

# **TOWN REPORT**

## **JULY 1, 2019 – JUNE 30, 2020**



*Paul Cary Goldberg*

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

# **TOWN OF WEST NEWBURY**

## **MASSACHUSETTS**

Cover photo courtesy of Greenbelt.

## GREENBELT CONSERVATION CHRONICLE

# Brown Spring Farm | WEST NEWBURY

### HISTORIC WORKING FARM

#### Preserving Agricultural Heritage, Making Farmland Affordable

In 2019, Greenbelt partnered with the town of West Newbury and a local farmer to conserve the iconic Brown Spring Farm. This bucolic 10-acre property, with its white Victorian home surrounded by fields of hay and vegetables, was beloved for its roadside stand where families found fresh produce for generations. The farm had been for sale and was threatened by residential development. Now this land will remain a farm forever. Conserving Brown Spring Farm protected an important cornerstone of West Newbury's agricultural heritage and a source of fresh, local food, and made land ownership a reality.



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"We've seen tremendous support from the community. We're excited to be meeting everyone who values this piece of land as much as we do. The house is well under way to being brought back to her original glory."

Chris Grant  
*Farm Owner*

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**ANNUAL STATEMENT  
OF THE RECEIPTS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDING  
JUNE 30, 2020**

**TOWN OF WEST NEWBURY**

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

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

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

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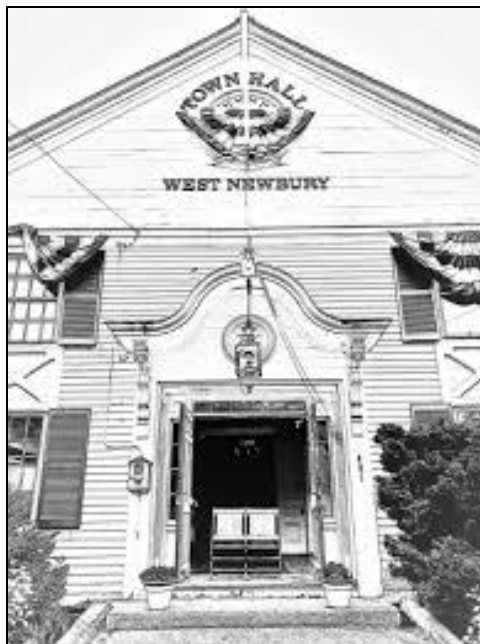
## SELECTMEN 1900-2020

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

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

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

*\*Died in office*



*West Newbury Old Town Hall*

## **DIRECTORY OF ELECTED TOWN OFFICIALS**

*January - 2021*

### **BOARD OF SELECTMEN**

Glenn A. Kemper, 2021

Richard Parker, 2022

David Archibald, Chair, 2023

### **BOARD OF PUBLIC HEALTH**

Robert P. Janes, Chair, 2021

Thomas Fahey, 2022

Blake J. Seale, 2023

### **BOARD OF ASSESSORS**

Thomas Atwood, 2021

Jennifer Polisenio, Chair, 2022

Richard Baker, 2023

### **TOWN MODERATOR**

Kathleen C. Swallow, 2021

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

Marie E. Felzani, 2021

Dena P. Trotta, 2022

Christine Reading, 2023

### **BOARD OF WATER COMMISSIONERS**

W. Lawrence Corcoran, 2021

Richard J. Cushing, 2022

Robert P. Janes, 2023

### **CONSTABLES**

Brian Richard, 2021

Robinson Manning Shively,  
2022

Richard K. Davies, Jr., 2023

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

Thomas Salvo, 2021

Marcia Sellos-Maura, 2022

Wendy Reed, Chair, 2023

Holly Cole, 2021

Fred Chanania, 2022

Sandy Nawrocki, 2023

Amy Custance, 2021

Sherry Temple-Pruyn, 2022

Heather Conner, 2023

### **PLANNING BOARD**

Wendy Reed, 2021

Raymond A. Cook, Chair, 2021

Brian R. Murphey, 2024

Jake Cormier, Associate, 2021

Ann E. Bardeen, 2023

Timothy N. Cronin, 2025

*Appointed by Selectmen*

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

Brad Buschur, 2021

John J. Foley III, Chair, 2022

Wendy Willis, 2023

### **WEST NEWBURY HOUSING AUTHORITY**

Richard Miller, 2021

Vacant, 2024

Gary Bill, 2025

Marjorie Peterson, Holdover

Leisa Mingo, State Appointee

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

*January - 2021*

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

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

### **FINANCE DEPARTMENT**

Stephanie Frontiera, Town Accountant/Business Manager  
Kaitlin Gilbert, Treasurer/Collector  
Jennifer Walsh, Assistant to the Town Manager and Finance Department

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

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

### **ASSESSOR'S OFFICE**

Christian Kuhn, Chief Assessor  
Maureen Curtin, Assessor's Clerk

### **DEPARTMENT OF PUBLIC WORKS**

Wayne Amaral, Director

Brian Richard, Buildings & Grounds Foreman	Richard Hills, Highway Foreman
John Spalding, Experienced Operator	Mark Marlow, Experienced Operator
John Savage, Custodian	Marie Felzani, Administrative Assistant

### **WATER DEPARTMENT**

Michael Gootée, Superintendent  
Brian Beauchesne, Licensed Water Operator  
Jodi Bertrand, Administrative Assistant

### **CONSERVATION**

Bert Comins, Conservation Agent/Land Agent

### **HEALTH DEPARTMENT**

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

### **PLANNING OFFICE**

Leah J. Zambarnardi, AICP, Town Planner  
Jodi Bertrand, Administrative Assistant  
*Open*, Minutes Clerk

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**INSPECTIONAL SERVICES**

Sam Joslin, Building Commissioner  
Joan Croteau, Administrative Assistant  
Thomas Tombarello, Wiring Inspector Stan Kulacz, Gas & Plumbing Inspector

**AMERICANS WITH DISABILITIES ACT COORDINATOR**

Sam Joslin, ADA Coordinator  
Wayne Amaral, Deputy ADA Coordinator

**SENIOR CENTER**

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

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

Michael P. McCarron, Esq.

**SEXUAL HARASSMENT GRIEVANCE OFFICER**

Michael P. McCarron, Esq.

**LIBRARY**

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

**POLICE DEPARTMENT**

Royster Johnson, Sergeant Jeffrey Durand, Chief Daniel Cena, Sergeant  
Eric Forni, Overnight Sergeant Danielle Burrill, Officer Richard Parenteau, Officer  
Robert Joyce, Officer Emmanuel Terrero, Officer Kyle R. Roy, Officer  
Michael Dwyer, School Resource Officer  
Susan Curry, Administrative Assistant

**RESERVE POLICE OFFICERS**

Patrick Clay Michael DeNaro Ryan Green

**ANIMAL CONTROL OFFICER**

Kayla Provencher  
*Contract with Newburyport*

**PUBLIC SAFETY DISPATCH and SPECIAL POLICE OFFICERS**

Judith Romano, FT Samantha Holt, FT Nicholas Levesque, FT  
Kylie Kennedy, FT Barbara Bilo, PT Monique Quadros, PT  
Serena Schwartz, PT Lee Ann Delp, PT

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**BOARD OF FIRE ENGINEERS**

*Appointed annually in April*

David Evans, Deputy Chief

Michael Dwyer, Fire Chief

Benjamin Jennell, Asst. Chief

**FIRE DEPARTMENT**

David Evans, Deputy Chief

Michael Dwyer, Fire Chief

Benjamin Jennell, Asst. Chief

Lisa Duxbury, Lieutenant

Michael Fitzgerald, FF

Mark Marlow, Lieutenant

David Baker, FF

Jason Goldweber, FF

Keenan Leonard-Solis, FF

Andra Ball, FF

Tenley Goodwin, FF

Victoria Manning, FF

Daniel Briscoe, FF

Andrew Greenbaum, FF

Sue Marden, FF

Cooper Carifio, FF

Steve Hardy, FF

Peter McGovern, FF

Brendon Corcoran, FF

Joshua Kemper, FF

Kara Percival, FF

Julia Delotto, FF

Tyler Kimball, FF

Graeme Potter, FF

William Donahue, FF

Tristin LaSala, FF

William Roche, FF

Lisa Eichel, FF

Michael Lawless, FF

Daniel Stiles, FF

Lisa Evans, FF

Duncan Weaver, FF

**EMERGENCY MANAGEMENT AGENCY**

Michael Dwyer, Deputy Dir.

Lee Ann Delp, Director

Benjamin Jennell, Deputy Dir.

*Fire Chief*

*Special Police Officer*

*Administrative Assistant*

Glenn Kemper

David Archibald

Richard Parker

*Municipal Officer*

*Municipal Officer*

*Municipal Officer*

Wayne Amaral

Jeffrey Durand

Michael Gootée

*DPW Director*

*Police Chief*

*Water Superintendent*

Joseph Beaulieu\*

Paul Sevigny

David B. Belsky\*

Danielle Burrill

*Health Agent*

Larry Caruso\*

Daniel Cena

Gabriel Ciccio-Ricker\*

Richard Cushing\*

Carolyn Davies

Richard Davies\*

Bruce Dean

Raymond Dower, III\*

Dave Evans\*

Mark Hemingway\*

Greg Jennell\*

Royster Johnson

Mark Marlow\*

Blake Seale\*

*\*Auxiliary Police Officer*

Theresa Woodbury

**EMERGENCY RESPONSE COORDINATORS**

Lee Ann Delp

Michael Dwyer

Paul Sevigny

**VETERANS' SERVICE OFFICER, EASTERN ESSEX 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

**VETERANS' GRAVES OFFICER**

Robert P. Janes

Bridge St., Rural & Merrimack Cemeteries

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**FIELD DRIVER AND FENCE VIEWER**

David LaPierre

**FINANCE COMMITTEE**

Jessica Knezek, 2021

Jim Sperelakis, 2021

Gary Roberts, Jr., Chair, 2022

Nathan Kelly, 2022

Joseph Heyman, 2023

**REGISTRARS OF VOTERS**

Margaret Duchemin, 2021

Rosamond B. Veator, 2022

Cheryl Grant, 2023

Michael P. McCarron, Ex-Officio

**ZONING BOARD OF APPEALS**

Paul O. Kelly, Chair, 2021

Dennis Lucey, Associate, 2021

Richard Davies, 2022

Judith Gregg, 2024

Joan Croteau, Administrator

Kim Monahan Borgioli, 2025

Patrick Higgins, 2025

**CONSERVATION COMMISSION**

Dawne Fusco, Chair, 2021

Thomas M. Atwood, 2021

Wendy Reed, 2022

Judith Mizner, 2022

Margaret Hawkins, 2023

**HARBOR COMMITTEE**

Brad Dore, 2021

Steve Boyd, Alternate, 2021

Thomas Goodwin, 2022

Terence Hartford, 2022

Brian Richard, Alternate, 2021

**COUNCIL ON AGING**

Jacquie Johnston, Chair, 2021

Gail DiNaro, 2021

Dot Cavanaugh, 2021

Celeste Edwards, 2021

Joseph Publicover, 2022

Richard Preble, 2022

Barbara Warne, 2023

**HISTORICAL COMMISSION**

Dorothy Cavanaugh, 2021

Celeste Edwards, 2021

Elisa Grammer, 2021

Robert Janes, Chair, 2022

Jennifer Conway, 2023

**HISTORIC DISTRICT COMMISSION**

Margaret Dunlap, Chair, 2021

Dorothy Cavanaugh, 2021

Jack Alden, 2022

Jeffrey Clewley, 2022

Judy Adolphson, 2022

**MERRIMACK VALLEY PLANNING COMMISSION**

Brian Murphey, 2024

Raymond A. Cook, Alternate

**WHITTIER VOCATIONAL TECHNICAL HIGH SCHOOL COMMITTEE**

Chip O'Connor, 2022

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

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

**COMMITTEE**

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

**PERSONNEL ADVISORY COMMITTEE**

Judith H. Mizner, 2021                      Catherine Conrad, 2021                      Ryan Goodwin, 2021

**MILL POND COMMITTEE**

Deborah R. Hamilton, 2022                      Ryan Goodwin, Chair, 2022                      Paul Delaney, 2023  
Matthew Shwom, 2022                      Robin Pendergast, 2022                      Michael Welch, 2023  
   Zip Corning, 2022                      Polly McDowell, Assoc., 2021

**CABLE ADVISORY COMMITTEE**

Glenn A. Kemper, Chair, 2021  
Kevin Bowe, 2021

**CAPITAL IMPROVEMENTS COMMITTEE**

Richard Parker, 2021                      Nathan Kelly, Chair, 2021                      Polly McDowell, 2022  
*Selectmen's Representative*                      *Finance Committee's Rep.*                      Patrick McCoy, 2023  
Judith Mizner, 2021                      Julie Boria, 2022                      Elisa Grammer, 2023

**CULTURAL COUNCIL**

Dorothy Cavanaugh, 2021                      Jennifer Pepper, 2021                      Jocelyn Cosentino, 2022  
Susan M. Dougherty, 2021                      Alyson Tedeschi, 2022                      Catherine DeWitt, 2023  
Margo Pullman, 2021                      Amy Friend, 2022                      Linda Young, 2023  
   *Vacant*, 2022

**OPEN SPACE COMMITTEE**

Jean Lambert, 2021                      John Dodge, Chair, 2022                      Wendy Reed, Assoc., 2021  
Marlene Switzer, 2021                      Patricia Reeser, 2022                      Carol Decker, Assoc., 2021  
Jessica Azenaro, 2021                      Don Bourguard, 2022

**RIVER ACCESS COMMITTEE**

Robert Phillips, Chair, 2021                      Elisa Grammer, 2021                      Barry LaCroix, 2021

**COMMUNITY PRESERVATION COMMITTEE**

Judith Mizner, Chair, 2022                      Gary Bill, 2021                      Sherry Pruyn, 2022  
*Conservation Commission Rep.*                      *Housing Authority Rep.*                      *At-Large Member*  
Robert P. Janes, 2022                      Richard Parker, 2021                      Tim Cronin, 2021  
*Historical Commission Rep.*                      *Board of Selectmen Rep.*                      *Planning Board Rep.*  
John Foley, 2021                      Barbara Gard, Administrator                      Angus Jennings  
*Parks and Recreation Rep.*                      *Ex Officio Member*

*Cont. TOWN OFFICIALS, BOARDS, AND COMMITTEES*

**ENERGY ADVISORY COMMITTEE**

Richard Parker, 2021  
Elisa Grammer, 2021

Arthur Wallace, Chair 2021

Elizabeth Callahan, 2021  
Thomas Craig, 2021

**INVESTMENT POLICY COMMITTEE**

Lark Madden, Chair, 2022  
David Archibald, 2021  
*Board of Selectmen's Rep.*

Jean L. Trim, 2022  
Jim Sperelakis, 2021  
*Finance Committee Rep.*

Christopher Wilde, 2023  
Kaitlin Gilbert, 2021  
*Treasurer*

**CARR POST BUILDING COMMITTEE**

Rick Atwater, 2021

Robert Janes, Chair, 2021  
Marlene Switzer, 2021

Peter Ringenbach, 2021

**MUNICIPAL VULNERABILITY PREPAREDNESS WORKING GROUP**

Elisa Grammer  
Paul Sevigney  
Elizabeth Callahan  
Richard Parker  
Wendy Reed

Patricia Reeser  
Arthur (Chip) Wallace  
Nancy Pau  
Lee Ann Delp  
Michael Gootée

Benjamin Jennell  
Theresa Woodbury  
Julie Boria  
Raymond A. Cook  
Robert Janes

**TREE COMMITTEE**

Jane Martin  
Molly Hawkins

Fred Chanania, Chair  
Barbara Haack  
Francesca Pomerantz

Claudia Woods  
Wayne Amaral















## **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, 2020, 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, 2020, and the respective

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

### **Other Matters**

#### *Required Supplementary Information*

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

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2020 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

*Roselli Clark & Associates*

Roselli, Clark and Associates  
Certified Public Accountants  
Woburn, Massachusetts  
October 22, 2020



## Management's Discussion and Analysis

As the management of the Town, we offer readers of the accompanying financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2020.

### **Financial Highlights**

- Fiscal 2020 can be characterized as a year that was dealt with many financial challenges due to the emergence of the novel coronavirus, COVID-19. Reaching the United States west coast in January of 2020, the virus spread to pandemic proportions nationally; quickly spreading and reaching Massachusetts in late February. The strength in transmission of the virus forced lock downs of businesses, schools, restaurants and all non-essential activity in many states including Massachusetts. These lockdowns essentially brought most economic activity to a halt as its impact was felt globally. Despite this, the Town was able to navigate through these challenges and end up with a relatively positive outcome. This was leveraged mostly in part to a strong first three quarters of the year bolstered by significant reserves the Town has accumulated. In addition, the Town was the beneficiary of grants created to assist communities during this very challenging time. Its impact on fiscal 2021 is yet to be determined as the State has yet to authorize its budget, however the impact to fiscal 2020 is included in various areas of this Management Discussion and Analysis.
- The assets and deferred outflows of financial resources of the Town exceeded its liabilities and deferred inflows of financial resources at the close of the most recent fiscal year by over \$30.9 million (*total net position*). Over \$27.2 million represented net position of governmental activities and over \$3.7 million represented net position of the business-type activities.
- The government's total net position increased by over \$0.6 million. This was due to an increase of about \$0.3 million in both governmental and business-type activities as operations were consistent with expectations.
- The Town's Unassigned Fund Balance reported in the General Fund was over \$5.5 million (37.0% of General Fund expenditures). Total Fund Balance in the General Fund was over \$6.6 million (44.5% of General Fund expenditures). Furthermore, reported fund balances in the Town's Community Preservation Fund, Library Trust Fund and the Combined Nonmajor Governmental Funds were approximately \$3.1 million, \$1.1 million and \$0.8 million, respectively.
- The Town's total long-term debt decreased by approximately \$0.5 million; the decrease was due to regularly scheduled maturities in business-type and governmental funds.

### **Overview of the Financial Statements**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town, the assets and deferred outflows of financial resources of the Town exceeded liabilities and deferred inflows of financial resources by approximately \$30.9 million at the close of the most recent fiscal year. The condensed statement of net position is as follows:

	<b>Governmental activities</b>		<b>Business activities</b>		<b>Total</b>	
	June 30, 2020	June 30, 2019	June 30, 2020	June 30, 2019	June 30, 2020	June 30, 2019
<b><u>Assets</u></b>						
Current and other assets	\$ 12,420,349	\$ 11,212,826	\$ 2,319,123	\$ 3,133,622	\$ 14,739,472	\$ 14,346,448
Capital assets, net	23,104,855	24,062,005	4,747,857	2,538,211	27,852,712	26,600,216
<b>Total assets</b>	<b>35,525,204</b>	<b>35,274,831</b>	<b>7,066,980</b>	<b>5,671,833</b>	<b>42,592,184</b>	<b>40,946,664</b>
<b><u>Deferred Outflows of Resources</u></b>	<b>1,555,938</b>	<b>1,555,144</b>	<b>93,940</b>	<b>107,600</b>	<b>1,649,878</b>	<b>1,662,744</b>
<b><u>Liabilities</u></b>						
Long term liabilities	9,160,303	9,377,023	3,466,179	2,380,606	12,626,482	11,757,629
Other liabilities	244,541	222,057	-	180	244,541	222,237
<b>Total liabilities</b>	<b>9,404,844</b>	<b>9,599,080</b>	<b>3,466,179</b>	<b>2,380,786</b>	<b>12,871,023</b>	<b>11,979,866</b>
<b><u>Deferred Inflows of Resources</u></b>	<b>449,569</b>	<b>325,818</b>	<b>38,902</b>	<b>29,437</b>	<b>488,471</b>	<b>355,255</b>
<b><u>Net Position</u></b>						
Net investment in capital assets	22,164,856	22,687,006	1,983,799	832,124	24,148,655	23,519,130
Restricted	5,068,264	4,844,388	-	-	5,068,264	4,844,388
Unrestricted	(6,391)	(626,317)	1,721,937	2,569,012	1,715,546	1,942,695
<b>Net Position</b>	<b>\$ 27,226,729</b>	<b>\$ 26,905,077</b>	<b>\$ 3,705,736</b>	<b>\$ 3,401,136</b>	<b>\$ 30,932,465</b>	<b>\$ 30,306,213</b>

By far the largest portion of the Town's net position reflects its investment in capital assets (e.g. land, buildings, machinery, and equipment); less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position represents resources that are subject to external restrictions on how they may be used. *Unrestricted net position* reflects the remainder of net position; a balance of approximately \$1.7 million which is mostly related to business-type activities.

Condensed changes in net position data is presented as follows:

	<b>Governmental activities</b>		<b>Business activities</b>		<b>Total</b>	
	June 30, 2020	June 30, 2019	June 30, 2020	June 30, 2019	June 30, 2020	June 30, 2019
<b>Revenues</b>						
Program revenues:						
Charges for services	\$ 605,028	\$ 812,921	\$ 1,078,059	\$ 858,558	\$ 1,683,087	\$ 1,671,479
Operating grants and contributions	176,294	148,191	-	-	176,294	148,191
Capital grants and contributions	256,425	256,425	37,500	28,500	293,925	284,925
General revenues:						
Property taxes	14,410,021	14,116,399	-	-	14,410,021	14,116,399
Intergovernmental	368,913	339,615	-	-	368,913	339,615
Other	1,146,236	1,157,747	35,703	66,265	1,181,939	1,224,012
Total revenues	<u>16,962,917</u>	<u>16,831,298</u>	<u>1,151,262</u>	<u>953,323</u>	<u>18,114,179</u>	<u>17,784,621</u>
<b>Expenses</b>						
General government	1,987,951	1,703,532	-	-	1,987,951	1,703,532
Public safety	2,938,800	2,950,463	-	-	2,938,800	2,950,463
Education	8,416,441	8,123,089	-	-	8,416,441	8,123,089
Public works	1,703,025	1,612,618	-	-	1,703,025	1,612,618
Health and human services	1,063,063	649,526	-	-	1,063,063	649,526
Culture and recreation	510,210	570,681	-	-	510,210	570,681
Debt service	21,775	31,900	-	-	21,775	31,900
Water	-	-	846,662	799,608	846,662	799,608
Total expenses	<u>16,641,265</u>	<u>15,641,809</u>	<u>846,662</u>	<u>799,608</u>	<u>17,487,927</u>	<u>16,441,417</u>
Change in net position	321,652	1,189,489	304,600	153,715	626,252	1,343,204
Net position, beginning of year	<u>26,905,077</u>	<u>25,715,588</u>	<u>3,401,136</u>	<u>3,247,421</u>	<u>30,306,213</u>	<u>28,963,009</u>
Net position, end of year	<u>\$ 27,226,729</u>	<u>\$ 26,905,077</u>	<u>\$ 3,705,736</u>	<u>\$ 3,401,136</u>	<u>\$ 30,932,465</u>	<u>\$ 30,306,213</u>

**Governmental Activities** - The Town relies significantly on property taxes, which, during 2020, made up approximately 85.0% of total governmental activities revenues, an increase of \$0.3 million over the prior year. In Massachusetts, Town's cannot increase property taxes more than 2.5% of the prior year commitment, plus new growth and voted operating and debt exclusions; so, this increase met the statutory amount expected that was raised on the Town certified tax recap. All other revenue amounts were either consistent with the prior year or not material in amount.

Major expenses were for education which continues to be an area that the Town devotes significant resources. Education represented 50.6% of total expenses; this was consistent with the prior year amount of 51.9%. All other functional expense categories were up slightly or flat with the prior year primarily due to a modest increase in benefits that were allocated to each function.

**Business-type Activities** - Major revenue sources consist of revenue from water user charges which represented approximately 100% of total revenues. Water expenses represented 100% of total business-type expenses. Revenues increased by 20% over the prior year due to increased consumption during the COVID-19 lockdown imposed by the Governor as well as an increase in rates. Expenses were consistent with the prior year.

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

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

**Governmental Funds** - The focus of the Town's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the

Town's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance in the general fund was approximately \$5.6 million, while total fund balance reached approximately \$6.7 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Unassigned fund balance represented approximately 37.0% of total general fund expenditures, while total fund balance represented approximately 44.5% of that same amount.

The Town's governmental funds balance sheet reported a combined ending fund balance surplus of approximately \$11.7 million. In addition to the \$6.7 million in the general fund previously discussed, there were also restricted fund balances in the Community Preservation Fund and Library Trust Fund of approximately \$3.1 million and \$1.1 million, respectively. The fund balance of the combined Nonmajor funds was approximately \$0.8 million, most of which is restricted.

The General Fund balance increased by about \$0.9 million due to a strong operating performance. This was achieved despite the pandemic that gripped the 4<sup>th</sup> quarter. The Town's revenues were not impacted, and operating results were leveraged by the continued robust economy in play for the first three quarters of the fiscal year.

The Community Preservation Fund balance increased by \$0.2 million over the prior year; this was primarily due to less voted projects as compared to lower State matched revenue.

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

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

***Proprietary Funds*** - The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. At the end of the year, net position of the water fund was approximately \$3.7 million, which increased approximately \$0.3 million from the prior year. The fund experienced an uptick in revenue due to a rate increase and increased consumption due the State imposed lockdown. s.

***Fiduciary funds*** - The Town's fiduciary funds include nearly \$2.4 million for a trust established to account for the Town's other postemployment benefit activities. In addition, the Town maintains over \$0.3 million in various private purpose activities that are also accounted for within its fiduciary funds

### **General Fund Budgetary Highlights**

Major differences in the final amended budget to the original budget mainly consisted of public works articles of approximately \$0.5 million that were passed in the spring Annual Town Meeting.

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

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

**Capital Assets** - The Town's investment in capital assets for its governmental and business-type activities as of June 30, 2020, amounts to approximately \$27.9 million (net of accumulated depreciation).

This investment in capital assets includes land, buildings and improvements, infrastructure, machinery and equipment and reflects a small increase from prior year, as additions approximated depreciation.

Major capital asset additions for 2020 included approximately \$2.3 million of Water Enterprise additions related to the Brake Hill Water Storage Tank and the Meter and Chemical Injection Building Projects.

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

**Long-term Debt** - At the end of the current fiscal year, the Town had total debt outstanding of nearly \$2.7 million; this includes approximately \$1.0 million in governmental activities and approximately \$1.7 million in business-type activities. This represented a decrease of \$0.5 million over the prior year due to regularly scheduled maturities.

The Town was assigned a bond rating of AA+ from Standard and Poor; this means its investment grade is very strong and is one level below the highest rating the agency sets.

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

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

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

- The Town's unemployment rate remains stable, however unemployment rates throughout the Commonwealth and the Nation are near historic highs due to the layoffs imposed as part of the COVID-19 pandemic.
- The Town's real estate tax base is made up of approximately 97.3% residential real estate tax. Its commercial, industrial and personal property taxes make up the remainder of the tax base at 2.7%. In addition, Chapter 580 of the Acts of 1980, more commonly referred to as Proposition 2 ½, limits the Town's ability to increase taxes in any one year by more than two and one-half percent (2 ½%) of the previous year tax levy
- The Town's housing market is robust and continues to rank at the top of the State averages.

The above items were considered when the Town developed its budget for fiscal year 2021 which was authorized by Annual Town Meeting in June 2020 and it expects to set its tax rate before December 31, 2020.

### **Requests for Information**

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

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF NET POSITION**

**JUNE 30, 2020**

	Governmental Activities	Business-Type Activities	Total
<b>Assets</b>			
Cash and cash equivalents	\$ 6,922,102	\$ 1,883,210	\$ 8,805,312
Investments	5,044,124	-	5,044,124
Receivables, net of allowance for uncollectibles:			
Property taxes	189,836	-	189,836
Departmental and other	249,395	-	249,395
Intergovernmental	14,892	-	14,892
User charges	-	435,913	435,913
Capital assets, not being depreciated	9,453,482	395,662	9,849,144
Capital assets, net of accumulated depreciation	13,651,373	4,352,195	18,003,568
<b>Total Assets</b>	<b>35,525,204</b>	<b>7,066,980</b>	<b>42,592,184</b>
<b>Deferred Outflows of Resources</b>			
Related to other postemployment benefit liability	449,075	49,897	498,972
Related to net pension liability	1,106,863	93,940	1,200,803
<b>Total Deferred Outflows of Resources</b>	<b>1,555,938</b>	<b>143,837</b>	<b>1,699,775</b>
<b>Liabilities</b>			
Warrants and accounts payable	224,176	-	224,176
Accrued payroll and withholdings	17,766	-	17,766
Other liabilities	2,599	-	2,599
Bond anticipation notes payable	-	1,100,000	1,100,000
Noncurrent liabilities:			
Due within one year	421,941	51,971	473,912
Due in more than one year	8,738,362	2,314,208	11,052,570
<b>Total Liabilities</b>	<b>9,404,844</b>	<b>3,466,179</b>	<b>12,871,023</b>
<b>Deferred Inflows of Resources</b>			
Related to net other postemployment benefit liability	28,467	3,163	31,630
Related to net pension liability	421,102	35,739	456,841
<b>Total Deferred Inflows of Resources</b>	<b>449,569</b>	<b>38,902</b>	<b>488,471</b>
<b>Net Position</b>			
Net investment in capital assets	22,164,856	1,983,799	24,148,655
Restricted:			
Nonexpendable permanent funds	18,120	-	18,120
Community preservation	3,131,992	-	3,131,992
Other purposes	1,918,152	-	1,918,152
Unrestricted	(6,391)	1,721,937	1,715,546
<b>Total Net Position</b>	<b>\$ 27,226,729</b>	<b>\$ 3,705,736</b>	<b>\$ 30,932,465</b>

See accompanying notes to basic financial statements.



TOWN OF WEST NEWBURY, MASSACHUSETTS

STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2020

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position			
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total	
Primary government:								
<u>Governmental Activities:</u>								
General government	\$ 1,987,951	\$ 222,045	\$ 722	\$ 256,237	\$ (1,508,947)		\$ (1,508,947)	
Public safety	2,938,800	262,586	48,476	-	(2,627,738)		(2,627,738)	
Education	8,416,441	-	58,000	-	(8,358,441)		(8,358,441)	
Public works	1,703,025	50,954	-	188	(1,651,883)		(1,651,883)	
Health and human services	1,063,063	16,934	42,332	-	(1,003,797)		(1,003,797)	
Culture and recreation	510,210	52,509	26,764	-	(430,937)		(430,937)	
Interest	21,775	-	-	-	(21,775)		(21,775)	
Total Governmental Activities	16,641,265	605,028	176,294	256,425	(15,603,518)		(15,603,518)	
<u>Business-Type Activities:</u>								
Water	846,662	1,078,059	-	37,500	-	\$ 268,897	268,897	
Total Primary Government	<u>\$ 17,487,927</u>	<u>\$ 1,683,087</u>	<u>\$ 176,294</u>	<u>\$ 293,925</u>	(15,603,518)	268,897	(15,334,621)	
<u>General Revenues:</u>								
					14,410,021	-	14,410,021	
					785,834	-	785,834	
					55,885	-	55,885	
					Grants and contributions not restricted to specific purposes	368,913	-	368,913
					Unrestricted investment income	304,517	35,703	340,220
					Total general revenues and transfers	15,925,170	35,703	15,960,873
					Change in Net Position	321,652	304,600	626,252
<u>Net Position:</u>								
					Beginning of year	26,905,077	3,401,136	30,306,213
					End of year	<u>\$ 27,226,729</u>	<u>\$ 3,705,736</u>	<u>\$ 30,932,465</u>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2020**

	General	Community Preservation	Library Trust Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets:</b>					
Cash and cash equivalents	\$ 2,956,030	\$ 3,131,992	\$ 131,551	\$ 702,529	\$ 6,922,102
Investments	3,956,825	-	1,008,921	78,378	5,044,124
Receivables, net of allowance for uncollectibles					
Property taxes	186,297	3,539	-	-	189,836
Departmental and other	233,063	560	-	15,772	249,395
Intergovernmental	-	-	-	14,892	14,892
<b>Total Assets</b>	<u>7,332,215</u>	<u>3,136,091</u>	<u>1,140,472</u>	<u>811,571</u>	<u>12,420,349</u>
<b>Total Deferred Outflows of Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Assets and Deferred Outflows of Resources</b>	<u>\$ 7,332,215</u>	<u>\$ 3,136,091</u>	<u>\$ 1,140,472</u>	<u>\$ 811,571</u>	<u>\$ 12,420,349</u>
<b>Liabilities:</b>					
Warrants and accounts payable	\$ 224,176	\$ -	\$ -	\$ -	\$ 224,176
Accrued payroll and withholdings	17,766	-	-	-	17,766
Other liabilities	2,599	-	-	-	2,599
<b>Total Liabilities</b>	<u>244,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>244,541</u>
<b>Deferred Inflows of Resources:</b>					
Unavailable revenues - property taxes	186,297	3,539	-	-	189,836
Unavailable revenues - other	233,063	560	-	15,772	249,395
<b>Total Deferred Inflows of Resources</b>	<u>419,360</u>	<u>4,099</u>	<u>-</u>	<u>15,772</u>	<u>439,231</u>
<b>Fund Balances:</b>					
Nonspendable	-	-	7,500	10,620	18,120
Restricted	43,777	3,131,992	1,132,972	785,179	5,093,920
Committed	952,498	-	-	-	952,498
Assigned	117,985	-	-	-	117,985
Unassigned	5,554,054	-	-	-	5,554,054
<b>Total Fund Balances</b>	<u>6,668,314</u>	<u>3,131,992</u>	<u>1,140,472</u>	<u>795,799</u>	<u>11,736,577</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<u>\$ 7,332,215</u>	<u>\$ 3,136,091</u>	<u>\$ 1,140,472</u>	<u>\$ 811,571</u>	<u>\$ 12,420,349</u>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION  
JUNE 30, 2020**

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<b>Total Governmental Fund Balances</b>	<b>\$ 11,736,577</b>
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	23,104,855
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the governmental funds.	439,231
Deferred outflows and inflows of resources to be recognized in future pension and OPEB expense are not available resources and, therefore, are not reported in the funds:	
Deferred outflows related to net pension liability	1,106,863
Deferred inflows related to net pension liability	(421,102)
Deferred outflows related to net other postemployment benefits liability	449,075
Deferred inflows related to net other postemployment benefits liability	(28,467)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the government funds:	
Bonds and notes payable	(1,002,867)
Net pension liability	(7,648,236)
Net other postemployment benefit liability	(388,145)
Compensated absences	(121,055)
<b>Net Position of Governmental Activities</b>	<b><u>\$ 27,226,729</u></b>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2020**

	General	Community Preservation	Library Trust Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Property taxes	\$ 14,037,744	\$ 337,816	\$ -	\$ -	\$ 14,375,560
Intergovernmental	391,999	169,258	-	202,123	763,380
Excise taxes	784,960	-	-	874	785,834
License and permits	267,024	-	-	-	267,024
Departmental and other revenue	176,248	1,005	-	145,673	322,926
Penalties and interest on taxes	55,885	-	-	-	55,885
Fines and forfeitures	12,097	-	-	-	12,097
Investment income	188,543	28,725	84,688	2,561	304,517
Contributions and donations	-	-	-	38,252	38,252
<b>Total Revenues</b>	<u>15,914,500</u>	<u>536,804</u>	<u>84,688</u>	<u>389,483</u>	<u>16,925,475</u>
<b>Expenditures:</b>					
Current:					
General government	1,107,674	292,858	-	138,010	1,538,542
Public safety	1,787,945	-	-	104,553	1,892,498
Education	8,262,254	-	-	19,036	8,281,290
Public works	1,278,583	-	-	2,025	1,280,608
Health and human services	632,166	-	-	43,704	675,870
Culture and recreation	373,459	28,280	-	52,106	453,845
Community preservation	-	-	-	-	-
Pension and other fringe benefits	1,091,456	-	-	-	1,091,456
State and county tax assessments	85,801	-	-	-	85,801
Debt service:					
Principal	350,614	-	-	105,578	456,192
Interest	20,825	-	-	950	21,775
<b>Total Expenditures</b>	<u>14,990,777</u>	<u>321,138</u>	<u>-</u>	<u>465,962</u>	<u>15,777,877</u>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	923,723	215,666	84,688	(76,479)	1,147,598
<b>Net Change in Fund Balances</b>	923,723	215,666	84,688	(76,479)	1,147,598
Fund Balances - Beginning	<u>5,744,591</u>	<u>2,916,326</u>	<u>1,055,784</u>	<u>872,278</u>	<u>10,588,979</u>
Fund Balances - Ending	<u><b>\$ 6,668,314</b></u>	<u><b>\$ 3,131,992</b></u>	<u><b>\$ 1,140,472</b></u>	<u><b>\$ 795,799</b></u>	<u><b>\$ 11,736,577</b></u>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2020**

	<u>Total</u>
<b>Net Change in Fund Balances - Total Governmental Fund Balances</b>	<b>\$ 1,147,598</b>
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The net amounts are reflected here as reconciling items:</p>	
Capital outlays	\$ 168,119
Depreciation expense	<u>(1,125,269)</u>
Net effect of reporting capital assets	(957,150)
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither has any effect on Net Position. Also governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued; whereas these amounts are amortized in the Statement of Activities. The net amount presented here as a reconciling item represents the following differences:</p>	
Repayments of debt	<u>456,191</u>
Net effect of reporting long-term debt	456,191
<p>Revenues in the Statement of Activities that do not provide current financial are reported as unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue of various types of accounts receivable differ between the two statements. The amount presented represents the difference in unavailable revenue.</p>	
	37,442
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:</p>	
Compensated absences	(33,782)
Other postemployment benefits	(21,935)
Pension benefits	<u>(306,712)</u>
Net effect of reporting long-term liabilities	<u>(362,429)</u>
<b>Change in Net Position of Governmental Activities</b>	<b>\$ <u>321,652</u></b>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF NET POSITION  
PROPRIETARY FUNDS**

**JUNE 30, 2020**

	Business-type Activities Enterprise fund Water
<b>Assets:</b>	
Current assets:	
Cash and cash equivalents	\$ 1,883,210
User fees receivable	435,913
Total current assets	2,319,123
Noncurrent assets:	
Capital assets, not being depreciated	395,662
Capital assets, net of accumulated depreciation	4,352,195
Total noncurrent assets	4,747,857
<b>Total Assets</b>	<b>7,066,980</b>
<b>Deferred Outflows of Resources</b>	
Related to net other postemployment benefit liability	49,897
Related to net pension liability	93,940
<b>Total Deferred Outflows of Resources</b>	<b>143,837</b>
<b>Liabilities:</b>	
Current liabilities:	
Bond anticipation notes payable	1,100,000
Bonds and notes payable	47,029
Compensated absences	4,942
Total current liabilities	1,151,971
Noncurrent liabilities:	
Bonds and notes payable	1,617,029
Compensated absences	4,941
Other postemployment benefit liability	43,127
Net pension liability	649,111
Total noncurrent liabilities	2,314,208
<b>Total Liabilities</b>	<b>3,466,179</b>
<b>Deferred Inflows of Resources</b>	
Related to net other postemployment benefit liability	3,163
Related to net pension liability	35,739
<b>Total Deferred Inflows of Resources</b>	<b>38,902</b>
<b>Net Position:</b>	
Net investment in capital assets	1,983,799
Unrestricted	1,721,937
<b>Total Net Position</b>	<b>\$ 3,705,736</b>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF REVENUES, EXPENSES,  
AND CHANGES IN NET POSITION**

**PROPRIETARY FUNDS**

**YEAR ENDED JUNE 30, 2020**

	Business-type Activities Enterprise Fund Water
<b>Operating Revenues:</b>	
Charges for services	\$ 980,448
Other	97,611
<b>Total Operating Revenues</b>	<u>1,078,059</u>
<b>Operating Expenses:</b>	
Operating costs	691,280
Depreciation	95,765
<b>Total Operating Expenses</b>	<u>787,045</u>
<b>Operating Income (Loss)</b>	<u>291,014</u>
<b>Nonoperating Revenues (Expenses):</b>	
Investment income	35,703
Investment expense	(59,617)
<b>Total Nonoperating Revenues (Expenses)</b>	<u>(23,914)</u>
<b>Income (Loss) Before Capital Contributions and Transfers</b>	267,100
<b>Capital Contributions:</b>	
System development fees	37,500
<b>Change in Net Position</b>	<u>304,600</u>
 Total Net Position - Beginning	 <u>3,401,136</u>
Total Net Position - Ending	<u><u>\$ 3,705,736</u></u>

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF CASH FLOW  
PROPRIETARY FUNDS  
YEAR ENDED JUNE 30, 2020**

	Business-type Activities Enterprise Fund Water
<b>Cash Flows From Operating Activities:</b>	
Receipts from users	\$ 917,297
Payments to employees	(262,950)
Payments to vendors	(391,443)
<b>Net Cash Provided by Operating Activities</b>	<b>262,904</b>
<b>Cash Flows from Capital and Related Financing Activities</b>	
System development fees	37,500
Acquisition and construction of capital assets	(2,305,410)
Issuance of bonds and notes	1,100,000
Principal payments on bonds and notes	(42,029)
Interest expense	(59,618)
<b>Net Cash (Used for) Capital and Related Financing Activities</b>	<b>(1,269,557)</b>
<b>Cash flows from Investing Activities</b>	
Investment income	35,703
<b>Net Cash Provided by Investing Activities</b>	<b>35,703</b>
<b>Net Change in Cash and Cash Equivalents</b>	<b>(970,950)</b>
<b>Cash and Cash Equivalents:</b>	
Beginning of year	2,854,160
End of year	<b>\$ 1,883,210</b>
<b>Reconciliation of Operating Income to Net Cash Provided By (Used for) Operating Activities:</b>	
Operating loss	\$ 291,014
Depreciation expense	95,765
Changes in assets, deferred inflows, and liabilities:	
Receivables (net)	(156,451)
Deferred outflows of resources	(4,311)
Payables	4,108
Deferred inflows of resources	9,465
Net other postemployment benefit liability	24,799
Net pension liability	(1,485)
<b>Net Cash Provided by (Used for) Operating Activities</b>	<b>\$ 262,904</b>

See accompanying notes to basic financial statements.



**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF FIDUCIARY NET POSITION  
JUNE 30, 2020**

	Other Postemployment Benefits Trust	Private Purpose Trust Funds	Agency Funds
<b>Assets:</b>			
Cash and cash equivalents	\$ 135,428	\$ -	\$ 57,700
Certificates of Deposit	50,693	241,332	-
Equities	1,400,015	-	-
Fixed Income	486,306	-	-
Government securities	307,558	-	-
Receivables	-	108,779	-
	<hr/>	<hr/>	<hr/>
<b>Total Assets</b>	2,380,000	350,111	57,700
	<hr/>	<hr/>	<hr/>
<b>Liabilities:</b>			
Other liabilities	-	-	57,700
	<hr/>	<hr/>	<hr/>
<b>Total Liabilities</b>	-	-	\$ 57,700
	<hr/>	<hr/>	<hr/>
<b>Net Position:</b>			
Held in trust for other postemployment benefits	2,380,000	-	
Held in trust for other purposes	-	350,111	
	<hr/>	<hr/>	
<b>Total Net Position</b>	<u><u>\$ 2,380,000</u></u>	<u><u>\$ 350,111</u></u>	

See accompanying notes to basic financial statements.

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
YEAR ENDED JUNE 30, 2020**

	Other Postemployment Benefits Trust	Private Purpose Trust Funds
<b>Additions:</b>		
Contributions:		
Employer	\$ 91,712	\$ -
Total contributions	91,712	-
Investment income:		
Interest and dividends	131,132	8,079
<b>Total Additions</b>	222,844	8,079
<b>Deductions:</b>		
Benefits paid	91,712	-
Health and human services	-	900
<b>Total Deductions</b>	91,712	900
<b>Change in Net Position</b>	131,132	7,179
Net Position - Beginning	2,248,868	342,932
Net Position - Ending	<b>\$ 2,380,000</b>	<b>\$ 350,111</b>

See accompanying notes to basic financial statements.

## TAX COLLECTOR/TREASURER

The West Newbury Tax Collector's office collected in Fiscal 2020 \$14,191,808.83 in Real Estate taxes, \$229,353.85 in Personal Property taxes, \$797,255.10 in Motor Vehicle taxes, \$1,749.00 in Boat tax, \$69,907.16 in interest and fees and \$33,882.97 from Tax Title revenue.

Real Estate and Personal Property bills were billed quarterly and were due August 1<sup>st</sup>, November 1<sup>st</sup>, February 3<sup>rd</sup>, and June 1<sup>st</sup>. collection processes include a bank lockbox and an internet pay-on-line process through the town website. Interest accrues at a rate of 14% on all overdue payments. A \$20.00 demand bill is issued approximately 1 week after the June 1<sup>st</sup> due date. Fiscal Year 2020 tax bills are based on the assessment date of January 1, 2019 and are mailed to the owner of record as of that date.

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

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

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

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

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

Susan Yeames

Treasurer and Tax Collector

December 2020

# Town Treasurer

The Treasurer's office collected \$14M in property taxes which is a 100% collection rate. Motor vehicle excise tax totaled \$799K.

Earnings on investments for the year were \$66.5K from the General Accounts, \$121K from Water Enterprise, \$200.7K from the Library Trust, \$223K from Trust Funds, \$446K General OPEB account and \$45.4K from Water Enterprise OPEB account. We continue to monitor the bank rates to maximize our earnings.

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

The Town did not have any Bond Anticipation Notes outstanding in FY 2020. The Town had \$3,766,926 in outstanding debt as of June 30, 2020. 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

**FY2020**

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2019	+ New Debt Issued	- Retirements	= Outstanding June 30, 2020	Interest Paid in FY2020
Buildings	640,000		170,000	470,000	11,100
Departmental Equipment				0.00	
School Buildings				0.00	
School - All Other				0.00	
Sewer				0.00	
Solid Waste				0.00	
Other Inside	735,000		265,000	470,000	12,050

SUB - TOTAL Inside	1,375,000	0.00	435,000	940,000	23,150
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Long Term Debt Outside the Debt Limit	Outstanding July 1, 2019	+ New Debt Issued	- Retirements	= Outstanding June 30, 2020	Interest Paid in FY2020
Airport				0.00	
Gas/Electric Utility				0.00	
Hospital				0.00	
School Buildings				0.00	
Sewer				0.00	
Solid Waste				0.00	
Water	1,706,087		42,029	1,664,058	59,616
Other Outside	84,059		21,192	62,868	1,094

SUB - TOTAL Outside	1,790,146	0.00	63,221	1,726,926	60,710
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TOTAL Long Term Debt	3,165,146	0.00	498,221	2,666,926	83,860
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Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescinded	= Unissued 6/30/2020
Septic Loan	04/26/99	23	200,000	195,089	4,911
MCWT	11/13/00	8	200,000	196,900	3,100
Water Tank	04/24/17	8	1,700,000	1,700,000	
Water Tank	04/29/19	8	1,100,000		1,100,000
Soldiers & Sailors Mem.	11/4/2019		1,250,000		1,250,000

SUB - TOTAL from additional sheet(s)	0.00
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TOTAL Authorized and Unissued Debt	4,450,000	2,091,989	2,358,011
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***BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS DETAIL***

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2019	+ New Debt Issued	- Retirements	= Outstanding June 30, 2020	Interest Paid in FY2020
Public Safety Complex	640,000		170,000	470,000	11,100
Land Acquisition I (I)	60,000		30,000	30,000	900
Land Acquisition II (IE)	580,000		140,000	440,000	10,200
Land Acquisition (IE)	95,000		95,000		950
TOTAL	1,375,000		435,000	940,000	23,150

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2019	+ New Debt Issued	- Retirements	= Outstanding June 30, 2020	Interest Paid in FY2020
Water	48,116		12,029	36,087	2,406
Water	1,700,000		30,000	1,670,000	59,312
Title V	32,706		10,829	21,877	1,635
Title V	72,544		10,363	62,181	
TOTAL	1,853,366	0.00	63,221	1,790,145	63,353



**Town of West Newbury**  
**381 Main Street**  
**West Newbury, Massachusetts 01985**

<b>State of Accounts as of 6/30/2020</b>		
<b><u>Financial Institution</u></b>	<b><u>Purpose</u></b>	<b><u>Balance</u></b>
Rockland Trust	Money Market	\$ 582,204.89
Rockland Trust	Money Market	\$ 157,878.80
Rockland Trust	Checking	\$ 100.00
East Boston Savings	Money Market	\$ 810,042.99
Eastern Bank Escrow	Contractor's Escrow	\$ 96,267.71
Pershing Advisor Solution LLC	GAR Memorial Trust	\$ 1,147,549.79
Century Bank	CPA	\$ 2,802,337.90
Institution for Savings - General Fund	Money Market	\$ 2,278,550.76
Institution for Savings - Water Money Market	Money Market	\$ 1,108,898.44
Institution for Savings - Vendor	Vendor Account	\$ (1,761.38)
Institution for Savings - Water Stabilization	Savings	\$ 6,061.13
Institution for Savings - Cultural Council	Gift Account	\$ 3,086.40
Institution for Savings - GAR Mem. Library	Gift Account	\$ 11,863.70
Eastern Water Capital	Savings	\$ 810,897.91
Eastern Bank General Account	Savings	\$ 6,558.11
Institution for Savings Payroll	Payroll	\$ 6,468.92
Eastern Bank Vendor	Vendor Account	\$ (7,886.57)
OPEB Town	Trust Fund	\$ 2,145,502.01
OPEB Water	Trust Fund	\$ 234,497.90
Stabilization Fund	Trust Fund	\$ 2,072,768.73
Water Stabilization Fund	Trust Fund	\$ 45,733.21
Conservation Fund	Trust Fund	\$ 48,784.60
School Stabilization Fund	Trust Fund	\$ 1,658,024.93
Pension Liability Stabilization Fund	Trust Fund	\$ 229,169.30
McGrath Fund	Trust Fund	\$ 15,016.15
Bandstand Fund	Trust Fund	\$ 3,343.79
Elliott Fund	Trust Fund	\$ 228,679.39
Kennett Hospital Fund	Trust Fund	\$ 15,409.15
Ellwell Square Sign Fund	Trust Fund	\$ 771.39
Petty Cash	Cash on hand	\$ 1,173.30
		\$ 16,517,993.35

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2020**

	<b>Total Budget (including transfers)</b>	<b>Expended Year to Date</b>
<b>TOWN MODERATOR</b>		
Moderator's Salary	200	200
Moderator's Expenses	60	55
Department Total	<u>260</u>	<u>255</u>
<b>BOARD OF SELECTMEN</b>		
Selectmen's Salaries	-	-
Professional & Tech Services	15,440	7,590
Selectmen's Operating Expenses	7,000	6,399
Department Total	<u>22,440</u>	<u>13,989</u>
<b>FINANCE COMMITTEE EXPENSES</b>		
Finance Committee Salaries	-	-
Finance Committee Expenses	1,500	1,067
Department Total	<u>1,500</u>	<u>1,067</u>
Reserve Fund (budget reflects transfers out)	42,386	-
Department Total	<u>42,386</u>	<u>-</u>
<b>BOARD OF ASSESSORS</b>		
Assessors` Salaries	-	-
Assessors Appt'd Pers Salary & Wage	125,180	124,297
Assessors Expenses	46,900	42,495
Assessor Vehicle Allowance and mileage	3,900	2,480
Department Total	<u>175,980</u>	<u>169,271</u>
<b>FINANCE DEPARTMENT</b>		
Finance Dept Salaries & Wages	210,794	200,794
Annual Audit	20,500	20,500
Tax Title And Foreclosure	75	75
Finance Dept Expenses, Postage, Travel	32,169	32,169
Department Total	<u>263,538</u>	<u>253,538</u>
<b>TOWN MANAGER</b>		
Town Manager Salary	147,900	147,900
Salary & Wages	62,523	62,523
Technology Expenses	41,132	40,056
Expenses	19,127	12,688
Vehicle Allowance	3,600	3,600
Department Total	<u>274,282</u>	<u>266,767</u>
<b>TOWN CLERK</b>		
Town Clerk Salary & Wages	116,657	112,719
Operation Of Fax/Photo Machine	5,650	5,349
Town Clerk`s Expenses	6,450	3,662
Department Total	<u>128,757</u>	<u>121,730</u>
<b>BOARD OF REGISTRARS/ELECTIONS</b>		
Town Clerk Compensation	150	150
Bd of Registrars Salary & Wages	4,400	4,235
Bd Of Registrars Expenses	7,500	6,086
Department Total	<u>12,050</u>	<u>10,472</u>

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2020**

	<b>Total Budget</b>	<b>Expended</b>
<b>LEGAL FEES</b>		
Legal Fees	15,000	13,770
<b>CONSERVATION COMMITTEE</b>		
Conservation Com Salary & Wages	29,440	26,442
Conservation Com Vehicle Allowance	600	350
Conservation Com Expenses	2,410	533
Department Total	32,450	27,326
<b>PLANNING BOARD</b>		
Planning Bd Salary & Wages	55,390	53,024
Planning Board Expenses	6,600	4,928
MVPC Assessment	1,623	1,623
Department Total	63,613	59,576
<b>ZONING BOARD OF APPEALS</b>		
ZBA Salary & Wages	1,000	1,000
ZBA Expenses	400	398
Department Total	1,400	1,398
<b>OPEN SPACE &amp; RECREATION</b>		
Open Space Expenses	750	-
Department Total	750	-
<b>TOTAL - GENERAL TOWN GOVERNMENT</b>	<b>1,034,406</b>	<b>939,157</b>
<b>POLICE DEPARTMENT</b>		
Police Salaries & Wages	902,049	848,106
School Resource Officer	65,537	65,537
Police Overtime Wages	55,487	42,026
Police Expenses	104,229	81,990
Police Cruiser	37,000	37,000
Department Total	1,164,302	1,074,659
<b>FIRE DEPARTMENT</b>		
Fire Alarm Wages	89,000	59,542
Fire Drills	26,284	13,561
Fire Other Wages	25,000	23,930
Fire Administration	25,730	23,407
Medical Exams	5,000	689
Hydrant Mapping, Maint/Repair	77,207	77,207
Fire Alarm & Communications	11,000	9,271
Fire Expenses	46,000	41,502
Department Total	305,221	249,108
<b>INSPECTOR'S DEPARTMENT</b>		
Inspectors Salaries & Wages	125,670	121,767
Inspectors Expenses	9,270	9,016
Inspectors Vehicle Allowance	5,220	5,220
Department Total	140,160	136,003



***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2020**

	<b>Total Budget</b>	<b>Expended</b>
<b>EMERGENCY MANAGEMENT</b>		
Emergency Mgmt Salary & Wages	8,059	7,588
Emergency Mgmt Expenses	3,265	2,208
Department Total	<u>11,324</u>	<u>9,796</u>
<b>ANIMAL CONTROL OFFICER</b>		
Animal Control Expenses	24,050	24,050
Department Total	<u>24,050</u>	<u>24,050</u>
<b>HARBORMASTER</b>		
Harbormaster Salary	2,000	2,000
Department Total	<u>2,000</u>	<u>2,000</u>
<b>MUNICIPAL DISPATCH SERVICE</b>		
Municipal Dispatch Salaries & Wages	267,006	223,286
Municipal Dispatch Overtime Wages	24,229	17,118
Municipal Dispatch Expenses	26,370	22,657
Department Total	<u>317,605</u>	<u>263,061</u>
<b>TOTAL - PUBLIC SAFETY</b>	<b>1,964,662</b>	<b>1,758,678</b>
<b>ASSESSMENTS</b>		
Pentucket Regional Assessment	7,372,813	7,372,813
Pentucket Capital Assessment	58,227	58,227
Pentucket Assessment Page Phase II	509,538	509,538
Whittier Assessments	288,411	288,411
Essex NS Technical Assessment	17,200	16,822
Department Total	<u>8,246,189</u>	<u>8,245,811</u>
<b>TOTAL - EDUCATION</b>	<b>8,246,189</b>	<b>8,245,811</b>
<b>PUBLIC WORKS</b>		
DPW Salary & Wages	455,168	428,918
Overtime Wages	16,825	8,049
Snow & Ice Removal Wages	211,087	211,087
Town Bldgs Operating Expenses	122,192	119,651
Electricity	70,510	70,510
Town Bldgs Improvements	68,614	63,292
Street Paving/Repairs	39,900	25,672
Highway, Sidewalk & Trees	140,000	128,468
Stormwater Management	10,000	7,109
DPW Vehicle Allowance	6,000	6,000
DPW Expenses	16,040	9,563
Parks Expenses	15,000	9,298
Road Machinery Op Expenses	49,000	29,329
Public Street Lights	6,490	5,341
Department Total	<u>1,226,826</u>	<u>1,122,286</u>
<b>TOTAL - PUBLIC WORKS</b>	<b>1,226,826</b>	<b>1,122,286</b>

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2020**

	<b>Total Budget</b>	<b>Expended</b>
<b>BOARD OF HEALTH</b>		
Board of Health Salary & Wages	122,620	119,906
Public Health Nurse	3,840	3,840
Waste Collection	325,080	311,390
Steele landfill monitoring	22,646	22,646
Recycling	50,000	38,401
Hazardous Waste Expenses	2,000	1,613
Bd of Health Expenses	6,500	5,909
Department Total	532,686	503,706
<b>COUNCIL ON AGING</b>		
Council On Aging Salary & Wages	72,950	68,754
Council On Aging Expenses	19,500	17,541
Department Total	92,450	86,296
<b>VETERANS</b>		
Soldiers Grave Expenses	2,600	2,185
Memorial Day Expense	600	455
Northern Essex Veterans Services/Assessment	30,357	28,859
Department Total	33,557	31,499
<b>TOTAL - HUMAN SERVICES</b>	<b>658,693</b>	<b>621,500</b>
<b>GAR MEMORIAL LIBRARY</b>		
Library Salaries & Wages	263,813	257,916
Library Expenses	33,000	31,863
Library Books & Periodicals	67,000	66,605
Department Total	363,813	356,385
<b>PARKS &amp; RECREATION</b>		
Recreation Dept Salaries Wages	1,800	1,666
Recreation Expenses	5,500	240
Mill Pond Operating Expenses	2,100	1,189
Action Cove	3,000	2,219
Bandstand Expenses	6,000	4,849
Department Total	18,400	10,163
<b>HISTORICAL COMMISSION</b>		
Historical Commission Expenses	500	175
Department Total	500	175
<b>CULTURAL COUNCIL</b>		
Cultural Council Expenses	100	-
Department Total	100	-
<b>TOTAL - CULTURE &amp; RECREATION</b>	<b>382,813</b>	<b>366,722</b>

***Town of West Newbury***  
**Expenditure Report for General Fund Activity**  
**FY 2020**

		<b>Total Budget</b>	<b>Expended</b>
<b>MATURING DEBT SERVICE</b>			
Maturing Debt		350,614	350,614
	Total	350,614	350,614
Interest on Debt		22,200	20,825
	Total	22,200	20,825
<b>TOTAL - DEBT SERVICE</b>		<b>372,814</b>	<b>371,439</b>
<b>BENEFITS/INSURANCE</b>			
OPEB Contribution		1	-
Unemployment Insurance		15,001	10,301
Essex Regional Retirement Fund		660,171	660,171
Group Insurance		465,397	373,473
F.I.C.A. Insurance		48,279	47,512
Insurance & Bonds		172,832	150,797
	Department Total	1,361,681	1,242,254
<b>TOTAL - BENEFITS/INSURANCE</b>		<b>1,361,681</b>	<b>1,242,254</b>
<b>TRANSFERS OUT</b>			
Transfers to Special Articles		353,745	353,745
Transfers to Stabilization		500,000	500,000
Transfers to Stabilization Pension		67,000	67,000
Transfers to School Stabilization		321,800	321,800
	Total	1,242,545	1,242,545
<b>TOTAL - TRANSFERS OUT</b>		<b>1,242,545</b>	<b>1,242,545</b>
<b>TOTAL EXPENDITURES</b>		<b>16,490,629</b>	<b>15,910,393</b>

*Town of West Newbury*  
**Revenue Report for All Activity**  
**FY 2020**

	<b>Revenue Year to Date</b>
<b>PROPERTY TAXES</b>	
Personal Property - 2020	191,727
Real Estate Taxes - 2018	828
Real Estate Taxes - 2019	110,649
Real Estate Taxes - 2020	13,684,968
Total	<u>13,988,171</u>
<b>TAX LIENS REDEEMED</b>	
Tax Liens Redeemed	39,949
Total	<u>39,949</u>
<b>EXCISE TAXES</b>	
Motor Vehicle 2012	45
Motor Vehicle 2014	74
Motor Vehicle 2017	207
Motor Vehicle 2018	5,341
Motor Vehicle 2019	123,813
Motor Vehicle 2020	654,644
Boat Excise - 2019	10
Boat Excise - 2020	1,729
Total	<u>785,863</u>
<b>PENALTIES &amp; INTEREST</b>	
Penalties And Interest	55,885
Total	<u>55,885</u>
<b>IN LIEU OF TAXES</b>	
In Lieu Of Taxes	3,645
Total	<u>3,645</u>
Chapter 61A Rollback Taxes	9,624
Total	<u>9,624</u>
<b>DEPARTMENTAL RECEIPTS</b>	
Municipal Lien Certificates	6,225
Police Reports	65
Police Serv Chg. O/S Detail	4,503
Misc. Town Clerk Rev	2,870
Filing Fees	1,900
Other Departmental Revenue	800
Total	<u>16,363</u>

*Town of West Newbury*  
**Revenue Report for All Activity**  
**FY 2020**

	<b>Revenue Year to Date</b>
<b>RENTAL FEES</b>	
Rental - Town Other	122,144
Total	<u>122,144</u>
<b>LICENSE &amp; PERMITS</b>	
Alcoholic Beverage Licenses	800
Other Licenses	130
Dog Licenses & Fees	7,105
Firearm & Related Permits	2,175
Fire Inspection/Permit Fees	8,075
Building And Occupancy	177,096
Wiring Permits	27,638
Plumbing & Gas Permits	21,876
Septic- Perc- Wells- Misc. Bd	21,704
Other Misc. Permits	425
Total	<u>267,024</u>
<b>CHERRY SHEET ITEMS</b>	
C.S. State Owned Land	44,525
C.S. Chapter 70	210
C.S. Lottery- Beano- Charity	340,182
C.S. Abates to Elderly	3,072
C.S. Vets, Blind, Surviving Spouse	2,734
C.S. Veteran's Benefits Reimbursement	853
Total	<u>391,576</u>
<b>FINES &amp; FORFEITS</b>	
Non-Criminal Disposition Fines	600
Court & Parking Fines	11,497
Total	<u>12,097</u>
<b>EARNINGS ON INVESTMENTS</b>	
Earnings On Investments	60,478
Total	<u>60,478</u>
<b>MISCELLANEOUS REVENUES</b>	
Other Misc. Revenue	33,447
Vendor Refunds	649
Extended Polling Elections-State	423
Total	<u>34,519</u>
<b>TOTAL REVENUES</b>	<b>15,787,338</b>



**TOWN OF WEST NEWBURY  
DEBT SCHEDULE  
FY2020**

	ISSUE DATE	ISSUE	BALANCE 6/30/2019	2020 PAYMENTS	BALANCE 6/30/2020
<b>PRINCIPAL</b>					
MWPAT	7/3/2003	195,088.95	21,878.45	10,828.73	11,049.72
MWPAT	11/16/2005	196,900.00	62,181.00	10,363.00	51,818.00
PUBLIC SAFETY COMPLEX	2/23/2012	1,726,790.00	640,000.00	170,000.00	470,000.00
CRAVEN PROPERTY	2/23/2012	243,500.00	60,000.00	30,000.00	30,000.00
* LAND	2/23/2012	1,358,800.00	580,000.00	145,000.00	435,000.00
* LAND	2/23/2012	697,900.00	95,000.00	95,000.00	-
Totals			<u>1,459,059.45</u>	<u>461,191.73</u>	<u>997,867.72</u>
<b>INTEREST</b>					
MWPAT	7/3/2003		1,646.40	1,093.92	552.48
PUBLIC SAFETY COMPLEX	2/23/2012		24,800.00	11,100.00	13,700.00
CRAVEN PROPERTY	2/23/2012		1,200.00	900.00	300.00
LAND	2/23/2012		23,500.00	10,200.00	13,300.00
LAND	2/23/2012		950.00	950.00	-
Totals			<u>52,096.40</u>	<u>24,243.92</u>	<u>27,852.48</u>
<b>TOTALS P + I</b>			<u><b>1,511,155.85</b></u>	<u><b>485,435.65</b></u>	<u><b>1,025,720.20</b></u>
<b>PRINCIPAL &amp; INTEREST</b>					
MWPAT	7/3/2003		23,524.85	11,922.65	11,602.20
MWPAT	11/16/2005		62,181.00	10,363.00	51,818.00
PUBLIC SAFETY COMPLEX	2/23/2012		664,800.00	181,100.00	483,700.00
CRAVEN PROPERTY	2/23/2012		61,200.00	30,900.00	30,300.00
LAND	2/23/2012		603,500.00	155,200.00	448,300.00
LAND	2/23/2012		95,950.00	95,950.00	-
<b>TOTALS</b>			<u><b>1,511,155.85</b></u>	<u><b>485,435.65</b></u>	<u><b>1,025,720.20</b></u>

\* Debt Exclusion Overrides

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

**(For Fiscal Year 2020; July 1, 2019 through June 30, 2020)**

## **SPECIAL TOWN MEETING—November 4, 2019**

Pursuant to the Warrant issued by the Selectmen on October 15, 2019, which was posted on October 16, 2019 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Special Town Meeting was held on November 4, 2019 at the Town Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:09 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.

David Archibald, Chairman of the Board of Selectmen congratulated the Bicentennial Committee on their fine work in celebrating West Newbury's two hundredth birthday.

David Archibald presented the 2020 Citizen of the Year Award to Mary D. Harada for her forty years of service to the Town as a member of the School Committee, the Board of Health, the Finance Committee, the Housing Authority and the Community Preservation Community.

Stephen Swallow, co-chair of the Bicentennial Committee gave a report recapping the yearly celebration of West Newbury's two hundredth birthday.

Sherry Pruyn, Chairperson of the West Newbury Community Preservation Community and Marge Peterson of the Housing Authority congratulated Mary Harada for her service to their respective boards.

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

Board of Health Member Robert Janes moved to transfer the sum of \$11,500.00 from Free Cash to fund additional testing for the post-closure of the Steele Landfill. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

The Moderator declared that the Motion passed by unanimous vote.

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

Board of Heath Member Robert Janes moved to transfer the sum of \$66,000.00 from Free Cash to fund the planning, design and installation of a gas migration interception trench for the

post-closure of the Steele Landfill, including all costs related thereto. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed by unanimous vote.

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

Selectmen Richard Parker moved to transfer the sum of \$50,000.00 from Free Cash to fund all costs associated with the initial implementation of a multi-year plan to remove or otherwise address high hazard trees in West Newbury. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

The Moderator declared that the Motion passed by majority vote.

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

Selectman David Archibald moved to transfer the sum of \$9,500.00 from Free Cash to fund the purchase and installation of a small salter unit for an existing DPW truck. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

The Moderator declared the Motion passed by unanimous vote.

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

GAR Library Trustee Wendy Reed moved to transfer the sum of \$5,000.00 from Free Cash to fund all costs pertaining to the installation of two additional in-line dehumidifiers in the G.A.R. Memorial Library. Any remaining funds will be closed out to the general fund at the close of Fiscal Year 2020.

The Moderator declared that the motion passed by unanimous vote.

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

Selectman Glenn Kemper moved to transfer the sum of \$2,600.00 from Free Cash to be added to the FY 20 Omnibus Budget Line Item 26 Department of Public Work Town Building Operating Expenses.

The Moderator declared the motion passed by majority vote

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

Housing Authority Member Marge Peterson moved to transfer from Community Preservation Act Funds, a total of \$363,367.00, comprised of \$280,978.95 from the Community Housing Reserve and \$82,388.05 from the Undesignated Fund Balance, for kitchen and bath at modernization at 1 thru 6 Hills Court and 1 thru 6 Boynton Court, West Newbury in conformity with the Application for Funding filed with the Community Preservation Committee.



The Moderator declared that the motion passed by majority vote.

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

Historic Committee Chairman, Robert Janes moved to transfer from Community Preservation Act Funds, Historic Resources Reserve, the sum of \$600.00 for the purchase and installation of an historical marker to recognize and commemorate former West Newbury resident, Julian D. Steele in conformity with the Application for Funding filed with the Community Preservation Committee.

The Moderator declared that the Motion by unanimous vote.

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

Selectman David Archibald moved that the Town appropriate \$1,500,000 to pay costs of preserving, restoring and making extraordinary repairs to the Soldiers and Sailors Memorial Building (Carr Post), including but not limited to, interior and exterior restoration of the building fabric, installation of a subsurface sewage disposal system, installation of walkways and signage, hazardous materials remediation, replacement of electrical, plumbing, HVAC and fire alarm systems, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, (i) \$250,000 shall be transferred from amounts in the Community Preservation Fund, with \$141,100.33 from the CPA Historical Resources Reserve Fund and \$108,899.67 from CPA Undesignated Fund Balance, and (ii) the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,250,000.00 under and pursuant to M.G.L. c. 44, §7(1), M.G.L. c. 44B (the Community Preservation Act), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received 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 M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The Moderator declared that since this Motion included the incurrence of indebtedness, a two thirds vote was required.

Considerable discussion ensued.

The Moderator instructed the Board of Registrars to conduct a hand count. Upon report of the Registrars, the Moderator declared that the vote was 115 in the affirmative and 57 in the negative.

The Moderator declared that the motion passed by two thirds vote.

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

Selectman Glenn Kemper moved that the Town transfer the sum of \$15,000.00 from Free Cash to be added to the FY20 Omnibus Budget Line Item 39 Unemployment Compensation Expense.

The Moderator declared that the motion passed by majority vote.

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

Selectman Richard Parker moved that the Town transfer the sum of \$400,000.00 from Free Cash to reduce the current year tax rate.

The Moderator declared that the motion passed by unanimous vote.

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

Planning Board Member Brian Murphey moved that the Town amend Section 2. Definitions of the Zoning Bylaws of the Town of West Newbury by amending existing definitions and adding new definitions as set forth in *Appendix A-2019 Special Town Meeting-STM Article #13*, pp. 10-12 of the Finance Committee Booklet, November 4, 2019.

The Moderator declared that the motion passed by unanimous vote.

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

Planning Board Member Brian Murphey moved that the Town amend the Zoning Bylaws of the Town of West Newbury in order to clarify reference to the State's Wetlands Protection Act by adding the term "Section 40" to "Massachusetts General Laws, Chapter 131" or any abbreviation of that citation as set forth in *Appendix A-2019 Special Town Meeting Article #14*, p.13 of the Finance Committee Booklet, November 4, 2019.

The Moderator declared that the motion passed by unanimous vote.

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

Planning Board Member Brian Murphey moved that the Town amend the Zoning Bylaws of the Town of West Newbury in order to clarify reference to the State's Wetlands Protection Act by adding the term "Section 40" to "Massachusetts General Laws, Chapter 131" or any abbreviation of that citation as set forth in *Appendix A-2019 Special Town Meeting Article #14*, p.13 of the Finance Committee Booklet, November 4, 2019.

The Moderator declared that the motion passed by unanimous vote.

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

Planning Board Member Brian Murphey moved that the Town amend Section 5.A.4 of the West Newbury Zoning Bylaws by removing reference to "Section 8.A" and replacing it with

“Section 8” and by deleting the words, “not to exceed four (4) units in Section 5.A.4.a and replacing them with the word, “three (3) or four (4) units”, as set forth in *Appendix A-2019 Special Town Meeting Article #16*, p.15 of the Finance Committee Booklet, November 4, 2019.

The Moderator declared that the motion passed by unanimous vote.

At 9:16 P.M. on the motion of Selectman Glenn Kemper, it was unanimously voted to dissolve the Special Town Meeting.

### **MARCH 3, 2020 PRESIDENTIAL PRIMARY**

Pursuant to the Warrant issued by the Board of Selectmen on February 18, 2020, which was posted according to law on February 19, 2020 by Constable Brian Richard who made proper return of his doings thereon, the March 3, 2020 Presidential Primary was held in the Town Annex, 379 Main Street, West Newbury on Tuesday, March 3, 2020. 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 M. Dorothy Cavanaugh,; Clerk, Cheryl Ward; Tellers, Erin K. Antonopoulos, Marjorie A. Peterson, Heather A. Connor, Jennifer A. Poliseno, Sandra M. Capo, Mona Berkenbush, Margaret Dunlap, Jennifer Germain, Gail DiNaro, Tara Driscoll, Susan Pinto, and Ann Dooley.

There were ballots cast as follows: Democratic 1400; Republican 325; Green Rainbow 0; Libertarian 5. The following results were announced:

### **REPUBLICANS**

OFFICES AND CANDIDATES	325
<b>PRESIDENTIAL PREFERENCE</b>	
William F. Weld	40
Joe Walsh	3
Donald J. Trump	266
Roque "Rocky" De La Fuente	2
No Preference	7
Write-In	4
Blank	3
<b>STATE COMMITTEE MAN</b>	
Richard A. Baker	257
Jeffrey R. Yull	33
Write-In	0
Blank	35

<b>STATE COMMITTEE WOMAN</b>	
Amanda Kesterson	130
Laura M. Sapienza-Grabski	128
Write-In	1
Blank	68
<b>WARD COMMITTEE</b>	
Group	
Leisa J. Mingo	174
Richard A. Baker	227
Scott Fallavollita	169
Joseph E. Publicover	161
Christine M. Cluney	160
Kristi L. Devine	157
Michael P. Devine	154
Johathan Lincoln Ellis	168
Donna F. Publicover	169
Write-In	6
Blank	9795

<b>DEMOCRATS</b>	<i>1400</i>
<b>PRESIDENTIAL PREFERENCE</b>	
Deval Patrick	3
Amy Klobuchar	30
Elizabeth Warren	267
Michael Bennet	0
Michael R. Bloomberg	180
Tulsi Gabbard	10
Cory Booker	0
Julian Castro	0
Tom Steyer	4
Bernie Sanders	288
Joseph R. Biden	549
John K. Delaney	0
Andrew Yang	0
Pete Buttigieg	58
Marianne Williamson	0
No Preference	2
Write-In	1
Blank	

<b>STATE COMMITTEE MAN</b>	
Thomas E. Lawnsby	899
Write-In	1
Blank	500
<b>STATE COMMITTEE WOMAN</b>	
Carla C. Christensen	932
Write-In	1
Blank	467
<b>WARD COMMITTEE</b>	
Group	
James P. Sperelaskis	725
Robert S. Phillips, Jr.	689
Patricia Lang Skibbee	749
Elena Ruocco Bachrach	733
R. Michael Fosburg	681
Jeanne Marie Pucci	710
Leigh A. Stoecker	723
Ann E. Dooley	742
Kevin Bowe	698
Deborah Brewer Grinnell	716
Joseph M. Heyman	699
Elizabeth P. Schofield	714
Anne B. Madden	759
Linda A. Schaeffer	717
Barbara J. Haack	735
Margaret Sara Mahoney	710
Debra C. Green	686
Susan M Dougherty	758
Barry P. Fogel	699
M. Dorothy Cavanaugh	754
Joanne Megna-Wallace	688
David Brian Belsky	675
Kristin Spanger Flaherty	749
Carole I. Ganz	684
James B. Cabot	673
Kathleen Mary Mason	685
Jerusha P. Ryan	677
Paul F. McCarthy	682
Paula Ellen Breger	679

Jessica Marie Azenaro	695
Blank	21293

No votes were cast for the Green Rainbow Party

## LIBERTARIAN

OFFICES AND CANDIDATES	5
<b>PRESIDENTIAL PREFERENCE</b>	
Arvin Vohra	0
Vermin Love Supreme	0
Jacob George Hornberger	1
Samuel Joseph Robb	0
Dan Taxation Is Theft Behrm	2
Kemberly Margaret Ruff	0
Kenneth Reed Armstrong	0
Adam Kokesh	0
Jo Jorgensen	0
Max Abramson	0
No Preference	1
All Others	1
Blanks	
<b>STATE COMMITTEE MAN</b>	
Write-In	0
Blank	5
<b>STATE COMMITTEE WOMAN</b>	
Write-In	0
Blank	5

## JUNE 3, 2020 ANNUAL TOWN ELECTION RESULTS WEST NEWBURY, MASSACHUSETTS

There were 655 ballots cast. The Town Clerk announced the preliminary results at 8:05 PM. There were zero (0) provisional ballots cast.

SELECTMAN (For Three Years)

Blank	148
David W. Archibald	503
Others	4

BOARD OF HEALTH (For Three Years)

Blank	160
Blake J. Seale	495
Others	0

BOARD OF HEALTH (For Two Years)

Blank	178
Thomas Paul Fahey	477
Others	0

PLANNING BOARD (For Five Years)

Blank	133
Timothy N. Cronin	351
Jon M. Johnson	170
Others	1

HOUSING AUTHORITY (For Five Years)

Blank	161
Susan C. Babb	492
Others	2

HOUSING AUTHORITY (For One Year)

Blank	647
Bert Knowles	3
Others	5

TRUSTEES OF THE PUBLIC LIBRARY (3 For Three Years)

Blank	1054
Wendy J Reed	490
Sandra Nawrocki	340
Heather Connor	24
Nancy Wile	23
Daniel DiCamillo	15
Others	19

TRUSTEES OF THE PUBLIC LIBRARY (1 For Two Years)

Blank	176
Thomas R. Salvo	477
Others	2

ASSESSOR (For Three Years)

Blank	54
Richard A. Baker	363
Walter Burmeister	238
Others	0

SCHOOL COMMITTEE (For Three Years)

Blank	171
Christine M. Reading	484
Others	0

WATER COMMISSIONER (For Three Years)

Blank	158
Robert P. Janes	497
Others	0

PARK AND RECREATION COMMISSIONER (For Three Years)

Blank	106
William Bradley Buschur	288
Jerrold P. Yoder	258
Others	3

PARK AND RECREATION COMMISSIONER (For One Year)

Blank	43
Raymond C. Antonopoulos	224
William Bradley Buschur	87
Wendy Willis	300
Others	1

CONSTABLE (For Three Years)

Blank	178
Richard K. Davies, Jr.	477
Others	0



CONSTABLE (For Two Years)

Blank	159
Robinson Manning Shively	496
Others	0

Attest:

Michael P. McCarron

**SPECIAL TOWN MEETING—JUNE 27, 2020**

Pursuant to the Warrant issued by the Selectmen on April 28, 2020, which was posted on April 28, 2020 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Special Spring Town Meeting was to be held on June 1, 2020 at the Town Annex, 379 Main Street, West Newbury MA. Due to the Covid 19 state of emergency, the Town Moderator in accordance with the powers vested in her by MGL c. 39 sec. 10A, postponed the meeting until June 27, 2020 at 10:00 AM at the Town Office Complex, 379 Main Street, West Newbury MA. The meeting was called to order at 11:03 A.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. There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary.

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

No reports were given.

**ARTICLE 2.** The Finance Committee split their recommendation with three in favor and three opposed.

Selectman Richard Parker moved to transfer from Community Preservation Act funds the sum of \$462,857.00 from the CPC Undesignated Fund Balance for all costs and expenses relating to the reconstruction of and accessibility improvements to the Page School playground in conformity with the Application filed with and approved by the Community Preservation Committee. Any remaining funds will be closed out to the Community Preservation Act Funds Unrestricted Fund Balance at the close of Fiscal Year 2023.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 3.** The Finance Committee split their recommendation with three in favor and three opposed.

Selectman Richard Parker moved to transfer from free cash the sum of \$49,150 to pay expenses pertaining to improvements and repairs to the Council on Aging facility, Public Safety Complex, old DPW garage (on Page School site), the 1910 Building, and to pay for any unforeseen emergency repairs to Town properties. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2023.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 4.** The Finance Committee split their recommendation with three in favor and three opposed.

Selectman Richard Parker moved to transfer from free cash the sum of \$61,087.00 to fund the Snow and Ice deficit. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed by majority vote.

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

Selectman Richard Parker moved to transfer from free cash the sum of \$3,800 to pay for salaries and expenses pertaining to the operation of early voting for the 2020 State Primary Election and November Presidential Election. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.

The Moderator declared the Motion passed by majority vote.

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

Selectman Richard Parker moved that the Town take no action on this Article.

The Moderator declared that the motion for no action passed by majority vote.

**ARTICLE 7.** The Finance Committee recommended disapproval of this Article by a vote of two in favor and three opposed.

Selectman Richard Parker moved to transfer from free cash the sum of \$8,048.00 for the Town's share of expenses for the grant-supported installation of electric vehicle charging stations at the Page School and the 1910 Building. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.

Town Meeting Member Richard Baker moved to amend the motion by adding the phrase, "The Town should add fees to anyone using the charge stations so as to make the stations revenue neutral to the Town."

The Moderator declared the Motion to Amend failed.

The Moderator called for a vote on the original motion.

The Moderator declared that the motion passed by majority vote.

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

Selectman Richard Parker moved to transfer from free cash the sum of \$16,443 to pay all expenses pertaining to the Essex Agricultural and Technical High School FY20 budget deficit.

The Moderator declared that the motion passed unanimously.

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

Selectman Richard Parker moved to transfer from free cash the sum of \$16,443 to pay all expenses pertaining to the Essex Agricultural and Technical High School FY20 budget deficit.

The Moderator declared that the motion passed unanimously.

At 11:43A.M. on the motion of Selectman Glenn Kemper, it was unanimously voted to dissolve the Special Town Meeting.

Attest:

Michael P. McCarron  
Town Clerk

### **ANNUAL TOWN MEETING – SATURDAY JUNE 27, 2020**

Pursuant to the Warrant issued by the Selectmen on April 28, 2020, which was posted on April 28, 2020 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Annual Town Meeting was to be held on June 1, 2020 at the Town Annex, 379 Main Street, West Newbury. Due to the state of emergency for the Covid 19 crises, K.C. Swallow, the Town Moderator acting pursuant to the powers vested in her by MGL c. 39 sec. 10A, postponed the Annual Town Meeting until June 27, 2020 to be held outside in the bandstand and ballfield located behind the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 10:00 A.M. by the Moderator Kathleen C. Swallow, upon report of the Board of Registrars of Voters of a quorum of 40 or more registered voters (the Board of Selectmen had reduced the number required for a quorum for this Annual Town Meeting from 90 to 40). The Board of Registrars announced that 272 voters were in attendance. The Town Clerk read the return of service. The Moderator introduced Town Officials and reviewed new Town Meeting procedures to address any changes in the conduct of this Meeting.

There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary. At 11:03 AM, the Moderator recessed the Annual Town Meeting to open the Special Town Meeting. The Annual Town Meeting was re-opened at 11:43 A.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 4 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 June 3, 2020.

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

Due to the Covid 19 crisis, the Town Moderator ruled that no reports of town officers and committees would be heard in this meeting.

**ARTICLE 3.** (The Budget) The Finance Committee Booklet contained the Finance Committee's Fiscal Year 2021 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 2021. 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 number 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 number.

Holds were called on the following Line Item numbers:

Line 2 – Selectmen Salary & Wages. Selectman David Archibald called upon the Town Manager, Angus Jennings, to explain this amount. No motion to amend was given.

Line 10 – Conservation Commission Salary and wages Selectman David Archibald wanted to have the Town adopt the Board of Selectmen's salary recommendation. The Town voted to adopt the Finance Committee's recommendation of \$27,965.00.

Line 15 – Police Salary and Wages Selectman David Archibald moved to reduce the Police OT Wages to \$50,000.00. The Town Moderator declared that she needed to count the vote. The count was 83 in favor of the motion and 136 opposed. The Motion to amend was defeated. The Finance Committee recommendation was adopted.

Line 26 DPW Town Bldgs Operating Expenses Selectman Richard Parker moved to amend this line item to add \$2396 to this Line Item to pay for warranty expenses for EV charging stations. The Motion to amend failed.

Line 30 Veterans Services- Selectman David Archibald moved to amend the amount for Other Assessments Veterans Services from \$10,000 to \$24,000. The motion to amend passed by majority vote.

Line 31 Library- Library Trustee Wendy Reed explained that the Library Board was seeking additional staff assistance but due to the Covid 19 crises was withdrawing that request at present. The Finance Committee recommendation was adopted

Finance Committee Member Gary Roberts moved that the amounts of money set forth in the printed report of the finance committee be appropriated, as amended hereby, for the several purposes therein itemized, each numbered item being considered as a separate appropriation, and that the same be expended only for such purposes.

The Moderator declared that the motion passed by majority vote. It was voted to raise and appropriate the sum of \$16,552,680.00 for the Total Line Item Budget.

The approved Line Item Budget is attached as an Exhibit.

At 11:03 AM, the Town voted to recess the Annual Town Meeting to take up the Special Town Meeting.

At 11:43 AM, upon the adjournment of the Special Town Meeting, the Annual Town Meeting resumed.

<b>1 MODERATOR</b>	Salary & Wages	200
	Expenses	60
	<b>SUBTOTAL</b>	<b>260</b>
<b>2 SELECTMEN</b>	Salary & Wages	32,860
	Professional and Technical Services	10,000
	Expenses	7,000
	<b>SUBTOTAL</b>	<b>49,860</b>
<b>3 TOWN MANAGER</b>	Town Manager Salary	150,858
	Salary & Wages	70,679
	Technology Expenses	51,865
	Expenses, Comms (bldg), Dues/Subscr/Cont Ed	18,055
	Vehicle Allowance	3,600
	<b>SUBTOTAL</b>	<b>295,057</b>
<b>4 FINANCE COMMITTEE</b>	Salaries	-
	Expenses	2,000
	Reserve Fund	60,000
	<b>SUBTOTAL</b>	<b>62,000</b>
<b>5 BOARD OF ASSESSORS</b>	Salary & Wages	127,409

	Board of Assessors Salaries	-
	Board and Clerk mileage reimb.	250
	Expenses & Contracted Services	56,258
	Vehicle Allowance/Mileage/Cellphone	2,047
	<b>SUBTOTAL</b>	<b>185,964</b>
<b>6</b>	<b>FINANCE DEPARTMENT</b>	
	Salary & Wages	179,619
	Annual Audit	20,500
	Tax Title and Foreclosure	800
	Technology Expenses	-
	Communication Expense	-
	Postage Expense	15,050
	Mileage	1,200
	Finance Dept Expenses	28,120
	<b>SUBTOTAL</b>	<b>245,289</b>
<b>7</b>	<b>SPECIAL COUNSEL</b>	
	Legal Fees and Expenses	12,500
	<b>SUBTOTAL</b>	<b>12,500</b>
<b>8</b>	<b>TOWN CLERK/TOWN COUNSEL</b>	
	Salary & Wages	122,478
	Operation of Fax/Photo Machine	5,650
	Town Clerk's Expenses	6,450
	<b>SUBTOTAL</b>	<b>134,578</b>
<b>9</b>	<b>BOARD OF REGISTRARS/ELECTIONS</b>	
	Town Clerk Compensation	200
	Bd of Registrars Salary & Wages	6,500
	Bd of Registrars Expenses	7,377
	<b>SUBTOTAL</b>	<b>14,077</b>
<b>10</b>	<b>CONSERVATION COMMISSION</b>	
	Salary & Wages	27,965
	Salary & Wages (Land Agent)	2,796
	Con Com Vehicle Allowance	720
	Conservation Com Expenses	2,410
	<b>SUBTOTAL</b>	<b>33,891</b>
<b>11</b>	<b>PLANNING BOARD</b>	
	Salary & Wages	56,282
	Planning Bd Expenses	6,600
	MVPC Assessment	1,664
	<b>SUBTOTAL</b>	<b>64,546</b>
<b>12</b>	<b>BOARD OF APPEALS</b>	
	Salary & Wages	-
	ZBA Expenses	700
	<b>SUBTOTAL</b>	<b>700</b>
<b>13</b>	<b>OPEN SPACE COMMITTEE</b>	
	Open Space Expenses	750
	<b>SUBTOTAL</b>	<b>750</b>
<b>14</b>	<b>CABLE ADVISORY COMMITTEE</b>	

Expenses		-
	<b>SUBTOTAL</b>	-
<b>TOTAL GENERAL GOVERNMENT:</b>		<b>1,099,472</b>
<b>PUBLIC SAFETY</b>		
<b>15 POLICE DEPARTMENT</b>		
Salary & Wages		925,677
Police OT Wages		60,791
School Resource Officer		67,495
Police Expenses		102,204
Police Cruiser		36,000
	<b>SUBTOTAL</b>	<b>1,192,167</b>
<b>16 FIRE DEPARTMENT</b>		
Fire Alarm Wages		90,780
Fire Training/Drills		26,810
Fire Dept Other Wages		25,500
Fire Administration Wages		26,245
Fire Dept. Medical Exam		5,000
Hydrant/Fire Protection (to Water Dept)		77,207
Fire Alarm Communications		11,000
Fire Expenses		46,000
	<b>SUBTOTAL</b>	<b>308,542</b>
<b>17 AMBULANCE SERVICE</b>		
Purchase of Services		-
	<b>SUBTOTAL</b>	-
<b>18 INSPECTION DEPARTMENT</b>		
Salary & Wages		124,876
Inspectors Expenses		13,670
Inspectors' Vehicle Allowances		5,880
	<b>SUBTOTAL</b>	<b>144,426</b>
<b>19 EMERGENCY MANAGEMENT AGENCY</b>		
Salary & Wages		8,783
Emergency Mgmt Expenses		3,000
	<b>SUBTOTAL</b>	<b>11,783</b>
<b>20 ANIMAL CONTROL OFFICER</b>		
Animal Control Expenses		25,073
	<b>SUBTOTAL</b>	<b>25,073</b>
<b>21 HARBORMASTER</b>		
Contracted Services		2,000
Harbormaster Exp		-
	<b>SUBTOTAL</b>	<b>2,000</b>
<b>22 PUBLIC SAFETY DISPATCH</b>		
Salary & Wages		273,054
Municipal Dispatch OT Wages		25,286
Municipal Dispatch Expenses		27,175
	<b>SUBTOTAL</b>	<b>325,515</b>

<b>TOTAL PUBLIC SAFETY:</b>		<b>2,009,506</b>
<b><u>EDUCATION</u></b>		
<b>23 PENTUCKET</b>		
Pentucket Regional Sch Assessment		<b>7,387,515</b>
Pentucket Capital Assessment		<b>710,567</b>
Pentucket Assessment Page Phase II		<b>501,438</b>
<b>SUBTOTAL</b>		<b>8,599,520</b>
<b>24 WHITTIER</b>		
Whittier Minimum Contribution		<b>151,344</b>
Whittier Other Assessments		<b>24,248</b>
Whittier Debt/Capital Assess		<b>21,781</b>
<b>SUBTOTAL</b>		<b>197,373</b>
<b>25 ESSEX NORTH SHORE AGRICULTURAL</b>		
Essex North Shore Reg. Voc. Tech		<b>34,652</b>
<b>SUBTOTAL</b>		<b>34,652</b>
<b>TOTAL EDUCATION:</b>		<b>8,831,545</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>		
<b>26 DEPARTMENT OF PUBLIC WORKS</b>		
Salary & Wages		<b>475,001</b>
DPW Overtime Wages		<b>12,300</b>
Snow & Ice Removal		<b>150,000</b>
Town Bldgs Operating Expenses		<b>117,850</b>
Town Bldgs Improvements		<b>51,000</b>
Street/Paving Repairs		<b>70,000</b>
Highway, Sidewalk & Trees		<b>142,262</b>
DPW Vehicle Allowance		<b>6,000</b>
DPW Expenses		<b>14,250</b>
Parks Expense		<b>15,000</b>
Public Street Lights		<b>7,000</b>
Electricity		<b>70,000</b>
Road Machinery Operating Expen		<b>51,000</b>
Stormwater management		<b>13,500</b>
<b>SUBTOTAL</b>		<b>1,195,163</b>
<b>TOTAL PUBLIC WORKS:</b>		<b>1,195,163</b>
<b><u>HUMAN SERVICES</u></b>		
<b>27 BOARD OF HEALTH</b>		
Salary & Wages		<b>124,592</b>
Public Health Nurse		<b>4,800</b>
Public Health Nurse (COVID-19)		<b>3,375</b>
Waste Collection & Disposal		<b>384,660</b>
Recycling		<b>66,000</b>
Hazardous Waste Expense		<b>2,000</b>
Bd of Health Expenses		<b>7,000</b>
Steele landfill monitoring		<b>35,390</b>



		<b>SUBTOTAL</b>	<b>627,817</b>
<b>28 COUNCIL ON AGING</b>			
Salary & Wages			<b>80,174</b>
Council on Aging Expenses			<b>19,500</b>
		<b>SUBTOTAL</b>	<b>99,674</b>
<b>29 COMMUNITY CENTER COMMITTEE</b>			
Salary & Wages			-
Community Center Expenses			-
		<b>SUBTOTAL</b>	-
<b>30 VETERANS</b>			
Rental C.L. Carr Post			-
Soldiers Grave Expense			<b>2,600</b>
Memorial Day Expense			<b>650</b>
Northern Essex Veterans Services			<b>21,112</b>
Other Assessments-Veterans Services			<b>24,000</b>
		<b>SUBTOTAL</b>	<b>48,362</b>
<b>TOTAL HUMAN SERVICES:</b>			<b>775,853</b>
<b><u>CULTURE &amp; RECREATION</u></b>			
<b>31 LIBRARY</b>			
Salary & Wages			<b>258,326</b>
Library Expense			<b>33,000</b>
Library Books and Periodicals			<b>68,000</b>
		<b>SUBTOTAL</b>	<b>359,326</b>
<b>32 RECREATION</b>			
Salary & Wages			<b>1,800</b>
Recreation Expenses			<b>5,500</b>
Action Cove Expenses			<b>3,000</b>
		<b>SUBTOTAL</b>	<b>10,300</b>
<b>33 MILL POND OPERATING EXPENSES</b>			
Mill Pond Operating Expenses			<b>2,100</b>
		<b>SUBTOTAL</b>	<b>2,100</b>
<b>34 BANDSTAND</b>			
Operating Expenses			<b>6,000</b>
		<b>SUBTOTAL</b>	<b>6,000</b>
<b>35 HISTORICAL COMMISSION</b>			
Historical Commission Expenses			<b>600</b>
		<b>SUBTOTAL</b>	<b>600</b>
<b>36 CULTURAL COUNCIL</b>			
Cultural Council Expense			<b>100</b>
		<b>SUBTOTAL</b>	<b>100</b>
<b>TOTAL CULTURE &amp; RECREATION:</b>			<b>377,826</b>
<b><u>DEBT SERVICE</u></b>			
<b>37 DEBT SERVICE</b>			
Principal			<b>344,700</b>
Interest			<b>11,300</b>

	<b>SUBTOTAL</b>	<b>356,000</b>
	<b>TOTAL DEBT SERVICE:</b>	<b>356,000</b>
<b><u>BENEFITS</u></b>		
<b>38 ESSEX COUNTY RETIREMENT FUND</b>		
Essex Regional Retirement Assess		<b>687,493</b>
	<b>SUBTOTAL</b>	<b>687,493</b>
<b>39 UNEMPLOYMENT COMPENSATION</b>		
Unemployment Insurance		<b>1</b>
	<b>SUBTOTAL</b>	<b>1</b>
<b>40 EMPLOYEES' HEALTH INSURANCE</b>		
Group Insurance		<b>479,745</b>
	<b>SUBTOTAL</b>	<b>479,745</b>
<b>41 MEDICARE INSURANCE (FICA)</b>		
FICA Insurance		<b>49,486</b>
	<b>SUBTOTAL</b>	<b>49,486</b>
<b>42 OPEB</b>		
Other Post Ret Benefits		<b>1</b>
	<b>SUBTOTAL</b>	<b>1</b>
<b>43 INSURANCE AND BONDS</b>		
Insurance and Bonds		<b>189,990</b>
	<b>SUBTOTAL</b>	<b>189,990</b>
	<b>TOTAL BENEFITS:</b>	<b>1,406,716</b>
<b><u>TRANSFERS OUT - STABILIZATIONS</u></b>		
<b>44 Transfers Out - Capital Stabilization</b>		<b>500,000</b>
	<b>SUBTOTAL</b>	<b>500,000</b>
	<b>GRAND TOTAL OMNIBUS BUDGET</b>	<b>16,552,680</b>

**ARTICLE 4.** The Finance Committee gave no recommendation on this Article.

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

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

Selectman Richard Parker moved to appropriate, in anticipation of Water Department revenue, the sum of \$861,446 of which \$205,579 for Salaries and Wages which include \$1,700 for Water Commissioners stipends, \$27,141 for Insurances, \$379,896 for Expenses, \$176,920 for Debt Service, \$20,000 for Extraordinary and Unforeseen and \$51,910 for Indirect Cost.

The Moderator declared that the motion passed unanimously.

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

Selectman Richard Parker moved that the Town take no action on this Article

The Moderator declared that the motion passed unanimously.

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

Selectman Richard Parker moved that the Town take no action on this Article

The Moderator declared the motion passed unanimously

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

Selectman Richard Parker moved to raise and appropriate the sum of \$328,600 to be placed in the special purpose municipal stabilization fund established pursuant to MGL Chapter 40 Section 5B (the School Stabilization Fund) in order to fund capital expenditures for school related building projects.

The Moderator declared that the motion passed unanimously.

**ARTICLE 9.** The Finance Committee recommended approval of the Article, but with a different appropriation.

Selectman Richard Parker moved to transfer the sum of \$652,340 from the School Stabilization Fund to pay the debt service associated with the building of the new Middle/High School for the Pentucket Regional School District.

Finance Committee Member Forbes Drury moved to amend the Motion to the sum of \$247,647.00.

The motion to amend passed.

The Town Moderator called for a vote on the amended motion. A two thirds majority voted was required. The vote was 272 in favor and 18 opposed.

Selectman Richard Parker called for a reconsideration of the vote and the Town Moderator declared it out of order at this time but would consider such a motion after the vote on the last article.

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

Selectman Richard Parker moved to transfer the sum of \$21,965.20 from the Septic Loan Revolving Account for the repayment of debt service.

The Moderator declared that the motion passed unanimously.

**ARTICLE 11.** The Finance Committee recommended that the Town take no action.

Selectman Richard Parker moved that the Town take no action on this Article.

The Moderator declared that the Motion passed unanimously.

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

**ARTICLE 12.** 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 committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation, or take any other action thereto. *By request of the Community Preservation Committee.*

- Appropriate \$21,620 from FY 2021 estimated revenues for Committee Administrative Expenses.
- Reserve \$43,240 from FY 2021 estimated revenues for Community Housing Reserve.
- Reserve \$43,240 from FY 2021 estimated revenues for Historic Resources Reserve.
- Reserve \$43,240 from FY 2021 estimated revenues for Open Space & Recreation Reserve.
- Reserve \$281,060 from FY 2021 estimated revenues for Budgeted Reserve.

Selectman Richard Parker moved to allocate and/or reserve from the Community Preservation Fund annual revenues the amounts as set forth in Article 12.

The Moderator declared that the Motion passed unanimously.

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

Selectman Richard Parker moved to transfer from Community Preservation Act funds, the sum of \$175,000.00 with \$148,308.41 from the Open Space and Recreation Fund Balance, and \$26,691.50 from the Undesignated Fund Balance, in conformity with the applications submitted, to purchase a conservation restriction in conjunction with any other party on three parcels of land containing approximately 38 acres of land, located off Middle Street and as shown on Assessors' Map R-27 as Parcels 28, 28A and 29. Said lots are also described in the deeds recorded with the Southern Essex District Registry of Deeds in Book 6703, Page 590, and Book 6547, Page 419. Said conservation restriction is to be conveyed to the Town of West Newbury; said purchase to be subject to approval of the conservation restriction by all involved parties, and that the Board of Selectmen be authorized to execute, acknowledge and deliver all grants, agreements and such other instruments, including but not limited to the conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effectuate the purchase of said conservation restriction.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 14.** The Finance Committee recommended disapproval with two in favor and three opposed.

Selectman Richard Parker moved to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$85,000 for the payment of debt service and related

borrowing costs authorized at the November 4, 2019 Special Town Meeting associated with the Preservation and Restoration of the Soldiers & Sailors Memorial Building.

The Moderator declared that this Motion passed by majority vote.

**ARTICLE 15.** The Finance Committee recommended that the Town take no action on this Article.

Selectman Richard Parker moved that the Town take no action on this Article.

The Moderator declared that this Motion passed unanimously.

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

Selectman Richard Parker moved to transfer from the Capital Stabilization Fund the sum of \$304,000 to replace and/or improve the fire alarm system in the Page School. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2022.

Since this was an appropriation from a stabilization account, the Moderator declared a two thirds vote was necessary.

The Moderator declared that the Motion passed by a vote of 200 in favor and 1 opposed.

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

Selectman Richard Parker moved to transfer from the Capital Stabilization Fund the sum of \$40,000 to replace failing sections of concrete flooring throughout the Page School. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2023.

Since this was an appropriation from a stabilization account, the Moderator declared a two thirds vote was necessary.

The Moderator declared that the Motion passed unanimously.

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

Selectman Richard Parker moved to transfer from free cash the sum of \$19,000 to replace the police cruiser radios and portable radios Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 19.** The Finance Committee recommended approval of this Article.

Selectman Richard Parker moved to transfer from free cash the sum of \$4,000 for the purchase by the Fire Department of emergency equipment – ice/water rescue suits. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed unanimously.

**ARTICLE 20.** The Finance Committee recommended disapproval of this Article.

Selectman Richard Parker moved to transfer from free cash the sum of \$7,500 for the purchase by the Fire Department of emergency equipment – (2) 20” Dual Power Fans. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed unanimously.

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

Selectman moved that the Town accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 22H.

The Moderator declared that the Motion passed by majority vote.

**ARTICLE 22.** The Finance Committee gave no recommendation on this Article.

Selectman Richard Parker moved that the Town take no action on this Article.

The Moderator declared that the motion for no action passed by majority vote.

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

**ARTICLE 23.** 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: *By request of the Board of Selectmen.*

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

Selectman Richard Parker moved that the Town vote to limit the total amount that may be expended from each revolving fund as set forth in Article 23.

The Moderator declared that the motion passed unanimously.

**ARTICLE 24.** The Finance Committee gave no recommendation on this Article.

Selectman Richard Parker moved that the Town take no action on this Article.

The Moderator declared that the Motion for no action passed unanimously.

Selectman Richard Parker moved to reconsider the vote on Article 9 in order to proffer an appropriation between the Finance Committee's recommended appropriation and the Board of Selectmen's recommended appropriation. The Moderator called for a vote on the Motion. The Moderator declared that the Motion for Reconsideration failed.

Upon the motion of Selectman Glenn Kemper, it was voted to adjourn and dissolve the 2020 Annual Town Meeting at 12:45 P.M.

Attest:

Michael P. McCarron  
Town Clerk

### **SPECIAL TOWN MEETING—June 27, 2020**

Pursuant to the Warrant issued by the Selectmen on June 8, 2020, which was posted on June 11, 2020 according to law by Constable Brian Richard, who made proper return of his doings thereon, a special town meeting was scheduled for 10:00 AM on June 27, 2020. This Special Town Meeting was held pursuant to a citizen's petition. The Special Town Meeting was held on June 27, 2020 at the field located behind the Town Office Complex, 379 Main Street, West Newbury. On June 23, 2020, the Board of Selectmen voted, with the consent of the Town Moderator, in accordance with Section 7 of Chapter 92 of the Acts of 2020 to reduce the quorum requirement for all articles from ninety (90) registered voters to forty (40) registered voters. The meeting was called to order at 12:45 PM by the Moderator, Kathleen C. Swallow, upon report by the Board of Registrars of a quorum of 40 or more registered voters. The Town Clerk read the return of service.

**ARTICLE 1.** The Finance Committee recommended approval of this Article.

Town Meeting Member Donald Doak moved to transfer from free cash the sum of \$100,000.00 for the Board of Selectmen to hire and retain professional services, including but not limited to, legal, engineering and environmental, to examine, advise and review the proposed 40B Project located at 566 Main Street and 28 Coffin Street. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2022.

The Moderator declared that the Motion passed by majority vote.

At 12:53 P.M. on the motion of Selectman Glenn Kemper, it was unanimously voted to dissolve the Special Town Meeting.

Attest:

Michael P. McCarron  
Town Clerk



ANNUAL REPORT OF THE TOWN CLERK  
VITAL RECORDS AND STATISTICS RECORDED IN WEST NEWBURY DURING FISCAL YEAR 2020  
(July 1, 2019 through June 30, 2020)

To the Honorable Board of Selectmen,

The following vital records and statistics were recorded in the Town Clerk's Office during Fiscal Year 2020:

Births Recorded: 34  
Marriages Recorded: 4  
Deaths Recorded: 30

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 2020

RECORD DATE* (Date of Marriage)	NAMES	RESIDENCE	PLACE OF MARRIAGE	OFFICIANT
Sept 04, 2019 (08/31/2019)	Benjamin Forsythe Stasiuk Christina Helen Wright	West Newbury, MA West Newbury, MA	West Newbury, MA	Richard G. Parker Solemnizer
Sept. 30, 2019 (09/28/2019)	Joyce Ellen Buckland Kathleen Mary Borruso	West Newbury, MA West Newbury, MA	West Newbury, MA	Christopher John Ellis Solemnizer
Oct 29, 2019 (10/19/2019)	Drew Francis Kavanagh Jessica Loren Gerome	West Newbury, MA West Newbury, MA	Beverly, MA	Kimberly J. Hede Justice of the Peace
June 25, 2020 (06/13/2019)	Samuel Barret Knowles Molly Collins Berry	West Newbury, MA West Newbury, MA	West Newbury, MA	Daniel R. Berry Solemnizer

\* 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 FISCAL YEAR 2020

RECORDED	NAME	AGE	RESIDENCE	PLACE OF DISPOSITION	DATE OF DEATH
July 09, 2019	Joseph John Derro, Jr.	90	10 Stewart St West Newbury	Bridge Street Cemetery West Newbury, MA	July 07, 2019
July 08, 2019	Betty Ann Miller	95	132 Georgetown Rd. West Newbury	Linwood Crematory West Newbury, MA	July 05, 2019
July 29, 2019	Pamela Athanas	68	169 Main St West Newbury	Concord Crematory Concord, NH	July 24, 2019
August 12, 2019	Kurt Ellis Waring	80	20 Montclair Rd West Newbury	Linwood Crematory Haverhill, MA	August 7, 2019
August 22, 2019	Paul J. Decoste	77	162 Middle St. West Newbury	Mount Auburn Cemetery Cambridge, MA	August 20, 2019
August 28, 2019	Frederick M. Faulkner	84	557 Main St. West Newbury	Merrimack Cemetery West Newbury, MA	August 25, 2019
September 16, 2019	Donald A. Batson	90	6 Ridgeway Circle West Newbury	Puritan Lawn Memorial Park Peabody, MA	September 12, 2019
October 23, 2019	Ann L. Snell	74	35 Moody Lane West Newbury	Mount St. Benedict Cemetery Bloomfield, CT	October 20, 2019
October 28, 2019	Robert Raymond Lovejoy	88	114 Ash St West Newbury	Walnut Hill Cemetery West Newbury, MA	October 24, 2019
November 19, 2019	Glenn William Coffin	78	541 Main St West Newbury	Bridge Street Cemetery West Newbury, MA	November 15, 2019

December 9, 2019	Richard Norman Marchand, Sr	82	159 Main St West Newbury	Linwood Crematory Haverhill, MA	December 04, 2019
January 15, 2020	Jean B. Sparozic	93	242 Thompson Place Huntington Station, NY	Nassauknolls Cemetery Port Washington, NY	January 15, 2020
January 15, 2020	Joan Tranfaglia	78	3 Colby Lane West Newbury	Linwood Crematory Haverhill, MA	January 10, 2020
February 3, 2020	Sarah Taylor Kennefick	25	5 Poor House Ln. West Newbury	St. Mary's Cemetery Newburyport, MA	January 22, 2020
February 10, 2020	Liudmila K. Guznishcheva	73	28 Hilltop Circle West Newbury	Linwood Crematory Haverhill, MA	February 4, 2020
February 10, 2020	Linda Ann Cunningham	73	547 Main St. West Newbury	Linwood Crematory Haverhill, MA	February 3, 2020
March 6, 2020	Stephen John Cutter	61	44 Coffin St West Newbury	St. Michael's Crematory Boston, MA	March 4, 2020
March 12, 2020	George P. Tranfaglia	84	3 Colby Lane West Newbury	Linwood Crematory Haverhill, MA	March 7, 2020
March 23, 2020	Francis K. Frye	85	27 Prospect St. West Newbury	Linwood Crematory Haverhill, MA	March 17, 2020
March 26, 2020	Mary P. Coombs	94	14 Oak Hill Dr. Hampstead, NH	Phaneuf Crematorium Manchester, NH	March 19, 2020
April 8, 2020	Joan Flink	62	368 Main Street West Newbury	Concord Crematory Concord, NH	April 7, 2020

April 15, 2020	Marjorie C. Hickey	82	379 Main Street West Newbury	Walnut Grove Crematory Danvers, MA	April 12, 2020
April 21, 2020	Barbara J. O'Donnell	86	116 Garden St West Newbury	Grant Hill Cemetery Ossipee, NH	April 17, 2020
April 30, 2020	James M. Bowers	56	93 Garden St. West Newbury	St. Mary Imm. Concept. Cem. Lawrence, MA	April 19, 2020
May 5, 2020	John Matthew Pallone	64	7 Twig Rush Ln. West Newbury	St. Mary Cemetery Newburyport, MA	May 2, 2020
May 12, 2020	Marjorie S. Roos	81	26 Rivercrest Dr West Newbury	Puritan Lawn Memorial Park Peabody, MA	May 7, 2020
May 18, 2020	Gordon P. Mitchell, Jr.	96	147 Crane Neck St West Newbury	St. Mary Cemetery Newburyport, MA	May 14, 2020
May 18, 2020	Robert Illgen	84	70 Ash St West Newbury	Duxbury Crematory Duxbury, MA	May 15, 2020
May 28, 2020	John Albert McDonald	92	53 Crane Neck St West Newbury	Linwood Crematory Haverhill, MA	May 23, 2020
June 1, 2020	Raymond Tolosko	88	13 Harrison Ave West Newbury	Phoenix Crematory Hampton, NH	May 29, 2020

Respectfully submitted,

Michael P. McCarron  
Town Clerk

## Annual Report of the West Newbury Capital Improvements Committee – FY2020

To the Residents of West Newbury:

The FY2020 Capital Improvements Committee (CIC) consisted of the following members: Richard Preble (Chair), Julie Boria, Nathan Kelly (Finance Committee representative), Polly McDowell, Judy Mizner, Richard Parker (Board of Selectmen representative), and Angus Jennings (Town Manager, ex officio member).

During FY2020 the CIC reviewed proposed FY2021 capital expenditures, met with the requesting department (all requests were from DPW), prioritized items in the order shown in the table below through use of a litmus test ranking system, and recommended funding sources. All items met the required capital improvement criteria, that they: 1) have useful life of at least five years; 2) cost over \$20,000; and/or 3) for which the town is authorized to borrow funds.

Priority	Project	Amount	Funding Source
1	Page School Fire Alarm System - replace and upgrade	\$304,000.00	Capital Stabilization Fund
2	Page School Flooring Repair	\$40,000.00	Capital Stabilization Fund
3	New DPW Dump Truck for Snow Plowing/Salt Spreading	\$229,020.00	Capital Stabilization Fund

Priorities #1 and #2 were moved, voted, and approved at the June 27, 2020 Annual Town Meeting (ATM).

Priority #3 had been submitted as part of the ATM warrant, and supported by both the Board of Selectmen and Finance Committee, but following discussion with the DPW Director, who agreed that the existing vehicle could survive working another winter season, ATM Article 15 was moved No Action in order to shorten the ATM duration, which was held outside for the first time in decades due to the COVID-19 pandemic.

Following review of a capital improvement spreadsheet listing projected needs for the next 5 years, current Stabilization Fund balance, and both historical and proposed fund in-transfers, and also including a less time-defined listing of capital items extending out several more years, the CIC recommended that \$500,000 be transferred into the Capital Stabilization Fund through Raise and Appropriate in the FY2021 budget. This was supported by both the Board of Selectmen and the Finance Committee, included in the Omnibus Budget, and subsequently approved at the June 27, 2020 ATM. Further, the CIC agreed with the Board of Selectmen position that \$300,000 be transferred from Free Cash to the Capital Stabilization Fund to support funding replacement of the Middle Street Bridge crossing of the Artichoke Reservoir. However, in recognition of financial uncertainties resulting from the ongoing COVID-19 pandemic, and a decision to be cautious with the Town's Free Cash position, this article (ATM Article 11) was moved No Action at the ATM.

The Capital Stabilization Fund unencumbered balance at the close of FY20 was \$1,739,407.

Respectfully,

FY2021 Capital Improvements Committee

Julia Boria  
Patrick McCoy  
Judy Mizner

Elisa Grammer  
Polly McDowell

Nathan Kelly, FY2021 Chair, FinCom representative  
Richard Parker, Board of Selectmen representative  
Angus Jennings, Town Manager, ex officio member

**ANNUAL REPORT OF THE BOARD OF ASSESSORS  
FISCAL YEAR 2020**

The Board of Assessors respectfully submits the following report to the Board of Selectmen. In FY2020, all values were updated based on calendar year 2018 sales, condition of the property as of June 30, 2019, and assessment date of January 1, 2019. The values were approved by the Department of Revenue. The average assessed value for FY2020 was \$579,142 with an average tax bill of \$8,351.23. The tax rate was certified at \$14.42 per thousand. The Community Preservation Act remained three percent for FY2020. The Assessors office uses a Mass Appraisal Approach to properties using a full and fair cash value.

**VALUATION**

Real Estate	951,528,646.00
Personal Property	15,904,090.00
Total Taxable Value for FY 2020	977,745,321.00
Total Exempt Property Value	664,337,000.00

**MOTOR VEHICLE EXCISE TAX**

Motor Vehicle Excise Tax 2019	123,774.84
Motor Vehicle Tax 2020	654,644.27
Boat Excise Tax 2020	<u>2,478.00</u>
Total Excise Tax for 2020	780,897.11

**APPROPRIATIONS AND ASSESSMENTS**

Town Appropriation	18,832,692.00
State and County Appropriations	80,191.00
Overlay	165,000.54
Other amounts to be Raised	<u>7,604.00</u>
Total Amounts to be Raised	19,085,487.54

**ESTIMATED RECEIPTS**

Cherry Sheet Estimated Receipts	387,119.00
Local Estimated Receipts	3,444,559.00
Free Cash	754,722.00
Other Available Funds	<u>400,000.00</u>
Total Estimated Receipts and Available Funds	4,986,400.00

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

On Real Property	13,869,750.56
On Personal Property	<u>229,336.98</u>
Total	14,099,087.54

**NUMBER OF PARCELS**

Taxable Real Property	1734
Personal Property	26
Exempt Property	160

**ANNUAL REPORT OF THE BOARD OF REGISTRARS**  
(For Fiscal Year 2020: July 1, 2019 through June 30, 2020)

To: The Honorable Board of Selectmen:

The following data was compiled from the VRIS resident census information as of July 1, 2020.

Number of Registered Voters:

Democrats:	808
Republicans:	503
Unenrolled:	2073
Other:	47
 TOTAL:	 3431

The following Town Meetings and Elections were held during Fiscal Year 2020. Unless otherwise indicated Town Meetings were concluded in one session. The Board of Registrars attended each Town Meeting session for voter check-in and conducted voter registration sessions prior to each Town Meeting and Election. The Registrars certified signatures on absentee ballot applications and nomination papers.

Fall Special Town Meeting	November 4, 2019
Presidential Primary	March 3, 2020
Annual Town Election	June 3, 2020
Special Town Meeting	June 27, 2020
Annual Town Meeting	June 27, 2020
Second Special Town Meeting	June 27, 2020

Respectfully submitted,

Rosamond Veator, Chair  
Cheryl Grant  
Margaret J. Duchemin

Michael P. McCarron, Clerk

## FY 2020 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)

Instagram: [@garmemoriallibrary](https://www.instagram.com/garmemoriallibrary)

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 covering the period of July 1, 2019 to June 30, 2020.

### FROM THE DIRECTOR

Fiscal Year 2020 will be a memorable year with the COVID-19 pandemic significantly affecting our operations and the world at large. The Library building also received many upgrades and repairs that have improved indoor air quality and the integrity of the structure overall.

An Indoor Air Quality Inspection conducted in August by the Massachusetts Department of Public Health made several recommendations to improve the indoor air quality and reduce moisture in the building. In response, we worked with the DPW to have the carpets and the HVAC ducts cleaned, install 4 in-line dehumidifiers, add insulation in the attic and replaced rotted fascia boards and gutters. Further investigation revealed that the concrete sub-floor in the Children's room was another source of moisture. A plan was made for the following fiscal year to remove the carpeting in that room, treat the concrete subfloor and replace the flooring with a moisture-friendly product.

Between March 18 and June 14, 2020, the Library was closed in accordance with COVID-19 pandemic guidelines issued by the Baker-Polito administration calling for non-emergency employees to work from home. During this time, Library staff worked remotely with a focus on developing digital resources and programs that patrons could access from home. We upgraded our website to a mobile-friendly platform and significantly expanded our digital resources in order to give patrons remote access to information and entertainment in all formats. With the Board of Library Trustees we also developed a phased reopening plan which allows for the building to reopen in stages. The benchmarks for these stages include specific factors ranging from the availability of PPE and disinfecting products, to the daily rate of infection and guidance from State and local governments. We also used this time to reinvent how we operate and how we provide services to the public. In order to maintain social distance and keep circulation items sanitized and safe, we developed a curbside pick-up system which we launched on June 15 and switched to all virtual programming.

We also worked to improve technology in the building in FY20. We used State Aid funds to replace 5 computers (three public and two staff). These computers were still operating on Windows 7, which left our network vulnerable to security threats. Additionally, we centralized our printing/copying/scanning system, added a public fax service and began circulating three hotspots for patron use. We also upgraded all of our WIFI equipment to increase speed and reliability and added two wireless access points so workstations at far ends of the building are WIFI supported.

**Programs:** In spite of this closure, our scheduled programs were only down 14% from FY19 and our attendance actually saw a 27% increase. The Library held 29 programs for adults with a total attendance of 403 in FY20. Some of the highlights were: resident Steve Pucci's talk about his cycling trips in France, Walking the Way Today: a Cultural and Musical Pilgrimage Along El Camino de Santiago, Birds of the New England Swamp, a Boxwood Centerpiece Class, and the formation of our Cookbook Club.



**Statistical Snapshot:**

Library Collection: 95,558 (inclusive of eBooks, audiobooks, and videos)

Total Circulation: 59,566 Non-resident circulation was: 12,363

The State Incentive Grant: \$7,491

Number of Borrowers: 3,723

Visitors: 28,805 patrons visited the Library

**Acknowledgements:**

This was a trying year for staff and patrons as we all had to quickly adjust to the pandemic's effect on Library operations and the world in which we live. Our patrons report that they have been very satisfied with the services we have been able to provide and understand that the Library will resume normal in-house operations as soon as it is safe to do so.

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 for supporting the Library and the staff during this especially challenging year.
- DPW, especially Wayne Amaral and Brian Richard for all of the work they put into the building this year.
- The Community of West Newbury for their continued support.
- The Library staff – they worked tirelessly with wonderful attitudes amidst much uncertainty and are simply the best!

Respectfully submitted,  
Corinn Flaherty, Library Director

**FROM THE CHILDREN'S LIBRARIAN**

The summer reading theme this year was "Universe of Stories" and 161 children signed up to read and explore the outer reaches of the Library. We hosted animal programs, magic programs, scavenger hunts and craft programs and a juggler. We had science programs and I learned never to let a scientist shoot a potato rocket in the Library. We tried balloon twisting and kids of all ages came to summer story time. I held 3-D pen clubs, Lego clubs and coding with robots.

During the year, the Children's room hosted 139 programs with an attendance of 2,700. There were author visits, crafts, and more animal programs. As usual, I offered Baby & Toddler Time and Family Story Time for the summer, fall and winter sessions. Reading with Thor and Lulu also proved very popular. Dogs are very good listeners.

A big thank you to the teachers and staff of Page School for allowing me to reach out to the younger children and encourage them to get their library cards.

I also had fun making various historical exhibits to celebrate West Newbury's Bicentennial. West Newbury authors, the history of the Sage House, and artifacts of the Civil War were among my favorite displays. The Library houses many historical items and we always try to make the collection accessible and work on preserving it for future generations.

Then Covid-19 happened and we had to connect electronically. Kids need in-person experiences. When that couldn't happen, I reached out to the Page School teachers and I had fun sharing stories with the kids on YouTube – not exactly my comfort zone. During the closure, we also all helped

Theresa Woodbury of the Council on Aging with calls every week to the elderly. I'm happy to report very few of West Newbury's elderly need help – they want to help someone else!

Last year made me realize how very lucky we all are to live in this town.

Respectfully submitted,

Kate Gove  
Children's Librarian

### **FROM THE TEEN LIBRARIAN**

FY2020 was a year of growth for the teen department. It started with the 2019 Summer Reading Program. Marvel Movie Nights, the teen creative writing club, and a lock-in night were some of the 7 programs offered during Summer Reading. The lock-in night was especially a hit with an escape room, scavenger hunt, and crafts.

I continued to work with the youth service librarians from the Groveland and Merrimac libraries for the Teen Advisory Group (TAG). This year we focused on outreach. We hosted a majority of our events at either the Pentucket Regional High School or the Middle School. These events included having a therapy dog visit, making Valentine's Day cards for each town's COA, and working on decorations for the TAG Silent Disco, which was held at the Merrimac Library. Events worth noting that were exclusively G.A.R. Library Teen events were a Q&A session with young adult author Emily Lloyd-Jones, movie nights, and an open mic night. In total, our program attendance was at 183 through the month of March.

We've since pivoted to all virtual programs for teens and have been working on how best to reach teens online and how to develop programs that engage teens in this new way.

I want to thank Rachael Costello, Cora Ducolon, and the rest of the English Department at Pentucket for being so welcoming of TAG, advertising our events, and allowing us into their classrooms.

Respectfully Submitted,  
Kristen Young, Teen Service Librarian

### **FROM THE BOARD OF TRUSTEES**

The Board of Trustees is responsible for the overall long-term management of the Library, which includes strategic planning, selection of the Library Director, approval of Library budgets, administration of invested funds, and establishment of general policies. Day-to-day operations are managed by the Library Director.

FY20 began with the start of our new Library Director, Ms. Corinn Flaherty, following an intensive search process completed during spring of FY19. Our primary objective was to hire a Director with a vision for the future of our Library, the skill to carry that vision to fruition, and an ability to work effectively and harmoniously with staff, patrons and Trustees. We are delighted to report that Ms. Flaherty's performance during FY20 far surpassed our expectations and hopes. Her ability to maintain staff morale, library operations, and public engagement in the midst of an unexpected pandemic has been remarkable and exemplary. We look forward to supporting her as we move beyond the pandemic to developing strategic plans for the future. We are also immensely grateful to have a Library staff that, like Ms. Flaherty, are exemplary in the level of commitment, good cheer, and service that are provided every day to the community.

The Board of Trustees also continued to use invested funds for the long term development of Library infrastructure in FY20. Trustee funds were used to pay for landscaping and furniture in FY20 and, as will be detailed in next year's Report, for an extensive upgrade of the flooring and sub-flooring in the Children's Room in FY21. While it is expected that municipal funds will continue to pay for basic services and operation of the Library, the Trustees are committed to using our investment funds for appropriate and substantial infrastructure improvements to the Library consistent with past practice and sound fiscal management.

## **FINANCIAL REPORT – FY20**

### **Trustee Investment Fund**

	Balance July 1, 2019	\$1,067,013.21
Dividends, Interest		\$30,692.99
Withdrawal		- \$21,000.00
Net value change in portfolio		\$49,450.36
	Balance June 30, 2020	\$1,126,156.56

### **Gift Fund Account**

	Balance July 1, 2019	\$11,347.16
Withdrawals		- \$2,612.99
Deposits		\$3,100.00
Interest		\$29.53
	Balance June 30, 2020	\$11,863.70

### **Gifts, Bequests, and Other**

West Newbury Riding and Driving Club	\$150.00
Beard Books Royalties	\$6.01
O'Callaghan	\$100.00
Hartman	\$100.00
<b>TOTAL</b>	<b>\$356.01</b>

Respectfully submitted,

Wendy Reed, Chair

ANNUAL REPORT  
ZONING BOARD OF APPEALS  
July 1, 2019 – June 30, 2020

To the Honorable Board of Selectmen:

The ZBA held 3 information only hearings this fiscal year.

The summaries of results are:

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

Three virtual meetings were held during fiscal year 2020:

1. May 19<sup>th</sup> 2020; Informational meeting presented by Phil DeMartino from the Department of Housing and Community Development Commonwealth of Mass for Town Officials and ZBA regarding upcoming C.40B application. No votes were taken.
2. June 2<sup>nd</sup> 2020; Informational meeting presented by Jon Whitten from the Law Office of KP Law. Discussion regarding Comprehensive Permit Rules and revisions. Revisions were addressed resulting in additional changes suggested for inclusion.
3. June 11<sup>th</sup> 2020; Informational question and answer meeting was held with Town Officials, Zoning Board of Appeals and the public. No votes were taken.

Respectfully submitted,

Paul Kelly  
Chair, ZBA

## PLANNING BOARD

**FY20 (7/1/19 – 6/30/20):** FY20 was an unusual and challenging year due to the COVID-19 Pandemic and State of Emergency that began in March 2020 and continued into FY21. The Planning Board (the “Board”) adapted and continued to work diligently. During the year, the Board held 21 Regular Meetings, and 3 Special Meetings. The Planning Board worked with its personnel and conducted the following activities:

### **Permitting Activities:**

- 5 ANR Plan Endorsements & 1 Denial: 80 & 82 Church Street (conveyance of land); 13-15 Norino Drive (land swap); Harrison Avenue & 192 Main Street (lot line adjustment); 22 Main Street & 22 Farm Lane (1 new building lot); 566 Main Street, 28 Coffin Street and others (Combine 7 parcels). One ANR Plan Denial 420 & 430 Middle Street (1 new building lot).
- 519 Main Street Subdivision: Preliminary Plan for new road serving 4 lots. Receipt of Definitive Plan Application for 519 Main Street at the end of FY20.
- Site Plan Review: Pentucket Regional 7-12 School Building Project, 22 Main Street; Electric Vehicle Charging Stations at Page School, 694 Main Street & Town Offices, 381 Main Street; Page School Playground, 694 Main Street.
- Modifications: 2 Site Plan Review/Special Permit Modifications for Drakes Landing, Daley Drive.
- Chapter 40B: Review and Comment to Selectmen: Application to MassHousing for Chapter 40B Project Eligibility/Site Approval for housing project at 28 Coffin Street and 566 Main Street.

**Project Administration and Oversight:** Activities were conducted related to permitted projects including:

- Drakes Landing, a 34-unit Open Space Preservation Development (OSPD) by Cottage Advisors LLC at 365 Main Street: The Board oversaw construction inspections by its engineering consultant and worked to address issues as they occurred. The Board periodically responded to requests to release residential units from the restrictive covenant, accept surety to guarantee the completion of the project, and release funds as work was completed. The project will include the creation of 4 affordable housing units and the Developer will contribute \$83,200 in Inclusionary Housing Fees to be used for affordable housing purposes.
- Sullivans Court Extension Definitive Subdivision Plan: The Board oversaw project inspections conducted by its professional engineer and worked to address issues as they occurred. The Board continued taking measures to ensure the satisfactory completion of the project including discussions over trails, landscaping and drainage structures. To date, the Board has collected \$88,500 in Inclusionary Housing Fees out of a total contribution amount of \$118,000 from the Developer to be used for affordable housing purposes.

**Zoning Amendments, Planning Board Regulations, and Other Initiatives:** The Board researched, discussed, proposed and held a hearing on amendments to the Zoning Bylaw involving accessory uses, home offices, congregate housing, outdoor storage for businesses, and rooms for rent. The Board continued its discussions on other potential updates to the Zoning Bylaw during the year. The Board updated its fee schedule in September 2019. A subcommittee of the Board worked with the Energy Advisory Committee regarding the Municipal Vulnerability Emergency Preparedness program and potential revisions to the Large-Scale Ground-Mounted Solar Photovoltaic Overlay District Bylaw. The Board spent time discussing the applicability of the Site Plan Review Bylaw to municipal projects. The Board regularly discussed work priorities, which included affordable housing and stormwater management.

**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, developers, land use and construction professionals; Responding to complaints; Complying with statutory land use permitting requirements, Updating the file organization system; Regular communication with state, regional and local officials; Oversight of professional and administrative personnel; Website maintenance; General office duties; Adapting to COVID-19 related precautions and measures including temporary legislation for the Open Meeting Law and permitting processes.

**Membership and Personnel:** Brian Murphey was elected to a five-year term beginning in FY20. He was also elected as Chair for FY20. Raymond Cook was elected to serve as Vice-Chair, and Ann Bardeen was elected to serve as Clerk. The Board is very thankful to Ann Bardeen for her Chairmanship in FY19. Kim Monahan served as a Full Member up until the end of FY19. The Board thanks her for her service. Associate Member Tim Cronin was elected to fill the position for the remainder of the 5-year term. The Selectmen appointed Wendy Reed to serve as the Associate Member for FY20.

Members of the Planning Board and its Staff represent the Board on other town boards and committees: Ray Cook was the representative to the Community Preservation Committee, and Brian Murphey was the Town's Commissioner to the Merrimack Valley Planning Commission. The Town Planner served on the Town's Stormwater Working Group Committee. The Board maintained memberships with the Massachusetts Association of Planning Directors, the Merrimack Valley Planning Commission, and the American Planning Association (National and Massachusetts Chapters).

The Board welcomed its new part time Administrative Assistant, Jodi Bertrand in September 2019.

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

Respectfully submitted,

West Newbury Planning Board Members

	<u>Position, 7/01/19 – 6/30/20</u>	<u>Term Expiration</u>
Ann E. Bardeen	Member, Clerk	2023
Richard Bridges	Member	2022
Raymond A. Cook	Member, Vice Chair	2021
Brian R. Murphey	Member, Chair	2019
Tim Cronin	Member	2020
Wendy Reed	Associate Member	One Year Appointment
Leah Zambenardi	Town Planner	
Jodi Bertrand	Administrative Assistant	
Kathryn Carr	Recording Secretary	
Barbara Berkenbush	Tax Work-Off Program Assistant	

## FY20 ANNUAL REPORT OF THE BOARD OF HEALTH

To the Honorable Board of Selectmen:

The Board of Health continues to respond to Covid-19 and keep our residents informed during this challenging time. As of June 30, 2020 our Public Health Nurse has responded to 10 confirmed Covid-19 cases. Nine electronic updates were sent to residents with information on resources and guidance regarding to the Covid-19 in West Newbury.

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 2020, the Board of Health approved applications for 33 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 11 food permits, 1 milk permit, 10 permits for a well, 30 licenses for installers and 11 haulers.

Our annual Household Hazardous Waste Collection Event was held on August 24, 2019 in conjunction with the City of Newburyport and the Town of Merrimac. Approximately 159 households participated in our event, with 62 being West Newbury households.

FY20 was the fourteenth 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 no human cases for either EEE or West Nile in FY20.


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

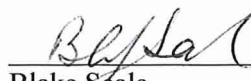
The Board of Health offers recycling programs for compact fluorescent light (CFL) bulbs, button batteries, mercury thermometers, thermostats, cellular telephones, rechargeable batteries as well as "medical sharps", books and a textiles recycling program. Access to these recycling programs can be made by contacting the Health Department office.


### RECEIPTS:

Licenses	\$6,925.00
Miscellaneous	\$17,500.00
Perc Test	\$5,850.00
Septic Plans Review	\$4,400.00
Recycling	\$727.49
Wells	\$1,400.00
Total	\$36,802.49

Respectfully Submitted:

  
Robert Janes  
Chairman

  
Blake Seale  
Member

  
Thomas Fahey  
Member

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

To the Honorable Board of Selectmen:

In accordance with the provisions of Chapter 14, Section 49, of the General Laws of the Commonwealth of Massachusetts, the Board of Water Commissioners herewith submits a report of activities of the Water Department for the Fiscal Year ending June 30, 2020.

Installations:	1,074
Dwellings in Town: (per Assessors)	1,657
% on Town Water:	65%
Town Population: (per Town Clerk)	4,640
Gallons Billed:	50,083,299
Average residential daily usage:	46 gpd/pp
Hydrants/Valves:	211/207
Street Valves:	143
Feet of Main:	147,840

The coronavirus pandemic in 2020 has created both a health crisis and an economic crisis in the United States and throughout the world. The pandemic has disrupted hundreds of thousands of lives, pushed the hospital system to its capacity, and created a global economic slowdown. That slowdown effected the construction and the timeline for completion of the new Brake Hill water tank and the Chemical Injection Facility.

### **New Brake Hill Water Storage Tank updates as of December 2020**

- The gravel access road has been completed.
- The electrical service and the Comcast communications duct bank has been installed from the water tank site to Hilltop Circle and is in full operation.
- The new 12-inch water main from the new tank to Hilltop Circle has been installed and is in full operation. The Hilltop Circle water main is now looped and no longer a dead end.
- The water tank construction has been completed.
- The new water tank is expected to be in service by March 2021 and all other site work is expected to be completed by the Spring of 2021 except for the old tank demolition.
- Once MassDEP informs the department that the new water tank can be put in service, the existing water tank will be demolished and removed from the site shortly after.

### **New Chemical Injection Facility updates as December 2020**

- The new Chemical Building has been built.
- The facility is anticipated to be completed and ready for the Town's use by the end of March 2021.
- MassDEP is tentatively scheduled on site in late February 2021 for the final pump test and we anticipate their final approval sometime in March, 2021.

Both of these projects have been in the works for many years and we look forward to the day they are in operation so we can move on to our next major capital improvement which is the rehabilitation of the Pipestave water tank scheduled to start in Fiscal Year 2022.



The Pipestave tanks high-performance elastomeric coating system to the eleven cast in place wall slots are failing and need to be replaced because they are leaking. At the same time the interior of the tank will be drained, cleaned and the installation of a mixing unit will be installed for better water quality before putting the tank back in service. The exterior of the tank will also be cleaned and recoated to improve the appearance and remove the efflorescence (salt residue from leaks in the tank concrete walls). A new access hatch will also be installed and the overflow encasement will be patched and waterproofed.

This work also includes a new pump installation to be able to pump against the head pressure to the Brake Hill Tank. The existing pump for Newburyport water is only designed to pump to the Pipestave Booster Station (PSBS) and then the pumps at the PSBS pump up to the Brake Hill Tank. During the rehabilitation work we won't be able to pump any water from the West Newbury sources so the work is contingent on Newburyport solely supplying water to West Newbury. The plan is to have the interior work done in late fall 2021 and the exterior work done in the spring 2022.

During Fiscal Year 2015 the Water 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 2020 the Department pumped 41,668,000 gallons of water from Wellfield #1 at a value of \$309,593.00 in savings if purchased from the City of Newburyport.

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

TWELVE-MONTH PERIOD JULY 1, 2019 TO JUNE 30, 2020

#### Water Usage (regular bills):

October 2019	\$428,152.58	
April 2020	414,531.45	<b><u>842,684.03</u></b>

#### Water Usage (special bills):

Addl. Water & Municipal Liens	6,181.07
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#### Services:

Unscheduled Reading Fee	1,440.00
Tapping Fee.	850.00

#### Materials:

New Meters	4,914.00
Other	6,783.25

<u>Fire Protection Charge</u>	77,207.00	<b><u>97,375.32</u></b>
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<b><u>TOTAL COMMITMENTS FISCAL YEAR 2020</u></b>		<b><u>940,059.35</u></b>
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Additional Revenue:

Misc. Revenue (backflow, red cards, etc.)	2,265.00	
Systems Development Charge	37,500.00	<b><u>39,765.00</u></b>

**TOTAL ESTIMATED REVENUE F/Y 2020** **\$979,824.35**

**OPERATING ACCOUNT EXPENDITURES**

TWELVE-MONTH PERIOD JULY 1, 2019 TO JUNE 30, 2020

Operating Expenses:

Facilities Cost	\$32,953.33
Office Expense	7,774.06
Retirement Expense	47,145.17
(Includes: Essex County Retirement & Post Retirement Benefits)	
Outside Services/Training	16,803.00
Computer Expense	3,893.82
Vehicle/Equipment Expense	3,351.31
Materials/Supplies/Outside Contractors	64,293.86
Water Purchase-City of Newburyport	164,048.47
Safe Water Drinking Assessment	536.03
Legal Expenses	0.00
Dues & Membership	1,565.00
Mileage Reimbursement	1,114.00
	343,478.05

Salary/Wages: 199,207.98

Insurances: 32,916.68

Debt Service: 101,645.78

Indirect Costs: 50,954.00

**TOTAL EXPENDITURES F/Y 2020** **\$728,202.49**

**BOARD OF WATER COMMISSIONERS**

Richard Cushing

Robert Janes, Chairman

Larry Corcoran

Michael E. Goot e, Manager/Superintendent

Jodi Bertrand, Administrative Assistant



# WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

978-363-1213  
978-363-1114 fax

Jeff Durand, Police Chief  
durand@westnewburysafety.org

To the Board of Selectmen:

The past year started out at a high point with Field Day and the fireworks show for the closing ceremony of the Town's Bicentennial celebration in July. A lot of hard work was put into all of the Bicentennial events, including the finale at Pipestave Hill. I would like to thank the members of the Bicentennial Committee, the Board of Selectmen, Town Manager, Highway Department and members of the Police Department staff for a successful and memorable day.

National Night Out in August was a continued success for the Town. Many thanks go out to the West Newbury Fire Department, the Highway Department, and the Groveland and Merrimac Police Departments for assisting us with organizing this event and making it a positive and popular event for the public. As in past years we would not have been able to make this event possible without the generous donations from town and area residents and businesses.

The Police Department continued our Prescription Drug Takeback program, which has been an important mission of this and other departments. Officer Kyle Roy graduated from the full time police academy in August of 2019. Sergeant Jay Johnson was appointed a permanent Sergeant during the early summer of 2020. During the fall we also welcomed Reserve Officer Emmanuel Terrero to the department.

During the beginning of 2020, the nation, as well as the rest of the world began dealing with the COVID-19 pandemic. As first responders, the members of this department had to make many changes in how we dealt with what used to be routine calls and contacts with the public. An increase in the use of personal protective equipment, social distancing, and limited access to the police station lobby were changes that the department had to adapt to. Police staff changed their schedules temporarily for about three months, working 24 hour shifts to help limit exposure to the virus at the station. While there was a reduction in officer initiated activity due to the virus, we looked for the best practices and safest ways to still perform our essential functions. The department members as usual stepped up and were able to continue doing our jobs under different and difficult conditions.

Also, during the spring of 2020 the Board of Selectmen reviewed the department's Use of Force policies and found them to be in compliance with State and Federal laws.

During the 2020 fiscal year the department logged 22,062 total calls for service. These included but are not limited to, 50 motor vehicle crashes, 1560 motor vehicles stops which resulted in 1263 verbal warnings, 172 written warnings, and 125 citations issues. There were also 37 motor vehicle related criminal summonses and 43 arrests. Officers also responded to 106 burglar alarms and investigated 3 breaking and enterings.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Jeff Durand", written over the printed name.

Chief Jeff Durand



# WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

978-363-1213

978-363-1114 fax

Jeff Durand, Police Chief  
durand@westnewburysafety.org

To the Board of Selectmen:

With all of the changes that have taken place around the world, the country, and directly in West Newbury, the West Newbury Public Safety Dispatch Center has been a stable and dependable foundation that the Town can consistently rely upon. The Dispatcher Center continues to be a 24/7 operation that is the primary point of contact for citizens. Dispatchers are essential first responders that coordinate police, fire, and medical response to assist the needs of callers.

There have been direct affects that the COVID-19 pandemic has had on the way Dispatchers perform their job. Dispatchers have integrated new State 911 implemented, standardized questions into their Emergency Medical Dispatch process as a way to assist first responders. Dispatchers have had to be up to date on the latest changes within the Town and with all town departments in order to properly assist callers with their questions and inquiries.

The Dispatcher Center also added a new full-time dispatcher to its staff. Samantha Holt, who is also a member of the West Newbury Emergency Management Agency, completed all of the state required training and began working full time in March of 2020. Reserve Officer Michael Denaro also started working in the Dispatch Center in March of 2020, as he took on the role of part-time dispatcher. As of July 2020, full-time dispatcher Judy Romano enters into her 24th year working for the Town of West Newbury.

Despite all of the changes that they have faced in the past year, all of the dispatchers remained devoted to serving the town and its residents, and have done so with the utmost professionalism and diligence. They are dedicated and devoted to serving the town and providing the best service possible to the residents.

Respectfully Submitted,

Chief Jeff Durand





# **WEST NEWBURY EMERGENCY MANAGEMENT AGENCY**

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

To the Honorable Board of Selectmen:

Within the first few months of 2020, it quickly became apparent that gathering should not be taking place. The Town, the West Newbury Emergency Management Agency (EMA), and Commonwealth focused on the Covid-19 Pandemic for most of 2020.

EMA began 2020 preparing for the graded exercise with MEMA and FEMA evaluating the Town's abilities to follow the radiological emergency response plans for Seabrook Station. The radiological exercise was completed virtually in December 2020. The Town received favorable results with no corrective actions.

EMA worked closely with MEMA and the other public safety departments in Town to coordinate Personal Protective Equipment and cleaning supplies for first responders through much of 2020.

West Newbury Emergency Management Agency volunteers support the community as much as possible - during emergencies, training, and volunteer events. The volunteers are the backbone of EMA. EMA could not accomplish its goals and objectives without volunteerism. Thank you to all that have served past and present!

Helpful information, handouts, and suggestion lists for Disaster Planning are available at [www.mass.gov/mema](http://www.mass.gov/mema) and [www.fema.gov](http://www.fema.gov). All residents are encouraged to have a Disaster Response Plan for their families and pets.

Anyone wishing to volunteer is encouraged to reach out to the Director.

*Respectfully submitted,*

*Lee Ann Delp,  
EMA Director*

### **Responses**

The West Newbury Fire Department responded to 432 calls for service during fiscal year 2020. We responded out of town for mutual aid 24 times to provide incident support to the surrounding communities. We are grateful for the support and professionalism we receive from the Amesbury, Georgetown, Groveland, Newbury, Newburyport, Merrimac and Salisbury Fire Departments.

### **In memory**

During the year we lost two members from our fire department family. Retired Assistant Fire Chief Glenn Coffin passed away on November 15, 2019. Glenn was an amazing spirit on the department. Glenn dedicated a lifetime to the department and to the community. On March 4, 2020, Lieutenant Stephen Cutter passed away after a long-fought battle with glioblastoma. Steve spent the majority of his career in Newburyport and retired in 2013 as the Chief of the Department. Without skipping a beat, Steve and his family moved to West Newbury where he joined the department. Chief Coffin and Lt. Cutter were amazing leaders, mentors and friends. They will be forever missed and never forgotten.

### **Covid-19**

As a result of the covid-19 pandemic, we teamed up with the West Newbury Board of Health. This partnership was formed to support to our front line first responders and to continue with our mission to provide the citizens of the town with professional emergency services. We want to personally thank Health Agent Paul Seigny and Public Health Nurse Diane Dardeno for the countless hours and support they provided to us. So many of the adjustments we needed to make in order to support our responders' health and safety began with close collaboration with Paul and Diane.

### **Training**

Due to the pandemic we needed to make changes to the way we train our firefighters throughout the year. Most of our training is typically done in person at the fire station. In March, during the pandemic, we appointed the following members to provisionally fill open officer positions on the department. William Donahue was promoted to the rank of Captain, and Cooper Carifio and Jason Goldweber were promoted to the rank of Lieutenant. Lt's Carifio and Goldweber took the lead and created a virtual training program for the members. Although this was a major change to the way we operate it gave the members an alternative to in person training during the uncertain times we faced.

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

**West Newbury Fire Department**  
**Incident Analysis**  
**From 07/01/2019 Thru 06/30/2020**

<b><u>Incident Type</u></b>	<b><u>Occurrences</u></b>	<b><u>Percentage</u></b>
Building fire	6	1.4
Chimney or flue fire, confined to chimney or flue	4	0.9
Mobile property (vehicle) fire, other	1	0.2
Passenger vehicle fire	2	0.5
Forest, woods or wildland fire	3	0.7
Brush or brush-and-grass mixture fire	2	0.5
Outside rubbish, trash or waste fire	1	0.2
Explosion (no fire), other	1	0.2
Medical assist, assist EMS crew	1	0.2
EMS call, excluding vehicle accident with injury	169	39.1
Motor vehicle accident with injuries	7	1.6
Motor vehicle/pedestrian accident (MV Ped)	1	0.2
Motor vehicle accident with no injuries.	19	4.4
Search for person in water	1	0.2
Gasoline or other flammable liquid spill	1	0.2
Gas leak (natural gas or LPG)	6	1.4
Carbon monoxide incident	3	0.7
Power line down	2	0.5
Water evacuation	2	0.5
Water or steam leak	2	0.5
Animal rescue	2	0.5
Assist police or other governmental agency	6	1.4
Public service	32	7.4
Assist invalid	26	6.0
Unauthorized burning	11	2.5
Cover assignment, standby, move up	9	2.1
Dispatched & canceled enroute	16	3.7
No incident found on arrival at dispatch address	7	1.6
Authorized controlled burning	3	0.7
Smoke scare, odor of smoke	10	2.3
Smoke from barbecue, tar kettle	1	0.2
Unintentional transmission of alarm, other	3	0.7
Smoke detector activation, no fire - unintentional	27	6.3
Detector activation, no fire - unintentional	2	0.5
Alarm system activation, no fire - unintentional	30	6.9
Carbon monoxide detector activation, no CO	9	2.1
Lightning strike (no fire)	1	0.2
Severe weather or natural disaster standby	3	0.7
<b>TOTAL</b>	<b>432</b>	<b>100.0</b>



West Newbury Fire Department  
Incident Analysis  
From 07/01/2019 Thru 06/30/2020

<u>Aid Given or Received</u>	<u>Occurrences</u>	<u>Percentage</u>
Mutual aid received	16	3.7
Automatic aid received	10	2.3
Mutual aid given	20	4.6
Automatic aid given	4	0.9
None	382	88.4
<b>TOTAL</b>	<b>432</b>	<b>100.0</b>



# WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

978-363-1213  
978-363-1114 fax

Jeff Durand, Police Chief  
durand@westnewburysafety.org

To the Board of Selectmen:

Animal Control services are provided through a regional agreement between the Town of West Newbury and the City of Newburyport. This agreement provides the Town with coverage seven days a week twenty four hours a day and has been proven beneficial to both communities. Our Animal Control Officer Kayla Provencher can be reached by calling the dispatch center at 978-363-1213 or 911 for emergency situations.

ACO Scott Purdie retired in October of 2019. We wish him a happy and healthy retirement and thank you for your service.

Below is a list of calls handled by the ACO during the fiscal year.

Total calls received	221
Complaints received	36
Written warnings	3
Dog licenses checked	22
Dead animal pick up	25
Barn inspections	78

Respectfully Submitted,

Chief Jeff Durand

**FY 2020**  
**INSPECTION DEPARTMENT ANNUAL REPORT**

To the Honorable Board of Selectmen:

**Permits Issued**

<b>Type of Permit Fees Collected</b>	<b>#</b>	<b>Value of Work</b>	<b>Fees Collected</b>
Residential Building Permits	245		\$177,304.00
Commercial Building Permits*	7		\$310.00
Plumbing Permits	89		\$10,061.00
Gas Permits	141		\$10,818.00
Electrical Permits	201		\$28,876.00
Trench Permits**	10		\$410.00
Sheet Metal Permits	21		\$4,016.00
<b>Totals</b>	<b>714</b>	<b>\$15,102,762.44</b>	<b>\$231,795.00</b>

\*The Value of Work and Fees Collected for the Commercial Building Permits does not include the Pentucket Regional School and other permits for the Town of West Newbury where the fees were exempt.

The value of construction listed on the permit applications for exempt permits was \$30,385,430.

Total value of construction in FY 20 – \$45,488,192.44.

On July 2, 2020 (FY21) an additional permit with a value of \$118,500,000 was issued for the Pentucket Regional School.

\*\*Trench Permits are now issued by the Department of Public Works.

**Department Expenses**

Salaries & Wages	- \$121,766.98
Department Expenses	- \$14,236.09
<b>Department Total</b>	<b>- \$136,003.07</b>

<b>Total of fees collected after expenses -</b>	<b>\$95,791.93</b>
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**Department Employees**

Sam Joslin – Building Commissioner\*  
Stan Kulacz – Plumbing and Gas Inspector  
Tom Tombarello – Electrical Inspector  
Joan Croteau – Administrative Assistant\*\* (978) 363-1100 Ext.122

\*The Building Commissioner also performs the functions of Zoning Enforcement Office, ADA Administrator and Floodplains Coordinator.

\*\*The Administrative Assistant is also the Administrative Assistant to the Zoning Board of Appeals.

Respectfully submitted,

Sam Joslin  
Building Commissioner



# TOWN OF WEST NEWBURY

## CONSERVATION COMMISSION

**381 Main Street, West Newbury, Mass. 01985**

**TEL: 978-363-1100 x126 FAX: 978-363-1119**

### Annual Report of the Conservation Commission

To the Honorable Board of Selectman:

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

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

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

This year the Commission issued nine Orders of Conditions. Three Orders of Conditions were issued for septic systems, two for utilities, two for docks, one for a pool and one for construction of the Pentucket School. The Commission issued 10 Negative Determinations of Applicability. Negative Determinations were issued for a barn, driveway, addition, septic system, retaining wall, tree removal, two for decks and two for utilities projects. The commission also issued five Order of Conditions Extensions, two Amended Orders of Conditions and ten Certificates of Compliance.

Respectfully Submitted,

N. Dawne Fusco, Chair



# **Town of West Newbury**

**381 Main Street  
West Newbury, Massachusetts 01985**

**Wayne S. Amaral, Director of Public Works**  
**978-363-1100, Ext. 120**  
[DPWDirector@wnewbury.org](mailto:DPWDirector@wnewbury.org)

## **FY2020 Annual Report for The Department of Public Works**

To the Residents of West Newbury,

I respectfully submit the Fiscal Year 2020 Annual Report for the Department of Public Works (DPW) for the period between July 1, 2019 to June 30, 2020.

The beginning of fiscal year 2020 was uneventful for DPW. We continued our annual focus on roadway infrastructure maintenance and improvements, facility repairs and upgrades, town-wide landscaping and mowing, and continued to make our town a place our residents can be proud to call home. However, in March of 2020 our community (like all communities around the country) was introduced to COVID-19 and our work plan was altered or put on hold. We, as a department, were called to the front-line to make the town facilities safe for staff who did not have the option to work from home. Many town staff members were required to come to work due to their job responsibilities to keep the town operating with minor or no interruptions to town services. This was made possible by installing PPE at individual work spaces and continuing to maintain a clean, disinfected work environment.

Nevertheless, with all the challenges of a COVID-19 work environment, DPW still was able to conduct our daily work and improvements around our town. Some of these tasks included;

- Replaced rotted gutters, downspouts and trim on the G.A.R Library. This work was done in-house, saving the town about 30%-40% in cost.
- DPW contracted the removal of 19 high hazard trees and developed a long-term plan to continue high hazard tree removal by priority based on public safety.
- Installed 18 East Coast Greenway Trail signs on Middle Street to designate the West Newbury route.
- Conducted speed and volume traffic studies for both Bridge Street and Church Street.
- Continued with our floor rehabilitation project at the Page School.

In the fall of 2019, we planted a new tree in the Training Field and the flag pole that snapped during the winter of January of 2019 was replaced with a taller, more visible pole. Finally, in front of many in attendance, we buried a time capsule to commemorate our bicentennial.

We again worked closely with a consultant in preparing the 2020 MS4 Stormwater Permit. In May, staff attended our annual stormwater illicit identification class. All our MS4 Stormwater documents have been updated and can be found on the DPW web-page.

Despite the challenges of COVID-19, we were still able to conduct our yearly town-wide street cleaning, refreshed all our pavement markings, and cleaned another 400-catch basins around town.

Finally, DPW organized and hosted our first outdoor town meeting in the spring due to COVID-19 safety restrictions. The event was attended by hundreds of residents and was a major success.

The employees at DPW would like to thank the Town Managers Office, Board of Selectmen and most importantly the residents for the continuous support we have received. It is a pleasure serving our community.

Respectfully submitted,

Wayne S. Amaral,  
Director of Public Works

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

During the past year the Senior Center has experienced many changes. The beginning of the year started like any other. We increased our programming and were offering trips. But like most of us we were greatly affected by COVID-19 and had to make adjustments to our programming and the services that we are offering. Although, we weren't offering classes or programs in the Senior Center, we never closed and worked hard to provide the services that the town needed.

During the 2<sup>nd</sup> week of March, the Senior Center reached out to every resident in town that was over the age of 65. With the help of several different town employees we were able to accomplish regular check ins for our residents.

With the Safer at Home Advisory that was put into place we were able to offer grocery shopping to many residents in town so that they were able to stay home. At the height of our grocery delivering we had 30 households that were taking advantage of this service.

In May, we started our Lunch Series. We decided that this would be our way of celebrating you during Older Americans month. We started by delivering 25 meals each week but found that the need was far greater. We increased that number to 50 meals served every Wednesday. We have two members of our Friends Group that have been delivering the meals for us every week. This program was funded through a grant received from Elder Services of the Merrimack Valley.

Our food pantry usage increased this year. The town came together to help make sure that we were stocked and prepared for anyone that stepped through our doors. With your help we successfully set up a Food Pantry Account that has been receiving donations throughout the year. We have been able to welcome everyone in and provide them with the goods that they need.

Our Shine Program had a successful open enrollment from October 2019 - December 2019. We were able to help over 150 residents find appropriate health insurance plans. We helped an additional 75 residents enroll in Medicare A, B, C & D. If you are turning 65 in the next year please reach out so we can help you with enrollment.

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

If you have any questions in regards to services offered or what is available to you please call our Director, Theresa Woodbury, at 978-363-1104 or email at [coa@wnewbury.org](mailto:coa@wnewbury.org).

Respectfully Submitted,  
Theresa Woodbury,  
Director

# 2020 West Newbury Open Space Town Report



To the Board of Selectmen:

**The Open Space Committee (OSC)** met regularly during the 2020 fiscal year. Members met in person until March, 2020 when COVID-19 forced committees and boards to assemble remotely. This report summarizes its accomplishments and challenges from July 1, 2019 to June 30, 2020.

**The preservations of Brown Spring Farm and the River Road Preservation Area** highlighted 2020. River Road was acquired by Essex County Greenbelt in October, 2019 and paid for from Community Preservation Act (CPA) funds and donations. That was followed by the purchase of an agricultural preservation restriction on Brown Spring Farm, which was sold to farmer Chris Grant in late December. Also in February, the OSC voted to cosponsor with Greenbelt a request for \$175,000 in CPA funds toward preserving 38 acres comprising the Artichoke River Woods Preservation Area. Besides offering great recreational opportunities, conserving this land will help protect the town's wells. Town residents approved the request at town meeting in June. The OSC also submitted a town meeting warrant article for Article 97 protection for 116 acres of town-owned property at Brake Hill.

**The creation of an All-Access trail** was hatched over the course of several meetings. Under consideration were short stretches of the River Trail in Riverbend and the trail/roadway along Mill Pond. Specifications such as a hard pack surface and gentle grades allow people of all ages and abilities to enjoy West Newbury open spaces.

**The OSC sponsored its first walk to identify invasive species** in the town as part of an effort to combat climate change and promote native plants. This was the first step in creating a standing committee dedicated to the eradication of invasive species. Instruction was offered about how to use a smart phone app, iNaturalist, which enables users to share information about biodiversity and learn about nature. In the same vein, members of the OSC worked with the Dept. of Public Works to establish a town field mowing schedule that preserves pollinators and native plants critical to a balanced environment.

**The OSC proposed the part time position of trail manager** to oversee maintenance of the town's extensive trail network. As such, the Board of Selectman approved a two-hour a week position.

**The OSC submitted a lengthy letter** detailing the potential damage to open space and wetlands by the massive 40B project proposed for Coffin St.

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



Respectfully submitted,

John Dodge, chairman



**COMMUNITY PRESERVATION COMMITTEE  
TOWN OF WEST NEWBURY  
Annual Report, Fiscal Year 2020**

**BACKGROUND**

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

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

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

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

**SUMMARY OF FUNDS**

**Revenues collected for Fiscal Year 2020 are as follows:**

Receipts from Surcharge:	\$337,679.46
Tax liens redeemed:	\$136.28
Earnings on Investments:	\$28,725.56
State Grant for Historic Sites Survey:	\$12,500.00
State Match:	\$169,258.00
<b>TOTAL</b>	<b>\$548,299.30</b>

(Source: 2020 Revenue Statement, prepared by the Town Accountant)

**Available Balance in the CPC Account as of June 30, 2020:**

Fund Balance Reserved for Community Housing:	\$561,957.90
Fund Balance Reserved for Historic Resources:	\$488,408.38
Fund Balance Reserved for Open Space and Recreation:	\$148,308.41
Fund Balance Reserved as Undesignated:	\$1,933,318.35

*(Source: Form CP2, prepared by the Town Accountant and filed with the Massachusetts Department of Revenue, June 30, 2020)*

**CPA PROJECTS**

To date, including through FY20, 32 projects have been approved by Town Meeting voters and proceeded through funding (or are in process). The breakdown of categories is as follows:

Community Housing:	\$ 622,967
Historic Preservation:	\$ 2,529,554
Open Space:	\$ 522,100
Recreation:	\$ 512,857
<b>TOTAL:</b>	<b>\$ 4,187,478 *</b>
* Note: This total does not include an additional \$1,250,000 in debt service authorized for the Soldiers & Sailors Building Restoration, which will be paid over time from the CPC Historic Preservation account.	

Note that these amounts include the full amount appropriated or, for projects already completed and closed out, the actual amount expended. Some projects have been completed under budget. A complete table of projects approved and expenditures is posted in the Community Preservation Plan on the CPC webpage.

During Fiscal Year 2020, the CPC approved and recommended to Town Meeting the following projects:

**Special Town Meeting November 4, 2019**

- Kitchen & Bath Modernization for Hills and Boynton Court, Senior Housing \$280,978.95
- Historic Marker to honor Julian D. Steele \$600.00
- Restoration of Soldiers & Sailors Memorial Building (Carr Post) \$1,500,000 (including authorization to expend \$250,000 from existing CPA funds with additional authorization to borrow \$1,250,000 with future debt service payable from CPA funds).

All three Articles appeared on the warrant for the Special Town Meeting on November 4, 2019 and Town Meeting voters approved all three proposals.

### **Special Town Meeting June 27, 2020**

- Page School Playground Accessibility Improvements \$462,857.00

This Article appeared on the warrant for the Special Town Meeting on June 27, 2020 and Town Meeting voters approved the proposal.

### **Annual Town Meeting June 27, 2020**

- Artichoke River Woods \$175,000.00

This Article appeared on the warrant for the Annual Town Meeting on June 27, 2020 and Town Meeting voters approved the proposal.

### **ADMINISTRATION**

Rick Parker was appointed in June 2020 as the Board of Selectmen's representative. Jack Foley was also appointed in June 2020 as the Parks & Recreation representative. The terms of other Committee members extended their FY20. Jean Nelson served as the CPC Administrator in FY20 until her retirement in February 2020. The Committee extends its sincere thanks to Jean for her many years of service to the Community Preservation Committee and to the Town of West Newbury. We wish her the very best enjoyment of her well-earned retirement. As FY20 drew to a close the Town's search for a new Administrator was underway.

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

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

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

Members as of June 30, 2020:

Judith Mizner, Chair and Conservation Commission

Tim Cronin, Vice Chair and Planning Board

Gary Bill, Housing Authority

Jack Foley, Parks & Recreation Commission

Robert Janes, Historical Commission

Rick Parker, Board of Selectmen

Sherry Pruyne, At-Large Member

Angus Jennings, Ex Officio Member

## **Energy Advisory Committee**

Between July 1, 2019 and June 30, 2020, the Energy Advisory Committee met regularly and worked on these issues:

- Held a discussion with members of the planning board and the public re: amendments to the town solar bylaw that might win approval at town meeting.
- Secured funding and helped establish the Municipal Vulnerability Preparedness group.
- Considered and deferred a project to take over streetlights from National Grid and convert to LEDs.
- Secured funding from National Grid and approval from town meeting for electric vehicle charging stations at Page School and the 1910 building.
- Applied for Green Communities funding to improve HVAC control systems at the 1910 Building and subsidize the purchase of a hybrid electric police vehicle.
- The 422 kW Main Street Solar installation, completed in late 2015 and located immediately to the west of the Page School property, produced 587,194 kWh of electrical energy and \$55,291.45 Net Financial Benefit to the Town
- The 3.36 kW DPW Garage/Pipestave Hill solar installation again repaid the original \$2400 Town contribution toward its cost, as it has each year since installation in January 2011, through a combination of the dollar value of electrical energy production (4609 kWh) and payment to the Town for Solar Renewable Energy Credits created.

Members: Elisa Grammer, Liz Callahan, Chip Wallace, Rick Parker, Tom Craig

## **Annual Report of the Municipal Vulnerability Preparedness Group FY 2020**

Between July 1, 2019 and June 30, 2020, the climate change Municipal Vulnerability Preparedness (MVP) Group met regularly and engaged in a number of activities, beginning with an application for a \$25,000 MVP grant with the goal of West Newbury's certification as an MVP Community, which makes the Town eligible for action grants to address vulnerabilities to climate change.

Among other things, in the FY 2020 timeframe, the MVP Group:

- Obtained an MVP planning grant
- Designed and uploaded a Town webpage concerning climate change and MVP activities
- Developed and conducted a survey of townspeople
- Interviewed key stakeholders
- Reviewed data about climate change and vulnerabilities
- Held an all-day workshop with some 40 stakeholders consisting of Town staff, committee members, and others to identify and prioritize issues and actions the Town may take to mitigate climate change impacts—this was the last large indoor Town event prior to the COVID-19 shutdown
- Prepared a Final Report

*The West Newbury Municipal Vulnerability Preparedness Working Group:* Project Manager, Elisa Grammer, Health Agent Paul Sevigny, Liz Callahan, Nancy Pau, Wendy Reed, Chip Wallace, Rick Parker, Patricia Reeser, Hannah Grinnell

## Annual Report of the West Newbury Historical Commission FY 2020

Between July 1, 2019 and June 30, 2020, the Historical Commission met regularly and engaged in a number of projects, highlighted below:

- **Historic Sites Survey:** With funding from Community Preservation Act monies and a matching grant from the Massachusetts Historical Commission, the Commission undertook the Historic Sites Survey, which includes architectural and historical information as well as photographs of the Town's buildings aged over 100 years. As the Phase 1 Survey was completed in FY 2019, the Commission wrapped up grant requirements, put the Phase 1 Survey (concentrating on Main Street) on the Town website and publicized it. The Commission also mailed a copy of the pertinent survey form to each homeowner whose property was included in the Survey. Later, the Commission worked on obtaining funding for Phase 2 of the Survey, securing CPC funding as well as a second grant from the Massachusetts Historical Commission. In the spring of 2020, the Commission hired consultants to complete the second survey, which included 108 additional properties in Town. The survey was scheduled to be completed at the end of 2020, at which time the results will be publicized and mailed to residents.
- **National Register Listing for Historic Districts:** Based on the Phase 1 Survey's recommendations to establish three new Historic Districts for listing on the federal National Register of historic places, the Commission notified the Selectmen and began researching the ramifications and procedures for obtaining such a listing. The listing provides recognition and some protection against federally approved development such as a new highway or pipeline, but does not impact a property owner's right to make any desired alteration to the property.
- **New Historical Marker for Town Moderator Julian Steele:** The Commission researched the life story of Julian Denegal Steele, who in 1952 was elected Town Moderator—the first African American to hold such a post in the Commonwealth. Steele also held prominent state and federal positions in the area of affordable housing and was both a civil rights and church leader. The Commission obtained the Selectmen's approval to pursue a new historical marker in front of Town Hall to honor Julian Steele, and in fall 2019, the Town voted to use CPC funds to erect the marker.
- **Minute Histories—Town Historic Markers, Notable People:** To celebrate the Town's 2019 Bicentennial, the Commission launched a monthly series of stories behind our historical markers. The monthly stories continued in 2020 with notable townspeople. These were advertised and posted on the Town website. The Commission also replaced three markers that were damaged or missing. Additionally, the Commission worked with DPW and the Essex National Heritage Commission to replace the sign at the Training Field Historic District.
- **Condition of Town Hall Building—Antique Chairs:** Members of the Historical Commission met with DPW Director Wayne Amaral to review the condition of Town Hall, particularly as concerned potential fire threats. Mr. Amaral identified the large number of disused old wooden chairs stacked behind the stage as a fire hazard. The Commission researched the history of these chairs and obtained the Selectmen's agreement to have the antique chairs declared surplus and sold. The Commission had considerable success selling them to townspeople, and raised several thousand dollars for the Town's General Fund.

*The West Newbury Historical Commission:* Chairman, Bob Janes; Members Dot Cavanaugh, Jennifer Conway, Celeste Edwards, Elisa Grammer



West Newbury Cultural Council Annual Report  
FY 2020

The West Newbury Cultural Council is a member of the local Massachusetts Cultural Council program, which provides funding to towns for small grants for events incorporating the Arts, Humanities and Interpretive Sciences.

In 2020, the West Newbury Cultural Council was appropriated \$4,800 to fund arts grants. The Council added \$359 in locally raised funds to support a total of \$5,195 for Council on Aging arts programming; a community performance by the Merrimack Valley Concert Band; a spring bird walk through Mill Pond conducted by the Massachusetts Audubon Society; two library-sponsored programs including a New England history program and children's summer program; Pentucket Arts Foundation 17th Annual A cappella Night; the Byfield Community Arts Center; the Outdoor Sculpture Show at Maudslay State Park; the Salisbury Arts Stroll; and the West Newbury Art in the Garden program. Due to the 2020 COVID-19 pandemic, some of the programs were modified to become virtual and a few have been postponed until 2021.

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



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

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**Report of the Mill Pond Committee  
July 1, 2019 through June 30, 2020**

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 West Newbury Parks & Recreation Committee for their help and assistance in helping navigate parking and use to ensure use for multiple events happening at the same time.
- The West Newbury Open Space Committee for multiple efforts in ensuring our areas are protected and available to all. Their partnership and stewardship of helping craft a vision and grant application for Mill Pond's future, enabling enhanced accessibility is very much appreciated.



In our want to protect the health of residents of West Newbury and following guidance from the Governor of Massachusetts due to COVID-19, much of Mill Pond and Pipestave Recreational area(s) has been limited to resident-only access. However, the Mill Pond Area continues to be enjoyed by residents 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:

- Multiple Equestrian events were sponsored by the West Newbury Riding and Driving Club.
- Several high school cross country track events were held.
- The Mill Pond building was used by the Boy Scouts, Cub Scout, and multiple private functions.

Respectfully Submitted,

*Ryan Goodwin*

Ryan Goodwin, Mill Pond  
Committee Chair

**TREE COMMITTEE  
TOWN OF WEST NEWBURY  
Annual Report for FY 2020**

The West Newbury Tree Committee was chartered by the Board of Selectmen on August 5, 2019 to:

- assist in the identification, protection, and preservation of significant and remarkable trees in West Newbury;
- provide education to the Town and residents of West Newbury on measures that will help to protect and preserve significant and remarkable trees in West Newbury; and
- provide information and assistance generally regarding the values, protection, and preservation of the trees and forests in West Newbury.

The Tree Committee is comprised of 5 members appointed by the Selectmen along with 2 associates and the Town Tree Warden (serving ex officio). The Tree Committee met monthly starting in Fall 2020 and got off to a strong start. In FY 2020, the Tree Committee:

- applied for and was awarded a grant from the Mass. DCR for tree measuring equipment and training (training delayed due to COVID);
- created and instituted a nomination process for the Roster of Significant and Remarkable Trees in West Newbury;
- coordinated with Wayne Amaral, the Town Tree Warden (and Director, DPW) on developing guidance for trees located on public rights of way;
- distributed 250+ tree seedlings to Garden Club and Tree Committee members for further distribution to town residents (community-wide distribution event canceled due to COVID);
- used a USFS web-based application (i-Tree) to estimate that West Newbury has about 57% tree cover, based on samplings of over 2000 points;
- participated in 3 outdoor sessions to learn tree identification by bark type;
- created its home website containing substantial information about trees in West Newbury, including planting, caring for, and protecting trees, how to find local arborists, the impacts of climate change, and web links to other organizations dedicated to trees and forests.

The Tree Committee is committed to being the primary local source for obtaining information and timely assistance for the trees in West Newbury and to working closely with the Town Tree Warden. The Committee's interests extend from illuminating the historical legacy of the West Newbury trees throughout the different eras of land usage in West Newbury to protecting the Town's trees during the current period of housing development. The Committee is committed to assisting property owners in combatting current and future threats to their trees, such as the Gypsy Moth and the Emerald Ash Borer invasions. The Committee will also continue to provide information and assistance related to the impacts of climate change on the trees of West Newbury. Finally, the Committee's interest in hosting community-wide events related to trees and forests remains a priority even though the FY 2020 Arbor Day celebration and Tree ID Walks were interrupted by COVID. Planning for these events will be reinstituted as soon as feasible.

Respectfully submitted,  
Fred Chanania  
Chairperson of West Newbury Tree Committee



## PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
22 MAIN STREET  
WEST NEWBURY, MASSACHUSETTS 01985-1897  
TEL: (978) 363-2280 / FAX: (978) 363-1165

GROVELAND  
MERRIMAC  
WEST NEWBURY

Justin Bartholomew, Ed.D.  
*Superintendent*

Brent Conway  
*Assistant Superintendent*

Greg A. Labrecque  
*Business Manager*

Michael A. Jarvis, Ed.D.  
*Director of Supplemental and Intensive Services*

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**The West Newbury Annual Report of the School Department activities for FY20 has been developed by the Principals of the Pentucket Regional High School, Pentucket Regional Middle School and Dr. John C. Page School on behalf of the Superintendent of Schools and the Pentucket Regional School Committee.**

**Lisa O'Connor, Chairwoman**

**Dena Trotta, Vice Chairman**

**Bill Buell**

**Joanna Blanchard**

**Christine Reading**

**Dick Hodges**

**Emily Dwyer**

**Marie Felzani**

**Wayne Adams**

Pentucket Regional High School  
Annual Report Fiscal Year 2019 - 2020

The 2019 - 2020 school year was a year like no other. Student enrollment was 689 and consisted of 190 students from West Newbury, 254 from Groveland, 245 from Merrimac, and 34 school choice students. 182 students graduated in the class of 2020.

After a great fall and winter of school and student activities we made an abrupt shift to remote learning that spanned from March until the summer break. This was a drastic change for students at Pentucket, as well as students across the state and nation. As the remote learning scenario evolved and the length of time out of school increased, the expectations for students and teachers also changed. Students, parents and staff did a remarkable job adjusting to a very different learning environment and expectations.

One of the great successes of this challenging year was how the class of 2020 worked together with the school administration and community to orchestrate several significant culminating events. Students, staff and community members worked with student council co-president, Ben Beaulieu, to record and submit a video senior awards celebration. This virtual ceremony was a fitting tribute to the accomplishments of the class. Students also collaborated with administration to host a unique and festive graduation ceremony on the grass field in front of the school. With the high school as it's backdrop, the class gathered in their vehicles with family for graduation. The air conditioning in their vehicle kept everyone cool, and horns were used to congratulate classmates, and when the time arrived students got out of their vehicles and walked across the stage to accept their diploma. Despite all of the challenges, The Class of 2020 graduated from high school in style like no class ever did before.

Students and staff at PRHS are grateful for the continued support of the Town of West Newbury. Thank you for all that you do for us every year!

Respectfully submitted,  
Jonathan Seymour, Principal

Pentucket Regional Middle School  
Annual Report Fiscal Year 2019 - 2020

The 2019-2020 school year certainly presented challenges for us all. From the educational perspective, students, staff and families had to make changes overnight. The way that teachers had to shift and deliver curriculum in a different way was certainly challenging for us all, but has allowed us to change education in a lot of ways for the better as we continue to move through this difficult time.

Student enrollment was 390 and consisted of 91 students from West Newbury, 152 from Groveland, 139 from Merrimac, and 8 school choice students. 185 students matriculated to the high school level.

The fall began with the implementation of a new student information system, Infinite Campus. This platform allows for a main streamline approach to communication for students and families. Campus allows for staff to post grades and provide updates via email to both individuals and groups of students. The school administration can also use these features to send important information to families as well. The school's technology coordinators help facilitate training and troubleshoot concerns as they arose.

The Team model at PRMS was also implemented during the 2019-2020 school year. This allowed for a greater student-centered approach as groups of teachers all share the same students. Staff could now collaborate with one another to discuss the RTI process and develop strategies to assist struggling students. This also allows for a more effective process for parent communication. Most importantly, the Team model has provided students with a greater sense of community as they begin their 7-12 education at Pentucket.

The 2019-2020 school year also brought some additional curriculum supports for students and staff. This included the Eureka Math program in both grades 7 and 8. This provided a bridge from elementary school to middle as students are familiar with this program from previous years. Also in the area of Math, the grade 8 Math staff worked collaboratively with the high school staff to assure that the Algebra 1 curriculum aligns at both levels. Progress monitoring in the areas of Math and literacy through the implementation of the i-Ready platform. This allows staff to assess student progress through the implementation of benchmark assessments throughout the school year. Students who are identified as needing support have the opportunity to be enrolled in a "Lab" course using interventions from the i-Ready platform.

Students and staff at PRMS are grateful for the continued support of the Town of West Newbury. Thank you for all that you do for us every year!

Sincerely,

Terrence Conant  
PRMS Principal

### **Demographic Information**

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 304 children. The enrollment for the 2018-2019 school year was 325 students, preschool to Grade 6.

### **School Highlights**

COVID pandemic took up the majority of the school work last year, moving to a full remote experience from March 13th to the end of the year. The planning and execution of all that was managed over this time is a true accolade for the school, staff, parents, and most importantly, the students.

Page School was recently recognized as having reduced the chronic absenteeism rate from 5% in 2019 in the school to just over 1%. Chronic Absenteeism is defined as missing more than 18 days of the school year.

### **Curriculum (continued from the prior year due to COVID closures)**

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

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

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

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

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

Fourth graders learned about forest ecology and animal adaptations through a series of six outdoor education lessons. From April through June, students explored the area surrounding the

Page School including Mill Pond and the Riverbend Trail Network as they deepened their understanding of plant and animal life cycles as well as animal habitats.

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

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

### **Instruction**

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

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

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

### **Assessment**

Students did not participate in the MCAS assessment due to the COVID school closures. There are plans being made for assessments in the future.

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

## **West Newbury Graduates**

**Allen, Katerina  
Atwood, Kelly  
Babcock, Hannah  
Beaton, Caleigh  
Beauparlant, Sophie  
Beech, Talia  
Beech, Tess  
Berkeley, Alexa  
Bolduc, Malia  
Clark, Caroline  
Codair, Jacob  
Cole, Luke  
Combs, Joseph  
Conover, Madeline  
Drislane, Amanda  
Duxbury, John  
Eleftheriou, Matthew  
Foster, Cory  
Graham, Tess  
Grinnell, Hannah  
Hill, David  
Houllahan, Ethan  
Kelleher, John  
Keller, Henry**

**Kreuser, Luke  
Kutcher, Caitlin  
Leclaire, James  
MacDonald, Joseph  
Meisner, Emily  
O'Brien, Liam  
O'Neil, Conor  
Owens, Maximilian  
Pena, Gabriela  
Pena, Micaela  
Pendergast, Declan  
Pereira, Lance  
Plisinski, Cassandra  
Powell, Lucy  
Renko, Porter  
Rich, Aidan  
Sampou, Carlina  
Schutz, Isabel  
Sheehan, Olivia  
Soucey, Ryan  
Sunkenberg, Peter  
Thibeau, Joshua  
Umholtz, Anders  
Winter, Edyn**





# WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

July 27, 2020

## ANNUAL OPERATIONAL REPORT

TO: The Honorable Board of Selectmen

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

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

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

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

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

Whittier Regional Vocational Technical High School is entering its forty seventh year. To date we have graduated 12,198 students from the day school.

The enrollment for the Evening School from West Newbury: 16

Honorable Board of Selectmen  
July 27, 2020  
Page 2

The October 1, 2019 Day School Enrollment:

	Boys	Girls
Grade 9	1	1
Grade 10	1	0
Grade 11	0	0
Grade 12	6	1

Total – 10

2020 Graduates – 7

The cost to West Newbury for the school year 2019-2020 was \$288,411.00.

Respectfully yours,

Chip O'Connor  
West Newbury Representative

Maureen Lynch  
Superintendent

ML/lr

## TELEPHONE NUMBERS and OFFICE HOURS

### PUBLIC SAFETY

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

### TOWN OFFICES

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

Board of Selectmen's Office .....	(978) 363-1100, Ext. 113
Residents Administrator .....	363-1100, Ext. 113
Town Clerk/Town Counsel .....	363-1100, Ext. 110
Finance Office:	
Town Manager .....	363-1100, Ext. 111
Town Accountant .....	363-1100, Ext. 112
Treasurer-Collector .....	363-1100, Ext. 114
Assistant to the Town Manager and Finance Department .....	363-1100, Ext. 115
Chief Assessor .....	363-1100, Ext. 116
Assessor's Office, Clerk .....	363-1100, Ext. 117
<b><i>Fax for Town Offices on First Floor</i></b> .....	<b>(978) 363-1826 Fax</b>
DPW Director .....	363-1100, Ext. 120
Buildings and Grounds Foreman .....	363-1100, Ext. 129
Board of Health Agent .....	363-1100, Ext. 119
Board of Health, Administrative Assistant .....	363-1100, Ext. 118
<i>(Monday – Wednesday: 7:00 a.m. – 1:00 p.m.; Thursday 7 a.m. to 11:30 a.m.)</i>	
Water Dept. Superintendent .....	363-1100, Ext. 128
Water Dept. Administrative Assistant .....	363-1100, Ext. 127
<i>(Monday – Thursday: 8:30am – 2:30pm)</i>	
Building Inspector .....	363-1100, Ext. 121
<i>(Building Inspector hours: Monday &amp; Wednesday: 8am-12pm)</i>	
<i>(Plumbing/Gas, Electrical Inspectors: Monday &amp; Wednesday 7am-8am)</i>	
Building Inspector's Administrative Assistant .....	363-1100, Ext. 122
<i>(Monday – Thursday: 7:00am – 12pm)</i>	
Planning Board/Planning Board Administrator .....	363-1100, Ext. 125
<i>(Monday, Tuesday and Thursday: 9:30am – 2:30pm)</i>	
Conservation Commission Agent .....	363-1100, Ext. 126
<i>(Monday and Wednesday: 7:30am – 12pm)</i>	
<b><i>Fax for Town Offices on Second Floor</i></b> .....	<b>(978) 363-1119 Fax</b>
G.A.R. Memorial Library .....	363-1105, (Fax) 363-1116
Council on Aging, <b>Senior Drop-in Center</b> .....	Office: 363-1104 or Meal site: 363-5413
<i>(Monday – Thursday 8am – 4pm, Friday 8am to 12pm)</i>	

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

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

## **PENTUCKET REGIONAL SCHOOL DEPARTMENT**

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

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

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

## **COMMUNITY SERVICES**

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

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

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

## **WEST NEWBURY CEMETERY INFORMATION**

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

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







BROWN SPRING  
1888