



**Town of West Newbury
Select Board**

Monday, November 6, 2023 @ 5:30pm

381 Main Street, Town Office Building

www.wnewbury.org

REC'D & NEWBURY CLERK
23 NOV 2 AM 12:04

AGENDA

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

- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*tax title and foreclosure properties; evaluation of properties with potential as public water sources*);
- ❖ MGL Ch. 30A §21(a) 3: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (*Daniel Cena v. Town of West Newbury, Essex Superior Court CA No. 2377CV00744*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*legal costs, year-to-date*).

The Board may reconvene in Executive Session, after the conclusion of the Open Session, if needed.

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

Announcements

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Pentucket Regional School District "State of Our School District" meeting – Tuesday, Nov. 7th at 6pm
- Project fair/forum re MVP/River Road project, and Route 113 corridor planning – Thursday, Nov. 9th 5:30-8pm
- Special Select Board meeting re proposed Whittier Tech School Building Project – Monday, Nov. 13th at 6pm
- Project fair/forum re MBTA Communities initiative – Wednesday, Nov. 15th 5:30-8pm
- SAGE Center newsletter and upcoming events!
- Historical Comm. Tales of Our Town: West Newbury in Winter: Sleighs, Sleds, Skates, Skis, Family, & Friends
- Notice of Award: \$1M Mass Works grant awarded to support reconstruction of the Middle Street Bridge!
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

- A. Joint meeting w/Board of Assessors to consider appointment of William Studzinski to open BOA seat
- B. Applications for appointment to Council on Aging: Heather Conner; Nancy Lee
- C. Select Board review of Committees' charge / function: Historical Commission
- D. Update re MDOT installation of new overhead sign on Bridge St. approaching Rocks Village Bridge
- E. Request for authorization to pursue Massachusetts Automated External Defibrillator Equipment Program Grant – *Chief Dwyer*
- F. Request for authorization to pursue grant to purchase My Senior Center Touch Screen – *Council on Aging*
- G. Request for use of American Rescue Plan Act (ARPA) funds for Water pump replacement – *BOWC*
- H. Confirm proposed revisions to PRSD Regional Agreement, for regional review at Nov. 7th meeting
- I. Preview of upcoming meetings re proposed Whittier Tech school building project, incl. special meeting with West Newbury Select Board on Nov. 13th, and Whittier Tech public forum at Annex on Dec. 6th
- J. Select Board liaison updates regarding recent or near-term Board / Commission / Committee activities
- K. Meeting minutes: Oct. 16, 2023

Town Manager Updates

- L. Update on preparation of updated Capital Improvements Program
- M. Town Manager workplan / priorities for remainder of calendar year 2023
- N. NHESP response to submitted "checklist" regarding routine maintenance of Ash Street
- O. Update on recent Parks & Rec Commission discussion of Pickleball
- P. Ongoing MassDEP review of resident appeal of ConCom approval to install water level control device at Macey's Pond
- Q. Updates on other ongoing/active projects/initiatives
- R. Follow up meeting assignment; placing items for future agendas

Addendum to Meeting Notice regarding Remote Participation

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

Zoom Meeting

Phone: (646) 558 8656

Meeting ID: 857 9782 8144

Passcode: 252004

Join at: <https://us06web.zoom.us/j/85797828144?pwd=bnHAm1v7EdNaTz8Zn38LWxAfFXf8Wh.1>

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

Town Manager

From: Pentucket RSD <donotreply@prsd.org>
Sent: Friday, November 3, 2023 10:13 AM
To: Pentucket Regional School District Recipients
Subject: SC Meeting (11/7) - State of the School District & Regional Agreement

Dear Pentucket Families, Staff, and Community Members,

On Tuesday, November 7th, at 6PM at the Middle-High School, the School Committee has invited the Boards of Selectmen to be a part of the Business Section of their meeting. During this portion of the meeting, PRSD will be presenting a "State of the School District" report to the School Committee and the Boards of Selectmen. Additionally, once that is complete, the School Committee and the Boards of Selectmen will also be discussing any potential changes to the Regional Agreement that they would like considered.

The public is welcome to this meeting. It will take place on the second floor of the Middle-High School in a classroom next to the Media Center.

Enjoy your weekend!
~ Dr. B.

You are receiving this email because of your relationship with Pentucket Regional School District. If you wish to stop receiving email updates sent through the Finals site service, please [unsubscribe](#).
Pentucket Regional School District | Pentucket Regional School District 22 Main Street, West Newbury, MA 01985 | 978-363-2280



SAVE THE DATES!

**November 9th and 15th, at the Annex,
381 Main St.**

Ever wondered how the Town is making Route 113 safer for pedestrians, schoolkids, and cyclists, or what impacts of climate change may look like in West Newbury and how we're working to meet that challenge? What about the development of local renewable energy, or how we can meet pressing needs for housing? Inquisitive minds are welcome at the **Town Projects Fair and Forum!** It will be an evening of discussion, hands-on interactives, and socializing focused on the common goal of making West Newbury an even greater place to live. **We look forward to seeing you!**

TWO INFORMATIVE AND COLLABORATIVE EVENINGS!

Thurs., November 9th

River Road Climate Change Resiliency Planning. Major study of flood risk and road stability concerns at vulnerable locations. Led by Climate Change Resiliency Committee with consulting support. Supported by local funding and a Municipal Vulnerability Preparedness (MVP) Action Grant.

Route 113 Corridor Planning. Existing conditions and conceptual planning to better position West Newbury for future State/Federal funding to improve pedestrian/cycling/equestrian safety. Supported by local funding and State budget earmarks.

Weds., November 15th

MBTA Communities Housing Opportunities Initiative. The next in a series of public workshops as the Planning Board leads an initiative to consider potential zoning to expand housing opportunities and address the Commonwealth's mandate. Workshop will invite feedback on draft zoning amendments expected to be proposed for Spring Town Meeting. Supported by State grant funding and local matching funds.

Fairs will also feature exhibits regarding other Town initiatives, such as:

Page School Conditions Assessment; Solar Site Feasibility Study; Invasive Species Management; Emerald Ash Borer inoculation program; GAR Memorial Library 5-Year Plan; potential new Wetlands Bylaw; Middle Street Bridge; SAGE Center Programs and Events; and more! **Questions? Email townmanager@wnewbury.org.**



Town of
West Newbury
Massachusetts

Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

[Home](#) > [Select Board Meeting - special meeting with Whittier Superintendent regarding proposed Whittier Tech School Building Project](#)

Select Board Meeting - special meeting with Whittier Superintendent regarding proposed Whittier Tech School Building Project

Monday, November 13, 2023 at 6pm

Event Date:

Monday, November 13, 2023 - 6:00pm

Whittier Tech School Building Project

Information page: <https://buildingthefutureofwhittier.org/>

Source URL: <https://www.wnewbury.org/select-board/events/83116>

Executive Assistant

From: COA
Sent: Thursday, October 26, 2023 2:13 PM
To: COA
Cc: Meals On Wheels
Subject: SAGE Center News - November/December 2023
Attachments: COA Newsletter 11-12 2023 web site.pdf

Attached please find the **SAGE Center News** for November/December 2023. Please see the following special events and regular programs, including two programs that were added after the newsletter was printed – those are Greet the Day Yoga on Wednesdays from 9-10 am and Pickleball at Action Cove on Tuesdays and Fridays.

- Medicare Open Enrollment is from Oct. 15 – Dec. 7 this year – to meet with a SHINE volunteer, call us at 978-363-1104
- Page School Musical Performance and Holiday Luncheon on Dec. 7
- 3B (Balance, Bones and Brain) Fitness Class on Mondays and Thursdays at 9 am
- Greet the Day Yoga in collaboration with the G.A.R. Memorial Library on Wednesdays at 9 am
- Blood Pressure Checks on Nov. 14 and Dec. 12
- Winter Wellness on Dec. 6
- Greeting Card Workshop on Nov. 9
- Coffee and Conversation on Nov. 2 and Dec. 14
- Card Games every Monday at 1 pm
- Sand Pails for Seniors – call us to sign up
- A Christmas Carol at the North Shore Music Theatre on Dec. 13
- Friendsgiving Luncheon serving a Turkey Gobbler Sandwich on Nov. 8
- Activities with Pentucket Student Volunteers on Nov. 14, Nov. 28, Dec. 12
- Pickleball will continue at Action Cove (weather permitting) on Tuesdays and Fridays from 9-11 am
- West Newbury Food Pantry always accepts donations of unopened, unexpired food items, toiletries, paper and cleaning products – we are looking for a little extra help around the holidays!

Please contact Jen or myself with any questions or to register for programs. Follow us on **Facebook** or **Instagram** at **West Newbury Council on Aging** for program updates and photos! You can always find our newsletters on the Town web site at: [Newsletters | Town of West Newbury MA \(wnewbury.org\)](#)

Best regards,

Christine Marshall

West Newbury Council on Aging Director

978-363-1104 | coa@wnewbury.org



SAGE CENTER

social | activities | growth | education



SAGE CENTER NEWS

social | activities | growth | education

Issue: November/December 2023

Hours

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

Contact

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

Staff

Christine Marshall, Director
Jen Vincent, Nutrition Coordinator

Board Members

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



SPECIAL EVENTS (details on pages 3-5)

- 2nd Annual Page School Musical Performance & Holiday Luncheon
- Friendsgiving Luncheon
- Greeting Card Workshop - Thanksgiving Cards
- Winter Wellness with Jamie MacKenzie
- Trip to A Christmas Carol at the North Shore Music Theatre
- Sand Pails for Seniors

MISSION STATEMENT

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

MEMBERSHIP & REGISTRATION

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

ELECTRONIC NEWSLETTER

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

UPCOMING CLOSURES

- ◆ Friday, November 10
- ◆ Thursday, November 23 and Friday, November 24
- ◆ Monday, December 25
- ◆ Monday, January 1





NUTRITION & RESOURCES

Meals on Wheels

Call AgeSpan at 1-800-892-0890

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

Congregate Lunch

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

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

Food Pantry

Nov. 7, 21 | Dec. 5, 19 | 9-10:30 am (and by appointment)

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

Food Pantry Donation Wish List

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

Need Help With Medicare? SHINE Can Help!

Regional SHINE Office at 978-946-1374

Open Enrollment is Oct. 15 - Dec. 7, 2023

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

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

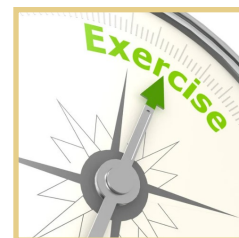
HEALTH & FITNESS



3B Class - Balance, Bones and Brain

Mondays and Thursdays at 9:00 am

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



Located in Annex | \$5 suggested donation

Yoga

Unfortunately, due to low attendance the Friday Yoga Class has been discontinued.

Blood Pressure Checks with Courtney

Tuesdays, Nov. 14 & Dec. 12 | 1-2 pm

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



Located at the SAGE Center | Free

Medical Equipment Closet

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

Foot Care

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

Pedicure \$25

Pedi & Polish \$30



Sand Pails for Seniors

Winter is coming, and we want to help keep you, your walkway and your driveway safe! We are partnering with the Department of Public Works to deliver sand pails in early December. Supplies are limited and available on a first come first served basis.

Sign up by calling Jen or Christine 978-363-1104 or email coa@wnewbury.org





PROGRAMS & EVENTS

Coffee and Conversation

Thursday, Nov. 2 & Dec. 14 | 10-11:00 am

with Therapy Dog, Frasier

Join our monthly breakfast gathering to socialize with friends and make new ones! Coffee and homemade baked goods will be served.

Location: SAGE Center | Drop-In | FREE



Friendsgiving Luncheon

Wednesday, Nov. 8 | 11:30 am

Serving a Turkey Gobbler Sandwich with all the fixings

Let's celebrate Thanksgiving with our SAGE Friends! We will be serving a Turkey Gobbler Sandwich with fresh roasted turkey, stuffing and cranberry sauce - gravy on the side. Please call the SAGE Center at 978-363-1104 or email Jen at mow@wnewbury.org to register. **Location: SAGE Center | Suggested donation \$5**



Greeting Card Workshop

Thursday, Nov. 9 | 1:00-2:00 pm

Making Handmade Thanksgiving Cards

Our volunteer Nancy will be leading this fun and crafty workshop. All supplies will be provided, but you are welcome to bring supplies if you wish. Please call the SAGE Center at 978-363-1104 or email coa@wnewbury.org to register.

Location: SAGE Center | FREE



Card Games!

Every Monday | 1:00-3:00 pm

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

Location: SAGE Center | FREE



Activities with Pentucket Student Volunteers

Tuesday, Nov. 14, 28 | 12:30-1:30 pm

Tuesday, Dec. 12 | 12:30-1:30 pm

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

Location: SAGE Center | FREE



PROGRAMS, EVENTS & TRIPS



Page School Musical Performance & Holiday Luncheon

Lunch: Baked Ziti and Garden Salad

Thursday, December 7 | 11:30 am-1 pm

Please come celebrate the Holidays with us at our 2nd Annual Page School Musical Performance & Holiday Luncheon. The Page School 4th and 5th grade chorus and instrumental musicians will perform from 12:00-1:00 pm. All are welcome to attend. Registration required at 978-363-1104 or email coa@wnewbury.org



Location: Annex | FREE

Winter Wellness with Jamie MacKenzie

Wednesday, December 6 | 10:30 am

As we transition into winter and spend more time inside, it's time to focus on ways to strengthen our body's natural defenses. Join wellness coach Jamie MacKenzie to discover how to incorporate plants into our self care for winter. Jamie will discuss a variety of oils, foods and herbs - many that are already in our kitchens.

We will have a DIY activity, and you will go home with a natural plant powered remedy for winter!

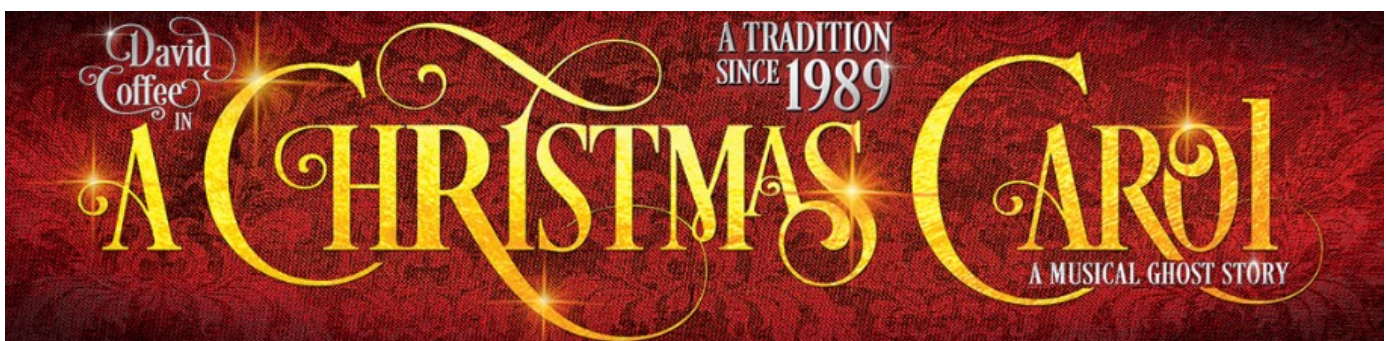


Location: SAGE Center | FREE

A Christmas Carol at North Shore Music Theatre

Wed., December 13

- 11:30 am - Lunch at the SAGE Center - serving a holiday ham dinner
- 12:30 pm - Bus transportation leaves SAGE at 12:30 pm and returns around 5:30 pm
- 2:00 pm - Matinee show begins
- Inner Circle Seats | Cost \$84.50 | Please make check payable to NSMT and submit payment to SAGE by December 1 | seats limited to 23 | non-refundable
- **Must Register and Pay by Dec. 1** Register at 978-363-1104 or coa@wnewbury.org



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NOVEMBER				
		1 9 Greet the Day Yoga 11:30 Lunch	2 9:00 3B Exercise 10:00 Coffee & Conversation & Therapy Dog 11:30 Lunch	3 9:00 Pickleball 11:30 Lunch
6 9:00 3B Exercise 11:30 Lunch 1:00 Card Games	7 9:00 Pickleball 9:00 Food Pantry 11:30 Lunch	8 9 Greet the Day Yoga 11:30 Friendsgiving Luncheon—Turkey Gobbler Sandwich	9 9:00 3B Exercise 11:30 Lunch 1:00 Greeting Card Workshop	10 CLOSED Veterans' Day
13 9:00 3B Exercise 9:30 Senator Tarr's Office Hours 11:30 Lunch 1:00 Card Games	14 9:00 Pickleball 9:00 COA Meeting 11:30 Lunch 12:30 Activities with Pentucket Volunteers 1:00 Blood Pressure	15 9 Greet the Day Yoga 11:30 Lunch	16 9:00 3B Exercise 11:30 Lunch	17 9:00 Pickleball 11:30 Lunch
20 9:00 3B Exercise 11:30 Lunch 1:00 Card Games	21 9:00 Pickleball 9:00 Food Pantry 11:30 Lunch	22 9 Greet the Day Yoga 11:30 Lunch	23 CLOSED Thanksgiving	24 CLOSED
27 9:00 3B Exercise 11:30 Lunch 1:00 Card Games	28 9:00 Pickleball 11:30 Lunch 12:30 Activities with Pentucket Volunteers	29 9 Greet the Day Yoga 11:30 Lunch	30 9:00 3B Exercise 11:30 Lunch	December 1 9:00 Pickleball 11:30 Lunch
DECEMBER				
4 9:00 3B Exercise 11:30 Lunch 1:00 Card Games	5 9:00 Pickleball 9:00 Food Pantry 11:30 Lunch	6 9 Greet the Day Yoga 10:30 Winter Wellness with Jamie MacKenzie 11:30 Lunch	7 9:00 3B Exercise 11:30 Page School Musical Performance & Holiday Luncheon	8 9:00 Pickleball 11:30 Lunch
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25 CLOSED Christmas	26 9:00 Pickleball 11:30 Lunch	27 9 Greet the Day Yoga 11:30 Lunch	28 9:00 3B Exercise 11:30 Lunch	29 9:00 Pickleball 11:30 Lunch

TRANSPORTATION



NEET (Northern Essex Elder Transport, Inc.)

Call 978-363-1104

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



CareRide Program through AgeSpan

Call 978-651-3118

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

Mini MeVa Ring & Ride

Call 978-469-6878 press option 3

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

FARE FREE

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

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

GROUPS & MEETINGS



Council on Aging Board Meeting

Tuesdays, Nov. 14 & Dec. 12 | 9:00 am

Office of Senator Bruce Tarr

Mondays, Nov. 13 & Dec. 18 | 9:30-10:30 am

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



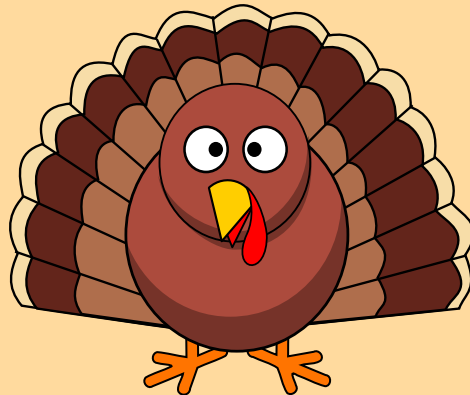
SAGE CENTER
social | activities | growth | education



Friendsgiving Luncheon



Serving a
Turkey
Gobbler
Sandwich



and Apple
Crumble
Bars for
Dessert

WEDNESDAY, NOVEMBER 8 AT 11:30 AM

AT THE SAGE CENTER / SENIOR CENTER

SUGGESTED DONATION \$5



Please register by email at coa@wnewbury.org
or call Christine at 978-363-1104 - thank you!

NEW!

Begins on Nov. 1

G.A.R. MEMORIAL LIBRARY

Together with

THE SAGE CENTER OFFER

GREET THE DAY YOGA

INSTRUCTOR

Sharon Gordon

EVERY WEDNESDAY FROM 9:00 - 10:00 AM

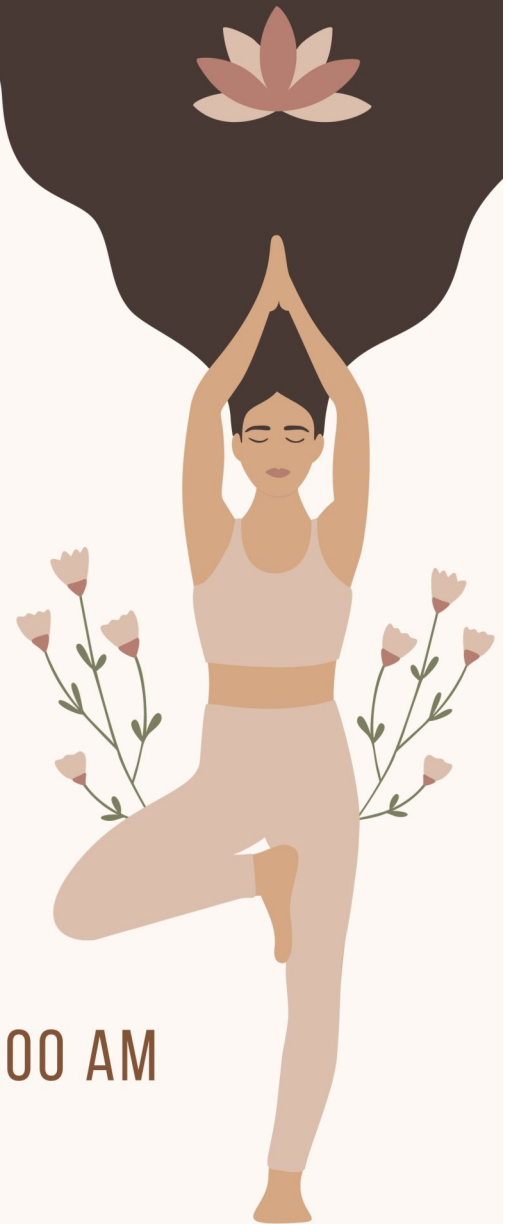
Open to all ages

Held in the Annex, 381 Main Street, West Newbury

Drop-in, take one, some or all the classes.

Please bring a mat, beach towel and two yoga blocks.

\$5 per class paid directly to Sharon Gordon by cash or check.



The G.A.R.
Memorial Library
West Newbury, MA


SAGE CENTER
social | activities | growth | education

Questions? Please call the Library at 978-363-1105 or SAGE at 978-363-1104



SAGE CENTER

social | activities | growth | education

Pickleball



FREE

TUESDAYS AND FRIDAYS FROM 9:00-11:00 AM

**Limit of 12 players
each day**

**Registration required
at 978-363-1104**

thru December 29

(weather permitting)

at Action Cove Basketball Courts

Thank you to the Park & Recreation
Commission for collaborating on this
program for SAGE Center members.

West Newbury Council on Aging | SAGE Center | 381 Main Street
West Newbury | 978-363-1104 | coa@wnewbury.org



WEST NEWBURY FOOD PANTRY

As the holidays draw near, we want to let the community know of the importance of the West Newbury Food Pantry. The Pantry serves over 20 residents/families in West Newbury and surrounding areas, and monthly provides about 500 pounds of food to those in need. Each year the Pantry puts together holiday baskets which are comprised of turkey/ham, potatoes, stuffing, vegetables, cranberry sauce, rolls, cheese & crackers and dessert to help put a holiday meal on the table. These baskets are distributed in November, December and March.

The West Newbury Food Pantry collaborates with many organizations, such as Our Neighbors Table, Nourishing the North Shore and Community Service of Newburyport. It also holds local food drives at the Library, Public Safety Building, schools and neighborhood food drives.

As everyone knows, food costs have been on the rise for some time and continue to increase. We are looking for the community's help to sustain this program. If you would like to volunteer to organize a food drive in your neighborhood, please contact Jennifer Vincent at 978-363-1100 x134. A donation of \$35 could provide a holiday meal to someone in need.

If you would like to make a monetary donation, please visit the town web site at www.wnewbury.org and click on the "Pay Bills" icon. Donations can also be made by check payable to the "Town of West Newbury" and mailed to the SAGE Center, 381 Main Street, West Newbury, MA 01985. Please note on your check "Food Pantry Donation."

The donation wish list can be found on the town web site at www.wnewbury.org/food-pantry and on page 2 of this newsletter. Please feel free to contact Christine Marshall, COA Director, at any time. She can be reached at 978-363-1104. Thank you and happy holidays!







West Newbury in Winter: Sleighs, Sleds, Skates, Skis, Family and Friends

Amusements made possible by long wintery months of ice and snow have in good measure vanished as West Newbury warms in this era of climate change. In 1924, a commentator in the [Newburyport Daily News and Herald](#) recalled long-gone times before the 1870s when as a boy he skated several times across the mouth of the Merrimack between the Newburyport wharves and the Salisbury shore. “Then the one horse sleigh was in its prime and glory,” he wrote. “No matter how cold it was, a fellow did not mind ‘Jack Frost’ if he had a pretty girl alongside of him as his partner, gliding over the crystal path. ‘But they, too, have changed.’”

Snow paths in the 18th and 19th centuries [could be preferable](#) to dirt (or mud) roads. First on the list of expenses in the Town’s inaugural [Annual Report](#), issued for FY 1838, was “For breaking Paths in the Winter of 1836-7 ... \$307.55.” A large, weighted horse- or ox-drawn roller was used to create a smooth, hard, groomed snowy road surface. Horses wearing [nonslip shoes](#) propelled sleighs as well as wagons and coaches with runners exchanged for wheels. [Larger loads](#) could be moved more quickly and easily over largely frictionless rivers and snow paths.

Sleighting parties took full advantage of the glistening snow paths. An 1884 report in the *West Newbury Messenger* described a sleighting party of about 24 young people who on one mid-March Tuesday left here at 1 p.m. for Lawrence, stopping at the “Essex House, where they amused themselves with music and conversation, until supper was announced,” and arriving home at 11 p.m. The tavern on Deer Island at the Chain Bridge was “a [famous rendezvous](#) for sleighting parties in winter, it was especially attractive when a supper or a dance closed the festivities of the day.” At West Newbury’s [Albion Hotel](#), sleighting parties “[feasted and danced](#) in rays thrown by the heaped up logs in the wide mouthed furnaces.”

Snowfall sometimes outpaced those breaking snow-paths, leaving households snowbound. John Greenleaf Whittier’s famous poem [Snow-Bound](#) described a December week in the early 19th century when his [family homestead](#) across the Merrimack in Haverhill was buried in snow. Once the animals were fed and chores completed, the household spent fireside hours entertaining each other in ways hard to imagine in this era of electronic screens: “We sped the time with stories old/Wrought puzzles out, and riddles told....”

West Newbury’s hills, then open fields, were ideal for sledding. In December, 1893 the *West Newbury Messenger* reported that “Pipestave hill is a grand coasting rendezvous, and a large pung [a low box-like sleigh], with steering gear attached, is used, and a slide obtained that is more than a mile in length.” An earlier notice in the same paper observed, “Organized coasting parties have made the neighborhood in the vicinity of the training field ring with their merry shouts, and old and young have enjoyed the sport alike.”

Hills in Town also served as “Alpine” ski areas in the 20th century. In the 1950s, a ski run operated on [Brake Hill](#) across from the area now occupied by the middle and high school campus. It featured a single rope tow line and had no run out area aside from the pond adjacent to Main Street. In 1972 when it purchased the Cushing Academy complex the Town [acquired a downhill ski operation](#) consisting of a ski shop building and tow lines on the north side of Pipestave Hill—which voters [declined to operate and maintain](#).

Skating, snowshoeing, cross-country skiing, and even sledding can now be enjoyed only in snatches as weather permits. Never to be repeated are the days when a “West Newbury young man accomplished the feat [in January 1891] of skating from Haverhill to West Newbury in fifteen minutes.” In the early 1970s the Town’s Park and Recreation Commission established a lit [skating rink](#) near what is now Hand Tub Lane. This, however, succumbed to a variety of factors, not least unreliable freezing conditions.

A cherished event bridging the 20th and 21st centuries was [Mill Pond’s](#) Winter Carnival. It began in [1985](#) with a hayride through snow-covered fields, sledding, skating, and “just visitin’.” By the 1990s Winter Carnival entertained hundreds of townspeople not only with skating, sledding, and sleigh rides, but also Frosty the Snow Man and professional performers. In the 2000s the Mill Pond Committee began planning for inclement (*i.e.*, warm) weather. “If there is no snow or ice for sledding or skating,” [they said in 2000](#), “the puppet show and [Friends of Our Trails] programs will be held as scheduled.” In [2013](#) the “annual Winter Carnival ...at Mill Pond was held despite difficult, unseasonable, conditions. Although there was no snow, the pond was frozen for ice activities....” The Town’s most recent Winter Carnival was canceled due to weather conditions in [2019](#).

West Newbury in Winter: Sleighs, Sleds, Skates, Skis, Family and Friends



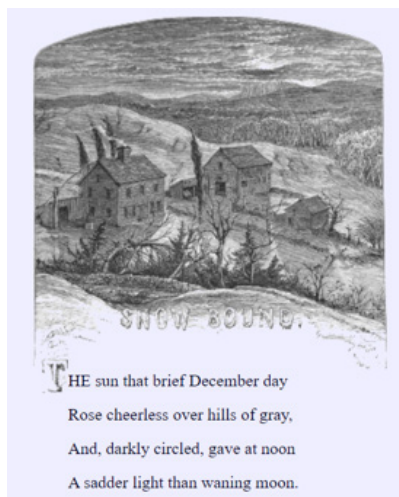
Source: [Wikimedia Commons](#)



Source: [Wikimedia Commons](#)



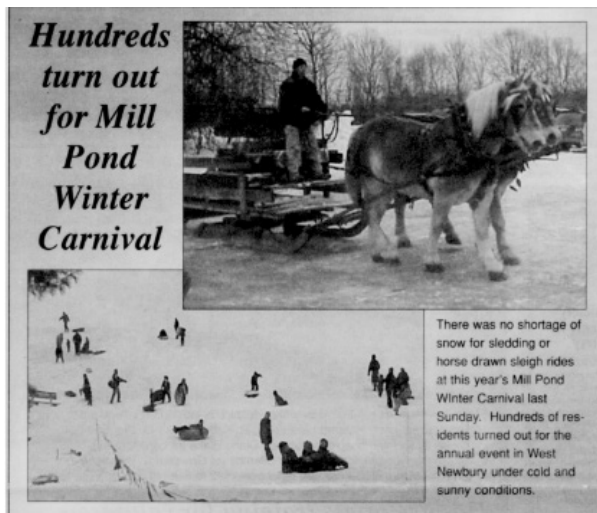
Snow Roller Source: [Wikimedia Commons](#)



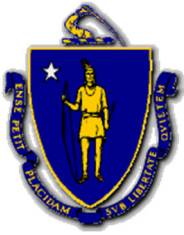
Source: [Snow-Bound](#) by John Greenleaf Whittier



Pipestave Ski Area 1972 Source: [MACRIS Historic Sites Survey](#)



Source: 3/1/2003 [West Newbury News](#)



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT
ONE ASHBURTON PLACE, ROOM 2101
BOSTON, MA 02108

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

YVONNE HAO
SECRETARY

TELEPHONE
(617) 788-3610

FACSIMILE
(617) 788-3605

www.mass.gov/eoed

September 21, 2023

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

Dear Town Manager Jennings:

RE: Application: West Newbu 653

Thank you for submitting this application to the FY24 Round of the Community One Stop for Growth. The Executive Office of Economic Development (EOED), Executive Office of Housing and Livable Communities (EOHLC), and Massachusetts Development Finance Agency (MassDevelopment) worked together to evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant.

On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of **\$1,000,000.00** from the MassWorks Infrastructure Program has been approved to support your project.

As a condition of the award, you will be required to submit a completed Pre-Contract Form (to be provided by EOED) no later than January 31, 2024, to begin the contracting process. A MassWorks team member will reach out directly to discuss any additional conditions or requirements, as well as next steps related to this grant award.

Please be advised that this letter does not constitute an agreement or contract with EOED or the Commonwealth of Massachusetts, nor does it confer any rights onto the Grantee. The Grantee is not authorized to proceed with any grant-related purchases or construction work, until a contract has been fully executed. This grant commitment is contingent upon the successful execution of a contract with EOED no later than June 30, 2024, with a project scope/timeline confirming that the project can be completed by June 30, 2027. Grantees unable to meet these deadlines will need to reapply in a future competitive round.

Finally, please note that public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Sincerely,

Yvonne Hao
Secretary of Economic Development



You are cordially invited to join Governor Healey and Lt. Governor Driscoll for the

Community One Stop for Growth Announcement

Wednesday, October 25, 2023, | 10:30 A.M.

The Amaya Building at Suffolk Downs, Revere, MA
(Located at the Corner of Winthrop and Washburn Ave)

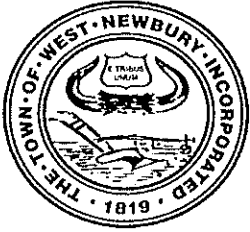
Event Parking: Located at 51 Winthrop Ave, Revere

Please join Governor Healey, Lt. Governor Driscoll, administration officials, and City of Revere Mayor Keefe for the grant announcement of the successful third round of the state's *Community One Stop for Growth*. The event will also celebrate this year's MassWorks and HousingWorks Infrastructure Grant Programs awardees.

Invited guests include state legislators, municipal officials, and local business and community leaders.

Please RSVP to lucas.r.patenaude@mass.gov





TOWN OF WEST NEWBURY

BOARD OF ASSESSORS

A

381 Main Street, West Newbury, Mass. 01985
TEL: 978-363-1100 x117 FAX: 978-363-1826

MEETING NOTICE

WENDY M. NEWBURY CLERK
123 NOV 2 AM 11:17

BOARD:
DATE & TIME:
PLACE:

BOARD OF ASSESSORS
NOVEMBER 6 @ 7:00 PM
FIRST FLOOR HEARING ROOM

- **BOARD OF ASSESSORS TO MEET WITH THE SELECTBOARD TO FILL THE VACANT BOARD OF ASSESSOR'S POSITION**



Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 110.

The Town appreciates your interest in serving. Please complete this form and return it to: Town Clerk, 381 Main Street, West Newbury, MA 01985 or email to: townclerk@wnewbury.org

Name: William Studzinski
Address: [REDACTED]
e-mail: [REDACTED]
Mobile phone: [REDACTED] phone: —

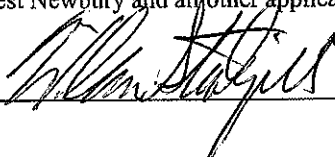
Board(s) or committee(s) you are interested in volunteering on:

Board of Assessors

Current or past committees served on: Zoning Board of Appeals

Relevant skills, expertise and education: I am an attorney concentrating in real estate law.

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

Signature:  Date: 10-19-23

Board/Committee _____

Appointing Authority _____

Date of Appointment _____ Sworn in _____



Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 110.

The Town appreciates your interest in serving. Please complete this form and return it to: Town Clerk, 381 Main Street, West Newbury, MA 01985 or email to: townclerk@wnewbury.org

Name: Heather Conner

Address: 

e-mail: 

Mobile phone: _____ Home phone: _____

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

COA

Current or past committees served on: PRSD, Board of Library Trustees,
Page School School Council

Relevant skills, expertise and education: good listener, sometimes a sense
of humor, computer, meals on wheels and Food Pantry
volunteer.

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

Signature: Heather Conner Date: 10/20/23

Board/Committee _____

Appointing Authority _____

Date of Appointment _____ Sworn in _____



Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 110.

The Town appreciates your interest in serving. Please complete this form and return it to: Town Clerk, 381 Main Street, West Newbury, MA 01985 or email to: townclerk@wnewbury.org

Name: Nancy Lee

Address: [Redacted]

e-mail: [Redacted]

Mobile phone: [Redacted] Home phone: Same

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

Current or past committees served on: None

Relevant skills, expertise and education: I have worked in the pharmaceutical/biotech industry for over 30 years. My expertise is understanding how commercial and Medicare insurance works and how

best to help patients obtain their medications without causing financial hardship. As a senior, it would be an honor to serve on this committee.

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

Signature: Nancy Lee Date: 10/19/23

Board/Committee

Appointing Authority

Date of Appointment Sworn in



Town of West Newbury

Select Board

selectboard@wnewbury.org

Volunteer Boards, Commissions and Committees (BCC) are an integral part of the Town of West Newbury's organization. Although their origins range from proposals from interested residents to town meeting approved bylaws, members are appointed by the Select Board/Town Manager and serve specified terms prior to being considered for reappointment. As appointed entities, the work of these BCC is expected to be consistent with current and long-term priorities of the Town. In order to facilitate this, the Select Board will periodically review the size, terms, objectives, and accomplishments of all appointed BCC and provide direction and/or identify changes necessary to better reflect Town needs and operations. Each BCC will be asked to participate in this process by completing the attached questionnaire and returning it to the Select Board for discussion in a public meeting.

Appointed Boards, Commissions and Committees

- Affordable Housing Trust
- Board of Fire Engineers
- Cable Advisory Committee
- Capital Improvements Committee
- Climate Change Resiliency Committee
- Community Preservation Committee
- Conservation Commission
- Council on Aging
- Cultural Council
- Energy & Sustainability Committee
- Finance Committee
- Harbor Committee
- Historic District Commission
- Historical Commission
- Investment Policy Committee
- Mill Pond Committee
- Open Space Committee
- Personnel Advisory Committee
- River Access Committee
- Tree Committee
- Whittier School Committee
- Zoning Board of Appeals



Board, Commission, Committee Review

Please complete the following. Note that the size of the answer space will expand as information is entered. Also review the attached forms maintained by the Town Clerk's Office and note changes.

Name of BCC	Historical Commission
Current Membership with Officers noted	<ol style="list-style-type: none"> 1. Bob Janes, Chair to 6/30/25 2. Elisa Grammer, Clerk to 6/30/24 3. Jen Munson, Member to 6/30/26 4. Bob Belmont, Member to 6/30/24
Length of Terms	Staggered 3 year terms
Meeting Schedule	2 nd Tuesday of the month
Location of Meetings	Town Offices
Responsibility for Posting Meeting Agenda	Chair & Clerk
Responsibility for Taking Meeting Minutes	Clerk
Responsibility for Updating Website	Clerk
Town Staff Liaison/Support (if any)	None officially identified—DPW, Town Clerk, Library & Town Manager have helped us at various times
BCC Charge (Please summarize from webpage, referenced bylaw or MGL citation)	<p>MGL Reference: M.G.L. Ch. 40, Sec. 8D</p> <p>Under Massachusetts law, West Newbury has established the Historical Commission for the preservation, protection, and development of the historical or archeological assets of the Town.</p>
Accomplishments since the last Evaluation	Nearing completion of 3d installment of Historic Sites Survey; worked with DPW & Historic District Commission on research, planning, design, managing, and painting Town Hall; cleaned up Almshouse Cemetery & had ground penetrating radar analysis of graves; launched annual spring & fall Town-owned Cemetery maintenance; continued with monthly Tales of Our Town; developed program for River Valley school students about West Newbury history at the cemeteries; worked with Town Clerk & Library on digitizing and managing historic documents; worked with concerned citizens to revise historic markers concerning Indigenous Peoples
Priorities for the Next Year	Work with Historic District Commission on potential historic districts; continue cemeteries program; continue work with Town Clerk & Library on digitizing and managing historic documents; continue monthly stories; continue outreach to students about historic West Newbury; continue support for digitizing and maintaining Town records and archival materials
Two Year Priorities	Work with Historic District Commission on potential historic districts; continue cemeteries program; continue work with Town Clerk & Library on digitizing and managing historic documents;



Board, Commission, Committee Review

	continue monthly stories; continue outreach to students about historic West Newbury; continue support for digitizing and maintaining Town records and archival materials
Five Year Priorities	Work with Historic District Commission on potential historic districts; continue cemeteries program; continue work with Town Clerk & Library on digitizing and managing historic documents; continue monthly stories; continue outreach to students about historic West Newbury; ensure preservation of Town-owned buildings and resources; continue support for digitizing and maintaining Town records and archival materials
How can the Select Board/Town Manager better support the work of this BCC?	Ensure maintenance of Town owned cemeteries; continue support for the various projects that arise, such as the Scott's gift of the large antique Essex County map now hanging in Town offices; continue support for digitizing and maintaining Town records and archival materials; ensure preservation of Town-owned buildings and resources; continue support of preservation initiatives
Are there other BCC whose work overlaps with yours?	Historic District Commission, with which we sometimes hold joint meetings; committees involved with landscape such as the Tree Committee
Is there other input you wish to provide?	The Commission appreciates the support from various members of Town staff and the Select Board
Completed by	
Date	



Town of West Newbury Massachusetts

D

Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

[Home](#) > Public Comment Requested: Rocks Village Bridge Warning Signage

Public Comment Requested: Rocks Village Bridge Warning Signage

Select Board Requests Public Comment



Mass DOT has notified the Select Board that the over-street sign with strike bar is ready for installation along Bridge Street near its intersection with Church Street. This is the final sign in the advanced notification signage leading to the Rocks Village Bridge that was installed after the last bridge strike and closure. Because more than a year has passed since this sign and its placement were approved, the Select Board will entertain public comment at its meeting on Monday, November 6, 2023 at 7:00 p.m. in the 1910 Building, First Floor Hearing Room. Comments may also be sent to the Select Board ahead of the meeting at selectboard@wnewbury.org.

A Mass DOT image of the sign and its location are included in this post.

Thank you for your consideration!

Source URL: <https://www.wnewbury.org/home/news/public-comment-requested-rocks-village-bridge-warning-signage>



Public Comment on Rocks Village Bridge Sign
Received as of November 6, 2023


Public Comment
Rocks Village Bridge Warning Sign Hearing
November 6, 2023

1. West Newbury is one of the last semi-rural towns on the eastern coast of Massachusetts.
2. Bridge Street is a scenic Town road in West Newbury with an important history.
3. The size and scale of the proposed sign that is designed for highways is counterintuitive for this location.
4. Bridge Street already has seven signs warning of the Rocks Village Bridge height restrictions.
5. The sign would negatively impact the views to the river for residents of Bridge Street and River Road.
6. An appropriately scaled sign placed on Bridge Street before Church Street would warn of height restriction (yet again) and direct traffic left on Church Street to avoid the bridge.
7. The location of the proposed sign would force oversized trucks to back up with the required noise associated with backup. This noise would negatively impact the residents along Bridge Street and River Road.
8. Trucks backing up along Bridge Street, particularly in the winter, would be a hazard.
9. Even if the location of this sign were to be moved closer to the bridge, large trucks backing up would be dangerous to traffic from both Bridge Street and River Road.

Submitted by

Claudia Woods-Estin



From: Michael Dimodica 
Sent: Thursday, November 2, 2023 3:38 PM
To: Selectboard <selectboard@wnewbury.org>
Subject: Fw: Public Comment Requested: Rocks Village Bridge Warning Signage

The proposed sign looks great. I would add an over height vehicle detection and alert system as well but I believe the discussion is beyond that point.

Thanks,
Mike DiModica

Public Comment on Rocks Village Bridge Sign
Received as of November 6, 2023

From: Jan Harrison [REDACTED]
Sent: Thursday, November 2, 2023 9:22 AM
To: Selectboard <selectboard@wnewbury.org>
Subject: fine

We've done enough to warn. Violators should be stiffly fined at \$5000 first offense, \$10,000 second. Enough enabling.

Jan Harrison

From: Doug George [REDACTED]
Sent: Thursday, November 2, 2023 1:29 PM
To: Selectboard <selectboard@wnewbury.org>
Subject: new sign for bridge

Having followed a truck labeled "oversize" over the bridge that has clipped the existing "strike" bar and proceeded down the center to avoid the lowest section, anything short of a real physical barrier that provides immediate feedback to the driver (and follow up fines) they are just another ignored traffic sign.

Feedback being an alarm and or flashing lights, photograph and fine, or a true sacrificial barrier in the fashion of the bridge truss itself, will lead to another closure. It is just a matter of time. The cost of the barrier is far less than the repair costs to the taxpayer. See the following case study:

<https://www.tapconet.com/resource-center/case-study/athens-clarke-county-georgia>

Douglas T. George
LEED AP

Georgia County Significantly Reduces Overheight Trestle Bridge Collisions



CUSTOMER NAME

Athens-Clarke County, GA

PRODUCTS

[Overheight Warning System](#)

SUMMARY

The City of Athens-Clarke County knew it needed an overheight safety solution due to an increasing number of major strikes occurring at a low-clearance railroad trestle bridge, with one especially harmful collision causing a railroad derailment.

ORGANIZATION

Located roughly 70 miles northeast of Atlanta, Athens-Clarke County is a consolidated city-county in the state of Georgia. It is home to roughly 127,000 residents, many of which are students at the local University of Georgia.

SITUATION

A railroad trestle bridge on a two-lane road had been the site of major overheight strikes for many years in Athens-Clarke County, Georgia. The city suspected the problem was amplified by heavy commercial traffic coming from a major freeway north of town, with significant student traffic from the University of Georgia adding to the mix. The presence of a concrete plant just beyond the trestle bridge meant dump trucks were constantly passing through as well.

The damage from overheight collisions can be costly, often reaching \$200,000 to \$300,000 or more, according to a [Texas Department of Transportation Study](#). Constant repairs and collisions were taking their toll on the city, with loss of life becoming a serious concern as well.

“There’s been substantial damage to the trucks and vehicles that come under there,” remarked George Spearing, Athens-Clarke County Signal Systems Engineer. “They’re getting major strikes where they’re stuck under the bridge or ripping the top off their vehicle. I don’t recall that anyone was seriously injured but... somebody really hitting it hard and having a serious injury was not far out from happening.”

A dangerous train derailment caused by a collision at the trestle bridge pushed city officials to consider new solutions, realizing that their existing static signage about clearance heights was insufficient. In addition, the city needed a way to be alerted when bridge strikes did happen.

After all, had the city been notified of the overheight accident immediately when it happened, officials could have proactively warned the railroad company to stop the train from passing over the damaged bridge. This would reduce both risk of injury and use of resources.

***It costs
roughly
\$200,000
to
\$300,000
every time
a vehicle
collides
with a
bridge.***

According to a [Texas Department of Transportation Study](#)

Athens knew it needed an innovative solution that would provide this type of notification capability and reduce overheight collisions — and it couldn't wait another moment. An average of eight strikes were reported yearly, with many more going unreported due to drivers leaving the scene.

SOLUTION

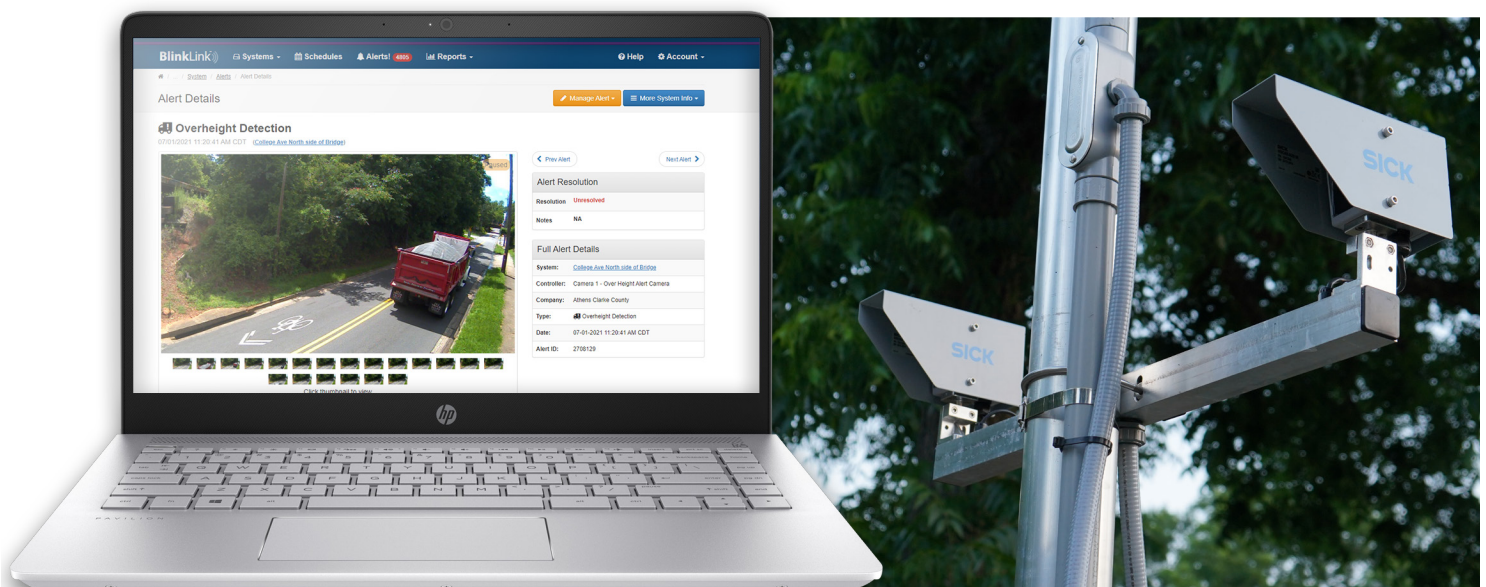
Athens-Clarke County officials turned to TAPCO when they began investigating overheight warning systems, prompted by their satisfaction with the [TAPCO RRFB Pedestrian Crosswalk Systems](#) they had already installed.

“We’ve got a lot of TAPCO RRFBs, so we’ve had a pretty good relationship with TAPCO for a number of years,” explained George. “It’s the customer service and the history that we’ve got with them that made us go with TAPCO.”

The system uses infrared sensors mounted in advance of low structures, which detect overheight vehicles at a user-configurable height and determine their direction of travel. Flashing alerts – either LED-enhanced signs called BlinkerSigns or LED beacons called BlinkerBeacons – are triggered when an overheight vehicle is detected, notifying them of the height restriction and directing them to an alternate route.

Both types of alerts were installed for Athens-Clarke County, providing them with high-intensity, eye-catching signage. These alerts can be AC or solar powered, with Athens-Clarke County officials opting to install both. They placed AC-powered alerts near large oak trees casting significant shadows and solar-powered alerts in sunny spots.

A subscription to TAPCO's event management software, BlinkLink®, was also selected by Athens-Clarke County. With this software, Athens-Clarke County gained the ability to remotely program the system, generate high-priority alerts to pre-selected recipients, compile actionable data and get system diagnostics from any web-enabled device.



Most of the installation was done in-house by Athens-Clarke County, with a local crew constructing all the necessary foundations and bases before the wiring was installed. It was during installation that city workers saw the clear need for the system play out in front of them.

“We actually had two strikes happen in the same day while we were out there installing this system,” recalled Rodney Rogers, Athens-Clarke County Traffic Signal Supervisor. “We had a dump truck come through and have his top cover torn off, and then another box truck came under and he actually got stuck. He got completely wedged under there while we were there.”

It was a sobering reminder for city employees that the TAPCO Overheight Warning System they were installing was long overdue and couldn’t have come a moment too soon.

RESULTS

Since the installation of the TAPCO Overheight Warning System, Athens-Clarke County has not identified a single collision at the trestle bridge. The system continues to activate when it is triggered by an overheight vehicle, providing imagery and notifications to the city, as well as video of the event thanks to BlinkLink®.

“It’s pretty simple,” remarked George. “It’s easy to install...it seems to be reliable. We’ve been happy with it.”

**“It’s
easy to
install...
it seems
to be
reliable.
We’ve
been
happy
with it.”**

*George Spearing, Athens-Clarke
County Signal Systems Engineer*



This steep drop in major incidents is significant given the heavy traffic at the two-lane road due to the nearby concrete plant and university. The system continues to provide prompt alerts via flashing LEDs, checked often by Rodney.

“About once a week, I drive my truck on both sides and double check that it’s actually coming on... So far, every day it’s come on and done what it’s supposed to do,” he said.

The dramatic decrease in collisions means not only saved money and resources for Athens-Clarke County, but a lessened fear that a collision could one day take a life.

**“Every day,
[the system
has] come on
and done what
it’s supposed
to do.”**

*Rodney Rogers, Athens-Clarke
County Traffic Signal Supervisor*

 **Learn more about the TAPCO
Overheight Warning System here.**

ABOUT TAPCO

As an industry-leading innovator, TAPCO manufactures, services and distributes a wide portfolio of traffic and parking safety solutions designed to increase safe travels for all. Since 1956, we have set the standard for delivering reliable, cutting-edge traffic safety enhancements. From our world-renowned line of LED-enhanced BlinkerSign® solutions to our pedestrian crossing products and early detection warning systems, safety is at the heart of all TAPCO innovations.

Working alongside traffic professionals for more than 60 years gives our team an exclusive perspective on the past, present and future needs of the traffic and parking safety industry.



Executive Assistant

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Tuesday, October 24, 2023 4:55 PM
To: Town Manager
Subject: AED Grant
Attachments: FY24 AED Grant Certification_Assurances.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Angus,

I am requesting permission to apply for the **Massachusetts FY24 Automated External Defibrillator Equipment Program Grant**. The Office of Grants and Research (OGR) is making available up to **\$2,500** per AED requested for municipalities, public colleges and universities and nonprofit organizations to purchase an Automated External Defibrillator (AED) for public safety and first responder vehicles. We would apply for 2 AED's to be placed in a police cruiser and fire vehicle. We currently use the ZOLL AED Plus town wide. The unit is approximately \$1,700 dollars each. These units would replace older units already in use. Attached is more information about the program.

Thank you,
Mike



Commonwealth of Massachusetts Executive Office of Public Safety and Security
Office of Grants & Research

**FY24 Automated External Defibrillators Equipment Program
For Public Safety and First Responder Vehicles
Certifications and Assurances**

In accordance with the Commonwealth of Massachusetts’ FY24 appropriations, the Office of Grants and Research (OGR) is making available up to **\$2,500** per AED requested for municipalities, public colleges and universities and nonprofit organizations to purchase an Automated External Defibrillator (AED) for public safety and first responder vehicles. This initiative is being supported by state funds authorized by Chapter 24 of the Massachusetts Acts of 2023, An Act Making Appropriations for Fiscal Year 2024.

By submitting this application, the eligible applicant confirms the following:

- AED training has/will be completed by the receiving agency personnel;
- Requested AED is compatible with existing AEDs already in use within the municipality, if applicable;
- If the cost of the requested AED exceeds the award amount from the Office of Grants and Research under the AED Grant Program, then the municipality agrees to absorb the additional costs;
- If a grant award is received, the awardee will not incur costs until a final, award notification is received from the Office of Grants and Research, confirming the official start date of the program; and
- Requested AED will be purchased and received by the AED Equipment Program’s end date of June 30, 2024.

Signature of Official *The following must be completed and signed by an Authorized Official, on behalf of the applicant submitting this application, in acknowledgment of the project requirements.*

As the Senior Authorizing Official for this applicant, I am requesting grant funds from the Automated External Defibrillator (AED) Equipment Program, as administered by OGR. I have reviewed and approve the content contained in this application being submitted for consideration of funding and I agree to comply with the required program requirements listed above.

Applicant: _____

Department/Vehicle Selected to Receive AED: _____

Authorizing Official Name: _____

Authorizing Official Title: _____

Signature: _____ **Date:** _____

NOTE:

- Electronic signature is allowable on this fillable PDF form as long as the signature is visible, includes the signatory’s name and title, and is accompanied by a signature date; hard copy form may be hand-signed and scanned. More information on acceptable forms of signature may be found [here](#).
- **FY24 AED Equipment Program Certification/Assurance Form**, signed by the authorizing municipal official, must be uploaded within the one-page [Online Application Template](#)
- **Application Due Date: November 17, 2023**

Town Manager

From: COA
Sent: Tuesday, October 31, 2023 3:42 PM
To: Town Manager
Cc: Town Clerk
Subject: RE: Grant opportunity
Attachments: FY24-SIG-Field-Demonstration-RFP-9-18-23-FINAL.pdf; MySeniorCenter Quote - West Newbury Upgrade to Full 10162023.pdf

Hi Angus,

Thank you for getting this on the agenda! Service Incentive Grant (SIG) for \$5,000. The My Senior Center Touch Screen will fall under the category of Senior Center Modernization, and I received a quote from My Senior Center for \$5,000.

FY24 SIG RFP - due by 4:00PM on Thursday, November 9, 2023

More than \$500,000 Available in NEW FY24 SIG Grant Funds!

With the restoration of Service Incentive Grant (SIG) Funding by the Mass State Legislature, MCOA is incredibly excited to share that we are seeking RFPs (Requests For Proposals) from COAs for the FY24 SIG Grant Field Demonstration Projects and anticipate awarding grants totaling more than \$500,000 for initiatives prioritized by our Membership and approved by EOEA in the following areas.

1. Age and Dementia Friendly Capacity Building (up to \$10,000 each)
2. Memory Café Innovations and start-ups (up to \$5,000 each)
3. Nutrition Innovation and/or Expansion (up to \$20,000 each)
4. Senior Center Modernization (up to \$25,000 each)
5. Public Health Connections (up to \$5,000 each)
6. Development and implementation of Outreach and Marketing of your COA to older adults and caregivers (up to \$10,000 each)
7. Capacity-Building for Caregiver Respite Services or financial aid to enable Caregiver Respite Financial Assistance (up to \$10,000 each)
8. Provision of Transportation Services to support older adults in maintaining their independence (up to \$25,000 each)

Applications are due by 4:00PM on Thursday, November 9, 2023, and award notifications will be made by Thursday, November 30, 2023. Projects must be completed by June 30, 2024.

Thanks,
Christine



Date: September 18, 2023
To: Members of the Massachusetts Association of Councils on Aging
From: Betsy Connell, Executive Director
Re: Direct Grant Opportunities for Field Demonstration Projects for MCOA Members in SFY 2024

MCOA is very pleased to announce direct grant opportunities for **Field Demonstration Projects (FDP)** for the FY2024 Council on Aging direct grants cycle. As the result of the restoration of Service Incentive Grant (SIG) funds, MCOA is using more than **\$500,000** in state SIG award funds, recently approved by EOEA, to provide direct grants to COAs for the **eight** following project areas:

1. **Age and Dementia Friendly Capacity Building (up to \$10,000 each)**
2. **Memory Café Innovations and start-ups (up to \$5,000 each)**
3. **Nutrition Innovation and/or Expansion (up to \$20,000 each)**
4. **Senior Center Modernization (up to \$25,000 each)**
5. **Public Health Connections (up to \$5,000 each)**
6. **Development and implementation of Outreach and Marketing of your COA to older adults and caregivers (up to \$10,000 each)**
7. **Capacity-Building for Caregiver Respite Services or financial aid to enable Caregiver Respite Financial Assistance (up to \$10,000 each)**
8. **Provision of Transportation Services to support older adults in maintaining their independence (up to \$25,000 each)**

To be considered for funding, all bidders must complete a responsive proposal and submit it by the due date to MCOA, in accordance with the instructions provided below. Grants will be made, pending available funding from the Service Incentive Grant from EOEA, for these one-time projects for expanded, new or innovative practices, programs and services. MCOA will award grants through an open competitive application process. This RFP is being released today, September 18, 2023, for the July 2023 - June 2024 fiscal year project period. **Responses are due to MCOA by 4:00 PM on Thursday, November 9, 2023.**

Grant opportunities are available to all eligible COAs. Eligibility includes being a member of MCOA and being up to date on MCOA dues through the current state fiscal year. **Awards will be made no later than Thursday, November 30, 2023, and projects will begin on or about Thursday, December 7, 2023.** Contracts will be executed expeditiously for the **Thursday, December 7, 2023**, start date.

RFP Schedule and Instructions

1. RFP released on September 18, 2023. A bidders conference call will be held on **Wednesday, September 27, 2023, at 3:00 pm**. You must register to receive the Zoom meeting invite and/or call-in number and pass code. To register, go to: <https://us06web.zoom.us/meeting/register/tZwudeuqrDMpGdEIBZVHaXVkkT7Vp5OgvEuF>
2. Questions submitted in writing and those posed during the Bidders' conference on **Wednesday, September 27, 2023**, along with the answers, will be posted by **Tuesday, October 3, 2023**, on the MCOA website. To

review, go to <https://mcoaonline.com/grants/bid-opportunities/> Written questions must be submitted by email to madeline@mcoaonline.com by 4:00 PM on **Thursday, September 28, 2023**.

3. **All interested bidders must complete** the non-binding **Intent to Bid** form by **Wednesday, October 18, 2023, at 4:00 pm**. The form is located here <https://fs16.formsite.com/mcoa/hoapkiahqd/index> and is on the MCOA [website](#). The **Intent to Bid** form asks for agency name, address, phone, and the name of the agency’s primary contact person (typically the director), and the primary contact person’s email address and other pertinent information.
4. Completed applications must be submitted to MCOA **no later than 4:00 PM on Thursday, November 9, 2023**. **If you are applying for more than one grant in this Field Demonstration Project RFP, you must submit a separate application for each.** Prepare the application using these **format and submission instructions**:
 - Use Arial 12-point font and 8"x11" paper size only.
 - Save the document as follows: FY24 FDP Grant-COA Name/Consortia-Grant-Project Area (i.e., Age & Dementia Friendly, Senior Center Modernization, etc.).
 - Complete your application form and upload attachments here: <https://fs16.formsite.com/mcoa/fugsacviw5/index>
5. The Field Demonstration Project RFP Selection Committee will review all applications submitted by the deadline. During MCOA’s application review period, please reply promptly should we contact you (the primary contact) with any questions via email or telephone.
6. Award notification to successful bidders shall occur by **Thursday, November 30, 2023**. MCOA will notify the primary contact of the outcome via email.
7. A formal contract will be emailed to the primary contact identified in the application of the successful bidders. Contracts should be signed and returned to MCOA by **Thursday, December 7, 2023**. The contract must be signed and returned promptly to MCOA, prior to incurring any program costs.
8. The initial project period will begin on or about **Thursday, December 7, 2023**, and shall continue through June 30, 2024.

Project Narrative and Budget Requirements

Proposals must be submitted by selecting one of the eight project areas indicated below. If applying for more than one FDP grant, you must submit a separate application for each project area. Proposal narratives must not exceed four pages (including budget page).

FDP Project Areas	Project Submission Requirements
Age & Dementia Friendly Capacity Building	Support the efforts of COAs to advance age and dementia friendly initiatives within their communities through capacity building, including conducting community needs assessments, convening stakeholder engagement sessions, development of an age and dementia friendly action plan, public messaging to promote awareness of age and dementia friendly efforts.
Memory Café Capacity Building Innovations or Startups	Expand the capacity of existing Memory Cafés and support the creation of new programs, for example to increase language or cultural capacities, as well as

	hybrid and/or virtual Memory Cafés, to provide a safe, supportive, and caring space for older adults with dementia and memory loss and their care partners.
Nutrition Innovations and Expansion	Enable COAs to create or strengthen nutrition programs to support the food security of older adults in their community. With one in three older adults experiencing food insecurity, COAs can play a critical role in providing nutrient-rich foods that promote healthy aging and disease prevention. Examples include establishing innovative meal programs that also promote social connection, culturally competent meals, refrigerated equipment for perishable food distribution, materials needed to create a dedicated on-site food pantry, garden, etc. Raw materials and labor can be covered to create shelves in an unused storage or kitchen area for pantry goods or to construct garden beds/irrigation systems.
Senior Center Modernization	Support the modernization of senior centers across Massachusetts to encourage broader participation by older adults and connect them to vital programs and services. Funds may be used to help update/renovate a senior center facility to make it a more welcoming and inclusive environment for multiple generations of older adults, and/or enhance safety and accessibility such as a loop system, hardware/software to allow for more accurate and efficient data tracking, integrate technology to enhance virtual and/or hybrid connections for homebound older adults, expand programming to attract younger older adults, and help build operational capacity. Please read NCOA’s report on <i>The State of Today’s Senior Center: Successes, Challenges and Opportunities</i> as a guide.
Public Health Connections	Building upon the successful partnerships and synergies that were formed during the COVID-19 pandemic, continue to strengthen or expand a COAs relationship with the local Board of Health/Public Health Department on public health issues that impact older adults. Proposals may focus on initiatives such as homelessness and housing stability, substance use disorder, hoarding, mental health and wellness, chronic disease management and prevention, public health nurses hosting clinics or wellness fairs at senior centers.
Development and implementation of outreach and marketing of your COA to older adults and caregivers	Applicants can choose from one or both of the following categories for Marketing and Outreach: <ul style="list-style-type: none"> a. Becoming the “Talk of the Town”; getting your community to know about your COA; promotion of the COA as the ‘Front Door’; educating your community on what a COA is and the programs and services that your COA provides. b. Educating and connecting family caregivers: developing community specific caregiver resource materials, exploring ways to identify and connect caregivers who may not know or consider themselves as caregivers, educate how caregivers can benefit from learning about caregiver resources available in your community.

<p>Caregiver respite services or financial assistance</p> <p>*For the purposes of this grant opportunity, caregivers are defined as family members, friends, or loved ones, not professional caregivers. “Caregiver Respite Scholarships” indicates stipends provided to the caregiver for the purpose of purchasing either self-directed respite services procured and overseen by the caregiver or care recipient, which may be provided by a friend, family member, neighbor, etc., or formal respite services procured through the regional Aging Service Access Point (ASAP) or another health and human service agency.</p>	<p>Applicants can choose from one or all of the following categories for Caregiver Respite services or financial assistance:</p> <ol style="list-style-type: none"> a. Providing reduced-hour supportive day program to offer affordable options of respite care for older adults and their care partners. b. Providing onsite individual respite for older adults and their caregivers. c. Providing caregiver respite financial assistance for person-centered respite provided by a friend, relative, neighbor, etc. or to local respite services providers/organizations for older adults and their caregivers.
<p>Provision of Transportation services to support older adults in maintaining their independence</p>	<p>Transportation options should address the needs of older adults to connect them within and outside their communities. Older adult transportation services should consider all aspects of independent living. Service delivery may include but is not limited to: volunteer drivers, ride share options, public transportation training, connections to bus/train stations, taxi vouchers, COA vans, transportation scheduling software, partnerships with RTAs, and contracts with bus/ambulance/school transportation service.</p>

1. In your narrative, provide a concise detailed description of how you will utilize the grant, including staff, materials, supplies, other resources, etc.
2. Describe in your narrative your COA’s current experience and activity within the chosen project area and how the grant funding will enhance and sustain your future efforts. Provide as much information as possible regarding the number of older adults/caregivers you expect to impact through your project. The narrative should include details on how you plan to build inclusivity, (around languages, cultures or disabilities). Also share information on anticipated partnerships with service providers to successfully implement the project.
3. Indicate what you anticipate the impacts and outcomes of your project will be.
4. Include in your narrative how you plan to track your grant activities, and how you will measure and evaluate the impact and outcomes you will report on.
5. Include in your narrative how you will document best practices gained from the project.
6. Use the attached budget template on page six to provide a project budget (included in four page limit) for the December 7, 2023 to June 30, 2024 grant period, indicating how funds will be allocated.
7. You must include a description and relevant calculations for each line item. Budgets must also show any in-kind support and other funding, if any. Allowable costs include salary, fringe benefits (capped at 30% of salary), mileage reimbursement, and rent/utilities/phone (capped at 2% of contract value).

Accountability Requirements:

Grantees must agree to comply with the following:

1. To incur all project costs before **Sunday, June 30, 2024.**
2. To provide a final report by **Wednesday, July 31, 2024**, containing supporting documentation of work activities conducted through the grant, including number of events/activities/services conducted, number of individuals served, what your organization learned, and with what entities you plan to share that knowledge, as well as how you plan to utilize that knowledge to advance your organization’s field demonstration project efforts. This report shall also contain the best practices identified through this project, as well as the grantee’s evaluation of the project’s impacts and outcomes. Grantees may be asked to participate in a webinar learning collaborative post-grant, with MCOA and the Executive Office of Elder Affairs.
3. To submit a project-end itemized expense sheet.
4. To include the following statement in all funded program/project descriptions, products, and related publicity: ***These field demonstration project grants are funded with a grant from the Massachusetts Association of Council on Aging and Senior Center Directors, Inc.***

Important SIG Grant Dates

RFP Release Date:	Monday, September 18, 2023
Bidders’ Conference Call:	Wednesday, September 27, 2023, 3:00 PM
Written Inquiries Due by email:	Thursday, September 28, 2023, 4:00 PM
Responses Posted on MCOA Website:	Tuesday, October 3, 2023, 4:00 PM
Intent to Bid Due Date:	Wednesday, October 18, 2023, 4:00 PM
Proposals Due:	Thursday, November 9, 2023, 4:00 PM
Award Announcements:	Thursday, November 30, 2023
Signed Contracts Returned to MCOA:	Thursday, December 7, 2023
Grant Start Date:	Thursday, December 7, 2023
Projects Must Be Completed:	Sunday, June 30, 2024
Reports Due:	Wednesday, July 31, 2024

All contracts are “cost reimbursement” contracts, i.e., COAs must incur costs and submit invoices with back up for reimbursement to MCOA during the project period.

Questions?

- If you have questions on the application requirements or permissible uses of funding, we encourage you to attend the Bidders’ Conference.
- For questions of a technical nature regarding uploading Letters of Intent or registering for the Bidder’s Conference, contact Madeline Noonan at madeline@mcoaonline.com or 413-326-6479.

Field Demonstration Project Budget Template

Name of Agency: _____

Project Name: _____

Budget for November 20, 2023- June 30, 2024

Category	Amount	In Kind	Details



Quote

ADDRESS

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

SHIP TO

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

QUOTE # s-090917-8657

DATE 10/16/2023

ACTIVITY	QTY	RATE	AMOUNT
Upgrade to MySeniorCenter Touchscreen version from Software-only. Includes All in One Computer/Touchscreen, MySeniorCenter Touchscreen application, one omni-directional scanner, one webcam, and 900 standard MySeniorCenter keytags.	1	10,000.00	10,000.00
MCOA Member discount	1	-3,700.00	-3,700.00
Discount - CMARSH	1	-1,300.00	-1,300.00
'	1	0.00	0.00
Annual maintenance fee will increase to \$1500 for the configuration listed above, discounted from \$1800. Any changes to the configuration listed above may increase the annual maintenance fee. Maintenance includes updates to the software, access to technical support, nightly database backups and periodic web-based refresher training.			

Please sign fax to 508-834-4125 or scan/email to tina@myseniorcenter.com.

TOTAL

\$5,000.00

Accepted By

Accepted Date



Town of West Newbury
SLFRF - State and Local Fiscal Recovery Funds ARPA
Project Request Form

Please complete this form and attach any additional paperwork to support your request.

Date:	11/1/2023
Project Name:	Vertical Turbine Pump #1
Project ID: (accounting use only)	
Expense Category:	Material/Outside Contractors
Description of Project: (50-250 words)	Pump #2 was removed and reinstalled. At this time they found pump #1 was not functioning due to it being in service for more than 12 years. It needs to be replaced before the next budget cycle. See attached documents showing condition and the proposal. \$16,374 plus any unforeseen issues
Estimated Project cost	\$20,000
Status of completion:	
Which FY will these expenses occur:	2024

Dept head approval/Date

Mark A. McHugh 11/1/23

Select Board approval/Date

Accounting approval/Date



71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

10/26/2023

Mark Marlowe
West Newbury Water Dept.
381 Main Street
West Newbury, MA 01985
water.superintendent@wnewbury.org

**RE: Pump #2 Inspection
West Newbury, MA**

Dear Mark,

Pump #2

Well Can Diameter – 18 inch

Well Depth – 15.3 feet

Pump – Wolf / 7AE8V / 13 stage pump, / 140 GPM @ 340' TDH / Installed Oct. 2023

Motor – US / 20 HP / 460V / 3 PH / 1800 RPM

The existing Goulds 7WAHC 12 stage pump (140 GPM @ 340' TDH) and equipment were disassembled, steam cleaned, and inspected. The pump was plugged with iron and heavily corroded.

All twelve impellers and wear rings were worn beyond acceptable tolerances. Considering the high cost associated with repairing wear rings and impellers on the existing pump, a new Wolf 7AE8V (140 GPM @ 340' TDH) pump was provided and installed. In addition to the impellers and wear rings, the column pipe was heavily corroded with the pipe seams visible. The mechanical seal, stuffing box, head shaft, and line shafts were also worn. The Chesterton mechanical seal was rebuilt. A new head shaft, line shafts and spider bearings were provided and installed.

The 20 HP US motor was left onsite and was not inspected. The existing motor was reinstalled.

Considering the age of pump #1 and that it hasn't received maintenance for a similar period as pump #2, it's likely that the equipment's condition is similar. Therefore, we recommend replacing the equipment for pump #1 as well.



Maher Services, Inc.
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If you need further information, please contact us.

Sincerely,
MAHER SERVICES, INC.

Peter Maher
pmaher@maherserv.com

Maher Services, Inc.
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71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

10/26/2023

Mark Marlowe
West Newbury Water Dept.
381 Main Street
West Newbury, MA 01985
water.superintendent@wnewbury.org

Proposal No.: MS-5415

**RE: Pump #1
West Newbury, MA**

Dear Mark,

We are pleased to submit this proposal for the above referenced project. Maher Services, Inc, (MSI), 71 Concord Street, North Reading, MA 01864, will be providing services to West Newbury Water Department (CLIENT) for the project referred to as Pump #1, West Newbury, MA per attached pricing sheet.

Scope of Work:

We propose to pull pump #1 and bring back all equipment to our shop to be steam cleaned, disassembled, and inspected. After inspection we will provide a report detailing the condition of the pump and equipment and a cost estimate for any needed repairs. Access to the pump must be provided by the owner.

For budget purposes we have provided repair costs based on the work completed on Pump #2.

Prices are good for 10 days from the date of this proposal and are based upon Massachusetts Prevailing wage rates. Payment are net 30 days and interest will be charged at the rate of 1-1/2% per month on any balance that remains unpaid thirty (30) days after the date of invoice. The pricing and scope of work is based upon information provided to MSI and is an estimate only.

Site access is to be provided and maintained by CLIENT in a condition suitable for MSI's equipment. MSI is not responsible for damage to paved, grassed, or landscaped areas. MSI is not responsible for materials and items not specifically enumerated in the proposal/contract. MSI is not responsible for Federal, state or local permits and/or taxes.

Our Contract Terms and Conditions are attached hereto and by this reference incorporated into the contract. In order to proceed, please return a signed copy of the proposal along with an initialed copy of the Contract Terms and Conditions.

If you need further information, please contact us.

Sincerely,
MAHER SERVICES, INC.



Peter Maher
pmaher@maherserv.com

Proposal No. **MS-5415, Maher Services, Inc.**
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PROPOSAL # MS-5415

Accepted and Agreed:

CLIENT: West Newbury Water Department

By: _____
(Signature)

Name: _____
(Please Print)

Title: _____
(Please Print)

The above individual represents that he/she is authorized to execute this contract on behalf of the CLIENT. MSI Contract Terms and Conditions must be initialed and returned with this contract.

NO WORK ON THE PROJECT WILL COMMENCE UNTIL MSI RECEIVES AND ACCEPTS THE SIGNED PROPOSAL/CONTRACT AND CONTRACT TERMS AND CONDITIONS IN THEIR ENTIRETY. IF ACCEPTED AN EXECUTED COPY WILL BE RETURNED TO YOU.

ACCEPTED BY AUTHORIZED REPRESENTATIVE

MAHER SERVICES, INC.

By: _____

Title: _____

Date: _____

Proposal No. MS-5415, Maher Services, Inc.
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Maher Services, Inc.

71 Concord Street
 North Reading, MA 01864
 Tel: 978-664-WELL (9355) Fax: 978-664-9356

Proposal

MS-5415

10/26/2023 Mark Marlowe West Newbury Water Dept. 381 Main Street West Newbury, MA 01985 water.superintendent@wnewbury.org	Project:	RE: Pump #1 West Newbury, MA
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Item	Description	Estimated Quantity	Unit Cost	Tax able	Total
1	Crew to remove and reinstall pump #1 via chainfall	1.00 ls	\$ 6,000.00		\$ 6,000.00
2	Steam clean, disassemble and inspect pump. A report detailing the condition of the pump and a cost estimate for any needed repairs will be provided.	1.00 ls	\$ 675.00		\$ 675.00
3	Crew to Clean Pump Can.	1.00 ls	\$ 3,600.00		\$ 3,600.00
				Labor Sum Total	\$ 10,275.00
New Equipment					
3	New Wolf 7AE8V (140 GPM @ 340' TDH) Vertical Turbine Pump	1.00 ea	\$ 12,029.00		\$ 12,029.00
4	New Chesterton 155 Mechanical Seal	1.00 ea	\$ 2,345.00		\$ 2,345.00
5	(1) - 1" Stuffing Box (2) - 4" x 41-1/2" Black Steel Column Pipe (1) - 1" x 42" 416 SS Line Shaft (1) - 1" x 56-1/2" 416 SS Head Shaft (3) - 1" Line Shaft Couplings (1) - 4" Spider Bearings	1.00 ls	\$ 2,000.00		\$ 2,000.00
				Repairs Sum Total	\$ 16,374.00
Freight is not included					
Lead Times:					
- Wolf Pump / Shafting / Column Pipe = 3 - 5 Days					
- Mechanical Seal = 5 Days					
Additional Repairs Necessary after full inspection are not included.					

Company: Premier Pump & Supply, Inc.
 Name: West Newbury, MA
 Date: 09/18/2023

Can Pump



Pump:		
Size:	7AE8V (stages: 13)	Dimensions:
Type:	Multistage	Suction:
Synch Speed:	1800 rpm	Discharge:
Dia:	5.3125 in	Vertical Turbine:
Imp. Material:	BRONZE	Eye Area:
Impeller:	7AE8V - BRZ	Bowl Size:
		Max Lateral:
		Thrust K Factor:

Fluid:			
Name:	Water	Vapor Pressure:	0.256 psi a
SG:	1	Atm Pressure:	14.7 psi a
Density:	62.4 lb/ft ³	Viscosity:	1.1 cP
Temperature:	60 °F	Margin Ratio:	1

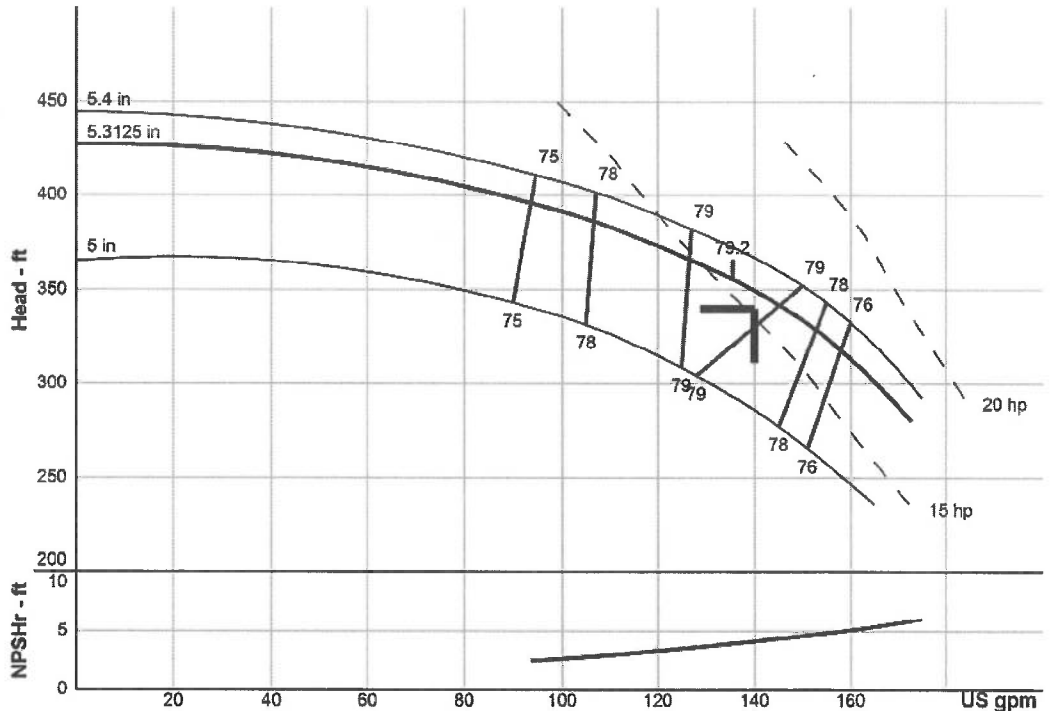
Pump Limits:			
Temperature:	120 °F	Sphere Size:	0.29 in
Wkg Pressure:	365 psi g		

Motor:			
Standard:	NEMA	Size:	20 hp
Enclosure:	TEFC	Speed:	1800 rpm
Frame:	256T		
Sizing Criteria:	Design Point		

Search Criteria:			
Flow:	140 US gpm	Near Miss:	---
Head:	340 ft	Static Head:	0 ft

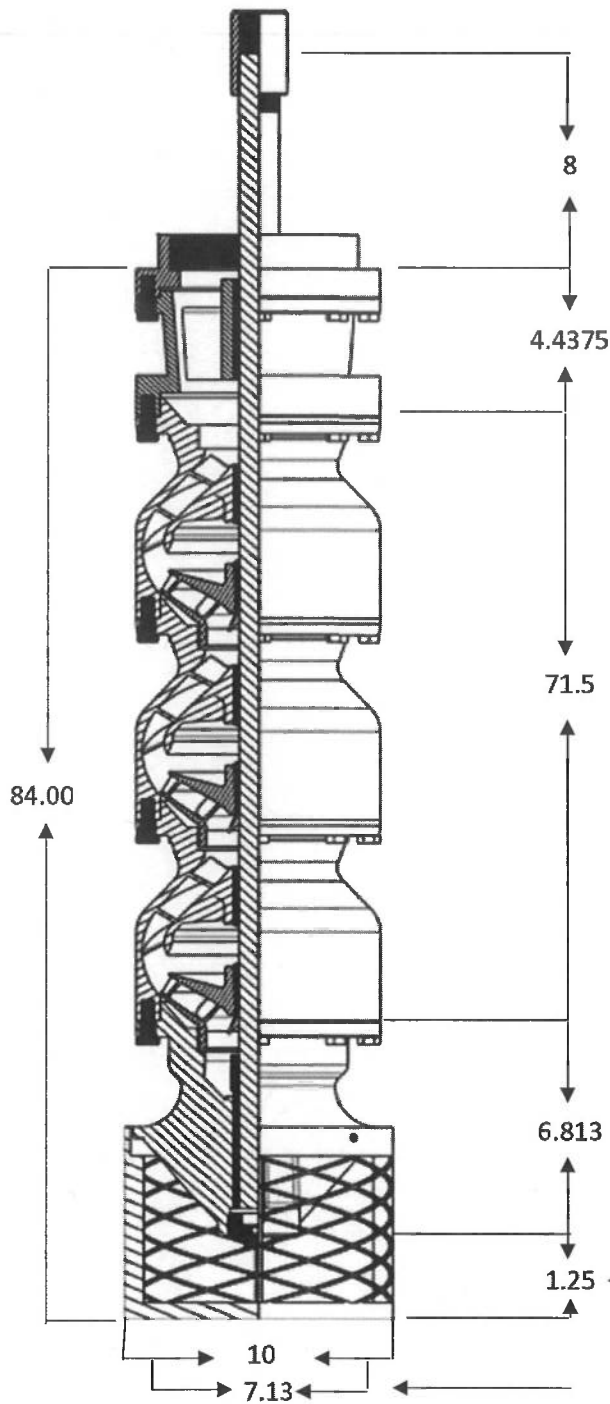
Pump Selection Warnings:
 None

--- Duty Point ---	
Flow:	141 US gpm
Head:	347 ft
Eff:	79.1%
Power:	15.7 hp
NPSHr:	4.19 ft
Speed:	1770 rpm
--- Design Curve ---	
Shutoff Head:	427 ft
Shutoff dP:	185 psi
Min Flow:	--- US gpm
BEP:	79.2% @ 135 US gpm
NOL Power:	17.4 hp @ 173 US gpm
--- Max Curve ---	
Max Power:	18.5 hp @ 175 US gpm



Performance Evaluation:						
Flow	Speed	Head	Efficiency	Power	NPSHr	
US gpm	rpm	ft	%	hp	ft	
168	1770	292	72.1	17.2	5.55	
140	1770	349	79.1	15.6	4.13	
112	1770	381	78.3	13.7	3.03	
84	1770	399	72.8	11.9	2.42	
56	1770	---	---	---	---	

LST CUT SHEET



Pump Info	
Pump Model	7AE8V
# stages	13
Weight (LBS) ≈	436
Bowl shaft dia.	1.1875
Stickup	8
Turn down	1"
TPI	10 LH

GPM	140
TDH	340
BHP	15.21

Bowl Connection	18-8SS Bolts
Bowl Material	CI Enamel lined
Impeller Type	Enclosed
Impeller Material	Brass
Shaft	416SS
Collets	SS
Strainer Material	No Strainer
Bearing Material	Mix of Rubber/Brass

If Wolf is not supplying strainer, deduct this length from total length

Max dia w/o strainer



Town of West Newbury

Select Board

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

TO: Select Board, Town of Groveland
 Select Board, Town of Merrimac

CC: Carol McLeod; Rebecca Oldham; Angus Jennings
 Justin Bartholomew; Greg Labrecque

FROM: West Newbury Select Board

DATE: January 5, 2023 – UPDATED November 1, 2023¹

RE: PRSD Regional Agreement

As you know, the Pentucket Regional Agreement at Sec. XIV.C. provides for review of the Agreement every three years. In August 2022, a meeting was held among representatives of the three towns' Select Boards, Finance Committees, and each town's Finance Director/Town Administrator/Manager ("CFOs") to preliminarily discuss ideas for potential changes that could improve our work together as three communities, and with the Pentucket administration.

During the fall, we solicited input and ideas from our Finance Committee, Town Manager, and among our own Select Board members, and held discussions of the Agreement in posted Select Board meetings. Discussions also took place among the CFOs, with the PRSD Superintendent and Business Manager, at their monthly working meetings.

Following on these prior correspondences and meetings, the West Newbury Select Board met in December to formalize its proposed changes to the PRSD Regional Agreement.

The proposed changes on the following pages are offered as suggestions, for consideration by the Groveland and Merrimac Select Boards. If there is agreement among the three towns' Boards to some or all of these proposed amendments, and/or other changes that one or both of your Boards may wish to propose, our goal would be to work together to bring these forward for proposed adoption at the towns' Spring 2023 Town Meetings. Once it becomes clear which changes (if any) would be proposed locally, we would also work with both town counsel and with the office of the DESE Commissioner to ensure that any proposed amendments would pass legal muster and also meet DESE approval.

We appreciate your consideration of these proposals, and look forward to hearing back with your responses. We can jointly determine how and on what schedule we should best proceed. If there is interest, we would be happy to participate in a joint meeting of the Boards; or to designate a member to a working group for this purpose.

¹ This memo is unchanged from the memo sent on Jan. 5, 2023; the only change made since then, to the recommended Regional Agreement changes, is to differentiate Debt Service from Capital costs in Sec. VI.

AMENDMENTS PROPOSED BY THE WEST NEWBURY SELECT BOARD TO THE PENTUCKET REGIONAL SCHOOL DISTRICT REGIONAL AGREEMENT

Note: Only those sections of the agreement that the Board is proposing for amendment are included here. Sections not included here are not proposed for amendment. A complete copy of the current PRSD Agreement is appended to this memo, for reference.

Proposed deletions in ~~striketrough~~
Proposed additions in double-underline

Section IV. LOCATION OF SCHOOLS

- B. There ~~may shall~~ be ~~not less than~~ one or more elementary school in each member town provided, however, that the towns may decide to share or consolidate elementary schools in the future. Unless and until any such consolidation, students ~~Students~~ in grades PK - 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional "magnet" classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District "Contingency Plan" as approved by the Pentucket Regional School Committee, and as may be amended from time to time.

Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of ~~threetwo~~ parts: ~~operating costs and debt service,~~ capital costs, and operating costs, each as herein defined.

- ~~1.~~ ~~DEBT SERVICE and CAPITAL COSTS~~ include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. ~~Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years.~~
2. ~~DEBT SERVICE and CAPITAL COSTS~~ include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$20,000 and having a depreciable life of not less than 5 years.

3. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town, including any new or updated projects and cost estimates, each year by ~~October~~ January 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$20,000 ~~\$10,000~~ and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, on or before January 15th of each year, the District shall provide the member towns with a maintenance plan for the following budget year for each of its buildings. The District shall include a line item in its budget to fully fund this plan. As part of its closeout of the fiscal year, on or around September 1st of each year, a A year end maintenance report covering the preceding fiscal year shall be provided to the member towns identifying the cost of all maintenance performed.

Section XII. BUDGET

There shall be a Regional Finance Advisory Committee (“Advisory Committee”), comprised of the following: one Select Board member from each member town annually appointed by each member town Select Board; the Finance Director, or person holding such position by whichever title it may be known, from each member town; one Finance Committee member from each member town annually appointed by each member town Finance Committee; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager. The Regional Advisory Committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The chairmanship of the Advisory Committee shall rotate annually among the designated Select Board members from each of the towns. The Committee shall prepare reports to be read into the School Committee minutes.

- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
 1. The budget process shall be initiated annually in December and shall provide an opportunity for the Select Board ~~Selectmen~~ and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for

the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Select Board ~~Selectmen~~, Finance Directors, and Finance Committee members of each member town. The Advisory Committee shall convene two meetings during the budget process, including an initial meeting in late January; and an additional meeting in March, prior to the School Committee's vote on the proposed budget. Additionally, upon request of the Finance Committee and/or the Select Board of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Select Board for the purpose of discussing the proposed budget.

2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. ~~Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget.~~ Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; and outlay, debt and interest charges; ~~the last named to specify all items costing \$1,000.00 or more.~~ All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Select Board ~~of Selectmen~~ or Finance Committee may request further information.

Pentucket Regional Agreement **Proposed Amendments**

REVIEW DRAFT for Select Board on 11/6/23



Section IV. LOCATION OF SCHOOLS

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B. There may ~~shall~~ be ~~not less than~~ one or more elementary school in each member town provided, however, that the towns may decide to share or consolidate elementary schools in the future. Unless and until any such consolidation, students ~~Students~~ in grades PK - 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional "magnet" classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District "Contingency Plan" as approved by the Pentucket Regional School Committee, and as may be amended from time to time.

Section VI. DEFINITIONS

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The budget shall be comprised of ~~three~~two parts: ~~operating costs and debt service, capital costs, and operating costs~~, each as herein defined.

- ~~1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years.~~
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Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

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In addition, on or before January 15th of each year, the District shall provide the member towns with a maintenance plan for the following budget year for each of its buildings. The District shall include a line item in its budget to fully fund this plan. As part of its closeout of the fiscal year, on or around September 1st of each year, a ~~A~~ year end maintenance report covering the preceding fiscal year shall be provided to the member towns identifying the cost of all maintenance performed.

Section XII. BUDGET

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There shall be a Regional Finance Advisory Committee (“Advisory Committee”), comprised of the following: one Select Board member from each member town annually appointed by each member town Select Board; the Finance Director, or person holding such position by whichever title it may be known, from each member town; one Finance Committee member from each member town annually appointed by each member town Finance Committee; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager. ~~The Regional Advisory Committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds.~~ The chairmanship of the Advisory Committee shall rotate annually among the designated Select Board members from each of the towns. The Committee shall prepare reports to be read into the School Committee minutes.

Section XII cont'd.

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- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
1. The budget process shall be initiated annually in December and shall provide an opportunity for the Select Board ~~Selectmen~~ and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Select Board ~~Selectmen~~, Finance Directors, and Finance Committee members of each member town. The Advisory Committee shall convene two meetings during the budget process, including an initial meeting in late January; and an additional meeting in March, prior to the School Committee's vote on the proposed budget. Additionally, upon request of the Finance Committee and/or the Select Board of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Select Board for the purpose of discussing the proposed budget.

Section XII cont'd.

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2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. ~~Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget.~~ Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; and outlay, debt and interest charges; ~~the last named to specify all items costing \$1,000.00 or more.~~ All nonrecurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Select Board of ~~Selectmen~~ or Finance Committee may request further information.

PENTUCKET REGIONAL SCHOOL DISTRICT
REGIONAL AGREEMENT

PreK-12 REGIONAL AGREEMENT OF APRIL 30, 1993
AS AMENDED JULY 1, 1997, JULY 1, 1998, JULY 1, 1999, JULY 1, 2005,
JULY 1, 2006, JULY 1, 2012, JULY 1, 2014, AND JULY 1, 2019

For a Regional School District for the Towns of Groveland, Merrimac, and West Newbury, towns in the Commonwealth of Massachusetts hereinafter referred to as member towns.

Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE

- A. The Regional District School Committee shall consist of nine members, three from each member town, who shall be elected by the voters of that town. Each member so elected shall serve a three year term. In the event that a town or towns separate from the Regional School District at the elementary level as stated in Section X, the three (3) elected members from said town or towns shall constitute the elementary school committee as well as represent their town at the regional level.
- B. Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectmen and the remaining School Committee members from the town where the vacancy occurs. Such replacement shall serve until the next annual town election.
- C. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, Section 16A, known as "Regional School Committee, Organization". In addition, the Regional District School Committee shall fix the time and place for its regular meetings for the new term, provide for the calling of special meetings upon notice to all its members, and appoint appropriate sub-committees and other officers.
- D. The Chairmanship, Vice Chairmanship and Secretary positions shall be revolving with one position being from each town. No Town shall hold more than one office.

Section II. QUORUMS, VOTES AND GOVERNANCE

- A. A quorum to conduct business at regular meetings shall consist of a simple majority of its members and special meetings shall require not less than two members from each of the towns.
- B. On all issues requiring a vote of the Regional District School Committee, each member's vote will be weighted according to the respective town's population

based on the most recent decennial Federal census data, calculated out to two decimal places, and remain as such until the next official Federal census.

- C. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town shall require that two of the three members of the Regional District School Committee from the town in which the affected elementary school is located vote in support of that action. In order, however, for a school to be closed in any member town where there is more than one elementary school, all three committee members from the affected town are required to vote in favor of the proposed closure after a public hearing is held in the affected town.

Section III. TYPE OF SCHOOL

- A. The Regional School District shall include all grades from PK – 12.
- B. The secondary schools shall serve students in grades 6 or 7 – 12.
- C. The elementary schools shall serve students in grades PK – 5 or 6.
- D. In the agreement where “preschool” is mentioned it is done so for future purposes to permit the Regional District School Committee with the approval of all member towns at their respective Town Meetings, at some future date, to include preschool classes. Until such time all preschool expenses shall be on a self supporting basis, except those excluded by law.

Section IV. LOCATION OF SCHOOLS

- A. The Regional District secondary school buildings shall be located on sites owned by the District.
- B. There shall be not less than one elementary school in each member town. Students in grades PK – 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional “magnet” classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District “Contingency Plan” as approved by the Pentucket Regional School Committee, and as may be amended from time to time.
- C. Each member town shall retain ownership of all elementary school buildings and related grounds, including any new elementary school buildings constructed in the future. Each member town shall lease each elementary school building and related grounds to the Pentucket Regional School District for the sum of one dollar. Each lease shall be for a term not greater than the term permitted by either general or special State law. The initial term of each lease shall commence

on the date that the Regional District School Committee assumes jurisdiction over the pupils in grades PK-12 or as otherwise provided in such lease. Each lease may contain provisions for an extension of the lease term at the option of the Regional District School Committee. Responsibilities for maintenance of elementary school buildings shall be uniform across all District elementary school leases. A lease shall not prevent the use of the elementary school buildings or premises by the respective owner towns with the approval of the School Committee, which shall not withhold such approval unless educationally necessary. If permitted by either general or special State law, a lease may provide that it shall terminate and the leased property shall revert to the member town if the town should no longer be a member of the Pentucket Regional School District or if the Regional District School Committee should determine that the land, with the building and other improvements thereon, is no longer needed for the educational program of the District. Each lease may include such other terms as may be agreed upon by the Board of Selectmen of a member town and the Regional District School Committee. A lease shall be executed by the Board of Selectmen on behalf of the member town and the Regional District School Committee on behalf of the District.

- D. Said requirements to lease land and buildings shall not include portions of land and buildings already under separate lease at the time of the effective date of this agreement until such time as the existing lease terms expire.
- E. Payments from present leases and future leases shall be paid to the Regional School District in accordance with the lease agreement by and between the District and the Town.
- F. When necessary to implement due to an emergency as described in Section IV (B), the Pentucket Regional School District "Contingency Plan" will be in place for not more than one year, or until all towns have convened a special town meeting for the purpose of reviewing any amendments as may be proposed to the Regional Agreement, whichever comes first.

Section V. TRANSPORTATION

Transportation shall be provided by the Regional School District. The Regional District School Committee shall set District transportation policy.

Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of two parts: operating costs and debt service, each as herein defined.

1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years.
2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

Section VII. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

A. All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.

1. The district assessment will be calculated and reported to the member towns by using the two – step method. The District shall list all general fund revenues, including but not limited to Chapter 70 and Transportation Aid, and reduce the member assessment as it relates to the approved operating budget by said amount. The remaining member assessments shall be calculated by charging each member Town its net minimum spending amount as approved by the Department of Elementary and Secondary Education for the Fiscal Year being assessed. Should the requested member assessments exceed the net minimum spending required then the remaining amount shall be charged to each member Town based upon its percentage of the entire District enrollment calculated to 4 decimal places as of October 1 of the prior Fiscal Year for grades K to 12, including out of District placements, as reported to the Massachusetts Department of Elementary and Secondary Education on the statewide pupil census. All Debt Service and Capital Costs not associated directly to one member community's Elementary School(s) shall be allocated and assessed annually using the calculation stated above for any amount over the net minimum spending requirement.
2. Should all member Towns agree on an alternative method of assessment the District shall be notified in writing by each member community's Board of Selectmen Chair on the agreed procedure on or before March 1 of the year

prior to the Fiscal year budget start date. If the per pupil method of assessment is chosen then the calculation shall be the same as the amount over net minimum spending stated in Part 1 of this section.

- B. Debt Service, incurred by the District for an elementary school building of a member town, less applicable Chapter 70B MSBA aid, shall be assessed to the member town in which the elementary school is located.
- C. The payment of the assessed share of operating costs and debt service by each member town, as computed by the Regional District School Committee according to the methods specified in Sections VI, and VII, shall be made by each member town's Treasurer by check payable to the Regional School District in twelve equal installments by the fifteenth of each month.

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town by January 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, the District shall provide the member towns with a maintenance plan for each of its buildings. The District shall include a line item in its budget to fully fund this plan. A year end maintenance report shall be provided to the member towns identifying the cost of all maintenance performed.

- B. Each member town shall be responsible for payment of costs associated with the construction of new buildings, renovations, or making extraordinary repairs to the elementary school building/s located in that member town so long as they meet the requirements of a capital project as described in VIII A.
- C. The costs of on-going maintenance for those items not included in paragraph VIII B. for the elementary schools and all costs for the secondary schools shall be borne by the Regional School District.

Section IX. ADMISSION OF ADDITIONAL TOWNS

By an amendment of this agreement adopted by each member town in accordance with Section XIV and complying with the provision therein contained,

any other town or towns may be admitted to the Regional School District upon adoption as herein provided of such amendment and upon acceptance of the agreement as so amended, and also upon compliance with the provision of law as may be applicable and such terms as may be set forth in such amendment.

A new member may be admitted to the Regional School District as of July 1 of any fiscal year, provided that all requisite approvals for such admission, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission until July 1 of a subsequent fiscal year.

Section X. WITHDRAWAL OF MEMBER TOWNS FROM THE REGIONAL SCHOOL DISTRICT

- A. Any town withdrawing from the District must first pay all its share of total debt and current operating expenses. All withdrawals are subject to the approval of the Commissioner of Elementary and Secondary Education and must be approved by two thirds of the member Towns.

Any member town may withdraw from the regional school district in total or at the elementary level if accepted by a majority vote of the voters present and voting on the question at its Annual Town meeting called for the purpose, such withdrawal to become effective on June 30th of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one years written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the District Treasurer to the Treasurer of the withdrawing town.

Section XI. ANNUAL REPORT

- A. The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the secondary schools and each elementary school as may be deemed necessary by the Regional District Committee or by the Selectmen and/or the Finance Committee of any member town. This report shall contain a detailed listing of salaries by individual employee.

Section XII. BUDGET

The Regional Advisory Committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The Committee shall prepare reports to be read into the School Committee minutes.

- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
 1. The budget process shall be initiated annually in December and shall provide an opportunity for the Selectmen and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Selectmen, Finance Directors and Finance Committee members of each member town.
 2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; outlay, debt and interest charges; the last named to specify all items costing \$1,000.00 or more. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Board of Selectmen or Finance Committee may request further information.
 3. 45 days prior to the date of the earliest member Annual Town Meeting the Regional District School Committee shall adopt by a two-thirds vote of all its members a budget with such changes as may have resulted from conferences and an open hearing. This budget shall be presented in two parts as outlined in the attached template (Exhibit A). No later than 30 days from the date of the approval vote, but within 10 days if possible, the

Treasurer of the District shall certify to the Treasurer of each member town its assessed share of such budget.

4. The budget and assessment shall be so constructed as to show debt service, capital and operating costs. It shall also list all general fund revenue used to reduce member assessments as described in VII. A. This budget should also identify the costs of any programs not uniformly offered at all District elementary schools.
5. Budget approval will be in accordance with M.G.L. Chapter 71, Section 16B.
6. If, in the opinion of the Board of Selectmen and/or Finance Committee of any of the towns, the Regional School District budget will not fit the budgetary capabilities of their town, they can request of the Regional District School Committee a special meeting to discuss the budget.

This meeting shall be called within seven (7) days of the presentation of the budget to the member towns.

The meeting shall be attended by six members of the Regional District School Committee (two members from each member town), as well as two representatives of the Board of Selectmen and two representatives of the Finance Committee from each member town.

The purpose of this meeting will be to discuss the ability of the town or towns to meet the financial obligation brought forth by their assessment of the submitted Regional School District budget.

The charge of this group will be to recommend to the Regional District School Committee a reduced budget that least affects the educational integrity of the District and meets the financial capabilities of the town(s).

7. If a member town fails to hold a meeting within forty-five (45) days from the date on which an amended assessment was adopted by the Regional District School Committee, the member town shall be deemed to have voted affirmatively regardless of whether the town had previously approved an amount equal to or greater than the revised assessment. No action by the town constitutes approval.

Section XIII. INCURRING OF DEBT

- A. The Regional District School Committee shall have authority to develop plans for District schools. According to Chapter 71, S.16d. the Regional District School Committee shall not incur any debt for the school until the expiration of sixty (60)

days from the date said debt is authorized by the Regional District School Committee. Prior to the expiration of said period each member town will be notified of the intent to incur debt. Each member town which would bear a financial responsibility for the debt through the assessment of all or a portion of the principal and interest on such debt shall hold a Town Meeting for the purpose of expressing approval or disapproval of the amount of debt authorized by the Regional District School Committee by a majority of voters present and voting on the question. If the debt is disapproved by any member town, the debt shall not be incurred, and the Regional District School Committee shall then prepare an alternative proposal and a new or revised authorization to incur debt. The only exception to the restrictions in this paragraph shall be the incurring of debt in anticipation of revenues.

- B. In the event that a member town should determine, prior to the issuance by the District of long term indebtedness to finance a Capital Cost, to make an upfront cash contribution to pay all of its allocable share of such Capital Cost, then the total borrowing authorized to pay costs of such Capital Cost shall be reduced by the amount of such upfront cash contribution. A member town's share of Capital Costs for purposes of this section shall be determined in the same manner as used in determining the allocation of Capital Costs for the fiscal year in which the District's borrowing for a particular Capital Cost is authorized.

When a member town has paid its entire share of such Capital Cost, then such member town shall not be assessed for any portion of Debt Service incurred by the District to finance the balance of such Capital Cost. Then, notwithstanding the provisions of Section VII(A) to the contrary, Debt Service on the amount to be borrowed shall be assessed upon the member town or towns that did not determine to make an upfront cash contribution on account of such Capital Cost, as if the District's total enrollment consisted solely of the students from the noncontributing town or towns.

Any upfront cash contribution on account of a Capital Cost shall be paid to the District prior to the issuance of long term bonds by the District to finance such capital cost.

Section XIV. AMENDMENTS

- A. Amendments to the agreement must receive a majority vote of approval by each member town at a Town Meeting. Amendments may be initiated by the Regional District School Committee or by the Board of Selectmen of any one of the member towns.
- B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding or the rights of the District to procure the means for payment thereof.


C. This agreement shall be reviewed every three years by a group comprised of the Chief Financial Officer of each town (or person holding such position by whichever title it may be known), the PRSD Business Manager, and the PRSD Superintendent, who will jointly make recommendations for changes to the member Town's Board of Selectmen. Each town's Chief Financial Officer shall participate on behalf of their respective Board of Selectmen, and shall be responsible to keep their Board apprised of communications and related meetings, and to provide their respective Board regular opportunities to initiate any potential amendments to this agreement or respond to any amendments as may be initiated by others. At any time the Towns may also appoint a task force to review the Regional Agreement. This task force will be made up of a member from each Town's Board of Selectmen, the member town's Finance Directors, the Chairman of the School Committee, the Superintendent and a citizen from each member town.

D. All amendments are subject to the approval of the Commissioner of Elementary and Secondary Education.


Section XV. SEVERABILITY OF SECTIONS

According to Chapter 71.S.16I., in the event that any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.


Approval Signatures



Chair, Groveland Board of Selectmen 5/28/19
Date
Duly authorized



Chair, Merrimac Board of Selectmen 6/10/19
Date
Duly authorized



Chair, West Newbury Board of Selectmen 6/20/19
Date
Duly authorized



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: Select Board
FROM: Angus Jennings, Town Manager
DATE: November 3, 2023
RE: Special Board meeting on Nov. 13 re proposed Whittier Tech building project

As you know, Superintendent Maureen Lynch is confirmed to attend a special meeting of the Select Board on Monday, Nov. 13th beginning at 6pm. The Finance Committee has also been provided notice of the meeting, and a News/Announcement will be posted early next week to increase public awareness of the proposal. There is a great deal of information about the project and process to date on the Whittier page at:

<https://buildingthefutureofwhittier.org/>

We recently received updated estimates of West Newbury's share of the project debt, reflecting the MSBA's recent \$38M increase in its commitment to the project. These updated estimates are enclosed. We reviewed these projections with our financial advisors at Hilltop Securities, Inc. to determine whether this cost could be absorbed in our future levy limit or whether this may require a debt exclusion override. Peter Frazier at Hilltop reports that:

"In FY2023 the Town had \$1,865,626 unused levy capacity. That would suggest that the Town has sufficient room under the levy limit to support the Town's projected debt service for the Whittier project. However, there may be other pending increases in expenditures going forward that may reduce the unused levy capacity in future years."

As we move forward with updates to the Town's Capital Improvements Program during the upcoming FY25 Town Meeting and budget cycle, we'll have better projections of the aggregate taxpayer impact of this project, combined with other known/potential capital expenses.

We also recently received the enclosed letters from the Town of Rowley. Separate from this, some of the municipal leaders in the region have expressed intent to secure communities' endorsement of a potential joint letter setting out shared concerns or recommendations. We expect that a draft of such letter will be included with the meeting materials for the Board's Nov. 13th meeting.

This topic is included on the upcoming Nov. 6th meeting as a preview of the Nov. 13th meeting. Out of respect for Superintendent Lynch, and to ensure that the Board receives complete project information and presentation prior to doing so, I recommend that the Board refrain from taking any formal position at the upcoming Nov. 6th meeting. It would be helpful if Board members (and others) would share any questions or concerns you/they may have ahead of the Nov. 13th meeting to ensure that we can get questions answered at that time.

cc: *Finance Committee*

Town Manager

From: Kara Kosmes <kkosmes@whittier.tec.ma.us>
Sent: Thursday, November 2, 2023 3:06 PM
To: Town Manager
Subject: Revised Debt Service Info
Attachments: West Newbury Revised.xlsx; West Newbury Debt Service.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Here is the updated information from Hilltop Securities which factors in the additional 38 million dollars in MSBA reimbursements.

Kara

Please visit us at <https://whittiertech.org>



**Whittier Regional Vocational Technical School District
Haverhill, Massachusetts**

Total Est. Project Costs (as of 10/25/2023).....	\$	444,613,813
Ineligible Project Costs.....		<u>175,414,522</u>
Eligible Costs subject to 62.66% MSBA reimbursement.....		269,199,292
Estimated MSBA Reimbursement Level.....		<u>165,122,829</u> 37.14%
Anticipated Mass Save Rebate.....		5,400,000
Anticipated Federal Direct Incentive Payment.....		<u>10,047,000</u>
District's Local Share of Project Costs.....	\$	<u>264,043,984</u>

Projected Interest Rate on Notes: 4.00%
 Projected Interest Rate on Bonds: 5.00%
 Total Enrollment (Current): 20,208

School Financing Plan 3 - 30 Year Level Debt Structure

Fiscal Year	Short-Term Interest (pg. 3)	\$155,000,000 Local Share of Bonds Dated 3/1/2025 (pgs. 4-5)	\$80,000,000 Local Share of Bonds Dated 3/1/2027 (pgs. 6-7)	\$29,043,984 Local Share of Bonds Dated 3/1/2028 (pgs. 8-9)	Total Projected Debt Service	Fiscal Year
2024	\$ -	\$ -	\$ -	\$ -	\$ -	2024
2025	600,000	-	-	-	600,000	2025
2026	-	10,095,000	-	-	10,095,000	2026
2027	-	10,102,750	-	-	10,102,750	2027
2028	-	10,099,250	5,205,000	-	15,304,250	2028
2029	-	10,099,750	5,204,750	1,891,183	17,195,683	2029
2030	330,246	10,098,750	5,201,500	1,890,250	17,520,746	2030
2031	329,328	10,096,000	5,205,250	1,887,250	17,517,828	2031
2032	-	10,096,250	5,205,500	1,888,250	17,190,000	2032
2033	-	10,099,000	5,202,250	1,888,000	17,189,250	2033
2034	-	10,098,750	5,205,500	1,891,500	17,195,750	2034
2035	-	10,100,250	5,204,750	1,888,500	17,193,500	2035
2036	-	10,093,000	5,205,000	1,889,250	17,187,250	2036
2037	-	10,097,000	5,206,000	1,888,500	17,191,500	2037
2038	-	10,096,250	5,202,500	1,891,250	17,190,000	2038
2039	-	10,100,500	5,204,500	1,887,250	17,192,250	2039
2040	-	10,094,000	5,201,500	1,891,750	17,187,250	2040
2041	-	10,096,750	5,203,500	1,889,250	17,189,500	2041
2042	-	10,097,750	5,205,000	1,890,000	17,192,750	2042
2043	-	10,096,500	5,205,750	1,888,750	17,191,000	2043
2044	-	10,097,500	5,205,500	1,890,500	17,193,500	2044
2045	-	10,100,000	5,204,000	1,890,000	17,194,000	2045
2046	-	10,098,250	5,206,000	1,887,250	17,191,500	2046
2047	-	10,096,750	5,201,000	1,887,250	17,185,000	2047
2048	-	10,099,750	5,204,000	1,889,750	17,193,500	2048
2049	-	10,096,250	5,204,250	1,889,500	17,190,000	2049
2050	-	10,095,750	5,201,500	1,891,500	17,188,750	2050
2051	-	10,097,250	5,205,500	1,890,500	17,193,250	2051
2052	-	10,099,750	5,205,500	1,886,500	17,191,750	2052
2053	-	10,097,250	5,201,250	1,889,500	17,188,000	2053
2054	-	10,099,000	5,202,500	1,889,000	17,190,500	2054
2055	-	9,108,750	5,203,500	1,890,000	16,202,250	2055
2056	-	-	5,203,750	1,887,250	7,091,000	2056
2057	-	-	5,202,750	1,890,750	7,093,500	2057
2058	-	-	-	1,890,000	1,890,000	2058
2059	-	-	-	-	-	2059
Total	\$ 1,259,574	\$ 301,943,750	\$ 156,119,250	\$ 56,680,183	\$ 516,002,757	

Assumptions:

- ✦ For discussion purposes only; not to be used for budgeting purposes.
- ✦ MSBA reimbursement based upon total estimated project costs.
- ✦ Plan reflects 10/25/23 cash flow spending estimates; timing of prospective bond issues is estimated and is for discussion purposes only.
- ✦ Prospective bonds structured on a level debt service basis.
- ✦ Debt service projected based on estimated interest rates which are subject to change.

Whittier Regional Vocational Technical School District

MEMBER MUNICIPALITY ENROLLMENTS FOR CAPITAL COST %:	CREDIT RATING:
City of Amesbury 1,968	9.74% AA
Town of Georgetown 1,406	6.96% Aa3
Town of Groveland 851	4.21% AA+/Aa2
City of Haverhill 8,406	41.60% AA/A1
Town of Ipswich 1,576	7.80% AAA/Aa2
Town of Merrimac 789	3.90% AA+/Aa2
Town of Newbury 672	3.33% AAA/Aa2
City of Newburyport 2,331	11.54% AAA
Town of Rowley 738	3.65% AA+/Aa2
Town of Salisbury 849	4.20% AA
Town of West Newbury 622	3.08% AAA/Aaa
TOTAL ENROLLMENT: 20,208	100.00%

Member Municipality Proration of Debt Service

Fiscal Year	Equals Net Total Debt Service	Amesbury Debt Service Proration	Georgetown Debt Service Proration	Groveland Debt Service Proration	Haverhill Debt Service Proration	Ipswich Debt Service Proration	Merrimac Debt Service Proration	Newbury Debt Service Proration	Newburyport Debt Service Proration	Rowley Debt Service Proration	Salisbury Debt Service Proration	West Newbury Debt Service Proration
2024	-	-	-	-	-	-	-	-	-	-	-	-
2025	600,000	58,432	41,746	25,267	249,584	46,793	23,426	19,952	69,210	21,912	25,208	18,468
2026	10,095,000	983,124	702,374	425,121	4,199,256	787,298	394,149	335,701	1,164,462	368,671	424,122	310,723
2027	10,102,750	983,878	702,913	425,447	4,202,480	787,903	394,451	335,958	1,165,356	368,954	424,447	310,962
2028	15,304,250	1,490,438	1,064,815	644,493	6,366,168	1,193,562	597,538	508,930	1,765,351	558,914	642,978	471,063
2029	17,195,683	1,674,639	1,196,414	724,145	7,152,955	1,341,073	671,387	571,828	1,983,528	627,990	722,443	529,281
2030	17,520,746	1,706,296	1,219,031	737,834	7,288,172	1,366,424	684,079	582,638	2,021,024	639,861	736,100	539,287
2031	17,517,828	1,706,012	1,218,828	737,711	7,286,959	1,366,196	683,965	582,541	2,020,688	639,754	735,978	539,197
2032	17,190,000	1,674,086	1,196,018	723,906	7,150,591	1,340,629	671,165	571,639	1,982,873	627,782	722,205	529,106
2033	17,189,250	1,674,012	1,195,966	723,874	7,150,279	1,340,571	671,136	571,614	1,982,786	627,755	722,173	529,083
2034	17,195,750	1,674,645	1,196,418	724,148	7,152,983	1,341,078	671,390	571,830	1,983,536	627,992	722,446	529,283
2035	17,193,500	1,674,426	1,196,262	724,053	7,152,047	1,340,902	671,302	571,755	1,983,276	627,910	722,352	529,214
2036	17,187,250	1,673,818	1,195,827	723,790	7,149,447	1,340,415	671,058	571,548	1,982,555	627,682	722,089	529,022
2037	17,191,500	1,674,232	1,196,123	723,969	7,151,215	1,340,746	671,224	571,689	1,983,046	627,837	722,268	529,152
2038	17,190,000	1,674,086	1,196,018	723,906	7,150,591	1,340,629	671,165	571,639	1,982,873	627,782	722,205	529,106
2039	17,192,250	1,674,305	1,196,175	724,001	7,151,527	1,340,805	671,253	571,714	1,983,132	627,864	722,299	529,176
2040	17,187,250	1,673,818	1,195,827	723,790	7,149,447	1,340,415	671,058	571,548	1,982,555	627,682	722,089	529,022
2041	17,189,500	1,674,037	1,195,984	723,885	7,150,383	1,340,590	671,146	571,622	1,982,815	627,764	722,184	529,091
2042	17,192,750	1,674,353	1,196,210	724,022	7,151,735	1,340,844	671,273	571,730	1,983,190	627,882	722,320	529,191
2043	17,191,000	1,674,183	1,196,088	723,948	7,151,007	1,340,707	671,204	571,672	1,982,988	627,819	722,247	529,137
2044	17,193,500	1,674,426	1,196,262	724,053	7,152,047	1,340,902	671,302	571,755	1,983,276	627,910	722,352	529,214
2045	17,194,000	1,674,475	1,196,297	724,074	7,152,255	1,340,941	671,322	571,772	1,983,334	627,928	722,373	529,229
2046	17,191,500	1,674,232	1,196,123	723,969	7,151,215	1,340,746	671,224	571,689	1,983,046	627,837	722,268	529,152
2047	17,185,000	1,673,599	1,195,671	723,695	7,148,511	1,340,240	670,970	571,473	1,982,296	627,599	721,995	528,952
2048	17,193,500	1,674,426	1,196,262	724,053	7,152,047	1,340,902	671,302	571,755	1,983,276	627,910	722,352	529,214
2049	17,190,000	1,674,086	1,196,018	723,906	7,150,591	1,340,629	671,165	571,639	1,982,873	627,782	722,205	529,106
2050	17,188,750	1,673,964	1,195,931	723,853	7,150,071	1,340,532	671,117	571,597	1,982,728	627,736	722,152	529,068
2051	17,193,250	1,674,402	1,196,245	724,043	7,151,943	1,340,883	671,292	571,747	1,983,248	627,901	722,341	529,206
2052	17,191,750	1,674,256	1,196,140	723,980	7,151,319	1,340,766	671,234	571,697	1,983,074	627,846	722,278	529,160
2053	17,188,000	1,673,891	1,195,879	723,822	7,149,759	1,340,473	671,087	571,572	1,982,642	627,709	722,121	529,045
2054	17,190,500	1,674,134	1,196,053	723,927	7,150,799	1,340,668	671,185	571,656	1,982,930	627,800	722,226	529,122
2055	16,202,250	1,577,891	1,127,294	682,310	6,739,713	1,263,596	632,600	538,792	1,868,935	591,709	680,706	498,703
2056	7,091,000	690,572	493,366	298,616	2,949,671	553,019	276,861	235,805	817,949	258,965	297,915	218,260
2057	7,093,500	690,816	493,540	298,722	2,950,711	553,214	276,958	235,888	818,238	259,056	298,020	218,337
2058	1,890,000	184,062	131,499	79,592	786,191	147,399	73,793	62,850	218,012	69,023	79,405	58,174
Total	\$ 516,002,757	\$ 50,252,050	\$ 35,901,617	\$ 21,729,926	\$ 214,643,665	\$ 40,242,495	\$ 20,146,782	\$ 17,159,237	\$ 59,521,102	\$ 18,844,519	\$ 21,678,857	\$ 15,882,508

Assumptions:

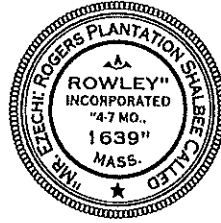
Debt service proration based on 10/1/2022 school year data; school age attending children for member community as a % of regional district grand total.

Whittier Regional Vocational Technical School District
Town of West Newbury
Estimated Pro Rata Share of Debt Service and Residential Tax Impact

FY2023 Total Assessed		Tax Rates		FY2023 Levy	
Value	\$1,390,443,291	100%		\$15,336,589	100%
Residential	\$1,353,610,071	97%	\$11.03	\$14,930,319	97%
Commercial/Industrial	\$36,833,220	3%	\$11.03	\$406,270	3%

Fiscal Year	Estimated Debt Service	Residential Tax Rate Impact	Annual Cost per \$100,000 of Home Value
2024	\$0	\$0.00	\$0.00
2025	\$18,468	\$0.01	\$1.33
2026	\$310,723	\$0.22	\$22.35
2027	\$310,962	\$0.22	\$22.36
2028	\$471,063	\$0.34	\$33.88
2029	\$529,281	\$0.38	\$38.07
2030	\$539,287	\$0.39	\$38.79
2031	\$539,197	\$0.39	\$38.78
2032	\$529,106	\$0.38	\$38.05
2033	\$529,083	\$0.38	\$38.05
2034	\$529,283	\$0.38	\$38.07
2035	\$529,214	\$0.38	\$38.06
2036	\$529,022	\$0.38	\$38.05
2037	\$529,152	\$0.38	\$38.06
2038	\$529,106	\$0.38	\$38.05
2039	\$529,176	\$0.38	\$38.06
2040	\$529,022	\$0.38	\$38.05
2041	\$529,091	\$0.38	\$38.05
2042	\$529,191	\$0.38	\$38.06
2043	\$529,137	\$0.38	\$38.06
2044	\$529,214	\$0.38	\$38.06
2045	\$529,229	\$0.38	\$38.06
2046	\$529,152	\$0.38	\$38.06
2047	\$528,952	\$0.38	\$38.04
2048	\$529,214	\$0.38	\$38.06
2049	\$529,106	\$0.38	\$38.05
2050	\$529,068	\$0.38	\$38.05
2051	\$529,206	\$0.38	\$38.06
2052	\$529,160	\$0.38	\$38.06
2053	\$529,045	\$0.38	\$38.05
2054	\$529,122	\$0.38	\$38.05
2055	\$498,703	\$0.36	\$35.87
2056	\$218,260	\$0.16	\$15.70
2057	\$218,337	\$0.16	\$15.70
2058	\$58,174	\$0.04	\$4.18
Total	\$15,882,508		

Town/ City	Estimated Debt Service	Annual Cost* per \$100,000 of Value	Average Home/ Property Assessed Value	Debt Service Timeline				
				2024	2025 - 2028 [4 years]	2029 - 2055 [27 years]	2056 - 2058 [3 years]	Average 2025 - 2058 [34-years]
West Newbury	\$15,882,508	\$33.60	\$815,000	\$0	\$163	\$310	\$97	\$274



RECEIVED
DEC 31 2023
TOWN MANAGER
TOWN OF WEST NEWBURY

BOARD OF SELECTMEN
139 Main Street • PO Box 275
Rowley, MA 01969
Phone (978) 948-2372
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selectmen@townofrowley.org

Town of Rowley

Massachusetts 01969

TOWN ADMINISTRATOR
139 Main Street • PO Box 275
Rowley, MA 01969
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debbie@townofrowley.org

October 23, 2023

- Kassandra Gove, Mayor Amesbury
- James Fiorentini, Mayor Haverhill
- Sean Reardon, Mayor Newburyport
- Amy Smith, Chair, Board of Selectmen, Georgetown
- Daniel MacDonald, Chair, Board of Selectmen, Groveland
- Sarah Player, Chair, Select Board, Ipswich
- Chris Manni, Chair, Select Board, Merrimac
- Alicia Greco, Chair, Select Board, Newbury
- Ronalee Ray-Parrott, Chair, Board of Selectmen, Salisbury
- Wendy Reed, Chair, Select Board, West Newbury

**RE: WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
SCHOOL BUILDING PROJECT - PROJECT VOTE**

Dear Municipal Leaders:

I am reaching out to all the leaders of the member communities in the Whittier Regional School District to ask for your support in requesting the Whittier School Committee vote to have a “town-by-town” vote to fund their new school building project.

The project has been moving along to the point at which the Whittier School District is now planning to have a districtwide bond authorization vote on January 23, 2024. The estimated cost of the new school building project is approximately \$445 million.

The Rowley Board of Selectmen found out about this special vote indirectly in August through our Town Clerk, who had been requested by the Whittier School Administration to attend a meeting with other municipal clerks to discuss a special election. She provided us with the draft ballot question and the proposed election schedule. This was astonishing news to us, as the Whittier School Committee had not submitted any information on this project to us, most -critically the significant project cost.

There is no funding plan for this project. The planned vote in January will be to authorize the Whittier School Committee to borrow funds for this project. If the ballot question passes, the Whittier School

Committee will be able to borrow funds for the project and assess the member municipalities each year to pay for the debt service. Rowley has no ability to fund this project out of its operating budget. The Town will need to cut funds and services out of its operational budget in order to pay this assessment.

We recently found out that the Whittier School Building Committee met on May 23, 2023 and voted, after a discussion on the pros and cons of a **districtwide** vote versus a **town-by-town** vote tied to a debt exclusion override, to recommend a districtwide vote to the Whittier School Committee. Rowley Town officials were not invited to attend the May 23, 2023 presentation and offer our opinions on which option would be the best capital debt approval process for our Town. We believe that a town-by-town vote, which requires majority votes of city councils and town meetings, and municipally-held Proposition 2 ½ debt exclusion ballot votes, allows the voters and taxpayers in the Whittier District to make their decision based on what would best serve their own community. This would require a unanimous vote of all communities in the District. If all communities vote in favor of the project, then it ensures that each community will have the funds to pay for its portion of the project and avoid requiring municipal budget cuts from essential services to cover the cost of the assessment. If it doesn't pass unanimously, the project will not go forward.

Municipalities must follow the provisions of Proposition 2 ½. Voters and taxpayers have the right to vote on capital spending projects. Voters going to the polls in Rowley will not understand that a "yes" vote in this districtwide election means that this project moves forward without a plan for the Town to pay for its share of the project. For Rowley, passage of this ballot question will most certainly result in budget reductions and cuts to Town services to cover the cost for the Town's share of the project. Furthermore, the vote for this largescale building project will be held in January. This is not the right time of year to hold such an important election. There will be no early voting for this project. The voting hours will be 11:00 a.m. to 7:00 p.m. This is absolutely unreasonable and unfair to all voters.

We feel that we have not been included in what should be a "collaborative" process for this major project that will have serious implications to our operational budget. Will you please join us in contacting the Whittier School Committee and asking them to vote to have a town-by-town vote rather than a districtwide vote? The taxpayers and voters in our communities deserve a voice in the process. The member communities were not given a voice by the School Building Committee when they made their recommendation to the School Committee. This is the time for us to make our voices heard by the ultimate decision makers – the Whittier School Committee.

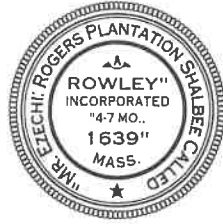
Please contact me if you have any questions.

Thank you.

Sincerely,



Cliff Pierce
Chairman



BOARD OF SELECTMEN
139 Main Street • PO Box 275
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selectmen@townofrowley.org

Town of Rowley
Massachusetts 01969

TOWN ADMINISTRATOR
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debbie@townofrowley.org

October 24, 2023

Garry James
Chairman
Whittier Regional Vocational Technical School Committee
115 Amesbury Line Road
Haverhill, MA 01830

Maureen Lynch
Superintendent
Whittier Regional Vocational Technical High School
115 Amesbury Line Road
Haverhill, MA 01830

RE: WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
SCHOOL BUILDING PROJECT - PROJECT VOTE

Dear Chairman James and Superintendent Lynch:

The Rowley Board of Selectmen respectfully requests the Whittier Vocational Technical School Committee vote to hold a “town-by-town” vote tied to a debt exclusion override for the proposed new Whittier High School project.

Publicly-funded capital projects must have a “funding plan” in place. The \$400+ million school building project you have been working on does not have a funding plan. It appears that you have a plan to borrow the funds and a hypothetical debt service schedule, but no plan on how that debt is to be paid by the municipalities in the Whittier School District.

The Whittier School District is planning to have a districtwide vote on January 23, 2024 to authorize the Whittier School Committee to borrow the funds for this project. The draft ballot question does not have language stating that the vote is contingent on the passage of a debt exclusion override pursuant to Proposition 2 ½. Voters going to the polls in Rowley will not understand that a “yes” vote means that this project moves forward without a plan for the Town to pay for its share of the project. For Rowley, without a debt exclusion override, passage of this ballot question will most certainly result in budget reductions, with cuts to Town services, to cover the cost for the Town’s share of the project.

It is not sensible to hold the districtwide vote in mid-January when a winter storm or similar weather conditions may greatly reduce voter turnout. Moreover, the polls will only be open from 11:00 a.m. to 7:00 p.m., thereby precluding residents who are accustomed to voting in the morning, as well as residents who

work during the evening or have other responsibilities. Also, early voting will not be allowed. These factors virtually guarantee that the districtwide vote will be low turnout election.


The Whittier School District will apparently base the results of the districtwide election on the basis of the aggregate vote of the entire district. Such an approach will simply disregard the vote of any member community that votes to reject the proposed project. See MSBA Bulletin 11-04 (“member communities must vote to approve the project as proposed by the regional school committee”).

The Rowley Board of Selectmen feels that we have not been included in what should be a “collaborative” process. In reviewing the project information on the MSBA website, it is clear that this project has been moving along through the MSBA process for the past several years. However, during this time, no one from the Whittier School Committee or Administration has approached the Board of Selectmen to discuss how the Town of Rowley is going to pay its share of this major capital project. Whittier officials have been meeting with the municipal clerks in the District to discuss plans to hold a January districtwide vote, with no notice to the Board of Selectmen that you had called meetings with the clerks. The Board was informed of these meetings through Rowley Town Clerk Catie McClenaghan.

In reviewing the project website, we found that the pros and cons of the decision to hold a districtwide vote versus a town-by-town vote was discussed at the Whittier School Building Committee (SBC) meeting on May 23, 2023, under the topic listed “Capital Debt Approval”. According to the SBC meeting minutes, the SBC voted in favor of a districtwide vote, with one dissenting vote. We believe that the SBC should have reached out to the municipal CEOs in the District for feedback prior to discussing and voting on a districtwide vote versus a town-by-town vote. Had the Board of Selectmen been notified by Whittier that this important discussion and vote was going to take place, the Selectmen would have been on record in writing to the SBC that this project must have a town-by-town vote. Having a districtwide vote not tied to a debt exclusion override is a potentially disastrous result for the Town, because the Town will not have the funds to pay for its share of the project cost.

For the reasons cited above, the Rowley Board of Selectmen implores the Whittier School Committee to vote to hold a town-by-town vote contingent on a debt exclusion override. The Town of Rowley does not have discretionary funds in our operating budget to absorb its share of this project’s costs. Thank you.

Sincerely,


Cliff Pierce
Chairman

C: Whittier School District Member Communities Municipal Leaders
Massachusetts School Building Authority
Senator Bruce Tarr
Representative Kristin Kassner



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: Select Board
FROM: Angus Jennings, Town Manager
DATE: November 3, 2023
RE: Board member Committee liaison updates

This topic will be included as a standing agenda item going forward, and is offered as an opportunity for any Select Board members to provide updates regarding recent or near-term BCC activities for those BCCs for which they are the Board's designated liaison.

If topics are brought to the Board for specific action/votes, these should be agenda'd separately, but this agenda topic is appropriate for informational updates.

The list of Select Board liaisons is enclosed.

Appointed BCC	SB Liaison	BCC Chair	Chair Email
Affordable Housing Trust	Wendy Reed	Wendy Reed	wreed@wnewbury.org
Board of Fire Engineers	Rick Parker	Mike Dwyer	dwyer@westnewburysafety.org
Cable Advisory Committee	Wendy Reed	Kelly Scott	kscott72@verizon.net
Capital Improvements Committee	Rick Parker	Judy Mizner	hoopoe1@juno.com
Climate Change Resiliency Committee	Rick Parker	Elisa Grammer	elisa.grammer@perennialmotion.com
Community Preservation Committee	Wendy Reed	Wendy Reed	wreed@wnewbury.org
Conservation Commission	Rick Parker	Molly Hawkins	mhawkins513@hotmail.com
Council on Aging	Chris Wile	Dianne Faulkner	diannethus16@verizon.net
Cultural Council	Chris Wile		
Energy & Sustainability Committee	Rick Parker	Chip Wallace	artwallace376@gmail.com
Finance Committee	Chris Wile	Rob Phillips	rob-phillips@verizon.net
Harbor Committee	Wendy Reed	Brad Dore	bdore@doreandwhittier.com
Historic District Commission	Wendy Reed	Jill Hudson	jilla1218@gmail.com
Historical Commission	Chris Wile	Bob Janes	icepick185@gmail.com
Investment Policy Committee	Chris Wile	Chris Wilde	christopher.wilde@gmail.com
Mill Pond Committee	Wendy Reed	Ryan Goodwin	ryan@little-king.com
Open Space Committee	Wendy Reed	Graham Bacheller	grahambach@hotmail.com
River Access Committee	Wendy Reed	Barry LaCroix	barrylacroix@comcast.net
Tree Committee	Chris Wile	Fred Chanania	fchanania@gmail.com
Whittier School Committee	Chris Wile	Chip O'Connor (Town Rep.)	(978) 609-0251
Zoning Board of Appeals	Rick Parker	Paul Kelly	pokelly@comcast.net
Elected BCC			
Board of Health	Rick Parker	Bob Janes	icepick185@gmail.com
Board of Library Trustees	Wendy Reed	Fred Chanania	fchanania@gmail.com
Board of Water Commissioners	Rick Parker	Bob Janes	icepick185@gmail.com
Parks and Rec Commission	Wendy Reed	Alex Niles	aniles82@yahoo.com
Planning Board	Chris Wile	Brian Murphy	brmurphey@comcast.net



Town of West Newbury
Select Board and Finance Committee Joint Meeting
 Monday, October 16, 2023 @ 6:00pm
 381 Main Street, Town Office Building
www.wnewbury.org
Meeting Minutes

Open Session: Chairwoman Reed opened the session at 6:03pm.

Participation at the Meeting:

- Rick Parker, Wendy Reed, Chris Wile- Select Board
- Ross Capolupo, Dan Innes, Ann O’Sullivan, Rob Phillips, Jim Sperelakis- Finance Committee
- Larry Corcoran, Jack Duggan, Bob Janes- Board of Water Commissioners
- Angus Jennings- Town Manager
- Jim Blatchford- Town Clerk
- K.C. Swallow- Town Moderator
- Jenny Walsh- Town Accountant
- Christine Marshall- CoA Director
- Dianne Faulkner- CoA representative
- Tim Zessin- K.P. Law representative
- Mark Marlowe- Water Superintendent
- Butch Hills, DPW
- John Butler- Representative from National Grid
- Representatives from Gienapp Architects

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- Fall Special Town Meeting to take place on Monday, Oct. 23, 2023 at 7pm in the Annex
- Lunch & Learn at the SAGE Center- Q&A with Town Manager and Town Clerk regarding Special Town Meeting articles- Thursday, Oct. 19th from 11:30-1:00pm. Please RSVP to coa@wnewbmy.org
- Public workshop re MVP/River Road project, and Route 113 corridor planning- Thursday, Nov. 9th details TBA
- Public workshop re MBTA Communities initiative - Wednesday, Nov. 15th details TBA
- Call for volunteers! FY24 positions on Boards/Commissions/Committees. See www.wnewbury.org/volunteer
- Reminder to subscribe for emailed Town agendas/news/announcements at www.wnewbury.org/subscribe

Regular Business

A. Joint Session with Town Moderator, Finance Committee, Town Clerk, Town Counsel, Town Manager, to review Fall Special Town Meeting and draft Motions

See Exhibit A, p. 4-12. The Select Board and Finance Committee, joined by other Town government personnel and Town Counsel and Town Moderator, established who would make Motions at Town Meeting for each Article, and hammered down final details in each.

On Article 1, the Moderator clarified if there were any Committees, Commissions, or Boards that wished to speak under Article 1. The Town Clerk relayed that a number of BCCs wished to speak.

On Article 2, it was determined that the Board of Water Commissioners would make the Motion.

On Article 3, it was determined that the Select Board would make the Motion.

On Article 4, it was determined that the Select Board would make the Motion. Swallow stated she felt that motions could not be amended from a previous Town Meeting within the language of an Article. While the content of Article 4 was fine, she felt, the usage of the word “amend” within it was problematic to her as it implied that they were modifying actions taken at a previous, now closed, Meeting. The raising of funds through an Article at STM was easy enough, in her view, by simply requesting to appropriate funds in it, but a decrease in funding posed a greater problem due to the need to include historical context. Phillips asked Town Counsel to weigh in on the debate. Zessin said that the phrasing in the Article was fine- the difference between “appropriate” or “amend” was immaterial in this context. Parker offered his own suggestion on how to phrase appropriations, focusing on the “net amount”. Finally, it was determined within the Article the word “increase” would be replaced by the word “adjust”.

On Article 5, it was determined that the Select Board would make the Motion.

On Article 6, it was determined that the Select Board would make the Motion.

On Article 7, it was determined that the Board of Assessors would make the Motion.

On Article 8, it was determined that the Select Board would make the Motion.

On Article 9, it was determined that the Select Board would make the Motion.

On Article 10, it was determined that the Select Board would make the Motion.

On Article 11, it was determined that the Open Space Committee would make the Motion.

On Article 12, it was determined that the Open Space Committee would make the Motion.

On Article 13, it was determined that the Select Board would make the Motion, and a 9/10ths vote would be required for passage.

On Article 14, it was determined that the Open Space Committee would make the Motion. Reed asked if the entire Article needed to be read or if the Motion could be read referring to the Article, and a solution to waive the reading of the Article was proposed, meaning that the sequence of events would be thus: a Motion would be made to waive the reading of the Article, the Finance Committee would provide their recommendation, then the Motion on the Article itself was to be made.

Select Board Open Session Meeting October 16, 2023.

Minutes approved XXXX

Posted Agenda on October 12, 2023 at the Town’s Offices and the Town’s Official Website www.wnewbury.org

It was found that the sunset date needed to be added to the Motion.

On Article 15, it was determined that the Planning Board would make the Motion, and a 2/3rds vote would be required would be required for passage.

On Article 16, it was determined that the Select Board would make the Motion.

On Article 17, it was determined that the Planning Board would make the Motion, and a 2/3rds would be required for passage.

On Article 18, it was determined that the Select Board would make the Motion.

On Article 19, it was determined that the Select Board would make the Motion.

On Article 20, it was determined that the Select Board would the make Motion.

On Article 21, it was determined that the Select Board would make the Motion.

On Article 22, it was determined that the CoA would make the Motion.

On Article 23, it was determined that the CoA would make the Motion.

On Article 24, it was determined that the Select Board would make the Motion.

After the discussion concluded, **Jim Sperelakis motioned to adjourn the Finance Committee portion of the meeting. The motion was properly seconded. The motion unanimously passed. (5 Yes, 0 No, 0 Abstain). The Finance Committee meeting adjourned at 6:57pm.** The Select Board-only portion of the meeting continued with the reading of the Announcements.

B. Request for appointment of Zip Corning to Cultural Council

See Exhibit B, p. 13. Parker motioned to appoint Corning. The motion was properly seconded. The motion unanimously passed. (3, Yes, 0 No, 0 Abstain). Parker motioned to appoint Corning to the Council for a 2-year term. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

C. Select Board review of Committees' charge / function: Council on Aging

See Exhibit C, p. 14-17. Christine Marshall and Dianne Faulkner spoke to the Board about CoA priorities (for the next five years) beginning with “increased staffing”. The request referred to staffing the reception area in the foyer of the Town Office building presently equipped with a desk. Marshall hoped to have a part-time worker there and/or a senior tax work-off individual. Marshall and Faulkner also spoke to the request for an “electric vehicle” to provide medical or small errands rides. The van previously used by the Council was previously declared surplus, but it would be oversized for the Council’s needs today. Reed lauded the work of the Council on Aging, and confirmed some of the other priorities, including the CoA revolving fund, and a permanent pickleball setup in West Newbury. Based on feedback provided to the Board about areas the Town could support the CoA, Reed asked what “improved communication” meant. Faulkner responded that she felt CoA was not as engaged in the community as she would like it to be, relative to other Towns and Cities nearby. Jennings lauded the Center and Council’s work over the past year, and asked what methods there might be to engage non-seniors with the Council on Aging/SAGE Center newsletter. **No motion was made at this time.**

D. Request for utility pole petition approval -John Butler, National Grid

See Exhibit D, p. 18-36. Butler spoke to the Board about the pole work to be done at 290 Middle St including the trimming of trees and removal of others and installation of a quartet of new poles. The Planning Board and the DPW had all already acquiesced to the work. Parker asked if National Grid was pursuing underground utility lines. Butler said that most lines were underground. **Parker motioned to approve the installation of the four new poles per the plan. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

E. Presentation regarding Page School Conditions Assessment Study, incl. next steps - Gienapp Architects

See Exhibit E, p. 37-38. The Board watched a presentation from Gienapp Architects. The Architects informed them that the building was in overall good condition. They provided statistics on enrollment and square footage, as well as on renovations/construction of the elementary school’s sections. The Gienapp representative warned that renovations to the school would trigger substantial modifications to be up to code at the same. They also highlighted limited insulation across Page. Water damage is present across the stone and brickwork across but there is limited leakage from the roof. The Town has an RFQ for a mason to address these issues. Gypsum-concrete used in building the school poses a problem due to its warping and vibration transfer, but the Architects assessed the building as structurally sound. The electrical systems were reported as good, but a minimal number of outlets means they are overloaded, and they additionally recommended increased site lighting and replaced PA speakers/phones. The firm’s wiring inspector also expressed concern about Page’s wiring, urging an assessment of it to ensure its safety. HVAC is a mixed bag, with limited insulation and no central air conditioning, reported the Architects. Insufficient water pressure and failing water heaters presented concern to the analysts, as did the status of the piping to the water fountains. The fire pump system shows “wear and tear” and needs maintenance and cleaning of some of its fixtures. The presentation concluded with a color-coded matrix reflecting the conditions of various aspects of the building’s structure and systems in each portion of the elementary school/Children’s Castle. Gienapp Architects provided a list of the assorted timelines and scenarios the Town has depending on what options they choose for the future of Page School (such as minor or major renovations, demolition and new construction, additions to the existing structure, sale of the property, etc.) Concluding the discussion, Jennings relayed that planned HVAC work at Page School’s administrative offices was most likely going to be more expensive than envisioned. Parker also brought up the need to approach any future plans with an eye toward net zero emissions. **No motion was made at this time.**

F. Consideration of updated draft MOU with Board of Water Commissioners for use of ARPA funds

See Exhibit F, p. 39-56. The Board and Jennings discussed the confusion with Tata & Howard’s billing, which continued to introduce new costs, including sums for work that had apparently previously been done- namely \$9,000 in additional engineering costs. The Board was being asked by Tata & Howard to approve the revised Memorandum to incorporate these new costs, raising concern. The group debated using ARPA funds for these costs. Duggan spoke about the strong need for future oversight of contracting language and the progression of projects, but he felt that the

original pursuit of these aims was well-intentioned. Reed suggested the Town get the firm's bid documents to double check Tata & Howard's intentions. Phillips asked about next steps in the process, and Jennings explained them. **Wile motioned to endorse the modified MOU. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

G. Public Hearing to consider proposed amendments to Personnel Policy

See Exhibit G, p. 57-112. No comments were received on the amendments. The Clerk and Board clarified that paternity leave, as mentioned in the policy, should be amended to "parental leave". **Wile motioned to approve the amendments to the Policy. The motion was properly seconded.** Jennings said that all Town employees would be asked to acknowledge receipt of the updated Policy given the scale of the changes. Parker brought to the group's attention Section 5.1.1, asking for clarification on his understanding of the vacation-accrual language. Jennings felt that the language could use clarification as well. **The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

H. Review of previously-proposed revisions to PRSD Regional Agreement, in preparation for upcoming regional meeting among PRSD Select Boards and Finance Committees to be held on Nov. 7th

See Exhibit H, p. 113-127. Jennings provided the members of the Board a memo on the Town's recommendations to be put forward at the upcoming regional meeting. Parker asked about wording on p. 115 of the Select Board Packet which said "The Budget shall be comprised of two parts, operating costs and debt service, each as defined herein" and then pointed out later it starts in reverse as "debt service and capital costs", which he found odd and unclear. Rob Phillips said he felt that the two sentences incorporated three different expenditures (versus two, with different names for one of them). **No motion was made at this time.**

I. Preview of upcoming meetings re proposed Whittier Tech school building project, incl. special meeting with West Newbury Select Board on Nov. 13 and Whittier Tech public forum at Annex on Dec. 6th

See Exhibit I, p. 128-133. Jennings told the Board that there would be a joint meeting with concerned parties on the Whittier School Building Project, followed by a December 6th public forum on the Project hosted by Whittier. The school was hosting meetings across the Whittier School District. Wile asked for official numbers on how many West Newbury pupils attended WVTRHS. **No motion was made at this time.**

J. Notice of application for culvert grant for River Road culverts; request for authorization to accept grant, if awarded

See Exhibit J, p. 134. Jennings explained to the Board he felt the Grant would help with River Road culvert repairs, since it seemed to be a good match for the MVP project, and because the Commonwealth would be overseeing the study and therefore reduce workload on Town staff. The Grant could dovetail nicely with the MVP award the Town recently received to address similar issues on River Road. **Wile motioned to provide authorization to accept the Grant. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

K. Update regarding Coffin Street culverts; discussion of whether to propose ARPA funding for engineering/permitting costs (with anticipated proposal for construction funds at Spring Town Meeting)

See Exhibit K, p. 135-140. The Town Manager briefly mentioned where things stood with regard to the funding of the engineering and permitting costs for the culvert replacements. **No motion was made at this time.**

L. Review employee requests for carry-over of unused FY23 vacation time until December 31, 2023

See Exhibit L, p. 141. **Wile motioned to accept the carry-over as referenced. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).**

M. Proposed new Select Board policy: criteria for use of Town Facebook, email notifications, etc. for communications and publicity

See Exhibit M, p. 142. **This Item was tabled for a future meeting (with action taken taking into account on how the GAR Library sets their policy on the issue).**

N. Update regarding other potential new/amended Select Board and Personnel policies currently in draft form, or at earlier stages of research

See Exhibit N, p. 143. Reed and Jennings agreed on the need to establish certain aspects of the Policy before others because of their importance (such as remote work regulations). Jennings stressed the importance of developing a thoughtful series of policies, tethered to checks and balances- particularly with regard to procurement and management of contracts. The emphasis going forward would be on purchasing going through staff to limit conflicts of interest and get tighter control of the process. **No motion was made at this time.**

O. Select Board liaison updates regarding recent or near-term Board/ Commission/ Committee activities

Wile and Parker updated the Board on their activities reaching out to BCCs. **No motion was made at this time.**

P. Town Manager recommendations re draft Select Board/Town Manager Goals/ Priorities for FY24

Jennings said he wants to keep the Board focused on both baseline activities AND illuminating new or major projects, without bogging down the meetings or the Packet saying he wants to "communicate baseline stuff" better- bringing attention to these matters just as much as larger, or more urgent, goals and priorities. **No motion was made at this time.**

Q. Meeting minutes: Sept. 18, 2023; Sept. 27, 2023; Oct. 2, 2023

Select Board Open Session Meeting October 16, 2023.

Minutes approved XXXX

Posted Agenda on October 12, 2023 at the Town's Offices and the Town's Official Website www.wnewbury.org

See Exhibit Q, p. 144-152. Wile motioned to approve the September 18th Minutes as amended. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Wile motioned to approve the September 27th Minutes as amended. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). Wile motioned to approve the October 2nd Minutes. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain).

Town Manager Updates

R. Notice of receipt of Community Compact grant for budget/capital software

See Exhibit R, p. 153. Jennings notified the Board that the ClearGov software would be obtained, since the Town received the Community Compact grant. **No motion was made at this time.**

S. Planning for public workshops to be held on Nov. 9th and on Nov. 15th

Jennings told the Board about the plan for a Town projects-oriented workshops in November to provide further information to the public on municipal initiatives, to field questions, and solicit feedback as needed. Jennings envisioned posters and exhibits to help illustrate things. The meetings would focus on the Rte. 113 safety improvements, the MVP Grant and River Road, and the MBTA Communities Act. **No motion was made at this time.**

T. Bartlett Tree report re Ash Tree status/recommendations for follow-up treatments

See Exhibit T, p. 154. Phillips and Parker discussed the content of the report from Bartlett. Jennings raised the question of whether inoculation of threatened trees should be rolled into the Town Operating Budget, or if it would remain a special expense and not a baseline service of the Town. Phillips said the Tier 1, 2, 3 metrics would be helpful in determining the areas of investment/effort in the treatment program. Reed pointed out that the removal of the dead or dying ash trees should be considered. **No motion was made at this time.**

U. Update regarding recent removal of invasive water chestnuts at Mill Pond

See Exhibit U, p. 166-174. The quantity of the chestnuts was far greater than assumed, but a good number had been removed. Parker said he had planned to return to the Pond with waders to complete the removal. **No motion was made at this time.**

V. MassDOT comments regarding Pipestave/Page 25% design plans

See Exhibit V, p. 175. Jennings said that a planning meeting was upcoming to get prepared for the November 9th and 15th forums. **No motions were made at this time.**

W. Update re recent Artichoke Dam meeting in Newburyport

See Exhibit W, p. 176-186. Jennings recapped the prior meeting he had attended with Michelle Greene the Conservation Agent, and Mark Marlowe of the Water Department. **No motion was made at this time.**

X. Update re MDOT installation of new overhead sign on Bridge St approaching Rocks Village Bridge

See Exhibit X, p. 187-188. As part of the ongoing process, Jennings said information continued to flow in at a frenetic pace from the Commonwealth and local residents. Reed said that if the process was not past the point of no return, that the installation of the new sign was no longer necessary. The room then discussed trucks crossing the Bridge unsafely and irresponsibly, and previous incidents. Reed confirmed Jennings would update them on the status of the sign installation. Butch Hills spoke to the Board about some of the measurements of the project, and on correspondence he had received from the DOT. The room also discussed the issue of the fence on the public right of way blocking the installation, and who was responsible for its removal, as well as the potential impact of the sign on the homeowner's views and property abutting the site which Parker felt would be minimal. **No motion was made at this time.**

Y. Updates on other ongoing/active projects/initiatives

See Exhibit Y, p. 189-201. Jennings brought the Board's attention to the revised flood maps, largely focused on the area by Pentucket Regional High School. **No motion was made at this time.**

Z. Follow up meeting assignment; placing items for future agendas

Among Items suggested for future Agendas by Wile and Parker was that the Finance Committee be requested by the Board to do an analysis of the Free Cash versus Stabilization Fund, as well as an update on the Long Hill Orchard site walk. Additionally, securing funding for the Middle Street Bridge was floated. **No motion was made at this time.**

Wile motioned to adjourn into Executive Session. The motion was properly seconded. The motion unanimously passed. (3 Yes, 0 No, 0 Abstain). The Open Session adjourned at 10:32pm.

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

<https://www.youtube.com/watch?v=I4hQNVM4quI>

Packet info to be added

Packet info to be added



DIVISION OF FISHERIES & WILDLIFE

1 Rabbit Hill Road, Westborough, MA 01581
p: (508) 389-6300 | f: (508) 389-7890
MASS.GOV/MASSWILDLIFE

MASSWILDLIFE

October 17, 2023

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

RE: Applicant: Town of West Newbury
 Project Location: Ash Street
 Project Description: Ash Street swamp road maintenance and repairs

NHESP File No.: 23-8626

Dear Applicant:

The Natural Heritage & Endangered Species Program of the Massachusetts Division of Fisheries & Wildlife (the "Division") received the MESA Project Review Checklist and supporting documentation for review pursuant to the Massachusetts Endangered Species Act (MESA) (MGL c.131A) and its implementing regulations (321 CMR 10.00).

The MESA is administered by the Division, and prohibits the Take of state-listed species. The Take of state-listed species is defined as "in reference to animals...harm...kill...disrupt the nesting, breeding, feeding or migratory activity...and in reference to plants...collect, pick, kill, transplant, cut or process...Disruption of nesting, breeding, feeding, or migratory activity may result from, but is not limited to, the modification, degradation, or destruction of Habitat" of state-listed species (321 CMR 10.02).

The Division has determined that this Project, as currently proposed, will occur **within** the actual habitat of the following species:

<u>Scientific Name</u>	<u>Common Name</u>	<u>Taxonomic Group</u>	<u>State Status</u>
<i>Emydoidea blandingii</i>	Blanding's Turtle	Reptile	Threatened

This species and their habitats are protected in accordance with the MESA.

Based on the information provided and the information contained in our database, the Division finds that a portion of this project, as currently proposed, **must be conditioned to avoid a prohibited Take of state-listed species (321 CMR 10.18(2)(a)). To avoid a prohibited Take of state-listed species, the conditions attached to this letter must be met.**

Provided the attached conditions are fully implemented and there are no changes to the project plans, this project

will not result in a Take of state-listed species. We note that all work is subject to the anti-segmentation provisions (321 CMR 10.16) of the MESA. This determination is a final decision of the Division of Fisheries and Wildlife pursuant to 321 CMR 10.18. Any changes to the proposed project or any additional work beyond that shown on the site plans may require an additional filing with the Division pursuant to the MESA. This project may be subject to further review if no physical work is commenced within five years from the date of issuance of this determination, or if there is a change to the project.

Please note that this determination addresses only the matter of state-listed species and their habitats. If you have any questions regarding this letter please contact Melany Cheeseman, Endangered Species Review Assistant, at Melany.Cheeseman@mass.gov, (508) 389-6357.

Sincerely,



Everose Schlüter, Ph.D.
Assistant Director

cc:

Attachment: List of Conditions

List of Conditions

Applicant: Town of West Newbury
Project Location: Ash Street
Project Description: Ash Street swamp road maintenance and repairs
NHESP File No.: 23-8626
Heritage Hub Form ID: RC-65534

To avoid a prohibited Take of state-listed species, the following condition(s) must be met:

1. **Traffic Control Plan:** Prior to January 31, 2024, the Applicant shall submit to the Division a Traffic Control Plan for Ash Street for review and written approval. Said Traffic Control Plan must include seasonal measures to reduce vehicle speeds for the purpose of reducing potential for road mortality for the Blanding's Turtle.



Town of West Newbury Park and Recreation Commission

381 Main Street, West Newbury, MA 01985

Dear Bachelor Street Neighbor,

The West Newbury Park and Recreation department is in the exploratory stage of finding a location to put in pickle ball courts. We are aware that there is noise associated with this sport. Therefore, we are seeking input from the community. Currently, Park and Recreation has approved a 2 hour window each morning from 9 to 11 for the senior center only to bring a net over and the seniors play on the Action Cove basketball court. This is only for our West Newbury seniors. It is our intention to place the 2 to 3 other courts in a less populated area. We are checking to see if the noise from the two hours each day is bothersome. Please feel free to stop by the next park and recreation meeting on October 25, 2023 or reach out to me directly if you have any questions or concerns.

Sincerely,

Wendy Willis
Park and Rec Commissioner





Town of West Newbury
Office of
Inspectional Services
West Newbury, MA 01885
Phone: 978-363-1100 x122

TO: Select Board, Town Manager
FROM: Sam Joslin, Building Commissioner
DATE: November 1, 2023
SUBJECT: Page Accessory Building

As requested, I inspected the accessory structure at the Page School for the potential reuse as an indoor Pickle Ball facility. The structure is a 1929, cement block and wood frame, gambrel style building with each level being approximately 2816 square feet. Currently the structure's first floor is used as a garage and storage by Department of Public Works and the second floor is currently empty.

Pursuant to 780 CMR The Massachusetts Building Code, Chapter 34, Section 104.2.2.1 Building Investigation and Evaluation, reuse of a building or portion thereof, that is over 35,000 cubic feet, would be subject to the provisions of Section 107 of the Building Code which would require a Registered Design Professional (RDP) to evaluate certain aspects of the structure to determine compliance with the current building code including but not limited to: structure, means of egress, fire protection, energy code, lighting, ventilation, accessibility, and hazardous materials.

Base on my limited inspection, the Town would have to consider the following items, at a minimum, that would be discovered and/or required during the RDP evaluation of the structure to bring it into compliance prior to reuse:

- Structural – structure may be sufficient to utilize the space for the courts but may need to be reinforced for concerns of deflection associated with the proposed use.
- Means of Egress – current egress would need considerable repairs and reconfiguration to meet current code requirements. Exit discharge into the area surrounding the building would also need to be considered.
- Fire Protection – as the space is over 5,000 square feet in total floor area and houses vehicles over 10,000 Gross Vehicle Weight, a fire suppression system would need to be installed. Proper fire separation of the lower and upper floor uses would need to be considered. Exit signage, emergency lighting, smoke detection, pull stations, extinguishers, etc. would need to be installed.
- Energy Code – Where West Newbury is a Stretch community, the new Energy Code would require the entire building be brought to current standards which would include, increased insulation values, new windows and doors, new high efficiency heating system, and most likely an upgrade of the electrical system to accommodate electric vehicle (EV) parking and Solar Ready requirements.
- Lighting – Energy Code requirements would call for energy efficient lighting complying with minimum lighting standards for all buildings.
- Ventilation – Proper ventilation under health and building codes would be required as well as balanced ventilation as required under the Energy Code in the form of a Heat Recovery Ventilator (HRV).
- Accessibility – To meet minimum accessibility requirements, an elevator and accessible bathrooms would need to be installed. Current plumbing may need to be upgraded to

accommodate the new restrooms. Septic system limitations would also need to be considered.

- Hazardous Materials – Based on the date of construction the structure would need to be evaluated for hazardous materials such as asbestos and lead. If found the hazardous materials would need to be abated.
- Roofing – The current roof covering has exceeded its life expectancy and would need to be replaced regardless of the reuse of the 2nd floor space.
- Parking and access – The access to the site would need to be considered not only for daily operations but also fire access to and around the structure. West Newbury's Zoning Bylaw calls for "adequate parking" which would also need to be provided and would need to include accessible spaces and EV parking.

I also looked at the size of the space to accommodate a Pickle Ball court. Standard size of a pickle ball court is 20' x 44' with a USA Pickleball Association (USAPA) rulebook minimum 10' out of bounds play area surrounding the court which gives player plenty of space for when a ball goes out of bounds. These dimensions would then require a space measuring 40' x 64' to comfortably and safely play the game. The current structure, according to Assessor's records, measures 44' x 64' which would accommodate one standard USAPA pickle ball court with out of bounds area.

Respectfully,

Sam Joslin
West Newbury Building Commissioner

Town Manager

From: Merrill, Pamela (DEP) <pamela.merrill@mass.gov>
Sent: Friday, October 20, 2023 4:44 PM
To: Town Manager; Paul Sevigny
Cc: Conservation; sanjara3@gmail.com
Subject: INFORMATION REQUEST- 0 Main Street, West Newbury (DEP File #078-0763)
Attachments: INFORMATION REQUEST- 0 Main Street, West Newbury (#078-0763).pdf

Importance: High

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Good afternoon, Mr. Jennings and Mr. Sevigny,

Attached pls find MassDEP's Information Request letter regarding the installation of a water flow device and spillway guard, off Main Street in West Newbury (DEP File #078-0763). Please be sure to send MassDEP a pdf of the response with a copy sent to the West Newbury Conservation Commission and Ms. Raymond.

If you have any questions about the Information Request letter, pls do not hesitate to contact me. Enjoy the weekend!

Best,
Pam

Pamela Merrill
Environmental Analyst
MassDEP Wetlands Program
150 Presidential Way, Woburn, MA 01801
c: 857.772.6982
pamela.merrill@mass.gov



Department of Environmental Protection

Northeast Regional Office • 150 Presidential Way Woburn, MA 01801 • 978-694-3200

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

VIA EMAIL

October 20, 2023

Mr. Angus Jennings, Town Manager
Town of West Newbury
Town Hall, 381 Main Street
West Newbury, MA 01985
townmanager@wnewbury.org

RE: WETLANDS/WEST NEWBURY
DEP File #078-0763
0 Main Street
REQUEST FOR INFORMATION

Dear Mr. Jennings,

As you know, the Northeast Regional Office of the Massachusetts Department of Environmental Wetlands Program (MassDEP) is reviewing this project in preparation for issuance of a Superseding Order of Condition (SOC). Based on the observations made during the September 6, 2023 site visit as well as the review of the Notice of Intent (NOI), MassDEP requests the following information:

1. Please provide a written description of the proposed water flow device and spillway guard and installation, including but not limited to the size and length of the pipe; how much of the existing beaver dam will need to be notched to install the flow device; will water levels in the pond need to be lowered prior to installation and by how much; time of year when the installation would occur.
2. Please explain how the spillway guard will be installed and secured in place given that the area immediately upgradient of the culvert inlet (side slopes and bottom) has been stabilized with riprap due recent erosion issues.
3. For a flow device to be effective, maintenance is required. Therefore, please provide a maintenance plan/schedule that reflects specific maintenance activities (*i.e.*, inspections and regular cleaning) to be done immediately upon installation, as well as for the long term.

In accordance with the Wetlands Regulations at 310 CMR 10.05(7)(f)2, additional information must be submitted within 70 days of MassDEP's request. MassDEP understands that more time

This information is available in alternate format. Please contact Melixza Esenyie at 617-626-1282.
TTY# MassRelay Service 1-800-439-2370
MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

0 Main Street, West Newbury
DEP File #078-0763
Information Request

may be necessary to gather the additional information and will consider any reasonable request for additional time if it requested prior to the deadline. Please note that all information submitted to MassDEP must sent to all other parties to the appeal at the same time. MassDEP also reserves the right to request additional information if required as the result of this submittal.

Should you have any questions regarding this matter, or you require additional time to respond to this this request, please do not hesitate to contact me at 857.772.6982 or by email at pamela.merrill@mass.gov.

Sincerely,



Pamela A. Merrill
Environmental Analyst
Wetlands Program- NERO

e-cc: Paul Sevigny, Town of West Newbury Board of Health, Town Hall, 381 Main Street,
West Newbury, MA 01985 psevigny@wnewbury.org

West Newbury Conservation Commission, Town Hall, Town Hall, 381 Main Street,
West Newbury, MA 01985 conservation@wnewbury.org

Ms. Sandra Raymond, 27 Main Street, West Newbury, MA 01985 sanjara3@gmail.com



TOWN OF WEST NEWBURY

BOARD OF HEALTH

TOWN OFFICE BUILDING
381 MAIN STREET, WEST NEWBURY, MA 01985

PHONE 978-363-1100
FAX: 978-363-1119

November 1, 2023

Pamela A. Merrill
Environmental Analyst
MA DEP Wetlands Program-NERO
150 Presidential Way
Woburn, MA 01801

RE: DEP File #078-0763

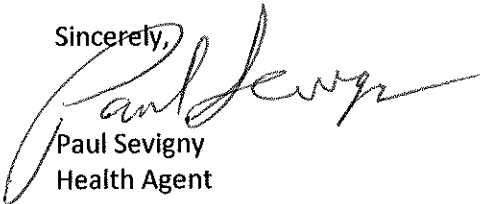
Dear Ms. Merrill,

The Town of West Newbury is in receipt of your letter dated October 20, 2023 regarding "Request for Information". Please see our response to your three specific items.

- 1) The waterflow device will consist of a 10" ADS pipe, extending 20' +/- into the pond. The inlet end of the pipe will be surrounded by a wire cage 4' +/- in diameter. The water level has increased slightly (1" +/-) from our site visit that was held on September 6th 2023. The top of the ADS pipe will be flush with the top of the concrete sluiceway (as of 10/31/23 the water level / dam will be lowered 3" +/-). The installation will take place between April 1st and September 30th (to be consistent with the original conditions of the West Newbury Conservation Commission).
- 2) The spillway guard will be built / constructed on site and the bottom will be customized to fit tightly against the existing topography of the rip rap. It will be secured with a combination of metal stakes, rebar and/or stones.
- 3) Bestway Wildlife Control is contracted to install the waterflow device as well as provide maintenance / inspections twice a year. Additional inspections / maintenance will be conducted by the Town of West Newbury, Bestway Wildlife Control or other qualified third party personnel.

If you any additional questions, please feel free to contact me.

Sincerely,



Paul Sevigny
Health Agent

Cc: Conservation Commission
Town Manager
Ms. Sandra Raymond

Town Planner Report

November 7, 2023

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

Nov 7th, Dodson & Flinker are presenting Concept Plans for the potential Overlay Zoning Districts on the so-called Knapp and Dunn Greenhouse properties along with draft Zoning Regulations.

Feedback may lead to changes in the Regulations that will be shared at the November 15 Town Projects Fair and Forum when the Housing Opportunities Initiative will be highlighted. Following the Forum, the Consultant Team will continue testing the Zoning against EOHLC (Executive Office of Housing and Livable Communities) Compliance Model, and seeking community feedback on any changes.

The final deliverable for the Initiative in the spring will be Zoning Regulations for a Multi-Family Overlay District that will bring the Town into compliance with MBTA Communities Law (Section 3A) if adopted at the 2024 Annual Town meeting.

ADU and Non-Conforming Bylaw Changes

Both Bylaws were passed by Town Meeting on October 23rd and the Town Clerk has submitted the required documentation to the Attorney General's Office which has 90 days which to decide whether the proposed amendments are consistent with the constitution and the laws of the Commonwealth.

Housing Production Plan

The virtual sub-regional meeting was held on, October 12th. A follow up in-person West Newbury forum is being planned, tentatively for the second week in December. MVPC working with Consensus Building Institute (CBI) will facilitate an interactive event at the Town Annex.

Town Projects Fair and Forum

Two forums will make up this year's Town Projects Fair and Forum: November 9th will feature the Route 113 Corridor Study and the River Road Resiliency Study and November 15th will feature the Housing Opportunities Initiative. In addition to featured projects which will include presentations and question and answer periods along with engagement stations, there will be numerous stations intended to share information about the many other projects the Town has underway. Some of these include Page School Conditions Assessment; Solar Site Feasibility Study, Invasive Species Management, SAGE Center Programs and Events and others.

The overall goal for the Town Projects Fair and Forum is to provide information and gather community input on various projects and highlight the depth of planning, and the level of coordination going on among Boards, Committees and Town Staff.

113 Corridor Improvement Study

The Consultant Team, TEC Engineering has mapped existing conditions and is seeking input at the November 7 Fair and Forum to identify community needs along the corridor. The study is the first step in a multi-year process to make considerable safety and livability improvements along Route 113.

Sue Brown, Town Planner
11/2/2023

Town Planner Report

November 7, 2023

River Road Climate Change Resiliency Project

On Oct 3rd, community leaders, town staff, board and committee members and others enjoyed a Merrimack River boat tour to view first-hand the conditions of the shoreline that makes up West Newbury's norther border.

In addition to land assessment and mapping the project will offer numerous opportunities for community engagement including, forums, progress meetings, GAR Library events, field trips, virtual education events and citizen science opportunities.

Like, the Route 113 Corridor Study, this is a beginning step in a process to identify, develop consensus about and plan for an array of near, mid, and long-term resiliency options for River Road and its environs.

Evergreen Farm – Ash Street

At the Oct. 23rd Town Meeting, voters authorized the Town to use up to \$175,000 in CPA funds to co-acquire a conservation restriction on 14 acres at Evergreen Farm at 114 Ash Street. Greenbelt is leading the effort to preserve Evergreen Farm, and currently has an accepted offer to purchase the entire 36 acres for \$1.9 million (contingent upon an appraisal). Greenbelt's fundraising plan is to sell 18 acres of the Farm to the Dept. of Fish & Game for an addition to Crane Pond Wildlife Management Area. The other 18 acres will be sold to a private buyer; 14 of these 18 acres will be forever protected from development by the CR that the Town and Greenbelt would co-hold. The CR will allow farming to continue on the land. 4 acres, which include all existing structures, would remain unrestricted.

Potential Future Zoning Amendments

With successful adoption of the ADU and Non-Conforming Zoning Amendments at Fall Town meeting, I thought I'd remind the Board of other possible Zoning Amendments that have been discussed.

- Inclusionary Housing Bylaw – potentially amend and/or clarify how housing contributions are calculated
- Steep Slopes Bylaw – potential new bylaw to restrict or regulate development on steep slopes
- Adult Use of Marijuana Bylaw – potential new bylaw to regulate the building and operation of non-medical marijuana facilities

From the Building Inspector's list include:

- Revise/edit/delete Definitions so they pair with the Building Code in language, update outdated language and remove or add definitions as needed for clarity
- Format Section 4 Use Regulations to a table format
- Section 6.2 – Performance Standards – some of this needs to be updated or revised
- Flood Plain Bylaw update – The update is ready to go. Just need to change map panel numbers to reflect new Charles River Watershed mapping once the map numbers are issued
- Parking/loading Regulations- update
- BESS – Battery Energy Storage Systems – new bylaw

Sue Brown, Town Planner
11/2/2023



TOWN OF WEST NEWBURY

James RW Blatchford
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
townclerk@wnewbury.org

October 30, 2023

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

Dear Mr. Jennings:

The following is a report of the items voted at the Fall Special Town Meeting which convened on October 23, 2023 and adjourned the same date, together with other votes affecting the finances of the Town.

Pursuant to the Warrant issued by the Select Board on October 5, 2023, which was posted on October 6, 2023 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Fall Special Town Meeting was to be held on October 23, 2023, indoors in the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 7:09 PM by the Moderator Kathleen C. Swallow upon report of a quorum of 90 or more registered voters from the Board of Registrars. A total of 162 voters were in attendance. The Town Clerk, James RW Blatchford, read the return of service. The Town Moderator introduced Town Officials. There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary.

Prior to Article 1 Select Board Chair Wendy Reed moved to waive the reading of the Articles for this Town Meeting.

The motion was properly seconded from the floor.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 1.

Tree Committee Chair Fred Chanania gave a report on their recent activities. He reported that the inoculation of ash trees against the Emerald Ash Borer had been undertaken, with 89 trees surviving. He spoke about the potential future purchase of trees in bulk to help replace the infected population. He concluded by mentioning the associate vacancy on the Committee if anyone was interested in joining.

Select Board member Richard Parker spoke on behalf of the Climate Change and Resiliency Committee, of which he is also a member. He reported that activities surrounding the Municipal Vulnerability Preparedness Grant were ongoing to help protect River Road and surrounding areas from flooding, erosion, and other extreme weather events. Efforts include surveying the affected areas and finding ways of future remediation and shoreline stabilization. He said there would be a drone flying event hopefully by the end of this year, and that they would continually be open to resident engagement and feedback.

Energy and Sustainability Committee Chair Arthur “Chip” Wallace gave a report on their activities. He outlined the Town and Committee’s work on the municipal energy aggregation plan and the solar site feasibility study.

Pentucket School Committee member Dena Trotta spoke on behalf of the Pentucket Regional School Committee. She reported that the District had made strides in getting back to the levels of staffing and resources with the recent Proposition 2 ½ Override. She highlighted the improvement of MCAS scores of Pentucket students, and the successful opening of the ADA-compliant playground at Page School.

Finance Committee Chair Rob Phillips gave a report on their activities. He highlighted the cooperation and joint meetings between Select Board and Finance Committee in the run-up to Town Meeting, which helped to streamline the pre-Town Meeting meetings, and that all articles were approved unanimously by both the Select Board and Finance Committee. He pointed out that there would be no article this year to lower the property tax rate. This year it would be paused and evaluated to see if this is the best use for Free Cash in West Newbury with a large number of potential projects coming up over the next several years.

ARTICLE 2.

Water Commission Chair Bob Janes moved that the Town vote to decrease the Expenses line of the FY24 Water Department budget, as adopted under the Motion for Article 6 of the Annual Town Meeting on April 24, 2023, by reducing the approved amount to \$375,027.00.

The motion was seconded by Select Board Chair Wendy Reed.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 3.

Select Board Chair Wendy Reed moved that the Town vote to adjust the following Line Items as set forth in the Fiscal Year 2024 Town Omnibus Budget adopted under the Motion for Article 4 of the Annual Town Meeting on April 24, 2023:

- 3 – Town Manager Technology Expenses; increase from \$70,032 to \$76,455
- 9 – Board of Registrars Salary & Wages; increase from \$6,800 to \$8,400
- 9 – Board of Registrars Expenses; increase from \$8,250 to \$10,170
- 25 – Board of Health Steele Landfill Monitoring; increase from \$36,315 to \$36,915

and that the Town vote to raise and appropriate a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2024.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 5-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 4.

Select Board Chair Wendy Reed moved that the Town vote to adjust the following Line Items as set forth in the Fiscal Year 2024 Town Omnibus Budget adopted under the Motion for Article 4 of the Annual Town Meeting on April 24, 2023:

- 21 – Pentucket Regional School Assessment; decrease from \$7,871,758 to \$7,862,142
- 21 – Pentucket Capital Assessment; increase from \$1,123,070 to \$1,154,371
- 22 – Essex North Shore Ag & Tech School; increase from \$46,327 to \$94,110

and that the Town vote to raise and appropriate a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2024.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 5-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 5.

Select Board Chair Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$67,514.00 to the Pension Liability Stabilization Fund.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 6.

Select Board Chair Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$50,000.00 to fund the costs associated with identification and evaluation of sites with potential to support development of public well fields, including all incidentals and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 5-0-0.

There was a question from the floor, with regard to the use of Town Free Cash to pay for this Article and not Water Department funds. Select Board member Wile responded saying due to the potential need to purchase land by the Town in the future the Select Board could help with this evaluation. Further comments from the floor stressed the need for water security and the need to diversify our water sources with need for additional funds to come from the Town due to rate payers being unable to fund these projects alone.

With there being no further discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 7.

Board of Assessors member Richard Baker moved that the Town vote to transfer from Free Cash the sum of \$20,000.00 for the purpose of engaging professional consultants relative to the FY25 assessing revaluation, including all incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 8.

Select Board Chair Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$10,000.00 to fund the purchase and installation of police/fire audio recording, playback and archiving equipment for use by Police, Fire and Dispatch personnel, including associated training, setup costs, and all incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 9.

Select Board Chair Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$7,400.00 to fund the purchase and installation of gas meters for use by Fire personnel and other first responders, including associated training and setup costs, and all incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 10.

Select Board Chair Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$12,000.00 to fund the purchase and installation of a portable speed monitoring trailer and pedestrian safety signs, including associated training and setup costs, and all incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 11.

Open Space Committee member Carol Decker gave a report on both the invasive species management program funded at the Annual Town Meeting as well as the ongoing internship program being coordinated by the Conservation Agent, and how these are expected to be proposed as annually funded items within the next Town budget.

Open Space Committee member Carol Decker moved that the Town vote to transfer from Free Cash the sum of \$50,000.00 to fund the costs of conducting professional invasive species management on town-owned land, including all incidental and related expenses, with any

remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 12.

Open Space Committee member Carol Decker moved that the Town vote to transfer from Free Cash the sum of \$3,500.00 to fund the costs and expenses of operating an invasive species intern/steward program, which will identify, map, and remediate invasive species on public lands in the Town of West Newbury, including all incidental and related expenses, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 13.

Select Board Chair Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$2,430.00 to fund the payment of unpaid bills incurred during a previous fiscal year.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

The Moderator noted that passage requires a 9/10ths vote. With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 14.

Open Space Committee Chair and CPC representative Graham Bacheller moved that the Town vote to appropriate and transfer from Community Preservation Act funds, pursuant to Massachusetts General Laws Chapter 44B, the sum of \$175,000, with \$73,529 from the Open Space and Recreation Fund Balance and \$101,471 from the Undesignated Fund Balance, in conformity with the applications submitted, for the purpose of acquiring a conservation restriction on a portion of the property located at 114 Ash Street, consisting of approximately 14

acres and being a portion of West Newbury Assessors Map 70 Lot 40, and costs incidental or related thereto, and to authorize the Select Board and/or the Conservation Commission to acquire said conservation restriction by purchase, gift, and/or eminent domain on such terms and conditions as the Select Board and/or the Conservation Commission deems appropriate; to authorize the Select Board, the Conservation Commission, and/or their designee to apply for, accept and expend funds from the Commonwealth of Massachusetts or other public or private sources to defray all or a portion of the costs of acquisition, including, but not limited to, grants and/or reimbursements from any federal, state or other grants or reimbursement programs in any way connected with the scope of this article, including but not limited to funds contributed by Essex County Greenbelt Association, which, together with the Town, will hold said conservation restriction; and, further, to authorize the Select Board, the Conservation Commission, and/or their designee to enter into any and all agreements and execute any and all documents necessary or convenient to effectuate the foregoing, with any remaining funds to be closed out to the Community Preservation Act Open Space and Recreation Fund Balance and the Undesignated Fund Balance in the same proportion as the amounts allocated herein, at the close of Fiscal Year 2025.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 5-0-0.

Mr. Bacheller spoke on what he believes to be positive benefits of acquiring the property in question, protecting it and keeping it as farmland.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 15.

Planning Board member Raymond Cook moved that the Town vote to amend the West Newbury Zoning By-law by deleting Section 7 (Conditions of Use) in its entirety and replacing it with a new Section 7 (including Sections 7.1-7.9) (Nonconforming Uses and Structures), as set forth in Appendix C of the West Newbury Finance Committee Report (pages 15-18), dated October 23, 2023, and on file and available for inspection with the Town Clerk; and further to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the Zoning By-law.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 5-0-0.

Mr. Cook spoke on the Article, saying that it would help streamline processes by allowing the Building Inspector to make rulings regarding certain nonconforming properties and structures.

The Moderator noted that passage requires a 2/3 vote. With there being no further discussion, the Town Moderator called for a vote, declared that the Motion carried with more than 2/3 in favor by a vote of 129 in favor to 3 against.

ARTICLE 16.

Select Board Chair Wendy Reed move that the Town vote to amend the West Newbury Town Bylaws by deleting Section XXXIX (Short Term Rentals) in its entirety, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the Town Bylaws.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 17.

Planning Board member Raymond Cook moved that the Town vote to amend the West Newbury Zoning By-law by revising Section 2 (Definitions), and by adding a new Section 4.2.4 (Accessory Dwelling Units (ADU)), as set forth in Appendix D of the West Newbury Finance Committee Report (pages 19-20), dated October 23, 2023, and on file and available for inspection with the Town Clerk; and further to authorize the Town Clerk's office to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the By-law.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 5-0-0.

Mr. Cook spoke in favor of the proposed Article. Diane Teed stated she was in favor of the ADUs but not standalone ADUs on a property, feeling that the application of the Bylaw was too broad, and it would compromise the Town's character. She suggested a separate by-right process for ADUs be developed. Several other speakers spoke in favor of this Article and the need for more housing, especially for multigenerational or caregiver living space, on the same property. Richard Baker spoke from the floor on his concern that multiple ADUs could be constructed on the same property, especially properties with large acreage. Mr. Cook spoke again, explaining this Bylaw allowed for only one ADU per property and the same setback requirements for current properties would apply to the ADUs as well.

The Moderator noted that passage requires a 2/3 vote. With there being no further discussion, the Town Moderator called for a vote, declared that the Motion carried with more than 2/3 in favor by a vote of 112 in favor to 20 against.

ARTICLE 18.

Select Board Chair Wendy Reed moved that the Town vote to repeal the Personnel Bylaw, adopted at the third session of the 1999 Annual Town Meeting, in its entirety.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 5-0-0.

Reed explained that the repeal was to bring the Town more in line with the Town Manager form of government with much of the current Bylaw being out of date or already included in the Personnel Policy.

With there being no further discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 19.

Select Board Chair Wendy Reed moved that the Town vote to accept the provisions of Massachusetts General Laws Chapter 59, Section 21A, authorizing the Town to pay additional compensation to the Assessors in an amount equal to ten percent of their regular compensation for full-time employees, but in no event greater than \$1,000 annually, and in an amount equal to ten percent of their regular compensation for part-time employees, but in no event greater than \$500 annually, upon attainment of a certificate by the International Association of Assessing Officers as a certified assessment evaluator or a certificate by the Association of Massachusetts Assessors as a certified Massachusetts assessor.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 20.

Select Board Chair Wendy Reed moved that the Town vote to accept the provisions of Massachusetts General Laws Chapter 41, Section 19K, authorizing the Town to pay additional compensation to the Town Clerk in an amount equal to ten percent of their regular compensation, but in no event greater than \$1,000 annually, upon completion of the necessary courses of study and training, and attainment of a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 21.

Select Board Chair Wendy Reed moved that the Town vote to accept the provisions of Massachusetts General Laws Chapter 41, Section 108P, authorizing the Town to pay additional compensation to the Town Treasurer/Collector in an amount equal to ten percent of their regular compensation, but in no event greater than \$1,000 annually, upon completion of the necessary courses of study and training, and attainment of a certificate by the Massachusetts Collectors and Treasurers Association as a certified Massachusetts municipal collector or a certified Massachusetts municipal treasurer.

The motion was seconded by Select Board member Richard Parker.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 22.

Council on Aging Board member Marge Peterson moved that the Town vote to amend Section XL of the Town Bylaws as printed in Article 22 of the Warrant for the purpose of establishing a revolving fund for the Council on Aging, and further to authorize the Town Clerk's office to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the Bylaws.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 23.

Council on Aging Board Chair Dianne Faulkner moved that the Town vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E½, to set expenditure limits for the Council on Aging Revolving Fund at the maximum amount that may be spent during the fiscal year beginning on July 1, 2023 at \$30,000.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 4-0-0.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ARTICLE 24.

Select Board Chair Wendy Reed moved that the Town vote to establish a special purpose Stabilization Fund pursuant to Massachusetts General Laws Chapter 40, Section 5B, to be known as the Opioid Settlement Stabilization Fund, for the purpose of supplementing and strengthening resources for prevention, harm reduction, treatment, and recovery, in accordance with the purposes and subject to the requirements in the Massachusetts Abatement Terms; and that the Town vote to accept the fourth paragraph of Massachusetts General Laws Chapter 40, Section 5B, which allows the dedication, without further appropriation, of all receipts from settlements on behalf of the Town with persons and entities involved in the sale, distribution and manufacture of opioid products.

The motion was seconded by Select Board member Christopher Wile.

The Finance Committee recommended approval of this Article 5-0-0.

The Moderator noted that passage requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ADJOURNMENT

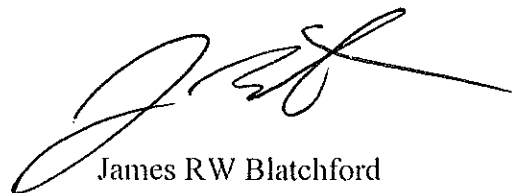
Select Board member Richard Parker moved to adjourn the 2023 Special Fall Town Meeting.

The motion was properly seconded from the floor.

With there being no discussion, the Town Moderator declared that the Motion passed unanimously.

Town Meeting adjourned at 8:45 P.M.

Attest:

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

James RW Blatchford
Town Clerk

cc: Town Accountant (2)
Town Treasurer
Police Chief
Conservation Agent
Building Inspector
Select Board
Board of Assessors
Board of Health

Planning Board
Board of Water Commissioners
Board of Fire Engineers
Open Space Committee
Finance Committee
Community Preservation Committee
Council on Aging

Executive Assistant

From: Seymour, Jonathan <seymour@prsd.org>
Sent: Thursday, November 2, 2023 12:06 PM
To: Seymour, Jonathan
Cc: Ashley Davis; Brad Dore; Carol McLeod - Finance; Christopher Markuns; Dena Trotta; Emily Dwyer; Emily Dwyer; Greg Hadden; Greg Labrecque; Hunter Tocci; Jon Lemieux -- Vertex; Jon Rich; Justin Bartholomew; Kim Jackson; Kyle Leone; Marianne Naffah; Michael Stevens; Rebecca Oldham; Robert Danforth; Stephanie Seeley; Steve Theran -- Vertex; Town Manager; Trotta, Dena; Two2u; Wayne Adams; Wendy Reed; William Daley; Suzanne Wallace
Subject: Update from Nov 1st Meeting

Good Afternoon,

Attached are the minutes from our meeting last night. Particularly for those unable to attend the meeting, please be sure to read the minutes so you are up to date on items related to closing out the project. We are not at that point yet, but we hope that we are getting there soon. To elaborate on that point, at the meeting the committee voted to authorize a majority of Justin Bartholomew, Jonathan Seymour and Suzanne Wallace (PRSD new business manager) to negotiate final credits with W.T. Rich relating to the final reconciliation of the Guaranteed Maximum Price (GMP) contract; and authorize and approve any final PCO's with W.T. Rich, even if the values of said PCO's exceed the previously authorized approval limits.

We will not meet in December and I expect to call a final, or nearly final committee meeting in the early part of 2024. For now I would like to offer my gratitude for the faithful and diligent work of the building committee guiding the district through this complex multi-year project. The statement of interest was submitted to the MSBA in 2015 and the committee met for the first time in November of 2016, some 84 months ago, so thank you!

Please let me know if you have any questions at all.

Jonathan

[BC Minutes 11.1.23](#)

On Wed, Oct 25, 2023 at 12:41 PM Seymour, Jonathan <seymour@prsd.org> wrote:

Good Afternoon,

Here are the minutes from both September meetings and the October meeting. As always, please let me know if you have any questions and if you cannot make the November 1st meeting. Thank you!

Jonathan

[BC Minutes 9.12.23](#)

[BC Minutes 9.15.23](#)

[BC Minutes 10.10.23](#)

[BC Agenda 11.1.23](#)

On Tue, Oct 24, 2023 at 4:45 PM Seymour, Jonathan <seymour@prsd.org> wrote:

Good Afternoon,

The purpose of this email is to let committee members know that we are moving up the November meeting. Our November meeting will be held next Wednesday, November 1st at 6:30pm in room 2028.

The agenda includes minutes from the last few meetings, a review of PCO's as well as a discussion about what is next for the committee including how much longer we will need to meet. The other item is to gather input from the committee as we seek to negotiate with subcontractors to resolve some outstanding claims.

Each month we provide the committee with a financial update, which includes a line item for potential change orders and any escalation claims. We hold back the full amount of these claims in the event that we have to pay them in full. Throughout the project we have been able to eliminate most escalation claims, however there are a few remaining that we would like committee input on before we take any next steps.

Please let me know if you have any questions and please let me know if you cannot attend the meeting.

Thank you,
Jonathan

[BC Agenda 11.1.23](#)

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.

PRSD Building Committee

Meeting date & place: 6:30 pm, November 1st, 2023 Meeting at PRMHS rm 2028

Building Committee Members Present: Jonathan Seymour, Justin Bartholomew, Wayne Adams, Bob Danforth, Bill Daley, Carol McLeod, Suzanne Wallace, Wendy Reed, Mike Stevens, Kim Jackson, Stephanie Seeley, Ashley Davis, Dena Trotta, Angus Jennings, Chris Markuns

Vertex Owner's Project Manager: Steve Theran, Eric Rubin

Dore and Whittier Designer: Brad Dore

WT Rich Construction Manager: Kyle Leone

Minutes - The committee approved minutes from 9.12.23 (Carol McLeod abstained), from 9.15.23 (Carol McLeod and Mike Stevens abstained), and from 10.10.23.

New Business

- A. Project Update** - Steve Theran, Kyle Leone and Eric Rubin reported on the landscaping, scoreboard installation, swing and dropdown gates at the stadium area, Groveland and WN conservation approving the removal of erosion control measures, and that Epsilon will be doing a final review of the site conditions.
- B. PCO Review** - The following Construction Contingency PCO's were reviewed by the committee: 341 wetland markers \$2676, 371B interior shades \$18,036, 447 added parking and stadium dumpster pad \$9454, 472 bleacher modification \$18,872, 457B groveland entrance \$31,024, 479 site circulation changes \$46,215, 480 stadium hand driers \$4539, 484 casework changes \$446, 486 additional line striping \$37,567, 10F2 Ledge final \$81,898, 485 water quality structure \$87,500 totalling \$338,227. The motion was approved by all the members present. CM Contingency PCO's were reviewed by the committee: 494 replace toilet accessories \$1931, 496 scarification of soil \$8060 for a total of \$9991. The motion to approve was approved by all the members present.
- C. Claim / Settlement Review** - Steve Theran presented the escalation claims made by United Civil who submitted PCO's for cost escalation for materials, fuel and wetlands/conservation work. The claims total \$545,030. The project team is recommending negotiating with United Civil to settle these claims with a minimum amount of \$64,000 and a maximum amount of \$125,000. A motion to authorize WT Rich to negotiate on behalf of the district, settlement of PCOs 208, 427 and 450B up to a maximum combined settlement amount of \$125,000 was approved by all members present.

Steve also presented the Bass Metals claim for metal panel work at the stadium building. The claim is for \$251,932 and the district would like to offer up to \$90,000 to settle this claim. A motion to authorize WT Rich to negotiate on behalf of the district, settlement of

PCO 142, up to a maximum settlement amount of \$90,000. The motion was not approved voted by a majority of the committee members present. A motion to authorize WT Rich to negotiate on behalf of the district, settlement of PCO 142, up to a maximum settlement amount of \$125,000 was approved by the committee. Justin Bartholomew voted against the motion.

D. Project Team Authorization - With the project at 97% completion there are not many items left. After a discussion about how to proceed, a motion to authorize a majority of Justin Bartholomew, Jonathan Seymour and Suzanne Wallace to negotiate final credits with W.T. Rich relating to the final reconciliation of the Guaranteed Maximum Price (GMP) contract; and authorize and approve any final PCO's with W.T. Rich, even if the values of said PCO's exceed the previously authorized approval limits. [The previously authorized approval limits refers to a decision made at the February 11, 2020 meeting. This is from the minutes of that meeting: “The committee unanimously approved that Jonathan Seymour, Justin Bartholomew, Greg Hadden or Greg Labrecque be the 4 designated members and that costs from \$1-30,000 dollars could be approved by one designated member, while items from \$30- 60,000 would require 2 members for approval and items over \$60,000 would require the entire committee to convene for approval. The project will make the entire committee aware when any such expense is necessary through email or such method and a full reporting of costs would be a part of each monthly meeting.”]

The motion passed unanimously. Going forward Jonathan Seymour will provide regular updates to the committee on the escalation claim negotiations, credits and remaining PCO's and will plan to call a final committee meeting in the early months of 2024 to finalize the project.

E. Adjournment - The meeting adjourned at approximately 8pm.



Assure Station Metrics Monthly Reporting

Town of West Newbury - Monthly Report - September 2023

Company Id
112991

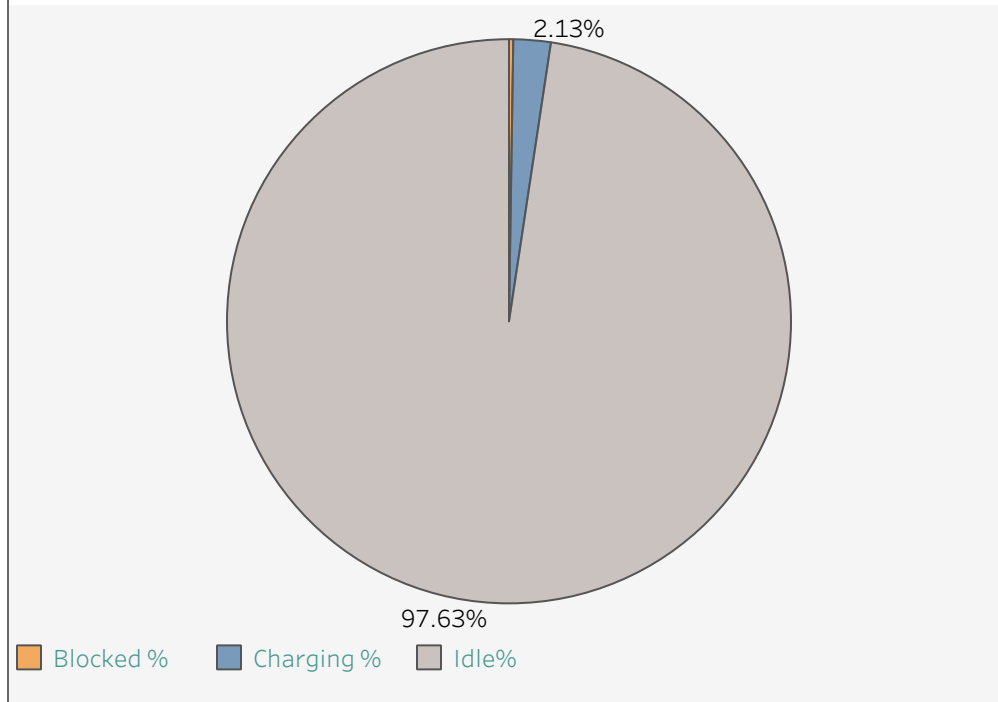
Port Level
All

Organization Name
All

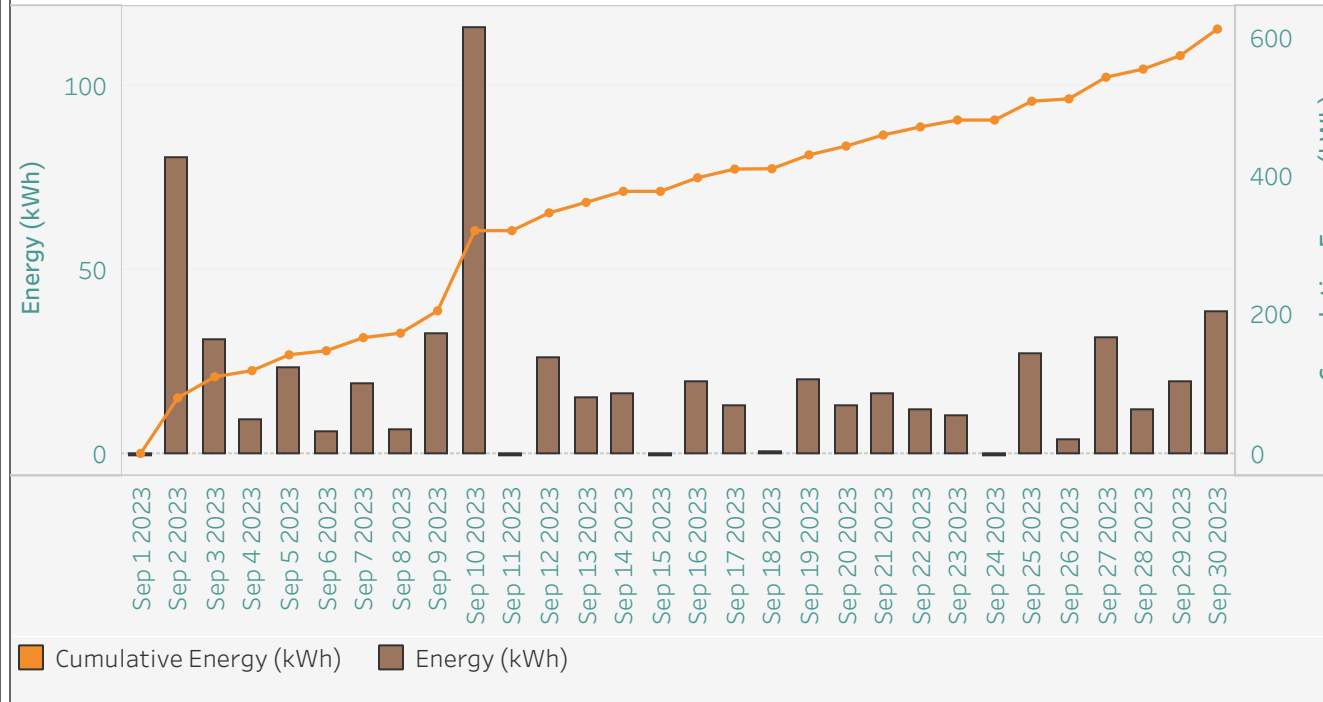
Month End Date
9/30/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
8	4	194	614	258	77	12	57

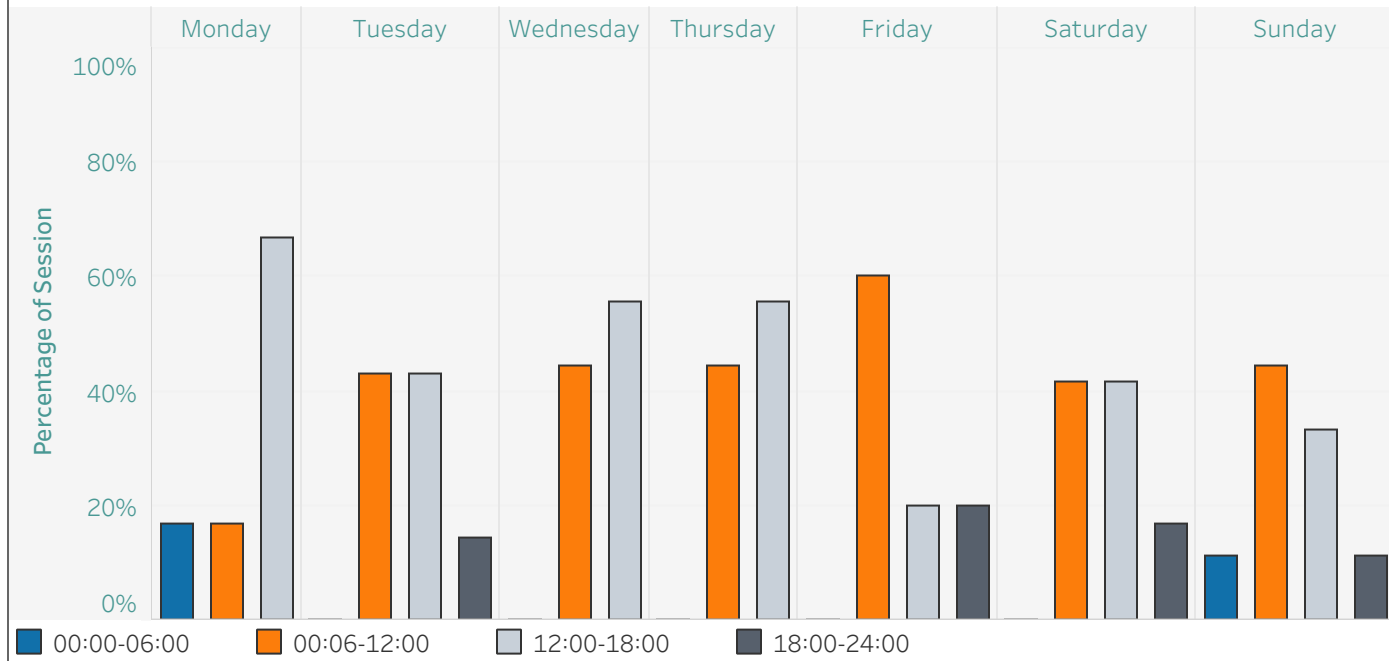
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	2.40
Average Session Charge Time (Hours)	2.15
Average Session Energy (kWh)	10.76
Average Session Revenue (\$)	3.41
Occupied Hours	136.7
Charging Hours	122.7



Assure Station Metrics Quarterly Reporting

Town of West Newbury - Quarterly Report - 2023 Q3

Company Id
112991

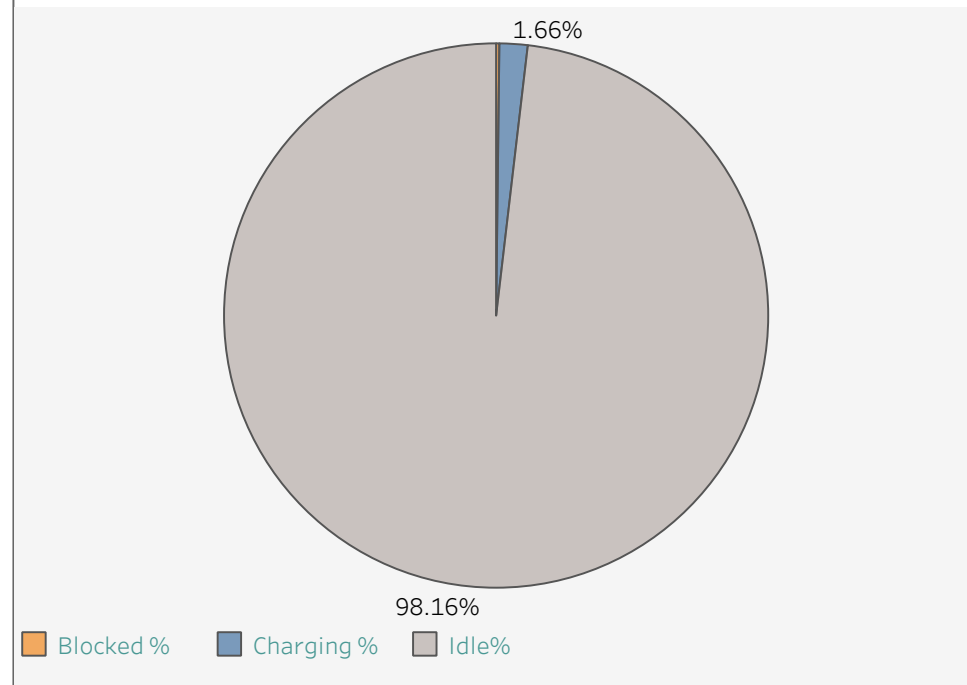
Port Level
All

Organization Name
All

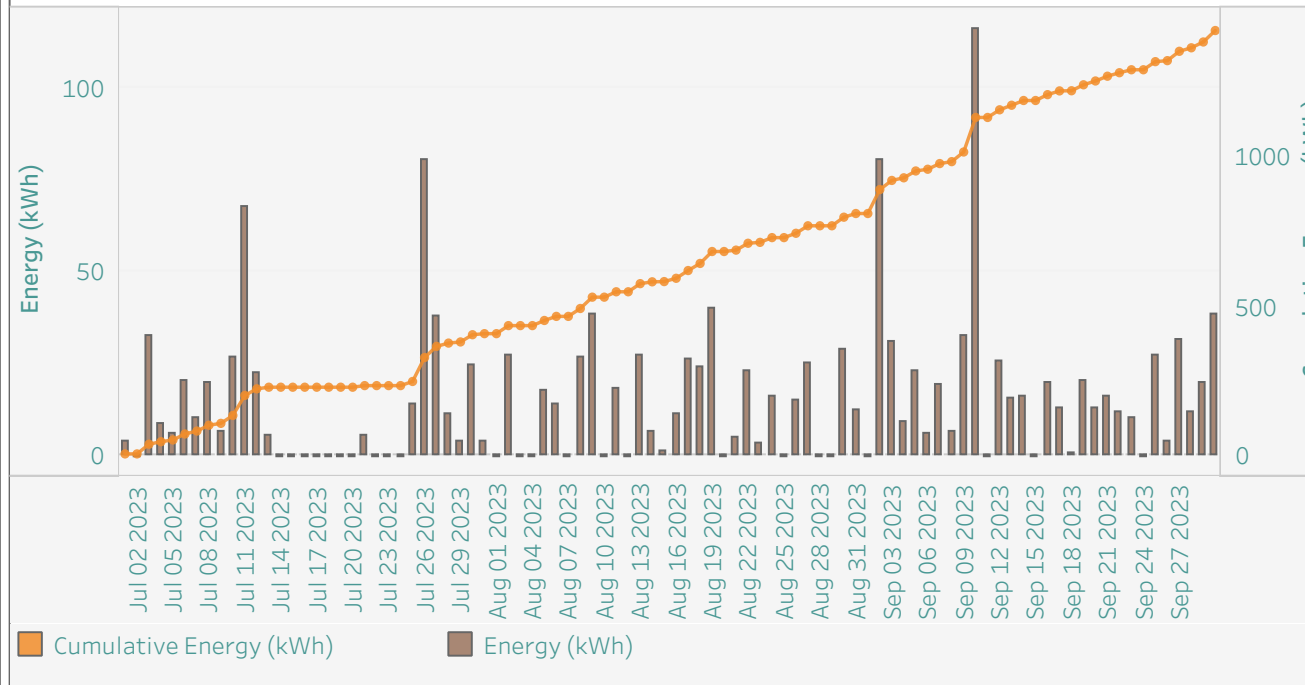
Quarter Year
9/30/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
8	4	449	1,423	598	179	20	141

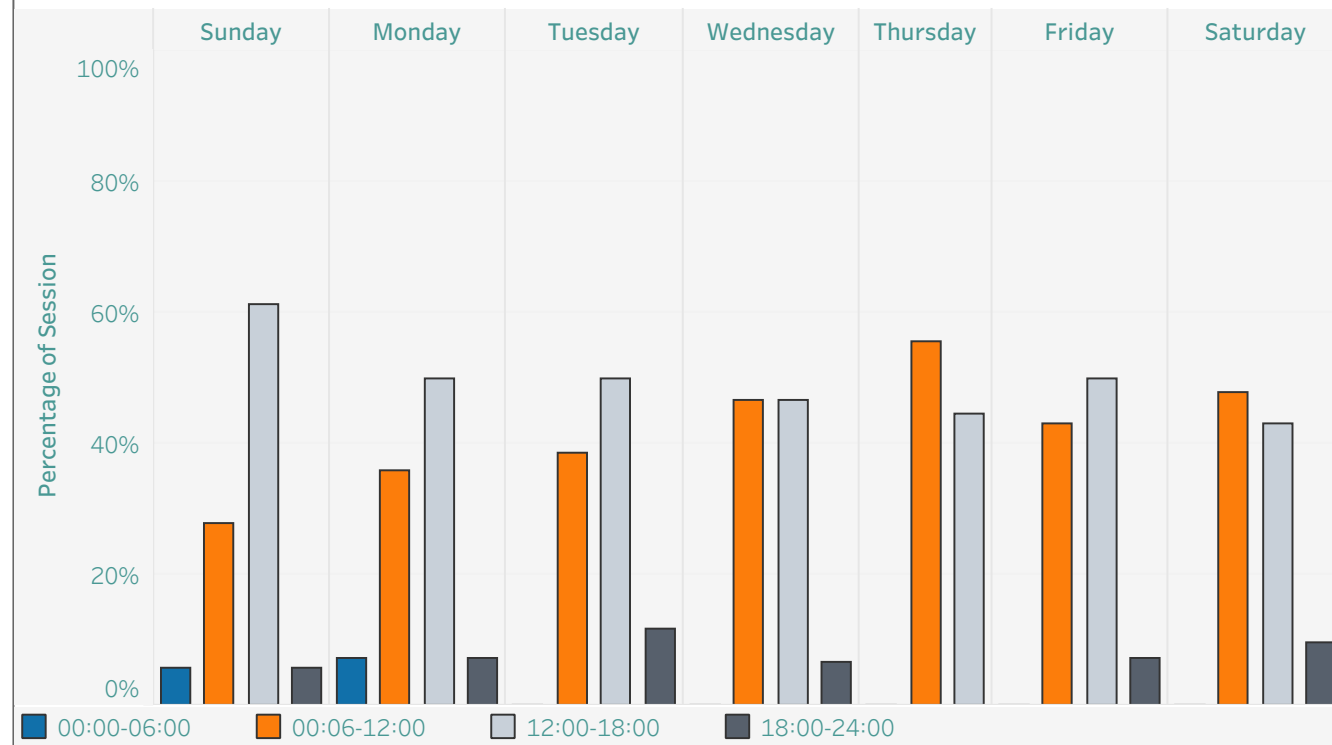
Port Utilization: 24 Hours



Energy Dispersed (kWh) by Day



Session Starts by Time of Day Quarter



Average Session Duration (Hours)	2.31
Average Session Charge Time (Hours)	2.08
Average Session Energy (kWh)	10.09
Average Session Revenue (\$)	3.18
Occupied Hours	325.2
Charging Hours	293.7

Service Entitlement Status Breakdown of Assure Stations					
	Expired	0-30 Days	1-6 Months	6-12 Months	1+ Year
Assure	0	0	0	0	4
SW	0	0	0	0	4

- You dispensed more energy than 33.59 % of other Assure customers.
- You collected more fees than 71.69 % of other Assure customers.
- You fueled more unique drivers than 51.91 % of other Assure customers.
- Your 24 hour charging utilization was higher than 39.79 % of other Assure customers.

Station Name	Total Energy (kWh)	Total Sessions	Total Fees (\$)	Gasoline Saved (Gal)	GHG Savings (kg)	Charging Hours	Occupied Hours	Uptime (%)
WEST NEWBURY 1910 BLDG 1	924	86	\$ 292.01	116	388	185	201	100.00%
WEST NEWBURY 1910 BLDG 2	389	42	\$ 122.18	49	163	89	105	100.00%
WEST NEWBURY PAGE SCHOOL 1	72	4	\$ 22.68	9	30	12	12	100.00%
WEST NEWBURY PAGE SCHOOL 2	38	9	\$ 12.05	5	16	8	8	100.00%



Assure Station Metrics Reporting Appendix

Port Utilization Chart: This is a view of station utilization during common business hours.

You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

Session Start Distribution Chart: This is a view (by day) of what times drivers start sessions.

You can use this information to fine tune time of day pricing policy rules.

Station / Port Count: In order to be counted, a station must have the "Assure" entitlement applied.

This is the number of stations / ports that currently have the "Assure" entitlement.

Total Revenue: This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).

This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

Energy (kWh): All energy dispensed through your "Assure" stations.

This data point can be useful in reconciling station energy against energy bills.

GHG Savings (kg): All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

Unique Drivers: The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).

An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

Gasoline (Gal) Saved: All the gasoline that would have been burned had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

Uptime: Percentage of time that your ports were capable of dispensing power.

ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

Sessions: Total session count.

An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

Average Session Duration: Average amount of time drivers occupy your stations.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Charging Time: Average amount of time per session energy is flowing.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Session Energy: Average amount of energy dispensed.

This data point can be useful in fine tuning price per kW pricing policy rules.

Average Session Revenue: Average session fee - 10%.

This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

Total Hours Occupied: Sum of all session durations.

This is used in part to determine utilization.

Total Hours Charging: Sum of all session charging durations.

This is used in part to determine utilization.