



April 30, 2018

Dear Fellow Residents of West Newbury:

We have prepared this booklet to assist you in making informed decisions on this year's warrant Articles.

The Articles presented on the Annual Town Meeting Warrant are requests for expenditures in addition to the Town's annual budget for fiscal year ending June 30, 2019. The Articles of the Special Town Meeting are requests to be included in the Town's budget for the fiscal year ending June 30, 2018. The Finance Committee has reviewed each of these Articles and reports to you our recommendation to approve or disapprove each Article, together with our reasons. At the end of this booklet you will find a Glossary of Terms, overview of Finance Committee responsibilities and a spreadsheet of Town fund balances, which we thought you would find helpful.

We began this budget year, as in prior years, with the goal of keeping expenses within our levy limit. We approach each consideration with thoughtful attention to budget line items and prudent use of our Free Cash. The Finance Committee met with several Department Heads, and we thank them for helping us understand their responsibilities and financial needs.

The Omnibus Budget for fiscal year 2019 contains several changes, most notably, those relating to the incorporation of a town manager. The net cost of this administrative addition to town government, \$63,000, is outlined below. A new line item, "Police Cruisers" was added to section 15, Police Department. This line item will pay for replacement of the Town's patrol car fleet whose funding source was previously Warrant articles.

Department Additions		Department Subtractions		Difference
Budget Section 3: Town Manager		Budget Sections 2, 6: Selectmen, Finance Dept		
3 - Town Manager Salary	\$145,000	6 - Finance Dept. - Salary & Wages	-\$92,511	\$52,489
3 - Salary & Wages	\$110,168	2 - Selectmen - Salary & Wages	-\$62,564	\$1,131
		6 - Finance Dept. - Salary & Wages	-\$46,473	
3 - Technology Exps.	\$35,744	6 - Finance Dept. -1910 Building Tech Expense	-\$35,744	\$0
3 - Expenses	\$36,517	6 - Finance Dept. -1910 Building Telephone Expense	-\$8,000	\$5,500
		6 - Finance Dept. - 1910 Building Postage Expense	-\$13,517	
		6 - Finance Dept. - Expenses	-\$5,000	
		2 - Selectmen - Expenses	-\$4,500	
3 - Vehicle Allowance	\$3,600			\$3,600
			Total	\$62,720

Our estimated fiscal year 2019 revenues available for operating expenses are \$15,690,983, and are comprised primarily of Real Estate Taxes, supplemented with previously approved general overrides, licenses, motor vehicle excise taxes, fees and receipts from the Commonwealth.

Our operating budget will be \$14,973,426, which is a 5.15% increase over last year. This amount is well within our allowed levy limit. Please note that this incorporates a 3.80% increase in education costs. The prior two years, 2018 and 2017 saw an increase in education costs of 3.17% and 2.14%, respectively. Should this budget pass, the overall effect on your taxes will be 2.3%, an increase of approximately \$166.00 per year on a home valued at approximately \$500,000. The 2018 budget resulted in a comparable average increase of \$140.12.

As per the directive last year from the Board of Selectmen and the Finance Committee, the Capital Improvement Committee has developed and updated a detailed plan to provide guidance for the Town's future capital improvement needs for the next 10 years. This plan, formed in conjunction with department heads from the Town, forecasts the replacement costs for all items with a cost of at least \$20,000 and a useful life of at least 5 years, so that the town may adequately save for these capital items. Based on this plan (see Appendix A), the town should set aside \$500,000 annually to meet these projected future capital costs. The committee feels strongly, as always, that funding of the town's General Stabilization Fund should be a number one priority of the Town. The FY2019 budget provides for a \$300,000 transfer into this fund.

If all of the proposed articles to be funded from Free Cash are passed, \$567,542 will remain in that account. If all of the articles proposed to be funded for the Town Stabilization, School Stabilization, and Pension Stabilizations accounts are passed, those balances will be \$1,405,561, \$1,251,388, and \$150,000, respectively.

This town meeting contains many other points for consideration, including but not limited to, the following items. 1) The request to raise and appropriate and or transfer from available funds to add to the special fund established in accordance with the provisions of MGL Chapter 44, Section 53I for a celebration of West Newbury's Bicentennial. 2) The request for authorization to fund improvements and repairs to the Page School, Children's Castle, and Town Buildings. 3) The request for authorization to fund the Town's share of the cost of the replacement of a Tanker for the Fire Department. 4) The request to fund the purchase of Firefighting personal protective gear. 5) The request to fund the purchase of a new police vehicle. 6) The request to amend the Zoning Map of the Town to include within the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District approximately 20 acres of land located at 28 Coffin Street. The above items do not reflect the full detail of Articles within the warrants, but do show a vast array of items that will be presented to the Town for vote.

The Finance Committee meets Monday evenings at 7:00 p.m. at the 1910 Building, or as posted. We welcome your participation. We encourage you to review our recently redesigned website, which includes FinCom Town Meeting booklets and meeting minutes.

We never fail when we try to do our duty, we always fail when we neglect to do it.
-Robert Baden Powell.

Gary Roberts Jr., Chairman

The West Newbury Finance Committee

Gary Roberts Jr., chair
Brad Beaudoin
Tom Ellis

Forbes C. Durey
Nathan Kelly
Andrew Gould, ex officio

Reading votes for town meeting warrant articles.

Votes for town meeting warrant articles follow the format of **(Yay:Nay:Abstention)** for the given article. For example:

Selectmen Recommendation: **Approve: 2:1:0**

This would read that two selectmen approved the article, one disapproved, no abstentions.

FinCom Recommendation: **Disapprove: 2:3:1**

This would read that two FinCom members approved the article, three disapproved, one abstention.

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT - ANNUAL TOWN MEETING – MONDAY, April 30, 2018 @ 7 pm**

Essex, ss.

To any of the Constables of the Town of West Newbury:

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Annex at 379 Main Street, at 7:00 p.m. on Monday, April 30, 2018 to act upon or take any other action relative to all but the first of the following Articles.

Also to meet in the Annex at 379 Main Street on Monday, May 7, 2018 to act on Article 1 which calls for the election of Town Officials. Polls will be open at 7:00 a.m. and will close at 8:00 p.m.

GENERAL GOVERNMENT MATTERS

ARTICLE 1. To give their votes to the election of the following offices:

<u>Position</u>	<u>Term</u>
Selectman (1)	Three Years
Assessor (1)	Three Years
Water Commissioner (1)	Three Years
School Committee (1)	Three Years
Library Trustees (3)	Three Years
Planning Board (1)	Five Years
Park & Recreation Commissioner (1)	Three Years
Park & Recreation Commissioner (1)	One Year
Board of Health (1)	Three Years
Constable (1)	Three Years
Moderator (1)	Three Years

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

ARTICLE 3. To determine what sums of money the Town will raise and appropriate for defraying the expenses of the Town for the ensuing fiscal year and for the payment of Town debt. By request of the Board of Selectmen.

Selectmen Recommendation::

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-0-0



GENERAL GOVERNMENT

1 MODERATOR

Salary & Wages
Expenses

	FY 2016 Actual Expended	FY 2017 Requested Budget	FY2017 Budget Approved	FY2017 Actual Expended	FY 2017 Turnbacks/ Transfers	FY 2018 Requested Budget	FY 2018 Approved Budget	FY 2019 Requested Budget	FY 2019 % Change from FY 2018
	200	200	200		200	200	200	200	
	45	60	60		60	60	60	60	
SUBTOTAL	245	260	260		260	260	260	260	

2 SELECTMEN

Selectmen's Stipend
Salary & Wages
Temporary Pay
Overtime
Professional & Technical Services
Expenses

	2	3	3	2	1	3			
	66,755	68,123	68,123	66,414	1,709	68,123	62,564		
		1	1		1	1			
		1,493	1,493		1,493	1,493			
	4,850	10,000	10,000	565	9,435	10,000	10,000	10,000	
	4,775	9,500	9,500	6,394	3,106	9,500	9,500	5,000	
SUBTOTAL	76,383	89,120	89,120	73,375	15,745	89,120	82,064	15,000	-81.72%

3 TOWN MANAGER

Town Manager Salary
Salary & Wages
Relocation Expenses
Technology Exps
Expenses
Vehicle Allowance

								145,000	
								110,168	
								35,744	
								36,517	
								3,600	
SUBTOTAL								331,029	

4 FINANCE COMMITTEE

Salary
Expenses
Reserve Fund

	1,374	1,800	1,800	1,546	254	1,800	1,800	1,800	
	320	2,000	2,000	155	1,845	2,000	1,000	1,000	
	19,868	60,000	60,000	15,000	45,000	60,000	60,000	60,000	
SUBTOTAL	21,562	63,800	63,800	16,701	47,099	63,800	62,800	62,800	

5 BOARD OF ASSESSORS

Board of Assessors Salary
Salary
Expense
Vehicle Allowance

	2,917	3	3		3	3,000			
	103,518	112,389	112,389	115,254	-2,865	118,812	119,455	121,844	
	40,291	38,458	38,458	34,038	4,420	38,458	38,458	41,900	
	1,027	1,500	1,500	1,500		1,500	1,500	1,500	
SUBTOTAL	147,753	152,350	152,350	150,792	1,558	161,770	159,413	165,244	3.66%

6 FINANCE DEPARTMENT

Salary & Wages
Annual Audit
Tax Title & Foreclosure
1910 Building Technology Expense
1910 Building Telephone Expense
1910 Building Postage Expense
Expenses

	273,604	284,700	284,700	263,854	20,846	290,260	292,226	153,242	
	18,500	20,500	20,500	18,500	2,000	20,500	20,500	18,500	
	450	1,000	1,000	536	464	1,000	1,000	1,000	
	39,265	35,744	35,744	35,744	0	35,744	35,744		
	5,743	8,000	8,000	6,799	1,201	8,000	8,000		
	13,343	13,517	13,517	12,343	1,174	13,517	13,517		
	23,747	36,400	36,400	32,739	3,661	36,400	36,400	31,400	
SUBTOTAL	374,653	399,861	399,861	370,515	29,346	405,421	407,387	204,142	-49.89%



	FY 2016 Actual Expended	FY 2017 Requested Budget	FY2017 Budget Approved	FY2017 Actual Expended	FY 2017 Turnbacks/ Transfers	FY 2018 Requested Budget	FY 2018 Approved Budget	FY 2019 Requested Budget	FY 2019 % Change from FY 2018
7 SPECIAL COUNSEL									
Legal Fees		1	1		1	1	1		
SUBTOTAL		1	1		1	1	1		-100.00%
8 TOWN CLERK/TOWN COUNSEL									
Salary & Wages	102,487	107,578	107,578	107,420	158	110,268	109,729	111,924	
Operation of Facsimile Machine/Photocopiers	4,574	4,750	4,750	4,630	120	5,100	5,100	5,500	
Expenses	5,715	9,475	9,475	4,056	5,419	9,475	9,475	9,475	
SUBTOTAL	112,776	121,803	121,803	116,106	5,697	124,843	124,304	126,899	2.09%
9 BOARD OF REGISTRARS/ELECTIONS									
Town Clerk Compensation	150	150	150	150		150	150	150	
Salary & Wages	3,233	5,400	5,400	4,716	684	2,450	2,450	5,400	
Expenses	2,866	7,625	7,625	4,457	3,168	6,100	6,100	9,025	
SUBTOTAL	6,248	13,175	13,175	9,323	3,852	8,700	8,700	14,575	67.53%
10 CONSERVATION COMMISSION									
Salary & Wages	25,032	25,414	25,414	25,418	-4	28,076	28,615	29,187	
Expenses	2,941	2,320	2,320	2,311	9	2,410	2,410	2,410	
Vehicle Allowance	600	600	600	600		600	600	600	
SUBTOTAL	28,573	28,334	28,334	28,329	5	31,086	31,625	32,197	1.81%
11 PLANNING BOARD									
Salary & Wages	40,422	40,775	40,775	39,917	858	46,700	46,443	47,634	
Expenses	1,450	4,500	4,500	4,111	389	3,600	3,600	3,600	
MVPC Assessment	1,471	1,508	1,508	1,508		1,546	1,546	1,584	
SUBTOTAL	43,343	46,783	46,783	45,536	1,247	51,846	51,589	52,818	2.38%
12 BOARD OF APPEALS									
Salary & Wages	1,000	1,000	1,000	1,000		1,000	1,000	1,000	
Expenses	302	500	500	169	331	500	500	500	
SUBTOTAL	1,302	1,500	1,500	1,169	331	1,500	1,500	1,500	
13 OPEN SPACE COMMITTEE									
Expenses	1,057	750	750	836	-86	750	750	750	
SUBTOTAL	1,057	750	750	836	-86	750	750	750	
14 CABLE ADVISORY COMMITTEE									
Expenses		1	1	1		1	1		
SUBTOTAL		1	1	1		1	1		-100.00%
TOTAL GENERAL GOVERNMENT	813,893	917,738	917,738	812,683	105,055	939,098	930,394	1,007,214	8.26%



PUBLIC SAFETY

15 POLICE DEPARTMENT

Salary & Wages	715,404	746,600	746,600	745,385	1,215	814,293	816,293	872,371	
Salary & Wages (School Resource Officer)						60,260	34,260	35,334	
Overtime	49,344	38,000	38,000	37,217	783	52,808	52,808	55,487	
Family Leave Act Expenses	88,799	95,810	95,810	94,777	1,033	9,600	9,600	109,359	
Police Cruisers						99,379	99,379	32,000	
SUBTOTAL	853,547	880,410	880,410	877,379	3,031	1,036,340	1,012,340	1,104,551	9.11%

16 FIRE DEPARTMENT

Alarms	71,384	80,688	80,688	81,024	-336	80,688	82,302	83,948	
Training/Drills	17,239	25,264	25,264	25,194	70	25,264	25,769	26,284	
Miscellaneous Fire Department Wages	18,374	22,189	22,189	22,646	-457	21,198	22,633	23,086	
Administration	18,740	24,730	24,730	20,595	4,135	24,730	25,225	25,730	
Fire Protection Fees	62,872	67,008	67,008	67,008		68,720	68,720	72,156	
Fire Alarm & Communications	9,170	9,500	9,500	7,852	1,648	11,000	11,000	11,000	
Expenses	37,069	41,600	41,600	39,404	2,196	42,600	42,600	42,600	
Medical Exams	748	3,000	3,000	1,401	1,599	3,000	3,000	3,000	
SUBTOTAL	280,377	273,979	273,980	265,124	8,856	277,200	281,250	287,804	2.33%

17 AMBULANCE SERVICE

Ambulance Retainer		1	1		1	1	1	1	
SUBTOTAL		1	1		1	1	1	1	

18 INSPECTION DEPARTMENT

Salary & Wages	106,740	112,624	112,624	108,338	4,286	112,624	120,284	122,690	
Expenses	6,448	9,490	9,490	10,956	-1,466	9,490	9,490	9,490	
Vehicle Allowance	4,790	4,980	4,980	4,565	415	4,980	4,980	4,980	
SUBTOTAL	117,978	127,094	127,094	123,859	3,235	127,094	134,754	137,160	1.79%

19 EMERGENCY MANAGEMENT AGENCY

Salary & Wages	5,680	7,594	7,594	7,381	213	7,594	7,746	7,901	
Expenses	2,487	3,265	3,265	2,469	796	3,265	3,265	3,265	
SUBTOTAL	8,167	10,859	10,859	9,850	1,009	10,859	11,011	11,166	1.41%

20 ANIMAL CONTROL OFFICER

Salary & Expense									
Expenses	20,000	21,500	21,500	20,000	1,500	21,500	21,500	23,460	
SUBTOTAL	20,000	21,500	21,500	20,000	1,500	21,500	21,500	23,460	9.12%

21 HARBORMASTER

Salary & Wages		2,000	2,000		2,000	2,000	2,000	3,000	
Expenses		2,000	2,000		2,000	2,000	2,000	3,000	
SUBTOTAL		4,000	4,000		4,000	4,000	4,000	6,000	50.00%



	FY 2016 Actual Expended	FY 2017 Requested Budget	FY2017 Budget Approved	FY2017 Actual Expended	FY 2017 Turnbacks/ Transfers	FY 2018 Requested Budget	FY 2018 Approved Budget	FY 2019 Requested Budget	FY 2019 % Change from FY 2018
22 PUBLIC SAFETY DISPATCH									
Salary & Wages	190,936	234,684	234,684	206,569	28,115	247,186	247,186	256,618	
Overtime	17,283	20,816	15,028	14,868	160	22,700	22,700	25,520	
Expenses	22,297	21,315	21,315	21,315		24,910	24,910	26,370	
SUBTOTAL	230,516	276,815	271,027	242,752	28,275	294,796	294,796	308,508	4.65%
TOTAL PUBLIC SAFETY	1,510,585	1,594,658	1,588,871	1,538,964	49,907	1,771,790	1,759,652	1,878,649	6.76%
EDUCATION									
23 EDUCATION									
Pentucket Minimum Contribution	5,147,674	6,732,907	6,607,435	6,607,435		6,807,435	6,794,510	7,176,348	
Pentucket Other Assessment	1,389,129								
Pentucket Capital Assessment	139,140	55,585	55,585	55,585		55,585	57,860	64,162	
Page School Phase II	421,285	587,314	531,729	531,729		531,729	526,060	511,988	
Whittier Minimum Contribution	217,106	294,760	298,031	298,031		358,031	305,615	232,543	
Whittier Other Assessment	31,377	31,377	31,377	31,377		31,377	60,891	49,486	
Whittier Capital Assessment	13,250	13,250	13,250	13,250		13,250	15,056	20,320	
Essex North Shore RegVoc Tech(Essex Aggie)	19,408	2,500	2,500	1,724	776	18,643	18,643	19,575	
SUBTOTAL	7,378,369	7,717,693	7,539,907	7,539,131	776	7,816,050	7,778,635	8,074,422	3.80%
TOTAL EDUCATION	7,378,369	7,717,693	7,539,907	7,539,131	776	7,816,050	7,778,635	8,074,422	3.80%
DEPARTMENT OF PUBLIC WORKS									
24 DPW									
Salary & Wages	401,823	409,497	426,744	412,750	13,994	480,244	436,253	434,243	
Overtime Wages	5,501	10,404	10,404	6,418	3,986	10,404	10,612	10,404	
Snow & Ice Removal	137,296	175,000	150,000	150,000		150,000	150,000	150,000	
Town Buildings Operating Expenses	166,774	185,400	185,400	185,400		185,400	185,400	80,400	
Town Buildings Improvements	54,754	51,000	51,000	51,000		51,000	51,000	51,000	
Childrens Castle Operating Expense	10,766	16,000	16,000	16,000		16,000	16,000	16,000	
Road Improvement Program	70,000	70,000	70,000	70,000		70,000	70,000	70,000	
Highway, Sidewalk & Trees	144,958	140,000	140,000	134,733	5,267	140,000	140,000	140,000	
Vehicle Allowance	6,000	6,000	6,000	6,000		6,000	6,000	6,000	
Expenses	3,930	4,500	4,800	4,164	636	4,800	4,800	4,800	
Electricity								70,000	
Parks & Playground Expenses	14,837	15,000	15,000	14,708	292	15,000	15,000	15,000	
Road Machinery Expense	41,811	49,000	49,000	47,251	1,749	49,000	49,000	49,000	
Street Lighting	9,768	13,000	13,000	5,395	7,605	13,000	13,000	13,000	
SUBTOTAL	1,068,218	1,144,801	1,137,348	1,103,819	33,529	1,190,848	1,147,065	1,109,847	-3.24%
TOTAL PUBLIC WORKS	1,068,218	1,144,801	1,137,348	1,103,819	33,529	1,190,848	1,147,065	1,109,847	-3.24%



	FY 2016 Actual Expended	FY 2017 Requested Budget	FY2017 Budget Approved	FY2017 Actual Expended	FY 2017 Turnbacks/ Transfers	FY 2018 Requested Budget	FY 2018 Approved Budget	FY 2019 Requested Budget	FY 2019 % Change from FY 2018
HUMAN SERVICES									
25 BOARD OF HEALTH									
Salary & Wages	99,316	113,657	113,657	113,704	-47	113,657	115,930	118,393	
Newburyport Health Center		5,500	5,500	3,631	1,869	5,500	5,500	3,840	
Waste Collection	260,560	307,980	307,980	288,369	19,611	315,640	315,640	316,680	
Hazardous Waste Collection	1,542	2,500	2,500	1,048	1,452	2,500	2,500	2,000	
Expenses	9,421	11,415	11,415	11,234	181	11,915	11,915	12,415	
SUBTOTAL	370,839	441,052	441,052	417,986	23,066	449,212	451,485	453,328	0.41%
26 COUNCIL ON AGING									
Salary & Wages	53,938	62,621	62,621	57,466	5,155	62,621	63,873	64,296	
Family Leave Act							2,000		
Expenses	17,115	17,000	17,000	16,934	66	18,500	18,500	18,500	
SUBTOTAL	71,053	79,621	79,621	74,400	5,221	81,121	84,373	82,796	-1.87%
27 COMMUNITY CENTER									
Salary & Wages								3,600	
Expenses		6,000				6,000	6,000	2,400	
SUBTOTAL		6,000				6,000	6,000	6,000	
28 VETERANS									
Rental C.L. Carr Post		300	1		1	1	1	1	
Soldiers' Graves Expenses	2,050	2,600	2,600	1,890	710	2,600	2,600	2,600	
Assessment	14,995	19,030	18,149	15,092	3,057	18,149	18,149	18,282	
N. Essex Veterans Services Benefits	7,184	9,355	9,355	8,421	934	9,355	9,355	9,355	
Memorial Day Expense		600	600	158	443	600	600	5,000	
SUBTOTAL	24,229	31,885	30,705	25,561	5,145	30,705	30,705	35,238	14.76%
TOTAL HUMAN SERVICES	466,121	558,558	551,378	517,947	33,432	567,038	572,563	577,362	0.84%



	FY 2016 Actual Expended	FY 2017 Requested Budget	FY2017 Budget Approved	FY2017 Actual Expended	FY 2017 Turnbacks/ Transfers	FY 2018 Requested Budget	FY 2018 Approved Budget	FY 2019 Requested Budget	FY 2019 % Change from FY 2018
CULTURE & RECREATION									
29 LIBRARY									
Salary & Wages	232,662	243,465	243,465	243,193	272	248,884	250,899	255,518	
Expenses	31,481	32,273	32,273	32,288	-15	32,500	32,500	32,500	
Books & Periodicals	62,000	62,000	62,000	61,997	3	66,000	66,000	66,000	
SUBTOTAL	326,143	337,738	337,738	337,478	260	347,384	349,399	354,018	1.32%
30 RECREATION									
Parks & Recreation Expense	3,750	7,200	7,200	6,980	220	7,200	7,344	7,344	
Mill Pond Operating Expense	3,960	4,450	4,450		4,450	4,450	4,450	4,450	
Action Cove Playground								5,000	
Bandstand Operating Expense	4,000	6,000	6,000	4,750	1,250	6,000	6,000	6,000	
SUBTOTAL	11,710	17,650	17,650	11,730	5,920	17,650	17,794	22,794	28.10%
31 CULTURAL COUNCIL									
Expenses	66	100	100	70	30	100	100	100	
SUBTOTAL	66	100	100	70	30	100	100	100	
32 HISTORICAL COMMISSION									
Expenses	400	500	2,000	2,000		2,000	500	500	
SUBTOTAL	400	500	2,000	2,000		2,000	500	500	
TOTAL CULTURE & RECREATION	338,319	355,988	357,488	351,278	6,210	367,134	367,793	377,412	2.62%
DEBT SERVICE									
33 DEBT SERVICE									
Maturing Debt	620,000	580,000	682,950	580,000	102,950	470,000	470,000	340,000	
Interest & Paydowns on Long/Short Term Debt	64,000	54,400	54,400	54,400		41,000	41,000	29,000	
SUBTOTAL	684,000	634,400	737,350	634,400	102,950	511,000	511,000	369,000	-27.79%
TOTAL DEBT SERVICE	684,000	634,400	737,350	634,400	102,950	511,000	511,000	369,000	-27.79%



	FY 2016 Actual Expended	FY 2017 Requested Budget	FY2017 Budget Approved	FY2017 Actual Expended	FY 2017 Turnbacks/ Transfers	FY 2018 Requested Budget	FY 2018 Approved Budget	FY 2019 Requested Budget	FY 2019 % Change from FY 2018
BENEFITS									
34 ESSEX COUNTY RETIREMENT FUND									
Assessment	494,917	538,245	538,245	533,246	4,999	574,894	563,649	641,424	
SUBTOTAL	494,917	538,245	538,245	533,246	4,999	574,894	563,649	641,424	13.80%
35 UNEMPLOYMENT COMPENSATION									
Expense		1	1		1	1	1	1	
SUBTOTAL		1	1		1	1	1	1	
36 EMPLOYEES' HEALTH INSURANCE									
Expenses	289,773	355,577	364,938	297,635	67,303	401,432	398,877	422,570	
OPEB - GF		1	1	1		1	1		
SUBTOTAL	289,773	355,578	364,939	297,636	67,303	401,433	398,878	422,570	5.94%
37 MEDICARE INSURANCE (FICA)									
Expenses	37,707	40,678	42,916	41,979	937	43,774	43,774	45,525	
SUBTOTAL	37,707	40,678	42,916	41,979	937	43,774	43,774	45,525	4.00%
38 INSURANCE AND BONDS									
Expenses	155,858	167,500	164,000	155,602	8,398	167,280	167,280	170,000	
SUBTOTAL	155,858	167,500	164,000	155,602	8,398	167,280	167,280	170,000	1.63%
TOTAL BENEFITS	978,254	1,102,002	1,110,101	1,028,463	81,638	1,187,382	1,173,582	1,279,520	9.03%
39 Transfer Out - Stabilization								300,000	
TOTAL TRANSFERS OUT								300,000	
GRAND TOTAL OMNIBUS BUDGET	13,237,760	14,025,838	13,940,181	13,526,685	413,496	14,350,340	14,240,684	14,973,426	5.15%

WATER ENTERPRISE FUND

ARTICLE 4. To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$793,518.00 of which \$189,241.00 for Salaries and Wages which include \$1,700.00 for Water Commissioners stipends, \$41,931.00 for Insurances, \$393,590.00 for Expenses, \$103,747.00 for Debt Service, \$15,000.00 for Extraordinary and Unforeseen and \$50,009.00 for Indirect Cost. By request of the Board of Water Commissioners.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: *This Article allows the Town to approve the operating budget of the Water Department. Since the Department is funded entirely from user fees, its budget is not included in the Town's line item budget. The Department's total estimated expenses for FY2019 are \$793,518, broken down by operating accounts as outlined within the Article.*

Funding Source: *FY2019 Water Enterprise Fund.*

ARTICLE 5. In accordance with the provisions of Chapter 38 of the Acts of 1936, to see what instructions, rules and regulations the town may wish to impose on the Board of Water Commissioners. By request of the Board of Water Commissioners.

APPROPRIATIONS

ARTICLE 6. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$50,000 for the Pension Liability stabilization fund, or take any other action related thereto. By request of the Board of Selectmen.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: *This Article authorizes transfer of \$50,000 from Free Cash into the Pension Liability Stabilization Fund. This fund is intended to set aside money to pay for the Town's unfunded pension obligations. The Town has successfully addressed related funding for other obligations, such as healthcare and retirement benefits (OPEB). This will allow the Town to plan and save ahead to meet this obligation when the Town finances permit, thereby avoiding the need for abrupt tax increases.*

Funding source: *Free Cash.*

Sunset Date: *N/A.*

ARTICLE 7. To see if the Town will vote to transfer the sum of \$22,827.09 from the Septic Loan Revolving Account for the repayment of debt service. By request of the Board of Health.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: In 2001 the Town enrolled in a twenty-year state-financed program to loan residents money to help them rebuild septic systems that do not conform to Title V. This program offers 0% loans to communities, which in turn provide low-interest betterment loans to eligible homeowners with failed septic systems through the local Board of Health. The Town loaned money at a rate of 3% (to cover the cost of administration). The homeowners repay the loan money to the Town, which in turn reimburses the State. Neither the Town nor the State profits from this transaction. The Town has been making these payments since 2001 with the amount based on the number of borrowers. This year the amount is \$22,827.09. This program is no longer open to new participants.

Funding source: Septic Loan Revolving Account.

Sunset Date: N/A.

ARTICLE 8. To see if the Town will vote to transfer from available funds the sum of \$102,900 to pay the debt service associated with the Dunn Property Acquisition. By request of the Board of Selectmen.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: In 2003 the Town purchased the 71-acre Dunn Property for \$3,500,000 with a matching grant from the state (\$1,775,000). The Town bonded its share (\$1,775,000) and established an account dedicated to servicing the debt. Each year the amortized debt service amount is transferred from the “grant” account to the debt service line of the Omnibus Budget. This year the debt service amount to be transferred is \$102,900.00.

Funding source: Grant Reserve Fund.

Sunset Date: N/A.

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$315,000 to be placed in the special purpose municipal stabilization fund established pursuant to MGL Chapter 40 §5B in order to fund future capital expenditures for school related building projects, or take any other action related thereto. By request of the Board of Selectmen.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: It is expected that the schools will require major renovation and/or replacement in upcoming years. In an effort to avoid significant tax overrides at that time, the Town has begun to set aside money each year for this purpose. It is expected that as the Town retires debt, it will make equivalent payments into this fund to ensure growth in savings without significantly impacting taxes. FinCom supports this method of saving to fund school building because it will allow for a steady and predictable tax impact over time, and help to ensure the Town has the needed funds at the time of the project.

Funding source: Raise and appropriate.

Sunset Date: N/A.

ARTICLE 10. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$140,000 to add to the special fund established in accordance with the provisions of MGL Chapter 44, §53I for a celebration of West Newbury's Bicentennial in 2019. By request of the Bicentennial Committee.

Selectmen Recommendation:

Approve: 2-1-0

FinCom Recommendation:

Disapprove: 2-3-1

Rationale: *This is a continuation of funding which began in 2017. In 2019 West Newbury will celebrate its bicentennial. State law allows for the creation of a celebration fund up to five years prior to the event. This amount raised through this article will be in addition to an existing sum of \$20,000 approved during the 2015-2018 town meetings. The Town has formed a bicentennial committee to develop and manage the celebration. FinCom voted not to recommend this article for the following reasons: (1) Multiple members of FinCom had experience with large events and were concerned with the cost that the committee had allocated for food, roughly \$40,000.00. Those members felt using food trucks or similar vendor-based solutions would be a more prudent way to provide food and beverages at proposed events. (2) Members of FinCom also expressed concern over the total amount of funding requested by this Article during a year where West Newbury is compelled to address repair needs at the Page School, funding a new Town Manager position, and saving for a proposed High School project.*

Funding source: Free Cash.

Sunset Date: End of FY 2020.

ARTICLE 11. To see if the Town will vote to limit the total amount that may be expended from each revolving fund established pursuant to Section XL of the Bylaws of the Town of West Newbury, to wit:

Section 5.1 Summer Recreation Revolving Fund	\$42,000
Section 5.2 GAR Library Fines and Penalties Revolving Fund	\$10,000
Section 5.3 Police Vehicle Revolving Fund	\$20,000

By request of the Board of Selectmen.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-0-0

Rationale: *FinCom supports this as a measure to comply with the new statute simplifying the appropriation for revolving funds. This Article authorizes those departments with revolving funds to use the fees and monies collected, pursuant to our Revolving Fund Bylaw and up to the limits specified in this Article.*

Funding source: (5.1) User Fees,
(5.2) Library Fines/Receipts,
(5.3) Police Vehicle Detail Receipts.

Sunset Date: N/A.

ARTICLE 12. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$100,000 to fund improvements and repairs to the Page School, Children's Castle and Town Buildings. By request of the DPW Director.

Selectmen Recommendation:

Approve: 2-0-1

FinCom Recommendation:

Approve: 5-1-0

Rationale: *If approved this article sets aside funds, and is the primary funding source, for ongoing maintenance at The Page School and the Children's Castle facilities. The Page School building is approximately 80 years old and in constant need of repairs and preventative work, including: repair/replacement of crumbling exterior concrete moldings, repairs to hallway gypsum flooring, elevator repairs, and repairs to dated electrical panels.*

Funding source: Free Cash.

Sunset Date: End of FY 2021.

ARTICLE 13. To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for Community Preservation Projects, Committee Administrative Expenses, and other expenses in Fiscal Year 2019, with each item to be considered a separate appropriation or take any other action relative thereto. By request of the Community Preservation Committee.

Allocate Reserves:

From FY 2019, estimated revenues for Community Housing Reserve:	\$39,998.00
From FY 2019, estimated revenues for Historic Resources Reserve:	\$39,998.00
From FY 2019, estimated revenues for Open Space & Recreation Reserve:	\$39,998.00
From FY 2019, estimated revenues for Committee Administrative Expenses:	\$19,999.00
From FY 2019, estimated revenues for Budgeted Reserve:	\$259,987.00

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: *The Article presents to the Town an annual allocation of Community Preservation funds, as required under state law. In 2006 the Town adopted the Community Preservation Act (CPA) which enables the Town to assess a 3% surcharge on real estate bills. CPA funds provide for 1) open space/recreational use, 2) community housing, and 3) historical preservation. This Article contains the Community Preservation Committee's (CPC) recommended distribution, which earmarks the required minimum of 10% to each of the three categories plus a maximum of 5% to administration. CPC and Town Meeting must approve spending funds in any of the three CPA areas. Two-thirds of these funds were raised from the CPA surcharge and one-third is from matching state aid, based on a Department of Revenue formula for disbursements to participating cities and towns each year. Additionally, towns such as West Newbury, which have committed to the maximum of 3%, receive bonus rounds of funding, if available.*

Funding source: Community Preservation Annual Fund Revenues.

Sunset Date: N/A.

ARTICLE 14. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$31,000 to fund a utility pole transfer for the existing municipal fire alarm service. By request of the Board of Fire Engineers.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-0-0

Rationale: *Approval of this article authorizes the expenditure of funds to complete the transfer of fire department and town communication wires and equipment to new utility poles installed on Rte. 113 during 2017. A majority of town-owned buildings, commercial property, and schools are connected to the Fire Department communication equipment. The town is responsible for the transfer of its equipment. Utility companies cannot complete the removal of the old utility poles until the town transfer is complete.*

Funding source: Stabilization Account.

Sunset Date: End of FY 2020.

ARTICLE 15. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$17,500 to fund the Town's share of the cost of the replacement of the 1984 tanker truck in connection with a 2017 FEMA Assistance to Firefighter's Grant. By request of the Board of Fire Engineers.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-0-0

Rationale: *This article authorizes funds to be set aside in support of the Fire Department's FEMA Assistance to Firefighters Vehicle Replacement Program Grant. The funds represent the town's 5% share of the \$350,000 necessary to replace our 1984 tanker truck. The funds need to be set aside to apply for the grant. If not replaced by grant, the truck will need to be replaced otherwise. We will all benefit by having a new vehicle with modern technology and safety systems. The Fire Department will pursue this grant for three years. If not awarded, these funds will be returned to Free Cash.*

Funding source: Free Cash.

Sunset Date: End of FY 2022.

ARTICLE 16. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$115,000 to fund the purchase of firefighting personal protective gear. By request of the Board of Fire Engineers.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-0-0

Rationale: *This article authorizes funds to be allocated for the purchase of new firefighting gear. The fire department has regularly needed to have their gear sent out to be repaired due to damage from use. Additionally, the current gear is approaching 10-years old, which is the limit of its safe useful life. This gear is used to protect all West Newbury firefighters in hazardous environments and during training. The town will benefit from passage of the article by ensuring that the firefighters are adequately geared while protecting residents of West Newbury.*

Funding source: Stabilization Account.

Sunset Date: End of FY 2019.

ARTICLE 17. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$5,000 for the town manager's expenses. By request of the Board of Selectmen.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 4-0-0

Rationale: *This article provides relocation expense reimbursement for the newly hired Town Manager, as stipulated in his employment contract with the Town.*

Funding source: Free Cash.

Sunset Date: End of FY 2019.

ARTICLE 18. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$2,500 to fund new chairs for the Senior Center. By request of the Council on Aging.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-0-0

Rationale: *This Article authorizes funds to replace fifteen-year-old Senior Center chairs. FinCom supports replacing the chairs with new ones which seniors will find safer and easier to get into and out of.*

Funding source: Free Cash.

Sunset Date: End of FY 2019.

BYLAWS - OTHERS

ARTICLE 19. To see if the Town will vote to amend the Town Bylaws by deleting Section VII (the Finance Director Bylaw) in its entirety and by changing the reference to “Finance Director” in Sections IV (Capital Improvement Committee Bylaw), VIII (Finances) XXXVI (Community Preservation Committee Bylaw) to “Town Manager”. By request of the Board of Selectmen.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: *This article changes the language of the Town’s bylaws to reflect the change in the Town’s government structure to include a Town Manager. The position of “Finance Director” has been removed and any duties previously attributed to the “Finance Director” will now be handled by the “Town Manager” (see Article 4, ATM 2017).*

ARTICLE 20. To see if the Town will vote to amend the Zoning Map of the Town of West Newbury to include within the Large-Scale Ground-Mounted Solar Photovoltaic Installation (LGSPI) Overlay District approximately 20 acres of land located at 28 Coffin Street and identified as [“Proposed LGSPI Overlay District”] on the attached plan. By request of the land owner John Beaucher.

Selectmen Recommendation:

Disapprove: 1-2-0

FinCom Recommendation:

Disapprove: 0-4-2

Rationale: *This Article would amend the Town's solar overlay district so as to allow for development of a solar energy project on the 20-acre site subject to site plan review in accordance with Section 5.6 of the Zoning Bylaw. The project proponent has provided the Town with a written commitment that, prior to commencement of construction of the project, the remaining approximately 52 acres at 28 Coffin Street will either be placed under a conservation restriction or donated to the Town or the Essex County Green Belt Association or other charitable organization for conservation purposes. Accordingly, approval of this Article would facilitate preservation of approximately 52 acres of land. FinCom voted not to recommend these articles for the following reasons: (1) This project would require a large capital investment in the land in order to undertake the project. If the town were to approve a 20 year payment in lieu of tax the revenue received would be far less than if the land was used for a residential project. Revenue generated from a residential project would not be contingent on the ability of the developer to produce energy and would also not be subject to a 20 year period. (2) This proposed project would also likely lead to a decline in the value of surrounding residential properties which would lead to a decrease in the tax revenue collected from those properties.*

ARTICLE 21. To see if the Town will vote to authorize the Board of Selectmen, in consultation with the Board of Assessors, to negotiate and enter into a 20 year payment in lieu of tax agreement or similar agreement pursuant to M.G.L. c. 59, § 38H(b) or other applicable authority, on such terms and conditions that the Board deems necessary and advisable, with SWEB Development or its affiliate, with respect to a proposed solar energy project at 28 Coffin Street. By Petition.

Selectmen Recommendation:

Disapprove: 1-2-0

FinCom Recommendation:

Disapprove: 0-4-2

Rationale: *This Article seeks to allow the Board of Selectmen to negotiate and enter into a 20 year agreement under which the developer of the proposed solar project at 28 Coffin Street would make payments in lieu of property taxes. This Article is contingent on the successful passage of Article 20. FinCom voted not to recommend these articles for the following reasons: (1) This project would require a large capital investment in the land in order to undertake the project. If the town were to approve a 20 year payment in lieu of tax the revenue received would be far less than if the land was used for a residential project. Revenue generated from a residential project would not be contingent on the ability of the developer to produce energy and would also not be subject to a 20 year period. (2) This proposed project would also likely lead to a decline in the value of surrounding residential properties which would lead to a decrease in the tax revenue collected from those properties.*

ARTICLE 22. To amend the Town of West Newbury Zoning Bylaw by inserting the following as new Section 5.G.5.c:

“c. All Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) located in Residence A, B or C districts shall not exceed a nameplate capacity of 500 kW DC.” By Petition.

Selectmen Recommendation:

Disapprove: 0-3-0

FinCom Recommendation:

Disapprove: 1-5-0

Rationale: *FinCom voted not to recommend Articles 22 through 24 for the following reasons: (1) Each solar development project should be considered on its own specific merits, including the benefits and costs it might bring to the town. (2) Current zoning bylaws regulate large ground mounted solar projects and impose setback and screening requirements. (3) Caps on size and capacity are arbitrary and constantly changing in light of a fast-developing solar industry. (4) FinCom feels The Town Planning Board is best able to arbitrate bylaws and regulations while representing the interests of the community when considering modifications to the existing Solar Overlay District.*

ARTICLE 23. To amend the Town of West Newbury Zoning Bylaw by inserting the following as new Section 5.G.5.c.:

c. Setbacks in Residence A, B and C Districts. For Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) located in Residence A, B, and C Districts, front, side and rear setbacks shall not be less than 200 feet on the applicant’s property. LGSPI shall be provided with 200-foot setbacks on all lot lines abutting a Residence A, B, or C District, regardless of the zoning designated for the proposed site. Vegetated screening shall be provided for a minimum of 50% of the specified setback.

Every abutting property located in a Residence A, B, or C District shall be visually and acoustically screened from the installation through either existing vegetation or new plantings of not less than 8 feet in height at the time of planting staggered at a spacing of no more than 8 feet apart throughout the required setback dimensions. All required plantings shall be maintained throughout the project’s life, and replaced as necessary. As an alternative to providing the required screening through vegetation, the applicant may increase the setback to 600 feet on the applicant’s property while providing an acceptable alternate screening such as a stockade fence and single row of vegetation in close proximity to the installation.

Security fences, roadways, and equipment shall not be placed within the required setback, except for that which is required to access the site from an adjacent roadway, or to transmit the generated power to the grid. Access roads and transmission lines shall be placed in such a manner as to not create an unobstructed view of the project from adjacent property lines. By Petition.

Selectmen Recommendation:

Disapprove: 0-3-0

FinCom Recommendation:

Disapprove: 1-5-0

Rationale: *FinCom voted not to recommend Articles 22 through 24 for the following reasons: (1) Each solar development project should be considered on its own specific merits, including the benefits and costs it might bring to the town. (2) Current zoning bylaws regulate large ground mounted solar projects and impose setback and screening requirements. (3) Caps on size and capacity are arbitrary and constantly changing in light of a fast-developing solar industry. (4) FinCom feels The Town Planning Board is best able to arbitrate bylaws and regulations while representing the interests of the community when considering modifications to the existing Solar Overlay District.*

ARTICLE 24. To amend the Town of West Newbury Zoning Bylaw by inserting the following as new Section 5.G.4.d.:

“d. All Large-Scale Ground-Mounted Solar Photovoltaic Installation (LGSPI) project proponents shall submit the following information to the Planning Board prior to the Public Hearing required under Massachusetts General Laws Chapter 40A, § 5, for a proposed change to this Bylaw to designate a location as a LGSPI Overlay District:

i. A plan prepared and signed by a Registered Land Surveyor licensed to practice in the Commonwealth of Massachusetts of the proposed Overlay District and the Solar Photovoltaic Installation showing the proposed layout of the system and a description of the boundaries of the Overlay District delineated by metes and bounds; and

ii. Documentation sufficient to show that the proposed Overlay District and LGSPI are consistent with the Site Plan Review Guidelines in Section 8.B.6. of this Bylaw.

These materials shall be made available for public inspection not less than fourteen days before the day of the public hearing.” By Petition.

Selectmen Recommendation:

Disapprove: 0-3-0

FinCom Recommendation:

Disapprove: 1-5-0

Rationale: *FinCom voted not to recommend Articles 22 through 24 for the following reasons: (1) Each solar development project should be considered on its own specific merits, including the benefits and costs it might bring to the town. (2) Current zoning bylaws regulate large ground mounted solar projects and impose setback and screening requirements. (3) Caps on size and capacity are arbitrary and constantly changing in light of a fast-developing solar industry. (4) FinCom feels The Town Planning Board is best able to arbitrate bylaws and regulations while representing the interests of the community when considering modifications to the existing Solar Overlay District.*

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT - SPECIAL TOWN MEETING – MONDAY, APRIL 30, 2018 @ 7pm**

Essex, ss.

To any of the Constables of the Town of West Newbury:

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Town Annex, 379 Main Street, at 7:00 p.m. on Monday, April 30, 2018 to act upon or take any other action relative to all of the following Articles.

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

ARTICLE 2. To see if the Town will vote to transfer from Community Preservation Act Funds, Unrestricted Fund Balance the sum of \$200,000 for work to be performed at the Page School to replace the emergency generator or to take any other action relative thereto. By request of Board of Selectmen and DPW Director.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: The emergency generator at the Page School is over twenty years old and past its useful life. Currently, it does not meet the needs of the school under certain winter conditions. The Town's electrical inspector has recommended replacement over the summer to minimize disruption of school and to be prepared for the winter season.

Funding Source: CPA Funds, Unrestricted Fund Balance.

Sunset Date: End of FY 2020.

ARTICLE 3. To see if the town will vote to transfer the sum of \$110,000.00 from the Water Enterprise Fund Free Cash Account and \$40,000.00 from the Water Enterprise Stabilization Fund Account to install underground electric service and Comcast internet from Hilltop Circle to the new Brake Hill Water Tank. By request of the Board of Water Commissioners.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-0-1

Rationale: At the 2017 Annual Town Meeting, article #8 was passed, authorizing replacement of the 1936 Standpipe Water Tank. The initial plan to power the new tank was a combination of solar panels and backup batteries. After review by the project's engineers, they recommended changing the power source to underground power lines. The engineers were concerned with the ability of the solar panels to provide consistent, uninterrupted power to the tank and associated systems. This installation would also allow the Fire Department to tie into the electrical supply at a future date to enhance their communications system. This needs to be part of the engineering stage of the new Brake Hill Water Tank installation and needs to be submitted to MassDEP for their approval.

Funding Source: Water Enterprise Fund Free Cash Account
and Water Enterprise Stabilization Fund Account.

Sunset Date: End of FY 2022.

ARTICLE 4. To see if the town will vote to transfer from available funds the sum of \$2,000 to pay for salaries By request of the Town Clerk.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 4-0-0

Rationale: *If approved by residents, this article would transfer \$2,000 from Free Cash to cover salaries and expenses incurred as a result of early voting activities during the November 2018 elections. Roughly 1/3 of all voters cast ballots early, far exceeding anticipated levels. Additional staffing will be required to manage the 2018 early voting process, which is mandated by the State, creating an unforeseen expense for the Town Clerk's office. Reimbursement of this expense is addressed through this article. The article also provides the mechanism for creation of a separate early voting area in the Town Office Lobby and separate accounting processes for future reimbursement of early voting expenses.*

Funding Source: *Free Cash.*

Sunset Date: *End of FY 2019*

ARTICLE 5. To see if the Town will vote to transfer from available funds the sum of \$100,000.00 to fund the snow and ice deficit. By request of the Director of Public Works.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 5-1-0

Rationale: *Snow removal is an annual expense that is difficult to budget precisely. This item is on the Special Town Meeting Warrant in order to transfer from Free Cash the amount needed to cover this year's expenditure in excess of the budgeted amount.*

Funding Source: *Free Cash.*

Sunset Date: *End of FY 2018.*

ARTICLE 6. To see if the Town will vote to transfer from available funds the sum of \$5,991.35 for the cost of equipment for the Dispatch Center. By request of the Police Chief.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 4-0-0

Rationale: *This article authorizes funds to update the camera system for the town's Public Safety Building. The existing equipment is antiquated and is in need of replacement. FinCom supports this article because it is a security utility upgrade for the Public Safety Building. The requested amount of funding covers all equipment, wiring, and installation costs for the project.*

Funding Source: *Free Cash.*

Sunset Date: *End of FY 2018.*

ARTICLE 7. To see if the Town will vote to transfer from available funds the sum of \$36,000 to fund the first year of the police officers' new contract (2018). By request of the Board of Selectmen.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 6-0-0

Rationale: The Board of Selectman entered into negotiations with the police union in the fall of 2017, which resulted in a new three-year contract with the union that began in January 2018. The Board of Selectmen believes the contract provides fair value to the residents of the town. FinCom supports this article as it was negotiated in good faith by the Board of Selectmen and provides funding for the initial FY2018 portion of the contract not covered by the FY2019 budget.

Funding Source: Free Cash.

Sunset Date: December 31, 2018.

ARTICLE 8. To see if the Town will vote to transfer from available funds the sum of \$34,000.00 for the purchase of a new police vehicle. By the request of the Police Chief.

Selectmen Recommendation:

Approve: 3-0-0

FinCom Recommendation:

Approve: 4-0-0

Rationale: If approved, this article will fund replacement of the Police Chief's administrative vehicle. The Chief's existing car is ten years old (2008 Ford Crown Victoria). FinCom voted in support of this article because it adheres to the existing 10-year replacement schedule for the Chief's administrative vehicle and also fulfills a contractual obligation to the Chief's employment contract.

Funding Source: Free Cash.

Sunset Date: End of FY 2019.

**APPENDIX A-ATM Articles #12,14,16 and
STM Article #3, 2019
Capital Improvements
CAPITAL IMPROVEMENTS COMMITTEE RANKINGS**

Capital Improvement Committee rankings of priority and value to the town		
Article #	Description	Ranking
ATM #12	Repairs to Page School, Children's Castle and Town Buildings	1
ATM #14	Utility pole transfer for fire communication systems	2
STM #3	Water Dept. to install electrical service to the Brake Hill Water Tank	3
ATM #16	Fire Dept to purchase new Firefighters Gear	4

Capital Improvement Asset Replacement 10-Year Forecast

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
TOTAL ASSET REPLACEMENTS		\$715,000	\$828,000	\$1,020,000	\$744,000	\$782,000	\$55,000	\$520,000	\$510,000	\$400,000	\$500,000	\$1,150,000
ANNUAL APPROPRIATION		\$300,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
STABILATION FUND TOTAL	\$1,543,000	\$1,128,000	\$800,000	\$280,000	\$36,000	-\$246,000	\$199,000	\$179,000	\$544,000	\$644,000	\$644,000	-\$94

Role of the Finance Committee: The Finance Committee is an appointed, standing committee consisting of six qualified voters. The Finance Committee is specifically chartered with the following responsibilities:

- Prepare recommendations regarding all Articles in the warrant, especially those involving the appropriation of money.
- Consider all municipal questions affecting the revenue, indebtedness or expenditures of the funds of the Town, and for this purpose the committee shall have access to all books and records of the Town.
- Present the Annual Budget to the Town.
- Confer with and advise the Board of Selectmen whenever so requested.
- One member of the Finance Committee shall be a member of the advisory Capital Improvements Committee.
- Authorize transfers from the Reserve Fund.
- Authorize year-end budget line item transfers.
- Declare a Snow Emergency to allow deficit spending of the Snow Removal budget.

In addition to these statutory responsibilities, the Finance Committee serves as your investigative agent to make sure that all proposed expenditures are thoroughly vetted before they come before the Town.

GLOSSARY

1. **Article:** The topic to be considered and voted at Town Meeting.
2. **Assessment:** The Board of Assessors judgment of the value of a property.
3. **Bond:** A means to raise money through the issuance of debt. The Town (borrower) promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year.
4. **Capital Expenditure:** An expense for a tangible asset or project that costs at least \$10,000 and has a useful life of at least 5 years.
5. **Chapter 70:** The Chapter of Massachusetts law that governs the funding of the schools. The formula is designed to distribute state aid to help establish educational equity among municipal and regional school districts. It is also the name for the largest part of state funding to schools.
6. **Chapter 90:** The Chapter of Massachusetts law that governs the funding of roads and highway improvements. It is also the common name for the largest part of state funding to highways.
7. **Cherry Sheet:** State aid to the Town, so called as they used to be printed on red paper.
8. **Credit Rating:** The evaluation given by lenders indicating the Town's ability to repay a Loan or Bond. A good credit rating allows the Town to borrow at a lower interest rate.
9. **Free Cash:** Funds remaining from the operations of a previous fiscal year (June 30) which may be appropriated after they have been certified by the Massachusetts Department of Revenue. These include unspent appropriations and revenue collected in excess of estimates.

10. **Levy:** The revenue the Town can raise through real and personal property tax and motor vehicle excise taxes.
11. **Levy Limit:** The maximum tax amount the Town can levy in a given year. The limit can grow 2 ½% of the prior year's levy limit plus new growth and any overrides.
12. **New growth:** The taxing capacity and thereby revenue added by new construction and other increases in the property tax base.
13. **Operating Expenses:** The budget for routine, recurring expenses during the fiscal year starting on July 1 through June 30. It includes all labor and expenses. Typical examples are Police and Fire Department salaries, the Town's assessment from the Pentucket Regional School District, road repairs, snow removal and the solid waste pickup (trash) contract.
14. **Override:** Proposition 2 ½ allows a Town to increase the Town's taxes greater than 2 ½% by one of 3 methods, if approved by the voters:
 - a. Capital Outlay Expenditure Override– allows override of Prop 2 ½, only for a one-time purchase.
 - b. Debt Exclusion Override–allows over-ride of Prop 2 ½ only for the term of the debt repayment schedule.
 - c. General Override–increases the total tax beyond 2 ½% permanently.
15. **Pension Obligations:** Contributions to the Essex Regional Retirement Board and to the Other Post-Employment Benefits (OPEB) for eligible Town employees to pay for negotiated benefits.
16. **Pentucket Regional School District (PRSD) Assessment:** What the Town must pay to the PRSD each year for the schools. It includes:
 - a. Minimum contribution established by the Massachusetts Department of Education based on Town demographics, real estate values, and income.
 - b. Other Assessment. Remainder of operating budget of the PRSD, which is calculated based on the number of West Newbury pupils in the district.
 - c. Capital assessment is the district wide debt service on borrowing also apportioned based on the number of West Newbury pupils in the district and some Green Repair town specific debt and reimbursements.
17. **Proposition 2 ½:** The state law that limits the amount of increase in total real estate taxes, which the Town may assess, to a maximum of 2 ½% per year on existing properties. It does not include taxes that may be levied on new construction or additions (so called new growth).
18. **Raise and Appropriate:** Town Meeting authorization to expend a certain amount of money for a specific purpose by raising that amount of taxes to pay for that expenditure.
19. **Sources of Revenue:** Local receipts collected by the Town such as boat and auto excise tax taxes, fines and interest, real estate property taxes, state aid and grants.
20. **Stabilization Account:** A general or special purpose savings account deposited into or withdrawn from at Town Meetings with a 2/3 vote. The town uses the account to save for capital expenditures.
21. **Sunset Provision/Clause:** A clause attached to a town appropriation that is part of the motion to provide a specific expiration date for allocated funds, unless additional legislative action is taken. After the specified date, funds not used for the established purpose of the article are returned to the town's general operating fund.

TOWN MEETING IMPACTS ON TOWN ACCOUNTS

Balances Report		Town Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	Water Free Cash	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
7/1/17		1,251,561	100,000	436,338	1,824,005	128,766	150,619	161,392	127,369	326,102	1,109,256	467,498
10/2017 STM	Art #											
Prior Year Bills	2				-1,472							
Reduce Tax Rate	3				-114,000							
Town Manager Salary	4				-150,000							
School Stabilization	5			500,000	-500,000							
Estimated Reciepts 2018								38,423	38,423	38,423		228,806
Balances												
12/31/17		1,251,561	100,000	936,338	1,058,533	128,766	150,619	199,815	165,792	364,525	1,109,256	696,304
Proposed STM	Apr-18											
Generator - Page School	2										-200,000	
Water Tank Electrical Service	3					-40,000	-110,000					
State Elections - Early voting	4											
Snow & Ice Deficit	5				-100,000							
Dispatch Equipment	6				-5,991							
Police Contract	7				-36,000							
Police Vehicle	8				-34,000							
										0		
Balances 4/2018		1,251,561	100,000	936,338	882,542	88,766	40,619	199,815	165,792	364,525	909,256	696,304
Proposed ATM	Apr-18											
Omnibus Budget	3	300,000										
Pension Stabilization	6		50,000		-50,000							
School Stabilization	9			315,000								
Bi-Centennial	10				-140,000							
Page School Repairs	12				-100,000							
Utility Pole Transfer - Fire Dept	14	-31,000										
Grant - Pumper Truck	15				-17,500							
Fire Fighting Gear	16	-115,000										
Town Manager Exps	17				-5,000							
COA Chairs	18				-2,500							
Estimated Reciepts 2019								39,998	39,998	39,998		259,987
Balance After TM's		1,405,561	150,000	1,251,338	567,542	88,766	40,619	239,813	205,790	404,523	909,256	956,291

REVENUES

4/11/18					
Revenues:	Actual	Actual	Projected	Projected	Comments
	FY 2016	FY 2017	FY 2018	FY 2019	
Real Estate Taxes Raised	12,145,569	12,748,667	13,000,000	13,300,000	
Amended Prior Year Growth					
Tax Limit 2.5	292,800	304,827	325,000	266,000	Annual Increase allowed by prop 2 1/2 (2% for FY 2019)
New Growth	188,281	286,282	108,503	100,000	All but FY2019 is actual
General Overrides					
Debt Exclusions	818,328	710,860	696,417	650,000	Required by debt schedule
Capital Exclusion					
Cherry Sheet Revenues	357,488	362,274	377,379	374,983	FY 2019 is updated for Gov Budget proposal
Local Receipts	932,896	900,663	1,172,000	1,000,000	FY 2019 is estimated at 90% of 5 yr Rolling Avg-Less One time Revenue
Total Revenues	14,735,362	15,313,573	15,679,299	15,690,983	
Reserve for Abatements/Receivables	-153,480	-130,863	-135,165	-140,000	Assessors generally recommend a number
Tax Title Purposes	-1,000	-1,000	-2,500	-1,000	Set aside of tax title purposes
Cherry Sheet Charges	-73,061	-77,444	-74,255	-77,958	Charges for services thru state and other agencies & Charter schools'
Total Offsets	-227,541	-209,307	-211,920	-218,958	
Revenue-Less Offsets	14,507,821	15,104,266	15,467,379	15,472,025	
Less Direct to Library	-7,588	-7,953	-7,659	-7,276	Goes directly to library
Net to Revenues to General Fund	14,500,233	15,096,313	15,459,720	15,464,749	
Less Prior Year Snow & Ice Deficit	0	0	0		
Less Prior Year Other Deficits	0	0	0		
Net Available for Operating Expenses	14,500,233	15,096,313	15,459,720	15,464,749	
Budget				14,973,426	
Surplus				491,323	
Proposed Estimated tax Rate	14.63	14.55	14.56	14.60	