

**West Newbury Finance Committee  
Minutes of the Meeting  
Monday, January 25, 2016**

Chairman Codair called the Finance Committee to order at 7:05 p.m. in the second floor hearing room of the 1910 Building with Mr. Winch, Mr. Phillips, and Ms. Grammer present.

There being no public comment, the Committee considered its agenda.

***Introduction of New Administrative Assistant***

Carol Mahoney was introduced to the committee members as the new recording secretary.

***Budget Review***

Chairman Codair stated she had been hopeful the committee would have the new budget in hand. Ms. Grammer mentioned Mr. Bertino was sitting in on the Selectman's Meeting this evening. With regard to planning future meetings prior to the Town Meeting, Chairman Codair proposed the committee will need to devote approximately one half hour of time to the departments with larger budgets such as:

- Police Department
  - Note: Today was the new police chief's (Arthur Reed) first day.
- Department of Public Works
- Water Department
- School Budget
  - Pentucket Regional Schools
  - Whittier Vocational School
- Board of Public Health
- Board of Fire Engineers

Departments requiring less time include:

- Council on Aging
- Assessor's Office
- G.A.R. Library
- Finance Office
- Harbor Master
  - Supplemented with state funds
- Town Clerk

Chairman Codair suggested the committee set up a schedule to meet individually with the departments. Ms. Grammer stated the town plans to enforce strict deadlines for warrant articles.

Mr. Bertino was able to join the committee at the end of the meeting. He stated he had emailed a copy of the proposed budget to individual FinCom members. He also presented Chairman Codair with a copy of the Pentucket Schools Budget Request. Chairman Codair requested Ms. Grammer initially review the budget request. The Selectmen are anticipating delivery of the proposed budget from Whittier Vocational School.

***Historic Commission Bylaw Amendment***

Mr. Janes, Chairman of the Historic Commission, approached the FinCom committee members with a request for their attendance at a future presentation. The Historic Commission intends to submit an Article Request Form proposing an Amendment to the Town Bylaw altering the status of historical buildings. Currently the presentation is not scheduled. Mr. Janes hopes to offer the presentation in February or March. Ms. Grammer will follow up with Mr. Bertino and Ms. Pyle.

***Schedule for Various Departments to Present Details for Individual Budget Requests***

Mr. Bertino will contact the various departments to set up appointments with the Finance Committee. He will follow up with Chairman Codair.

***Schedule to Prepare for Spring Town Meeting***

The Annual Town Meeting last year was on April 27<sup>th</sup>. Schedule for preparations will be discussed at a later date.

***Article Request Form for Amendment to Town Bylaw Article VIII, Finance Committee Bylaw, to Reduce Quorum from 4 to 3***

Ms. Grammer presented the Article Request Form to reduce Quorum from 4 to 3. *The Committee voted unanimously to approve the Warrant Article Request, 4-0-0.* The approved request will be forwarded to Mr. Bertino and Ms. Pyle.

***Minutes***

*The Committee voted to approve the minutes of the October 26, 2015 meeting, 3-0-1, Mr. Wench not present, abstaining.*

***Old Business***

Ms. Grammer reviewed notes from the December Selectmen Meeting with FinCom.

Highlights of the meeting included:

- In an attempt to maintain or decrease taxes, the Selectmen will be actively looking for savings.
  - Many variables such as wages, pensions, and compensation packages must be considered.
- Greater contributions from the Capital improvement Committee would help plan for and address surprise capital improvement requirements.
- FinCom is still short a member and feels concern about mustering necessary quora.

Ms. Grammer also described a meeting with the Planning Board she attended as a FinCom member and Mr. Archibald attended as a Selectman:

- Planning Board has applied for a grant to redevelop downtown.
  - Roadblocks include small lots and septic issues.
- The Haverhill Bank is opening a branch in Downtown West Newbury.
  - FDIC regulations have slowed the opening process.
- The affordable housing question was discussed.
  - According to Massachusetts Statute Chapter 40B, the construction of new dwelling within a town should include 10% affordable housing.
  - West Newbury currently relies on septic systems for sewage. This situation limits the construction of new buildings.
  - Chairman Codair and Ms. Grammer spoke of the possibility of tying into existing public sewer systems in areas near Newburyport and Groveland.

#### ***Upcoming Schedule***

- Formalize appointments with individual departments and FinCom in order to discuss budget proposals. Mr. Bertino and Chairman Codair will coordinate the meetings.
- Create schedule in preparation of the Annual Town Meeting in April.

The Committee meeting adjourned at 8:00 p.m.

Respectfully submitted,

Carol Mahoney  
Recording Secretary