
Jurisdiction: West Newbury - 324 Fiscal Year: 2019

- Tax Rate - BLA**
 - Omitted & Revised Assessment Report
 - LA-13A
 - LA-4
 - LA-13
- Tax Rate - BOA**
 - A-1 Offset Receipts
 - A-2 Enterprise Funds
 - A-3 Revolving Funds
 - A-4 CPF
 - B-1 Free Cash
 - B-2 Other Funds
 - OL-1 Overlay
 - DE-1
 - Tax Title
 - Levy Limit
 - LA-5 Options & Certification**
 - Letter in Lieu of Balance Sheet
 - Pro Forma Recap
 - Tax Rate Recap
 - Tax Rate Checklist
- Tax Rate - Reports**
 - LA-4 Comparison
 - LA-13 Statistics
 - Recap Edit Report
 - TR Approvals/Non-Approvals
 - New Growth Rate Status
 - BLA - LA-7
 - BLA - Chap 200
 - BLA - Chap 3
 - Tax Rate Submission Summary
 - Options Table
 - BLA/BOA Assignments

LA4 VALUES

Residential	920,777,723
Open Space	0
Commercial	7,776,755
Industrial	2,050,200
Pers Prop	15,814,620
Total	946,419,298

FFCV PERCENTS

Res %	97.2907
OS %	0.0000
Com %	0.8217
Ind %	0.2166
P P %	1.6710
Total %	100.0000

MRF	98.6076
175% Shift	0.0000
Chapter 3	0.0000
Historic Low %	84.6760
Prior Res %	97.2894
Lowest RF	98.6076

INPUT OPTIONS
Estimated Levy: 14,318,040

Resid Factor Selected: 1.000000
CIP Shift: 1.00000
Single TR: 15.13

Selected O S Discount %: 0.0000
O S Factor: 1.00000

OPEN SPACE DISCOUNT

SHIFT PERCENTS

Res %	97.2907
O S %	0.0000
Com %	0.8217
Ind %	0.2166
P P %	1.6710
Total %	100.0000

Res TR	15.13
OS TR	0.00
Com TR	15.13
Ind TR	15.13
PP TR	15.13

RESIDENTIAL EXEMPTION

Total Res Value: 920,777,723 / Total Res Parcel Count: 0 = Avg Res Value: 0
 Avg Res Value: 0 X Selected Res Exemption %: 0.0000 = Residential Exemption: 0
 No. Eligible Res Parcels: 0.000000 = Tot Res Value Net of Exempt: 0

Town-wide Assessed Value, Town of West Newbury

Valuation					
<u>Fiscal Year</u>	<u>Real Estate</u>	<u>Personal Property</u>	<u>Total</u>	<u>Change from Prior Year (\$)</u>	<u>Notes</u>
FY19	\$ 930,604,678	\$ 15,814,620	\$ 946,419,298	\$ 51,921,537	<i>Pending DOR certification</i>
FY18	\$ 879,689,741	\$ 14,808,020	\$ 894,497,761	\$ 18,301,099	
FY17	\$ 860,056,662	\$ 16,140,000	\$ 876,196,662	\$ 25,148,058	
FY16	\$ 835,613,644	\$ 15,434,960	\$ 851,048,604	\$ 77,094,539	
FY15	\$ 759,339,475	\$ 14,614,590	\$ 773,954,065	\$ 28,528,882	
FY14	\$ 727,095,893	\$ 18,329,290	\$ 745,425,183	\$ 13,323,443	
FY13	\$ 714,051,310	\$ 18,050,430	\$ 732,101,740	\$ 9,983,438	
FY12	\$ 709,535,482	\$ 12,582,820	\$ 722,118,302	\$ (26,816,219)	
FY11	\$ 736,222,201	\$ 12,712,320	\$ 748,934,521	\$ (15,020,181)	
FY10	\$ 752,225,582	\$ 11,729,120	\$ 763,954,702	n/a	
			Avg (FY15-FY19)	\$ 40,198,823	
			Avg (FY14-FY18)	\$ 32,479,204	
			Avg (FY14-FY15, FY17-FY18)	\$ 21,325,371	

Source: Angus Jennings, Town Manager. WORKING DRAFT of 9/26/18

Estimated Levy Limit Calculations

Fiscal Year 2019

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2018 LEVY LIMIT

A.	FY 2017 Levy Limit	12,784,193	
A1.	Add Amended FY 2017 Growth	0	
B.	ADD (IA + IA1) X 2.5%	319,605	
C.	Add FY 2018 New Growth	108,503	
C1.	Add FY 2018 New Growth Adjustment	0	
D.	Add FY 2018 Override	0	
E.	FY 2018 Subtotal	13,212,301	
F.	FY 2018 Levy Ceiling	22,362,444	
I.			\$ 13,212,301 FY 2018 Levy Limit

II. TO CALCULATE THE FY 2019 LEVY LIMIT

A.	FY 2018 Levy Limit from I. above	13,212,301	
A1.	Add Amended FY 2018 Growth	0	
B.	ADD (IIA + IIA1) X 2.5%	330,308	
C.	Add FY 2019 New Growth	110,872	
C1.	Add FY 2019 New Growth Adjustment	0	
D.	Add FY 2019 Override	0	
E.	FY 2019 Subtotal	13,653,481	
F.	FY 2019 Levy Ceiling	23,660,482	
II.			\$ 13,653,481 FY 2019 Levy Limit

III. TO CALCULATE THE FY 2019 MAXIMUM ALLOWABLE LEVY

A.	FY 2019 Levy Limit from II. above	13,653,481	
B.	FY 2019 Debt Exclusion(s)	664,559	
C.	FY 2019 Capital Expenditure Exclusion(s)	0	
D.	FY 2019 Stabilization Fund Override	0	
E.	FY 2019 Other Adjustment	0	
F.	FY 2019 Water/Sewer	0	
G.	FY 2019 Maximum Allowable Levy	\$ 14,318,040	

**DIVISION OF LOCAL SERVICES
TAX RATE RECAP & BUDGETING TOOL**

City/Town/District of:

Fiscal Year:

I. TAX RATE SUMMARY

la. Total amount to be raised (from Page 2 IIe)	\$ 17,908,102.78
lb. Total estimated receipts and other revenue sources (from Page 2 IIIe)	4,087,152.78
lc. Tax levy (Ia minus Ib)	\$ 13,820,950.00
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from Options worksheet)	(c) IC above times each percent in col (b)	(d) Valuation class by (from Options worksheet)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	97.2907%	13,446,495.54	920,777,723	14.60	13,443,354.76
Net of Exempt					
Open Space	0.0000%	0.00	0		
Commercial	0.8217%	113,567.15	7,776,755	14.60	113,540.62
Net of Exempt					
Industrial	0.2166%	29,939.91	2,050,200	14.60	29,932.92
SUBTOTAL	98.3290%		930,604,678		13,586,828.30
Personal	1.6710%	230,947.40	15,814,620	14.60	230,893.45
TOTAL	100.0000%		946,419,298		13,817,721.75

Line 1C doesn't equal Total Column F

II. Amounts to be raised

Ila. Appropriations (col. (b) through col. (g) from Page 4)	<u>17,718,770.78</u>
Ilb. Other amounts to be raised	
1. Amounts certified for tax title purposes	0.00
2. Debt and interest charges not included on page 4	0.00
3. Final awards	0.00
4. Total overlay deficit	0.00
5. Total cherry sheet offsets (see cherry sheet 1-ER)	7,378.00
6. Revenue deficits	0.00
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00
8. CPA other unappropriated/unreserved	0.00
9. Snow and ice deficit Ch. 44 Sec. 31D	0.00
10. Other: <input type="text"/>	0.00
TOTAL Ilb (Total lines 1 through 10)	<u>7,378.00</u>
Ilc. State and county cherry sheet charge (C.S. 1-EC)	<u>77,954.00</u>
Ild. Allowance for abatements and exemptions (overlay)	<u>104,000.00</u>
Ile. Total amount to be raised (Total Ila through Ild)	<u>17,908,102.78</u>

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State	
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	382,276.00
2. Massachusetts school building authority payments	0.00
TOTAL IIIa	<u>382,276.00</u>
IIIb. Estimated receipts - Local	
1. Local receipts not allocated (Page 3, col. (b), Line 24)	1,256,032.00
2. Offset receipts (See Schedule A-1)	0.00
3. Enterprise funds (See Schedule A-2)	793,518.00
4. Community Preservation Funds (See Schedule A-4)	599,980.00
TOTAL IIIb	<u>2,649,530.00</u>
IIIc. Revenue sources appropriated for particular purposes	
1. Free cash (Page 4, col. (c))	563,619.69
2. Other available funds (Page 4, col. (d))	271,727.09
TOTAL IIIc	<u>835,346.78</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate	
1. a. Free cash..appropriated on or before June 30, <input type="text"/>	0.00
1. b. Free cash..appropriated on or after July 1, <input type="text"/>	220,000.00
2. Municipal light source	0.00
3. Other source : <input type="text"/>	0.00
TOTAL IIId	<u>220,000.00</u>
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)	<u>4,087,152.78</u>

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)	<u>17,908,102.78</u>
b. Total estimated receipts and other revenue sources (from IIIe)	4,087,152.78
c. Total real and personal property tax levy (from Ic)	13,820,950.00
d. Total receipts from all sources (total IVb plus IVc)	<u>17,908,102.78</u>

PAGE 3 LOCAL RECEIPTS NOT ALLOCATED *

	(a) Actual Receipts <u>FY2018</u>	(b) Estimated Receipts <u>FY2019</u>
→ 1. Motor vehicle excise	\$ 774,582.00	\$ 775,000.00
→ 2. Other excise		
a. Meals	0.00	0.00
b. Room	0.00	0.00
c. Other	2,311.00	2,032.00
d. Cannabis	0.00	0.00
→ 3. Penalties and interest on taxes and excises	46,203.00	40,000.00
→ 4. Payments in lieu of taxes	5,778.00	10,000.00
5. Charges for Services - water	0.00	0.00
6. Charges for Services - sewer	0.00	0.00
7. Charges for Services - hospital	0.00	0.00
8. Charges for Services - solid waste fees	0.00	0.00
9. Other charges for services	0.00	0.00
10. Fees	0.00	0.00
a. Cannabis Impact Fee	0.00	0.00
11. Rentals	161,255.00	145,000.00
12. Departmental revenue - Schools	0.00	0.00
13. Departmental revenue - Libraries	0.00	0.00
14. Departmental revenue - Cemeteries	0.00	0.00
15. Departmental revenue - Recreation	0.00	0.00
16. Other departmental revenue	65,009.00	38,000.00
17. Licenses and permits	156,494.00	175,000.00
18. Special assessments	0.00	0.00
→ 19. Fines and forfeits	17,278.00	17,000.00
→ 20. Investment income	43,846.00	44,000.00
21. Medicaid Reimbursement	0.00	0.00
→ 22. Miscellaneous recurring (please specify)	29,303.00	10,000.00
23. Miscellaneous non-recurring (please specify)	3,089.00	0.00
24. TOTALS	\$ 1,305,148.00	\$ 1,256,032.00

* Do not include receipts in columns (a) or (b) that were voted by the City/Town/District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds or Schedule A-3. Written documentation must be submitted to support increases / decreases of estimated receipts to actual receipts.

→ Written documentation must be submitted to support increases/decreases of current year estimated receipts to prior year estimated receipts to be used in calculating the municipal revenue growth factor.

PAGE 4 CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

APPROPRIATIONS							AUTHORIZATIONS			
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (B-1)	(d) From Other Available Funds (B-2)	(e) From Offset Receipts, (A-1)	(f) From Enterprise Funds (A-2)	(g) From Community Preservation Funds (A-4)	MEMO ONLY	
									(h) *** Departmental Revolving Funds	(i) Borrowing Authorization Other
04/30/18	2019	17,068,651.09	15,288,426.00	315,000.00	271,727.09		793,518.00	399,980.00	72,000.00	
04/30/18	2018	512,119.69	0.00	162,119.69			150,000.00	200,000.00		
10/22/18	2019	138,000.00		86,500.00				51,500.00		
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Totals		17,718,770.78	15,288,426.00	563,619.69	271,727.09	0.00	943,518.00	651,480.00		
		Must Equal Cols. (b) thru (e)								

* Enter the fiscal year to which the appropriation relates, i.e., current fiscal year or next fiscal year.

** Appropriations included in column (b) must not be reduced by local receipts or any other funding source. Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Tax Rate Options and Shifts

CLASS	TOTAL VALUE	%	
Residential	920,777,723	97.2907%	R O %
Open Space	0	0.0000%	
Commercial	7,776,755	0.8217%	C I P %
Industrial	2,050,200	0.2166%	
Personal Property	15,814,620	1.6710%	
Total	946,419,298	100.0000%	2.7093%

Residential Exemption

# Eligible Parcels	
Res Parcel Count	
Res Exemption %	

Total Res Value Net of Exemption

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Small Commercial Exemption

# Eligible Parcels	
Total Value of Eligible Parcels	
Com Exemption %	

Total C & I Value Net of Exemption

9,826,955

Single Tax Rate	14.60
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Maximum Allowable Levy (City/Town only)	14,318,040.00
Estimated Levy	13,820,950.00

Estimated Levy cannot exceed the Maximum Allowable Levy (City/Town only)

CIP Shift

Enter the desired CIP Shift from table below (Col. A):	1.000	Use 1.00 for a Single Tax Rate (no shift)
Residential Factor Selected:	100.0000	



Town of West Newbury Board of Selectmen

Monday, September 17, 2018 @ 7:00 pm
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes

Chairman Kemper called the meeting to order at 7pm. Selectmen in attend were Glenn A. Kemper, Chairman and Joseph H. Anderson, Jr. David W. Archibald was not in attendance due to a scheduled vacation.

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

Chairman Kemper read the following announcements:

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

- Fall Town Meeting, Monday, October 22, 2018 @ 7pm in the Town Annex
- Presentation of Accreditation Certificate to West Newbury Police Department on Wednesday, October 24, 2018 at the Connor Center (20 Glen Street) in Dover, MA (time TBA)
- Invitation to Public Forum seeking input for the Open Space and Recreation Plan, Wednesday September 19th at 7pm, Second Floor Meeting Room at the Town Offices

Selectman Anderson announced this Saturday, September 22, 2018 is the Household Hazardous Waste Collection at the Newburyport DPW, Perry Way (off Low Street) from 8am to 11:30am. Council on Aging is hosting a 3rd Annual Town-Wide Yard Sale on Saturday, September 29th. Details on both of these events can be found on the Town of West Newbury website at www.wnewbury.org.

Regular Business

- A. Request for appointment of two Police Reserve Officers

Police Chief Art Reed introduced two candidates as Police Reserve Officers: Matthew Dushame and John Ripa.

Selectman Anderson motioned to appoint Matthew Dushame as a Police Reserve Officer with a term ending June 30, 2018. Second by Chairman Kemper with a unanimous vote.

Selectman Anderson motioned to appoint John Ripa as a Police Reserve Officer with a term ending June 30, 2018. Second by Chairman Kemper with a unanimous vote.

Documentation: Memo from Police Chief Reed dated September 12, 2018

- B. Request for Appointment of Terence Hartford to the Harbor Committee

Resident Terence Hartford requested an appointment to the Harbor Committee and discussed his qualifications as well as advocate for the town's cemeteries.

Selectman Anderson motioned to appoint Terence Hartford to the Harbor Committee with a term ending June 30, 2019. Second by Chairman Kemper with a unanimous vote.

The Selectmen agreed with the need to look at the privately-owned cemeteries in town

Documentation: Application for Appointment from Terence Hartford

C. Personnel Policy: Vote of ratification of changes considered in public hearing on May 14, 2018

On May 14, 2018 the Board of Selectmen held a Public Hearing to revise the Personnel Policy to include the amended Social Media Policy and the new MCAD Pregnancy Fairness Act.

Individually the policies were approved as follows: March 5, 2018 the Selectmen approved the MCAD Pregnancy Fairness Act and on April 2, 2018 the Social Media Policy.

Per the Personnel Bylaw requires a vote to formally add to the Personnel Policy therefore the amendments are brought forward for the Board to formally vote tonight.

Selectman Anderson motioned to ratify the Personnel Policy to include A. the Email and Internet Use Policy and B. the MCAD Guidance Pregnant Workers Fairness Act. Second by Chairman Kemper with a unanimous vote.

Documentation: Public Hearing Notice and Memo from Town Manager dated September 14, 2018

D. Update on the Pentucket Building Committee and pending submittal of Preferred Schematic Report (PSR) to Massachusetts School Building Authority

Town Manager Jennings gave an update on this past Tuesday's joint meeting of the School Committee and the High School Building Committee to authorize the submittal of the Preferred Schematic Report to the Massachusetts School Building Authority on the favored design N3.3f. The district tax impact was discussed and the Board agreed to come up with a plan and a rough estimate for West Newbury residents in October/November.

Documentation: Memo from Town Manager dated September 14, 2018

E. Review of draft Town Meeting Warrant for October 22nd Special Town Meeting

The Board reviewed the draft warrant and will meet with the Finance Committee, Moderator, Town Counsel and Town Manager next Monday to decide upon funding source and recommendations.

Documentation: Draft Warrant as of September 14, 2018

F. Special Event Permit for Myopia Hunt

Selectman Anderson motioned to approve the Myopia Fox Hunt on Saturday, September 25, 2018 per the perimeters and comments as noted from the Police Chief and Selectman Archibald. Second by Chairman Kemper. Discussion: Permits must to submitted on time as they need to follow what everyone else is required to do. Motion passed with a unanimous vote.

Selectmen discussed the option of a penalty fee if submitting an application late. Town Manager Jennings added that when an application is submitted late it takes the staff away from their job to focus on obtaining all the information at the last minute.

Documentation: Special Event Permit from Myopia

G. Selectmen's Meeting minutes dated August 6, 2018 and September 4, 2018

Selectman Anderson moved to accept the Selectmen's Meeting minutes dated August 6, 2018 as amended and the September 4, 2018 as written. Second by Chairman Kemper with a unanimous vote.

Documentation: Draft minutes dated August 6th and September 4th

Town Manager Updates

H. Follow up meeting assignments

- Review funding and tax impact for the new High School after Town Meeting has been finalized

I. Placing items for future agendas

- Mill Pond Management Plan – meeting with all parties involved with priorities/goals and recommendations
- Meeting with the CCC (Community Center Committee)
- Scheduled holiday closings calendar
- Working on a boundary map with Greenbelt for the Pipestave property
- Request from Pentucket School to apply for an IT grant from the Community Compact Program with West Newbury as the sponsor.
- Joint meeting to review the warrant next Monday with the Finance Committee, Moderator, Town Counsel and Town Manager to vote funding and recommendations
- Special event administrative fee
- Recommendation from Town Manager for a DPW Director possibly by October 15th

Selectman Anderson moved to adjourn the meeting at 8:22pm. Second by Chairman Kemper with a unanimous vote.

Respectfully Submitted,

Mary Winglass, Executive Administrator



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: September 27, 2018
RE: Proposed schedule of FY19 Holiday Closings for Town Departments and Library

In my previous job, early in each fiscal year I prepared a schedule of holiday closings for the year, based on holidays recognized in the Town's personnel policy. This was to assist all parties in planning, and advertising holiday-related closures well in advance.

The schedule in Hampden was a bit more complicated due to multiple Town departments having varied schedules (i.e. transfer station and Pool open weekends, Rec and Library open Saturdays, etc.). It seems to be a more straightforward exercise here – especially this year; some years, it can be more complicated depending on what day of the week the non-Monday holidays fall on.

The attached is proposed for consideration and endorsement. Along with the Board's endorsement, during this transition year to a new form of government, I also seek clarification as to whether in future years this will be a Board function or whether it is within my authority to set this schedule.

In addition, I would like to determine whether offices will close early on the day before Thanksgiving, Christmas Eve and/or New Year's Eve. It is my understanding that this may have been authorized in years past, though I'm not totally clear on this. In any case, if this will be authorized, I'd like to get this confirmed well in advance to assist in planning and advertising.

FY19 Holiday Recognition Schedule, Town of West Newbury

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	Holiday	Labor Day	Columbus Day	Veterans Day	Thanksgiving Day	Friday after Thanksgiving	Christmas Day	New Years Day	Martin Luther King's Birthday	Presidents' Day	Patriots' Day	Memorial Day	Independence Day
Department*	Day & Date	Monday 9/3/18	Monday 10/8/18	Sunday 11/11/18	Thursday 11/22/18	Friday 11/23/18	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19
	Normal Day(s) Closed												
Town Offices	Sat, Sun	Monday 9/3/18	Monday 10/8/18	Monday 11/12/18	Thursday 11/22/18	n/a	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19
Public Works	Sat, Sun	Monday 9/3/18	Monday 10/8/18	Monday 11/12/18	Thursday 11/22/18	n/a	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19
Library	Sunday	Monday 9/3/18	Monday 10/8/18	Monday 11/12/18	Thursday 11/22/18	n/a	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19

* Holidays for Police, Fire and Public Safety Personnel governed by Union Contracts.



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.

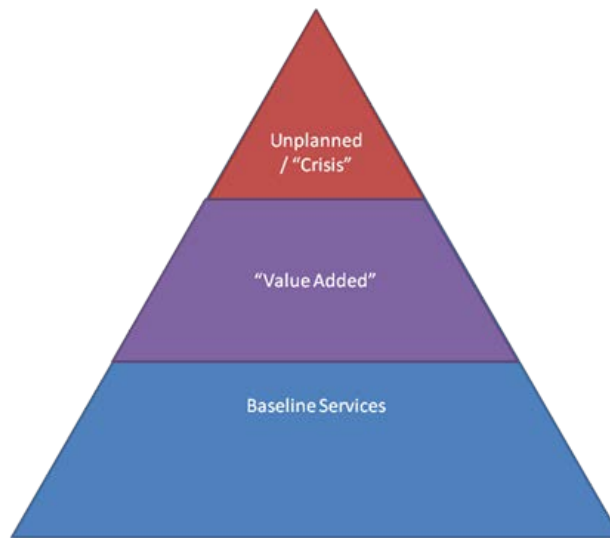
However, in preparation for Monday night, I would like to share the following observations, and outline of my management philosophy as applied to the setting of goals and priorities.

Three Categories of Municipal Work

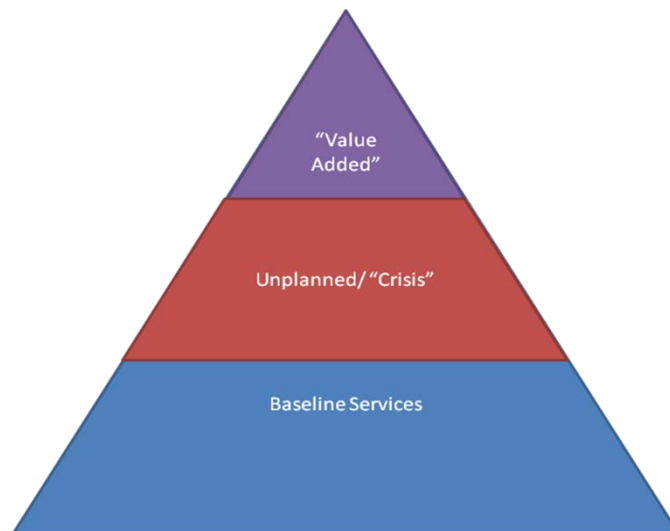
Over the course of my municipal career I’ve come to think of the services towns provide in three categories, illustrated as follows:

- ◇ 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.