



Town of West Newbury
Board of Selectmen
Tuesday, November 12, 2019 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 NOV -7 PM 6:51

AGENDA

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

- ❖ MGL Ch. 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (*personnel updates*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*River Road Conservation Restriction; Brown Spring Farm MOA regarding funding and MOA regarding APR stewardship*);
- ❖ 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 (*consultation with Town Counsel*).

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Municipal Vulnerability Preparedness – resident survey now online, please participate!
- A Capella Night! Northeastern's Nor'easters. Saturday, November 23 at 7 PM, Pentucket High School
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>

Regular Business

- A. Acknowledgement and thanks for contribution of \$4,155.79 to Carr Post Building Gift Account
- B. Request to require one facility use charge, 5-session beekeeping class at Town Hall – *Black Birch Farm*
- C. Update on Water Rate Study now underway – *Board of Water Commissioners*
- D. Review of draft policy regarding Memorial Day Parade
- E. Discussion of November 4, 2019 Special Town Meeting and any follow-up items
- F. Presentation of FY20 Tax Recap Model and estimated tax rate
- G. FY21 budget policy guidance and budget process
- H. Update on Middle/High School design process, anticipated permitting timelines, neighborhood meeting
- I. Update on Designer Selection process for Soldiers & Sailors Memorial Building; designation of individual or group as Review Committee; review of insurance requirements, designer fee
- J. Review and approval of Conservation Restriction for River Road property
- K. Review of draft Solid Waste Master Plan issued by MassDEP; preview of joint meeting with Board of Health on November 25, 2019
- L. Rescind 9/16/19 temporary designation of Board of Selectmen representative to approve A/P warrants
- M. Meeting minutes: November 4, 2019.

Town Manager Updates

- N. Review of proposed borrowing structure for water capital projects (water tank, and wellfield chemical building) and Soldiers & Sailors Memorial
- O. Recap of items reviewed with MIIA during annual review of insurance coverage and policies
- P. Update on request to MA EOHEd to release \$20,000 State funds for Page School ADA improvements
- Q. Review of information prepared for Capital Improvement Committee meeting on November 13, 2019
- R. Housing policy discussion upcoming at CPC meeting on November 21, 2019
- S. Clarifications regarding FY20 holiday recognition schedule and departmental closures
- T. Follow up meeting assignments
- U. Placing items for future agendas



War Memorials

Town of West Newbury

Memorial	Type	In Honor Of	Location
GAR Memorial Library	Building	Grand Army of the Republic	490 Main Street
Memorial Plaque	Bronze Plaque	Those who Served During the Civil War	GAR Memorial Library 490 Main Street
Training Field	Given to the Town in 1731 by Joshua Bailey	Revolution Civil War War of 1812 World War I World War II Vietnam Korean War Desert Storm	494 Main Street
World War I	Bolder with Bronze Plaque	Those who Served During World War I 1917-1919	494 Main Street Training Field
World War II Korean War Vietnam Desert Storm	Stone	All Veterans Listed	494 Main Street Training Field
Soldiers & Sailors Memorial Hall	Building American Legion	C. L. Carr Post #240 (Killed World War I)	359 Main Street

We don't know them all but we owe them all.



Town of West Newbury Massachusetts

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

[Home](#) > The Municipal Vulnerability Preparedness Working Group seeks your input—

The Municipal Vulnerability Preparedness Working Group seeks your input—

Climate Change Vulnerability Survey

[—Click here to fill out the survey—](#)

In recent years, West Newbury has experienced a significant number of emergency situations caused by severe weather and climate conditions. These have included water shortages caused by drought; numerous power outages caused by severe storms and unusually heavy winds; heat waves; roof collapses due to very heavy, wet snowfall; flooding due to significant and intense rainfall; and outbreaks of vector-borne diseases such as Eastern Equine Encephalitis (EEE) and Lyme. These emergency situations highlight our town's vulnerabilities to natural hazards, and these natural hazards are expected to become more severe and more common in the coming years and decades.

Consider the impacts of such a severe event on your personal situation. For instance,

- Home systems: water well pump, septic pumping, sump pump, heat & hot water, cooking, cold food storage, lighting, etc.
- Transportation and communication: work, church, family, food and other shopping, calling for help, repairs, etc.
- Medical: medical devices, refrigeration of medicines, doctor consults, regular appointments, sensitivity to heat or cold, etc.

The purpose of this survey is to gather information from our West Newbury community regarding the vulnerabilities of our residents to these increasingly severe and frequent natural hazards. We are particularly interested in our community members' vulnerabilities to extended power outages, since that is something that we have experienced quite often.

Source URL: <https://www.wnewbury.org/home/news/municipal-vulnerability-preparedness-working-group-seeks-your-input%E2%80%94>

MOTIONS FOR BOARD OF SELECTMEN

1. I move to establish the Carr Post Building Gift Account in accordance with the provisions of MGL c. 44 §53A; and
2. I move to accept gift funds for said Carr Post Building Gift Account and authorize the expenditure of such funds for the study, support, maintenance, repair and all other costs pertaining to the building and grounds commonly referred to as the Carr Post.


NOTICE TO TOWN ACCOUNTANT

To: Laurie Zywiak

Please be advised that on the 5th day of August, 2019 at a duly posted and convened meeting of the West Newbury Board of Selectmen, on motions duly made and seconded, it was voted, by a vote of three in favorite and none opposed, to:

1. Establish the Carr Post Building Gift Account in accordance with the provisions of MGL c. 44 §53A; and
2. Accept gift funds for said Carr Post Building Gift Account and authorize the expenditure of such funds for the study, support, maintenance, repair and all other costs pertaining to the building and grounds commonly referred to as the Carr Post.

8/5/2019
Date


David Archibald, Chair
Board of Selectmen

From: [Residents Admin](#)
To: [Finance Admin](#); [Town Manager](#)
Subject: RE: Bee School-5 Weeks-Feb Thru March.pdf
Date: Tuesday, October 29, 2019 10:00:12 AM

Angus~

William Hamilton is a bee keeper in town and would like to offer a class charging \$50.00 a person for Bee School in one of the Town's facility.

The class size will only be 10 - 30 people. He believes it will be a small class.

There are wonderful aspects to this request – Agriculture, West Newbury farming community, Mr. Hamilton's incredible knowledge base and the interest in bees is vital to our food production.

Mr. Hamilton understands this request has to go before the Board of Selectmen.

Thank you,
~annie

From: Finance Admin <finance.admin@wnewbury.org>
Sent: Tuesday, October 29, 2019 9:13 AM
To: Town Manager <townmanager@wnewbury.org>
Cc: Residents Admin <residents.admin@wnewbury.org>
Subject: Bee School-5 Weeks-Feb Thru March.pdf

Good Morning,

Annie dropped this off for signatures with a note asking for a facility use change. A PDF has been saved in the Selectmen Meetings folder.

This will require 5 separate uses for Old Town Hall which would be a total cost of \$600 (\$120 x 5).

The change request is to charge a one-time fee only of \$120. She had some great points for supporting this... Annie, would you please comment on those points?

Thank you,
Jenny

REQUEST FOR USE OF FACILITIES

Organization or Group Beach Birch Farm
 Person Making Reservation William L Hamilton
 Mailing Address 105 Georgetown Road West Newbury, Mass 01985
 Phone [REDACTED] e-mail [REDACTED]
 Event Date: Feb thru March Start Time 6:30 pm End Time 9:00 pm
 Summary of Event Bee School
 Number of Attendees 10 - 30
 Event Details: *Please be specific i.e. alcohol*, music, food -* None

If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000), see page 2.

Check Appropriate Block:

Fund Raising Group Commercial In-Town Resident
 Non-Profit Commercial Out-of-Town Other

Facility Requested:

1910 Bldg Hearing Room (1) Pipestave Equest. Area**
 1910 Bldg Hearing Room (2) Athletic Playing Fields*
 Town Hall- (across from Library) Mill Pond Rec Bldg**
 Annex Bandstand



Fee Paid by Check/Cash Fee Waived

TERMS AND CONDITIONS OF USE:

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems.
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos **are** allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
6. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits.
7. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required, at the then-current hourly fee.
8. No fog machines or fake smoke machines allowed. No helium balloons allowed in the Annex.
10. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH.

978-363-1100, x. 118

~ Continued on other side ~

Name: _____

Event: _____

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of West Newbury for a scheduled event. A general liability policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town as an additional insured must be provided before the date of the event as proof of said policy. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

* **ATHLETIC PLAYING FIELDS RENTAL:** Must have prior approval by the Parks and Rec Commissioners. Payment by check (to: Town of West Newbury) or cash must be received in the Town Manager's Office, and a Certificate of Insurance must be received prior to the date requested to use the fields. (See above for details.)

****MILL POND RECREATION BUILDING AND PIPESTAVE EQUESTRIAN AREA:** Must have prior approval by the Mill Pond Committee.

Indemnification Agreement: I/We, Buck Birch Farm (group), agree to pay for any damage to the facility incurred during the term of rental by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we hereby agree to save and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.



Individually/Authorized Signature for Group

10-29-19
Date

Parks & Rec Committee or Mill Pond Committee

Signature (if applicable): _____

Date: _____

Requests and comments:

Chief of Police

Signature: _____

Date: _____

Requests and comments:

Fire Chief

Signature: _____

Date: _____

Requests and comments:

Approval granted if signed here by Town Manager:

Date: _____

Requests and comments:



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: November 9, 2019

RE: Water Rate study

The Board of Water Commissioners recently engaged a consultant to review existing water rates, water expense and revenue trends, and future water capital expenses, and to recommend a rate structure for the next three years.

I attended a couple of meetings with the Board and the consultant including most recently on November 7th. The consultant is recommending a revised rate structure that would retain the current water rates of \$13.02/thousand gallons, but also to add a new capital surcharge at an amount that would cover the debt service on the upcoming borrowing of \$1.1M to support the ongoing water tank and bedrock well chemical building capital projects.

The benefit of the revised rate structure would be to make more transparent to water customers the basis of the water rate. Once the debt service is paid off (projected 20-year term), the capital surcharge for these projects could be removed from the water rates.

Representatives from the Water Commission and Department will attend Tuesday's meeting to provide updates on this work and invite any questions or discussion.

West Newbury Water – Preliminary Results 11-05-19

3 Year Water Rate Projections –

1. Recommend no increase to the minimum charge
2. Recommend no Increase to step rates
3. Capital Improvement Charge
 - a. Water Tank Bond \$1,100,000– funded by bond, paid through semi-annual assessment based on consumption.
 - i. \$1.41/1,000 gallons for all consumption
 - ii. Detailed as a separate line on water bill
 - iii. Amount could decrease as bond is paid
4. Maintain Public Fire Protection Charge to ToWN.
5. Enterprise Fund is in a strong position financially
6. Current rates are sustainable for 2 to 3 years.

RECEIVED
NOV 05 2019
TOWN MANAGER
TOWN OF WEST NEWBURY

WEST NEWBURY WATER DEPARTMENT
Current vs Proposed Rates & Charges

	Current Rates	Proposed Rates	Proposed Dollar Increase	Proposed % Increase
		FY 2021-FY 2023	FY 2021-FY 2023	FY 2021-FY 2023
Minimum Charge - Semi-Annual				
5/8" x 3/4"	\$70.00	\$70.00	\$0.00	0.00%
3/4"	\$70.00	\$70.00	\$0.00	0.00%
1"	\$70.00	\$70.00	\$0.00	0.00%
1 1/2"	\$70.00	\$70.00	\$0.00	0.00%
2"	\$70.00	\$70.00	\$0.00	0.00%
3"	\$70.00	\$70.00	\$0.00	0.00%
Fire Protection - Annual Charge				
All Public Hydrants	\$77,207	\$77,207	\$0	0.00%
Rates Not Including New Water Source & Wellfield				
Meter Water Charges - Semi-Annual				
1st Step: 0 -35,000 Gallons - per 1,000 gallons	\$13.02	\$13.02	\$0	0.00%
2nd Step: Over 35,000 Gallons - per 1,000 gallons	\$16.07	\$16.07	\$0	0.00%
Capital Improvement Assessment				
Meter Water Charges - Semi-Annual				
\$1,100,000 Bond				
All Consumption: per 1,000 gallons	N/A	\$1.41		
New Employee - \$80,000				
All Consumption: per 1,000 gallons	N/A	\$1.58		
Land Purchase - \$500,000				
All Consumption: per 1,000 gallons	N/A	\$2.95		
Dole Place - \$1,800,000 (20 Year Bond @4%)				
All Consumption: per 1,000 gallons	N/A	\$3.19		



West Newbury Water Dept.
381 Main Street
West Newbury, MA 01985
(978) 363-1100 Ext.127

Base Charge and Conservation Rate to increase in “FALL 2019” water bills

The Base Charge on the fall water bill will be increased from \$50.00 to \$70.00. All customers receive a base charge regardless if they use water or not. There is a separate charge for water consumption. The Base Charge is to recover the cost associated with the daily operation of the water department, including meter reading, billing, meter service and administrative expenses. We send out water bills twice a year, spring and fall.

Base Rate and Conservation Rate to increase in “FALL 2019” water bills

The Base Rate on the fall water bill will increase from \$12.40/1000 gallons to \$13.02/1000 gallons and the Conservation Rate will increase from \$15.30/1000 gallons to \$16.07/1000 gallons. The Base Rate usage is 0-35,000 gallons in a six-month period and the Conservation Rate usage is more than 35,001 gallons used in a six-month period. The average six-month household water use in West Newbury is 30,000 gallons.

Billing due dates

The bills are due in 60 days. Reminder Notices are no longer sent out if payment is not received by the date on the bill. The final notices remain the same with a demand fee and interest and will be sent out a week after the original bill due date. If payment isn't received after that, red cards (shut-off notice) will follow.

New Brake Hill Water Tank and New Chemical Building with additional well located at Wellfield #1

Final funding for these two projects were approved at the Annual Town Meeting on April 29, 2019. Previously, funds were approved for these two projects separately. The new approval allows the funding for these two projects to be combined. Previous appropriations for these projects were insufficient based on the bids received for the construction. Some reasons for the escalation in cost are tariffs on steel and other construction materials, lack of available subcontractors due to heavy work load, abundance of general contractor work at this time and additional work requested by Massachusetts Department of Environmental Protection. These projects date back to 2017. At the Annual Town Meeting on April 29, 2019, voters approved borrowing an addition \$1.1 million dollars to fund these two projects. Water rate increases for the additional \$1.1 million-dollar loan will be reflected in the fall water bill in Fiscal Year 2021 (Fall of calendar year 2020).

(New Brake Hill Water Tank)

The Work of this Contract consists of the installation of a 400,000-gallon capacity welded steel elevated spheroid water storage tank including associated piping and appurtenances, electrical work, a tank mixing system, site work, gravel access road, and an underground electrical and communications duct bank (approximately 1,800 linear feet) including conduit and handholes. Piping shall consist of approximately 30 linear feet of 12-inch diameter ductile iron water main to connect to a new 12-inch diameter ductile iron water main recently installed by others. Other work includes demolition of the existing 318,000-gallon capacity riveted steel standpipe.

(New Chemical Building and Additional Well)

The Work of this Contract generally consists of the construction of a new concrete masonry block building housing chemical feed equipment, a variable frequency drive, heating and ventilation equipment, and instrumentation for the existing bedrock well. The Work also includes furnishing and installing a submersible well pump with pitless adaptor on the existing bedrock well. Other work shall include the relocation of chemical feed injection nozzles from the existing below grade vault to the new building, modifications to the existing SCADA system to include the bedrock well, approximately 150 linear feet of 4-inch diameter ductile iron water main from the bedrock well to the new building, approximately 40 linear feet of 8-inch diameter ductile iron water main from the new building to the existing water main.

Water Restriction “Calendar Triggered Restrictions”

The West Newbury Water Departments water withdrawal permit from the Massachusetts Department of Environmental Protection (MassDEP) requires the department to limit nonessential outdoor water use through mandatory restrictions from May 1st through September 30th as outlined below. All outdoor nonessential water use should take place before 9 a.m. and after 5 p.m. when evaporation and evapotranspiration rates are lower.

The restrictions are called “**Calendar Triggered Restrictions**”. Under these restrictions all nonessential outdoor water use is restricted to:

- a) **Seven (7) days per week** before 9am and after 5pm
- b) **One (1) day per week** before 9am and after 5pm when USGS stream gage 01101000 – Parker River at Byfield, MA falls below the 7-day low-flow statistic **0.48 cubic feet second** for three (3) consecutive days.

Once streamflow triggered restrictions are implemented, they shall remain in place until streamflow at the gage meets or exceeds **0.48 cubic feet second** for seven (7) consecutive days.

For more information on this subject visit the town web page at wnewbury.org and go to the Water Department page.

Please be water conscious and use our valuable water supply efficiently. Fix leaking faucets and toilets as soon as you see them leaking. Those leaks can cost you hundreds of dollars and it puts more stress on the department to supply you with water and to maintain adequate water levels in our water tanks for fire protection.

For more information on this subject visit the town web page at wnewbury.org and go to the Water Department page.

How to check for water leaks on your water meter

The star shaped dial on the meter face below is called a leak indicator. Sometimes it will be shaped like a tri-angle. When you are not using water inside or outside of your home check that indicator dial for potential leaks. Watch the dial for a couple of minutes and see if it is moving. If it is, you have a leak. Usually the leaks will be found in your faucets, toilets and irrigation systems. If you have a leak and can't find out where it is, you can call the water department and ask them some questions and if they can't talk you through it, they can make an appointment to come check it out.



Per- and Polyfluoroalkyl Substances (PFAS) Report

Several residents have contacted the Water Department inquiring what the PFAS levels are in the municipal water because of all the news in the media. We are happy to report that water sample results collected in April confirmed that there is no detection on PFAS in the municipal water. PFAS are a group of man-made chemicals that include PFOA, PFOS, GenX, and many other chemicals. PFAS have been manufactured and used in a variety of industries around the globe, including the United States. Some examples of PFAS are food packaging, water repellents, non-stick products like Teflon, waxes, paints, cleaning products, firefighting foam, chrome plating, electronic equipment, etc.

Hydrant shoveling and Hydrant Spring Flushing

The Board of Water Commissioners would like to thank all the customers that adopted a fire hydrant near their home this winter and shoveled the snow away from the fire hydrant. They would also like to thank the Fire Department for the extra help they supplied to the Water Department. Also, thank you for your cooperation and patience during the two-week hydrant flushing schedule in April. The next hydrant flushing will take place during the month of October.



TOWN OF WEST NEWBURY

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

MEMORIAL DAY PARADE RULES

Entries: The West Newbury Memorial Day Parade is open to many different units, including Pentucket School bands or music groups, color guards, antique cars, military vehicles, scouting organizations or community marching units who wish to honor our veterans with their participation.

- All entries must be in good taste, suitable for a family event and show respect to other parade participants and the community in general. Improper use of the American flag is strictly prohibited. The Parade Master/Mistress reserves the right to reject any entry deemed inappropriate or not representative of this community celebration. This includes any and all organized groups that appear to be participating for the purpose of protesting for or against a cause.
- The use of lewd or vulgar language is not allowed in the parade at any time. Improper language is not to be spoken, nor written on any banners or signs, during the procession of the parade, regardless of intent.
- Signs carried or on other items or persons must be specifically related to honoring our veterans. For example, you may say "ABC Company Honors those who Serve" or "XYZ Associates Honors our Fallen Heroes."
- Elected officials or candidates for public office CANNOT wear campaign attire, buttons or other advocacy paraphernalia nor can campaign signage be used to decorate any vehicle or other items; nor can campaign literature be passed out while marching in the Memorial Day Parade.
- Horses and dog units must clean up after the animals as the parade progresses.
- Each vehicle must be legally registered, insured and road safe.
- All entries must keep moving and in line of march at all times. No exceptions.
- No items may be thrown from parade units. If you wish to hand out items, they must be approved in advance by contacting the parade organizer
- No alcoholic or other intoxicating beverages or controlled substances may be consumed, carried, or possessed by parade participants during the event.

Safety/Security: Due to heightened security awareness, all vehicles are subject to search. No real weapons are permitted. Replica weapons must be noted on the Entry Form and MUST BE APPROVED by West Newbury Police Department.



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

Memorial Day Parade

To: Parade Participants

Thank you for your participation in the upcoming Memorial Day Parade! We have a large number of participants in this Bicentennial year, and it promises to be a terrific event!

Please find enclosed a map of the parade route, a map of the pre-parade staging locations, an overall lineup of parade participants, and a lineup of which organizations should set up in which staging areas. The staging areas have been phased with the sequence of the parade to ensure – we hope! – a smooth event that accommodates the large number of participants. Please take note of the following guidelines:

1. Early in the parade route, the Boy Scouts' Honor Guard, Grand Marshals, and veterans will stop briefly at the Soldiers & Sailors Memorial (Carr Post) in order to salute the veterans honor roll. The procession should pay attention to those in front of you, and be prepared for these temporary stops so they do not cause a back-up.
2. No candy is to be thrown from vehicles. If candy is distributed by parade participants, it should be given to attendees by hand by someone walking in the parade.
3. Parade Floats should have two walkers on either side of the float to ensure that attendees and children don't walk in front of the float, and to help ensure safety.
4. Public safety vehicles will not sound their sirens during the parade.
5. Atlantic Ambulance will be among the last in the procession, along with the Fire Department. Water, ice and medical assistance will be available as needed.

The road will remain closed throughout the parade and the ceremony on the Training Field to follow the parade. When you complete the parade route, please proceed to Long Hill Orchard and wait until the parade is complete before returning to the starting point to retrieve your vehicles; or, take an alternate route (other than Main Street) back to the parade starting point. You are also welcome at an open house and cookout at the Public Safety Complex.

In addition to police, fire and EMA staff, parade volunteers will be available to assist on Monday morning. If you have any questions, call or text me anytime at 978-891-7318.



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

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 10, 2019
RE: Special Town Meeting follow-up items

In anticipation of potential approval of the Soldiers & Sailors Building proposal, work has been ongoing this fall in anticipation of potential borrowing (Item N herein) and designer selection (Item I herein). We have also been corresponding with MassDOT regarding the potential to petition to allow on-street parking on Route 113 to support active use of the S&S Building. Last week the Police Chief, DPW Director and I met with a MassDOT rep on site, and have a good understanding of what process and roadway changes would be needed in order for MassDOT to potentially allow this.

Tax Rate (Article 12)

Based on the approved FY20 Budget, MDOR certified property values, and estimated New Growth, it is estimated that a transfer of \$245,000 would result in a tax rate at or very close to the current rate of \$14.57/1000.

However, the overall assessed value of property in West Newbury increased by about 3.3% from FY19 to FY20 (an increase of \$31.3M).

If the FY19 tax rate were to be applied to your property, and your property increased in value by 3.3% from last year to this year, your actual tax bill would also increase by about 3.3%.

The Board of Selectmen recommend a transfer of \$400,000 from Free Cash, which has built up over the years, in order to reduce the FY20 tax rate and provide some property tax relief.

With the recommended transfer, it is estimated that the FY20 tax rate would fall from \$14.57 (FY19) to approximately \$14.42 (FY20).

At a rate of \$14.42, the actual tax bill for a property that increased in value by 3.3% from FY19 to FY20 would be expected to see an increase of about 2.2%. The actual tax bill for a property that remained the same value from FY19 to FY20 would be expected to fall by about 1%.

Angus Jennings, Town Manager

11/4/19

Tax Rate Options and Shifts

CLASS	TOTAL VALUE	%	
Residential	951,528,646	97.3187%	R O %
Open Space	0	0.0000%	
Commercial	8,211,185	0.8398%	C I P %
Industrial	2,101,400	0.2149%	
Personal Property	15,904,090	1.6266%	
Total	977,745,321	100.0000%	

Residential Exemption

# Eligible Parcels	
Res Parcel Count	
Res Exemption %	

Total Res Value Net of Exemption

--

Small Commercial Exemption

# Eligible Parcels	
Total Value of Eligible Parcels	
Com Exemption %	

Total C & I Value Net of Exemption

10,312,585

Single Tax Rate	14.42
-----------------	-------

Maximum Allowable Levy (City/Town only)	14,766,020.00
Estimated Levy	14,099,087.54

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

CIP Shift

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

Estimated Levy Limit Calculations

Fiscal Year 2020

FOR BUDGET PLANNING PURPOSES

TO CALCULATE THE FY 2019 LEVY LIMIT

A.	FY 2018 Levy Limit	13,212,301	
A1.	Add Amended FY 2018 Growth	0	
B.	ADD (IA + IA1) X 2.5%	330,308	
C.	Add FY 2019 New Growth	110,872	
C1.	Add FY 2019 New Growth Adjustment	0	
D.	Add FY 2019 Override	0	
E.	FY 2019 Subtotal	13,653,481	
F.	FY 2019 Levy Ceiling	23,660,482	
I.			\$ 13,653,481 FY 2018 Levy Limit

TO CALCULATE THE FY 2020 LEVY LIMIT

A.	FY 2019 Levy Limit from I. above	13,653,481	
A1.	Add Amended FY 2019 Growth	0	
B.	ADD (IIA + IIA1) X 2.5%	341,337	
C.	Add FY 2020 New Growth	143,338	
C1.	Add FY 2020 New Growth Adjustment	0	
D.	Add FY 2020 Override	0	
E.	FY 2020 Subtotal	14,138,156	
F.	FY 2020 Levy Ceiling	24,443,633	
II.			\$ 14,138,156 FY 2019 Levy Limit

TO CALCULATE THE FY 2020 MAXIMUM ALLOWABLE LEVY

A.	FY 2020 Levy Limit from II. above	14,138,156	
B.	FY 2020 Debt Exclusion(s)	627,864	
C.	FY 2020 Capital Expenditure Exclusion(s)	0	
D.	FY 2020 Stabilization Fund Override	0	
E.	FY 2020 Other Adjustment	0	
F.	FY 2020 Water/Sewer	0	
G.	FY 2020 Maximum Allowable Levy	\$ 14,766,020	

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

City/Town/District of:

Fiscal Year:

I. TAX RATE SUMMARY

la. Total amount to be raised (from Page 2 IIe)	\$ 19,109,685.65
lb. Total estimated receipts and other revenue sources (from Page 2 IIIe)	5,010,598.11
lc. Tax levy (Ia minus Ib)	\$ 14,099,087.54
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from Options worksheet)	(c) IC above times each percent in col (b)	(d) Valuation class by (from Options worksheet)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	97.3187%	13,721,043.09	951,528,646	14.42	13,721,043.08
Net of Exempt					
Open Space	0.0000%	0.00	0		
Commercial	0.8398%	118,405.29	8,211,185	14.42	118,405.29
Net of Exempt					
Industrial	0.2149%	30,302.19	2,101,400	14.42	30,302.19
SUBTOTAL	98.3734%		961,841,231		13,869,750.56
Personal	1.6266%	229,336.98	15,904,090	14.42	229,336.98
TOTAL	100.0000%		977,745,321		14,099,087.54

II. Amounts to be raised

Ila. Appropriations (col. (b) through col. (g) from Page 4)	<u>18,856,890.65</u>
Ilb. Other amounts to be raised	
1. Amounts certified for tax title purposes	0.00
2. Debt and interest charges not included on page 4	0.00
3. Final awards	0.00
4. Total overlay deficit	0.00
5. Total cherry sheet offsets (see cherry sheet 1-ER)	7,604.00
6. Revenue deficits	0.00
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00
8. CPA other unappropriated/unreserved	0.00
9. Snow and ice deficit Ch. 44 Sec. 31D	0.00
10. Other: <input type="text"/>	0.00
TOTAL Ilb (Total lines 1 through 10)	<u>7,604.00</u>
Ilc. State and county cherry sheet charge (C.S. 1-EC)	<u>80,191.00</u>
Ild. Allowance for abatements and exemptions (overlay)	<u>165,000.00</u>
Ile. Total amount to be raised (Total Ila through Ild)	<u>19,109,685.65</u>

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State	
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	387,119.00
2. Massachusetts school building authority payments	0.00
TOTAL IIIa	<u>387,119.00</u>
IIIb. Estimated receipts - Local	
1. Local receipts not allocated (Page 3, col. (b), Line 24)	1,357,784.46
2. Offset receipts (See Schedule A-1)	0.00
3. Enterprise funds (See Schedule A-2)	795,099.00
4. Community Preservation Funds (See Schedule A-4)	1,363,210.00
TOTAL IIIb	<u>3,516,093.46</u>
IIIc. Revenue sources appropriated for particular purposes	
1. Free cash (Page 4, col. (c))	244,100.00
2. Other available funds (Page 4, col. (d))	463,285.65
TOTAL IIIc	<u>707,385.65</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate	
1. a. Free cash..appropriated on or before June 30, <input type="text"/>	0.00
1. b. Free cash..appropriated on or after July 1, <input type="text"/>	400,000.00
2. Municipal light source	0.00
3. Other source : <input type="text"/>	0.00
TOTAL IIId	<u>400,000.00</u>
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)	<u>5,010,598.11</u>

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

a. Total amount to be raised (from Ile)	<u>19,109,685.65</u>
b. Total estimated receipts and other revenue sources (from IIIe)	5,010,598.11
c. Total real and personal property tax levy (from Ic)	14,099,087.54
d. Total receipts from all sources (total IVb plus IVc)	<u>19,109,685.65</u>

PAGE 3 LOCAL RECEIPTS NOT ALLOCATED *

	(a) Actual Receipts <u>FY2019</u>	(b) Estimated Receipts <u>FY2020</u>
→ 1. Motor vehicle excise	\$ 806,885.00	\$ 810,000.00
→ 2. Other excise		
a. Meals	0.00	0.00
b. Room	0.00	0.00
c. Other	1,140.00	1,600.00
d. Cannabis	0.00	0.00
→ 3. Penalties and interest on taxes and excises	40,657.00	40,895.00
→ 4. Payments in lieu of taxes	13,203.00	14,000.00
5. Charges for Services - water	0.00	0.00
6. Charges for Services - sewer	0.00	0.00
7. Charges for Services - hospital	0.00	0.00
8. Charges for Services - solid waste fees	0.00	0.00
9. Other charges for services	0.00	0.00
10. Fees	0.00	0.00
a. Cannabis Impact Fee	0.00	0.00
11. Rentals	143,168.00	145,000.00
12. Departmental revenue - Schools	0.00	0.00
13. Departmental revenue - Libraries	0.00	0.00
14. Departmental revenue - Cemeteries	0.00	0.00
15. Departmental revenue - Recreation	0.00	0.00
16. Other departmental revenue	17,004.00	17,000.00
17. Licenses and permits	253,113.00	218,289.46
18. Special assessments	0.00	0.00
→ 19. Fines and forfeits	12,631.00	15,000.00
→ 20. Investment income	90,414.00	70,000.00
21. Medicaid Reimbursement	0.00	0.00
→ 22. Miscellaneous recurring (please specify)	89,655.00	26,000.00
23. Miscellaneous non-recurring (please specify)	136,016.00	0.00
24. TOTALS	\$ 1,603,886.00	\$ 1,357,784.46

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

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

PAGE 4 CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

APPROPRIATIONS							AUTHORIZATIONS			
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (B-1)	(d) From Other Available Funds (B-2)	(e) From Offset Receipts, (A-1)	(f) From Enterprise Funds (A-2)	(g) From Community Preservation Funds (A-4)	MEMO ONLY	
									(h) *** Departmental Revolving Funds	(i) Borrowing Authorization Other
04/29/19	2020	16,876,155.00	15,669,396.00				795,099.00	411,660.00		
04/29/19	2020	321,800.00	321,800.00						22,286.00	
04/29/19	2020	67,000.00		67,000.00					79,350.00	
04/29/19	2020	22,285.65			22,285.65					
04/29/19	2020	90,000.00			90,000.00					
04/29/19	2020	20,583.00						20,583.00		
04/29/19	2020	76,000.00			76,000.00					
04/29/19	2020	45,000.00			45,000.00					
04/29/19	2020	230,000.00			230,000.00					
04/29/19	2019	25,000.00						25,000.00		
04/29/19	2019	17,000.00						17,000.00		
04/29/19	2019	200,000.00						200,000.00		
04/29/19	2019	75,000.00						75,000.00		
04/29/19	2019	5,500.00		5,500.00						
04/29/19	2019	12,000.00		12,000.00						
11/04/19	2020	11,500.00		11,500.00						
11/04/19	2020	66,000.00		66,000.00						
11/04/19	2020	50,000.00		50,000.00						
11/04/19	2020	9,500.00		9,500.00						
11/04/19	2020	7,600.00		7,600.00						
11/04/19	2020	15,000.00		15,000.00						
11/04/19	2020	613,967.00						613,967.00		
Totals		18,856,890.65	15,991,196.00	244,100.00	463,285.65	0.00	795,099.00	1,363,210.00		
		Must Equal Cols. (b) thru (e)								

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

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

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

SUBMITTED BY Mike Morris (interim)
 FIELD REP Bobbi Colburn

COMMUNITY West Newbury
 FUND Water

RETAINED EARNINGS CALCULATION - ENTERPRISE FUND

PART I

CASH 1,227,266

SUBTRACT:

CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE

Warrants Payable	_____	_____
Encumbrances	_____	_____
Expenditures	_____	_____
Continuing Appropriations	_____	463,404
Petty Cash	_____	200
_____	_____	_____

OTHER

TOTAL 763,662

PART II

RETAINED EARNINGS - UNDESIGNATED 763,662

SUBTRACT:

ACCOUNTS RECEIVABLE (NET)

_____	_____
_____	_____
_____	_____
_____	_____

OTHER

TOTAL 763,662

PART III

FIXED ASSETS:

DEBITS

CREDITS

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	-	_____	-
FIXED ASSET VARIANCE	-	_____	-

Bobbi Colburn

REVIEWED BY: _____ PLEASE SEE CERTIFICATION LETTER

DATE: 10/25/19 FOR DIRECTOR OF ACCOUNTS APPROVAL



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: November 10, 2019
 RE: FY21 budget policy guidance – PRELIMINARY DRAFT

This memo is a work in progress, and I'll have updated information and recommendations on Tuesday night. Having worked 4 hours on Saturday and now into my 3rd hour on Sunday, I need to get back to my family for the rest of the weekend.

In the meantime, the following is some preliminary information regarding some of the dynamics to anticipate in the upcoming budget process:

1. Increasing costs

- a. Solid waste hauling
- b. Solid waste tipping fees
- c. Recycling

The above expense lines total \$375,080, comprising 2.4% of the approved FY20 operating budget. The Town is in the final year of its contracts with G. Mello (hauling) and Covanta (tipping), and the Board of Health has advised that we should prepare for significant increases in costs for FY21. Further, the BOH has advised that it cannot secure a fixed cost for recycling; the volatility in the market means that costs will be on a per-ton basis, and the Town will be subject to those market fluctuations.

- d. Health insurance. Est. 7%

The FY20 operating budget carries \$465,397 for health insurance (3% of total budget). Our insurance representative has preliminarily recommended that we budget for a 7% increase for FY21, which would be an increase of about \$32,500.

2. Increased demand for level of service

- a. DPW role on maintenance of trails (see enclosed memo from Open Space Comm.)

3. Union contracts

- a. Police Union contract expires at the end of FY20. It is anticipated that formal negotiations will begin soon.

4. Funding for School Resource Officer

- a. I have been working with Chief Durand, Chief Dwyer (in his role as SRO) and Superintendent Bartholomew to gather information and frame the issues. I recommend that this item be added to a future agenda, with the Finance Committee in attendance.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 24, 2018
RE: FY20 budget message

Reference is made to the following sample budget messages in other communities:

Town of Westford, MA FY19 Budget Message: online [here](#)

Town of Hampden, ME FY18 Budget Message: online [here](#)

In my experience, there have been two distinct events in the delivery of a budget message: the first is a statement of budget policy direction for the upcoming fiscal year; and the second is a detailed narrative/presentation with exhibits to accompany the presentation of the proposed budget. The initial statement is adopted by the chief elected body, with the second message prepared by the chief operating official.

I suggest that the present objective is to formally kick off the FY20 budget process, and to make known the Board of Selectmen's goals for the budget. The initial budget message should establish any numerical objectives you may have for the budget, and would be a good opportunity to communicate any changes in service levels the Board of Selectmen may wish to see in the proposed budget.

Drawing from prior discussions and other policy guidance, I offer the following suggested FY20 budget goals and objectives for your consideration:

- Taking into account reasonable estimates of future new growth and changes to assessed values, propose a FY20 budget that will limit property taxpayers' change to +/- __%. The proposed budget [SHOULD/SHOULD NOT] rely on an appropriation from Free Cash in order to meet this budgetary goal. If, in order to meet this budgetary goal, the proposed budget includes any changes in proposed organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified.
- Proposed updates and revisions to the Capital Improvement Program should be presented by the Town Manager concurrently with the proposed FY20 budget, understanding that capital planning and budgeting will continue concurrently with the overall budgeting process, and taking into account the process requirements of the Capital Improvements Committee Bylaw.
- Propose a FY20 budget with an updated chart of accounts, to facilitate the transition to a new accounting software during the FY20 budget year.
- Proposed budget to include, for both expenses and revenues, FY18 budgeted and actual, FY19 budgeted and year-to-date, FY20 proposed (Dept/B/C/C) and FY20 proposed (Town

Mgr). Modifications to account structure due to changes in chart of accounts should be specified.

- Enact a clear, transparent public process for finance committee and public review of the proposed FY20 budget, upon its presentation by the Town Manager on or before [DATE], taking into account information from taxpayers, town officials, department heads, boards/commissions/ committees, and residents.
- Proposed FY20 budget should take into account the anticipated adoption, prior to FY20, of the policies recommended in the June 2018 Community Compact Financial Policy Manual.
- Proposed FY20 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, regulation or policy, and should specify the estimated impact of any such newly effective requirements.
- For each section of the proposed budget, specify the individual(s) or the board/commission/ committee that will have authority to expend the budgeted funds.

You may find elements of the Town of Westford Budget Policy Direction that would also make sense to include here; it is online at:

<https://www.westfordma.gov/DocumentCenter/View/5587/Board-of-Selectmen-Budget-Policy-Direction-for-FY19-Budget>

At the time that my office presents the FY20 budget, it will include more detailed narrative/exhibits such as those reflected in the budget message documents linked above.

Town of West Newbury

Board of Selectmen FY '20 Budget Message/Policy Direction

December 3, 2018

To insure the growing and continued financial health of the Town of West Newbury, provide the public with confidence that Town officials respect their responsibility for fiscal stewardship and demonstrate to taxpayers and bond rating agencies that the Town has thoughtfully prepared for its future, the Board of Selectmen present to our employees, Boards, Commissions and Committees the following guidance in preparing the FY '20 budget.

Revenue and Expenditure Forecast

The Government Financial Officers Association (GFOA) notes a true structurally balanced budget is one that supports financial sustainability for multiple years into the future. A critical step in maintaining a sound financial plan is the preparation of a multi-year revenue/expenditure forecast.

The Town Manager, in consultation with department heads, shall prepare and maintain a three-year financial forecast of revenues, general and enterprise fund operations based on current service levels and current funding sources, to also include funding of the capital plan.

FY '20 Budget Message:

1. We propose a FY20 operating budget that will limit average single-family tax increase to no more than 2%, not including any Pentucket capital project impact, taking into account reasonable estimates of new growth and changes to assessed values. If, in order to meet this budgetary goal, the proposed budget includes any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified.
2. We propose that updates and revisions to the Capital Improvement Program should be presented by the Town Manager concurrently with the proposed FY20 budget, understanding that capital planning and budgeting will continue concurrently with the overall budgeting process, and taking into account the process requirements of the Capital Improvements Committee Bylaw.
3. We propose a FY20 budget with an updated chart of accounts, to facilitate the transition to a new finance and accounting software during the FY20 budget year. Modifications to account structure due to changes in chart of accounts should be specified.
4. We will carry out a clear, transparent public process for finance committee and public review of the proposed FY20 budget, upon its presentation by the Town Manager on or before February 15, 2019, taking into account information from taxpayers, town officials, department heads, boards/ commissions/ committees, and residents.
5. We propose that the FY20 budget should take into account the anticipated adoption, prior to FY20, of the policies recommended in the June 2018 Community Compact Financial Policy Manual.
6. We propose that the FY20 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, regulation or policy, and should specify the estimated impact of any such newly effective requirements.
7. We propose that, for each section of the proposed budget, specify the individual(s) or the board/commission/ committee that will have authority to expend the budgeted funds.
8. We will build revenue & expenditures projections a minimum of 3 years forward, current year and 3 years of history.

9. We will strive for a better understanding of actual police/dispatch expenditures, to target a maximum of level funding with the FY '19 appropriation, exclusive to the new police & dispatch union contract impacts.
10. We will bring the DLS financial policy review to a conclusion.

Future Priorities - To be complete during FY'20:

- We will implement the Department of Revenue, Division of Local Services (DLS) forecast tool. We will invite Marcia Bohinc to come in and talk with us about this after we finalize the policies. Where the policies are generally oversight, this is more of an operating tool. This discussion will include the Town Manager, the FinCom, the finance staff and the Selectmen.
- We will formalize Operations & Maintenance plans.
- We will investigate employee health insurance plan costs and options.

Approved by unanimous vote of the Board of Selectmen

December 3, 2018

Town of West Newbury

Board of Selectmen FY '19 Budget Message

Approved November 27, 2017

To insure the growing and continued financial health of the Town of West Newbury, provide the public with confidence that Town officials respect their responsibility for fiscal stewardship and demonstrate to bond rating agencies that the Town has thoughtfully prepared for its future, the Board of Selectmen present to our employees, boards and committees the following guidance in preparing the FY '19 budget.

Revenue and Expenditure Forecast

The Government Financial Officers Association (GFOA) notes a true structurally balanced budget is one that supports financial sustainability for multiple years into the future. A critical step in maintaining a sound financial plan is the preparation of a multi-year revenue/expenditure forecast.

The Town Manager (Treasurer/Collector), in consultation with the Finance Committee, shall prepare and maintain a three-year financial forecast of revenues, general and enterprise fund operations based on current service levels and current funding sources, also including the five-year Capital Improvement Plan. Employ a budget process where significant budget requests are justified.

Cash Flow Policy

Free Cash is the remaining, unrestricted funds from operations of the previous fiscal year including unexpected free cash from the prior year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. The calculation of Free Cash is based on the balance sheet as of June 30.

To minimize the amount of Free Cash held, the Spring Annual and Special Town Meetings should close with an approximate 3% balance in Free Cash, as a percent of the annual operating budget. Projected excesses of more than 5% at the close of the Fall Town Meeting will be included in a fall Town Meeting article, to reduce the tax rate.

Capital items currently paid for with Free Cash must be part of a funded capital plan. Tax rate reductions will only occur when the general stabilization capital plan is fully funded through raise and appropriate.

The Board of Selectmen, Town Manager (Treasurer/Collector) and the Finance committee will establish a fully developed policy on the above concept.

General Stabilization Fund

The General Stabilization Fund allows for the Town to plan for capital items, which cost over \$20,000 and have a useful life of at least five years. This allows the Town to maintain a consistent and predictable tax rate.

Each year the Town Manager shall submit a five-year capital improvement plan to the Selectmen, by the end of October. The plan will include both cost estimates and funding source(s). The current capital plan needs to be updated with accurate project costs and timing, prior to the FY '19 budget season. More recently capital items have been funded from Free Cash. Our objective is to migrate this over a period of years, to be fully funded by raise and appropriate.

School Building Stabilization Fund

The Town has established the practice to raise and appropriate expired debt and maintain those funds in the School Capital Stabilization Fund. This will allow the town to significantly mitigate actual property tax increases, in face of a major school building project. The Selectmen will finalize how to fully fund this debt when the full project cost is known, presumably in the summer of 2018. This could be through the use of a Proposition 2½ Override, use of the Town's reserves or a combination of both. Taxpayers will approve final funding, presumably in the fall of 2018.

In the event the Pentucket HS/MS project does not pass with the voters, the amount already appropriated will be used to pay the balance of the Page School capital expense, effectively reducing the tax rate by the amount of the annual Page School capital appropriation. Any further balance will be transferred to the General & Pension Stabilization Funds.

Reconciling Cash and Receivables

Two of the largest assets for a community are cash and receivables. Information pertaining to these is kept by the Treasurer/Collector and the Town Accountant. A Treasurer is the custodian of revenues, tax titles, and tax possessions, while a Collector keeps listings of outstanding receivables due to the Town, and the Accountant is responsible for maintaining the accounting records. Prompt and frequent reconciliations between them are essential in order to maintain control and insure checks and balances are in place.

Within thirty days after the end of each month, the Treasurer/Collector shall internally reconcile the cashbook to all bank statements, and the Treasurer/Collector shall internally reconcile all receivable balances with the receivable control. The results of these activities shall be forwarded to the Accountants office and compared to the general ledger records. If differences are determined, the Treasurer/Collector and Accountant shall reconcile the variances (e.g. missing information, errors and timing differences), with a copy of this final reconciliation forwarded to the Town Manager.



To: Angus Jennings, Town Manager
Wayne Amaral, DPW Director
From: Marlene Switzer, Open Space Committee
Re: Request for field mowing

Oct. 30, 2019

Ω

Angus and Wayne:

At the October meeting of the Open Space Committee, members discussed concerns about the effect of proliferating invasives in fields on town-owned land. As OSC Chairman John Dodge has written, “Mowing inhibits invasive plants and maintains the parcels as fields ... If they aren’t mowed, the alders and tree saplings take over in less than two years.”

With that in mind, the OSC is requesting that the DPW mow several neglected fields on town land before winter. Attention to all or some of these open areas before snowfall would go a long way toward maintaining the fields in native growth. We propose the DPW schedule annual mowing of such areas beginning next year.

- 1-3) Riverbend (*See attached Riverbend map*)
 - The Old Cow Pasture (west of the solar field along Route 113 at Page School)
 - The former cornfield/hayfield in the easternmost section
 - The upper field behind Page School, adjacent to the septic
- 4) The field that rises from the parking area at Indian Hill
- 5) The Cherry Hill fields (Annie Madden reports heavy growth of invasive plants)
- 6) The Butterfly Field at the Mill Pond parking area (off 113 between Pipestave & the pond)

The other scenic open areas – the main field at Dunn and the back field at Mill Pond – traditionally have been hayed by local farmers. We suggest these arrangements should be formalized to assure the fields are mowed regularly. If potential fields for hay or other products are identified on town-owned land, perhaps Essex County Greenbelt could assist in matching farmers with those parcels.

For many years, the task of clearing downed trees from trails has been undertaken by industrious OSC members, notably John Dodge and Steve Greason. Going forward, that responsibility logically would be assigned to the DPW, where the equipment and trained staff could make quick work of it.

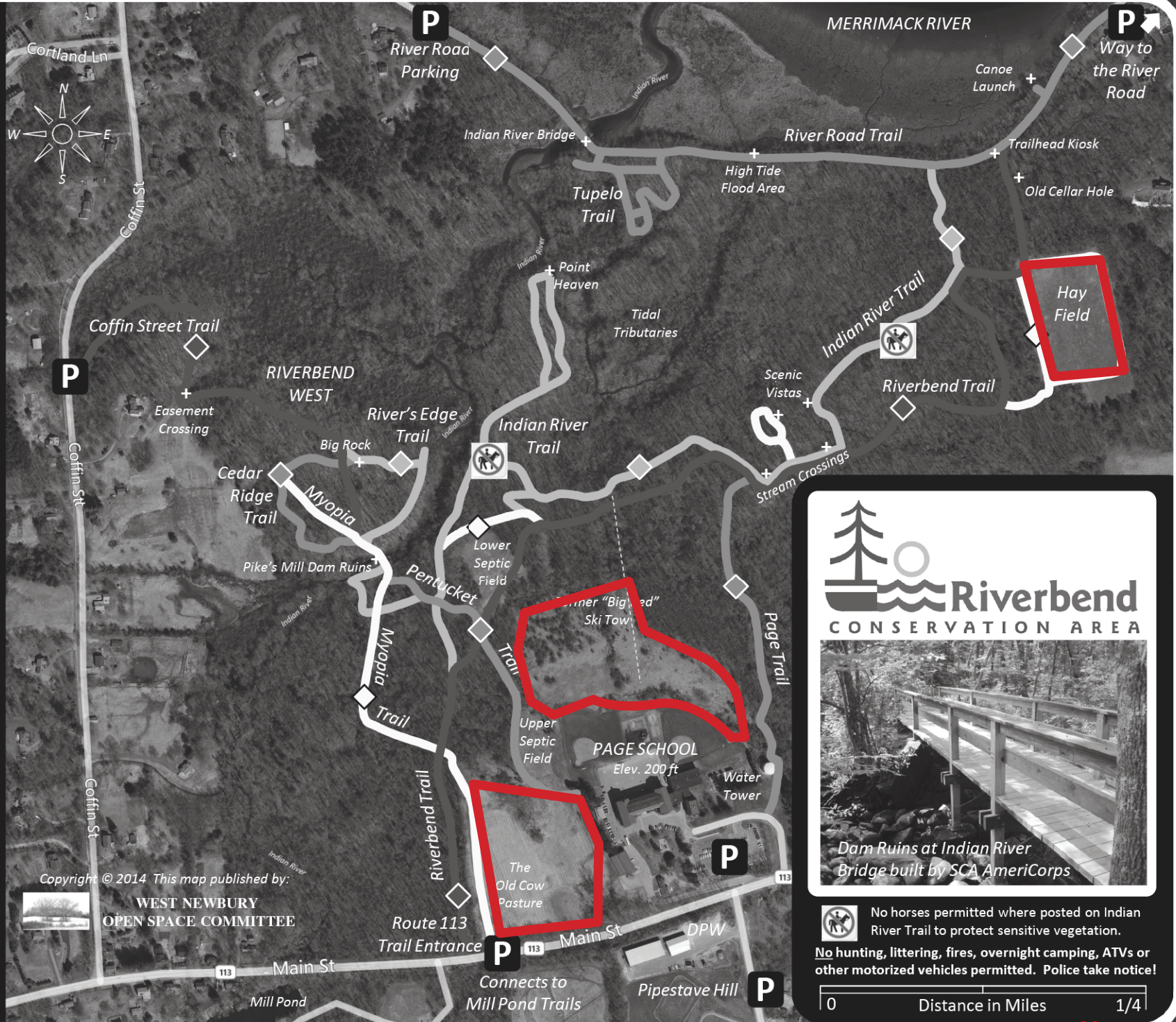
When planning future allocation of DPW resources, the OSC would appreciate consideration of the request for annual field mowing and major trail clearing (downed trees). We look forward to meeting with both of you to better define the commitment of DPW time and resources for these services. Please let us know your availability in advance of the Nov. 12 BOS budget considerations.

Thank you,
Marley Switzer

cc: Open Space Committee

TRAIL GUIDE

RIVERBEND



Copyright © 2014 This map published by:
**WEST NEWBURY
 OPEN SPACE COMMITTEE**



No horses permitted where posted on Indian River Trail to protect sensitive vegetation.
No hunting, littering, fires, overnight camping, ATVs or other motorized vehicles permitted. Police take notice!

0 Distance in Miles 1/4



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 10, 2019
RE: Middle/High School design process updates

As you know, the upcoming (Nov. 13th) School Building Committee meeting (beginning at 5:30pm at the High School) is an important step in the design process, as the Committee will be asked to approve a set of Value Engineering (VE) design changes intended to shave approximately \$3.2M off the estimated project cost and bring the project back in line with budget.

This past Wednesday I attended a lengthy work session at the architects' office at which each of the category 1 and 2 VE items were presented. Those assembled, which were a subset of the Committee, agreed with most of the architects' recommendations for VE items. A couple of exceptions were the orchestra pit (DW-55), which those in attendance (and, in fact, the architects as well) felt should remain within the project; and the proposal to replace glass railing with misc. metal finishes (DW-36), which was also not favored by those in attendance.

However, in my opinion the most significant item by far was item DW-35a, which has significant implications for the project. The enclosed email thread summarizes the issue, which relates to the front ballfields. I expect this item will be discussed at length at the upcoming Committee meeting.

Town Manager

From: Town Manager
Sent: Thursday, November 7, 2019 7:26 PM
[REDACTED]@[REDACTED].com
Cc: Seymour, Jonathan
Subject: Ball fields

Brad,

I think I understood but want to be sure I'm totally clear on the options being presented to the Building Committee next week w/r/t the front fields:

- 1) Option 1: remove loam, seed, and irrigation from baseball field for future turf field.
- 2) Option 2: retain loam, seed and irrigation for baseball field. Instead find \$413,600+/- in savings elsewhere in the project.

Is that correct?

With Option 1, please clarify what would be provided. Did I understand correctly that Option 1 would still include some sub-surface work that would offset some costs associated with a future turf field in this location? If so what work is that (i.e. what would be the "finished product" – understanding this would be incomplete – without completion by additional funds)?

What would be the dimensions of a future turf field (i.e. what was the field area used to roughly estimate the costs of a future turf field in this location)? Would the playing area of a future turf field approximate what has been budgeted for a grass field?

If I'm understanding this correctly, the only scenario where the District ends up with completed ballfields at the front of the site is to either raise (or see an outside party raise) ~\$850k-1M+ to install a turf field, or cut \$413k+/- from elsewhere in the project in the interest of getting a completed grass field. That seems like a really big deal, and there's a very short time window to make this decision. If the Building Committee agrees on all of the rest of the VE items but needs more time on this one, how much more time (if any) could be given before it became a real problem?

An update on the School project and the VE process is included on the 11/12 BOS mtg (this has been, for the most part, a standing agenda item). I want to be sure I'm totally clear on this issue.

Thanks,
Angus

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

Town Manager

From: Brad Dore <[REDACTED]@[REDACTED].com>
Sent: Friday, [REDACTED] 8, 2019 8:16 AM
To: Town Manager
Cc: Jonathan Seymour
Subject: Re: Ball fields

Angus,

Your description is generally accurate in terms of the value engineering decision at hand.

Key Points

1. The artificial turf field being discussed is new added scope as compared to the original budget established in Schematic Design.
2. The new field will be the same size as was proposed in Schematic Design but will now be artificial turf.
3. The original scope assumed natural turf, appropriate drainage and grading for a natural turf field, baseball infield mix, and irrigation.
4. The new field scope assumes preparation for artificial turf, appropriate drainage and grading for an artificial turf field but no "carpet" or line work.
5. The VE proposition assumes that #2 remains the same, #3 becomes deleted scope, #4 becomes added scope.
6. The condition that will remain if the VE is implemented is a "artificial turf ready" field that will require the installation of the "carpet" and line work.
7. As noted, if the VE item is not accepted then as you point out the estimated savings of \$413,600 will need to be found elsewhere between now and 60% CDs

Best,

Brad Dore, Assoc. AIA, LEED AP
Principal
DORE + WHITTIER
doreandwhittier.com<<http://doreandwhittier.com>>



On Nov 7, 2019, at 7:26 PM, Town Manager <townmanager@wnewbury.org<<mailto:townmanager@wnewbury.org>>>> wrote:

Brad,

I think I understood but want to be sure I'm totally clear on the options being presented to the Building Committee next week w/r/t the front fields:

1. Option 1: remove loam, seed, and irrigation from baseball field for future turf field.
2. Option 2: retain loam, seed and irrigation for baseball field. Instead find \$413,600+/- in savings elsewhere in the project.

MEETING MINUTES



Meeting Date / Time: **October 31, 2019 , 10:00 am**
 Project Name: **Pentucket Regional School District Building Project**
 Project Number: **17-0762**
 Subject: **Working Group Meeting 60%CD-1**
 Attendees:

Justin Bartholomew (JB)	PRSD Superintendent
Jonathan Seymour (JS)	Pentucket HS Principal
Ken Kelley (KK)	Pentucket MS Principal
Wayne P. Adams (WA)	Pentucket
Greg Labrecque (GL)	Business Manager
Greg Hadden (GH)	PRSD Facilities Director
Jon Lemieux (JL)	Vertex
Steve Theran (ST)	Vertex
Dena Trotta (DT)	PRSD, School Committee Vice-Chair
Lisa O'Connor (LO)	PRSD, School Committee Chair
Angus Jennings	Town Manager, West Newbury
Carol McLeod	Finance Directory, Merrimac
Denise Dembkoski	Finance Director, Groveland
Jonathan Rich (JR)	W.T.Rich Company, Inc (WTR), CEO
Kirk Balcom (KB)	WTR, Project Manager
Bert Comins	West Newbury Conservation Agent
Leah Zambernardi	West Newbury Town Planner
Brad Dore (BD)	Dore & Whittier Architects Inc. (D+W)
Jason Boone (JBo)	D+W
Mark Marshall (MM)	D+W
Josh Hagan (JH)	D+W, Job Captain
Nick Beck (NB)	D+W
Giovanna Chaisson (GC)	D+W, Interiors
Margaret Daly (MD)	D+W, Interiors
Abdias Jimnian (AJ)	D+W
María Fernández-Donovan (MFD)*	D+W, Project Manager
Formatting - ,	Attending / NOT Attending

Agenda:

1. MSBA DD Submission to CDs
2. Permitting Update
3. Neighborhood Meeting
4. Site Plan
5. Temporary Boiler
6. Building Name
7. Planning for November 6th
8. Planning for November 13th Building Committee Meeting
9. Housekeeping items and Schedule

ITEM	ACTION BY	DESCRIPTION:
		<p>Overall, active conversation was beneficial so that concerns were addressed, and questions were answered; likely will result in less issues arising at the public hearing.</p> <p>Contact information was provided in case further questions arise.</p>
1.4	<p>WTR D+W</p> <p>WTR</p> <p>PRSD</p>	<p>Site Plan, <u>Athletic Fields:</u> The Working Group clarified their field requirements: Minimum of 40 yards of football practice field with goal post (existing to be relocated as needed).</p> <ul style="list-style-type: none"> • D+W presented a sketch that Jonathan Seymore had shared earlier showing the 40 yards area as part of the existing football practice field, separated from the field closest to the entry that is intended to remain available for school use during construction. • D+W asked if it would be beneficial for the 40 yards of practice field to be adjacent to the practice field to remain for added use flexibility and avoid student/construction staff comingling. WG stated that it is acceptable and preferable, yet there would have a cost to relocate goal post and prepare the area. • Justin and Jonathan analyzed the fields options and decided it can work with a field and the 40 yards/goal post and transportation to other fields. • Justin has concerns about the drainage in the temporary fields. Grass will have a chance to grow spring through summer to August. • WTR and D+W will review the cost/benefits. • D+W will have Nitsch look into temporary parking areas to compact the parking areas. <p><u>Construction Site Layout:</u> Steve Theran, Vertex, asked WTR to layout the CA site. This will be reviewed at the December 5th Working Group Meeting and presented to the Building Committee on December 10th.</p> <p><u>Land Swap update:</u> The land swap has been agreed upon but is still in progress.</p> <ul style="list-style-type: none"> • The proposal includes putting up a fence and living wall to block view for the neighbor. Views and noise are sensitive items. • There are concerns about access, the Owner understands that access to the swap land site will be needed for maintenance vehicles. • The swap land is registered land and there is a process that has to be gone through. <p>D+W/WTR needs to know if the area will be available for construction use during construction. If used for laydown area materials will likely be visible above the fence. Stockpiles have low impact on neighbors. Justin stated that the group will be kept up to date.</p> <p>Greg H. said that when acquired, CA will have 2/3 of area, 1/3 is for maintenance.</p>

ITEM	ACTION BY	DESCRIPTION:
1.5	D+W	<p>Temporary Boiler: Up to now, the temporary boiler location has been proposed next to the loading dock. D+W is proposing the temporary boiler to be relocated to the front of the High School building, between the pond and the building, where the existing heat exchangers are now. Waterlines will be run overhead thru the school hallways to connect to the domestic hot water.</p> <p>This is an acceptable location to the PRSD WG.</p>
1.6	BC	<p>Building Names: D+W asked what the name of the building will be. Up to now it has been referred to as the Pentucket Regional School District Building Project Suggestions included:</p> <ul style="list-style-type: none"> • Pentucket Regional School • The Pentucket School • Pentucket Middle-High School • Pentucket Regional • Pentucket Regional Academy <p>The group decided that this is information to be addressed with the Building Committee and School Committee.</p>
1.7	Record	<p>Planning for November 6th</p> <ul style="list-style-type: none"> • Design Development Page Turner: 9:30am and 1:00pm sessions at D+W • VE List Meeting at 1:00pm at D+W (Categories 1 and 2 will be reviewed) • Pre-Application Conference Planning Board at Town Hall
1.8	Record	<p>Planning for November 13th The Building Committee Meeting has been rescheduled for 5:30pm on November 13 to avoid conflict with other meetings in town.</p> <p>The Agreed upon agenda is:</p> <ul style="list-style-type: none"> • Neighborhood Meeting update • Permitting update • VE List Approval <ul style="list-style-type: none"> ○ Brad Dore clarified that the intent of the VE List approval is to approve the amount to be reduced with proposed items. Nevertheless, the design team reserves the option to propose alternative VE items during the following phases in order to improve the DD VE options while continue to meet the budget. The Working Group understood and agreed. • Interiors Subcommittee selection <ul style="list-style-type: none"> ○ Initial members: Greg Hadden, Bob Danford, Jonathan Seymore and Justin Bartholomew. ○ 3 added members ideally will represent all 3 towns.

ITEM	ACTION BY	DESCRIPTION:						
		<ul style="list-style-type: none"> ○ It makes sense for the Interiors Subcommittee to morph into the FF&E Subcommittee later in the process. ○ Proposed meeting dates: November 21, December 12, January 2 and every other week after as needed. • Name of the proposed building 						
1.9	Record	<p>House Keeping: Justin Bartholomew provided signatures for the following documents:</p> <ul style="list-style-type: none"> • Authorization for the Design Team to proceed from DD to CD • Conservation Commission NOI documents to be submitted on Friday. • Contract Amendment No 3 for ASR#5 - Traffic Study. • Site Plan Review applications <p>Greg Hadden clarified that the address of the buildings on campus are as follows:</p> <table border="0"> <tr> <td>20 Main Street</td> <td>Existing Middle School / Proposed Stadium</td> </tr> <tr> <td>22 Main Street</td> <td>District Offices</td> </tr> <tr> <td>24 Main Street</td> <td>Existing High School / Proposed Building</td> </tr> </table>	20 Main Street	Existing Middle School / Proposed Stadium	22 Main Street	District Offices	24 Main Street	Existing High School / Proposed Building
20 Main Street	Existing Middle School / Proposed Stadium							
22 Main Street	District Offices							
24 Main Street	Existing High School / Proposed Building							
1.10		<p>Schedule – Next meetings</p> <p>November 6th Meetings at Dore and Whittier Offices 9:30am – Page Turner - Site/Landscape 1:00pm – Page Turner - MEP/Civil 1:00pm - VE List Review</p> <p>November 13th Building Committee Meeting, 5:30pm, HS Cafeteria November 14 Working Group Meeting, 10:00am, D+W</p> <p>See attached for other dates on the schedule through 60% CD MSBA Submission.</p>						

The above notes reflect the summary of our meeting. Please contact me with any comments or corrections. After 10 days, we will accept these minutes as an accurate record of our discussion.

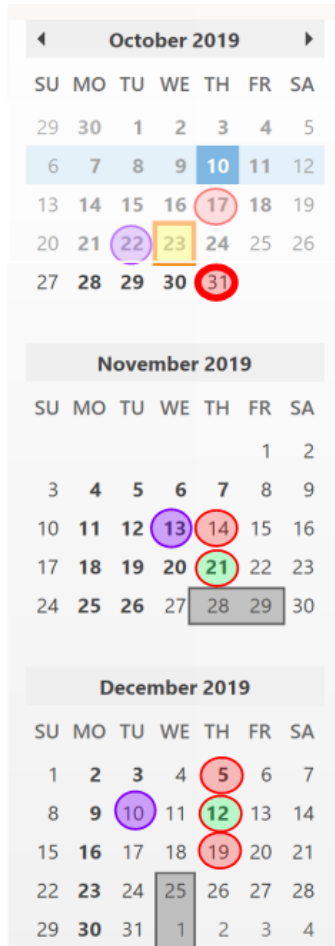
Sincerely,
DORE + WHITTIER

Maria Fernandez-Donovan AIA, LEED AP BD+C, MCPPO
Project Manager









Attachments: 60% CD Calendar

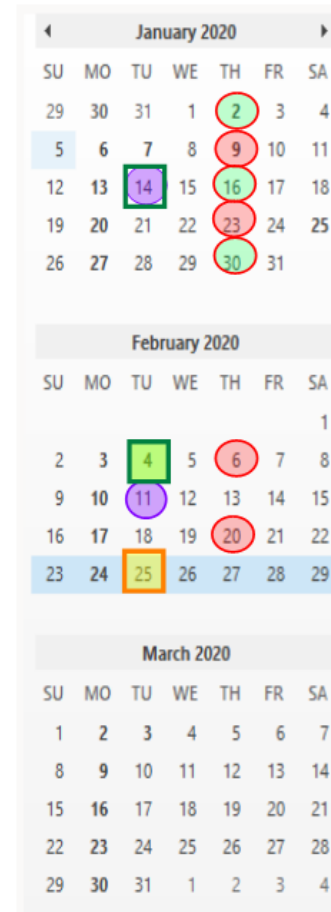
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Attendees
Building Committee, MM, MD, BT, NB, GSC

Schedule



60% CDs *

-  Proposed Working Group Meetings
-  Proposed Interior Committee Meetings
-  Holiday - Thanksgiving, Christmas, New Years Day
-  MSBA CD60% Design Review
-  BC Meetings
-  Issue Pricing Set
-  Cost Estimates Available
-  MSBA Deadline ERP and 60%CD - January-February



* Calendar as of 10-31-2019 subject to change.



Status
 1 = Most Desirable
 2 = Acceptable
 3 = Not Preferred
 4 = Undesirable
 5 = Unacceptable

VE #	VE Description	Status (1 to 5)	Remarks
DW-01	Motorized shades (scope reduction) - 1,500 SF reduction	1	
DW-02	Manual dual flush instead of auto flush	1	
DW-04	Gymnasium wall pads - there is a lot of space for overrun in most of the Gym	1	
DW-05	Interior Signage at intersections throughout school - corners with letting	1	
DW-07	Delete Sound isolation booths at Therapeutic Processing - drywall room in its place	1	
DW-09	Delete Underslab Insulation (not Required) - School and Stadium Support	1	Confirmed
DW-12	Remove Site security gates at Bus Lane and At access to Loading Area - keep 1 gate at Farm Lane	1	
DW-13	Plaster at walls in Auditorium (Maintain Ground Face Block)	1	
DW-14	reduce windows at Locker room areas - 100% reduction	1	
DW-16	Reduce number of Spray booths - reduce by 2	1	
DW-17	Delete Mock UP Panel	1	
DW-18	Reduce Colored Concrete - reduce by 25%, regular concrete carried	1	
DW-19	Reduce Site Trash Receptacles	1	
DW-20	Reduce Site Bicycle Racks - reduce to 4 EA	1	
DW-23	Reduce size of Concrete edge at Synthetic Field - allow \$75/LF	1	reduce to 12" x 18"
DW-24	Reduce Planting - reduce by 20%	1	
DW-25	Interior Brick (Remove from Extended Learning) - and small group	1	
DW-28	Revise Ground face block to Painted Block at Stairs - back of house	1	
DW-29	Revise Flotex Flooring (used in) at Extended Learning and Courtyard Café (approximately 6,791 SF) - still flotex, received sub pricing	1	
DW-31	Replace 50% Concrete Sidewalks with Bituminous	1	

VE #	VE Description	Status (1 to 5)	Remarks
DW-33	Alter Soffit Material @ brick step (Unit cost to remove approximately 1000 sf) - Based on Linear Metal by Armstrong	1	
DW-37	Reduce parapet height (reduce parapet height by 2') at area B and Area C Classroom wings - at N11 only. Confirm if we are tool include other edges at Area C.	1	
DW-39	Reduce amount of CW at Art Corridor popup - lowered by 1 foot	1	
DW-40	Reduce height of Art Corridor Popup roof (Lower by 1 foot) - change upper area from CW to SF	1	change upper area from CW to SF
DW-42	Reduce size of storefronts at Level 1 (at 3 story areas, Middle School only) - 2' reduction at first floor areas	1	
DW-44	Reduce Parapet returns across roof - Value is 50% deletion	1	
DW-48	Exterior window and storefront Shading devices - Delete at sector C and B	1	
DW-48A	Exterior window and storefront Shading devices - Delete balance of ornamental tie rods	1	
DW-49	Remove Loading Dock Canopy	1	
DW-51	Reduce some of the wood panel in the Auditorium - 25% reduction	1	
DW-55	Orchestra Pit and lift	1	
DW-56	Theater rigging scope reduction - design to 325k	1	
DW-57	Corridor Wall tile Scope and or material - reduce value by 25%	1	
DW-58	Reduce or delete CW (other than Art Corridor)	1	
DW-59B	Revise all of the Stadium Building exterior to Brick from corrugated panel	1	
DW-60	Revise District Office infill to brick in lieu of corrugated metal panel	1	
C-01	Change granite curb to pre-cast concrete curb (30 %) or reset and salvage existing granite curb	1	
A-01	Change Epoxy Paint to Standard Paint (46,423 SF) - 25% reduction	1	
A-03	Change Tile to FRP and epoxy paint at Kitchen and Serverly	1	
A-07	living green wall 6' x 16'	1	
A-12	site lighting reduction	1	



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VE #	VE Description	Status (1 to 5)	Remarks
DW-01A	Additional Motorized shades (scope reduction) - 1,400 SF reduction	2	
DW-35a	Remove loam, seed, irrigation from baseball field for future turf field	2	
DW-36	Glass railing to misc metals - partial - not at main lobby	2	



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VE #	VE Description	Status (1 to 5)	Remarks
DW-03	Fire Rated Storefront at Stair 2	3	reconciled estimate includes a glazing reduction for 70k. Fire rated and security glazing were backwards. There is 1 other fire rated SF33
DW-08	Reduce number of Concrete pads for AHUs - 25% reduction	3	
DW-22	Maintenance of Landscaping Delete	3	
DW-38	Reduce Ground Faced Block to Standard CMU at Corridors	3	
DW-41	Reduce roof edge design at Gym and Area D Classroom Wing (match N11/A6.60)	3	
DW-45	Remove Step From Wall of Gymnasium	3	
DW-46	Revise Wood Deck to Steel (due to high bid) - add AESS allowance	3	
DW-50	Linoleum to VCT - 95% RH adhesive included - do we want to add moisture mitigation or barrier 1?	3	includes addtion for barrier 1 at slab and decks
C-03	Substitute round pre-cast concrete seats with benches	3	
A-02	Change Polished Concrete to Linoleum (13,655SF)	3	
A-04	Reduce 1st floor ceiling height from 16' to 15'4"	3	



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VE #	VE Description	Status (1 to 5)	Remarks
DW-17	Delete Mock UP Panel - remaining 40k	4	
DW-21	Remove irrigation at Courtyard Lawn area	4	
DW-26	Remove Interior Metal Panel	4	
DW-27	Revise Ground Faced Block to standard CMU at Auditorium	4	
DW-28A	Revise Ground face block to Painted Block at Stairs - front of house	4	
DW-32	Remove brisole & Replace w/ embedded oakalux screening (\$50 /Sf for Oakawood (\$100K))	4	confirm pricing with subs
DW-34	Under Parking Drainage (Need to review scope)	4	
DW-35	Under Baseball Field Drainage (need to Review Scope)	4	Can not take with DW-35a
DW-59A	Revise the exterior be almost entirely brick. - (retaining only the North, West, South sides of the Press Box)	4	Not yet priced
DW-59C	Revise all of the building to brick - But make the East Face (T28/A4.20) Up to the Press Box level (i.e. behind the bleachers) Split faced block.	4	Not yet priced
C-05	Change decorrative gravel to mulch (50%)	4	
A-08	brick size - upper walls - consider utility brick	4	Not yet priced
A-09	compressed air lines	4	Not yet priced
A-10	reduce hardscape in front court yard	4	Not yet priced
A-11	reduce hardscape in back court yard	4	Not yet priced
A-13	delete L01 at building step	4	Not yet priced
A-14	Connect gas at Farm lane	4	Need to investigate gas main presssure at Farm Lane
M-01	Eliminate middle school water heaters, pumps, mixing valves....just use set at water service entrance, and eliminate set in middle school (will have more copper piping added, but should be less \$\$)	4	Not yet priced
M-02	Provide emergency showers/eyewashes with mixing valves fed with domestic hot and cold water in lieu of central tempered water system -- sometimes it's a savings, other times it is not.	4	Not yet priced
M-03	Eliminate overflow drains in lieu of scuppers in some areas.	4	Not yet priced

VE #	VE Description	Status (1 to 5)	Remarks
M-04	Eliminate solenoid gas shut off valves in classrooms replace with manual shut off valves in cabinet.	4	Not yet priced
M-05	DX rooftop units instead of cooling towers + chillers	4	Not yet priced
M-06	Standard centrifugal chillers instead of Maglev chillers	4	Not yet priced. Cannot take with M-05 above



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VE #	VE Description	Status (1 to 5)	Remarks
DW-06	Solid wall vs School Guard Storefront at Vestibules	5	
DW-10	Redesign of interior curtain wall at Gymnasium (currently identified as storefront)	5	
DW-11	Redesign of interior curtain wall at Library (currently identified as storefront)	5	
DW-15	Remove ornamental steel and or tie rods at windows	5	
DW-30	Revise Epoxy Flooring in Serving Area, Kitchen and Dry Storage (approximately 2,754 SF) - revise to what???	5	
DW-43	Reduce Size of Storefronts at Level 1 (at single story areas)	5	need more info/direction to price
DW-47	Reduce or eliminate Acoustic Block in Gym - Reduce 25%	5	
DW-47A	Reduce or eliminate Acoustic Block in Gym - Eliminate remaining 75%	5	
DW-52	Switch from W-shapes at roof to joists	5	
DW-53	Remove open volume @ Alt PE	5	need more info/direction to price
DW-54	Alter Roof edge detail @ structure ... remove posts at 4'-0" O.C.	5	need more info/direction to price
C-02		5	
C-04	Change perimeter CIP concrete wall @ turf field to pre-cast concrete curb	5	
A-05		5	
A-06		5	
E-01	Provide aluminum conductors for feeders greater than 100A in lieu of copper.	5	
E-02	Provide aluminum panelboard bussing in lieu of copper.	5	



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: November 10, 2019
 RE: Soldiers & Sailors Memorial Building designer selection

This is to identify several requests to the Board to provide policy direction as Mike McCarron (Chief Procurement Officer) and my office move forward in accordance with the updated Designer Selection Procedures adopted by the Board this fall.

The Board is requested to designate an “individual or group of individuals” as the “Committee” in accordance with item 3.

The Board is requested whether the designer fee shall be set in the advertisement or negotiated (item 5.f). The project budget included with the CPC proposal (only as follows, budget beginning on pg. 50) carried an architectural budget of \$167,561 based on 15% of the total project cost, plus a 5% design contingency (\$55,854):

https://www.wnewbury.org/sites/westnewburyma/files/uploads/soldiers_sailors_cpc_proposal_w_exhibits_fall_2019.pdf

The procedures (item 8) refer to the selection of “at least three finalists.” The Board is requested to consider revising this policy as follows:

“The Committee shall select at least three finalists, or such lesser number of finalists based on the number of proposals received from qualified respondents.”

The Board is requested to determine whether the Committee shall transmit the finalists to the Board for award of the design contract, or whether the Committee shall be empowered to select the designer and negotiate the fee (as provided for in footnote 2 to item 9).

The Board is requested to determine whether \$1M is adequate for designer insurance (item 15).

It is my understanding that Mike McCarron has prepared a complete RFQ and is ready to post this to the Central Register and otherwise advertise in accordance with the Designer Selection Procedures.

Now that their work under their existing charge is substantially complete, it will be helpful at a future meeting to review and update as necessary the charge of the Carr Post Building Committee.



TOWN OF WEST NEWBURY

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

West Newbury Board of Selectmen

("Awarding Authority")

Designer Selection Procedures

Adopted September 16, 2019

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BOARD OF SELECTMEN OF TOWN OF WEST NEWBURY

ENDNOTES

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



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 10, 2019
RE: Draft MDEP Solid Waste Master Plan

The Board of Health will attend the Nov. 25th meeting of the Board of Selectmen to provide updates regarding anticipated FY21 cost increases in the areas of solid waste hauling, tipping fees, and recycling.

In the meantime, MassDEP recently released the enclosed draft Solid Waste Master Plan, which is provided to the Board for review. Paul Seigny represented the Town at last week's public informational hearing in Wilmington, and briefed me on the meeting.

This Tuesday will be an opportunity to provide comments on the draft MassDEP plan, as well as to further consider solid waste management issues in preparation for the joint BOH/BOS meeting on Nov. 25.



Massachusetts
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MMA Resolutions

Resolution Supporting a Local-State-Federal Partnership to Address the Challenges to the Recycling Marketplace (2019)

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Whereas, the recycling marketplace in Massachusetts faces serious challenges that have stretched municipal budgets and limited options for processing recyclable materials;

Whereas, the strength of China's purchasing power for recyclables led to a decline in domestic markets for recyclable materials in the U.S., and the closure of glass and paper processing facilities in Massachusetts;

Whereas, contamination in the Massachusetts recycling stream has increased as a result of a transition to single-stream recycling and gaps in the understanding of residents and businesses as to how to recycle properly;

Whereas, China's National Sword Policy and the policies of other international purchasers of recyclables from the U.S. limiting the types and amount of recyclable materials exported from the U.S. has disrupted the financial landscape of recycling throughout the country, and in Massachusetts specifically;

Whereas, the U.S. faces a solid waste crisis stemming from overconsumption of material

goods, excess packaging and reliance on single-use plastic, and a finite amount of landfill space and other disposal facilities;

Therefore, it is hereby resolved that the members of the Massachusetts Municipal Association support the following essential policy positions to ensure a strong local, state, and federal partnership to address the challenges to the recycling marketplace:

Policy Development and Advocacy

- Municipal officials and the MMA should be active participants in state and federal policy development regarding solid waste management and recycling, including membership on the state Department of Environmental Protection's Solid Waste Advisory Committee in developing the long-range 2020-2030 Solid Waste Master Plan;
- Municipal officials and the MMA should participate in national, international and local organizations with a diverse range of stakeholders to review and explore ways to address solid waste and recycling challenges and share best practices;
- Municipal officials and the MMA should work with national organizations and our federal delegation to advocate for federal funding and programs to invest in recycling infrastructure and education;

Waste Reduction

- State and federal policy should support local efforts to reduce the waste stream by limiting or ending the use of hard-to-manage products and materials such as plastic bags, single-use plastic bottles, and Styrofoam and similar products;
- State and federal agencies and lawmakers should take steps to require that manufacturers and third-party sellers reduce the amount of packaging, both recyclable and non-recyclable, that accompanies products for sale;
- Cities and towns should review local procurement practices to explore opportunities to reduce excess packaging and materials and to develop minimal packaging standards;

Waste Diversion and Recycling

- The state should continue its efforts to standardize rules and practices regarding what materials can be recycled, and should provide assistance to cities and towns in educating the public on what and how to recycle properly;
- The state should provide support to municipalities to aid in the enforcement of state

and municipal recycling protocols with residents and businesses;

- The state and federal governments should use all of the tools at their disposal to create new markets for processing recyclable materials, both in state and regionally;
- Municipal officials and the MMA should support product stewardship legislation that requires manufacturer responsibility for end-of-life recycling of mattresses, paint cans, electronics and other products than can be diverted from the local waste stream;
- Municipal officials and the MMA support diversion of materials from the solid waste stream, such as organics for composting and textiles for proper recycling;

Disposal Options

- The MMA supports full review of regional and local approaches to identifying disposal options for the solid waste that cannot be recycled or otherwise diverted from the waste stream, consistent with state environmental and energy objectives;
- State and federal government policymakers, alongside academia and private industry, should support the development of new technologies for sustainable waste disposal, such as trash-to-energy, gasification and other innovations; and

It is further resolved that a copy of this resolution be forwarded to the governor of the Commonwealth, the General Court of the Commonwealth, and the members of the Massachusetts congressional delegation.

Advocacy Topics

ENERGY AND THE ENVIRONMENT



- See all
- Climate Change
- Drinking Water
- Energy Efficiency and Renewables
- Energy Regulation

DRAFT FOR PUBLIC COMMENT

Massachusetts 2030 Solid Waste Master Plan

September 2019

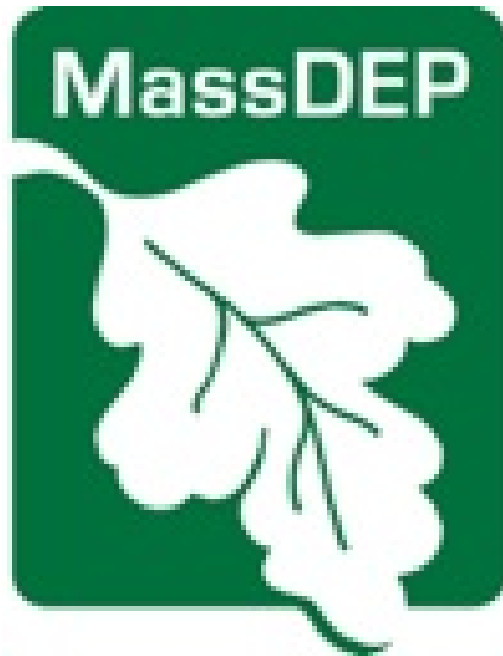


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Introduction and Background

The Solid Waste Master Plan establishes the Commonwealth's policy framework for reducing and managing solid waste that is generated, reused, recycled, or disposed by Massachusetts residents and businesses. The Draft 2020-2030 Plan proposes a broad vision for and strategies for how the Commonwealth will seek to manage our waste over the next decade and beyond. The Massachusetts Department of Environmental Protection (MassDEP) has prepared this Solid Waste Master Plan (the 2020-2030 Plan) in accordance with the requirements of Massachusetts General Law Chapter 16, Section 21.

Waste and materials management in Massachusetts has changed dramatically since 2010. Changes in global recycling markets have led to tight recycling capacity, depressed prices and increased recycling costs here in the Commonwealth. These markets have been stressed further by the closure of a large glass processor in Massachusetts. Solid Waste disposal capacity in Massachusetts and throughout the Northeast has continued to shrink as more landfills close and they are not replaced by new in-state disposal capacity. This tightening of disposal capacity has weakened the resiliency of Massachusetts waste disposal infrastructure and facility outages that were routine in the past are causing frequent operational problems.

These challenges also present opportunities and drive innovation. MassDEP has developed and implemented extensive programs since 2010 that lay the foundation for moving toward a zero waste future in Massachusetts. The Commonwealth has implemented a nation-leading strategy to reduce food waste, highlighted by a commercial organics disposal ban for facilities generating a ton or more of organic material a week in 2014. Supported by a comprehensive strategy, the rescue of fresh and perishable foods grew by 60%, innovative companies and municipalities established 600,000 tons of anaerobic digestion capacity, the number of businesses with food waste collection programs grew by 70%, and annual food waste reduction grew by 180,000 tons through 2018.

Massachusetts has also built upon its comprehensive grant and assistance programs for municipalities and businesses, including the [Sustainable Materials Recovery Program](#) and [Recycling Dividends Program](#) for municipalities and the [RecyclingWorks in Massachusetts](#) program for businesses. Massachusetts has implemented two new market development programs to help drive recycling market growth in Massachusetts, including the [Recycling Business Development Grant](#) program and a memorandum of understanding with the [Closed Loop Fund](#) to drive increased investment in Massachusetts recycling businesses. MassDEP also continues to provide loans through the [Recycling Loan Fund](#), while ramping up coordination with state economic development organizations to effectively leverage all of Massachusetts

market development programs to help support growth of local recycling, reuse, composting, and anaerobic digestion. Through these programs, MassDEP has provided a total of \$40 million in grants, loans, and assistance to support recycling since 2010.

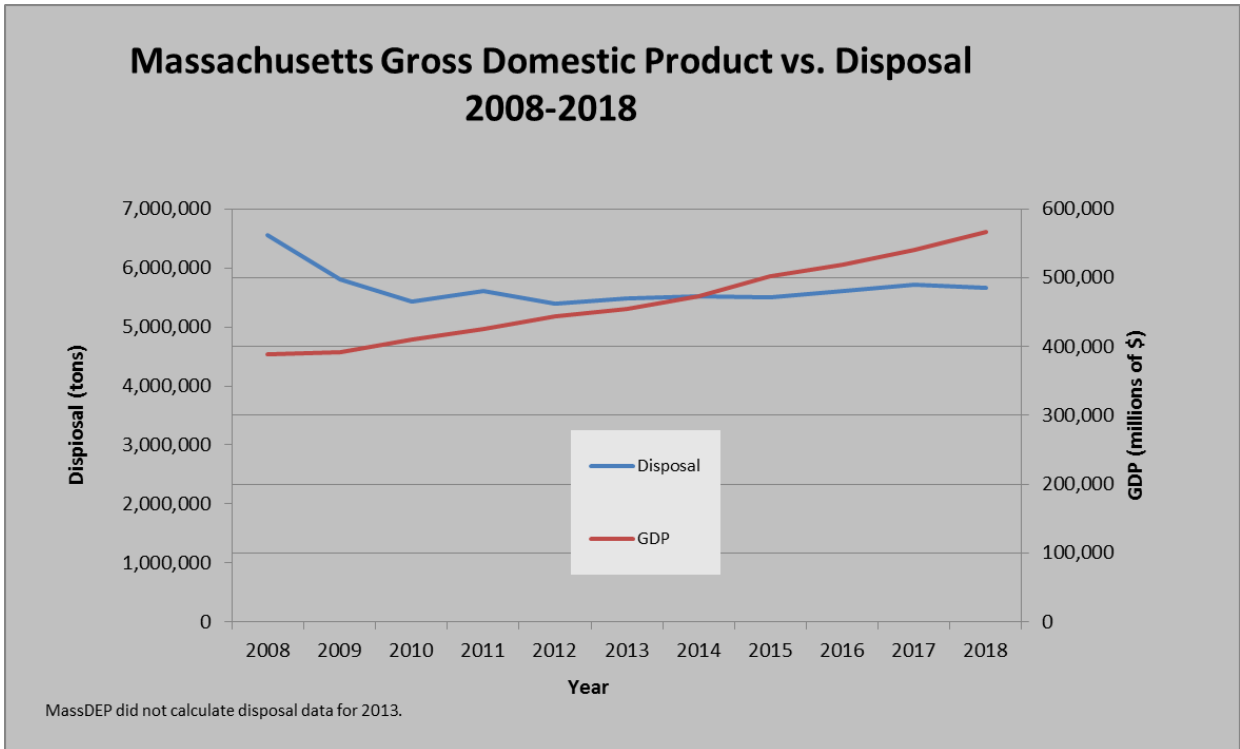
MassDEP has devoted significant effort to addressing the need to improve the quality of our recyclables and reduce contamination. In the past several years, the agency, working with municipalities and a number of recycling business partners, developed the [Recycling IQ Kit](#) and the [Recycle Smart](#) initiative to address these critical needs.

The Commonwealth is also striving to implement and grow initiatives at the top of the waste and materials management hierarchy, implementing a new reuse grant program, delivering guidance and technical assistance to foster increased source reduction of food waste, and establishing guidance and assistance to increase reuse of office furniture and building materials. In all of these areas, innovative business, non-profit, and municipal organizations and schools are helping to make progress.

MassDEP also continues to permit and oversee solid waste management, recycling, composting, anaerobic digestion and other facilities and operations to ensure that they are developed, sited, and operated in a manner that protects public health and the environment. Massachusetts has waste disposal bans that prohibit the disposal of certain recyclable and compostable materials in the trash. MassDEP has increased our waste ban inspection and compliance work over the past decade, identifying and resolving waste ban non-compliance by hundreds of businesses and institutions.

In the 2010-2020 Solid Waste Master Plan, MassDEP established a goal to reduce total disposal by 2 million tons on an annual basis, from 6,550,000 tons in 2008 to 4,550,000 tons in 2020. This would represent a 30% reduction. Through 2018, total disposal was at 5,660,000 tons, a decrease of 890,000 tons, or 14 percent. While the reduction is not on pace to meet 2020 goals, this decrease is more significant when considering that the state gross state product grew by 16% during this time period (Figure 1.1). Historically, waste generation typically tracks in line with the economy so that, without significant waste reduction and diversion, one would expect to see an increase in waste disposal by roughly 46% during this period. At the same time, Massachusetts population grew by 5% from 6,544,000 in 2008 to 6,902,000 in 2018. During this period, disposal per capita actually decreased 18%, from 2,000 pounds per capita in 2008 to 1,640 pounds per capita in 2018

In February of 2019, MassDEP published the [Massachusetts Materials Management Capacity Study](#), which was conducted for MassDEP by MSW Consultants Inc. This study showed:



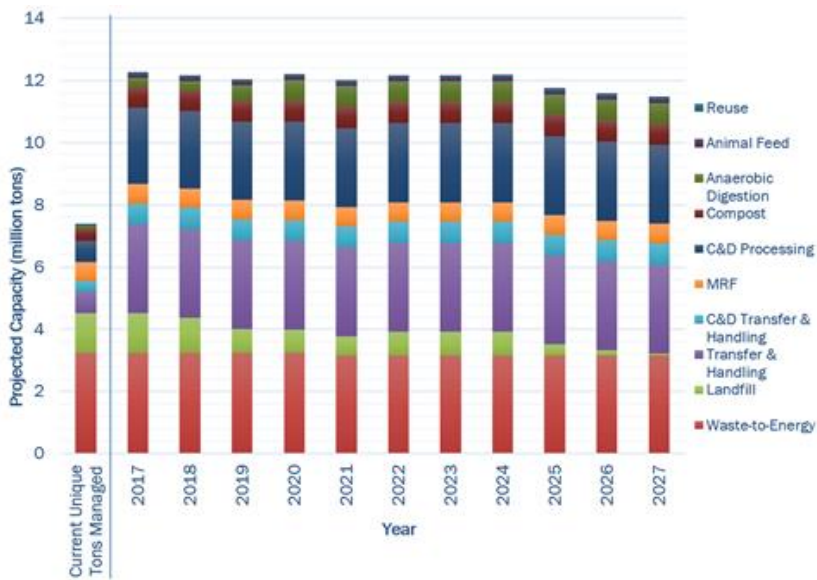
- limited and decreasing solid waste management capacity, consistent with MassDEP’s own disposal capacity projections. Municipal solid waste combustion capacity is essentially fully utilized on an annual basis and, as these facilities age, they may experience increased down time and maintenance needs.
- At the same time, landfill capacity for municipal solid waste and construction and demolition debris is projected to decline to virtually zero by the end of the next decade.
- While Massachusetts has fairly extensive waste transfer capacity, most of these facilities do not effectively increase overall capacity, as most are not able to deliver waste beyond Massachusetts and our neighboring states, where disposal capacity is also limited. Some facilities are investing in capacity to transfer waste out of the region by rail, though those facilities can face logistical challenges in terms of arranging rail shipments and ensuring an adequate supply of the right type of railcars. This tight system capacity is less resilient, which means that disruptions such as a temporary facility closure, poor weather, or even peak volumes can lead to haulers having difficulty finding adequate disposal outlets.

Massachusetts also has very tight capacity at materials recovery facilities, as these facilities are practically operating at 100% of their capacity right now. A number of facilities are making capital investments that are expected to increase their efficiency as well as their overall capacity. As our collective efforts to reduce contamination continue to grow, this will

effectively increase recycling capacity, as every ton of contamination that is removed from the recycling stream allows for another ton of recyclables to be accepted at our MRFs.

Massachusetts' capacity picture is brighter for other waste reduction and diversion capacity. Between anaerobic digestion and composting, Massachusetts has several hundred thousand tons of available capacity for food materials. Massachusetts has excess processing capacity for construction and demolition debris materials that can divert more material from disposal. Massachusetts also has a growing infrastructure for donation and reuse, particularly for food materials, building materials, textiles, and office furniture and equipment. At the same time, Massachusetts recycling infrastructure is growing for mattresses, which are a bulky and difficult to manage material in our waste stream (Figure 1.2).

Figure 1.2 Projected In-State Solid Waste Capacity (2017-2027)



Source: <https://www.mass.gov/files/documents/2019/02/19/capstudy.pdf>

Waste Reduction in Massachusetts by the Numbers

- **Food waste reduction** increased by 180,000 tons from an estimated 100,000 tons in 2008 up to 280,000 tons in 2018.
- **Food rescue** increased **60 percent** from 2008-2018.
- MassDEP awarded **\$24 million in grants to 308 municipalities** and regional groups since 2010.
- MassDEP conducted **1,000 waste ban inspections**, inspected more than **30,000 loads of trash**, issued over **800 notices of non-compliance**, and delivered more than **30 higher level enforcement actions with penalties** since 2013.
- **The Recycling Loan Fund** awarded **39 loans** for more than **\$10 million** since 2010.
- **The Recycling Business Development Grant program** awarded **26 grants** for more than **\$3 million** to support Massachusetts waste reduction infrastructure since its inception in 2016.
- **RecyclingWorks in Massachusetts** delivered **6,200 technical assistance services**, held **180 events** with nearly **5,000 attendees**, and established a web site that has received more than **350,000 visits**.
- **153 municipalities** (nearly 30 percent of the state's population) have implemented **Pay as You Throw** programs.
- Massachusetts state agencies purchased nearly **\$300 million in environmentally preferable products and services** in 2016.
- More than **200 organizations** joined MassDEP as **Recycle Smart partners** to help reduce recycling contamination.
- More than **60 municipal grantees** have recycled more than **70,000 mattresses** through MassDEP's **Mattress Recycling Incentive Program**, diverting almost 2,000 tons from the solid waste stream since 2016.
- Municipalities representing 52% of the state's population have prohibited the distribution of single use plastic bags

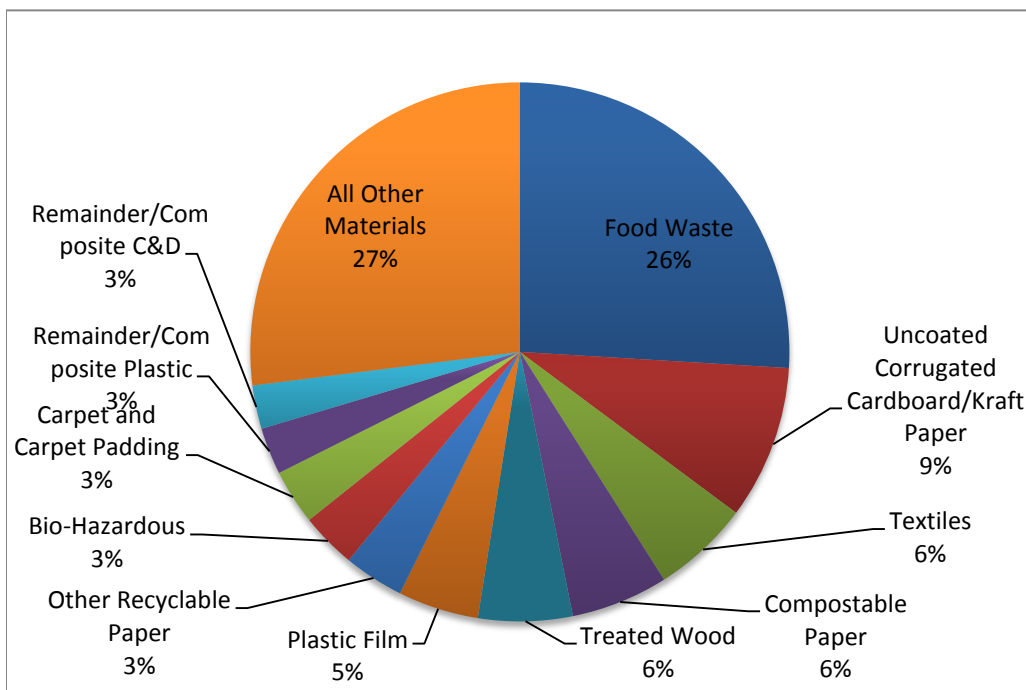
2010-2020 Goals and Policy Framework

In the 2010-2020 Solid Waste Master Plan, MassDEP established two primary waste reduction goals:

1. To reduce overall disposal from 6,550,000 tons in 2008 to 4,550,000 tons by 2020, a 30% reduction.
2. To reduce overall disposal to 1,310,000 tons by 2050, an 80% reduction.

Through 2018, Massachusetts total disposal had dropped to 5,660,000 tons, a reduction of 890,000 tons, or 14 %. This current trajectory will not achieve the 2020 goal. The programmatic work that has been done over the past several years will help lay the foundation for future waste reduction progress. There are significant environmental and economic arguments for why we should continue to set aggressive waste reduction goals and to strive towards a zero waste future in Massachusetts.

Figure 2.1 Top 10 Materials in the Trash (2016)



Source: <https://www.mass.gov/doc/summary-of-waste-combustor-class-ii-recycling-program-waste-characterization-studies-includes/download>

From an environmental standpoint, waste reduction provides well established and important benefits, particularly as we strive to reduce more waste through source reduction and reuse. Reducing our waste, along with recycling, composting, and anaerobic digestion will also help achieve important greenhouse gas reductions, energy savings and resource conservation impacts when viewed from a lifecycle perspective.

At the same time, solid waste disposal options and capacity in Massachusetts and throughout the Northeast are increasingly limited. As these options continue to decrease, we will have a more difficult time shipping trash for disposal and solid waste management costs will likely continue to rise. Reducing the amount of waste for disposal not only reduces our environmental impacts, but also helps us to achieve a more robust, diverse, and cost effective materials management system. Over time, these efforts can reduce materials management costs for businesses, municipalities, and Massachusetts residents. Diverting material to donation, reuse, recycling, composting, anaerobic digestion and other diversion outlets can help create jobs and economic activity that helps to grow the Massachusetts economy. A [2016 study conducted for MassDEP by ICF International](#) estimated that the implementation of Massachusetts' food waste ban and supporting strategies helped to support 900 jobs, added \$77 million to the gross state product and generated \$175 million in annual economic activity. Donation and reuse opportunities can also create important social benefits by helping to get valuable items to those in need. This argument is especially compelling for food, as we dispose of more than 1 million tons of food material in the trash annually, while 10.3 percent of Massachusetts' population is food insecure¹.

Moving Forward: Goals and Policies for 2020-2030

2030 Goals

1. MassDEP's proposed waste reduction goal for 2030 is to reduce disposal by 1.7 million tons annually from a 2018 baseline of 5.7 million tons to 4.0 million tons by 2030, a 30% reduction. This goal would place us on track to achieve our 2050 goal listed below.
2. Reduce the toxicity of the waste stream by improving the availability of household hazardous waste collection programs and implementing producer responsibility approaches for targeted materials.

¹ https://www.americashealthrankings.org/explore/health-of-women-and-children/measure/food_insecurity_household/state/MA

2050 Goals

1. MassDEP's proposed waste reduction goal for 2050 is to reduce disposal by about 5.1 million tons by 2050, from a 2018 baseline of 5.7 million tons to 570,000 tons by 2050, a 90% reduction.
2. Continue to reduce the toxicity of the waste stream by reducing and phasing out use of hazardous products.

Envisioning a Zero Waste Future for Massachusetts

MassDEP recognizes that a zero waste future requires wholesale change in how we produce, distribute, sell and use products and services as a society. This would require Massachusetts to move in the decades ahead toward policies encouraging and requiring any reusable, recyclable or compostable material to be diverted from disposal at an extremely high rate while eliminating the use of products or packaging that are not reusable, recyclable, or compostable. These types of changes will require significant policy actions and significant cultural and societal change. The building blocks for a zero waste future are in our hands today.

Setting Priorities

In order to reach our waste reduction goals most effectively and efficiently, MassDEP has conducted analysis to identify priority materials, which can be viewed as priorities for several different reasons, including:

1. Significant additional diversion potential on a tonnage basis,
2. Opportunities to reduce waste by phasing out use of single use products and disposable packaging,
3. Potential for increased reuse and donation, and
4. Existing underutilized capacity, or opportunities for local market development potential.

MassDEP has conducted analysis of Massachusetts waste characterization data that estimates additional diversion potential by material category. This analysis is included in Appendix B.

Priorities from each of the above four perspectives are summarized here:

Summary of Top Diversion/Reduction Priorities

1. Divert materials with significant potential.

<u>Material</u>	<u>Diversion potential (tons)</u>
Food material	570,000
Cardboard	220,000
Untreated wood	135,000
Textiles	130,000
Bulky materials	130,000

2. Reduce or phase out materials that are difficult to recycle.

- Target single use packaging
- Encourage better packaging and purchasing habits to reduce waste

3. Increase reuse and donation opportunities.

- Food donation to food banks and food rescue operations
- Building materials
- Office furniture and equipment
- Textiles

4. Develop local markets for recycling/reuse/management.

- Food material
- Mattresses
- Glass
- Textiles

Major New and Expanded Initiatives

In the sections that follow, MassDEP has described our proposed goals and strategies by program area. In addition, MassDEP expects to develop and periodically update separate Action Plans for key program areas of focus. Major proposed new or expanded program and policy initiatives proposed in the 2020-2030 Plan are:

Legislative Strategies

- Work with the Legislature and other stakeholders to :
 - Develop an effective approach to reduce the use of single use packaging.
 - Advance extended producer responsibility (EPR) systems for paint, mattresses, and electronics.
 - Develop a recycling service requirement for waste haulers that would ensure a level playing field and comprehensive recycling access for all residents and businesses.

MassDEP Regulatory and Assistance Strategies

- Develop a comprehensive approach and promulgate regulations to lower the current 1 ton per week threshold for Massachusetts' commercial food waste disposal ban to ½ ton per week by 2022.
- Work closely with municipal officials providing additional technical and financial support to successfully build comprehensive waste management programs including prioritizing assistance for development of new [Pay-As-You-Throw](#) programs.
- Promulgate regulations to ban the disposal of mattresses and textiles to drive increased mattress recycling and reuse and recycling of textiles.
- Increase the amount and frequency of waste ban inspections on haulers and generators of waste.
- Establish minimum performance standards for construction and demolition processing facilities to increase recycling of materials banned from disposal and improve compliance with waste disposal bans.
- Allow permitting of up to 350,000 tons of additional annual management capacity in the form of innovative waste to energy or other integrated waste management technologies and allow replacement of existing waste to energy capacity with more advanced technologies that reduce emissions and increase separation of recyclable materials.

Source Reduction and Reuse

Goals:

- Develop and implement expanded strategies to reduce waste at the source.
- Develop and implement policies and programs that extend the lifespan of products through reuse, repair and remanufacturing.

Priority materials: Durable goods including appliances, electronics and furniture, single use packaging and food service products, wasted food, building materials, transportation and distribution packaging

Strategies

Create a Strategic Reduce and Reuse Action Plan that will:

- Assess the best opportunities to increase materials reuse and extend product lifespans.
- Identify barriers and capacity needs among priority industries, including workforce development needs and technical gaps.
- Provide data on the state of reuse activity, economic benefit, materials diversion, and attitudes/behaviors around reuse.
- Create a network of source reduction and reuse industry stakeholders and hold an open dialogue to advance reuse, repair and extension of product lifetimes.

Residential

- Provide [micro grants](#) to municipalities, NGOs and businesses to stimulate growth of reuse/repair/share operations.
- Incentivize municipal investments in reuse/repair/share programs.
- Provide trainings and share best practices to institutionalize reuse/repair/share programs.
- Develop communications plan to help residents adopt best practices for reducing waste, increasing reuse and repair, and extending product lifespans.

Commercial and Institutional

- Provide grants for market development to drive better utilization of reused materials in value added applications

Figure 3.1 Libraries of Things at Peabody Institute Library, Danvers



Reuse Stores in Massachusetts

Reuse stores are home improvement and donation centers that sell gently used furniture, appliances, home goods, building materials and more. The main reuse stores in Massachusetts include:

- Habitat for Humanity ReStores
- Eco-Building Bargains
- Boston Building Resources

- Foster increased use of dishwashers and beverage dispensers to switch from disposable to reusable food service ware in school, institutional and corporate cafeterias.
- Support & promote initiatives to test reusable shipping containers or materials and promote successes.
- Address reuse, repair, and product durability in state contracts, such as for refurbished furniture vendors.
- Use tracking and data to increase efficiency and reduce waste in business operations, such as food service, packaging and distribution, and contracting incentive systems like resource management contracting.

Information

- Create an online calculator to quantify the environmental, social and economic benefits of choosing reuse/repair/share over purchase and disposal to help Massachusetts residents, businesses and municipalities better understand the benefits of reuse options.
- Develop an online tool/map to help connect Massachusetts residents with reuse/repair/share resources across the state.
- Document environmental, social and economic benefits of reuse of furniture, fixtures, and equipment in commercial and institutional renovation projects.

Policy

- Develop an approach to reduce the use of single use packaging.
- Develop model state or local policies that advance source reduction, reuse, and repair such as deconstruction and reuse in building codes, conversion to water coolers from single use water bottles in government buildings.

Figure 4.1 Habitat for Humanity Restore, Ashland



MassDEP provided a grant to help with capital costs of opening the Ashland store. There are now 16 ReStore locations across Massachusetts.

Organics Waste Reduction

Goal: Reduce the disposal of food and other organic materials by an additional 500,000 tons annually by 2030, based off of a 2018 baseline of 280,000 tons of food waste reduction.

Strategies

Work with stakeholders to implement an [Action Plan](#) targeting different sectors, including large commercial and institutional generators, medium business and institutional generators, and small businesses and residents.

For large generators:

- Develop initiative/systems to track and reduce food waste generation at the source.
- Drive increased food waste reduction through continued waste ban inspections and enforcement, sending formal information requests to businesses that generate food scraps, technical assistance through [RecyclingWorks in Massachusetts](#), and education and outreach.

For medium generators:

- Develop a comprehensive strategy to support reducing the threshold for the commercial organics waste disposal ban to ½ ton per week by 2022.
- Implement grant and loan programs to foster increased investments in collection systems, local and regional composting capacity and intermediate processing facilities.
- Provide expanded business assistance through RecyclingWorks in Massachusetts.

For small businesses and residents:

- Develop a multi-pronged approach to reduce food waste from small sources including:
 - Raise awareness about how to reduce food waste
 - Support increased adoption of on-site/home composting
 - Foster further development of community and drop-off composting programs
 - Develop efficient models for curbside food waste collection

Organics Collection Economic Impacts and Industry Trends (2010-2016)

- Employment across the industry **increased 150% from 2010 to 2016** and supports over 900 jobs.
- The sector was projected to **grow to support 1,370 jobs** by 2017.
- The food waste reduction industry generated **\$174 million in economic activity** in 2016.
- Companies engaged in food waste reduction had **planned capital investments of \$50 million**.

Source:

<https://www.mass.gov/files/documents/2016/12/pu/orgecon-pres.pdf>

Residential Waste Reduction

Goals:

- Increase quality of and reduce contamination in residential recycling streams.
- Reduce disposal of residential waste through source reduction, reuse, recycling, and composting.

Target Materials: Mixed residential recyclables, organics, textiles, mattresses, bulky materials

Strategies

MassDEP will continue to work closely with municipal officials, the recycling and solid waste industries, and other stakeholders to identify and implement strategies to improve management of residential waste streams and reduce disposal of these materials. MassDEP will focus on four categories of program and policy actions to progress towards these goals:

- Incentives & grants
 - Award municipal grants for equipment, pilot projects and regional initiatives through the [Sustainable Materials Recovery Program](#)
 - Provide incentive grants to encourage adoption of key waste reduction program initiatives through the [Recycling Dividends Program](#)
 - Promote and provide financial and technical assistance to municipalities to implement [Pay-As-You-Throw](#) programs.
- Technical Assistance
 - Deliver technical assistance through regional [Municipal Assistance Coordinators](#)
 - Support programs to collect and safely manage hazardous household products.
 - Manage state contracts to support municipal programs, including hazardous products collection and management, collection carts, and PAYT bags.

Pay As You Throw (PAYT) Fast Facts

- 153 Massachusetts municipalities, representing nearly 30% of the state's population have PAYT programs in place.
- Municipalities with PAYT have average per household trash generation rates that are up to 40% lower than non-PAYT communities.
- If all of Massachusetts municipalities adopted PAYT, that would reduce trash disposal by more than 400,000 tons annually.

- Training, Education and Outreach
 - Increase adoption of the [Recycling IQ Kit](#) at the local level to implement hands on “boots on the ground” local initiatives to reduce contamination in residential recyclables.
 - Implement broader adoption and increase program partners for the [Recycle Smart MA](#) program to raise awareness about what materials should and should not be placed in recycling bins.

- Continue to work with recycling facilities, haulers, and municipalities to ensure that materials collected can be handled through our recycling infrastructure.
- Policies and Regulations
 - Propose new waste bans on textiles and mattresses with grant and assistance programs to support and drive this infrastructure.
 - Support the development of producer responsibility approaches for materials that are difficult and expensive to manage in local programs, including paint, electronics and carpet.
 - Support the development of a hauler recycling requirements that ensure a level playing field and consistent access to recycling, especially for residents not served by municipal programs.

Snapshot of the City of Lynn Recycling IQ Kit Case Study

- **The Problem:** With a population of 94,063, Lynn had high levels of contaminated recycling. The top contaminants in recycling were plastic bags, food, and liquids.
- **Recycling IQ Kit:** MassDEP awarded Lynn the Recycling IQ Kit grant in 2017, which provided \$15,000 of funding and 40 hours of technical assistance to implement the program. The City used \$25,000 in Recycling Dividend Program funds to cover the remainder of the costs.
- **Taking Action:** Lynn implemented 8 weeks of curbside feedback to 5,000 households (18.5% of households served), focusing on the areas with the worst contamination. City staff checked carts and attached “oops tags” to recycling carts with the most problematic items with instructions to “correct this and we collect next time.” City-wide outreach included mailers, newspaper and social media ads, billboards, banners, sandwich boards, and store signs. The route supervisor communicated regularly with the hauler to let them know which carts were tagged and left unemptied at the curb.
- **Results:** The overall rejection rate (tagging rate) decreased 71.5% from the first week (31.6%) to the last week of the program (9.8%). It took two Oops tags or less to bring 87% of HHs into compliance in the most non-compliant area.



Commercial Waste Reduction

Goal: 1 of every 4 loads of trash that MassDEP observes at solid waste facilities contain significant amounts of materials that are banned from disposal. Through inspections, compliance, enforcement, and assistance, reduce percentage of waste ban failed loads from 26% in 2018 to 10% by 2030².

Priority Materials: Food material, cardboard, furniture and other bulky materials, mattresses.

Strategies

Improve waste ban compliance and enforcement

- Increase amount and frequency of MassDEP waste ban inspections.
- Create and distribute outreach materials to raise awareness about waste bans.
- Continue to utilize third party inspection data to inform inspections and outreach.
- Increase use of direct business information requests to gather more information on waste ban compliance status.
- Implement new waste bans for food material (reduced threshold of 1 ton per week), mattresses, and textiles.

Work with the business community to develop improved strategies to reduce waste and increase diversion from disposal.

- Support waste ban compliance through RecyclingWorks in Massachusetts technical assistance. Increase assistance for targeted sectors and materials, such as businesses subject to newly developed waste bans.
- Support initiatives that go beyond waste ban compliance including source reduction and recycling and reduction of materials that are not banned from disposal.
- Use financial and technical assistance to support other plan sections on source reduction, reuse, and reducing food waste.
- Develop guidance and tools to improve business waste, recycling, and organics contracting practices.
- Continue to assist schools and deliver recycling and composting education to schools through the [Green Team](#) program.

Business Recycling Assistance

- **RecyclingWorks in Massachusetts** delivered **6,200 technical assistance services**, held **180 events** with nearly **5,000 attendees**, and established a web site that has received more than **350,000 visits**.
- Recycling Works compliance tips <https://recyclingworksma.com/waste-bans-and-compliance/>
- Recycling Works food waste generation estimation <https://recyclingworksma.com/food-waste-estimation-guide>
- Recycling Works guidance for contracting hauling services <https://recyclingworksma.com/hauler-contracting-bmp/>

² Goal may need to be adjusted to account for addition of new waste ban materials between now and 2030.

Construction and Demolition Materials Waste Reduction

Goal: Reduce disposal of construction and demolition materials by 260,000 tons by 2030, more than double current C&D recycling tonnage.

Priority materials: wood, cardboard, gypsum, carpet

Strategies

Continue to work with stakeholders on the development and implementation of an [Action Plan](#) to increase C&D diversion

Promote waste re-use, reduction, and separation at the job site.

- Continue Source Separation Pilot Project Initiative to generate [case studies](#) for posting on RecyclingWorks website.
- Continue to provide C&D Technical Assistance through [RecyclingWorks](#) for commercial and institutional generators.
- Encourage use of C&D Materials Re-use stores (e.g. EcoBuilding Bargains, ReStores by Habitat for Humanity, etc.)
- Promote source separated diversion programs such as ceiling tiles and other alternative collection systems
- Encourage conformance to USGBC/LEED Green Building Standards.

Improve collection and C&D facility performance.

- Establish Minimum Performance Standards (MPS) for C&D Processing Facilities.
- Provide financial investment to improve process efficiency and effectiveness (e.g. RLF, RBDG).
- Evaluate flexibility in the permit modification process for capital investments tied to increased reuse and recycling.

Develop end markets.

- Expand existing/new wood markets.
- Develop common C&D materials product specifications (improve reliability for end-markets).
- Identify outlets for C&D fines.

Recycling Business Development Grants



- Since 2017, MassDEP has awarded \$750,000 in grants to six facilities to purchase and install equipment to recover more wood for recycling.
- This equipment is projected to increase wood recycling by 34,000 tons per year.
- The photo (left) shows clean, separated wood at Stoughton Recycling, a project partially funded by the RBDG grant.

Optimize regulatory/policy incentives.

- Improve implementation and enforcement of existing/new C&D waste bans.
- Promote interagency cooperation to advance C&D waste reduction.
- Work with municipalities and other stakeholders to explore models and pilots for local ordinances to require C&D recycling management and diversion, and deconstruction as part of local building permits.

Market Development

Goal: Foster in-state market development for reusable, recyclable and compostable materials.

Target Materials: Food material, furniture and other bulky materials, glass, textiles. Also increase ability of recycling facilities and systems to sort materials to enable higher value market outlets.

Strategies

Work with stakeholders to develop a comprehensive market development plan:

- Plan should support activities across multiple levels of the hierarchy, including reuse, recycling, composting, processing, and other diversion options.
- Identify materials that are the best candidates for in-state market development.

Provide targeted business development assistance

- Support key market development sectors through targeted grants and loans, including [Recycling Business Development Grants](#) and the [Recycling Loan Fund](#).
- Leverage other state business development resources, including partnering with the [Massachusetts Office of Business Development](#), [MassDevelopment](#), and other state grant and loan programs.
- Leverage additional financing through Memorandum of Understanding with the [Closed Loop Fund](#).
- Consider additional waste bans to drive infrastructure growth in targeted sectors, including mattresses, textiles, and reduced ban threshold for commercial organic material, including food material.
- Utilize state purchasing power to foster and improve markets for recovered materials.

Environmentally Preferable Purchasing (EPP) by the Numbers (FY2016)

- Over **\$290 million** spent through the statewide EPP contract.
- **\$23 million** in cost savings from energy efficient office equipment and water efficient products.
- Over **53,000** tons of recycling diverted from disposal.
- More than **15,000** state employees reached each month through the OSD newsletter.

Glass Market Development

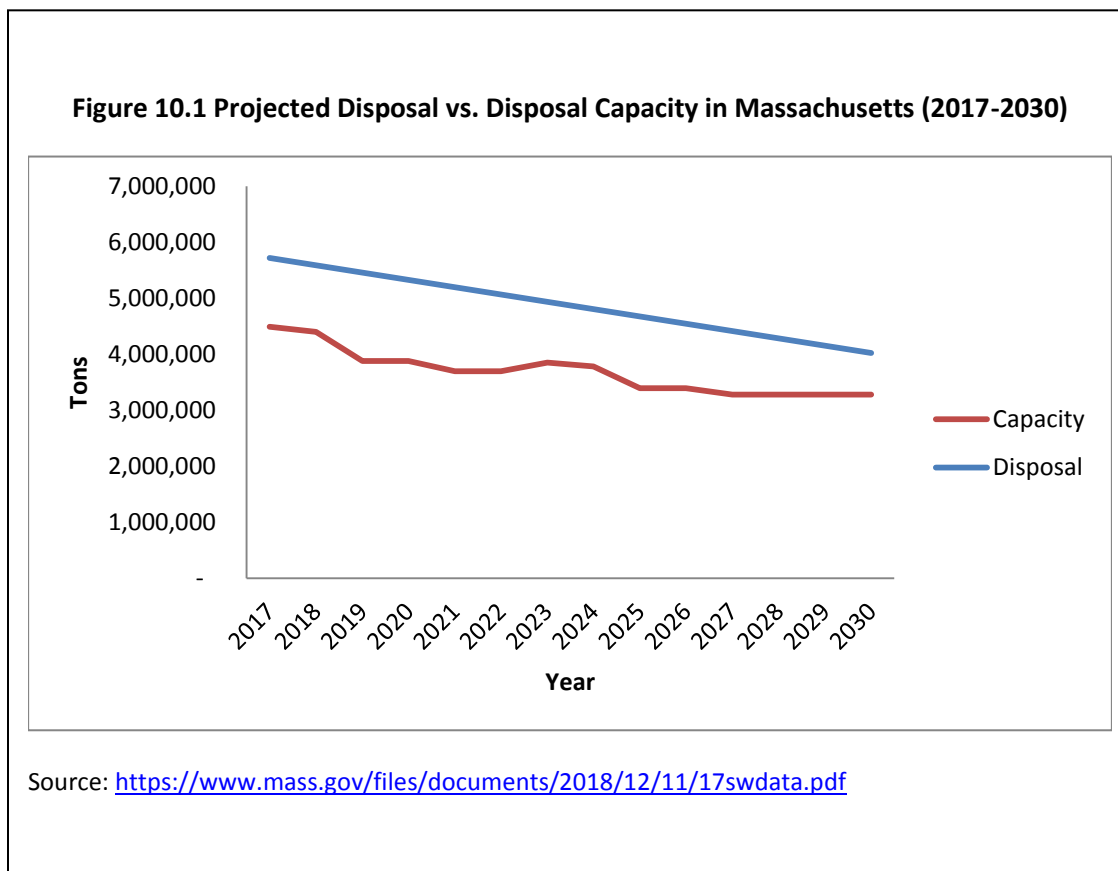
MassDEP provided grants to the towns of Groton and Dennis (pictured below) to open regional glass grinding operations. Source separated glass bottles and jars are accepted from neighboring municipalities for grinding into processed glass aggregate for use in construction and drainage projects. In addition, MassDEP provided a grant to JM Equipment to establish a glass crushing operation in Freetown.



Solid Waste Facility Oversight and Capacity Management

Goal: Safely and sustainably manage in-state disposal facilities and address waste management capacity challenges and shortfalls.

Figure 10.1 shows projected disposal by year, if Massachusetts is successful in achieving its 2030 waste reduction goal, compared to the projected available in-state disposal capacity by year. This projected capacity figure assumes that all current municipal waste combustion facilities continue to operate at their current capacity through 2030. Even if we achieve our 2030 waste reduction goal, Massachusetts will still have an in-state disposal capacity gap of approximately 700,000 tons in 2030.



Strategies

Address solid waste capacity need:

- Continue to consider applications received for permitting of solid waste facilities consistent with statute, regulation and this Master Plan Update.
- Massachusetts has a projected capacity shortfall of 700,000 tons by 2030, even assuming we meet our 2030 waste reduction goal. Massachusetts will retain capacity for municipal waste combustion within the existing 3.5 million tons of annual capacity. The need for this capacity will be reassessed every five years. Any replacement capacity would be required to meet tighter

emissions standards and increased efficiency standards. Also retain the allowance for the permitting of up to 350,000 tons per year of additional capacity through innovative non-combustion technologies such as gasification and pyrolysis. This will help to ensure adequate management capacity while improving the environmental performance of our waste management infrastructure.

- Discuss development and permitting of integrated solid waste management facilities to improve management capacity. This could include co-siting integrated operations.
- Work with stakeholders to explore other solutions to address short and medium term disposal capacity need.

Oversee active solid waste, recycling and composting facilities

- Conduct on-going permitting, inspections and enforcement of all active facilities
 - Review and permitting of facility modifications
 - Conduct operation & maintenance inspections and waste ban inspections of active facilities
 - Respond to complaints
 - Issue enforcement when appropriate
- Review third party inspection reports.
- Review all monitoring and testing results required in facility permits.
- Address emerging contaminants and chemicals of concern in solid waste facility oversight.
- Assess management alternatives within the solid waste management system for other non-MSW materials including ash, sludges, and contaminated soils.
- Develop regulation changes to provide clarification and improve implementation of existing solid waste regulations.

Oversee inactive/closed solid waste facilities

- Permit and oversee closure activities at landfill facilities.
- Discuss and develop policy for post-30 year monitoring and financial assurance requirements at landfills.
- Continue to review monitoring reports for inactive/closed facilities on an ongoing basis.

Solar & Wind Energy at Landfills

The Department of Environmental Protection (MassDEP) issues post-closure use permits for solar and wind installations on closed and capped landfills. To date, the agency has approved nearly 100 projects rated at more than 200 megawatts. Two-thirds of these projects have been completed and are generating nearly 150 megawatts of renewable energy.



Appendix A: Master Plan Action Items by Program Area

Master Plan Action Items	Program Area							
	Source Reduction	Reuse	Organics	Residential	Commercial	C&D	Market Development	Solid Waste Management
Single Use Packaging Reduction	x			x	x			
Source Reduction and Reuse Strategic Plan		x		x	x	x		
Online Reuse Benefits Calculator		x		x	x	x		
Reuse Micro Grants		x		x	x	x		
Model State and Local Policies		X		X	X	X		
State Contract for Refurbished Furniture Vendors	x	x			x			
Sustainable Materials Recovery Program (SMRP)	x	x	x	x				
Reuse and Repair Programs and Events	x	x		x				
Mattress Recycling Incentive				x				
PAYT Program Funds	x	x	x	x				
Waste Reduction Enforcement Coordinators		x	x	x				
Recycling/Organics Equipment		x	x	x				
School Recycling Assistance		x	x	x	x			
Waste Reduction and Organics Capacity Projects	x	x	x	x			x	
Recycling Dividends Program	x	x	x	x	x			
Municipal Technical Assistance Coordinators	x	x	x	x				
Recycling IQ Kit				x				
Recycle Smart				x	x			
Green Team	x	x	x					
Hazardous Products Collection	x			x				
Mercury Act	x			x	x			
Material Separation Plan	x	x		x				x
Extended Producer Responsibility for Paint, Mattresses, Electronics	x			x				
Beyond the Bin Directory	x	x	x	x		x		
Hauler Recycling Service Requirement				X	X			
Waste Bans			x	x	x	x	x	x
Inspections & Enforcement			x		x	x		
Outreach & Compliance Assistance			x	x	x	x		
Additional Waste Ban Materials			x	x	x		x	
Small Generator Food Waste Reduction Strategies	x	x	x	x	x			
RecyclingWorks in Massachusetts	x	x	x		x	x		

Food Waste Tracking Systems	x	x	x		x			
WasteWise	x	x	x		x	x		
C&D Technical Assistance Pilot	x	x			x	x		
Resource Management Contracting	x	x			x			
Waste Reduction Procurement Strategies	x	x			x			x
Furniture and Office Equipment Reuse	x	x			x			
Recycling Business Development Grants			x			x	x	
Recycling Loan Fund			x			x	x	
C&D	x	x				x	x	
Minimum Performance Standards						x	x	x
Waste Ban Enforcement						x	x	x
Improved Data and Reporting						x		x
Prioritizing Materials, Opportunities		x				x	x	
Inter-agency Coordination						x		x
Deconstruction in Building Permits		x				x		
Ongoing Disposal Facility Oversight								x
Site Assignment Suitability Reports								x
Maintain MWC moratorium – allow replacement capacity								x
Integrated Solid Waste Management Facilities								x
Third Party Inspection Reports								x
Monitoring and Testing Results								x
Closed Landfill Oversight								x

Appendix B - 2030 Goal Analysis Spreadsheet

Detailed Material Categories	Waste Ban Material	2018 Disposal	2030 Disposal (90% Goal)	2030 Reduction (90% Goal)
Paper		971,577	589,008	382,569
Uncoated Corrugated Cardboard/Kraft Paper	Yes	424,682	216,795	207,887
Waxed Cardboard	No	12,019	8,413	3,606
High Grade Office Paper	Yes	23,687	11,844	11,844
Magazines/Catalogs	Yes	36,615	18,307	18,307
Newsprint	Yes	31,215	15,608	15,608
Other Recyclable Paper	Yes	157,842	110,489	47,353
Compostable Paper	No	254,759	178,331	76,428
Remainder/Composite Paper	No	30,758	29,220	1,538
Plastic		608,315	520,102	88,213
PET Beverage Containers (non-MA deposit containers)	Yes	28,992	20,294	8,697
PET Containers other than Beverage Containers (which originally contained non-hazardous material)	Yes	7,962	5,573	2,389
Plastic MA Deposit Beverage Containers	Yes	5,378	3,765	1,613
HDPE Bottles, colored and natural, (which originally contained non-hazardous material)	Yes	19,262	13,483	5,778
Plastic Tubs and lids (HDPE, PP, etc)	Yes	15,974	11,182	4,792
Plastic Containers #3-#7 (which originally contained non-hazardous material)	Yes*	22,126	22,126	-
Expanded Polystyrene Food Grade	No	15,665	14,099	1,567
Expanded Polystyrene Non-food Grade	No	8,045	7,241	805
Bulk Rigid Plastic Items	No	70,850	49,595	21,255
Film (non-bag clean commercial and industrial packaging film)	No	20,851	18,766	2,085
Grocery and other Merchandise Bags	No	21,852	15,296	6,556
Other Film means plastic film	No	211,711	190,540	21,171
Remainder/Composite Plastic	No	159,647	148,143	11,505
Metal		165,565	143,965	21,600
Aluminum Beverage Containers (non-MA deposit containers)	Yes	1,412	988	424
Aluminum MA Deposit Beverage Containers	Yes	5,893	4,125	1,768
Tin/Steel Containers	Yes	25,784	18,049	7,735
Other Aluminum	Yes	14,268	12,841	1,427
Other Ferrous and non-ferrous	Yes	35,625	32,062	3,562
White Goods	Yes	10,220	7,154	3,066
Remainder/Composite Metal	No	72,364	68,746	3,618
Glass		70,502	57,098	13,404
Glass Beverage Containers (non-MA deposit containers)	Yes	24,004	16,803	7,201
Other Glass Packaging Containers (non-MA deposit containers)	Yes	15,227	13,705	1,523

Glass MA Deposit Beverage Containers	Yes	12,464	8,725	3,739
Remainder/Composite Glass	No	18,806	17,865	940
Organic Materials		1,367,014	760,507	606,507
Food Waste	Yes*	1,134,673	567,336	567,336
Branches and Stumps	Yes**	5,505	4,954	550
Prunings, Trimings, Leaves and Grass	Yes	109,550	76,621	32,930
Manures	No	3,470	3,470	-
Remainder/Composite Organic	No	113,816	108,125	5,691
Construction and Demolition (in MSW and C&D streams)		897,317	640,315	257,002
Asphalt Pavement, Brick, and Concrete	Yes	3,176	1,588	1,588
Aggregates, Stone, Rock	No	19,160	9,580	9,580
Wood – Treated	Yes	287,773	267,281	20,492
Wood – Untreated	Yes	229,710	96,318	133,392
Asphalt Roofing	No	69,667	26,494	43,174
Drywall/Gypsum Board	Yes*	44,758	40,739	4,019
Carpet and Carpet Padding	No	168,336	127,495	40,841
Remainder/Composite Construction and Demolition	No	74,737	70,822	3,916
Household Hazardous Waste		170,665	168,167	2,498
Ballasts, CFLs, and Other Fluorescents	Yes***	313	281	31
Batteries – Lead Acid	Yes	635	572	64
Batteries – Other	No	1,936	1,743	194
Paint	No	3,340	3,006	334
Bio-Hazardous	No	145,684	145,684	-
Vehicle and Equipment Fluids	No	5,017	4,515	502
Empty Metal, Glass, and Plastic Containers (that originally contained toxic materials)	No	6,221	5,599	622
Pesticides and Fertilizers	No	-	-	-
Other Hazardous or Household Hazardous Waste	No	7,519	6,767	752
Electronics		46,543	41,889	4,654
Computer-related Electronics	No	9,002	8,102	900
Other “brown goods”	No	30,685	27,616	3,068
Televisions and Computer Monitors	Yes*	6,856	6,170	686
Other Materials		720,584	455,656	264,928
Tires and other rubber	Yes**	30,947	27,852	3,095
Textiles	No	255,047	127,524	127,524
Bulky Materials	No	386,558	255,591	130,967
Mattresses	No	3,118	2,183	935
Restaurant Fats, Oils and Grease	No	3,226	2,903	323
Other Miscellaneous	No	41,688	39,603	2,084
Total		5,018,082	3,376,707	1,641,376
				33%
Notes				

Column 2 - Baseline disposal based on 2016 waste characterization data and 2018 statewide disposal data. This tonnage only includes MSW and C&D disposal and excludes other non-MSW disposal of approximately 600,000 tons.

Columns 3 and 4 show one possible scenario of disposal and reduction for 2030 that would be on course with a 90% reduction in disposal tons by 2050. Note that there are many combinations of reductions by material category that could achieve this same target.

The box to the right represents % remaining/reduction assumptions applied by material category for each of these two scenarios.

All values listed in annual tons.

	90% Goal Remaining	90% Goal Reduction
high	50%	50%
med-high	70%	30%
med-low	90%	10%
low	95%	5%
zero	100%	0%

* partial waste ban item

** banned from combustion

*** hazardous

Appendix C – DRAFT 2018 Solid Waste Data Update

Goals and Methodology Summary

MassDEP’s current waste reduction goal in the 2020 Solid Waste Master Plan is to reduce disposal on an annual basis from 6,550,000 tons in 2008 to 4,550,000 tons by 2020. In the *Draft 2030 Solid Waste Master Plan*, MassDEP has proposed goals to reduce waste disposal from 5,660,000 tons in 2018 to 4,020,000 tons by 2030, a reduction of 1,640,000 tons on an annual basis. Table 1 summarizes the methodology for the disposal reduction calculation in future years.

Table 1 Methodology Summary		
Waste Reduction Rates	=	Equation
Disposal Tonnage	=	In State Disposal (Landfill & Municipal Waste Combustor) + Export for Disposal – Import for Disposal
Disposal Tonnage Reduction	=	2018 Disposal Tons – Current Year Disposal Tons
% Disposal Reduction	=	$\frac{2018 \text{ Disposal Tons} - \text{Current Year Disposal Tons}}{2018 \text{ Disposal Tons}}$

Progress in Meeting Current Disposal Reduction Milestone

Total disposal in 2018 was 5,660,000 tons, a decrease of 890,000 tons, or 14 percent, from 2008.

Solid Waste Management Overview

Table 2 highlights how solid waste disposal changed from 2017 to 2018, measured in tonnage and percent change. From 2017 to 2018, total disposal decreased by 1 percent. Of the total waste that required disposal, 4.5 million tons were disposed in-state, of which 1.3 million tons were land filled and 3.2 million tons were combusted. Massachusetts exported 1.8 million tons for disposal and imported 630,000 tons, and thus was a net exporter of about 1,190,000 tons of waste requiring disposal. See Table 5 for a more detailed picture of disposal import and export data by state.

		2017	2018	Tons Change	% Change
Disposal (Incl. Net Exports)		5,720,000	5,660,000	(60,000)	-1.0%
In-State Disposal		4,490,000	4,470,000	(20,000)	-0.4%
Landfill		1,310,000	1,270,000	(40,000)	-3.1%
	MSW	1,140,000	1,190,000	50,000	4.4%
	C&D	70,000	-	(70,000)	-100.0%
	Other	110,000	70,000	(40,000)	-36.4%
Combustion		3,180,000	3,200,000	20,000	0.6%
	MSW	3,140,000	3,180,000	40,000	1.3%
	Non-MSW	30,000	20,000	(10,000)	-33.3%
Net Exports		1,230,000	1,190,000	(40,000)	-3.3%
Exports		1,790,000	1,820,000	30,000	1.7%
	MSW	820,000	750,000	(70,000)	-8.5%
	Non-MSW	970,000	1,070,000	100,000	10.3%
Imports		570,000	630,000	60,000	10.5%
	MSW	540,000	610,000	70,000	13.0%
	Non-MSW	20,000	20,000	0	0.0%

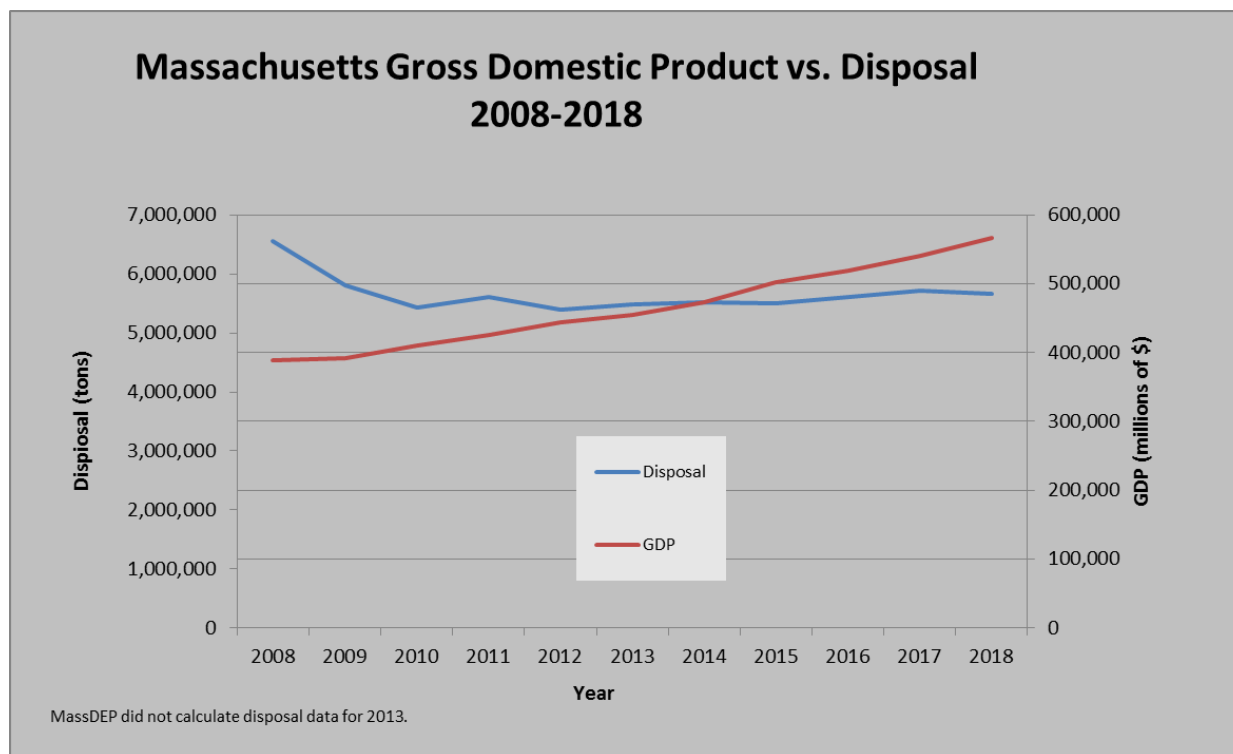
Note: % Change is calculated based on the rounded amounts in this table.
Percentages may not add exactly to 100% due to rounding.

Table 3 presents solid waste disposal data from 2010-2018, excluding 2013, when MassDEP did not publish statewide solid waste data. Tables 3 and 4 also show the Master Plan baseline year of 2008 for comparison purposes. Table 4 shows how MSW and non-MSW disposal changed from 2008 through 2018. Total MSW disposal decreased by 40,000 tons from 2017-2018, and total non-MSW disposal increased by 20,000 tons.

		2008	2010	2011	2012	2014	2015	2016	2017	2018
Disposal		6,550,000	5,430,000	5,610,000	5,400,000	5,520,000	5,510,000	5,610,000	5,720,000	5,660,000
Landfill		1,740,000	1,560,000	1,650,000	1,700,000	1,560,000	1,380,000	1,330,000	1,310,000	1,270,000
	MSW	1,560,000	1,280,000	1,390,000	1,380,000	1,380,000	1,260,000	1,170,000	1,140,000	1,190,000
	C&D	130,000	120,000	70,000	100,000	50,000	50,000	70,000	70,000	0
	Other	50,000	170,000	190,000	220,000	130,000	70,000	90,000	110,000	70,000
Combustion		3,230,000	3,180,000	3,260,000	3,210,000	3,270,000	3,250,000	3,190,000	3,180,000	3,200,000
	MSW	3,210,000	3,170,000	3,250,000	3,210,000	3,260,000	3,250,000	3,170,000	3,140,000	3,180,000
	Non-MSW	10,000	10,000	10,000	0	0	10,000	20,000	30,000	20,000
Net Exports		1,580,000	690,000	700,000	490,000	690,000	880,000	1,090,000	1,230,000	1,190,000
Exports		1,850,000	1,270,000	1,340,000	1,050,000	1,190,000	1,380,000	1,560,000	1,790,000	1,820,000
	MSW	840,000	690,000	630,000	510,000	460,000	620,000	680,000	820,000	750,000
	Non-MSW	1,010,000	580,000	710,000	540,000	730,000	760,000	880,000	970,000	1,070,000
Imports		270,000	580,000	640,000	560,000	490,000	500,000	460,000	570,000	630,000
	MSW	240,000	440,000	390,000	420,000	460,000	460,000	420,000	540,000	610,000
	Non-MSW	30,000	140,000	240,000	150,000	40,000	50,000	40,000	20,000	20,000

	2008	2010	2011	2012	2014	2015	2016	2017	2018	% change vs 2008	% change vs 2017
Total Disposal (Tons)	6,540,000	5,440,000	5,620,000	5,390,000	5,510,000	5,510,000	5,620,000	5,720,000	5,650,000	-0.14	-0.01
MSW	5,370,000	4,700,000	4,880,000	4,680,000	4,640,000	4,670,000	4,600,000	4,560,000	4,510,000	-0.16	-0.01
Non-MSW	1,170,000	740,000	740,000	710,000	870,000	840,000	1,020,000	1,160,000	1,140,000	-0.03	-0.02

Comparing Disposal Trends to State Economic Trends



The chart above gives a visual representation of Massachusetts waste disposal totals from 2008-2018 in the context of the state’s Gross Domestic Product (GDP) over the same time frame, measured in millions of current dollars.

While GDP has grown by 46 percent from 2008-2018, disposal decreased by 14 percent during that same period. From 2017 to 2018, GDP increased by 5 percent and disposal decreased by 1 percent. Note that the 2013 disposal data in this chart is estimated based on averaging 2012 and 2014 disposal.

	2008	2010	2011	2012	2013	2014	2015	2016	2017	2018	% change vs. 2008	% change vs. 2017
GDP (millions of dollars)	388,583	409,763	425,593	444,330	454,346	473,454	502,678	519,741	540,949	567,255	46%	5%
Total Disposal (tons)	6,550,000	5,430,000	5,610,000	5,400,000	5,480,000	5,520,000	5,510,000	5,610,000	5,720,000	5,660,000	-14%	-1%

Disposal Import/Export Data for 2017-2018

Table 5 shows MSW and C&D data exported and imported for disposal by state. The export and import data for Massachusetts was collected from annual facility reports (AFR) submitted to MassDEP and from direct correspondence with other states. In some instances, the export data provided in the AFR differed from that reported from other states. In order to calculate the most inclusive estimate of export, the higher number from the two sources was used. For example, if

an AFR reported that Massachusetts sent Connecticut 10,000 tons of MSW, and Connecticut reported receiving 29,000 tons of MSW from Massachusetts, 29,000 tons of export was used.

Table 5 Disposal Import/Export Data by State (tons): 2017-2018

MSW Exported			C&D Exported		
State	2017	2018	State	2017	2018
CT	37,638	1,857	CT	13,443	0
ME	46,800	40,762	ME	8,864	20,647
NH	398,872	388,499	NH	891	108,147
NY	148,271	164,743	NY	184,746	77,037
OH	189,201	140,229	OH	360,744	556,091
RI	-	-	RI	1,579	11,474
VA		15,966	TOTAL	570,267	773,396
VT	3,219	-			
TOTAL	824,001	752,056			

MSW Imported			C&D Imported		
State	2017	2018	State	2017	2018
CT	85,134	93,516	CT	195	596
ME	6,830	52	ME	75	79
NH	220,429	290,444	NH	9,391	6,219
NY	18,802	33,970	NY	1	1
RI	210,642	191,336	RI	4,783	643
VT	1,466	2,012	VT	5	0
TOTAL	543,303	611,330	TOTAL	14,450	7,538

Management of Ash from Municipal Waste Combustors

Table 6 shows the Massachusetts landfills accepting municipal waste combustion (MWC) ash and their anticipated lifespan according to current permit conditions. Table 6A shows the amount of ash generated by individual MWCs and where it was disposed, as well as the amount of metal recovered from each.

Landfill	Projected Closure Year
Bondi Island*	2023
Carver Marion Wareham	2020
Ward Hill Neck	2021
Peabody	2025
Wheelabrator Saugus	2022
Wheelabrator Shrewsbury	2028

*Permit application in-house that would provide an additional 7-8 years.

Combustion Facility	Ash Disposed (tons)	Disposal Facilities	Pre-Combustion Metal Recovery (tons)	Post-Combustion Metal Recovery (tons)
Haverhill	147,127	Ward Hill, Haverhill	100	13,943
Millbury	117,687	Shrewsbury	75	9,070
North Andover	101,247	Shrewsbury	-	7,226
Pittsfield	4,821	Bondi's Island, Springfield	-	2,068
Saugus	122,762	Saugus, Shrewsbury	-	6,204
SEMASS	185,875	Bourne, Carver/Marion/Wareham	26,786	10,935
Springfield	37,901	Bondi's Island, Springfield	98	5,371
Totals	717,420		27,059	54,817

Rail Transfer Capacity

Table 7 illustrates the growing trend of increased rail disposal capacity in Massachusetts, included the current permit status, tons accepted, and types of waste accepted.

Facility Name	Region	Town	Current Status	Tons/Day	Tons/Year	Waste
Champion City Recovery	SERO	Brockton	Operating	1,000	286,000	C&D
Devens Recycling Center	CERO	Devens	Operating	1,500	390,000	MSW, C&D
Lenox Valley Waste Transfer Facility	WERO	Lenoxdale	Operating	198	53,262	MSW, C&D
New England Waste Disposal	SERO	Taunton	Operating	940	244,400	MSW, C&D
Tri-County Recycling	WERO	Ware	Operating	750	195,000	C&D
Trojan Recycling	SERO	Brockton	Operating	500	140,400	MSW, C&D
Upper Cape Regional Transfer Station	SERO	Falmouth	Operating	286	74,360	MSW, C&D
Western Recycling	WERO	Wilbraham	Operating	645	167,700	MSW, C&D
Yarmouth-Barnstable Regional Rail Transfer Station	SERO	Yarmouth	Operating	530	137,800	MSW
TLA Holbrook	SERO	Holbrook	Permit under review	1,000	260,000	MSW
Casella	WERO	Holyoke	Permitted	1,250	382,500	MSW, C&D
Howard Transfer Station	NERO	Roxbury	Permitted	-	-	-
Parallel Products of New England	SERO	New Bedford	Seeking approval	1,500	390,000	MSW, C&D
Wood Recycling, Inc.	NERO	Peabody	Permitted	-	-	-
Covanta SEMASS	SERO	Wareham	Seeking approval			MSW
United Materials Management of Leominster	CERO	Leominster	Seeking approval	1,000	300,000	MSW, C&D
McNamara Transfer Station	WERO	Springfield	Under construction	699	181,740	MSW, C&D
Totals				10,099	2,721,422	

Waste Management Capacity Projections

The disposal capacity projections in Table 8 reflect either actual permitted capacity, approved capacity contingent on receiving permits, or capacity based on facility contract commitments. However, some landfills may take in less than their permitted tonnage in a particular year. In these cases, capacity for a particular landfill may last beyond the date shown in these projections. In other cases, a landfill may choose to accept a different material than MSW, such as municipal waste combustion ash, so that a portion of this permitted capacity may not be available for MSW. MassDEP attempts to take these factors into account by projecting only the percent of potential landfill capacity that is actually used for MSW and C&D disposal. The combustion capacity is shown as level based on permit limits, although this actual amount managed will always be somewhat lower than these limits.

Table 8: Projected Disposal Capacity 2018-2030 (Tons Per Year)

Municipality	Permitted Capacity	End of current permitted capacity	Lifetime of LF	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Active Landfills															
Bourne	30,000	2021	2024	30,000	30,000	30,000	219,000	219,000	219,000	0	0	0	0	0	0
Carver	101,125	2020	2020	101,125	101,125	0	0	0	0	0	0	0	0	0	0
Dartmouth	115,000	2024	2026	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	0	0	0	0
Middleborough	60,000	2020	2031	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Nantucket	26,000	2029	2029	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000
Taunton	120,120	2019	2020	120,120	120,120	0	0	0	0	0	0	0	0	0	0
Westminster	390,000	2024	2024	390,000	390,000	390,000	390,000	390,000	390,000	0	0	0	0	0	0
Municipal Waste Combustors															
Agawam	131,400			131,400	131,400	131,400	131,400	131,400	131,400	131,400	131,400	131,400	131,400	131,400	131,400
Haverhill	602,250			602,250	602,250	602,250	602,250	602,250	602,250	602,250	602,250	602,250	602,250	602,250	602,250
Millbury	529,575			529,575	529,575	529,575	529,575	529,575	529,575	529,575	529,575	529,575	529,575	529,575	529,575
North Andover	460,500			460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500
Pittsfield	84,000			84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000
Rochester	1,250,000			1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Saugus	460,500			460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500	460,500
	4,360,470	3,518,225													
TOTAL PERMITTED COMBUSTION CAPACITY	3,518,225			3,518,225	3,518,225	3,518,225	3,518,225	3,518,225	3,518,225	3,518,225	3,518,225	3,518,225	3,518,225	3,518,225	3,518,225
ADJUSTED TOTAL COMBUSTION CAPACITY*				3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000
TOTAL PERMITTED CAPACITY				4,360,470	4,024,225	3,964,225	3,934,225	3,934,225	3,934,225	3,544,225	3,544,225	3,544,225	3,544,225	3,544,225	3,518,225
TOTAL POTENTIAL CAPACITY				4,032,245	4,032,245	3,811,000	4,000,000	4,000,000	4,000,000	3,391,000	3,391,000	3,276,000	3,276,000	3,276,000	3,250,000
KEY:															
Permitted Capacity	Number without shading														
Potential Additional Cap:	Number with shading														
ESTIMATED TOTAL POTENTIAL AVAILABLE CAPACITY				4,032,245	4,032,245	3,811,000	4,000,000	4,000,000	4,000,000	3,391,000	3,391,000	3,276,000	3,276,000	3,276,000	3,250,000
100% of potential for LFs and 91 % of potential for combustion															
Actual combustion varies per year, has never reached capacity															
Total Potential Landfill Capacity				842,245	842,245	621,000	810,000	810,000	810,000	201,000	201,000	86,000	86,000	86,000	60,000

Table 9: Waste Management Capacity Projections: 2019-2030

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Total Disposal (baseline)	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000	5,660,000
Total Disposal (reduced)	5,660,000	5,501,520	5,347,477	5,197,748	5,052,211	4,910,749	4,773,248	4,639,597	4,509,689	4,383,417	4,260,682	4,141,383	4,025,424
Combustion Capacity	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000	3,190,000
Potential LF Capacity	1,270,000	842,245	842,245	621,000	810,000	810,000	810,000	201,000	201,000	86,000	86,000	86,000	60,000
In-state Disposal Capacity	4,460,000	4,032,245	4,032,245	3,811,000	4,000,000	4,000,000	4,000,000	3,391,000	3,391,000	3,276,000	3,276,000	3,276,000	3,250,000
Net Disposal Export (baseline disposal)	1,190,000	1,627,755	1,627,755	1,849,000	1,660,000	1,660,000	1,660,000	2,269,000	2,269,000	2,384,000	2,384,000	2,384,000	2,410,000
Net Disposal Export (reduced disposal)	1,190,000	1,469,275	1,315,232	1,386,748	1,052,211	910,749	773,248	1,248,597	1,118,689	1,107,417	984,682	865,383	775,424
Assumptions for Annual Percent Change:													
Baseline Disposal Tonnage	0.0%												
Decreased Disposal Tonnage/year	2.8%												
2018 data shows actual figures.													



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 9, 2019
RE: Revert to Town Manager approval of A/P warrants

At its September 16th meeting, upon my request and pursuant to its authority under Sec. 9 of the Town Manager legislation, the Board designated a member of the Board to review the A/P warrants during the period of staff transition in the finance department.

Now that we are at full staffing, I respectfully request that the Board rescind this vote in the expectation that I would resume my responsibilities to review and approve the A/P warrants. The Board's assistance during this period has been helpful, but going forward it will be good to go back to normal as I work with the new Town Accountant and Finance Assistant to establish uniform procedures and schedule for approval of A/P warrants.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 10, 2019
RE: Update on borrowing

My office has been working closely with Hilltop Securities and, through them, bond counsel Locke Lord LLP. All requirements of the enclosed legal requirements letter (Oct. 3) have been satisfied with the exception of the Official Statement, which is substantially complete and will probably be finished up on Tuesday or Wednesday.

With the recent approval of borrowing authorization for the Soldiers & Sailors Building, there are advantages to combining this borrowing with the \$1.1M in authorized borrowing for the two water capital projects now underway (water tank; chemical building). The proposal is to issue Bond Anticipation Notes (BANs) this calendar year, which will provide cash in the near term to keep pace with the costs of the water projects, then to issue bonds in mid-2020. Please find enclosed a schedule setting out the anticipated timeframe for borrowing.



111 Huntington Avenue
9th Floor
Boston, MA 02199-7613
Telephone: 617-239-0100
Fax: 617-227-4420
www.lockelord.com

Richard A. Manley, Jr.
Direct Telephone: 617-239-0384
Direct Fax: 866-658-1046
richard.manley@lockelord.com

VIA E-MAIL

October 3, 2019

Peter B. Frazier, Managing Director
Hilltop Securities, Inc.
54 Canal Street, Suite 320
Boston, Massachusetts 02114

Dear Peter: (Town of West Newbury – Water Tank Bonds)

We have examined the papers submitted to us relating to the issuance of the following bonds by the Town of West Newbury, Massachusetts:

\$1,100,000* Water Tank Construction Bonds, payable within 30 years from their dates under G.L. c. 44, §8(4) and a vote of the Town passed April 29, 2019 (Article 8)

and to complete our examination we shall need the following papers:

1. A certified copy of the Town Bylaws, as originally adopted on May 1, 1930, as amended through April 30, 2018, together with any subsequent amendments to such Bylaws, if any, through April 29, 2019. If no amendments to the Town Bylaws have been adopted since April 30, 2018, a statement of the Town Clerk to that effect would be sufficient.
2. A certified copy of the warrant for the 2019 Annual Town Meeting held on April 29, 2019, together with a certified copy of the return of service showing how and when notice of the meeting was given.
3. A certified copy of the report of the Capital Improvement Committee on the article under which the bonds were authorized.

* The par amount of the bonds is subject to change. The vote authorizing the bonds provides for the Town to apply any premium or accrued interest received upon delivery of bonds or notes (less the cost of preparing, issuing and marketing them) towards project costs, thereby reducing the amount authorized to be borrowed.

4. A certificate of the Town Clerk stating, if such is the case, that there were no motions for reconsideration, with respect to the article under which the bonds were authorized.

5. A certified or photographic copy of each signed federal and/or state aid agreement relating to the project, if any. If there are no such grants, a statement to that effect by an appropriate official of the Town would be sufficient.

6. For any borrowing from the Massachusetts Clean Water Trust (the "Trust"), a certified or photographic copy of the loan agreement with the Trust and the project regulatory agreement with the Department of Environmental Protection ("DEP").

7. A certified copy of any leases, contracts or other arrangements with third parties, including (but not limited to) management and operation contracts relating to the Town's water system, and any agreements with private concerns for the placement of cellular equipment on the new water tank, or a certificate from an appropriate Town official stating that the Town's water system is managed and operated by the Town that the Town has no such contracts with respect to the operation of its water system, or the use of the water tank by any private concerns.

8. A draft of the offering material for the bonds, including the notice of sale and accompanying financial and descriptive information concerning the Town. Although we take no responsibility for the accuracy or adequacy of the offering material, we request an opportunity to see it substantially in advance of its use. (This item will not be necessary in connection with any borrowing from the Trust.)

Examination of these items may reveal the need for additional papers.

We assume that the Town has not voted to exempt debt service payments on the bonds from the tax limits of Proposition 2½. We also assume that no federal or state aid is expected in connection with the project. We should be advised promptly if either assumption is incorrect.

Under federal tax law bonds may be private activity bonds (the interest on which may be taxable) where benefits and costs of the project being financed are substantially transferred to commercial, industrial or other private users or if certain contracts or special arrangements exist for the use of any project financed by the bonds. We shall need to review the papers requested in item 7 above before we can determine whether the bonds will be treated as private activity bonds. For this reason, we assume and plan to confirm in the closing documents to be signed at the time the bonds are issued, that:

Other than as provided to us in response to item 7 above with respect to the Water Tank Bonds, the Town does not have or plan to have any contract or other arrangement not applicable to the general public under which a party (other than the Commonwealth or a local governmental unit) is to have the use of a particular project financed by the bonds, or is to make payments based on costs of the project.

If this is not the case, we should be promptly advised so that we can explore the matter further.

If any funds are to be advanced for the project and reimbursed from bond proceeds, please note the requirements of G.L. c.44, §20A and the guidelines issued by the Director of Accounts. We assume that no funds to be reimbursed from bond proceeds were advanced for the project prior to the adoption of the vote authorizing the bonds. In addition, federal tax law contains rules regarding when the use of bond proceeds to reimburse a borrower for expenses previously incurred will be treated as an expenditure of bond proceeds for tax purposes. Generally, the Town must issue bonds or notes for the purpose of reimbursement of expenditures previously made by the later of either (a) 18 months after the expenditure was paid or (b) 18 months after the project financed by the expenditure was placed in service, but in no event later than 3 years after the original expenditure. Unless we are otherwise advised, we assume and plan to confirm in the closing documents that:

None of the proceeds of the bonds are being used to reimburse the Town for expenditures previously made from funds other than proceeds of a borrowing and no expenditures to be reimbursed with bond proceeds were made prior to the adoption of the vote authorizing the bonds.

If this is not the case, we should be promptly advised of the Town's intent to use proceeds of the issue for reimbursement and of the date of the earliest expenditure for the project.

We are also making the following assumptions which we plan to confirm by including appropriate statements in the closing documents:

(a) The Town has not adopted a home rule charter.

(b) The following bylaws are the only bylaws or standing votes of the Town affecting the authorization, sale or issue of the bonds, including calling and conduct of town meetings, or the use of assessments or other charges imposed to pay for any project financed by the bonds and there has been no amendment or addition thereto affecting those matters in any way except as indicated:

Town Bylaws, as originally adopted on May 1, 1930, as amended through April 30, 2018.

(c) Other than the town meeting called pursuant to G.L. c.39, §10 at which the bonds were authorized all proceedings essential to the issue of the bonds will have been taken at meetings open to the public; notice of each meeting will have been filed and posted in the time and manner set forth in the General Laws, as amended, in effect at the time of each meeting (Chapter 30A, §§18-25) or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b); no deliberations, decisions or votes relating to the bond issue will have been taken in executive session and no vote was taken by secret ballot; and the official record of each meeting will have been made available to the public as set forth in G.L. c.30A, §§18-25.

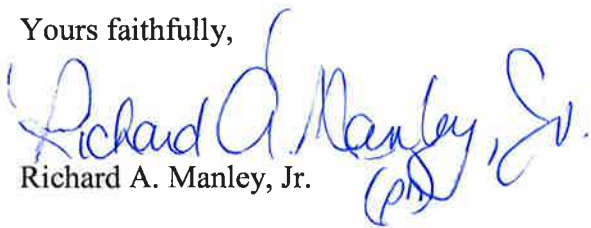
(d) The Town has not established any development districts pursuant to G.L. c.40Q.

If any of these assumptions is incorrect or becomes incorrect before the bonds are issued, we should be notified promptly.

Enclosed is a copy of a memorandum entitled "Role of Bond Counsel", which describes our services. It should be forwarded to the Town Treasurer with a copy of this letter. As noted in the memorandum, we would be pleased to discuss it if the Town Treasurer has any questions concerning it.

For our final opinion we shall need the usual signature, no litigation and official statement certificate, tax certificate, continuing disclosure certificate, IRS Form 8038-G, and selectmen's vote, and an opportunity to examine a bond as executed. For any borrowing from the Trust we shall need the usual documentation required by the Trust. We will provide you with the forms of necessary closing documents prior to the closing of each bond issue.

Yours faithfully,

A handwritten signature in blue ink that reads "Richard A. Manley, Jr." with a circled "PD" below the name.

Richard A. Manley, Jr.

RAM
Enclosure

cc: Susan Yeames, Treasurer/Collector

Town Manager

From: Abby Jeffers (HTS) <[REDACTED]@[REDACTED]>
Sent: Wednesday, November 6, 2019 9:32 AM
To: Town Manager
Cc: Peter Frazier (HTS)
Subject: West Newbury - follow up

Hi Angus.

As a follow up to our recent conversation, below is our suggested plan of finance for the Town's pending borrowings:

The Town will issue \$1,100,000 BANs (short term financing) for the water tank in December 2019, due July 2020 (fiscal 2021). The Town may permanently finance BANs up to 90 days before their stated maturity date (May/June 2020). We understand the recently approved Soldiers and Sailors Memorial Building project will commence in the spring of 2020 and will need funds shortly thereafter.

In the spring of 2020, the Town will issue bonds for the water tank and the Soldiers and Sailors Memorial building projects. This will enable the Town to lock in interest rates and save money on issuance costs by combining projects into one issue. Hilltop Securities will provide a total debt service schedule for the issue as well as separate debt service schedules for each project. The debt service on the bonds (principal + interest) will be payable in FY21 and each fiscal year thereafter.

We'll continuously monitor and report changes in market conditions for the Town as we finalize the upcoming bond issue.

Please call with any questions.

Thank you,

Abby

Abby Jeffers

Director

Hilltop Securities Inc.

[REDACTED] 320, [REDACTED] MA [REDACTED]

Direct: [REDACTED] | Fax: [REDACTED]

Abby.Jeffers@hilltopsecurities.com

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Tentative Financing Schedule
For Discussion Purposes Only
Town of West Newbury, Massachusetts

November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

- By November 15, 2019 Last day for Town to finalize amount to be included in upcoming issue and provide outstanding legal requirement items, if any.

- November 18, 2019 Hilltop Securities sends draft POS to Bond Counsel for review

- November 21, 2019 Electronically distribute POS to prospective bidders

- December 4, 2019 Competitive sale

- December 9, 2019 Board of Selectmen meeting to approve sale and complete associated borrowing paperwork (**CONFIRMED 11/7**)

- By December 11, 2019 Signed borrowing paperwork must be returned to Hilltop Securities (Hilltop can send a courier to pick up the signed documents, if needed)

- December 13, 2019 Dated/Delivery date of issue;
Town receives proceeds

- July 17, 2020 Maturity date of this issue (NEEDS TO BE CONFIRMED)



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 9, 2019
RE: Annual insurance review

On October 29th, Jenny Walsh and I met with our property/casualty insurance representative Tricia Sullivan from MIIA for our annual review of coverages. The meeting lasted about 3 hours, and covered a lot of topics. This memo is to summarize key issues that continue under active review:

- Items not specifically listed on property/casualty insurance schedule

- o During department head review of FY19 property/casualty insurance schedules, eight items of value were identified as not having been specifically “scheduled” in prior year’s coverage, but of significant value. These items, their replacement values (*estimated* by department heads), and cost quoted by MIIA to add them to our policy are as follows:

<u>Item</u>	<u>Estimated Replacement Value</u>	<u>Cost to Add to Insurance Schedule</u>
Trench box	\$7,500	\$42.
Wachs hydraulic pump	\$7,800	\$44.
Scag walk-behind mower	\$4,500	\$25.
Honda generator	\$2,000	\$11.
Rice trailer	\$3,000	\$17.
Wachs hydraulic wrench	\$6,000	\$34.
2000 brush wood chipper	\$85,000	\$479.
2014 Kubota mower	\$18,000	\$101.
	TOTAL	\$753.

- o We do have coverage for personal property located within Town buildings, but if the items above were damaged/destroyed/stolen when they are not located within their host building, we would not have coverage. I am considering whether to add these to the coverage schedule.
- Communications equipment in former Parks/Rec Building (at Page School)
 - o MIIA has notified us that the Parks & Rec Building is considered vacant, and is therefore ineligible for coverage by MIIA. The only items of value currently located in the building are the communications equipment summarized in the enclosed email from Chief Dwyer. He is working on a plan to transition this equipment to another location. Depending on the timeframe to do so, MIIA has advised that the Town may wish to pursue a supplemental policy for this building and its contents. We are also continuing to correspond re whether building is “vacant.”
- Fiduciary policy
 - o Our current MIIA policy does not cover fiduciary liability. This coverage would cover a claim against a trustee or employee administering a trust fund (in our case, the Treasurer) for a breach of fiduciary responsibility in administering the trust. We have been provided an application if we’d like to add this coverage.

Town Manager

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Tuesday, November 5, 2019 2:51 PM
To: Town Manager
Cc: Chief Jeffrey Durand; DPW Director
Subject: Updates

Angus,

The Chief asked me to email you regarding the old Park and Rec building next to Page School. I met with our communications vendor today at the page school. They will provide me with quotes to move the existing communications. As soon as I have the numbers I will update you and the Chief. We would be responsible for moving the PD and EMA repeater. The vendor will coordinate with Cataldo/Atlantic to move their equipment. This will also include our phase 3 PD/FD improvements for the west end of town.

The public safety email migration went great. We are now operating on the Microsoft Office 365 E3 cloud based exchange server and we meet if not exceed GCC, CJIS and FBI compliance.

I received your email regarding the IT inventory. I am currently working on that and will have it completed prior to the end of the month. It will account for everything beginning at the incoming internet, LAN, to workstation, etc.

Mike Dwyer

Town Manager

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Wednesday, November 6, 2019 8:27 AM
To: Town Manager
Cc: Chief Jeffrey Durand
Subject: Park and Rec building inventory

Angus,

P&R Building inventory, 694 Main Street:

1st Floor - no public safety equipment

2nd floor - Locked room, 1 - stand alone secured cabinet containing the following for PD: 1 - Kenwood UHF communications repeater, 1 - power supply, 1 - communications duplexer (bi-directional), battery back up/charger, and 110v, 20A AC power (building). 1 - stand alone secured cabinet containing the following for Cataldo/Atlantic Ambulance Service: 1 - VHF communications repeater (unknown manufacturer), 1 - power supply, 1 - communications duplexer (bi-directional), and 110v, 20A AC power (building).

Basement - far room on the east side. 1 - rack mounted VHF communications repeater with power and duplexer. This equipment is owned and maintained by the Pentucket Amature Radio Association. West Newbury EMA utilizes this communications equipment is for area emergency operations, local and regional drills (Seabrook Station) and events. I serve as the "coordinator" between the group and Public Safety.

Exterior building - 110 foot antenna tower, top high gain UHF antenna, middle 2-VHF antennas (Cataldo/Atlantic - 1 omnidirectional antenna and for EMA - directional antenna)

Various mounting and support equipment attached to the antenna
Communications cables that connect each repeater to the antenna

Estimated timeline will be based on cost and determined by Chief Durand and I. I expect that we will require supplemental funding to accomplish this move.

I will get you up-to-date costs on the above equipment for insurance purposes.

Mike

Town Manager

From: Lento, Christina M (ANF) <christina.m.lento2@state.ma.us>
Sent: Monday, November 4, 2019 10:35 AM
To: Town Manager
Subject: RE: West Newbury earmark for Page School ADA improvements
Attachments: FY20 15990026 West Newbury Draft.doc

Good morning Mr. Jennings,

Thank you for the letter regarding the release of funds for the 1599-0026 earmark: \$20,000 to improve the accessibility of public facilities at the Page School in the town of West Newbury.

Attached is the standard contract form that must be executed in order to release the funds. Please review for accuracy, and confirm/provide the following:

- Confirm contract manager information
- Provide a budget for the \$20k,
- Provide a written request for the release of the \$20k (previously received letter is acceptable),
- Confirm authorized signatory

Once I have received the above information and confirmations, I will have our CFO sign the contract and send two out to you for your counter signature. Your town will retain one copy, and one is to be returned to A&F. Upon return of the contract, I can initiate payment.

Please don't hesitate to contact me with any questions or concerns.

Thank you very much,
 Christina

From: Town Manager <townmanager@wnewbury.org>
Sent: Monday, November 04, 2019 10:26 AM
To: Lento, Christina M. (ANF) <Christina.M.Lento@mass.gov>
Subject: West Newbury earmark for Page School ADA improvements

Hi Christina,
 Please find attached per our call. Thanks in advance for your help!

Angus

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



Town 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

September 27, 2019

Secretary Mike Kennealy
Executive Office of Housing and Economic Development
1 Ashburton Place, #2101
Boston, MA 02108

Dear Secretary Kennealy,

On behalf of the West Newbury Board of Selectmen, and all West Newbury residents, I am writing to express our gratitude for the inclusion of a \$20,000 earmark in the State Budget to support accessibility improvements to the Page School playground. My office has been working in coordination with the Selectmen and many local Boards, Committees and Commissions, the Pentucket Regional School District, and residents, in planning a number of accessibility improvements expected to be phased in over time. The Commonwealth earmark offers the opportunity to make early, visible progress on this effort.

At your convenience, please send the earmarked funds to the address above, pursuant to the FY20 Commonwealth budget line 1599-0026 providing that "\$20,000 shall be expended to improve the accessibility of public facilities at the Page School in the town of West Newbury."

We are thankful for the efforts of Senator Tarr and Representative Mirra, as well as for your office's efforts and those of Governor Baker. We look forward to sending you "before and after" photos to demonstrate these improvements!

Please do not hesitate to contact me if you have any questions.

Sincerely,

Angus Jennings
Town Manager

cc: *Senator Bruce Tarr*
Representative Lenny Mirra
Justin Bartholomew, Superintendent, Pentucket Regional School District
Dustin Gray, Principal, Page School



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: November 9, 2019
 RE: Upcoming CIC meeting

The Capital Improvements Committee (CIC) held its first meeting of the fiscal year on October 9th (meeting minutes enclosed) and has another meeting coming up. This memo is to summarize work underway on an updated Capital Program to inform proposed capital expenditures in FY21 and projected capital needs for the next ten years.

I have been working closely with the DPW Director, and he has held separate meetings with the Fire and Police Chiefs, Library Director, and Page School Principal and Facilities Manager regarding updates to various elements of the Capital Program.

Wayne and I are working on an updated format for capital planning that reflects each of our experience in other communities. This is expected to include single-page project sheets for each project within the Capital Program (sample project sheet enclosed). We are also working to incorporate both expenses and revenues within the Capital Program, to acknowledge the funding sources for these projects in addition to the Stabilization Fund.

I have also attached working drafts of several documents related to capital planning:

- Facility Maintenance Master List (includes both capital and O&M expenses)
- DPW Vehicle/Equipment List
- Roadway Inspection Worksheet, April 2019

We are ahead of where we were last year at this time, and I think we're well on track to prepare a Capital Program that will be more complete, accurate, and clear than has been done in prior years. I recommend that we set a date for Board of Selectmen review of a proposed Capital Program that matches the date that the FY21 budget will be presented, so that FY21 operating and capital expenses can be reviewed concurrently.

Town of West Newbury - Facility Maintenance Master List

Facility Name	Facility Code	Project Code	Project Name	Project Description	Repair Schedule	Consultant Services Needed	Project Funded	Estimated Project Cost	Possible Funding Sources	Completion Date
Town Offices	F01	1-1	Basement Wall Installation	For COA storage	Winter 2019	No	Yes	\$8,000	Article 12 ATM 43018	
Town Offices	F01	1-2	Interior COA Access Door Security	Upgrade doors locking system between COA and Senior Housing to improve security	Spring 2019	No	Yes	\$4,000	Oper	
Town Offices	F01	1-3	COA Exterior Door and Window Replacement	Replace / Repair Exterior Door and window structure.	unknown	Maybe	No	\$30,000	FRCA	
Town Offices	F01	1-4	COA exterior patio	Buidling small brick patio	ongoing	No	No	\$4,000	FRCA	Fall 2019
Town Offices	F01	1-7	Septic System Replacement	Replace septic system (50% cost share with housing WNHA)	2023	Yes	No	\$50,000.00	FRCA	
Town Offices	F01	1-5	Exterior Painting	Paint all wood work interior and exterior of building	2019	No	No	\$75,000	Oper	Summer 2019
Town Offices	F01	1-6	Interior Painting	Repair cracks and Paint Interior	unknown	No	No	\$25,000.00	FRCA	
Town Offices	F01	1-7	Health Dept and COA storage	Relocate / swap storage area. Will need lighting, electrical outlets and flooring	Winter 2020	No	No	\$5,000.00	Operating ?	
Town Offices	F01	1-8	Annex Improvements	Make area more COA usable		No	No		FRCA	
Annex	F02	2-1	Roof Replacement	Replace roof - leaking issues	unknown	Yes	No	\$70,000	FRCA	
GAR Library	F03	3-2	Attic Insulation Project	Install insulation in attic to prevent ice dams	Fall 2019	No	Yes	\$6,000.00	New Article Request	
GAR Library	F03	3-3	Library Exterior Trim Replacement	Replace exterior trim	Summer 2020	No	Yes	\$30,000.00	Article 9 STM 42516	
Public Safety Complex	F04	4-1	HVAC Unit Replacement	Replace failing HVAC Unit	Summer 2019	No	No	\$40,000.00	New Article Request	Aug 2019
Public Safety Complex	F04	4-2	Interior and Exterior Painting	Paint all work interior and exterior of building	2020	No	No	\$125,000.00	FRCA	

Town of West Newbury - Facility Maintenance Master List

Public Safety Complex	F04	4-3	Exterior Lighting Repairs	Repair lighting bases	2020	No	No	\$9,000.00	FRCA	
Children Castle	F05	5-1	Repair Roof Leaks	Small repairs are needed to repair leaks in roof	unknown	No	No	\$12,000	0	
Children Castle	F05	5-2	Window Replacement and Repairs	Must be evaluated in greater details	unknown	Yes	No	unknown	CAST	
Children Castle	F05	5-4	Interior Painting		2025	No	No	\$35,000	CAST	
Page School	F06	6-1	Chiller Replacement	May need to replace one chiller on roof	unknown	No	No	\$10,000.00	FRCA	
Page School	F06	6-2	Floor Repair Project	Repair floor on 2nd floor	Summer 2019	No	Yes	\$38,000.00	Article 12 ATM 43018	
Page School	F06	6-3	Main Office / Lobby Heating	Install additional heating in Main Office area and Lobby	Ongoing	No	Yes	\$10,000.00	Article 12 ATM 43018	
Page School	F06	6-4	New Gym Lobby Wall Leak	Leak in roof allowing water into brick wall cavity	unknown	Yes	No	\$25,000.00	FRCA	
Page School	F06	6-5	Playground Drainage issues	Playground not draining after rain events	unknown	Gary	Yes	\$15,000.00	Article 12 ATM 43018	
Page School	F06	6-6	Fire Alarm System Upgrade	Connect old systems into new system	unknown	Yes	No	\$300,000.00	FRCA	
Page School	F06	6-7	Elevator Replacement	Replace Elevator	2024	Yes	No	\$300,000.00	FRCA	
Page School	F06	6-8	Stand Pipe Replacement	Replace stand pipe to sprinklers	2021	Yes	No	\$30,000.00	FRCA	
Page School	F06	6-9	Plumbing Fixture Replacement	Replace old fixtures	2022	No	No	\$275,000.00	FRCA	
Page School	F06	6-10	Generator Replacement	Replace old generator	2019	Yes	Yes	\$150,000.00	CPC	Winter 2019
Page School	F06	6-11	Fire Pump and Controls Replacement	Replace very old Fire water pump and controls	2021	Yes	No	\$135,000.00	FRCA	
Page School	F06	6-12	Replace and repair exterior concrete Lentils	Whole building need inspection and repairs to all lentils	2022	Yes	No	\$300,000.00		
Page School	F06	6-12	Exterior security systems	Install exterior camera surveillance System	2020	Yes	No	\$45,000.00		
Page School	F06	6-13	Master Clock System	Replace old master clock and intercom system	2028	Yes	No	\$150,000.00	FRCA	
Page School Playground	F06	6-14	Playground Upgrades	make playground ADA	2021	Yes	No	\$300,000.00		
Highway Garage	F07	7-1	Refinish Floor	Refinish floor in garage	2022	Yes	No	\$40,000.00	FRCA	

Town of West Newbury - Facility Maintenance Master List

Highway Salt Shed	F08		No Projects planned at this time							
Garden St Fire Station	F09	8-1	Interior and Exterior Painting	Repaint interior and exterior	2020	No	No	\$25,000.00	FRCA	
Garden St Fire Station	F09	8-2	Garage Door Replacement	Replace both garage doors	2020	No	No	\$17,000.00	FRCA	
Garden St Fire Station	F09	8-3	HVAC Replacement	Replace HVAC unit	2022	No	No	\$20,000.00	FRCA	
Town Hall	F10	10-1	Exterior Paint and Window Repair Project	Repaint / repair siding, trim, gutters and windows	2020	No	No	\$75,000.00	New Article Request	
Learning Tree Preschool	F11									
Band Stand	F20		No Projects planned at this time							
Mill Pond Rec Building	F21		No Projects planned at this time							
Park and Rec Building	F-22		Relocation of radio equipment					\$75,000.00	FRCA	
Old Highway Garage	F23	23-1	Roof Replacement	Replace roof	2021	Yes	No	\$200,000.00	FRCA	
Carr Post	F30		Renovation Project					\$1,800.00		

\$3,064,800

Funding Sources code:
 Oper = Operating Line
 Cap = Capital Line
 FRCA = Free Cash
 Stab = Stabilization Funds
 CAST = Children's Castle Funds

**Town of West Newbury
DPW Vehicle / Equipment List**

Truck Number	Year	Vehicle / Equipment Make	Life Span	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	2015	Peterbilt	10					\$200,000					
2	2011	International Dump Truck	10				\$200,000						
3	2020	Chevy 2500 Utility Body	10										\$55,000
4	2016	Ford F350 Dump Truck	8						\$80,000				
5	2016	Ford F250 Pickup Truck	10						\$45,000				
6	2009	International Dump Truck	10		\$200,000								
7	2008	Ford F350 Dump Truck	8	\$80,000									
8	2004	International Dump Truck	n/a										
20	2009	Ford Ranger (Facilities)	10		\$32,000								
21	2013	Cat Loader 930K	15								\$185,000		
22	2010	John Deere Backhoe 310SJ	12	\$145,000									
23	2005	John Deere Tractor Loader 3120	15			\$65,000							
24	2013	John Deere Road Side Mower 5083E	15								\$85,000		
25	2003	John Deere Tractor with Mower 4710	15			\$65,000							
26	2017	John Deere Tractor with Mower 4066R	12									\$95,000	
27	2002	Kubota ZD21 Zero-turn Mower	12		\$20,000								
28	2014	Kubota ZD331 Zero-turn Mower	10					\$20,000					
30	1982	Bombadier Sidewalk Plow SW48	n/a										
31	2008	Holder Sidewalk Plow / Blower C4.74	15				\$165,000						
40	2000	Brush Bandit Wood Chipper 200XP	15							\$85,000			
41	1969	Trailer (Pipes)	25			\$35,000							
42	1968	Trailer (Parks and Recreation)	30			\$20,000							
43	2002	Atlantic trailer (mower transportation)	n/a										
Total				\$225,000	\$252,000	\$185,000	\$365,000	\$220,000	\$125,000	\$85,000	\$270,000		\$55,000

Color Code: Gray is suggested life span replacement / yellow is DPW recommendation / Orange matches both life and recommendation



Town of West Newbury Roadway Evaluation Report

The Town of West Newbury Department of Public Works (DPW) maintains over 46 miles of roadways and about a dozen parking area within the town. Every three years the department inspects all these paved areas and use this data to develop a yearly paving program.

The policy and funding support over the many years have demonstrated that West Newbury takes pride and is committed to maintaining a roadway infrastructure that is above average with little or no roadway defects. This goal is almost impossible to maintain unless you have committed funds consistently over a long period of time, which West Newbury has done and should be proud of.

This evaluation will be used to continue the goal of a roadway network that requires little to no maintenance, causes no damage to private property and offers a comfortable walking, biking and driving experience in our town.

The following pages is the result of the town-wide roadway evaluation that was performed by the DPW Director during April 2019. Every street was inspected and assigned a rating. The rating system used is outlined below.

Rating = 1

Roadway is in good condition with no action required at this time or in the near future.

Rating = 2

Roadway in good condition, however could use a preventive measure such as crack-seal to maintain a good roadway condition.

Rating = 3

Roadway is in fair condition and beyond crack-seal and should be placed on repair / replacement list within the next 1-3 years.

Rating =4

Roadway is in such poor condition that it should be placed on repair / replacement during the next paving season.

**Town of West Newbury
Roadway Inspection Spreadsheet
April 2019**

Inspected	Street Name	To	From	Public or Private	Roadway Length in feet	Roadway Rating
X	Albion Ln	Bridge St	Main St	Public	1,953	2
X	Appleton Ct	Main St	Prospect St	Public	528	3
X	Archelaus Hill Rd	Middle St	To Circle	Public	2,640	2
X	Archelaus Pl	Stewart St	Dead End	Public	2,059	2
X	Ash St	Georgetown Rd	Middle St	Public	3,690	1
X	Ash St	Middle St	Swamp	Public	2,900	1
X	Ash St	Swamp	Montclair Rd	Public	1,200	1
X	Ash St	Montclair Rd	Newbury Town Line	Public	2,800	1
X	Avon Ln	Donovan Dr	Dead End	Public	792	1
X	Bachelor St	Main St	Cherry Hill St	Public	10,665	1
X	Baileys Ln	Main St	Dead End	Public	2,904	2
X	Barberry Ln	Main St	Dead End	Public	1,625	3
X	Brake Hill Terr	Main St	Dead End	Public	460	3
X	Brickett St	Ash St	Moulton St	Public	1,584	3
X	Bridge St	Main St	Merrimack River Bridge	Public	5,280	1
X	Browns Ln	Garden St	Dead End	Public	1,584	1
X	Capt. Pierce Dr	Middle St	Dead End	Public	739	2
X	Chase St	Main St	Middle St	Public	2,745	1
X	Cherry Hill St	Bachelor St	Indian Hill St	Public	2,481	1
X	Chestnut Hill St	Meadow Sweet Rd	Dead End	Public	420	3
X	Chestnut Ln	Chestnut Hill St	Dead End	Public	310	4
X	Chestnut St	Farm Ln	Meadow Sweet Rd	Public	1,636	1
X	Church St	Main St	Bridge St	Public	5,174	1
X	Coffin St	Main St	River Rd	Public	4,752	1
X	Cortland Ln	Coffins St	Dead End	Public	1,672	2
X	Crane Neck St	Main St	Middle St	Public	6,400	3
X	Crane Neck St	Middle St	Newbury Line	Public	5,505	4
X	Crescent Dr	Hilltop Cir	Hilltop Cir	Public	1,161	1
X	Doles Pl	Pleasant St	Doles Pl Extension	Public	1,637	1
X	Doles Pl Extension	Rivercrest Dr	Doles Pl Extension	Public	593	1
X	Donovan Dr	Stewart St	Dead End	Public	1,917	1
X	Donovan Dr	At Avon Pl	300' section	Public	300	3
X	Emery Ln	Main St	Dead End	Public	2,745	4
X	Farm Ln	Main St	Dead End	Public	2,112	3
X	Felton Ln	Main St	Dead End	Public	580	1
X	Ferry Ln	Church St	Bridge St	Public	211	2
X	Garden St	Main St	100' South of Main St	Public	100	3
X	Garden St	100' South of Main St	Indian Hill St	Public	8,981	1
X	Georgetown Rd	Groveland Line	Middle St	Public	1,580	3

**Town of West Newbury
Roadway Inspection Spreadsheet
April 2019**

X	Georgetown Rd	Middle St	1/2 between Middle & Crane Neck	Public	1,100	3
X	Georgetown Rd	1/2 between Middle & Crane Neck	Maple St	Public	4,900	1
X	Hanover Ln	Way To The River	Dead End	Public	475	1
X	Harrison Ave	Main St	Pleasant St	Public	633	3
X	Hemingway Pl	Stewart St	Dead End	Public	526	1
X	Hickory Ln	Bridge St	Dead End	Public	475	4
X	Hilltop Cir	Robin Rd	To Circle	Public	3,379	1
X	Illsley Hill	Moulton St	Dead End	Public	1,214	1
X	Indian Hill St	South St	Middle St	Public	8,764	1
X	Indian Ridge Rd	Indian Hill St	Dead End	Public	1,056	2
X	Kimball Rd	Middle St	Dead End	Public	1,848	1
X	Maple St	Main St	Georgetown Rd	Public	3,379	1
X	Marshall Dr	Main St	Dead End	Public	1,056	4
X	Meadow Sweet Rd	Farm Ln	Rivercrest Dr	Public	2,376	1
X	Mechanic St	Main St	Dead End	Public	1,267	1
X	Meeting House Hill Rd	Ash St	Bachelor St	Public	2,956	1
X	Merrill St	Main St	Dead End	Public	792	4
X	Middle St	Groveland Line	Ash St	Public	6,637	1
X	Middle St	Ash St	Garden St	Public	3,503	1
X	Middle St	Garden St	Newburyport Line	Public	12,709	1
X	Mirra Way	Norino Dr	Dead End	Public	1,320	3
X	Montclair Rd	Ash St	near top of hill	Public	607	2
X	Montclair Rd	near top of hill	Dead End	Public	607	4
X	Moulton St	Bachelor St	South St	Public	8,923	1
X	Newell Farm Dr	Main St	Dead End	Public	1,267	2
X	Norino Dr	Main St	Dead End	Public	2,006	3
X	Parsons Rd	Main St	Dead End	Public	1,584	2
X	Pleasant St	Main St	Harrison St	Public	580	3
X	Pleasant St	Harrison St	Dole Pl	Public	1,310	1
X	Pleasant St	Dole Pl	River Meadow Dr	Public	660	1
X	Poores Ln	Garden St	Dead End	Public	422	2
X	Poorhouse Ln	Archelaus Pl	Dead End	Public	1,056	1
X	Prospect St	Main St	Church St	Public	2,904	1
X	River Meadow Ct	River Meadow Dr	Dead End	Public	528	3
X	River Meadow Dr	Pleasant St	Circle	Public	2,112	3
X	River Meadow Pl	River Meadow Dr	Dead End	Public	528	3
X	River Rd	Bridge St	Dead End	Public	13,080	1
X	River Rd	100' section	near #115	Public	100	3
X	River Rd	Way to the River	Dead End	Public	1,800	3
X	Rivercrest Dr	Doles Pl Extension	Dead End	Public	2,112	2
X	Robin Cir	Robin Rd	Dead End	Public	264	2
X	Robin Rd	Crane Neck St	Crane Neck St	Public	1,953	1

**Town of West Newbury
Roadway Inspection Spreadsheet
April 2019**

X	Rogers St	Garden St	Turkey Hill Rd	Public	5,016	1
X	Sawmill Brook Rd	Bachelor St	Stewart St	Public	1,161	1
X	South St	Moulton St	Newbury Line	Public	5,280	2
X	Spring Hill Rd	Ash St	Dead End	Public	1,742	1
X	Steed Ave	Bridge St	Dead End	Public	897	1
X	Stewart St	Main St	Sawmill Brook Rd	Public	3,087	3
X	Stewart St	Sawmill Brook Rd	Middle St	Public	3,490	1
X	Sullivans Ct	Whetstone St	Dead End	Public	844	4
X	Summer Sweet Ln	Meadow Sweet Rd	Dead End	Public	369	2
X	Tewksbury Ln	Crane Neck St	Georgetown Rd	Public	1,584	1
X	Training Field Rd	Main St	Baileys Ln	Public	528	2
X	Turkey Hill Rd	South St	Newburyport Line	Public	8,500	1
X	Twig Rush Ln	Rivercrest Dr	Dead End	Public	528	2
X	Upland Ln	Parsons Rd	Dead End	Public	528	2
X	Waterside Ln	Doles Pl	Dead End	Public	792	1
X	Way To The River	Main St	River Rd	Public	3,273	1
X	Whetstone St	Main St	Follinsbee Ln	Public	600	1
X	Whetstone St	Main St	Dead End	Public	1,300	4
X	Woodcrest Dr	Hilltop Cir	Dead End	Public	1,056	2
X	Worths Ln	River Rd	Dead End	Public	633	3

Town Total in Feet

242,391

estimated at 47 miles

Town Properties / Facilities

X	Band Stand Parking Lot					3
X	Cammett Field Parking Lot					3
X	Garden St Fire Station					4
X	Library Parking					1
X	Old Town Hall					3
X	Page School Parking Lot - Main					3
X	Page School Parking Lot - Front of school					3
X	Page School - Eugene Shike Willis Rd					3
X	Public Safety Complex					3
X	Public Works					2
X	Town Offices					3

**Town of West Newbury
Roadway Inspection Spreadsheet
April 2019**

X	Willis Way (Page School Entrance)					3
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Roadway Rating

1 = Good Condition

2 = Good Condition - crackseal candidate

3 = Fair Condition - beyond crackseal

4 = Poor Condition - should be reconstructed soon.

Agenda:

Open meeting - 381 Main Street, First Floor Hearing Room; 10/9/19, meeting opened at 7:32

Present: Preble, Parker, Kelly, McDowell, Boria, Mizner, Jennings

Preble: CIC Members list will be updated for next month

Members given copy of Agenda, Bylaw, Litmus Test, Stabilization Table

Preble: Review of Litmus Test, 25 Questions. Every item in question has all 25 questions asked by each member. Then, each member's score on the 25 questions is averaged together.

Review Stabilization Table

Group discussion of DPW items, and generally where the years and figures come from.

Group discussion about Police vehicles. Consensus to leave on chart for information purposes, despite being outside the charge of the committee.

Preble: Reviewing how to read chart; Total Replacements/Appropriation/Stabilization Total

Group discussion about adding upcoming bridge projects to table; add dams. Think about other things to add. Add column with long term replacement date column.

Jennings: Idea about creating unified account of all town assets.

Jennings: Page School - DPW, TM, P, Super meeting to update capital plan for Page

Jennings: LATE FILE ITEM: Page School Steam Heater Replacement

Important issue: Whose responsibility? District v. Town. Is the item a fixture or equipment?

Board of Selectmen and Finance Committee will take up the issue at joint meeting on 10/15/19.

Motion (Mizner): Have DPW give CIC a presentation/update of capital plan: PASSED 6-0-0

Suggested date set for 11/13/19 @7:30 PM

Motion (Kelly): Have Fire & Water give CIC a presentation/update of capital plan: PASSED 6-0-0

Date: TBD, 11/13/19 if DPW is unavailable

Discuss End Date for Table

Preble: Current Table has 8 years plan. Consensus is to make it for ten years.

Value of Road Program

Preble: 5 year road plan created by Gary Bill. Ended 4 years ago.

Jennings: DPW likely already has their own new plan.

Review Town Meeting Articles

No articles on Fall Special Town Meeting Warrant involve Capital Improvement Committee

Chairman

Motion (Kelly): nominate Preble to serve as Chairman for current Fiscal Year. PASSED 6-0-0.

Adjournment



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: November 9, 2019
 RE: CPC housing policy discussion

At its upcoming November 21st meeting, the CPC will hold a public hearing to invite comment on the community's needs with regard to housing, open space/recreation, and historic preservation.

Following on discussions dating to last spring and early summer, the CPC has expressed interest in seeing the community do more to create and/or preserve affordable housing. Since that time, the CPC recommended, and Town Meeting approved, substantial funding to reinvest in existing affordable housing in West Newbury. New affordable housing units have also been added, and will continue to be added, as a result of the Inclusionary Housing Bylaw.

The CPC has asked me to present ideas at their upcoming meeting regarding potential housing initiatives. I invite the Board's input and direction regarding whether and how we may be able to advance the Town's housing policy objectives.

For reference, the West Newbury Housing Production Plan approved in June 2018 is online here: https://www.wnewbury.org/sites/westnewburyma/files/uploads/westnewbury_hpp_2018-final.pdf

The 2018 Merrimack Valley Regional Housing Plan is also posted to the Town website, here: https://www.wnewbury.org/sites/westnewburyma/files/uploads/mv_housing_plan_full_final_version.pdf

One point that should be considered within this discussion is that, at present, it is my opinion that the Town is not properly organized to implement its responsibilities with regard to existing and future affordable housing units. Specifically, both Mike McCarron and I have raised concerns regarding the staff time associated with adding affordable housing units to the Town's Subsidized Housing Inventory (SHI) through the Local Initiative Program (LIP); monitoring continuing compliance with affordability deed restrictions; overseeing resale of affordable units including implementing an Affirmative Fair Marketing Program and Housing Lottery; and responding to any questions or complaints that may arise regarding existing affordable housing units.

This is an area of the organization where the workload has increased substantially over the years, but without any clarification regarding where this responsibility rests it has become part of my office's workload. It is easy to envision future scenarios where the Town cannot meet its obligations, within the prescribed timeframes, with regard to existing and future affordable units. Any discussion of housing policy should include consideration of how best to address these issues.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: November 9, 2019
RE: Holiday recognition schedule

At its August 5th meeting the Board approved the enclosed holiday recognition schedule for FY20.

When I prepared this document, I inadvertently left off the day before Christmas. I have also included for your reference the approved FY19 holiday recognition schedule, which authorized closure of the Town Offices and Public Works departments at 1pm on Christmas Eve.

The Library Director recently asked me whether the Library could close prior to its normal 8pm closing time on Wednesday, November 27th, the day before Thanksgiving.

This is therefore a request for the Board to revisit its earlier vote in order to determine whether Town offices will be authorized to close early on December 24th (a Tuesday), as well as whether an early closure of the Library would be authorized for November 27th and/or December 24th. The Library Director has suggested a 2pm closing on each of those days.

As it has done in the past, the Library will remain open this year on the day after Thanksgiving.

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

Item L

Proposed Holiday Recognition Schedule

After discussion the following motion was made:

To close the 1910 Building the day after Thanksgiving

Motion made by Glenn Kemper and seconded by David Archibald.

Yes 3 No 0

Item M

Approval of July 22, 2019 minutes of meeting

Item Tabled.

Item N

DPW report on schedule for street paving and guardrail work.

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

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

Item O

MassWorks grant application for Middle Street Bridge

Informational

Item P

Update on Potential hazard reclassification of Mill Pond Dam

Potential to downgrade the classification down from significant to low.

Item Q

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

Management planning.

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

for their assistance with planning services.

Item R

Memo from Planning Board regarding Chapter land policy and procedures.

Communication accepted and placed on file.

Item S

Follow up meeting assignments; Placing Items for future agendas

Discussion regarding the above subjects.

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

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

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

Respectfully submitted, Mary DiPinto

FY20 Holiday Recognition Schedule, Town of West Newbury

	Holiday	Labor Day	Columbus Day	Veterans Day	Thanksgiving Day	Friday after Thanksgiving	Christmas Day	New Years Day	Martin Luther King's Birthday	Presidents' Day	Patriots' Day	Memorial Day	Independence Day
Department*	Day & Date	Monday 9/2/19	Monday 10/14/19	Monday 11/11/19	Thursday 11/28/19	Friday 11/29/19	Wednesday 12/25/19	Wednesday 1/1/20	Monday 1/20/20	Monday 2/17/20	Monday 4/20/20	Monday 5/25/20	Saturday 7/4/20
	Normal Day(s) Closed												
Town Offices	Sat, Sun	Monday 9/2/19	Monday 10/14/19	Monday 11/11/19	Thursday 11/28/19	Closed	Wednesday 12/25/19	Wednesday 1/1/20	Monday 1/20/20	Monday 2/17/20	Monday 4/20/20	Monday 5/25/20	Friday 7/3/20
Public Works	Sat, Sun	Monday 9/2/19	Monday 10/14/19	Monday 11/11/19	Thursday 11/28/19	n/a	Wednesday 12/25/19	Wednesday 1/1/20	Monday 1/20/20	Monday 2/17/20	Monday 4/20/20	Monday 5/25/20	Friday 7/3/20
Library	Sunday (Sat & Sun in summer)	Monday 9/2/19	Monday 10/14/19	Monday 11/11/19	Thursday 11/28/19	n/a	Wednesday 12/25/19	Wednesday 1/1/20	Monday 1/20/20	Monday 2/17/20	Monday 4/20/20	Monday 5/25/20	Friday 7/3/20

* Holidays for Police and Dispatch Personnel governed by Union Contracts and overseen by Police Chief.

8/5/2019 - Selectman Kemper motioned to close Town Offices on the day after Thanksgiving. Second by Chairman Archibald. Approved 3-0-0.

FY19 Holiday and Closure Recognition Schedule, Town of West Newbury

	Holiday	Labor Day	Columbus Day	Veterans Day	Thanksgiving Day	Friday after Thanksgiving	Christmas Eve	Christmas Day	New Years Day	Martin Luther King's Birthday	President's Day	Patriots' Day	Memorial Day	Independence Day
	Day & Date	Monday 9/3/18	Monday 10/8/18	Sunday 11/11/18	Thursday 11/22/18	Friday 11/23/18	Monday 12/24/18	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19
Department*	Normal Day(s) Closed													
Town Offices	Sat, Sun	Monday 9/3/18	Monday 10/8/18	Monday 11/12/18	Thursday 11/22/18	Closed	Close at 1pm	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19
Public Works	Sat, Sun	Monday 9/3/18	Monday 10/8/18	Monday 11/12/18	Thursday 11/22/18	Closed	Close at 1pm	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19
Recycling Center	Mon, Tues, Wed, Thurs, Fri, Sun	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Monday 5/27/19	Thursday 7/4/19
Library	Sunday	Monday 9/3/18	Monday 10/8/18	Monday 11/12/18	Thursday 11/22/18	**	**	Tuesday 12/25/18	Tuesday 1/1/19	Monday 1/21/19	Monday 2/18/19	Monday 4/15/19	Monday 5/27/19	Thursday 7/4/19

* Holidays for Police, Dispatch and Fire Personnel governed by Union Contracts and overseen by Police and Fire Chiefs, respectively.

**Board of Library Trustees are responsible for the management of the library

10/1/2018 - Selectman Anderson motioned to close the day after Thanksgiving and 1pm on Christmas Eve, December 24, 2018.

Second by Chairman Kemper; 3-0-0 vote.



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townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: November 10, 2019
 RE: Future meeting topics – WORKING DRAFT

1. Proposed updates to Board of Selectmen policies (incl. CORI policy)
2. DLS Financial Policies
3. MOU with Pentucket re permitting fees
4. MOU with Newburyport re bridge
5. Cost share with Pentucket re SRO
6. P&R request to reconvene Pipestave Parking Committee / Pipestave parking proposal
7. Update ADA policy statements (email to/with Glenn C. late June)
8. “Actions Taken” retro and going forward
9. Report on properties subject to foreclosure due to nonpayment of property taxes
10. Potential MOU w Newburyport to allow use of Garden St Fire Station for approx. 1 year during construction of their new station
11. Resident correspondence re cost for trash removal at private condos
12. Cable contract, Verizon
13. Personnel Policy updates; authorization to apply for Community Compact grant
14. Assessor job description (address mapping)
15. Electric vehicle charging stations
16. Parks & Rec request re canoe lending program
17. Parks & Rec re Pipestave parking
18. Open Space Committee re DPW work on trails maintenance
19. Revisit charge of Carr Post Building Committee
- 20.
- 21.
- 22.
- 23.