



Town of West Newbury
Board of Selectmen
Monday, November 25, 2019 @ 6pm
381 Main Street, Town Office Building

www.wnewbury.org

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 (*Brown Spring Farm APR 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; MOU with Pentucket re Middle/High School permitting/inspections*).

Open Session: 7pm in the First Floor Hearing Room

Announcements:

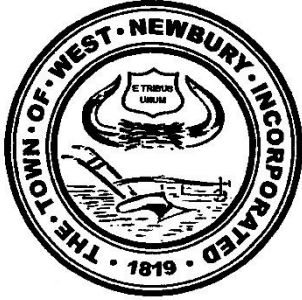
- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Town Offices closing at 2pm on Thursday, Nov. 27th and closed all day Nov. 28th and Nov. 29th
- Municipal Vulnerability Preparedness – resident survey now online, please participate!
- Draft Memorial Day Parade policy posted to Town website – invitation for public comment
- Notice of Annual Meeting: Parker, Ipswich & Essex River Watersheds Partnership – Dec. 5, 2019
- Comcast correspondence regarding pricing changes
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/board-selectmen/pages/2019-20-volunteer-opportunities>

Regular Business

- A. Presentation of life saving awards to Sgt. Dan Cena and Officer Rich Parenteau – *Police Chief Durand*
- B. Joint meeting with West Newbury Housing Authority Board to consider joint appointment of Susan Babb as Interim Housing Authority Board member until the next regular election
- C. Request for appointment of Cheryl Grant to Board of Registrars
- D. Public Hearing with Board of Assessors: FY2020 Tax Classification Hearing
- E. Joint meeting with Board of Health regarding solid waste and recycling, projected FY21 costs
- F. 2020 Liquor License Renewals: West Newbury Food Mart; and GN Enterprises, Inc. d/b/a West Newbury Pizza Company
- G. Update on Designer Selection process for Soldiers & Sailors Memorial Building
- H. Review of draft updated Committee Charge, Carr Post Building Committee
- I. Update on Middle/High School design process; Planning Board request for comments
- J. Discussion of FY21 budget process and timeline; discussion of school stabilization funding model and potential multi-year utilization taking into account projected FY21 debt service
- K. Review and approval of updated Board of Selectmen policies
- L. Review of proposed revisions to Community Preservation Committee Guidelines
- M. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Building Inspector and DPW Experienced Operator positions
- N. Review and approval of Agricultural Preservation Restriction for Brown Spring Farm
- O. Review and approval of Stewardship Memorandum of Agreement for Brown Spring Farm
- P. Meeting minutes: October 15, 2019; October 28, 2019; November 4, 2019.

Town Manager Updates

- Q. Updates on active projects and near-term priorities
- R. Recent meeting with representative from Congressman Moulton's office re potential Federal grants
- S. Follow up meeting assignments; and Placing items for future agendas



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. The Board shall designate a Parade Chairperson to oversee and administer these guidelines, with the support of and in coordination with the Town Manager and designated Town personnel.

- All parade 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 Board confers upon the Parade Chairperson the right to reject any entry, at any time, deemed by the Chairperson to be 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 on or 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.

MEMORIAL DAY PARADE RULES

- All entries must keep moving and in line of march at all times. No exceptions.
- If you wish to hand out items, the items and the method of distribution must be approved by the Parade Chairperson in advance.
- 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 the Parade Chairperson and the West Newbury Police Chief.

BOARD OF SELECTMEN OF TOWN OF WEST NEWBURY

Date



November 19, 2019

Board of Selectmen
Town of West Newbury
381 Main Street
West Newbury, MA 01985

RECEIVED

NOV 20 2019

TOWN MANAGER
TOWN OF WEST NEWBURY

RE: Important Information—Price Changes

Dear Chairman and Members of the Board:

At Comcast, we're committed to delivering the entertainment and services that matter most to our customers in your community, as well as exciting experiences they won't find anywhere else. As we continue to invest in our network, products, and services, the cost of doing business rises. Programming fees - the cost associated with carrying the programming our customers demand, especially broadcast television and sports programming - continue to rise each year and are one of our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2019, prices for certain services and fees will be increasing. Please see the enclosed Customer Notices for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We work hard to bring our customers great value every day and exciting new developments, including:

- Xfinity Stream app included with Xfinity TV has the most free shows and movies
- Apps like Netflix, Pandora, Amazon, and YouTube integrated on our X1 platform and easily accessed using our Voice Remote
- 163,000+ shows and movies on Xfinity On Demand
- Enhanced control of in-home WiFi with Xfinity xFi
- Advanced security with the Xfinity Wireless Gateway
- The fastest Internet speeds in the country
- 19 million Xfinity WiFi hotspots nationwide

Also, effective December 20, 2019, AnyRoom DVR Service will no longer be available for new subscriptions. If you currently have AnyRoom DVR Service you will continue to receive this service until you make a change or you receive further notice.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 508.732.1536.

Sincerely,

Michael Galla

Michael Galla, Sr. Manager
Government Affairs

Attachment: Customer Notices

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

To our viewers, streamers, gamers, and online shoppers,

At Xfinity, we love keeping you connected to what matters most. We're proud to deliver exciting experiences you won't find anywhere else.

We want to let you know about some improvements we've made to your services, and also to tell you the cost of some of our services will be increasing. Nobody likes price increases, including us, but they happen periodically for a few reasons. Network programming fees—the amount networks charge us to put their channels on our cable system—go up every year, and they are among our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing.

We continue to invest in our products and services. These investments lead to big improvements year after year, including:

- Powerful in-home WiFi and a more reliable network with more capacity
- The fastest Internet speeds in the country
- Exciting new technology you depend on, and the integration of the apps you use every day
- Thousands of shows and movies available to watch on any screen, for our TV and Internet customers alike

You deserve the best, so we won't compromise on the experiences we create for you. As always, we sincerely thank you for being an Xfinity customer.

Your Xfinity Team

If you have a promotional offer with your services right now or you are on a minimum term agreement for your services, the prices for those specific services will not be affected during the applicable period. However, equipment charges, charges for additional features, taxes, and other fees, including the Broadcast TV Fee and Regional Sports Network Fee, are subject to change and could affect the overall amount you pay during the applicable period. When your promotional offer or contract term ends, your price for those services will reflect our new package prices.

Experience the benefits of Xfinity

Xfinity Internet:

The fastest Internet speeds in the country, including offering 1 Gigabit download speeds, available to 90% of our customers

19 million Xfinity WiFi hotspots nationwide

Xfinity TV:

Xfinity Stream app included with Xfinity TV has the most free shows and movies

Stream apps like Netflix, Pandora, Prime Video, and YouTube on X1 with the Voice Remote

163,000+ shows and movies on Xfinity On Demand

More details on these price changes are enclosed. For additional information, go to xfinity.com/pricechanges. For details on Xfinity features included with your service, see my.xfinity.com.

Georgetown, Hamilton, Ipswich, Rowley, W. Newbury & Wenham, MA

877-316000 (2360) 2370 2450 2400 2470 3780

P0364.119

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

QUAD PLAY PACKAGES	Current	New
with Xfinity Home Security add	\$39.95	\$30.00
with Xfinity Home Security Plus add	\$49.95	\$40.00

XFINITY® TV	Current	New
Broadcast TV Fee		
Ipswich, Rowley, West Newbury	\$9.75	\$14.10
Georgetown, Hamilton, Wenham	\$10.00	\$14.95
Franchise Costs		
Hamilton	\$.46	\$.49
Ipswich	\$.64	\$.63
Rowley	\$.77	\$.79
Wenham	\$.47	\$.45
Regional Sports Fee	\$8.25	\$8.75
Starz®	\$12.00	\$8.99
TV Box Limited Basic	\$2.50	\$4.60
HD TV Box Limited Basic	\$2.50	\$4.60
TV Box	\$2.50	\$4.60
Remote	\$.18	\$.40
Service to Additional TV - with CableCARD	\$7.27	\$4.95
Customer-Owned Video Equipment Credit	\$2.50	\$5.00

XFINITY® Internet	Current	New
Performance - Xfinity Internet Service Only	\$74.95	\$77.95
Performance - with Xfinity TV or Voice Service	\$61.95	\$64.95
Performance Pro - Xfinity Internet Service Only	\$89.95	\$92.95
Performance Pro - with Xfinity TV or Voice Service	\$76.95	\$79.95
Blast! - Xfinity Internet Service Only	\$94.95	\$97.95
Blast! - with Xfinity TV or Voice Service	\$81.95	\$84.95
Extreme Pro - Xfinity Internet Service Only	\$99.95	\$102.95
Extreme Pro - with Xfinity TV or Voice Service	\$86.95	\$89.95
Gigabit - Xfinity Internet Service Only	\$104.95	\$107.95
Gigabit - with Xfinity TV or Voice Service	\$91.95	\$94.95
Modem Rental	\$13.00	\$14.00
Gigabit Pro Speed Upgrade	\$238.00	\$235.00

Georgetown, Hamilton, Ipswich, Rowley, W. Newbury & Wenham, MA

In addition to the price changes listed in the enclosed general **Important Information Regarding Xfinity Services and Pricing**, customers receiving the services below will receive a bill message regarding the pricing change to their service.

Bill Message Text:

“PRICING UPDATE: In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2019, the price of [package or service name from below] will increase/decrease from \$XX.XX to \$XX.XX per month. Prices exclude taxes and fees.”

XFINITY® TV	Current	New
Curiosity Stream OnDemand Subscription	\$5.99	\$2.99
SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS		
Stream TV w/ HBO	\$10.00	\$15.00
Basic Latino TV	\$25.27	\$28.27
MultiLatino Ultra Package	\$76.22	\$79.72
Performance Internet + Limited Basic		
Baldwinville, Groveland, Hull	\$76.94	\$79.94
West Newbury	\$85.94	\$88.94
Economy Plus Latino Double Play	\$109.22	\$112.22
Starter XF Double Play	\$129.22	\$132.22
Economy XF Triple Play	\$156.85	\$159.85
Preferred Double Play w/ Blast! Internet		
West Newbury	\$156.85	\$170.17
Premier Sports Double Play w/ Performance Internet	\$189.17	\$192.17
Premier Double Play w/ Blast! Internet	\$212.17	\$217.17



WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Jeff Durand, Police Chief
durand@westnewburysafety.org

Letter of Commendation

This Letter of Commendation is presented this 25th day of November, 2019 to Sergeant Daniel Cena and Officer Rich Parenteau of the West Newbury Police Department for their lifesaving acts assisting a resident who was suffering a heart attack on October 30, 2019.

Officers responded to the residence and found an unresponsive party in the home. They quickly began providing CPR, rescue breathing and defibrillator activation to save the resident.

This Letter of Commendation is being awarded to both Officers for their display of professionalism and commitment to serve the community of West Newbury.

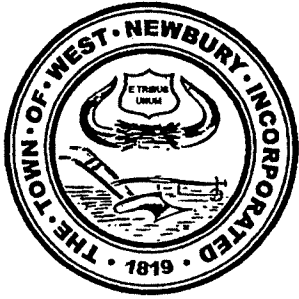
Sincerely,

Chief Jeff Durand

**Notice of Joint Meeting Between
The West Newbury Board of Selectmen and
The West Newbury Housing Authority
November 25, 2019 at 7:00 PM
First Floor Hearing Room, 381 Main Street**

In accordance with the provisions of M.G.L. c. 41 §11, there will be a joint meeting of the Board of Selectmen of the Town of West Newbury and the West Newbury Housing Authority to select an interim appointment to fill a vacancy on the West Newbury Housing Authority. The appointment will be for a term set to expire at the next Town Election to be held on May 4, 2020. A majority vote of the West Newbury Board of Selectmen and the remaining members of the West Newbury Housing Authority, in attendance, shall select the candidate at the time and place set forth above.

Posted November 15, 2019



TOWN OF WEST NEWBURY

Michael P. McCarron
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
978-363-1117 (Fax)
mmccarron@wnewbury.org

October 29, 2019

West Newbury Housing Authority
c/o Tracy M. Watson
25 Temple Street
Newburyport, MA 01950

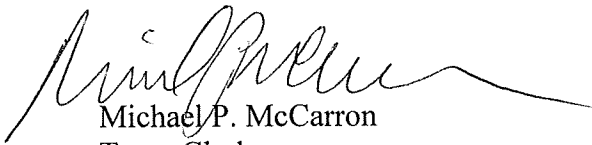
Dear Board Members:

The Office of Town Clerk received on October 28, 2019, a letter of resignation from Larry Corcoran from his elected position as a Member of the West Newbury Housing Authority which resignation is effective immediately.

Pursuant to M.G.L. c. 41, section 11, within thirty days of receiving this letter, the remaining members of the West Newbury Housing Authority must formally notify the Board of Selectmen of this vacancy and request a meeting. The Board of Selectmen shall then schedule a meeting jointly with the West Newbury Housing Authority upon a minimum of one week's notice. At such joint meeting of the Boards, an interim appointment shall be voted upon. A majority vote by the Board of Selectman and the remaining members of the West Newbury Housing Authority in attendance shall be needed to decide the appointment. The person appointed would then serve the remainder of the term until the date of the next scheduled Annual Town Election after the date of appointment.

The person appointed must be a registered voter of the Town of West Newbury.

Very truly yours,


Michael P. McCarron
Town Clerk

Cc: Board of Selectmen

RECEIVED

NOV 12 2019

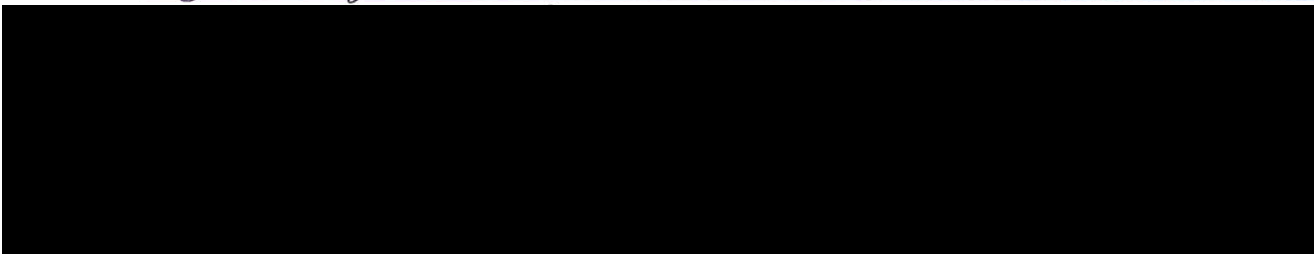
TOWN MANAGER
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

The Town appreciates your interest in serving. Please complete this form and return to: Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or e-mail to: selectmen@wnewbury.org
For additional information please call 978-363-1100, ext. 115.

Name: Susan Babb



COA Board, Housing

Current or past committees served on: Community Center Comm.

Relevant skills, expertise and education: former Library Director

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

Signature: Susan C Babb Date: 11-12-19

Larry Corcoran

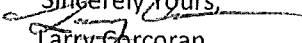
Town Clerk
Michael P. McCarron
381 Main Street
West Newbury, Ma.001985

WEST NEWBURY, MA
2019 OCT 28 PM 1:18

I Larry Coorocran writing this letter to inform you of my decision to resign as A member of the West Newbury Housing Authority , effect as of OCT.27,2019.

Wile serving as A member, I have seen great improvements in the operations of the West Newbury Housing Authority over the past years. I like to thank the past and present members of the housing Authority board , it was A great pleasure to work with everyone. I also like to thank the Executive Director Tracy for her outstanding leadership of the board and getting things done as fast as possible.in getting thing done .

Thank You everyone for giving me the opportunity to serve and be A part of A great board .

Singerely Yours,

Larry Corcoran

November 18, 2019

Mary Harada



Town Clerk
Michael P. McCarron
318 Main St
West Newbury, MA 01985

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 NOV 19 PM 3:57

Dear Mr. McCarron:

I am writing to inform you that I am resigning as an elected member of the West Newbury Housing Authority effective December 5, 2019.

I am also resigning as the Housing Authority representative to the Community Preservation Committee on the same date December 5th, 2019.

It has been a privilege to serve as a Housing Commissioner for almost 10 years. The decision of the board to hire a director of the Newburyport Housing Authority as the West Newbury Housing Authority Director has brought needed stability to the local board. The current director Tracy Watson in particular has enabled the Housing Authority to make needed repairs and replacements of parts of the various Housing Authority buildings through state reimbursements as well as CPC funds. In a community that has very little affordable housing the oversight and maintenance of the few units we have is essential.

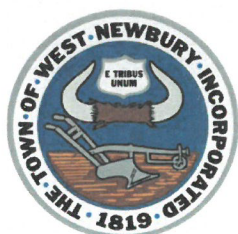
It is my hope that the Town of West Newbury will continue to support the West Newbury Housing Authority and the Community Preservation Committee. Providing affordable housing to low income families and low income seniors is an essential part of our civic duty to those in need.

I have been a resident of West Newbury since January, 1973 when my late husband and I move here with our very young children. It has been a wonderful community in which to raise a family. It has been a privilege to serve the town as both an elected official and as a volunteer for more than 40 years.

Sincerely,

A handwritten signature in cursive script that reads "Mary A. Harada".

Mary A, Harada



TOWN OF WEST NEWBURY

APPLICATION FOR APPOINTMENT

The Town appreciates your interest in serving. Please complete this form and return to: Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or e-mail to: selectmen@wnewbury.org
For additional information please call 978-363-1100, ext. 115.

Name: Cheryl Grant



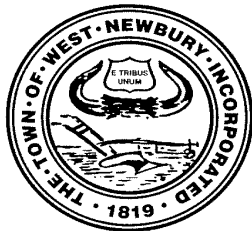
Board(s) or committee(s) you are interested in volunteering on:
Registrar

Current or past committees served on: N/A

Relevant skills, expertise and education: I have resided in West Newbury since 2008; and have been a real estate agent with Stone Ridge Properties since 2013. I can bring to the Registrar position my meticulous attention to detail, local knowledge, strong work ethic and positive attitude.

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

Signature: Cheryl Grant Date: 11/12/19



TOWN OF WEST NEWBURY

ASSESSORS OFFICE

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

To: Board of Selectmen
From: Meredith Stone, Chief Assessor
Date: 11/23/2019
RE: Estimated Tax Rate

In anticipation of the Tax Rate Classification Hearing on November 25, 2019, I would like you to have the supporting documentation used to explain the tax rate process and provide some historical data.

This attached information is subject to change upon submitting the completed forms to the Department of Revenue. From FY2019 to FY2020 the average tax bill will increase by approximately \$50.47 per year. The average home will increase in assessed value by just over 1.02 %. To offset the increase in value and stay within the confines of prop 2 1/2, the overall tax rate will decrease from \$14.57 per thousand to the estimated amount of \$14.42 per thousand. For FY20 the average tax bill is expected to be \$8,351.23 based on an average assessment of \$579,142, compared to last year's average assessment of \$569,716 and tax bill of \$8,300.76.

This memo is only an estimate and is subject to change. The final rate will be determined by the Department of Revenue once all information and requirements have been met. The final requirement is the tax classification hearing voted, signed, and submitted and then the DOR will review the rate information.

Town Manager

From:
Sent:
To:
Cc:
Subject:

Massachuse

Christopher C. Harding, Commissioner
Sean R. Cronin, Senior Deputy Commissioner of Local Services

11/4/2019

West Newbury Board of Assessors
Board of Assessors
381 Main Street

West Newbury, MA 01985

Re: **NOTIFICATION OF FINAL CERTIFICATION** - West Newbury

Dear Board of Members:

The Commissioner of Revenue has determined that the locally assessed values of real and personal property in your municipality represent full and fair cash valuation as of January 1, 2019 for fiscal year 2020 and that these proposed property assessments satisfy the minimum requirements for certification.

The Commissioner further certifies that:

1. All real property has been classified according to its use as of January 1, 2019 as required by Chapter 59, § 2A(b).
2. A majority of the assessors have been qualified to classify property by their attendance at a classification workshop conducted by the Department of Revenue.

The community must now hold a public hearing on the issue of selecting a residential factor, which will determine the percentages of the tax burden to be borne by each class of property for fiscal year 2020. Prior to the hearing, we urge you to promote public understanding and discussion of the options available to the town in regard to allocating the tax burden among major property classes. The Selectmen or the City Council with the approval of the Mayor may elect a factor greater than the minimum residential factor, or a factor of "1" which will result in a uniform allocation of the tax burden among all classes of property. In addition, they have the option of granting an open space discount, residential exemption and small commercial exemption.

It appears that you are progressing satisfactorily in complying with your responsibilities under the classification law. It is important that you complete the final steps expeditiously so that tax billing will not be delayed.

If you have further questions or require assistance in completing the final steps for a classified tax system please contact the Bureau at (617) 626-2300.

Fiscal Year 2025 Certification Directives:

In order to prepare for the next scheduled recertification of all real and personal property we are enclosing your community's program directives. These directives were made by your Bureau of Local Assessment advisor as a result of your FY 2020 certification review. You should have a budget in place for any work that needs to be done two years in advance of the next certification to avoid costly delays in obtaining timely certification from the Bureau.

As you plan and implement your next triennial certification, please consult the Bureau's [Certification Standards](#) in the Division's website, www.mass.gov/dls, in the Local Assessment section. If you need assistance please call your appraisal advisor.

Sincerely yours,

Joanne M. Graziano, Chief

Bureau of Local Assessment
Massachusetts Department of Revenue

FY 2025 Directives **TOWN of West Newbury**

Cyclical Reinspection

Cyclical inspections of property descriptions should continue over the next 8 years, and be fully completed by FY2026. (For further information on cyclical reinspection programs and data quality analysis please refer to the "Certification Standards.")

Exempt Property

All the exempt real property in the community should be reviewed, updated as needed, and valued using the municipality's computer based mass appraisal system. This class should be completed by FY2026.

Income and Expense Data

The assessors should continue looking for ways to ensure a better return of Income and Expense data from Commercial, Industrial and Apartment property owners.

Neighborhood Review

The assessors should review all residential neighborhood delineations in accordance with indicated land value and adjust them as needed by the next certification.

Land Schedules

The assessors should continually review land values and adjust the land valuation system as needed in a uniform and equitable manner.

Personal Property - Rediscover & Re-list

The assessors should again start to rediscover, relist and revalue all business personal property accounts as part of the next revaluation. All taxable personal property must be identified and valued in accordance with an appropriate appraisal methodology. Cost and depreciation tables need to reflect the current valuation date and be applied to each item in an account. With the Assessors just recently completing this portion just before certification, all accounts will now need to be inspected between FY2020 and FY2025 (For further information please refer to the "Certification Standards".)

Other Directives

Cyclical reinspection report ? The assessors should review the visitation notes to make sure they are clarified in order to easily determine the properties visit history status.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.



line ad publication deadlines:

dailies:

The Eagle-Tribune, Gloucester Daily Times,
 The Salem News, Daily News of Newburyport
 Monday.....5pm Friday
 Tuesday-Saturday.....5pm day prior
 Sunday paper.....5pm Friday (auto only)
 Sunday paper.....5pm Friday

weeklies:

Carriage Towne News: 12pm Friday
 Andover Townsman, Derry News &
 Haverhill Gazette: 5pm Tuesday

Cancellation/change deadlines:
 same as publication deadlines



MISC ITEMS WANTED

CASH PAID FOR

COINS, REAL & COSTUME JEWELRY,
 POCKET & WRIST WATCHES, ANTIQUES,
 MIC BOOKS, MUSICAL INSTRUMENTS,
 SEBALL CARDS. DAN (603) 505-0380

MISC ITEMS WANTED

I BUY BOOKS

Books with colored plates
 Leather Bound Books - Antique Books
 Modern First Edition
 1930s-1960s books with dust jackets
 Call 978-858-0781

MISC MERCHANDISE

BOSE MUSIC SYSTEM 3,
 works perfectly. Like new. Paid \$500, asking
 \$350. Would make a great Christmas gift.
 Call 978-885-5503

Bridgestone Blizzak LM 25 Tires.
 205/55R-17 set of 4, run flat, Like new,
 \$225.00 (508) 451-0515

PUBLIC NOTICES

Take notice, they could affect you!

PUBLIC NOTICES

NOTICE OF MORTGAGEE'S SALE OF REAL ESTATE

Premises: 101 Bachelor Street, West Newbury, MA 01985
 by virtue and in execution of the Power of Sale contained in a certain
 mortgage given by Elisha M. Garrett to Bank of America, NA, and now
 held by Bank of America, N.A., said mortgage dated June 30, 2010 and
 recorded in the Essex County (Southern District) Registry of Deeds in Book
 85, Page 4, said mortgage was assigned from Bank of America, N.A. to
 Empire Mortgage Company by assignment dated September 18, 2012
 and recorded with said Registry of Deeds in Book 31753, Page 409; said
 mortgage was assigned from Nationstar Mortgage, LLC D/B/A Champion
 Mortgage Company to Bank of America, N.A. by assignment dated June 5,
 2018 and recorded with said Registry of Deeds in Book 36939, Page 28; for
 each of the conditions in said mortgage and for the purpose of foreclosing
 same will be sold at Public Auction on December 4, 2019 at 9:00AM
 local time upon the premises, all and singular the premises described in
 said mortgage, to wit:

The land in West Newbury, Essex County, Massachusetts, being
 bounded and described as follows: Beginning at the Southeasterly
 corner thereof on Bachelor Street in the Northeasterly corner of land
 owned by Robert R. Anderson et al, thence running South 71° 34' West two
 hundred twenty (220) feet by land of said Robert R. Anderson et al to
 corner at other land of the grantors; thence running North 18° 44'
 West two hundred thirty (230) feet by other land of the grantors
 corner at other land of the grantors; thence running North 71° 34'
 West two hundred twenty (220) feet by other land of the grantors to
 Bachelor Street; and thence running South 18° 44' 11" East two
 hundred thirty (230) feet by said Bachelor Street to the Northeasterly
 corner of land of said Robert R. Anderson et al and the point of begin-
 ning. Containing 1.162 acres, more or less.
 meaning and intending to convey the same lands and premises
 conveyed to Elisha M. Garrett and Jestina Garrett by Deed dated Feb-
 ruary 25, 1966 and recorded with the Essex South Registry of Deeds
 in Book 5342, Page 388. The said Jestina Garrett subsequently
 transferred this life on February 10, 2009 leaving the said property to
 Elisha M. Garrett.

The description of the property contained in the mortgage shall
 control in the event of a typographical error in this publication.
 for Mortgagor's Title see deed dated February 5, 1966 and recorded
 in the Essex County (Southern District) Registry of Deeds in Book 5342,
 Page 388.

TERMS OF SALE: Said premises will be sold and conveyed subject to
 liens, encumbrances, unpaid taxes, tax titles, municipal liens and as-
 sessments, if any, which take precedence over the said mortgage above
 recited.

PUBLIC NOTICES

PUBLIC NOTICES

TOWN OF WEST NEWBURY
 PUBLIC NOTICE
 FY2020 TAX
 CLASSIFICATION
 HEARING

The Board of Selectmen will con-
 duct a public hearing, in accordance
 with MGL Chapter 40, Section 56,
 on Monday, November 25, 2019, at
 7:00 P.M., in the First Floor Hearing
 Room at the 1910 Town Office Build-
 ing, 381 Main Street, for the purpose
 of determining the minimum residen-
 tial factor and rates for all classes of
 properties: Residential, Commer-
 cial, Industrial, Open Space, and
 Personal Properties.
 NT - 11/13/19

REQUEST FOR DETERMINATION
 OF APPLICABILITY

In accordance with the provisions
 of the MA Wetlands Protection Act,
 Chapter 131, s. 40 MGL as amend-
 ed, the Salisbury Conservation Com-
 mission will hold a Public Hearing on
 November 20, 2019 at 7:10 p.m. at
 Salisbury Town Hall, 5 Beach Road,
 Salisbury, MA with regards to a Re-
 quest for Determination of Applicabil-
 ity filed by Heather Silvia for pathway
 replacement located at 349 North
 End Blvd., Salisbury, MA.

Assessor's Map 34 Parcel 70 in
 an area subject to the protection of
 the Act.

All interested parties are invited to
 attend and submit information with
 respect to the proposed project.

Sheila Albertelli
 Chairman
 NT - 11/13/2019

3.0 CLASSIFICATION HEARING

3.1 Annual Hearing

Before the tax rate can be set, the selectmen, town council or city council must hold a public hearing each year to consider the tax rate options available to the municipality under property tax classification.⁹ The hearing is held after the assessors have determined final values and classified all properties and reported this information to DOR. These values set the parameters for the options the municipality may adopt.

3.2 Hearing Notice

The assessors should notify the selectmen or council when the values have been finalized so the hearing can be called. Notice of the hearing must comply with the Open Meeting Law¹⁰ and any local charter, by-law or ordinance provisions.

In addition, taxpayers must be notified of the hearing by a comprehensive public information release in a newspaper of general circulation in the community, as well as in any other appropriate news media. This notice should appear in the paper within a reasonable period of time before the hearing date.

The news release should provide the following information:

- Date, time and place of the public hearing.
- Information regarding the policy decisions available.
- Directions about how interested taxpayers may present oral or written information on their views.

3.3 **Officials' Roles**

3.3.1 **Selectmen or Council**

The selectmen, town council or city council conduct the classification hearing and vote on the available tax rate options. The vote may be taken at the hearing or a later meeting.

3.3.2 **Assessors**

The assessors provide the selectmen or council with the information necessary to make classifications decisions. This information should show the impact on the tax rate of the available tax policy options. The assessors are not required to make recommendations, although they may choose to do so if asked.

4.0 TAX POLICY DECISIONS

4.1 **Tax Policy Options**

Municipalities have several options in distributing the tax levy among taxpayers under property tax classification. Use of these options results in multiple tax rates for different property classes because they change the components used to calculate the rate, *i.e.*, the amount of the tax levy being paid by, or the assessed valuation of, the class. The total tax levy remains the same.

4.1.1 **Single or Split Tax Rate**

Municipalities must decide whether (1) to tax all classes of property at their full and fair cash valuation share of the tax levy, which results in a single tax rate, or (2) to reduce the share of the tax levy paid by the residential and open space property owners and shift those taxes to commercial, industrial and personal property taxpayers, which results in a split tax rate.

4.1.2 **Classification Exemption Options**

Municipalities may also consider whether to allow (1) an open space discount, (2) a residential exemption, and (3) a small commercial exemption.

4.2 Levy Allocation

The selectmen or council, with the mayor’s approval, must decide the percentages of the tax levy that each class of real property and personal property will bear. To do so, a residential factor is adopted. The residential factor governs the percentage of the tax levy to be paid by Class One, Residential and Class Two, Open Space (RO) properties. The difference is shifted to Class Three, Commercial, Class Four, Industrial and Personal properties (CIP).

The adopted factor cannot be less than the minimum residential factor (MRF) calculated by DOR, which is now done through use of DLS Gateway. The MRF represents the maximum shift allowed in the tax levy for the year and establishes the parameters for local decision-making.

4.2.1 Single Tax Rate

A residential factor of "1" results in the taxation of all property at the same rate. Each property class pays its full and fair cash valuation share of the tax levy, e.g., if the value of all residential properties make up 80 percent of the total assessed valuation, residential taxpayers will pay 80 percent of the tax levy.

4.2.2 Split Tax Rate

A residential factor of less than “1” reduces the share of the tax levy paid by the RO classes and increases the share paid by the CIP classes. The result is two tax rates: one for RO properties and a second, higher rate for CIP properties. A factor greater than “1” may be adopted, which would have the opposite effect.

The maximum shift in the tax levy allowed for the year is determined as follows:¹¹

<u>Step 1</u>	<p><u>Basic MRF Parameters</u></p> <ul style="list-style-type: none"> • CIP taxpayers cannot pay more than 150% of their full and fair cash value (FFCV) share of the tax levy (single rate share). • RO taxpayers must pay at least 65% of their FFCV share of the levy.
<u>Step 2</u>	<p><u>Chapter 200¹² Expanded MRF Parameters</u></p> <p>If adopting the MRF determined in Step 1 would result in residential taxpayers paying a higher share of the tax levy than last year, then the MRF is calculated using these parameters:</p> <ul style="list-style-type: none"> • CIP taxpayers cannot pay more than 175% of their FFCV share of the tax levy. • RO taxpayers must pay the greater of (1) 50% of their

	FFCV share of the levy, or (2) the lowest percentage share of the levy they have paid since classification began.
<u>Example</u>	
<p>The RO classes equal 80% of the community's assessed value. A residential factor of 1.000 results in RO classes paying 80% of the tax levy and CIP classes paying 20%.</p> <p>CIP classes can pay a maximum of 30% of the tax levy (.20 x 1.5). RO would then have to pay the remaining 70% of the levy, or 87.5% of their FFCV share (70% ÷ 80%). This is higher than the minimum share of the levy of 65% the RO classes must pay.</p> <p>The community's MRF is 87.5%.</p>	

4.3 Open Space Discount

The selectmen or council may allow for a discount for all Class Two, Open Space properties.¹³

4.3.1 Amount

The discount may reduce the amount of the tax levy paid by the open space class to no less than 75 percent of its full and fair cash share of the levy, *i.e.*, may allow a discount of up to 25 percent.

4.3.2 Tax Rate Impact

Adopting an open space discount lowers the open space tax rate because the amount of the levy paid by the class is reduced. Those taxes are shifted to the residential class alone, which means a higher residential tax rate.

4.4 Residential Exemption

The selectmen or mayor, with the approval of the council, may grant a residential exemption to all Class One, Residential properties that are the principal residence of the taxpayer on January 1.¹⁴

4.4.1 Amount

The exemption may not exceed 20 percent of the average assessed value of all Class One, Residential properties.¹⁵ To calculate the exemption, the assessors first determine the average assessed value of all residential parcels. The adopted percentage is applied to this amount. The assessed valuation of each residential parcel that is the domicile of the taxpayer is then reduced by that amount.

4.4.2 Tax Rate Impact

Adopting a residential exemption increases the residential tax rate. The amount of the tax levy paid by the class remains the same, but because of the exempted valuation, it is distributed over less assessed value. This higher rate creates a shift within the class that reduces the taxes paid by homeowners with moderately valued properties. Those taxes are then paid by owners of rental properties, vacation homes and higher valued homes.

4.5 Small Commercial Exemption

The selectmen or mayor, with the approval of the council, may grant a small commercial exemption to all Class Three, Commercial properties that are occupied by businesses with an average annual employment of no more than 10 people and an assessed valuation of less than \$1,000,000.¹⁶

4.5.1 Amount

The exemption may not exceed 10 percent of the assessed value of each eligible Class Three, Commercial property.

4.5.2 Eligible Business

For a business to qualify, the Director of the Department of Workforce Development must certify that it had an average annual employment of 10 or fewer people at all locations during the preceding calendar year. By July 1 of each year, the Director provides assessors with a list of businesses that met that employment criterion.¹⁷ If a sole proprietorship or partnership does not appear on the certified list, the assessors may determine whether it met the employment criterion for the preceding calendar year.

4.5.3 Tax Rate Impact

Adopting a small commercial exemption increases the commercial and industrial tax rates. The amount of the tax levy paid by those two classes remains the same, but because of the exempted valuation, it is distributed over less assessed value. This higher rate creates a shift that reduces the taxes paid by owners of properties occupied by small businesses and shifts them to larger commercial and industrial taxpayers.

¹ G.L. c. 59, § 2A(b).

² G.L. c. 40, § 56; G.L. c. 58, § 1A.

³ G.L. c. 59, § 2A(c).

⁴ G.L. c. 59, § 2A(b).

⁵ G.L. c. 59, § 3F.

⁶ G.L. c. 40A, § 9C; G.L. c. 28A, § 9.

⁷ G.L. c. 59, § 2A(b).

⁸ G.L. c. 59, § 2A(b).

⁹ G.L. c. 40, § 56.

¹⁰ G.L. c. 30A, § 20(b). Except for emergencies, the minimum notice period under the Open Meeting Law is 48 hours.

¹¹ G.L. c. 58, § 1A.

¹² St. 1988, c. 200, which amended G.L. c. 58, § 1A.

¹³ G.L. c. 40, § 56.

¹⁴ G.L. c. 59, § 5C.

¹⁵ By special acts, exemption in Boston, Cambridge and Malden may not exceed 30 percent, and Somerville may not exceed 35%, of average assessed value of Class One, Residential properties. St. 2000, c. 257, as amended by St. 2014, c. 285 (Somerville); St. 2000, c. 403 (Boston); St. 2003, c. 90 (Cambridge); St. 2011, c. 139 (Malden); St. 2015, c.111 (Watertown).

¹⁶ G.L. c. 59, § 5I.

¹⁷ G.L. c. 151A, § 64A.

TOWN OF WEST NEWBURY

Fiscal Year 2020

Classification Presentation



The Carr Post-Soldiers and Sailors Memorial

PURPOSE OF THE CLASSIFICATION HEARING

- ⑤ MGL Ch. 40 § 56 - Allows a shift in the tax burden between property classes.
- ⑤ This does not change the total tax levy for the community; it simply determines the share to be borne by each class.

SHIFTING THE BURDEN

- ④ The share of the levy for the Commercial, Industrial and Personal Property classes (CIP) may be increased by up to 50% as long as the residential and open space classes raise at least 65% of what they would have raised without the shift.
- ④ If the Minimum Residential Factor would be less than 65%, the community cannot make the maximum shift and must use a CIP factor less than 1.50.
- ④ Approximately 30 % of cities & towns have split rates.

OVERVIEW OF THE REVALUATION & CLASSIFICATION PROCESS

- ④ **Every 5 Years** – Assessments must be at 100% Fair Market Value, certified and audited by Mass. Dept. of Revenue
- ④ **Every Year** – Assessors must make interim adjustments to be at 100% Fair Market Value, certified by Mass. Dept. of Revenue
- ④ **After Valuation** – All properties must be classified according to usage

Once properties have been classified and certified, the Board of Selectmen hold a public hearing.

The Board of Assessors present information to the Board of Selectmen, who then vote whether to establish different rates, or to tax all classes of property at the same rate by adopting a minimum CIP factor of "1".



What Happens At The Classification Hearing

The Board of Selectmen vote on four different issues

- ④ Selection of a CIP Factor
- ④ Open Space Discount
- ④ Residential Exemption
- ④ Small Commercial Exemption

ISSUES FOR CONSIDERATION



% Res. vs. % Comm./Ind./PP

- 97.3187%= Residential/Open Space 0%
- 2.6813% = Commercial/Industrial/
Personal Property Minimum Residential



Make-up of the Comm./Ind. Classes:

- Max % Shift 95.9780-Residential
- Max % Shift 4.0220%

0 % big business

2.6813 small business/ (Mom and Pop)/ Industrial/Impact (Manufacturers)&
personal property

- ④ *Will an increase in the C & I properties significantly lower the burden on the Res? NO*
- ④ Will an increase in the C & I properties slow the development of big business, or drive smaller businesses out of town? YES
- ④ Historically, West Newbury has had a residential factor of one (1). A shift would increase business taxes and provide no relief for residential taxes

FOUR CLASSES OF PROPERTY

RESIDENTIAL



COMMERCIAL



275 MAIN ST



INDUSTRIAL



PERSONAL PROPERTY



YOUR TAX RATE

Tax Rate is Made up From:

- ⑤ Total taxable real estate and personal property
- ⑤ Town meeting appropriations
- ⑤ State aid
- ⑤ Town Revenues
- ⑤ Expenditures
- ⑤ New Growth
- ⑤ Debt Exclusions and overrides

LEVY LIMIT

Levy Limit – The Maximum amount the Town can levy in a given year. The levy limit can grow each year by 2 ½ percent of the prior year's levy limit plus new growth and any Proposition 2 ½ overrides.

Maximum Allowable Levy – This is the Levy Limit plus Debt Exclusions or other adjustments allowable.

Excess levy capacity – The difference between the levy limit and the actual levy. When the Board of Selectmen sign the LA5 form after the classification hearing they also acknowledge that they have been advised of any excess levy capacity for that fiscal year.

OVERRIDES AND DEBT EXCLUSIONS

Proposition 2 ½ Override –

Permanent increase above the 2 ½ % allowed under Proposition 2 ½.

Debt Exclusion – Temporary increase above the 2 ½ % allowed under Proposition 2 ½.

WHAT IS NEW GROWTH?

New Growth – New Growth is the increase in property values due to:

- ⑤ New construction
- ⑤ Improvements to properties
- ⑤ Subdivisions
- ⑤ New Condominiums
- ⑤ Return of exempt property to the tax rolls

- ⑤ New Growth is added to the levy limit and increases the Town's taxing capacity.
- ⑤ It is formulated by multiplying the previous years tax rate by the total new growth in value for each class.
- ⑤
Must be submitted to the Bureau of Local Assessment annually and be certified prior to setting the tax rate.

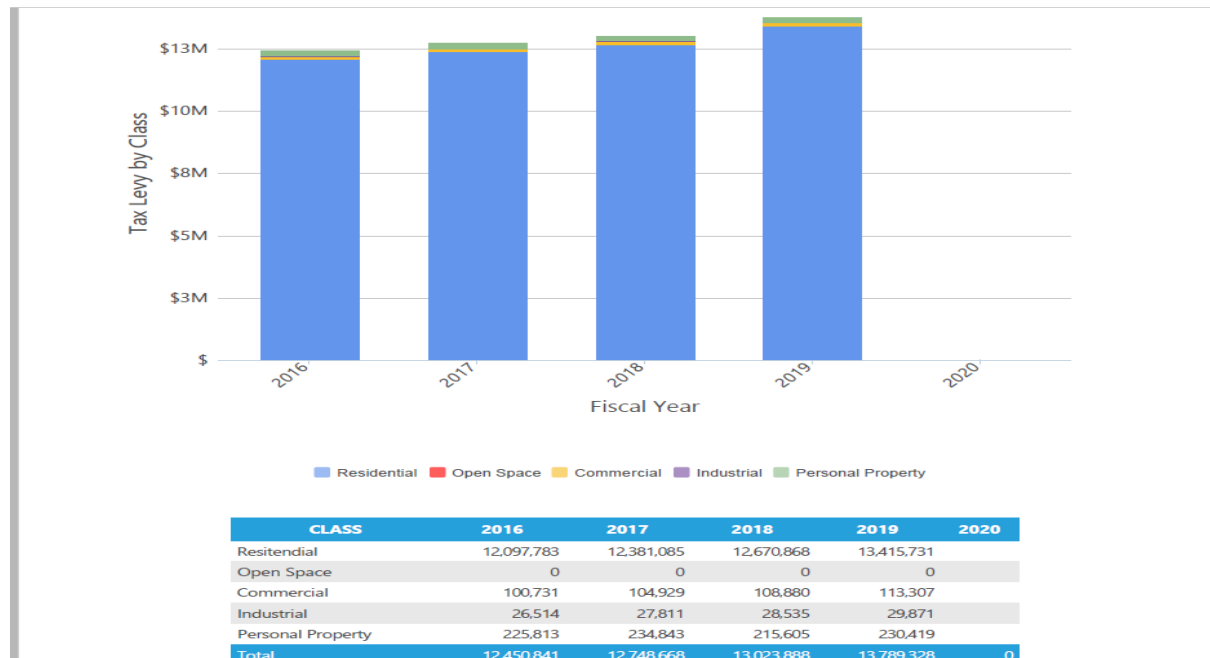
FISCAL YEAR 2020 LEVY LIMIT CALCULATIONS

****NEW GROWTH & LEVY ARE ESTIMATED****

Fiscal Year 2019 Levy Limit	\$13,653,481
Amended FY 2019 New Growth	\$0
Subtotal	\$13,653,481
2.5% Allowable Levy Increase	\$341,337
FY 2020 New Growth	\$143,338
FY 2020 Prop 2 ½ Override	\$0
2020 Levy Limit	\$14,138,156
FY 2020 Debt Exclusions	\$ 627,864
FY 2020 Max. Allowable Levy	\$14,766,020

Board of Selectmen

As to the minimum residential factor, the vote should simply be something like “The BOS adopts a residential factor of XXX for fiscal year 2020,” where XXX is a factor between 1.00 and the minimum residential factor. A vote of 1.00 results in a single rate for all classes, while the minimum residential factor shifts the legal maximum amount of taxes onto the CIP properties.



SELECTION OF THE RESIDENTIAL FACTOR

- ④ The minimum residential factor for FY2019 98.60676
- ④ FY2020 MRF using 150% shift to CIP is 95.9780
- ④ For FY2020 the minimum residential Factor share in current year using 150% shift to CIP 98.6224

HISTORIC TAX RATES

Fiscal Year	Residential Tax Rate
<u>2020</u>	<u>TBD\$14.42</u>
2019	\$14.57
2018	\$14.56
2017	\$14.55
2016	\$14.63
2015	\$15.69
2014	\$15.80
2013	\$15.75
2012	\$14.83
2011	\$13.68
2010	\$12.92
2009	\$12.08
2008	\$11.34
2007	\$10.79
2006	\$10.16
2005	\$10.17
2004	\$ 9.68
2003	\$12.22
2002	\$11.61
2001	\$11.72
2000	\$12.74
1999	\$13.47
1998	\$14.09
1997	\$14.95
1996	\$14.77
1995	\$15.29
1994	\$15.73
1993	\$15.01

DOR Code	Year	Single Family Values	Single Family Parcels	Average Single Family Value	Single Family Tax Bill*	Rank**
324	2020	804,428,300	1,389	579,142	8,351	
324	2019	785,068,500	1,378	569,716	8,301	
324	2018	738,617,100	1,370	539,137	7,850	51
324	2017	721,692,600	1,362	529,877	7,710	50
324	2016	708,878,300	1,357	522,386	7,643	47
324	2015	644,831,600	1,354	476,242	7,472	47
324	2014	616,881,300	1,344	458,989	7,252	46

**MassDOR - Massachusetts Department of Revenue
Division of Local Services
What If ... Scenario Worksheet for FY 2020**

West Newbury - 324

CLASSIFICATION OPTIONS

CLASS	VALUE	%	
Residential	951,528,646	97.3187	R & O %
Open Space	0	0.0000	97.3187
Commercial	8,211,185	0.8398	
Industrial	2,101,400	0.2149	C I P %
Personal Pr	15,904,090	1.6266	2.6813
Total	977,745,321	100.0000	

RESIDENTIAL EXEMPTION

# of Eligit	0.000000
Res Parce	0
Res Exem	0.0000
Total Res	951,528,646

COMMERCIAL EXEMPTION

# of Eligible Parcels	0.000000
Total Value of Eligible Parcels	0
Comm Exemption %	0.0000
Total C & I Value	Exemption 10,312,585

ENTER A LEVY (ESTIMATED)

Levy	14,099,088
Single TaxR:	14.42

ENTER CIP SHIFT RANGE

Shift Range	1.00	1.06
Shift Increment %		0.44
Max Shift Allowed		1.50

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap.

CIP Shift	Res Factor	Share Percentages						Levy Amounts					Esimated Tax Rates			
		Res SP	OS SP	Comm SP	Ind SP	PP SP	Total SP	Res LA	Comm LA	Ind LA	PP LA	Total LA	Res ET	Comm ET	Ind ET	PP ET
1.0000	1.0000	97.3187	0.0000	0.8398	0.2149	1.6266	100.0000	13,721,049	118,404	30,299	229,336	14,099,088	14.42	14.42	14.42	14.42
1.0044	0.9999	97.3069	0.0000	0.8435	0.2158	1.6338	100.0000	13,719,386	118,925	30,432	230,345	14,099,088	14.42	14.48	14.48	14.48
1.0088	0.9998	97.2951	0.0000	0.8472	0.2168	1.6409	100.0000	13,717,722	119,446	30,566	231,354	14,099,088	14.42	14.55	14.55	14.55
1.0132	0.9996	97.2833	0.0000	0.8509	0.2177	1.6481	100.0000	13,716,059	119,967	30,699	232,363	14,099,088	14.41	14.61	14.61	14.61
1.0176	0.9995	97.2715	0.0000	0.8546	0.2187	1.6552	100.0000	13,714,396	120,488	30,832	233,372	14,099,088	14.41	14.67	14.67	14.67
1.0220	0.9994	97.2597	0.0000	0.8583	0.2196	1.6624	100.0000	13,712,732	121,009	30,966	234,381	14,099,088	14.41	14.74	14.74	14.74
1.0264	0.9993	97.2479	0.0000	0.8620	0.2206	1.6695	100.0000	13,711,069	121,530	31,099	235,390	14,099,088	14.41	14.80	14.80	14.80
1.0308	0.9992	97.2361	0.0000	0.8657	0.2215	1.6767	100.0000	13,709,405	122,051	31,232	236,399	14,099,088	14.41	14.86	14.86	14.86
1.0352	0.9990	97.2243	0.0000	0.8694	0.2225	1.6839	100.0000	13,707,742	122,572	31,365	237,408	14,099,088	14.41	14.93	14.93	14.93
1.0396	0.9989	97.2125	0.0000	0.8731	0.2234	1.6910	100.0000	13,706,079	123,093	31,499	238,417	14,099,088	14.40	14.99	14.99	14.99
1.0440	0.9988	97.2007	0.0000	0.8768	0.2244	1.6982	100.0000	13,704,415	123,614	31,632	239,427	14,099,088	14.40	15.05	15.05	15.05
1.0484	0.9987	97.1889	0.0000	0.8804	0.2253	1.7053	100.0000	13,702,752	124,135	31,765	240,436	14,099,088	14.40	15.12	15.12	15.12
1.0528	0.9985	97.1771	0.0000	0.8841	0.2262	1.7125	100.0000	13,701,088	124,656	31,899	241,445	14,099,088	14.40	15.18	15.18	15.18
1.0572	0.9984	97.1653	0.0000	0.8878	0.2272	1.7196	100.0000	13,699,425	125,177	32,032	242,454	14,099,088	14.40	15.24	15.24	15.24

VOTE ON THE OPEN SPACE DISCOUNT

Open Space Discount – A shift of up to 25% can be adopted by vote of the Board of Selectmen for all property that is classified as Open Space. This exemption is borne by the residential classes of properties, and will increase the residential tax rate without affecting the Commercial/Industrial/Personal Property classes.



OPEN SPACE TAXATION IN WEST NEWBURY

- All classified open space is currently in Chapter 61, Chapter 61A or Chapter 61B.
- These Chapter lands are assessed at 25% of their fair market value or lower.
- An additional discount would not benefit West Newbury or the taxpayer.

OPEN SPACE TAXATION EXAMPLE

- 10 Acres of excess land at full and fair cash value is \$3,500 per acre
X 10 Acres = \$35,000 Assessment.
- Same Land in Chapter 61A is valued based on its soil type from the Farmland Valuation Advisory Commission.
- Assessment in Chapter 61A:

10 Acres x \$160 per acre = \$1,600

VOTE ON THE RESIDENTIAL DISCOUNT

Grants up to a 20% Discount to Owner Occupied Residential Properties:

Exclusions to this exemption are:

- ④ Vacant Land
- ④ Seasonal Homes
- ④ Residential Properties not occupied as a primary residence by the owner

The impact is to the overall residential class, and shifts the burden from the “less expensive” properties onto the higher priced and non-resident homes. Benefits would be to communities with a high number of vacation homes, or non-owner occupied properties.

VOTE ON THE RESIDENTIAL DISCOUNT

Summary:

✔ Qualification Process:

- ✔ Shift in Tax Burden results in a lengthy qualification process which may delay tax bills.

✔ Financial Considerations:

- ✔ Under estimating qualified residents may result in an overlay deficit
- ✔ Over Estimating qualified residents will result in over taxation or a surplus and risk exceeding the Levy Limit.

Minimum Residential Tax Rate

- Residential Factor of 1 would yield a single tax rate of \$14.42 per thousand of value.

- Tax Levy:

$$\begin{aligned} & \$14,099,087.54 / \text{Value: } \$977,745,321 = \\ & (0.01442) \times 1000 = \text{Single Tax Rate: of} \\ & \$14.42 \end{aligned}$$

FY2020

- ▶ Starts:
- ▶ July 1, 2019
- ▶ Ends:
- ▶ June 30, 2020
- ▶ Property Values for FY 2020
- ▶ FY20 Average home price-\$579,142
- ▶ FY20 Property Values are based on Calendar Year 2018 Sales
- ▶ Assessment Dates as of January 1, 2019
- ▶ Condition of Property as of June 30, 2019

VOTE ON THE SMALL COMMERCIAL EXEMPTION

The other option for the Board of Selectmen is the granting of a commercial exemption of up to 10% to certain small commercial properties.

SMALL COMMERCIAL EXEMPTION

- ④ Shifts the tax rate between properties occupied by qualifying small businesses onto the other commercial and industrial properties.
- ④ Does not have any effect on the residential and personal property tax rates.

QUALIFICATIONS FOR THIS EXEMPTION

A Property:

- ④ Must be assessed at less than \$1,000,000 and employ 10 or less employees.
- ④ Does not have to be owner occupied.
- ④ For multi-business parcels all businesses must qualify.

QUALIFICATIONS FOR THIS EXEMPTION (Cont.)

- Must be classified as commercial or mixed use commercial.

**Industrial properties do not qualify, but do share the tax burden if the exemption is adopted.*

DRAWBACKS TO COMMERCIAL EXEMPTION

- ④ Only the commercial properties can qualify, but the industrial class must share the burden.
- ④ The owner of the property, rather than the business occupying the site, receives the tax benefit.
- ④ The qualification process for the Board of Assessors is time consuming and cumbersome.

BOARD OF ASSESSORS WILL MAKE A RECOMMENDATION

The Board of Assessors recommend that the Select Board:

- 1) Vote to adopt a Single Tax Rate
- 2) Vote not to adopt the Open Space Discount
- 3) Vote not to adopt the Residential Exemption
- 4) Vote not to adopt the Small Commercial Exemption

RECEIVED
NOV 15 2019
TOWN MANAGER
TOWN OF WEST NEWBURY

Board of Selectmen

In looking over the FY20 Real Estate Valuations which have been posted on the Town web site it appears that some property owners are going to be faced with **Land Valuation** increases that are many times as high as some Town officials. (See below)

<u>Address</u>	<u>Actual 2019</u>	<u>Posted 2020</u>	<u>% Change</u>	<u>Status</u>
1 Sullivan's Ct.	\$228,700	\$304,900	+33.3%	Citizen
6 Newell Farm Dr.	\$247,500	\$301,300	+21.7%	Citizen
8 Rivercrest Drive	\$262,100	\$305,600	+16.7%	Citizen
6 Indian Ridge	\$261,400	\$304,900	+16.6%	Citizen
236 Main Street	\$172,800	\$200,000	+15.7%	Citizen
6 Summer Sweet	\$252,100	\$273,900	+8.6%	Citizen
17 Meadowsweet	256,300	\$278,100	+8.5%	Citizen
24 Cherry Hill	\$271,900	\$282,800	+4.0%	Selectman
288 Middle	\$256,900	\$267,200	+4.0%	Board of Assessors
2 Hilltop Circle	\$218,400	\$218400	0.0%	Board of Assessors

Annual Real Estate Tax Valuations are supposed to be adjusted according to Market conditions. It is difficult to imagine what Market conditions exist that would support these differences.

If nothing else, this situation could create a very negative public perception.

I am asking you to investigate this issue and determine what, if any, corrective action is required.

I am available to attend an upcoming Board of Selectmen Meeting to discuss this issue in detail.

Sincerely,


Walter Burmeister

CC: Town Manager
Board of Assessors



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 22, 2019
RE: Solid waste and recycling costs

In preparation for the upcoming joint discussion between the Board of Selectmen and the Board of Health, I attended the November 19 BOH meeting which included discussion with Jason Mello regarding proposed solid waste hauling costs for FY21 and beyond. (The current hauling contract runs through June 30, 2020).

The BOH has also received proposed pricing for solid waste disposal from Covanta. (The current waste disposal contract runs through June 30, 2020).

Due to the volatility in the market, fixed per-ton pricing is not available for recycling.

The BOH and Jason Mello will be present for Monday's discussion, as we work to anticipate and budget for future solid waste costs.

**WEST NEWBURY BOARD OF HEALTH
AGENDA**

November 19, 2019 - Tuesday

4:30pm Second Floor Health Agent's Office

1910 Office Building 381 Main Street

Robert Janes-Chairman, Blake Seale-Member, Thomas Fahey-Member

I. NEW OFFICE BUSINESS:

- Review minutes dated October 22, 2019.
- Review invoices and payroll.
- Steele Landfill update.
- Discuss trash/recycling.
 - Pay to Throw Results
 - Mattress / Box Spring Recycling costs: \$16
 - Package for Selectmen's meeting November 25th.
 - Mello to Selectmen's meeting November 25th.
 - Email from TM to Health Agent- questions regarding recycling and trash.
 - Discuss Mello's suggested options.
- Discuss Recycling Coordinator application submissions.
- Krafton request November 27th and December 24th vacation days.
- Discuss December's meeting schedule.

II. APPOINTMENTS:

- 4:45pm N.A.

III. SEPTIC PLANS:

- 14 Kimball Road, Graf Realty Trust #19-30 Williams & Sparages
- 12 Turkey Hill, Robert DeMarco #19-37 Atlantic Engineering
- 27 Maple Street, Gary Miller #19-37 Clear Water Env.

IV. FYI: No Action Needed

- December meetings 10th and 24th.
- Article dated June 14 – Garbage Overflow.

Next Meetings Scheduled for: **December 10, 2019**
4:30 pm Second Floor - Health Agent's Office
1910 Office Building 381 Main Street, West Newbury MA

Board of Health

November 2019

Since mid-September 2019 Krafton has been communicating with:

Waste Management

Wheelabrator

Covanta

JRM

Mello Disposal (also attended BOH meeting)

And DEP representative for Muni's Sharon Kashida.

Waste Management: is looking approximately a year out maybe longer and willing to give prices if town will contract both curbside and burn. Ordering additional trucks is taking up to a year.

Wheelabrator: has no room for new customers, saving space for all existing contracted towns.

Covanta: is our current vendor and provided prices. [Email with pricing attached "A"](#). The same prices were given to Reading, Wakefield and Stoneham and Peabody.

JRM: Krafton spoke with Michelle on November 13, [proposal forthcoming "A1"](#).

Mello: attended BOH October 22 meeting. Stated largest problem for recycling in W.N are the plastic bags. Also discussed ideas that the Board is considering that possibly could reduce some tonnage and other related costs (automated barrel and possible fee for

bulky). Regarding dual stream...trucks cost about 100K more than conventional and the savings in the material would not out weight the vehicle. [Attached - Email "B"](#)

[Curbside/Pipestave contract proposal forthcoming "B1"](#).

Mass DEP Representative: states that the State of Massachusetts is producing more trash than there is disposal capacity including the three municipal waste combustors located in Essex County creating a "sellers" market.

State of Massachusetts still prohibits incineration burn plants being built.

State plans to implement stricter food waste and mattress/box spring bans. [Attached-Existing Bans "C"](#)

Due to "room" shortages at burn plants some communities are facing "Rail" costs (freight to other states) and "Gate" fees (contaminated recycling) in addition to their disposal fees.

Current TRASH ton estimated for FY20 = 1600 @ \$69 per ton

As of today 460.70 tons trash incinerated.

+19.69 tons over last year

*[Report Attached "D"](#)

Current RECYCLING tons estimated for FY20 = 500 tons

As of today 142.41 ton of recyclables processed.

*[Report attached "E"](#)

RECYCLING COSTS: are calculated by the revenue recycling brought in the prior month through selling the commodities, subtract the operating cost and profit margin the haulers want

and the price is calculated. The commodities change every month, hence the variation in monthly pricing.

Existing Recycling Programs: reduce weight and contamination-

*Books 5.14 tons (approx.) removed from waste stream last fiscal year.

*Textiles 1303 pounds (approx.) removed from waste stream last fiscal year.

Programs that help prevent contamination:

Sharps
Lightbulbs
Thermometer/thermostats
Cell phones and batteries

Board also investigating:

Pay to Throw
Food Waste composting
Mattress/box spring recycling
Automated curbside barrel recycling
Bulky item (Driver's currently keeping track on routes)

Board of Health: webpage has "PRACTICE CLEAN RECYLCING"
Where residents cans access information on an "item" of confusion and it will let the resident know if the item is a recyclable or if it should be trashed.

"NO PLASTIC BAGS" Signs are planned for Pipestave Recycling Area.

Information sheet on "NO PLASTIC BAGS" planned for the Town's "News and Announcements".

Also attached:

Mello's contract with amendment "F"

Covanta's contract (page 9 has tip fees) "G"

"What recycling numbers mean "H"

3 articles of interest "I"

Hi Mark,

I am writing to you on behalf of the Town of West Newbury Board of Health. We would like to request disposal pricing, as our current contract with Covanta will be expiring June 2020. Our annual waste average has been 1400 tons.

The Board of Health will be meeting November 12. If possible we would like to have your quote on or before November 7 in order to discuss it during this meeting.

Please feel free to contact me at 978-363-1100 ext 118 with any questions or need any additional information.

Thank you in advance for your attention to this request.

Jane Krafton

Town of West Newbury
Board of Health Admin. Assistant

Jane Krafton

From: VanWeelden,Mark A <MVanWeelden@covanta.com>
Sent: Tuesday, October 29, 2019 8:32 AM
To: Jane Krafton
Cc: Blake Seale
Subject: RE: waste disposal pricing

I appreciate the timing of your email as we are reaching out to all of our communities early to as there are major capacity changes in the market driving new pricing. Below are the two options that we are extending to all of our communities first so that we can preserve future disposal options at our facilities as well as future planning for our ash disposal etc.

5 YR - CPI 3% Fixed						Annual CPI
Year	1	2	3	4	5	3%
Price Per Ton	\$95.00	\$97.85	\$100.79	\$103.81	\$106.92	
CPI Per Ton		\$2.85	\$2.94	\$3.02	\$3.11	
3 YR - CPI 4% Fixed						Annual CPI
Year	1	2	3			4%
Price Per Ton	\$90.00	\$93.60	\$97.34			
CPI Per Ton		\$3.60	\$3.74			

Please let me know if you have further questions.

Who we are in Haverhill MA:

<https://www.youtube.com/watch?v=fAOWyE3Awbl&t=75s>

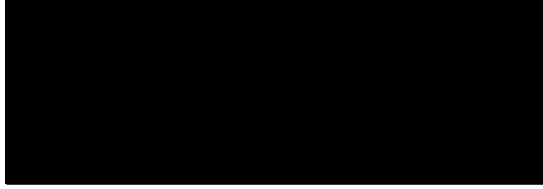
<http://covanta.com>

From: Jane Krafton [<mailto:jkrafton@wnewbury.org>]
Sent: Tuesday, October 29, 2019 8:23 AM
To: VanWeelden,Mark A <MVanWeelden@covanta.com>
Cc: Blake Seale <bjseale3@gmail.com>
Subject: waste disposal pricing

Jane Krafton

(B)

From:
Sent:
To:
Subject:



*Mello
re. dual
Stream*

Jason thank you very much for the quick response. I did not expect anything different. I think we should be all set for you coming to the meeting but as we get closer I will keep you in contact. Once again back Blake



Hi Blake

In response to the thoughts below about dual stream recycling, there is no way I could convert back in a cost effective manner. In order to do so, I would need to purchase two (2) dual stream trucks as I would need a backup in case it broke down and these trucks sell for close to \$400k with no used market out there. I would have nowhere else that I could use these trucks so they would only be generating revenue two (2) days every other week. With that being said they would cost me an additional \$160,000 per year on a new five (5) year contract without factoring in interest and maintenance and I would have to pass that on to the Town.

In regards to savings on dual stream, the comingled materials (glass, tin, aluminum and plastics) would still be billed at the single stream rate as they still go through the plant for separation. There is also the possibility that the plant would charge more money per ton because there wouldn't be any paper in the load and that is where they generate the most revenue. You would save on the paper per ton but there is no rebate there in today's market. Currently we are paying to get rid of mixed paper at roughly \$35 per ton.

With that being said, I do not see a savings for the Town but rather a significant increase. If you would like me to attend the Board meeting, I would be happy to do so, please let me know

Best regards,

TRASH TONNAGE



11/6/2019

MONTH	FY14 - \$72	FY15 - \$74	FY16 -\$65	FY17 - \$66	FY18 - \$67	FY19 - \$68	FY20 - \$69
JULY	125.24	105.57	90.10	116.22	134.64	106.88	120.86
AUGUST	115.85	115.79	118.73	115.70	108.26	119.93	123.04
SEPTEMBER	120.24	119.67	100.12	108.17	129.83	96.70	109.77
OCTOBER	107.68	116.86	94.71	104.28	122.40	117.50	107.03
NOVEMBER	117.56	107.11	142.88	123.91	120.77	133.20	
DECEMBER	125.70	128.40	94.77	107.14	116.81	108.19	
JANUARY	115.42	106.88	137.43	132.92	131.52	90.06	
FEBRUARY	90.76	87.30	113.18	87.98	91.42	75.86	
MARCH	107.81	105.34	100.98	90.10	110.46	108.65	
APRIL	117.81	105.90	102.67	101.59	106.00	116.64	
MAY	114.08	124.00	114.87	136.85	127.53	108.23	
JUNE	117.46	123.90	103.33	111.03	127.18	126.17	
TOTALS	1375.61	1346.72	1313.77	1335.89	1426.82	1308.01	460.70
	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1500 tons	Estimated 1600 tons
COSTS	\$ 99,043.92	\$ 99,657.28	\$ 85,395.05	\$ 88,168.74	\$ 95,596.94	\$ 88,944.68	
							contracts expire

TRASH TONNAGE

10/30/2019

MONTH	FY07 - \$68	FY08 -\$69.50	FY09 - \$71.50	FY10 - \$64.00	FY11 - \$66.00	FY12 - \$68	FY13 - \$70
JULY	208.30	176.52	139.31	145.74	114.69	116.08	111.74
AUGUST	190.27	157.87	147.77	141.61	121.53	111.70	121.20
SEPTEMBER	215.93	182.59	168.68	134.76	112.75	125.23	102.88
OCTOBER	209.21	188.49	146.42	138.65	117.12	120.68	108.28
NOVEMBER	207.15	176.51	139.95	144.49	121.37	122.40	105.41
DECEMBER	212.90	158.48	165.25	131.95	117.62	121.00	113.90
JANUARY	191.74	155.63	146.11	113.96	113.34	114.82	110.95
FEBRUARY	135.58	135.55	109.46	85.00	90.92	92.04	79.96
MARCH	159.46	130.54	129.78	123.13	113.09	103.05	101.75
APRIL	172.20	142.69	119.18	117.32	113.71	113.65	114.87
MAY	173.33	157.65	146.10	107.85	123.13	110.44	117.05
JUNE	186.81	152.33	144.93	131.29	115.93	124.47	124.80
TOTALS	2262.88	1914.85	1702.94	1515.75	1375.2	1375.56	1312.79
	Estimated 2250 tons	Estimated 2600 tons	Estimated 2600 tons	Estimated 2150 tons	Estimated 1700 tons	Estimated 1600 tons	Estimated 1600 tons
FY07 Reasons for high tonnage: Abuse, less recycling, wet trash (floods).							
FY08 instituted "GOT BOOKS" recycling program							
FY10 original estimate for tonnage was 2250. Budget cuts (2) now estimate 2150							
January 1, 2010 barrel limit implemented							

RECYCLING TONNAGE

11/20/2019

CURBSIDE AND PIPESTAVE

	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price
MONTH	FY19	FY20	FY21	FY22	FY23	FY24
JULY	44.50 / \$89.67	40.20 / \$84.35				
AUGUST	36.91 / \$88.49	32.85 / \$82.44				
SEPTEMBER	28.12 / \$80.46	36.34 / \$76.22				
OCTOBER	43.92 / \$75.66	33.02 / \$78.55				
NOVEMBER	40.36 / \$69.06					
DECEMBER	44.50 / \$70.01					
JANUARY	38.39 / 73.89					
FEBRUARY	30.32 / \$81.20					
MARCH	40.99 / \$72.92					
APRIL	33.83 / \$74.95					
MAY	45.16 / \$79.01					
JUNE	36.74 / \$81.56	contracts expire June				
TOTAL TON	463.76	142.41	0.00	0.00	0.00	0.00
Estimated Ton	500	500				
Cost	\$36,134.29					
* FY19 REFLECTS BOTH CURBSIDE AND PIPESTAVE RECYCLABLES (EXCLUDING BULK METAL)						
* Recycling invoicing begins, received August 1st. FY19						
* Special Town Meeting 10/22/18 Article 3 approved \$50,000						

RECYCLING TONNAGE

11/20/2019

CURBSIDE AND PIPESTAVE

MONTH	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
JULY		36.80	47.30	49.30	47.26	23.75	40.12	24.84	25.56	33.10	42.58
AUGUST		20.78	40.71	41.88	43.94	31.00	25.10	24.90	22.31	20.51	37.51
SEPTEMBER		23.87	32.96	46.94	47.05	33.20	29.84	24.88	32.10	41.02	33.28
OCTOBER		27.58	26.20	48.37	33.75	39.89	32.30	31.79	30.89	29.80	41.46
NOVEMBER		25.82	36.01	48.48	46.77	38.60	35.20	34.34	33.85	36.71	26.37
DECEMBER		19.79	47.59	51.73	52.77	36.90	30.17	29.39	30.14	29.25	28.93
JANUARY	31.20	17.75	49.40	35.11	49.65	24.75	30.55	25.16	24.92	49.90	26.03
FEBRUARY	22.70	29.53	36.52	33.98	25.4	20.40	23.31	22.19	42.46	32.81	29.89
MARCH	24.10	36.18	37.26	46.17	37.50	40.05	31.04	34.89	35.81	46.40	37.50
APRIL	19.50	30.45	36.50	39.13	31.70	37.50	36.28	41.03	51.56	31.19	29.72
MAY	21.10	39.95	56.22	54.86	39.29	54.05	40.21	48.60	21.27	44.32	37.40
JUNE	18.60	41.26	53.34	52.48	57.20	25.25	21.32	34.41	33.91	42.00	28.34
TOTALS	137.20	349.76	500.01	548.43	512.28	405.34	375.44	376.42	384.78	437.01	399.01
* JANUARY 2010 WASTE REDUCTION PROGRAM IMPLEMENTED											

(H)

Why PETE and not PET?



HDPE

High-density Polyethylene: Containers for: laundry/dish detergent, fabric softeners, bleach, milk, shampoo, conditioner, motor oil. Newer bullet proof vests, various toys.



V

Poly(vinyl chloride): Pipes, shower curtains, meat wraps, cooking oil bottles, baby bottle nipples, shrink wrap, clear medical tubing, vinyl dashboards and seat covers, coffee containers.



LDPE

Low-density Polyethylene: Wrapping films, grocery bags, sandwich bags.



PP

Polypropylene: Tupperware®, syrup bottles, yogurt tubs, diapers, outdoor carpet.



PS

Polystyrene: Coffee cups, disposable cutlery and cups (clear and colored), bakery shells, meat trays, "cheap" hubcaps, packing peanuts, styrofoam insulation.



OTHER

The hotdog of plastics! Products labeled as "other" are made of any combination of 1-6 or another, less commonly used plastic.



[Return to How Polymers Work](#)

What do those Recycling Numbers mean?

You're probably familiar with the chasing arrows symbolic of recycling. In fact, you may think they're chasing you! They seem to appear out of nowhere to remind you that you didn't sort your garbage. (And who designed that thing anyway? Doesn't it look like some sort of impossible figure that M.C. Escher would've dreamed up?)



Okay, there's no need to be paranoid -- they're not after you. Actually, when it comes to the containers they're printed on, they're supposed to be as inconspicuous as possible.

Beginnings

The symbol code we're familiar with was designed by The Society of the Plastics Industry (SPI) in 1988 to allow recyclers to differentiate different types of plastics and to provide a uniform convention that manufacturers could implement nationwide. Since recyclers target post-consumer plastics, the SPI code is most commonly found on household packaging materials.

The Rules of Use

SPI and the Federal Trade Commission (FTC) have established guidelines for use of the code:

- used on bottles and rigid containers in compliance with laws in 39 states.
- identifies resin (type of plastic) content only.
- must be as inconspicuous as possible so the consumer's purchasing decision is not influenced.
- must not be modified in any way.
- no claims of recyclability or the word 'recyclable' near the code symbol.
- molded or imprinted on all 8 ounce to 5 gallon containers that can accept the 1/2" minimum size symbol.
- must appear on the container bottom as close to the center as possible.

I'm not a lawyer nor did I ever claim to be. So if you're a manufacturer please consult SPI for a complete description of guidelines.

What's What

Now for the reason you came to this page! Below you'll find the SPI symbol and the polymer that it represents along with a quickie description of uses for that polymer. To learn everything you ever wanted to know about the polymers in question, just click on the name.



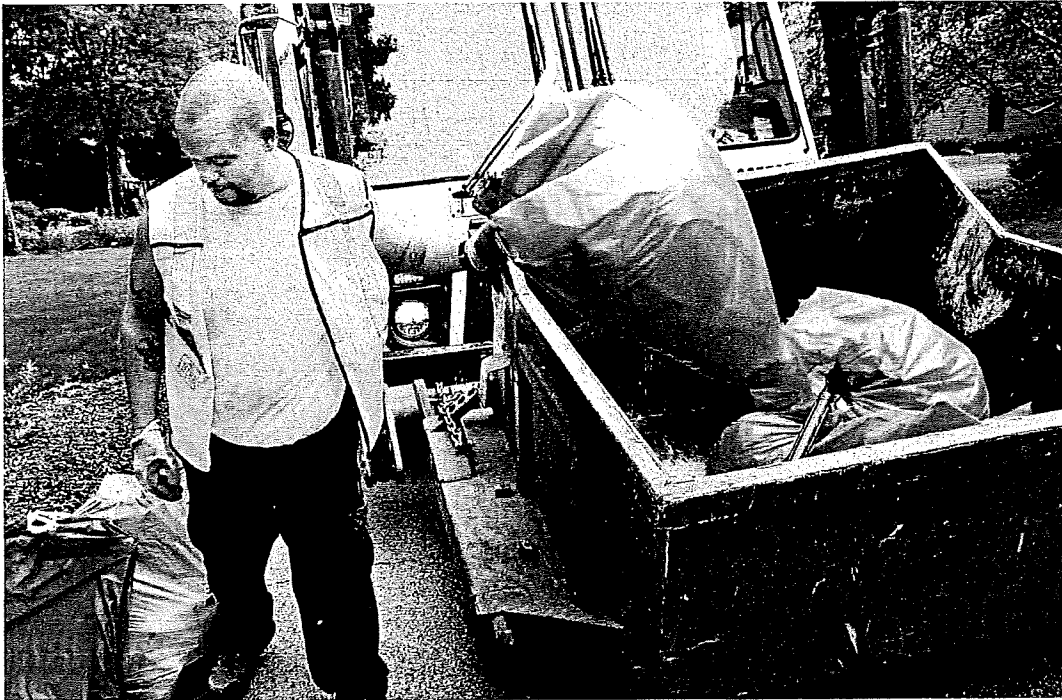
Poly(ethylene terephthalate): Soda bottles, water bottles, vinegar bottles, medicine containers, backing for photography film.

https://www.thesunchronicle.com/news/local_news/piling-up-as-landfills-and-incinerators-close-or-reach-capacity/article_576fe4cb-fb37-5860-9b19-4d1bef935e9a.html

Piling up: As landfills and incinerators close or reach capacity, Massachusetts is running out of places to process trash, which could put upward pressure on disposal prices

By Jim Hand jhand@thesunchronicle.com Sep 14, 2019

1 of 4



Waste Management employee Chuck Precourt of Attleboro collects trash in North Attleboro this week.

Buy Now

MARK STOCKWELL/THE SUN CHRONICLE

Ben Harvey use to truck the garbage his company collected from area towns to Massachusetts landfills at a manageable cost.

But with the closing of landfills across the state, the president of Westboro-based E.L. Harvey and Sons is now spending an extra \$1,500 per load to ship the refuse to places like Virginia and Ohio.

Landfills, he said, are becoming scarce and the state's seven incinerators that burn trash are at capacity and often closed for maintenance.

Two landfills — one in Chicopee and another in Southbridge — closed in 2018 and two of the remaining seven that handle municipal solid waste are scheduled to shut down.

As a result, he said, the state is facing what he calls a potential crisis in waste disposal.

Massachusetts is running out of places to put trash and the situation will put upward pressure on prices as the cost of disposal rises for contractors.

"In certain circumstances, the lack of a local disposal option may drive increased costs as there is an added expense to move material to disposal sites out of the region," trash processor Waste Management said in a statement.

Michele Bernier, director of waste disposal and recycling for North Attleboro, said she is about to go out for bids for a new contract with a waste processing firm and she is concerned about the price.

"I'm worried right now," she said. "I think we're paying about \$80 a ton and I have a strong feeling that is a real conservative number."

She said the problem is there is no "capacity" for taking trash, with landfills closing and incinerators maxed out.

But the message has not yet filtered down to some cities and towns.

Some local officials say they have contracts with their waste disposal companies and have not been approached about higher cost — at least yet.

They said the problem they have been dealing with the past few years has more to do with

recycling, which Waste Management also said is a problem.

The Chinese firms that buy recyclable materials have gotten strict on what they will accept, and charge a penalty if there is too much non-recyclable material in the loads they process.

Local officials have made educational efforts to inform homeowners what can go into the recycling stream and what cannot.

Plastic bags are a major problem because they are not recyclable. Other items officials want to keep out of the stream include shredded paper, greasy pizza boxes, holiday gift wrapping and plastic cups.

Bernier recently told other North Attleboro officials that the cost to the town for recycling has increased from \$40 a ton to \$73.

Attleboro Mayor Paul Heroux has been using social media to encourage homeowners to be more careful about what they throw into the recycling bin.

"I say, 'If in doubt, leave it out,'" he said.

But Heroux said the city has a contract with Waste Management for trash collection and disposal and the firm has not approached him about increasing the cost for regular trash disposal.

In fact, he is interested in allowing residents to use larger trash bins, similar to the ones used for recycling, so they can throw more stuff into the trash and keep recycling rates low.

In Plainville, Town Administrator Jennifer Thompson said the town is in the second year of a five-year contract with Harvey and Sons, which also serves Foxboro and Wrentham.

She said costs just went up for the first time in 17 years, from \$120 per household to \$150.

However, she said the increase was due to the recycling situation, not regular trash

disposal.

But Bernier said that as towns encourage homeowners to keep items like plastic bags out of the recycling bin, that will only mean more trash, which will aggravate the landfill shortage problem.

Harvey said the day of reckoning is coming.

He said Massachusetts is running out of places to put its trash and the cost of shipping out of state is hefty.

People in the industry say it is highly unlikely new landfills will be created to handle the problem.

The last dump to be opened in Massachusetts is the Crapo Hill Landfill in North Dartmouth.

Dartmouth and New Bedford formed a regional authority to building the landfill in 1982 and it opened in 1995. The 13-year lag was due to an exhaustive permitting and financing process, Executive Director Scott Alfonse said.

The landfill serves those two communities and accepts a small amount of commercial trash, he said.

Alfonse said he is confident no other landfills will ever be built in Massachusetts. There is not enough land, neighbors would object and environmental and zoning regulations are too daunting, he said.

It was originally estimated that Crapo Hill would stay in business for about 20 years, he said, but trash has settled downward in the landfill, extending its life expectancy.

Officials now believe it will last until about 2027.

Bernier said it may be time for the state to consider allowing new, or enlarged, incinerators but require them to have the latest "scrubbing" technology to reduce air pollution.

Another step in the right direction, she said, would be to create large composting centers to dispose of food waste separately from other trash.

She said that when she was a child, food waste, or garbage, was always separate from trash, and it may be time to go back to that method.

Greg Cooper, director of hazardous and solid waste for the state Department of Environmental Protection, said 70 percent of the 4.5 million tons of household and business waste produced in Massachusetts each year is currently incinerated at in-state waste-to-energy plants.

However, the state for several years has had a moratorium on incinerators that use the old technology.

If a firm was willing to request a permit for an advanced incinerator that has a higher-level of pollution control, the state would consider it, he said, but no one has applied.

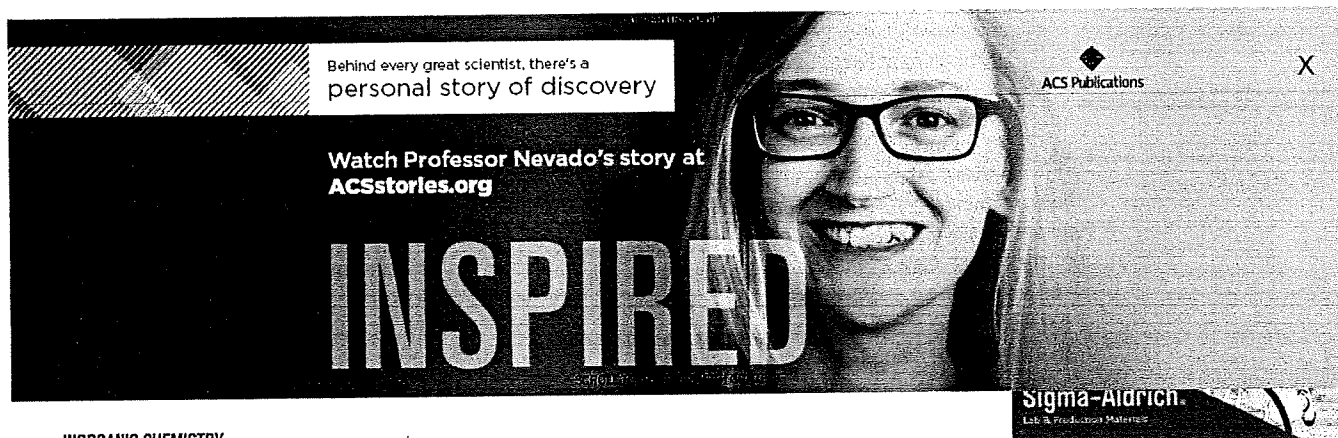
There are also no applications for new landfills.

Cooper said what the industry wants to produce is more transfer stations where trash can be loaded onto freight trains and taken to states where disposal charges are significantly lower, offsetting the increased transportation costs.



Jim Hand may be reached at 508-236-0399 or jhand@thesunchronicle.com. You can follow him on

I



INORGANIC CHEMISTRY

Why glass recycling in the US is broken

Americans turn old bottles into new ones at much lower rates than people in other countries. A recent analysis explains why

by *Mitch Jacoby*

FEBRUARY 11, 2019 | APPEARED IN VOLUME 97, ISSUE 6

MOST POPULAR IN

It's time to get serious about recycling lithium-ion batteries

Argon reacts with nickel under pressure cooker conditions

Why glass recycling in the US is broken

Single-use plastics transformed into high-quality liquid hydrocarbons with new catalyst

3-D printer can build meter-tall object in just a few hours

3M takes a wrap on innovative thinking

Credit: Owens-Illinois | Straight out of the furnace, new glass bottles move down the manufacturing line.

Americans dispose of some 10 million metric tons of glass annually. Most of it ends up in the trash. Only about one-third gets recycled. That's not because of some intrinsic materials or chemical property that makes glass difficult to recycle.

"Glass is 100% recyclable," says Robert Weisenburger Lipetz, executive director of the Glass Manufacturing Industry Council (GMIC), a nonprofit trade association. "It has an unlimited life and can be melted and recycled endlessly to make **new glass products** with no loss in quality," he adds.

Related: What's glass, and how are modern-day researchers enhancing its properties?

And the US's roughly 33% glass-recycling rate, which pales compared with the 90% recycling rate in Switzerland, Germany, and other European countries, is not the result of a lack of technical know-how.

"Recycled glass is nearly always part of the recipe for making new glass," says Joseph J. Cattaneo, executive director of the Glass Packaging Institute (GPI), a trade

IN BRIEF

Glass can be recycled endlessly by crushing, blending, and melting it together with sand and other starting materials. Doing so benefits manufacturers, the environment, and consumers. Yet each year only one-third of the roughly 10 million metric tons of glass that Americans throw away is recycled. The rest ends up in landfills. In contrast, some European countries recycle more than 90% of their waste glass. US glass-industry trade groups are working with manufacturers and government agencies to boost the numbers. These efforts begin with a top-to-bottom analysis of glass recycling to identify areas for improvement.

Related: Recycling renewables

CULLET'S MANY BENEFITS

When studying glass recycling, the first thing that becomes clear is that cullet is extremely useful. It provides many benefits to glass manufacturing.

First, cullet allows glass manufacturers to reduce their need for raw materials. The key ingredients used in glassmaking are sand (mainly silica, SiO_2), sodium carbonate (also known as soda ash, Na_2CO_3), and limestone (CaCO_3). One kilogram of cullet replaces 1.2 kg of raw materials, according to James V. Nordmeyer, vice president of global sustainability at Owens-Illinois, a major manufacturer of glass bottles and containers.

Cullet also helps manufacturers save on energy costs. For every 10% of cullet included in the glassmaking feed mixture, the energy needed to keep the furnace at temperatures high enough to generate molten glass falls by nearly 3%, Rue says. Running furnaces at lower temperatures extends furnace lives and reduces operating costs and, as a result, the price of the final glass products.

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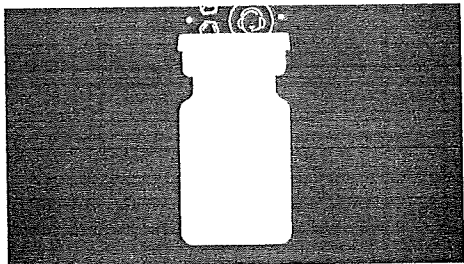


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According to Pennsylvania State University's John C. Mauro, adding cullet to the feed mixture also improves the quality of glass products. Mauro is a materials scientist and glass specialist who spent nearly 20 years at the glassmaker Corning. He explains that melting cullet doesn't release carbon dioxide or other gases that can form unwanted trapped bubbles in the glass. Also, using cullet limits the deposition of crystals of unmelted starting materials, as well as the formation of streaks and optical imperfections due to incomplete mixing of those materials.

Finally, cullet has a significant environmental benefit. Adding the material to the mix reduces greenhouse gas emissions during manufacturing, Nordmeyer points out. When the carbonates from limestone melt with the other materials, they release CO_2 . Using 10% cullet in the manufacturing feed lowers emissions of CO_2 by roughly 5%. Basically, for every 6 metric tons of cullet used in manufacturing, glassmakers can cut 1 metric ton of CO_2 emissions.



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THE PROBLEMS WITH US RECYCLING

Despite cullet's long list of benefits, glassmakers are limited by what recycled material is available to them at a manageable cost. Getting cullet in a clean, furnace-ready form generally requires a lot of processing. And depending on how the US recycles, that processing is done relatively inefficiently compared with what happens in Europe.

US municipalities manage residential recycling primarily via single-stream curbside collection. Single-stream means residents use their recycling bins to comingle glass with aluminum and steel cans, various types of plastic, newsprint, junk mail, cardboard, and other paper products.

People also tend to throw in a lot of things that shouldn't go in the bin, such as plastic bags, batteries, light bulbs, soiled food containers, used napkins, and what Nordmeyer and others call "wish-cycling" materials. One example is a popular single-serve coffee-brewing product that features a plastic cup and foil lid. Well-meaning people think since those components can be recycled, they're justified in tossing the whole thing—dirty filter, wet coffee grounds, and all—into a recycling bin.

Garbage, like those products, contaminates all the recyclables in the bin, Nordmeyer says. "You have to sort through all the trash to get to the material that manufacturers want and are willing to pay for."

That sorting happens via a combined manual-plus-automated multistep process at a materials recovery facility. About 400 such facilities operate in the US, according to Rue.

To start the sorting process, front-end loaders dump huge piles of single-stream recyclables onto conveyor belts. Trained operators manually remove scrap metal, textiles, hoses, and other materials that never belonged in the recycling bin and can damage sorting equipment. Next, automated separators called star screens, together with powerful air jets, remove cardboard and paper, while magnets pull out iron-containing materials. After several more separation steps, a device known as a glass-breaking screen removes most of the glass from the single-stream load so it can be sent to cullet suppliers, who clean it and make it furnace ready for glass manufacturers.

Multistream recycling, which is a far less common approach in the US, is simpler on the processing end. In these programs, consumers separate glass from other recyclables, depositing them in glass-only collection bins.

Glass recycling loop

A multistep process turns waste glass, mainly from bottles and jars, into new glass products.

This type of collection requires a high level of consumer education and is considerably more expensive than single-stream collection. But glass from multistream collection is much cleaner than what comes out of the single-stream supply. Multistream glass typically bypasses materials recovery facilities and goes directly to cullet processors. Because of the difference in the quality of glass from the two streams, just 40% of glass from single-stream collection ends up being recycled into new products, compared with about 90% of glass from multistream systems.

Related: Stiff-yet-supple plastic can be reshaped and recycled

So one key factor that stands in the way of the US glass industry's ability to boost recycling numbers is the limited availability of satisfactory cullet produced via single-stream processing. "Large quantities of high-quality cullet are essential to further increase the recycled content in our products," says Frank O'Brien-Bernini, vice president and chief sustainability officer for Owens Corning, a major fiberglass manufacturer.

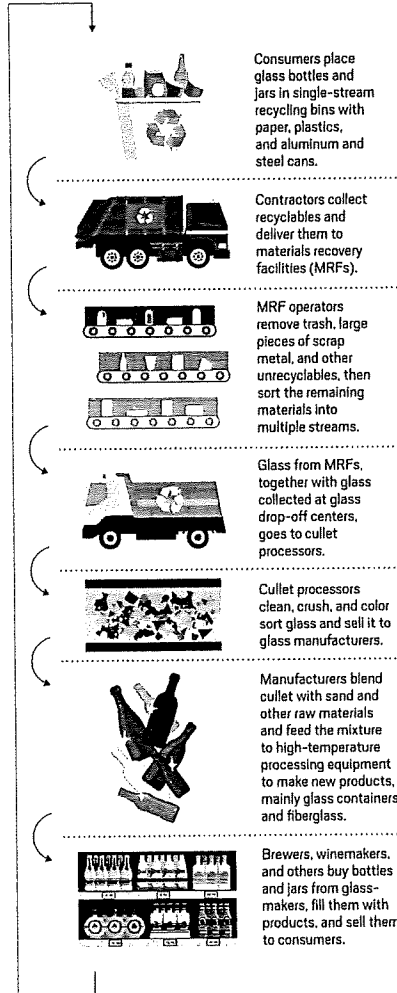
Compared with multistream recycling, "single stream is an inherently inefficient and expensive recycling method," Lipetz says. But most municipalities in the US stick with single stream because the collection costs are lower than those with multistream systems. To switch to multistream systems, these municipalities would need to introduce taxes or fees to meet the higher collection and handling costs. And most municipalities are reluctant to do so.

But even if the US shifted more to multistream collection, there are other economic factors standing in the way of increasing

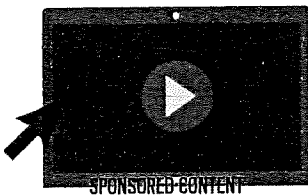
glass-recycling rates to European levels. One significant difference between the US and European nations is size. Distances in the US between a materials recovery facility and a cullet supplier, or a cullet supplier and a buyer tend to be greater. Transporting glass waste and cullet is costly because of their weight, and those costs can be a deal breaker for some glassmakers and can prevent would-be cullet suppliers from opening processing facilities. For example, in the US, some materials recovery facilities do not recover any glass from their single streams because there are no nearby buyers to make it worthwhile, according to Rue.

Another factor affecting the costs of recovering cullet from glass waste is that cullet specifications vary from one manufacturer to another depending on the intended application. If a supplier needs to process multiple types of cullet to meet various manufacturers' needs, their production costs increase. In addition, common soda-lime cullet made from bottles and jars isn't compatible with window glass and the type of fiberglass used in reinforced composites, further limiting recycling opportunities.

These costs and limited supplies of quality cullet continue to stand in the way of US manufacturers increasing their use of recycled material. "We are a ready and willing customer for increased output from consumer recycling," O'Brien-Bernini says, but the economics of producing cullet aren't always favorable for would-be suppliers.

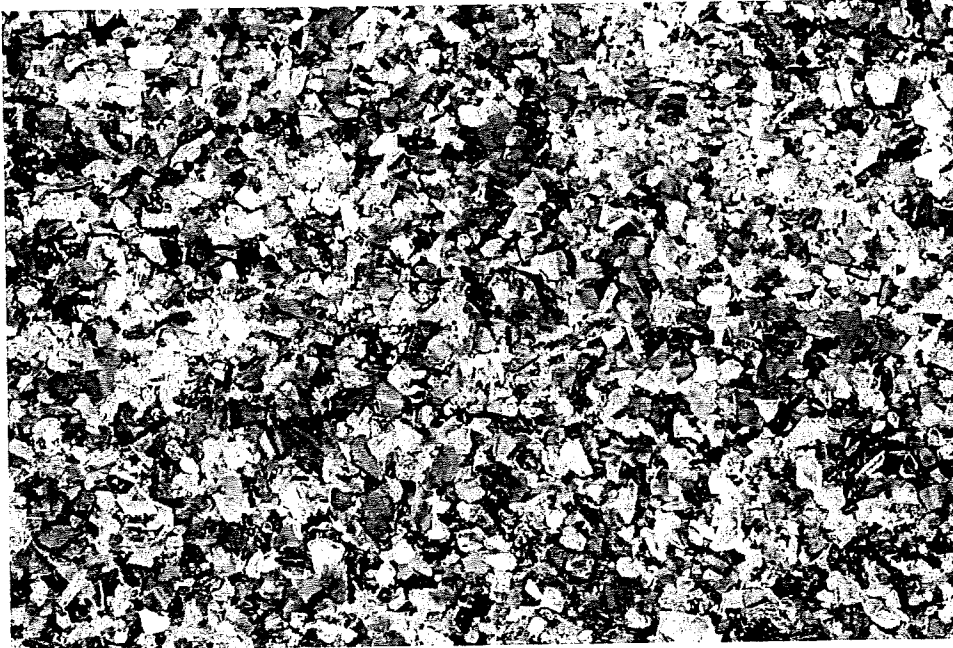


Credit: C&EN/Shutterstock



Optimizing Workflow for Emerging Contaminant Analysis

by PerkinElmer



Credit: Shutterstock

Crushed glass, or cullet, is used throughout glass manufacturing and is key to glass recycling.

Related: What's fiberglass, and how does the delicate material reinforce thousands of products?

RECYCLING LOCALLY

Most of the efforts to boost glass-recycling rates in the US have been state and local affairs. For example, 10 states have passed so-called bottle bills that require consumers to pay deposits on beverage bottles. The idea is consumers will be more likely to recycle the bottles to get back their deposits. The laws are having the intended effect. In states with those laws, 98% of bottles are recycled, compared with the national average of roughly 33%.

A few communities have set up bottle-redemption centers and instituted separate curbside glass collection. California passed legislation requiring that insulation glass used in the state contain 30% cullet and that container glass be made with at least 35% cullet. And North Carolina enacted an on-premise recycling bill that requires alcoholic-beverage-permit holders to recycle bottles and cans.

But sometimes solving a problem requires grabbing the bull by the horns. That's what Boulevard Brewing did about 10 years ago. The Kansas City, Missouri-based beer maker bemoaned the absence of an active local recycling program, which meant that millions of its empty beer bottles were ending up in landfills. There was hardly any recycling in the community because there was no local cullet processor. And there was no processor because locals didn't recycle much. "It was a classic chicken-and-egg problem," says Michelle Goth. So Boulevard helped launch Ripple Glass, a cullet supplier for which Goth serves as general manager.

Following a European model, Ripple placed 60 large glass-only collection bins across Kansas City and nearby locations and has been successful in spreading the word about the benefits of recycling. The effort has driven locals to regularly fill the bins with clean, high-quality recyclable glass. The majority of Ripple's cullet feeds the local Owens Corning fiberglass plant, and a portion goes to a beer-bottle maker in Tulsa, Oklahoma, that supplies Boulevard and other companies with new bottles.

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Will efforts like these local and state ones bump up recycling rates across the US? Probably not quickly, experts say.

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× It's unlikely in the foreseeable future that the economics of recycling in communities throughout the US will change to favor multistream recycling collection, as is commonly practiced in Europe, Lipetz says. Another factor helping Europe maintain high recycling rates is high landfill costs, which make trashing glass in those countries more expensive than recycling. And, unlike in the US, recycling is legislated in many European countries nationally, not locally.

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Finally, in Europe, "recycling is the cultural and social norm," Nordmeyer says. Europeans have been recycling

for many years, and children there are educated about it at school and at home starting at a young age. "In the US, we tend to teach to the test, and recycling isn't on the test," he says. "But it should be."

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COMMENTS

Amanda

(February 11, 2019 11:48 AM)

My local municipality stopped taking glass in their recycling program, due to cost. It was single stream, and apparently broken glass, would jam up their processing equipment. Eventually, they did put up glass recycling centers around the county. So you have to drive to one, and sort the glass yourself by color. It's kind of a pain, but I make the extra effort at least.

Reply »

Paul Eckler

(February 13, 2019 6:19 PM)

Is the color of the glass important? Must recycled glass be sorted by color? Can this be done with automated equipment? Or does it require labor intensive, manual sorting?

Labor cost always seems to be a factor in recycling. Manufacturers find it safer and cheaper to use virgin raw materials purchased in bulk than use high cost recycled materials and take the chance of contamination.

Reply »

John C.

(April 24, 2019 12:33 PM)

Technology has come a long way. Optical sorting machines have been around for a few years now. They are available here in North America and the technology produces amazing results.

Reply »

Jake

(March 8, 2019 9:32 AM)

Can anyone tell me if there are other uses for recycled glass? Looking for suggestions. I'm thinking about buying a glass cruiser

Reply »

Ted Tripp

(April 30, 2019 9:39 AM)

Modern glass crushing/cullet making machines clean, crush, and optically sort the recycled glass; left-over fines are used for other purposes, e.g. aggregate. One outfit even offers portable units on trailers. I don't know prices yet, but



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Recycling Breaks Down: US Struggles to Keep Plastic From the Dump

China is turning away material it had been taking

By Noreen O'Donnell

Published at 1:36 PM EDT on Aug 13, 2018 | Updated at 4:20 PM EDT on Aug 13, 2018

China has implemented a new recycling policy called National Sword, halting all imports of recycled materials. The U.S. was sending about 40 percent of its recycled goods to china before the policy's implementation which means there is a lot of recycled material with nowhere to go. See how the policy is affecting local recycling centers. (Published Monday, Aug. 13, 2018)

What to Know

- **China is cleaning up its environment and no longer importing recycled plastics, paper and other items**
- **The restrictions have upended recycling markets as communities search for somewhere to send discarded plastic bottles and other items**
- **Environmentalists hope the ban will spur more innovation and less use of disposable products**

Feeling pleased that your conscientious recycling is helping to save the environment? Not so fast. Your yogurt container or takeout clamshell might end up in a dump thanks to a ban on discarded items that the United States had been sending to China for processing.

This year, China followed through with its threat to prohibit the import of U.S. plastics, mixed paper and other materials that it says were turning the country into the world's garbage dump. The repercussions from the new policy have been quick and nowhere close to sorted out in communities across the U.S.

Sacramento, California, cut back on which plastics it will pick up curbside, and will send items like egg cartons, medicine bottles and some yogurt containers to landfills instead.

San Diego's recycling program brought in \$4 million in revenue last year. Recycling could now cost the city \$1.1 million.

In New Jersey, Sunil Bagaria is retooling his company, moving from one that exported to China to one that will do the work of recycling in the U.S.

"What we are trying to achieve is recycling at source," said Bagaria, president and co-founder with his brother of GDB International, a recycling and sustainability company based in New Brunswick. "That means the community that produces the plastic waste will be responsible for the recycling."

But until that happens, recycling markets are in turmoil. China had been taking half of the world's paper and plastic when it called a halt to the imports, tightening the contamination limit to 0.5 percent for most imports. The material it used to accept was too dirty, it said.

San Diego historically had exported 80 percent of its curbside material, 60 percent to China, according to the city's Environmental Services Department. The percentage dropped to 24 percent in the first quarter of 2018.

Its recycling processing contractors in May proposed suspending all revenue payments to the city — which stood at \$4 million in the last fiscal year. Instead it would assess the city a \$1.1 million annual cost. The loss of the China market and low oil prices together have tanked the value of plastic.

The department is working to amend the contract to adjust for the effects of China's National Sword Policy.

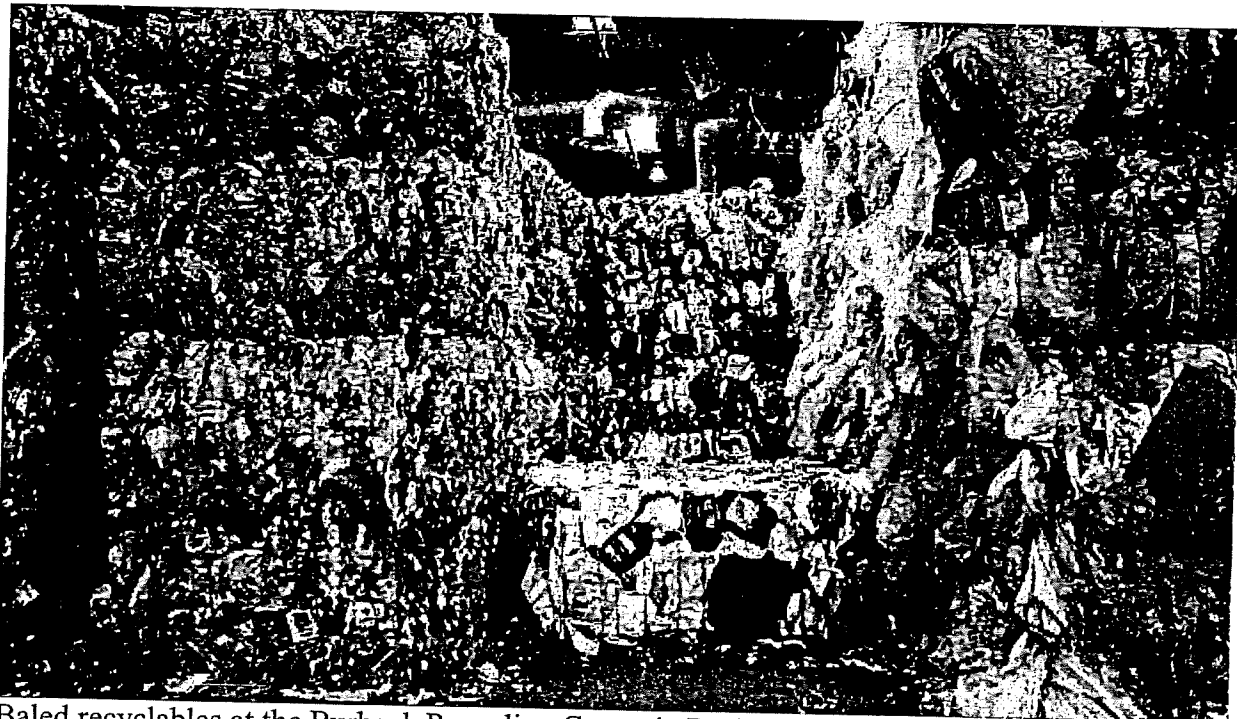
CATALYST FOR THE INDUSTRY

Back in New Jersey, Bagaria's company had been baling recyclables for shipment to China, where the material was sorted by hand. It now is investing in machinery to do the recycling in the U.S. Two facilities in New Jersey are up and running; the others are to be outfitted by the end of August. They will be able to clean the recyclables, grind them up and convert them into small pellets that can serve as raw material for new products.

"There is a lot to be still done, but the China ban was almost like a catalyst in that direction," he said. "It helped the industry. Now we don't have a choice."

As disruptive as the ban is, experts hope the upheaval will spur even more innovation. Marilyn Chertow, an associate professor at the Yale School of Forestry & Environmental Studies and director of the program on solid waste policy, noted that in 2008 China passed a law promoting a circular economy. The idea is you make a product with material you know can be recycled rather than make a product and then figure out how to recycle it.

China's move to ban recyclables now is an enormous opportunity for the U.S. to see value in its own scrap, Chertow said. That said, change will not be easy, nor will it be quick, she and others said. Many municipalities invested heavily in single stream recycling, in which everything is put into one recycling box and separated later, a decision that may have contributed to poorly separated items.



Baled recyclables at the Burbank Recycling Center in Burbank, California

"When single-stream became popular some years ago, I was dismayed, even aghast," Richard Holden Bole, the owner of Recycle Midwest in Cleveland, wrote in *Recycling Today* last year. "Treating recyclables the same way you treat the trash — in a trash truck — seemed terrible to me. I knew it would result in contamination and

sorting difficulty of all the materials. Sure enough, for years many of the materials coming out of single-stream plants have been poorly sorted.”

Bole says the best solution going forward would be to return to separating recyclables before they are picked up, as some communities still do: a pile of flattened cardboard preferably tied with string, mingled bottles and cans and finally mixed paper.

“It’s a true crisis,” he said. “It was poorly thought out to begin with.”

RECYCLING WILL SURVIVE

The industry is facing a massive retooling, that in the end will be for the better, said National Recycling Coalition executive director Marjorie Griek. Recycling will survive the setback, though individuals have few choices at the moment, she said.

“It’s too entrenched in society and too many people understand the importance of recycling both for the environment and for the economy,” she said.

Eric Goldstein, a senior attorney at the Natural Resources Defense Council and its environmental director for New York City, said that recyclables are likely to be stockpiled in the short term until new markets are found. The key is to focus on the long term. Recyclables are like all commodities — whether corn or oil or bitcoin — and their markets fluctuate. New uses are being found for typically hard to recycle items, recycled glass in concrete, for example. Manufacturers must be brought into the loop so that the producers of products or packaging share the responsibility of recycling them, he said.

Studies show that recycling and composting trash produce more jobs per ton handled than does bringing it to landfills or incinerators. A study by the Institute for Local Self-Reliance found that the removal of 10,000 tons of solid waste creates six jobs versus as many as 36 if that waste were recycled instead.

“It’s very unlikely that America’s cities and towns are going to abandon recycling, which makes so much sense both from an environmental standpoint and a climate change standpoint and a jobs production standpoint,” Goldstein said.

Orlove, of Columbia University’s Earth Institute, notes that recycling is not an end to itself but a way to address an excess use of resources and to curb climate change.

With a recycling rate of only about 34 percent, the U.S. has not progressed fast enough, he said.

NEW TECHNOLOGIES EMERGE

New practices and technologies are emerging. Ikea will start using biodegradable mushroom-based packaging that can decompose in a couple of weeks and which Dell is already cushioning its computers with. Clothing designer Eileen Fisher and Fabscrap, a non-profit in New York City, are reusing fabric, Terracycle's Zero Waste Box provides 120 different boxes to segregate waste better, and Enerkem uses municipal waste to manufacture biofuel. Apple has a robot that dismantles cell phones, while DSM-Niaga, a technology and chemical company based in the Netherlands, recycles carpets.



Manager Kreigh Hampel at the Burbank Recycling Center in Burbank, California.

Photo credit: Jeremy Berg/NBC

At the Burbank Recycling Center in Burbank, California, the coordinator, Kreigh Hampel, said the U.S. had lost control of its consumption. Looking forward, the situation is very unstable, he said.

“It’s a big ask to change things very quickly in the United States about our consumption habits,” he said. “It’s a big ask to find other countries and other mills and processors to take the amount of waste that we generate in the U.S. every year and try to get it into re-use programs or recycling programs. So I wish I had a crystal ball to predict the future. And I just don’t.”

Jeremy Berg contributed to this article.

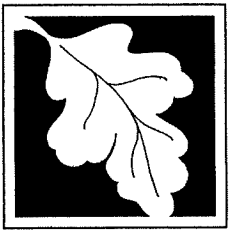
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March 2017.

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(617) 574-6872.



What are Massachusetts Waste Bans?

Why does Massachusetts have waste bans?
Waste bans help to increase recycling and support the recycling economy, which provides thousands of jobs and millions of dollars in economic activity in Massachusetts. By reducing the disposal of banned materials, we also capture valuable resources, reduce greenhouse gas emissions, save energy, and reduce our need for landfills and incinerators.



What materials are banned from disposal?

- Glass, metal, and plastic containers (bottles and jars)
- Paper, paperboard, and cardboard
- Leaves, grass and brush (less than 1 inch in diameter)
- Large appliances such as refrigerators, freezers, stoves, washers, and dryers
- Tires
- Cathode ray tubes (older televisions and computer monitors)
- Vehicle batteries
- Construction materials including asphalt pavement, brick, concrete, metal, wood, and clean gypsum wallboard
- Food material (only from businesses or institutions that dispose of one ton or more per week)

What does this mean for residents?

Most waste ban materials are collected through regular municipal collection or drop-off programs. In some cases, particularly with larger items such as cathode ray tubes or appliances, materials are collected through separate collections or drop-off events. In other cases, materials such as vehicle batteries, tires, and cathode ray tubes may be collected by retailers.

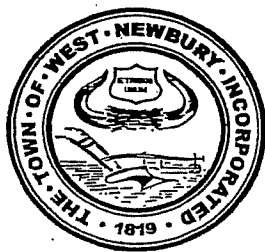
For residents who receive private collection services (not through your city or town), ask your service provider for recycling options. You can also check for other recycling options here: <http://www.mass.gov/eea/agencies/massdep/recycle/reduce/>.

For more information on the waste bans see:

<http://www.mass.gov/eea/agencies/massdep/recycle/solid/massachusetts-waste-disposal-bans.html>

MELLO

(F)



**TOWN OF WEST NEWBURY
BOARD OF HEALTH**

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

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

**AMENDMENT TO STANDARD
SERVICES CONTRACT**

Reference is made to a certain Standard Services Contract dated June, 24, 2014, by and between the Town of West Newbury, ("Town") and G. Mello Disposal Corporation, ("Contractor") for the collection and disposal services.

Whereas, Town and Contractor have entered into a contract for the collection of Recyclable Materials:

Whereas, the market for Recyclable Materials has been adversely impacted by national events;

Whereas, Section 7 of Exhibit A—Specifications of the Standard Services Contract requires the parties to negotiate in good faith in the event that unforeseen expenses arise in the collection of Recyclable Materials; and

Whereas, the parties are desirous of amending the Standard Services Contract to reflect the change in market conditions.

Now therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

In addition to the sums payable by the Town in accordance with Contract and Payment Schedule set forth in Exhibit A—Specifications, commencing as of July 1, 2018 an additional sum equal to the sum charged by a licensed recycling facility for the disposal of recyclable materials shall be paid by the Town.

Charges pursuant to this Amendment shall be billed monthly and accompanied by weight slips, invoices or such other written evidence of the charges of the licensed handler of Recyclable Materials

Amendment to Standard Services Contract

Contractor shall use its best efforts to secure the best possible costs for disposal of Recyclable Materials and shall keep the Town informed as to matters pertaining to the industry.

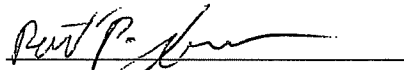
All obligations of the Town hereunder, are subject to appropriation by the Town of West Newbury Town Meeting of funds sufficient to pay the obligations set forth above.

In all other matters, the terms and conditions of the Standard Services Contract are confirmed and ratified and continue to be in full force and effect.

Subscribed under seal, this 24th day of October, 2018

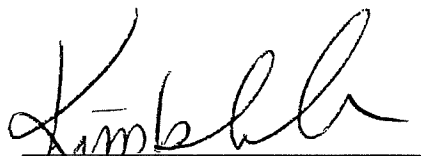
For the Town of West Newbury

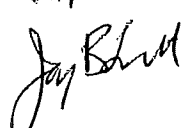
For G. Mello Disposal Corp.


Robert P. Janes


Jason Mello


Blake J. Seale


Kimberly Cole

Jay B Smith

Term expires
Jan 22, 2021
Satisfactory evidence
of identification
w/ Mass I, D's

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LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
TOWN WEST NEWBURY

The.....of.....

MASSACHUSETTS

HEREBY GRANTS A

RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

Not To Be Drunk On the Premises

To

on the following described premises

WEST NEWBURY FOOD MART

275 MAIN STREET, WEST NEWBURY, MA 01985

Supermarket Store

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 20....., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this..... day of.....20.....

The Hours during which Alcoholic Beverages may be sold are

From.....

Monday - Saturday 7:00am - 8:00pm

Sunday 7:00am - 5:00pm

LICENSING BOARD

LITHO IN U.S.A.

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ



Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Department Of The State Treasurer
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2020
Retail License Renewal

License Number: 00003-PK-1406 Municipality: WEST NEWBURY
License Name : W Newbury Food Mart Inc License Class: Annual
DBA : License Type: Package Store
Premise Address: 275 Main Street West Newbury, MA 01985 License Category: All Alcoholic Beverages
Manager: Elaine Fowler

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/15/19

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

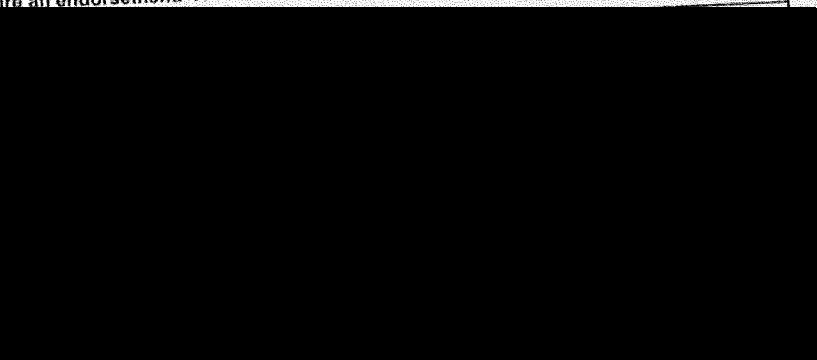
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in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

PRODUCER

Association Members Insurance Agency
80 Willow Rd
Nahant MA 01908

INSURED

West Newbury Food Mart Inc
Fowler Realty Trust
275 Main St
West Newbury MA 01985

COVERAGES**CERTIFICATE NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL. SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		BOP 0100734817	7/1/19	7/1/20	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

City of West Newbury
381 Main St

West Newbury MA 01985

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

TOWN OF WEST NEWBURY
Schedule of Departmental Payments to the Treasurer

Dept Selectmen Number 1 Date 11/20/2019
 Acct # Acct Description Liquor Licensing

From/Check #	Source	Amount
#63004	WN Food Mart	\$500.00
	Annual Liquor License	
TOTAL		\$ 500.00

The above is a detailed list of monies collected by me, amounting in the aggregate amount of
Five Hundred-----00/100 Dollars
 for the week ending 11/20/2019 which I have paid to the Treasurer,
 whose receipt I hold therefore:

Gimmie Sterling
 Signature
Residents Admin
 Title

Received of Selectmen the sum of
Five Hundred 00/100 Dollars

filed in my office on:
 RECEIVED
 NOV 19 2019
 Stamp
 TOWN OF
 West Newbury

Susan James
 Assistant Treasurer Collector

LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The..... TOWN of..... WEST NEWBURY.....

MASSACHUSETTS

HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

Wines and Malt Beverages

To Be Drunk On the Premises

To.....

on the following described premises

G.N. Enterprises, Inc. dba West Newbury Pizza Company.....
282 Main Street, West Newbury, MA 01985

One Floor restaurant, dining room, kitchen and counter.....

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 20....., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this..... day of..... 20.....

The Hours during which Alcoholic Beverages may be sold are

From.....

Monday – Thursday 11:00am – 9:00pm.....

Friday - 11:00am – 9:30pm.....

Saturday – Sunday 11:00am – 9:00pm.....

Meals must be served with.....

wines & malt beverages.....

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ



Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Department Of The State Treasurer
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358



2020
Retail License Renewal

License Number: 00001-RS-1406	Municipality: WEST NEWBURY
License Name : Gn Enterprises Inc	License Class: Annual
DBA : West Newbury Pizza Company	License Type: Restaurant
Premise Address: 282 Main Street West Newbury, MA 01985	License Category: Wines and Malt
Manager: Dennis Gikas	

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).


Signature

11-20-19
Date

Additional Information:





THE COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION

95 Fourth Street, Suite 3, Chelsea, MA 02150-2358

Retail Licence Renewal

Renewal For (Year)

License Number Municipality

License Name License Class

DBA

Premises Address City

Manager Name

I hereby

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type and category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).


Signature of Authorized Party

11-20-19
Date

Printed Name of Signer

Email Address

Additional Information / Corrections



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/20/19

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

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

PRODUCER Circle Business Ins. Agcy, Inc 247 Newbury Street Danvers, MA 01923	CONTACT NAME: Fran McEvoy
	<div style="background-color: black; width: 100%; height: 100px;">[REDACTED]</div>
INSURED GN Enterprises Inc Db West Newbury Pizza Co. Po Box 303 West Newbury, MA 01985	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			6804G209025	12/01/19	12/01/20	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Liquor Liability						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						MED EXP (Any one person) \$ 5,000
	OTHER:						PERSONAL & ADV INJURY \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						BODILY INJURY (Per person) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB3J835797	08/01/18	08/01/19	BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

mwinglass@wnewbury.org

CERTIFICATE HOLDER**CANCELLATION**

Town of West Newbury
 Town Hall
 381 Main Street
 West Newbury, MA 01985

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TOWN OF WEST NEWBURY

Schedule of Departmental Payments to the Treasurer

Dept _____ Selectmen _____ Number 1 Date 11/20/2019
 Acct # 01-161-4410-000000 Acct Description Liquor Licensing

From/Check #	Source	Amount
#1346	G.N.Enterprises, Inc.	\$300.00
	DBA West Newbury Pizza Co.	
	Annual Liquor License	
TOTAL		\$ 300.00

The above is a detailed list of monies collected by me, amounting in the aggregate amount of
Three Hundred-----00/100 Dollars
 for the week ending 11/21/2019 which I have paid to the Treasurer,
 whose receipt I hold therefore:

Ginnee Stenberg
 Signature
Residents Admin
 Title

Received of Selectmen the sum of
Three Hundred 00/100 Dollars

filed in my office on:

RECEIVED

NOV 21 2019

Stamp of
West Newbury

Susan James
 Assistant Treasurer Collector

Town Manager

Carr Post Committee,

Please find attached materials included in last Tuesday's BOS mtg packet. At the meeting, the Board voted to:

- Approve the revised language to Sec. 8 of the Designer Selection Procedures, as recommended in my memo. The updated Designer Selection Procedures are posted to the town website [here](#).
- Designate Mike McCarron, individually, as the Selection Committee. (Mike will include input from others, including the Carr Post Committee, but it was recommended to name him as Selection Committee to avoid the additional administrative burden and associated time delays that would have resulted from posting requirements and meeting minutes if a multi-person Committee was named).
- Approve a selection process based on qualifications, with designer fees to be negotiated prior to contract award (rather than inviting designers to propose designer fees).

Since that time, Mike has issued the designer RFQ on the Central Register. The RFQ documents are attached; Mike is also providing prospective vendors a copy of the September 2019 CPC proposal. You'll note within the RFQ that we've set a date of Monday, Dec. 9 at 10am for an optional on-site inspection, with a deadline to submit proposals of Tuesday, Dec. 17th at 11am.

At their 11/12 meeting, the Board also directed that the Carr Post Building Committee Charge be revisited and revised to reflect that the work in the existing charge (online [here](#)) is substantially complete; and to determine what charge may be appropriate given that the project is now moving into active design and, eventually, construction. The Board will review a draft Committee Charge at its upcoming meeting on 11/25.

Please let me or Mike know if any questions; questions on purchasing should go to Mike.

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

Request for Qualifications (RFQ)
For
Design and Construction Services for
Restoration and Repairs to Historic Building (Carr Post)

The Town of West Newbury in accordance with M.G.L. c. 7C, §§ 44-58, requests proposals from qualified firms for the services of a Designer related to the design services, construction documents and contract administration for the restoration of a national historic registered building commonly referred to as the Carr Post, 363 Main St. West Newbury, MA. Designer services will commence immediately upon award of the contract. RFQ documents are available on November 20, 2019 by email request to the office of Michael P. McCarron, mmccarron@wnewbury.org or at 381 Main Street, West Newbury, MA. There will be an optional pre-submission informational session and site inspection on Monday, December 9, 2019 at 10:00 AM at 363 Main St., West Newbury. Sealed responses clearly labeled “Designer Services, Carr Post” are due no later than Tuesday, December 17, 2019 at 11:00 AM and to be delivered to the Office of the Town Clerk, 1910 Building, 381 Main St., West Newbury. The Town reserves the right to reject any and all proposals, to waive any defects, informalities and minor irregularities; and to award contracts or cancel this RFQ if it is in the Town’s best interest to do so.

PART 1

REQUEST FOR QUALIFICATIONS (R.F.Q.) RENOVATION OF BUILDING KNOWN AS CARR POST (Soldiers and Sailors Memorial), WEST NEWBURY, MA ARCHITECTURAL DESIGN & CONSTRUCTION SERVICES

Invitation

The Town of West Newbury invites proposals from firms, herein called qualified proposers, to complete design development, construction documents, and construction administration for renovations to a national historical registered building (currently vacant) known as the Carr Post (Soldiers and Sailors Memorial) located at 363 Main Street, West Newbury, MA.

Proposal Submission Deadline – Tuesday, December 17, 2019 at 11:00 am.

Optional Site Inspection-Monday, December 9, 2019 at 10:00 am.

Five (5) bound hard copies plus one electronic copy on USB memory drive plus an original signed proposal must be **received** by the above Proposal Submission Deadline sent to West Newbury Town Office Building, attn.: Michael P. McCarron, Town Clerk 381 Main Street, West Newbury, MA 01985. (telephone: 978-363-1100 ext 110, mmccarron@wnewbury.org)

All proposals must include a completed copy of the most current Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction.

Proposals not received by the above deadline will be returned unopened and will not be considered by the Town of West Newbury.

Questions should be in writing and be directed to Michael P. McCarron

Interviews

If the Town elects to conduct interviews, the tentative week for applicant interviews is the week January 6, 2020. The Town may choose up to three firms who best meet the RFQ requirements for interviews. Proposers selected for interviews will be interviewed at a mutually agreed upon time at a location to be announced. The Town may request that the Architect bring his/her proposed sub-consultants to the interview.

General Conditions

The successful proposer shall comply with all applicable federal, state and local laws and regulations. The Town of West Newbury reserves the right to reject all proposals, to waive informalities, to advertise for new proposals and to make awards as may be in the best interests of the Town of West Newbury.

Proposals, reports and materials developed by the successful proposer after an award is made and submitted to the Town of West Newbury are considered public information and cannot be copyrighted. All proposals become the property of the Town of West Newbury, and the Town has the right to disclose information contained in the proposals once awards have been made.

Contract Period

The contract period shall be from the Notice to Proceed until certification of the completed project, and work on any punch list items is completed.

Proposal Requirements

The Architect is required to submit all of the information listed below.

- Cover Letter
- Submission of completed (most current) *Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction*.
- Name, location, size and type of organization, years in business for the architectural firm and all consultants.
- Names and registration numbers for all partners, officers, directors and owners
- Names and registration numbers for all key personnel assigned to the project, including Massachusetts registration numbers.
- List and contact information for all public sector design projects undertaken in the Commonwealth of Massachusetts in the last three years including descriptive information for projects comparable to the Carr Post project. The emphasis should be on projects with conditions similar to those conditions listed in Part 2 of the RFQ.
- List and current contact information for all current design projects.
- If the applicant is a joint venture, all required information should be submitted for both joint venture partners along with the name of the firms and person who will be the managing partner of the joint venture.
- Certification that the architect applicant meets the statutory definition of designer, and a separate certification that the structural engineer meets the statutory definition of a structural engineer.
- Proposed method of organizing and executing the work for the project.
- Proposed organizational chart with resumes of all key personnel

- Statement that the applicant certifies under the penalties of perjury that the information contained in his/her proposal is correct.
- Amount and type of professional liability insurance for the both the architect and all engineering consultants.
- Certificates of non-collusion, tax compliance, and certificate of authority (attached).

Form of Contract

The successful designer will be required to execute the Towns' Designer Services contract within ten business days of the presentation of the contract by the Town.

Fee Negotiations

Following completion of interviews the Town will select a first ranked designer. The Town will negotiate with the first ranked designer on the list of finalists. Should the Town be unable to negotiate a satisfactory fee with the first ranked designer, negotiations will be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they are ranked, until an agreement is reached. The proposal must not contain any mention or price for cost for services.

In reviewing proposals, the Town will use the following evaluation criteria:

Experience and Quality of Like Work

Proposals shall demonstrate related experience in providing architectural services in conjunction with related and required engineering services for public sector organizations. Preference will be given in the evaluation process to applicants who have demonstrated experience with the analysis and design of renovations to buildings for local government office use.

Past Performance

The proposal shall contain the names and contact information (including email addresses) of current and past public and private clients over the past three years that the Town may interview related to the applicants' project performance. Preference will be given to applicants who have demonstrated a high degree of client satisfaction related to work product, client service and the ability to meet the prescribed deadlines.

Staff

The proposal shall include applicant's intended project organization and specific staffing assigned to the project to include experience and qualifications in providing desired services. Proposers are required to identify the engineering consultants who will be used on the project. Preference will be given in the evaluation process to applicants who have staffing capabilities with demonstrated experience in the analysis, design, specification and construction administration/oversight for local government office buildings and facilities, including a detailed understanding of the Massachusetts Building Code, the Massachusetts Architectural Access Board requirements, the Americans with Disabilities Act, and the Massachusetts public building construction laws (Chapter 149. et. al.).

Professional Registrations

The proposal shall have a list of staff possessing professional registrations. Preference will be given in the evaluation process to the applicant with the widest variety of professional registrations at its direct disposal (on staff), and the level of relevant experience of each individual. Ideally, the team would include a registered architect, a registered structural engineer, a registered HVAC engineer, a registered civil engineer, a building code analyst and cost estimator. All professional registrations must be current in the Commonwealth of Massachusetts.

Knowledge

Proposers shall demonstrate their knowledge and experience with Massachusetts public design and construction laws and procedures, including prior successful projects of a similar nature.

Project Approach

Proposals shall include a description of the proposed approach for the work, including potential permitting aspects of this project. Please limit such a description to no more than three pages. Preference will be given in the evaluation process to applicants who have demonstrated experience with public building projects.

Firm's Capacity

The proposer shall demonstrate the firm's ability to undertake the project in a timely manner with respect to other on-going projects currently under contract by the applicant. The proposal shall list the specific names of individuals who will be assigned to work on the project and the available time each assigned person will have for the work based on the proposed schedule. Preference will be given to applicants who convincingly demonstrate, with examples, how the assigned staff is available to meet the needs of multiple clients concurrently, including the proposed work for the Town of West Newbury.

The Town of West Newbury reserves the right to reject any or all proposals, to waive

any informalities in a proposal, or to reject the applicant's choice of any sub-consultant or assigned staff if the awarding authority determines such actions to be in the best interests of the Town of West Newbury.

PART 2

RENOVATION OF BUILDING KNOWN AS CARR POST, (Soldiers and Sailors Memorial) W. NEWBURY, MA ARCHITECTURAL DESIGN & COST ESTIMATING SERVICES PROJECT SUMMARY & TASKS

Background & Summary

The background material for the renovation is set forth in *Application for Project Funding Community Preservation Committee*

On November 4, 2019, the West Newbury Town Meeting approved the funding for this renovation of the Carr Post (Soldiers and Sailors Memorial)

Tasks

The successful Proposer will organize this project around **TASKS** as follows:

1. Schematic drawings/preliminary design/renderings.
2. Cost estimating:
 - Must include all costs for renovating the building, including permitting, site preparation, infrastructure, owner's project management (if required), architectural, general contractor, filed sub bids (if applicable), contingency, etc.
3. Complete final design
4. Complete construction documents
5. Assist in procurement/review of General Contractor
6. Assist in Construction Administration

PART 3
ATTACHMENTS

1. Required Certifications

- Certificate of Vote
- Tax Compliance Certification
- Certificate of Non-Collusion



H

Town of West Newbury
Carr Post Building Committee

Objective

A Town Committee charged with offering recommendations to the Board of Selectmen and other Town Officials in keeping with the wishes of the Town voters; and, in coordination with the Town Manager's office, facilitating public communications regarding the restoration of the Carr Post (Soldiers and Sailors Memorial).

Committee Charges:

- 1) To elect a chair person and to schedule meetings compliant with the Open Meeting Law at least one a month during the design and construction phases of the project.
- 2) To provide feedback to the selected architect/engineering firm in order to maintain the overall design in keeping with the wishes of the Town including the voters at fall STM 2019.
- 3) To evaluate the architectural drawings and specifications as they are able for discrepancies, errors, and omissions before construction bidding.
- 4) To provide feedback to the design firm on maintaining the historic integrity of the restoration.
- 5) To recommend design changes if and as needed to ensure energy efficiency in keeping with the historic plan.
- 6) At the completion of the design phase, to provide input to the Chief Procurement Officer regarding the evaluation of cost proposals and to recommend changes or exclusion of materials items if/as needed to keep the project within budget.
- 7) To prepare recommendations to the Chief Procurement Officer on the preparation of construction bids and to provide advice regarding the selection of the general contractor.
- 8) To provide oral or written reports as requested to the Town at town meetings, the Town Manager or the Board of Selectmen.

Composition (3 or 5 members total)

Ex Officio Member
Member (Construction/Building Design Experience)
Member (Construction/Building Design Experience)
Member
Member

Committee Member Terms: 2 years – appointed by the Board of Selectmen

Charge Adopted by Vote of Board of Selectmen: [UPDATE]

Duration: This Charge will be in effect through [UPDATE], except upon revision voted by the Board of Selectmen following the posting of proposed amendments on a Board meeting agenda.

MEETING MINUTES

Meeting Date / Time: November 14, 2019 / 10:00 am
 Project Name: Pentucket Regional School District Building Project
 Project Number: 17-0762
 Subject: Working Group 60%CD - 2
 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
Bill Brown	Brown + Sardina (B+S)
Joe Strayer	B+S
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. November 13th Building Committee outcome
 2. MSBA DD Submission Update
 3. Permitting Update
 4. Site Plan
 5. Building
 6. Planning for December 10th Building Committee Meeting
 7. Housekeeping items
 8. Schedule

ITEM	ACTION BY	
1.1		<p>November 13th Building Committee Meeting Outcome</p> <p><u>Building Name</u>-Three names for the proposed school building were voted as preferred to be presented to the School Committee for vote. No action for D+W.</p> <p><u>Interior Subcommittee (IS)</u> - The Building Committee selected two additional members to the Interior Subcommittee. The working group hopes one additional person representing Merrimack will be added.</p> <p>The IS members are: Justin Bartholomew Jonathan Seymour Greg Hadden Stephanie Seeley (West Newbury) Emily Dwyer (Groveland) TBD (Merrimack) *Dena Trotta volunteered as back-up member</p> <p>It was agreed that meeting will take place at 3:30pm at D+W offices. D+W will send the invitation.</p> <p><u>VE List approval -</u></p> <ul style="list-style-type: none"> • The Building Committee approved \$2.7 million of VE items in categories 1 and 2. 4 items were excluded. <ul style="list-style-type: none"> ○ VE items to remain on the project: <ul style="list-style-type: none"> ▪ DW-49 Remove loading dock canopy – <i>Rejected</i> ▪ DW-55 Remove Orchestra pit and lift – <i>Rejected</i> ▪ DW-01A Motorized shades reduction-upper level Dining Area – <i>Rejected</i> ○ VE item DW-35A (Remove loam and seed from the baseball field for future turf field, -\$413K) decision was postponed to the next Building Committee meeting on December 10. <ul style="list-style-type: none"> ▪ All members of the working group stated they felt confident that taking this VE item was the right thing to do as the goal is to have a turf field. Therefore, it makes financial sense to not install the grass field that would later be replaced with. Additionally, they are confident that there are other funding sources for the turf field. ▪ The WG felt that most of the Building Committee would accept DW-35A as VE item. ▪ W+D stated that the field decision can only be postponed until the next Building Committee meeting and not further than December 10. ▪ The Design Team and the PRSD Working Group will work towards finding alternative VE options and funding options in order to help the Building Committee make the decision.

ITEM	ACTION BY	
		<ul style="list-style-type: none"> ○ The Design Team will incorporate all approved items into the construction documents. <p><u>Phasing drawings</u> (attached) were presented by WTR at the Building Committee meeting. The Working Group discussed the details as follows:</p> <p>Phase 1- Spring 2020-Spring 2022</p> <ul style="list-style-type: none"> ● Temporary Parking for PRSD <ul style="list-style-type: none"> ○ Temporary parking for High School staff and students is consolidated and occupies +/- 60 yards of the football practice field closest to route 113 and the adjacent recently acquired house property. Car access would be available from route 113 and from the existing campus driveway. The existing parking at the Middle School will remain during phase 1 ○ WTR will install ballasted temporary fence between the parking area and the fields to limit the parking area. The ballasted fence is easily movable allowing for parking area changes as needed and snow removal activities. ○ If cars use the existing curb cuts off route 113 to enter and exit the temporary PRSD parking lot, then buses and drop off parent cars can go into existing driveway and out the existing exit more efficiently. ● Temporary parking for WTR <ul style="list-style-type: none"> ○ WTR will occupy the existing High School parking area between the HS and Farm Lane and the land west of the existing High School building, including the new swap land, leaving space for circulation around the existing High School building. ○ The WTR area will be fenced with 3 gates: One at front, one at trailers and one at south of existing High School. ○ The main gate located off the school entry driveway, will allow for deliveries to the loading dock and construction area. WTR parking will be located between existing High School building and Farm Lane off the main gate. A small greeting trailer will be located at the front main gate. ○ Construction trailers will be located at the west most part of the site with limited access off Farm Lane ○ WTR will provide keys to the gates to PRSD facilities to allow for PRSD deliveries. Signage will direct PRSD delivery people. Communication between WTR and PRSD Facilities will be essential. ○ WTR plans to begin construction of temporary parking around April 2020. Fence installation will likely begin in May-April starting at the west trailer area. ● Graduation will take place at the track, away from the construction areas, on the first Saturday in June. Temporary parking will be available by then.

ITEM	ACTION BY	
		<ul style="list-style-type: none"> • Snow areas: <ul style="list-style-type: none"> ○ The areas north and south of driveway leading up to the loop, east of High School, were designated as snow storage areas. ○ Area between practice field and driveway can be at north, where equipment would mobilized from the driveway. ○ Snow will be able to be pushed to the athletic practice fields from the PRSD Temporary parking areas. Practice field areas are too soft for heavy snow removal equipment. ○ Construction area snow will be piled at the southern area of the swap land. ○ In extreme snow conditions, renting a snow melter or trucking it off-site will be options to be considered. • Temporary boiler location will be between the pond and the High School principal's office. Jonathan S. was made aware that it will generate "loud white noise". The connections to the building will be installed underground into the apparatus room. • Temporary potable hot water will be housed near the corner of the existing locker room. • PRSD will build the new maintenance shed in the swap land before WTR arrives on site. <p>Phase 2 – summer 2022-Fall 2022</p> <ul style="list-style-type: none"> • New building will be complete. • The swap land will be turned over to school temporary parking, as WTR will take over the Middle School parking area for trailers and parking. • The District Offices will be relocated off site so WRT can demolish the Middle School. This will need to be coordinated between WTR and PRSD. • No snow storage changes in this phases • Buses will circulate behind the new building for drop off. • Student parent drop will continue at the front temporary parking area. <p>Phase 3 –Fall 2022 - Summer 2023</p> <ul style="list-style-type: none"> • New parking lot will be available for new building occupants. • Construction work will take place at the fields and Stadium. • Once the Middle School is demolished, District Offices made safe and utilities reconnected, the District Offices occupants will move back. • The swap land will be resurfaced for PRSD facilities use. <p>Phase 4 – Fall 2023</p> <ul style="list-style-type: none"> • Repair swap land parking area • Punch list <p>Brad Dore stated that in consideration for the land swap neighbors, the team should inform them about the construction process.</p>

ITEM	ACTION BY							
		<ul style="list-style-type: none"> • Greg H stated that she will have a choice from 4 different fences, with vegetation (by PRSD), she knows that the maintenance shed will be going up not to exceed 30' tall and that the height of High School will be even higher. She does not know what the swap land will be used for during construction and she is concerned about dust. • Justin B. will need to communicate the construction progress to her. 						
1.2		<p>MSBA DD Submission update</p> <p>D+W received the MSBA DD Comments on November 8.</p> <p>All comments are minor, except for two items that D+W will try to talk to the MSBA for review and change.</p> <ul style="list-style-type: none"> • The MSBA commented that the design team did a good job in making the building more efficient and therefore classrooms sizes increased without making the overall building larger: Column enclosure and duct chase space was given back to classrooms. Nevertheless, the MSBA is penalizing the project by making 458 SF ineligible as a result. Jason reported that he is in the process of talking with the MSBA about it. Although a solution would be to make the shafts and column enclosures bigger to avoid the issue, it is not in the spirit of improving the school design. D+W hopes that the MSBA will change the ineligibility response. • DESE; MSBA would like DESE application resubmitted due to library re-arrangement. D+W does not believe the relationships were changed to the extent of a DESE filing requirement. D+W will talk about this with MSBA to see if they will retract it. A cover letter from PRSD with Letter from Vertex and D+W may be needed. <p>D+W has a tentative call scheduled for Friday, Nov 15 to talk about these two items.</p> <p>DD Comment Responses are due to the MSBA by November 22.</p>						
1.3	All	<p>Permitting Update</p> <p><u>ConCom</u></p> <table border="0"> <tr> <td data-bbox="532 1591 704 1619">November 4th</td> <td data-bbox="820 1591 1386 1619">West Newbury Notice of Intent (NOI) was filed</td> </tr> <tr> <td data-bbox="532 1625 716 1652">November 18th</td> <td data-bbox="820 1625 1430 1724">West Newbury ConCom meeting: Nitsch, D+W, WTR, PRSD (Jonathan Seymore) and Vertex will attend</td> </tr> <tr> <td data-bbox="532 1730 716 1757">December 11th</td> <td data-bbox="820 1730 1170 1757">Groveland ConCom meeting</td> </tr> </table>	November 4 th	West Newbury Notice of Intent (NOI) was filed	November 18 th	West Newbury ConCom meeting: Nitsch, D+W, WTR, PRSD (Jonathan Seymore) and Vertex will attend	December 11 th	Groveland ConCom meeting
November 4 th	West Newbury Notice of Intent (NOI) was filed							
November 18 th	West Newbury ConCom meeting: Nitsch, D+W, WTR, PRSD (Jonathan Seymore) and Vertex will attend							
December 11 th	Groveland ConCom meeting							

ITEM	ACTION BY	
		<p><u>Planning Board</u></p> <p>November 6th Pre-application Conference with West Newbury Planning Board took place successfully</p> <p>December 3rd West Newbury Site Plan Review Public Hearing PRSD (Jonathan S.), WTR (Kirk B.), Vertex, and D+W plan to attend.</p> <p>Site Plan Review Peer Review will be done by Meridian. Leah Z. asked for \$7,200 reimbursement. WG authorized it and asked that the bill be sent to Vertex.</p>
1.4	<p>PRSD</p> <p>D&W</p>	<p>Site Plan</p> <p>D+W proposed the recently acquired house abatement to be handled by PRSDS and the report to be provided to D+W's hazardous materials consultant (UEC) for review.</p> <p>The existing UST removal is within the project scope.</p> <p>A meeting with Police and Fire departments needs to be scheduled to update the group about the construction process, emergency access, water access (hydrants) and other safety items during construction the before Dec 3. Greg H. and Jonathan B. will talk to Mike Dwyer ahead of time.</p>
1.5	<p>D+W</p> <p>D&W</p>	<p>Building</p> <p>Greg H. emailed the list of items that he recommends be on the emergency generator. He has added the Kitchen exhaust to the list. The goal is for all critical systems to be on the generator so that occupants can remain in the building in case of power outage.</p> <p>Page turner meetings will be scheduled for</p> <ul style="list-style-type: none"> • IT department • FF&E/Room Data sheets update
1.6		<p>Planning for the Building Committee Meeting of December 10</p> <ul style="list-style-type: none"> • VE List update • Traffic consultant on site review (DW to clean up then WG) • Interior subcommittee • Permit update • Pre-Construction Survey - January

ITEM	ACTION BY	
1.7		Brad Dore reported that a third-party document review for West Newbury is being proposed by the Town Manager, paid by the project, as part of the permitting process.
1.8		<p>Schedule</p> <p>D+W reported the following schedule changes:</p> <ul style="list-style-type: none"> • 60% CD set deadline will be pushed back from 1/14/2020 to 2/4/2020. • Cost estimates due to D+W by 2/24/2020 • 60% CD submission to the MSBA remains on 2/25/2020. • Cost reconciliation 2/26-2/28 • Submit reconciled cost estimate to MSBA 3/3/2020 <p>Next meetings:</p> <p>November 21, 3:30pm Interiors Sub-Committee Meeting December 5, 10:00am Working Group Meeting December 10 Building Committee Meeting</p>

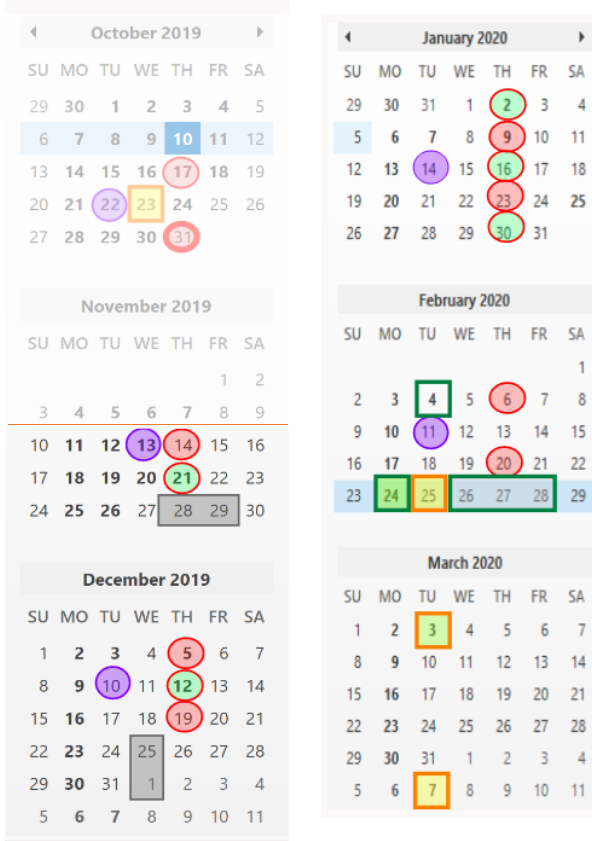
The above notes reflect the summary of our meeting. Please contact me with any comments or corrections. After 10 days, we will accept these minutes as an accurate record of our discussion.











Sincerely,
DORE + WHITTIER
Josh Hagan – Job Captain

Attachments: Permitting Update (Schedule)

Copy: File
Attendees
Building Committee, MM, MD, BT, NB, GSC

Schedule



-  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
-  Reconciliation/Reconciled
-  MSBA Deadline
 - ERP and 60%CD - February 25, 2019
 - 90% CD - April 7, 2020
-  Cost Estimate to MSBA

60% Construction Documents



**TOWN OF WEST NEWBURY
OFFICE OF THE PLANNING BOARD
381 MAIN STREET
WEST NEWBURY MA 01985
978-363-1100 X125 Fax: 978-363-1119
e-mail: lzamb Bernardi@wnewbury.org**

November 14, 2019

MEMO TO: Board of Health
Building Inspector
Conservation Commission
Department of Public Works
Fire Department
Police Department
Water Department
Selectmen

FROM: Leah Zamb Bernardi, Town Planner

The West Newbury Planning Board will hold a public hearing on Tuesday, December 3, 2019 at 7:00 PM in the West Newbury Town Annex, 381 Main Street, to consider the Site Plan Review Application for a new Pentucket Regional Middle-High School Building with related parking and athletic facilities, pursuant to Sections 4.B. & 8.B of the West Newbury Zoning Bylaw. West Newbury Assessors Map R1, Parcels 10, 20 & 30, in the Residence C Zoning District and Groveland Assessors Map 2, Parcel 8 in the R-2 Zoning District. Owner/Applicant: Pentucket Regional School District, 22 Main Street, West Newbury. The application and plans are attached for your review and comment.

The Public Hearing for this Application is scheduled for December 3, 2019 at 7:00 PM at the Town Annex. Please send you comments, if any, to me by December 2, 2019. I am available to meet should you have any questions. Just give me a call. Thank you.



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 22, 2019
RE: School stabilization funding model

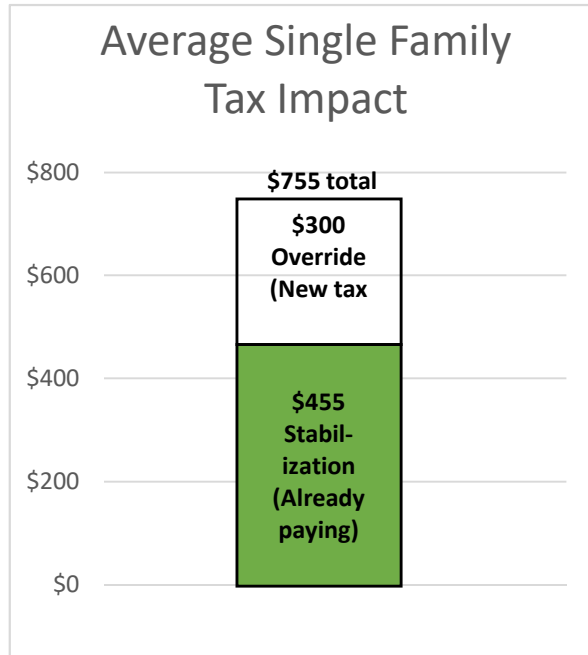
I have enclosed the school stabilization model presented to the Board in April 2019. I have also attached the actual amortization schedule for the initial borrowing of \$46,965,000 that closed in September 2019. The Pentucket Business Manager anticipates that the District will borrow an additional \$42M next summer.

The first payment on the debt service for the initial borrowing will come due in FY21. The first payment on the second borrowing will come due in FY22, at which point the full tax impact of the project will appear on taxpayers' bills.

I have been working on updating the model to reflect current enrollments, known and projected debt service, and current housing values. This is not complete, but may be by Monday night. Even if not, I think we can have a productive discussion. A core policy question is regarding what time period should the school stabilization balance be drawn down.

West Newbury School Capital Funding

Takes into account Final Cost Reimbursement voted by Mass. School Bldg. Authority on April 10, 2019
This is a projection of the potential West Newbury impact,
based on PRSD's published amounts



West Newbury's Taxes Estimated to Increase An Average of \$300

You can ballpark your property tax increase by multiplying your assessed value by 0.00051

Assumptions:

- ◇ Average value home of \$569,716 (October 2018)
- ◇ Town Meeting will continue to contribute retiring debt to the school stabilization fund over the life of the borrowing
- ◇ Does not include projection of future non-school debt
- ◇ Total project cost of \$146.3 MM
 - ◇ District share of \$93.2 MM
 - ◇ West Newbury share of \$24.5 MM
- ◇ West Newbury annual debt service of \$1.2 MM
 - ◇ 30 year bond, with a 2.75% interest rate

School Building Policy Framework

In FY16, total P&I payments (excl. Water, Septic and Dunn) were \$684,000.

The rationale of the School Stabilization Fund is to maintain level budgeting for debt service, even as debt service is retired, with the difference being allocated to the School Stabilization Fund on an annual basis.

The goal of building up the School Stabilization Fund is to have a source to draw from in order to offset the property tax impact of an override and debt service associated with a proposed Middle/High School.

School Construction Cost Financing Workbook, DRAFT

			<u>Source</u>
Construction cost	\$	146,300,000	PRSD, 2/13/19
MSBA share	\$	52,700,000	PRSD, 4/11/19
Phasing costs			
District offices			
District share of cost:	\$	93,600,000	<i>PRSD, 2/13/19</i>
Annual debt service	\$	4,602,222	<i>30 years at 2.75% interest</i>

Cost Share by Town

<u>Town</u>	<u>Capital</u>	<u>Interest</u>	<u>%</u>
West Newbury	\$ 24,623,338	\$ 11,697,840	26.3%
Groveland	\$ 35,780,176	\$ 16,998,133	38.2%
Merrimac	\$ 33,196,487	\$ 15,770,697	35.5%
	\$ 93,600,000	\$ 44,466,670	

Cost Share by Town, Debt Service

West Newbury	\$ 1,210,706
Groveland	\$ 1,759,277
Merrimac	\$ 1,632,239
	\$ 4,602,222

Pentucket Enrollment by Town

	<u>#</u>	<u>%</u>
West Newbury	629	26.3%
Groveland	914	38.2%
Merrimac	<u>848</u>	35.5%
TOTAL	<u><u>2391</u></u>	100%

Source: Marianne Naffah, 10/9/18

West Newbury Single Family Home Values
as of 10/5/2018

Average	\$	569,716
Median	\$	531,350
25th percentile	\$	433,525
50th percentile	\$	531,350
75th percentile	\$	651,950
100th percentile (highest value)	\$	2,657,300

School Stabilization Fund Debt Service Model

Base Year	FY (year-end)	Current Debt	Appropriation	School	School	School
		Service Obligations	to School Stabilization	Stabilization Projected Balance (gross)	Stabilization Spent	Stabilization Projected Balance (net)
FY16	\$	684,000				
FY17	\$	527,000	\$ 157,000			
FY18	\$	406,100	\$ 277,900	\$ 1,250,268		
FY19	\$	369,000	\$ 315,000	\$ 1,565,268		
FY20	\$	362,200	\$ 321,800	\$ 1,887,068		
FY21	\$	355,400	\$ 328,600	\$ 2,215,668	\$ 362,685	\$ 1,852,983
FY22	\$	313,950	\$ 370,050	\$ 2,585,718	\$ 725,369	\$ 1,497,664
FY23	\$	297,950	\$ 386,050	\$ 2,971,768	\$ 725,369	\$ 1,158,344
FY24	\$	-	\$ 684,000	\$ 3,655,768	\$ 725,369	\$ 1,116,975
FY25	\$	-	\$ 684,000	\$ 4,339,768	\$ 725,369	\$ 1,075,606
FY26	\$	-	\$ 684,000	\$ 5,023,768	\$ 725,369	\$ 1,034,236
FY27	\$	-	\$ 684,000	\$ 5,707,768	\$ 725,369	\$ 992,867
FY28	\$	-	\$ 684,000	\$ 6,391,768	\$ 725,369	\$ 951,497
FY29	\$	-	\$ 684,000	\$ 7,075,768	\$ 725,369	\$ 910,128
FY30	\$	-	\$ 684,000	\$ 7,759,768	\$ 725,369	\$ 868,758
FY31	\$	-	\$ 684,000	\$ 8,443,768	\$ 725,369	\$ 827,389
FY32	\$	-	\$ 684,000	\$ 9,127,768	\$ 725,369	\$ 786,019
FY33	\$	-	\$ 684,000	\$ 9,811,768	\$ 725,369	\$ 744,650
FY34	\$	-	\$ 684,000	\$ 10,495,768	\$ 725,369	\$ 703,281
FY35	\$	-	\$ 684,000	\$ 11,179,768	\$ 725,369	\$ 661,911
FY36	\$	-	\$ 684,000	\$ 11,863,768	\$ 725,369	\$ 620,542
FY37	\$	-	\$ 684,000	\$ 12,547,768	\$ 725,369	\$ 579,172
FY38	\$	-	\$ 684,000	\$ 13,231,768	\$ 725,369	\$ 537,803
FY39	\$	-	\$ 684,000	\$ 13,915,768	\$ 725,369	\$ 496,433
FY40	\$	-	\$ 684,000	\$ 14,599,768	\$ 725,369	\$ 455,064
FY41	\$	-	\$ 684,000	\$ 15,283,768	\$ 725,369	\$ 413,694
FY42	\$	-	\$ 684,000	\$ 15,967,768	\$ 725,369	\$ 372,325
FY43	\$	-	\$ 684,000	\$ 16,651,768	\$ 725,369	\$ 330,956
FY44	\$	-	\$ 684,000	\$ 17,335,768	\$ 725,369	\$ 289,586
FY45	\$	-	\$ 684,000	\$ 18,019,768	\$ 725,369	\$ 248,217
FY46	\$	-	\$ 684,000	\$ 18,703,768	\$ 725,369	\$ 206,847
FY47	\$	-	\$ 684,000	\$ 19,387,768	\$ 725,369	\$ 165,478
FY48	\$	-	\$ 684,000	\$ 20,071,768	\$ 725,369	\$ 124,108
FY49	\$	-	\$ 684,000	\$ 20,755,768	\$ 725,369	\$ 82,739
FY50	\$	-	\$ 684,000	\$ 21,439,768	\$ 725,369	\$ 41,369
FY51	\$	-	\$ 684,000	\$ 22,123,768	\$ 725,369	\$ 0
			<u>\$ 21,308,400</u>			

Debt Service Schedule						
FY	Debt Svc Due	Sources			Debt Service	
		Stabilization Fund	Override	Free Cash	Due	Delta
FY19	\$ -	\$ -			\$ -	\$ -
FY20	\$ -	\$ -			\$ -	\$ -
FY21	\$ 605,353	\$ 362,685	\$ 242,668		\$ 605,353	\$ -
FY22	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY23	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY24	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY25	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY26	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY27	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY28	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY29	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY30	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY31	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY32	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY33	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY34	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY35	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY36	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY37	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY38	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY39	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY40	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY41	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY42	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY43	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY44	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY45	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY46	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY47	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY48	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY49	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY50	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
FY51	\$ 1,210,706	\$ 725,369	\$ 485,336		\$ 1,210,706	\$ -
	<u>\$ 36,926,531</u>		<u>\$ 14,802,763</u>			

Pentucket Regional School District

\$46,965,000 School Project Bonds

September 13, 2019

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/13/2019	-	-	-	-	-
09/01/2020	135,000.00	5.000%	1,523,140.42	1,658,140.42	-
03/01/2021	-	-	784,456.25	784,456.25	-
06/30/2021	-	-	-	-	2,442,596.67
09/01/2021	895,000.00	5.000%	784,456.25	1,679,456.25	-
03/01/2022	-	-	762,081.25	762,081.25	-
06/30/2022	-	-	-	-	2,441,537.50
09/01/2022	945,000.00	5.000%	762,081.25	1,707,081.25	-
03/01/2023	-	-	738,456.25	738,456.25	-
06/30/2023	-	-	-	-	2,445,537.50
09/01/2023	990,000.00	5.000%	738,456.25	1,728,456.25	-
03/01/2024	-	-	713,706.25	713,706.25	-
06/30/2024	-	-	-	-	2,442,162.50
09/01/2024	1,045,000.00	5.000%	713,706.25	1,758,706.25	-
03/01/2025	-	-	687,581.25	687,581.25	-
06/30/2025	-	-	-	-	2,446,287.50
09/01/2025	1,095,000.00	5.000%	687,581.25	1,782,581.25	-
03/01/2026	-	-	660,206.25	660,206.25	-
06/30/2026	-	-	-	-	2,442,787.50
09/01/2026	1,150,000.00	5.000%	660,206.25	1,810,206.25	-
03/01/2027	-	-	631,456.25	631,456.25	-
06/30/2027	-	-	-	-	2,441,662.50
09/01/2027	1,210,000.00	5.000%	631,456.25	1,841,456.25	-
03/01/2028	-	-	601,206.25	601,206.25	-
06/30/2028	-	-	-	-	2,442,662.50
09/01/2028	1,275,000.00	5.000%	601,206.25	1,876,206.25	-
03/01/2029	-	-	569,331.25	569,331.25	-
06/30/2029	-	-	-	-	2,445,537.50
09/01/2029	1,330,000.00	4.000%	569,331.25	1,899,331.25	-
03/01/2030	-	-	542,731.25	542,731.25	-
06/30/2030	-	-	-	-	2,442,062.50
09/01/2030	1,385,000.00	4.000%	542,731.25	1,927,731.25	-
03/01/2031	-	-	515,031.25	515,031.25	-
06/30/2031	-	-	-	-	2,442,762.50
09/01/2031	1,440,000.00	4.000%	515,031.25	1,955,031.25	-
03/01/2032	-	-	486,231.25	486,231.25	-
06/30/2032	-	-	-	-	2,441,262.50
09/01/2032	1,485,000.00	2.000%	486,231.25	1,971,231.25	-
03/01/2033	-	-	471,381.25	471,381.25	-
06/30/2033	-	-	-	-	2,442,612.50
09/01/2033	1,515,000.00	2.125%	471,381.25	1,986,381.25	-
03/01/2034	-	-	455,284.38	455,284.38	-
06/30/2034	-	-	-	-	2,441,665.63
09/01/2034	1,550,000.00	2.250%	455,284.38	2,005,284.38	-
03/01/2035	-	-	437,846.88	437,846.88	-
06/30/2035	-	-	-	-	2,443,131.26
09/01/2035	1,585,000.00	2.375%	437,846.88	2,022,846.88	-
03/01/2036	-	-	419,025.00	419,025.00	-
06/30/2036	-	-	-	-	2,441,871.88
09/01/2036	1,630,000.00	3.000%	419,025.00	2,049,025.00	-
03/01/2037	-	-	394,575.00	394,575.00	-
06/30/2037	-	-	-	-	2,443,600.00
09/01/2037	1,680,000.00	3.000%	394,575.00	2,074,575.00	-
03/01/2038	-	-	369,375.00	369,375.00	-
06/30/2038	-	-	-	-	2,443,950.00
09/01/2038	1,730,000.00	3.000%	369,375.00	2,099,375.00	-

03/01/2039	-	-	343,425.00	343,425.00	-
06/30/2039	-	-	-	-	2,442,800.00
09/01/2039	1,785,000.00	3.000%	343,425.00	2,128,425.00	-
03/01/2040	-	-	316,650.00	316,650.00	-
06/30/2040	-	-	-	-	2,445,075.00
09/01/2040	1,840,000.00	3.000%	316,650.00	2,156,650.00	-
03/01/2041	-	-	289,050.00	289,050.00	-
06/30/2041	-	-	-	-	2,445,700.00
09/01/2041	1,895,000.00	3.000%	289,050.00	2,184,050.00	-
03/01/2042	-	-	260,625.00	260,625.00	-
06/30/2042	-	-	-	-	2,444,675.00
09/01/2042	1,950,000.00	3.000%	260,625.00	2,210,625.00	-
03/01/2043	-	-	231,375.00	231,375.00	-
06/30/2043	-	-	-	-	2,442,000.00
09/01/2043	2,010,000.00	3.000%	231,375.00	2,241,375.00	-
03/01/2044	-	-	201,225.00	201,225.00	-
06/30/2044	-	-	-	-	2,442,600.00
09/01/2044	2,070,000.00	3.000%	201,225.00	2,271,225.00	-
03/01/2045	-	-	170,175.00	170,175.00	-
06/30/2045	-	-	-	-	2,441,400.00
09/01/2045	2,135,000.00	3.000%	170,175.00	2,305,175.00	-
03/01/2046	-	-	138,150.00	138,150.00	-
06/30/2046	-	-	-	-	2,443,325.00
09/01/2046	2,200,000.00	3.000%	138,150.00	2,338,150.00	-
03/01/2047	-	-	105,150.00	105,150.00	-
06/30/2047	-	-	-	-	2,443,300.00
09/01/2047	2,265,000.00	3.000%	105,150.00	2,370,150.00	-
03/01/2048	-	-	71,175.00	71,175.00	-
06/30/2048	-	-	-	-	2,441,325.00
09/01/2048	2,335,000.00	3.000%	71,175.00	2,406,175.00	-
03/01/2049	-	-	36,150.00	36,150.00	-
06/30/2049	-	-	-	-	2,442,325.00
09/01/2049	2,410,000.00	3.000%	36,150.00	2,446,150.00	-
06/30/2050	-	-	-	-	2,446,150.00
Total	\$46,965,000.00	-	\$26,329,365.44	\$73,294,365.44	-

Yield Statistics

Bond Year Dollars	\$853,129.50
Average Life	18.165 Years
Average Coupon	3.0862097%
Net Interest Cost (NIC)	2.7113449%
True Interest Cost (TIC)	2.6155424%
Bond Yield for Arbitrage Purposes	2.1819161%
All Inclusive Cost (AIC)	2.6392805%

IRS Form 8038

Net Interest Cost	2.5554229%
Weighted Average Maturity	17.725 Years

School Project \$50,000.00 | SINGLE PURPOSE | 9/ 3/2019 | 1:46 PM



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 22, 2019
 RE: Review of Board of Selectmen policy booklet

At its August 6, 2018 meeting, the Board voted a number of revisions to existing Board of Selectmen policies. Many were “housekeeping” revisions to clarify policies and to reflect the change to a Town Manager form of government. The enclosed booklet includes all policies as amended.

The only new policy in the enclosed booklet is the OSHA Compliance policy approved by the Board on January 7th, 2019. At the time of the Board’s vote, you did not have specific language before you, so you are requested to verify that the language as drafted accurately reflects your intent.

I have also proposed minor revisions to the Annual Election of Officers Policy (#2), Fuel Efficient Vehicle Policy (#9), and the Grant Applications Policy (#10), provided with markups for your review.

In addition to those policies already amended, on August 6th the Board referred certain policies for additional staff review and comment. The following is a list of such policies, with recommendations:

Policy	Referred To:	Recommendation(s)
Events Requiring a Police Detail for Public Safety	Police Chief	No change.
Public Access to Documents Drafted By or Mail Addressed To the Board of Selectmen	Town Counsel	Update.
Meeting Minutes	Town Counsel	Update.
911 Training	Police Chief	Repeal.
Fair Labor Standards Act	Town Counsel	Pending.
Town Employees as Fire Fighters	Town Counsel	Update.
Street Opening Applications	DPW Director, Water Superintendent, Town Counsel	Update

Comments have been received and were provided in the meeting packet for the February 4, 2019 Board of Selectmen meeting. I recommend that the policies recommended for update or repeal be brought forward for action at a future Board of Selectmen meeting.

At this time I respectfully request that the Board vote to endorse the enclosed policy booklet, so that this can be made available to staff and others. I think this will help clarify the policies in effect and improve my office’s ability to oversee compliance with and implementation of policies. Amendments may be brought forward in the future as needed.



TOWN OF WEST NEWBURY

POLICIES OF THE BOARD OF SELECTMEN

INTRODUCTION. This is a collection of policies that have been adopted by the West Newbury Board of Selectmen and are currently in effect. The list of policies included in this booklet are listed in alphabetical order in the Table of Contents below. Former Board of Selectmen policies that have been repealed and are no longer in effect are listed at the end of the booklet. Policies currently in effect but excluded from this publication are listed on page 2.

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| 17. OSHA Compliance | 34. 911 Training |

All Board of Selectmen policies are on file with the Board of Selectmen, and at www.wnewbury.org



Disclaimer: Former Board of Selectmen policies that have been repealed and are no longer in effect are listed at the end of the booklet. This booklet does not include the following Board Policies, which are in effect and published separately:

Committee Handbook

Designer Selection Procedures

Financial Policies

Lodging House Regulations, 4 Lodgers and Over

Personnel Policies *including:*

Appendix A: Affirmative Action Plan

Appendix B: Safety Policy

Appendix C: Commercial Driver's License Alcohol and Drug Testing Policy

Appendix D: Policy and Procedures Concerning Sexual Harassment

Appendix E: E-mail, Internet and Social Media Use Policy

Appendix F: Massachusetts Commission Against Discrimination, MCAD Guidance
Pregnant Workers Fairness Act

Rental of Town Facilities Policy

Special Events Policy

Traffic Rules and Orders

Town staff have applied best efforts to prepare a complete booklet of policies, including notation of policies not included herein. Unintentional omission of Board policies from this booklet or the list above does not affect the validity or enforceability of any such policies. Updates will be made on an ongoing basis, as needed to reflect current or new policies, and policies as may be revised.

All Board of Selectmen policies are on file with the Town Clerk, and online at www.wnewbury.org

Signed,

David Archibald, Chair

Glenn Kemper

Rick Parker

West Newbury Board of Selectmen
November __, 2019



1. Agenda Items

All items for the agenda or requests to be heard by the Selectmen must be in the Office of the Board of Selectmen by 12:00 noon on the Wednesday prior to the following Monday meeting.

Adopted: date unknown

2. Annual Election of Officers Policy

Annually each town board, committee and commission shall elect a Chairperson & Clerk at their first meeting after July 1st each year or by statute, regulation or bylaw. The Chairperson will then communicate the vote to the Town Manager ~~and Executive Administrator to the Board of Selectmen~~ and update the town's website.

Adopted: 5/29/2018

Amended: X/X/2019

3. Ballot/Warrant Proof-Reading

The draft of each item on the ballot of every election and every Town Meeting Warrant shall be reviewed for accuracy and content by the Board of Selectmen, Town Clerk, Town Manager, and Town Counsel before being sent to the printer.

Adopted: 7/31/2006

Amended: 8/6/2018

4. Certificate of Insurance and Signed Contracts for Snow Removal Drivers

The Board of Selectmen requires that Snow Removal Drivers who plow for the Town of West Newbury are required to sign the Town's contract and to provide a Certificate of Insurance naming the Town as an additional insured, in the amount required by the Board of Selectmen.

Adopted: 12/15/2014

Amended: 8/6/2018

5. Events Requiring a Police Detail for Public Safety

The Town shall require all parties, excluding municipal departments, working on public ways, or ways in which the public has a right of access, to have a police officer on duty in cases where the Chief of Police, his designee, or the appointing authority deems a potential hazard to the safety and welfare of the public is present. The Town shall also require that a police officer(s) be assigned to all public functions that involve dispensing of alcoholic beverages and any public function that charges its patrons for admission which in the opinion of the Chief of Police, his designee, or the appointing authority may pose a threat to the keeping of the peace.

Adopted: 2/20/2007

6. Explanations of Overtime Pay

The Town Manager requires that Department Heads provide explanations when there are overtime hours on an employee's time sheet.

Adopted: 8/25/2014

Amended: 8/6/2018



7. Fair Labor Standards Act

Town employees who work over 80% of their time in law enforcement are exempt from the provision of the Fair Labor Standards Act in the duties as call fire-fighters and will be paid on the same basis as any other firefighter.

Adopted: 9/21/1998

8. Fall Special Town Meeting Schedule

The Fall Special Town meeting will be scheduled between October 15 and November 15; shall be announced six weeks prior to the meeting date; shall have a deadline for special article requests at a date to be specified by the Board of Selectmen; require that the special article requests must be submitted to the Town Manager and Board of Selectmen in writing by the deadline; and the final drafts of the Warrant should be available for review by the Board of Selectmen, Finance Committee, Town Clerk, Town Counsel, and Town Moderator and the Town Manager one week prior to posting. For good cause or emergencies, deadlines may be changed by vote of the Board of Selectmen.

Adopted: 10/14/1998

Amended: 8/6/2018

9. Fuel Efficient Vehicle Policy

(See also: [Vehicle Replacement Plan](#))

PURPOSE

The purpose of this policy is to establish a requirement that the Town of West Newbury purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

DEFINITIONS

Combined city and highway MPG (EPA combined fuel economy) means the fuel economy from driving a combination of 43% city and 57% highway miles and is calculated as follows:

$$\text{Combine Fuel Economy} = 1((0.43/\text{City MPG})+(0.57/\text{highway MPG}))$$

Drive System means the manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

AWD= All Wheel Drive: four-wheel drive automatically controlled by the vehicle powertrain system

4WD= 4-Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option

2WD=2-Wheel Drive

Heavy-duty vehicle means a vehicle with a manufacturer’s gross vehicle weight rating (GVWR) of more than 8,500 pounds.

POLICY STATEMENT

In an effort to reduce the Town of West Newbury’s fuel consumption and energy costs the Board of Selectmen hereby adopts a policy to purchase only fuel-efficient vehicles to replace those municipal vehicles that fall under this policy (i.e., non-exempt vehicles) to meet this goal.



APPLICABILITY

This policy applies to all municipal departments of the Town of West Newbury.

GUIDELINES

All departments shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town of West Newbury will maintain an annual vehicle inventory for non-exempt vehicles and a plan for replacing these vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the Massachusetts Department of Energy Resources’ Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published US Environmental Protection Agency combined city and highway MPG ratings for vehicles.

Exemptions

- Heavy-duty vehicles (GVWR > 8,500 pounds): examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle.
- Police cruisers, passenger vans and cargo vans are exempt from this criterion since fuel efficient models are not currently available. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

Inventory

The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis and provided to the Green Communities Division:

Model	Make	Model Year	Drive System 2WD, 4WD, or AWD	Year/Month purchased	>8,500 Pounds? Y/N	Exempt? Y/N	MPG Rating	Vehicle Function

NOTE: MPG may use EPA combined MPG estimates or actual combined MPG.

FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

The Town of West Newbury shall have a Fuel-Efficient Vehicle Replacement Plan that outlines the process by which the Town of West Newbury will replace vehicles with fuel efficient vehicles and review said plan on an annual basis.

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a fuel-efficient non-exempt vehicle.

QUESTIONS/ ENFORCEMENT

All other inquiries should be directed to the Board of Selectmen. This policy is enforced by the



Chief Procurement Officer on behalf of the Board of Selectmen.

Adopted: 10/15/2013

Amended X/X/2019

10. Grant Applications

Department Heads and Committee/Board Chairmen shall advise the Board of Selectmen and the Town Manager of any grant applications that the Department/Board/Committee may be considering. This requirement is made to allow the projection of future Town cost effects and staff time commitments that could result from the award of any grant we receive.

Before submitting any applications for grants, a summary, the Request for Proposals, and a submission schedule should be submitted to the Board of Selectmen and the Town Manager.

Adopted: 10/17/1994

Amended 8/12/1997; 8/6/2018; and X/X/2019

11. Grievance Policy for the General Public: Equal Access to Facilities and Activities

Maximum opportunity will be made available to receive citizen comments, complaints, and/or to resolve grievances or inquiries.

STEP 1: The Town Clerk or Assistant Town Clerk will be available to meet with citizens and employees during business hours.

When a complaint, grievance, request for program policy interpretation or clarification is received either in writing or through a meeting or telephone call, every effort will be made to create a record regarding the name, address, and telephone number of the person making the complaint, grievance, program policy interpretation or clarification. If the person desires to remain anonymous, he or she may.

A complaint, grievance, request for program policy interpretation or clarification will be responded to within ten working days (if the person making the complaint is identified) in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc.)

Copies of the complaint, grievance, request for program policy interpretation or clarification and response will be forwarded to the appropriate town agency (i.e. park commission, conservation commission). If the grievance is not resolved at this level it will be progressed to the next level.

STEP 2: A written grievance will be submitted to the ADA Coordinator. Assistance in writing the grievance will be available to all individuals. All written grievances will be responded to within ten working days by the ADA Coordinator in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc.) If the grievance is not resolved at this level it will be progressed to the next level.



STEP 3: If the grievance is not satisfactorily resolved, citizens will be informed of the opportunity to meet and speak with the Board of Selectmen, with whom local authority for final grievance resolution lies.

Adopted: 4/22/1997

12. Meeting Minutes

In an effort to comply with the provision of the Public Records Law requiring that minutes be available for public review, all minutes are to be provided to the Town Clerk after they are approved. The Town Clerk shall maintain a central file where minutes will be readily available for public inspection during regular office hours.

A draft of minutes should be available by the next regular meeting of any board or committee, approved or revised at that meeting, with final approval at the second regular meeting. They should be promptly filed in the Town Clerk's Office where they become public record and are not to be removed from the Office or revised in any way. Any necessary revisions must be made at a subsequent meeting and recorded in the minutes of that meeting.

Adopted: 7/23/1996

Amended: 9/9/2003

13. Minors

No person under the age of eighteen (18) years shall be appointed to serve on any committee or board of the Town of West Newbury; and no person under the age of eighteen (18) years shall be permitted to operate any motorized equipment, water craft, or vehicle owned or controlled by the Town of West Newbury.

Adopted: 8/14/1998

14. Naming Streets

When a preliminary plan comes before the Planning Board with a proposed street name, that name shall be submitted to the Board of Selectmen for their information and input. The Planning Board either directly or through its staff shall also consult with the Police Chief, Fire Chief and EMA Director to ensure that the proposed street name is adequately different from existing street names in order to facilitate prompt response in the event of emergency.

Adopted: 12/12/1994

Amended: 8/6/2018

15. Naming Town Property and Placement of Memorials

It is the policy of the Board of Selectmen that the naming of publicly-owned property shall be done sparingly, for good cause shown.

Request for naming of any public property, such as buildings, rooms within buildings, playgrounds, recreational facilities, squares, parks and other public facilities shall be considered at an advertised public hearing before the Board or Committee responsible for operating the facility.



There will be a separate process for the naming of Conservation Lands. The name will be established as part of the process for approving the Management Plan.

The Board or Committee shall then refer a suggestion or suggestions to the Board of Selectmen with a record of the hearing and a Committee recommendation for approval. If the facility is not under the jurisdiction of a Town Board or Committee, the request shall be referred to the Board of Selectmen who shall hold said public hearing before making a decision.

It is the policy of the Board of Selectmen that the renaming of a property be done very sparingly, for compelling reasons. Renaming of a property already named for a person or family shall be undertaken only by Town Meeting.

It is the policy of the Board of Selectmen that public ways and public buildings and facilities shall not be named for living persons. Further, public ways shall not be given common first names such as "Jill's Way" or "Ruth's Street".

It shall be the policy of the Board of Selectmen that the placement of memorials for a deceased Town resident or to commemorate a significant regional or national event or to commemorate the history and contributions of an ethnic or racial group within the Town of West Newbury shall be done very sparingly, for compelling reasons. Memorials shall only be allowed for deceased residents who have made a significant contribution to the community.

Before any permanent memorial may be placed on Town property, the proposed site shall be reviewed by the Police, Fire and Department of Public Works for any public safety issues. Approval of the memorial shall require a vote of the Town Meeting.

Adopted: date unknown

16. Office Space in the 1910 Office Building

The Town Manager is sole arbiter of space allocation in the building.

Adopted: 2/27/1995

Amended: 8/6/2018

17. OSHA Compliance

The Board of Selectmen voted to adopt a policy to direct that, in accordance with newly established statutory requirements effective February 1, 2019, that all Town Departments (including but not limited to DPW, Police, Fire, Water, Library, Town Office, Council on Aging etc.) shall be organized to comply with OSHA standards and requirements; and further to authorize the Town Manager to oversee compliance with this policy, establish procedures, and assign responsibilities to personnel as necessary to achieve this objective.

Adopted: 1/7/2019

18. Permit Fees

With the exception of large projects such as the School renovation project and the Housing Authority's construction project, Inspection Department fees shall be waived for Town Departments. Permits shall be required but the fee shall not be charged.

Adopted: date unknown



19. Public Access to Documents Drafted by or Mail Addressed to the Board of Selectmen

The Board of Selectmen voted to adopt a policy stating that no mail or document addressed to or drafted by the Board of Selectmen shall be considered public property until the Selectmen have received and reviewed it as a Board in a public meeting.

Adopted 8/25/2003

20. Purchasing Products made of Recyclable Materials

Voted to establish a policy to buy products of recyclable materials in lieu of virgin products whenever possible, and when recycled products are available at comparable and competitive cost.

Adopted: 9/28/1998

21. Reconciling Cash and Receivables Policy

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 Town 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.

It is the policy of the Town of West Newbury that 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 Accountant's 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.

Adopted: 5/29/2018

22. Request for Review of an Issue by Town Counsel

Any request by a Department Head to have Town Counsel review an issue must be approved by the Town Manager. Any request by a Board/Commission/Committee to have Town Counsel review an issue must be approved by Chairman of the Board of Selectmen. If the Chairman is unavailable, another member of the Board may sign the request form.

Adopted 11/6/2009

Amended 8/6/2018

23. Requirements for Mass. Electric Pole Locations

On all petition plans the location of all utilities, including water lines and siren boxes, as well as all trees within the public way or on the boundary thereof shall be included. Public hearings shall be held prior to the approval of removal of any of these trees.

Adopted: 11/26/1998



24. Reserve Fund Transfers

Departments and Committees all must follow procedure of submitting their request to the Board of Selectmen for approval, and then to the Finance Committee for approval. Reserve fund transfers made by the Finance Committee must first go to the Board of Selectmen, and transfers made by the Board of Selectmen must still be approved by the Finance Committee.

Adopted: date unknown

25. Review of New Insurance Companies

The Town Manager is authorized to review requests from new insurance companies and decide whether to consider them or not.

Adopted 11/6/2009

Amended 8/6/2018

26. Review by the Town Manager of all Accident Report Forms

All Accident Report Forms filed involving property damage or personal injury of Town vehicles or Town employees will be submitted to the Town Manager as soon as possible after the accident, forwarded to the MIIA Claims Department, and reviewed at the next meeting of the Board of Selectmen.

Adopted: 9/18/06

Amended 8/6/2018

27. Severe Weather Policy

The West Newbury Board of Selectmen recognizes that severe weather may make it unsafe for staff to travel to work. While this is unavoidable for essential personnel (such as emergency personnel and highway department personnel) the Board has instituted this policy so non-essential personnel can avoid unsafe conditions. This policy applies to administrative and office staff at the Town Offices and Library.

Essential personnel include Police, Fire, EMA, Dispatch, and Highway Departments whose work is necessary for public safety. Department heads will designate essential personnel in these departments.

After considering advice from at least the DPW Director and Police Chief, the Town Manager shall decide whether Town offices will be closed to the public or if there should be a delayed opening or early closure. If the Town Manager decides that there should be a closure, delayed opening or early closure, he or she shall notify the Board of Selectmen, and will notify the Selectmen's Assistant who will call or text Department Heads, based on advance agreement of notification method among staff. Department Heads will contact the employees in their departments to notify them of conditions of closure. The Selectmen's Assistant will promptly notify residents via local media outlets, Town website, and social media. The Library Director will post such notices with regard to closures of the Library.

Under certain conditions, including severe weather, the Town Manager may direct employees not to report to work, delay arrival to work, or to leave work early. In these instances, employees shall be compensated for scheduled work hours.



If offices are not officially closed or delayed from opening, employees who feel that the roads are not safe for travel may choose to use vacation or personal time equal to the time missed. Once the roads are cleared, employees should make a reasonable effort to safely report to work. Department Heads must be informed about the employee's intended plans for coming in or staying home as close to the normal opening time as possible.

If conditions develop during the work day and no decision is made to close early, any employee who feels they need to leave before conditions worsen should do so and will be required to use vacation or personal time or to make-up the time at a later date approved by the Town Manager. If the building is closed because of the decision of the Town Manager, employees will receive their normal pay for the balance of the day.

Any employee who is already scheduled for vacation time, sick time, or otherwise not scheduled to work during the affected period of time is not eligible to be paid under this policy.

Any other aspects or decisions affecting a delay or closing not covered in this policy will be at the discretion of the Town Manager.

*Adopted: 1/20/2011
Amended 10/29/2018*

28. Street Opening Applications

Applications must be submitted with a site plan showing the correct location of the driveway, existing trees within the public way or on the boundaries thereof, stone walls, bound stones, all utilities including water lines and siren boxes, grading back to original undisturbed ground, and 2' contours. Said work must be done within one year from date of permit. The plan becomes part of the permit. Application, permit, and plan are to be in the possession of the contractor at the site at time of construction. The permit does not provide authorization for the removal of trees.

Any stones removed from stone walls to be used for repair of existing stone wall and/or to finish off driveway. Contractor to locate and mark and/or replace as necessary any bound stones. Other conditions may be imposed by the Supt. Of Streets and/or Board of Selectmen. (Comments from Director of DPW and Supt. of Water Dept. should be added.)

Adopted: 12/14/1998

29. Town Employees as Firefighters

In order to comply with the Fair Labor Standards Act, it was decided that Town Employees who also respond as call firefighters will not be additionally compensated for response to calls during their regular working hours. They will receive their regular Town hourly rate for these calls. Town employees who respond after hours and on weekends will be paid at one and one-half times a blended rate of \$18.43* per hour (or current training rate) and their hourly Town rate. This overtime rate will be used for hours worked over 40 hours per week, including drills.

Adopted: date unknown

30. Tree Replacement Policy

Annual appropriation to be request to replace shade trees



Trees removed by Town or by the State on Route 113 to be replaced unless suitable specimen-type trees already exist in vicinity of removal:

On Town property if it will not interfere with roadway, overhead utilities, etc. Care shall be taken to avoid planting near roads because of salt and chemical contamination and traffic hazards;

or

Request permission of abutting land-owner to plant tree on property line.

Tree Warden to maintain list of all trees taken down.

Balance of funds to be used annually to plant trees along Main Street beginning in the Square and Town roads to replace trees taken down in previous years.

Mass. Electric requirements for pole locations: On all petition plans, the location of all utilities including water lines and siren boxes, as well as all trees within the public way or on the boundary thereof shall be included. Public hearings shall be held prior to the approval of removal of any of these trees.

*Adopted: 5/27/1997
Amended: 11/26/1998*

31. Vehicle Replacement Plan

(See also: [Fuel Efficient Vehicle Policy](#))

Overview

The Town of West Newbury's Vehicle Replacement Plan applies to all departments within the Town of West Newbury. All departments shall replace all vehicles with fuel-efficient vehicles as described in the Town of West Newbury's Fuel-Efficient Vehicle Policy, adopted on October 15, 2013.

Replacement Process

Whenever a vehicle has reached the end of its useful life, the Town of West Newbury will examine the expected use of a replacement vehicle and choose one that best fits the intended use and meets the requirements of our policy of procuring the most fuel-efficient vehicle available. We will review the most recent Massachusetts Department of Energy Resources, (DOER), Green Communities Division guidance for Criteria 4 and adhere to it in the process of replacing any vehicle.

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that meet the fuel efficiency ratings detailed in Town of West Newbury's fuel-efficient vehicle policy, which stipulates adhering to the most recent energy efficiency guidance as provided by DOER's Green Communities Division. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy.

Annual Review



This Vehicle Replacement Plan shall be reviewed by the Town on an annual basis, as stipulated in Town of West Newbury's Fuel-Efficient Vehicle Policy.

Adopted: date unknown

32. Warrant Articles

When writing warrant articles, the dollar amount should be requested rather than "a sum of money."

Adopted: 9/12/1994

33. West Newbury Town Square

No solicitations on the street are allowed in the West Newbury Square, in the business zone.

Adopted: 3/7/1995

34. 911 Training

For Auxiliary Police, Reserve Police, Dispatchers, and full-time Police Officers: No candidates for these positions will be hired until he/she has successfully completed dispatch 911 training at such candidate's own expense, on such candidate's own time.

Adopted: 8/10/1998

Amended: 8/6/2018



Board of Selectmen Policies Repealed

The following policies were repealed by the Board of Selectmen:

APPROVAL OF FACILITY REQUEST FORMS:

Selectmen's Assistant is authorized to approve routine Facilities Request Forms as long as availability, insurance, and cost have been accounted for.

*Adopted 11/6/2009
Repealed 08/6/2018*

NEW HIRES:

No candidates for auxiliary police, reserve police, dispatch or full-time police officer will be hired until he/she has successfully completed dispatch 911 training at such candidate's own expense on such candidate's own time.

*Adopted 8/10/1998
Repealed 8/6/2018*

VACATION NOTICE AND NOTICE OF OTHER TIME AWAY:

All Department Heads are required to provide written notice of the dates to be absent and delegation of authority to the Board of Selectmen, stating the limits of responsibility where applicable.

*Adopted 4/11/1994
Repealed 8/6/2018*

The topics above are now addressed elsewhere in Town policy.

**PROPOSED-APPROVED AMENDMENTS TO CPC GUIDELINES, ~~DRAFT #1,~~
November 7, 2019**

J. Nelson, CPC Administrator

1. Amend the title of the document to “Requirements, Guidelines, and Applications”.
2. Add a Section 4.A.: Timelines for Filing Applications:

The CPC has established the following timelines for filing Applications in order to allow time to receive, review, research and make a decision on Applications filed with the Committee.

Annual Town Meeting and Spring Special Town Meeting:

Town Bylaws Section XX, *Town Meetings/Elections* states that the business meeting shall be held on the Monday preceding the first Monday in May. The CPC meets on the third Thursday of each month. The CPC requires that Applications for the Annual or Special (Spring) Town Meeting be filed by January 7, 2020 for the April 27, 2020 Town Meeting, and on January 2 of each subsequent year for each of those years’ April Town Meetings. See the following table as an example:

Town Meeting Date	By January 2 of the new year <u>Filing Deadline</u>
April 27, 2020	January 27 , 2020
April 26, 2021	January 2, 2021
April 27, 2022	January 2, 2022
April 24, 2023	January 2, 2023

Special Town Meeting (not held in conjunction with the Annual Town Meeting)

A Special Town Meeting is convened at the will of the Board of Selectmen, and we cannot specify a date certain for a Special Town Meeting. In order to provide the CPC time for review, articles for a Fall Special Town Meeting must be submitted to the CPC ~~by July 1~~no later than 9 calendar days prior to the third Thursday of July.

Approved by Community Preservation Committee by 6-0 vote on Nov. 21, 2019



TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE (CPC)
GUIDELINES FOR PROJECT SUBMISSION
(Excerpt from Community Preservation Plan, February, 2019)

1. Proposals may be submitted for projects involving **Community Housing, Historic Preservation, and Open Space and Recreation**. See the Community Preservation Plan for a chart of eligible uses.
2. Application forms are available at the CPC Office in the Town Office Building, 381 Main Street, or on the town website: www.wnewbury.org.
3. Each project request must be submitted to the CPC using the Application for Project Eligibility form as a preliminary Application. Eight (8) copies of the Application should be submitted for distribution to the CPC. An electronic form should also be submitted by e-mail to cpc@wnewbury.org
4. The Committee will review Applications at a regularly scheduled meeting. Once the project has received preliminary approval for eligibility from the CPC, the Applicant will be asked to complete and submit the Application for Project Funding. Eight copies of the Application should be submitted for distribution to the CPC. An electronic form should also be submitted by e-mail to cpc@wnewbury.org. **The CPC reserves the right to reject Applications which are not complete.**
5. Requests must include a statement of purpose, identify the need to be answered, and be documented with appropriate supporting information. The use of maps, visual aids and other supplemental information is encouraged.
6. Applicants must be present at a CPC meeting to answer questions. The CPC will inform the contact person when the project will be discussed by the CPC.
7. Applicants must meet with and seek support from the committees or commissions which deal with the type of Application submitted, i.e. community housing, historic preservation, or open space and recreation. Applicants are to meet with relevant boards and/or committees to obtain feedback from them as to how the proposal fits into their master or other plan, and other relevant plans and/or policies. The Applicant is urged to obtain letters of support for the project from the entity with oversight.

8. Obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.
9. If the request is part of a multi-year project, is to be developed in phases, or the project is part of a long range conceptual plan, please include the total project cost, allocations, and timelines.
10. For Applicants with multiple project requests, please prioritize projects.
11. Requests are accepted throughout the year. Applications will be reviewed and if approved, will be placed on the Warrant for the next or a future Town Meeting. The CPC reserves the right to defer timely Applications if additional study is warranted.
12. The Committee may require, as a condition for funding, the recording at the Registry of Deeds of preservation restrictions on restored or acquired historic resources, conservation restrictions on preserved or acquired land, and/or deed restrictions on affordable housing projects.
13. For each project, please consider the following factors, as applicable. A project need only address the pertinent factors in a specific category:

Acquisition, creation and preservation of open space/recreation: Open space includes land protecting scenic vistas, forested land, land protecting wells, aquifers and recharge areas, fields, and land for active or passive recreational use including playgrounds and athletic fields for noncommercial sports, trails, parks, and community gardens. Community Preservation funds may be used to protect open space by outright purchase or by extinguishing or limiting development rights through the purchase of permanent Conservation or Agricultural Preservation Easements or Restrictions and where a property interest is acquired a permanent Restriction will be recorded.

“Recreational use”, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. Rehabilitation/restoration such as capital improvements, extraordinary repairs to make the resource functional, and compliance with The Americans with Disabilities Act are allowable uses of CPA funds, under the open space/recreation category.

Acquisition, preservation, rehabilitation and restoration of historic resources: Historic resources are defined as a building, structure, vessel or real property that is listed on the State Register of Historic Places or has been determined by the West Newbury Historical Commission to be significant in the history, archaeology, architecture or culture of West Newbury. Community Preservation funds may be used for the preservation, restoration and rehabilitation of historic resources, but not for routine maintenance. Investment in historic resources must be protected by a permanent Historic Preservation Restriction where an interest in property is acquired.

Creation, preservation and support of community housing: Low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loan programs to income-eligible first time home buyers, for financial assistance to income-eligible homeowners, for gap funding, to match state or federal low-income housing grants, or for other support of community housing. The Town's investment in community housing not owned by the Town must be protected by a permanent Affordability Restriction.

Applicants should familiarize themselves with the applicable Zoning and General Bylaws and these can be accessed on the Town website. **Please include the following with ALL copies of the Application for Funding:**

- Proof of ownership or control of the site, structure, or subject of Application
- Proof of authorization by the public agency, board, committee, or any entity governed by a board, trustees, corporation etc., showing a vote by the entity to submit the Applications and take responsibility for the project.
- If the project involves public property, provide verification that the applicable public agency or department supports the project as presented and will oversee the project if funded.
- Assessor's map showing location of the Project
- Photographs, including aerial photographs if available.
- Recent written estimates of construction and maintenance costs with detailed scope of work
- Proposed oversight and management plan for the Project
- If the project involves a historic resource, please provide evidence (date of listing on the state register or a letter from the West Newbury Historical Commission confirming its determination of significance) with the application that it meets these criteria

Include the following, if applicable and available:

- Architectural plans and specifications, for new construction or rehabilitation
- Maps, renderings, site plans
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors and consultants
- Budgets
- Letters of Support

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the Community Preservation Act can be found at <http://www.communitypreservation.org/index.cfm>

If you are in doubt about your project's eligibility, after consulting these sources, you are encouraged to contact the CPC and informally request an opinion.

Please submit the Application and accompanying documentation to:

West Newbury Community Preservation Committee
381 Main Street

TOWN OF WEST NEWBURY

Community Preservation Committee

APPENDIX TO *Guidelines for Project Submission*

Time and Cost Estimates

September 21, 2017

Section 3. of the Community Preservation Bylaw, General Bylaw XXXVI, requires that *Recommendations to Town Meeting shall include a fully developed time and cost plan.* This Appendix to the Community Preservation Committee's *Guidelines for Project Submission* will address requirements for a fully developed time and cost plan. **You are encouraged to meet with the Community Preservation Committee to discuss a project and these requirements prior to submitting an Application for Funding.**

1. Prepare a Scope of Services/Work to be Performed. The Scope of Services/Work to be Performed will be used as the basis to obtain estimates so you will have an idea of how much money you need to request for CPC and Town Meeting approval.

Scope of Services should include: (where applicable)

..Introduction and Information, Including The Purpose of the Project, and location

..Background: Prepare a brief description of the Project, including address. Give any history that is relevant to the project, background, note prior work performed, etc.

..Request an estimate which should be detailed and include all work, supplies, upgrades needed in order to reach your goal. See example below.

2. A detailed Scope of Services should be prepared and submitted to at least one qualified professional in order to obtain an estimate for these services required.
3. If plans or detailed drawings are needed, you may use available funds, other sources, or apply for CPA funds for this preliminary work to be done. This would then become a Phased Project.
4. Following your receipt of plans, detailed drawings, etc., submit a final Scope of Services to at least one qualified professional in order to receive an estimate to perform the work. This would become Phase II of the project.
5. Your Scope submitted should include a request from the professional for timing of the project, i.e., duration of time from approval of project to finish. This can vary greatly from project to project depending on permitting, weather, access to records, etc. A detailed timeline with anticipated times for various stages of the project should be provided. For example:

Preparation and signing of contract: 30 days

Applying for and receiving permits: 120 days

(Note that if Site Plan Review, state permits, or local permits such as from Conservation Commission, Historical Commission, etc. approvals are required, these should all be calculated into the timeline)

Ordering and receipt of supplies: 30 days

Duration of project to completion: 90 days

- 6. Estimates from a qualified professional must be detailed enough for the CPC to determine what is to be done. If the estimate is based on the Scope of Work, then the estimate should include line items for work to be performed as outlined in the Scope of Work, and all items should tie in.
- 7. All Scopes of Services and Estimates from Qualified Professionals should be submitted with your Application for Funding to the CPC.
- 8. The CPC may suggest a Contingency Amount to be included in your proposal in order to handle unforeseen expenses.
- 9. If a project is very large in Scope, you may be required to budget for and hire an Owners Project Manager (OPM) as part of your proposal.

SAMPLE SCOPE OF SERVICES

Preservation of a Town-owned building which is in disrepair. Located at XX Address, West Newbury MA. The building has been deemed historically significant by the Historical Commission. The building is two-story, wood frame, clapboard siding, consisting of approximately 2600 square feet. The building is 100 years old and there is evidence of some rot around windows and doors. Some of the windows have been boarded over. The handrail for the front steps is broken, and the steps need to be replaced. The building needs to be painted in order to preserve the exterior and the frame. Photos of the building are attached. Please itemize the following:

LABOR

Powerwashing, number of people and hours x hourly rate:

Scraping, sanding, caulking, number of people and hours x hourly rate:

Painting, number of people and hours x hourly rate:

Repairs, number of people and hours x hourly rate:

TOTAL ESTIMATE FOR LABOR:

MATERIALS

Materials such as caulking, lumber, railing, etc:

Disposal and/or Demolition Charges:

Gallons of paint required for building:

TOTAL ESTIMATE FOR MATERIALS:

TOTAL, LABOR AND MATERIALS:

Please contact NAME_____ at PHONE_____ or EMAIL_____ to arrange a site inspection.



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 22, 2019

RE: Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint the Building Inspector and DPW Experienced Operator positions

Pursuant to Sec. 10 of the Town Manager legislation (Chapter 97 of the Acts of 2017) (emphasis added):

SECTION 10.

(a) The town manager of the town of West Newbury shall appoint and may remove all department heads as the term may be defined in the town departmental and organizational structure and any other employees for which a method of selection is not provided in this act or by law.

(b) Appointments or removals made by the town manager pursuant to subsection (a) shall be effective 15 calendar days from the date of the filing of a written notice of the appointment or removal with the board of selectmen, unless the board of selectmen vote to reject such appointment or removal. The board of selectmen may waive the 15-day period and allow the action of the town manager to take immediate effect.

As you know, we have posted the job ads and job descriptions for the Building Inspector and DPW Experienced Operator positions. We are in the process of reviewing candidates and scheduling interviews.

In the interest of filling these positions as soon as practicable, I respectfully request that the Board vote to authorize me to make this staff appointment pursuant to my authority under Sec. 10(a), and to waive the requirement for notice to the Board and delayed effectiveness of such appointment.

With this approval, I could be in a position to extend an offer, and because this offer would not be conditioned upon subsequent Board action, the selected candidates could feel comfortable providing notice to their present employer so as to expedite their hire.

As with any appointment, any offer I would make would be conditional upon reference checks and a CORI check, which my office would oversee. And, all new employees are subject to a 90-day probationary period under the Personnel Policy.

Thank you for your consideration.

Acts (2005)

Chapter 184

AN ACT ESTABLISHING A DEPARTMENT OF PUBLIC WORKS IN THE TOWN OF WEST NEWBURY.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. There shall be in the town of West Newbury a department of public works under the jurisdiction of the board of selectmen. The department shall have charge of and responsibility for the management of public works operations of the town not assigned to other departments of the town, including, but not limited to, the following: highway, park and recreation construction and maintenance; tree and moth; building and grounds maintenance at municipal buildings, excluding the school department but including the GAR memorial library; and other related construction and operations assigned from time to time by the board of selectmen when considered necessary or desirable.

The board of selectmen may make all policy decisions relating to the department of public works except those reserved to the trustees of the GAR memorial library and the park and recreation commission, respectively.

SECTION 2. The board of selectmen shall appoint a director of public works, who shall recommend to the board of selectmen all employees of the department of public works.

The compensation of the employees shall be set in the same manner as for other employees of the town, except as provided in section 5.

SECTION 3. The director of public works shall supervise and direct the operations and employees of the department of public works. The director of public works shall be especially qualified by education, training, and experience to perform the duties of the office and shall have such other qualifications as the town may from time to time provide. While employed by the town, the director of public works shall hold no elective office, nor engage in any other business or occupation, relating to public works unless approved in advance by the board of selectmen. Nothing in this section shall prevent the director of public works from serving on special ad hoc committees in order to represent the department of public works.

SECTION 4. On the effective date of this act, the appointed position of highway superintendent, tree warden, and moth superintendent in the town shall be abolished, and its powers, duties, responsibilities, and compensation shall be transferred to the director of public works.

SECTION 5. A person in the regular permanent full time or part time service or employment of the town shall not forfeit rate of compensation, grade, step, or time of service on account of the establishment of the department of public works. Each such person shall be retained in a capacity as similar to the person's former capacity as is practical. A collective bargaining agreement, contract, or liability in force on the effective date of this act shall not be affected by this act.

SECTION 6. This act shall take effect upon its passage.

Approved January 5, 2006.

Town of West Newbury
Board of Selectmen
Minutes of Meeting – DRAFT
Monday, November 4, 2019
Town Offices Annex

ATTENDANCE

Board of Selectmen **David Archibald, Glenn Kemper, Richard Parker**
Town Manager **Angus Jennings**
Others in Attendance **Jennifer Walsh**

The meeting was called to order at 6:35 p.m. by Chairman David Archibald.

REGULAR BUSINESS

A. Review of draft motions for Special Town Meeting

Angus Jennings noted that the motions as drafted were unchanged with the exception that Wendy Reed will make the motion for Article 6. The Town Manager provided supplemental back up for articles to be presented by the Board of Selectmen to assist with providing information to the voters as questions arise. It was noted that the issue of parking at Carr Post will likely be discussed on Article 10. Parking on the State road is not presently authorized; however, there is potential to pursue authorization by MassDOT to allow on-street parking. This would need to be a petition to the State and would likely require changes to roadway geometry, striping and/or signage.

Motion was made, and seconded, to accept motions for Special Town Meeting as drafted.

Yes 3, No 0

B. Finalize Board of Selectmen report for Article 1 of Special Town Meeting

The Board reviewed the plaque that will be presented to Mary Harada in recognizing her as FY20 Citizen of the Year. Selectman Kemper also brought flowers to be presented as well.

C. Review request for authorization to apply for MIIA FY20 Property Grant (due Nov. 8th)

Motion was made, and seconded, to authorize the application of MIIA FY20 Property Grant.

Yes 3, No 0

Motion was made, and seconded, to adjourn the meeting at 6:50 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh



**Town of West Newbury
Board of Selectmen
Monday, October 28, 2019@ 7pm**

381 Main Street, Town Office Building,

www.wnewbury.org

Minutes of Meeting – DRAFT

Meeting called to order at 7:05 p.m. by Chairman David Archibald.

Attendance: Board of Selectmen – Full Board
Town Manager Angus Jennings
Assistant to the Town Manager & Finance Department – Jennifer Walsh
Town Clerk/Town Counsel – Michael McCarron
Jennifer Solis

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Informational meeting regarding Pentucket Middle/High School project, Wednesday, Oct. 30 at 7:30PM
- Sale of historic, decorative Chairs at Town Hall, Saturday, November 2, 10am to 2pm
- Special Town Meeting, Monday, November 4, 2019 at 7pm
- 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. Introduction of new staff person Jennifer Walsh, Assistant to the Town Manager & Finance Department

Angus Jennings, Town Manager introduced Jennifer Walsh to the Board. He summarized Jennifer's duties and responsibilities in her position.

- B. Halloween 2019: trick-or-treating guidelines

The Board wishes to remind the citizens that Trick or Treat will be held Thursday evening during the hours of 5:00 to 7:00 p.m. Light colored clothes and flashlights are recommended. Also recommended was the use of bug repellent for safety.

- C. Special event permits: Myopia Hunt Club (November 12 and November 19, 2019)

Motion to approve the special permit was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker.

Yes 3, No 0.

- D. Update on Middle/High School design process, anticipated permitting timelines, neighborhood meeting

Angus Jennings, Town Manager gave a summary of the project. Minutes of Meeting and Permitting Update are contained in the agenda packets. There is a vacancy on this committee. The Board of Selectmen will post a meeting on November 4, 2019 at 6:30 p.m. to fill this vacancy as soon as possible.

- E. Review of Bridge Street Speed Report prepared by DPW Director Wayne Amaral

The report and a recommendation letter from the DPW Director are contained in the Agenda Packets.

Motion was made by Chairman David Archibald, seconded by Selectman Glenn Kemper to petition the Massachusetts Department of Transportation to reduce the Speed Limit to 35 MPH.

Yes 3, No 0.

- F. Review of Church Street Speed Report prepared by DPW Director Wayne Amaral

The report and recommendation letter from the DPW Director are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to petition the Massachusetts Department of Transportation to reduce the speed limit to 25 MPH on the approaches and 35 MPH.

Yes 3, No 0.

- G. Update on CPC recommendation regarding proposed article and funding structure for Soldiers & Sailors Memorial Building

Angus Jennings, Town Manager provided a summary of the funding sources for this project. The reports and Bonding Debt Service Schedule are contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker that \$141,100.33 be funded from the Community Preservation Historic Resources Reserve, \$108,899.67 be funded from the Community Preservation Undesignated Fund Balance and \$1,250,000.00 be bonded for 20 years at a rate of 2.5% interest.

Selectman Kemper then rescinded his motion.

In favor of Rescinding Motion

Yes 3, No 0.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to fund this project as follows:

\$141,100.33 from Community Preservation Historic Resources Reserve

\$108,899.67 from Community Preservation Undesignated Fund Balance

\$1,250,000.00 to be Bonded for 20 years

Yes 3, No 0.

- H. Presentation of FY20 Tax Recap Model and estimated tax rate based on different levels of potential Free Cash transfer - *Angus Jennings, Town Manager*

Angus Jennings, Town Manager presented the reports to the Commonwealth of Massachusetts Department of Revenue for the certification of the Fiscal Year 2020 Tax Rate. Copies of this report are contained in the Agenda Packets. After discussion of several scenarios of transfer amounts from Free Cash to reduce the Tax Rate the following motion was made:

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker supporting a transfer of \$400,000.00 from Free Cash to reduce the Tax Rate.

Yes 3, No 0.

- I. Review of draft motions for Special Town Meeting

The Draft of the Special Town Meeting Articles is contained in the Agenda Packets.

Angus Jennings, Town Manager noted that Article 2 should contain a dollar amount of \$11,500.00. He also reminded that the time of the meeting is 7:00 p.m.

- J. Review of Conservation Restriction for Drake's Landing development

A copy of the Conservation Restriction legal document, communication from the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs and related communication are contained in the Agenda Packets. Town Clerk/Town Counsel Michael McCarron updated the Board on the progress of this project.

Motion was made by Selectman Glenn Kemper, seconded by Chairman David Archibald to approve the signing of the Conservation Restriction upon the execution of the other parties.

Yes 3, No 0.

K. Meeting minutes: September 30, 2019; September 23, 2019.

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to approve minutes of September 23 and September 30, 2019 meetings.

Yes 3, No 0.

Town Manager Updates

L. Discussion of timeline for FY21 budget policy guidance and budget process

Memo from Angus Jennings, Town Manager with a Budget Schedule and dates are contained in the Agenda Packets. After discussion it was determined that Angus and the Board would discuss this item further at the November 12, 2019 meeting.

M. Update on retiree health insurance rates for calendar year 2020

The rate schedule for Retirees is contained in the agenda packets. Angus anticipates meeting again in February regarding the rates for active employees. The recommendation for the rate increase for active employees will be 7% for Fiscal 21.

N. Update on proposed Reserve Fund Transfer: Page School food steamer

Memorandum from Angus Jennings, Town Manager and the Finance Committee are contained in the Agenda Packets. Discussion took place regarding items that are the responsibility of the Town and which are the responsibility of the Pentucket Regional School District. Policies and agreements are outlined in the Town Manager's memorandum.

O. Active project updates

P. Follow up meeting assignments

Q. Placing items for future agendas

Suggested items are as follows:

- 1.) Meet with Wayne Amaral to discuss basement utilization.
- 2.) Electric Vehicle Charging Stations and grant opportunities through National Grid.
- 3.) Signage and enforcement on Whetstone Street.
- 4.) Memorial Day Parade Policy

Michael McCarron to forward a draft to the Board to begin the process.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting.

Yes 3, No 0.

Meeting adjourned at 8:29 p.m.

Respectfully submitted, Mary DiPinto



**Town of West
Newbury Board of
Selectmen
Tuesday, October 15,
2019**

381 Main Street, Town Office
Building

Minutes of Meeting- Draft

Meeting called to order at 7:08 p.m. by Chairman David Archibald.

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Bicentennial Closing Ceremony: Sunday, October 20, 1-4:30 PM, Training Field
Program contained in meeting packets.
- Sale of historic, decorative Chairs at Town Hall, Saturday, November 2, 10am to 2pm
Information contained in meeting packets.
- Special Town Meeting, Monday, November 4, 2019 at 7pm
- A Capella Night! Northeastern's Nor'easters. Saturday, November 23 at 7 PM, Pentucket High School
- Mass DPU approval of National Grid request to increase electric base distribution rates
Information contained in meeting packets.
- Opportunities for FY20 Committee appointments posted online

Regular Business

- A. Discussion of Halloween 2019 and trick-or-treating guidelines including BOH updates regarding EEE

Board of Health Memorandum contained in meeting packets. Final decision to be made at October 28, 2019 meeting for most up to date information.

Motion by Selectman Richard Parker, seconded by Selectman Glenn Kemper

Yes 3, No 0

- B. Request for release of performance guarantee, off-site paving related to Sullivan's Court. *Thomas Neve*

Memorandum of Town Manager and DPW Director approving work completed satisfactorily contained in meeting packets. Original amount deposited was \$30,000.00; amount accrued today (original amount plus accrued interest) \$30,123.87.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker.

Yes 3, No 0.

- C. Review of proposed warrant articles for Special Town Meeting
- a. Proposed CPC articles: Kitchen and Bath Modernization at West Newbury Housing Authority properties (Hills Court, Boynton Court)-Tracy Watson, WNHA Executive Director

Tracy Watson, Executive Director of the West Newbury Housing Authority updated the Board of Selectman of the High Leverage Asset Preservation Program Grant application and discussion took place as to the Kitchen and Bathroom remodeling. The authority is also seeking a joint grant with Amesbury, Merrimac, and Newburyport for a Regional Services Coordinator (Social Worker).

- D. **7:30 PM** Joint meeting with the Town Moderator, Finance Committee, Town Counsel and Town Manager to review the 2019 Fall Town Warrant and Meeting set for November 4, 2019

A draft of the Special Town Meeting Articles is contained in the meeting packets. Finance Committee votes also contained in packets.

Article 2: Steele Landfill testing

Finance Committee Vote: Yes 6, No 0, Sunset: End of FY22.

Motion made by Selectman Glenn Kemper, Seconded by Selectman Richard Parker to Recommend this article.

Yes 3, No 0.

Article 3: Steele Landfill Interceptor Trench

Finance Committee Vote: Yes 6, No 0, Sunset end of FY21

Motion made by Selectman Richard Parker, seconded by Chairman David Archibald to set the sunset date of this item to FY21.

Yes 3, No 0.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to recommend this article.

Yes 3, No 0.

Article 4: High Hazard Tree Removal

Finance Committee Vote: Yes 6, No 0, Sunset end of FY20.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to recommend this article.

Yes 3, No 0.

Article 5: Salter Unit

Finance Committee Vote: Yes 6, No 0, Sunset end of FY20.

Motion by Selectman Glenn Kemper, seconded by Richard Parker to recommend this article.

Yes 3, No 0.

Article 6: Library Air Quality

Finance Committee Vote: Yes 6, No 0, Sunset of FY 20.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to recommend this article

Yes 3, No 0.

Article 7: Library Rug and Duct Cleaning

Finance Committee Vote: Yes 6, No 0, Sunset of FY 20.

Selectman Vote: Yes 2, No 1 (David Archibald opposed) with a Sunset date of FY20.

Article 8: CPA funds for Housing Authority Bathroom and Kitchen Renovations.

Finance Committee Vote: Yes 4, No 1, Abstain 1, Sunset of FY24.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to recommend.

Yes 3, No 0.

Article 9: Julian D. Stelle Historical Marker

Finance Committee Vote: Yes 6, No 0.

Motion by Selectman Glenn Kemper, seconded by Selectman Richard Parker to recommend.

Yes 3, No 0.

Article 10: Carr Post

Finance Committee Vote: Yes 1, No 5.

Motion by Selectman Glenn Kemper, seconded by Richard Parker.

Yes 3, No 0.

Article 11: Unemployment Expense

Finance Committee Vote: Yes 6, No 0.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to recommend.

Yes 3, No 0.

Article 12: Current Tax Rate Reduction

Finance Committee Vote: Did not vote

Motion made by Selectman Richard Parker, seconded by Selectman Glenn

Kemper to recommend.

Yes 3, No 0.

Articles 13-16: Zoning Cleanup Language

Finance Committee Vote: Yes 6, No 0 on all items.

Motion made by Selectman Richard Parker, seconded by Selectman Glenn Kemper to recommend.

Yes 3, No 0.

- E. Announcement of upcoming vacancy on Parks & Recreation Commission; method of appointment of Interim Commissioner

Discussion regarding means of seeking interested applicants and posting same on Town Website volunteer opportunities.

- F. Vote to establish West Newbury Tree Committee Gift Account pursuant to MGL c.44s.53A

Motion made by Selectman Kemper, seconded by Selectman Richard Parker to establish the West Newbury Tree Committee Gift Account pursuant to MGL c. 44, s. 53A.

Yes 3, No 0.

- G. Request for authorization to submit grant application - *Tree Committee*

Memorandum and copy of Tree Grant application contained in packets. Fred Chanania, Chairman of the Tree Committee answered the Board questions regarding the grant application.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to support applying for the Tree Grant.

Yes 3, No 0.

- H. Consider support letters for proposed legislation

Memorandums requesting support contained in packets.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to support the School Transportation Bill.

Yes 3, No 0.

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to support the Combined Sewer Overflow Bill.

Yes 3, No 0.

- I. Execution of Conservation Restriction for Drake's Landing development

Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to table item until the October 28, 2019 meeting for further information.

- J. Vote to sign warrant for Special Town Meeting on November 4, 2019
Motion made by Selectman Glenn Kemper, seconded by Selectman Richard Parker
To sign the Warrant for Special Town Meeting November 4, 2019.
Yes 3, No 0.
- K. Disclosure of appearance of conflict of interest
Discussion took place regarding the disclosure of potential conflict of interest.
Angus Jennings Town Manager and Michael McCarron Town Counsel answered questions regarding this issue. Town Counsel stated that he would like to see the language of the disclosure regarding this issue prior to answering further questions. Angus reported that it was represented to his office that the work was done on an emergency basis and permits were filed afterward. At this time all required paperwork and permits related to the roofing repair have been filed with the Inspectional Services department. It was agreed that Selectman Kemper would file a disclosure of potential appearance of conflict of interest due to a Town employee having provided volunteer labor on his personal time to repair a roof.
- L. Meeting minutes: September 30, 2019; September 23, 2019.
Tabled

Town Manager Updates

- M. Stormwater (MS4) Year 1 Annual Report submitted to EPA and MassDEP on Sept. 30, 2019
A copy of the report is contained in the meeting packets. Informational. This report
Was filed by the September 30, 2019 due date.
- N. Update on Harbor Committee vendor contract to study potential to establish mooring field
Informational. A copy of the Proposed Preliminary Design Consulting Service is also in
the agenda packets.
- O. Update on proposed Reserve Fund Transfers
Manager Jennings updated the Board regarding the failure of a steam cooker at Page
School and the proposal submitted to Finance Committee to fund a replacement unit
from the Finance Committee reserve account.
- P. Update on Middle/High School design process, anticipated permitting timelines, neighborhood
meeting
A permitting schedule for West Newbury and Groveland boards is contained in the packets.
Angus reported that the Conservation Commission would be viewing the delineation of
wetlands on Friday, October 18, 2019.
- Q. Update on revisions to Building Inspector job description; job posting
An updated job description for the Building Inspector position is contained in the
meeting packets.
- R. Execution of grant for Phase 2 of Historical Commission property survey
A copy of the Historic Sites Survey is contained in the meeting packets.

S. Active project updates; Follow up meeting assignments; and Placing items for future agendas

Chairman David Archibald had a request for an additional agenda item. This request is for the Myopia Hunt Club for a Special Permit for October 26, 2019 for a Fox Hunt.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to add this item to the agenda (this item was not anticipated when the agenda was posted).

Yes 3, No 0.

Motion by Chairman David Archibald, seconded by Selectman Glenn Kemper to approve the Special Permit.

Yes 3, No 0.

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

Yes 3, No 0.

Meeting adjourned at 10:18.

**Respectfully submitted,
Mary DiPinto**