

MEETING NOTICE-WEST NEWBURY
FINANCE COMMITTEE
and SELECT BOARD

Date & Time: Tuesday, February 20, 2024, 6:30 PM
Location: 1910 Building 1st Floor Hearing Room
By: Rob Phillips, Finance Committee Chairperson

REC'D @ NEWBURY CLERK
24 FEB 16 PM 7:19

AGENDA – re-posted

1. Call to Order
2. Public Comment.
3. Review and discuss budgets and articles for spring Town Meeting to be held on April 29, 2024, including proposed FY25 DPW operating budget and warrant articles
4. Communications
5. Schedule of future meeting dates.
 - February 26, 2024 at 7:00 pm- Select Board / Finance Committee joint meeting
 - February 27, 2024 at 6:00 pm- Attending Pentucket School Committee budget hearing
 - March 13, 2024 at 6:00 pm- Finance Committee / Select Board joint meeting
 - March 20, 2024 at 6:00 pm- Finance Committee / Select Board joint meeting
 - March 27, 2024 at 6:00 pm- Finance Committee meeting
9. Adjournment



**Town of West Newbury
Select Board
Tuesday, February 20, 2024 @ 6:30pm
381 Main Street, Town Office Building
www.wnewbury.org
AGENDA – re-posted**

9500 WEST NEWBURY ST. PARK
24 FEB 20 PM 12:13

Open Session: *6:30pm joint meeting with the Finance Committee
1910 Building, 381 Main Street: First Floor Hearing Room*

Regular Business

- A. Convene
- B. Review and discuss budgets and articles for spring Town Meeting to be held on April 29, 2024, including proposed FY25 DPW operating budget and warrant articles
- C. Adjournment

Angus Jennings

From: Angus Jennings
Sent: Saturday, February 17, 2024 1:34 PM
To: Rob Phillips (rob-phillips@verizon.net); Wendy Reed
Cc: Walsh, Jennifer; Town Clerk; Executive Assistant; Assistant Clerk
Subject: Draft budget review schedule
Attachments: FY25 FinCom Budget Meeting Schedule DRAFT.docx

Rob, Wendy,

Please find attached. I think this makes good sense relative to other scheduled milestones (CPC, CIC etc.), and logical groupings, but if you have any suggested edits please let me know. We'll plan to review this with Dept Heads/BCC Chairs on Tuesday to confirm everyone's availability as shown or as may be revised in the meantime. Once all availability confirmed, we'll finalize and post this, and circulate broadly.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org



Town of West Newbury Finance Committee
FY25 Budget Meeting Schedule – REVIEW DRAFT
2/XX/24

*All meetings **except as noted below** will be in the 1910 Building
 381 Main Street, West Newbury, MA
 Hearing Room 1*

<u>Date/Time</u>	<u>Departments/Topics To Be Reviewed</u>	
Tuesday, Feb. 13 th 6:30pm	Whittier School Committee public hearing re FY25 School Budget Location: Whittier Tech High School	
Thursday, Feb. 15 th Joint FinCom/SB mtg 6pm	Presentation of proposed FY25 budget Review of proposed Town Meeting warrant articles	
Tuesday, Feb. 20 th Joint FinCom/SB mtg 6:30pm	DPW Debt Service	Unemployment Insurance
Monday, Feb 26 th Joint SB/FinCom mtg 7pm	Moderator Select Board Town Manager Finance Department Town Clerk	Board of Registrars/Elections Board of Assessors Legal Counsel Health Insurance Insurance and Bonds
Tuesday, Feb. 27 th 6pm	Pentucket School Committee public hearing re FY25 School Budget Location: Pentucket Middle/High School	
Tuesday, March 5 th or Tues., March 12th 6pm	Pentucket School Committee expected to vote FY25 School Budget	
Wednesday, March 13 th 5:30pm	Whittier Tech School Committee, Budget Workshop Location: Whittier Tech High School	
Wednesday, March 13 th Joint FinCom/SB mtg 6pm	Police Department Fire Department Dispatch Animal Control	Board of Health Council on Aging Emergency Management Agency Historical Commission
Tuesday, March 19 th 7pm	Planning Board public hearing re proposed MBTA Communities zoning	
Wednesday, March 20 th Joint SB/FinCom mtg 6pm	Library Conservation Commission Planning Board Inspectional Services Board of Appeals	Parks & Rec Commission Open Space Committee Mill Pond Committee Bandstand Cultural Council
Wednesday, March 27 th Joint SB/FinCom mtg 6pm	Education Water Veterans' Services Harbormaster Finance Committee	Community Preservation Comm Transfers to/from Stabilization Essex County Retirement COLA & non-COLA adjustments Medicare (FICA)

Please note: *The order that topics are listed are not necessarily the order they will be reviewed. The Finance Committee Chairperson reserves the right to take up items out of order. The Committee will consider proposed Town Meeting warrant articles at the time that the article sponsor(s) appear before the Committee for review of proposed operating budgets, supplemental review at subsequent meetings if/as needed.*



**TOWN OF WEST NEWBURY
PROPOSED FY25 OPERATING BUDGET
Updated draft: Feb. 19, 2024**

Name	FY22 Actual	FY23 Approved	FY24 Amended	FY25 Proposed	FY25 Proposed		Increase as % of total increase
					\$	%	
General Government							
MODERATOR	230	260	260	260	0	0.0%	0.0%
SELECT BOARD	40,609	54,116	13,940	17,060	3,120	22.4%	0.3%
TOWN MANAGER	321,610	325,707	334,685	423,186	88,501	26.4%	8.6%
FINANCE DEPARTMENT	254,515	337,604	326,336	364,452	38,116	11.7%	3.7%
FINANCE COMMITTEE	1,312	82,000	42,000	52,000	10,000	23.8%	1.0%
BOARD OF ASSESSORS	173,887	183,780	165,372	168,581	3,209	1.9%	0.3%
LEGAL COUNSEL	53,677	65,124	82,349	82,127	(222)	-0.3%	0.0%
TOWN CLERK	125,300	149,014	156,594	156,262	(332)	-0.2%	0.0%
BOARD OF REGISTRARS/ELECTIONS	10,965	18,100	16,770	21,950	3,180	16.9%	0.3%
CONSERVATION COMMISSION	31,894	66,632	76,506	83,295	6,789	8.9%	0.7%
PLANNING BOARD	67,175	77,123	80,163	79,021	(1,142)	-1.4%	-0.1%
BOARD OF APPEALS	700	700	700	1,400	700	100.0%	0.1%
OPEN SPACE COMMITTEE	69	750	750	750	0	0.0%	0.0%
Public Safety							
POLICE DEPARTMENT	1,195,914	1,234,090	1,195,755	1,353,033	157,278	13.2%	15.2%
FIRE DEPARTMENT	282,867	313,383	320,919	327,669	6,750	2.1%	0.7%
PUBLIC SAFETY DISPATCH	266,322	338,389	327,848	340,347	12,499	3.8%	1.2%
INSPECTION DEPARTMENT	138,480	144,842	151,738	157,449	5,711	3.8%	0.6%
EMERGENCY MANAGEMENT	10,769	12,138	12,413	12,601	188	1.5%	0.0%
ANIMAL CONTROL OFFICER	25,898	26,858	27,503	32,268	4,765	17.3%	0.5%
HARBORMASTER	2,500	4,000	4,000	4,500	500	12.5%	0.0%
Education							
EDUCATION	9,151,440	9,043,356	9,853,378	10,155,327	301,949	3.1%	29.3%
Department of Public Works							
DPW	1,368,664	1,374,192	1,550,438	1,665,094	114,656	7.4%	11.1%
Human Services							
BOARD OF HEALTH	548,546	592,291	653,233	689,530	36,297	5.6%	3.5%
COUNCIL ON AGING	93,331	119,808	123,482	125,563	2,081	1.7%	0.2%
VETERANS	32,804	31,288	34,872	34,300	(572)	-1.6%	-0.1%
LIBRARY	369,714	393,899	422,234	429,016	6,782	1.6%	0.7%
RECREATION	25,349	32,885	48,372	27,332	(21,040)	-43.5%	-2.0%
HISTORICAL COMMISSION	0	600	600	600	0	0.0%	0.0%
CULTURAL COUNCIL	0	100	100	100	0	0.0%	0.0%
Debt Service							
DEBT SERVICE	313,950	300,900	0	0	0	#DIV/0!	0.0%
Benefits							
ESSEX COUNTY RETIREMENT FUND	731,432	805,420	675,135	911,931	236,796	35.1%	23.0%
UNEMPLOYMENT INSURANCE	439	1,500	1,200	1,200	0	0.0%	0.0%
EMPLOYEES' HEALTH INSURANCE	406,997	481,857	527,865	547,440	19,575	3.7%	1.9%
MEDICARE INSURANCE (FICA)	52,412	51,485	61,421	63,878	2,457	4.0%	0.2%
INSURANCE AND BONDS TRANSFERS	187,002	199,865	219,643	212,538	(7,105)	-3.2%	-0.7%
- STABILIZATION	500,000	500,000	400,000	400,000	0	0.0%	0.0%
EXPENSE BUDGET TOTAL	16,786,774	17,364,056	17,910,574	18,942,059	1,031,485	5.8%	

Summary						
	FY22 Actual	FY23 Approved	FY24 Amended	FY25 Proposed	Change from FY24	
					\$	%
Total Operating Budget:	16,786,774	17,364,056	17,910,574	18,942,059	1,031,485	5.8%
Non-Education budget:	7,635,334	8,320,700	8,057,196	8,786,732	729,536	9.1%



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: Feb. 19, 2024

	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change	
	Expended	Approved	Amended	\$	%	DRAFT	\$	%
	6/30/2022	5/14/2022		Percent of yr:		2/19/2024		
GENERAL GOVERNMENT								
Moderator's Salary	200	200	200	100	50.0%	200	-	0%
Moderator's Expenses	30	60	60	-	0.0%	60	-	0%
114 Total Moderator	230	260	260	100	38.5%	260	-	0%
Select Board Appointed Salary & Wages	29,821	30,116	-	-	-	-	-	-
Professional and Technical Services	4,000	10,000	10,000	8,339	83.4%	10,000	-	0%
Operating Expenses	6,788	14,000	3,940	3,203	81.3%	7,060	3,120	79%
122 Total Select Board	40,609	54,116	13,940	11,541	82.8%	17,060	3,120	22%
Town Manager Salary	153,875	156,952	160,091	97,527	60.9%	163,299	3,208	2%
Town Manager Office Salaries & Wages	72,092	73,541	71,504	42,356	59.2%	140,463	68,959	96%
Technology Expenses	53,427	67,061	76,455	51,712	67.6%	82,645	6,190	8%
Town Manager Expenses	38,616	24,553	23,035	13,055	56.7%	33,179	10,144	44%
Vehicle Allowance	3,600	3,600	3,600	2,100	58.3%	3,600	-	0%
123 Total Town Manager	321,610	325,707	334,685	206,749	61.8%	423,186	88,501	26%
Finance Dept Salaries & Wages	193,218	270,594	259,141	156,800	60.5%	266,042	6,901	3%
Annual Audit	20,500	20,500	22,000	22,000	100.0%	23,000	1,000	5%
Tax Title and Foreclosure	-	800	2,050	2,486	121.3%	4,746	2,696	132%
Postage Expense	14,437	16,430	16,200	17,017	105.0%	19,000	2,800	17%
Finance Dept Expenses	24,748	27,280	24,945	13,813	55.4%	47,164	22,219	89%
Travel	1,613	2,000	2,000	590	29.5%	4,500	2,500	125%
135 Total Finance	254,515	337,604	326,336	212,707	65.2%	364,452	38,116	12%
Finance Committee Expenses	1,312	2,000	2,000	398	19.9%	2,000	-	0%
Reserve Fund	-	80,000	40,000	-	0.0%	50,000	10,000	25%
131 Total Finance Committee	1,312	82,000	42,000	398	0.9%	52,000	10,000	24%
Assessors Appt'd Pers Salaries	127,109	132,081	138,792	84,170	60.6%	142,001	3,209	2%
Assessors Expenses	46,779	51,699	26,580	12,063	45.4%	26,580	-	0%
141 Total Assessors	173,887	183,780	165,372	96,234	58.2%	168,581	3,209	2%
General/Labor/Land Use Counsel	53,677	65,124	82,349	35,802	43.5%	82,127	(222)	0%
Special Counsel	-	-	-	-	-	-	-	-
151 Total Legal Counsel	53,677	65,124	82,349	35,802	43.5%	82,127	(222)	0%
Town Clerk Salary & Wages	112,969	135,144	141,749	81,602	57.6%	140,962	(787)	-1%
Operation of Fax/Photo Machine	5,507	6,370	6,620	3,799	57.4%	6,800	180	3%
Town Clerk's Expenses	6,824	7,500	8,225	2,906	35.3%	8,500	275	3%
161 Total Town Clerk	125,300	149,014	156,594	88,307	56.4%	156,262	(332)	0%
Town Clerk Compensation	200	200	200	-	0.0%	200	-	0%
Bd of Registrars Salary & Wages	2,965	9,900	8,400	1,995	23.8%	11,250	2,850	34%
Bd of Registrars Expenses	7,800	8,000	10,170	3,667	36.1%	10,500	330	3%
162 Total Registrars	10,965	18,100	18,770	5,662	30.2%	21,950	3,180	17%
Conservation Salary & Wages	25,713	60,281	69,280	42,400	61.2%	70,666	1,386	2%
Land Steward/Internship Wages	-	-	-	-	-	6,500	6,500	#DIV/O!
Conservation Com Expenses	6,181	6,351	7,226	3,478	48.1%	6,129	(1,097)	-15%
Con Com Vehicle Allowance	-	-	-	-	-	-	-	-
171 Total Conservation	31,894	66,632	76,506	45,878	60.0%	83,295	6,789	9%
Planning Bd Salary & Wages	59,319	66,155	73,071	41,866	57.3%	72,084	(987)	-1%
Planning Bd Expenses	6,151	9,220	5,300	1,045	19.7%	5,100	(200)	-4%
MVPC Assessment	1,705	1,748	1,792	-	0.0%	1,837	45	3%
175 Total Planning	67,175	77,123	80,163	42,911	53.5%	79,021	(1,142)	-1%
ZBA Expenses	700	700	700	-	0.0%	1,400	700	100%
176 Total Board of Appeals	700	700	700	-	0.0%	1,400	700	100%
Open Space Expenses	69	750	750	-	0.0%	750	-	0%
179 Total Open Space	69	750	750	-	0.0%	750	-	0%
TOTAL GENERAL GOVERNMENT:	1,081,944	1,360,910	1,298,425	746,288	57.5%	1,450,344	151,919	11.7%

TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: Feb. 19, 2024



	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change	
	Expended	Approved	Amended	\$	%	DRAFT	\$	%
	6/30/2022	5/14/2022		Percent of yr:		2/19/2024		
PUBLIC SAFETY								
School Resource Officer	68,845	69,883						
Police Salaries & Wages	885,785	955,220	1,015,727	568,020	55.9%	1,064,723	48,996	5%
Police OT Wages	101,301	63,427	71,468	94,773	132.6%	120,000	48,532	68%
Police Expenses	99,984	105,560	108,560	58,843	54.2%	111,310	2,750	3%
Police Cruiser	40,000	40,000				57,000	57,000	#DIV/0!
210 Total Police	1,195,914	1,234,090	1,195,755	721,637	60.3%	1,353,033	157,278	13%
Fire Alarm Wages	68,213	94,448	95,374	34,974	36.7%	156,909	61,535	65%
Fire Training/Drills	20,486	27,893	28,168	12,868	45.7%	-	(28,168)	-100%
Fire Dept Other Wages	18,405	26,530	26,792	10,911	40.7%	-	(26,792)	-100%
Fire Administration Wages	27,614	27,305	27,575	21,687	78.6%	21,000	(6,575)	-24%
Fire Dept. Medical Exam	2,400	3,000	3,000	1,600	53.3%	-	(3,000)	-100%
Hydrant/Fire Protection (to Water Dept)	77,207	77,207	81,510	81,510	100.0%	81,510	-	0%
Fire Alarm Communications	11,601	11,000	12,500	2,300	18.4%	-	(12,500)	-100%
Fire Expenses	56,941	46,000	46,000	34,177	74.3%	68,250	22,250	48%
220 Total Fire	282,867	313,383	320,919	200,028	62.3%	327,669	6,750	2%
Municipal Dispatch Salaries & Wages	219,917	285,034	270,778	154,981	57.2%	274,757	3,979	1%
Municipal Dispatch OT Wages	22,853	25,765	26,480	23,945	90.4%	35,000	8,520	32%
Municipal Dispatch Expenses	23,552	27,590	30,590	20,286	66.3%	30,590	-	0%
230 Total Municipal Dispatch	266,322	338,389	327,848	199,211	60.8%	340,347	12,499	4%
Inspectors Salaries & Wages	125,700	129,962	135,538	81,207	59.9%	141,249	5,711	4%
Inspectors Expenses	7,019	9,000	9,000	4,766	53.0%	9,000	-	0%
Inspectors' Vehicle Allowances	5,760	5,880	7,200	4,200	58.3%	7,200	-	0%
240 Total Inspectors	138,480	144,842	151,738	90,173	59.4%	157,449	5,711	4%
Emergency Mgmt Salary & Wages	7,770	9,138	9,413	6,963	74.0%	9,601	188	2%
Emergency Mgmt Expenses	2,999	3,000	3,000	632	21.1%	3,000	-	0%
291 Total Emergency Management	10,769	12,138	12,413	7,596	61.2%	12,601	188	2%
Animal Control Expenses	25,898	26,858	27,503	-	0.0%	32,268	4,765	17%
292 Total Animal Control	25,898	26,858	27,503	-	0.0%	32,268	4,765	17%
Harbormaster Salary & Wages	-	-	-	-		-	-	
Harbormaster Exp (contracted services)	2,500	4,000	4,000	2,500	62.5%	4,500	500	13%
295 Total Harbormaster	2,500	4,000	4,000	2,500	62.5%	4,500	500	13%
TOTAL PUBLIC SAFETY:	1,922,751	2,073,700	2,040,176	1,221,145	59.9%	2,227,867	187,691	9.2%
EDUCATION								
Pentucket Regional Sch Assessment	7,242,985	7,408,673	7,862,142	5,243,031	66.7%	8,127,214	265,072	3%
Pentucket Capital Assessment	1,196,556	835,497	1,154,371	764,364	66.2%	1,157,182	2,811	0%
Pentucket Assessment Page Phase II	493,338	485,238	479,838	319,892	66.7%	474,438	(5,400)	-1%
304 Total Pentucket	8,932,879	8,729,408	9,496,351	6,327,287	66.6%	9,758,834	262,483	3%
Whittier Minimum Contribution	136,998	219,455	217,901	185,215	85.0%	227,097	9,196	4%
Whittier Other Assessments	18,727	27,420	23,624	20,080	85.0%	24,926	1,302	6%
Whittier Debt/Capital Assessment	21,602	23,860	21,392	18,183	85.0%	42,784	21,392	100%
305 Total Whittier	177,327	270,735	262,917	223,479	85.0%	294,807	31,890	12%
Essex North Shore Agricultural & Tech School	41,234	43,213	94,110	48,589	51.6%	101,686	7,576	8%
310 Total Essex North Shore Agricultural	41,234	43,213	94,110	48,589	51.6%	101,686	7,576	8%
TOTAL EDUCATION:	9,151,440	9,043,356	9,853,378	6,599,355	67.0%	10,155,327	301,949	3.1%



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: Feb. 19, 2024

	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change	
	Expended	Approved	Amended	\$	%	DRAFT	\$	%
	6/30/2022	5/14/2022		Percent of yr: 62.6%		2/19/2024		
DEPARTMENT OF PUBLIC WORKS								
DPW Salaries & Wages	483,533	567,397	635,593	349,717	55.0%	658,552	22,959	3.6%
DPW Overtime Wages	17,299	16,000	18,000	10,785	59.9%	24,000	6,000	33.3%
Snow & Ice Removal	247,245	150,000	200,000	78,912	39.5%	200,000	-	0.0%
Town Bldgs Operating Expenses	143,869	150,830	158,030	91,610	58.0%	158,030	-	0.0%
Town Bldgs Improvements	41,438	51,000	51,000	26,117	51.2%	51,000	-	0.0%
Street/Paving Repairs	59,693	55,000	55,000	508	0.9%	55,000	-	0.0%
Highway, Sidewalk & Trees	203,126	205,215	219,580	151,653	69.1%	280,000	60,420	27.5%
Stormwater management	10,226	15,500	15,500	2,750	17.7%	15,000	(500)	-3.2%
DPW Expenses	12,080	14,250	16,485	10,687	64.8%	18,025	1,540	9.3%
Parks Expense	14,884	15,000	28,790	-	0.0%	44,087	15,297	53.1%
Electricity	80,886	70,000	84,000	28,714	34.2%	84,000	-	0.0%
Road Machinery Operating Expen	41,442	51,000	54,060	40,260	74.5%	60,000	5,940	11.0%
DPW Vehicle Allowance	6,000	6,000	6,000	1,000	16.7%	6,000	-	0.0%
Public Street Lights	6,943	7,000	8,400	7,311	87.0%	11,400	3,000	35.7%
420/424 Total Department of Public Works	1,368,664	1,374,192	1,550,438	800,023	51.6%	1,665,094	114,656	7.4%

TOTAL PUBLIC WORKS:	1,368,664	1,374,192	1,550,438	800,023	51.6%	1,665,094	114,656	7.4%
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HUMAN SERVICES								
Board of Health Salary & Wages	126,498	129,621	134,918	81,675	60.5%	137,616	2,698	2%
Public Health Nurse	5,700	8,175	6,000	2,800	46.7%	6,000	-	0%
Waste Collection & Disposal	375,998	401,940	421,400	243,525	57.8%	441,360	19,960	5%
Recycling	1,670	10,000	45,000	15,847	35.2%	43,000	(2,000)	-4%
Hazardous Waste Expense	1,798	2,000	2,000	1,502	75.1%	2,000	-	0%
Steele landfill monitoring	29,708	33,555	36,915	17,050	46.2%	52,554	15,639	42%
Bd of Health Expenses	7,174	7,000	7,000	2,549	36.4%	7,000	-	0%
510 Total Board of Health	548,546	592,291	653,233	364,948	55.9%	689,530	36,297	6%
Council on Aging Salary & Wages	71,524	100,308	103,982	60,795	58.5%	106,063	2,081	2%
Council on Aging Expenses	21,808	19,500	19,500	10,849	55.6%	19,500	-	0%
541 Total Council on Aging	93,331	119,808	123,482	71,644	58.0%	125,563	2,081	2%
Soldiers Grave Expense	3,632	3,592	3,592	-	0.0%	4,700	1,108	31%
Memorial Day Expenses	1,661	2,200	2,320	-	0.0%	1,600	(720)	-31%
Veterans benefits & expenses	5,816	4,400	6,000	2,264	37.7%	5,000	(1,000)	-17%
Eastern Essex Veterans Services	21,695	21,096	22,960	22,959	100.0%	23,000	40	0%
543 Total Veterans	32,804	31,288	34,872	25,223	72.3%	34,300	(572)	-2%

TOTAL HUMAN SERVICES:	674,681	743,387	811,587	461,816	56.9%	849,393	37,806	4.7%
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CULTURE & RECREATION								
Library Salaries & Wages	260,013	282,899	307,665	187,332	60.9%	314,016	6,351	2%
Library Expenses	38,461	33,000	33,000	26,373	79.9%	33,000	-	0%
Library Books and Periodicals	71,241	78,000	81,569	50,225	61.6%	82,000	431	1%
610 Total Library	369,714	393,899	422,234	263,929	62.5%	429,016	6,782	2%
Recreation Wages	1,335	2,700	5,072	2,925	57.7%	6,332	1,260	25%
Recreation Expenses	16,000	19,085	33,200	17,849	53.8%	10,900	(22,300)	-67%
Action Cove Expenses	1,826	3,000	-	-	-	-	-	-
630/637 Total Recreation	19,161	24,785	38,272	20,774	54.3%	17,232	(21,040)	-55%
Mill Pond Operating Expenses	188	2,100	2,100	412	19.6%	2,100	-	0%
631 Total Mill Pond	188	2,100	2,100	412	19.6%	2,100	-	0%
Bandstand Expense	6,000	6,000	8,000	5,594	69.9%	8,000	-	0%
635 Total Bandstand	6,000	6,000	8,000	5,594	69.9%	8,000	-	0%
Historical Commission Expenses	-	600	600	20	3.3%	600	-	0%
691 Total Historical Commission	-	600	600	20	3.3%	600	-	0%
Cultural Council Expense	-	100	100	-	0.0%	100	-	0%
695 Total Cultural Council	-	100	100	-	0.0%	100	-	0%

TOTAL CULTURE & RECREATION:	395,063	427,484	471,306	290,729	61.7%	457,048	(14,258)	-3.0%
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TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: Feb. 19, 2024



	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		
	Expended	Approved	Amended	\$	%	DRAFT	\$	%	
	6/30/2022	5/14/2022		Percent of yr: 62.6%		2/19/2024			
DEBT SERVICE									
Debt Service (Principal)	305,000	295,000	-	-	#DIV/0!	-	-	#DIV/0!	
Debt Service (Interest)	8,950	5,900	-	-	#DIV/0!	-	-	#DIV/0!	
710/750 Total Debt Service	313,950	300,900	-	-	#DIV/0!	-	-	#DIV/0!	
TOTAL DEBT SERVICE: 313,950 300,900 - - #DIV/0! - - #DIV/0!									
BENEFITS									
Essex Regional Retirement Assessment	731,432	805,420	675,135	661,845	98.0%	911,931	236,796	35%	
911 Total Essex Regional Retirement	731,432	805,420	675,135	661,845	98.0%	911,931	236,796		
Unemployment Insurance & Benefits	439	1,500	1,200	-	0.0%	1,200	-	0%	
913 Total Unemployment Insurance	439	1,500	1,200	-	0.0%	1,200	-		
Group Insurance	406,997	481,857	527,865	258,446	49.0%	547,440	19,575	4%	
914 Total Group Insurance	406,997	481,857	527,865	258,446	49.0%	547,440	19,575		
FICA Insurance	52,412	51,485	61,421	34,524	56.2%	63,878	2,457	4%	
916 Total FICA Insurance	52,412	51,485	61,421	34,524	56.2%	63,878	2,457		
Insurance and Bonds	187,002	199,865	219,643	201,027	91.5%	212,538	(7,105)	-3%	
945 Total Insurance and Bonds	187,002	199,865	219,643	201,027	91.5%	212,538	(7,105)		
TOTAL BENEFITS: 1,378,282 1,540,127 1,485,264 1,155,842 77.8% 1,736,987 251,723 16.9%									
TRANSFERS To/From - STABILIZATION									
Transfers Out - to Capital Stabilization	500,000	500,000	600,000	600,000	100.0%	600,000	-	0%	
Transfers In - from School Stabilization			(200,000)	(200,000)	100.0%	(200,000)	-	0%	
992 Total Transfers Out	500,000	500,000	400,000	400,000	100.0%	400,000	-	0%	
TOTAL TRANSFERS OUT: 500,000 500,000 400,000 400,000 100.0% 400,000 - 0.0%									
1000 Total General Fund	16,786,774	17,364,056	17,910,574	11,675,198	65.2%	18,942,059	1,031,485	5.8%	



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Katelyn Barker, DPW Business Manager/CPO

978-363-1100, Ext. 135

DPWAdmin@wnewbury.org

Memorandum

TO: Finance Committee & Select Board

FROM: Katelyn Barker, DPW Business Manager/CPO and Angus Jennings, Town Manager

DATE: November 27th, 2023, updated Feb. 19th, 2024

RE: DPW FY25 Budget Narrative / Summary

We have reviewed the current budget and FY25 projects with staff in great detail and have summarized each budget line below. The proposed increases in the budget will allow the department to continue with our high standard of services expected by our residents.

DPW will continue to control our spending with a focus on purchasing quality products with extended longevity and with the goal to reduce waste of short-lived inferior products. We will also continue investing in our existing facility infrastructure by continuing with our aggressive routine maintenance and inspection programs.

As demonstrated over the past few years, we will continue to seek best practices regarding the purchasing of materials and services.

For your review, we have listed each DPW budget line below with a brief narrative and funding request.

1. DPW Salary and Wages / 01-420-5112

FY24 \$635,593.00

FY25 \$658,552.00 (Increase of \$22,959)

Proposed FY25 budget reflects two significant staffing/staff structure changes from current FY24 budget:

- **Programs and Projects Manager**

The Town Manager's proposed budget proposed to transfer funding for this position, carried in the FY24 DPW budget, in the Town Manager section of the budget. This budgeting change was part of the proposed DPW departmental restructure proposed to and endorsed by the Select Board in FY24.

- **Highway Experienced Operator**

The Department of Public Works is seeking funding to support a new position that would work under the supervision of the Highway Superintendent with a wide range of responsibilities. This position would add one full-time employee to the Highway division

of the Department of Public Works - either an Experienced Equipment Operator or Equipment Operator. The proposed budget would support the hire of a new Experienced Operator.

The Highway Department is currently funded to have 3 full-time employees under the Highway Superintendent. Today's safety regulations, both promulgated by the Mass. Department of Labor Standards and by OSHA (which Massachusetts municipal governments became subject to in February 2019), many work projects that have been completed by a single employee in the past are now expected to have one additional employee on site. Due to the odd number of employees, this constrains, and affects scheduling for, the performance of certain work. Adding this additional fulltime employee will help to ensure that work is completed safely and in accordance with applicable regulations and standards.

In addition, the DPW has been seeing an increase in resident expectations for the department's responsiveness to downed trees/limbs on publicly-accessible trails. The Town's GIS shows approximately 28 miles of existing off-road trails (as of Dec., 2023). Additional trails have been added nearly every year in recent years, and more new trails are currently at the permitting, design and/or conceptual planning stage, foretelling a continuing increase in the need to provide resources for both responsive cleanup (i.e. downed trees/limbs), and some baseline resource for maintenance.

Seasonal Help

DPW relies heavy on seasonal help assistance to cover positions when employees are on leave or when the work load becomes too overwhelming for our department to handle with our limited number of staff. After reviewing previous data and work schedules, funding this position for 600 hours per year would be beneficial. This is a modest increase in the 560 hours budgeted in FY24.

Although not carried in the DPW operating budget, as part of the departmental restructure, the Facilities Manager has taken on increasing responsibilities for oversight/management of the two seasonal positions carried in the proposed Parks & Rec operating budget. These personnel resources are devoted solely to ballfields and properties under the care & custody of the Parks & Rec Commission (namely, Bachelor Street fields / Cammett Park).

2. DPW Overtime Wages / 01-420-5113

FY24 \$18,000

FY25 \$24,000 (Increase of \$6,000)

Over the past year, roles of several employees have increased and with that, wages have also increased. The number of services provide by DPW has expanded, including support for non-public works public events. To maintain these levels of service and respond to emergency calls, a budget increase of \$6,000.00 is recommended for this budget line.

3. DPW Snow and Ice Removal / 01-420-5200

FY24 \$200,000

FY25 \$200,000

Prior to the current FY24 the Town had often underfunded this line relative to actual expenses. To better reflect the actual spending in this line, which had averaged \$223,000 per year over the five fiscal years preceding FY24, a \$50,000 increase was approved in FY24. No change is proposed for FY25.

4. Town Buildings Operating Expenses / 01-420-5210

FY24 \$158,030

FY25 \$158,030

This budget line is adequately funded. This line includes payment of the Town's share of costs associated with the Children's Castle, for which we receive an invoice from Pentucket annually in accordance with the Page School lease terms. The FY25 budgeted amount (\$19,685) was determined in consultation with Pentucket administration/facilities.

5. Town Buildings Improvements / 01-420-5240

FY24 \$51,000

FY25 \$51,000

This budget line is adequately funded.

6. Sidewalk Paving Repairs / 01-420-5243

FY24 \$55,000

FY25 \$55,000

This budget line is adequately funded.

7. Highway Sidewalk and Trees / 01-420-5380

FY24 \$219,580

FY25 \$280,000 (Increase of \$60,420)

This budget line is proposed to increase to account for greater need for tree removal, and higher vendor costs associated with this work.

This budget line also includes \$1,720.00 for FY25 Tree Committee budget.

8. Stormwater Management / 01-420-5385

FY24 \$15,500

FY25 \$15,000 (Decrease of \$500)

This budget line is adequately funded.

9. DPW Expenses / 01-420-5400

FY24 \$16,485

FY25 \$18,025 (Increase of \$1,540)

This budget line covers office supplies, propane for the Highway garage and staff training. The proposed increase in this budget line would cover the clothing stipend and cellphone plan for the proposed new position in the DPW Highway division.

10. Park Expenses / 01-420-5405

FY24 \$28,790

FY25 \$44,087 (Increase of \$15,297)

This budget line in the past has covered; fertilizer, irrigation system repairs and general maintenance at Pipestave only, due to that property being under the care & custody of the Select Board, and subject to maintenance requirements specified in the Pipestave Hill / Mill Pond Management Plan.

Projected FY25 Expenses, Pipestave

Pipestave Fertilizer (DPW Line) \$24,790

Osborne Report and Testing (DPW Line) \$2,000

Miscellaneous Irrigation Repairs \$2,000

Sub-total: \$28,790

Projected FY25 Expenses, Parks (previously budgeted in Parks & Rec operating budget)

Portable Toilets						
Location	Price / Month (2023)	Price / Month (2024) *	QTY	Total	Notes	
Cammett Park	\$ 175.00	\$ 175.00	8	\$ 1,400.00		
Cammett Park (HC)	\$ 300.00	\$ 300.00	8	\$ 2,400.00		
Action Cove (HC)	\$ 300.00	\$ 300.00	8	\$ 2,400.00	Reduced from 10 months in FY24	
Pipestave	\$ 175.00	\$ 175.00	8	\$ 1,400.00		
Pipestave (HC)	\$ 300.00	\$ 300.00	2	\$ 600.00		
Page School	\$ -	\$ -	0	\$ -		
			Sub Total	\$ 8,200.00		
* Per-unit pricing for next season confirmed with port-a-potty vendor, 2/16/24						
Materials						
Item	Unit	Unit Price (@ assumed 5% incr.)	QTY	Amount	Location	Vendor
Playground Mulch	CY	\$ 31.08	60	\$ 1,864.80	Action Cove	Mass Mulch
Playground Mulch	CY	\$ 31.08	0	\$ -	Page School	Mass Mulch
Fertilizer (@ assumed 5% incr.)				\$ 2,625.00	Cammett Park	
Fertilizer (@ assumed 5% incr.)				\$ 2,100.00	Page School	
Water bills	bills	\$ 126.60	4	\$ 506.40	Pipestave, Snack Shack	
				\$ 7,096.20		
Sub-Total: Proposed addition to DPW/Facilities Op. Budget:				\$ 15,296.20		

11. Electricity / 01-420-5415

FY24 \$84,000

FY25 \$84,000

This budget line is adequately funded.

12. Roadway Machinery Op Expenses / 01-420-5530

FY24 \$54,060

FY25 \$60,000

This budget line is proposed to increase to account for costs associated with maintenance of the department's fleet of vehicles and roadway equipment/machinery.

13. DPW Training & Travel / 01-420-5710

FY24 \$6,000

FY25 \$6,000

This budget line was previously budgeted at \$6,000 based solely on the former DPW Director vehicle allowance. It is proposed for FY25 to reflect the \$3,000 Highway Superintendent Vehicle Allowance, plus an additional \$3,000 for departmental training/travel.

14. Public Street Lighting / 01-420-5410

FY24 \$8,400

FY25 \$11,400

Due to rising costs in utilities, an increase of \$3,000.00 is recommended for this budget line.



Town of West Newbury DPW Departmental Expense Budgeting Work Sheet

	Account Number	Actual Expended	FY2023				FY2024			FY2025
			Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Year to Date (2/15/24)	Budget Requested
Personnel										
Salary & Wages	01-420-5112	0	567,397	567,397	555,561	11,836	635,593	635,593	349,717	658,552
Overtime	04-420-5113	0	16,000	16,000	14,781	1,219	18,000	18,000	10,785	24,000
Sub-Total:		0	583,397	583,397	570,343	13,054	653,593	653,593	360,502	682,552
Expenses										
Snow and Ice Removal	01-420-5200	0	204,198	204,198	204,198	0	200,000	200,000	78,912	200,000
Town Buildings Operating	01-420-5210	0	167,264	167,264	167,264	0	158,030	158,030	91,610	158,030
Town Operating										
Facilities Operating										
Children's Castle										19,685
Town Buildings Improvements	01-420-5240	0	34,540	34,540	34,540	0	51,000	51,000	26,117	51,000
Street Paving / Repairs	01-420-5243	0	25,341	25,341	25,341	0	55,000	55,000	508	55,000
Highway Sidewalks & Trees	01-420-5380	0	146,843	146,843	146,843	0	219,580	219,580	151,653	280,000
Tree Committee Budget										1,720
Tree Removal (added)										80,000
Police Details										
Stormwater Management	01-420-5385	0	18,547	18,547	14,361	4,187	15,500	15,500	2,750	15,000
DPW Expenses	01-420-5400	0	30,673	30,673	30,673	0	16,485	16,485	10,687	18,025
Park Expenses	01-420-5405	0	15,000	15,000	14,080	920	28,790	28,790	0	44,087
Electricity	01-420-5415	0	70,366	70,366	70,366	0	84,000	84,000	28,714	84,000
Road Machinery Operating	01-420-5530	0	64,235	64,235	64,235	0	54,060	54,060	40,260	60,000
DPW Travel/Training	01-420-5710	0	6,000	6,000	5,000	1,000	6,000	6,000	1,000	6,000
Highway Vehicle Stipend										3,000
Highway Training & Travel										1,000
Facilities Training & Travel										1,000
CPO Training & Travel										1,000
Public Street Lighting	01-420-5410	0	11,231	11,231	11,231	0	8,400	8,400	7,311	11,400
Sub-Total:		0	794,240	794,240	788,133	6,107	896,845	896,845	439,522	982,542
Department Total:		0	1,377,637	1,377,637	1,358,476	19,161	1,550,438	1,550,438	800,023	1,665,094

Please complete the above current fiscal year budget request.

For each line item that varies from prior year actual, provide a detailed explanation below.

Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

Increase	\$114,656
% increase	7.40%



Town of West Newbury Departmental Salary and Wage Worksheet: DPW

Grade	Position	Hrs/Wk (FY24)	Hrs/Wk (FY25)	Base Salary/Wages (FY25)	Stipends	Licenses (Union)	Longevity (Union)	On-Call Pay (Union)	Vacation Buy-Back (Union)	Proposed Amt / Year (FY25)
D	Highway Superintendent	40	40	103,335.96						103,335.96
Union	Working Foreman	40	40	76,817.52			900.00	6,933.33	882.96	85,533.81
Union	Experienced Operator	40	40	66,419.28		1,300.00		6,933.33	763.44	75,416.05
Union	Experienced Operator	40	40	66,419.28		1,300.00		6,933.33	763.44	75,416.05
Union	Experienced Operator - PROPOSED NEW POSITION	0	40	66,419.28		1,300.00		6,933.33	763.44	75,416.05
E	Facilities Manager	40	40	86,981.10	5,000.00					91,981.10
H	Bldgs. & Grounds Custodian	40	40	58,312.83						58,312.83
E	Business Manager & Chief Procurement Officer	40	40	73,093.36	6,000.00					79,093.36
n/a	Seasonal labor	560	600	23.41						14,046.00

Note: Add additional lines if needed.

Sub-total Salary/Wages: 658,551.21

<u>Notes</u>	
New costs associated with proposed new Union position, not included here:	
<u>Amt.</u>	<u>Purpose</u>
1,000.00	Clothing allowance (CBA)
540.00	Phone
1,115.86	FICA (Medicare)
23,056.20	Health Insurance
25,712.06	
	<u>Budgeted:</u>
	Highway expenses line
	Highway expenses line
	FICA expense line
	Health insurance line (part of contingency budgeting)

**Tree Committee
FY 2025 Budget Request**

Tree Committee - FY 2025 Budget Request	FY 2025 Request
Arbor Day Program Spring 2025 - materials, seedling giveaway to residents	400
Registration Fees -- Tree Committee member training	300
Mass. Arborist Association (MAA) Membership for Tree Committee Chair	210
Membership in Mass. Forester and Tree Warden Association (MFTWA) - 1 regular for Tree Warden, 1 senior for Chair of Tree Committee	110
Tree Planting and Replanting	700
TOTAL	1720

Supporting Explanation for FY 2025 Budget Request from Tree Committee

Arbor Day Program 2025 - The Committee holds a major seasonal kick-off event every spring on Arbor Day. The purpose of this event is to provide an interactive opportunity for West Newbury residents to learn about trees, tree planting, tree care, and other important aspects of tree stewardship. In addition, the Tree Committee plans to purchase and provide approximately 100 seedlings and saplings of suitable tree species to town residents as part of this event.

Training and up-to-date information from state experts remain important for members of the Tree Committee and for the Committee Chair, who is a Massachusetts Certified Arborist. Some of the training will most likely be virtual, so the budgeted amount is likely going to cover webinar registration fees in addition to in-person registration fees.

The MAA membership fee (\$210) is for the Committee Chair, who is a certified arborist. He regularly visits town properties to advise residents and is also active in advising the Planning Board. The MFWTA membership fees (\$110) are for the Town Tree Warden (regular rate) and the Tree Committee Chair (at reduced senior rate).

Based on prior years' experience, it is prudent to expect that replanting of 4-5 trees on town property will be needed in FY 2025. These trees are typically 1.5 inch caliper and stand about 6-8 feet tall and are ordered from the Chestnut Ridge wholesale nursery. Delivery charges are included in the estimated cost.

Angus Jennings

From: Angus Jennings
Sent: Saturday, February 17, 2024 2:50 PM
To: Rob Phillips (rob-phillips@verizon.net); Ross Capolupo; James Sperelakis; Daniel Innes (daninnes@yahoo.com); dennislamalfa@gmail.com
Cc: Wendy Reed; Rick Parker; Chris Wile; Walsh, Jennifer; Town Clerk; Executive Assistant
Subject: Proposed warrant articles scheduled for review on Tuesday, Feb 20th at 6:30pm
Attachments: DPW Article #8 Electronic Keying System - UPDATED.pdf

FinCom/SB,

I'm working with Rob and Wendy to finalize an overall schedule for reviews of dept budgets and proposed article requests, but we have confirmed that the next mtg this Tuesday at 6:30pm will work well for review of DPW budget and articles. We'll have in attendance, in addition to Jenny, Jim and me:

- Butch Hills, DPW Highway Superintendent
- Brian Richard, DPW Facilities Manager
- Katelyn Barker, DPW Business Manager & Chief Procurement Officer
- Christine Wallace, P.E., Programs & Projects Manager

With reference to the article numbering (index numbers only) in the [articles packet online](#), the following articles will be reviewed on Tuesday:

SEE ATTACHED

The backup info for the articles is unchanged from the materials in the packet previously circulated (and linked above), other than the attached (Town Offices electronic keying, #32). I expect we'll have more detail to present on Tuesday evening re #23, Annex Flooring Replacement, as well.

Although not scheduled for review Tuesday, to allow more time to firm up each of these proposals, if you'd like we will be prepared to give updates on the following, which will be scheduled for review later in the cycle once more details are available:

- 22 Rocks Village Bridge warning signals
- 38 Page School elevator study/engineering
- 39 Page School internal site circulation study/design

Thanks,
Angus

Annual OR Special Warrant Articles - Spring 2024 Town Meeting							Recommendations				
# (DRAFT) Article		Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
23	Annex flooring replacement	\$ 49,200	DPW/Facilities	Y		2/20/24					
24	Replace A/C Unit in Council on Aging / SAGE Center	\$ 38,000	DPW/Facilities	Y	Y	2/20/24					
25	Replace Generator for Town Offices/Annex	\$ 90,000	DPW/Facilities	Y	Y	2/20/24					
26	Page School flooring repairs	\$ 50,000	Pentucket/DPW	Y	Y	2/20/24					
27	Page School Interior Improvements/Repairs	\$ 75,000	Pentucket/DPW	Y	Y	2/20/24					
28	DPW Plow Truck	\$ 350,000	DPW/Highway	Y	Y	2/20/24					
29	Zero-Turn Mower for DPW	\$ 33,500	DPW/Highway	Y	Y	2/20/24					
30	Add'l Accessories for DPW Trackless Vehicle	\$ 41,540	DPW/Highway	Y	Y	2/20/24					
31	Supplemental funding for telecom upgrades at Town Offices, Public Safety Complex and Library	TBD	Town Manager	Y	Y	2/20/24					amt pending issuance of supp. RFP and receipt of bids
32	Town Offices Electronic Keying System	\$ 65,000	DPW/Facilities	Y	Y	2/20/24					proposed cost incr. 2/9/24
33	Roof replacement, Public Safety Complex	\$ 120,000	DPW/Facilities	Y	Y	2/20/24					
34	Public Safety Complex, interior/exterior improvements	\$ 75,000	DPW/Facilities	Y	Y	2/20/24					
37	Page School standpipe installation (engineering/design)	\$ 30,000	Pentucket/DPW	Y	Y	2/20/24					
41	Funds for removal of dead ash trees along public rights-of-way	\$ 50,000	DPW/Highway	Y		2/20/24					may be increased in favor of proposed increase in DPW op. budget
42	Funds to replace retaining wall at 1910 Building (Town Offices)	\$ 12,000	DPW/Facilities	Y		2/20/24					

Angus Jennings

From: Angus Jennings
Sent: Saturday, February 17, 2024 2:37 PM
To: Rob Phillips (rob-phillips@verizon.net); Wendy Reed
Cc: Walsh, Jennifer; Town Clerk; Executive Assistant; Assistant Clerk
Subject: Draft articles review schedule
Attachments: Dates for article reviews - FinCom SB mtgs - DRAFT 2-17-24.pdf

Rob/Wendy,

Attached is a proposed schedule for review of articles. This is largely consistent with the dept budget review schedule I sent around earlier, with a couple of intentional differences (such as putting Middle Street Bridge at last available date to maximize available time to firm up proposal). There are a few "TBDs" on the last page. Some of the bylaw reviews may be timely for Feb 26 but that would rely on sufficient advance time to notify potentially interested parties, and with next week being school vacation week it may be advisable to push these items later on the calendar.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org

From: Angus Jennings
Sent: Saturday, February 17, 2024 1:34 PM
To: Rob Phillips (rob-phillips@verizon.net) <rob-phillips@verizon.net>; Wendy Reed <wreed@wnewbury.org>
Cc: Walsh, Jennifer <townaccountant@wnewbury.org>; Town Clerk <townclerk@wnewbury.org>; Executive Assistant <exec.assistant@wnewbury.org>; Assistant Clerk <assistantclerk@wnewbury.org>
Subject: Draft budget review schedule

Rob, Wendy,

Annual OR Special Warrant Articles - Spring 2024 Town Meeting											
#	<u>(DRAFT) Article</u>	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Recommendations				Notes
							Select Board	FinCom	Rationale	Sunset Date (if applicable)	
1	To give votes to the election of the public offices	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
2	Reports of Town Officers and Committees	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	BOWC update re financial plan
6	Instructions, Rules and Regulations for Board of Water Commissioners	n/a	???	Y		2/15/24	n/a	n/a	n/a	n/a	
8	Establish Water Pension Liability Stabilization Fund	n/a	Town Manager	Y		2/15/24	RP-CW 3-0	JS-DI 4-0-1	Rob	n/a	2/3 vote to create fund
9	Appropriation from Septic Loan Revolving Fund	\$ 10,364	Town Manager	Y	Y	2/15/24	CW-RP 3-0	DI-JS 4-0-1	Jim	n/a	
10	Transfer funds to Pension Liability Stabilization Fund	\$ 99,507	Town Manager	Y	Y	2/15/24					amt to be confirmed w Town Acct
11	Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 21,586	Town Manager	Y	Y	2/15/24	RP-WR 3-0	JS-DI 4-0-1	Dan	n/a	
13	Revolving funds (reauthorize and establish max amounts for FY25)	n/a	Town Manager	Y		2/15/24	CW-RP 3-0	DI-JS 4-0-1	Dan	n/a	
19	Extend Sunset Dates for Previous Town Meeting Articles	n/a	Town Manager	Y	Y	2/15/24	CW-RP 3-0	JS-DI 5-0	Jim	n/a	
36	Engineering funds for Coffin Street culvert replacement	\$ 50,000	Town Manager	Y	Y	2/15/24	CW-WR 3-0	DI-JS 5-0	Ross	6/30/25	amt increased at FC/SB mtg
40	Funds for required testing at Steele Landfill	\$ 22,915	BOH	Y	Y	2/15/24	RP-WR 3-0	JS-DI 5-0	Dan	6/30/25	

Annual OR Special Warrant Articles - Spring 2024 Town Meeting							Recommendations				
# (DRAFT) Article		Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
23	Annex flooring replacement	\$ 49,200	DPW/Facilities	Y		2/20/24					
24	Replace A/C Unit in Council on Aging / SAGE Center	\$ 38,000	DPW/Facilities	Y	Y	2/20/24					
25	Replace Generator for Town Offices/Annex	\$ 90,000	DPW/Facilities	Y	Y	2/20/24					
26	Page School flooring repairs	\$ 50,000	Pentucket/DPW	Y	Y	2/20/24					
27	Page School Interior Improvements/Repairs	\$ 75,000	Pentucket/DPW	Y	Y	2/20/24					
28	DPW Plow Truck	\$ 350,000	DPW/Highway	Y	Y	2/20/24					
29	Zero-Turn Mower for DPW	\$ 33,500	DPW/Highway	Y	Y	2/20/24					
30	Add'l Accessories for DPW Trackless Vehicle	\$ 41,540	DPW/Highway	Y	Y	2/20/24					
31	Supplemental funding for telecom upgrades at Town Offices, Public Safety Complex and Library	TBD	Town Manager	Y	Y	2/20/24					amt pending issuance of supp. RFP and receipt of bids
32	Town Offices Electronic Keying System	\$ 65,000	DPW/Facilities	Y	Y	2/20/24					proposed cost incr. 2/9/24
33	Roof replacement, Public Safety Complex	\$ 120,000	DPW/Facilities	Y	Y	2/20/24					
34	Public Safety Complex, interior/exterior improvements	\$ 75,000	DPW/Facilities	Y	Y	2/20/24					
37	Page School standpipe installation (engineering/design)	\$ 30,000	Pentucket/DPW	Y	Y	2/20/24					
41	Funds for removal of dead ash trees along public rights-of-way	\$ 50,000	DPW/Highway	Y		2/20/24					may be increased in favor of proposed increase in DPW op. budget
42	Funds to replace retaining wall at 1910 Building (Town Offices)	\$ 12,000	DPW/Facilities	Y		2/20/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting						Recommendations				
# (DRAFT) Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
55	n/a	FinCom	N	Y	2/26/24					
56	n/a	Select Board	Y	Y	2/26/24					
59	n/a	Town Acct.	Y	Y	2/26/24					
60	n/a	Town Manager	Y		2/26/24					
61	no appropriation	Treasurer/Collector	Y	Y	2/26/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting							Recommendations				
# (DRAFT) Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes	
21	Replace Fire Pumper Tanker	\$ 560,000	BOFE	Y	Y	3/13/24					
22	Rocks Village Bridge warning signals	TBD	Town Manager	Y	Y	3/13/24					
38	Page School: study design/cost to bring elevator into ADA compliance	TBD	Pentucket/DPW	Y	Y	3/13/24					
39	Page School: engineering/design re internal site circulation, lighting	TBD	Town Manager	Y	Y	3/13/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting						Recommendations				
# (DRAFT) Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
48	TBD	Town Manager	Y		3/20/24					
49	n/a	Planning Board	Y	Y	3/20/24					Planning Board hearing 3/19
50	n/a	ConCom	Y	Y	3/20/24					
57	n/a	Bldg. Inspector	Y	Y	3/20/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting							Recommendations				
# (DRAFT) Article		Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
3	School Stabilization Fund transfer	\$ 200,000	Town Manager	Y		3/27/24					
4	FY25 Town Operating Budget	TBD	FinCom	n/a		3/27/24					
5	Transfer Free Cash to reduce FY25 tax rate	TBD	Town Manager	Y	Y	3/27/24					
7	FY25 Water operating budget	TBD	BOWC	Y		3/27/24					
14	CPA Article: Allocate and/or reserve Community Preservation Fund annual revenues	TBD	CPC	Y		3/27/24					
15	CPA Article: Transfer CPA Housing Reserve funds to Affordable Housing Trust - <i>pending favorable review/recommendation by CPC</i>	TBD	AHT / SB	Y	Y	3/27/24					
16	CPA Article: Funding for Pickleball feasibility study - <i>pending favorable review/recommendation by CPC</i>	\$ 22,000	Select Board	Y	Y	3/27/24					
17	CPA Article: Sawmill Brook trails, design and permitting - <i>pending favorable review/recommendation by CPC</i>	TBD	Select Board	Y	Y	3/27/24					
18	CPA Article: Fund maintenance/clean-up of Town-owned cemeteries - <i>pending favorable review/recommendation by CPC</i>	\$ 4,000	Historical Comm	Y	Y	3/27/24					
35	Replace Water Pump at Wellfield	\$ 44,000	BOWC	Y	Y	3/27/24					
43	Unbudgeted Personnel Costs, FY24-25	TBD	Town Manager	Y		3/27/24					
44	Snow & Ice deficit (amount TBD)	TBD	DPW/Highway	Y		3/27/24					
45	Unpaid FY23 Bills	TBD	Town Manager	Y	Y	3/27/24					
46	Funds for site testing for potential water source(s)	\$ 50,000	Town Manager	Y		3/27/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting							Recommendations				
#	Article	Amt (if \$) DRAFT	Sponsor	Form Received?	Add'l Backup Info Received?	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
12	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4	TBD	CAC	Y		TBD					
20	Appropriation and/or Debt Authorization for Middle Street Bridge	TBD	Town Manager	Y	Y	TBD					
51	Proposed amendments to Capital Improvements Committee Bylaw	n/a	Town Manager	Y	Y	TBD					
52	Proposed amendments to General Harbor Regulations Bylaw	n/a	Select Board	Y		TBD					
53	Proposed amendments to Hunting Bylaw	n/a	Select Board	Y		TBD					
54	Proposed amendments to Animal Bylaw	n/a	Select Board	Y		TBD					
62	Citizen Petition: Mullen and Soldiers & Sailors properties, 40R study/zoning and MBTA Communities zoning	\$ 100,000	Citizen Petition	n/a	Y	TBD					
63	Citizen Petition: File Home Rule Petition for Commonwealth to reduce voting age to 16	n/a	Citizen Petition	n/a	Y	TBD					
47	Replace Water tapping machine	\$ 7,995	BOWC	Y	Y	n/a					Withdrawn
58	Amendments to PRSD Regional Agreement	n/a	Select Board	Y		n/a					Not ready for this cycle

Notes:

Numbering does **not** correspond to order or numbering that will appear on Town Meeting warrants.

Cells shaded in green indicate that the materials have been added to PDF info packet.

Cells shaded in blue are recommended/requested for STM, not ATM.

Town of West Newbury

2024 Spring Town Meeting (FY25)

ARTICLE REQUEST FORM - UPDATED

ARTICLE: *Town Office and Town Hall Electronic Keying System*

AMOUNT REQUESTED: \$65,000 (Capital Request)

CONTACT PERSON: Brian Richard, Facilities Manager

PHONE NUMBER: 978-914-2546

Why should the Town make this purchase? What needs will be met? Who will benefit?

The existing lock system in the Town Offices is outdated and finding parts to repair is becoming a challenge. Most importantly, we would like to have a system that can use a code, key card or fob system that would allow the DPW the ability to secure locks in town-wide facilities on a computer system. This system would allow entrance doors to this facility to be unlocked and locked at preprogrammed times and eliminate giving keys to staff, public committees and rental users. A verbal quote/estimation of \$65,000 was received on February 9th, 2024.

Town Offices is seeing heavier usage due to committee and community engagement meetings. Some staff are carrying 10+ keys to these buildings. We would like to have a higher level of security, which the electronic keying system offers, while also having a more convenient way of entering the buildings for staff, committees and rental users.

What factors affect the timing of this purchase?

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2026

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

\$1,000 annual maintenance.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 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? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This article is a free cash request and meets the criteria for a Capital project. (DPW-035)

Please attach additional pages or other supporting documentation.

From: [Angus Jennings](#)
To: dennislamalfa@gmail.com
Cc: [Rob Phillips \(rob-phillips@verizon.net\)](mailto:Rob.Phillips@verizon.net); [James Sperelakis](#); [Daniel Innes \(daninnes@yahoo.com\)](mailto:daninnes@yahoo.com); [Ross Capolupo](#); [Town Accountant](#)
Bcc: [Selectboard](#); [Executive Assistant](#); [Town Clerk](#); [Assistant Clerk](#)
Subject: Prior FinCom materials
Date: Saturday, February 17, 2024 12:02:00 PM

Hi Dennis,

Thanks for jumping right into public service in your new hometown of West Newbury! It is great to see newcomers to town getting right involved with the community!

I will shortly be forwarding you a few emails that have been sent to FinCom over the past couple of weeks just to get you current with materials already circulated. This will include info re the proposed FY25 budget and Town Meeting articles. A couple of key links to be aware of as you get oriented:

- [Proposed Town Meeting articles with backup](#) (spring 2024).
- [Previous Finance Committee Town Meeting booklets](#). A booklet is published about 14 days prior to each Annual and Special Town Meeting, and includes what was *proposed*.
- [Town Clerk reports](#) of Town Meeting. A report is issued to document the *results* of each Annual and Special Town Meeting.
- [Budget pages](#). The FY25 page is very sparse but will receive substantial updates as the process goes forward.
- [Capital Improvements Program](#). Not yet updated with proposed FY25 capital articles, but also will be updated as process moves forward.
- [Town Bylaws and Policies](#).

I will not be copying all FinCom members on subsequent emails since they've already received them, but have copied the full Committee here (along with our Town Accountant Jennifer Walsh) so you'll have everyone's contact info.

More to follow –
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org