



**Town of West Newbury
Board of Selectmen
Monday, November 4, 2019 @ 6:30pm**
381 Main Street, Town Office Annex
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 OCT 31 PM 5:02

AGENDA

Open Session: 6:30pm in the Town Office Annex

Regular Business

- A. Review of draft motions and designated speakers for Special Town Meeting
- B. Finalize Board of Selectmen report for Article 1 of Special Town Meeting
- C. Review request for authorization to apply for MIIA FY20 Property Grant (due Nov. 8th)

*After it concludes the regular business listed above, the Board will remain in session throughout the **Special Town Meeting** that begins at 7:00 PM in the Annex.*

Fall 2019 Special Town Meeting Motions – DRAFT

Article 2 I move that the Town transfer the sum of \$11,500.00 from Free Cash to fund additional testing for the post-closure of the Steele Landfill. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

Article 3 I move that the Town transfer the sum of \$66,000.00 from Free Cash to fund the planning, design and installation of a gas migration interception trench for the post-closure of the Steele Landfill, including all costs related thereto. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2021.

Article 4 I move that the Town transfer the sum of \$50,000.00 from Free Cash to fund all costs associated with the initial implementation of a multi-year plan to remove or otherwise address high hazard trees in West Newbury. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

Article 5 I move that the Town transfer the sum of \$9,500.00 from Free Cash to fund the purchase and installation of a small salter unit for an existing DPW truck. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

Article 6 I move that the Town transfer the sum of \$5,000.00 from Free Cash to fund all costs pertaining to the installation of two additional in-line dehumidifiers in the G.A.R. Memorial Library. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

Article 7 I move that the Town transfer the sum of \$2,600.00 from Free Cash to be added to the FY 20 Omnibus Budget Line Item 26 Department of Public Works Town Buildings Operating Expenses.

Article 8 I move that the Town transfer from Community Preservation Act Funds, a total of \$363,367.00, comprised of \$280,978.95 from the Community Housing Reserve and \$82,388.05 from the Undesignated Fund Balance, for kitchen and bath modernization at 1 thru 6 Hills Court and 1 thru 6 Boynton Court, West Newbury, in conformity with the Application for Funding filed with the Community Preservation Committee.

Article 9 I move that the Town transfer from Community Preservation Act Funds, Historic Resources Reserve, the sum of \$600.00 for the purchase and installation of an historical marker to recognize and commemorate former West Newbury resident, Julian D. Steele, in conformity with the Application for Funding filed with the Community Preservation Committee.

Article 10 I move that the Town appropriate \$1,500,000 to pay costs of preserving, restoring and making extraordinary repairs to the Soldiers and Sailors Memorial Building (Carr Post), including but not limited to, interior and exterior preservation and restoration of the building, installation of a subsurface sewage disposal system, installation of walkways and signage, hazardous materials remediation, replacement of electrical, plumbing, HVAC and fire alarm systems, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, (i) \$250,000 shall be transferred from amounts in the Community Preservation Fund, with \$141,100.33 from the CPA Historic Resources Reserve Fund and \$108,899.67 from the CPA Undesignated Fund Balance, and (ii) the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,250,000.00 under and pursuant to M.G.L. c. 44, §7(1), M.G.L. c. 44B (the Community Preservation Act), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Article 11 I move that the Town transfer the sum of \$15,000.00 from Free Cash to be added to the FY20 Omnibus Budget Line Item 39 Unemployment Compensation Expense.

Article 12 I move that the Town transfer the sum of \$400,000.00 from Free Cash to reduce the current year tax rate.

Article 13 I move that the Town amend Section 2. Definitions of the Zoning Bylaws of the Town of West Newbury by amending existing definitions and adding new definitions as set forth in *Appendix A-2019 Special Town Meeting-STM Article #13*, pp. 10-12 of the Finance Committee Booklet, November 4, 2019.

Article 14 I move that the Town amend the Zoning Bylaws of the Town of West Newbury in order to clarify reference to the State’s Wetlands Protection Act by adding the term “Section 40” to “Massachusetts General Laws, Chapter 131” or any abbreviation of that citation as set forth in *Appendix A-2019 Special Town Meeting Article #14*, p. 13 of the Finance Committee Booklet, November 4, 2019.

Article 15 I move that the Town amend Section 4. B of the Zoning Bylaws of the Town of West Newbury by deleting existing Section 4.B.1.b regarding agriculture, horticulture, floriculture and viticulture and replacing it with language aligned with M.G.L. Ch. 40A §3 as set forth in *Appendix A-2019 Special Town Meeting Article #15*, p. 14 of the Finance Committee Booklet, November 4, 2019.

Article 16 I move that the Town amend Section 5.A.4 of the West Newbury Zoning Bylaws by removing reference to “Section 8.A” and replacing it with “Section 8” and by deleting the words, “not to exceed four (4) units in Section 5.A.4.a and replacing them with the words, “three (3) or four (4) units”, as set forth in *Appendix A-2019 Special Town Meeting Article #16*, p. 15 of the Finance Committee Booklet, November 4, 2019.

Special Town Meeting

November 4, 2019

Motion Lineup

Article 2	Bob Janes, Board of Health
Article 3	Bob Janes, Board of Health
Article 4	Richard Parker, BOS
Article 5	David Archibald, BOS
Article 6	Glenn Kemper, BOS
Article 7	Richard Parker, BOS
Article 8	Marge Peterson, Housing Authority CPC representative
Article 9	Bob Janes, Historical Commission
Article 10	David Archibald, BOS
Article 11	Glenn Kemper, BOS
Article 12	Richard Parker, BOS
Article 13	Brian Murphey, Planning Board
Article 14	Brian Murphey, Planning Board
Article 15	Brian Murphey, Planning Board
Article 16	Brian Murphey, Planning Board

Town Manager

From: Town Manager
Sent: Wednesday, October 30, 2019 4:54 PM
To: marcia samuelson
Cc: Annie Sterling (residents.admin@wnewbury.org)
Subject: FY20 Citizen of the Year

Hi Marcia,

Per our call, we'd like this year's plaque for the Fall Town Meeting since the person being recognized will be moving out of town soon after more than 40 years of service on various town boards and committees.

The text should follow the same as last year's, as follows:

Citizen of the Year

2020

Mary A. Harada

For Your Lifetime Dedication

In Service to the Community of

West Newbury

Presented November 4, 2019

Please send a proof, which we'll turn around promptly, then we'll plan to pick up the plaque on or before next Monday late afternoon.

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: [REDACTED]
Sent: Wednesday, April 10, 2019 1:12 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Photo of Plaque

Here ya go!

Town Manager

From: Michael McCarron
Sent: Wednesday, October 30, 2019 4:32 PM
To: Town Manager; David Archibald; Glenn Kemper; Rick Parker
Subject: Mary Harada Board Service

Following up on the discussion from Monday night please be advised that commencing in 1978 Mary Harada has served on the following Boards and Committees

School Committee

Board of Health

Finance Committee

West Newbury Housing Authority

Council on Aging

Community Preservation Committee

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

Town Manager

From: Town Manager
Sent: Wednesday, October 30, 2019 4:00 PM
To: dpwdirector@wnewbury.org; DPW Admin
Cc: Finance Admin
Subject: MIIA grant opportunity

Wayne,

Jenny and I had a great (nearly 3 hr) mtg yesterday with our rep from MIIA to review our FY20 property/casualty coverage.

There is a grant opportunity that we may wish to pursue, but we'd need to move quickly because **it's due next Friday Nov 8th**. The FY20 property grant application supports up to \$10k (in aggregate – if I'm understanding it correctly, this would be reduced if the other MIIA grant you submitted is awarded), and MIIA is really emphasizing grants to fund improvements to town facilities that would/could mitigate future damage/claims.

Info on the FY20 property grant is [here](#) and the grant application is online [here](#). (Info on the overall MIIA grant program is [here](#)). As you know it's a very simple application; so the question really is whether we have a project tee'd up that fits into the grant eligibility. For example, I don't know if any of the future costs associated with improvements to the Council on Aging door/patio to reduce/eliminate water infiltration may be appropriate. I'm interested in offsetting costs of projects already in the pipeline, rather than coming up with a new project.

Please review and let me know if we have something suitable. As you know, Board of Selectmen policy requires a Board vote to submit a grant. They don't need to approve the actual application, so we wouldn't need the application itself to be complete until next Friday, but if we do want to go after it I'd want to put it on their 11/4 agenda (they have a brief 30 min mtg immediately prior to Town Meeting) for them to vote to authorize the grant submittal.

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



FY 20 Property Grants

Preventive Maintenance Inspection & Upgrade – grant would cover the cost of a plumbing contractor to inspect key plumbing connections (water lines, supply lines to sinks, toilets, etc.) and replace connections where there is evidence of corrosion, potential failure, or end of life expectancy.

Specialty Heating Scenarios – grant would cover the cost to install additional heating in areas at risk for pipe or sprinkler freeze-up. This would include foyers, storage closets, sprinkler rooms and other areas where additional heating protection might be required.

Dry System Sprinkler Inspection – each year we experience losses involving dry sprinkler systems. Upon investigation, we find these losses are often caused by improper sloping or failure to adequately drain the system after testing. This grant would cover the cost of having a sprinkler contractor specifically validate proper sloping of the dry system and identify all low-level drains.

Wet System Sprinkler Inspection – this grant would cover the cost to inspect and potentially thermographically document the current levels of insulation protecting wet system sprinklers as well as the cost to add additional protection as warranted.

Sprinkler Cages – grant would cover purchase and installation of protective sprinkler cages for use in gymnasiums or other areas where sprinklers might be struck and damaged.

Low Temperature Alarms – grant would cover the cost of the purchase and installation of low temperature alarms in areas vulnerable to freeze-up of pipes or sprinklers.

Grated Ceiling Vents – where appropriate, this grant would cover the cost to replace conventional ceiling tiles with metal grated tiles allowing for additional heat to migrate into ceiling areas with vulnerable sprinklers or piping.

Thermographic Cameras for Facilities Use – grant would cover the cost of purchasing thermographic cameras for use by Facilities staff enabling self-inspection of municipal buildings. These cameras identify areas of heat loss, moisture, and infestation.

Building Envelope Thermographic Inspections – this grant would cover the cost of a full building envelope thermographic inspection with a thermography contractor. This inspection would help identify large-scale heat signature variances.

Flammable Rag Disposal Containers – this past year we sustained two large losses arising from improper disposal of solvent contaminated rags. This grant would cover the cost of purchasing approved rag disposal containers for areas where these solvents are frequently used (School shop classrooms, art rooms, DPW's, etc.)

Water Loss Response and Mitigation Equipment – immediate response to water losses can directly mitigate damages. This grant covers the cost of purchasing water mitigation equipment for immediate deployment.

Fire Protection – Magnetic Doors – aside from the obvious safety benefits, even a relatively small fire can quickly contaminate a building through the spread of smoke and soot often requiring expensive, post-loss clean-up of a major portion of the building. This grant would pay to retro-fit doorways with magnetic closure devices.

Moisture Meters – this grant would fund the cost of the purchase of moisture meters for in-house facilities staff. High moisture levels can be indicative of many potential loss scenarios.

Facilities Management Preventive Maintenance Software – MIIA strongly encourages members to budget for, and fund preventive maintenance routines. This grant provides funding for software solutions to track maintenance performed and forecast upcoming maintenance required.

Facilities Management Training (Massachusetts Facilities Administrators Association & others)

