

# TOWN REPORT

## JULY 1, 2016 – JUNE 30, 2017



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

# TOWN OF WEST NEWBURY, MASSACHUSETTS

*About the cover....*

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

The new town official website went live in November 2016 with a more user-friendly site with capabilities to allow for better communications. Thank you to the members of the website committee for their time and resources that made it all happen.

Residents can sign up by subscribing to news and announcements, agendas and minutes to keep in touch with the workings of their town government. Pay bills online (Motor Vehicle, Personal Property & Real Estate), election results, power outages or the Memorial Day Parade - the site is a source of information available 24/7!

In a town survey completed in the late fall of 2016, the town website came up as the #1 place for town information. We heard you and are working to keep the site up-to-date and informative.

**ANNUAL STATEMENT  
OF THE RECEIPTS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDING  
JUNE 30, 2017**

**TOWN OF WEST NEWBURY**  
381 Main Street, West Newbury 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.*

## INDEX

List of Selectmen 1900-2017 .....	Page 1
Directory of Elected Town Officials .....	Page 2
Directory of Town Officials, Boards and Committees .....	Page 3-7
Board of Selectmen Annual Report .....	Page 8
Independent Auditors' Report .....	Page 9-10
Treasurer/Collector Annual Report .....	Page 11-12
Town Accountant Annual Report .....	Page 13
FY'17 Expenditure Report .....	Page 14-21
FY'19 Revenue Report .....	Page 22-24
Town Clerk Annual Reports	
September 8, 2016 State Primary Results .....	Page 25-28
October 24, 2016 Special Town Meeting .....	Page 28-37
November 8, 2016 State Elections Results .....	Page 38-40
April 24, 2017 Annual Town Meeting .....	Page 40-67
April 24, 2017 Special Town Meeting .....	Page 68-70
May 1, 2017 Town Election Results .....	Page 70-72
Vital Records and Statistics .....	Page 73-76
Board of Assessors Annual Report .....	Page 77-78
Board of Registrars Annual Report .....	Page 79
G.A.R. Memorial Library Annual Report .....	Page 80-82
Zoning Board of Appeals Annual Report .....	Page 83
Planning Board Annual Report .....	Page 84-85
Board of Health Annual Report .....	Page 86
Water Department Annual Report .....	Page 87-89
Police Department Annual Report .....	Page 90-92
Public Safety Dispatch Annual Report .....	Page 93
Emergency Management Agency Annual Report .....	Page 94
Fire Engineers Annual Report .....	Page 95
Fire Department Incident Analysis Report.....	Page 96-97
Animal Control Officer Annual Report .....	Page 98
Inspection Department Annual Report .....	Page 99-100
Conservation Commission Annual Report .....	Page 101
Department of Public Works Annual Report .....	Page 102
Council on Aging Annual Report .....	Page 103
Open Space Committee Annual Report .....	Page 104
Community Preservation Committee Annual Report .....	Page 105-107
Parks & Recreation Commission Annual Report .....	Page 108
Energy Advisory Committee Annual Report .....	Page 109
Community Center Committee Annual Report .....	Page 110
Bicentennial Committee Annual Report .....	Page 111
Cultural Council Annual Report .....	Page 112
Mill Pond Committee Annual Report .....	Page 113-114
Pentucket Regional School District Annual Report .....	Page 115-119
Whittier Regional Vocational Tech High School .....	Page 120-121

*Last page and inside back cover - Telephone numbers, Office hours and Email addresses*

**SELECTMEN  
1900-2017**

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

\*Died in office



# **TOWN OFFICIALS, BOARDS, AND COMMITTEES**

## **INTERIM FINANCE DIRECTOR/TAX COLLECTOR/TREASURER**

Andrew Gould

## **EXECUTIVE ADMINISTRATOR TO BOARD OF SELECTMEN**

Mary B. Winglass

Lori Dawidowicz, Minutes Clerk

## **TOWN CLERK**

Michael P. McCarron, Esq.

Diane Faulkner, Assistant Clerk

## **TOWN ACCOUNTANT**

Laurie Zywiak

Annie Sterling, Administrator

## **ASSESSOR'S OFFICE**

Meredith Stone, Assessor

Maureen Curtin, Assessor's Clerk

## **ASSTISTANT TAX COLLECTOR/TREASURER**

Susan Yeames

## **DEPARTMENT OF PUBLIC WORKS**

Gary Bill, Director

Brian Richard, Buildings and Grounds Foreman

John Spaulding, Experienced Operator

John Savage, Custodian

Richard Hills, Highway Foreman

Thomas Costa, Experienced Operator

Jodi Bertrand, Administrator

## **WATER DEPARTMENT**

Michael Gootee, Superintendent

Mark Marlow, Licensed Water Operator

Jodi Bertrand, Administrator

## **BOARD OF FIRE ENGINEERS**

Dave Evans

Michael D. Dwyer, Fire Chief

Benjamin Jennell

## **HEALTH DEPARTMENT**

Jane Krafton, Health Assistant

Paul Sevigny, Health Agent

Fred Faulkner, Recycling  
Coordinator

## **PLANNING ADMINISTRATOR**

Leah J. Zambarnardi

Lori Dawidowicz, Minutes Clerk

## **POLICE DEPARTMENT**

Sgt. Jeffrey Durand, 2018

Royster Johnson, IV, 2018

Danielle Burrill, 2019

Richard Parenteau, 2019

Art Reed, Police Chief, 2019

Michael Dwyer, 2018

Jeffrey Durand, 2018

Sgt. Daniel Cena, 2020

Richard Parenteau, 2019

Eric Forni, 2020

Christopher Maguire, 12/2017

**RESERVE POLICE OFFICERS**

Christopher DiPietro, 2018	John Cammarata, 2018	
Michael DeNaro, 2018	<u>John O'Connor, 2018</u>	
Patrick Clay, 2018	Kyle Roy, 2018	Cameron Short, 2018
Daniel Richmond, Jr., 2018	Justin Lindahl, 2018	Brian Warne, 2018
		Christopher Mead, 2018

**ANIMAL CONTROL OFFICER**

Scott Purdie

(Contract with Newburyport)

**FIELD DRIVER AND FENCE VIEWER**

David LaPierre

**PUBLIC SAFETY DISPATCHERS and SPECIAL POLICE OFFICERS**

Judith Romano 2018 (F/T)	John Cammarata, 2019 (Lead, F/T)	Matthew Walsh 2018 (P/T)
Lee Ann Delp 2018 (P/T)	Robert Bruno 2018 (P/T)	Joelle Mather 2018 (P/T)
Robert Pierce 2019 (F/T)	Benjamin Jennell 2018 (P/T)	Kelsey Grenham, 2019 (F/T)
Kara Percival 2018 (F/T)	Elizabeth Schofield 2018	indicates Matron/prisoner watch
	Katelyn Drago 2018	

**FIRE DEPARTMENT**

Assistant Chief, Benjamin Jennell	Fire Chief, Michael Dwyer	Deputy Chief David Evans
Captain George Evans	William Roche, FF	Lieutenant Mark Marlow
Lieutenant Lisa Duxbury	Cooper Carifio, FF	Lieutenant Stephen Cutter
Andrew Greenbau, FF	Daniel Stiles, FF	Brendon Corcoran, FF
Colin Bryant, FF	Julia Delotto, FF	Coltin Omasta, FF
Daniel Briscoe, FF	Kyle Cutcliffe, FF	Duncan Weaver, FF
Jason Goldweber, FF	Kevin Hendry, FF	Joshua Kemper, FF
Jay Lemieux, FF	Lisa Evans, FF	Kara Percival, FF
Kevin Samson, FF	Scott Berkenbush	Keenan Leonard-Solis, FF
Lisa Eichel, FF	Tenley Goodwin, FF	Matthew Daggett, FF
Michael Fitzgerald, FF	William Donahue, FF	Steve Hardy, FF
Sue Marden, FF		Victoria Manning, FF

**EMERGENCY MANAGEMENT AGENCY**

Deputy Director & Fire Chief	Director Lee Ann Delp**	Deputy Director & Admin
Michael Dwyer*	Police Chief Art Reed	Assistant Benjamin Jennell*
Municipal Officer Joe Anderson*	Municipal Officer, David Archibald	Municipal Officer Glenn Kemper
DPW Director Gary Bill	Health Agent Paul Seigny	Water Dept Superintendent,
<b>Radiological Officers:</b>	<b>Transportation Officers:</b>	Michael Gootee
Carolyn Davies*	R. Bruce Hamilton*	<b>Staging Officers:</b>
Richard Davies*	Richard Cushing*	George Evans*
<b>Communications:</b>	Blake Seale*	Mark Marlow*
Bruce Dean*	<b>Access &amp; Functional Needs:</b>	Greg Jennell*
John Connolly*	Theresa Woodbury*	Mark Hemingway*
Joseph Beaulieu*	Raymond S. Dower III*	<b>Police Department Reps:</b>
Larry Caruso*	*Auxiliary Police Officer	Sgt. Daniel Cena
Jeremy Fish	**Special Police Officer	Danielle Connolly
David Belsky	<b>Fire Department Reps:</b>	Royster Johnson
	Dave Evans*	



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

Michael P. McCarron

**FINANCE COMMITTEE**

Brad Beaudoin, 2020  
Tom Ellis, 2018

Nick DeLena, Chair, 2019  
Forbes Durey, 2020  
Andrew Gould, Ex-Officio

Elisa Grammar, 2018  
John McGrath, 2018

**INSPECTOR OF ANIMALS**

Scott Purdie, 2018

(Appointed by the Commonwealth)

**VETERANS' GRAVES OFFICERS**

Walnut Hill Cemetery  
Robert Janes, Bridge St., Rural &  
Merrimack Cemeteries

**REGISTRARS OF VOTERS**

Elise Henrichs, 2020

Rosamond B. Veator, Chair, 2019  
Michael P. McCarron, Ex Officio

Margaret Duchemin, 2018

**INSPECTOR OF BUILDINGS**

Glenn Clohecy  
Sam Joslin, Alternate  
Joan Vigneault, Administrator

**INSPECTOR OF WIRING**

Larry S. Fisher  
Thomas Tombarello

**GAS & PLUMBING INSPECTOR**

Stanley Kulacz, Inspector  
Michael Magliaro, Alternate

**ZONING BOARD OF APPEALS**

William Bachrach, 2020  
B. Dennis Lucey, III, Alternate,  
2018

Paul O. Kelly, Chair, 2021  
Richard Davies, 2022

Patrick Higgins, 2020  
Joan Vigneault, Administrator

**CONSERVATION COMMISSION**

Wendy Reed, 2019  
Tracy Peter, 2020

N. Dawne Fusco, 2018  
Jay Smith, Conservation Agent 2018

Judy Mizner, 2019  
Thomas M. Atwood,  
2018

**HARBOR COMMITTEE**

Thomas Goodwin, 2019

David Koopman, 2018

**COUNCIL ON AGING**

Barbara Warne, 2020  
Elizabeth Bartlett,  
2020  
Mary Harada, 2019  
Jennifer Vincent,  
Meal Site Manager

Marge Peterson, Chair 2019  
Jacqueline Johnston, 2018  
Gail DiNaro, 2018  
Richard F. Preble, 2019  
Theresa Woodbury, Director

Joseph Publicover, Vice  
Chair 2019  
M. Dorothy Cavanaugh,  
Treasurer 2018  
George T. Allen, 2020  
Henry Cross, Van Driver

Jeffrey Clewley, 2018  
Jennifer Conway,  
2020

**HISTORICAL COMMISSION**

Robert Janes, Chairman, 2019

M. Dorothy Cavanaugh,  
2018

**HISTORIC DISTRICT COMMISSION**

Margaret I. Dunlap, Chair, 2018

Jeffrey Clewley, 2018

**MERRIMACK VALLEY PLANNING COMMISSION**

Brian Murphey, Planning Board

Raymond Cook, Alternate

**WHITTIER VOCATIONAL TECHNICAL HIGH SCHOOL COMMITTEE**

Christopher Wile, 2019

**PERSONNEL COMMITTEE**

Catherine Conrad, 2018

Judith H. Mizner, 2018

Glenn A. Kemper,  
Selectmen's Representative

**MILL POND COMMITTEE**

Paul Delaney, 2020

Zip Corning, 2019

Matthew Shwom, 2019

Dena Trotta, 2019

Wendy Reed, 2019

Deborah R. Hamilton, 2018

Ryan Goodwin, 2019

**CAPITAL IMPROVEMENTS COMMITTEE**

Judith Mizner, 2018

Brad Beaudoin, 2019

Andrew Gould, Ex Officio

David Archibald, Selectmen

Representative, 2018

Julia Boria

Elisa Grammer

Richard Preble, 2020

Lenny Mirra, 2019

Nicholas DeLena, Finance  
Committee Representative

**CABLE ADVISORY COMMITTEE**

Glenn A. Kemper

**CULTURAL COUNCIL**

Jocelyne Cosentino, 2019

Catherine DeWitt, 2020

Heather Karp, 2020

Rose Vetere, 2019

Margo Pullman, 2018

Dorothy Cavanaugh, 2018

**AMERICANS WITH DISABILITIES ACT COORDINATOR**

Glenn Clohecy, Coordinator, 2018

Gary Bill, Asst. Coordinator, 2018

**OPEN SPACE COMMITTEE**

Patricia Reeser, 2019

A. Don Bourquard, 2019

John Dodge, 2019

Stephen Greason, 2018

Jessica Azenaro, Alt 2018

Wendy Reed, Alt 2018

Jean T. Lambert, 2018

Marlene Switzer, 2018

Brad Buschur, 2020

**SEXUAL HARASSMENT GRIEVANCE OFFICERS**

Michael P. McCarron

**VETERANS' SERVICE OFFICER, EASTERN DISTRICT**

Karen Tyler (978-356-3915)

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

Robert P. Janes 978-363-1100, ext. 115

**COMMUNITY PRESERVATION COMMITTEE**

Ann Bardeen, 2019  
Planning Board Rep.  
William Bachrach, 2020,  
Parks and Recreation Rep.  
Michael Bertino, Ex-Officio

Robert P. Janes, 2020  
Historical Comm. Rep.,  
Sherry Pruyn, 2019, At-Large  
Joseph Anderson, Jr., Selectmen  
Representative

Judy Mizner, 2019,  
Conservation Comm. Rep.  
Mary Harada, 2018,  
Housing Authority Rep.

**ENERGY ADVISORY COMMITTEE**

Richard Parker, 2018  
Elizabeth Callahan, 2018

**EMERGENCY RESPONSE COORDINATORS**

Lee Ann Delp

Michael Dwyer

Paul Sevigny, Alternate

**INVESTMENT POLICY COMMITTEE**

Finance Comm. Rep.,  
Nick DeLena, 2018

Lark Madden, Chair 2019  
Jean Trim, 2019

Joseph Anderson, Selectmen Rep.

**STORM WATER  
REGULATION COMMITTEE**

John Sarkis, Planning Board

Gary Bill, DPW Director  
Glenn Kemper, Selectmen's Rep.

Wendy Reed, Conservation  
Commission Rep  
Robert Janes, Board of Health Rep  
2018

**CARR POST BUILDING COMMITTEE**

Robert Janes, 2018

Gary Bill, 2018  
Bart Bauer, 2018

Richard Atwater, Jr., 2018  
Marlene Switzer, 2018

**COMMUNITY CENTER  
COMMITTEE**

Marge Peterson, 2019  
Susan Babb, 2019  
Vanessa Goldstein, 2018

Richard Cushing, 2019  
Mary Harada, 2019  
Theresa Woodbury, 2019  
Nick Murphy, 2018

Tom Flaherty, 2019  
Jill Eichhorst, 2018  
Joel Grossman, 2018

**RIVER ACCESS COMMITTEE**

Robert Phillips, 2018  
Stephen Greason, 2018

**BICENTENNIAL  
COMMITTEE**

Krystelle Griskiewicz, 2018  
Cindy Sauter, 2018

KC Swallow, Co-Chair  
Stephen Swallow, Co-Chair  
Judith Greg, 2018

Nicole Francoeur, 2018  
Gregory Garnache, 2018

## **BOARD OF SELECTMEN**

### **Annual Report**

July 1, 2016 – June 30, 2017

The board of selectmen would like to thank all the town employees, committee and board members and volunteers that helped allow the town to function so well in the 2016-2017 fiscal year. The town moved forward in a lot of areas.

Several new key employees were welcomed: Interim Finance Director Andrew Gould, Town Accountant Laurie Zywiak, and Executive Administrator to the Board of Selectmen Mary Winglass.

As a continuation of a plan by Police Chief Art Reed had recommended at his hiring in 2016, the voters at town meeting approved the creation of a school resource officer to work with the students at the Pentucket Regional High and Middle Schools as well as the Page School.

Significant electricity cost savings to the town of over \$50,000 were achieved in the first online year of the municipal solar field. This supplied renewable source to most of the town building's electricity needs.

The selectmen created and appointed a bicentennial committee to plan for the town's upcoming celebration in 2019.

Significant repairs to the heating and ventilation system at the Dr. John C. Page School were completed and the operation was successful after years of not working.

Through everyone's hard work the town maintained an excellent bond rating while keeping the FY '17 average single-family property tax increase to just 0.9%. Further, the town has put aside substantial additional funds for future anticipated expenses: school building projects and employee retirement. The town remains the only town Massachusetts with a fully funded OPEB (retired employee health cost) account.

With overwhelming town meeting approval, the board has created the position of town manager. The board undertook this task to streamline and improve functioning of an already wellrun municipality. As of this writing legislation to approve this movement in town governing is moving forward at the State House with the plan that this new position will be implemented in early 2018. This new manager will be able to make day to day decisions in place of board of selectmen and more easily oversee the personnel and operational issues of an increasing complex governmental world.

Sincerely,  
*David W. Archibald, Chairman*  
*Glenn A. Kemper*  
*Joseph H. Anderson, Jr.*

## **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, 2017, 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, 2017, 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 management's discussion and analysis, the schedules of the Town's proportionate share of net pension liability and contributions to pension plan, the schedule of the Commonwealth's share of the net pension liability of the Massachusetts Teacher's Retirement System, the funding progress and contribution funding for other postemployment benefits, the schedules of changes in net other postemployment liability, ratios and contributions, schedule of investment returns for other postemployment benefit plans and budgetary comparison information as listed in the 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 March 27, 2018 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  
March 27, 2018

Town Treasurer/Collector

The Treasurer's office had a very busy year and with only 2.5 FTE's a lot was accomplished. I would like to thanks Sue Yeames and Annie Sterling for all their hard work and dedication. The office collected \$ 12.650M in property taxes which is a 99% collection rate. Motor vehicle excise tax totaled \$ 735K.

Earnings on investments for the year were \$ 41K. We continue to monitor the bank rates to maximize our earnings.

The Town continues to maintain a Aa2 bond rating from Moody's, but has not been rated since 2012. The Town will strive to achieve a AAA rating in the future

The Town did not have any Bond Anticipation Notes outstanding in FY 2017. The Town had \$ 2,471,587 in outstanding debt as of June 30, 2017. 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

**FY2017**

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2016	+ New Debt Issued	- Retirements	= Outstanding June 30, 2017	Interest Paid in FY2017
Buildings	1,265,000.00		280,000.00	985,000.00	23,900.00
Departmental Equipment				0.00	
School Buildings				0.00	
School - All Other				0.00	
Sewer				0.00	
Solid Waste				0.00	
Other Inside	1,600,000.00		300,000.00	1,300,000.00	30,500.00

SUB - TOTAL Inside	\$2,865,000.00	\$0.00	\$580,000.00	\$2,285,000.00	\$54,400.00
--------------------	----------------	--------	--------------	----------------	-------------

Long Term Debt Outside the Debt Limit	Outstanding July 1, 2016	+ New Debt Issued	- Retirements	= Outstanding June 30, 2017	Interest Paid in FY2017
Airport				0.00	
Gas/Electric Utility				0.00	
Hospital				0.00	
School Buildings				0.00	
Sewer				0.00	
Solid Waste				0.00	
Water	72,174.00		12,029.00	60,145.00	3,609.00
Other Outside	147,634.00		21,192.00	126,442.00	2,772.00

SUB - TOTAL Outside	\$219,808.00	\$0.00	\$33,221.00	\$186,587.00	\$6,381.00
---------------------	--------------	--------	-------------	--------------	------------

TOTAL Long Term Debt	\$3,084,808.00	\$0.00	\$613,221.00	\$2,471,587.00	\$60,781.00
----------------------	----------------	--------	--------------	----------------	-------------

Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescined	= Unissued 6/30/2017
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
					0.00
					\$1,708,011.00

SUB - TOTAL from additional sheet(s)	\$0.00
--------------------------------------	--------

TOTAL Authorized and Unissued Debt	\$1,708,011.00
------------------------------------	----------------

***BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS DETAIL***

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2016	+ New Debt Issued	- Retirements	= Outstanding June 30, 2017	Interest Paid in FY2017
Civic Center	100,000.00		100,000.00	0.00	1,500.00
Public Safety Complex	1,165,000.00		180,000.00	985,000.00	22,400.00
Land Acquisition I (I)	150,000.00		30,000.00	120,000.00	2,850.00
Land Acquisition II (IE)	985,000.00		130,000.00	855,000.00	19,050.00
Recreation	10,000.00		5,000.00	5,000.00	175.00
Ball Fields	60,000.00		35,000.00	25,000.00	1,025.00
Land Acquisition (IE)	395,000.00		100,000.00	295,000.00	7,400.00
TOTAL	2,865,000.00	0.00	580,000.00	2,285,000.00	54,400.00
				Must equal page 1 subtotal	

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2016	+ New Debt Issued	- Retirements	= Outstanding June 30, 2017	Interest Paid in FY2017
Water	72,174.00		12,029.00	60,145.00	3,609.00
Title V	54,364.00		10,829.00	43,535.00	2,772.00
Title V	93,270.00		10,363.00	82,907.00	0.00
TOTAL	219,808.00	0.00	33,221.00	186,587.00	6,381.00



October 23, 2017

To the Honorable Board of Selectmen  
West Newbury, Massachusetts

The Annual Financial Report for the Town of West Newbury for the Fiscal Year ending June 30, 2017, in accordance with Massachusetts General Law, Chapter 41, Section 61, is submitted herewith.

The financial statements have been prepared from the records of the Finance Department. The town operates under accounting procedures established by the Commonwealth of Massachusetts, which agree in most respects with Generally Accepted Accounting Principles (GAAP) established by the Government Accounting Standards Board.

Citizens seeking additional financial information regarding the status of the town's resources should contact the Finance Department in the 1910 Town Office Building. Statements of financial position for all town funds, the town's annual Schedule A, departmental expense reports and other financial information on file will be made available upon request.

Sincerely,

Laurie A. Zywiak, CPA  
Town Accountant

# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>TOWN MODERATOR</b>		
Moderator's Salary	200	0
Moderator's Expenses	60	0
Department Total	260	0
<b>BOARD OF SELECTMEN</b>		
Selectmen's Salaries	3	2
Selectmen's Appt'd Pers Salary	68,123	66,414
Selectmen's Appt'd Pers Overtime	1,493	0
Selectmen's Temporary Wages	1	0
Professional & Tech Services	10,000	565
Selectmen's Operating Expenses	9,500	6,289
*STM 10/24/16 A:10 Pipestave	39,000	0
Department Total	128,120	73,270
<b>FINANCE COMMITTEE EXPENSES</b>		
Finance Committee Salaries	1,800	1,546
Finance Committee Expenses	2,000	155
Department Total	3,800	1,701
Reserve Fund	60,000	15,000
Department Total	60,000	15,000
<b>BOARD OF ASSESSORS</b>		
Assessors' Salaries	3	3
Assessors Appt'd Pers Salary & Wage	112,473	115,254
*ATM 04/25/16 A:19 Aerial	7,500	3,589
Assessors Expenses	38,458	32,473
Assessor Vehicle Allowance	1,500	794
Department Total	159,934	152,113
<b>FINANCE DEPARTMENT</b>		
Finance Dept Salaries & Wages	284,700	263,854
Annual Audit	20,500	18,500
Tax Title And Foreclosure	1,000	536
Technology Expense	35,744	35,744
Telephone Expense	8,560	6,808
Postage Expense	13,517	12,343
Finance Dept Expenses	40,179	32,110
*STM 10/26/15 A:4 Finance Software Upgrade	45,000	0
Department Total	449,200	369,895

# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>TOWN COUNSEL/LEGAL</b>		
Town Counsel Retainer & Fees	1	0
Department Total	1	0
<b>TOWN CLERK</b>		
Town Clerk Salary & Wages	105,078	104,920
Operation Of Fax/Photo Machine	5,500	5,185
Town Clerk's Expenses	12,975	6,556
Department Total	123,553	116,661
<b>BOARD OF REGISTRARS/ELECTIONS</b>		
Town Clerk Compensation	150	150
Bd of Registrars Salary & Wages	5,400	4,716
Bd Of Registrars Expenses	8,275	5,107
Department Total	13,825	9,973
<b>CONSERVATION COMMITTEE</b>		
Conservation Com Salary & Wages	25,414	25,418
Conservation Com Vehicle Allowance	600	600
Conservation Com Expenses	2,320	1,003
Department Total	28,334	27,021
<b>PLANNING BOARD</b>		
Planning Bd Salary & Wages	40,775	39,917
Planning Board Expenses	4,500	2,442
MVPC Assessment	1,508	1,507
Department Total	46,783	43,866
<b>ZONING BOARD OF APPEALS</b>		
ZBA Salary & Wages	1,000	1,000
ZBA Expenses	500	169
Department Total	1,500	1,169
<b>OPEN SPACE &amp; RECREATION</b>		
Open Space Expenses	750	836
Department Total	750	836

# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>CABLE ADVISORY COMMITTEE</b>		
*ATM 4/14 Art 18 Cable Advisory Expense	42,831	11,700
*ATM 4/15 Art 18 Cable Advisory Expense	53	0
Cable Advisory Committee Expenses	1	0
Department Total	42,885	11,700
<b>TOTAL - GENERAL TOWN GOVERNMENT</b>	<b>1,058,944</b>	<b>823,204</b>
<b>POLICE DEPARTMENT</b>		
Police Salaries & Wages	735,600	734,385
Police Overtime Wages	59,000	58,217
Police Expenses	97,489	94,427
*STM 04/15 Art. 6 Dispatch Console	5,991	0
*STM 10/24/16 New Officer	44,300	33,885
*STM 10/24/16 Police Util Vehicle	39,720	38,470
*STM 10/24/17 Police Car	41,000	0
*STM 04/15 Art. 9 Ford Interceptor	943	0
Department Total	1,024,043	959,384
<b>FIRE DEPARTMENT</b>		
Fire Alarm Wages	85,688	86,024
Fire Drills	20,264	20,194
Fire Other Wages	28,189	28,646
Fire Administration	18,730	14,595
Medical Exams	3,000	1,401
Hydrant Mapping, Maint/Repair	67,008	67,008
Fire Alarm & Communications	9,500	7,852
Fire Expenses	41,600	39,404
*STM 04/15 Art. 7 Fire Breathing Apparatus	15,750	0
*STM 10/24/16 A:7 Communication	45,000	0
*STM 04/24/17 A:2 Fire Dept Equip	285,000	0
Department Total	619,729	265,123
<b>INSPECTOR'S DEPARTMENT</b>		
Inspectors Salaries & Wages	112,624	108,338
Inspectors Expenses	9,490	7,516
Inspectors Vehicle Allowance	4,980	4,565
Department Total	127,094	120,419

# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>EMERGENCY MANAGEMENT</b>		
Emergency Mgmt Salary & Wages	7,594	7,381
Emergency Mgmt Expenses	3,265	2,469
Department Total	10,859	9,850
<b>ANIMAL CONTROL OFFICER</b>		
Animal Control Expenses	21,500	20,000
Department Total	21,500	20,000
<b>HARBORMASTER</b>		
Harbormaster Salary	2,000	0
Harbormaster Expenses	2,000	0
Department Total	4,000	0
<b>MUNICIPAL DISPATCH SERVICE</b>		
Municipal Dispatch Salaries & Wages	230,684	202,569
Municipal Dispatch Overtime Wages	24,028	23,868
Municipal Dispatch Expenses	21,315	21,315
Department Total	276,027	247,752
<b>TOTAL - PUBLIC SAFETY</b>	<b>2,083,252</b>	<b>1,622,528</b>
<b>ASSESSMENTS</b>		
Pentucket Regional Assessment	7,139,164	7,139,164
Pentucket Capital assessment	55,585	55,585
*STM 4/13 Art 12 Page Phase II Addt'l Contin	12,106	0
Whittier Assessments	342,658	342,658
Essex NS Technical Assessment	2,500	1,724
<b>TOTAL - EDUCATION</b>	<b>7,552,013</b>	<b>7,539,131</b>

# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>PUBLIC WORKS</b>		
DPW Salary & Wages	426,744	412,750
Overtime Wages	10,404	6,418
Snow & Ice Removal Wages	300,000	298,822
Town Bldgs Operating Expenses	189,915	138,410
Childrens Castle Utility Exp	16,000	11,989
Town Bldgs Improvements	51,000	47,185
*STM 11/13 Art#16 Page/Castle Maint	4,702	85
Street Paving/Repairs	70,000	70,000
*STM 04/24/17 A:7 DPW Tractor	61,000	55,449
Highway, Sidewalk & Trees	140,000	134,733
DPW Vehicle Allowance	6,000	6,000
DPW Expenses	5,406	4,770
Parks Expenses	15,000	14,708
Road Machinery Op Expenses	49,000	46,628
*STM 4/13 Art#8 Bldg/Annex Carpeting	2,293	0
*STM 4/14 Art# 6 Dump Truck/Sander/Plow	6,784	0
*STM 10/15 Art# 6 Annex New HVAC	19,561	9,986
*STM 4/16 Art#7 F250 Pickup and Plow	1,999	0
*STM 4/16 Art#8 F350 Dump Truck+Plow	8,416	0
*STM 4/16 Art#9 Library Outside Trim	30,000	0
*STM 4/16 Art#10 Repairs+Renov+Maint	100,000	19,806
*STM 4/16 Art#11 Repair+Improve Roads	150,000	95,797
Public Street Lights	14,555	5,395
Department Total	1,678,778	1,378,931
<b>TOTAL - PUBLIC WORKS</b>	<b>1,678,778</b>	<b>1,378,931</b>
<b>BOARD OF HEALTH</b>		
Board of Health Salary & Wages	113,657	113,704
Public Health Nurse	5,500	3,631
Waste Collection	334,845	297,703
Hazardous Waste Expenses	2,500	1,048
Bd of Health Expenses	11,865	11,523
Department Total	468,367	427,608

# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>COUNCIL ON AGING</b>		
*STM 04/15 Art. 8 COA Van	12,847	0
Council On Aging Salary & Wages	62,621	57,466
Council On Aging Expenses	17,000	16,851
Department Total	92,468	74,317
<b>COMMUNITY CENTER</b>		
*ATM 04/25/16 A:23 Community Center	6,000	1,186
Department Total	6,000	1,186
<b>VETERANS</b>		
Rental C.L. Carr Post	1	0
Soldiers Grave Expenses	2,600	1,890
Memorial Day Expense	600	158
Veterans Assessment	18,149	15,092
Northern Essex Veterans Services	9,355	8,421
*ATM 4/14 Art#14 Veteran's Expenses	26,548	0
Department Total	57,253	25,561
<b>TOTAL - HUMAN SERVICES</b>	<b>624,088</b>	<b>528,672</b>
<b>GAR MEMORIAL LIBRARY</b>		
Library Salaries & Wages	243,465	243,193
Library Expenses	32,273	32,288
Library Books & Periodicals	62,000	61,997
*ATM04/25/16 A:15 Library Improvement	30,401	28,759
Department Total	368,139	366,237
<b>PARKS &amp; RECREATION</b>		
Recreation Expenses	10,632	10,413
Mill Pond Operating Expenses	4,779	329
Bandstand Expenses	6,000	4,750
Department Total	21,411	15,492
<b>HISTORICAL COMMISSION</b>		
Historical Commission Expenses	2,000	0
Department Total	2,000	0

# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
<b>TOWN CELEBRATIONS</b>		
Town Celebration Expenses	0	0
Department Total	0	0
<b>CULTURAL COUNCIL</b>		
Cultural Council Expenses	100	70
Department Total	100	70
<b>TOTAL - CULTURE &amp; RECREATION</b>	<b>391,650</b>	<b>381,799</b>
<b>MATURING DEBT SERVICE</b>		
*STM 04/16 Art# 6 Fire Truck Lease Buyout	173,366	173,366
Maturing Debt	682,950	580,000
Total	682,950	580,000
Interest on Debt	58,850	54,400
Total	58,850	54,400
<b>TOTAL - DEBT SERVICE</b>	<b>915,166</b>	<b>807,766</b>
<b>STATE &amp; COUNTY ASSESSMENTS</b>		
Mosquito Control C.S.		40,526
Air Pollution Control District		1,625
M. V. Excise Tax Bills		1,340
Essex Aggie Tuition Assessment		0
Ma Bay Trnsprtn Auth Assessmt		28,705
C.S. Regional Transit Authority		565
Essex Regnl Retirement Assess	538,245	533,246
Department Total	538,245	606,007
<b>TOTAL- STATE &amp; COUNTY ASSESSMENT</b>	<b>538,245</b>	<b>606,007</b>
<b>BENEFITS/INSURANCE</b>		
OPEB Contribution	1	0
Unemployment Insurance	1	0
Group Insurance	364,938	297,635



# ***Town of West Newbury***

## **Expenditure Report for All Activity FY 2017**

<b>Section</b>	<b>Total Budget</b>	<b>Expended Year to Date</b>
F.I.C.A. Insurance	42,916	41,979
Insurance & Bonds	164,000	155,602
Department Total	571,856	495,216
<b>TOTAL - BENEFITS/INSURANCE</b>	<b>571,856</b>	<b>495,216</b>
<b>TRANSFERS OUT</b>		
Other Uses of Funds	187,216	187,216
Total	187,216	187,216
<b>TOTAL - TRANSFERS OUT</b>	<b>187,216</b>	<b>187,216</b>
<b>TOTAL EXPENDITURES</b>	<b>15,601,209</b>	<b>14,370,470</b>

***Town of West Newbury***  
**Revenue Report for All Activity**  
**FY 2017**

	<b>Revenue Year to Date</b>
<b>PROPERTY TAXES</b>	
Personal Property - 2010	(4,650)
Personal Property - 2011	(5,349)
Personal Property - 2015	(200)
Personal Property - 2017	234,143
Real Estate Taxes - 2014	(23)
Real Estate Taxes - 2016	75,575
Real Estate Taxes - 2017	12,349,831
Total	<u>12,649,327</u>
<b>TAX LIENS REDEEMED</b>	
Tax Liens Redeemed	6,131
Total	<u>6,131</u>
<b>EXCISE TAXES</b>	
Motor Vehicle 2011	276
Motor Vehicle 2012	113
Motor Vehicle 2013	192
Motor Vehicle 2014	(468)
Motor Vehicle 2015	2,647
Motor Vehicle 2016	105,715
Motor Vehicle 2017	626,349
Motor Boat Excise - 2016	1,909
Total	<u>736,733</u>
<b>PENALTIES &amp; INTEREST</b>	
Penalties And Interest	39,633
Total	<u>39,633</u>
<b>IN LIEU OF TAXES</b>	
In Lieu Of Taxes	12,218
Total	<u>12,218</u>
Chapter 61A Rollback Taxes	74,118
Total	<u>74,118</u>

***Town of West Newbury***  
**Revenue Report for All Activity**  
**FY 2017**

	<b>Revenue Year to Date</b>
<b>DEPARTMENTAL RECEIPTS</b>	
Cable Surcharge Fee	29,869
Municipal Lien Certificates	4,225
Police Reports	468
Police Serv Chg O/S Detail	12,462
Police Cruiser Detail Fee	6,954
Misc Town Clerk Rev	-
Filing Fees	3,685
Other Departmental Revenue	1,455
Total	<hr/> 59,118
<b>RENTAL FEES</b>	
Rental - Town Other	148,620
Total	<hr/> 148,620
<b>LICENSE &amp; PERMITS</b>	
Alcoholic Beverage Licenses	850
Other Licenses	60
Dog Licenses & Fees	3,884
Firearm & Related Permits	1,675
Fire Inspection/Permit Fees	9,130
Building And Occupancy	95,211
Wiring Permits	21,423
Plumbing & Gas Permits	18,210
Septic- Perc- Wells- Misc Bd	24,786
Other Misc Permits	175
Trench Excavation Permits	-
Total	<hr/> 175,404
<b>CHERRY SHEET ITEMS</b>	
C.S. Veteran's Benefits	2,008
C.S. State Owned Land	46,948
C.S. Chapter 70	-
C.S. Lottery- Beano- Charity	284,899
C.S. Abates to Elderly	-
C.S. Vets, Blind, Surviving Spouse	2,686
C.S. Veteran's Benfits Reimbursement	6,640
Total	<hr/> 343,181

***Town of West Newbury***  
**Revenue Report for All Activity**  
**FY 2017**

		<b>Revenue Year to Date</b>
<b>FINES &amp; FORFEITS</b>		
Non-Criminal Disposition Fines		100
Court & Parking Fines		16,373
	Total	<u>16,473</u>
<b>EARNINGS ON INVESTMENTS</b>		
Earnings On Investments		40,881
	Total	<u>40,881</u>
<b>MISCELLANEOUS REVENUES</b>		
Other Misc Revenue		13,931
Non-Recurring Misc Revenue		12,795
FEMA reimbursement through State		-
Extended Polling Elections-State		522
	Total	<u>27,248</u>
Transfers In		155,496
	Total	<u>155,496</u>
<b>TOTAL REVENUES</b>		<b>14,484,581</b>

**Annual Report of the Town Clerk**  
**Elections and Town Meetings**  
(For Fiscal Year 2017; July 1, 2016 through June 30, 2017)

**SEPTEMBER 8, 2016 STATE PRIMARY**

Pursuant to the Warrant issued by the Board of Selectmen on August 11, 2016, which was posted according to law on August 11, 2016 by Constable Brian Richard who made proper return of his doings thereon, the September 8, 2016 State Primary was held in the Town Annex, 379 Main Street, West Newbury on Thursday, September 8, 2016. The polls were open from 7:00 A.M. to 8:00 P.M. Election materials were turned over to the Warden by the Town Clerk prior to the opening of the polls. The ballot box was inspected by the Warden and the Constable on duty and a zero report was printed. The following persons served as election officials and were duly sworn to their duties: Warden: Sharon Plummer,; Clerk, M. Dorothy Cavanaugh; Tellers, Dianne Faulkner, Virginia Selman, Peggy Dunlap, Mary Kemper, Mona Berkenbush, Cheryl Ward, and Anne Dooley

There were ballots cast as follows: Democratic 161; Republican 100; Green Rainbow 0; United Independent 0. The following results were announced:

**REPUBLICAN 100 votes cast**

**REPRESENTATIVE IN CONGRESS**

All others	5
Blanks	95

**COUNCILLOR**

Richard A. Baker	81
All others	0
Blanks	19

**SENATOR IN GENERAL COURT**

Bruce E. Tarr	85
All others	0
Blanks	15

**REPRESENTATIVE IN GENERAL COURT**

Leonard Mirra	93
All others	7
Blanks	0

## SHERIFF

Kenneth H. Berg	3
Jeffrey J. Gallo	4
James P. Jajuga, Jr.	24
Craig G. Lane	15
Anne M. Manning-Martin	48
All others	0
Blanks	6

## DEMOCRATS 161 votes cast

### REPRESENTATIVE IN CONGRESS

Seth Moulton	143
All others	0
Blanks	18

### COUNCILLOR

Eileen R. Duff	123
All others	0
Blanks	38

### SENATOR IN GENERAL COURT

All others	4
Blanks	157

### REPRESENTATIVE IN GENERAL COURT

All others	1
Blanks	160

## SHERIFF

William Castro	8
Kevin F. Coppinger	14
Michael J. Marks	60
Edward J. O'Reilly	62
Jerry P. Robito	6

Paul. L.D. Russell, Jr.	10
All others	0
Blanks	1

**GREEN RAINBOW PARTY no votes cast**

REPRESENTATIVE IN CONGRESS

All others  
Blanks

COUNCILLOR

All others  
Blanks

SENATOR IN GENERAL COURT

All others  
Blanks

REPRESENTATIVE IN GENERAL COURT

All others  
Blanks

SHERIFF

All others  
Blanks

**UNITED INDEPENDENT PARTY No Votes Cast**

REPRESENTATIVE IN CONGRESS

All others  
Blanks

COUNCILLOR

All others

Blanks

SENATOR IN GENERAL COURT

All others

Blanks

REPRESENTATIVE IN GENERAL COURT

All others

Blanks

SHERIFF

All others

Blanks

---

### **SPECIAL TOWN MEETING—October 24, 2016**

Pursuant to the Warrant issued by the Selectmen on October 6, 2016, which was posted on October 6, 2016 according to law by Constable Glenn W. Coffin, who made proper return of his doings thereon, the Special Town Meeting was held on October 24, 2016 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.

Marge Peterson, Co-chair of the Community Center Committee gave a report on the progress of an intergenerational community center and the studies that have been done to date.

Jean Lambert, Co-chair of the Open Space Committee gave a report on the updating of the Open Space and Recreation Plan that is being done by the Committee.

Liz Callahan, Chairperson of the Energy Advisory Committee gave a report on the projects that have been completed in Town, including the Town Solar Field, the Solarize West Newbury Program and the energy saving projects completed on the Town buildings.

The Board of Selectmen honored Kris Pyle, the Executive Secretary to the Board of Selectmen, upon her retirement and thanked her for her sixteen years of service to the Town.

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



Selectman Joseph Anderson moved to transfer from Free Cash the sum of \$144,300.00 to reduce the current year tax rate.

The Moderator declared that the Motion passed unanimously.

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

Selectman Glenn Kemper moved to transfer from Free Cash the sum of \$2,500.00 to pay the town's share of tuition expenses to the Essex North Shore Technical School for FY 2017.

The Moderator declared that the Motion passed unanimously.

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

Board of Health Member, Robert Janes, moved to transfer from the Septic Loan Revolving Account the sum of \$11,769.73 for repayment of the loan debt service.

The Moderator declared that the motion passed unanimously.

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

Selectman David Archibald moved to raise and appropriate the sum of \$44,300.00 to hire and pay for a Police Officer.

Chief Reed spoke in favor of the motion and explained the rationale for new hire.

The Moderator declared the Motion passed by majority vote.

**ARTICLE 6.** Three Members of the Finance Committee recommended approval and three members of the Finance Committee recommended disapproval.

Selectman Joseph Anderson moved to transfer from Free Cash the sum of \$39,720.00 to purchase a Police Department utility vehicle, and to dispose of the current vehicle at the discretion of the Board of Selectmen.

The Moderator declared that the Motion passed by majority vote.

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

Selectman Glenn Kemper moved to transfer from Free Cash the sum of \$45,000.00 for a new Fire Department Communications Repeater.

The Moderator declared the motion passed unanimously.

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

Selectman Joseph Anderson moved to transfer from Free Cash the sum of \$1,400.00 to add to the Board of Registrars Expense Line to provide an up-dated computer program for the online registration of dogs in the Town

The Moderator declared the motion passed unanimously.

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

CPC Member Robert Janes moved to transfer from Community Preservation Act funds the sum of \$66,000.00, with \$36,722.00 from CPA Historic Resources Reserve and with \$29,278.00 from CPA Unrestricted Fund Balance, to conduct an Inventory of Historical Properties in the Town of West Newbury, in conformity with the Application of said 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 received for this purposed. .

Considerable discussion ensued concerning the wisdom of spending this amount of money on the Inventory process. Selectman Glenn Kemper moved to amend the amount from \$66,000.00 to \$25,000 with all funds coming from the CPA Historic Resources Reserve. The Moderator declared that the motion to amend passed by a majority vote. The Moderator called for a vote on the now amended Motion. The Moderator declared that the Motion as amended passed. Seven Town Meeting Members questioned the vote and the Moderator called for the tellers to take a hand count on the Motion. After a hand count the Moderator declared that 59 had voted in favor of the amended motion and 40 had voted in opposition.

The Moderator declared that the amended motion passed by a majority vote.

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

Selectmen David Archibald moved to transfer from Free Cash the sum of \$39,000.00 to provide for the maintenance, repair and general upkeep of the Pipestave Apartment Building

The Moderator declared that the Motion passed by majority vote.

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

Selectman Glenn Kemper moved to amend Chapter XXXVI of the Town Bylaws, Community Preservation Committee Bylaw by incorporating those changes as set forth in Appendix 1 of the West Newbury Finance Committee Report for Fall Town Meeting, October 24, 2016 entitled, "Proposed Revisions to the Community Preservation Committee Bylaw, Section XXXVI of the Town Bylaws, Approved by the Board of Selectmen" provided on pages 10-12 of said Report.

Community Preservation Member Judith Mizner moved to amend the main motion by replacing the changes proposed in the main motion with the changes to the Community Preservation Bylaw set for on pages 13 thru 15 of the Finance Committee report. There was considerable discussion of the

merits of the main motion and the motion to amend. The Town Moderator declared that the motion to amend failed.

There was a subsequence motion to amend the main motion to include the phrase “the entire current membership of” before the words, “the Board of Selectmen” in Section 1 (b) and (c) of the Community Preservation Bylaw, the motion to amend passed unanimously.

The Moderator declared that the Motion passed by majority vote.

Text of approved changes below

### ***Community Preservation Committee Bylaw***

#### ***Sec. 1 Establishment***

- a) *There is hereby established a Community Preservation Committee, consisting of seven (7) voting members pursuant to MGL Chapter 44B. The composition of the committee, the appointing authority, specific roles, and the term of office for the committee members shall be as follows:*
- b) *One member of the Board of Selectmen or their designee, as designated by a majority vote of the entire current membership of the Board of Selectmen for a term of one year and thereafter for a term of one year.*
- c) *One member of the community at large as designated by a majority vote of the entire current membership of the Board of Selectmen for a term of three years.*
- d) *One member of the Conservation Commission as designated by a majority vote of the entire current membership of the Conservation Commission for a term of three years.*
- e) *One member of the Planning Board as designated by a majority vote of the entire current membership of the Planning Board for an initial term of two years and thereafter for a term of three years.*
- f) *One member of the Historical Commission as designated by a majority vote of the entire current membership of the Historical Commission for an initial term of one year and thereafter for a term of three years.*
- g) *One member of the Parks and Recreation Commission as designated by a majority vote of the entire current membership of the Parks and Recreation Commission for an initial term of one year and thereafter for a term of three years.*
- h) *One member of the West Newbury Housing Authority as designated by a majority vote of the entire current membership of the Housing Authority for an initial term of two years and thereafter for a term of three years.*

- i) *The Finance Director or designee shall serve Ex Officio.*
- j) *Each member of the Committee shall serve for the term as set forth above, or until the person no longer serves in the Community Preservation Committee position or on the board or committee as set forth above, whichever is earlier. Any committee shall designate a replacement at its next meeting should a vacancy occur.*
- k) *Should any of the Commissions, Boards, Councils or Committees who have appointment authority under this Section be no longer in existence for whatever reason, the absent appointment authority for that Commission, Board, Council, or Committee shall be assumed by the Board of Selectmen, who may appoint a replacement member from the community at-large.*
- l) *Any member of the Committee may be removed for cause by their respective authority after hearing.*
- m) *The Committee shall elect a Chairman, Vice Chairman, and a Secretary annually from its membership.*
- n) *No person shall hold the seat of Chairman for more than one year in three consecutive years.*

## **Sec. 2. Duties**

- a) *The Community Preservation Committee shall hold one or more public hearings annually to provide information and solicit written proposals consistent with the Community Preservation Act, as adopted, from Town committees and boards, as well as unaffiliated citizens or groups (ad hoc committees). Notice of the hearing, or hearings, shall be posted publicly in accordance with the Open Meeting Law, M.G.L. Chapter 30A, §20 and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town as required by M.G.L. Chapter 44B, §3(b)(1).*
- b) *Additionally the Committee shall meet any number of times in meetings posted in accordance with Open Meeting Law to consult with existing municipal boards, standing committees, or ad hoc committees including but not limited to the Conservation Commission, the Historical Commission, the Planning Board, the Board of Parks and Recreation Commissioners, the Housing Authority, the Open Space Committee, the Board of Water Commissioners, and any other entity or persons acting in those capacities or performing like duties, to determine the needs, possibilities, and resources of the Town regarding community preservation or to act on submitted proposals. All completed proposals, as determined by the committee, submitted to the Committee shall be voted upon and ranked for possible recommendation to the Town at Town Meeting. A written report of all votes and summary of findings shall be presented at said Town Meeting.*
- c) *The Community Preservation Committee shall, pursuant to M.G.L. Chapter 44B §5(2), make recommendations to the legislative body (Town Meeting) for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of*

*historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, and preservation of land for natural resources including agriculture, forestry, and conservation purposes; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space, and community housing that is acquired or created as provided in this section. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.*

- d) The Community Preservation Committee may include in its recommendation to the legislative body (Town Meeting) a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.*
- e) In every fiscal year, the Community Preservation Committee must recommend either that the Town legislative body (Town Meeting) spend, or set aside for later spending, not less than thirty (30) percent of the annual revenues in the Community Preservation Fund consistent with the provisions in M.G.L. Chapter 44B.*

### **Sec. 3 Time and Cost Plan**

*Recommendations to the Town Meeting shall include a fully developed time and cost plan.*

### **Sec. 4. Amendments**

*This bylaw may be amended from time to time by a majority vote of the Town Meeting consistent with the provisions of M.G.L. c. 44B.*

### **Sec. 5. Severability**

*In case any section, paragraph, or part of this bylaw is, for any reason, declared invalid or unconstitutional by any court, every other section, paragraph, or part shall continue in full force and effect.*

### **Sec. 6. Effective Date**

*Following Town Meeting approval, this bylaw shall take effect immediately upon approval by the Attorney General of the Commonwealth, and after all requirements of the M.G.L. c. 40, §32 have been met. Each appointing authority shall have sixty (60) days after approval by the Attorney General to make their initial appointments.*

*If any appointing authority shall fail to make appointments as provided in this bylaw, the Board of Selectmen shall send notice of such failure to the appointing authority.*

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

Selectmen Joseph Anderson moved to amend the West Newbury Town Bylaws by adding a new provision Section XXXVIII Lodging House License: to wit:

“All lodging houses, as defined in Massachusetts General Laws (MGL) Chapter 140, as amended, located in the Town of West Newbury, shall be licensed by the Board of Selectmen. Any person desiring to conduct, or conducting a lodging house shall be subject to all regulations promulgated by the Board of Selectmen. Said regulations shall not be inconsistent with MGL Chapter 140, as amended.”

The Moderator declared that the motion passed by majority vote.

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

Selectman David Archibald moved to amend the West Newbury Town Bylaws, Section XXVIII Enforcement by adding a new provision to wit:

“XXXVIII. Lodging House. (Building Inspector, Health Agent and Fire Chief) \$300.00”

The Moderator declared the Motion passed by majority vote.

**ARTICLE 14.** The Finance Committee recommended approval of this Article.

Selectman Glenn Kemper moved to amend the West Newbury Town Bylaws by adding a new provision Section XXXIX Short Term Rentals, as set forth in Appendix 2 of the West Newbury Finance Committee Report for the Fall Town Meeting, October 24, 2016 provided on pages 18-20 of said Report

### ***SHORT TERM PAYING GUEST IN HOMES***

***Purpose:*** *The rental of residential premises to short term paying guests, not otherwise expressly licensed for such purpose by the Town of West Newbury or other proper authority, shall be allowed only in properties whose owners have obtained an annual license in accordance with the requirements of this by-law issued from the Board of Selectmen. The licensing process is designed to protect the health and welfare of the short term paying guests, to ensure an orderly and transparent process for operating small-scale rental services, and to protect the tranquility of residential neighborhoods.*



***Applicability:*** The rental of residential premises to short term paying guests is allowed in owner-occupied residential premises pursuant to being licensed in accordance with this by-law and consistent with the Town's Zoning By-law. Short term paying guests are those who are staying in a dwelling unit for less than fourteen (14) consecutive nights. The Board may allow short term paying guests provided suitable accommodations exist as determined by the Board in accordance with this by-law.

***Process:*** Every owner of residential premises who offers rentals to short term paying guests must first obtain a license to do so from the Board of Selectmen. Licenses are valid for a calendar year and must be renewed annually. Application for a license can be made at any time but the license shall expire December 31 of the subject year. A completed application will be reviewed and a decision rendered at a public meeting of the Board of Selectmen.

***Applications:*** Application shall be made on a form approved by the Board of Selectmen and shall contain sufficient information to determine the exact nature of the proposed short term rental operation, including location, number of rooms to be rented and whether food will be served to the guests.

By completing the application, applicants will be confirming the following:

1. The property complies with applicable Board of Health regulations and Fire Department safety measures (fire/smoke alarms and CO monitors) and is in compliance with the State Sanitary Code, 105 C.M.R. § 410.00
2. A certificate of occupancy for the property is on file
3. Name of a local authorized agent who can act on behalf of the owner in the absence of the owner in the case of any problems, violations or emergencies should they arise while the owner is not present.
4. Agreement to maintain a guest registry showing the name of each guest and the night(s) of their stay. Said Registry shall include the home address of each guest and the make, model and license number for each automobile used by such guest. The registry shall be made available for review at any time at the request of a West Newbury Police Officer, the Health Agent of the Town of West Newbury and/or Board of Selectmen or any agent designated in Regulations promulgated by the Board of Selectmen.

***Application Fee:*** The Board of Selectmen shall annually set a fee for applying for a Short Term Guest Rental Home License. The fee must be paid at time of application. The Board of Selectmen may grant licenses to those persons submitting applications in compliance with the requirements of this by-law. A license issued under this by-law shall not be deemed to supersede the application of any other lawful requirements applicable to the use authorized therein, including the necessity of obtaining other licenses or permits. Owners shall comply with the Regulations that the Selectmen shall promulgate from time to time.

***Regulations:*** The Board of Selectmen shall promulgate Regulations pursuant to this Bylaw and in accordance with any other lawful authority.

## **COMPLAINTS AND ENFORCEMENT:**

- 1. The Board of Selectmen may designate such Town officials as they deem appropriate to carry out the enforcement duties under this by-law.*
- 2. If the Enforcement Agent, as designated by the Board of Selectmen, concludes that there has been a violation of this by-law or of the conditions of any license issued hereunder, the Enforcement Agent shall send notice to the license holder, by registered mail to the address stated on the initial Application, a notice ordering cessation of the improper activities.*
- 3. If a license holder persists in such violation, the Enforcement Agent may seek enforcement of this bylaw through the mechanisms set forth in Article XVIII of the West Newbury Town By-laws, and the penalty for violations of this by-law shall be a fine of \$300 for each day an offense occurs.*
- 4. In the event that a license holder persists in such violations, the Board may notify the license holder by mail, as above, of a hearing to be held not less than four (4) days thereafter to show cause why said license should not be revoked, and following said hearing, may in its discretion, modify, revoke or amend the license.*
- 5. Upon petition of the property owner and/or license holder, abutters, or upon its own initiative, the Board of Selectmen may hold a hearing to determine whether or not the terms of this by-law, any other applicable state, federal or local law, or the license itself are being complied with, and/or whether or not activities conducted pursuant to a license issued under this bylaw constitute a nuisance or adversely impact the public health, safety or welfare.*
- 6. The Board of Selectmen may, after hearing, mandate licensure, or modify, revoke or suspend a license issued hereunder. In addition, should the Board of Selectmen, after conducting a hearing, determine that a violation has occurred; it may direct the Enforcement Agent to seek enforcement of this by-law as set forth in paragraph 3, above.*

**Validity:** *The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof. This bylaw shall go into effect upon the posting of the approval of the Attorney General of Massachusetts of this Bylaw.*

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 15.** The Finance Committee recommended approval of this Article.

Selectman Joseph Anderson moved to transfer from Free Cash the sum of \$1,500.00 for a new line item on the omnibus budget for the recreation department – “Maintenance of the Fields – Salaries and Expenses.”

The Moderator declared that the Motion passed unanimously.

**ARTICLE 16.** The Finance Committee recommended approval of this Article.

Selectman David Archibald moved to amend Section IV Boards, Committees, Agencies – Capital Improvements Committee Bylaw. Section 2. of the West Newbury Town Bylaws by changing the base amount for consideration of a Capital item from “\$10,000.00” to “\$20,000.00.”.



The Moderator declared that the motion passed unanimously.

At 9:27 P.M. on the motion of Selectman Glenn A. Kemper, it was unanimously voted to adjourn the Special Town Meeting.

Attest:

Michael P. McCarron  
Town Clerk

---

## NOVEMBER 8, 2016 STATE ELECTION

Pursuant to the Warrant issued by the Board of Selectmen on October 18, 2016, which was posted according to law on October 18, 2016 by Constable Brian Richard who made proper return of his doings thereon, the November 8, 2016 State Election was held in the Town Annex, 379 Main Street, West Newbury on Tuesday, November 8, 2016. The polls were open from 7:00 A.M. to 8:00 P.M. Election materials were turned over to the Warden by the Town Clerk prior to the opening of the polls. The ballot box was inspected by the Warden and the Constable on duty and a zero report was printed. The following persons served as election officials and were duly sworn to their duties Warden Sharon Plumber: Clerk, M. Dorothy Cavanaugh; Assistant Warden, Nancy Mitchell; Tellers; Gail Dinaro, Jackie Johnston, Dianne Faulkner, Fred Faulkner, Ginger Selman, Cheryl Ward, Marge Peterson, Mary Kemper, Anne Dooley, Sue Prokop and Susan Dougherty. There were 2988 ballots cast: The following results were announced:

### ELECTORS OF PRESIDENT AND VICE PRESIDENT

Clinton and Kaine	1620
Johnson and Weld	188
Stein and Baraka	26
Trump and Pence	1020
Blanks	56
Write-ins	17
Evan McMullin	9
Mitt Romney	15
Mike Pence	3
Bernie Sanders	20
Charlie Baker	4
John Kasich	10

### REPRESNATIVE IN CONGRESS

Seth Moulton	2205
Blanks	763
Write Ins	20

### COUNCILLOR

Eileen R. Duff	1180
Richard A. Baker	1566
Blanks	239
Write Ins	3

### SENATOR IN GENERAL COURT

Bruce E. Tarr	2072
Blanks	906
Write Ins	10

#### REPRESENTATIVE IN GENERAL COURT

Leonard Mirra	2078
Blanks	885
Write Ins	25

#### SHERIFF

Kevin F. Coppinger	985
Anne M. Manning-Martin	1176
Mark E. Archer	196
Kevin J. Leach	218
Blanks	406
Others	7

#### QUESTION 1

##### EXPAND GAMING IN MASSACHUSETTS

YES	931
NO	1959
BLANKS	98

#### QUESTION 2

##### EXPAND CHARTER SCHOOLS

YES	1363
NO	1562
BLANKS	63

#### QUESTION 3

##### EXPAND ANIMAL WELFARE PROHIBITING CERTAIN FARM PRACTICES

YES	2371
NO	567
BLANKS	50

#### QUESTION 4

PERMIT USE AND POSSESSION OF MARIJUANA

YES	1530
NO	1425
BLANKS	33

Total votes cast	2988
------------------	------

Attest:

Michael P. McCarron

---

**ANNUAL TOWN MEETING -- MONDAY, APRIL 24, 2017**

Pursuant to the Warrant issued by the Selectmen on April 3, 2017, which was posted on April 7, 2017 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Annual Town Meeting was held on April 24, 2017 at the Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:06 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 7:31 P.M., the Moderator recessed the Annual Town Meeting to open the Special Town Meeting. The Annual Town Meeting was re-opened at 7:47 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 1, 2017.

**ARTICLE 2.** To hear and act upon the reports of Town officers and committees.

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

Michael Gootee, Water Superintendent of the Town addressed the Town Meeting to discuss the imposition of water restrictions this year. Due to state requirements the Town can expect that water restrictions will be an annual event and that the Water Commissioners ask for the cooperation of all citizens in complying with the restrictions.

Robert Janes, chairman of the Historical Commission gave a report on the proposed Demolition Delay Bylaw and the actions of the Historical Commission in completing an inventory of historic houses in the Town.

Liz Callahan, Chairperson of the Energy Advisory Committee gave a report on the efforts of the Committee and the Town in reducing our energy footprint and our application for a Green Communities Grant for energy reduction in the Town properties.

The Board of Selectmen recognized Scott Berkenbush for his forty- seven years of service in the Town's fire department and thanked him for his dedication to the improvement of the Town's fire department.

The Board of Selectmen recognized John S. McGrath as the West Newbury Citizen of the Year. Mr. McGrath has provided many years of service to the Town as a former selectman, finance committee member, planning board member, fence viewer and member of the bicentennial committee, to name a few.

At 7:31 PM, the Town voted to recess the Annual Town Meeting to take up the Special Town Meeting.

At 7:47 PM, upon the adjournment of the Special Town Meeting, the Annual Town Meeting resumed.

**ARTICLE 3.** (The Budget) The Finance Committee Booklet contained the Finance Committee's Fiscal Year 2018 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 2018. 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 14 Police Salary and Wages-School Resource Officer;

Line 14 Police Overtime

Line 14 Police FMLA

Line 21 Public Safety Dispatch Overtime

Line 23 DPW Town Building Operating Expense

## Line 23 DPW Street Lighting

Line 14 Police Salary and Wages School Resource Officer: The implementation of a School Resource Officer was discussed. No change was made to the Finance Committee motion of \$34,260.00. The Board of Selectmen indicated that the Pentucket Regional School District would contribute \$26,000.00 to the cost of the new officer and Chief of Police Art Reed explained that the new officer would be part time as the SRO and the rest of the time as a police officer for the Town. The Moderator declared that the Motion passed by a majority vote.

Line 14 Police Officer Overtime. Town Meeting Member Richard Baker moved to amend this line item from \$52, 608.00 to \$30,000.00. The motion to amend failed. The Moderator declared that the original motion passed by majority vote.

Line 14 FMLA: Chief of Police Art Reed explained that this stood for the Family Medical Leave Act and that one on his officers would be out on FLMA for a portion of FY 2018.

Line 21 Public Safety Dispatch Overtime. There was no Motion to amend presented. The Moderator declared that this line item passed unanimously.

Line 23 DPW Town Building Operating Expense. There was a question of whether there would be any savings from the new solar field that could be recognized in this line item. DPW Superintendent Gary Bill indicated that this was an amount needed to maintain the town buildings. The Moderator declared that the motion passed unanimously.

Line 23 DPW Street Lighting. The question was asked as to whether this reflected any savings from the solar field, to which DPW Superintendent indicated that the solar field would have no impact on this line item. The Moderator declared that the motion passed unanimously.

Selectmen David Archibald moved to adopt the Line Item Budget as stated. The Moderator declared that the motion passed unanimously. It was voted to raise and appropriate the sum of \$14,240,684.00 for the Total Line Item Budget.

### **Town of West Newbury Line Item Appropriations FY 2018**

<b>1</b>	<b>***** TOWN MODERATOR *****</b>	
	Salary & Wages	200.00
	Expenses	60.00
	Department Total	<u>260.00</u>
<b>2</b>	<b>***** BOARD OF SELECTMEN *****</b>	
	Selectmen's Stipend	0.00
	Salary & Wages	62,564.00
	Temporary Pay	

	Overtime		
	Professional & Technical Services		10,000.00
	Expenses		9,500.00
		Department Total	82,064.00
<b>3</b>	<b>***** FINANCE COMMITTEE*****</b>		
	Expenses		1,800.00
	Salary		1,000.00
	Reserve Fund		60,000.00
		Department Total	62,800.00
<b>4</b>	<b>***** BOARD OF ASSESSORS *****</b>		
	Assessors' Salary		
	Salary & Wages		119,455.00
	Expenses		38,458.00
	Vehicle Allowance		1,500.00
		Department Total	159,413.00
<b>5</b>	<b>***** FINANCE DEPARTMENT *****</b>		
	Salary & Wages		292,226.00
	Annual Audit		20,500.00
	Tax Title & Foreclosure		1,000.00
	Expenses		36,400.00
	1910 Building Technology Expense		35,744.00
	1910 Building Telephone Expense		8,000.00
	1910 Building Postage Expense		13,517.00
		Department Total	407,387.00
<b>6</b>	<b>***** SPECIAL COUNSEL *****</b>		
	Legal Fees		1.00
		Department Total	1.00
<b>7</b>	<b>***** TOWN CLERK/TOWN COUNSEL *****</b>		
	Salary & Wages		109,729.00
	Preservation of Town Records		-
	Operation of Facsimile Machine/Photocopiers		5,100.00
	Expenses		9,475.00
		Department Total	124,304.00
<b>8</b>	<b>***** BOARD OF REGISTRARS/ELECTIONS *****</b>		
	Town Clerk Compensation		150.00
	Salary & Wages		2,450.00
	Expenses		6,100.00
		Department Total	8,700.00

9

## \*\*\*\*\* CONSERVATION COMMISSION \*\*\*\*\*

Salary & Wages	28,615.00
Expenses	2,410.00
Vehicle Allowance	600.00
Department Total	<u>31,625.00</u>

10

## \*\*\*\*\* PLANNING BOARD \*\*\*\*\*

Salary & Wages	46,443.00
Expenses	3,600.00
MVPC Assessment	1,546.00
Department Total	<u>51,589.00</u>

11

## \*\*\*\*\* BOARD OF APPEALS \*\*\*\*\*

Salary & Wages	1,000.00
Expenses	500.00
Department Total	<u>1,500.00</u>

12

## \*\*\*\*\* OPEN SPACE &amp; RECREATION COMMITTEE \*\*\*\*\*

35 Expenses	750.00
Department Total	<u>750.00</u>

13

## \*\*\*\*\* CABLE ADVISORY COMMITTEE \*\*\*\*\*

Expenses	1.00
Department Total	<u>1.00</u>

**TOTAL - GENERAL TOWN GOVERNMENT**

930,394.00

14

## \*\*\*\*\* POLICE DEPARTMENT \*\*\*\*\*

Salary & Wages	816,293.00
Salary and Wages (School Resource Officer)	34,260.00
Overtime	52,808.00
Expenses	99,379.00
FMLA	9,600.00
Department Total	<u>1,012,340.00</u>

15

## \*\*\*\*\* FIRE DEPARTMENT \*\*\*\*\*

Alarms	82,302.00
Drills	25,769.00
Miscellaneous Fire Department Wages	22,633.00
Administration	25,225.00
	-
Fire Protection Fees	68,720.00
Fire Alarm & Communications	11,000.00



	Expenses	42,600.00	
	Capital Outlay		
	Medical Exams	3,000.00	
	Department Total	<u>281,249.00</u>	
<b>16</b>	<b>***** AMBULANCE SERVICE *****</b>		
	Ambulance Retainer	1.00	
	Department Total	<u>1.00</u>	
<b>17</b>	<b>***** INSPECTION DEPARTMENT *****</b>		
	Salary & Wages	120,284.00	
	Expenses	9,490.00	
	Vehicle Allowance	4,980.00	
	Department Total	<u>134,754.00</u>	
<b>18</b>	<b>***** EMERGENCY MANAGEMENT AGENCY *****</b>		
	Salary & Wages	7,746.00	
	Expenses	3,265.00	
	Department Total	<u>11,011.00</u>	
<b>19</b>	<b>***** ANIMAL CONTROL OFFICER *****</b>		
	Salary & Expenses	21,500.00	
	Department Total	<u>21,500.00</u>	
<b>20</b>	<b>***** HARBORMASTER *****</b>		
	Salary & Wages	2,000.00	
	Expenses	2,000.00	
	Department Total	<u>4,000.00</u>	
<b>21</b>	<b>***** PUBLIC SAFETY DISPATCH *****</b>		
	Salary & Wages	247,186.00	
	Overtime	22,700.00	
	Expenses	24,910.00	
	Department Total	<u>294,796.00</u>	
<b>TOTAL - PUBLIC SAFETY</b>		<b>1,759,652.00</b>	
<b>EDUCATION</b>			
<b>22</b>	<b>***** ASSESSMENTS *****</b>		
	Pentucket Minimum Contribution	6,794,510.00	
	Pentucket Other Assessment	.00	

Pentucket Capital Assessment	57,860.00
Page School Phase II	526,060.00
Whittier Minimum Contribution	305,615.00
Whittier Other Assessment	60,891.00
Whittier Capital Assessment	15,056.00
Essex North Shore Reg/Voc Tech/Essex Agr	18,643.00
Department Total	<u>7,778,635.00</u>

<b>TOTAL - EDUCATION</b>	<b>7,778,635.00</b>
--------------------------	---------------------

**23 \*\*\*\*\* DEPARTMENT OF PUBLIC WORKS \*\*\*\*\***

Salary & Wages	436,253.00
Overtime Wages	10,612.00
Snow & Ice Removal	150,000.00
Town Buildings Operating Expenses	185,400.00
Town Buildings Improvements	51,000.00
Children's Castle Operating Expense	16,000.00
Road Improvement Program	70,000.00
Highway, Sidewalk & Trees	140,000.00
Vehicle Allowance	6,000.00
Expenses	4,800.00
Parks & Playground Expenses	15,000.00
Road Machinery Expense	49,000.00
Capital Outlay	-
Street Lighting	<u>13,000.00</u>
Department Total	<u>1,147,065.00</u>

<b>TOTAL - DEPARTMENT OF PUBLIC WORKS</b>	<b>1,147,065.00</b>
---	---------------------

**24 \*\*\*\*\* HEALTH DEPARTMENT \*\*\*\*\***

Salary & Wages	115,930.00
Newburyport Health Center	5,500.00
Waste Collection	315,640.00
Hazardous Waste Collection	2,500.00
Expenses	<u>11,915.00</u>
Department Total	<u>451,485.00</u>

**25 \*\*\*\*\* COUNCIL ON AGING \*\*\*\*\***

Salary & Wages	63,673.00
Expenses	18,500.00
FMLA	<u>2,000.00</u>
Department Total	<u>84,373.00</u>

26	<b>COMMUNITY CENTER</b>	<u>6,000.00</u>
	Expenses	
	Department Total	6,000.00
27	<b>***** VETERANS *****</b>	
	Rental C.L. Carr Post	1.00
	Soldiers' Graves Expenses	2,600.00
	Assessment	18,149.00
	N. Essex Veterans Services Benefits	9,355.00
	Memorial Day Expenses	600.00
	Department Total	<u>30,705.00</u>
<b>TOTAL - HUMAN SERVICES</b>		<b>572,564.00</b>
28	<b>***** GAR MEMORIAL LIBRARY *****</b>	
	Salary & Wages	250,899.00
	Expenses	32,500.00
	Books & Periodicals	66,000.00
	Department Total	<u>349,399.00</u>
29	<b>***** RECREATION *****</b>	
	Parks & Recreation Expense	7,344.00
	Mill Pond Operating Expense	4,450.00
	Bandstand Operating Expense	6,000.00
	Department Total	<u>17,794.00</u>
30	<b>***** CULTURAL COUNCIL *****</b>	
	Expenses	100.00
	Department Total	<u>100.00</u>
31	<b>***** HISTORICAL COMMISSION *****</b>	
	Expenses	500.00
	Department Total	<u>500.00</u>
<b>TOTAL - CULTURE &amp; RECREATION</b>		<b>367,793.00</b>
32	<b>***** MATURING DEBT SERVICE *****</b>	
	Maturing Debt	470,000.00
	Interest & Paydowns on Long/Short Term Debt	41,000.00
	Department Total	<u>511,000.00</u>
<b>TOTAL - DEBT SERVICE</b>		<b>511,000.00</b>

***** BENEFITS/INSURANCE *****		
33	Essex Regional Retirement	563,649.00
34	Unemployment Insurance	1.00
35	Group Health Insurance	398,877.00
	OPED GF	1.00
36	F.I.C.A. Insurance	43,774.00
37	Insurance & Bonds	167,280.00
		<hr/>
Department Total		1,173,583.00
<b>TOTAL - BENEFITS/INSURANCE</b>		<b>1,173,583.00</b>

<b>TOTAL TOWN LINE ITEM BUDGET</b>	<b>14,240,684.00</b>
------------------------------------	----------------------

Article 4: The Finance Committee recommended approval of this Motion

Selectman Joseph Anderson moved to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1) Section (8) of Article LXXXIX of the Amendments of the Constitution of the Commonwealth of Massachusetts to the end that legislation be adopted for the establishment of a Town Manager precisely as set forth in Appendix A. The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court. The Board of Selectmen is authorized to approve amendments that shall be within the scope of the general public objectives of this petition

The Moderator declared that the Motion passed by majority vote.

#### Appendix A

#### AN ACT ESTABLISHING A TOWN MANAGER IN THE TOWN OF WEST NEWBURY

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

#### SECTION 1. PREAMBLE AND AMENDMENT TO EXISTING SPECIAL LEGISLATION

There shall be a town manager in the Town of West Newbury. Notwithstanding any general or special law or rule, regulation or by-law to the contrary, the town manager, reporting to and

accountable to the Board of Selectmen, shall be the chief administrative and operating officer of the Town of West Newbury and shall have the powers, duties and limitations described in this act.

Chapter 270 of the Acts of 1990 is hereby repealed and Chapter 38 of the Acts of 1936 and Chapter 184 of the Acts of 2005 shall be subject to the provisions of this act.

## **SECTION 2. ELECTED OFFICIALS OF THE TOWN OF WEST NEWBURY**

(a) Upon the effective date of this act, the registered voters of the Town of West Newbury shall, in accordance with any applicable laws, by-laws, votes of the Town or inter-local agreements elect the following

- (i) Members of the Board of Selectmen;
- (ii) Town Moderator;
- (iii) Members of the Pentucket School Committee from West Newbury;
- (iv) Trustees of the GAR Memorial Library;
- (v) Members of the Board of Assessors;
- (vi) Members of the Board of Health;
- (vii) Members of West Newbury Housing Authority;
- (viii) Members of the Planning Board;
- (ix) Members of the Park and Recreation Commission;
- (x) Members of the Water Commission, and;
- (xi) Constables

(b) The powers, duties and responsibilities of elected and appointed officials shall be as provided by applicable General Laws, special acts, bylaws and votes of the Town, except as otherwise expressly provided herein.

(c) Notwithstanding the election by voters of the Town of the officers named in this section 2(ii) thru (xi), such officers shall be available to the town manager and Board of Selectmen for consultation, conference and discussion on matters relating to the officers' respective offices. The town manager and/or the Board of Selectmen may require all such officials to prepare reports necessary for the administration of town government.

## **SECTION 3. POWERS AND DUTIES OF THE BOARD OF SELECTMEN**

(a) The executive powers of the Town shall be vested in the Board of Selectmen, who shall have all the powers given to boards of selectmen in the General Laws.

(b) The Board of Selectmen shall consist of three (3) persons elected by the voters of the Town. The term of each member of the Board of Selectmen shall not exceed three (3) years or until a

successor takes office. The Board of Selectmen shall annually elect a Chairperson and Clerk from among its members.

(c) The Board of Selectmen shall serve as the chief goal-setting and policy making body of the Town and shall not normally administer the day to day affairs of the Town. The Board of Selectmen shall set guidelines and policy directives that are to be implemented by the town manager and by other officers and employees appointed by or under its authority. The Board of Selectmen shall have the power and authority to enact rules and regulations to implement policies, to issue directives and to issue interpretations of the rules and regulations.

(d) The Board of Selectmen shall exercise, through the town manager, general supervision over all matters affecting the interests or welfare of the Town.

(e) The Board of Selectmen shall appoint by a majority vote with the full board present, the town manager, town counsel, the chief of police, the independent auditor, the town accountant, assistant or special counsel and the executive administrator to the board of selectmen. The board shall also appoint all members of committees, boards and commissions, except for those positions which are elected, that the town bylaws provide are to be appointed differently or as otherwise provided by federal or state statute, law or regulation.

(f) The Board of Selectmen shall have oversight of such boards, committees, positions or commissions appointed by the Board of Selectmen and such general powers as set forth in MGL c. 41 §23B.

(g) The Board of Selectmen shall be the licensing authority for the Town, make necessary rules and regulations regarding the issuance of licenses, attach conditions and restrictions to licenses as it deems to be in the public interest, to enforce the laws relating to such licenses and the regulations for which it issues licenses and have all other non-personnel matters as provided by the bylaws of the Town or as provided in the General Laws of the Commonwealth of Massachusetts.

(h) The Board of Selectmen shall be responsible for and shall approve the form and content of all town meeting warrants before such warrants are submitted to the town meeting for deliberation.

(i) The Board of Selectmen shall be responsible for establishing and maintaining a written process for the preparation of the budget. The Selectmen shall annually issue one or more written budget messages, including fiscal guidelines and the timeline of budget makers, at the beginning of each budget cycle or at a time established by the town bylaws.

(j) The Board of Selectmen shall review the annual proposed budget prepared by the town manager and make changes as the Board of Selectmen deem advisable. The town manager shall present the budget which incorporates the changes of the Board of Selectmen to the Finance Committee and the town meeting.

#### **SECTION 4. APPOINTMENT OF THE TOWN MANAGER**

(a) The Board of Selectmen shall create a search committee of West Newbury residents to assist in the selection of candidates for the position of town manager. The candidates shall be persons of demonstrated ability with administrative experience in public management or business administration

and who are qualified by reason of education and experience for the position of town manager. The search committee shall recommend to the Board of Selectmen a minimum of three (3) qualified candidates. After receiving the recommendations of the search committee, the Board shall appoint a town manager from the recommended candidates; provided, however, that the Board shall not be required to appoint any of the recommended candidates and may request that the search committee continue the screening process or shall appoint a new search committee to continue or re-start the search.

(b) No member or former member of the Board of Selectmen shall be eligible to be appointed to the position of town manager within 15 months of serving on the Board of Selectmen.

(c) The Board of Selectmen may enter into a formal written contract with the town manager and may set contract terms that shall have precedence over any personnel bylaws.

(d) The town manager may be appointed for successive terms of office. No term of office shall be more than three years or until a successor is appointed. There is no obligation on the part of the Board of Selectmen to renew an expired contract. Before entering upon the duties of the office, the town manager shall be sworn to the faithful and impartial performance thereof by the town clerk or a notary public.

(e) The town manager shall execute a bond in favor of the town for the faithful performance of the town manager's duties in such sums and with such sureties as may be fixed and approved by the Board of Selectmen. The cost for such bond shall be borne by the Town.

(f) The Board of Selectmen shall set the compensation for the town manager, not to exceed an amount appropriated by the town meeting.

## **SECTION 5. REMOVAL OF TOWN MANAGER**

(a) The Board of Selectmen may remove the town manager, by a majority vote with the full board present. At least thirty days before such removal shall be effective, the Board of Selectmen shall file a preliminary written resolution with the town clerk setting forth reason, if any, for the proposed removal, a copy of which shall be delivered to the town manager.

(b) The town manager may reply in writing to the resolution and may request, in writing, a public hearing provided, however, that the request for a hearing shall be received the town clerk not later than ten days after the town manager's receipt of the resolution, If the town manager so requests, the Board of Selectmen, shall hold a public hearing not earlier than ten days nor later than twenty days after the filing of such request.

(c) Following the public hearing or, if none, at the expiration of thirty days, the Board of Selectmen may adopt a final resolution of removal.

(d) As part of the preliminary resolution, the Board of Selectmen may suspend the town manager from duty.

(e) Nothing contained herein shall limit the authority of the Board of Selectmen to suspend or remove the town manager as provided by the laws of the Commonwealth.

- (f) Any suspension may be with or without pay.

## **SECTION 6. APPOINTMENT OF TEMPORARY TOWN MANAGER**

- (a) During a temporary absence, not to exceed thirty days, the town manager shall designate by a letter filed with the town clerk and the Board of Selectmen, a temporary administrator to perform the duties of the office. Such delegation shall be limited to those matters not allowing for delay during the town manager's absence.
- (b) The Board of Selectmen reserves the right to select a different temporary town administrator, in place of the town manager's designee or in the case of the failure of the town manager to select a temporary town administrator, to perform the functions of the town manager during the absence of the town manager, provided however, that the delegation shall be limited to those matters not allowing for delay during the town manager's absence.
- (c) During the absence of the town manager for more than thirty or more days, due to disability, illness or other circumstance, the Board of Selectmen shall appoint an acting town manager for the duration of the extended absence. Such designation will cease upon the return of the town manager.
- (d) If the individual serving as acting town manager is a town officer or employee, the individual shall return to the position held prior to being appointed the acting town manager.
- (e) No member of the Board of Selectmen shall serve as acting town manager.
- (f) If the Board of Selectmen determines that the town manager will be unable to resume the duties of the office for any reason, including, but not limited to, resignation, termination or illness; the office of town manager shall be filled as soon as practical by the Board of Selectmen, provided, however that the Board of Selectmen may appoint an acting town manager to serve until town manager is appointed.
- (g) Notwithstanding the duration of the absence of the town manager, the Board of Selectmen shall determine the powers and responsibilities of the temporary town administrator or the acting town manager.

## **SECTION 7. ADMINISTRATIVE RESPONSIBILITIES OF THE TOWN MANAGER**

- (a) The town manager shall be the chief operating and administrative officer of the town and shall be responsible to the Board of Selectmen for the effective management of all town affairs placed in the town manager's charge by this act, by the Board of Selectmen, by by-laws or by vote of the town meeting, and for the implementation of town policies placed in the town manager's charge by the Board of Selectmen.
- (b) The town manager shall supervise all town departments and direct day to day affairs of the town.
- (c) The town manager shall be responsible for seeing that the budget is administered as adopted by town meeting and in accordance with the General Laws, this act and the town by-laws.



- (d) The town manager shall advise the Board of Selectmen of all matters requiring action by the Board of Selectmen or the Town.
- (e) The town manager shall oversee the town's personnel system and staff in accordance with the town's by-laws and shall oversee personnel evaluation policies and practices, employee benefit programs, enforcement of labor contracts, labor relations, collective bargaining, state and federal equal opportunities law compliance in the town, and such other human resource obligations as designated by the Board of Selectmen.
- (f) The town manager shall attend all meetings of the Board of Selectmen, except when excused, and all annual and special town meetings.
- (g) The town manager shall have access to all information necessary for the proper performance of the duties of town manager in accordance with the town by-laws, except for attorney-client privileged information that is provided to or by the Board of Selectmen, unless the Board of Selectmen specifically authorizes such access.
- (h) The town manager shall keep the Board of Selectmen fully informed regarding all departmental operations, fiscal affairs, general problems and administrative actions and shall submit periodic reports to the Board of Selectmen.
- (i) The town manager shall coordinate the activities among boards, commissions and committees, concerned with current development and the long range municipal planning.
- (j) The town manager shall develop, keep and annually update a full and complete inventory of all property of the town, both real and personal. The town manager shall have jurisdiction over the rental of all town facilities and real property. Such usages shall not conflict with policies, rental fees and other practices established by the Board of Selectmen.
- (k) With the approval of the Board of Selectmen, the town manager shall prosecute, defend or compromise all litigation to which the town is a party.
- (l) The town manager shall devote full working time to the duties of the office and shall not engage in any business activity during the term of office, except with the written consent of the Board of Selectmen.
- (m) The town manager shall keep full and complete records of town manager's office and annually submit to the Board of Selectmen, unless requested to do so more frequently, a full written report of the operations of the town manager's office.

## **SECTION 8. FINANCIAL RESPONSIBILITIES OF THE TOWN MANAGER**

- (a) The town manager shall be the chief financial officer of the Town.
- (b) The town manager may approve any warrants for payment of town funds prepared by the town accountant; provided, however, that the approval of any such warrant by the town manager shall be in compliance with the policies for payment as promulgated by the Board of Selectmen and this shall be sufficient to authorize payment by the treasurer. If there is a vacancy of the town manager, in

the town manager's absence or at any other time the Board of Selectmen or a designee of one of the members of the Board of Selectmen may approve such warrants.

(c) Annually, the town manager shall be responsible for the preparation of the proposed budget to be included in the annual town meeting warrant. The proposed budget shall be prepared in accordance with the most current budget process established by the Board of Selectmen. The proposed budget shall detail all estimated revenue from all sources and all proposed expenditures.

(d) The town manager shall annually submit a town departmental and organizational structure, which such town departmental and organization structure shall be subject to the approval of the Board of Selectmen. The town manager shall recommend all salaries and pay rates for town employees, excepting those covered by collective bargaining agreements, which salaries and pay rates shall be subject to the approval and/or modification by the Board of Selectmen.

(e) The town manager shall be responsible for filing grant applications and for informing the Board of Selectmen as to the status of such applications.

(f) The town manager shall notify and inform the Board of Selectmen of any matter impacting the expenditures or revenues of the Town.

#### **SECTION 9. APPOINTMENT POWERS OF THE TOWN MANAGER**

(a) The town manager shall appoint and may remove all department heads as the term may be defined in the town departmental and organizational structure and all such other employees for which no method of selection is provided in this Act or otherwise provided by law.

(b) Appointments or removals made by the town manager pursuant to subsection (a) hereof shall be effective 15 calendar days following the date of written notice of the appointment or removal is filed with the Board of Selectmen, unless the Board of Selectmen vote to reject such appointment or removal. The Board of Selectmen may waive the 15-day period whereupon the action of the town manager shall take effect immediately.

#### **SECTION 10. COLLECTIVE BARGAINING**

(a) The town manager or a negotiating committee authorized by the Board of Selectmen shall negotiate collective bargaining contracts on behalf of the Board of Selectmen; provided, however that such contracts shall be subject to the approval, ratification and execution by the Board of Selectmen.

(b) The Board of Selectmen may authorize use of additional counsel or persons to assist the town manager or the negotiating committee in the negotiations for any collective bargaining contract.

#### **SECTION 11. EFFECTIVE DATE**

This act shall take effect upon its passage.

**ARTICLE 5.** The Finance Committee recommended approval.

Water Commissioner Robert Janes moved to appropriate, in anticipation of Water Department revenue, the sum of \$698,525 of which \$186,126 for Salaries and Wages, which include \$1,700 for Water Commissioners stipends, \$30,514 for Insurances, \$400,594 for Expenses, \$16,772 for Debt Service, \$15,000 for Extraordinary and Unforeseen, and \$49,519 for Indirect Cost.

The Moderator declared the motion passed unanimously.

**ARTICLE 6.** The Finance Committee recommended approval.

Selectman Glenn A. Kemper moved no action on this Article.

The Moderator declared that the motion passed by majority vote.

**ARTICLE 7.** The Finance Committee recommended approval.

Selectman Glenn A. Kemper moved no action on this Article.

The Moderator declared that the motion passed unanimously.

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

Water Commissioner Robert Janes moved to appropriate the sum of \$1,700,000.00 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 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.

Since this Vote would authorize the issuance of indebtedness, the Moderator declared that a 2/3 vote was necessary to pass this Motion

The Moderator declared the motion passed by a vote of 90 in favor and 2 opposed.

**ARTICLE 9.** The Finance Committee gave no recommendation.

In accordance with the provisions of Chapter 38 of the Act of 1936, the Town may impose instructions, rules and regulations on the Board of Water Commissioners.

No instructions, rules or regulations were voted by the Town

**ARTICLE 10.** The Finance Committee recommended approval.

Selectman David Archibald moved to transfer from Free Cash the sum of \$50,000.00 to the Pension Liability Stabilization Fund.

The Moderator declared the Motion passed by majority vote.

**ARTICLE 11.** The Finance Committee recommended approval.

Board of Health Member, Robert Janes moved to transfer from the Septic Loan Revolving Account the sum of \$21,191.73 for the repayment of septic loan debt service.

The Moderator declared that the Motion passed unanimously.

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

Selectman Glenn Kemper moved to transfer from the Receipts Reserved for Dunn Debt Account, the sum of \$104,900.00 to pay the debt service associated with the Dunn Property Acquisition.

The Moderator declared that the Motion passed unanimously.

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

Selectman Joseph Anderson moved to raise and appropriate the sum of \$279,122.00 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws Chapter 40, Section 5B in order to fund future capital expenditures for school related building projects

The Moderator declared that the Motion passed unanimously.

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

Selectman David Archibald moved to transfer from Free Cash the sum of \$10,000.00 to add to the special fund established in accordance with the provisions of MGL Chapter 44, Section 53 *I* for a celebration of West Newbury's Bicentennial in 2019.

The Moderator declared that the Motion passed unanimously.

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

Park and Recreation Commission Chairman Tom Flaherty moved to reauthorize the Summer Recreation Revolving Fund for the Park and Recreation Commission under Massachusetts General Law Chapter 44, Section 53E ½ for the Fiscal Year 2018. This revolving fund would be to accept receipts from fees charged to participants of the Summer Recreation Program. The receipts

would be expended, not to exceed \$42,000.00 in FY 2018 by the Park and Recreation Commission for the payment of program related wages, expenses and field trips of the 2018 Summer Recreation Program.

The Moderator declared that this Motion passed unanimously.

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

Selectman Glenn A. Kemper moved to re-authorize a Revolving Fund for FY 2018 for the Cable Advisory Committee as described in Chapter 44, Sections 53E $\frac{1}{2}$  and 53F  $\frac{3}{4}$  of the Massachusetts General Laws. This revolving fund would be to accept funds received in connection with a franchise agreement between a cable operator and a municipality commonly referred to as PEG (Public Education and Government). The receipts would be expended, not to exceed \$75,000.00 in FY 2018 by the Cable Advisory Committee for the payment of program-related wages, expenses, and equipment or such other purposes as permitted by said Section 53F  $\frac{3}{4}$  .

The Moderator declared that this Motion passed unanimously.

**ARTICLE 17.** The Finance Committee recommended approval.

Selectman Joseph Anderson moved to authorize the Police Vehicle Revolving Fund for the Police Department, as revolving funds are described in Chapter 44, Section 53E  $\frac{1}{2}$  of the Massachusetts General Laws, for FY 2018. This revolving fund would be to accept receipts from fees charged for use of police vehicles for details. The receipts would be expended, not to exceed \$10,000 in FY 2018 by the Police Department for the payment of costs and expenses for replacement of police vehicles in accordance with the vehicle replacement policy established by the Police Department.

The Moderator declared that the Motion passed unanimously.

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

Selectman David Archibald moved to transfer from Free Cash the sum of \$25,000 to be deposited into a Municipal Buildings' Insurance Fund.

The Moderator declared that the Motion passed unanimously.

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

CPC Chairperson Judy Mizner moved to allocate and reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2018, with each item to be considered a separate appropriation:

Allocate Reserves:

From FY 2018, estimated revenues for Community Housing Reserve:	\$38,423.00
From FY 2018, estimated revenues for Historic Resources Reserve:	\$38,423.00
From FY 2018, estimated revenues for Open Space & Recreation Reserve:	\$38,423.00
From FY 2018, estimated revenues for Committee Administrative Expenses:	\$18,109.00
From FY 2018, estimated revenues for Budgeted Reserve:	<u>\$228,806.41</u>
TOTAL	\$362,184.41

The Moderator declared that the Motion passed unanimously.

**ARTICLE 20.** The Finance Committee did not recommend approval of this Article.

Selectman Glenn A. Kemper move to transfer from free cash the sum of \$4,595 to fund an actuarial study for Other Post Employment Benefits “OPEB”.

The Moderator declared that the Motion passed unanimously.

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

Selectman Joseph Anderson moved to authorize the Board of Selectmen to enter into a lease for a portion of the Dunn Property, Main Street (Assessors Map R22 as Lot 190) for the purpose of the construction and maintenance of a wireless communication tower.

The Moderator declared that the Motion failed.

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

Selectman David Archibald moved to authorize the Board of Selectmen to enter into a lease for a portion of the Brake Hill Property, Main Street (Assessors Map 2 as Lot 350) for the purpose of the construction and maintenance of a wireless communication tower.

The Moderator declared that the motion failed.

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

Selectman Glenn A. Kemper moved to amend the Bylaws of the Town of West Newbury by adding a new Section XL to establish and authorize revolving funds for use by certain town departments boards, committees, agencies or officers under Massachusetts General Laws Chapter 44 Sec. 53E1/2 as such section is set forth in the Finance Committee Booklet of April 24, 2017 entitled Appendix B- Article 23 on pages 30-31.

#### SECTION XL DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This by-law establishes and authorizes revolving funds for use by the town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some to the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44 Section 53E1/2

2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this bylaw with appropriation subject to the following limitations:
  - A. Fringe benefits of fulltime employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liabilities shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal years by the selectmen and the finance committee.
3. Interest. Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44 Section 53E1/2 and this bylaw , the laws, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The town accountant shall include a statement on the collections credited to each fund, the encumbrance and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds.
  - 5.1 Summer Recreation Revolving Fund.
    - 5.1.1 Department. There shall be a separate fund called the Summer Recreation Revolving Fund authorized for use by the Park and Recreation Commission.
    - 5.1.2 Revenues. The town accountant shall establish the Summer Recreation Revolving Fund as a separate account and credit to the fund all the receipts from fees charged to participants of the Summer Recreation Program charged and received by the Park and Recreation Commission in connection with the summer recreation programs sponsored by the Park and Recreation Commission.
    - 5.1.3 Purposes and Expenditures. During each fiscal year, the Park and Recreation Commission may incur liabilities against and spend monies from the Summer Recreation Revolving Fund for the payment of program related wages, expenses and field trips.in connection with the Summer Recreation Programs.
    - 5.1.4 Fiscal Years. The Summer Recreation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017 and shall continue until such time as town meeting votes to eliminate the fund.
  - 5.2.1 Cable Advisory PEG Revolving Fund.



5.2.2 Department. There shall be a separate fund called the Cable Advisory Revolving Fund authorized for use by the Cable Advisory Committee.

5.2.3 Revenues. The town accountant shall establish the Cable Advisory Revolving Fund as a separate account and credit to the fund all the monies received in connection with a franchise agreement between a cable operator and a municipality commonly referred to as PEG (Public Education and Government) in connection with the cable licenses issued by the Board of Selectmen.

5.2.4 Purposes and Expenditures. During each fiscal year, the Cable Advisory Committee may incur liabilities against and spend monies from the Cable Advisory PEG Revolving Fund for the payment of program-related wages, expenses, and equipment or such other purposes as permitted by General Laws c. 44, Section 53F3/4.

5.2.5 Fiscal Years. The Cable Advisory PEG Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017 and shall continue until such time as town meeting votes to eliminate the fund.

#### 5.3.1 Police Vehicle Revolving Fund

5.3.2 Department. There shall be a separate fund called the Police Vehicle Revolving Fund authorized for use by the Police Department.

5.3.3 Revenues. The town accountant shall establish the Police Vehicle Revolving Fund as a separate account and credit to the fund all the monies charged and received by the Police Department in connection with the use of police vehicles by private details.

5.3.4 Purposes and Expenditures. During the fiscal year, the Police Department may spend monies from the Police Vehicle Revolving Fund for the purpose of purchasing and equipping new police vehicles.

5.3.5 Fiscal Years. The Police Department Revolving Fund shall operate for the fiscal years that begins on or after July 1, 2017 and shall continue until time as town meeting votes to eliminate the fund.



The Moderator declared that the Motion passed unanimously.

**ARTICLE 24.** The Finance Committee recommended Will of the Town.

Historical Commission Member Jeffrey Clewly moved to amend its Bylaws by adding a new section in order to preserve the historic and architectural assets of the town by instituting a period of delay for a period up to nine months, before the issuance of a demolition permit

The Moderator declared that the Motion failed.

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

Planning Board Member Richard Bridged moved to amend the West Newbury Zoning Bylaw concerning “Signs” pursuant to the document entitled “West Newbury Planning Board Proposed Zoning Bylaw Amendment SIGNS”, 5 pages, dated February 6, 2017 as revised on April 4, 2017, as set forth in Finance Committee Booklet Appendix B ATM Article 25—West Newbury Planning Board Zoning Amendment Feb. 6, 2017, revised April 4, 2017 on pages 38-42 by:

1. Deleting Section 7.C Signs in its entirety and replacing it with a new Section 7.C.; and
2. Amending Section 8.B.3.e by adding Subsection 8.B.3.e.5, which would read “5. Signs (Section 7.C).

“7.C. SIGNS

7.C.1. Purpose - The purpose of this Bylaw Section is as follows:

- A. To preserve and enhance the natural, scenic, historical, cultural, and aesthetic qualities of the Town of West Newbury.
- B. To ensure the safety and general welfare of motorists and pedestrians.

7.C.2. Definitions

- A. Legally Existing Prior Nonconforming Signs - A non-abandoned sign, existent when these bylaws became effective that does not meet the requirements of this bylaw, but that complied with the existing bylaws and regulations at the time the sign was erected.
- B. Nonconforming Sign - A sign that does not comply with this bylaw and which is also not a legally existing, nonconforming sign.
- C. Off-Premises Sign - A sign related to any type of event, product, business, service, etc. which is not held on, conducted on, or sold on the premises where the sign is located.
- D. Permanent Signs
  1. Freestanding Sign - A sign affixed to a structure whose sole purpose is to support the sign.
  2. Attached Sign - Any sign that is attached to, erected on or supported by a

building.

- E. Portable A Frame Sign - An "A-frame" shaped sign that identifies or advertises a place of business and that consists of two sign boards that are hinged together at the top.
- F. Private Sign - A sign that is not a public sign.
- G. Public Sign - A sign authorized, erected, and maintained by the Town or the Commonwealth or other public agencies.
- H. Roofline - A horizontal line located at the highest point of a roof exclusive of antennas, cupolas, or other appendages that may protrude from the roof structure.
- I. Sign
  - 1. ***Refer to Section 2. of the Zoning Bylaw for the definition of a sign.***
  - 2. Exceptions - The following devices shall not be considered signs within the context of this bylaw:
    - a) Non-commercial historical markers, memorial plaques, and building names.
    - b) Flags and insignia of governmental jurisdictions when displayed for non-commercial purposes
    - c) Seasonal, non-commercial banners
    - d) On premise devices guiding and directing traffic and parking which bear no advertising.
    - e) Legal notices such as "No Trespass", "No Soliciting" and "Private Way" signs and building numbers.
    - f) Informational devices required by public agencies.
    - g) Standard gasoline pumps bearing thereon in usual size and form, the name, type and price of gasoline.
- J. Sign Area - The area of the smallest horizontally or vertically oriented rectangle which could enclose the display area of the sign, exclusive of structural members not bearing advertising matter.
- K. Temporary Sign
  - 1. A commercial or non-commercial sign relating to any event, activity or business operation which is not of a continuing or regularly recurring nature.
  - 2. Portable A frame and similar signs shall be considered temporary signs. Examples include, but are not limited to, sales, special events, seasonal businesses or changes in the nature of an operation.
  - 3. Window Sign—A sign located in the interior of a building, usually at a window or door, intended to convey information to the public outside the building.
- L. Uses
  - 1. Commercial - A use intended to promote any for-profit event, activity, or business operation.
  - 2. Non-commercial - A use not intended to promote any for-profit event, activity, or business operation.

#### 7.C.3. Authorities

- A. Inspector of Buildings—Sign permits are issued by the Inspector of Buildings.
- B. Special Permit Granting Authority
  - 1. For purposes of this Article, the Zoning Board of Appeals shall be the Special Permit Granting Authority.
  - 2. The Special Permit Granting Authority shall adopt rules and regulations including, but not limited to, fees, procedures, methods, and removal of noncomplying signs and shall make them available at the Town Clerk's Office.

#### 7.C.4. General Regulations

The following regulations apply to all districts unless a district is specifically mentioned.

##### A. Permits

- 1. No sign shall be erected, enlarged, or structurally altered without a sign permit issued by the Inspector of Buildings, except as provided for in this bylaw. See Sections 7.C.4.E, 7.C.4.I, 7.C.4.J, and 7.C.4.K of this bylaw.
- 2. Sign permits shall be issued only for signs conforming to this Article.
- 3. Sign permit applications shall be accompanied by two prints of scale drawings of the sign, supporting structure, source of illumination, and location.
- 4. Each application with respect to a sign to be located within an Historic District must be accompanied by a Certificate of Appropriateness from the Historic Districts Commission. A copy of any relevant Special Permit shall also accompany this type of application.
- 5. The Inspector of Buildings shall issue a sign permit for the erection and maintenance of a sign or signs or deny the issuance thereof within thirty (30) days of the date on which the application for a permit was received.
- 6. In the event that a sign permit has been denied, the Inspector of Buildings shall state the reason for said denial.
- 7. If the Inspector of Buildings fails to take the appropriate action within the above stated period, the sign permit shall be deemed to have been issued, and the Town Clerk shall issue a certificate of constructive approval of the application.

- B. Materials and Maintenance - Permanent signs shall be constructed of durable materials and shall, together with their structural elements, be maintained in a safe and neat condition to the satisfaction of the Inspector of Buildings.

##### C. Illumination

- 1. Temporary signs shall not be illuminated in any way.
- 2. No signs shall be internally lit and no sign shall use luminous letters or symbols.
- 3. No sign shall be lit externally, except by white, continuous, stationary lights, shielded and directed solely at the sign.
- 4. Lights used to illuminate signs must be of sufficiently low intensity and brightness so as not to affect the safe vision of operators of vehicles moving within the premises or on adjacent public or private ways and so as not to negatively impact abutting residential uses.
- 5. No sign shall be illuminated between the hours of 11:00 p.m. and 6:00 a.m. unless an establishment is open to the public during these hours.

D. Legally Existing Prior Nonconforming Signs

1. Such signs may continue to be used, maintained, and repaired hereafter unless abandoned.
2. Such signs may not be replaced by a new nonconforming sign without a Special Permit from the Special Permit Granting Authority.
3. Such signs shall not be altered in shape or dimension unless brought into conformity.
4. A change of use requires that such signs be brought back into conformity.

E. Exempt Uses

Signage for Exempt Uses pursuant to Section 4.B of this Bylaw and Section 3 of Chapter 40A of the General Laws as amended may be subject to reasonable regulations such as bulk and height. Examples of exempt uses include certain religious, educational and agricultural uses.

F. Abandonment

1. Signs not repaired within ninety (90) days after notice given by the Inspector of Buildings shall be considered abandoned.
2. Signs that advertise for or call attention to an abandoned establishment or any products, businesses or activities which are no longer carried on or sold on the premises shall be considered abandoned.
3. Abandoned signs shall be removed by the owner within sixty (60) days after notice given by the Inspector of Buildings.

G. Location

1. Private signs shall not be affixed to public property including but not limited to utility poles, fences, trees, traffic signs, light posts, flag poles, or columns except with the approval of the Board of Selectmen or other entity having jurisdiction over such public property.
2. Private signs shall not be located within or project into or over a public right of way except with Board of Selectmen approval.
3. Signs shall not project above the roofline of the building to which it is attached.
4. Motor vehicles or trailers whose primary purpose is to act as a sign may not be parked along streets or the highway and may not be stationed on property in a location readily visible to the public.
5. Signs shall not be erected in a manner that impairs visibility of the road or of traffic control signs.
6. Off-Premises Signs for a business, service, product, or event which is located within West Newbury shall not be erected except upon the issuance of a Special Permit by the Special Permit Granting Authority in accordance with these General Regulations and except for temporary signs as discussed below. Said signs must serve a reasonable public purpose and be consistent with the purpose of this bylaw.
7. Off-Premises Signs for a business, service, product, or event which is located outside of West Newbury are prohibited except for temporary signs as discussed below.

H. Animation

1. Signs shall not wave, oscillate, revolve, flash, or operate with movable parts except for:
  - i. such portion of a sign which indicates time, temperature, or both;
  - ii. a flag with the word "Open" used to indicate that a business is open.

- I. Temporary Signs Not Requiring a Sign Permit
  - 1. Unless otherwise specified in this section, temporary signs shall comply with all applicable requirements for permanent signs.
  - 2. Real estate and contractor's signs not exceeding six (6) square feet.
  - 3. Portable A frame signs associated with a commercial event such as grand openings, sales, or closings may be displayed without a permit for no more than fourteen (14) days at a time and no more than thirty (30) days in the aggregate in any twelve (12) month period. Such signs shall not exceed six (6) square feet.
  - 4. Non-commercial signs for the purpose of sales, promotions, drives, campaigns, or other events of a civic, philanthropic, or educational nature. Such signs shall not exceed thirty two (32) square feet and shall not be posted for more than sixty (60) days prior to the date of the relevant event. Such signs shall be removed fourteen (14) days after the conclusion of said event.
  
- J. Signs Not Requiring a Sign Permit in a Residential District
  - 1. One permanent sign per dwelling unit, either attached or freestanding, indicating the name of the owner or occupant. This sign may have the street name and number upon it. Such sign shall not exceed two (2) square feet in area.
  - 2. One permanent sign per allowed home occupation indicating such use. Such sign shall not exceed four (4) square feet in area.
  - 3. One temporary sign per dwelling unit advertising the sale, rental, or lease of the premises on which the sign is located. Such sign shall not exceed six (6) square feet in area and shall be displayed for no more than fourteen (14) consecutive days after the date of the completion of the sale or signing of the rental or lease agreement.
  - 4. No more than four (4) temporary signs limited to one per contractor associated with construction on the premises. Each such sign shall not exceed six (6) square feet in area and shall be displayed for no more than fourteen (14) days after completion of related work.
  - 5. Two temporary signs total, regardless of the number of items being sold, advertising the private sale of automobiles or other personal items on the premises. Such signs shall not exceed two (2) square feet each in area and shall be displayed for no more than thirty (30) consecutive days at a time and no more than sixty (60) days in the aggregate in any twelve (12) month period.
  - 6. Any freestanding sign, including its structure, which does not require a Sign Permit in a Residential District pursuant to this Section, shall be no more than eight (8) feet from the top of the sign to the ground.
  
- K. Signs Not Requiring a Sign Permit in the Business District
  - 1. Signs allowed in Residential Districts are also allowed in the Business District.
  - 2. Temporary window signs that cover no more than 20% of the area of each window provided that such signs shall only be placed on windows that face parking lots and/or streets.
  - 3. Buildings having one (1) to three (3) businesses may have one (1) freestanding sign per building and two (2) attached signs per business.
  - 4. Portable A frame signs providing that they are no more than six (6) square feet

and are displayed only during business hours.

5. A flag with the word “Open” used to indicate that a business is open. Such flag shall be no more than 15 square feet and shall be taken down at the close of business each day.
6. All permanent signs, including the structure, which do not require a Sign Permit in a Business District pursuant to this Section, shall be no more than twelve (12) feet from the top of the sign to the ground and sixteen (16) square feet in area.

L. Signs Requiring a Sign Permit in the Business District

1. Buildings having four (4) or more occupants may erect a single sign, either attached or freestanding, identifying either the premises, the occupants, or both. Additionally, each occupant may erect one attached sign.
2. Any business complex comprising three or more buildings on a single lot may erect one freestanding sign for each street on which the development fronts containing the name or other identification of the complex.

M. Industrial District

Any sign proposed in the Industrial District requires a Special Permit from the Special Permit Granting Authority.

N. Non Conforming Signs

1. The Special Permit Granting Authority may grant a Special Permit for a sign not in compliance with the provisions of this Article providing that the Special Permit Granting Authority finds the following:
  - a) that the sign will be in harmony with the interests cited in section I.
  - b) that a reasonable public benefit is derived from the erection, replacement, or maintenance of the sign
  - c) that the general purposes of this Article are not defeated.
2. The following criteria shall apply:
  - a) The Special Permit shall be granted to a user, owner, or both.
  - b) The Special Permit shall not run with the land.
  - c) The Special Permit shall terminate (become void) when or if the user or owner moves or goes out of business.
  - d) The Special Permit shall not be transferrable to another property.
  - e) The Special Permit Granting Authority shall specify the location of the sign.
  - f) The Special Permit Granting Authority shall approve the size of the sign subject to the following:
    - 1) The sign area shall not be more than 100% greater than signs not requiring a special permit in the district.
    - 2) The sign height shall not be greater than 25% greater than signs not requiring a special permit in the district.
  - g) The Special Permit Granting Authority may impose other terms, restriction, and conditions as it may deem to be in the public interest.

7.C.5 Severability

If any section of this Article is found to be in conflict with any statutes of the Commonwealth, such finding shall not affect the validity of the remainder of the Article nor the lawful administration thereof.”

I. Amend Section 8.B.3.e. by adding new subsection 8.B.3.e.5. as follows:

“5. Signs (Section 7.C.)”

The Moderator declared that since this was an amendment to the Zoning Bylaw, a 2/3 vote was required for passage.

The Moderator declared that the Motion passed by a vote of 89 in favor and 9 opposed..

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

Selectman Joseph Anderson moved to authorize the Board of Selectmen to transfer, by deed or otherwise, the care, custody and control of the Pipestave apartments located at 692 Main Street consisting of approximately 1.52 acres of land and shown on Assessors’ Map R23 as Lot 23A to the West Newbury Housing Authority upon such terms and conditions as the Board deems appropriate.

The Moderator declared that the Motion passed unanimously.

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

Selectman David Archibald moved to authorize the Board of Selectmen to transfer the land shown on the Haverhill Assessors’ Map 464, Block 3, Lot 1 being a portion of the land acquired by the Town by deed recorded with the Essex South District Registry of Deeds in Book 3366 Page 436 and pursuant to the Will of Emily S. Elliot Cote, on such terms and conditions as the Selectmen shall determine.

The Moderator declared that the Motion passed by majority vote.

Upon the motion of Selectman Glenn Kemper, it was voted to adjourn and dissolve the 2017 Annual Town Meeting at 11:15 P.M.

Attest:

Michael P. McCarron  
Town Clerk

---



## **SPECIAL TOWN MEETING—April 24, 2017**

Pursuant to the Warrant issued by the Selectmen on April 3, 2017, which was posted on April 7, 2017 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Special Town Meeting was held on April 24, 2017 at the Town Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:31 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.

No reports were given to the Town pursuant to this article at this time.

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

Selectman Joseph Anderson moved to transfer the sum of \$285,000.00 from free cash to purchase self-contained breathing apparatus and related equipment.

The Moderator declared that the Motion passed unanimously.

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

Water Commissioner Robert Janes moved to transfer the sum of \$100,000.00 from the Water Enterprise Fund Free Cash Account and \$80,000.00 from the Water Department Stabilization Fund Account to upgrade the existing Wellfield #1 and to comply with Mass Dept. of Environmental Protection regulations for municipal water supply.

Since this was a transfer from a stabilization fund, the Moderator declared that a 2/3 vote was required.

The Moderator declared that the Motion passed unanimously.

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

Water Commissioner Robert Janes moved to transfer the sum of \$60,000 from the Water Enterprise Fund Free Cash Account to purchase water from the City of Newburyport. Any remaining funds in this account at the end of Fiscal Year 2017 will close out to the Water Enterprise Fund Free Cash Account.

The Moderator declared that the Motion passed unanimously.

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



Selectman Glenn Kemper moved to transfer the sum of \$41,000 from free cash to purchase and equip a Ford Interceptor Utility Vehicle, and to dispose of the current vehicle at the discretion of the Board of Selectmen.

The Moderator declared the Motion passed by majority vote.

**ARTICLE 6.** The Finance Committee recommended approval.

DPW Superintendent Gary Bill moved to transfer the sum of \$150,000 from free cash to fund the snow and ice deficit.

The Moderator declared that the motion passed unanimously.

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

DPW Director Gary Bill moved to transfer \$61,000 from free cash to purchase and equip a tractor and mower.

The Moderator declared the motion passed by majority vote.

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

Park and Recreation Commission Chairperson Thomas Flaherty moved to transfer the sum of \$25,000 from Community Preservation Act funds for Rehabilitation and Restoration of the Action Cove Playground Facility, Phase II, and for previously unanticipated repairs, to be expended in conformity with the Application approved by the CPC, said sum to be taken from the CPA Open Space and Recreation Reserve

The Moderator declared that the motion passed unanimously.

**ARTICLE 10.** The Finance Committee recommended Will of the Town.

Town Meeting Member Jack Duggan moved that the Town adopt a resolution to petition Donald J. Trump, forty-fifth President of the United States, to immediately release his tax returns to the public.

The Moderator declared that the motion passed by majority vote.

At 7:47 P.M. on the motion of Town Meeting Member, Judith Mizner, it was unanimously voted to dissolve the Special Town Meeting.

Attest:

Michael P. McCarron  
Town Clerk

---

MAY 1, 2017 ANNUAL TOWN ELECTION RESULTS  
WEST NEWBURY, MASSACHUSETTS

Pursuant to Article 1 of the Warrant issued by the Board of Selectmen on April 3, 2017, the Annual Town Election was held on Monday, May 1, 2017 in the Annex, 379 Main Street. The Constable, Brian Richard, duly posted the Warrant on April 7, 2017, according to applicable statutes and the Town Bylaws, and made proper return of his doings. The polls were opened at 7:00 A.M. and closed at 8:00 P.M. Prior to opening of the polls; the Clerk read the Warrant and Return of Service, swore in the Election Officers and turned over election materials to the Warden. The Warden, Clerk and Constable inspected the ballot box and a zero report was printed. The Election Officers sworn to the faithful performance of their duties were: Warden: Sharon Plumber, Clerk: M. Dorothy Cavanaugh and; Tellers: Anne Dooley, Gail Dinaro, Cheryl Ward, Christine Cluny, Joan Tranfaglia, Virginia Selman, Dianne Faulkner, and Margaret Dunlap.

There were 235 ballots cast, representing a 6.62 % voter turnout. The Town Clerk announced the preliminary results at 8: 05 PM. There were zero (0) provisional ballots cast.

SELECTMAN (For Three Years)

Blank	36
David W. Archibald	198
Others	1

BOARD OF HEALTH (For Three Years)

Blank	46
Blake J. Seale	189
Others	0

PLANNING BOARD (For Five Years)

Blank	58
Richard Walter Bridges	177
Others	0

TRUSTEES OF THE  
PUBLIC LIBRARY (3 For Three Years)

Blank	135
Pamela A. Atwood	140
Sandra M. Capo	128
Judith D. Gregg	98
Nicholas P. Herrera	97
Wendy J. Reed	107
Others	0

ASSESSOR (For Three Years)

Blank	75
Richard A. Baker	160
Others	0

SCHOOL COMMITTEE (For Three Years)

Blank	57
Christine M. Reading	176
Others	2

WATER COMMISSIONER (For Three Years)

Blank	46
Robert P. Janes	189
Others	0

PARK AND RECREATION  
COMMISSIONER (For Three Years)

Blank	53
William E. Bachrach	164
Jason Cacciapuoti	18
Others	0

CONSTABLE (Three Year Term)

Blank	48
Richard K. Davies, Jr.	187
Others	0

Attest:

Michael P. McCarron

ANNUAL REPORT OF THE TOWN CLERK  
VITAL RECORDS AND STATISTICS RECORDED IN WEST NEWBURY DURING FISCAL YEAR 2017  
(July 1, 2016 through June 30, 2017)

To the Honorable Board of Selectmen,

The following vital records and statistics were recorded in the Town Clerk's Office during Fiscal year 2016:

Births  
Marriages 08  
Deaths 22

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 2017

RECORD DATE*	NAMES	RESIDENCE	PLACE OF MARRIGE	OFFICIANT
July 09, 2016	Holly Ann Batchelder	West Newbury	Newburyport, MA	Fay-Lee Phaneuf
July 23, 2016	Charles J. Eiras	West Newbury		Clergy
Aug. 01, 2016	Cheryl Ann Brown	West Newbury	Andover, MA	Michael L. Champoux
July 09, 2016	Edward Glynn Evansen	West Newbury		Justice of the Peace
Aug. 13, 2016	Victoria Rose Priest	Amesbury	West Newbury	Christine P. Spalding
Aug. 16, 2016	Ian Patrick Burt	Amesbury		Solemnizer

Oct. 09, 2016	Jennifer Michelle Driscoll	Las Vegas, NV	Groveland, MA	Greg Landry
Oct. 20, 2016	Kyle Andrew Loman	Las Vegas, NV		Justice of the Peace
April 29, 2017	Carla Rocio Ardizzoni	West Newbury	Newburyport, MA	Linda Dale Brown
April 9, 2017	Jeffrey Scott Morrow	West Newbury		Justice of the Peace
June 03, 2017	Stephanie Bennett	West Newbury	Salisbury, MA	Joseph D. Schotland
June 05, 2017	Neil LaSala	West Newbury		Solemnizer
June 17, 2017	Jennifer Anne Ryan	West Newbury	Topsfield, MA	Stoddard Melhado
June 26, 2017	Jonathan Albert Megyesy	West Newbury		Justice of the Peace
June 24, 2017	Elizabeth Anne Berkenbush	West Newbury	West Newbury	Linda L. Maxwell
June 29, 2017	Michael Joseph Vangelist	West Newbury		Justice of the Peace

\* The Record Date is the date the marriage was recorded in the Town records  
(The Date of marriage is the date of the Marriage Ceremony)

#### DEATHS RECORDED DURING THE FISCAL YEAR 2017

RECORDED	NAME	AGE	RESIDENCE	PLACE OF DISPOSITION	DATE OF DEATH
July 06, 2016	Evelyn Mary Connolly	91	26 Whetstone St West Newbury	Linwood Crematory Haverhill, MA	July 04, 2016
July 19, 2016	Mary Theresa Leary	86	11 Albion Ln West Newbury	Linwood Cemetery Haverhill, MA	July 18, 2016
Aug. 18, 2016	Barbara Ann Lovejoy	81	114 Ash St West Newbury	Walnut Hill Cemetery West Newbury	Aug. 09, 2016

Sept. 06, 2016	Lauriston F. Clark	68	5 Mechanic St West Newbury	Linwood Cemetery Haverhill, MA	Aug. 31, 2016
Oct. 25, 2016	Ralph W. Fitton	68	79 Church St West Newbury	Linwood Crematory Haverhill, MA	Oct. 23, 2016
Nov. 17, 2016	Alfred Didonato	75	24 Ridgeway Cir West Newbury	St. Michael Cemetery Boston, MA	Nov. 06, 2016
Dec. 22, 2016	Irene C. Grabowski	92	194 Crane Neck West Newbury	Greenlawn Cemetery Salem, MA	Dec. 20, 2016
Dec. 27, 2016	Constance A. Cormier	84	52 Bridge St West Newbury	Bridge St West Newbury	Dec. 24, 2016
Jan. 03, 2017	Bruce A. Hamilton	67	227 Middle St West Newbury	Linwood Crematory Haverhill, MA	Dec. 25, 2016
Jan. 19, 2017	Steven James Adolphson	73	196 Main St West Newbury	Linwood Crematory Haverhill, MA	Jan. 16, 2017
Jan. 30, 2017	Lillie L. Muldoon	97	31 Way to the River West Newbury	St. Mary Cemetery Newburyport, MA	Jan. 26, 2017
Feb. 17, 2017	Joanne B. Brislin	69	38 Way to the River West Newbury	St. Mary Cemetery Newburyport, MA	Feb. 07, 2017
Feb. 21, 2017	Bertha A. Bergeron	98	66 Maple St West Newbury	Bellevue Cemetery Newburyport, MA	Feb. 17, 2017

Mar. 08, 2017	Robert E. Hills	81	622 Main St West Newbury	Linwood Crematory Haverhill, MA	Mar. 06, 2017
Mar. 26, 2017	Russell T. Burton, Jr.	68	12 Chase St West Newbury	Phoenix Crematory Hampton, NH	Mar. 08, 2017
Mar. 30, 2017	Caroline H. Balcom	90	3 Waterside Ln West Newbury	Evergreen Cemetery Leominster, MA	Mar. 25, 2017
Apr. 27, 2017	Thomas W. Cook	83	157 Middle St West Newbury	Linwood Crematory Haverhill, MA	Apr. 24, 2017
May 01, 2017	Alfred Wilson Rogers	90	832 Main St West Newbury	Walnut Hill Cemetery West Newbury	Apr. 27, 2017
May 02, 2017	Robert C. Reed	96	159 Garden St West Newbury	Harmony Grove Cemetery Salem, MA	Apr. 27, 2017
May 02, 2017	Edward W. Brislins	69	88 South St West Newbury	Blue Hill Crematory Braintree, MA	Apr. 30, 2017
June 13, 2017	Vivian Cogswell	91	5 Farm Ln West Newbury	Linwood Crematory Haverhill, MA	June 13, 2017
June 22, 2017	Anthony J. Fusco	71	125 River Rd West Newbury	Merrimack Cemetery West Newbury	June 19, 2017



## ANNUAL REPORT OF THE BOARD OF ASSESSORS-FISCAL YEAR 2017



The Board of Assessors respectfully submits the following report to the Board of Selectman. In FY 2017 all values were updated based on Calendar year 2015 sales, condition of the property as of June 30, 2016, and Assessment date of January 1, 2016. The values were approved by the Department of Revenue. The Average Assessed Value for FY 2017 was \$529,877 with an average tax bill of \$7,710.00. The tax rate was certified at \$14.55 per thousand. The Community Preservation Act remained three percent for FY 2017. The Assessor's office is the primary generator of West Newbury's revenues. The Assessor's office does a Mass Appraisal Approach to properties using a full and fair cash value.

### **VALUATION**

Real Estate	860,056,662
Personal Property	16,140,000
Total Taxable Value for FY 2017	876,197,042
Total Exempt Property Value	69,638,800

### **MOTOR VEHICLE EXCISE TAX**

Motor Vehicle Excise Tax 2016	73,631.25
Motor Vehicle Tax 2017	683,887.13
Boat Excise Tax 2017	<u>2,300.00</u>
Total Excise Tax for 2017	759,818.38

### **APPROPRIATIONS AND ASSESSMENTS**

Town Appropriation	16,197,550.78
State and County Appropriations	77,444.00
Overlay	130,863.13
Other amounts to be Raised	<u>9,446.78</u>
Total Amounts to be Raised	16,415,304.69

### **ESTIMATED RECEIPTS**

Cherry Sheet Estimated Receipts	362,274.00
Local Estimated Receipts	2,223,560.95
Free Cash	936,502.78
Other Available Funds	<u>144,300.00</u>

Total Estimated Receipts and Available Funds	3,666,637.73
--	--------------

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

On Real Property	12,513,824.43
On Personal Property	<u>234,842.53</u>
Total	12,748,666.96

**NUMBER OF PARCELS**

On Taxable Real Property	1837
On Personal Property	25
On Exempt Property	160

**ANNUAL REPORT OF THE BOARD OF REGISTRARS**  
(For Fiscal Year 2017: July 1, 2016 through June 30, 2017)

To The Honorable Board of Selectmen:

The following data was compiled from the VRIS resident census information as of July 1, 2017

:

Number of Registered Voters:

Democrats:	820
Republicans:	629
Unenrolled:	2086
United Independent	30
Other:	20
 TOTAL:	 3585

The following Town Meetings and Elections were held during Fiscal Year 2017. 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.

State Primary	September 8, 2016
Fall Special Town Meeting	October 24, 2016
Presidential Election	November 8, 2016
Special Town Meeting	April 24, 2017
Annual Town Meeting	April 24, 2017
Annual Town Election	May 1, 2017

Respectfully submitted,

Rosamond Veator, Chair  
Elise Henrichs  
Margaret J. Duchemin

Michael P. McCarron, Clerk

## FY 2017 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)

Twitter: [twitter.com/wnewburylibrary](https://twitter.com/wnewburylibrary)

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 2017 saw a few changes. The Teen Space added new seating with tables and chairs both on wheels. The Children's Room benefitted from the Special Article voted on at Spring Town Meeting in 2016. We purchased new bookcases on wheels as well as new tables and seating in the form of Yogibos. All Children's programs are held in the Children's Room.

**Serving Teens and Tweens Grant** (Made possible by funds from a grant by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners): The second and last year of this grant was implemented, resulting in the completion of a real space in the library for teens and tweens. Ginny Dalrymple, the Teen Librarian, will report further on the details in her report.

**Programs:** 32 Programs were held for adults with a total attendance of 287. Some of the highlights were a talks by local authors Peter Guralnick and Brooks Wright, a panel discussion of the Nevertheless Authors, a nonfiction book club, Margaret Russell on Weaving Legends, Downsizing Your Stuff, and the traditional seasonal Boxwood workshops.

### Statistical Snapshot:

Library Collection: 104,300 (inclusive of ebooks, audiobooks, and videos)

Total Circulation: 83,899 (Non-resident circulation was 19,546)

The State Incentive Grant: \$7,680.00

Number of Borrowers: 3,507

Visitors: 47,155 patrons visited the library

### Acknowledgements:

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 Gary Bill and Brian Richard for all of their work
- The Community of West Newbury for their support
- The library staff: Kate, Dawn, Ginny, Liz, Jean, and Amanda – they are the best!

Respectfully submitted,  
Susan C. Babb, Library Director

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

Come see your re-imagined Children's Room. Thanks to the generous funding passed by the Town, we were able to buy moveable book cases for the Children's Room. We had our first big program on December 31 and we fit 120 people into our space. Those wheels on the bookcases really work! 3 dry-erase tables (yes you can draw on the tables – don't do this at home), Yogibos for seating, and a cart for storage of toys completed the room.

We kicked off the Summer Reading Program with an obstacle course, t-ball game and mini-golf in the Children's Room. During the summer we saw magic shows, animals, birds and a Jedi-in Training program. Kids tried knitting, working with clay, Legos, origami and more. Reading with Lucy, the therapy dog was lots of fun. On Your Mark, Get Set...Read! Was our Summer Reading theme and I had 135 kids register. They read 1,653 hours.

Fall, Winter Spring and Summer Story Times were popular with an average attendance of 16(full-day kindergarten has reduced our numbers).Baby and Books saw an average of 10 babies enjoying songs, rhymes and stories.

The Children's Room hosted 144 programs with attendance 3,478. We had animal shows, author visits, magicians, science experiments and more. 3Doodler start pens were donated and kids have been creating things ever since. Inspired by a meeting, I asked the Friends of the Library to buy robots and other coding games. I've held some coding sessions and the kids are teaching me. All programs are held in the Children's Room. There's ample space and better sight lines.

As usual I want to thank Mr. Gray, principal of Page School, Pam Atwood, the teachers, my colleagues and the Friends of the West Newbury Library for their continued support.

Respectfully Submitted,  
Katharine (Kate) Gove, Children's Librarian

### **From the Teen Librarian**

FY17 saw a lot of growth for the teen department. Over two hundred teens participated in over twenty-five programs, both numbers up from last year. Much of this growth can be attributed to our first year of the Teens and Tweens Grant as well as significant input from our Teen Advisory Board. Growth in programming came not only in numbers but in the diversity of programs offered. February 2017 saw the kick off of our 3D pen program which grew in popularity and size through the year. In September we started our Creative Writing Group which allowed for teens to engage and interact with fellow writers as well as published authors. Also in the fall we teamed up with the Pentucket High School Poetry club to host their poetry meetings and sponsor guest poets.

Growth was most obvious in the teen room. The addition of five yogibos and three Chrome Books have made the teen room into an after school destination. The room has vibrant colors and has become extremely inviting for teens.

Respectfully Submitted,  
Ginny Dalrymple, Teen Librarian

**From the Board of G.A.R. Library Trustees**

**FY 17 Financial Report**

**Invested Funds**

	Balance July 1, 2016	\$967,240.26
Dividends, Interest, Change in Portfolio		\$24,831.40
	Balance June 30, 2017	\$992,071.66

**Money Market Account**

	Balance July 1, 2016	\$13,151.47
Deposits, Interest		\$1,713.52
	Balance June 30, 2017	\$14,864.99

**Sidewalk, Signs, Landscaping**

Spent but not yet reflected in balances above	-\$28,862.31
---	--------------

**Gifts, Bequests, and Other**

Anne Marie Hamilton Amato	\$100
Dewey Family	\$300
Newburyport Five Cents Savings Bank	\$1,000.00
West Newbury Riding and Driving Club	\$125.00
Beard Books Royalties	\$17.34
<b>TOTAL</b>	<b>\$1,542.34</b>

Respectfully submitted,

Marcia Sellos-Moura, Chair

ANNUAL REPORT  
ZONING BOARD OF APPEALS  
July 1, 2016 – June 30, 2017

To the Honorable Board of Selectman:

The ZBA held two hearings on a petition resulting in the granting of two of the petitions

The summaries of results are:

Petitions granted	2
Petitions denied	0
Petitions withdrawn	0
Petitions dismissed	0
C.40B applications	0

Respectfully submitted,

Paul Kelly  
Chair, ZBA

July 31, 2017

## PLANNING BOARD

**Personnel Update:** In response to an increase in the number and complexity of development projects and the need to continue with long term planning, the Planning Board advocated for and was successful in upgrading the Planning Administrator's position to a professional Town Planner and creating a new recording secretary position. The Board also contracts with a professional consulting engineer on a regular basis.

**FY17:** During Fiscal Year 2017, the Planning Board held 24 Regular Meetings and 1 Site Visit. The Planning Board worked with its personnel and conducted the following activities:

**Development of Daley Property at 365 Main Street:** Significant time was spent reviewing Drakes Landing, an Open Space Preservation Development (OSPD) proposed by Cottage Advisors LLC at 365 Main Street. The Review included: Acted upon Definitive Subdivision Plan (3 lots) to effect a zoning freeze; Reviewed and approved a Special Permit Application for an OSPD creating 34 new single family homes; Reviewed and approved modifications to the Special Permit for technical plan changes, unit sizes and distance between units; Conducted Site Plan Review; Conducted review of affordable housing provided pursuant to the Inclusionary Housing Bylaw; Discussed and negotiated for developer improvements to the abutting, Town-owned Carr Post/Legion Hall.

**Other Special Permits, Site Plans, Plan Modifications, Subdivision Approval Not Required (ANR) Plans and Pre-Application Conferences reviewed:** 151-153 Middle Street: Approved a Special Permit for a Common Driveway; Follinsbee Lane, Cottages at River Hill: Approved a modification to the trail network; Haverhill Bank, 279 Main Street: Approved modifications to the drainage system and sign; ANR's were endorsed for 157 Middle Street (6 Lots) and Middle Street/Archelaus Hill Road (4 lots); Pre-Application Conferences were held for a land swap at 47 & 50 Bailey's Lane (Cena Property) and at 289 Main Street (former Bruneault Property).

**Project Administration and Oversight:** Activities were conducted related to the following recently permitted projects: Follinsbee Lane, Cottages at River Hill – Oversaw execution of performance bonds, unit releases and as-builts for project close-out. Addressed resident complaints, issues; Sullivans Court Extension Definitive Subdivision Plan – Met with developer regarding project status and schedule for completion. Responded to abutter complaints; 720 Main Street - Oversaw project inspections conducted by Board's professional engineer; Responded to questions and issues pertaining to older projects including: Haverhill Bank – 389 Main Street; Trail Easement at Cena Property; Frisky Dog at 164 Indian Hill Street; common driveway at 26-32 Bachelor.

**Zoning Amendments & Review of Planning Board Regulations, Policies and Town Bylaws:** Submitted an amendment to the Signs section of the Zoning Bylaw, which was approved at the April 2017 Town Meeting; Researched, discussed and provided feedback to various entities on amendments to the Zoning and General Bylaws including Open Space Preservation Development, two family structures and accessory apartments, parking of commercial vehicles in residential districts, recreational marijuana, and Planning Board establishment; Updated the Board's permit tracking policies and checklists; Met with Selectmen and Public Works to better collaborate on Scenic Roads Bylaw.

**Other Planning Initiatives:** Chapter Land - Made recommendations to Selectmen on Right of First Refusal for Chapter Land properties (716 & 718 Main Street, 50 Garden Street); Economic



Development - Awarded \$15,000 Massachusetts Downtown Initiative Grant for study of package treatment facility serving town center area. Continued discussion of Planning and Economic Development with the MA Office of Business Development. Participation in Merrimack Valley Planning Commission (MVPC) Comprehensive Economic Development Strategy Committee; Affordable Housing – Participation in Regional Housing Plan effort with MVPC; Contracted with MVPC for land area analysis under G.L. Chapter 40B “Safe Harbor” statute; Added new affordable housing units to Subsidized Housing Inventory under G.L. Chapter 40B; Stormwater Management – Participation in Stormwater Committee, working on compliance with DEP’s new storm water regulations.

**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; Created Facebook Page for Planning Board; General office duties.

**Membership:** John Todd Sarkis was elected to a five year term. The Board reorganized in June and Richard Bridges was elected as Chair. John Todd Sarkis was elected to serve as Vice-Chair, and Raymond Cook was elected to serve as Clerk. The Board is very thankful to Raymond Cook for his dedication to the Board as Chair in FY2016. B. Dennis Lucey III was re-appointed by the Selectmen as Associate Member for a 1-year term.

Members of the Planning Board represent the Board on other town boards and committees: Ann Bardeen 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 and Personnel also attended seminars and workshops for educational and training purposes.

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 as of 6/30/17</u>	<u>Term Expiration</u>
Ann E. Bardeen	Member	2018
Richard Bridges	Chair	2022
Raymond A. Cook	Clerk	2021
Brian R. Murphey	Member	2019
John Todd Sarkis	Vice Chair	2020
B. Dennis Lucey, III	Associate Member	June, 2017 (appointed)
Leah Zambarnardi	Town Planner	
Lori Dawidowicz	Recording Secretary	

## FY17 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 2017, the Board of Health approved applications for 45 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 two camp licenses, eighteen food permits, one milk permit, ten permits for a well, thirty-five licenses for installers and thirteen haulers.

Our annual Household Hazardous Waste Collection Event was held on September 10, 2016 in conjunction with the City of Newburyport and the Town of Merrimac. Approximately, one-hundred and sixty-six households participated in our event, with fifty-three being West Newbury households.

FY17 was the eleventh 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. There were zero human cases for either EEE or West Nile in FY17.

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 special 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 newly implemented textiles recycling program. These items can be dropped off at the Health Department in the 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 either in the Health Department office or the Council on Aging office and the drop off disposal program is free.

### **RECEIPTS:**

Licenses	7,705.00
Miscellaneous	40.00
Perc Test	4,350.00
Septic Plans Review	9,450.00
Recycling	1,240.61
Wells	2,000.00

Total	\$24,785.61
-------	-------------

Respectfully Submitted:

Robert Janes, Chairman,

Blake Seale, Member

Kimberly Cole, 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, 2017.

Installations:	1,046
Dwellings in Town: (per Assessors)	1,609
% on Town Water:	65%
Town Population: (per Town Clerk)	4,344
Gallons Billed:	56,337,744
Average residential daily gallons:	134
Hydrants/Valves:	203/199
Street Valves:	137
Feet of Main:	147,840

For many years the Water Department has been talking to the owners of a piece of property located on Dole Place Extension that may have a high yielding aquifer beneath it based on United States Geological Survey's (USGS). In February 2015 the land owners allowed the Water Department to conduct a 5 day pump test to see if the USGS conclusions were correct. The pump test indicated that it is a very good water source for the Town which yields a high volume of water and the water quality was generally good. A source final report was submitted to MassDEP and the Water Department received approval of the source final report on May 23, 2017. This approval does not relieve the Water Department of the requirement to obtain any other permit or approvals necessary for establishing the wellfield as permanent water source. One of those requirements is to own or control land. At this time, the Town is negotiating with the land owners to come up with an agreement for the purchase the land.

The department also tested bedrock well sites in other parts of Town in the 1990s, but determined that it was not cost-effective to proceed with development of these sites. In addition, the department has been evaluating whether to replace some of the overburden wells in its wellfield. The department concluded that the bedrock well adjacent to the wellfield would be preferable to overburden replacement wells, because of the limitations of the thin overburden aquifer. Compared to the other bedrock well sites, a well at this site can be easily be connected to the existing water distribution system, and most of the Zone I protective radius is already owned or controlled by the Town.

In 2011 the bedrock well was drilled to a depth of 645 feet in May 2011, at a location about 60 feet from the nearest shallow well located at Wellfield No. 1. Bedrock was encountered at a depth of 26 feet, and the casing is sealed in 20 feet into bedrock. The well has an 8-inch diameter to a depth of 400 feet, and has a 6-inch diameter from 400 to 645 feet below the ground surface. Water bearing fractures were found at a depth of 375 feet.

A 48-hour pumping test of the bedrock well was conducted in 2013. In accordance with MassDEP Guidelines, the well is approved for up to 56.25 gallons per minute (gpm), which is equivalent to 81,000 gallons per day (gpd). On October 26, 2015 MassDEP approved the bedrock well for a daily withdrawal volume of 81,000 gpd with the stipulation that it is pumped with the existing wells or Newburyport water at all times to blend the sources for the best water quality. Plans and

specifications for the construction of the permanent pumping facilities were submitted to MassDEP in August 2017 and the department is awaiting approval of the construction design at this point. After the permanent pumping facilities are constructed, MassDEP will inspect the facilities before granting final approval to place the well on-line. It is anticipated the construction of the facility will be completed by the end of 2018.

At Town Meeting in April 2017 the town approved the construction of a new 400,000 gallon water tank at the Break Hill location. This tank will replace the existing 1936 318,000 gallon water standpipe. Water Department engineers are close to completing the site plans and design. The engineers plan to advertise for construction of the water tank by late fall 2017. Construction of the new tank is scheduled to start in late spring 2018.

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 2017 the Department pumped 37,218,000 gallons of water from Wellfield #1 at a value of \$276,529.74 in savings if purchased from the City of Newburyport.

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

TWELVE-MONTH PERIOD JULY 1, 2016 TO JUNE 30, 2017

#### Water Usage (regular bills):

October 2016	\$ 394,346.96	
April 2017	<u>215,960.57</u>	<b><u>610,307.53</u></b>

#### Water Usage (special bills):

Addl. Water & Municipal Liens	3,675.57	
-------------------------------	----------	--

#### Services:

Unscheduled Reading Fee	1,470.00	
Tapping Fee	425.00	

#### Materials:

New Meters	2,851.20	
Other	3,624.20	

<u>Fire Protection Charge</u>	<u>67,008.00</u>	<b><u>79,053.97</u></b>
-------------------------------	------------------	-------------------------

<b><u>TOTAL COMMITMENTS FISCAL YEAR 2017</u></b>		<b><u>689,361.50</u></b>
--	--	--------------------------

#### Additional Revenue:

Misc. Revenue (backflow, red cards, etc.)	2,800.00	
Systems Development Charge	20,000.00	<b><u>22,800.00</u></b>

<b><u>TOTAL ESTIMATED REVENUE F/Y 2017</u></b>		<b><u>\$ 712,161.50</u></b>
--	--	-----------------------------

**OPERATING ACCOUNT EXPENDITURES**  
TWELVE-MONTH PERIOD JULY 1, 2016 TO JUNE 30, 2017

Operating Expenses:

Facilities Cost	\$27,398.25	
Office Expense	5,380.98	
Retirement Expense		
(Includes: Essex County Retirement & Post Retirement Benefits)	38,513.12	
Outside Services/Training	12,617.20	
Computer Expense	1,145.00	
Vehicle/Equipment Expense	3,656.49	
Materials/Supplies/Outside Contractors	59,095.22	
Water Purchase-City of Newburyport	174,406.56	
Safe Water Drinking Assessment	502.72	
Legal Expenses	0.00	
Dues & Membership	1,106.00	
Mileage Reimbursement	1,139.80	
		<b><u>324,961.34</u></b>

Salary/Wages: 177,325.90

Insurances: 26,065.75

Debt Service: 15,637.63

Indirect Costs: 49,519.00

**TOTAL EXPENDITURES F/Y 2016** **\$593,509.62**

**BOARD OF WATER COMMISSIONERS**

Robert Janes, Chairman      Larry Corcoran      Richard Cushing

Michael E. Gootée, 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

Art Reed, Police Chief  
chief@westnewburysafety.org

## ANNUAL REPORT OF THE WEST NEWBURY POLICE DEPARTMENT

To the residents of West Newbury:

This past year has been a very busy year for your police department. I am proud to say that we have a low crime rate even though we are busy investigating crime and many other types of complaints. As residents, you should be proud of the fine hard working men and women, police and dispatchers who make this possible for you and your family.

At the writing of this report it will be just short of two years that I have been your new police chief. I guess, maybe by now I am no longer the new chief, just the chief. Looking back over the last two years I just don't know where the time has gone, never mind the 33 years that I have been a professional officer. Time marches on!

Police work has certainly changed during my career, good and bad. The most fundamental change in policing I think is the age of laptops, cell phones and of course the internet. I think most days it has helped us, other days not. Probably the most trying event affecting emergency workers over the last five years is the huge increase in the use heroin and fentanyl. Yes, it's here and all around us. I want to assure the residents that you have a great department and we all are moving forward, professionally.

Your police department continues to work closely with all three schools in Town to provide a safe campus for students, staff and visiting family members. Throughout the school year we conduct a "walk through" in each of the schools as part of our community policing initiative and as a safety precaution. I submitted a plan again this year to the Town to allow the department to hire a school resource officer which you all know was approved. I believe, as many of you do, how vital this role will be in the schools. I appreciate all of the support and I look forward to finding the "right fit" for the new role.

We continue to work with Assistant Principal Evans in his public safety class at the high school which discusses various aspects of law enforcement and other public safety careers. Other community policing initiatives in Town such as helmet safety, coffee with the Chief, tours of the safety complex, emergency vehicle day at the library and the summer recreation program are still welcomed activities for the kids. Child car seat

installations are free and still available to you. Please contact Officer Eric Forni or Mike Dwyer for an installation appointment.

Probably the most successful community policing program we did this year was the annual "National Night Out" held this year on August 2nd. This past year we made the event a tri-town event to include Merrimac and Groveland. We also included the State Police, US Coast Guard, area fire departments and others which I believe made the event even more popular, successful and best to date. With many thanks to my Administrative Assistant Sue Curry who does the vast majority of the behind the scene work to make it the best! Without her and many others it would not have been possible. I also want to thank the West Newbury Fire Chief Mike Dwyer and his members for their help in set up and the cooking of the food. Kudos to the Pentucket Girls Track Team for coming out and helping with the younger kids. Many thanks to all the sponsors who financially help each year which allows us to provide free food and activities for the children.

Our "Good Morning West Newbury Program" is a two year old community policing initiative to help our senior residents. The program has been well received by our seniors. They have the ability to sign up with the police department free of charge so we can check on them at least once per day to make sure they are safe. The program is still moving forward and working. I encourage you if you know of a senior who would benefit from the program please let us know.

This past summer we again teamed up with the Council on Aging and the Town's local cable TV station to provide movies for the kids at the bandstand. Because it has been such a hit with the kids and parents we have planned to add additional movies later in the fall and during Christmas vacation.

If you have ever been in the lobby of the Safety Complex you probably have seen our prescription drug drop off box which is managed by Officer Jay Johnson. This past year we worked with Whittier Tech of Haverhill and some of their students to design and build us a better drop box. It now sits in the lobby of the safety complex. The newer box enables all residents to drop off unused pills that need to be destroyed. The drop box is available 24 hours a day. Anyone who needs to get rid of liquid medications or syringes please see the Town's Health Department.

Behind the scene helping me with some of the administrative work is Sergeant Jeff Durand. I appreciate his hard work making sure the records and evidence rooms are kept up to standards to include the purging of old files and evidence. He also makes sure the civil and criminal paperwork gets filed at the court house on time as well as coordinating the hearings.

I would like to thank Sergeant Dan Cena for all of the hard work over the last year with our recertification process with the State. Because of his hard work he was awarded the Chiefs Achievement Award. Because of the rigorous and time consuming process I had Officer Jay Johnson work with Dan on this project. I appreciate the efforts by Officer Johnson to helping out when needed.

Sergeant Cena will continue with the process and will now work on getting the department to the next level of professionalism, State Accredited. Because of the level of complexity of the assignment and greater work load, I will be having Officer Burrill work with him so she too can learn the importance of the process. We hope to have this next level of professionalism completed sometime in early 2018.



Over the course of the last year I had officers Eric Forni, Mike Dwyer and Danielle Burrill become field training officers (FTO). It is vital that we have solid officers willing to take on the role as trainers when hiring new full time or reserve officers. I am extremely happy with their hard work in making the program what it is.

I certainly want to thank Officer Rich Parenteau for his part in helping with the transition of the Dispatch Center. Having previously been the lead dispatcher for West Newbury, he has truly stepped up to help me and all of the dispatchers, old and new. Without his help and experience the transition would not have been so easy.

Many thanks to Reserve Officers, John Cammarata, Pat Clay, Brain Warne and Dan Richmond who help out by filling in for some of the vacant shifts and special events that become available throughout the year. We are currently in the process of hiring more Reserve Officers in the coming year.

As your Chief I encourage you to stop in and have a coffee with me. I would love you to share some great ideas on how we can work together to make West Newbury a safer community for you, your family and my officers.

In closing, I want to thank the residents for their support as well as the West Newbury Board of Selectmen, members of the Finance Committee and the School District.

Regards,

Chief Art Reed





# West Newbury Public Safety Dispatch

401 Main Street, West Newbury, MA 01985  
978-363-1213

Police Chief Art Reed /Director of Communications  
areed@westnewburysafety.org

## ANNUAL REPORT OF THE WEST NEWBURY PUBLIC SAFETY DISPATCH CENTER

To the residents of West Newbury:

The West Newbury Dispatch Center is a 24/7 operation staffed by four full time and a number of part-time professionally trained dispatchers. Like most years the Center is a very busy place and it has been no different this fiscal year. This year the Center received over 29,000 calls for service. The Center is truly the life blood for the entire Town. The Center is staffed by some of the most dedicated professionals who have been trained to answer and handle virtually any type of call, from heart attacks, auto accidents, fires to helping deliver a baby.

During the course of their shift the dispatchers handle a variety of calls for police, fire, emergency management, highway and the water department. The Center works very closely with all of these departments as well as many of the other Town departments.

We have added the next generation of 911 into our call center with the assistance of the State. The new system makes it much easier to receive emergency calls and to dispatch the correct emergency workers to your home. We receive on an average 325 calls per year to the 911 system.

The core of our Center are the full time dispatchers. Over the last year Lead Dispatcher John Cammarata, Judy Romano, Kelsey Grenham and Bob Pierce have made strides in making your Center the best. They have been working on a training program for new dispatch employees as we hire them. It has been a very difficult task finding qualified part-time personnel to hire for the odd hours and demanding calls. The only consolation is that we are not alone.

Thank you to all of the part-time dispatchers who help fill in when they can. It's difficult to give more time when they already have full time jobs and families and school. But they still manage to give a little more at the end of the day. Thanks to Bob Bruno, Lee Delp, Ben Jennell, Joelle Mather , Kara Percival, Kate Drago and Matt Walsh for helping when you can.

Regards,

Art Reed  
Police Chief / Communications Director



# **WEST NEWBURY EMERGENCY MANAGEMENT AGENCY**

401 Main Street  
West Newbury, MA 01985  
Telephone: 978-363-1103  
ema@westnewburysafety.org

To The Honorable Board of Selectmen:

The West Newbury Emergency Management Agency is comprised of volunteers. Many of the volunteers have committed more than two decades to serving the Town of West Newbury. All volunteers are acknowledged and appreciated, they include:

David Belsky	Larry Caruso	Richard Cushing
Joseph "Fred" Beaulieu	John "Jack" Connolly	Carol Davies
Richard Davies	Bruce Dean	Raymond Dower, III
Michael Dwyer	David Evans	Mark Hemingway
Benjamin Jennell	Gregory Jennell	Mark Marlow
Gabriel Ricker	Blake Seale	

I want to take this opportunity to publicly thank each volunteer for his or her continued support and dedication to the Town of West Newbury and the Emergency Management Agency. West Newbury Emergency Management Agency Members continues to support the community through volunteering and the loaning of equipment. The agency has donated use of equipment, services, and volunteers to the National Night Out, Lt. Kenneth Fowler Car Show, the West Newbury Riding & Driving Club, and West Newbury PTO events.

#### A reminder to all residents:

The annual Seabrook Station Emergency Information Calendar is delivered through the United States Postal Service each year in mid December. It is a resource in disaster planning and evacuation. The back page of the calendar is an information card to fill out each year if you need assistance during an emergency. It is important to make any access and functional need (communication, medical, supervision, transportation, etc.) known. If you have a need that may cause you to require additional assistance in an emergency, please fill out and return the card. If you know of someone - a family member, friend, or neighbor that may require additional assistance in an emergency - please urge him or her to complete and return the card on the back of the calendar. The card should be completed each year.

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  
Director

# Fire Department

## Board of Fire Engineers Annual Report for Fiscal Year 2017

---

**We would like to remind all residents to protect your family and your property by having large visible house numbers. Firefighters, police officers, and paramedics find you faster when your home is properly marked.**

The West Newbury Fire Department responded to 521 calls for service during fiscal year 2017. Calls for service have increased by 6% compared to fiscal year 2016.

In January 2016, we entered into a partnership with the Department of Fire Services, to house and support mobile rehab unit number 4. Under the supervision of Assistant Chief Ben Jennell, we have responded to over 38 calls with the rehab during the fiscal year.

We are proud to report that on March 6, 2017, firefighters Andrew Greenbaum and Victoria Manning graduated from the Call/Volunteer Firefighter Training Program Class 063. Both Andy and Victoria are active members and this demonstrates their dedication to the department and to the Town of West Newbury.

On March 30, 2017, Scott Berkenbush retired after 46 years of dedicated service to the department. Scott attained the ranks of firefighter, lieutenant, captain, deputy and chief during his tenure. Scott spent many years as the department training captain. One of his goals was to increase the number of certified firefighters on the department. Thanks to his hard work and mentoring we are currently at 80% Massachusetts and Nationally certified firefighters. We thank Scott for his dedication and wish him all the best in his retirement.

At the 2017 Annual Town Meeting, voters approved funding to replace our aging air breathing systems (SCBA). I would like to thank the members of the West Newbury Fire Department who volunteered countless hours to research, demo and test the various systems available to firefighters. We came to an almost unanimous decision to purchase replacement equipment from MSA. I would like to thank Lieutenant Lisa Duxbury who continues dedicate her time to our health and safety initiatives. Lt. Duxbury has attended several trainings to reduce cancer in the fire service. She is providing us with necessary training and best practices to limit the exposure to cancer causing carcinogens present in firefighting.

We extend a special thank you to the members of the West Newbury Emergency Management Agency, who provided rehabilitation and support throughout the year; Director Lee Delp, Retired Chief Raymond “Rock” Dower, Retired Lieutenant David Jennell, Former Firefighter Greg Jennell, Retired Newburyport Lieutenant Fred Beaulieu.

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

## West Newbury Fire Department

## Incident Analysis

7-01-2016 thru 6/30/2017

<b><u>INCIDENT TYPE</u></b>	<b><u>OCCURANCES</u></b>	<b><u>PERCENTAGE</u></b>
Building Fire	11	2.1
Fuel burner/boiler malfunction, fire confined	3	0.6
Passenger vehicle fire	1	0.2
Off-road vehicle or heavy equipment fire	2	0.4
Brush or brush-and-grass mixture fire	13	2.5
Medical assist, assist EMS crew	56	10.7
EMS call, excluding vehicle accident with injury	173	33.2
Motor vehicle accident with injuries	16	3.1
Motor vehicle accident with no injuries	25	4.8
Lock-in (if lock out, use 511)	2	0.4
Search for person on land	1	0.2
Search for person in water	1	0.2
Gas leak (natural gas or LPG)	1	0.2
Oil or other combustible liquid spill	1	0.2
Chemical spill or leak	1	0.2
Power line down	3	0.6
Arcing, shorted electrical equipment	1	0.2
Lock-out	2	0.4
Water evacuation	2	0.4
Water or steam leak	6	1.2
Smoke or odor removal	1	0.2
Assist police or other governmental agency	6	1.2
Police matter	1	0.2
Public service	21	4.0
Assist invalid	38	7.3
Unauthorized burning	10	1.9
Cover assignment, standby, moveup	11	2.1
Good intent call, other	7	1.3
Dispatched & canceled en route	19	3.6
No incident found on arrival at dispatch address	6	1.2
Authorized controlled burning	1	0.2
Smoke scare, odor of smoke	6	1.2
Smoke detector activation due to malfunction	1	0.2
Alarm system sounded due to malfunction	1	0.2
Smoke detector activation, no fire - unintentional	34	6.5
Alarm system activation, no fire - unintentional	18	3.5
Carbon monoxide detector activation, no CO	11	2.1
Severe weather or natural disaster, other	1	0.2
Severe weather or natural disaster standby	7	1.3
<b>TOTAL</b>	<b>521</b>	<b>100</b>

## West Newbury Fire Department

## Incident Analysis

7-01-2016 thru 6/30/2017

<u>Aid Given or Received</u>	<u>OCCURANCES</u>	<u>PERCENTAGE</u>
Mutual aid received	16	3.1
Automatic aid received	3	0.6
Mutual aid given	30	5.8
Automatic aid given	1	0.2
None	471	90.4
<b>TOTAL</b>	<b>521</b>	<b>100</b>

TOWN OF WEST NEWBURY  
ANIMAL CARE AND CONTROL OFFICER  
FISCAL YEAR 2017 REPORT SUMMARY

The services provided by Animal Control Officer Scott Purdie is a regional partnership between the Town of West Newbury and the City of Newburyport. The joint position has worked well for both West Newbury and Newburyport by sharing the cost of the position. Scott has an excellent working relationship with the officers of the West Newbury Police Department. The agreement between the two Towns provides us with coverage 24 hours a day, 7 days a week and has proven very beneficial. Our Animal Control Officer can always be reached by calling your dispatch center who will then place a call to Scott to respond.

Below you will find some of the types of calls the Animal Control Officer has responded to during the last fiscal year.

<b>Calls received</b>	<b>188</b>
<b>Complaints Received</b>	<b>34</b>
<b>ACO Responses</b>	<b>162</b>
<b>Written Warnings</b>	<b>17</b>
<b>Follow-ups</b>	<b>64</b>
<b>Education of Owners</b>	<b>69</b>
<b>Rabies Quarantined Animals</b>	<b>10</b>
<b>Rabies Quarantined Animals Released</b>	<b>10</b>
<b>Motor Vehicle Strikes</b>	<b>8</b>
<b>Monetary Citations Issued</b>	<b>5</b>
<b>Loose Dogs Reported</b>	<b>37</b>
<b>Unlicensed Dog Citations Issued</b>	<b>0</b>
<b>Dogs Licenses Checked</b>	<b>58</b>
<b>Dogs picked up</b>	<b>13</b>
<b>Cats picked up</b>	<b>3</b>
<b>Domestic Animals biting humans</b>	<b>4</b>
<b>Miscellaneous Animals picked up</b>	<b>14</b>
<b>Barn Inspections</b>	<b>93</b>
<b>Dead Animals picked up</b>	<b>31</b>
<b>Animals Sent for Rabies Testing</b>	<b>1</b>
<b>Miscellaneous Wildlife calls</b>	<b>18</b>
<b>Sick Wildlife calls</b>	<b>9</b>

Respectfully Submitted,

Scott Purdie

***FY- 2017***  
***INSPECTION DEPARTMENT ANNUAL REPORT***

To The Honorable Board of Selectmen:

Permits were issued for the following building activities during the 2017 Fiscal Year.

***BUILDING PERMITS***

10	New Single Family Homes
13	Foundations for New SFD & additions
5	Decks & Porches
8	Other Additions
7	Outbuildings, garages, barns & sheds
90	Alterations & Renovations
2	Pools
44	Reroof, Siding or Windows
5	Demolition
6	Wood Stoves/Chimneys
5	Misc.
1	Waived Fee Permits
18	Mechanical/Sheetmetal
5	Solar

<b>TOTAL NUMBER OF PERMITS ISSUED</b>	<b>219</b>
---------------------------------------	------------

<b>Total Reported Value of Construction</b>	<b>\$10,987,884.00</b>
---	------------------------

<b>TOTAL BUILDING PERMIT FEES COLLECTED</b>	<b>\$ 109,370.00</b>
---	----------------------

***ELECTRICAL PERMITS***

11	New Homes	\$ 6,390.00
146	All Other	\$22,802.00

<b>TOTAL NUMBER OF ELECTRICAL PERMITS ISSUED</b>	<b>173</b>
--	------------

<b>TOTAL ELECTRICAL PERMIT FEES COLLECTED</b>	<b>\$29,192.00</b>
---	--------------------

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

11	New Homes	\$ 2,177.00
85	Remodel & Additions	\$16,049.00

**TOTAL NUMBER OF PLUMBING/GAS PERMITS ISSUED      96**

**TOTAL PLUMBING/GAS PERMIT FEES COLLECTED      \$18,226.00**

Respectfully submitted,

Glenn Clohecy  
Inspector of Buildings



# **TOWN OF WEST NEWBURY**

## **CONSERVATION COMMISSION**

Annual report of the Conservation Commission

To the Honorable Board of Selectmen

For the past year the Commission has continued its effort to protect the wetland areas of the town under the Massachusetts Wetland Protection Act and the Rivers Protection Act. The Commission is charged by the state with regulating work done in these areas in order to protect these fragile resources. We use the Rivers Act to regulate any activity within 200 feet of a river or perennial stream. These are resources that are not replaceable. We need these wetland areas, that act as filters, to help protect the wells in our town and keep our drinking water clean. We also need them as flood storage areas and habitat for our wildlife. We also are trying to help stop the erosion of the bank of the Merrimack River.

The Commission meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month. We hold site walks and as well as hearings have informal discussions with anyone wanting to do work in an area that may impact a wetland area. Our agent, Jay Smith, will help anyone with paper work or just answer questions.

Respectfully submitted,  
N. Dawne Fusco, Chair

## **ANNUAL REPORT OF** **THE DEPARTMENT OF PUBLIC WORKS**

To the Board of Selectmen:

For the Fiscal Year ending June 30, 2017, the following work was completed by the Highway and Building and Grounds Divisions.

Brush cutting, roadside mowing, catch basin cleaning, street sweeping, pruning trees, cutting dead and hazardous trees, drainage repairs and upgrades, patching pot holes, sign repair and placement, picking up rubbish and debris from roadsides, and crack sealing. The Highway Department also mowed the grass, composted, fertilized, limed and seeded the playing fields. The department plowed and sanded town roads, maintained the sidewalks and all other town property.

The Highway department paved Bridge Street, Part of Church Street, Pleasant Street and Waterside Lane with Chapter 90 State and Town Funds. The department also did extensive crack sealing with town funds.

The Building and Grounds Department completed these projects in addition to the routine maintenance and repairs to the Town Buildings and grounds:

- \*Completed Ventilation project at the Page School
- \*New LED lights at 1910 Building and Library with Energy Grant
- \*New roof at Garden Street Fire Station

The Department of Public works will strive to keep the roadways, Town Buildings and grounds maintained, safe and in presentable appearance in the upcoming 2018 fiscal year.

Respectfully submitted,

Gary J. Bill  
D.P.W. Director

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

To The Honorable Board of Selectmen:

The Senior Center is continuing to experience new and exciting things this past year. Our programming is growing monthly and our membership is the highest that it has been in the past 10 years.

As always our Spring Fling proved to be the most popular event that was held. This year we celebrated our 11<sup>th</sup> year of celebrating Older Americans Month with a theme of Age Out Loud. We welcomed close to 120 seniors for dinner, entertainment, and raffle prizes. This year we introduced the North Shore Men's Barbershop Quartet to entertain us. Those that attended loved their performance. We honored our over 50 volunteers that make the day to day running of the Senior Center a success.

Our once a month lunch series proves to be educational as well as a delicious meal, which many seniors use to catch up with friends. We provided an array of topics from Identity Theft to local providers talking about their services.

In addition to the lunch series we also offered seminars throughout the year on important topics to you. Medicare Open Enrollment and the Assessors office were our two most well attended talks this year. Between the two talks we welcomed over 50 seniors to learn more about the important topics that affect them.

As the Town's Shine Counselor I helped over 110 seniors find the right plan for them during open enrollment periods. This valuable service is often under utilized but seems to be getting the recognition that it is available. We welcome anyone to make an appointment to talk about all parts Medicare.

We continue to work with other departments in collaboration to expand our programming. We continue to work with the Library to offer joint programs, as well as with the Board of Health and the Garden Club.

These programs as well as our programs that have been going on for years have been favorites. Our trip to Foxwoods continues to be full month after month. Zumba and yoga class continues to be a hit with everyone.

As some of you are aware, I have recently renewed my Directors Certification as well as my SHINE Certification. This year the Massachusetts Council on Aging Association named me as Director of the year. I am very honored to have received this and hope that I can continue to make our Senior Center the best that it can be.

All of our senior citizens are welcome to drop in at the Senior Center or to call our director, Theresa Woodbury, to learn what services are available to them. We also send out a monthly newsletter, post on Facebook (@westnewburycoa), or on the Towns Website. Stop by or call us if there is an activity that you are interested in having at the center. We will do our best to make sure that it happens. The number to call is 978-363-1104.

Respectfully Submitted,  
Theresa Woodbury,  
Director

# WEST NEWBURY OPEN SPACE COMMITTEE

West Newbury, Massachusetts 01985

## ANNUAL REPORT

# 2017

To the Honorable Board of Selectmen:

The Open Space Committee (OSC) met regularly during FY 2016. This report summarizes our key accomplishments from July 1, 2016 to June 30, 2017:

- **Open Space and Recreation Plan (OSRP) Update:** The OSC continued the complex, state-mandated process of updating the 2009 OSRP since the Town is required to have a current plan on file with the state to qualify for certain state grants. Using results from the 2016 town-wide survey as well as the most current census information, new mapping tools, studies Conducted by other conservation organizations, and input from residents and town boards, the OSC revised a number of sections of the OSRP. The OSRP is intended to be a planning tool for town departments, boards, and committees.

- **Collaboration on Open Space Issues:** The OSC functioned as a resource for and consulted with various town boards, committees, and diverse other groups on a broad range of topics related to open space and trails. These groups included the Board of Selectmen, Conservation Commission, Planning Board, Town Counsel, Community Preservation Committee, Department of Public Works, Water Department, state Department of Conservation and Recreation, Essex County Greenbelt Association, Essex County Trail Association, and the Merrimack Valley Planning Commission.

More specifically, the OSC collaborated with the Planning Board and Conservation Commission on new residential projects including Sullivans Court, Follinsbee Lane, and Drake's Landing by providing advice about optimum trail locations, design, development, and marking. The OSC also advised the Board of Selectmen on issues relating to Chapter 61 parcels and use of Open Space CPA funds to acquire a possible well field site with Merrimack River access on Dole Place. In addition, the OSC worked closely with Essex County Greenbelt, our local land trust, on numerous matters related to critical parcels of West Newbury land. A member of the OSC presented a program on trail mapping at the Greenbelt Land Conservation Workshop held in November, 2016.

- **Priority Parcel Management:** The OSC revised its criteria for designating land as a "priority parcel" for preservation. The newly revised Priority Parcel list is informed by Mass Audubon MAP PR2 and comprises a major part of the OSRP.

- **Trail System Improvements:** With the goal of creating a town-wide network of trails, the OSC continued its work developing, mapping, marking, and maintaining trails on town-owned properties. These efforts involved cooperation with various town boards and departments as well as with the Essex County Trail Association, an Eagle Scout candidate, and many volunteers, for which the OSC is very grateful.

- **Website Enhancements:** The OSC continued to upgrade its website which includes open space news and information along with links to open space and conservation resources plus maps of town trails.



Respectfully submitted on behalf of the Committee,  
*Patricia Reeser*, Chairman

October 29, 2017

Visit: [westnewburyopenspace.net](http://westnewburyopenspace.net)

## COMMUNITY PRESERVATION COMMITTEE

### Annual Report

Fiscal Year 2017

#### **BACKGROUND**

The Community Preservation Act (CPA), M.G.L. Chapter 44B, was signed into law on September 14, 2000. The Act provides for communities to create a local Community Preservation Fund with a surcharge on real estate taxes for Open Space Protection and Recreation, Historic Preservation, and Community Housing. 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 of the tax levy of real estate taxes.

In addition, CPA created a Community Preservation Trust Fund, administered by the Department of Revenue (DOR), which provides distributions each year to communities that have adopted CPA. The funds are raised by increased charges at the Registries of Deeds for recording of documents and plans. There is a formula for disbursement of the match to participating cities and towns each year, with those committed to the maximum of 3% receiving bonus rounds of funding, if available. Funds are distributed in November of each year as a match for the prior fiscal year.

Each year, on the local level, voters are required to set aside at least 10% of funds for each of the three CPA categories—Open Space and Recreation, Community Housing, and Historic Preservation. Five percent of the annual receipts may be expended on Administrative Costs, including staff wages, supplies, and general expenses. The balance of funds become unreserved may be appropriated for any of the three categories.

The legislation also calls for the establishment of a Community Preservation Committee, charged with making recommendations on CPA projects to Town Meeting voters.

General Bylaw XXXVI was approved at the Annual Town Meeting (Article 14) on April 30, 2007. The Bylaw established the Community Preservation Committee (CPC), which consists of seven members. A member of each of the following entities is appointed to the CPC by their fellow members: Conservation Commission, Historical Commission, Housing Authority, Parks and Recreation Commission, Planning Board, and Board of Selectmen. An At-Large member is appointed by the Board of Selectmen. The Finance Director or designee is to serve as an ex-officio member. Members serve staggered terms in order to keep continuity on the Committee.

The CPC studies the needs of the Town in the areas of Open Space and Recreation, Affordable Housing, and Historic Preservation, and evaluates projects proposed and resources available to meet the Town's concerns in those areas. After reviewing and evaluating proposals for funding, the Committee makes recommendations to Town Meeting for the appropriation of funds.

Section 5.B.1. of the Act requires that the CPC hold a Public Hearing each year regarding the needs, possibilities and resources of the Town relative to the Act. The Public Hearing was held on November 16, 2016. The public is urged to attend the annual Public Hearing.

#### **SUMMARY OF FUNDS**

##### **Revenues collected for Fiscal Year 2017 are as follows:**

Receipts from Surcharge:	\$298,098.44
Tax Liens Redeemed:	104.56

Earnings on Investments:	\$12,825.68
<b>SUBTOTAL</b>	<b>\$322,028.68</b>

(Source: 2017 Revenue Statement, prepared by the Town Accountant)

State Match:	\$118,749.00 (Based on FY 2016 CPA Revenues, but Received in FY 2017. The State Match was 40.8% of Surcharge Funds received in FY 2016.)
--------------	--

<b>TOTAL</b>	<b>\$429,777.68</b>
--------------	---------------------

**The Balance in the CPC Account as of June 30, 2017 is:**

Fund Balance Reserved for Community Housing:	\$ 161,391.95
Fund Balance Reserved for Historic Resources:	127,369.37
Fund Balance Reserved for Open Space and Recreation:	326,101.76
Fund Balance Reserved as Undesignated:	1,576,753.62

<b>TOTAL Fund Balances</b>	<b>\$2,191,616.70</b>
----------------------------	-----------------------

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

**CPA PROJECTS**

During Fiscal Year 2017, the CPC approved and recommended to Town Meeting the following projects:

PROJECT	CPA CATEGORY	TOWN MEETING	
Action Cove Rehabilitation/ Restoration, Phase II	Open Space and Recreation	Special Town Meeting, April, 2017, Article 8	\$25,000.00
Inventory of Historic Properties	Historic Preservation	Special Town Meeting, October, 2016, Article 9	\$25,000.00

Several Applications were filed which did not go forward:

..Applications for Eligibility and Funding for 32 Dole Place Well Site, filed by the Water Commisioners and Board of Selectmen (a vote to “take no action” was taken at Town Meeting.)

..Applications for Eligibility and Funding for Purchase of the Daley Property, Main Street, filed by Park and Recreation Commission (this was submitted as a “placeholder”, and no action was taken by the CPC.)

..Applications for Eligibility and Funding for the Carr Post Restoration, filed by the Carr Post Committee (later withdrawn by the Carr Post Committee.)

A total of twenty-three projects totaling \$2,455,768 have been approved by voters to date. The category breakdown of appropriations is: \$2,068,668 for Historic Preservation, \$265,000 for Community Housing, and \$122,100 for Open Space and Recreation. Some projects have been completed under budget. A list of projects approved is found in the Community Preservation Plan on the CPC web page at [www.wnewbury.org](http://www.wnewbury.org).

## **ADMINISTRATION**

Sherry Pruyn was appointed to a three year term as At-Large Member to the Committee. Bill Bachrach was appointed by the Parks and Recreation Commission as their representative to the CPC. The CPC is grateful to Tom Flaherty of Parks and Recreation for serving the CPC since 2010.

The CPC proposed amendments to the Community Preservation Committee Bylaw, Section XXXIV, for the Fall Town Meeting held in October, 2016. Additional amendments were proposed by the Board of Selectmen, and that version was approved by Town Meeting. The amended Bylaw has been approved by the Attorney General, and is now in effect.

The Community Preservation Plan has been updated as of May, 2016, and is posted on the Town website. 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 to recipients. The CPC is in the process of updating the Plan.

The CPC 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 Jean Nelson, Administrator, if you have questions, projects to discuss, or wish to be scheduled on the Agenda.

### **Members as of June 30, 2017:**

Joseph Anderson, Board of Selectmen

William Bachrach, Park and Recreation Commission

Ann Bardeen, Planning Board

Mary Harada, Housing Authority

Robert Janes, Historical Commission

Judith Mizner, Conservation Commission

Sherry Pruyn, At-Large Member



## **ANNUAL REPORT OF THE BOARD OF PARKS AND RECREATION COMMISSION**

The primary focus of the Parks and Recreation Commission for the past two years has been the rehabilitation and restoration of the Action Cove Playground facility. In September, 2016, the Commission had a safety study of the Action Cove Playground performed. Based on that report, repairs, replacement, and upgrading of the equipment in the facility have been completed over the two year period. In Fiscal Year 2017, Phase II of the restoration and rehabilitation of the Action Cove Playground was accomplished. The equipment has now been power washed, re-stained, and updated with new swings, chains, fiberchips, and accessories, and the safety items listed in the study have been addressed.

The phases were carried out with funds from the Community Preservation Act (CPA) Fund for Open Space and Recreation purposes. Each phase was appropriated for \$25,000, (in Fiscal Years 2016 and 2017) for a total of \$50,000 in CPA funds. The restoration and rehabilitation was estimated to cost \$75,000, and the work performed came in under budget.

High school students worked to distribute the fiberchips as a Community Service project, and our thanks to them for their help. Our board is very appreciative and thankful of the many times and volunteer hours that Brian Conn spent in assisting us in planning the project, as well as Claudia Conn for her time, effort and care in repainting many of the colorful wildlife reproductions throughout the playground. And a special thank you to Greg Pope upon his resignation from the board; his many years of service to our town are exemplary and appreciated.

We appreciate the support of the voters for approving the expenditure of CPA funds for Action Cove.

We now plan to ask for a General Fund annual maintenance account at the next Town Meeting in order to care for our facility, which is clearly the best playground in the area.

A special thank you to Jason Cacciapuoti, who has been the president of our West Newbury Youth League for the past two years. His effort and care for our programs and fields is greatly appreciated. Jack Foley will succeed Jason, and he deserves a thanks as well.

As usual, we have worked closely with our Department of Public Works Department (DPW) staff. Their efforts, led by DPW Director Gary Bill, continue to keep our fields safe and in good condition. We are grateful for their support and expertise.

In May, 2017, Bill Bachrach was elected as a Commissioner for a three year term. Many thanks to Allison Hammett and Dana Bridges for previously serving as Commissioner.

The Park and Recreation Commissioners wish to thank all of the adults for their participation and coaching during the year for our youth sports.

### **Members as of June 30, 2017:**

Bill Bachrach

Tom Flaherty, Chairman

Greg Pope



## Annual Report FY 17 West Newbury Energy Advisory Committee (WNEAC)

The WNEAC's mission is to facilitate energy saving opportunities available to the Town and its residents by examining the operation of Town buildings, vehicles and equipment, identifying opportunities for renewable energy generation, and raising awareness of the financial and environmental benefits of energy efficiency.

In 2013, the Town of West Newbury became a Massachusetts Green Community. As a Green Community, the Town is eligible for grants from Massachusetts Department of Energy Resources (DOER) to fund for energy efficiency projects provided the Town continues to track and report its progress toward greater energy efficiency.

In FY 2017, the WNEAC worked with the Town, and with the assistance of Merrimac Valley Planning Council staff (funded by separate Green Communities technical assistance grant), to report to DOER on West Newbury's energy use and energy efficiency progress over the prior two years. After acceptance of the Town's report by DOER, the WNEAC coordinated with the Town to identify additional energy efficiency projects for DOER grant funding, and applied for a Competitive Green Communities grant for lighting efficiency upgrades for 4 town buildings in March 2017.

The Town was awarded a Green Communities Grant in June 2017 of \$133,154 to fund lighting upgrades allocated as follows:

- \$66,222.00, Page Elementary School
- \$25,683.00, Public Safety Building
- \$19,876.00, Dept of Public Works
- \$21,373.00, Children's Castle

The award also included \$55,295 utility incentive from National Grid. It is anticipated that the installation of these upgrades will be completed by December 2017.

**Annual Report of the Community Center Committee  
West Newbury, Mass.**

To the Honorable Board of Selectmen,

On behalf of the Community Center Committee (CCC), I am pleased to provide a report of our annual progress.

For FY17, the CCC received its request for \$6,000 from the town to continue the CCC's planning process, and in particular a needs assessment conducted by an outside and impartial party, to ensure the intergenerational community center will reflect the needs of the culture and town. With the leadership of a professional consultant, the CCC engaged members of the community for a two-part meeting to begin to gauge the broader community needs and lay the groundwork for a community needs assessment. The CCC expensed \$1,186.18 for the services provided by the professional consultant. The remaining \$4,813.82 would be carried over into the CCC's FY18 budget.

The committee inventoried the town's unused/underutilized properties with input from the Open Space Committee, the Open Space 2016 community survey, and the Parks & Recreation Committee. Next, the CCC identified the community center's building needs based on Council on Aging needs, which meets the needs of many groups' for meeting spaces. After gathering data and careful consideration, the CCC determined that repurposing The Annex at the Town Hall, 381 Main Street is the most viable *initial* option for a solution.

The public is welcome to attend the CCC's monthly meetings, posted in the Town Calendar.

Respectfully submitted,

Vanessa H. Graham  
Chair

## West Newbury Bicentennial Committee

### Annual Report

The Board of Selectmen appointed Stephen and K.C. Swallow as co-chairs of the West Newbury Bicentennial Committee at their Nov. 28, 2016 meeting. The first meeting was held on Jan. 31, 2017. The committee asked for and received a \$10,000 appropriation at the 2017 Annual Town Meeting.

The committee adopted the following Mission Statement.

The West Newbury Bicentennial Committee will plan and execute a series of events to celebrate the bicentennial of the Incorporation of the Town of West Newbury on February 18, 1819. These events will be chosen to appeal to residents of all ages and will attract participants from the many, varied, interest groups in the town. It will be a party to celebrate our past, present and future!

An email letter was sent to Town of West Newbury Boards and Committees and other potentially interested parties regarding the planning, promotion and execution of events to celebrate the bicentennial. The committee will integrate events hosted by other groups with the activities it plans. Many suggestions for events and activities have been received by the committee.

The actual birthday, Feb. 19, 2019 will be celebrated on Saturday, February 23, and a week-long set of events has been scheduled for July 7 – 14, 2019.

## West Newbury Cultural Council Annual Report

The West Newbury Cultural Council, a member of the local Massachusetts Cultural Council program, provides yearly funding through small grants for events incorporating the Arts, Humanities and Interpretive Sciences. Each year, the Council reviews grant applications for a variety of events including concerts, art exhibits, musical performances, historical series, literary festivals, library and school programs, theatrical events, class offerings for senior citizens and a variety of other public events. 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. In 2017, the West Newbury Cultural Council supported \$4,400 of local Arts programs in West Newbury, Newburyport, and Salisbury. The highlight of the 2017 season was *Art in the Garden Tour*, a collaborative event of the West Newbury Cultural Council and the West Newbury Garden Club.



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

---

**Report of the Mill Pond Committee  
July 1, 2016 through June 30, 2017**

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 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 250 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 for one Boy Scout, one Cub Scout, and multiple private functions.

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. Jeffrey J. Mulqueen  
Superintendent of Schools

Greg Labrecque  
Business Manager

---

The West Newbury Annual Report of the School Department activities for FY17 has been developed by the Principals 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.

Lisa O'Connor, Chairwoman  
Andy Murphy, Vice Chairman  
Jack Willett, Assistant Treasurer  
Brian Page, Secretary  
Joanna Blanchard  
Wayne Adams  
Christine Reading  
Doug Gelina  
Dena Trotta

**Pentucket Regional High School  
Annual Report Fiscal Year 2016-17**

The 2016-2017 school year was productive at Pentucket Regional High School. Student enrollment was 739 and comprised of 157 from West Newbury, 270 from Groveland, 276 from Merrimac, and 36 school choice students.

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

Teachers continued to develop their course curriculum and worked to incorporate District Determined Measures of progress in the areas of Technical Academic Knowledge, Personal Meaning and Adaptive leadership skills in all of their classes. These elements come together into high powered units of instruction where students are expected to apply what they have learned.

Pentucket's Innovation Academies in Safety/Public Service, Movement Science/Athletics, Arts Academy, Music Conservatory, STEM and Business Finance and Entrepreneurship saw more students than ever engage with classes and activities related to career and post high school study options. Students who accumulated at least 25 credits were recognized at Graduation. This year 11 students in the Music Conservatory, 14 students in the Safety and Public Service Academy, 14 students in the STEM Academy, 17 students in the Arts Academy and 26 students in the Movement Science Athletics Academy received special recognition.

Pentucket High School students continue to excel on state assessments with 98% of students scoring Advanced or Proficient in MCAS ELA, 87% of students scoring Advanced or Proficient in Biology and 88% of students scoring Advanced and Proficient in Math.

Expanded programming throughout the year resulted in learning opportunities at unique times including a series of Saturday workshops at Mass Art in Boston, Summer Semester classes where approximately 200 students were enrolled in Visual Art, Social Studies, English and Public Safety courses. 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.

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 continued to progress through the MSBA building project process. After completing the Eligibility Phase of the process the district was invited into the Feasibility Study phase. During this phase a Building Committee was formed. The building committee made much progress during this past year as they participated in the process to recommend and hire an Owner's Project Manager and a Designer. There are many more important steps ahead during the 2017-18 year.

Respectfully submitted,

Jonathan P. Seymour

### **Pentucket Regional Middle School Annual Report Fiscal Year 2016-2017**

#### **Demographic Information**

The Pentucket Regional Middle School is located in the town of West Newbury, Massachusetts, and serves the students in grades 7 (207 students) and 8 (215 students) from West Newbury (108), Merrimac (128), and Groveland (162). The Middle School is located on the regional secondary campus and is the first regional experience students have outside their home community.

#### **School Highlights from 2016-2017**

- Early High School credit classes offered in ELA, Mathematics, Science and Innovation Schools
- Academic Schedule designed around student choice and elective courses
- Students benefit from music ensembles built into the school day
- Professional Walkthroughs continue to guide instructional design
- Grade 8 holds entire grade level completion ceremony to celebrate as one group on the new track infield
- PRMS using Twitter and Instagram to communicate school information - @PentucketMS

Below is a summary of activities at PRMS that took place in the areas of curriculum, instruction, assessment, and community service.

#### **Curriculum**

- Teachers use Pentucket Curriculum of technical knowledge, adaptive leadership skills, and personal meaning to accelerated student learning
- Middle school teachers participate in phase 1 of the Pentucket Curriculum Renewal process.
- Accelerated Science, ELA, and Algebra offered to grade 8 students as elective classes



for early high school credit

- Schedule designed with student elective and choice of courses as the priority
- All professional staff implement District Determined Measures (DDMs).
- Enriching extracurricular activities support student choice and ideas

### **Instruction**

- Innovation School expansion includes the middle school with 6 academies scheduled for 2015-2016 school year
- High School Department Chairs meet with middle school departments to align a curriculum for a grade 7-12 system of instruction
- Business Seminar, Sports Medicine I and Healthy Athlete offered as Innovation School pathway courses
- Orchestra offered as a 7-12 large ensemble for the first time

### **Assessment**

- Professional staff implement District Determined Measures (DDMs) using PRSD model of essential question, skills, and outcomes.
- Elective math assessment provided for all grade 6 and grade 7 students to help families with accelerated math elective decision.
- PRMS administered MCAS 2.0 state assessments for ELA and Math as a computer based test (CBT) for the first time. Science Technology and Engineering MCAS was administered to grade 8 as a paper based test.

### **Community Service**

- Organized food and clothing drives for local community organizations
- Organized blanket and cleaning supplies drive for local animal shelters
- Supported after school seasonal activities at district elementary schools
- Organized toy drive for Holiday season
- Organized supply drive for U.S. soldiers serving overseas

Respectfully submitted,

Kenneth Kelley

## **Dr. John C. Page Elementary School Annual Report Fiscal Year 2016-2017**

### **Demographic Information**

The Dr. John C. Page Elementary School is located in the town of West Newbury, Massachusetts, and serves the students from pre-kindergarten to grade 6. The Page School provides local educational services to the residents of West Newbury. The current enrollment is 345 children. The enrollment for the 2015-2016 school year was 347 students.

### **School Highlights**

- Page School has received many supportive grants for their continued development of the Innovation School concept centered on Engineering and Design.
- Page School was invited to participate in a New England regional collaborative with MIT to work on developing project based units of study in the area of STEAM education.

### **Curriculum**

- The Innovation School for Engineering and Design has led to a thoughtful look at how students access and engage in meaningful project-based learning opportunities.

- In kindergarten, students strengthened the focus of the habits of collaboration, adaptive leadership skills and lifelong healthy habits by embedding team building skills and strategies as well as common vocabulary in their specials classes.
- First grade student re-engineered solutions to traditional fairy tales through by redesigning the homes of the three little pigs.
- As well as creating book review videos, second grade also brainstormed improvements for the Creation Station including additional materials, and locations to store materials that have been added to our new Makers Station. Second grade designed 3D maps of West Newbury that we created in spring of 2017 for display in the STEAM festival that took place.
- Third grade students studied Civil Engineering. As a culminating activity, the children designed a footbridge that solved a problem in their own yard. Next each student recreated their bridge using the 3D printer. In the spring, using their knowledge of package engineering, students redesigned an over packaged product. Lastly, they wrote business letters to the company explaining their redesigned package.
- Fourth grade students studied the growth and decline of the shoe industry through the concept of reverse engineering shoe design in an attempt to create the next best shoe.
- Fifth grade students used available technology within the building to redesign a more efficient compost bin as well as looking at organ use and function to help design a more effective means for transporting organs for transplant patients.
- Sixth grade students used civil engineering concepts to both reconstruct historical buildings as well as incorporate period elements into mock-ups of a newly designed Pentucket High School.

#### **Instruction**

- The continual building of engineering curriculum that focuses on the Engineering and Design Process and Scientific Method.
- Increased focus on increasing students' adaptive leadership, personal meaning, and technical knowledge skills.
- Students began to experience many of the new High Powered Units of Study with the Pentucket Curriculum that was put into place last year.

#### **Assessment**

- Students participated in the MCAS 2.0 test, which was new for this year. Students in 4<sup>th</sup> grade took this test on Chromebooks while other grades participated in the paper-based format.
- 5th Grade Students continue to take the MCAS test for Science and Engineering.

#### **Community Collaboration**

- The West Newbury Parent Teacher Organization gave Page School over \$27,000 to assist in additional resources for all students.

Respectfully submitted,

Dustin Gray

## **West Newbury Graduates**

Alcon, Ambyr D.  
Alcon, Paige M.  
Allen, Josef G.  
Beauparlant, Caroline  
Boone, Hannah L.  
Bouchard, Benjamin T.  
Burke, Vivian G.  
Carney, Madison N.  
Casale, Sofia C.  
Conner, Jennifer L.  
Dicamillo, Daniel S.  
Galligan, John C.  
Graham, Finn R.  
Griffin, Lilia E.  
Hill, Fiona R.  
Kelliher, Zachary T.  
Lake, Isabelle D.  
Lincoln, Brendan S.  
McGuirk, Annabel M.  
Mitchell, Siobhan M.  
Mlynarski, Samuel P.  
Newell, Zackary J.  
Phillips, Katherine J.  
Phillips, Thatcher C.  
Reardon, Patrick A.  
Reid, Alexandra  
Richmond, Daniel R.  
Salt, MacKenzie M.  
Sheehy, Liam E.  
Thibeau, Benjamin E.  
Thornton, Demetrios N.  
Triglione, Lauren E.  
Young, Devin J.



# 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)

Charles LaBella  
Chairperson  
School Committee

Maureen Lynch  
Superintendent

August 15, 2017

## ANNUAL OPERATIONAL REPORT

TO: The Honorable Board of Selectmen

FROM: Andy Murphy, Whittier Representative  
Maureen Lynch, Superintendent

Whittier offers 22 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 fourth year. To date we have graduated 11,267 students from the day school.

The enrollment for the Evening School from West Newbury: 7

Honorable Board of Selectmen  
August 15, 2017  
Page 2

The October 1, 2016 Day School Enrollment:


	Boys	Girls
Grade 9	5	1
Grade 10	3	4
Grade 11	4	2
Grade 12	3	1

Total – 23

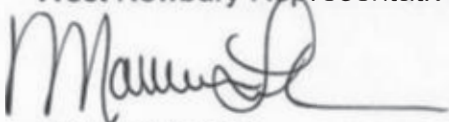
2017 Graduates – 4

The cost to West Newbury for the school year 2016-2017 was \$342,658.00.

Respectfully yours,



Andy Murphy  
West Newbury Representative



Maureen Lynch  
Superintendent

ML/lr

## TELEPHONE NUMBERS and OFFICE HOURS

### PUBLIC SAFETY

**Emergency:** .....Dial **911**

Police Department \_\_\_\_\_ (978) 363-1213  
    **Fax** for Police Dept. \_\_\_\_\_ 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

Board of Selectmen's Office \_\_\_\_\_ (978) 363-1100, Ext. 115  
    *(Monday – Thursday, 8:00 a.m. - 4:30 p.m.; Fri. 8:00 a.m. – noon)*  
Town Clerk/Town Counsel \_\_\_\_\_ 363-1100, Ext. 110  
    *(Monday - Thursday: 8:00 a.m. - 4:30 p.m.; Fri. 8:00 a.m. – noon)*  
Finance Office  
    *(Monday - Thursday, 8:00 a.m.-4:30 p.m.; Fri. 8:00 a.m. - noon)*  
    Finance Director \_\_\_\_\_ 363-1100, Ext. 111  
    Finance Director's Administrative Assistant \_\_\_\_\_ 363-1100, Ext. 113  
    Assistant Treasurer-Collector \_\_\_\_\_ 363-1100, Ext. 114  
    Town Accountant \_\_\_\_\_ 363-1100, Ext. 112  
    **Fax** for Finance Dept., Tax Collector, Accountant \_\_\_\_\_ 363-1826  
Chief Assessor \_\_\_\_\_ 363-1100, Ext. 116  
    Assessors Office, Clerk \_\_\_\_\_ 363-1100, Ext. 117  
    *(Monday – Thursday: (8:00 a.m.-4:30 p.m.; Friday, 8:00 a.m. - noon)*  
Board of Health Agent \_\_\_\_\_ 363-1100, Ext. 119  
    Board of Health, Administrative Assistant \_\_\_\_\_ 363-1100, Ext. 118  
    *(Monday – Wednesday: 8:00 a.m. – 1:00 p.m.; Thursday 8 a.m. to 11:30 a.m.)*  
DPW Director \_\_\_\_\_ 363-1100, Ext. 120  
Buildings and Grounds Foreman \_\_\_\_\_ 363-1000, Ext. 129  
Water Dept. Superintendent \_\_\_\_\_ 363-1100, Ext. 128  
    Water Dept. Administrative Assistant \_\_\_\_\_ 363-1100, Ext. 127  
    *(Monday – Thurs., 8:30 a.m. – 2:30 p.m.)*  
Building Inspector \_\_\_\_\_ 363-1100, Ext. 122  
    Building Inspector's Administrative Assistant \_\_\_\_\_ 363-1100, Ext. 122  
    *(Monday – Thurs., 7:00 a.m. – noon)*  
Planning Board/Planning Board Administrator \_\_\_\_\_ 363-1100, Ext. 125  
    *(Monday, Tuesday and Thursday, 9:30 a.m. – 2:30 p.m.)*  
Conservation Commission Agent \_\_\_\_\_ 363-1100, Ext. 126  
    *(Monday and Wednesday, 8:30 a.m. – 10:30 a.m.)*  
    **Fax** for Health, Water, Building Inspectors, DPW, Bldgs. & Grounds,  
    Planning Board, and Conservation Commission \_\_\_\_\_ 978-363-1119

G.A.R. Memorial Library \_\_\_\_\_ 363-1105 (Fax) 363-1116  
Council on Aging, **Senior Drop-in Center** \_\_ Office 363-1104 or Meal site: 363-5413  
*(Mon., Wed., Thur., 8:30 a.m. – 4:30 p.m.; Tues., 8:30 a.m. -6:30 p.m.; Fri., 8:00 a.m. - noon)*



## **PENTUCKET REGIONAL SCHOOL DEPARTMENT**

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

Board of Selectmen	<a href="mailto:selectmen@wnewbury.org">selectmen@wnewbury.org</a>
Selectmen's Executive Admin.	<a href="mailto:mwinglass@wnewbury.org">mwinglass@wnewbury.org</a>
Town Clerk/Town Counsel	<a href="mailto:mmccarron@wnewbury.org">mmccarron@wnewbury.org</a>
Finance Director	<a href="mailto:agould@wnewbury.org">agould@wnewbury.org</a>
Finance Dept., Admin. Assist.	<a href="mailto:finance.admin@wnewbury.org">finance.admin@wnewbury.org</a>
Assist. Treasurer-Collector	<a href="mailto:syames@wnewbury.org">syames@wnewbury.org</a>
Town Accountant	<a href="mailto:lzywiak@wnewbury.org">lzywiak@wnewbury.org</a>
Chief Assessor	<a href="mailto:chief.assessor@wnewbury.org">chief.assessor@wnewbury.org</a>
Assessors' Office, Clerk	<a href="mailto:asst.assessor@wnewbury.org">asst.assessor@wnewbury.org</a>
Board of 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:gbill@wnewbury.org">gbill@wnewbury.org</a>
Buildings and Grounds Foreman	<a href="mailto:brichard@wnewbury.org">brichard@wnewbury.org</a>
Building Inspector	<a href="mailto:gclohecy@wnewbury.org">gclohecy@wnewbury.org</a>
Bldg. Inspectors' Admin Assist.	<a href="mailto:jvigneault@wnewbury.org">jvigneault@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:jsmith@wnewbury.org">jsmith@wnewbury.org</a>
Planning Administrator	<a href="mailto:lzambernardi@wnewbury.org">lzambernardi@wnewbury.org</a>
Community Preservation Comm.	<a href="mailto:cpc@wnewbury.org">cpc@wnewbury.org</a>
GAR Memorial Library, Director	<a href="mailto:sbabb@westnewburylibrary.org">sbabb@westnewburylibrary.org</a>
Council on Aging	<a href="mailto:coa@wnewbury.org">coa@wnewbury.org</a>

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

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

### **West Newbury Cemetery Information\***

Rural Cemetery (Chase St.)	Jim Cunningham _____ (508) 662-2072
Walnut Hill (Bachelor St.)	Rick Thurlow _____ (978) 363-2009
Bridge Street Cemetery	Rick Marchand _____ (978) 363-5784
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.

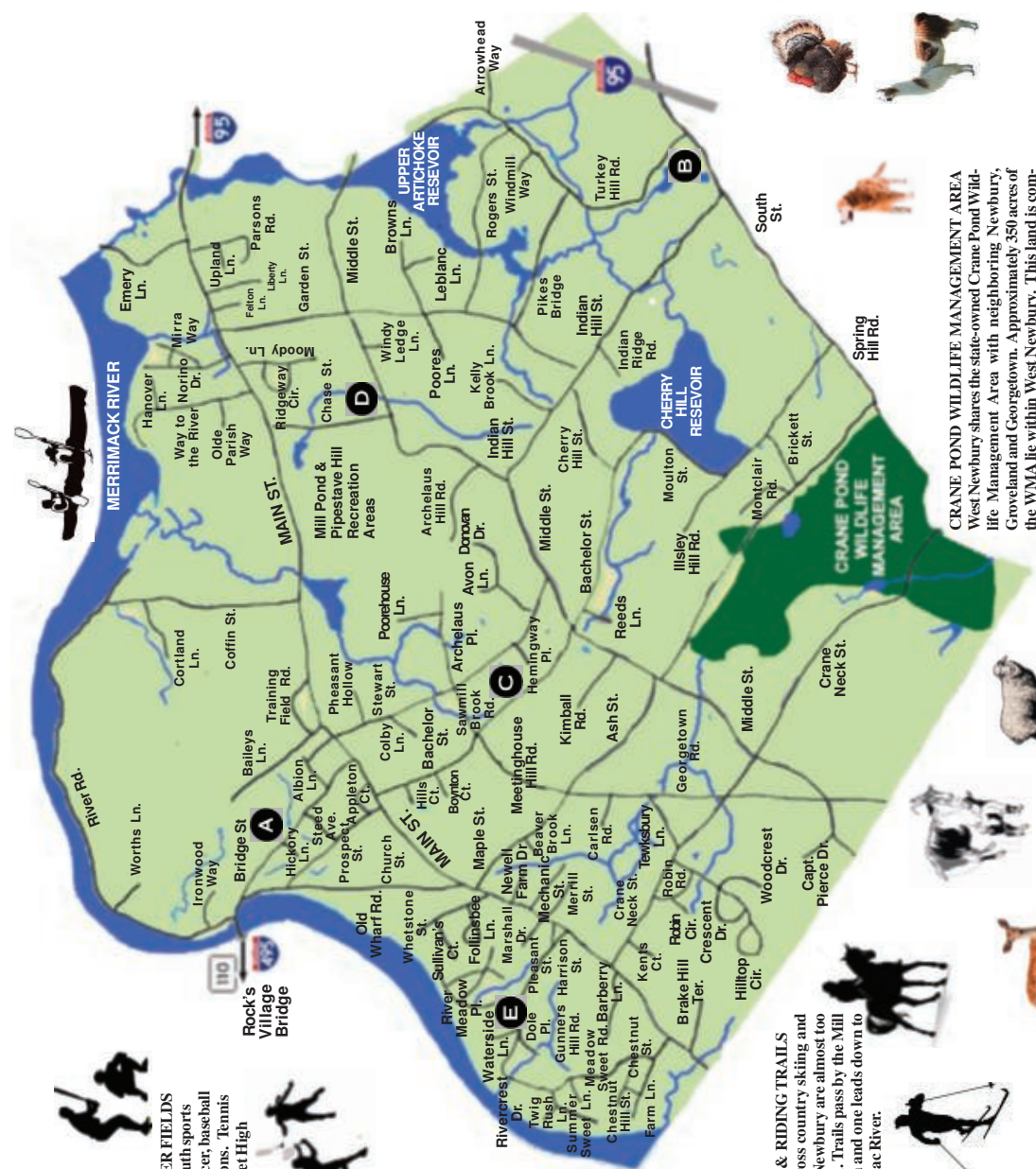
In addition there are many organized youth programs which include baseball, lacrosse and soccer. Other members of the community use the tennis courts and basketball courts at Pentucket High School for which there is a special demand in the summer months. Some casual adult soccer teams are able to play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



**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.



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