



Town of West Newbury
Board of Selectmen
Wednesday, December 18, 2019 @ 7pm
381 Main Street, Town Office Building
www.wnewbury.org

AGENDA

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.
- Pentucket Music Conservatory Winter Concert, Wednesday, December 18th at 7pm, PRHS auditorium
- Pentucket Class of 2020 Senior Celebration raffle for 4 Bruins tickets (and parking) on Tuesday, January 21st. Tickets for sale at www.pentucketseiorcelebration.org. Winner will be chosen on January 13th.
- Town Offices and Library will be closing at noon on December 24th, and will be closed on Christmas Day and New Year's Day.
- Congressman Seth Moulton hosting "Congressional Town Hall" – Pentucket Regional Middle School, Monday, January 6th at 6pm
- Deadline for submittal of CPC proposals for April 2020 Town Meeting: Tuesday, January 7th
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>

Regular Business

- A. Request for Special Event Permit – Road Race: Town and Country Half Marathon proposed on June 14, 2020 – *Yukan Sport LLC*
- B. Request for letter of support for citizens' group anticipated proposal for CPC funding to support accessibility and functional improvements to Page School playground – *Tricia Sabulis*
- C. Review of MassDOT response to petition to change posted speed limits on Chase Street
- D. Update on designer selection process for Soldiers & Sailors Memorial Building
- E. Review of proposed Memorial Day Parade policy
- F. Discussion of fees and administration of burn permits – *request of Chief Dwyer*
- G. Request for authorization to submit grant application with National Grid to support the installation of one or more electric vehicle charging stations
- H. Continued discussion of FY21 budget policy direction
- I. Request for early closure at Library on Tuesday, December 31st
- J. Meeting minutes: November 25, 2019.

Town Manager Updates

- K. Construction updates: water capital projects (Brake's Hill Tank; wellfield chemical building)
- L. Update on proposed financing of water capital projects (Brake's Hill Tank; wellfield chemical building); anticipated request for authorization of sale of Bond Anticipation Notes (BANs) on January 21, 2019
- M. Updates on active projects
- N. Follow up meeting assignments
- O. Placing items for future agendas

Executive Session: Immediately following meeting, 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;
- ❖ 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; Middle Street Bridge updates*).

Town Manager

From: [REDACTED]
Sent: Thursday, December 12, 2019 1:46 PM
To: Town Manager
Subject: Pentucket -- Congressional Town Hall and Local Leaders Meeting

Hi Angus,

Happy Holidays!

I am writing to let you know that Congressman Moulton will be holding a Congressional Town Hall at Pentucket Regional Middle School on Monday, January 6, at 6:00 p.m. Immediately preceding the town hall, from 5:00 to 5:30, Seth would like to meet with local leaders from West Newbury, Groveland and Merrimac to discuss issues of importance to you.

I believe you had indicated that the Board of Selectmen will be meeting in West Newbury that evening at 7:00. We hope you're able to stop by the local leaders meeting beforehand as we would love to have you join us. Please let me know if you are able to attend.

Best,
Kelly

--

Kelly Bovio

Regional Director

21 Front Street | Salem, MA 01970

978-531-1669





Special Event Application

Organization or Group Yukan Sports LLC

Person Making Reservation Rich Morrell

Mailing Address [REDACTED]

Phone [REDACTED] e-mail [REDACTED]

Event Date: 6/14/20 Start Time 8am End

Time 11am

Reason for Event Road Race: Town and Country Half Marathon

Number of attendees @300

Check Appropriate Block:

Resident Non-resident

Fund Raising Group Non-Profit Commercial Other

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

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

- The location of the event on the property 40 Parker St.
Newburyport, MA 01950
- For road or walk race, a detailed map of the route please see attached
- Features and attractions
- Participant circulation
- Proposed parking including how you will handle overflow parking
40 Parker St.
Newburyport, MA 01950
- Any proposed road closures n/a

COI on file

7. Location of trash receptacles and dumpsters

water station near: 43 Moulton St. West Newbury
62 South St. West Newbury

8. Location of temporary toilet facilities

9. Accessible routes for the disabled or mobility impaired

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

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

"RACE" arrow signs on telephone poles

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

water + Gatorade at aid stations

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

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

Name: Rich Marvell Event: Town and Country Half Marathon

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

Rich Marvell 11/14/19
Individual/Authorized Signature for Group Date

Chief of Police's Signature: Approved - via email Date: 12/11/19
Requests and comments: no concerns
Chief Jeffrey Durand

Fire Chief's Signature: Approved. Michael Dwyer Date: 12/11/19
Requests and comments: via email
If the Event Organizer
requires Any EMS support
have them contact me

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

Requests and comments:



Commonwealth of Massachusetts
 Town of Newbury
 Office of the Honorable Board of Selectmen



REQUEST FOR PUBLIC PROPERTY USE/SPECIAL PERMITS

Date of Request Submission: Oct 29, 2019

App. Name: Rich Morrell

Business Name: YuKan Sports, LLC

Address: [REDACTED] State: Zip:

Phone (Work): [REDACTED] Phone (Cell):

Type of Request: Public Property Use

Location: Road Race

Date From: Sunday, June 14, 2020 Time: 8am

Date To: Sunday, June 14, 2020 Time: 11am

Proof of Insurance (if required): Integro USA Inc \$3,000,000 Amount:

Police Notification: Signature of approving authority

Fire Notification: [Signature] 11-14-19 No detail required.

Other Information:

Half Marathon starts and finishes at 40 Parker St. in Newburyport. The race travels into Newbury via Scotland Rd and then continues to West Newbury. The race returns to Newbury and then finishes in Newburyport. Please see the attached map.

Applicant Signature: [Signature] Date: 11/14/19

Date of Local Approval:

Board of Selectmen:

Fee (if applicable): \$

Print Form



Commonwealth of Massachusetts
Town of Newbury
Office of the Honorable Board of Selectmen



REQUEST FOR PUBLIC PROPERTY USE/SPECIAL PERMITS

Date of Request Submission: Oct 29, 2019

App. Name: Rich Morrell

Business Name: YuKan Sports, LLC

Address: PO Box 780, Rockport, MA 01966 State MA Zip 01966

Phone (Work): [REDACTED] Phone (Cell): _____

Type of Request: Public Property Use

Location: Road Race

Date From: Sunday, June 14, 2020 Time: 8am

Date To: Sunday, June 14, 2020 Time: 11am

Proof of Insurance (if applicable): AAA Inc \$3,000,000 Amount

Police Notification:  11/21/2019

Fire Notification: Signature of approving authority

Other Information:

Half Marathon starts and finishes at 40 Parker St. in Newburyport. The race travels into Newbury via Scotland Rd and then continues to West Newbury. The race returns to Newbury and then finishes in Newburyport. Please see the attached map.

Applicant Signature:  Date: 11/14/19

Date of Local Approval: _____

Board of Selectmen:

Fee (if applicable): \$ _____

Print Form

CERTIFICATE OF INSURANCE

PRINT DATE: 11/13/2019

CERTIFICATE NUMBER: 20191113750973

AGENCY:

Edgewood Partners Insurance Center

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. YuKan Sports, LLC
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058
INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058

EVENT INFORMATION:

Town & Country Half Marathon (6/14/2020 - 6/15/2020)

POLICY/COVERAGE INFORMATION:

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INS | TYPE OF INSURANCE: | POLICY NUMBER(S): | EFFECTIVE: | EXPIRES: | LIMITS: |
|-----|---|-------------------|-----------------------|-----------------------|---|
| A | GENERAL LIABILITY | | | | |
| | <input checked="" type="checkbox"/> Occurrence | PHPK2050515 | 11/1/2019 12:01 AM | 11/1/2020 12:01 AM | GENERAL AGGREGATE (Applies Per Event) \$3,000,000 |
| | <input checked="" type="checkbox"/> Participant Legal Liability | | | | EACH OCCURRENCE \$1,000,000 |
| | | | | | DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000 |
| | | | | | MEDICAL EXPENSE (Any one person) EXCLUDED |
| | | | | | PERSONAL & ADV INJURY \$1,000,000 |
| | | | | | PRODUCTS-COMP/OP AGG \$3,000,000 |
| B | UMBRELLA/EXCESS LIABILITY | | | | |
| | <input checked="" type="checkbox"/> Occurrence | PHUB697455 | 11/1/2019 12:01 AM | 11/1/2020 12:01 AM | EACH OCCURRENCE \$10,000,000 |
| | | | | | AGGREGATE \$10,000,000 |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

Town of Newbury
12 Kent Way
Byfield MA 01922

NOTICE OF 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:



Begin forwarded message:

From: [REDACTED]
Date: December 11, 2019 at 4:40:07 PM EST
To: David Archibald <darchibald@wnewbury.org>
Subject: RE: Page School Playground Accessibility Project

Thanks Archie,

I can make either of those dates, just let me know what the board decides.

Best,
Trish

From: David Archibald <darchibald@wnewbury.org>
Sent: Tuesday, December 10, 2019 4:50 PM
To: Tricia Sabulis <[REDACTED]>
Subject: Re: Page S

Tricia: We had planned on having a limited Selectmen meeting either 12/23 in the late afternoon rather than our usual Monday evening meeting or Wednesday 12/18 at 6 . Mostly we didn't want to make the staff hang around late right before Christmas. If either of those early times would work let me know, otherwise we want to hear your proposal at our first meeting in January. Thank you.
Archie

Sent from my iPhone

On Dec 10, 2019, at 4:36 PM, Tricia Sabuli [REDACTED]

Hi Archie,

My name is Tricia Sabulis and I am heading the working group that is planning to submit an application for CPA funds this January for the Page School Playground Accessibility Project. Over the past few months I have been working with Angus and Wayne, along with other members of the group, to find funding for a new playground at the Page School. I have a 5 year old daughter and last spring we got her a new wheelchair to replace the pediatric stroller she had previously gone to school in and the new chair cannot roll on any of the playgrounds keeping her from being included with her classmates and friends. I reached out to Angus and other members of the PRSD and here we are.

I know Angus has kept the board updated on the project but I would love to try to speak with you before the Board of Selectman meeting this month, just to update you on the project from my prospective. We will be submitting the application on behalf of the working group but we would love to have your support when we do so.

Please let me know if you would have time to speak, I look forward to hearing back.

Best,
Tricia Sabulis

Tricia L. Sabulis, CISR, CIC, AAI-M
www.michaudinsurance.com
www.bestinsurancemerrimackvalley.com
[m](#)

Follow me on Twitter ~ TrishMichINS
LIKE US! www.facebook.com/MichaudInsurance

<image001.jpg>

Insuring our friends and Neighbors since 1979

Michaud Insurance is moving locations! On January 6, 2020 our office will be located at 95 Ayer St Methuen, MA 01844.

For your protection, coverage cannot be bound or changed via voice mail, email, fax, or online via the agency's website, and is not effective until confirmed directly with a licensed agent.



Please consider the environment before printing this e-mail

Confidentiality Note: This email, including its contents and attachments, if any, are confidential. If you are not the named recipient, please notify the sender and immediately delete it. You may not disseminate, distribute, or forward this email message or disclose its contents to anybody else. Copyright and any other intellectual property rights in its contents are the sole property of A.P Michaud Insurance Agency, Inc. Email transmission cannot be guaranteed to be secure or error-free. The sender therefore does not accept liability for any errors or omissions in the contents of this message which arise as a result of email transmission. If verification is required, please request a hard-copy version. Although we routinely screen for viruses, addressees should check this email and any attachments for viruses. We make no representation or warranty as to the absence of viruses in this email or any attachments.



**TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT FUNDING
COMMUNITY PRESERVATION COMMITTEE**

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Page School Playground Accessibility Project
PROJECT ADDRESS: 694 Main St.
MAP/LOT: _____
APPLICANT NAME: _____
CONTACT PERSON: Tricia Sabulis - SEPAC
TELEPHONE/FAX NO.: [REDACTED]
ADDRESS: 33 Hilltop Cir
West Newbury, MA 01985
EMAIL: [REDACTED]

COMMUNITY PRESERVATION CATEGORY:
(Please check all that apply)

- Open Space
- Historic Preservation
 - Eligible/On State Registry
 - Designated by Historic Commission
-
- Community Housing
- Recreation

DRAFT

The Committee may require, as a condition for funding, that the applicant grant to the Town or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex District Registry of Deeds.

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee's Project Evaluation Criteria.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

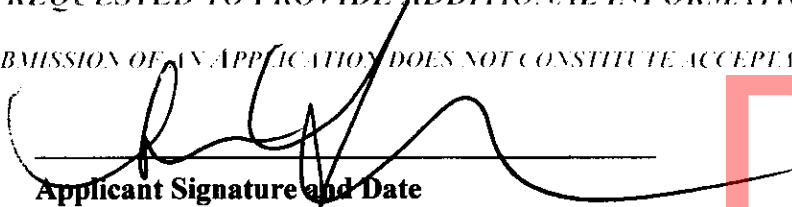
FUNDING:

- A. **Amount of Community Preservation Funding Requested:**
 \$ TBD - will need quotes
- B. Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.
- C. **Other Sources of Funding Available:** If funding from other sources may be available for the Project, please complete the following table:

| SOURCE OF FUNDING | AMOUNT REQUESTED | STATUS (COMMITTED Y/N IF NOT-WHEN) | CONTINGENT ON CP FUNDS (Y/N) |
|-------------------|------------------|------------------------------------|------------------------------|
| MA Senate | 20,000 | | No |
| | | | |

ATTACHMENTS: SEE GUIDELINES FOR PROJECT SUBMISSION AND ATTACHMENTS. YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT


 Applicant Signature and Date

DRAFT

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.

Date Received: _____ Meeting Date(s): _____ Amount Approved: _____

Town Meeting Date/Article #: _____ Vote of Town Meeting: _____ Revised August 2015

Project Summary:

Renovations to Dr. John C. Page School playgrounds to improve handicapped accessibility and ADA compliance. An effort is underway with Page School parents, Town and School personnel, and residents to improve access to the existing playgrounds at the Page School located in West Newbury, MA.

The proposal is to replace the current rear playground that is used for grades K-6, ages 5 up of roughly 345 children during the school year and 125 during Summer Recreation, and build a fully accessible one that will incorporate ADA compliant surfacing with accessible equipment. This will create a playground that all children of different abilities at the Page School can be fully included.

Public Benefit:

Pentucket Regional School District Superintendent Justin Bartholomew has expressed 100% support for this initiative, letters of support have been provided in this proposal. Superintendent Bartholomew describes the work as “a necessity for all of the students with disabilities in the Pentucket Town of West Newbury.” The playground will benefit all children at the John C. Page School and area children. The current playground is unusable much of the year due to drainage issues and broken structures.

The group plans on including community structures such as benches, workout stations, and eventually a track for walking and running that would be open to all.

Control of Site:

The John C. Page School is owned by the town of West Newbury and is under the supervision of Town Manager Angus Jennings, Pentucket Regional School District Superintendent Justin Bartholomew, Head of DPW Wayne Amaral, and Page School grounds manager Greg Hadden.

The conceptual design of the playground has been completed by O’Brien & Sons, Inc. and can be modified. M.E. O’Brien & Sons, Inc. is the largest supplier of outdoor recreation equipment in the six New England states: Massachusetts, Connecticut, Rhode Island, Maine, New Hampshire and Vermont. They provide design, product and consultation for items such as playground equipment, water play splashpads, site furnishings, steel shelter/pavilions, bleachers, athletic equipment, and much more

Feasibility:

There has been and is included in this proposal an accessibility assessment done showing that the playground is not ADA compliant.

The designs are conceptual at this time and can be modified, more studies will need to be done based on the surfacing of the playground chosen by the group and the town. This will determine the amount of site work done as drainage has been an issue at the current playground.

Support:

The John C. Page School staff, PRSD Superintendent and the Town of West Newbury have all expressed support and approval of the project, noted above by Dr. Justin Bartholomew as “a necessity for all of the students with disabilities in the Pentucket Town of West Newbury.”

Please see included letters of support.

Project Timeline:

To be determined based available funds timeline of contractor. Ideally would begin Late summer/early fall 2020 to be completed before or shortly after the start of the 2020 school year. The project has already received \$20,000 from the State of Massachusetts and those funds will be used by spring of 2020 on an accessible walkway from the school exit to the playground swings, 2 new special needs swings and new surfacing under the swings.



Town of West Newbury

Town Office Building - 381 Main Street
West Newbury, Massachusetts 01985
Phone 978-363-1100 ext. 122

Inspection Department

Angus, you asked for an ADA review of the two (2) playground areas at the Page School, 691 Main Street, West Newbury, MA.

The playground at the front of the school consists of a fenced area about fifty three (53) feet long and thirty five (35) feet wide for a total area of approximately one thousand eight hundred and fifty five (1855) square feet.

The play area base consists of a thin layer of wood chips. There are areas of soil and grass where the wood chips have become displaced. There are two gates at opposite corners of the fenced area. The surfaces leading to the play area access gates are grass with no marked or hard surfaced pathway. Within the fenced area there are two small plastic playhouses, a children's plastic picnic table, a plastic teeter totter and an elevated structure with two slides and adjoining metal platforms. There are five steps from the ground level to the lowest platform level for the slides.

Outside of the fenced area there is a broken metal picnic table that is not handicap accessible.



Recap: ***FRONT PLAYGROUND***

There are no ADA Compliant pathways to the play area gates.

The playground base is wood chips (not mulch) and is thin enough that it would offer little cushioning if a child falls.

The picnic table is the only adult sitting area and is broken with no accessible path to it.

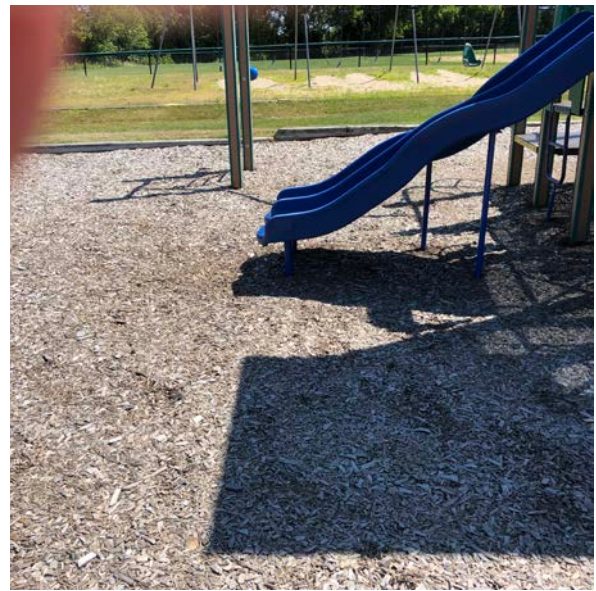
There is no handicapped access to the playground equipment within the pay area.

BACK PLAYGROUND

The playground at the back of the school consists of an area about ninety five (95) feet long and sixty (60) feet deep for a total area of approximately five thousand seven hundred (5700) square feet.

The play area base consists of a thin layer of wood chips mostly bordered by 6x6 timbers. There are areas of soil and grass where the wood chips have become displaced. The surfaces leading to the play area are grass with no marked or hard surfaced pathway. Within the 6x6 bordered area there is an elevated structure with three slides, adjoining metal platforms and several climbing features attached. There are two swing sets, one with six swings and one with four. The surface under the swings is hard packed dirt. The swing set is outside of the area defined by the 6x6 timbers.

There are several steps from the ground level to the lowest platform level for the slides.





Recap: ***BACK PLYGROUND***

There are no ADA Compliant pathways to the defined play areas.

The playground base is wood chips (not mulch) and is thin enough that it would offer little cushioning if a child falls.

There is an accessible picnic table on the pavement directly behind the school.

There is no handicapped access to the playground equipment within the play area.

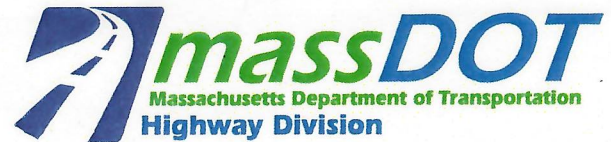
There is a handicapped accessible porta potty in the general area of the ball field and the playground.

Respectfully,

Glenn Clohecy
Inspector of Buildings
ADA Coordinator



Charles D. Baker, Governor
 Karyn E. Polito, Lieutenant Governor
 Stephanie Pollack, Secretary & CEO
 Jonathan L. Gulliver, Highway Administrator



December 10, 2019

Mr. Wayne S. Amaral
 DPW Director
 381 Main Street
 West Newbury, MA 01985

RECEIVED
 DEC 12 2019
 TOWN MANAGER
 TOWN OF WEST NEWBURY

Dear Mr. Amaral:

This is in response to the recent submission regarding the Town's proposal to establish posted speed limits on Chase Street in West Newbury. Both our District Traffic Engineering personnel and Boston Office Regulations Section have reviewed this submission and our findings are as follows:

- According to the speed data that was submitted, the study supports a posted speed limit of 35 mph. One of the most important steps in establishing regulatory speed limits is to measure the prevailing speed of motorists on a particular section of a roadway under ideal conditions. The speed at or below which 85 percent of motorists travel is the principle value used for establishing speed control, which is commonly referred to as the 85th percentile speed. This method is based on numerous studies which indicate that the majority of drivers are prudent and capable of selecting safe speeds.
- The 85th percentile speeds on Chase Street were determined to be 36 miles per hour in the northbound direction and 39 miles per hour in the southbound direction. If the speed limit were posted at 30 miles per hour as requested by the Town, approximately 60% of motorists on Chase Street will be in violation of the posted speed. For this reason it is our opinion that a posted speed limit of 35 miles per hour better represents current driving habits on this roadway.

Attached are two copies of Special Speed regulation number 7961. Please have two copies of each Regulation signed by the City Council, attested by the City Clerk and returned to the Massachusetts Department of Transportation, Highway Division, Traffic and Safety Engineering, 10 Park Plaza, Boston, Massachusetts 02116-3973, for further processing.

Sincerely,

Neil E. Boudreau
 Assistant Administrator of Traffic and Safety

RFW/
 Att.
 CC: Dist. 4 Traffic



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

TOWN OF WEST NEWBURY SPECIAL SPEED REGULATION # 7961

Highway Location: WEST NEWBURY
Authority In Control: TOWN OF WEST NEWBURY
Name of Highway (s): CHASE STREET

In accordance with M.G.L. c. 90, § 18, the following Special Speed Regulation is

Hereby Adopted
by the Board of Selectmen
of the Town of West Newbury

That the following speed limits are established at which motor vehicles may be operated in the areas described:

CHASE STREET - NORTHBOUND

Beginning at a point 140 feet north of the junction of Middle Street, thence northerly on Chase Street
0.49 miles at 35 miles per hour ending at the junction of Route 113 (Main Street);
the total distance being 0.49 miles.

CHASE STREET - SOUTHBOUND

Beginning at the junction of Route 113 (Main Street), thence southerly on Chase Street
0.51 miles at 35 miles per hour ending at the junction of Middle Street; the total
distance being 0.51 miles.

Operation of a motor vehicle at a rate of speed in excess of these limits shall be prima facie evidence that such speed is greater than is reasonable and proper.

The provisions of this regulation shall not, however, abrogate M.G.L. c. 90, § 14

Date of Passage:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

BOARD OF SELECTMEN

Attest _____
TOWN CLERK

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

SPECIAL SPEED REGULATION NO. 7961

The Massachusetts Department of Transportation does hereby certify that this regulation is consistent with the public interest.

Standard signs must be erected at the beginning of each zone.

REGISTRY OF MOTOR VEHICLES
DIVISION

HIGHWAY DIVISION

BY: _____
Registrar

BY: _____
Traffic Engineer

DATE:

West Newbury DPW - Speed Data Collection Summary

Street Name CHASE STREET - MIDBLOCK

Direction BOTH

Date: 10-16-2019

Time 12:30PM-2:30PM

| Recorded Speed in MPH | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Sub-Total | |
|-----------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|-----------|----|
| 10 | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | |
| 21 | ● | | | | | | | | | | | | | | | | | | | | | 1 |
| 22 | ● | | | | | | | | | | | | | | | | | | | | | 1 |
| 23 | | | | | | | | | | | | | | | | | | | | | | 0 |
| 24 | | | | | | | | | | | | | | | | | | | | | | 0 |
| 25 | ● | | | | | | | | | | | | | | | | | | | | | 1 |
| 26 | ● | | | | | | | | | | | | | | | | | | | | | 1 |
| 27 | X | ● | ● | | | | | | | | | | | | | | | | | | | 3 |
| 28 | X | X | ● | | | | | | | | | | | | | | | | | | | 3 |
| 29 | X | X | ● | ● | | | | | | | | | | | | | | | | | | 4 |
| 30 | ● | ● | ● | ● | | | | | | | | | | | | | | | | | | 3 |
| 31 | X | X | ● | ● | | | | | | | | | | | | | | | | | | 4 |
| 32 | | | | | | | | | | | | | | | | | | | | | | |
| 33 | X | X | ● | ● | | | | | | | | | | | | | | | | | | 4 |
| 34 | ● | | | | | | | | | | | | | | | | | | | | | 1 |
| 35 | X | X | ● | | | | | | | | | | | | | | | | | | | 3 |
| 36 | X | X | ● | ● | ● | | | | | | | | | | | | | | | | | 5 |
| 37 | X | ● | | | | | | | | | | | | | | | | | | | | 2 |
| 38 | ● | | | | | | | | | | | | | | | | | | | | | 1 |
| 39 | X | | | | | | | | | | | | | | | | | | | | | 1 |
| 40 | X | X | | | | | | | | | | | | | | | | | | | | 2 |
| 41 | ● | | | | | | | | | | | | | | | | | | | | | 1 |
| 42 | | | | | | | | | | | | | | | | | | | | | | |
| 43 | | | | | | | | | | | | | | | | | | | | | | |
| 44 | X | | | | | | | | | | | | | | | | | | | | | 1 |
| 45 | | | | | | | | | | | | | | | | | | | | | | |
| 46 | | | | | | | | | | | | | | | | | | | | | | |
| 47 | | | | | | | | | | | | | | | | | | | | | | |
| 48 | | | | | | | | | | | | | | | | | | | | | | |
| 49 | | | | | | | | | | | | | | | | | | | | | | |
| 50 | | | | | | | | | | | | | | | | | | | | | | |
| 51 | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | 42 |

85 Percentile Speed is 37 MPH
 50 Percentile Speed is 31 MPH
 Speed Data collected by WGA

SOUTH BOUND X
 NORTH BOUND ●

Appendix A



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Wayne S. Amaral, Director of Public Works

978-363-1100, Ext. 120

DPWDirector@wnewbury.org

June 13, 2019

Paul Stedman, District 4 Highway Director
519 Appleton Street
Arlington, MA 02476

Re: Chase Street Speed Zone Request

Dear Mr. Stedman,

On behalf of the Board of Selectmen and the Town Manager, I have been requested to contact MassDOT to gain approval and permit to post a Speed Limit 30 zone on Chase Street in the Town of West Newbury.

Background:

Recently the town had been contacted by residents of Chase Street concerned about current vehicle speeds observed on their street. Town staff hosted a community meeting with Chase Street residents to discuss their concerns and at that time they were told that the street is considered not thickly settled and as a result, because no speed limit signage is posted, the enforceable speed limit is 40 miles per hour. The residents and town staff agreed that this speed is much too fast for such a narrow roadway and all agreed to petition MassDOT to allow the town to post the Speed Limit 30 Zone on the complete length of the street.

Street Characteristic:

Chase Street is 2,700 feet in length with a paved 20-foot roadway. There are eight residential homes at the beginning of the street and another two homes at the Middle Street end of the street. Houses are set back from the roadway and the non-residential edge of roadway is tree lined. Chase Street is a connector road that allows access from Main Street (Route 113) and Middle Street with the majority of the vehicle volume trips being non-residents of the street.

Data Collection:


The West Newbury Police Department conducted 47 radar observation events. From these events, 12 detailed data collections were done and a total of 107 vehicles were recorded. The street is estimated at carrying about 500 to 700 vehicles a day, so the sampling during each event was relatively small. To make this data significant, all 12 events were tracked onto one speed data collection spreadsheet. (See Appendix A.) The 85th percentile was calculated at 26 miles per hour.

Conclusion:

Based on the background, street characteristics and data collection the town would like to request a Speed Limit 30 Zone for Chase Street.

Thank you for your consideration regarding this request and if you or your staff have any questions or concerns regarding this request, please feel free to contact me at 978-992-8915 or by e-mail listed above.

Sincerely,



Wayne S. Amaral
Director of Public Works

cc: Angus Jennings, Town Manager
Jeff Durand, Police Chief

Attachments

Appendix A - Speed Data Collection Spreadsheet

Appendix B – West Newbury Police Data recording summary sheets

Chase Street - West Newbury Speed Data Collection Summary 2019

| Recorded Speed in MPH | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Sub-Total |
|-----------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|------------|
| 11 | | | | | | | | | | | | | | | | | | | | | 0 |
| 12 | X | | | | | | | | | | | | | | | | | | | | 1 |
| 13 | | | | | | | | | | | | | | | | | | | | | 0 |
| 14 | | | | | | | | | | | | | | | | | | | | | 0 |
| 15 | | | | | | | | | | | | | | | | | | | | | 0 |
| 16 | X | | | | | | | | | | | | | | | | | | | | 1 |
| 17 | | | | | | | | | | | | | | | | | | | | | 0 |
| 18 | | | | | | | | | | | | | | | | | | | | | 0 |
| 19 | | | | | | | | | | | | | | | | | | | | | 0 |
| 20 | X | X | X | | | | | | | | | | | | | | | | | | 3 |
| 21 | | | | | | | | | | | | | | | | | | | | | 0 |
| 22 | X | | | | | | | | | | | | | | | | | | | | 1 |
| 23 | X | X | X | | | | | | | | | | | | | | | | | | 3 |
| 24 | X | | | | | | | | | | | | | | | | | | | | 1 |
| 25 | X | X | X | X | | | | | | | | | | | | | | | | | 4 |
| 26 | X | X | X | X | X | X | X | | | | | | | | | | | | | | 7 |
| 27 | X | X | X | X | X | X | X | X | | | | | | | | | | | | | 8 |
| 28 | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | 9 |
| 29 | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | 10 |
| 30 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | | 14 |
| 31 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | | 15 |
| 32 | X | X | X | X | X | X | X | X | X | X | | | | | | | | | | | 10 |
| 33 | X | X | X | X | X | X | | | | | | | | | | | | | | | 6 |
| 34 | X | X | X | X | X | X | | | | | | | | | | | | | | | 6 |
| 35 | X | X | X | X | | | | | | | | | | | | | | | | | 4 |
| 36 | X | X | X | X | | | | | | | | | | | | | | | | | 4 |
| 37 | | | | | | | | | | | | | | | | | | | | | 0 |
| 38 | | | | | | | | | | | | | | | | | | | | | 0 |
| 39 | | | | | | | | | | | | | | | | | | | | | 0 |
| 40 | | | | | | | | | | | | | | | | | | | | | 0 |
| 41 | | | | | | | | | | | | | | | | | | | | | 0 |
| 42 | | | | | | | | | | | | | | | | | | | | | 0 |
| Total Sample | | | | | | | | | | | | | | | | | | | | | 107 |

85 Percentile Speed is 26 MPH

50 Percentile Speed is 30 MPH

Speed Data collected by West Newbury Police with radar during 12 observation events between May 8, 2019 to June 4, 2019.

Appendix A

Town Manager

From: Town Manager
Sent: Monday, December 16, 2019 1:59 PM
To: John Gregorio
Subject: RE: Chase Street - speed limit

The meeting begins at 7 and we typically put items with anticipated public attendance early on the agenda. If you'd prefer a later time we could accommodate. However I don't know if it will be important for a lot of people to attend; the Board is aware of the neighborhood's concerns and preference for a 30mph zone and my guess is will post the 35mph as authorized but continue to advocate with MDOT for a 30mph limit. It is always good to have some representation from the neighborhood, but I don't see Wednesday's meeting as the last word on the matter.

Feel free to call me if you'd like to talk it over. Thanks

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

From: John Gregorio <johngregorio1234@gmail.com>
Sent: Monday, December 16, 2019 1:52 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Re: Chase Street - speed limit

do you know approx when/what time it will come up on the agenda? trying to get people to attend but may be easier if it shows up later on..

On Mon, Dec 16, 2019 at 11:38 AM Town Manager <townmanager@wnewbury.org> wrote:

John,

It turns out that we received the response from MDOT on Friday. It is not what we asked for; we requested authorization to post it 30mph but they authorized 35mph. Their response will be added for discussion to the next BOS agenda this Wednesday 12/18 at 7pm.

Please share this information as appropriate.

Thanks,

Angus

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

townmanager@wnewbury.org

From: John Gregorio <johngregorio1234@gmail.com>

Sent: Thursday, December 12, 2019 4:23 PM

To: Town Manager <townmanager@wnewbury.org>

Subject: Re: Chase Street - speed limit

Ok, thank you.

On Thu, Dec 12, 2019 at 3:51 PM Town Manager <townmanager@wnewbury.org> wrote:

I can't predict how long MassDOT will take. I'd guess sometime in January but it's just that, a guess.

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

[\(978\) 363-1100 x111](tel:(978)363-1100x111)

townmanager@wnewbury.org

Sent from my mobile device

On Dec 12, 2019, at 1:49 PM, John Gregorio <johngregorio1234@gmail.com> wrote:

Thank you.

Just for reference, when do you think "soon" is? (I'll then be able to tell fellow neighbors)

John

On Thu, Dec 12, 2019 at 1:35 PM Town Manager <townmanager@wnewbury.org> wrote:

Earlier this fall MassDOT rejected the initial speed data because it was taken by a police officer. (Their presence affects speeds, which undermines the validity of the data). However we have since re-collected data (our DPW Director is a traffic engineer, and did new counts) and resubmitted. We recently learned that the MassDOT district office has referred our request to Boston, so their review is moving forward. We hope to receive authorization to post revised speed limits soon.

Angus

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

[\(978\) 363-1100 x111](tel:(978)363-1100x111)

townmanager@wnewbury.org

Sent from my mobile device

On Dec 12, 2019, at 1:03 PM, John Gregorio <johngregorio1234@gmail.com> wrote:

Hello,

Where does this stand?

Thank you,

John

On Fri, Sep 13, 2019 at 1:54 PM Town Manager <townmanager@wnewbury.org> wrote:

Hi,

We submitted the attached report to MDOT on June 14. Their turnaround time is typically at least 90-120 days, so the ball is in their court.

Hope this helps –

Angus

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

townmanager@wnewbury.org

From: John Gregorio <johngregorio1234@gmail.com>
Sent: Thursday, September 12, 2019 6:01 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Chase Street - speed limit

Hello,

I'm wondering the status of the speed limit / traffic study for Chase Street.

Thank you,

John Gregorio

7 Chase Street



TOWN OF WEST NEWBURY

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

MEMORIAL DAY PARADE GUIDELINES

General: The West Newbury Memorial Day Parade is open to many different entries, including Pentucket School bands or music groups, color guards, antique cars, military vehicles, Scouting organizations or community marching units who wish to honor our fallen veterans by their participation and, further, the Parade is to celebrate West Newbury, its citizens and organizations.

The Board of Selectmen 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.

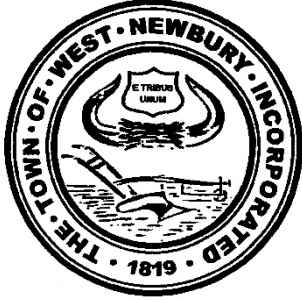
- Parade entries shall be in good taste, suitable for a family event and show respect to other parade participants and the community in general. The American flag shall be displayed properly. The Board of Selectmen shall confer upon the Parade Chairperson full and absolute authority to reject any entry, at any time, deemed by the Chairperson to be inappropriate or not representative of this community celebration.
- Lewd, disparaging or vulgar language shall not be allowed in the parade at any time. Improper language shall not to be spoken, broadcasted (i.e. megaphone, speaker system), nor written on any banners or signs, during the procession of the parade, regardless of intent.
- Signs may be carried or placed on other items, vehicles or persons, and must be specifically related to honoring our veterans or to identify the entry.
- Elected officials or candidates for public office shall not wear campaign attire, buttons or other advocacy paraphernalia nor may campaign signage be used to decorate any vehicle or other items. Campaign literature may not be passed out while marching in the Memorial Day Parade.
- Animal entries must clean up after the animals as the parade progresses.
- Vehicles must be insured and road safe.

MEMORIAL DAY PARADE GUIDELINES

- All entries will keep moving with uniform spacing in line of march at all times.
- Handing out items and their method of distribution must be approved by the Parade Chairperson in advance.
- Alcoholic or other intoxicating beverages or controlled substances may not be consumed, carried, or possessed by parade participants during the event.
- Vehicles may be subject to search. No real weapons will be 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



TOWN OF WEST NEWBURY

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

MEMORIAL DAY PARADE REGULATIONS GUIDELINES

Entries General: The West Newbury Memorial Day Parade is open to many different units entries, including Pentucket School bands or music groups, color guards, antique cars, military vehicles, ~~seouting~~ Scouting organizations or community marching units who wish to honor our fallen veterans with by their participation and, further, the Parade is to celebrate West Newbury, its citizens and organizations.

The Board of Selectmen 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 shall 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 shall be displayed properly.~~ The Board of Selectmen shall confers upon the Parade Chairperson reserves the rightfull and absolute authority 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 disparaging, lewd,~~ disparaging or vulgar language shall is not be allowed in the parade at any time. Improper language shall is not to be spoken, broadcasted (i.e. megaphone, speaker system), nor written on any banners or signs, during the procession of the parade, regardless of intent.
- Signs may be carried or placed on other items, vehicles or persons, and must be specifically related to honoring our veterans or to identify the entry. ~~For example, signs may you may readsay "ABC Company Honors those who~~

MEMORIAL DAY PARADE ~~REGULATIONS~~GUIDELINES

~~Serve” or “XYZ Associates Honors our Fallen Heroes.”~~ However, pParade entries may also carry signs or banners identifying themselves.

- Elected officials or candidates for public office ~~CANNOT~~shall cannot wear campaign attire, buttons or other advocacy paraphernalia nor maycan campaign signage be used to decorate any vehicle or other items. ~~C;~~ nor can campaign literature may not be passed out while marching in the Memorial Day Parade.
- ~~Horses and dog~~Animal units~~entries~~ -must clean up after the animals as the parade progresses.
- ~~VEach~~vehicles must be legally registered, insured and road safe.
- All entries must will keep moving and with uniform spacing in line of march at all times. No exceptions.
- ~~If you wish to H~~handing out items, ~~they~~the items and their method of distribution must be approved ~~in advance~~ by contacting the Parade Chairperson in advance.
- ~~ANo~~ alcoholic or other intoxicating beverages or controlled substances may not be consumed, carried, or possessed by parade participants during the event.
- Safety/Security: Due to heightened security awareness, Aall vVehicles shallmay be are subject to search. No real weapons will beare permitted. Replica weapons must be noted on the Entry Form and MUST BE APPROVED by the Parade Chairperson and the West Newbury Police ~~Department~~Chief.ef.

BOARD OF SELECTMEN OF TOWN OF WEST NEWBURY

Date

Town Manager

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Friday, December 6, 2019 2:14 PM
To: Town Manager
Cc: Chief Jeffrey Durand
Subject: Fire department burning permits

Angus,

I forgot to bring this up at our last meeting. I'm requesting that you and the BOS consider eliminating the burning permit fee for the upcoming season Jan 15 - May 1, 2020 (and beyond). This is a fee that was put into place by the selectmen (at least 10 years ago, maybe more). Currently, residents who wish to burn are required to pay a \$10 fee. Payment can be made in person at dispatch or online via City Hall Systems. My concern is that this is an extremely time consuming process for the dispatch center and currently we are not adequately staffed as a fire department to take it over. Additionally, the dispatch center collects a significant amount of money (cash and checks) during burning season which is another reason I would support this change.

By eliminating this fee we can make it a requirement that all permits will be processed online and there would no longer be any money transfer in the dispatch center. On duty FD personnel and the dispatch center will have access to daily reports from City Hall Systems.

As always I am happy to hear your thoughts or insight.

Have a great day,
Mike

Town Manager

From: Town Manager
Sent: Monday, December 9, 2019 3:27 PM
To: Michael Dwyer
Cc: Chief Jeffrey Durand
Subject: RE: Fire department burning permits

It may not seem like much but a loss of \$4200-4800/yr in non-tax revenue equates to an operating budget increase of the same amount. Another approach (unpopular though it would be) would be to increase the fee. By law fees are supposed to offset the town's actual costs in providing the service (since it's a service conferred upon the person paying the fee, not the public at large). At \$10, the current fee doesn't come close to covering (or significantly offsetting) the staff time to issue and administer the permit.

I'll talk w Archie re whether he'd like to see this on a BOS agenda for them to weigh the pros and cons or if he'd like us to spend some time working on this before bringing forward a proposal.

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

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Monday, December 9, 2019 1:30 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: Chief Jeffrey Durand <durand@westnewburysafety.org>
Subject: Re: Fire department burning permits

423 - 2019
483 - 2018

Annual administrative duties include printing out physical permits forms and rules. This can be eliminated via the online system.

Once the permit is issued at the public safety building the dispatcher enters in the permit into City Hall Systems. This can reduced by but not eliminated.

Hourly reports are issued and emailed to FD and Dispatch. This would remain in place.

Any cash or checks collected by dispatch are turned over to the treasurer by Susan Curry weekly. This would be eliminated.

During burning season the dispatcher receives telephone calls from residents to activate there permit. This can reduced by but not eliminated.

I hope this answers your questions.

Thanks,

Mike

From: Town Manager <townmanager@wnewbury.org>
Sent: Friday, December 6, 2019 2:34 PM
To: Michael Dwyer <dwyer@westnewburysafety.org>
Cc: Chief Jeffrey Durand <durand@westnewburysafety.org>
Subject: RE: Fire department burning permits

Roughly how many permits are issued annually? Once a permit is issued, what are the staff time implications? We can work toward getting this on the 12/23 BOS agenda but I want to think through questions. Thanks

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

From: Michael Dwyer <dwyer@westnewburysafety.org>
Sent: Friday, December 6, 2019 2:14 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: Chief Jeffrey Durand <durand@westnewburysafety.org>
Subject: Fire department burning permits

Angus,

I forgot to bring this up at our last meeting. I'm requesting that you and the BOS consider eliminating the burning permit fee for the upcoming season Jan 15 - May 1, 2020 (and beyond). This is a fee that was put into place by the selectmen (at least 10 years ago, maybe more). Currently, residents who wish to burn are required to pay a \$10 fee. Payment can be made in person at dispatch or online via City Hall Systems. My concern is that this is an extremely time consuming process for the dispatch center and currently we are not adequately staffed as a fire department to take it over. Additionally, the dispatch center collects a significant amount of money (cash and checks) during burning season which is another reason I would support this change.

By eliminating this fee we can make it a requirement that all permits will be processed online and there would no longer be any money transfer in the dispatch center. On duty FD personnel and the dispatch center will have access to daily reports from City Hall Systems.

As always I am happy to hear your thoughts or insight.

Have a great day,
Mike



WEST NEWBURY FIRE DEPARTMENT

401 Main Street, West Newbury, MA 01985
(978)363-1111

Burning Season Rules

The West Newbury Fire Department may revoke this Permit at any time.

- 1. Burning will be between the hours of 10:00 am to 4:00 pm from January 15 – May 1 per Massachusetts State Law.**
2. This permit is valid for the fire season mentioned. It is a violation of the law to use it for any other fires or dates.
3. Burning must be at least 75 feet away from all dwellings.
4. Burning of brush and branches only (Burning of leaves, trash and building materials is PROHIBITED)
5. This permit does not release the granted party any liability for damages.
6. This person setting the fire shall have sufficient help present to control the fire. The fire shall not be left unattended until entirely extinguished.
7. This permit shall be shown to anyone who may request it.
8. In case of heavy wind, adverse weather condition or otherwise dangerous conditions, this permit is invalid as provided by law.
9. That such fire does not constitute a nuisance.
10. That the fire is started with smoke minimizing starters if starters or starting aids are used.
11. The fire will be totally extinguished before 4:00pm
- 12. You must call West Newbury Fire Department (978) 363-1111, each day you wish to burn and request permission to burn. The Dispatcher will inform you of the permission to burn status for the day, request your name, and permit number.**



West Newbury Fire Department
BURNING PERMIT APPLICATION



Name (Please Print)

Address

Telephone Number

_____ I have received, read, and understand a copy of the burning season rules
(initials)

Signature

For Office Use Only

PERMIT # _____

FEE COLLECTED : _____ **CASH** _____ **CHECK**

Town Manager

From: Timmermann, Lori <Lori.Timmermann@nationalgrid.com>
Sent: Thursday, December 12, 2019 4:41 PM
To: Town Manager; Jessica Cardona
Cc: Rick Parker; Michael McCarron; DPW Director; Finance Admin
Subject: RE: EXT || Re: West Newbury EV Stations

Hello West Newbury Team,

I will work with Jessica to get the applications done and you will have an estimate of the project cost. We will work up an estimate of the town's financial contribution at this time, but to get the final number the application will need to go through the National Grid process and an incentive letter will be created.

The goal is to submit the applications in advance of the 12/31/19 application deadline so that you are eligible for the networking incentives for 5 years. If once the final incentive numbers are available for the town contribution, you are unable to proceed, we can pull the applications. I just don't want you to miss the opportunity to take advantage of receiving the networking incentives.

Thanks again, Rick, for meeting us in the rain and walking the sites.

Best regards,
Lori

Lori Timmermann

Municipal Energy Efficiency Representative

Nationalgrid

781.605.4365 | Mobile
978.725.1043 | Desk
315.460.8445 | Fax
Lori.Timmermann@nationalgrid.com
1101 Turnpike Street, North Andover MA 01845

Ask me about EV Charging Stations!

www.ngrid.com/ma-evcharging



From: Town Manager [mailto:townmanager@wnewbury.org]
Sent: Thursday, December 12, 2019 1:28 PM
To: Jessica Cardona <JCardona@hs-e.com>
Cc: Rick Parker <rparker@wnewbury.org>; Timmermann, Lori <Lori.Timmermann@nationalgrid.com>; Michael McCarron <mmccarron@wnewbury.org>; DPW Director <dpwdirector@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>
Subject: EXT || Re: West Newbury EV Stations

Hi all,

There is some flexibility in the schedule. While the Board would need to vote to pursue the grant, they have often done so without having the complete application in front of them. They will want to understand what is being proposed and what town match (financial or staff time) will be needed over what time period.

Thanks to all for your work on this!

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

Sent from my mobile device

On Dec 12, 2019, at 1:00 PM, Jessica Cardona <JCardona@hs-e.com> wrote:

Hi Rick,

Thank you for meeting as well, it was an absolute pleasure even though it was in the rain!

Also, I appreciate the update and I will make sure we get the proposals and applications over to you by Tues 12/17 the latest. I will follow up with any questions between today and tomorrow to make sure we do not jeopardize the deadline.

Call me if you have any questions in the meantime.

Thank you again ,
Jessica Cardona
781-640-8895

Jessica Cardona
Business Development Manager
Horizon Solutions LLC
c: 781-640-8895 | JCardona@HS-E.com

From: Rick Parker <rparker@wnewbury.org>

Sent: Thursday, December 12, 2019 12:23:50 PM

To: Timmermann, Lori <Lori.Timmermann@nationalgrid.com>; Jessica Cardona <JCardona@HS-E.com>

Cc: Town Manager <townmanager@wnewbury.org>; Michael McCarron <mmccarron@wnewbury.org>

Subject: RE: West Newbury EV Stations

Hi Lori and Jess,

Thanks for the visit to West Newbury this past rainy Monday to review possible locations for EV charger installations in West Newbury under National Grid's incentive program. We discussed Horizon Solutions providing feedback by Wednesday, Dec. 18 in order to include on the agenda for a planned WN Board of Selectmen meeting on 12/23. As it turns out, we have rescheduled the BoS meeting due to the holidays and will be meeting on 12/18, instead. I apologize for pushing, but if you are able to provide the information relevant to application at least one day in advance of next Wednesday's meeting it would help ensure there will be time to review before meeting.

I confirmed that the BoS does need to vote in open meeting to approve the application for EV charger(s), since it would involve installations on town property. We discussed the topic briefly at this past Monday's BoS meeting, and there doesn't appear to be any objection to submitting the application(s) by 12/31.

Please include Angus Jennings (Town Manager) and Michael McCarron (Town Clerk and Chief Procurement Officer), both of whom are Cc:'d herein, in further correspondence on this topic.

Thank you – rick parker
Richard Parker
West Newbury Selectman
(978)270-8053

-----Original Appointment-----

From: Timmermann, Lori <Lori.Timmermann@nationalgrid.com>

Sent: Monday, December 9, 2019 8:32 AM

To: Rick Parker; Jessica Cardona (JCardona@HS-E.com)

Subject: West Newbury EV Stations

When: Monday, December 9, 2019 11:30 AM-12:30 PM (UTC-05:00) Eastern Time (US & Canada).

Where: West Newbury Town Hall

Hello Rick and Jess,
Apologies for the delay in this meeting invite going out. After I confirmed Rick's availability through Liz, I sent a meeting from my phone and I see my attempts did not go through. Lesson learned that I need to send from my pc.

This is what I propose:

- Discuss EV chargers for three sites and get plan for applications signed and submitted by 12/16.
- Site visits to proposed West Newbury locations.

Best regards,
Lori

Lori Timmermann

Municipal Energy Efficiency Representative

Nationalgrid

781.605.4365 | Mobile

978.725.1043 | Desk

315.460.8445 | Fax

Lori.Timmermann@nationalgrid.com

1101 Turnpike Street, North Andover MA 01845

Ask me about EV Charging Stations!

www.ngrid.com/ma-evcharging

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Town Manager

From: Timmermann, Lori <Lori.Timmermann@nationalgrid.com>
Sent: Wednesday, November 27, 2019 10:46 AM
To: Town Manager; Rick Parker; DPW Director; Liz Callahan (calladug@verizon.net)
Subject: National Grid Follow Up - EV Chargers
Attachments: National Grid EV Program_112019_LT version.pdf

Hello West Newbury Team,

I know I'm filling your Inbox, but thought it useful to send separate shorter topic messages. Attached is the EV slide deck we discussed. I'm also outlining the EV program below as there are timeframes I want to remind you about for networking incentives:

For applications received from **8/1/19 – 12/31/19** National Grid is offering additional incentives for publicly available networked Level 2 charging stations.

- For Level 2 municipal installations: 5 years of networking fees (up to \$2,000)
- For Level 2 workplace and multi-unit developments: 3 years of networking fees (up to \$1,200)
- DC Fast Charger: 5 years of networking fees (up to \$2,000)

A couple of notes about this incentive program – the completed applications need to be submitted to us by 12/31/19 and installed by 5/1/2020. You would need to install at least (2) Level 2 dual port chargers per site to be eligible for the Level 2 networking incentive. Let me know if you are considering additional locations and I'll forward over the applications for you.

Below are the names and contact information for the vendors that are doing site assessments and installations. Any installer (e.g. vendor, contractor, electrician) can provide services to a site host that includes electrical work and quoting stations on our eligible equipment list. For informational purposes, a few of the ones who have been actively submitting applications are below. Unlike the Project Expeditor list, these vendors have not gone through a vetting procedure yet – National Grid is working on an RFQ now. Horizon and Rise will both be on the Project Expeditor list I send next for the energy efficiency projects.

Horizon Solutions LLC

Contact: Doug Walo (Jessica Cardona (781-640-8895) is probably your North Shore representative, but Doug can confirm)

(O) (413) 437-1249 | (M) (617) 470-2850

dwalo@hs-e.com

Voltrek

Contact: Kathleen Connors

(O) 978.378.0910, 101 | (M) 978.886.5166

kathleen@voltrek.com

RISE Engineering, a division of Thielsch Engineering, Inc.

Contact: Ralph Carroccio

(O) 401.784.3700 x6113

rcarroccio@thielsch.com

Once you are in contact with these vendors, they can come out and quote the locations you've identified. Once you've got the quotes, we can determine for the locations the number of installed systems, how many ports, and which

application to use. They are going to ask you which charging station you will want to use. Do you have an opinion on equipment yet? If not, I can put you in touch with a few municipalities to chat about their experiences.

Best regards,
Lori

Lori Timmermann

Municipal Energy Efficiency Representative

Nationalgrid

781.605.4365 | Mobile
978.725.1043 | Desk
315.460.8445 | Fax
Lori.Timmermann@nationalgrid.com
1101 Turnpike Street, North Andover MA 01845

Ask me about EV Charging Stations!
www.ngrid.com/ma-evcharging



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You may report the matter by contacting us via our [UK Contacts Page](#) or our [US Contacts Page](#) (accessed by clicking on the appropriate link)

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For the registered information on the UK operating companies within the National Grid group please use the attached link: <https://www.nationalgrid.com/group/about-us/corporate-registrations>

Electric Vehicle Transportation Program

Lori Timmermann

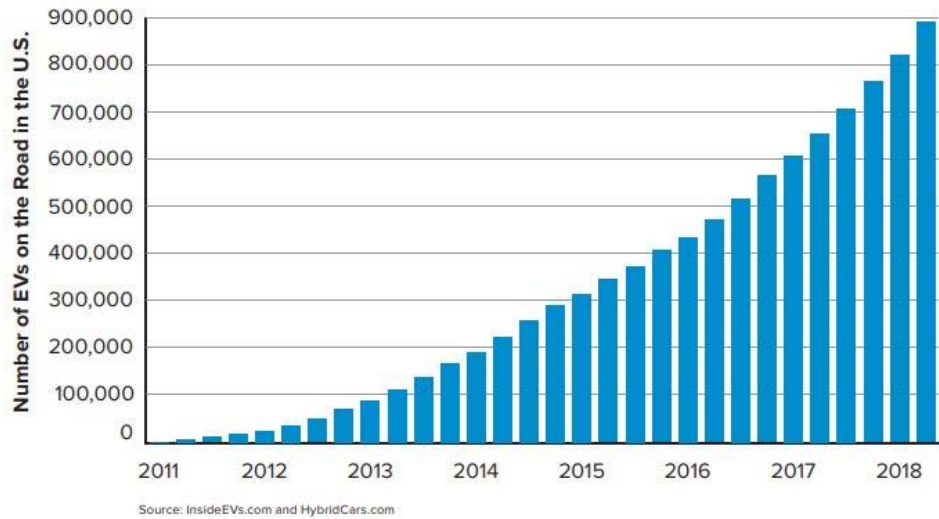
nationalgrid



EV & Charging Facts

Switching to drive an electric vehicle can reduce your carbon footprint by up to 50%

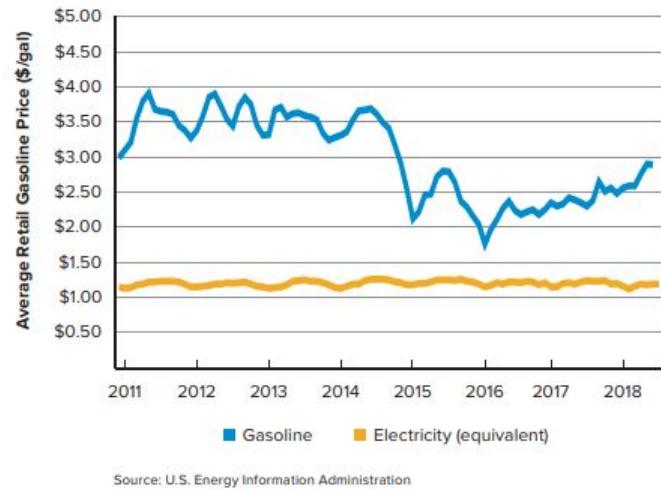
ELECTRIC VEHICLES ON THE ROAD



Total U.S. EV sales came in at 361,307 for the year — up 81 percent over 2017 (Greentech Media, January 2019)

| EV Charging | October 15, 2019

On average, the cost to power a vehicle by electricity is half the cost per mile to power it by gasoline



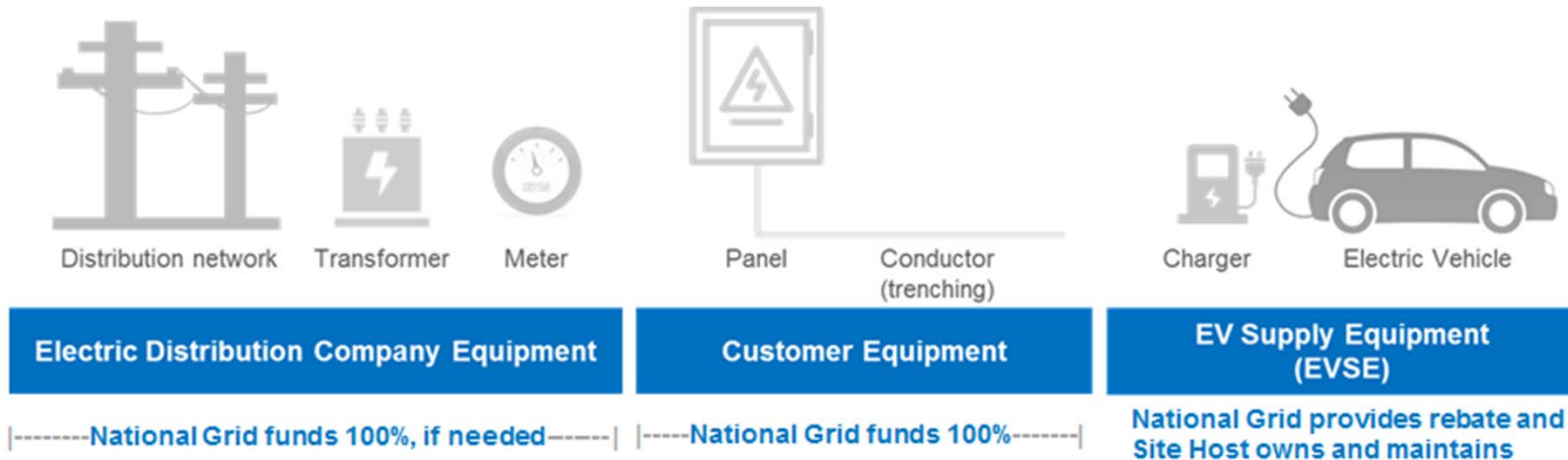
EV Program - Approved September 2018

For approved projects, National Grid:

- Funds 100% of the electric service to the charging stations
- New meter and account only when required to serve stations
- Provides a rebate for the charging stations

Site Host:

- Installs, owns and maintains charging stations; pays energy costs and network service fees for a minimum of 5 years
- Selects charging stations from Qualified EVSE List (www.ngrid.com/ma-evcharging)
- Owns and maintains the Customer Equipment electrical infrastructure
- Shares station usage data with National Grid



The Offer – Massachusetts EV Charging Station Program

Standard Rebate Application

- **100% installation costs rebated for approved projects (infrastructure)**
- **Plus a portion of EV Charging Station Equipment (charging station hardware)**
 - 50% Rebate for Workplace stations
 - 75% Rebate for Multi-Unit Development and Publicly Accessible stations
 - 100% Rebate for stations located in Environmental Justice Communities
- **Cost estimates for installation and equipment are required with application**
- **Rebates limited to actual cost of installation, equipment and site plan**

**Limited Time: 5 Years
Networking Fees
Waived for Publicly
Accessible Chargers -
Applications Deadline:
12/31/19**

The Offer – Massachusetts EV Charging Station Program

Prescriptive Rebate Application

- **\$8,000 per each dual-port station for installation for Approved Projects (infrastructure)**
- **Plus a portion of EV charging station equipment rebate (charging station hardware)**
 - \$3,000 Rebate for Workplace stations
 - \$4,500 Rebate for Multi-Unit Development and Publicly Accessible stations
 - \$6,000 Rebate for stations located in Environmental Justice Communities meeting two or more criteria
- **Only site plan is required with application**
- **Must be applying for 4 or less EV level 2 charging stations that are powered from an existing service**
- **Rebates limited to actual cost of installation and equipment**

**Limited Time: 5 Years
Networking Fees
Waived for Publicly
Accessible Chargers -
Applications Deadline:
12/31/19**

Charging Stations: Program Goals and Locations

| Charging Station | Total Stations |
|------------------|----------------|
| Level 2 | 600 |
| DCFC | 80 |

- Level 2:**
- (1) Public parking areas: garages, parks, stadiums, beaches, airports, train stations, hotels, hospitals, clinics, dining, entertainment and shopping
 - (2) Workplaces and multi-unit dwelling parking areas the public can access, including: offices, colleges, universities, and government properties
 - (3) Parking areas at workplaces and multi-unit dwellings
- DCFC:**
- (1) High-traffic locations, close to highway corridors and/or retail locations (e.g. supermarkets, convenience/gas stations)

Next Steps

Identify Potential Locations

- Work with National Grid Point of Contact and EV vendors to determine areas to target within community
- Point of Contact: Lori Timmermann
- Vendors on EV Equipment List

Secure Quotes for Selected Locations

- Quotes, site plan and potential need for new service will help with determining which application to submit

Submit EV Application

- Can be submitted at ngrid.com/ma-evcharging
- Point of Contact: Lori Timmermann

Lori Timmermann

Energy Efficiency Municipal Sales

Office: 978.725.1043

Mobile: 781.605.4365

Email: Lori.Timmermann@NationalGrid.com



nationalgrid



Town of West Newbury

Board of Selectmen FY '21 Budget Policy Direction

December 18, 2019

To insure the growing and continued financial health of the Town of West Newbury, provide the public with confidence that Town officials respect their responsibility for fiscal stewardship and demonstrate to taxpayers and bond rating agencies that the Town has thoughtfully prepared for its future, the Board of Selectmen present to our employees, Boards, Commissions and Committees the following guidance in preparing the FY21 budget.

1. We propose a FY21 operating budget that will limit average single-family tax increase to no more than []%, not including the Pentucket Middle/High School override, taking into account reasonable estimates of new growth and changes to assessed values. The proposed budget [SHOULD/SHOULD NOT] rely on an appropriation from Free Cash in order to meet this budgetary goal. If, in order to meet this budgetary goal, the proposed budget includes any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified.
2. We will carry out a clear, transparent public process for finance committee and public review of the proposed FY21 budget, upon its presentation by the Town Manager on or before January 31, 2020, taking into account information from taxpayers, town officials, department heads, boards/commissions/ committees, and residents.
3. We propose to continue to recommend that Town Meeting appropriate retired debt service into the School Stabilization Fund; and that the Town begin to draw-down the balance in that fund in FY21 based on a multi-year plan to mitigate the financial impact of the Middle/High School project on taxpayers.
4. We propose that updates and revisions to the Capital Improvement Program should be presented by the Town Manager concurrently with the proposed FY21 budget, understanding that capital planning and budgeting will continue concurrently with the overall budgeting process, and taking into account the process requirements of the Capital Improvements Committee Bylaw.
5. We will propose that the Middle Street Bridge project be added to the Capital Program, and that the recommended FY21 and FY22 appropriations be sufficient, combined with other known financing sources, to allow this project to begin construction early in FY22.
6. We propose that the FY21 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, regulation or policy, and should specify the estimated impact of any such newly effective requirements.
7. We propose that, for each section of the proposed budget, specify the individual(s) or the Board/Commission/Committee that will have authority to expend the budgeted funds.
8. We will strive for a better understanding of actual police expenditures, to target a maximum of [% increase from] the FY 20 appropriation, including impacts of a new police union contract.
- 9.

Draft for Review by the Board of Selectmen

December 18, 2019

For FY21 budget, known/projected increases:

| <u>Expense</u> | | <u>Source</u> |
|-----------------------------|------------|-----------------------------------|
| School debt (year 1) | \$ 651,758 | est. based on issued debt service |
| Pentucket | \$ 190,574 | assumed 2.4% (placeholder) |
| Essex Regional Retirement | \$ 76,418 | letter from PERAC, 12/10/19 |
| Health insurance | \$ 32,500 | insurance estimate of 7% increase |
| Solid waste disposal | \$ 29,400 | est. based on \$21 per ton inc. |
| Solid waste hauling | \$ 26,000 | vendor proposal |
| Essex Ag | \$ 17,284 | one add'l student, plus 2.5% |
| Salary/wage inc. (contract) | \$ 54,763 | known <u>and estimated</u> |
| Wage inc. (non contract) | \$ 31,056 | <u>estimated based on 2% COLA</u> |

Known/projected inc. \$ 1,109,753

Percent of FY20 budget: 7.1%

Percent of FY20 budget: 2.9% not including Middle/High School

Source: Angus Jennings, Town Manager, 12/16/19

FY20 Expense Budget Breakdown by \$ and %

| <u>Department</u> | <u>Budget (FY20)</u> | <u>% of Total</u> |
|-------------------------------|----------------------|-------------------|
| EDUCATION | \$ 8,246,189 | 52.6% |
| POLICE DEPARTMENT | \$ 1,164,302 | 7.4% |
| DPW | \$ 1,145,525 | 7.3% |
| ESSEX COUNTY RETIREMENT FUND | \$ 660,171 | 4.2% |
| BOARD OF HEALTH | \$ 532,686 | 3.4% |
| TRANSFERS OUT - STABILIZATION | \$ 500,000 | 3.2% |
| EMPLOYEES' HEALTH INSURANCE | \$ 465,397 | 3.0% |
| DEBT SERVICE | \$ 372,814 | 2.4% |
| LIBRARY | \$ 363,813 | 2.3% |
| PUBLIC SAFETY DISPATCH | \$ 317,605 | 2.0% |
| FIRE DEPARTMENT | \$ 305,221 | 1.9% |
| TOWN MANAGER | \$ 288,470 | 1.8% |
| FINANCE DEPARTMENT | \$ 251,190 | 1.6% |
| BOARD OF ASSESSORS | \$ 175,980 | 1.1% |
| INSURANCE AND BONDS | \$ 172,832 | 1.1% |
| INSPECTION DEPARTMENT | \$ 140,160 | 0.9% |
| TOWN CLERK/TOWN COUNSEL | \$ 128,757 | 0.8% |
| COUNCIL ON AGING | \$ 92,450 | 0.6% |
| PLANNING BOARD | \$ 63,613 | 0.4% |
| FINANCE COMMITTEE | \$ 61,500 | 0.4% |
| MEDICARE INSURANCE (FICA) | \$ 48,279 | 0.3% |
| VETERANS | \$ 33,557 | 0.2% |
| CONSERVATION COMMISSION | \$ 32,450 | 0.2% |
| ANIMAL CONTROL OFFICER | \$ 24,050 | 0.2% |
| SELECTMEN | \$ 20,600 | 0.1% |
| RECREATION | \$ 18,400 | 0.1% |
| SPECIAL COUNSEL | \$ 15,000 | 0.1% |
| BOARD OF REGISTRARS/ELECTIONS | \$ 12,050 | 0.1% |
| EMERGENCY MANAGEMENT | \$ 11,324 | 0.1% |
| HARBORMASTER | \$ 2,000 | 0.0% |
| BOARD OF APPEALS | \$ 1,400 | 0.0% |
| OPEN SPACE COMMITTEE | \$ 750 | 0.0% |
| HISTORICAL COMMISSION | \$ 500 | 0.0% |
| MODERATOR | \$ 260 | 0.0% |
| CULTURAL COUNCIL | \$ 100 | 0.0% |
| UNEMPLOYMENT COMPENSATION | \$ 1 | 0.0% |
| CABLE ADVISORY COMMITTEE | \$ - | 0.0% |
| AMBULANCE SERVICE | \$ - | 0.0% |
| COMMUNITY CENTER | \$ - | 0.0% |
| TOTAL | \$ 15,669,396 | |

Source: Angus Jennings, Town Manager, 12/16/19

FY20 Expense Budget: Estimate of Per-Department Household Tax Impact

| | Home Value | | | | | | | |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| <u>Town Department</u> | <u>300,000</u> | <u>400,000</u> | <u>500,000</u> | <u>600,000</u> | <u>700,000</u> | <u>800,000</u> | <u>900,000</u> | <u>1,000,000</u> |
| EDUCATION | \$ 2,298.71 | \$ 3,064.94 | \$ 3,831.18 | \$ 4,597.41 | \$ 5,363.65 | \$ 6,129.89 | \$ 6,896.12 | \$ 7,662.36 |
| POLICE DEPARTMENT | \$ 324.56 | \$ 432.75 | \$ 540.93 | \$ 649.12 | \$ 757.31 | \$ 865.50 | \$ 973.68 | \$ 1,081.87 |
| DPW | \$ 319.33 | \$ 425.77 | \$ 532.21 | \$ 638.65 | \$ 745.10 | \$ 851.54 | \$ 957.98 | \$ 1,064.42 |
| ESSEX COUNTY RETIREMENT FUND | \$ 184.03 | \$ 245.37 | \$ 306.72 | \$ 368.06 | \$ 429.40 | \$ 490.74 | \$ 552.09 | \$ 613.43 |
| BOARD OF HEALTH | \$ 148.49 | \$ 197.99 | \$ 247.49 | \$ 296.98 | \$ 346.48 | \$ 395.98 | \$ 445.47 | \$ 494.97 |
| TRANSFERS OUT - STABILIZATION | \$ 139.38 | \$ 185.84 | \$ 232.30 | \$ 278.76 | \$ 325.22 | \$ 371.68 | \$ 418.14 | \$ 464.60 |
| EMPLOYEES' HEALTH INSURANCE | \$ 129.73 | \$ 172.98 | \$ 216.22 | \$ 259.47 | \$ 302.71 | \$ 345.96 | \$ 389.20 | \$ 432.45 |
| DEBT SERVICE | \$ 103.93 | \$ 138.57 | \$ 173.21 | \$ 207.85 | \$ 242.49 | \$ 277.13 | \$ 311.78 | \$ 346.42 |
| LIBRARY | \$ 101.42 | \$ 135.22 | \$ 169.03 | \$ 202.83 | \$ 236.64 | \$ 270.44 | \$ 304.25 | \$ 338.05 |
| PUBLIC SAFETY DISPATCH | \$ 88.54 | \$ 118.05 | \$ 147.56 | \$ 177.07 | \$ 206.58 | \$ 236.09 | \$ 265.61 | \$ 295.12 |
| FIRE DEPARTMENT | \$ 85.08 | \$ 113.44 | \$ 141.81 | \$ 170.17 | \$ 198.53 | \$ 226.89 | \$ 255.25 | \$ 283.61 |
| TOWN MANAGER | \$ 80.41 | \$ 107.22 | \$ 134.02 | \$ 160.83 | \$ 187.63 | \$ 214.44 | \$ 241.24 | \$ 268.05 |
| FINANCE DEPARTMENT | \$ 70.02 | \$ 93.36 | \$ 116.70 | \$ 140.04 | \$ 163.38 | \$ 186.72 | \$ 210.07 | \$ 233.41 |
| BOARD OF ASSESSORS | \$ 49.06 | \$ 65.41 | \$ 81.76 | \$ 98.11 | \$ 114.46 | \$ 130.82 | \$ 147.17 | \$ 163.52 |
| INSURANCE AND BONDS | \$ 48.18 | \$ 64.24 | \$ 80.30 | \$ 96.36 | \$ 112.42 | \$ 128.48 | \$ 144.54 | \$ 160.60 |
| INSPECTION DEPARTMENT | \$ 39.07 | \$ 52.09 | \$ 65.12 | \$ 78.14 | \$ 91.17 | \$ 104.19 | \$ 117.21 | \$ 130.24 |
| TOWN CLERK/TOWN COUNSEL | \$ 35.89 | \$ 47.86 | \$ 59.82 | \$ 71.78 | \$ 83.75 | \$ 95.71 | \$ 107.68 | \$ 119.64 |
| COUNCIL ON AGING | \$ 25.77 | \$ 34.36 | \$ 42.95 | \$ 51.54 | \$ 60.13 | \$ 68.72 | \$ 77.31 | \$ 85.90 |
| PLANNING BOARD | \$ 17.73 | \$ 23.64 | \$ 29.55 | \$ 35.47 | \$ 41.38 | \$ 47.29 | \$ 53.20 | \$ 59.11 |
| FINANCE COMMITTEE | \$ 17.14 | \$ 22.86 | \$ 28.57 | \$ 34.29 | \$ 40.00 | \$ 45.72 | \$ 51.43 | \$ 57.15 |
| MEDICARE INSURANCE (FICA) | \$ 13.46 | \$ 17.94 | \$ 22.43 | \$ 26.92 | \$ 31.40 | \$ 35.89 | \$ 40.37 | \$ 44.86 |
| VETERANS | \$ 9.35 | \$ 12.47 | \$ 15.59 | \$ 18.71 | \$ 21.83 | \$ 24.94 | \$ 28.06 | \$ 31.18 |
| CONSERVATION COMMISSION | \$ 9.05 | \$ 12.06 | \$ 15.08 | \$ 18.09 | \$ 21.11 | \$ 24.12 | \$ 27.14 | \$ 30.15 |
| ANIMAL CONTROL OFFICER | \$ 6.70 | \$ 8.94 | \$ 11.17 | \$ 13.41 | \$ 15.64 | \$ 17.88 | \$ 20.11 | \$ 22.35 |
| SELECTMEN | \$ 5.74 | \$ 7.66 | \$ 9.57 | \$ 11.48 | \$ 13.40 | \$ 15.31 | \$ 17.23 | \$ 19.14 |
| RECREATION | \$ 5.13 | \$ 6.84 | \$ 8.55 | \$ 10.26 | \$ 11.97 | \$ 13.68 | \$ 15.39 | \$ 17.10 |
| SPECIAL COUNSEL | \$ 4.18 | \$ 5.58 | \$ 6.97 | \$ 8.36 | \$ 9.76 | \$ 11.15 | \$ 12.54 | \$ 13.94 |
| BOARD OF REGISTRARS/ELECTIONS | \$ 3.36 | \$ 4.48 | \$ 5.60 | \$ 6.72 | \$ 7.84 | \$ 8.96 | \$ 10.08 | \$ 11.20 |
| EMERGENCY MANAGEMENT | \$ 3.16 | \$ 4.21 | \$ 5.26 | \$ 6.31 | \$ 7.37 | \$ 8.42 | \$ 9.47 | \$ 10.52 |
| HARBORMASTER | \$ 0.56 | \$ 0.74 | \$ 0.93 | \$ 1.12 | \$ 1.30 | \$ 1.49 | \$ 1.67 | \$ 1.86 |
| BOARD OF APPEALS | \$ 0.39 | \$ 0.52 | \$ 0.65 | \$ 0.78 | \$ 0.91 | \$ 1.04 | \$ 1.17 | \$ 1.30 |
| OPEN SPACE COMMITTEE | \$ 0.21 | \$ 0.28 | \$ 0.35 | \$ 0.42 | \$ 0.49 | \$ 0.56 | \$ 0.63 | \$ 0.70 |
| HISTORICAL COMMISSION | \$ 0.14 | \$ 0.19 | \$ 0.23 | \$ 0.28 | \$ 0.33 | \$ 0.37 | \$ 0.42 | \$ 0.46 |
| MODERATOR | \$ 0.07 | \$ 0.10 | \$ 0.12 | \$ 0.14 | \$ 0.17 | \$ 0.19 | \$ 0.22 | \$ 0.24 |
| CULTURAL COUNCIL | \$ 0.03 | \$ 0.04 | \$ 0.05 | \$ 0.06 | \$ 0.07 | \$ 0.07 | \$ 0.08 | \$ 0.09 |
| UNEMPLOYMENT COMPENSATION | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| CABLE ADVISORY COMMITTEE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| AMBULANCE SERVICE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| COMMUNITY CENTER | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL Tax Bill (est.) | \$ 4,368.00 | \$ 5,824.00 | \$ 7,280.00 | \$ 8,736.00 | \$ 10,192.00 | \$ 11,648.00 | \$ 13,104.00 | \$ 14,560.00 |

Source: Angus Jennings, Town Manager, 12/16/19

Town Manager

From: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Sent: Wednesday, December 4, 2019 2:26 PM
To: Town Manager
Subject: Re: Holiday hours

Checking in about New Year's hours. I don't think we covered that one.

Corinn Flaherty

Director
G.A.R. Memorial Library
490 Main Street
West Newbury, MA 01985
978-363-1105

From: Town Manager <townmanager@wnewbury.org>
Sent: Wednesday, November 13, 2019 4:04 PM
To: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Cc: Finance Admin <finance.admin@wnewbury.org>
Subject: RE: Holiday hours

Ok to close at 2pm day before Thanksgiving and noon on 12/24. Will formalize and send around to dept heads soon but that's what it will say.

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

From: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Sent: Wednesday, November 13, 2019 3:47 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Holiday hours

Hi Angus,

Just checking in to see if the Board approved the holiday hours? I'm meeting with the Trustees tonight and wanted to give them an update, if possible.

Thanks,
Corinn

Town Manager

From: Abby Jeffers (HTS) <abby.jeffers@hilltopsecurities.com>
Sent: Monday, December 16, 2019 2:33 PM
To: Town Manager; Peter Frazier (HTS)
Cc: Susan Yeames; Finance Admin; Town Accountant
Subject: RE: Updated draft POS for anticipated sale of \$1.1M BANs for water projects
Attachments: West Newbury Draft POS.pdf

Great, thank you very much. We've made these edits and attached an updated document for your review.

Thanks again for all of your help,
Abby

Abby Jeffers

Director
Hilltop Securities Inc.
54 Canal Street, Suite 320, Boston, MA 02114
Direct: 617.619.4404 | Fax: 617.619.4411
Abby.Jeffers@hilltopsecurities.com

From: Town Manager [<mailto:townmanager@wnewbury.org>]
Sent: Monday, December 16, 2019 2:29 PM
To: Abby Jeffers (HTS) <abby.jeffers@hilltopsecurities.com>; Peter Frazier (HTS) <peter.frazier@hilltopsecurities.com>
Cc: Susan Yeames <syeames@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>
Subject: RE: Updated draft POS for anticipated sale of \$1.1M BANs for water projects

EXTERNAL SENDER

Please find attached what I think may be the last edits – they're both noted on the final page of the POS. One of the edits updates the 6/30 OPEB Trust balance, and I have attached the backup to that number for your files.

Thanks,
Angus

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

From: Abby Jeffers (HTS) <abby.jeffers@hilltopsecurities.com>
Sent: Monday, December 16, 2019 1:58 PM

To: Town Manager <townmanager@wnewbury.org>; Peter Frazier (HTS) <peter.frazier@hilltopsecurities.com>
Cc: Susan Yeames <syeames@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>
Subject: RE: Updated draft POS for anticipated sale of \$1.1M BANs for water projects

Thank you very much for reviewing the draft POS. We've made the changes the Town provided and attached an updated document. Please let us know if you have any additional changes/edits.

Thanks again,
Abby

Abby Jeffers

Director
Hilltop Securities Inc.
54 Canal Street, Suite 320, Boston, MA 02114
Direct: 617.619.4404 | Fax: 617.619.4411
Abby.Jeffers@hilltopsecurities.com

From: Town Manager [<mailto:townmanager@wnewbury.org>]
Sent: Monday, December 16, 2019 1:35 PM
To: Abby Jeffers (HTS) <abby.jeffers@hilltopsecurities.com>; Peter Frazier (HTS) <peter.frazier@hilltopsecurities.com>
Cc: Susan Yeames <syeames@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>; Town Accountant <townaccountant@wnewbury.org>
Subject: RE: Updated draft POS for anticipated sale of \$1.1M BANs for water projects

EXTERNAL SENDER

Hi Abby,

I've reviewed the updated draft POS and have attached some additional edits/mark-ups. Please review and follow up with any questions.

I have also attached for your reference the final OPEB report which we received from the actuary late Friday. I have reviewed the numbers in the POS to be sure they reflect the OPEB report and they generally do, but I have marked one area with a question.

I'll be here and generally reachable until early evening today.

Thanks,
Angus

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

From: Abby Jeffers (HTS) <abby.jeffers@hilltopsecurities.com>
Sent: Friday, December 13, 2019 10:24 AM

To: Town Manager <townmanager@wnewbury.org>; Peter Frazier (HTS) <peter.frazier@hilltopsecurities.com>
Cc: Susan Yeames <syeames@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>
Subject: RE: Updated draft POS for anticipated sale of \$1.1M BANs for water projects

Good Morning. Attached is an updated tentative financing schedule and draft Preliminary Official Statement. The dates incorporated into these documents revolve around the Board of Selectmen meeting scheduled for January 21st. Please make sure the approval of the sale is added to the meeting agenda.

Once you've had a chance to review this information, please let us know if you have any changes/edits.

Also, let us know which dates in January would work for us to come out and discuss the borrowing process.

We hope everyone has a wonderful weekend,
Abby

Abby Jeffers

Director
Hilltop Securities Inc.
54 Canal Street, Suite 320, Boston, MA 02114
Direct: 617.619.4404 | Fax: 617.619.4411
Abby.Jeffers@hilltopsecurities.com

From: Town Manager [<mailto:townmanager@wnewbury.org>]
Sent: Thursday, December 12, 2019 12:30 AM
To: Peter Frazier (HTS) <peter.frazier@hilltopsecurities.com>; Abby Jeffers (HTS) <abby.jeffers@hilltopsecurities.com>
Cc: Susan Yeames <syeames@wnewbury.org>; Finance Admin <finance.admin@wnewbury.org>
Subject: Updated draft POS for anticipated sale of \$1.1M BANs for water projects

EXTERNAL SENDER

Hi Peter, Abby,

I hope this finds you well and looking forward to the holidays.

Please find attached an updated POS with comments that are intended to be responsive to the items you'd flagged for follow-up in your most recent draft sent on 11/15. The other attachments provide backup relative to items in the POS.

Regarding the landfill monitoring, I've taken an initial stab at it, but I'm not really sure where this would appear in the POS. Tony Roselli suggested we include something re the fact of the Town implementing a post closure monitoring plan. I think a reasonable disclosure would be along the lines of:

The Town owns a closed landfill and is fully implementing a post-closure monitoring plan approved by the Massachusetts Department of Environmental Protection. Following the issuance of a notice of non-compliance issued by MassDEP in 2018, the Town has budgeted additional resources as required to maintain establish and compliance with the post-closure monitoring plan.

Will welcome your advice on this draft language and where in the POS it may be appropriate.

I think that brings us very close to where we need to be. **At this point, could the financing schedule be updated to show a Board of Selectmen vote to approve the sale of the BANs on January 6th?**

Please let me know how this all looks and what add'l info may be needed. I'll be largely unavailable tomorrow but I'll be in the office and available for a call anytime Friday other than 11:30-2 or so.

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

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