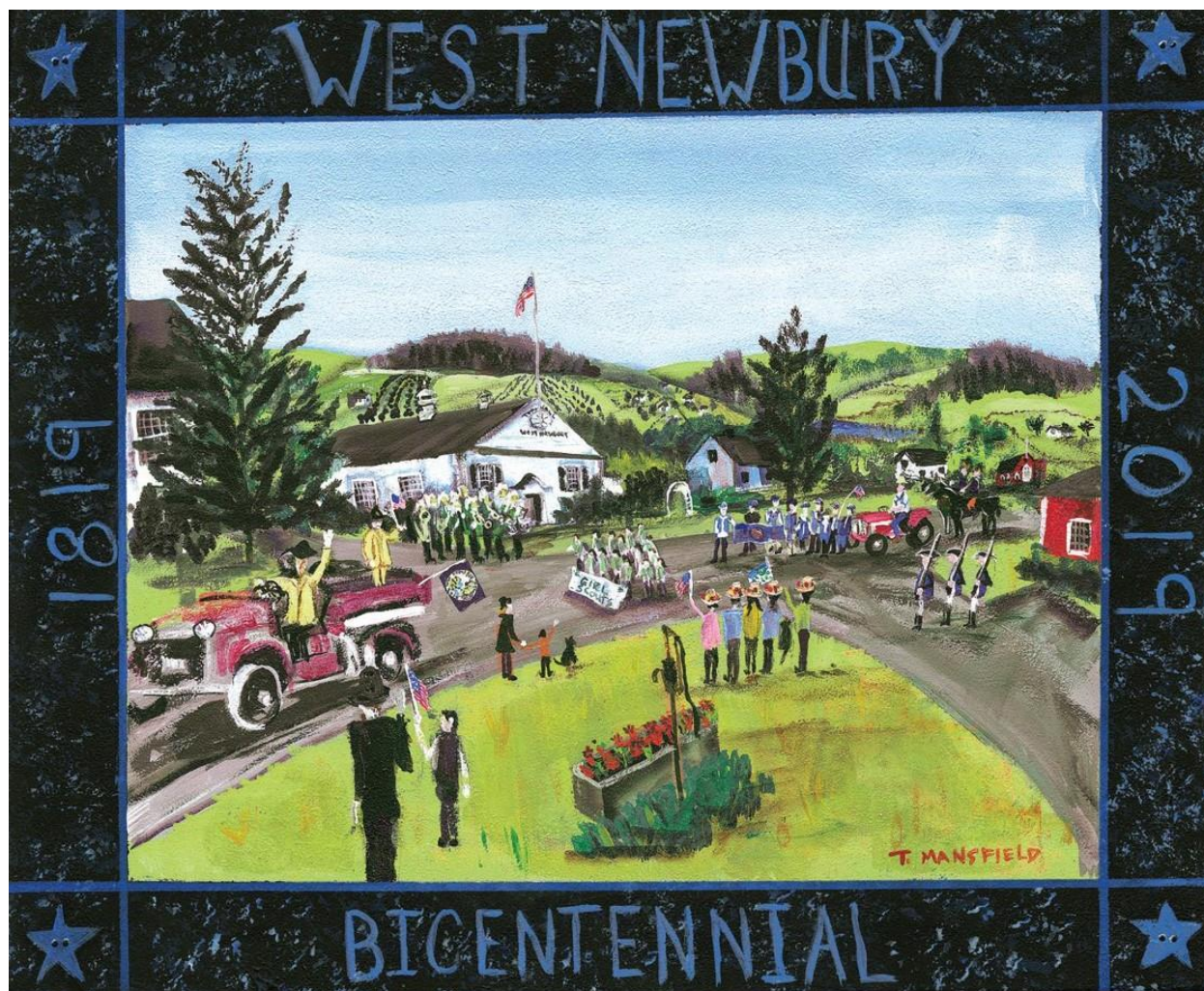


# TOWN REPORT

## JULY 1, 2018 – JUNE 30, 2019



Bicentennial Commemorative Edition

[www.wnewbury.org](http://www.wnewbury.org)

# TOWN OF WEST NEWBURY

## MASSACHUSETTS



*Patricia Mansfield presenting her painting of the end of the Memorial Day Parade*

### *About the cover...*

“End of the Memorial Day Parade” was presented to the Town of West Newbury by the artist, Tricia Mansfield, in honor of the bicentennial of the incorporation of the town in 1819. Tricia, who lived in West Newbury from 2001 until 2017, paints scenes of places where she lives and visits in oils, acrylics and watercolors. Her scenes of West Newbury are treasured portrayals of the town we love.



*Paintings of West Newbury landmarks by Patricia Mansfield*

**ANNUAL STATEMENT  
OF THE RECEIPTS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDING  
JUNE 30, 2019**

**TOWN OF WEST NEWBURY**

**381 Main Street, West Newbury, MA 01985  
978-363-1100**

***[www.wnewbury.org](http://www.wnewbury.org)***

*Together with the reports of the School Committee, Board of Fire Engineers,  
Board of Water Commissioners, Trustees of the Public Library, Assessors,  
Finance Director, Treasurer, Collector, Town Clerk, and various  
departments and committees.*

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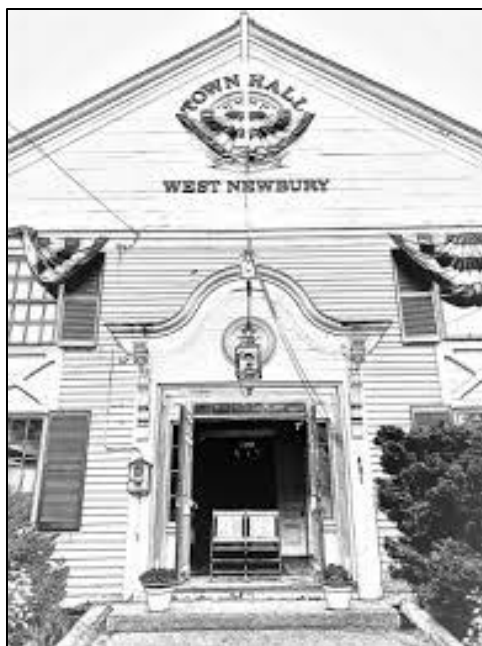
## SELECTMEN 1900-2019

Charles W. Ordway  
Richard Newell  
Sam Rogers  
Daniel Cooney  
Robert S. Brown  
George E. Noyes  
Parker H. Nason  
Robert J. Forsyth  
George C. Howard  
Joseph Newell  
Albert E. Elwell  
Albert Beckford  
Harold T. Daley  
\*Francis A. Bartlett  
Ralph Woodworth  
Fred Knapp  
Leonard R. Burrill  
Walter Swap

M. Paine Hoseason  
\*Howard Cox  
\*Norman L. Brown  
Russell Zeaman  
A. Neil Gadd  
Elsie M. Spalding  
Raymond H. Poore  
James W. Bingham  
Irving A. Burrill  
William M. Rowe  
Stephen F. Burke, Jr.  
Ann S. Reilly  
Frank E. Hobson  
Merton E. Chute  
Thomas E. Pulkkinen  
Robinson M. Shively  
Patricia W. Knowles  
Steven Cashman

Sandra J. Raymond  
David W. Cook  
Charles A. Robinson  
Richard Berkenbush  
John S. McGrath  
Patricia P. Reeser  
Nelson A. Valverde  
Albert H. Knowles, Jr.  
Ann L. O'Sullivan  
Richard J. Cushing  
Sherrie H. Gadd  
Glenn A. Kemper  
Thomas M. Atwood  
Joseph Anderson  
David Archibald  
Richard Parker

*\*Died in office*



*West Newbury Old Town Hall*

## **DIRECTORY OF ELECTED TOWN OFFICIALS**

*January - 2020*

### **BOARD OF SELECTMEN**

Glenn A. Kemper, 2021      David Archibald, Chair, 2020      Richard Parker, 2022

### **BOARD OF PUBLIC HEALTH**

Blake J. Seale, 2020      Robert P. Janes, Chair, 2021      Thomas Fahey, 2020

### **BOARD OF ASSESSORS**

Richard Baker, 2020      Thomas Atwood, Chair, 2022      Jennifer Poliseno, 2021

### **TOWN MODERATOR**

Kathleen C. Swallow, 2021

### **PENTUCKET SCHOOL COMMITTEE – WEST NEWBURY REPRESENTATIVES**

Christine Reading, 2020      Marie E. Felzani, 2021      Dena P. Trotta, 2022

### **BOARD OF WATER COMMISSIONERS**

W. Lawrence Corcoran, 2021      Robert P. Janes, 2020      Richard J. Cushing, 2022

### **CONSTABLES**

Richard Davies, 2020      Vacant, 2022      Brian Richard, 2021

*Previously Held by the Late Glenn W. Coffin*

### **BOARD OF TRUSTEES, G.A.R. MEMORIAL LIBRARY**

Frederic Chanania, 2022      Marcia Sellos-Moura, Chair, 2022      Pamela Atwood, 2020  
Holly Cole, 2021      Sandra Capo, 2020      Amy Custance, 2021  
Sherry Temple-Pruyn, 2022      Wendy Reed, 2020      Thomas Salvo, 2020

### **PLANNING BOARD**

Raymond A. Cook, 2021      Brian R. Murphey, Chair, 2024      Ann E. Bardeen, 2023  
Tim Cronin, 2020      Wendy Reed, Associate, 2020      Richard W. Bridges, 2022  
*Appointed by Selectmen*

### **BOARD OF PARK AND RECREATION COMMISSIONERS**

John J. Foley, III 2022      Thomas Flaherty, Chair, 2021      William Bachrach, 2020

### **WEST NEWBURY HOUSING AUTHORITY**

Susan Babb, 2020      Gary Bill, 2024      Vacant, 2021  
Marjorie Peterson, Holdover      Leisa Mingo, State Appointee

## **TOWN OFFICIALS, BOARDS & COMMITTEES**

*January - 2020*

### **TOWN MANAGER'S OFFICE**

Angus Jennings, AICP, Town Manager  
Annie Sterling, Resident Services Administrator

### **FINANCE DEPARTMENT**

Stephanie Frontiera, Town Accountant/Business Manager  
Susan Yeames, Treasurer/Collector  
Jennifer Walsh, Assistant to the Town Manager and Finance Department  
Mary DiPinto, Interim Treasurer/Collector

### **TOWN CLERK'S OFFICE**

Michael P. McCarron, Esq., Town Clerk  
Diane Faulkner, Assistant Town Clerk

### **ASSESSOR'S OFFICE**

Meredith Stone, MAA, Chief Assessor  
Maureen Curtin, Assessor's Clerk

### **DEPARTMENT OF PUBLIC WORKS**

Wayne Amaral, Director  
Brian Richard, Buildings & Grounds Foreman  
John Spalding, Experienced Operator  
John Savage, Custodian  
Richard Hills, Highway Foreman  
Mark Marlowe, Experienced Operator  
*Open*, Administrative Assistant

### **WATER DEPARTMENT**

Michael Gootée, Superintendent  
Danny Tomasz, Licensed Water Operator  
Jodi Bertrand, Administrative Assistant

### **CONSERVATION**

Bert Comins, Conservation Agent

### **HEALTH DEPARTMENT**

Paul Sevigny, Health Agent  
Jane Krafton, Health Assistant  
Scott P. Berkenbush, Recycling Coordinator

### **PLANNING OFFICE**

Leah J. Zambarnardi, AICP, Town Planner  
Kathryn Carr, Minutes Clerk  
Jodi Bertrand, Administrative Assistant

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**INSPECTIONAL SERVICES**

Sam Joslin, Building Inspector  
Glenn Clohecyc, Alternate  
Joan Croteau, Administrative Assistant  
Thomas Tombarello, Wiring Inspector  
Stan Kulacz, Gas & Plumbing Inspector  
Larry S. Fisher, Alternate  
Michael Magliaro, Alternate  
Barry McBride, Alternate

**SENIOR CENTER**

Theresa Woodbury, Director  
Jen Vincent, Meal Site Mgr.  
Henry Cross, Van Driver

**TOWN COUNSEL, CHIEF PROCUREMENT OFFICER, RECORDS ACCESS OFFICER  
AND ETHICS LIASON TO THE STATE**

Michael P. McCarron, Esq

**LIBRARY**

Katharine Gove  
Kristen Young  
Corinn Flaherty, Director  
Dawn Watson  
Tracy Larrabee

**POLICE DEPARTMENT**

Royster Johnson, 2021  
Eric Forni, 2020  
Robert Joyce, 2022  
Jeffery Durand, Chief, 2022  
Michael Dwyer, SRO, 2021  
Danielle Burrill, 2022  
John Ripa, 2022  
Susan Curry, Administrative Assistant  
Daniel Cena, 2020  
Richard Parenteau, 2022  
Kyle R. Roy, 2022

**RESERVE POLICE OFFICERS**

Patrick Clay, 2020  
Emmanuel Terrero, 2020  
Michael DeNaro, 2020  
Paul DeCoste, 2020  
Mark Brewer, 2020  
Anthony Mastrangelo, 2020

**ANIMAL CONTROL OFFICER**

Kayla Provencher  
*Contract with Newburyport*

**PUBLIC SAFETY DISPATCH and SPECIAL POLICE OFFICERS**

Judy Romano, FT, 2021  
Matthew Walsh, FT, 2020  
Benjamin Jennell, PT, 2020  
Nicholas Levesque, PT  
*Open, FT, 2021*  
Serena Schwartz, PT, 2020  
Lee Ann Delp, PT, 2020  
Robert Pierce, FT, 2022  
Joelle Mather, PT, 2020  
Barbara Bilo, PT, 2020  
Samantha Holt, PT, 2020

**FIELD DRIVER AND FENCE VIEWER**

David LaPierre



*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**BOARD OF FIRE ENGINEERS**

*Appointed annually in April*

David Evans, 2020

Michael Dwyer, Chief, 2020

Benjamin Jennell, 2020

**FIRE DEPARTMENT**

David Evans, Deputy Chief  
Lisa Duxbury, Lieutenant  
Andrew Greenbaum, FF  
David Baker, FF  
Daniel Briscoe, FF  
Jason Goldweber, FF  
Kevin Samson, FF  
Lisa Eichel, FF  
Michael Fitzgerald, FF  
Sue Marden, FF  
Michael Lawless, FF

Michael Dwyer, Fire Chief  
George Evans, Captain  
Stephen Cutter, Lieutenant  
William Roche, FF  
Cooper Carifio, FF  
Daniel Stiles, FF  
Julia Delotto, FF  
Lisa Evans, FF  
Tenley Goodwin, FF  
William Donahue, FF  
Graeme Potter, FF

Benjamin Jennell, Asst. Chief  
Mark Marlow, Lieutenant  
Brendon Corcoran, FF  
Duncan Weaver, FF  
Joshua Kemper, FF  
Kara Percival, FF  
Keenan Leonard-Solis, FF  
Steve Hardy, FF  
Victoria Manning, FF  
Tyler Kimball, FF  
Peter McGovern, FF

**EMERGENCY MANAGEMENT AGENCY**

Michael Dwyer, Dep. Director  
*Fire Chief*  
Glenn Kemper  
*Municipal Officer*  
Wayne Amaral  
*DPW Director*  
Joseph Beaulieu\*  
Danielle Burrill  
Daniel Cena  
Carolyn Davies  
Raymond Dower, III\*  
Greg Jennell\*  
Blake Seale\*

Lee Ann Delp, Director  
*Special Police Officer*  
David Archibald  
*Municipal Officer*  
Jeffrey Durand  
*Police Chief*  
Paul Seigny  
*Health Agent*  
Gabriel Ciccio-Ricker\*  
Richard Davies\*  
Dave Evans\*  
Royster Johnson

Benjamin Jennell, Dep. Director  
*Administrative Assistant*  
Richard Parker  
*Municipal Officer*  
Michael Gootée  
*Water Superintendent*  
David B. Belsky\*  
Larry Caruso\*  
Richard Cushing\*  
Bruce Dean  
Mark Hemingway\*  
Mark Marlowe\*  
Theresa Woodbury

*\*Auxiliary Police Officer*

**EMERGENCY RESPONSE COORDINATORS**

Lee Ann Delp

Michael Dwyer

Paul Seigny

**FINANCE COMMITTEE**

Forbes Durey, 2020  
Nathan Kelly, 2022

Gary Roberts, Jr., Chair, 2022  
Jessica Knezek, 2021

Brad Beaudoin, 2020  
Jim Sperelakis, 2021

**VETERANS' GRAVES OFFICER**

Robert Janes, 2020  
Bridge St., Rural & Merrimack Cemeteries

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**REGISTRARS OF VOTERS**

Margaret Duchemin, 2021

Rosamond B. Veator, 2022  
Michael P. McCarron, Ex-Officio

Cheryl Grant, 2020

**ZONING BOARD OF APPEALS**

Judith Gregg, 2024  
Paul O. Kelly, 2021

Patrick Higgins, 2020  
Richard Davies, 2022  
Joan Croteau, Administrator

William Bachrach, 2020  
Dennis Lucey, Alternate, 2020

**CONSERVATION COMMISSION**

Judith Mizner, 2022  
Thomas M. Atwood, 2021

Dawne Fusco, Chair, 2021

Wendy Reed, 2022  
Margaret Hawkins, 2020

**HARBOR COMMITTEE**

Thomas Goodwin, 2022  
Steve Boyd, Alternate, 2020

Terence Hartford, 2022

Brad Dore, 2021  
Brian Richard, Alternate, 2020

**COUNCIL ON AGING**

Joseph Publicover, 2022  
Barbara Warne, 2020  
Richard Preble, 2022  
Liz Bartlett, 2020

Marge Peterson, Chair, 2022  
George Allen, 2020  
Susan Babb, 2022

Dot Cavanaugh, 2021  
Jacquie Johnston, 2021  
Gail DiNaro, 2021  
Theresa Woodbury, 2020

**HISTORICAL COMMISSION**

Jennifer Conway, 2020  
Elisa Grammer, 2021

Robert Janes, Chairman, 2022

S. Paul Knezek, 2020  
Dorothy M. Cavanaugh, 2021

**HISTORIC DISTRICT COMMISSION**

Jeffrey Clewley, 2022  
Margaret I. Dunlap, 2021

Jack Alden, 2022

Judy Adolphson, 2022  
Dorothy Cavanaugh, 2021

**MERRIMACK VALLEY PLANNING COMMISSION**

Brian Murphey, 2020  
Raymond Cook, Alternate

**WHITTIER VOCATIONAL TECHNICAL HIGH SCHOOL COMMITTEE**

Christopher Wild

**WEST NEWBURY REPRESENTATIVES TO THE PENTUCKET REGIONAL SCHOOL DISTRICT**

**BUILDING COMMITTEE**

Glenn Kemper, Board of Selectmen  
Angus Jennings, Town Manager  
Ashley Davis

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**PERSONNEL ADVISORY COMMITTEE**

Judith H. Mizner, 2020

Catherine Conrad, 2020

Ryan Goodwin, 2020

**MILL POND COMMITTEE**

Deborah R. Hamilton,  
2022 Matthew Shwom,  
2022 Paul Delaney, 2020

Ryan Goodwin, Chair., 2022  
Robin Pendergast, 2022

Zip Corning, 2022  
Michael Welch, 2020  
Polly McDowell, Assoc., 2020

**CABLE ADVISORY COMMITTEE**

Glenn A. Kemper, Chair, 2020

**CAPITAL IMPROVEMENTS COMMITTEE**

Judith Mizner, 2021  
Richard Parker, 2020  
*Selectmen's Representative*

Richard Preble, Chair, 2020  
Polly McDowell, 2022

Julie Boria, 2022  
Nathan Kelly, 2020  
*Finance Committee's Rep.*

**CULTURAL COUNCIL**

Catherine DeWitt, 2020  
Dot Cavanaugh, 2021  
Susan M. Dougherty, 2021  
Linda Young, 2020

Heather Karp, Chair, 2020  
Jocelyn Cosentino, 2022  
Marie Felzani, 2020

Amy Friend, 2022  
Helena Dion, 2022  
Margo Pullman, 2021  
Alyson Tedeschi, 2022

**AMERICANS WITH DISABILITIES ACT COORDINATOR**

Sam Joslin, ADA Coordinator, 2020  
Wayne Amaral, Deputy ADA Coordinator, 2020

**OPEN SPACE COMMITTEE**

Patricia Reeser, 2022  
Marlene Switzer, 2020  
Jessica Azenaro, 2021

A. Don Bourquard, 2022  
Brad Buschur, 2020  
Wendy Reed, Alternate, 2020

John Dodge, 2022  
Jean T. Lambert, 2021  
Carol Decker, Alternate, 2020

**SEXUAL HARASSMENT GRIEVANCE OFFICER**

Michael P. McCarron

**VETERANS' SERVICE OFFICER, EASTERN ESSEX DISTRICT**

Karen Tyler (978) 356-3915

**WEST NEWBURY REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE EASTERN ESSEX DISTRICT OF THE DEPARTMENT OF VETERANS' SERVICES**

Robert P. Janes, 2020

**RIVER ACCESS COMMITTEE**

Robert Phillips, Jr., 2020

Elisa Grammer, 2020

Barry LaCroix, 2020

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**COMMUNITY PRESERVATION COMMITTEE**

Judith Mizner, 2022  
*Conservation Commission Rep.*  
Robert P. Janes, 2020  
*Historical Commission Rep.*  
William Bachrach, 2020  
*Parks and Recreation Rep.*

Jean Nelson, Administrator  
  
Gary Bill, 2021  
*Housing Authority Rep.*  
Richard Parker, 2020  
*Board of Selectmen Rep.*

Sherry Pruyn, 2022  
*At-Large, Chairman*  
Raymond A. Cook, 2021  
*Planning Board Rep.*  
Angus Jennings  
*Ex Officio Member*

**ENERGY ADVISORY COMMITTEE**

Richard Parker, 2020  
Elisa Grammer, 2020

Elizabeth Callahan, Chair 2020  
Phillips Robinson, 2020

Arthur Wallace, 2020  
Elizabeth Hatch, 2020

**INVESTMENT POLICY COMMITTEE**

Lark Madden, 2022  
David Archibald, 2022  
*Board of Selectmen's Rep.*

Jean Trim, 2022  
Jessica Knezek, 2020  
*Finance Committee Rep.*

Christopher Wilde, 2020  
Susan Yeames, 2020  
*Treasurer*

**CARR POST BUILDING COMMITTEE**

Rick Atwater, 2020

Robert Janes, Chair, 2020  
Marlene Switzer, 2020

Peter Ringenbach, 2020

**BICENTENNIAL COMMITTEE**

Stephen Swallow, 2020  
Cindy Sauter, 2020

Kathleen Swallow, 2020  
Gregory Garnache, 2020  
Jocelyn Fassett, 2020

Krystelle Griskiewicz, 2020  
Judith Gregg, 2020





# Town of West Newbury

## Board of Selectmen

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381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115  
[selectmen@wnewbury.org](mailto:selectmen@wnewbury.org)

### **FY 2019 Town Report**

Fiscal Year 2019 was an extraordinarily dynamic and exciting time for the Town of West Newbury. This report, prepared by the Board of Selectmen for the FY19 Annual Town Report, strives to reflect many highlights of what was a very busy year!

The defining element of the year was its significance as the Town of West Newbury bicentennial, which was commemorated by a series of varied and wonderful events organized by our Bicentennial Committee. The Committee worked diligently leading up to and throughout the year, and did both visionary and yeoman's work to both conceive of and execute a series of exceptional and memorable events that were truly unique to West Newbury. In all of its 200 years, this one would surely stand out for the civic-mindedness, volunteerism, heart and community spirit that were on full display through the work of the Committee and the events that it led. While working closely with Town personnel on the paperwork and logistical aspects of event planning, the Committee also benefited from volunteer contributions and support from many civic-minded residents, local businesses and institutions.

The year was also significant as the first year that the Town operated under its newly adopted Town Manager legislation (Chapter 97 of the Acts of 2017), enacted by vote of Town Meeting in October 2017 and ratified by the approval of the General Court (the Massachusetts Legislature). West Newbury's very first Town Manager, Angus Jennings, began his tenure at the beginning of FY19, and over the course of the year this new form of government led to many changes both small and large in terms of how the Town is governed and the operations of the Board of Selectmen.

Of course, no account of FY19 would be complete without highlighting the extraordinary efforts leading up to voter approval – at simultaneous Town Meetings in West Newbury, Groveland and Merrimac, and later at the ballot box – of an override to support the construction of a brand-new Middle/High School for the Pentucket Regional School District. When the year began, the goal was to propose a new High School, but as the School Building Committee gained more understanding of the age and condition of the adjacent Middle School, the Committee solicited public input and the collective decision was made to expand the project scope. Work continued apace, alongside a successful effort to secure highly competitive funding through the MA School Building Authority, and with voter approval in spring 2019 the project entered a new phase of design and permitting. At the same time, the

Board of Selectmen continued its efforts to build financial reserves to help offset the eventual school construction costs by securing Town Meeting approval to continue funding the School Stabilization Account. These efforts and outcomes can be expected to substantially enhance the Pentucket School District and our communities' educational infrastructure for many decades to come!

The Board met a total of 45 times in fiscal year 2019, including regular meetings every other Monday at 7pm, and many special meetings for topics as varied as the Pentucket Regional Agreement and Middle/High School project, joint working meetings with the Finance Committee regarding financial policies, union contract negotiations, and meetings with Representative Mirra and Senator Tarr regarding matters of regional importance such as CSOs in the Merrimack River.

The Board takes this opportunity to highlight certain events and accomplishments that stand out as significant as we look back over the year:

- Following a lengthy recruitment process, the Board appointed former Sgt. Jeffrey Durand as the new West Newbury Police Chief. This began a new era for the Department that was welcomed by personnel and residents alike.
- Following the formal closure of the Middle Street Bridge in FY18, the Board worked closely with the City of Newburyport through the MassDOT Small Bridge grant on the design of an anticipated new bridge.
- Following years of planning and work, including tremendous efforts by DPW and Buildings & Grounds staff, the Board executed the transfer of ownership of the Page School apartments and land from the Town of West Newbury to the West Newbury Housing Authority.
- Negotiated an extension to its MOU with Salisbury for the provision of Harbormaster services including, beginning in late FY18, the provision of a limited enforcement presence in addition to the continued provision of pump-out services that had long been part of this intermunicipal agreement. This expanded level of service was achieved at modest cost and in close coordination with the Harbor Committee, and was well received by residents who had petitioned for a greater Harbormaster presence.
- Negotiated an extension to MOU with Newburyport regarding provision of Animal Control services for FY20 and beyond, including building into the agreement the repurposing of a WNPd police cruiser as the new ACO vehicle.
- Directed the installation of new signage and striping at the intersection of Georgetown Road and Crane Neck Street.
- Improved signage at the Artichoke Reservoir regarding unleashed dogs.
- Sponsored the Pentucket School District's successful application for a Community Compact IT grant to improve networking capabilities.
- Sponsored and referred to the Planning Board proposed amendments to the Zoning Bylaws to improve erosion control performance standards.
- Adopted an MOU with Newburyport regarding policing services on Turkey Hill Road, which traverses both municipalities.



- Appointed a limited duration Pipestave Parking and Circulation Study Committee, comprised of representatives of the Board of Selectmen, Parks & Rec Commission, Riding & Driving Club, the DPW Director, and the Town Manager. Considered recommendations to improve parking and circulation.
- Supported residents' initiative to engage the Town with the Commonwealth's Municipal Vulnerability Preparedness (MVP) initiative, securing grant funds and initiating a year-long planning process undertaken during FY20.
- Hosted presentation of other Boards' and Committees' reports, including the Planning Board's study of shared septic in the Town Center and the Energy Advisory Committee's evaluation of a potential Municipal Campus Microgrid.
- Received State DHCD approval of the Housing Production Plan adopted by the Selectmen and the Planning Board in late FY18. Also approved application to DHCD for addition of units to the Town's Subsidized Housing Inventory.
- Approved increases in Inspectional Services Department in effort to make that department financially self-supporting.
- Adopted financial policies regarding capital planning, debt management, financial reserves, forecasting, and other post employment benefits (OPEB), all upon recommendation of MassDOR through the Community Compact initiative. Also adopted new policy regarding disposition of items of low value.
- Updated policies regarding facilities usage and rental, special event permits, and Board of Selectmen policies.

This work was in addition to the Board's baseline annual workload such as reviewing speed limit petitions and filing with MassDOT, street opening permits, licensing, special event permits, authorizing grant applications, making Committee and personnel appointments, and approving signs on public property. The Board undertook its annual preparation of a budget message/policy direction, recommended a proposed FY20 budget, approved the personnel wage schedule, adopted a tax rate in consultation with the Board of Assessors, and in conjunction with the Finance Committee approved inter-departmental line item transfers. The Board led special community events including the Holiday Tree Lighting and the exceptionally well attended Memorial Day Parade.

FY19 was in some ways a culmination of efforts, and in others was part of a transition to an even brighter future. As ever, the Board is extremely thankful for the efforts of Town personnel, elected and appointed Town officials, and the many, many townspeople and merchants who collectively make West Newbury a unique and wonderful place to call home.

Respectfully,

Board of Selectmen

Glenn Kemper, Chair

Joseph Anderson, Jr.

David Archibald



# **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](mailto:townmanager@wnewbury.org)**

## **FY2019 Town Report**

Following legislative and Town Meeting adoption of the Town Manager Act (Chapter 97 of the Acts of 2017) in late 2017, fiscal year 2019 marked West Newbury's first year with a new form of government. Wilbraham native Angus Jennings began his tenure as the first Town Manager on July 2, 2018, at the start of the fiscal year, shortly after completing his service the prior three fiscal years as the Town Manager and Treasurer in Hampden, Maine.

As the Town's Manager and Chief Financial Officer, and holding statutory responsibility for oversight of the Town's personnel administration, the office was exceptionally busy. Effort was balanced among day-to-day operational oversight, advancing various policy reforms and projects, and engaging with and supporting initiatives of other Boards, Commissions and Committees. As is inherent to municipal governance, the office also responded to all manner of urgent needs and crises. Establishing – and updating – priorities on an iterative basis, and coordination with the Board of Selectmen, proved essential.

Prior to the transition, the Board of Selectmen served as the Town's Chief Administrative Official (as well as its Chief Elected Officers), directly handling routine responsibilities such as approving payroll and accounts payable warrants, managing insurance claims, signing off on town facilities rentals, and deciding when to close town offices due to inclement weather. In FY19 the Board's day-to-day administrative responsibilities transferred to the Town Manager. The Manager's office also holds the responsibilities of a Finance Director, which had for more than three decades been a separate full-time position. With more responsibilities but a level headcount, the Town Manager's office at its outset was charged not just by expectation but also by necessity to find new areas of efficiency, productivity and interdepartmental coordination – in effect, to do “more with less.”

Part of the year's effort included an iterative process with the Board of Selectmen, the Finance Committee, Town staff and Town Counsel to resolve ambiguities and address inconsistencies among the Town Manager legislation, other applicable statutes, Town Bylaws, regulations and policies, and prior practices / institutional memory. Due in part to the substantial personnel turnover in the Finance Director and Town Accountant roles in the several years prior to the Manager's tenure, it turned out that the perception of “how we've always done it” varied depending on who you asked! The Town Manager strived to bring logic and consistency to his reading of the interplay among many statutes and policies. With the support of the Board of Selectmen and Town Meeting voters, the office was successful in bringing forward new and amended policies – some substantial, some “housekeeping” – that helped bring the legal framework for Town operations into better order. In the dynamic context of municipal government, efforts toward organizational reform will always be a “work in progress” to an extent but, while it was a transition year, FY19 was also a year of substantial progress.

This report offers the following highlights of some of the key initiatives and outcomes that the Town Manager's office was most closely involved with this year:

#### Operations and Financial Management

- Implemented electronic meeting packets for the Board of Selectmen, Finance Committee, Personnel Advisory Committee and Harbor Committee, improving the quality, timeliness and accessibility of information.
- Improved utilization of Town website, social media and other communications, including several neighborhood mailings regarding specific initiatives such as the Brake Hill Water Tank and the Middle Street bridge.
- Implementing an objective found in several years' audit management letters, contracted for new financial accounting software and began transition to the new software and chart of accounts that became official at the start of FY20.
- Proposed an FY20 operating and capital budget, and organized a budget process intended to be fully transparent, with a dedicated FY20 budget webpage and greater opportunities for engagement by Town residents, departments and officials.
- Supported preparation of the Finance Committee Town Meeting booklets for the October 2018 and April 2019 Town Meetings.

#### Organizational Management

- Directed and oversaw staff reorganization in the Board of Selectmen, Town Manager and Finance offices for improved customer service and staff operations.
- Coordinated the Town's response to the new OSHA mandates that took effect on February 1, 2019, including coordinating trainings and updates to job descriptions.
- Provided direct staffing support to the Personnel Advisory Committee, which at the Manager's initiative resumed meeting in FY19 following a period of inactivity.
- Oversaw leadership transition in the Police Department, including working closely with Chief Jeffrey Durand including through his 6-month tenure as Interim Chief.
- Upon retirement of long-time incumbent Gary Bill, recruited and hired new DPW Director Wayne Amaral.
- Upon retirement of Susan Babb, participated with the Library Board of Directors in the hiring of new Library Director Corinn Flaherty.
- Upon retirement of Jay Smith, participated with the Conservation Commission in the hiring of new Conservation Agent Bert Comins.
- Recruited and integrated an Interim Treasurer/Collector to ensure continuity during a period of extended absence of the incumbent.

#### Facilities Management

- Worked with DPW to oversee contract for installation of new Page School generator.
- Secured Town Meeting approval to clarify the process to amend the Pipestave Hill / Mill Pond Management Plan, resolving a longstanding housekeeping issue. Worked with Essex County Greenbelt to establish improved documentation of the delineation of the Pipestave Hill Conservation Restriction.
- Worked with the Carr Post Building Committee and, in late 2018, a group of citizens organized around the preparation of a proposal for building restoration.

- Worked with concerned residents to secure a \$20,000 earmark in the following year's state budget to support ADA improvements to the Page School playground.

#### Infrastructure and Facility Improvements

- Served on School Building Committee for Middle/High School, attending Committee and Working Group meetings and forums. Provided regular project briefings to Board of Selectmen and others. Designed interactive School Stabilization financial model.
- Represented the Board of Selectmen in its work with the City of Newburyport regarding the Middle Street Bridge. Worked closely with DPW and Newburyport to advise project engineers and facilitate public involvement with project design.
- Worked closely with the Water Department and Town Clerk/Counsel on procurement, contract award and contract management for the Brake's Hill Water Tank and the new bedrock well chemical building. Provided project briefings to Boards and Committees.
- Provided and coordinated staff support to the Capital Improvements Committee.
- Coordinated staff input and worked with the Board of Selectmen to identify projects to prioritize within regional transportation planning initiatives.

#### Planning and Special Projects

- Worked closely with the Pentucket administration, and the Finance Directors in Groveland and Merrimac, to prepare and propose amendments to the Pentucket Regional School District Regional Agreement, intended to improve the District's ability to plan for facility-related contingencies. Town Meetings in all three towns adopted proposed amendments in April 2019.
- Organized and led a staff stormwater working group. Oversaw preparation of Notice of Intent for the Town's MS4 Stormwater Management Permit, and filed with the U.S. EPA as required by September 31, 2018. Coordinated preparation and adoption of Stormwater Management Plan filed with the EPA by June 30, 2019.
- Engaged with the Parks & Recreation Commission proposal regarding the Dunn property, and facilitated communications and information sharing among the many town officials and residents with interest in this initiative.
- As directed by the Board of Selectmen, organized and staffed a new Pipestave Parking and Circulation Study Committee, and prepared a related CPC proposal.
- Worked with the Open Space Committee on updates to the Town's Open Space and Recreation Plan, including participating in the public forum on September, and facilitating the Committee's work with the Building Inspector/ADA Compliance Officer regarding the OSRP's ADA Appendix.
- Coordinated the comment process for proposed amendments to the Pipestave Hill/Mill Pond Management Plan.

#### Community Events and Occasions

- Initiated and oversaw the design of a new, dynamic website homepage.
- Supported the Bicentennial Committee with purchasing, contracting, contract management, logistics, interdepartmental coordination, and communications.
- Supported the planning and hosting, with the Town Moderator, of a candidates' forum leading up to the May 2019 Annual Town Election.



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**INDEPENDENT AUDITORS' REPORT**

The Honorable Members of the Board of Selectmen  
Town of West Newbury, Massachusetts

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of West Newbury, Massachusetts, (the Town) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town as of June 30, 2019, and the respective

changes in financial position and where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and the schedules listed under the required supplementary information section in the accompanying table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2020 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Roselli, Clark and Associates  
Certified Public Accountants  
Woburn, Massachusetts  
January 31, 2020



## Management's Discussion and Analysis

As the management of the Town, we offer readers of the accompanying financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2019.

### Financial Highlights

- The assets and deferred outflows of financial resources of the Town exceeded its liabilities and deferred inflows of financial resources at the close of the most recent fiscal year by over \$30.3 million (*total net position*). Over \$26.9 million represented net position of governmental activities and over \$3.4 million represented net position of the business-type activities.
- The government's total net position increased by over \$1.3 million. This was due to an increase of nearly \$1.2 million in governmental activities that was primarily the result of favorable operating results due to the continued expansion in the economy. Business-type activities net position increased almost \$0.2 million and was consistent with expectations.
- The Town's Unassigned Fund Balance reported in the General Fund was over \$5.3 million (36.0% of General Fund expenditures). Total Fund Balance in the General Fund was over \$5.7 million (38.8% of General Fund expenditures). Furthermore, reported fund balances in the Town's Community Preservation Fund, Library Trust Fund and the Combined Nonmajor Governmental Funds were approximately \$2.9 million, \$1.1 million and \$0.9 million, respectively.
- The Town's total long-term debt decreased by approximately \$0.5 million; the decrease was due to regularly scheduled maturities in business-type and governmental funds.

### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide Financial Statements** - The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business. The *statement of net position* presents information on all of the Town's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave.)

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenue (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Town include general government, public safety, highways and streets, sanitation, education, community development, health and human services, culture and

recreation, fringe benefits, and debt service. The business-type activities of the Town consist completely of the Town's water activities.

**Fund Financial Statements** - A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Accounting guidelines distinguish fund balance between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

- Restricted—amounts constrained by external parties, constitutional provision, or enabling legislation
- Committed—amounts constrained by a government using its highest level of decision-making authority
- Assigned—amounts a government intends to use for a particular purpose
- Unassigned—amounts that are not constrained at all will be reported in the general fund or in other major funds if negative

**Governmental Funds** - *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Reconciliations are provided in the basic financial statements to help the reader understand the differences, as indicated within the table of contents.

The Town maintains a number of individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, community preservation fund, and library trust fund which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation.

The Town adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. This schedule has been prepared as required supplementary information and can be found along with the corresponding notes in this report.

**Proprietary Funds** – The Town maintains only one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

The proprietary fund financial statements provide separate information for the water enterprise fund.

**Fiduciary funds** – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The Town includes the activities of its Other Postemployment Trust Benefits Trust fund and poor and scholarship funds. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town’s own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to the Financial Statements** - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information** – In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town’s proportionate share of the net pension liability, contributions to pension plan, and the Town’s progress in funding its obligation to provide other postemployment benefits to its employees as well as the Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the Town, the assets and deferred outflows of financial resources of the Town exceeded liabilities and deferred inflows of financial resources by approximately \$30.3 million at the close of the most recent fiscal year.

The condensed statement of net position is as follows:

	<b>Governmental activities</b>		<b>Business activities</b>		<b>Total</b>	
	June 30, 2019	June 30, 2018	June 30, 2019	June 30, 2018	June 30, 2019	June 30, 2018
<b><u>Assets</u></b>						
Current and other assets	\$ 11,212,825	\$ 9,851,378	\$ 3,133,622	\$ 2,914,758	\$ 14,346,447	\$ 12,766,136
Capital assets, net	24,062,005	24,642,410	2,538,211	2,633,977	26,600,216	27,276,387
<b>Total assets</b>	<b>35,274,830</b>	<b>34,493,788</b>	<b>5,671,833</b>	<b>5,548,735</b>	<b>40,946,663</b>	<b>40,042,523</b>
<b><u>Deferred Outflows of Resources</u></b>	<b>1,555,144</b>	<b>607,376</b>	<b>107,600</b>	<b>51,548</b>	<b>1,662,744</b>	<b>658,924</b>
<b><u>Liabilities</u></b>						
Long term liabilities	9,377,023	8,350,075	2,380,606	2,290,989	11,757,629	10,641,064
Other liabilities	222,057	323,036	180	-	222,237	323,036
<b>Total liabilities</b>	<b>9,599,080</b>	<b>8,673,111</b>	<b>2,380,786</b>	<b>2,290,989</b>	<b>11,979,866</b>	<b>10,964,100</b>
<b><u>Deferred Inflows of Resources</u></b>	<b>325,818</b>	<b>712,465</b>	<b>29,437</b>	<b>61,873</b>	<b>355,255</b>	<b>774,338</b>
<b><u>Net Position</u></b>						
Net investment in capital assets	22,687,006	22,827,411	832,124	885,861	23,519,130	23,713,272
Restricted	4,844,388	4,244,121	-	-	4,844,388	4,244,121
Unrestricted	(626,318)	(1,355,944)	2,569,012	2,361,560	1,942,694	1,005,616
<b>Net Position</b>	<b>\$ 26,905,076</b>	<b>\$ 25,715,588</b>	<b>\$ 3,401,136</b>	<b>\$ 3,247,421</b>	<b>\$ 30,306,212</b>	<b>\$ 28,963,009</b>

By far the largest portion of the Town’s net position reflects its investment in capital assets (e.g. land, buildings, machinery, and equipment); less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town’s investment in its capital assets is reported net

of related debt, the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position represents resources that are subject to external restrictions on how they may be used. *Unrestricted net position* reflects the remainder of net position; a balance of approximately \$1.9 million. This consisted of Governmental Activities unrestricted net position which is in a deficit position of nearly \$0.6 million offset by nearly \$2.5 unrestricted net position in the business-type activities. The deficit is due primarily from the recognition of net pension liabilities recorded in accordance with GASB 68.

Condensed changes in net position data is presented as follows:

	<b>Governmental activities</b>		<b>Business activities</b>		<b>Total</b>	
	June 30, 2019	June 30, 2018	June 30, 2019	June 30, 2018	June 30, 2019	June 30, 2018
<b>Revenues</b>						
Program revenues:						
Charges for services	\$ 812,921	\$ 578,168	\$ 858,558	\$ 801,183	\$ 1,671,479	\$ 1,379,351
Operating grants and contributions	148,191	83,667	-	-	148,191	83,667
Capital grants and contributions	256,425	304,686	28,500	3,090	284,925	307,776
General revenues:						
Property taxes	14,116,399	13,334,033	-	-	14,116,399	13,334,033
Intergovernmental	339,615	459,136	-	-	339,615	459,136
Other	1,157,747	856,666	66,265	15,980	1,224,012	872,646
Total revenues	<u>16,831,298</u>	<u>15,616,356</u>	<u>953,323</u>	<u>820,253</u>	<u>17,784,621</u>	<u>16,436,609</u>
<b>Expenses</b>						
General government	1,703,533	1,600,552	-	-	1,703,533	1,600,552
Public safety	2,950,463	2,582,926	-	-	2,950,463	2,582,926
Education	8,123,089	7,771,599	-	-	8,123,089	7,771,599
Public works	1,612,618	1,679,252	-	-	1,612,618	1,679,252
Health and human services	649,526	613,288	-	-	649,526	613,288
Culture and recreation	570,681	579,864	-	-	570,681	579,864
Debt service	31,900	41,000	-	-	31,900	41,000
Water	-	-	799,608	758,585	799,608	758,585
Total expenses	<u>15,641,810</u>	<u>14,868,481</u>	<u>799,608</u>	<u>758,585</u>	<u>16,441,418</u>	<u>15,627,066</u>
Change in net position	1,189,488	747,875	153,715	61,668	1,343,203	809,543
Net position, beginning of year	25,715,588	25,112,991	3,247,421	3,245,004	28,963,009	28,357,995
Restatement for net OPEB liability	-	(145,278)	-	(59,251)	-	(204,529)
Net position, beginning of year as restated	<u>25,715,588</u>	<u>24,967,713</u>	<u>3,247,421</u>	<u>3,185,753</u>	<u>28,963,009</u>	<u>28,153,466</u>
Net position, end of year	<u>\$ 26,905,076</u>	<u>\$ 25,715,588</u>	<u>\$ 3,401,136</u>	<u>\$ 3,247,421</u>	<u>\$ 30,306,212</u>	<u>\$ 28,963,009</u>

**Governmental Activities** - The Town relies significantly on property taxes, which, during 2019, made up approximately 83.9% of total governmental activities revenues, an increase of \$0.8 million over the prior year. In Massachusetts, Town's cannot increase property taxes more than 2.5% of the prior year commitment, plus new growth and voted operating and debt exclusions; so, this increase met the statutory amount expected that was raised on the Town certified tax recap. All other revenue amounts were either consistent with the prior year or not material in amount.

Major expenses were for education which continues to be an area that the Town devotes significant resources. Education represented 51.9% of total expenses; this was consistent with the prior year amount of 52.3%. All other functional expense categories were up slightly or flat with the prior year primarily due to a modest increase in benefits that were allocated to each function.

**Business-type Activities** - Major revenue sources consist of revenue from water user charges which represented approximately 100% of total revenues. Water expenses represented 100% of total business-type expenses. Revenues and expenses were consistent with the prior year.

### **Financial Analysis of the Governmental Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds** - The focus of the Town's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Town's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance in the general fund was approximately \$5.3 million, while total fund balance reached approximately \$5.7 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Unassigned fund balance represented approximately 36.0% of total general fund expenditures, while total fund balance represented approximately 38.8% of that same amount.

The Town's governmental funds balance sheet reported a combined ending fund balance surplus of approximately \$10.6 million. In addition to the \$5.7 million in the general fund previously discussed, there were also restricted fund balances in the Community Preservation Fund and Library Trust Fund of approximately \$2.9 million and \$1.1 million, respectively. The fund balance of the combined Nonmajor funds was approximately \$0.9 million, most of which is restricted.

The General Fund balance increased by about \$0.9 million due to continued robust operations benefitting from the continued economic expansion.

The Community Preservation Fund balance increased by \$0.4 million over the prior year; this was primarily due to less voted projects as compared to lower State matched revenue.

The Library Trust Fund met the criteria for presentation as a major fund in the current year. The fund's restricted fund balance increased approximately \$0.1 million as activity was minimal.

The combined Nonmajor funds increased by approximately \$0.1 million; this was mainly due to timing of revenues and expenditures as these funds are intended to net over time.

**Proprietary Funds** - The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. At the end of the year, net position of the water fund was approximately \$3.4 million, which increased approximately \$0.2 million from the prior year as operations were consistent with expectations.

**Fiduciary funds** - The Town's fiduciary funds include nearly \$2.2 million for a trust established to account for the Town's other postemployment benefit activities. The Town is nearly fully funded with

respect to its net OPEB liability. In addition, the Town maintains over \$0.3 million in various private purpose activities that are also accounted for within its fiduciary funds

### **General Fund Budgetary Highlights**

Major differences in the final amended budget to the original budget mainly consisted of debt service articles of approximately \$0.1 million that were passed in the spring Annual Town Meeting.

Other function differences between the original budget and the final amended budget were insignificant. A budget to actual schedule for the general fund has been provided as required supplementary information.

### **Capital Asset and Debt Administration**

**Capital Assets** - The Town's investment in capital assets for its governmental and business-type activities as of June 30, 2019, amounts to approximately \$26.6 million (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, infrastructure, machinery and equipment and reflects a small increase from prior year, as additions approximated depreciation.

There were no major capital asset additions for 2019.

Additional information on the Town capital assets can be found in Note II, subsection D.

**Long-term Debt** - At the end of the current fiscal year, the Town had total debt outstanding of nearly \$3.2 million; this includes approximately \$1.5 million in governmental activities and approximately \$1.7 million in business-type activities. This represented a decrease of \$0.5 million over the prior year due to regularly scheduled maturities.

The Town was assigned a AA+ bond rating from Standard and Poor; the second highest rating the agency sets; exceeded only by AAA.

State statutes limit the amount of general obligation debt a governmental entity may issue to 5.0% percent of its total equalized valuation. The current debt limitation for the Town is approximately \$48.9 million, which is significantly in excess of the Town's outstanding general obligation debt.

Additional information on the Town's debt can be found Note II, Section E, F and G of this report.

### **Economic Factors and Next Year's Budgets and Rates**

- The Town's unemployment rate remains stable; this is consistent with State and national trends.
- The Town's real estate tax base is made up of approximately 97.3% residential real estate tax. Its commercial, industrial and personal property taxes make up the remainder of the tax base at 2.7%. In addition, Chapter 580 of the Acts of 1980, more commonly referred to as Proposition 2 ½, limits the Town's ability to increase taxes in any one year by more than two and one-half percent (2 ½%) of the previous year tax levy. The Town chose to tax at an amount that was almost \$0.7 million under the levy limit.
- The Town's housing market is robust and continues to rank at the top of the State averages.
- The Town set its tax rate for fiscal year 2020 on November 26, 2019.



The above items were considered when the Town developed its budget for fiscal year 2020 which was authorized by Annual Town Meeting in April 2019.

### **Requests for Information**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Office of the Town Manager, Town Hall, 381 Main Street, West Newbury, Massachusetts, 01985.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2019**

	General	Community Preservation	Library Trust Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets:</b>					
Cash and cash equivalents	\$ 3,760,144	\$ 2,916,326	\$ -	\$ 905,544	\$ 7,582,014
Investments	2,173,238	-	1,055,784	-	3,229,022
Receivables, net of allowance for uncollectibles					
Property taxes	152,624	2,751	-	-	155,375
Departmental and other	213,197	1,185	-	32,032	246,414
<b>Total Assets</b>	<u>6,299,203</u>	<u>2,920,262</u>	<u>1,055,784</u>	<u>937,576</u>	<u>11,212,825</u>
<b>Total Deferred Outflows of Resources</b>	-	-	-	-	-
<b>Total Assets and Deferred Outflows of Resources</b>	<u>\$ 6,299,203</u>	<u>\$ 2,920,262</u>	<u>\$ 1,055,784</u>	<u>\$ 937,576</u>	<u>\$ 11,212,825</u>
<b>Liabilities:</b>					
Warrants and accounts payable	\$ 174,878	\$ -	\$ -	\$ -	\$ 174,878
Accrued payroll and withholdings	11,078	-	-	-	11,078
Other liabilities	2,835	-	-	33,266	36,101
<b>Total Liabilities</b>	<u>188,791</u>	<u>-</u>	<u>-</u>	<u>33,266</u>	<u>222,057</u>
<b>Deferred Inflows of Resources:</b>					
Unavailable revenues - property taxes	152,624	2,751	-	-	155,375
Unavailable revenues - other	213,197	1,185	-	32,032	246,414
<b>Total Deferred Inflows of Resources</b>	<u>365,821</u>	<u>3,936</u>	<u>-</u>	<u>32,032</u>	<u>401,789</u>
<b>Fund Balances:</b>					
Nonspendable	-	-	7,500	10,620	18,120
Restricted	-	2,916,326	1,048,284	861,658	4,826,268
Committed	67,000	-	-	-	67,000
Assigned	347,417	-	-	-	347,417
Unassigned	5,330,174	-	-	-	5,330,174
<b>Total Fund Balances</b>	<u>5,744,591</u>	<u>2,916,326</u>	<u>1,055,784</u>	<u>872,278</u>	<u>10,588,979</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<u>\$ 6,299,203</u>	<u>\$ 2,920,262</u>	<u>\$ 1,055,784</u>	<u>\$ 937,576</u>	<u>\$ 11,212,825</u>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION  
JUNE 30, 2019**

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<b>Total Governmental Fund Balances</b>	<b>\$ 10,588,979</b>
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	24,062,005
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the governmental funds.	401,789
Deferred outflows and inflows of resources to be recognized in future pension and OPEB expense are not available resources and, therefore, are not reported in the funds:	
Deferred outflows related to net pension liability	1,267,812
Deferred inflows related to net pension liability	(257,835)
Deferred outflows related to net other postemployment benefits liability	287,332
Deferred inflows related to net other postemployment benefits liability	(67,983)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the government funds:	
Bonds and notes payable	(1,459,058)
Net pension liability	(7,665,741)
Net other postemployment benefit liability	(164,951)
Compensated absences	(87,273)
<b>Net Position of Governmental Activities</b>	<b><u>\$ 26,905,076</u></b>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2019**

	General	Community Preservation	Library Trust Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Property taxes	\$ 13,739,453	\$ 327,337	\$ -	\$ -	\$ 14,066,790
Intergovernmental	463,299	144,418	-	126,365	734,082
Excise taxes	808,025	-	-	-	808,025
License and permits	253,113	-	-	-	253,113
Departmental and other revenue	237,219	298	-	155,628	393,145
Penalties and interest on taxes	40,657	-	-	-	40,657
Fines and forfeitures	12,631	-	-	-	12,631
Investment income	174,844	24,832	106,960	2,429	309,065
Contributions and donations	-	-	-	138,997	138,997
<b>Total Revenues</b>	<u>15,729,241</u>	<u>496,885</u>	<u>106,960</u>	<u>423,419</u>	<u>16,756,505</u>
<b>Expenditures:</b>					
Current:					
General government	1,107,431	-	-	17,200	1,124,631
Public safety	1,900,210	-	-	62,180	1,962,390
Education	8,054,848	-	-	57,929	8,112,777
Public works	1,095,476	-	-	127	1,095,603
Health and human services	614,219	-	-	14,365	628,584
Culture and recreation	372,746	-	-	149,126	521,872
Community preservation	-	139,368	-	-	139,368
Pension and other fringe benefits	1,100,000	-	-	-	1,100,000
State and county tax assessments	71,455	-	-	-	71,455
Debt service:					
Principal	440,000	-	-	21,231	461,231
Interest	31,900	-	-	-	31,900
<b>Total Expenditures</b>	<u>14,788,285</u>	<u>139,368</u>	<u>-</u>	<u>322,158</u>	<u>15,249,811</u>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	940,956	357,517	106,960	101,261	1,506,694
<b>Other Financing Sources (Uses):</b>					
Transfers in	102,900	-	-	140,000	242,900
Transfers out	(140,000)	-	-	(102,900)	(242,900)
<b>Total Other Financing Sources (Uses)</b>	<u>(37,100)</u>	<u>-</u>	<u>-</u>	<u>37,100</u>	<u>-</u>
<b>Net Change in Fund Balances</b>	903,856	357,517	106,960	138,361	1,506,694
Fund Balances - Beginning	4,840,735	2,558,809	948,824	733,917	9,082,285
Fund Balances - Ending	<u>\$ 5,744,591</u>	<u>\$ 2,916,326</u>	<u>\$ 1,055,784</u>	<u>\$ 872,278</u>	<u>\$ 10,588,979</u>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2019**

	<u>Total</u>
<b>Net Change in Fund Balances - Total Governmental Fund Balances</b>	<b>\$ 1,506,694</b>
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The net amounts are reflected here as reconciling items:</p>	
Capital outlays	\$ 214,975
Depreciation expense	<u>(795,380)</u>
Net effect of reporting capital assets	(580,405)
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither has any effect on Net Position. Also governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued; whereas these amounts are amortized in the Statement of Activities. The net amount presented here as a reconciling item represents the following differences:</p>	
Repayments of debt	<u>461,192</u>
Net effect of reporting long-term debt	461,192
<p>Revenues in the Statement of Activities that do not provide current financial are reported as unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue of various types of accounts receivable differ between the two statements. The amount presented represents the difference in unavailable revenue.</p>	
	74,523
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:</p>	
Compensated absences	16,721
Other postemployment benefits	(6,830)
Pension benefits	<u>(282,407)</u>
Net effect of reporting long-term liabilities	<u>(272,516)</u>
<b>Change in Net Position of Governmental Activities</b>	<b><u>\$ 1,189,488</u></b>

See accompanying notes to basic financial statements.

## TOWN OF WEST NEWBURY, MASSACHUSETTS

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**YEAR ENDED JUNE 30, 2019**

	Budgeted Amounts		Actual	Encumbrances	Actual	Variance
	Original	Final	Budgetary	and continuing	Budgetary	Positive
	Budget	Budget	Amounts	appropriations	Adjusted	(Negative)
<b>REVENUES</b>						
Real estate and personal property taxes, net	\$ 13,651,050	\$ 13,651,050	\$ 13,739,453		\$ 13,739,453	\$ 88,403
Intergovernmental	374,898	374,898	463,299		463,299	88,401
Motor vehicle and other excises	703,432	703,432	808,025		808,025	104,593
License and permits	130,000	130,000	253,113		253,113	123,113
Departmental and other revenue	198,000	198,000	237,219		237,219	39,219
Penalties and interest on taxes	39,000	39,000	40,657		40,657	1,657
Fines, Fees and forfeitures	10,000	10,000	12,631		12,631	2,631
Investment income	40,000	40,000	90,414		90,414	50,414
Total Revenues	15,146,380	15,146,380	15,644,811		15,644,811	498,431
<b>EXPENDITURES</b>						
General government	1,310,587	1,307,286	1,140,577	\$ 56,376	1,196,953	110,333
Public safety	2,123,018	2,123,018	1,900,210	26,519	1,926,729	196,289
Education	8,086,528	8,087,304	8,054,848	-	8,054,848	32,456
Public works	1,312,426	1,376,427	1,112,339	250,960	1,363,299	13,128
Health and human services	667,638	676,438	614,219	9,734	623,953	52,485
Culture and recreation	377,412	377,412	372,746	3,828	376,574	838
Fringe Benefits	1,109,520	1,109,520	1,100,000	-	1,100,000	9,520
State and county tax assessments	78,730	77,954	71,455	-	71,455	6,499
Debt service	369,000	471,900	471,900	-	471,900	-
Total Expenditures	15,434,859	15,607,259	14,838,294	\$ 347,417	15,185,711	421,548
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in	146,000	248,900	248,900		248,900	-
Transfers out	(805,000)	(805,000)	(872,248)		(872,248)	(67,248)
Total Other Financing Sources (Uses)	(659,000)	(556,100)	(623,348)		(623,348)	(67,248)
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES/USE OF PRIOR YEAR BUDGETARY FUND BALANCE</b>						
	(947,479)	(1,016,979)	\$ 183,169		\$ (164,248)	\$ 852,731
<b>Other Budgetary Items:</b>						
Undesignated surplus (free cash)	\$ 621,500	\$ 691,000				
Prior year encumbrances	325,979	325,979				
Total Other Budgetary Items	947,479	1,016,979				
<b>Net Budget</b>	<b>\$ -</b>	<b>\$ -</b>				

See accompanying independent auditors' report.

See accompanying notes to required supplementary information.



# Town Treasurer

The Treasurer's office collected \$14M in property taxes which is a 100% collection rate. Motor vehicle excise tax totaled \$820K.

Earnings on investments for the year were \$99.9K from the General Accounts, \$66.2K from Water Enterprise, \$106.9K from the Library Trust, \$88.7K from Trust Funds, \$162K General OPEB account and \$17.6K from Water Enterprise OPEB account. We continue to monitor the bank rates to maximize our earnings.

The Town was assigned a AA+ bond rating from Moody's as of September 2017. The Town will strive to achieve a AAA rating in the future.

The Town did not have any Bond Anticipation Notes outstanding in FY 2019. The Town had \$3,165,146 in outstanding debt as of June 30, 2019. Below is the breakdown in outstanding debt.

***Massachusetts Department of Revenue, Division of Local Services  
Bureau of Accounts ~ Automated Statement of Indebtedness***

City/Town/District of: West Newbury

**FY2019**

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2018	+ New Debt Issued	- Retirements	= Outstanding June 30, 2019	Interest Paid in FY2019
Buildings	810,000.00		170,000.00	640,000.00	14,500.00
Departmental Equipment				0.00	
School Buildings				0.00	
School - All Other				0.00	
Sewer				0.00	
Solid Waste				0.00	
Other Inside	1,005,000.00		270,000.00	735,000.00	17,400.00

SUB - TOTAL Inside	2,285,000.00	0.00	270,000.00	1,815,000.00	31,900.00
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Long Term Debt Outside the Debt Limit	Outstanding July 1, 2018	+ New Debt Issued	- Retirements	= Outstanding June 30, 2019	Interest Paid in FY2019
Airport				0.00	
Gas/Electric Utility				0.00	
Hospital				0.00	
School Buildings				0.00	
Sewer				0.00	
Solid Waste				0.00	
Water	1,748,116.00		42,029.00	1,706,087.00	61,718.00
Other Outside	105,251.00		21,192.00	84,059.00	1,635.00

SUB - TOTAL Outside	1,853,367.00	0.00	63,221.00	1,790,146.00	63,354.00
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TOTAL Long Term Debt	3,668,367.00	0.00	503,221.00	3,165,146.00	95,254.00
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Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescinded	= Unissued 6/30/2018
Septic Loan	04/26/99	23	200,000.00	195,089.00	4,911.00
MCWT	11/13/00	8	200,000.00	196,900.00	3,100.00
Water Tank	04/24/17	8	1,700,000.00	1,700,000.00	
Water Tank	04/29/19	8	1,100,000.00		1,100,000.00
					1,108,011.00

SUB - TOTAL from additional sheet(s)	0.00
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TOTAL Authorized and Unissued Debt	1,108,011.00
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***BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS DETAIL***

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2018	+ New Debt Issued	- Retirements	= Outstanding June 30, 2019	Interest Paid in FY2019
Public Safety Complex	810,000.00		170,000.00	640,000.00	14,500.00
Land Acquisition I (I)	90,000.00		30,000.00	60,000.00	1,500.00
Land Acquisition II (IE)	720,000.00		140,000.00	580,000.00	13,000.00
Land Acquisition (IE)	195,000.00		100,000.00	95,000.00	2,900.00
TOTAL	1,815,000.00	0.00	440,000.00	1,375,000.00	31,900.00

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2018	+ New Debt Issued	- Retirements	= Outstanding June 30, 2019	Interest Paid in FY2019
Water	48,116.00		12,029.00	36,087.00	2,406.00
Water	1,700,000.00		30,000.00	1,670,000.00	59,312.00
Title V	32,706.00		10,829.00	21,877.00	1,635.00
Title V	72,544.00		10,363.00	62,181.00	0.00
TOTAL	1,853,366.00	0.00	63,221.00	1,790,145.00	63,353.00

## TAX COLLECTOR/TREASURER

The West Newbury Tax Collector's office collected in Fiscal 2019 \$13,842,805.39 in Real Estate taxes, \$230,875.94 in Personal Property taxes, \$820,117.29 in Motor Vehicle taxes, \$2,280.00 in Boat tax, \$41,015.83 in interest and fees and \$19,566.85 from Tax Title revenue.

Real Estate and Personal Property bills were billed quarterly and were due August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup>. Collection processes include a bank lockbox and an internet pay-on-line process through the town website. Interest accrues at a rate of 14% on all overdue payments. A \$20.00 demand bill is issued approximately 1 week after the May 1<sup>st</sup> due date. Fiscal Year 2019 tax bills are based on the assessment date of January 1, 2018 and are mailed to the owner of record as of that date.

Overdue Real Estate taxes are placed into Tax Title to perfect the Town's lien on the property. This insures the Town's ability to collect the taxes. The cost of placing taxes into Tax Title is added to the Tax Title account. Interest accrues at the rate of 16% on all Tax Title accounts.

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Assessor throughout the year. The bills are due and payable in full within 30 days of issue. Interest accrues at the rate of 12% per annum on all overdue payments. A \$20 demand fee is then added to unpaid excise tax bills and due in 14 days. A \$10 warrant fee is added to bills

that remain outstanding and are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

The Town uses the collection services of a Deputy Collector, Kelley & Ryan, as well as the Registry's Non-Renewal Program for unpaid Motor Vehicle excise taxes. The Non-Renewal Program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise taxes and parking tickets. Most out of state Registries have access to the Massachusetts Registry database and will not issue or renew licenses or registrations unless all obligations are paid in full.

So long as a municipality mails a bill to the last known address, Taxpayers are liable for the timely payment of taxes and interest and fees will accrue if the bill is not paid on or before the due date, whether the bill has been received or not.

Susan Yeames

Treasurer and Tax Collector

February 2020

State of Accounts as of 6/30/2019		
<u>Financial Institution</u>	<u>Purpose</u>	<u>Balance</u>
Rockland Trust	Money Market	\$ 574,071.33
Rockland Trust	Money Market	\$ 155,673.20
Rockland Trust	Checking	\$ 100.00
East Boston Savings	Money Market	\$ 796,705.50
Eastern Bank Escrow	Contractor's Escrow	\$ 122,798.01
Pershing Advisor Solution LLC	GAR Memorial Trust	\$ 1,067,013.21
Century Bank	CPA	\$ 2,712,324.95
Institution for Savings - General Fund	Money Market	\$ 2,505,406.42
Institution for Savings - Water Money Market	Money Market	\$ 2,901,106.65
Institution for Savings - Vendor	Vendor Account	\$ (1,761.38)
Institution for Savings - Water Stabilization	Savings	\$ 6,045.96
Institution for Savings - Cultural Council	Gift Account	\$ 3,078.67
Institution for Savings - GAR Mem. Library	Gift Account	\$ 11,347.16
Eastern Bank General Account	Savings	\$ 5,360.40
Institution for Savings Payroll	Payroll	\$ 6,820.52
Eastern Bank Vendor	Vendor Account	\$ (133,531.87)
OPEB Town	Trust Fund	\$ 2,026,724.56
OPEB Water	Trust Fund	\$ 221,515.80
Stabilization Fund	Trust Fund	\$ 1,507,822.93
Water Stabilization Fund	Trust Fund	\$ 44,221.00
Conservation Fund	Trust Fund	\$ 47,171.50
School Stabilization Fund	Trust Fund	\$ 1,280,393.92
Pension Liability Stabilization Fund	Trust Fund	\$ 154,382.00
McGrath Fund	Trust Fund	\$ 14,519.62
Bandstand Fund	Trust Fund	\$ 3,233.25
Elliott Fund	Trust Fund	\$ 222,007.54
Kennett Hospital Fund	Trust Fund	\$ 14,899.61
Ellwell Square Sign Fund	Trust Fund	\$ 745.87
Petty Cash	Cash on hand	\$ 1,183.95
		\$ 16,271,380.28

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2019**

	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>TOWN MODERATOR</b>		
Moderator's Salary	200	200
Moderator's Expenses	60	-
Department Total	<u>260</u>	<u>200</u>
<b>BOARD OF SELECTMEN</b>		
Selectmen's Salaries	-	-
Professional & Tech Services	10,000	8,359
Selectmen's Operating Expenses	5,000	4,700
Department Total	<u>15,000</u>	<u>13,059</u>
<b>FINANCE COMMITTEE EXPENSES</b>		
Finance Committee Salaries	1,800	-
Finance Committee Expenses	1,000	2,035
Department Total	<u>2,800</u>	<u>2,035</u>
Reserve Fund	60,000	8,800
Department Total	<u>60,000</u>	<u>8,800</u>
<b>BOARD OF ASSESSORS</b>		
Assessors` Salaries		
Assessors Appt'd Pers Salary & Wage	121,844	122,012
Assessors Expenses	41,900	40,647
Assessor Vehicle Allowance	1,500	347
Department Total	<u>165,244</u>	<u>163,006</u>
<b>FINANCE DEPARTMENT</b>		
Finance Dept Salaries & Wages	153,242	156,204
Annual Audit	18,500	18,500
Tax Title And Foreclosure	1,000	604
Finance Dept Expenses	31,400	27,536
Department Total	<u>204,142</u>	<u>202,844</u>
<b>TOWN MANAGER</b>		
Town Manager Salary	145,000	145,000
Salary & Wages	110,168	109,980
Technology Expenses	35,744	34,257
Expenses	36,517	36,377
Vehicle Allowance	3,600	3,600
Department Total	<u>331,029</u>	<u>329,214</u>

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2019**

	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>TOWN CLERK</b>		
Town Clerk Salary & Wages	111,924	110,149
Operation Of Fax/Photo Machine	5,500	5,213
Town Clerk's Expenses	9,475	3,988
Department Total	<u>126,899</u>	<u>119,350</u>
<b>BOARD OF REGISTRARS/ELECTIONS</b>		
Town Clerk Compensation	150	150
Bd of Registrars Salary & Wages	5,400	5,427
Bd Of Registrars Expenses	9,025	6,534
Department Total	<u>14,575</u>	<u>12,111</u>
<b>CONSERVATION COMMISSION</b>		
Conservation Com Salary & Wages	29,187	28,995
Conservation Com Vehicle Allowance	600	600
Conservation Com Expenses	2,410	1,648
Department Total	<u>32,197</u>	<u>31,243</u>
<b>PLANNING BOARD</b>		
Planning Bd Salary & Wages	47,634	44,077
Planning Board Expenses	3,600	5,791
MVPC Assessment	1,584	1,583
Department Total	<u>52,818</u>	<u>51,451</u>
<b>ZONING BOARD OF APPEALS</b>		
ZBA Salary & Wages	1,000	1,000
ZBA Expenses	500	-
Department Total	<u>1,500</u>	<u>1,000</u>
<b>OPEN SPACE &amp; RECREATION</b>		
Open Space Expenses	750	278
Department Total	<u>750</u>	<u>278</u>
<b>TOTAL - GENERAL TOWN GOVERNMENT</b>	<b><u>1,007,214</u></b>	<b><u>934,591</u></b>

**POLICE DEPARTMENT**

Police Salaries & Wages	872,371	809,282
School Resource Officer	35,334	62,511
Police Overtime Wages	55,487	51,729
Police Expenses	109,359	88,937
Police Cruiser	32,000	32,000
Department Total	<u>1,104,551</u>	<u>1,044,459</u>

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2019**

	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>FIRE DEPARTMENT</b>		
Fire Alarm Wages	83,948	72,989
Fire Drills	26,284	20,377
Fire Other Wages	23,086	23,085
Fire Administration	25,730	19,832
Medical Exams	3,000	2,028
Hydrant Mapping, Maint/Repair	72,156	72,156
Fire Alarm & Communications	11,000	3,607
Fire Expenses	42,600	66,443
Department Total	287,804	280,517
<b>INSPECTOR'S DEPARTMENT</b>		
Inspectors Salaries & Wages	122,690	117,291
Inspectors Expenses	9,490	8,813
Inspectors Vehicle Allowance	4,980	4,565
Department Total	137,160	130,669
<b>EMERGENCY MANAGEMENT</b>		
Emergency Mgmt Salary & Wages	7,901	7,337
Emergency Mgmt Expenses	3,265	1,211
Department Total	11,166	8,548
<b>ANIMAL CONTROL OFFICER</b>		
Animal Control Expenses	23,460	22,865
Department Total	23,460	22,865
<b>HARBORMASTER</b>		
Harbormaster Salary	3,000	-
Harbormaster Expenses	3,000	226
Department Total	6,000	226
<b>MUNICIPAL DISPATCH SERVICE</b>		
Municipal Dispatch Salaries & Wages	256,618	216,150
Municipal Dispatch Overtime Wages	25,520	20,023
Municipal Dispatch Expenses	26,370	23,907
Department Total	308,508	260,080
<b>TOTAL - PUBLIC SAFETY</b>	<b>1,878,649</b>	<b>1,747,364</b>

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2019**

	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>ASSESSMENTS</b>		
Pentucket Regional Assessment	7,176,348	7,176,348
Pentucket Capital Assessment	64,162	64,162
Pentucket Assessment Page Phase II	511,988	511,988
Whittier Assessments	302,349	302,349
Essex NS Technical Assessment	19,575	-
Department Total	8,074,422	8,054,847

<b>TOTAL - EDUCATION</b>	<b>8,074,422</b>	<b>8,054,847</b>
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<b>PUBLIC WORKS</b>		
DPW Salary & Wages	434,243	432,642
Overtime Wages	10,404	8,716
Snow & Ice Removal Wages	150,000	199,491
Town Bldgs Operating Expenses	96,400	114,411
Electricity	70,000	69,936
Town Bldgs Improvements	51,000	49,523
Street Paving/Repairs	70,000	28,054
Highway, Sidewalk & Trees	140,000	94,351
DPW Vehicle Allowance	6,000	5,225
DPW Expenses	4,800	8,228
Parks Expenses	15,000	12,838
Road Machinery Op Expenses	49,000	55,900
Public Street Lights	13,000	7,895
Department Total	1,109,847	1,087,210

<b>TOTAL - PUBLIC WORKS</b>	<b>1,109,847</b>	<b>1,087,210</b>
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<b>BOARD OF HEALTH</b>		
Board of Health Salary & Wages	118,393	117,362
Public Health Nurse	3,840	3,840
Waste Collection	316,680	303,116
Steele landfill monitoring	30,000	31,568
Recycling	50,000	39,264
Hazardous Waste Expenses	2,000	748
Bd of Health Expenses	12,415	7,478
Department Total	533,328	503,376



***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2019**

	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>COUNCIL ON AGING</b>		
Council On Aging Salary & Wages	64,296	61,761
Council On Aging Expenses	18,500	17,308
Department Total	<u>82,796</u>	<u>79,069</u>
<b>COMMUNITY CENTER</b>		
Salary and Wages	3,600	-
Community Center Expenses	2,400	-
Department Total	<u>6,000</u>	<u>-</u>
<b>VETERANS</b>		
Rental C.L. Carr Post	1	-
Soldiers Grave Expenses	2,600	2,385
Memorial Day Expense	5,000	4,207
Northern Essex Veterans Services/Assessment	27,637	23,039
Department Total	<u>35,238</u>	<u>29,631</u>
<b>TOTAL - HUMAN SERVICES</b>	<b>657,362</b>	<b>612,076</b>
<b>GAR MEMORIAL LIBRARY</b>		
Library Salaries & Wages	255,518	254,923
Library Expenses	32,500	32,500
Library Books & Periodicals	66,000	65,991
Department Total	<u>354,018</u>	<u>353,414</u>
<b>PARKS &amp; RECREATION</b>		
Recreation Expenses	7,344	7,309
Mill Pond Operating Expenses	4,450	602
Action Cove	5,000	5,000
Bandstand Expenses	6,000	6,000
Department Total	<u>22,794</u>	<u>18,911</u>
<b>HISTORICAL COMMISSION</b>		
Historical Commission Expenses	500	340
Department Total	<u>500</u>	<u>340</u>
<b>CULTURAL COUNCIL</b>		
Cultural Council Expenses	100	82
Department Total	<u>100</u>	<u>82</u>
<b>TOTAL - CULTURE &amp; RECREATION</b>	<b>377,412</b>	<b>372,747</b>

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2019**

		<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>MATURING DEBT SERVICE</b>			
Maturing Debt		340,000	340,000
	Total	340,000	340,000
Interest on Debt		29,000	31,900
	Total	29,000	31,900
<b>TOTAL - DEBT SERVICE</b>		<b>369,000</b>	<b>371,900</b>
<b>BENEFITS/INSURANCE</b>			
OPEB Contribution		-	-
Unemployment Insurance		1	-
Essex Regional Retirement Fund		641,424	641,424
Group Insurance		422,570	413,400
F.I.C.A. Insurance		45,525	45,176
Insurance & Bonds		170,000	161,801
	Department Total	1,279,520	1,261,801
<b>TOTAL - BENEFITS/INSURANCE</b>		<b>1,279,520</b>	<b>1,261,801</b>
<b>TRANSFERS OUT</b>			
Other Uses of Funds		300,000	300,000
	Total	300,000	300,000
<b>TOTAL - TRANSFERS OUT</b>		<b>300,000</b>	<b>300,000</b>
<b>TOTAL EXPENDITURES</b>		<b>15,053,426</b>	<b>14,742,536</b>

***Town of West Newbury***  
**Revenue Report for All Activity**

**FY 2019**

	<b>Revenue Year to Date</b>
<b>PROPERTY TAXES</b>	
Personal Property - 2016	94
Personal Property - 2017	69
Personal Property - 2019	230,713
Real Estate Taxes - 2018	99,488
Real Estate Taxes - 2019	13,361,347
Total	<u>13,691,711</u>
<b>TAX LIENS REDEEMED</b>	
Tax Liens Redeemed	18,999
Total	<u>18,999</u>
<b>EXCISE TAXES</b>	
Motor Vehicle 2004	59
Motor Vehicle 2014	20
Motor Vehicle 2015	117
Motor Vehicle 2016	431
Motor Vehicle 2017	2,585
Motor Vehicle 2018	120,981
Motor Vehicle 2019	682,692
Motor Boat Excise - 2017	138
Motor Boat Excise - 2018	25
Motor Boat Excise - 2019	2,117
Total	<u>809,165</u>
<b>PENALTIES &amp; INTEREST</b>	
Penalties And Interest	40,657
Total	<u>40,657</u>
<b>IN LIEU OF TAXES</b>	
In Lieu Of Taxes	13,203
Total	<u>13,203</u>
Chapter 61A Rollback Taxes	30,512
Total	<u>30,512</u>
<b>DEPARTMENTAL RECEIPTS</b>	
Cable Surcharge Fee	0
Municipal Lien Certificates	3,300
Police Reports	66
Police Serv Chg. O/S Detail	5,977
Police Cruiser Detail Fee	899
Misc. Town Clerk Rev	3761
Filing Fees	2,665
Other Departmental Revenue	336
Total	<u>17,004</u>

***Town of West Newbury***  
**Revenue Report for All Activity**

**FY 2019**

	<b>Revenue Year to Date</b>
<b>RENTAL FEES</b>	
Rental - Town Other	143,168
Total	<u>143,168</u>
<b>LICENSE &amp; PERMITS</b>	
Alcoholic Beverage Licenses	800
Other Licenses	60
Dog Licenses & Fees	8,455
Firearm & Related Permits	1,900
Fire Inspection/Permit Fees	9,695
Building And Occupancy	164,794
Wiring Permits	23,586
Plumbing & Gas Permits	19,690
Septic- Perc- Wells- Misc. Bd	23,773
Other Misc. Permits	380
Trench Excavation Permits	-20
Total	<u>253,113</u>
<b>CHERRY SHEET ITEMS</b>	
C.S. Veteran's Benefits	0
C.S. State Owned Land	42,995
C.S. Chapter 70	2,220
C.S. Lottery- Beano- Charity	280,840
C.S. Abates to Elderly	2,301
C.S. Vets, Blind, Surviving Spouse	14,335
C.S. Veteran's Benefits Reimbursement	5,257
Total	<u>347,948</u>
<b>FINES &amp; FORFEITS</b>	
Non-Criminal Disposition Fines	300
Court & Parking Fines	11,831
Total	<u>12,131</u>
<b>EARNINGS ON INVESTMENTS</b>	
Earnings On Investments	90,414
Total	<u>90,414</u>
<b>MISCELLANEOUS REVENUES</b>	
Other Misc. Revenue	93,832
Non-Recurring Misc. Revenue	20,021
FEMA reimbursement through State	31,488
Extended Polling Elections-State	3,532
Total	<u>148,873</u>
Transfers In	248,900
Total	<u>248,900</u>
<b>TOTAL REVENUES</b>	<b>15,865,798</b>



**TOWN OF WEST NEWBURY  
DEBT SCHEDULE  
FY2019**

	<b>ISSUE DATE</b>	<b>ISSUE</b>	<b>BALANCE 6/30/2018</b>	<b>2019 PAYMENTS</b>	<b>BALANCE 6/30/2019</b>
<b>PRINCIPAL</b>					
MWPAT	7/3/2003	195,088.95	35,988.94	10,828.73	25,160.21
MWPAT	11/16/2005	196,900.00	72,544.00	10,363.00	62,181.00
PUBLIC SAFETY COMPLEX	2/23/2012	1,726,790.00	810,000.00	170,000.00	640,000.00
CRAVEN PROPERTY	2/23/2012	243,500.00	90,000.00	30,000.00	60,000.00
* LAND PRESERVATION/GROWTH	2/23/2012	1,358,800.00	720,000.00	140,000.00	580,000.00
* LAND PRESERVATION/GROWTH	2/23/2012	697,900.00	195,000.00	100,000.00	95,000.00
Totals			<u>1,923,532.94</u>	<u>461,191.73</u>	<u>1,462,341.21</u>
<b>INTEREST</b>					
MWPAT	7/3/2003		-	1,635.36	-
PUBLIC SAFETY COMPLEX	2/23/2012		39,299.00	14,500.00	39,299.00
CRAVEN PROPERTY	2/23/2012		2,700.00	1,500.00	2,700.00
LAND PRESERVATION/GROWTH	2/23/2012		36,500.00	13,000.00	36,500.00
LAND PRESERVATION/GROWTH	2/23/2012		3,850.00	2,900.00	3,850.00
Totals			<u>82,349.00</u>	<u>33,535.36</u>	<u>82,349.00</u>
<b>TOTALS P + I</b>			<u><b>2,005,881.94</b></u>	<u><b>494,727.09</b></u>	<u><b>1,544,690.21</b></u>
<b>PRINCIPAL &amp; INTEREST</b>					
MWPAT	7/3/2003		35,988.94	12,464.09	25,160.21
MWPAT	11/16/2005		72,544.00	10,363.00	62,181.00
PUBLIC SAFETY COMPLEX	2/23/2012		849,299.00	184,500.00	679,299.00
CRAVEN PROPERTY	2/23/2012		92,700.00	31,500.00	62,700.00
LAND PRESERVATION/GROWTH	2/23/2012		756,500.00	153,000.00	616,500.00
LAND PRESERVATION/GROWTH	2/23/2012		198,850.00	102,900.00	98,850.00
<b>TOTALS</b>			<u><b>2,005,881.94</b></u>	<u><b>494,727.09</b></u>	<u><b>1,544,690.21</b></u>

\* Debt Exclusion Overrides

# **Annual Report of the Town Clerk Elections and Town Meetings**

**(For Fiscal Year 2019; July 1, 2018 through June 30, 2019)**

## **SPECIAL TOWN MEETING—October 22, 2018**

Pursuant to the Warrant issued by the Selectmen on October 1, 2018, which was posted on October 5, 2018 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Special Town Meeting was held on October 22, 2018 at the Town Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:12 PM by the Moderator, Kathleen C. Swallow, upon report by the Board of Registrars of a quorum of 90 or more registered voters. The Town Clerk read the return of service.

**ARTICLE 1.** To hear and act upon the reports of Town officers and committees.

Stephen Swallow, co-chair of the Bicentennial Committee gave a report on the upcoming celebrations planned for West Newbury's two-hundred-year birthday celebration. Mr. Swallow outlined the series of events planned for 2019 and congratulated Representative Lenny Mirra on securing \$25,000.00 in state funds to help with the events.

Robert Janes of the Historical Commission gave a report on the historic inventory that was recently completed.

Thomas Atwood of the Board of Assessors informed the meeting of the availability of property tax abatements and exemptions available to elderly and disabled West Newbury residents.

Brian Murphey of the Planning Board gave a report on the zoning revisions proposed by the Planning Board and indicated that the Planning Board would be recommending no action on Article 8.

**ARTICLE 2.** The Finance Committee recommended approval of this Article

Board of Health Member Robert Janes moved to transfer the sum of \$30,000 from FREE CASH to fund the installation of additional monitoring devices, additional tests of the ground water, and for related expenses pertaining to the post-closure of the Steele Landfill. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the Motion passed by unanimous vote.

**ARTICLE 3.** The Finance Committee recommended approval of this Article.

Board of Heath Member Robert Janes moved to transfer the sum of \$50,000 from FREE CASH to fund additional costs for disposal of recycled materials. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the Motion passed by unanimous vote.

**ARTICLE 4.** The Finance Committee recommended approval of this Article.

Community Center Committee member Mary A. Harada moved to transfer the sum of \$4,000 from FREE CASH to fund architectural and/or engineering services to review proposed or potential Annex designs, offer recommendations regarding feasibility and costs, and/or prepare visual representations. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the Motion passed by majority vote.

Park and Recreation Commissioner William Bachrach gave a report on the need for additional fields and parking for recreational purposes. Currently, the fields are at capacity. The Park and Recreation Commissioners wish to study the Dunn Municipal Owned Land next to the Pipestave athletic fields for expansion of the current facilities and additional parking.

**ARTICLE 5.** The Finance Committee recommended approval of this Article.

Community Preservation Committee Member William Bachrach moved to transfer the sum of \$51,500 from the Community Preservation Act Funds, Open Space and Recreation Reserve for engineering services and related expenses to prepare a conceptual study for Pipestave Hill Active Recreational Area Expansion to include the adjacent Dunn Municipal Owned Land (Map 22, Lot 3 & Map 26, Lot 19). Any remaining funds will be closed out to the Community Preservation Act Funds Open Space and Recreation Reserve Fund Balance at the close of Fiscal Year 2020.

The Moderator declared the Motion failed.

**ARTICLE 6.** The Finance Committee recommended approval of this Article.

Selectman Joseph A. Anderson moved to transfer the sum of \$2,500 from FREE CASH to fund temporary office support in the Town Manager/Selectmen Office. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the motion passed by unanimous vote.

**ARTICLE 7.** The Finance Committee recommended approval of this Article.

Selectman David Archibald moved to transfer the sum of \$220,000 from FREE CASH to reduce the current year tax rate.

The Moderator declared the motion passed by unanimous vote

**ARTICLE 8.** The Finance Committee recommended approval of this Article

Planning Board Member Brian Murphey moved to take no action on Article 8.

The Moderator declared that the motion passed by majority vote.

**ARTICLE 9.** The Finance Committee recommended approval of this Article

Planning Board Member Brian Murphey moved to amend the West Newbury Zoning Bylaw Section 6.B.8 Open Space Preservation Development in accordance with the amendments of sections 6.B.8 through 6.B.13 set forth in the Article 9 – Proposed Zoning Amendment – Open Space Preservation Development Bylaw, 2018 Fall Town Meeting, West Newbury Planning dated September 4, 2018, Revised October 16, 2018.

Since this was a zoning amendment, the Moderator declared that a two-thirds vote was necessary.

The Moderator declared that the motion failed. Seven town meeting members questioned the vote and the Moderator instructed the tellers to conduct a hand count. The tellers reported that there were 65 votes in favor of the zoning amendment and 96 votes opposed. The Moderator declared that the Motion failed.

**ARTICLE 10.** The Finance Committee recommended approval of this Article

Selectman Glenn A. Kemper moved to accept and authorize the Town officers to utilize the provisions of Massachusetts General Law Ch. 203C sec 1 *et seq.* the Massachusetts Prudent Investment Act in order to make available the options required to meet the investment goals of the Other Post-Employment Benefits Trust.

The Moderator declared that the motion passed by unanimous vote.

**ARTICLE 11.** The Finance Committee recommended approval of this Article

Selectman Joseph Anderson moved to accept the provisions of Massachusetts General Law Ch. 200A, §9A to establish procedures for the disposition of abandoned funds.

The Moderator declared that the motion passed by unanimous vote.



**ARTICLE 12.** The Finance Committee recommended approval of this Article

Selectman David W. Archibald moved to accept the provisions of Massachusetts General Law Ch. 60, §62A to authorize the establishment of payment agreements for properties in tax title.

The Moderator declared that the motion passed by unanimous vote.

**ARTICLE 13.** The Finance Committee recommended approval of this Article

Selectman Glenn A. Kemper moved to authorize the Board of Selectmen to accept by gift, donation or otherwise an easement for access and parking purposes and for the installation of utilities to be appurtenant to the land commonly referred to as “The Carr Post” as described in deed recorded with the Essex South District Registry of Deed in Book 35514 Page 162 from Cottage Advisors MA, LLC and to take any other action in furtherance thereof

The Moderator declared that the motion passed by unanimous vote.

At 8:59 P.M. on the motion of Selectman Glenn Kemper, it was unanimously voted to dissolve the Special Town Meeting.

Attest:

Michael P. McCarron  
Town Clerk

### **SPECIAL TOWN MEETING—April 29, 2019**

Pursuant to the Warrant issued by the Selectmen on April 1, 2019, which was posted on April 5, 2019 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Special Town Meeting was held on April 29, 2019 at the Pentucket High School Auditorium, 24 Main Street, West Newbury. The meeting was called to order at 7:55 PM by the Moderator, Kathleen C. Swallow, upon report by the Board of Registrars of a quorum of 90 or more registered voters. The Town Clerk read the return of service.

**ARTICLE 1.** To hear and act upon the reports of Town officers and committees.

Bill Bachrach of the Community Preservation Committee gave a report on the history and function of the Community Preservation Act in West Newbury and noted that there were four Articles in the Special Town Meeting that were to be funded by Community Preservation Act funds.

**ARTICLE 2.** The Finance Committee recommended approval of this Article

Historical Commission Chairperson Bob Janes moved to transfer from Community Preservation Act funds the sum of \$25,000 from CPA Historic Resources Reserve to conduct a Survey of Historical Properties in the Town of West Newbury, in conformity with the Application of the Historical Commission filed with and approved by the Community Preservation Committee, and subject to the condition that the total amount of the appropriation authorized by this vote shall be reduced by any grant funds received for this purpose. Any remaining funds will be closed out to the Community Preservation Act Historic Resources Reserve at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 3.** The Finance Committee recommended approval of this Article.

Selectman Glenn Kemper moved to transfer from Community Preservation Act funds the sum of \$17,000 from CPA Historic Resources Reserve for the purchase and installation of an Americans with Disabilities Act (ADA) compliant access ramp to the outdoor patio at the G.A.R. Library, in conformity with the Application of the DPW Director of the Town of West Newbury filed with and approved by the Community Preservation Committee, Any remaining funds will be closed out to the Community Preservation Act Historic Resources Reserve at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed unanimously.

**ARTICLE 4.** The Finance Committee recommended approval of this Article.

Open Space Committee Chairperson Patricia Reeser moved to transfer from Community Preservation Act funds, the sum of \$200,000.00 from the Open Space and Recreation Reserve Account for the purchase of an agricultural preservation restriction and/or conservation restriction on a parcel of land known as “Brown Spring Farm,” which is comprised of 10 acres, more or less, located at 866 Main Street, West Newbury, Assessors Map R28, Lot 150 and shown as “Lot A” on the plan of land entitled “Plan of Land in West Newbury, Mass. owned by Margaret M. Cooney” dated August 12, 1971 and recorded at Plan Book 120 Plan 34 at the Southern Essex Registry of Deeds. Said agricultural preservation restriction and/or conservation restriction is to be conveyed to the Town of West Newbury and to Essex County Greenbelt Association, Inc.; said purchase to be subject to approval of the agricultural preservation restriction and/or conservation restriction by all involved parties, and that the Board of Selectmen is authorized to execute, acknowledge and deliver all grants, agreements and such other instruments, including but not limited to the agricultural preservation restriction and/or

conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effectuate the purchase of said agricultural preservation restriction and/or conservation restriction.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 5.** The Finance Committee recommended approval of this Article.

Open Space Committee Chairperson Patricia Reeser moved to transfer from Community Preservation Act funds the sum of \$75,000.00 from the Open Space and Recreation Reserve Account for the purchase of a conservation restriction on two parcels of land located off River Road shown on Assessors' Map R-24 as Parcels 5 and 7, containing approximately 25.3 acres and 6.64 acres of land respectively, which lots are also described in the deed recorded with the Essex South District Registry of Deeds in Book 6668, Page 158; and that the Board of Selectmen be authorized to enter into all agreements and execute all instruments, including but not limited to the conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effect the purchase of said conservation restriction

The Moderator declared the Motion passed unanimously.

**ARTICLE 6.** The Finance Committee recommended disapproval of this Article.

Selectman Joseph Anderson moved that the Town transfer from free cash the sum of \$26,000 to the Police Department Salary \$ Wages (SRO) (Student Resource Officer) line item in the Fiscal Year 2019 omnibus budget.

The Moderator declared that the motion failed.

**ARTICLE 7.** The Finance Committee recommended approval of this Article

Selectman David Archibald moved to transfer from free cash the sum of \$5,500 to purchase a new optical scan ballot tabulator and supplies for town and state elections. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2020.

The Moderator declared that the motion passed unanimously.

**ARTICLE 8.** The Finance Committee recommended approval of this Article

Selectman Glenn Kemper moved to transfer from free cash the sum of \$52,000.00 to fund the Snow and Ice deficit. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the motion passed unanimously.

**ARTICLE 9.** The Finance Committee recommended approval of this Article

Selectman Joseph Anderson moved to transfer from free cash the sum of \$12,000 to fund an Emergency Action Plan (EAP) Study for the Mill Pond Dam as required by the Massachusetts Department of Conservation and Recreation (DCR). Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2020.

The Moderator declared that the motion passed unanimously.

At 8:37 P.M. on the motion of Selectman Glenn Kemper, it was unanimously voted to dissolve the Special Town Meeting.

Attest:

Michael P. McCarron  
Town Clerk

**ANNUAL TOWN MEETING -- MONDAY, APRIL 29, 2019**

Pursuant to the Warrant issued by the Selectmen on April 1, 2019, which was posted on April 5, 2019 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Annual Town Meeting was held on April 29, 2019 at the Pentucket High School Auditorium with overflow space connected by audio visual equipment with the High School Cafeteria, 22 Main Street, West Newbury. The meeting was called to order at 7:30 P.M. by the Moderator Kathleen C. Swallow, upon report of the Board of Registrars of Voters of a quorum of 90 or more registered voters. The Town Clerk read the return of service. The Moderator introduced Town Officials and reviewed Town Meeting procedures. There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary. At 7: 55 P.M., the Moderator recessed the Annual Town Meeting to open the Special Town Meeting. The Annual Town Meeting was re-opened at 8:37 P.M. following adjournment of the Special Town Meeting. The record of the Special Town Meeting follows the record of the Annual Town

Meeting. The reconvened Annual Town Meeting continued with discussion under Article 3 of the Annual Town Meeting warrant.

**ARTICLE 1.** Calling for the election of Town officers was passed over for action at the Annual Town Election on May 6, 2019.

**ARTICLE 2.** Calling for the Town to vote on a Proposition 2 ½ override for the funding of the proposed Pentucket Middle/High School was passed over for action at the Annual Town Election on May 6, 2019.

**ARTICLE 3.** To hear and act upon the reports of Town officers and committees.

Pursuant to custom, this Article was left open throughout the meeting.

The Board of Selectmen recognized retiring Selectman, Joseph Anderson, as Citizen of the Year. Mr. Anderson was honored for his years of service on the Finance Committee and the Board of Selectmen and for all his work in improving the governing structures of the Town.

Chairperson of the GAR Library Board of Trustees, Marcia Sellos-Moura congratulated retiring Library Director, Susan Babb, for her service to the Library and the community.

Bicentennial Committee co-chair, Steve Swallow gave a rousing recap of the past and future events in celebration of West Newbury 200<sup>th</sup> Anniversary of its incorporation.

Open Space Chairperson, Patricia Reeser, announced that the Open Space and Recreation Plan has been completed and she thanked the committee members for all their diligent work in preparing the Plan.

At 7:55 PM, the Town voted to recess the Annual Town Meeting to take up the Special Town Meeting.

At 8:37 PM, upon the adjournment of the Special Town Meeting, the Annual Town Meeting resumed.

At 8:38 PM, Selectman Glenn Kemper moved that Article 9 be taken out of order and considered prior to Article 4.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 9**           The Finance Committee recommended approval of this Article.

Pentucket School Committee Member, Dena Trotta moved to vote that the Town approves the appropriation and borrowing authorized by the Pentucket Regional School District of ONE HUNDRED FORTY-SIX MILLION, THREE HUNDRED THIRTY-TWO THOUSAND, THREE HUNDRED TWENTY-EIGHT Dollars (\$146,332,328.00)

for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) 57 and 63 hundredths percent (57.63%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 1/2) and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. Any premium received upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by the vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The Moderator declared that the Motion passed by an overwhelming majority.

**ARTICLE 4.** (The Budget) The Finance Committee Booklet contained the Finance Committee's Fiscal Year 2020 recommended budget and also a recommended budget from the Selectmen which varied from the Finance Committee's recommended budget on a number of Line Items. The Moderator addressed the procedure for adoption of the Line Item Budget for Fiscal Year 2020. For purposes of this Article the recommendation of the Finance Committee is considered the main motion. Each Line Item is considered a separate appropriation and the main motion for each line item may be considered separately. Any Town Meeting member wishing to discuss a line item or move a different amount may call out "Hold" when the line item is read. Amending a line item requires two steps; first a motion to amend the main motion (the Finance Committee recommendation) and then a motion to approve the main motion, as amended. The Moderator read each Line Item.

A Hold was placed on:

Line 1 Moderator Salary & Wages

Line 3 Town Manager Technology Expenses

Line 5 Board of Assessors Salary & Wages

Line 5 Board of Assessors Expenses & Contracted Services

Line 11 Planning Board Expenses

Line 15 Police Department School Resource Officer

Line 25 DPW Expenses

Line 44 Capital Stabilization

.  
With regards to the hold on Line 1 Moderator Salary & Wages, a Town Meeting Member expressed the opinion that the Moderator was not compensated enough. No change was made to this Line Item.

With regards to the hold on Line 3 Town Manager Technology expenses, a Town Meeting Member requested an explanation of this expense. The Town Manager, Angus Jennings, explained that the costs for the town wide technology including licenses for the new financial software to be implemented in Fiscal Year 2020. No change was made to this Line Item.

With regards to Line 5 Board of Assessors Salary & Expenses, a Town Meeting Member asked why was there a difference between the Finance Committee recommendation and the Board of Selectmen recommendation. The Board of Selectmen had advocated for use of some of the administrative assistance in the Assessing Department to augment the Planning Department. The Board of Assessors stated that the administrative help was needed for FY 2020 due to the fact that FY 2020 would be a recertification year for the Town. No change was made to this Line Item.

With regards to Line 5 Board of Assessors Expenses, it was explained that additional costs could be incurred in the revaluation years. No change was made to this Line Item.

With regards to Line 11 Planning Board Expenses, it was explained that the increase was due to additional expense associated with note taking services. No change was made to this Line Item.

With regards to Line 15 Police School Resource Officer, it was explained that the increase was to reflect proper accounting for the position (a portion of which would be reimbursed by the School District) No change was made to this Line Item.

With regards to Line 26 DPW Expenses, it was explained that this was to cover additional expenses including an additional \$2,000 in unfunded mandate from the state, increases in costs due to the fact that the Town was now subject to OSHA requirements and expenses relating to the new Stormwater Management requirements. No change was made this this Line Item.

With regards to Line 44 Capital Stabilization, it was explained that this Line Item is to fund the capital costs of the Town including multiple items on this budget cycle. No change was made to this Line Item.

Selectmen David Archibald moved to adopt the Line Item Budget as stated. The Moderator declared that the motion passed by majority vote. It was voted to raise and appropriate the sum of \$15,669,397.00 for the Total Line Item Budget.

<b>1</b>	<b>MODERATOR</b>	
	Salary & Wages	200
	Expenses	60
	<b>SUBTOTAL</b>	260
<b>2</b>	<b>SELECTMEN</b>	
	Salary & Wages	
	Professional and Technical Services	13,600
	Expenses	7,000
	<b>SUBTOTAL</b>	20,600
<b>3</b>	<b>TOWN MANAGER</b>	
	Town Manager Salary	147,900
	Salary & Wages	77,870
	Technology Expenses	39,000
	Expenses, Comms (bldg), Dues/Subscr/Cont. Ed	20,100
	Vehicle Allowance	3,600
	<b>SUBTOTAL</b>	288,470
<b>4</b>	<b>FINANCE COMMITTEE</b>	
	Salaries	-
	Expenses	1,500
	Reserve Fund	60,000
	<b>SUBTOTAL</b>	61,500
<b>5</b>	<b>BOARD OF ASSESSORS</b>	
	Salary & Wages	125,180
	Board of Assessors Salaries	-
	Board and Clerk mileage reimb.	1,500
	Expenses & Contracted Services	46,900
	Vehicle Allowance/Mileage/Cellphone	2,400
	<b>SUBTOTAL</b>	175,980
<b>6</b>	<b>FINANCE DEPARTMENT</b>	



	Salary & Wages	183,390
	Annual Audit	20,500
	Tax Title and Foreclosure	1,000
	Technology Expenses	-
	Communication Expense	
	Postage Expense	15,000
	Mileage	2,200
	Finance Dept Expenses	29,100
	<b>SUBTOTAL</b>	<b>251,190</b>
<b>7</b>	<b>SPECIAL COUNSEL</b>	
	Legal Fees and Expenses	15,000
	<b>SUBTOTAL</b>	<b>15,000</b>
<b>8</b>	<b>TOWN CLERK/TOWN COUNSEL</b>	
	Salary & Wages	116,657
	Operation of Fax/Photo Machine	5,650
	Town Clerk's Expenses	6,450
	<b>SUBTOTAL</b>	<b>128,757</b>
<b>9</b>	<b>BOARD OF REGISTRARS/ELECTIONS</b>	
	Town Clerk Compensation	150
	Bd of Registrars Salary & Wages	4,400
	Bd of Registrars Expenses	7,500
	<b>SUBTOTAL</b>	<b>12,050</b>
<b>10</b>	<b>CONSERVATION COMMISSION</b>	
	Salary & Wages	29,440
	Con Com Vehicle Allowance	600
	Conservation Com Expenses	2,410
	<b>SUBTOTAL</b>	<b>32,450</b>
<b>11</b>	<b>PLANNING BOARD</b>	
	Salary & Wages	55,390
	Planning Bd Expenses	6,600
	MVPC Assessment	1,623
	<b>SUBTOTAL</b>	<b>63,613</b>
<b>12</b>	<b>BOARD OF APPEALS</b>	
	Salary & Wages	1,000
	ZBA Expenses	400
	<b>SUBTOTAL</b>	<b>1,400</b>
<b>13</b>	<b>OPEN SPACE COMMITTEE</b>	
	Open Space Expenses	750
	<b>SUBTOTAL</b>	<b>750</b>

<b>14</b>	<b>CABLE ADVISORY COMMITTEE</b>	
	Expenses	-
	<b>SUBTOTAL</b>	-
-	<b>TOTAL GENERAL GOVERNMENT:</b>	<b>1,052,020</b>
-	<b>Public Safety</b>	
<b>15</b>	<b>POLICE DEPARTMENT</b>	
	Salary & Wages	902,049
	Police OT Wages	55,487
	School Resource Officer	65,537
	Police Expenses	104,229
	Police Cruiser	37,000
	<b>SUBTOTAL</b>	<b>1,164,302</b>
<b>16</b>	<b>FIRE DEPARTMENT</b>	
	Fire Alarm Wages	89,000
	Fire Training/Drills	26,284
	Fire Dept Other Wages	25,000
	Fire Administration Wages	25,730
	Fire Dept. Medical Exam	5,000
	Hydrant/Fire Protection (to Water Dept)	77,207
	Fire Alarm Communications	11,000
	Fire Expenses	46,000
	<b>SUBTOTAL</b>	<b>305,221</b>
<b>17</b>	<b>AMBULANCE SERVICE</b>	
	Purchase of Services	-
	<b>SUBTOTAL</b>	-
<b>18</b>	<b>INSPECTION DEPARTMENT</b>	
	Salary & Wages	125,910
	Inspectors Expenses	9,270
	Inspectors' Vehicle Allowances	4,980
	<b>SUBTOTAL</b>	<b>140,160</b>
<b>19</b>	<b>EMERGENCY MANAGEMENT AGENCY</b>	
	Salary & Wages	8,059
	Emergency Mgmt Expenses	3,265
	<b>SUBTOTAL</b>	<b>11,324</b>
<b>20</b>	<b>ANIMAL CONTROL OFFICER</b>	

Animal Control Expenses	24,050
<b>SUBTOTAL</b>	<b>24,050</b>
<b>21 HARBORMASTER</b>	
Contracted Services	2,000
Harbormaster Exp	
<b>SUBTOTAL</b>	<b>2,000</b>
<b>22 PUBLIC SAFETY DISPATCH</b>	
Salary & Wages	267,006
Municipal Dispatch OT Wages	24,229
Municipal Dispatch Expenses	26,370
<b>SUBTOTAL</b>	<b>317,605</b>
<b>- TOTAL PUBLIC SAFETY:</b>	<b>1,964,662</b>

<b>EDUCATION</b>	
<b>23 PENTUCKET</b>	
Pentucket Regional Sch Assessment	7,372,813
Pentucket Capital Assessment	58,227
Pentucket Assessment Page Phase II	509,538
<b>SUBTOTAL</b>	<b>7,940,578</b>
<b>24 WHITTIER</b>	
Whittier Minimum Contribution	225,975
Whittier Other Assessments	40,443
Whittier Debt/Capital Assess	21,993
<b>SUBTOTAL</b>	<b>288,411</b>
<b>25 ESSEX NORTH SHORE AGRICULTURAL</b>	
Essex North Shore Reg. Voc. Tech	17,200
<b>SUBTOTAL</b>	<b>17,200</b>
<b>- TOTAL EDUCATION:</b>	<b>8,246,189</b>

<b>DEPARTMENT OF PUBLIC WORKS</b>	
<b>26 DEPARTMENT OF PUBLIC WORKS</b>	
Salary & Wages	461,589
DPW Overtime Wages	10,404
Snow & Ice Removal	150,000
Town Bldgs Operating Expenses	96,400
Town Bldgs Improvements	51,000
Street/Paving Repairs	70,000

Highway, Sidewalk & Trees	140,000
DPW Vehicle Allowance	6,000
DPW Expenses	9,132
Parks Expense	15,000
Public Street Lights	7,000
Electricity	70,000
Road Machinery Operating Expen	49,000
Stormwater management	10,000
<b>SUBTOTAL</b>	<b>1,145,525</b>
<b>- TOTAL PUBLIC WORKS:</b>	<b>1,145,525</b>

<b><u>HUMAN SERVICES</u></b>	
<b>27 BOARD OF HEALTH</b>	
Salary & Wages	122,620
Public Health Nurse	3,840
Waste Collection & Disposal	325,080
Recycling	50,000
Hazardous Waste Expense	2,000
Bd of Health Expenses	6,500
Steele landfill monitoring	22,646
<b>SUBTOTAL</b>	<b>532,686</b>
<b>28 COUNCIL ON AGING</b>	
Salary & Wages	72,950
Council on Aging Expenses	19,500
<b>SUBTOTAL</b>	<b>92,450</b>
<b>29 COMMUNITY CENTER COMMITTEE</b>	
Salary & Wages	
Community Center Expenses	
<b>SUBTOTAL</b>	<b>-</b>
<b>30 VETERANS</b>	
Rental C.L. Carr Post	
Soldiers Grave Expense	2,600
Memorial Day Expense	600
Other Assessments-Veterans Services	-
Northern Essex Veterans Services	30,357
<b>SUBTOTAL</b>	<b>33,557</b>
<b>- TOTAL HUMAN SERVICES:</b>	<b>658,693</b>

<b><u>CULTURE &amp; RECREATION</u></b>	
<b>31 LIBRARY</b>	

	Salary & Wages	263,813
	Library Expense	33,000
	Library Books and Periodicals	67,000
	<b>SUBTOTAL</b>	<b>363,813</b>
<b>32</b>	<b>RECREATION</b>	
	Salary & Wages	1,800
	Recreation Expenses	5,500
	Action Cove Expenses	3,000
	<b>SUBTOTAL</b>	<b>10,300</b>
<b>33</b>	<b>MILL POND OPERATING EXPENSES</b>	
	Mill Pond Operating Expenses	2,100
	<b>SUBTOTAL</b>	<b>2,100</b>
<b>34</b>	<b>BANDSTAND</b>	
	Operating Expenses	6,000
	<b>SUBTOTAL</b>	<b>6,000</b>
<b>35</b>	<b>HISTORICAL COMMISSION</b>	
	Historical Commission Expenses	500
	<b>SUBTOTAL</b>	<b>500</b>
<b>36</b>	<b>CULTURAL COUNCIL</b>	
	Cultural Council Expense	100
	<b>SUBTOTAL</b>	<b>100</b>
-	<b>TOTAL CULTURE &amp; RECREATION:</b>	<b>382,813</b>

<b>DEBT SERVICE</b>		
<b>37</b>	<b>DEBT SERVICE</b>	
	Principal	350,614
	Interest	22,200
	<b>SUBTOTAL</b>	<b>372,814</b>
-	<b>TOTAL DEBT SERVICE:</b>	<b>372,814</b>

<b>BENEFITS</b>		
<b>38</b>	<b>ESSEX COUNTY RETIREMENT FUND</b>	
	Essex Regional Retirement Assess	660,171
	<b>SUBTOTAL</b>	<b>660,171</b>
<b>39</b>	<b>UNEMPLOYMENT COMPENSATION</b>	
	Unemployment Insurance	1

	<b>SUBTOTAL</b>	<b>1</b>
<b>40</b>	<b>EMPLOYEES' HEALTH INSURANCE</b>	
	Group Insurance	<b>465,397</b>
	<b>SUBTOTAL</b>	<b>465,397</b>
<b>41</b>	<b>MEDICARE INSURANCE (FICA)</b>	
	FICA Insurance	<b>48,279</b>
	<b>SUBTOTAL</b>	<b>48,279</b>
<b>42</b>	<b>OPEB</b>	
	Other Post Ret Benefits	<b>1</b>
	<b>SUBTOTAL</b>	<b>1</b>
<b>43</b>	<b>INSURANCE AND BONDS</b>	
	Insurance and Bonds	<b>172,832</b>
	<b>SUBTOTAL</b>	<b>172,832</b>
-	<b>TOTAL BENEFITS:</b>	<b>1,346,681</b>
<b>TRANSFERS OUT - STABILIZATIONS</b>		
<b>44</b>	Transfers Out - Capital Stabilization	<b>500,000</b>
-	<b>SUBTOTAL</b>	<b>500,000</b>
-	<b>GRAND TOTAL OMNIBUS BUDGET</b>	<b>15,669,397</b>
<b>TOTAL TOWN LINE ITEM BUDGET</b>		<b>15,669,397.00</b>

**ARTICLE 5.** The Finance Committee gave no recommendation on this Article.

No instructions were offered for the Water Commissioners in accordance with Chapter 38 of the Acts of 1936.

**ARTICLE 6:** The Finance Committee recommended approval of this Article.

Water Commissioner Robert Janes moved to appropriate, in anticipation of Water Department revenue, the sum of \$795,099 of which \$197,603 for Salaries and Wages which include \$1,700 for Water Commissioners stipends, \$34,282 for Insurances, \$395,564 for Expenses, \$101,696 for Debt Service, \$15,000 for Extraordinary and Unforeseen and \$50,954 for Indirect Cost.

The Moderator declared that the motion passed unanimously.

**ARTICLE 7.** The Finance Committee recommended approval of this Article.

Water Commissioner Robert Janes moved to amend the motion of the Town taken under Article 8 of the 2017 Annual Town Meeting, which appropriated \$1,700,000 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto, and authorized a borrowing therefor, to provide that such appropriation may also be used for upgrading the existing Wellfield No. 1, including the design and construction of a chemical building.

The Moderator declared that since this Motion impacted a vote on the indebtedness of the Town that a 2/3 majority was necessary.

The Moderator declared that the motion passed unanimously.

**ARTICLE 8.** The Finance Committee recommended approval.

Water Commissioner Robert Janes moved to raise and appropriate the sum of \$1,100,000.00 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto and the upgrading of the existing Wellfield No. 1, including the design and construction of a chemical building; and that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under Chapter 44 of the General Laws or any other enabling authority; and that the Board of Water Commissioners is authorized to take any other action necessary or convenient to carry out this project. Although any bonds or notes issued under this vote will be general obligations of the town, it is the intent of the town that such bonds or notes be paid from Water Enterprise Fund revenues. Any premium received by the town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The Moderator declared that since this Motion was a vote on the indebtedness of the Town that a 2/3 majority was necessary.

The Moderator declared that the motion passed unanimously.

**ARTICLE 10.** The Finance Committee recommended approval of this Article.

Selectman Glenn Kemper moved to raise and appropriate the sum of \$321,800 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws c. 40 §5B in order to fund future capital expenditures for school related building projects.

The Moderator declared the motion passed unanimously

**ARTICLE 11.** The Finance Committee recommended approval of the Article

Selectman Joseph Anderson moved to transfer the sum of \$67,000 from FREE CASH to the pension liability stabilization fund established pursuant to Massachusetts General Laws c.40 §5B in order to fund pension and postemployment benefits

The Moderator declared that the motion passed unanimously.

**ARTICLE 12.** The Finance Committee recommended approval.

Board of Health Chairman Robert Janes moved to transfer the sum of \$22,285.65 from the Septic Loan Revolving Account for the repayment of debt service.

The Moderator declared that the Motion passed unanimously.

**ARTICLE 13.** The Finance Committee recommended approval.

Selectman David Archibald moved to transfer the sum of up to \$90,000 from the Receipts Reserved for Dunn Debt Account to pay the debt service associated with the Dunn Property Acquisition.

The Moderator declared that the motion passed unanimously.

**ARTICLE 14.** The Finance Committee recommended approval.

Community Preservation Committee Member William Bachrach moved to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for Community Preservation Projects, Committee Administrative Expenses, and other expenses in Fiscal Year 2020, with each item to be considered a separate appropriation.

Appropriations:

From FY 2020 estimated revenues for Committee Administrative Expenses:  
\$ 20,583

Reserves:

From FY 2020, estimated revenues for Community Housing Reserve:  
\$ 41,166

From FY 2020, estimated revenues for Historic Resources Reserve:  
\$ 41,166

From FY 2020, estimated revenues for Open Space & Recreation Reserve:  
\$ 41,166

From FY 2020, estimated revenues for Budgeted Reserve: \$267,581

The Moderator declared that the Motion passed by majority vote.



**ARTICLE 15.** The Finance Committee recommended approval.

Selectman Glenn Kemper moved to transfer from the capital stabilization fund the sum of \$76,000 to fund improvements and repairs to the G.A.R. Library, Public Safety Complex and Town Offices. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2021.

Since this was a transfer from the Stabilization Fund, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that this Motion passed unanimously.

**ARTICLE 16.** The Finance Committee recommended approval.

Selectman Joseph Anderson moved to transfer from the capital stabilization fund the sum of \$45,000 to purchase a new 4x4 Utility Body Pick-up Truck. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2020.

Since this was a transfer from the Stabilization Fund, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the Motion passed with a vote of 90 in favor and 21 opposed.

**ARTICLE 17.** The Finance Committee recommended disapproval of this Article by a vote of 0-6-0.

Selectman David Archibald moved to transfer from the capital stabilization fund the sum of \$32,000 to purchase a new 4x4 Pick-up Truck with hard cover and to dispose of the current vehicle at the discretion of the Board of Selectmen. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2020.

Since this was a transfer from the Stabilization Fund, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that this Motion failed.

**ARTICLE 18.** The Finance Committee recommended approval.

Selectman Glenn Kemper moved to transfer from the capital stabilization fund the sum of \$230,000 to purchase a Fire Department Rescue Vehicle. Any remaining funds will be closed out to the capital stabilization fund at the close of Fiscal Year 2021.

Since this was a transfer from the Stabilization Fund, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the Motion passed unanimously.

**ARTICLE 19.** The Finance Committee recommended approval.

Board of Assessor Member Thomas Atwood moved that the Town accept the provisions of Massachusetts General Law Chapter 59, Section 5, Clause 41C in order to increase the senior tax exemption from \$500 to \$1,000.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 20.** The Finance Committee recommended approval.

Selectman Joseph Anderson moved that the Town amend Section XL of the Town Bylaws, Departmental Revolving Funds, by adding section 5.4 with sub-sections 5.4.1 through 5.4.5 in order to establish a Pipestave/Mill Pond Care and Maintenance Revolving Fund, as set forth in the West Newbury Finance Committee Report dated April 29, 2019 pg. 14.

The Moderator declared that the Motion passed unanimously.

**ARTICLE 21.** The Finance Committee recommended approval of this Article.

Selectman David Archibald moved to see if the town will vote to fix the maximum amount that may be spent during Fiscal Year 2020 from the revolving funds pursuant to Section XL of the Bylaws of the Town of West Newbury:

Section 5.1 Summer Recreation Revolving Fund	\$44,350
Section 5.2 GAR Library Fines and Penalties Revolving Fund	\$10,000
Section 5.3 Police Vehicle Revolving Fund	\$20,000
Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund	\$ 5,000

The Moderator declared that the Motion passed unanimously.

**ARTICLE 22.** The Finance Committee recommended approval of this Article.

Selectman Glenn Kemper moved that the Town amend Section V of the Town Bylaws, Trench Excavation Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director as the Permitting Authority as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019 pg. 22.

The Moderator declared that the Motion passed unanimously.

**ARTICLE 23.** The Finance Committee recommended approval of this Article.

Selectman Joseph Anderson moved that the Town amend Section V of the Town Bylaws, Opening of Streets Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director to approve street opening permits and amend safety requirements, surety bond, inspections and other related provisions, all as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019 pp. 23-24.

The Moderator declared that the motion passed by majority vote.

**ARTICLE 24.** The Finance Committee recommended approval of this Article.

Pentucket School Committee Member Chris Reading moved that the Town amend the Regional Agreement of the Pentucket Regional School District as most recently amended on July 1, 2014, as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pp. 25-27.

The Moderator declared that the Motion passed unanimously

**ARTICLE 25.** The Finance Committee recommended approval of this Article.

Selectman David Archibald moved that the Town amend the 2001 Mill Pond Management Plan paragraph A.16 “Review and Amendment of Management Plan” by amending paragraph A.16 as set forth in Appendix A of the West Newbury Finance Committee Report, dated April 29, 2019 pg. 28.

The Moderator declared that the Motion passed unanimously.

**ARTICLE 26.** The Finance Committee recommended approval of this Article.

Selectman Glenn Kemper moved that the Town amend Section XIX of the Town Bylaws, XIX. Town Counsel Bylaw as set forth in Appendix A of the West Newbury Finance Committee Report, dated April 29, 2019 pg. 29

Town Meeting Member Barry Fogel moved to amend the proposed Bylaw amendment by deleting the word “services” in the first sentence of the proposed Bylaw and replacing it with “legal opinions.” Town Meeting Member Patricia Reeser moved to amend the proposed amendment by inserting the word “written” before “legal opinions.”

The Moderator called for a vote on Ms. Reeser’s amendment to Mr. Fogel’s amendment. The Moderator was unable to discern whether there were a majority in favor and called for the Tellers to conduct a hand count. The Moderator declared that the amendment to the amendment passed by a vote of 108 in favor and 94 opposed. Next the Moderator called for a vote on Mr. Fogel’s amendment as amended. The Moderator declared that the vote on the amendment as amended, failed.

The Moderator called for a vote on the Motion as originally presented and the Moderator declared that the Motion failed.

Planning Board Member Brian Murphey gave the positive recommendations of the Planning Board on the proposed amendments to the Open Space Preservation Development section of the West Newbury Zoning Bylaws explaining that the purpose of the amendment was to provide clarification and guidance for the Bylaw.

**ARTICLE 27.** The Finance Committee recommended approval of this Article.

Planning Board Member Brian Murphey moved that the Town amend Section 6.B.8 Open Space Preservation Development (OSPD) of the West Newbury Zoning Bylaws by incorporating the modifications and changes as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pp. 30-36.

Since this was a vote to amend the West Newbury Zoning Bylaw, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the Motion passed with a vote of 90 in favor and 2 opposed

Planning Board Member Ray Cook gave the positive recommendations on the proposed amendments to the Large Scale Ground Mounted Solar Photovoltaic Installation Zoning Bylaw explaining that the purpose was to add review criteria and additional abutter protections.

**ARTICLE 28.** The Finance Committee recommended approval of this Article.

Planning Board Member Ray Cook moved that the Town amend Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Installation (LGSPi) Overlay District of the West Newbury Zoning Bylaws by incorporating the modifications and changes as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pp. 37-44.

Since this was a vote to amend the West Newbury Zoning Bylaw, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the Motion failed

The Planning Board gave a positive recommendation to this Zoning Bylaw change.

**ARTICLE 29.** The Finance Committee recommended approval of this Article.

Selectman Joseph Anderson moved that the Town amend Section 7.A.11 Erosion Control Performance Standards of the West Newbury Zoning Bylaws by amending the existing Section 7.A.11 as set forth in Appendix A of the West Newbury Finance Committee Report dated April 29, 2019, pg. 45.

Since this was a vote to amend the West Newbury Zoning Bylaw, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the Motion passed unanimously.

**ARTICLE 30.** The Finance Committee was split on this Article voting three in favor and three opposed.

Town Meeting Member Thomas Atwood moved to reduce the amount of the surcharge of the annual real estate tax levy against real property assessed pursuant to Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, from three (3.0%) percent to one half (0.5%) percent. Said change to be implemented in Fiscal Year 2020 or as soon as possible thereafter.

The Moderator declared that the Motion failed.

Upon the motion of Selectman Glenn Kemper, it was voted to adjourn and dissolve the 2019 Annual Town Meeting at 11:27 P.M.

Attest:

Michael P. McCarron  
Town Clerk

**APPENDIX A- 2019 Annual Town Meeting**  
**ATM Article #22**  
**TRENCH EXCAVATION BYLAW**

**ARTICLE 22. Proposed amendments to Section V of the Town Bylaws, Trench Excavation Bylaw.**

*TRENCH EXCAVATION BYLAW [Adopted at the Annual Town Meeting of April 28, 2008, approved by the Attorney General on June 12, 2008 and posted according to law on June 17, 2008]*

1. This Bylaw is intended to provide for the appointment of the DPW Director a board or officer to issue permits for the excavation of trenches as required by Massachusetts General Laws Chapter 82A, Section 2.
2. The Board of Selectmen shall appoint the DPW Director a board or officer to issue permits for the excavation of trenches on privately owned land and for the excavation of any public way in the Town of West Newbury pursuant to the provisions of said Chapter 82A. The Board of Selectmen may from time to change the appointed board or officer.
3. The DPW Director board or officer so appointed shall be known as the “Permitting Authority”.
4. The Permitting Authority shall exercise all of the authority, rights, duties and responsibilities of local Permitting Authorities under said Chapter 82A as the same may be amended and the provisions of the Code of Massachusetts Regulations as the same may be adopted or amended under the authority of said Chapter 82A.
5. The Board of Selectmen may adopt and from time to time, modify, amend, and rescind regulations in conformity with said Chapter 82A or other applicable law relating to the issuance of trench excavation permits hereunder, including, but not by way of limitation, the right and authority to establish and charge reasonable fees to cover the administrative costs of the trench excavation permitting process incurred by the Town in connection with the review and processing of permits.

**APPENDIX A- 2019 Annual Town Meeting**  
**ATM Article #27**  
**OPEN SPACE PRESERVATION DEVELOPMENT**

**ARTICLE 27. Proposed amendments to Open Space Preservation Bylaw.**

**6.B.8. Basic Maximum Number and Yield Plan**

*[Subsection 6.B.8. amended October 26, 2015 by vote of Annual Town Meeting, Article 9, approved by the Attorney General on February 8, 2016 and posted according to law on March 21, 2016]*

- i) The Yield Plan shall show the maximum number of single family dwelling units that would be deemed buildable upon the site under a conventional development plan process according to a reasonable application of the Rules and Regulations Governing the Subdivision of Land in the Town of West Newbury and all other applicable state and local land use regulations. At a minimum, the Yield Plan shall show the proposed land use, lot configuration, street layout, building envelopes, setbacks, conceptual grading, wetland resource areas and the general location of all drainage and utility systems.
- ii) The applicant shall provide information related to the proposed yield, including but not limited to, an approved wetland resource area delineation or soil testing reports and one (1) deep observation hole or one (1) percolation test report per single family dwelling unit in accordance with Title 5 requirements. The Board may also request review of the Yield Plan from the Board of Health and/or Conservation Commission prior to determining the maximum number of lots or dwelling units that could be placed upon the site.
- iii) The Planning Board will determine the Basic Maximum Number based upon information provided under Sections 6.B.8.i. & 6.B.8.ii. above.

**6.B.9. Dimensional Requirements.** Lot size, shape and other dimensional requirements for lots within an OSPD may be modified from the requirements of Section 6.A, subject to the following limitations:

- a. Lots having reduced area or frontage shall not have frontage on a street other than a street created by the OSPD; provided, however, that the Planning Board may waive this requirement where it is determined that such reduced lot(s) will further the goals of this Bylaw.
- b. At least fifty percent (50%) of the required setbacks for the district shall be maintained on lots within the OSPD unless a reduction is otherwise authorized

by the Planning Board, except that no building may be built within ten (10) feet of the front lot line.

6.B. 10. Open Space Requirements.

- a. Protected Open Space. A minimum of sixty percent (60%) of the tract shown on the development plan shall be designated protected open space. Any proposed protected open space, unless conveyed to the Town or its Conservation Commission for conservation purposes, shall be subject to a recorded restriction enforceable by the Town, providing that such land shall be perpetually kept in an open state, that it shall be preserved exclusively for the purposes set forth herein, and that it shall be maintained in a manner which will ensure its suitability for its intended purposes.
  - i) The percentage of the protected open space that is wetlands shall not exceed the percentage of the tract which is wetlands at the time of application; provided, however, that the Board may allow a greater percentage of wetlands in the protected open space upon a demonstration that such inclusion promotes the purposes of this Bylaw.
  - ii) The protected open space shall be contiguous and may be considered contiguous if it is separated by a roadway or an accessory amenity. The Planning Board may waive this requirement for all or part of the required open space where it is determined that allowing non-contiguous open space will promote the goals of this Bylaw and/or protect identified primary and secondary conservation areas.

6.B. 10. Open Space Requirements.

- a. Protected Open Space. A minimum of sixty percent (60%) of the tract shown on the development plan shall be designated protected open space. Any proposed protected open space, unless conveyed to the Town or its Conservation Commission for conservation purposes, shall be subject to a recorded restriction enforceable by the Town, providing that such land shall be perpetually kept in an open state, that it shall be preserved exclusively for the purposes set forth herein, and that it shall be maintained in a manner which will ensure its suitability for its intended purposes.
  - i) The percentage of the protected open space that is wetlands shall not exceed the percentage of the tract which is wetlands at the time of application; provided, however, that the Board may allow a greater percentage of wetlands in the protected open space upon a demonstration that such inclusion promotes the purposes of this Bylaw.



- ii) The protected open space shall be contiguous and may be considered contiguous if it is separated by a roadway or an accessory amenity. The Planning Board may waive this requirement for all or part of the required open space where it is determined that allowing non-contiguous open space will promote the goals of this Bylaw and/or protect identified primary and secondary conservation areas.
- iv) Distance between residential buildings shall be no less than 20 feet. [
- v) Drainage. The Planning Board shall encourage the use of "soft" (non structural) stormwater management techniques (such as swales) and other drainage techniques that reduce impervious surface and enable infiltration where appropriate.
- vi) Common/Shared Driveway. A common or shared driveway may serve a maximum of three dwelling units.
- vii) Screening and Landscaping. All areas within the site that are designated on the plan for screening or landscaping shall be accompanied by a stamped landscape plan prepared by a Registered Landscape Architect.
- viii) On-site Pedestrian and Bicycle Circulation. Walkways and bicycle paths shall be provided to link residences with parking areas, recreation facilities (including parkland and open space) and adjacent land uses where appropriate.

6.B.12. Decision of the Planning Board. The Planning Board may grant a special permit for an OSPD if it determines that the proposed OSPD has less detrimental impact on the tract than a conventional development proposed for the tract, after considering the following factors:

- a. Whether the OSPD achieves greater flexibility and creativity in the design of residential developments than a conventional development plan;
- b. Whether the OSPD promotes permanent preservation of open space, agricultural land forestry land, other natural resources including waterbodies and wetlands, and historical and archeological resources;
- c. Whether the OSPD promotes a less sprawling and more efficient form of development that consumes less open land and conforms to existing topography and natural features better than a conventional development plan;
- d. Whether the OSPD reduces the total amount of disturbance on the site compared to a conventional development plan;

- e. Whether the OSPD furthers the goals and policies of the Open Space Plan and/or the Comprehensive Plan;
  - f. Whether the OSPD facilitates the construction and maintenance of streets, utilities and public service in a more economical and efficient manner;
  - g. Whether the OSPD Plan and its supporting narrative documentation complies with all sections of this Zoning Bylaw.
- 6.B. 13. Increases in Permissible Density. After reviewing the design standards listed in subsection 6.B.11 and the factors listed in subsection 6.B.12, the Planning Board may award a density bonus to increase the number of dwelling units beyond the Basic Maximum Number. Any density bonus units approved under this section shall also comply with the Town's Inclusionary Zoning Bylaw.

The density bonus for the OSPD shall not, in the aggregate, exceed fifty percent (50%) of the Basic Maximum Number. Computations shall be rounded to the lowest number. A density bonus may be awarded by the Planning Board in each of the following circumstances:

- a. Protected Open Space: For each additional five percent (5%) of the site (over and above the required sixty percent (60%) set aside as open space, a bonus of one (1) lot or unit may be awarded; provided, however, that this density bonus shall not exceed twenty percent (20%) of the Basic Maximum Number.
- b. Detached Single Family Cottage Units: For every detached single family dwelling unit that has less than 1,500 SF in finished gross floor area with up to three-bedrooms, one (1) dwelling unit may be added as a density bonus; provided, however, that this density bonus shall not exceed twenty percent (20%) of the Basic Maximum Number.
- c. Accessory Dwelling Units: For every one (1) accessory dwelling units that has no more than 1,000 SF in finished gross floor area with up to two bedrooms, two (2) dwelling units may be added as a density bonus; provided, however, that this density bonus shall not exceed twenty percent (20%) of the Basic Maximum Number. Accessory dwelling units may be permitted within accessory structures such as upper floors of garages, carriage houses or barns as well as within a two-family or multi-family structures.
- d. Affordable Housing Units:
  - i. The number of Affordable Housing Units required under Section 5.F.4. shall be derived by taking the number of new housing units of Section 5.F.4. as equal to the Basic Maximum Number determined by the Planning Board under Section 6.B.8.

- ii. For each Affordable Housing Unit in excess of those required by Section 5.F.4 and meeting the definition of an Affordable Housing Unit per Section 5.F.2.b), the Planning Board may award a density bonus of three (3) similarly designed dwelling units; provided, however, that this density bonus shall not exceed fifty percent (50%) of the Basic Maximum Number.

[Historic Preservation: For any historically significant building or structure that records a permanent preservation restriction under GL 184, one (1) dwelling unit may be added as a density bonus; provided, however, that this density bonus shall not exceed ten percent (10%) of the Basic Maximum Number. The Planning Board shall determine whether such building or structure is historically significant. To be deemed historically significant such building or structure shall meet at least one of the following:

- (a) any principle building or structure within the Town which is in whole or in part seventy-five (75) or more years old;
- (b) any accessory structure one-hundred (100) or more years old; or
- (c) any building or structure which is listed on the National Register of Historic Places.

See Appendix 2. for summary table showing examples of bonus unit calculations

## **APPENDIX A- 2019 Annual Town Meeting ATM Article #29**

West Newbury Zoning Bylaw

### **ARTICLE 29. Proposed amendments to Erosion Control Performance Standards.**

- 7.A.11.Erosion control and stormwater management. Whenever the existing contours of the land are altered, the land shall be left in a usable condition, graded in a manner to prevent the erosion of soil and the alteration of the runoff of water to or from abutting properties, and shall be suitably landscaped. No building permit may be issued for any development that would cause disturbance of more than 1 acre, as determined by the Inspector of Buildings, without a Construction Phase Erosion and Sediment Control Plan and a Stormwater Management Plan that demonstrate compliance with the Massachusetts Stormwater Standards (2008 or as further updated) and the Massachusetts Stormwater Handbook (2008 or as further updated).

MAY 6, 2019 ANNUAL TOWN ELECTION RESULTS  
WEST NEWBURY, MASSACHUSETTS

There were 1893 ballots cast. The Town Clerk announced the preliminary results at 8:05 PM. There were zero (0) provisional ballots cast.

SELECTMAN (For Three Years)

Blank	66
Polly A. McDowell	824
Richard G. Parker	1003
Others	0

BOARD OF HEALTH (For Three Years)

Blank	399
Kimberly A. Cole	1492
Others	2

PLANNING BOARD (For Five Years)

Blank	415
Brian R. Murphey	1470
Others	8

PLANNING BOARD (For One Year)

Blank	1844
Tim Cronin	25
Others	24

HOUSING AUTHORITY (For Five Years)

Blank	1872
Gary Bill	8
Others	13

TRUSTEES OF THE  
PUBLIC LIBRARY (3 For Three Years)

Blank	2045
Fredric Davis Chanania	1192
Marcia F. Sello-Moura	1262
Sherry L. Temple-Pruyn	1174
Others	6

ASSESSOR (For Three Years)

Blank	574
Thomas M. Atwood	1314
Others	5

SCHOOL COMMITTEE (For Three Years)

Blank	393
Dena P. Trotta	1497
Others	3

WATER COMMISSIONER (For Three Years)

Blank	371
Richard J. Cushing	1519
Others	3

PARK AND RECREATION  
COMMISSIONER (For Three Years)

Blank	448
John J. Foley III	1444
Others	1

CONSTABLE (For Three Years)

Blank	424
Glenn W. Coffin	1466
Others	3

QUESTION NO 1 Override for Pentucket Middle/High School

Blank	29
Yes	1740
No	124

Attest:

Michael P. McCarron

## ANNUAL REPORT OF THE TOWN CLERK

### VITAL RECORDS AND STATISTICS RECORDED IN WEST NEWBURY DURING FISCAL YEAR 2019

(July 1, 2018 through June 30, 2019)

To The Honorable Board of Selectmen,

The following vital records and statistics were recorded in the Town Clerk's Office during Fiscal year 2019:

Births: 26

Marriages: 13

Deaths: 33

Note: In accordance with the intent of M.G.L. Chapter 51, Section 6, the recorded births are not listed.

#### MARRIAGES RECORDED DURING FISCAL YEAR 2019

DATE	NAMES	RESIDENCE	PLACE OF MARRIAGE	OFFICIANT
July 8, 2018	Andrea A. Tolosko Alexander J. Streib	West Newbury, MA Newburyport, MA	West Newbury, MA	George E. Morin Priest
July 14, 2018	Janelle Ann Gillespie Michael Patrick Murray	Kingston, NH Kingston, NH	West Newbury, MA	George E. Morin Priest
Aug. 03, 2018	Jennifer K. Hess Richard L. Burke, Jr.	West Newbury, MA West Newbury, MA	Harwich, MA	Patricia Conte-Nelson Minister
Aug 11, 2018	Katherine Fay Balunas Meghan E. Galvin	West Newbury, MA Salem, NH	West Newbury, MA	Richard M. Galvin Justice of the Peace
Aug. 18, 2018	Erica Berkenbush Kinney	Eliot, ME	West Newbury, MA	Paul Calabria

	Terrance James Sanborn	Eliot, ME		Justice of the Peace
Aug. 25, 2018	Jesse McKallagat Jeffrey P. McTernan	Norwalk, CT Norwalk, CT	Newbury, MA	William H. Freeman, Jr Solemnizer
Sept. 22, 2018	Nozomi Kanzaki Cory Edward McKenzie	Minami-Ku Nagoya, Japan Kobe, Japan	Sandwich, MA	George E. Harrison Priest
Oct. 02, 2018	Katherine J. Berkenbush Peter James Clark	Brooklyn, NY Brooklyn, NY	West Newbury, MA	Timothy A. Harrison Priest
Nov. 02, 2018	Stacey Lynn Huber Lawrence J. Panetta	West Newbury, MA West Newbury, MA	Salisbury, MA	Thomas A. Fox Clergy
Dec. 20, 2018	Caroline E. Beauparlant Matthew W. Garfi	West Newbury, MA Groveland, MA	Newburyport, MA	Peter J. Balentine Clergy
Dec. 31, 2018	Lynne Marie Carlson George R. Bristow	West Newbury, MA West Newbury, MA	West Newbury, MA	Linda D. Brown Justice of the Peace
May 12, 2019	Joelle Al Daman Fayez Issa	Groveland, MA Georgetown, MA	Amesbury, MA	Nicholas J. Costello Justice of the Peace
June 22, 2019	Ashley Marie Cocilovo Gregory R. Bongo	West Newbury, MA West Newbury, MA	Topsfield, MA	Daniel Cortone Officiant



DEATHS RECORDED DURING THE FISCAL YEAR 2019

RECORDED	NAME	AGE	RESIDENCE	RESTING PLACE	DATE OF DEATH
July 23, 2018	Tropeano, James A	94	8 Follinsbee Ln	Spring Grove Cemetery Andover, MA	July 19, 2018
Aug.01, 2018	Fairbanks, David C. Jr.	64	6 Pleasant St.	Linwood Crematory Haverhill, MA	July 27, 2018
Aug. 10, 2018	Gangi, Barbara F	78	51 Prospect St.	Bridge Street Cemetery West Newbury, MA	August 08, 2018
Sept. 26, 2018	Welch, Bartley J.	59	3 Boynton Ct.	St. Michael Crematory Boston, MA	Sept. 22, 2018
Oct. 01, 2018	LeBlanc, Luella E.	90	19 LeBlanc Ln.	St. Mary's Cemetery Newburyport, MA	Sept. 22, 2018
Oct. 11, 2018	Kelso, Helen	92	432 Main St.	Bridge Street Cemetery West Newbury, MA	Oct. 07, 2018
Oct. 25, 2018	Crue, Clara Patricia	82	165 Garden St.	Rural Cemetery West Newbury, MA	Oct. 22, 2018
Nov. 09, 2018	Gardner, Joan Helen	86	22 Parsons Rd.	Belleville Cemetery Newburyport, MA	Nov. 07, 2018
Dec. 03, 2018	Culver,Frances M., Jr.	68	57 Indian Hill St.	Phoenix Crematory Hampton, NH	Dec. 01, 2018
Dec. 04, 2018	Pescuma, Gerald F.	97	3 Avon Ln.	Phoenix Crematory Hampton, NH	Dec. 02, 2018

Dec. 12, 2018	Kimball, Lorna Lee	80	142 Moulton St.	Union Cemetery Amesbury, MA	Dec. 09, 2018
Jan. 23, 2019	Babineau, Frances Xavier	98	16 Moody Ln.	Phoenix Crematory Hampton, NH	Jan. 17, 2019
Jan. 23, 2019	Sherburne, David Willis	88	24 Prospect St.	Linwood Crematory Haverhill, MA	Jan. 21, 2019
Jan. 25, 2019	Robbins, Jean P.	93	333 Main St.	Linwood Crematory Haverhill, MA	Jan. 22, 2019
Jan. 29, 2019	Albert, William	92	4 Ridgeway Cir.	St. Mary Cemetery Tewksbury, MA	Jan. 24, 2019
Jan. 29, 2019	Wolak, David George	58	26 Way to The River	Linwood Crematory Haverhill, MA	Jan. 26, 2019
Feb. 05, 2019	Sforza, Josephine	97	124 Crane Neck St.	Woodlawn Cemetery Everett, MA	Feb. 05, 2019
Feb. 05, 2019	Gilman, Pamela Louise	68	13 Bridge St.	Mt Prospect Cemetery Amesbury, MA	Feb. 01, 2019
Feb. 12, 2019	Braunes, Lillian B.	74	18 Brickett St.	Phoenix Crematory Hampton, NH	Feb. 10, 2019
Feb. 20, 2019	Hobson, Phyllis W.	90	11 Prospect St.	Linwood Crematory Haverhill, MA	Feb. 14, 2019
Mar. 21, 2019	Buckley, Andree W.	87	130 Indian Hill St.	St. Michael Crematory Boston, MA	Feb. 23, 2019
Feb. 27, 2019	Tropeano, Mary Ann	88	3 Follinsbee Ln.	Spring Grove Andover, MA	Feb. 24, 2019

Mar. 11, 2019	Cronin, Anna Elizabeth	85	74 Bridge St.	Linwood Crematory Haverhill, MA	Mar. 11, 2019
Mar. 28, 2019	Quin, Thomas Gerald	60	33 Church St.	Bridge St. Cemetery West Newbury, MA	Mar. 23, 2019
Apr. 01, 2019	Lord, Charlotte Moseley	61	95 Indian Hill St	St. Michael Crematory Boston, MA	Mar. 28, 2019
Apr. 24, 2019	Bates, Paul A.	79	21 Montclair Rd	Phoenix Crematory Hampton, NH	Apr. 19, 2019
May 23, 2019	Vynorius, Robert A.	59	31 Stewart St.	Bridge St. Cemetery West Newbury, MA	May 18, 2019
May 30, 2019	Carroll, Michael P.	66	9 Felton Ln.	Linwood Crematory Haverhill, MA	May 27, 2019
June 01, 2019	Young, Beverly Ann	78	7 Kent Court	Oakdale Cemetery Middleton, MA	June 06, 2019
June 13, 2019	Rebidue, Gregory F.	59	466A Main St.	Harmony Grove Cemetery Salem, MA	June 11, 2019
June 18, 2019	Stearns, Gladys	92	5 Marshall Dr.	Wildwood Cemetery Wilmington, MA	June 12, 2019
June 19, 2019	Krawczyk, Jane E.	87	14 Prospect St.	Linwood Crematory Haverhill, MA	June 14, 2019
June 28, 2019	Mann, Scott Allen	46	3 Hemingway Pl.	Walnut Hill Cemetery West Newbury, MA	June 24, 2019

## ANNUAL REPORT OF THE CAPITAL IMPROVEMENT COMMITTEE

To the Honorable Board of Selectmen:

During 2019, the Capital Improvement Committee reviewed and coordinated the planning and proposed financing of West Newbury capital improvements (items over \$20,000) and updated the ten-year plan for the Stabilization Fund.

Meetings were conducted with each Town department that was requesting funds for items with a life expectancy over five years and a value over the amount of \$20,000. Six items were reviewed with all of them requesting funds for Fiscal Year 2020. After review, each of the items was prioritized using the litmus test. The order of prioritization is shown below.

Below is a summary of Fiscal 2020 items. Exhibit A is an updated Stabilization Fund overview.

### Fiscal 2020 Budget Items

#### FUNDING RECOMMENDATIONS

		FY2020 Requested	Stabilization Fund	Free Cash	Water Enterprise Fund	Approved 2019 Mtg.
Water Dept. Additional	Water	\$1,200,000			\$1,200,000	\$1,200,000
Building Maint. Projects	DPW	\$93,000	\$93,000			\$76,000
Ford F250 4x4 Truck	DPW	\$48,000	\$48,000			\$43,000
Ford F150 4x4 Pickup	DPW	\$32,000	\$32,000			\$0
Rescue Vehicle	Fire Dept.	\$230,000	\$230,000			\$230,000

Respectfully Submitted:

Nathan Kelly  
Rick Parker

Julie Boria  
Polly McDowell

Judy Mizner  
Angus Jennings, Town Manager

Richard Preble, Chairman

## ANNUAL REPORT OF THE BOARD OF ASSESSORS - FISCAL YEAR 2019

The Board of Assessors respectfully submits the following report to the Board of Selectman. In FY 2019 all values were updated based on Calendar year 2017 sales, condition of the property as of June 30, 2018, and Assessment date of January 1, 2018. The values were approved by the Department of Revenue. The Average Assessed Value for FY 2019 was \$569,716 with an average tax bill of \$8,301.00. The tax rate was certified at \$14.57 per thousand. The Community Preservation Act remained three percent for FY 2019. The Assessor's office is the primary generator of West Newbury's revenues. Assessors are required by Massachusetts law to assess all real and personal property at its fair cash value.

### **VALUATION**

Real Estate	930,604,678
Personal Property	<u>15,814,620</u>
Total Taxable Value for FY 2019	946,419,298
Total Exempt Property Value	69,109,300

### **MOTOR VEHICLE EXCISE TAX**

Motor Vehicle Excise Tax 2018	96,736.64
Motor Vehicle Tax 2019	749,467.36
Boat Excise Tax 2019	<u>2,386.00</u>
Total Excise Tax for 2019	848,590.00

### **APPROPRIATIONS AND ASSESSMENTS**

Town Appropriation	17,667,270.78
State and County Appropriations	77,954.00
Overlay	138,279.16
Other Amounts to be Raised	<u>7,378.00</u>
Total Amounts to be Raised	17,890,881.94

### **ESTIMATED RECEIPTS**

Cherry Sheet Estimated Receipts	382,276.00
Local Estimated Receipts	2,663,930.00
Free Cash	835,346.00
Other Available Funds	<u>220,000.00</u>
Total Estimated Receipts and Available Funds	4,101,552.78

### **TAXES FOR COUNTY, STATE, AND TOWN**

On Real Property	13,558,910.15
On Personal Property	230,419.01
Total	13,789,329.16

### **NUMBER OF PARCELS**

On Taxable Real Property	1875
On Personal Property	26
On Exempt Property	159

## **ANNUAL REPORT OF THE BOARD OF REGISTRARS**

(For Fiscal Year 2019: July 1, 2018 through June 30, 2019)

To the Honorable Board of Selectmen:

The following data was compiled from the VRIS resident census information as of July 1, 2019:

Number of Registered Voters:

Democrats:	820
Republicans:	629
Unenrolled:	2086
United Independent:	30
Other:	20
<b>TOTAL:</b>	<b>3585</b>

The following Town Meetings and Elections were held during Fiscal Year 2019. Unless otherwise indicated, Town Meetings were concluded in one session. The Board of Registrars attended each Town Meeting session for voter check-in and conducted voter registration sessions prior to each Town Meeting and Election. The Registrars certified signatures on absentee ballot applications and nomination papers.

Fall Special Town Meeting	October 22, 2018
Special Town Meeting	April 29, 2019
Annual Town Meeting	April 29, 2019
Annual Town Election	May 6, 2019

Respectfully submitted,

Rosamond Veator, Chair  
Elise Henrichs  
Margaret J. Duchemin

Michael P. McCarron, Clerk

## FY 2019 ANNUAL REPORT OF THE G.A.R. MEMORIAL LIBRARY

Visit the Library online at [www.westnewburylibrary.org](http://www.westnewburylibrary.org)

Facebook: [www.facebook.com/GARMemorialLibrary](https://www.facebook.com/GARMemorialLibrary)

Winter Library Hours: Monday – Thursday 10:00-8:00, Friday 10:00-5:00, Saturday 9:00-1:00

Summer Library Hours: Monday – Thursday 9:00-8:00, Friday 9:00-5:00, Closed Saturdays

To the Honorable Board of Selectmen:

We include reports from the Library Director, the Children's Librarian, the Teen Librarian, and the Board of Trustees.

### From the Director

Fiscal Year 2019 saw a few changes. Staff members Esme Flynn and Rachel Huntington left in the fall of 2018. New staff members Tracy Larrabee (Senior Library Assistant) and Kristen Young (Teen Services) joined us.

**Programs:** 34 programs were held for adults with a total attendance of 317. Some of the highlights were: Thru-Hiking the Appalachian Trail, Welcome to the Graveyard, Coast Guard History, a Tritown Storywalk, Anything Chocolate Recipe Swap, and Caring for Family and Community Collections. A huge hit was Amy Friend's Bicentennial Quilt Talk.

### Statistical Snapshot:

Library Collection: 90,707 (inclusive of ebooks, audiobooks, and videos)

Total Circulation: 77,383 Non-resident circulation was: 16,371

The State Incentive Grant: \$7,349.40

Number of Borrowers: 3,742

Visitors: 44,259 patrons visited the library

### Acknowledgements:

Message from Susan Babb: My last day was June 28, 2019, as I head off to the new world of retirement. My tenure as Director was 6 years and what a wonderful time it has been.

As always, I want to thank the following for all the support they continue to give in so many ways:

- The Friends of the West Newbury Library and the Board of Library Trustees
- Building and Grounds, especially Brian Richard for all of his work
- The Community of West Newbury for their continued enthusiastic support
- And most of all - the library staff - they are the best and the heart of the Library.

And I wish the best to the new Director, Corinn Flaherty!

Respectfully submitted,  
Corinn Flaherty, Library Director

### **From the Children's Librarian**

Did you know that "Libraries Rock"? At least we were rocking in the summer of 2018. We painted rocks, made rockets, and rocked to music. There were animal programs, craft programs, magic shows and more. 131 readers joined in the reading challenge. The summer is always busy – the Children's Room hosted 24 summer programs with an attendance of 775.

Programs continued all year with Fall, Winter, and Spring family storytimes, babytimes and toddlertimes. Stories, finger plays, songs, crafts and free play meant we all had fun.

This year, the Children's Room saw a total of 145 programs with attendance of 3,436. Beside the weekly programs, we offered monthly programs: coding, 3 Doodler Start, family Legos with special programs for the vacation weeks. You could see animals, try crafts with wool, evergreens, or make a gift. We owe a big thank you to the Friends of the West Newbury Library for their generous support of programming for the Children's Room.

I also want to thank Mr. Gray, Pam Atwood and all the teachers at Page School. Thanks also are due to our wonderful Fire and Police Departments - for years they have come to the library and showed your toddlers what to do in an emergency. Also, Officer Mike is very reassuring - he only puts parents in the back seat of the cruiser who need a time out!

Respectfully submitted,

Katharine (Kate) Gove, Children's Librarian

### **From the Teen Librarian**

FY2019 was a transition year. I took over as the new Teen Services Librarian in November of 2018 and have focused on expanding collections and making them more accessible by creating a young adult poetry section as well as re-cataloging the young adult graphic novels. Additionally, the Teen Advisory Group (TAG) was founded in coordination with the teen librarians from Groveland and Merrimac in an effort to reach a greater number of teens where they gather. The TAG group meets monthly at Pentucket High School, bringing programs directly to the teens while at the same time collecting feedback from teens about what they envision for the future of library services.

Over the year 16 programs were offered with a total attendance of 105. Program topics ranged from journaling and creative writing to movie nights. The most successful event had 40 teens in attendance and was run through TAG when a therapy dog visited the High School Library. Outreach and education will continue to be the focus going forward into FY2020.

Respectfully Submitted,

Kristen Young, Teen Service Librarian



**FROM THE BOARD OF TRUSTEES**

**FINANCIAL REPORT – FY19**

**Trustee Investment Fund**

	Balance July 1, 2018	\$975,433.12
Pearson Estate		\$10,619.91
Dividends, Interest		\$30,476.28
Withdrawal		-\$26,000.00
Net value change in portfolio		\$76,483.90
	Balance June 30, 2019	\$1,067,013.21

**Gift Fund Account**

	Balance July 1, 2018	\$17,628.48
Withdrawals		\$6,281.32
	Balance June 30, 2019	\$11,347.16

**Gifts, Bequests, and Other**

Newburyport Five Cents Savings Bank	\$250.00
West Newbury Riding and Driving Club	\$150.00
Beard Books Royalties	\$11.34
In Memory of David Sherburne	\$1,390.00
O’Callahan	\$100.00
TOTAL	\$1,901.34

Respectfully submitted,

Marcia Sellos-Moura, Chair

ANNUAL REPORT  
ZONING BOARD OF APPEALS  
July 1, 2018 – June 30, 2019

To the Honorable Board of Selectmen:

The ZBA held 0 hearings this fiscal year

The summaries of results are:

Petitions granted	0
Petitions denied	0
Petitions withdrawn	0
Petitions dismissed	0
C.40B applications	0

Respectfully submitted,

Paul Kelly  
Chair, ZBA

## **PLANNING BOARD**

**FY19:** During Fiscal Year 2019, the Planning Board held 23 Regular Meetings, 1 Special Meeting and 2 Site Visits. The Planning Board worked with its personnel and conducted the following activities:

### **Special Permits, Site Plans, Plan Modifications, Subdivision Approval Not Required (ANR) Plans and Pre-Application Conferences:**

Special Permit for 2 reduced frontage lots on property off Dole Place; Special Permit for a Common Driveway at 87 Main Street; Site Plan Review for a new pump station to support the new Bedrock Well on Main Street; Modification to a Definitive Plan at 22 Church Street (formerly 16 Church Street); Subdivision Approval Not Required Plans: Rear Hilltop Circle (created one non-buildable lot); 87 Main Street (split one building lot into 3 building lots); Land off Dole Place (split one building lot into 3 building lots); 48 Garden Street (split one building lot into 3 building lots).

Pre-Application conferences: The Board heard from several entities interested in the purchase and reuse of 866 Main Street (Brown Spring Farm) and 519 Main Street. Staff began discussions with designers for the Pentucket School District Building Project.

**Project Administration and Oversight:** Activities were conducted related to the following permitted projects: Drakes Landing, a 34-unit Open Space Preservation Development (OSPD) by Cottage Advisors LLC at 365 Main Street: The Board oversaw construction inspections by its engineering consultant and worked to address issues as they occurred. The Board acted on three (3) requests for modifications to the Special Permit/Site Plan. The project will include the creation of 4 affordable housing units and the Developer will contribute \$83,200 in Inclusionary Housing Fees to be used for affordable housing purposes. Sullivans Court Extension Definitive Subdivision Plan: The Board oversaw project inspections conducted by its professional engineer and worked to address issues as they occurred. The Board took measures to accelerate completion of the project. The Board acted on two (2) requests for plan modifications. In FY19 the Board collected \$44,250 in Inclusionary Housing Fees out of a total contribution amount of \$118,000 from the Developer to be used for affordable housing purposes.

**Zoning Amendments & Review of Planning Board Regulations:** The Board researched, discussed and proposed amendments to the Zoning Bylaw involving the Open Space Preservation Development (OSPD) and Large Scale Ground Mounted Solar Photovoltaic Installations Overlay District (LGSPI) Bylaws. The Board held public hearings and made recommendations on these Bylaws as well as an amendment to the Performance Standards for Erosion Control in the Zoning Bylaw. Though the proposed LGSPI Bylaw Amendment did not receive approval at Town Meeting, Board members continued discussing future amendments to the Bylaw with interested parties. The Board began discussions and research on amending its permitting fees and on housekeeping amendments to the Zoning Bylaw.

**Other Planning Initiatives:** The Board completed its report on the feasibility of package treatment facilities serving the town center area with the assistance of Harriman Associates, which was funded by the Massachusetts Downtown Initiative Grant Program. The Board met and worked with the Energy Advisory Committee regarding the Municipal Vulnerability Emergency Preparedness program. The Board met with the River Access Committee regarding the landing at Rocks Village Bridge. The Board reviewed and commented on the draft Open Space and Recreation Plan. The Town Planner participated as a member of the Town's Stormwater Committee.

**General Administration** included the following activities: Assessing organizational goals and policies; Budgeting, billing and payroll; Meeting preparation and close-out; Communicating the Board's policies and regulations to residents, potential buyers, land use and construction professionals; Responding to complaints; Complying with statutory land use permitting requirements, Updating the file organization system; Regular communication with state, regional and local officials; Oversight of professional and administrative personnel; Website maintenance; General office duties.

**Membership and Personnel:** The Board experienced some turnover during the fiscal year. Ann Bardeen was elected to a five-year term beginning in FY19. She was also elected as Chair for FY19. Brian Murphey was elected to serve as Vice-Chair, and John Todd Sarkis was elected to serve as Clerk. Associate Member Cindy Sauter resigned her position at the end of FY18 and Kim Monahan was appointed by the Selectmen to the position in September 2018. John Todd Sarkis resigned from his position as a full Member in November 2018 and Kim Monahan was appointed by the Selectmen in December 2018 to fill the position until the next Town election. Rick Bridges was elected to serve as Clerk for the remainder of the fiscal year. The Selectmen appointed Tim Cronin to serve as the Associate Member for the remainder of the fiscal year. The Board is very thankful to John Todd Sarkis for his Chairmanship in FY18 and for his years of service and dedication to the Board.

Members of the Planning Board represent the Board on other town boards and committees: Raymond Cook is the representative to the Community Preservation Committee, and Brian Murphey is the Town's Commissioner to the Merrimack Valley Planning Commission. The Board maintains memberships with the Massachusetts Association of Planning Directors, the Merrimack Valley Planning Commission, and the American Planning Association (National and Massachusetts Chapters).

The Board said goodbye to its Recording Secretary, Lori Dawidowicz, in August and welcomed Kathryn Carr to the position in January. The Board was successful in its proposal to create a part time Administrative Assistant position at Spring Town Meeting to begin in FY20.

The Planning Board generally meets on the first and third Tuesday of each month on the second floor of the Town Office Building. The public is welcome to attend meetings.

Respectfully submitted,

West Newbury Planning Board Members

	<u>Position, 7/01/18 – 6/30/19</u>	<u>Term Expiration</u>
Ann E. Bardeen	Member, Chair	2023
Richard Bridges	Member, Clerk (11/18-6/18)	2022
Raymond A. Cook	Member	2021
Brian R. Murphey	Member, Vice Chair	2019
John Todd Sarkis	Member & Clerk (7/18-11/18)	2020
Kim Monahan	Associate Member (9/18-12/18)	2019
Kim Monahan	Member (12/18-6/19)	2019
Tim Cronin	Associate Member (3/19-6/19)	2019
Leah Zambenardi	Town Planner	
Lori Dawidowicz, Kathryn Carr	Recording Secretary	
Barbara Berkenbush	Tax Work-Off Program Assistant	

## FY19 ANNUAL REPORT OF THE BOARD OF HEALTH

To the Honorable Board of Selectmen:

The Board of Health and staff remains dedicated to enforcing State and local regulations regarding wells, septic systems, camps, food, trash and recycling. During the Fiscal Year 2019, the Board of Health approved applications for 43 septic systems. Inspections for the installation of systems are done by the Health Agent ensuring compliance with Title V and West Newbury's Local Regulations. Our office issued 2 camp licenses, 17 food permits, 1 milk permit, 6 permits for a well, 33 licenses for installers and 11 haulers.

Our annual Household Hazardous Waste Collection Event was held on September 22, 2018 in conjunction with the City of Newburyport, the Town of Merrimac and the City of Amesbury. Approximately 171 households participated in our event, with 69 being West Newbury households.

FY19 was the thirteenth year for West Newbury as a member of the Northeast Massachusetts Mosquito Control Program which is a part of the Massachusetts Department of Agriculture. Surveillance by trapping and testing mosquitoes is the primary function of Mosquito Control. By analyzing the data collected from the traps, the Town will be informed regarding possible EEE (Eastern Equine Encephalitis) and West Nile Virus, and therefore can act preemptively to protect the public health. Zero human cases for either EEE or West Nile in FY19.

We continue to monitor and maintain the Town's closed landfill located at the corner of Middle Street & Georgetown Road. Wells are sampled yearly to provide data on early detection of any leachates that could impact the surrounding aquifer.


The Board of Health offers recycling programs for compact fluorescent light (CFL) bulbs, button batteries, mercury thermometers, thermostats, cellular telephones, rechargeable batteries as well as "medical sharps", books and a textiles recycling program. Items can be dropped off at the Health Department during office hours. Our medical sharps collection is a program with the purpose of collecting medical needles and lancets which provides safe storage containers for our residents. Sharps containers can be purchased for a fee at the Town Office Building in the Health Department and the drop off disposal program is free.

### RECEIPTS:

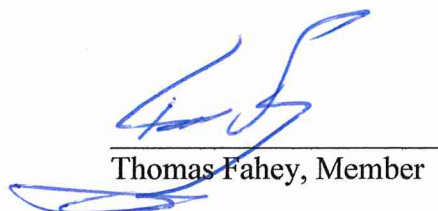
Licenses	7,730.00
Perc Test	4,950.00
Septic Plans Review	7,650.00
Recycling	709.71
Wells	<u>1,200.00</u>

Total      \$22,239.00

Respectfully Submitted:

  
Robert Janes, Chairman,

  
Blake Seale, Member

  
Thomas Fahey, Member

## **ANNUAL REPORT OF THE WATER DEPARTMENT**

To the Honorable Board of Selectmen:

In accordance with the provisions of Chapter 14, Section 49, of the General Laws of the Commonwealth of Massachusetts, the Board of Water Commissioners herewith submits a report of activities of the Water Department for the Fiscal Year ending June 30, 2019.

Installations:	1,049
Dwellings in Town: (per Assessors)	1,626
% on Town Water:	64%
Town Population: (per Town Clerk)	4,390
Gallons Billed:	51,964,675
Average Residential Daily Usage:	46 gpd/pp
Hydrants/Valves:	203/199
Street Valves:	137
Feet of Main:	147,840

### **New Brake Hill Water Storage Tank updates as of December 2019**

- The gravel access road is approximately 75% complete.
- The electrical and communications duct bank is complete from the tank site to Hilltop Circle. Final connections to National Grid and Comcast utilities will occur at a later date.
- The water main is complete.
- The water storage tank materials have been delivered to the site and the steel tank construction is approximately 75% complete.
- Water storage tank steel construction is expected to be complete in January.
- In the spring and into early summer of 2020, the steel tank will be painted, disinfected, filled, and bacteriologically tested and remaining site work, electrical/communications, and mechanical work will be completed. Once satisfactory bacteriological results are obtained and upon MassDEP approval, the new tank will be put into service.
- Once the new tank is in service, the existing water tank will be demolished and removed from the site.
- All work is expected to be complete by August 2020. We anticipate receiving an updated schedule from the Contractor prior to the restart of spring construction activities.

### **New Meter and Chemical Injection Building updates as December 2019**

- Site work is complete except for installation of fencing and general clean up at the end of the project.
- Construction of the building is complete.
- Doors have been installed and the interior of the building has been painted.
- The well pump and pitless adaptor have been installed and the well is connected to the water main.
- Exterior piping is complete.
- The Contractor is currently installing the interior piping, chemical feed systems, HVAC equipment, and electrical work.
- The facility is currently on schedule for completion and ready for the Town's use by the end of February pending MassDEP approval to put the facility into service.
- The new emergency generator is scheduled to be delivered to the site in late February and will be installed and tested by late March followed by completion of the new fence and final site cleanup. The existing emergency generator will remain on site and available for use until the new emergency generator is in service.

During Fiscal Year 2015, the Department negotiated with the Society of Saint John's Evangelist (SSJE) to secure additional land for the well head protection zone for the new bedrock well located at the existing Wellfield #1. This resulted in an amendment to the 1985 easement agreement for the land at Wellfield #1 located at 999 Main Street which was given as a gift by the SSJE to the Town of West Newbury. In Fiscal year 2019, the Department pumped 38,687,000 gallons of water from Wellfield #1 at a value of \$287,444.00 in savings if purchased from the City of Newburyport.

### **COMMITMENTS TO WATER FUND (CHARGES TO USERS)**

TWELVE-MONTH PERIOD JULY 1, 2018 TO JUNE 30, 2019

Water Usage (regular bills):

October 2018	\$406,045.36	
April 2019	<u>341,459.25</u>	<b><u>747,504.61</u></b>

Water Usage (special bills):

Addl. Water & Municipal Liens	10,282.24	
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Services:

Unscheduled Reading Fee	1,470.00	
Tapping Fee	425.00	

Materials:

New Meters	3,801.60	
Other	3,485.71	

<u>Fire Protection Charge</u>	<u>72,156.00</u>	<b><u>91,620.55</u></b>
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<b><u>TOTAL COMMITMENTS FISCAL YEAR 2019</u></b>		<b><u>839,125.16</u></b>
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Additional Revenue:

Misc. Revenue (backflow, red cards, etc.)	1,740.00	
Systems Development Charge	28,500.00	<b><u>30,240.00</u></b>

<b><u>TOTAL ESTIMATED REVENUE F/Y 2019</u></b>		<b><u>869,365.16</u></b>
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**OPERATING ACCOUNT EXPENDITURES**  
TWELVE-MONTH PERIOD JULY 1, 2018 TO JUNE 30, 2019

<u>Operating Expenses:</u>		
Facilities Cost	\$33,850.14	
Office Expense	10,415.51	
Retirement Expense		
(Includes: Essex County Retirement & Post Retirement Benefits)	45,232.00	
Outside Services/Training	7,520.00	
Computer Expense	4,221.68	
Vehicle/Equipment Expense	3,313.62	
Materials/Supplies/Outside Contractors	76,643.89	
Water Purchase-City of Newburyport	139,897.59	
Safe Water Drinking Assessment	543.07	
Legal Expenses	0.00	
Dues & Membership	545.00	
Mileage Reimbursement	1,264.40	
		<b><u>323,446.90</u></b>
<u>Salary/Wages:</u>	184,188.45	
<u>Insurances:</u>	35,056.51	
<u>Debt Service:</u>	103,747.23	
<u>Indirect Costs:</u>	50,009.00	
<b><u>TOTAL EXPENDITURES F/Y 2019</u></b>		<b><u>\$696,448.09</u></b>

**BOARD OF WATER COMMISSIONERS**

Robert Janes, Chairman

Larry Corcoran

Richard Cushing

Michael E. Goot  , Manager/Superintendent  
Jodi Bertrand, Administrative Assistant





## **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

To the Board of Selectmen:

The past year has been a busy one for the police department. I was appointed the Interim Police Chief in December of 2018 and appointed permanent Police Chief on July 1, 2019. With the help of all members of the department, the transition has gone smoothly.

The police department's School Resource Officer (S.R.O.), Officer Michael Dwyer, has continued to build a strong rapport with the faculty, staff, and students at the Pentucket High School, Middle School, and the Page Elementary School. Officer Dwyer has assisted with many on-campus trainings and safety drills. This has become an important position within the department and Officer Dwyer has fit in well.

On August 7<sup>th</sup>, we held our annual National Night Out community event at the Pentucket High School and offered games, a photo booth, a bounce house, a K-9 demonstration, and many donor displays. All three Pentucket area police departments participated and had vehicles available for those in attendance to examine. The West Newbury Fire Department also had fire engines showcased, and fire department personnel prepared food and drinks. I would like to thank the West Newbury Highway Department, the Essex County Sheriff's Department, and the Massachusetts State Police for their participation. This event was made possible through the generous donations of money and time from many residents, businesses, and department employees. Judging by the many families present, it appears that a good time was had by all. The department participated in other activities such as a prescription drug take back, car seat installations, and other events throughout the year.

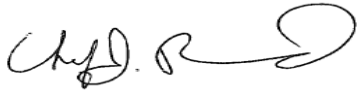
As we move forward, we are in the process of reorganizing the structure of the department and are working on implementing a Lieutenant's position so there will be a clear second in charge of the department. We are also working on creating a Sergeant's position for the overnight shift, giving each of the three shifts a supervisor.

This fiscal year the department logged 27,472 calls for service. These included 48 motor vehicle crashes, 1,732 motor vehicle stops which resulted in 1,262 verbal warnings, 200 written warnings, and 175 citations issued. There were also 52 criminal summonses and 39 arrests. Officers also responded to 111 burglar alarms and investigated 4 breaking and enterings.

**A Massachusetts Accredited Agency**

I am very proud of the members of the police department and all of the hard work they do each and every day to keep our town safe. Residents should also take comfort knowing that our officers are all well-educated and trained, and they provide a high level of service to the Town of West Newbury.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Chief J. Durand", with a stylized flourish at the end.

Chief Jeff Durand



## 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

To the Board of Selectmen:

The West Newbury Public Safety Dispatch Center continues to serve the town on a 24/7 basis and strives to go above and beyond for the public. There is a high standard of performance requested of the dispatchers. Whether its answering 911 emergency calls or assisting the public with questions, the dispatchers always maintain a professional demeanor and an accommodating attitude.

The Dispatch Center handles all types of calls, and when necessary, the dispatchers provide emergency medical dispatch assistance which can include things such as CPR instructions, bleeding control directions, or child birth guidance. From basic medical calls to life threatening emergencies, the dispatchers are trained, willing, and able to assist in order to get the public the help it needs.

In addition to answering voice-initiated phone calls, dispatchers are now trained in handling text-to-911 calls. Cell phones have the ability to text emergencies to 911 and dispatchers have gone through the proper training and are keeping up to date with changes in technology.

The Dispatch Center also added a couple of new part time dispatchers to its staff. Barbara Bilo and Nick Levesque both completed the required trainings and have become reliable and dependable dispatchers. The Dispatch Center also hired a new full-time dispatcher. Part time dispatcher Matt Walsh, who is a West Newbury resident, took a full-time dispatcher position with the department in the fall of 2018. This was a vacancy created by the departure of full-timer Kelsey Grenham.

The Dispatch Center is the center point of communication for the town and it is relied upon by the citizens, the Police, the Fire Department, and other town entities. There is a certain level of professionalism and performance expected of the dispatchers and this past year has shown that our dispatchers are dedicated to providing around-the-clock service to the citizens of West Newbury.

Respectfully Submitted,

Chief Jeff Durand

A Massachusetts Accredited Agency



# **WEST NEWBURY EMERGENCY MANAGEMENT AGENCY**

401 Main Street  
West Newbury, MA 01985  
Telephone: 978-363-1103  
[ema@westnewburysafety.org](mailto:ema@westnewburysafety.org)

To the Honorable Board of Selectmen:

The West Newbury Emergency Management Agency strives to be ready to respond in the event of a natural or man made emergency. I am pleased to report that calendar year 2019 was uneventful, with no disaster declarations in the Town.

West Newbury Emergency Management Agency volunteers support the community as much as possible - during emergencies, trainings, and volunteer events. In 2019 the agency has donated use of equipment, services, and volunteers to the many community events.

All residents are encouraged to have a Disaster Response Plan for their family and pets. It is recommended that a person be prepared to be on their own for 3 days before emergency help can reach them. Helpful information handouts and suggestion lists can be found at, [www.mass.gov/mema](http://www.mass.gov/mema) and [www.fema.gov](http://www.fema.gov).

EMA could not accomplish its goals and objectives without volunteerism, thank you to all that have served past and present!

*Respectfully submitted,*

*Lee Ann Delp,  
EMA Director*

Fire Department  
Board of Fire Engineers Annual Report for Fiscal Year 2019

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The West Newbury Fire Department responded to 475 calls for service during fiscal year 2019. We responded to two notable incidents this year. The first was on September 13, 2018. West Newbury Fire provided support to the Lawrence Fire Department during their large-scale gas emergency. We provided an Engine and Ladder to assist with fire calls in the city, Assistant Chief Ben Jennell was assigned to staging area operations. During this incident we also staffed an engine in West Newbury to cover the region as resources as many communities were committed in Lawrence. Second, on June 17, 2019 we responded to a 2 alarm building fire in town. The fire was contained to the basement area, due to the home having working smoke detectors which allowed early notification of the fire department. Additionally, this year we received mutual aid by our partner agencies 19 times. We responded out of town 33 times to provide incident support. We are grateful to the support and professionalism we receive from the Amesbury, Byfield/Newbury, Georgetown, Groveland, Merrimac, and Newburyport Fire Departments.

We are extremely proud to report that on February 28, 2019, firefighters David Baker, Tristin LaSala and Graeme Potter graduated from the Call/Volunteer Firefighter Training Program Class 074. David, Tristin and Graeme are active members, and this demonstrates their dedication to the department and to the Town of West Newbury. This brings us to 90 percent of department having received this training which is a great benefit to the town.

In January of this year Firefighter Kevin Samson retired from the West Newbury Fire after 24 years of service. We would like to thank him for his years of service and dedication to the town.

Lastly, we want to thank the Honorable Board of Selectmen and town boards and committees for their continued support. Our mission is to provide the Town of West Newbury with the very best service. This would not happen without the help from the West Newbury Police Department, Public Safety Dispatchers, Emergency Management Agency, Department of Public Works, Inspectional Department, Water Department, Atlantic Ambulance Service, and the community we proudly serve.

## FY2019 Fire Department Personnel

Chief Michael Dwyer  
Assistant Chief Benjamin Jennell  
Deputy Chief David Evans

Lieutenant Stephen Cutter  
Lieutenant Lisa Duxbury  
Lieutenant Mark Marlow

Firefighter David Baker  
Firefighter Daniel Briscoe  
Firefighter Cooper Carifio.  
Firefighter Brendon Corcoran  
Firefighter Julia Delotto  
Firefighter William Donahue  
Firefighter Lisa Eichel  
Firefighter Lisa Evans  
Firefighter Michael Fitzgerald  
Firefighter Jason Goldweber  
Firefighter Tenley Goodwin  
Firefighter Andrew Greenbaum  
Firefighter Steve Hardy  
Firefighter Joshua Kemper  
Firefighter Tyler Kimball  
Firefighter Tristin LaSala  
Firefighter Mike Lawless  
Firefighter Keenan Leonard-Solis  
Firefighter Victoria Manning  
Firefighter Sue Marden  
Firefighter Peter McGovern  
Firefighter Kara Percival  
Firefighter Graeme Potter  
Firefighter William Roche  
Firefighter Kevin E Samson  
Firefighter Daniel Stiles  
Firefighter Duncan Weaver  
Firefighter William Donahue

## Fiscal Year 2019 Fire Department Incidents

Building fire	12
Cooking fire, confined to container	1
Fuel burner/boiler malfunction, fire confined	1
Passenger vehicle fire	1
Off-road vehicle or heavy equipment fire	1
Brush or brush-and-grass mixture fire	3
Medical assist, assist EMS crew	2
EMS call, excluding vehicle accident with injury	196
Motor vehicle accident with injuries	8
Motor vehicle accident with no injuries.	15
Lock-in (if lock out , use 511 )	2
Watercraft Rescue	1
Rescue or EMS standby	3
Hazardous condition, Other	1
Gasoline or other flammable liquid spill	1
Gas leak (natural gas or LPG)	14
Carbon monoxide incident	1
Overheated motor	2
Breakdown of light ballast	2
Power line down	1
Arcing, shorted electrical equipment	2
Lock-out	3
Water evacuation	6
Water or steam leak	3
Animal problem	1
Animal rescue	1
Assist police or other governmental agency	10
Public service	20
Assist invalid	11
Unauthorized burning	11
Cover assignment, standby, moveup	17
Dispatched & canceled en route	22
No incident found on arrival at dispatch address	10
Authorized controlled burning	4
Smoke scare, odor of smoke	11
Smoke from barbecue, tar kettle	1
Smoke detector activation due to malfunction	3
Alarm system sounded due to malfunction	1
Smoke detector activation, no fire - unintentional	25
Detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	31
Carbon monoxide detector activation, no CO	11
Severe weather or natural disaster standby	2
TOTAL	475



## 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

To the Board of Selectmen:

Animal Control services are provided through a regional agreement between the Town of West Newbury and the City of Newburyport. This agreement provides the Town with coverage seven days a week. The Town of West Newbury is contractually responsible to provide the Animal Control Officer (ACO) vehicle. The old ACO vehicle, which was a 2005 Ford van, was replaced this year with a 2015 Ford Explorer. We were able to transition our older police cruiser into the “new” ACO vehicle instead of trading it in, resulting in substantial cost savings. Below you will find the type of calls the Animal Control Officer responded to during the fiscal year.

Calls Received	192
Complaints Received	20
ACO Responses	159
Written Warnings	1
Follow-ups	70
Education of Owners	58
Rabies Quarantined Animals	6
Rabies Quarantined Animals Released	6
Citations Issued	0
Unrestrained Violations	0
Unlicensed Dog Citations Issued	0
Dogs Licenses Checked	50
Dogs Picked Up	20
Cats Picked Up	3
Miscellaneous Animals Picked Up	22
Dead Animals Picked Up	45
Animals Sent for Rabies Testing	1
Barn Inspections	80

Respectfully Submitted,

Chief Jeff Durand

A Massachusetts Accredited Agency



***FY 2019***  
***INSPECTION DEPARTMENT ANNUAL REPORT***

To the Honorable Board of Selectmen:

Permits were issued for the following building activities during the 2019 Fiscal Year

***BUILDING PERMITS***

30	New Single-Family Homes
32	Foundations for New Single-Family Houses
10	Decks & Porches
2	Other Additions
5	Outbuildings, Garages, Barns & Sheds
88	Alterations & Renovations
5	Pools
58	Reroof, Siding or Windows
4	Demolition
7	Wood Stoves/Chimneys
10	Misc.
0	Waived Fee Permits
31	Solar

<b>TOTAL NUMBER OF PERMITS ISSUED</b>	<b>282</b>
---------------------------------------	------------

Reported Value of New Homes	\$8,558,318.00
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Reported Value of Other Construction	\$4,516,713.00
--------------------------------------	----------------

Reported Value of Fees Waived Permits	\$0
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Total Reported Value of Construction	\$13,075,031.00
--------------------------------------	-----------------

<b>TOTAL BUILDING PERMIT FEES COLLECTED</b>	<b>\$157,430.00</b>
---------------------------------------------	---------------------

### ***ELECTRICAL PERMITS***

27	New Homes
158	All Other

<b>TOTAL NUMBER OF ELECTRICAL PERMITS ISSUED</b>	<b>185</b>
--------------------------------------------------	------------

<b>TOTAL ELECTRICAL PERMIT FEES COLLECTED</b>	<b>\$28,956.00</b>
-----------------------------------------------	--------------------

### ***PLUMBING AND GAS PERMITS***

23	New Homes
62	Remodel & Additions
115	Gas Permit Fees

<b>TOTAL NUMBER OF PLUMBING/GAS PERMITS ISSUED</b>	<b>200</b>
----------------------------------------------------	------------

<b>TOTAL PLUMBING/GAS PERMIT FEES COLLECTED</b>	<b>\$21,003.00</b>
-------------------------------------------------	--------------------

### ***MECHANICAL/TRENCH/SHEET METAL***

2	Mechanical
8	Trench
24	Sheet Metal

<b>TOTAL NUMBER OF MECHANICAL/TRENCH/SHEETMETAL</b>	<b>34</b>
-----------------------------------------------------	-----------

<b>TOTAL FEES COLLECTED</b>	<b>\$3,623.00</b>
-----------------------------	-------------------

Respectfully submitted,

Glenn Clohecy  
Inspector of Buildings



# TOWN OF WEST NEWBURY

**CONSERVATION COMMISSION**  
**381 Main Street, West Newbury, Mass. 01985**  
**TEL: 978-363-1100 x126 FAX: 978-363-1119**

## Annual Report of the Conservation Commission

To the Honorable Board of Selectman:

Over the past year the Commission has continued its efforts to protect the wetlands under the Massachusetts Wetlands Protection and Rivers Protection Acts. The Commission is charged with regulating activities in or within 100 feet of a wetland resource area in order to prevent damage to these often fragile and at times irreplaceable resources. Wetlands serve many functions, including acting as a filter for cleaning our drinking water, providing flood storage, and preventing storm damage while providing wildlife habitat.

Our long-time agent, Jay Smith, informed the Commission that he would be retiring during the summer of 2019. Jay has been an excellent agent for us and we will miss the knowledge he brought to the position. Judy Mizner and Wendy Reed will put together a job description and we will begin the process of looking for a replacement.

The commission holds hearing on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month in connection with filings. We also hold site walks in order to check delineations for projects. If you are unsure if you need to file, you may call our agent, Bert Comins, to have him check out the site, or come to a meeting for an informal discussion.

We support the goals of the Open Space Committee, and work to preserve both open space and the town's remaining agricultural assets. Our goals include working with town boards to ensure the growth and development is done in ways that are consistent with environmental protection and preservation of open space for the benefit of all residents. This year we saw the protection of land along River Road, and the protection of Brown Spring Farm. We welcome input from all and all our meetings are open.

Respectfully Submitted,  
N. Dawne Fusco, Chair



# 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](mailto:DPWDirector@wnewbury.org)

## FY2019 Annual Report for The Department of Public Works

To the Residents of West Newbury,

I respectfully submit the Fiscal Year 2019 Annual Report for the Department of Public Works (DPW) for the period between July 1, 2018 to June 30, 2019.

During this exciting period of public works, there was a major retirement by our devoted long-time DPW Director Gary Bill who retired in November of 2018. His years of service and dedication are much appreciated by town residents, and as his successor, I welcome his guidance and support into the future. His knowledge and understanding of the everyday operations of roadway construction, drainage and facilities to mention a few is an asset. I will continue to seek Mr. Bill's advice and assistance in the upcoming year.

Some major mapping projects were undertaken in Fiscal Year 2019. All these maps can be found on the DPW web-page. Some of these newly created maps are:

1. **Town Street Map** – Prepared a new town map with up to date information and placed onto the DPW web page for public download.
2. **Town Wide Speed Limit Map** – Conducted town-wide roadway inspections on all public roads and used this information to prepare a town-wide posted speed limit map that can be used to modify or review existing speed limits as it relates to the town as a whole.
3. **Town Wide Pavement Marking Map** – Conduct town-wide audit of all pavement markings on all roadways. The audit included the locating and taking actual measurements of all long lines and stop lines and used this information to calculate actually linear footage for accurate invoicing. This data was used to prepare a two-map set displaying detailed locations of these markings.
4. **Town Wide Snow and Ice Route Map** – Prepared 16 pages of colored maps showing all 13 snow clearing routes and three sanding routes to assist staff and contractors with our snow and ice operations by reducing the possibility of missing any roadways, clarifying route limits and increase productivity.

We also worked closely with a consultant in preparing the 2019 MS4 Stormwater Permit. Staff training was also done in June with additional training planned in the upcoming years. A Street Cleaning Program and Catch Basin Cleaning Project was also development and included in our MS4 Permit. These documents can also be found on the DPW web-page.

A roadway condition audit was also performed and from this information, a master list of development to assist with making an educated and informed decision on what roadways should be paved in the near future and which roadway should have crack-sealer installed.

The Facilities Division of DPW worked endlessly to upgrade the exterior of the Pipe Stave Apartments and as a result, we were able to transfer the ownership to the West Newbury Housing Authority which has eliminated all financial and maintenance responsibility from the town to the West Newbury Housing Authority.

The Page School also had the back-up generator replaced with a more fuel efficient and more reliable unit that will also save operating and maintenance cost in the future.

To streamline the street opening permit and trench permit process, both permits which were issued by the Board of Selectmen (BOS) and the Inspectional Services Department (ISD) has been modified to grant full authority to the DPW Director to issue each type of permit in real-time. This new bylaw change eliminates BOS involvement allowing them to focus on more important task and reduce the heavy permit load on the ISD Department.

We also continued to work endlessly with improving the air circulation in the Library and office relocations in the Town Offices. We have started evaluating other town facilities for improvements including Town Office storage modifications, Town Hall exterior improvements and Public Safety Facility HVAC replacement.

DPW continued to develop and improve our daily and long-term planning operations with guidance and training from the Merrimack Valley Planning Council, Essex County Highway Association, Bay State Road Association, MassDOT, International Society of Arboriculture and Massachusetts Office of the Inspector Generals Office. During this fiscal year, staff attend confined space training, IDDE identification and testing training and Beaver Controls workshop.

The employees at DPW really appreciated the support we received from the Town Manager's Office, Board of Selectmen and most important the residents, whom express their approval of our hard work on a daily basis. Your encouragement and support are paramount to the success of our Department.

Respectfully submitted,

Wayne S. Amaral  
Director of Public Works

## **Annual Report of the Council on Aging**

Many new and exciting changes are happening in the Senior Center this past year. New programs have brought new faces to the Center. We have welcomed new instructors, new residents and new ideas.

We celebrated our 14<sup>th</sup> Annual Spring Fling by recognizing the many volunteers that have helped keep the center running. We celebrated with a great meal as well as entertainment for those attending. Of course, we couldn't end the night without overviewing the important information that we offer.

Once again our home cooked meals continue to be popular. We strive to bring you important information during these sessions. This year we were able to invite many different speakers including but not limited to Shine, Rehabs, and Scams. Our speaker lunch is offered on the last Friday of every month. And our Birthday Lunch is offered on the third Thursday of every month. Reservations are encouraged.

We continue to collaborate with other departments to bring you information and services. This past year we held a talk with the Assessors regarding Abatements that are offered, our Fire Department cooked us a home cooked meal in the spring and the fall.

These programs as well as our programs that have been going on for years have been favorites. Our trips to Foxwoods and Encore continue to be popular. Zumba and yoga class continues to be a hit with everyone.

Last year our SHINE program continued to be beneficial for many residents that came in during open enrollment. Appointments were often waitlisted because of the response that we had. We encourage everyone to review their health plans every year to determine if they are on the best plan for them.

Our Food Pantry is still utilized by many every month. Our mobile market has become very popular and well utilized by many in our senior housing. It has become a time when the residents of senior housing can socialize and help each other out. Over the past year we have taken in over 1800 lbs. of food and given out over 1600 lbs. Thank you for your continued support of this very important project.

Anyone is welcome to drop in at the Center for a cup of coffee or a chat. If you have any questions in regards to services offered or what is available to you please call our Director, Theresa Woodbury at 978-363-1104 or email at [coa@wnewbury.org](mailto:coa@wnewbury.org).

Respectfully Submitted,  
Theresa Woodbury,  
Director

# WEST NEWBURY OPEN SPACE COMMITTEE

To the Board of Selectmen:

The Open Space Committee (OSC) met regularly during the 2018 fiscal year. This report summarizes its accomplishments and challenges from July 1, 2018 to June 30, 2019.

## Town Report 2019

**Preservation of Brown Spring Farm and River Road Conservation Reservation:** Working with Essex County Greenbelt, the OSC conducted several site walks of both properties in Spring 2019. The walks served to earn residents' support for Greenbelt's acquisition of 31 acres on River Road and the placement of an Agricultural Restriction on the 10-acre Brown Spring Farm property, with sale of a portion to a farmer. The OSC and Greenbelt were co-applicants for two Community Preservation Act (CPA) grants to facilitate the land acquisition, and May Annual Town Meeting voters overwhelmingly approved the funding requests. The River Road transaction was completed in September 2019, and the year ended on a high note with preservation of Brown Spring in December.

To ensure that the Town can fund important future projects eligible for CPA grants, the OSC lobbied to retain the local 3% surcharge on real estate bills. Annual Town Meeting voters defeated a proposal to lower the surcharge to .5%.

**Completion of the 2018 Open Space and Recreation Report (OSRP):** The years-long effort to update the town's 2009 OSRP was completed in June. At 172 pages, the comprehensive report to the state Department of Conservation and Recreation (DCR) inventoried land use, zoning, natural resources, as well as accessibility of land and recreational activities. Results of a 2016 OSC survey were included in the OSRP, notably finding that residents strongly favor protecting town land from development. All Massachusetts communities must have an accepted OSRP in order to apply for state funding and grants.

An ambitious OSRP Action Plan will guide the efforts of the OSC in the coming years. Creating access to town open space for those with limited ability is a primary goal. The OSC identified two existing trails that could be made more accessible without major work: along Mill Pond and off Coffin Street into Riverbend. In June, the OSC also launched a program to inform the public about invasive plant species with a workshop that took participants on site to identify and learn about invasive plants.

**Bicentennial Walks:** In honor of the Town Bicentennial, the OSC scheduled the first of four trail walks in April and May. The plan to visit the Withers Conservation Area and Riverbend at different times of the year to observe seasonal changes served as a template for future trail walks throughout the Bicentennial year. The OSC deployed Signup Genius as an online tool for registering participants and communicating details about the walks.

**Website Transition:** The town Open Space online presence transitioned from a private site to one that integrates all West Newbury government information. The private site was shuttered in December 2018.

Respectfully submitted on behalf of the Open Space Committee,

*John Dodge*, Chairman

January 2020

Visit:  
[wnewbury.org/open-space-committee](http://wnewbury.org/open-space-committee)



**COMMUNITY PRESERVATION COMMITTEE  
TOWN OF WEST NEWBURY  
Annual Report, Fiscal Year 2019**

**BACKGROUND**

The Community Preservation Act (M.G.L. Chapter 44B, CPA) provides that communities may create a local Community Preservation Fund financed by a 3% surcharge (less the first \$100,000 of assessed value) on each property tax bill. The statute provides for certain exemptions such as for low- and moderate-income property owners. 10% of estimated revenues are allocated annually to each of the three CPA areas: Community Housing, Historic Preservation, and Open Space and Recreation; and 5% for Community Preservation Committee expenses. The balance is allocated to a fund entitled Undesignated Fund Balance, which may also be expended on eligible projects.

The Town of West Newbury voted to approve the provisions of the Community Preservation Act on October 17, 2005, and approved a Ballot Question to approve the Act on May 1, 2006, with a 3%-surcharge.

Under the statute, there is a state match which comes from fees assessed on Registry of Deeds transactions, which is annually distributed to CPA communities.

The Community Preservation Committee (CPC) must determine if a submitted project is eligible, and whether to approve it for funding. If approved, it must be approved by voters at Town Meeting. For more information, see the CPC webpage at [www.wnewbury.org](http://www.wnewbury.org).

**SUMMARY OF FUNDS**

**Revenues collected for Fiscal Year 2019 are as follows:**

Receipts from Surcharge:	\$327,337.00
Tax Liens Redeemed:	\$ 568.00
Earnings on Investments:	\$ 24,832.00
State Grant for Historic Sites Survey	\$ 12,500.00
State Match:	\$131,918.00
<b>TOTAL</b>	<b>\$497,155.00</b>

(Source: 2019 Revenue Statement, prepared by the Town Accountant)

NOTE: The State Match is based on the FY 2018 CPA Surcharge Revenues, but was distributed in the following fiscal year, FY Year 2019. The State Match was 43% of Surcharge Funds received in FY 2018.



**The Available Fund Balances in the CPA Account as of June 30, 2019 are:**

Fund Balance Reserved for Community Housing:	\$ 239,813.00
Fund Balance Reserved for Historic Resources:	\$ 100,534.00
Fund Balance Reserved for Open Space and Recreation:	\$ 107,142.00
Fund Balance Reserved as Undesignated:	\$2,025,743.00

(Source: Form CP2, prepared by the Town Accountant and filed with the Department of Revenue)

**CPA PROJECTS**

To date, 28 projects have been approved by Town Meeting voters. The breakdown of categories is as follows:

Community Housing:	\$ 265,000.00
Historic Preservation:	\$2,310,668.00
Open Space and Recreation:	\$ 397,100.00 <sup>1</sup>
TOTAL:	\$2,972,768.00

Some projects have been completed under budget. A complete table of projects approved and expenditures is posted in the Community Preservation Plan on the CPC webpage.

During Fiscal Year 2019, the CPC approved and recommended to Town Meeting the following projects:

**Special Town Meeting of October 22, 2018:**

- Pipestave Hill Active Recreational Area Expansion Conceptual Study, Engineering Services relative to preparation of a Conceptual Plan, proposed by Parks and Recreation Commission, \$51,500. The Article was not approved by Town Meeting voters.

**Special Town Meeting of April 29, 2019:**

(all proposals were approved by Town Meeting voters)

- Historic Sites Survey, Phase II, proposed by the Historical Commission, \$25,000 (Note that Massachusetts Historical Commission has approved a grant of \$12,500 to be remitted to the Town at the close of the project.)
- G.A.R. Memorial Library, ADA Compliant Ramp, proposed by the DPW Director, \$17,000
- Brown Spring Farm, Agricultural Preservation Restriction, proposed by Essex County Greenbelt Association \$200,000
- River Road Conservation Project, Conservation Restriction, \$75,000

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<sup>1</sup> Of this amount, a total of \$50,000 was authorized for Recreation [Action Cove Rehabilitation / Restoration (Phase I and II)], with the balance of this amount authorized for Open Space.

A Citizens' Petition had been filed in January, 2019 to reduce the CPA Surcharge from 3% to ½%. The question appeared as Article 30 of the Annual Town Meeting Warrant. The Article was not approved by Town Meeting voters.

## **ADMINISTRATION**

Joe Anderson, Board of Selectmen Rep, served on the CPC through April, 2019. The Committee is thankful to Joe for serving on the committee for three years and for his leadership and expertise. In May, 2019, Rick Parker was appointed as the Board of Selectmen rep. Jean Nelson served as the CPC Administrator throughout FY19.

The Community Preservation Plan was updated through the year and a revised plan has been completed. It is posted on the Town website. [www.wnewbury.org](http://www.wnewbury.org) under the CPC page. The plan contains information on all aspects of the CPA in West Newbury.

Procedures and conditions for recipients of CPA funds have been drafted and implemented, and have been found to be helpful. In November, 2019, the CPC amended the Guidelines to rename the document to "Requirements, Guidelines, and Applications", and to establish timelines for Filing Applications.

The CPC typically meets on the third Thursday of each month. The public is welcome to attend the meetings. The Committee urges interested people or groups to attend a meeting to discuss a potential project. Please contact the CPC Office if you have questions, projects to discuss, or wish to be scheduled on the Agenda.

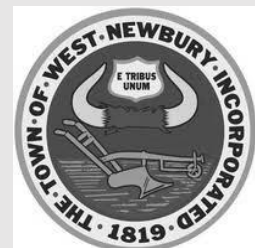
### **Members as of June 30, 2019:**

William Bachrach, Park and Recreation Commission  
Raymond A. Cook, Planning Board  
Mary Harada, Housing Authority  
Robert Janes, Historical Commission  
Judith Mizner, Conservation Commission  
Sherry Pruyn, At-Large Member  
Rick Parker, Board of Selectmen  
Angus Jennings, Ex Officio Member

# West Newbury Energy Advisory Committee Annual Report FY19

A primary WNEAC FY19 activity was its collaboration with the Open Space Committee to recommend that the Town pursue a Municipal Vulnerability Preparedness (MVP) planning grant and assist the Town with the application. This grant funds a planning process and full day workshop that draws upon state information about anticipated climate change impacts (e.g., extreme weather events, power outages, flooding) and information provided by relevant town employees, citizens and others related to identifying potential vulnerabilities for West Newbury's infrastructure, services and residents. Completion of the planning process results in a report of priorities and action items and makes the Town eligible for state MVP action grants to implement priority projects.

Additional FY19 efforts by WNEAC included: receiving the preliminary feasibility study of a municipal campus microgrid with solar generation and storage to provide assured power in the event of a power outage to the Public Safety Complex, elder housing, annex and town offices (the study was funded by a grant sought by the Town with the support of WNEAC); providing input to the Planning Board on its proposed revisions to the Town's bylaw for large-scale solar developments; developing and posting energy-efficiency related information on the WNEAC webpage (e.g., information on the Page School solar PV energy production and revenue--\$164,395 in net gain to the Town as of the end of FY19); and evaluating potential energy-efficiency projects for the Town, such as streetlight replacement with LED lamps.



Annual Report – July to June – 2018/2019  
Park and Recreation Board  
Bill Bachrach, Jack Foley, Tom Flaherty – Chair

We completed another year in the service of our Town and our families. We have adequate and acceptable facilities; however, we identified two areas that needed attention which we focused most of our efforts on, as detailed later in this report.

First, we want to thank the WNYL (West Newbury Youth League) and Jack Foley, President, for their continued attention to the recreation needs of our Town. Our facilities service hundreds of children and their families. Our parents, who do most of the coaching, are so appreciated.

Secondly, we thank our very dependable and skilled Department of Public Works led by new Director, Wayne Amaral. They tirelessly respond to our many needs.

Finally, thank you to the town office staff led by Town Manager, Angus Jennings, in answering to our continued questions and paper work.

The summer recreation program at the Page School led by Director, Amy Wilson, continues to be an amazing success.

The two areas that were our primary focus received considerable attention. The need for at least one more athletic field was our major concern. After attempting, unsuccessfully, to buy the *Daley Property* several years ago, we switched our ideas and plans to the *Dunn Property* and, again, we were unsuccessful! It is important to recognize the stakeholders that were involved in deciding the use of the *Dunn Property* as well as its connection to the fields, trails and riding rings in our *Pipestave Hill Property*.

We presented a comprehensive request for a study that included fields, parking, courts, roads, etc. Hindsight suggests that our next request should be more limited. The opposition was led by the equestrian WNRDC (West Newbury Riding and Driving Club), the Open Space Committee, and citizens concerned about losing this property.

The second area of focus was the parking issue at *Pipestave Hill* during athletic events. There are often over 200 vehicles in the parking area. This produces two issues; one, accidents to vehicles and pedestrians and, two, limited (or prevented) access for equestrian trailers, etc. Our separate plan for expanded parking was then included by the Community Preservation Committee into the Dunn request! We will request a reconvening of the parking committee for 'Plan B' as we try to resolve the parking problem.

Thank you to all that we might have not included in this report; you are valuable to us.



## West Newbury Bicentennial Committee

### Annual Report

To the Honorable Board of Selectmen:

The Bicentennial Committee began FY 2019 with a focus on obtaining sponsors for our celebration and developing publicity for the planned events. We designed and distributed two brochures to solicit sponsors, one appropriate for potential small donors and the other for potential large donors (banks, large corporations, etc.). The total monetary revenue from sponsors was \$10,800. There were also many generous in-kind donations that both enhanced the celebration and defrayed the costs. The Commonwealth of Massachusetts also provided a grant of \$25,000.

To publicize the Bicentennial Celebration, a Save-the-Date card listing the planned events was printed and mailed to every household on the West Newbury mailing list. Regular postings on the town web site and other social media sites and articles in the Newburyport Daily News and Newburyport Current also provided publicity for the celebration. Numerous posters and mailings were used to announce individual events.

The Bicentennial Gala, held on Feb. 23 at Groveland Fairways, and the Town-wide Birthday Party on Feb. 24 at Pentucket Junior High School, kicked off the Bicentennial Celebration. Both were attended by our State Senator, Bruce Tarr, and our State Representative, Lenny Mirra, who presented us with proclamations and a plaque from the Commonwealth of Massachusetts. On Mar. 31 the West Newbury Fire Company contributed a Pancake Breakfast and the West Newbury Garden Club presented a lecture series, "Growing West Newbury" as part of the bicentennial activities. And in May the enhanced Memorial Day parade featured floats, bands, colonial militia and numerous other marching groups in honor of West Newbury's bicentennial.

The week of July 6-13, 2019, will be the centerpiece of the festivities with special events planned for each day.

Respectfully Submitted,

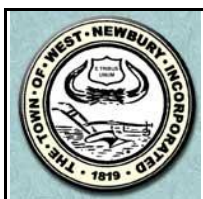
KC Swallow  
co-Chair, West Newbury Bicentennial Committee



**West Newbury Cultural Council Annual Report**  
FY2019

The West Newbury Cultural Council is a member of the local Massachusetts Cultural Council program, which provides funding to towns for small grants for events incorporating the Arts, Humanities, and Interpretive Sciences. In FY2019, the West Newbury Cultural Council was appropriated \$4,500 to fund arts grants. The Council added \$1,600 in locally raised funds to support a total of \$6,100 for the Bicentennial Quilt (which is at the GAR Memorial Library), for the Newburyport Choral Society spring concert, for two library-sponsored programs, for the West Newbury Concert Band at the bicentennial family day, for Onstage Inc., for the Newburyport Documentary Film Festival, for spring bird watching walk at Mill Pond led by Massachusetts Audubon Society, for the Outdoor Sculpture Show at Maudslay State Park, for the Newburyport Chamber Music Festival, for the Printing Arts for All Seasons show at the Museum of Printing, for the Salisbury Art Stroll, and for the Newburyport Literary Festival.

We appreciate emerging as well as established individuals and organizations and strive to grant funding for a diverse group of community and surrounding area programs. We encourage all to apply. Application deadline each year is on October 15th.



**Mill Pond Committee  
West Newbury, Massachusetts 01985**

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**Report of the Mill Pond Committee  
July 1, 2018 through June 30, 2019**

To the Honorable Board of Selectmen:

The Mill Pond Committee is charged with managing the varied recreational activities that take place in the Mill Pond Recreation Area while maintaining its natural, aesthetic beauty. The Mill Pond Committee is also responsible for implementing the Management Plan according to the Essex County Greenbelt Association Conservation Restriction. The Mill Pond Committee wishes to thank the many individuals and town officials who contribute to the success of maintaining the Mill Pond Recreation Area for the enjoyment of all. The Committee wishes to specifically thank:

- The West Newbury Riding and Club for the scores of pruners, weed whackers, and mowers that beat back the poison ivy, build and maintain equestrian jumps and improve the trails; and volunteers who mow the area around the riding rings and on the cross-country course weekly during the summer. The WNRDC has been continually active in developing and maintaining the equine infrastructure and entire Mill Pond Recreation trail network.
- The Boy Scouts Troop #41 for their continued assistance in helping maintain and clear trails of fallen trees
- The West Newbury Parks & Recreation Committee for their help and assistance in helping navigate parking and use for to ensure use for multiple events happening at the same time.
- The West Newbury Open Space Committee for multiple efforts in ensuring our areas are protected and available to all.

The Mill Pond Area continues to be enjoyed by the general public for a variety of activities. Fishing, boating, hiking, dog walking and equestrian activities continue to enjoy strong support. Significant events that occurred during the past fiscal year were:

- A Thanksgiving Day charity foot race having approximately 200 participants was successfully held.
- Multiple Equestrian events were sponsored by the West Newbury Riding and Driving Club.
- Several high school cross country track events were held.
- The Mill Pond building was used by the Boy Scouts, Cub Scout, and multiple private functions.
- A successful Winter Carnival was held in February, with many children and their families enjoying the sledding, ice skating and other various winter activities, games, and events.
- Page School 2<sup>nd</sup> Grade Students commenced a field trip to Mill Pond to understand ecologic diversity

Respectfully Submitted,

*Ryan Goodwin*

Ryan Goodwin, Mill Pond  
Committee Chair



**District Administrative Offices  
22 Main Street  
West Newbury, MA 01985  
Telephone (978) 363-2280  
Fax (978) 363-1165**

Dr. Justin Bartholomew  
Superintendent of Schools

Greg Labrecque  
Business Manager

The West Newbury Annual Report of the School Department activities for FY19 has been developed by the Principal of the Dr. John C. Page School, Pentucket Regional Middle School and Pentucket Regional High School on behalf of the Superintendent of Schools and the Pentucket Regional School Committee.

Wayne Adams, Chairwoman  
Lisa O'Connor, Vice Chairman  
Bill Buell  
Joanna Blanchard  
Christine Reading  
Dick Hodges  
Dena Trotta  
Emily Dwyer  
Marie Felzani

Pentucket Regional High School  
Annual Report Fiscal Year 2018 - 2019

The 2018 - 2019 school year was productive at Pentucket Regional High School. Student enrollment was 741 and comprised of 184 from West Newbury, 259 from Groveland, 258 from Merrimac, and 40 school choice students. 181 students graduated in the class of 2019.

Below is a summary of activities that took place in the areas of curriculum, instruction, assessment and other areas of interest.

Teachers focused on developing cohesive units of instruction that incorporated UDL and SEL strategies. UDL stands for Universal Design for Learning while SEL stands for Social Emotional Learning. These strategies are key to engagement and differentiation in the classroom.

Pentucket High School students continue to excel on state assessments such as the MCAS< ELA, Biology and Math administered in the 9th or 10th grade. This year marks the first year that high school students will be assessed using the next generation MCAS assessment and one of the changes associated with this is that these tests will be administered on computers. As a result, we have invested in classroom-based computer equipment such as inexpensive and versatile Chromebooks.

Expanded programming throughout the year resulted in learning opportunities. The Movement Science and Athletics Academy has partnered with Merrimack College to allow students to earn college credits when they successfully complete Anatomy and Physiology I & II through concurrent enrollment and this partnership was expanded to add an additional course for students exploring a future in health care called "Careers in Health Science."

Once again numerous students received awards for their sportsmanship, talent and hard work through musical and artistic competitions as well as athletics.

The school district and community continue to progress through the MSBA building project process. After an historic collaboration between the citizens of the 3 Pentucket Communities funding authorization for the long awaited 7 - 12 Building project was enthusiastically approved. Additional design work will continue with anticipated construction beginning in the spring of 2020.

Respectfully submitted,  
Jonathan Seymour, Principal

Pentucket Regional Middle School  
Annual Report Fiscal year 2019 - 2019

The 2018 - 2019 year was productive and resulted in a new direction for the Pentucket Regional Middle School. Student enrollment was 398 and was comprised of 98 from West Newbury, 150 from Groveland, 134 from Merrimac, and 16 choice students.

Below is a summary of activities that took place in the areas of curriculum, instruction, assessment, and other areas of interest for students.

Teachers focused on developing cohesive units of instruction that incorporated UDL and SEL strategies. UDL stands for Universal Design for Learning while SEL stands for Social Emotional Learning. These strategies are key to engagement and differentiation in the classroom. Grade 7 & 8 piloted the Oakland English Language Arts timeline and sequence, and grade 7 piloted the Eureka math program. Both resulting from the district's curriculum renewal process.

Pentucket Middle School students' performance on standard assessments like MCAS, Lexile, and Quantile was measured three times last year and the results used to make decisions on curriculum and instruction. This year was the third that the entire middle school participated in the computer-based Next Generation MCAs assessment, which is ahead of the state required timeline.

The master schedule and programming wants typically have seven classes per day. Students received the four core academic disciplines of math, science, ELA, and social studies, and chose their three remaining elective classes to further increase student engagement. The middle school continues to explore strategies to increase student engagement, and is researching academic team-based teaching for the 2019 - 2020 school year.

Students have a wide menu and variety of extracurricular activities at the middle school. The clubs and activities students participated in this year included Student Council, Math Team, Community Service, snow Angel dual production, yearbook, GSA, and Intramural Sports.

The school district and community continued to progress through the MSBA building project process. After an historic collaboration between the citizens of the three Pentucket Communities funding authorization for the long awaited 7 - 12 Building Project was enthusiastically approved. Additional design work will continue with anticipated construction beginning in the spring of 2020.

Respectfully submitted,  
Ken Kelley, Principal

### **Demographic Information**

The Dr. John C Page Elementary School is located in the town of West Newbury, Massachusetts, and serves students from Pre-Kindergarten to Grade 6. The Page School provides local educational services to the residents of West Newbury. The current enrollment is 325 children. The enrollment for the 2018-2019 school year was 343 students, preschool to Grade 6.

### **School Highlights**

A group of Page School students received international recognition in May for their invention convention submission and attendance at the Henry Ford Museum of Innovation.

Page School was recently recognized as having reduced the chronic absenteeism rate from 5% in 2018 in the school to just over 1%. Chronic Absenteeism is defined as missing more than 18 days of the school year.

### **Curriculum**

Page School recently exited the partnership for Innovation School for Engineering and Design process with the state. Current curriculum work has a high degree of focus on Math and Literacy resources and strengthening the quality of interventions in those areas.

Kindergarten students learned about our wonderful town of West Newbury. Students created a 3D map of our town and all the wonderful sights you see as you drive down Main Street. This collaborative project is in honor of West Newbury's Bicentennial Celebration.

First graders learned that animals use their body parts and senses in different ways to adapt and survive. During Reader's Workshop, students learned how to use nonfiction text features to research an animal. Then during STEAM, students then used this information to engineer an animal puppet that had at least one moving body part.

Second grade students used a multidisciplinary approach to study weather and then apply their learning into creating all weather hats from a protocol design, product testing, and manufacturing perspective.

The third graders enjoyed a unit of study on the Iditarod. During this study of the famous Alaskan dog race, the students learned about the race, animal adaptations, and the geography, climate and culture of Alaska. They completed their study with posters and Google slideshow presentations to show what they had learned. Lastly, a Page School parent, Amy Richardson, came in to present her experience as an Iditarod volunteer veterinarian.

Fourth graders learned about forest ecology and animal adaptations through a series of six outdoor education lessons. From April through June, students explored the area surrounding the Page School including Mill Pond and the Riverbend Trail Network as they deepened their understanding of plant and animal life cycles as well as animal habitats.

After studying the effects of plastics on the Earth, Grade Five took on the challenge of reducing cafeteria waste by swapping out disposable trays and utensils for reusable ones. Implementing this change, along with installing recycling receptacles, significantly reduced the amount of daily waste produced in the Page School cafeteria.

Sixth grade immersed itself into ancient Egypt. Each student chose an artifact from ancient Egypt to build. Before building, they needed to learn a little about the math behind building a scale model. Along with their artifact they needed to do some research about their topic that later turned into an informational writing piece about their artifact and the entire Egyptian experience as well. The assignment culminated with a showcase where students were able to display and explain the work they put into their Egyptian project.

### **Instruction**

In Math, students were introduced to the new math Eureka math resource which is now the primary source for math instruction. Eureka math is the most highly utilized math program nationwide.

In Literacy, students used Foundations and the Lucy Caulkins Framework as adopted through the Oakland Schools for better foundations in reading as well as studying literary texts in greater detail.

Students experienced a variety of new electives and offerings that focused on student interest in the areas of 2d art, 3d digital design, music composition, robotics, coding, cooking, and photography.

### **Assessment**

Students participated in the MCAS 2.0 test for the third year in a row. All students took the test through an online assessment portal for the first time this past year.

5th Grade Students took the new online MCAS Science assessment for the first time this year.

### **Community Collaboration**

The West Newbury Parent Teacher Organization brought in over 25 different assemblies and programs for students at the Page School focusing on a variety of activities including; visual/performing arts, health, science, and exploring nature.

Our School Student Council collected over 1,500 items donated by students. These non-perishables were delivered to Our Neighbor's Table in Amesbury where it was determined that we had collected 1,270 pounds of food equaling 1,058 meals!

Respectfully submitted,  
Dustin Gray, Principal

West Newbury Graduates:

Timothy Beech  
Isobelle Bounsy  
Kylie Bukow  
Jan Carriere  
Jack Clohisy  
Jacqueline Cloutier  
Nicholas D'Alessandro  
Anna Dixon  
Katarina Dodge  
Clara Dore  
Kenneth Drewry  
Annika Ellis  
Eliza Fahey  
Angus Flaherty  
Audras Foster  
Emily Freid  
Hannah Gil  
Emmett Hamilton  
Matthew Hersey  
Timothy Hileman  
Veasey Jackson  
Jordan Journeay  
Mason Linger  
Jonel Martis  
Maximus McDonough  
Mary Ott  
Spencer Pacy  
Anna Powell  
Julia Reading  
Emily Riley  
Sabrina Romano  
Lucas Ruskowski  
Kieran Scott  
Shepard Thomas  
Ryan Smith  
Justin Snow  
Ashley St. Louis  
Elizabeth Sutton  
Lauren Ward  
Ashley Welch  
Jason Young



Alana Gilbert  
Chairperson  
School Committee

Maureen Lynch  
Superintendent

# Whittier Regional Vocational Technical High School

115 Amesbury Line Road  
Haverhill, MA 01830-1898  
978-373-4101  
Fax: 978-521-0260  
[www.whittiertech.org](http://www.whittiertech.org)

July 26, 2019

## ANNUAL OPERATIONAL REPORT

TO: The Honorable Board of Selectmen

FROM: Chip O'Connor, Whittier Representative  
Maureen Lynch, Superintendent

Whittier offers 23 vocational technical career areas designed to provide the necessary training and skills for further education or work force success.

Whittier's academic program is designed to offer students the fundamental skills through its core curriculum in English, Math, Science and Technology, Social Studies, World Languages, Physical Education/Health, and Elective subjects. Courses are aligned with the Massachusetts Curriculum Frameworks in order to achieve success on the MCAS.

Courses are offered in a sequential format and are integrated with the vocational-technical areas, wherever practicable and mutually beneficial. All academic courses offer advanced sections for students who desire to further their education. We offer honors courses in English, science, and math to lead toward advanced placement courses. Moreover, a Tech Prep program is offered to eleventh and twelfth grade students which parallels the College Prep program and provides students with the opportunity to earn college credit and/or advanced college placement.

Since all programs are open to both females and males, we encourage our students to explore and to specialize in non-stereotyped, non-traditional vocational-technical areas and to strive for the maximum realization of their goals and potential.

Whittier Regional Vocational Technical High School is entering its forty sixth year. To date we have graduated 11,883 students from the day school.

The enrollment for the Evening School from West Newbury: 12

Honorable Board of Selectmen  
July 26, 2019  
Page 2

The October 1, 2018 Day School Enrollment:

	Boys	Girls
Grade 9	3	0
Grade 10	0	0
Grade 11	7	1
Grade 12	3	2

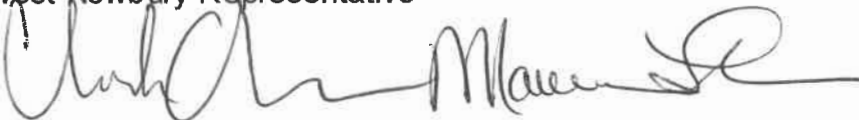
Total – 16

2019 Graduates – 5

The cost to West Newbury for the school year 2018-2019 was \$302,349.00.

Respectfully yours,

Chip O'Connor  
West Newbury Representative

A handwritten signature in dark ink, appearing to read 'Maureen Lynch', written over a horizontal line.

Maureen Lynch  
Superintendent

ML/lr



## TELEPHONE NUMBERS and OFFICE HOURS

### PUBLIC SAFETY

<b>Emergency-----</b>	<b>Dial 911</b>
Police Department-----	(978) 363-1213
Fax for Police Department -----	363-1114
Fire Department-----	363-1111
Emergency Management Agency-----	363-1103
Animal Control Officer (dial Dispatch) -----	363-1213
Public Safety Dispatch-----	363-1213

### TOWN OFFICES

*(Monday – Thursday, 8:00 a.m. - 4:30 p.m.; Fri. 8:00 a.m. – noon, unless otherwise noted)*

Board of Selectmen’s Office-----	(978) 363-1100, Ext. 113
Residents Administrator-----	363-1100, Ext. 113
Town Clerk/Town Counsel-----	363-1100, Ext. 110
Finance Office:	
Town Manager-----	363-1100, Ext. 111
Town Accountant-----	363-1100, Ext. 112
Treasurer-Collector-----	363-1100, Ext. 114
Assistant to the Town Manager and Finance Department-----	363-1100, Ext. 115
Chief Assessor-----	363-1100, Ext. 116
Assessor’s Office, Clerk-----	363-1100, Ext. 117
<b><i>Fax for Town Offices on First Floor-----</i></b>	<b><i>(978) 363-1826 Fax</i></b>
DPW Director-----	363-1100, Ext. 120
Buildings and Grounds Foreman-----	363-1100, Ext. 129
Board of Health Agent-----	363-1100, Ext. 119
Board of Health, Administrative Assistant-----	363-1100, Ext. 118

*(Monday – Wednesday: 7:00 a.m. – 1:00 p.m.; Thursday 7 a.m. to 11:30 a.m.)*

Water Dept. Superintendent-----	363-1100, Ext. 128
Water Dept. Administrative Assistant-----	363-1100, Ext. 127

*(Monday – Thursday: 8:30am – 2:30pm)*

Building Inspector-----	363-1100, Ext. 121
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*(Building Inspector hours: Monday & Wednesday: 8am-12pm)*

*(Plumbing/Gas, Electrical Inspectors: Monday & Wednesday 7am-8am)*

Building Inspector’s Administrative Assistant-----	363-1100, Ext. 122
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*(Monday – Thursday: 7:00am – 12pm)*

Planning Board/Planning Board Administrator-----	363-1100, Ext. 125
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*(Monday, Tuesday and Thursday: 9:30am – 2:30pm)*

Conservation Commission Agent-----	363-1100, Ext. 126
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*(Monday and Wednesday: 7:30am – 12pm)*

<b><i>Fax for Town Offices on Second Floor-----</i></b>	<b><i>(978) 363-1119 Fax</i></b>
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G.A.R. Memorial Library-----	363-1105, (Fax) 363-1116
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Council on Aging, <b>Senior Drop-in Center</b> -----	Office: 363-1104 or Meal site: 363-5413
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*(Monday – Thursday 8am – 4pm, Friday 8am to 12pm)*

**Official Town Website:** [www.wnewbury.org](http://www.wnewbury.org)

**Visit the G.A.R. Memorial Library:** [www.westnewburylibrary.org](http://www.westnewburylibrary.org)

## **PENTUCKET REGIONAL SCHOOL DEPARTMENT**

Superintendent's Office (Superintendent Dr. Justin Bartholomew) ----- (978) 363-2280  
Business Manager's Office (Greg Labrecque) ----- (978) 363-5104  
Dr. John C. Page School (Principal Dustin Gray) ----- (978) 363-2672  
Pentucket Regional Middle School (Principal Kenneth Kelley) ----- (978) 363-2957  
Pentucket Regional High School (Principal Jonathan Seymour) ----- (978) 363-5507

## **WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

Superintendent's Office----- (978) 373-4101

## **COMMUNITY SERVICES**

Veterans' Service Officer----- (978) 356-3915  
Housing Authority Office----- (978) 465-7216 x14  
WN Riding & Driving Club, President Kathy Feehery----- (978) 367-8155

## **TOWN OFFICE E-MAIL ADDRESSES**

Town Manager	<a href="mailto:townmanager@wnewbury.org">townmanager@wnewbury.org</a>
Board of Selectmen	<a href="mailto:selectmen@wnewbury.org">selectmen@wnewbury.org</a>
Asst. to the TM & Finance Dept.	<a href="mailto:finance.admin@wnewbury.org">finance.admin@wnewbury.org</a>
Town Clerk/Town Counsel	<a href="mailto:mmccarron@wnewbury.org">mmccarron@wnewbury.org</a>
Assistant Town Clerk	<a href="mailto:assistantclerk@wnewbury.org">assistantclerk@wnewbury.org</a>
Residents Administrator	<a href="mailto:residents.admin@wnewbury.org">residents.admin@wnewbury.org</a>
Treasurer-Collector	<a href="mailto:syames@wnewbury.org">syames@wnewbury.org</a>
Town Accountant	<a href="mailto:townaccountant@wnewbury.org">townaccountant@wnewbury.org</a>
Chief Assessor	<a href="mailto:chief.assessor@wnewbury.org">chief.assessor@wnewbury.org</a>
Assessors' Clerk	<a href="mailto:asst.assessor@wnewbury.org">asst.assessor@wnewbury.org</a>
Health Agent	<a href="mailto:psevigny@wnewbury.org">psevigny@wnewbury.org</a>
Board of Health, Admin. Assist.	<a href="mailto:jkrafton@wnewbury.org">jkrafton@wnewbury.org</a>
DPW Director	<a href="mailto:dpwdirector@wnewbury.org">dpwdirector@wnewbury.org</a>
DPW Administrator	<a href="mailto:dpwadmin@wnewbury.org">dpwadmin@wnewbury.org</a>
Buildings and Grounds Foreman	<a href="mailto:brichard@wnewbury.org">brichard@wnewbury.org</a>
Building Inspector	<a href="mailto:building.inspector@wnewbury.org">building.inspector@wnewbury.org</a>
Bldg. Inspectors' Admin Assist.	<a href="mailto:inspection.admin@wnewbury.org">inspection.admin@wnewbury.org</a>
Water Dept. Superintendent	<a href="mailto:mgootee@wnewbury.org">mgootee@wnewbury.org</a>
Water Dept. Admin. Assist.	<a href="mailto:wnwater@wnewbury.org">wnwater@wnewbury.org</a>
Conservation Commission Agent	<a href="mailto:conservation@wnewbury.org">conservation@wnewbury.org</a>
Town Planner	<a href="mailto:lzambenardi@wnewbury.org">lzambenardi@wnewbury.org</a>
Planning Administrator	<a href="mailto:planning.admin@wnewbury.org">planning.admin@wnewbury.org</a>
Community Preservation Comm.	<a href="mailto:cpc@wnewbury.org">cpc@wnewbury.org</a>
Council on Aging	<a href="mailto:coa@wnewbury.org">coa@wnewbury.org</a>

## **WEST NEWBURY CEMETERY INFORMATION**

Rural Cemetery (Chase St.) -----Rick Thurlow----- (978) 363-2009  
Walnut Hill (Bachelor St.) -----Rick Thurlow----- (978) 363-2009  
Bridge Street Cemetery----- Vacant-----Vacant  
Merrimack Cemetery (Pleasant St.) ----- Rick Davies----- (978) 462-4879

**\*All Cemeteries in West Newbury are privately owned and maintained.**



1910 TOWN OFFICE BUILDING  
381 MAIN ST.  
WEST NEWBURY  
MA 01985

Monday, Tuesday, Wednesday and Thursday  
8:00 am to 4:30 pm  
Friday 8:00 am to 12:00 noon

West Newbury with a population of over 4,200 residents is located approximately 40 miles north of Boston, in Essex County. West Newbury is a delightful community characterized by rolling hills with broad valleys, open fields and an unspoiled rural charm. The Merrimack River, which flows along the northern border, provides scenic beauty and recreational boating.

The town is 14.7 miles and is near interstate highways I-95 and I-495 providing easy access for commuting and a jumping off point for travel to other places of interest throughout New England both north and south.

There are many hiking, horseback riding and cross-country skiing trails woven throughout the community.

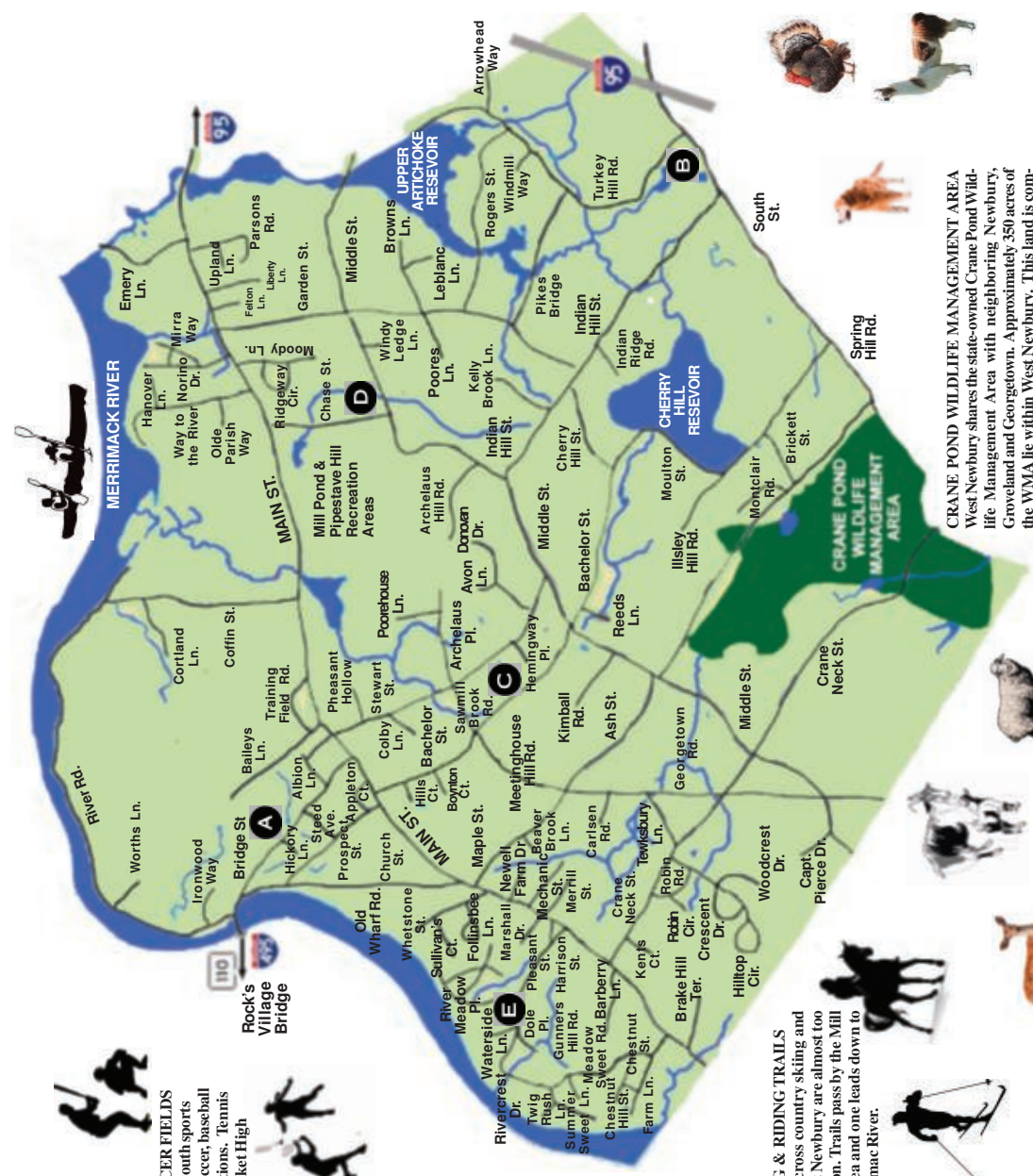
In addition there are many organized youth programs which include baseball, lacrosse and soccer. Other members of the community use the tennis courts and basketball courts at Pentucket High School for which there is a special demand in the summer months. Some casual adult soccer teams are able to play on the many fields at Pipestave Hill.

West Newbury Riding & Driving Club maintains and uses the two horse rings and cross-country jump course at Pipestave and run regular events there each year.

We are a community proud of its past and energized by the prospect of a bright future.



Design by Susan & The Daughters



**BASEBALL, LACROSSE & SOCCER FIELDS**  
West Newbury supports multiple youth sports activities providing a number of soccer, baseball and lacrosse fields in several locations. Tennis courts are also available at Pentucket High School.



**FREE SUMMER CONCERT SERIES**  
Throughout the summer free concerts by local musicians are available weekly in a wonderful family setting at the town's gazebo located adjacent to the baseball fields on Bachelor Street.

**HIKING, SKIING & RIDING TRAILS**  
The scenic hiking, cross country skiing and riding trails in West Newbury are almost too numerous to mention. Trails pass by the Mill Pond recreation area and one leads down to and along the Merrimack River.



- A Bridge Street Cemetery
- B Quaker Cemetery
- C Walnut Hill Cemetery
- D Rural Cemetery
- E Merrimack Cemetery

**CRANE POND WILDLIFE MANAGEMENT AREA**  
West Newbury shares the state-owned Crane Pond Wildlife Management Area with neighboring Newbury, Groveland and Georgetown. Approximately 350 acres of the WMA lie within West Newbury. This land is comprised of wooded uplands, wetlands, and grasslands and provides an excellent mix of wildlife habitats. It is used by hunters during the fall hunting season and by hikers, wildlife observers, horseback riders, mountain bikers, cross country skiers, and snowmobilers.





