

TOWN REPORT

JULY 1, 2021 – JUNE 30, 2022



www.wnewbury.org

TOWN OF WEST NEWBURY
MASSACHUSETTS

**ANNUAL STATEMENT
OF THE RECEIPTS AND EXPENDITURES
FOR THE FISCAL YEAR ENDING
JUNE 30, 2022**



TOWN OF WEST NEWBURY

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

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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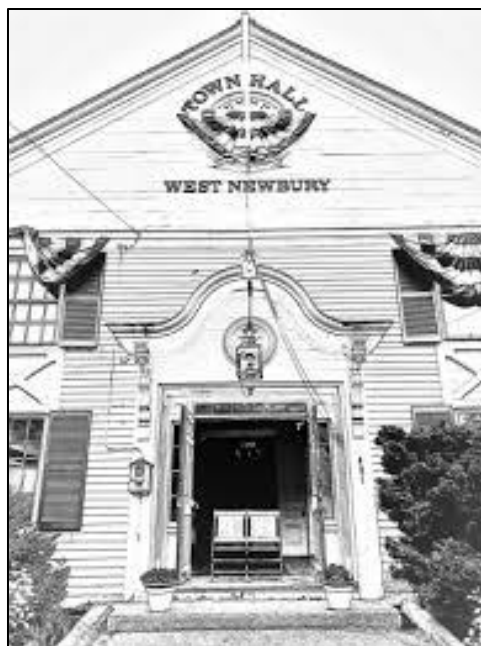
**SELECTMEN
1900-2022**

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 W. Archibald
Richard G. Parker
Wendy J. Reed

**Died in office*



West Newbury Old Town Hall

**Directory of Elected Officials, Administrators,
Boards, Committees, and Commissions**
As of January 2023

Board of Selectmen

David Archibald, 2023, *Chair*
Richard Parker, 2025
Wendy Reed, 2024

Board of Health

Robert Janes, 2024, *Chair*
Thomas Fahey, 2025
Blake J. Seale, 2023

Board of Assessors

Jennifer Poliseno, 2024, *Chair*
Richard Baker, 2023
Loretta Harrigan, 2025

Town Moderator

Kathleen C. Swallow, 2024

Pentucket School Committee

Marie E. Felzani, 2024
Christine Reading, 2023
Dena P. Trotta, 2025

Board of Water Commissioners

Robert P. Janes, 2023, *Chair*
W. Lawrence Corcoran, 2024
John Duggan, appointed until 2023

Constables

Richard K. Davies, Jr., 2023
Brian Richard, 2024
Robinson M. Shively, 2025

Library Trustees

Fred Chanania, 2022, *Chair*
Ashley Adams, 2025
Paula Breger, 2024
Laura Collins, 2023
Amy Custance, 2024
Heather Conner, 2023
Sandy Nawrocki, 2023
Thomas Salvo, 2024
Marcia Sellos-Maura, 2025
Sherri Temple-Pruyn, 2022

Planning Board

Ann E. Bardeen, 2023, *Chair*
Raymond A. Cook, 2026
Brian R. Murphey, 2024
Timothy Cronin, 2025
Deborah R. Hamilton, 2027

Park and Recreation Commissioners

Brad Buschur, 2023, *Chair*
Alexander Niles, 2023
Wendy Willis, 2024

Housing Authority

Leslie Mingo, *State Appointee*
Gary Bill, 2025
Richard Miller, 2026
Marjorie Peterson, 2026
Mary Lou Sayers, 2024, *Resident Member*

Town Manager's Office

Angus Jennings, AICP, *Town Manager*

Finance Department

Kaitlin Gilbert, *Treasurer Collector*
Jennifer Walsh, *Town Accountant and Business Manager*

Town Clerk's Office

James RW Blatchford, *Town Clerk*
Rebecca Ambra, *Assistant Clerk*

Assessor's Office

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

Department of Public Works

Wayne Amaral, *Director*
Katelyn Bradstreet, *Administrative Assistant*
Domingo Corona, *Experienced Operator*
James Deboisbriand, *Experienced Operator*
Richard Hills, *Highway Foreman*
Brian Richard, *Buildings and Grounds Foreman*
John Savage, *Custodian*
John Spalding, *Experienced Operator*
Christine Wallace, *Projects Manager*

Water Department

Mark Marlowe, *Superintendent*
Jaason Allard, *Licensed Water Operator*
Jodi Bertrand, *Administrative Assistant*
Donald Goodwin, *Licensed Water Operator*

Conservation and Land Agent

Michelle Greene

Health Department

Paul Sevigny, *Health Agent*
Scott Berkenbush, *Recycling Coordinator*
Jane Krafton, *Health Administrative Assistant*

Planning Office

Sue Brown, AICP, *Town Planner*
Katelyn Bradstreet, *Administrative Assistant*

Inspectional Services

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

Americans with Disabilities Act Coordinator

Sam Joslin, *ADA Coordinator*
Wayne Amaral, *Deputy ADA Coordinator*

SAGE Center

Christine Marshall, *Director*
Jen Vincent, *Meal Site Manager*

Town Counsel

KP Law, P.C.

Chief Procurement Officer

Wayne Amaral

Records Access Officer, and Ethics Liaison to the State

James RW Blatchford

Library Staff

Corinn Flaherty, *Director*
Katharine Grove
Tracy Larrabee
Dawn Watson
Kim Scott
Kristen Young

Police Department

Michael Dwyer, *Chief*
Susan Curry, *Administrative Assistant*

Animal Control Officer

Kayla Provencher
Contract with Newburyport

Board of Fire Engineers

Michael Dwyer, *Fire Chief*
David Evans, *Deputy Chief*
Cooper Carifio, *Fire Engineer*
Benjamin Jennell, *Assistant Chief*
Mark Marelowe, *Fire Engineer*

Emergency Response Coordinators

Lee Ann Delp
Michael Dwyer
Paul Sevigny

Veterans' Services Officer, Eastern District

Karen Tyler

Representative to the Eastern District of the Department of Veterans' Services

Ron Ross

Bridge St., Rural, and Merrimack Cemeteries Veterans' Graves Officer

Robert P. Janes

Field Driver and Fence Viewer

David LaPierre

Finance Committee

Chris Wile, *Chair*
Walter Burmeister
Ross Capolupo
Daniel Innes
Robert Phillips
Jim Sperelakis

Registrars of Voters

Cheryl Grant, *Chair*
Margaret Duchemin
Rosamond B. Veator
James RW Blatchford, *Ex-Officio*

Zoning Board of Appeals

Paul O. Kelly, *Chair*
Kim Monahan Borgioli
Richard Davies
Patrick Higgins
Dennis Lucey
Joan Croteau, *Administrator*

Conservation Commission

Judith Mizner, *Chair*
John Haley
Margaret Hawkins
David Parrott
George Preble
Wendy Reed

Harbor Committee

Brad Dore
Thomas Goodwin
Terence Hartford
Steve Boyd, *Alternate*
Brian Richard, *Alternate*

Council on Aging

Jacque Johnston, *Chair*
Victoria Beaumier
Dot Cavanaugh
Gail DiNaro
Dianne Faulkner
Jessa Haynes
Marge Peterson
Richard Preble
Joseph Publicover
Barbara Warne

Historical Commission

Robert P. Janes, *Chair*
Robert Belmont
Jennifer Conway
Celeste Edwards
Elisa Grammer
Jennifer Munson

Historic District Commission

Jack Alden
Dorothy Cavanaugh, *Chair*
Jeffrey Clewley
Alison Hardy
Jill Hudson

**Whittier Vocational Technical High School
Committee**

Chip O'Connor

**Pentucket Regional School District Building
Committee**

Angus Jennings, *Town Manager*
Ashley Davis
Wendy Reed, *Select Board's Representative*

Mill Pond Committee

Ryan Goodwin, *Chair*
Zip Corning
Paul Delaney
Deborah R. Hamilton
Robin Pendergast
Matthew Shwom
Michael Welch
Jennifer Costain, *Associate*

Cable Advisory Committee

Glenn A. Kemper, *Chair*
Kevin Bowe
Kelly Scott

Capital Improvements Committee

Judith Mizner *Chair*
Julie Boria
Ross Capolupo, *Finance Committee's Representative*
Elisa Grammer
Polly McDowell
Richard Parker, *Select Board's Representative*

River Access Committee

Elisa Grammer
Barry LaCroix

Cultural Council

Catherine DeWitt, *Chair*
Jill Eichhorst
Jessica Knezek
Jennifer Pepper
Marie Pierce
Carly Ramos
Linda Young

Open Space Committee

Graham Bacheller, *Chair*
Jessica Azenaro
Don Bourguard
Carol Decker
Jean Lambert
Patricia Reeser
Marlene Switzer
John Dodge, *Associate*
David Parrott, *Associate*

Community Preservation Committee

Wendy Reed, *Chair, Select Board's Representative*
Judith Mizner, *Conservation Commission's Representative*
Gary Bill, *Housing Authority Representative*
Raymond A. Cook, *Planning Board's Representative*
Wendy Willis, *Park and Recreation's Representative*
Robert P. Janes, *Historical Commission's Representative*
Richard Parker, *Select Board's Representative*
Patricia Raeser, *Open Space's Representative*
Sherri Temple-Pruyn, *At-Large Member*
Barbara Gard, *Administrator*
Angus Jennings, *Ex-Officio*

Energy and Sustainability Committee

Arthur Wallace, *Chair*
Elizabeth Callahan
Stephen Doran
Elisa Grammer
Camden Holland
Richard Parker

Investment Policy Committee

Christopher Wilde, *Chair*
David Archibald, *Select Board's Representative*
Lark Madden
Jean L. Trim
Daniel Innes, *Finance Committee's Representative*
Katherine Gilbert, *Treasurer*

Tree Committee

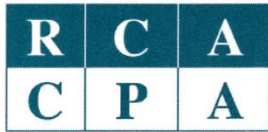
Fred Chania, *Chair*
Molly Hawkins
Kelly Scott
Claudia Woods
Susan Dougherty, *Associate*
Wayne Amaral, *Ex-Officio*

Climate Change Resiliency Committee

Elisa Gramer, *Chair*
Elizabeth Callahan
Michael Dacey
Richard Parker
Nancy Pau
Arthur "Chip" Wallace

Affordable Housing Trust

Wendy Reed, *Chair, Select Board's Representative*
Kevin Bowe
Donna Garcia
Deborah R. Hamilton
Karey Holmes
Derek Mitchell
Pamela Shaffer



INDEPENDENT AUDITORS' REPORT

The Honorable Members of the Board of Selectmen
Town of West Newbury, Massachusetts

Opinion

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, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Town as of June 30, 2022, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements taken as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance

therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatements resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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 these 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.

Roselli Clark & Associates

Roselli, Clark and Associates
Certified Public Accountants
Woburn, Massachusetts
September 26, 2022

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, 2022.

Financial Highlights

- 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 \$33.6 million (*total net position*). Nearly \$29.5 million represented net position of governmental activities and nearly \$4.2 million represented net position of the business-type activities.
- The government's total net position increased by over \$1.0 million. This was due to an increase of approximately \$0.9 million in governmental activities and over \$0.1 million in business-type activities as expenditures were lower than expectations and revenues exceeded forecast.
- The Town's Unassigned Fund Balance reported in the General Fund was over \$5.6 million (32.7% of General Fund expenditures). Total Fund Balance in the General Fund was approximately \$6.9 million (40.0% 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 \$3.5 million, \$1.3 million and \$1.1 million, respectively.
- The Town's total long-term debt decreased by approximately \$0.4 million; the decrease was due to regularly scheduled maturities in both 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 over \$33.6 million at the close of the most recent fiscal year. The condensed statement of net position is as follows:

	<u>Governmental activities</u>		<u>Business activities</u>		<u>Total</u>	
	June 30					
	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>
<u>Assets</u>						
Current and other assets	\$ 14,143,303	\$ 14,034,753	\$ 2,293,736	\$ 2,349,759	\$ 16,437,039	\$ 16,384,512
Capital assets, net	<u>24,051,241</u>	<u>22,956,973</u>	<u>5,155,472</u>	<u>5,006,453</u>	<u>29,206,713</u>	<u>27,963,426</u>
Total assets	<u>38,194,544</u>	<u>36,991,726</u>	<u>7,449,208</u>	<u>7,356,212</u>	<u>45,643,752</u>	<u>44,347,938</u>
<u>Deferred Outflows of Resources</u>	<u>1,360,736</u>	<u>1,049,444</u>	<u>127,078</u>	<u>98,884</u>	<u>1,487,814</u>	<u>1,148,328</u>
<u>Liabilities</u>						
Long term liabilities	7,030,886	7,731,087	2,144,892	2,219,589	9,175,778	9,950,676
Other liabilities	<u>1,165,722</u>	<u>531,311</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>2,265,722</u>	<u>1,631,311</u>
Total liabilities	<u>8,196,608</u>	<u>8,262,398</u>	<u>3,244,892</u>	<u>3,319,589</u>	<u>11,441,500</u>	<u>11,581,987</u>
<u>Deferred Inflows of Resources</u>	<u>1,898,452</u>	<u>1,213,275</u>	<u>165,886</u>	<u>115,219</u>	<u>2,064,338</u>	<u>1,328,494</u>
<u>Net Position</u>						
Net investment in capital assets	23,756,241	22,356,976	2,813,812	2,727,127	26,570,053	25,084,103
Restricted	5,854,914	5,564,524	-	-	5,854,914	5,564,524
Unrestricted	<u>(150,935)</u>	<u>643,997</u>	<u>1,351,696</u>	<u>1,293,161</u>	<u>1,200,761</u>	<u>1,937,158</u>
Net Position	<u>\$ 29,460,220</u>	<u>\$ 28,565,497</u>	<u>\$ 4,165,508</u>	<u>\$ 4,020,288</u>	<u>\$ 33,625,728</u>	<u>\$ 32,585,785</u>

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 over \$1.2 million.

Condensed changes in net position data is presented as follows:

	<u>Governmental activities</u>		<u>Business activities</u>		<u>Total</u>	
			June 30			
	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>
<u>Revenues</u>						
Program revenues:						
Charges for services	\$ 506,918	\$ 679,753	\$ 1,016,139	\$ 1,097,425	\$ 1,523,057	\$ 1,777,178
Operating grants and contributions	680,939	863,527	-	-	680,939	863,527
Capital grants and contributions	409,385	150,000	4,500	6,000	413,885	156,000
General revenues:						
Property taxes	15,386,172	15,236,382	-	-	15,386,172	15,236,382
Intergovernmental	373,350	214,969	-	-	373,350	214,969
Other	762,716	1,057,837	(20,321)	6,182	742,395	1,064,019
Total revenues	<u>18,119,480</u>	<u>18,202,468</u>	<u>1,000,318</u>	<u>1,109,607</u>	<u>19,119,798</u>	<u>19,312,075</u>
<u>Expenses</u>						
General government	1,584,771	1,965,830	-	-	1,584,771	1,965,830
Public safety	2,718,022	2,980,644	-	-	2,718,022	2,980,644
Education	9,297,474	8,952,568	-	-	9,297,474	8,952,568
Public works	2,113,991	1,720,110	-	-	2,113,991	1,720,110
Health and human services	718,986	802,518	-	-	718,986	802,518
Culture and recreation	782,563	426,129	-	-	782,563	426,129
Debt service	8,950	15,900	-	-	8,950	15,900
Water	-	-	855,098	795,055	855,098	795,055
Total expenses	<u>17,224,757</u>	<u>16,863,699</u>	<u>855,098</u>	<u>795,055</u>	<u>18,079,855</u>	<u>17,658,754</u>
Change in net position	894,723	1,338,769	145,220	314,552	1,039,943	1,653,321
Net position, beginning of year	<u>28,565,497</u>	<u>27,226,728</u>	<u>4,020,288</u>	<u>3,705,736</u>	<u>32,585,785</u>	<u>30,932,464</u>
Net position, end of year	<u>\$ 29,460,220</u>	<u>\$ 28,565,497</u>	<u>\$ 4,165,508</u>	<u>\$ 4,020,288</u>	<u>\$ 33,625,728</u>	<u>\$ 32,585,785</u>

Governmental Activities - The Town relies significantly on property taxes, which, during 2022, made up approximately 84.9% of total governmental activities revenues, an increase of over \$0.1 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 54.0% of total expenses; this was consistent with the prior year amount of 53.1%. All other functional expense categories were (1) up slightly (2) flat with the prior year primarily due to a modest increase in benefits that were allocated to each function or (3) not significant.

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 decreased by 10% over the prior year due to decreased consumption and loss on investments. 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 over \$5.6 million, while total fund balance reached approximately \$6.9 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 32.7% of total general fund expenditures, while total fund balance represented approximately 40.0% of that same amount.

The Town's governmental funds balance sheet reported a combined ending fund balance of over \$12.7 million. In addition to the \$6.9 million in the general fund previously discussed, there were also restricted fund balances in the Community Preservation Fund, Library Trust Fund and combined Nonmajor funds of over \$3.5 million, nearly \$1.3 million and nearly \$1.1 million, respectively.

The General Fund balance decreased by about \$0.5 million primarily due to the timing of spending down Town Meeting articles in the Public Works department.

The Community Preservation Fund balance increased by nearly \$0.1 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 was consistent with the prior year as activity was minimal.

The combined Nonmajor funds increased by approximately \$0.2 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 \$4.2 million, which increased over \$0.1 million from the prior year.

Fiduciary funds - The Town's fiduciary funds include nearly \$2.6 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

There were no major differences in the final amended budget to the original budget.

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, 2022, amounts to over \$29.2 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.

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 \$1.9 million; this includes approximately \$0.3 million in governmental activities and approximately \$1.6 million in business-type activities. This represented a decrease of nearly \$0.4 million over the prior year due to regularly scheduled maturities.

The Town's bond rating was increased AAA 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 \$57.5 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 region's unemployment rate remains robust as a byproduct of stimulus activities from the Federal Government. Unemployment rates are at 40-year lows.
- Inflation is trending near 40-year highs and efforts to battle this by the Federal Government are causing borrowing rates to spike near 20-year highs.
- The Town's real estate tax base is made up of approximately 97.6% residential real estate tax. Its commercial, industrial and personal property taxes make up the remainder of the tax base at 2.3%. 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 2023 which was authorized by Annual Town Meeting in May 2022 and it expects to set its tax rate before December 31, 2022.

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
DEBT SCHEDULE
FY2022**

PRINCIPAL	ISSUE DATE	ISSUE	BALANCE 6/30/2021	2022 PAYMENTS	BALANCE 6/30/2022
MWPAT Title V (OE)	11/16/2005	<i>196,900.00</i>	41,455.00	10,363.00	31,092.00
Public Safety Complex (I)	2/23/2012	<i>1,726,790.00</i>	305,000.00	160,000.00	145,000.00
* Land Acquisition II (IE)	2/23/2012	<i>1,358,800.00</i>	295,000.00	145,000.00	150,000.00
Totals			<u>641,455.00</u>	<u>315,363.00</u>	<u>326,092.00</u>
INTEREST					
Public Safety Complex (I)	2/23/2012		5,950.00	4,500.00	1,450.00
Land Acquisition II (IE)	2/23/2012		6,450.00	4,950.00	1,500.00
Totals			<u>12,400.00</u>	<u>9,450.00</u>	<u>2,950.00</u>
TOTALS P + I			<u>653,855.00</u>	<u>324,813.00</u>	<u>329,042.00</u>
PRINCIPAL & INTEREST					
MWPAT Title V (OE)	11/16/2005		41,455.00	10,363.00	31,092.00
Public Safety Complex (I)	2/23/2012		310,950.00	164,500.00	146,450.00
Land Acquisition II (IE)	2/23/2012		301,450.00	149,950.00	151,500.00
TOTALS			<u>653,855.00</u>	<u>324,813.00</u>	<u>329,042.00</u>

* Debt Exclusion Overrides

Town of West Newbury
Expenditure Report for General Fund Activity
FY 2022

	Total Budget (including transfers)	Expended Year to Date
TOWN MODERATOR		
Moderator's Salary	200	200
Moderator's Expenses	60	30
Department Total	260	230
BOARD OF SELECTMEN		
Selectmen's Salaries	34,162	29,821
Professional & Tech Services	11,500	4,000
Selectmen's Operating Expenses	14,000	6,788
Department Total	59,662	40,609
FINANCE COMMITTEE EXPENSES		
Finance Committee Expenses	2,000	1,312
Department Total	2,000	1,312
Reserve Fund (budget reflects transfers out)	76,000	-
Department Total	76,000	-
BOARD OF ASSESSORS		
Assessors` Salaries	129,410	127,109
Assessors Expenses	54,013	46,779
Assessor Vehicle Allowance and mileage	500	-
Department Total	183,923	173,887
FINANCE DEPARTMENT		
Finance Dept Salaries & Wages	247,918	193,218
Annual Audit	20,500	20,500
Tax Title And Foreclosure	1,000	-
Postage Expenses	15,400	14,437
Finance Dept Expenses	28,884	24,748
Travel	2,127	1,613
Department Total	315,829	254,515
TOWN MANAGER		
Town Manager Salary	153,875	153,875
Salary & Wages	72,092	72,092
Technology Expenses	53,427	53,427
Expenses	46,493	38,616
Vehicle Allowance	3,600	3,600
Department Total	329,487	321,610
TOWN CLERK		
Town Clerk Salary & Wages	136,793	112,969
Operation Of Fax/Photo Machine	5,650	5,507
Town Clerk`s Expenses	7,000	6,824
Department Total	149,443	125,300
BOARD OF REGISTRARS/ELECTIONS		
Town Clerk Compensation	200	200
Bd of Registrars Salary & Wages	4,550	2,965
Bd Of Registrars Expenses	7,800	7,800
Department Total	12,550	10,965

Town of West Newbury
Expenditure Report for General Fund Activity
FY 2022

	Total Budget	Expended
LEGAL FEES		
Legal Fees	58,000	53,677
Department Total	58,000	53,677
CONSERVATION COMMITTEE		
Conservation Com Salary & Wages	38,864	25,713
Conservation Com Expenses	6,310	6,181
Department Total	45,174	31,894
PLANNING BOARD		
Planning Bd Salary & Wages	59,319	59,319
Planning Board Expenses	6,151	6,151
MVPC Assessment	1,705	1,705
Department Total	67,176	67,175
ZONING BOARD OF APPEALS		
ZBA Expenses	700	700
Department Total	700	700
OPEN SPACE & RECREATION		
Open Space Expenses	750	69
Department Total	750	69
<hr/>		
TOTAL - GENERAL TOWN GOVERNMENT	1,300,954	1,081,944
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POLICE DEPARTMENT		
Police Salaries & Wages	914,897	885,785
School Resource Officer	68,845	68,845
Police Overtime Wages	101,301	101,301
Police Expenses	104,947	99,984
Police Cruiser	40,000	40,000
Department Total	1,229,990	1,195,914
FIRE DEPARTMENT		
Fire Alarm Wages	81,055	68,213
Fire Drills	26,501	20,486
Fire Other Wages	26,010	18,405
Fire Administration	27,614	27,614
Medical Exams	3,000	2,400
Hydrant Mapping, Maint/Repair	77,207	77,207
Fire Alarm & Communications	11,601	11,601
Fire Expenses	56,941	56,941
Department Total	309,928	282,867
INSPECTOR'S DEPARTMENT		
Inspectors Salaries & Wages	126,392	125,700
Inspectors Expenses	9,019	7,019
Inspectors Vehicle Allowance	5,880	5,760
Department Total	141,291	138,480
EMERGENCY MANAGEMENT		
Emergency Mgmt Salary & Wages	8,959	7,770
Emergency Mgmt Expenses	3,000	2,999
Department Total	11,959	10,769
ANIMAL CONTROL OFFICER		
Animal Control Expenses	25,898	25,898

Town of West Newbury
Expenditure Report for General Fund Activity
FY 2022

	Total Budget	Expended
Department Total	25,898	25,898
HARBORMASTER		
Harbormaster Salary	3,500	2,500
Department Total	3,500	2,500
MUNICIPAL DISPATCH SERVICE		
Municipal Dispatch Salaries & Wages	278,515	219,917
Municipal Dispatch Overtime Wages	25,792	22,853
Municipal Dispatch Expenses	27,175	23,552
Department Total	331,482	266,322
<hr/>		
TOTAL - PUBLIC SAFETY	2,054,048	1,922,751
<hr/>		
ASSESSMENTS		
Pentucket Regional Assessment	7,242,985	7,242,985
Pentucket Capital Assessment	1,196,556	1,196,556
Pentucket Assessment Page Phase II	493,338	493,338
Whittier Minimum Contribution	136,998	136,998
Whittier Other Assessments	18,727	18,727
Whittier Debt/Capital Assessments	21,602	21,602
Essex NS Technical Assessment	42,582	41,234
Department Total	9,152,788	9,151,440
<hr/>		
TOTAL - EDUCATION	9,152,788	9,151,440
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PUBLIC WORKS		
DPW Salary & Wages	483,533	483,533
Overtime Wages	17,299	17,299
Snow & Ice Removal Wages	247,245	247,245
Town Bldgs Operating Expenses	143,869	143,869
Electricity	80,886	80,886
Town Bldgs Improvements	41,733	41,438
Street Paving/Repairs	59,693	59,693
Highway, Sidewalk & Trees	203,126	203,126
Stormwater Management	13,273	10,226
DPW Vehicle Allowance	6,000	6,000
DPW Expenses	12,080	12,080
Parks Expenses	14,884	14,884
Road Machinery Op Expenses	42,740	41,442
Public Street Lights	6,943	6,943
Department Total	1,373,304	1,368,664
<hr/>		
TOTAL - PUBLIC WORKS	1,373,304	1,368,664

Town of West Newbury
Expenditure Report for General Fund Activity
FY 2022

	Total Budget	Expended
BOARD OF HEALTH		
Board of Health Salary & Wages	127,084	126,498
Public Health Nurse	8,175	5,700
Waste Collection	401,940	375,998
Steele landfill monitoring	35,390	29,708
Recycling	45,000	1,670
Hazardous Waste Expenses	2,000	1,798
Bd of Health Expenses	7,374	7,174
Department Total	626,963	548,546
COUNCIL ON AGING		
Council On Aging Salary & Wages	81,682	71,524
Council On Aging Expenses	22,500	21,808
Department Total	104,182	93,331
VETERANS		
Soldiers Grave Expenses	3,632	3,632
Memorial Day Expense	1,740	1,661
Veterans Benefits and Expenses	6,368	5,816
Northern Essex Veterans Services/Assessment	21,695	21,695
Department Total	33,435	32,804
TOTAL - HUMAN SERVICES	764,580	674,681
GAR MEMORIAL LIBRARY		
Library Salaries & Wages	263,492	260,013
Library Expenses	38,500	38,461
Library Books & Periodicals	71,500	71,241
Department Total	373,492	369,714
PARKS & RECREATION		
Recreation Dept Salaries Wages	2,445	1,335
Recreation Expenses	16,000	16,000
Mill Pond Operating Expenses	2,100	188
Action Cove	3,000	1,826
Bandstand Expenses	6,000	6,000
Department Total	29,545	25,349
HISTORICAL COMMISSION		
Historical Commission Expenses	600	-
Department Total	600	-
CULTURAL COUNCIL		
Cultural Council Expenses	100	-
Department Total	100	-
TOTAL - CULTURE & RECREATION	403,737	395,063

Town of West Newbury
Expenditure Report for General Fund Activity
FY 2022

		Total Budget	Expended
MATURING DEBT SERVICE			
Maturing Debt		305,000	305,000
	Total	305,000	305,000
Interest on Debt		8,950	8,950
	Total	8,950	8,950
TOTAL - DEBT SERVICE		313,950	313,950
BENEFITS/INSURANCE			
OPEB Contribution		1	-
Unemployment Insurance		1,500	439
Essex Regional Retirement Fund		731,433	731,432
Group Insurance		408,755	406,997
F.I.C.A. Insurance		52,412	52,412
Insurance & Bonds		187,002	187,002
	Department Total	1,381,103	1,378,282
TOTAL - BENEFITS/INSURANCE		1,381,103	1,378,282
TRANSFERS OUT			
Transfers to Special Articles		142,845	142,845
Transfers to Stabilization		1,200,000	1,200,000
Transfers to Stabilization Pension		76,261	76,261
Transfers to OPEB		15,000	15,000
	Total	1,434,106	1,434,106
TOTAL - TRANSFERS OUT		1,434,106	1,434,106
TOTAL EXPENDITURES		18,178,571	17,720,880

Town of West Newbury
Revenue Report for All Activity
FY 2022

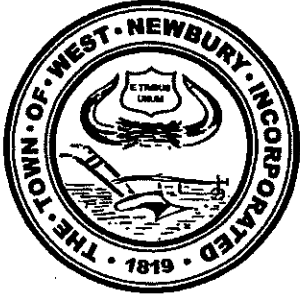
	Revenue Year to Date
PROPERTY TAXES	
Personal Property - 2015	18
Personal Property - 2016	-49
Personal Property - 2020	-130
Personal Property - 2021	16
Personal Property - 2022	280,453
Real Estate Taxes - 2015	-3,484
Real Estate Taxes - 2018	-1,640
Real Estate Taxes - 2019	-137
Real Estate Taxes - 2020	-1,613
Real Estate Taxes - 2021	117,609
Real Estate Taxes - 2022	14,582,268
Total	14,973,310
TAX LIENS REDEEMED	
Tax Liens Redeemed	64,206
Total	64,206
EXCISE TAXES	
Motor Vehicle 2017	-73
Motor Vehicle 2018	78
Motor Vehicle 2019	570
Motor Vehicle 2020	7,830
Motor Vehicle 2021	162,444
Motor Vehicle 2022	687,942
Boat Excise - 2016	30
Boat Excise - 2018	30
Boat Excise - 2019	41
Boat Excise - 2020	75
Boat Excise - 2021	70
Boat Excise - 2022	915
Total	859,952
PENALTIES & INTEREST	
Penalties And Interest on Taxes	46333
Penalties And Interest on Excise	24,655
Total	70,988

Town of West Newbury
Revenue Report for All Activity
FY 2022

		Revenue
IN LIEU OF TAXES		Year to Date
In Lieu Of Taxes		9,263
	Total	<u>9,263</u>
Chapter 61A Rollback Taxes		77,316
	Total	<u>77,316</u>
DEPARTMENTAL RECEIPTS		
Municipal Lien Certificates		3,250
Police Reports		85
Police Serv Chg. O/S Detail		6,659
Misc. Town Clerk Rev		3,330
Filing Fees		3,742
Other Departmental Revenue		978
	Total	<u>18,045</u>
RENTAL FEES		
Rental - Town Other		2,070
Rental - Children's Castle		145,662
Rental - Learning Tree		13,282
	Total	<u>161,014</u>
LICENSE & PERMITS		
Alcoholic Beverage Licenses		850
Other Licenses		885
Dog Licenses & Fees		7,600
Firearm & Related Permits		1,675
Fire Inspection/Permit Fees		6,575
Building And Occupancy		125,865
Wiring Permits		25,293
Plumbing & Gas Permits		13,719
Trench Fees		1,230
Septic- Perc- Wells- Misc. Bd		17,686
Other Misc. Permits		60
	Total	<u>201,438</u>

Town of West Newbury
Revenue Report for All Activity
FY 2022

	Revenue
	Year to Date
CHERRY SHEET ITEMS	
C.S. State Owned Land	49,661
C.S. Chapter 70	5,263
C.S. Lottery- Beano- Charity	339,582
C.S. Abates to Elderly	502
C.S. Veterans Blind Surviving Spouse	30,923
C.S. Veterans Benefits Reimbursement	2,889
Total	<hr/> 428,820
FINES & FORFEITS	
Non-Criminal Disposition Fines	965
Court & Parking Fines	12,639
Total	<hr/> 13,604
EARNINGS ON INVESTMENTS	
Earnings On Investments	7,765
Total	<hr/> 7,765
MISCELLANEOUS REVENUES	
Other Misc. Revenue	31,791
Non-Recurring Misc Revenue	48,717
Total	<hr/> 80,508
TOTAL REVENUES	16,966,230



TOWN OF WEST NEWBURY

James RW Blatchford
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
Townclerk@wnewbury.org

October 25, 2021

Mr. Angus Jennings, Town Manager
Town of West Newbury
381 Main Street
West Newbury, MA 01985

Dear Mr. Jennings:

The following is a report of expenditures voted at the Special Town Meeting which convened on October 23, 2021 and adjourned the same date, together with other votes affecting the finances of the Town.

Pursuant to the Warrant issued by the Select Board on October 8, 2021, which was posted on October 8, 2021 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Fall Special Town Meeting was to be held on October 23, 2021, outdoors in the bandstand and parking lot located behind the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 2:08 P.M. by the Moderator Kathleen C. Swallow, upon report of a quorum of 90 or more registered voters. A total of 109 voters were in attendance. The Town Clerk read the return of service. The Moderator introduced Town Officials. There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary.

ARTICLE 1.

No reports of town officers and committees were heard at this time.

ARTICLE 2.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that the Town vote to appropriate the amounts of money set forth in the printed report of the Finance Committee for the October 23, 2021 Special Town Meeting, incorporated herein by reference, 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; as set forth in the Fiscal Year 2022 Town Omnibus Budget adopted under the Motion for Article 3 of the Annual Town Meeting on May 22, 2021 and that the Town vote that the

sum of \$114,040 be deducted from the line item as may be necessary to defray the expenses of the Town for Fiscal Year 2022.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 3.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$200,000 to reduce the current year tax rate.

The motion was seconded by Select Board member David Archibald.

Explanation by Select Board member Reed regarding her dissenting vote on Select Board recommendation, which recommended approval of the article by a vote of 2-1-0.

With no further discussion, the Town Moderator declared that the Motion carried.

ARTICLE 4.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that the Town vote to amend the vote taken under the Motion for Article 9 of the May 22, 2021 Special Town Meeting, which appropriated \$100,000 to fund unbudgeted costs associated with the operation and administration of public health clinics to administer the COVID-19 vaccine, to provide that such appropriation of the remaining funds from the \$100,000 shall not be expended for additional regional COVID clinics, nor costs incurred for equipment or labor therefor, until a written agreement is in place with the host community specifying responsibility for costs and procedures for cost reimbursement; and to provide that such funds may also be used to fund unbudgeted costs associated with the operation and administration of local public health clinics to administer the seasonal flu vaccine and to conduct contact tracing for positive COVID-19 individuals.

The motion was seconded by Select Board member Richard Parker.

Point of clarification by Select Board member Parker and Town Manager Jennings regarding motion, noting that work is underway toward a written agreement with the City of Amesbury.

With no further discussion, the Town Moderator declared that the Motion carried.

ARTICLE 5.

The Finance Committee recommended approval of this Article 4-0-1.

Select Board member Wendy Reed moved that the Town vote to transfer the sum of \$100,000 from the Water Enterprise Fund Retained Earnings for the purposes of funding the engineering and design of approximately 7,700 linear feet of new 8-inch diameter ductile iron water main on Church Street and Prospect Street, as well as any incidental and related expenses.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 6.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Wendy Reed moved that the Town vote to transfer the sum of \$47,000 from the Water Enterprise Fund Stabilization Account for the purpose of purchasing and equipping a ¾ ton 4WD pickup truck with plow, and to dispose of the existing pickup truck in accordance with the Town policy for disposition of surplus property.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 7.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Wendy Reed moved that the Town vote to transfer the sum of \$150,000 from the Capital Stabilization Fund for the purpose of purchasing and equipping a new DPW backhoe to replace a 2010 John Deere backhoe with same or comparable equipment, and to dispose of the existing backhoe in accordance with the Town policy for disposition of surplus property.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 8.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$8,000 for all costs and expenses pertaining to identifying, mapping and remediating invasive species on public lands in the Town of West Newbury.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator declared that the Motion carried.

ARTICLE 9.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$10,000 to provide matching funds upon award of a Green Communities grant in the FY22 grant round.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 10.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that the Town vote to accept Massachusetts General Laws Chapter 59, Section 57A.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 11.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that the Town vote to accept Massachusetts General Laws Chapter 33, Section 59.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 12.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Wendy Reed moved that that the Town vote to accept Massachusetts General Laws Chapter 44, Section 55C and to authorize the Board of Selectmen to establish a Trust, to be known as the West Newbury Affordable Housing Trust Fund for the purpose of creating and preserving affordable housing in West Newbury for the benefit of low- and moderate-income households, and for the funding of community housing.

The motion was seconded by Select Board member Richard Parker.

Discussion of difference between Housing Trust Fund and Housing Authority, and if there is a monetary cap on the fund. Town Manager Jennings explained the Mass. General Law and its anticipated implementation in the future.

With no further discussion, the Town Moderator declared that the Motion carried.

ARTICLE 13.

The Finance Committee made no recommendation.

Select Board member Wendy Reed moved that the Town vote to amend the West Newbury Zoning Bylaw to amend Section 5.D. Floodplain Overlay District, as on file and available for viewing in the Town Clerk's Office, in compliance with the National Flood Insurance Program, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the rest of the Zoning Bylaws, as necessary.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion carried unanimously.

ARTICLE 14.

The Finance Committee made no recommendation.

Select Board member Wendy Reed moved that the Town vote to amend the West Newbury Town Bylaws to adopt a new Section XLI Stormwater Management Bylaw, in compliance with the MS4 (Municipal Separate Storm Sewer System) Post Construction Stormwater Management requirements and the Town of West Newbury's MS4 General Permit [National Pollutant Discharge Elimination System (NPDES) Permit ID #: MAR041231, Town of West Newbury], as on file and available for viewing in the Town Clerk's Office, and further, to authorize the Town Clerk to make any non-substantive,

ministerial changes to numbering and formatting, so as to ensure consistency with the rest of the Town Bylaws, as necessary.

The motion was seconded by Select Board member David Archibald.

Discussion of whether new regulations that may be adopted, as authorized by this Bylaw, should first have to be adopted at Town Meeting. Town Manager Jennings explained that the Bylaw only authorizes adoption of regulations that are consistent with the current stormwater management permit. Additionally, the Planning Board (as the Stormwater Authority) would be required to hold a public hearing prior to the adoption of or amendment to any regulations.

There was a motion by Richard Baker to amend the Article and it was seconded.

With no further discussion on the amendment, the Town Moderator declared that the Motion failed.

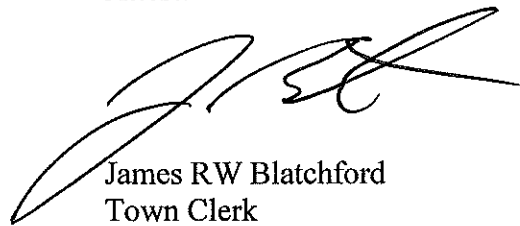
With no further discussion on the original article, the Town Moderator declared that the Motion carried.

There was a motion to adjourn the Special Town Meeting and a second.

With there being no discussion, the Town Moderator declared that the Motion passed unanimously.

Town Meeting adjourned at 2:54 P.M.

Attest:



James RW Blatchford
Town Clerk

cc: Town Accountant/Business
Manager (2)
Select Board
Finance Committee
Board of Assessors

Board of Water Commissioners
Planning Board
Building Inspector

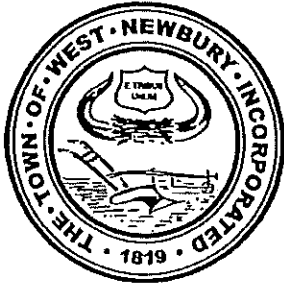
FALL SPECIAL TOWN MEETING OCTOBER 23, 2021

FY22 VOTED

ART.	ART. DESCRIPTION	AMOUNT	FROM RAISE & APPROPRIATE	FREE CASH	CAPITAL STABILIZATION	WATER ENTERPRISE	WATER STABILIZATION
1	NO MONEY						
	amendments of						
2	FY22 line items	(\$114,040)	(\$114,040)				
3	Reduce Tax Rate	\$200,000		\$200,000			
	Water main						
5	replacement	\$100,000				\$100,000	
	Water Dept.						
6	Truck	\$47,000					\$47,000
7	DPW backhoe	\$150,000			\$150,000		
	Invasive Spec.						
8	Intern Program	\$8,000		\$8,000			
	Match funds						
	Green						
9	Communit.	\$10,000		\$10,000			
10	NO MONEY						
11	NO MONEY						
12	NO MONEY						
13	NO MONEY						
14	NO MONEY						
Total		\$400,960	(\$114,040)	\$218,000	\$150,000	\$100,000	\$47,000

Total ballots cast were **239**. The Town Clerk announced the preliminary results at **8:00** p.m. There was **one (1)** provisional ballot cast.

<u>SELECTMAN (For Three Years)</u>	
Blank	36
Richard G. Parker	201
Others	2
<u>SCHOOL COMMITTEE (For Three Years)</u>	
Blank	56
Dena P. Trotta	179
Other	4
<u>ASSESSOR (For Three Years)</u>	
Blank	63
Loretta A. Harrigan	176
Other	0
<u>BOARD OF HEALTH (For Three Years)</u>	
Blank	53
Thomas Paul Fahey	185
Other	1
<u>TRUSTEES OF THE PUBLIC LIBRARY (For Three Years)</u>	
Blank	165
Ashley Lynn Adams	183
Fredric Davis Chanaan	179
Marcia F. Sellos-Moura	189
Other	1
<u>TRUSTEES OF THE PUBLIC LIBRARY (For One Year)</u>	
Blank	60
Laura A. Collins	179
Other	0
<u>PLANNING BOARD (For Five Years)</u>	
Blank	62
Deborah R. Hamilton	176
Other	1
<u>WATER COMMISSIONER (For Three Years)</u>	
Blank	27
Richard J. Cushing	110
John W. Duggan	102
Other	0
<u>PARK AND RECREATION COMMISSIONER (For Three Years)</u>	
Blank	214
Tom Flaherty	3
Other	22
<u>CONSTABLE (For Three Years)</u>	
Blank	57
Robinson Manning Shively	182
Other	0
<u>Question 1</u>	
Blank	10
Yes	182
No	47



TOWN OF WEST NEWBURY

James RW Blatchford
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
Townclerk@wnewbury.org

May 18, 2022

Mr. Angus Jennings, Town Manager
Town of West Newbury
381 Main Street
West Newbury, MA 01985

Dear Mr. Jennings,

The following is a report of expenditures voted at the Annual Town Meeting which convened on May 14, 2022 and adjourned the same date, together with other votes affecting the finances of the Town.

Pursuant to the Warrant issued by the Select Board on April 25, 2022, which was posted on April 26, 2022 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Annual Town Meeting was to be held on May 14, 2022, outdoors in the bandstand and parking lot located behind the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 9:06 A.M. by the Moderator Kathleen C. Swallow, upon report of the Board of Registrars a quorum of 90 or more registered voters. A total of 226 voters were in attendance. The Town Clerk read the return of service. The Moderator introduced Town Officials and reviewed Town Meeting procedures. There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary.

ARTICLE 1.

The Citizen of the Year Award was presented to the organization West Newbury Wild and Native (so-called "WN2") for their dedication and work to help to empower every gardener and landowner to rebuild and restore healthy ecosystems in the Town of West Newbury.

The Select Board also announced that several local Boards, Committees, and Commissions were in need of members. A few listed were the Finance Committee and the Conservation Commission.

There were no further reports from Town officers, Boards, Committees, or Commissions.

RECESS

At 9:24 A.M., the Moderator recessed the Annual Town Meeting to open the Spring Special Town Meeting. The Annual Town Meeting was re-opened at 9:57 A.M. following the adjournment of the Spring Special Town Meeting. The record of the Spring Special Town Meeting follows the record of the Annual Town Meeting. The reconvened Annual Town Meeting continued with discussion under Article 2 of the Annual Town Meeting warrant.

ARTICLE 2.

The Finance Committee recommended approval of this Article 4-1-0.

Select Board member Richard Parker moved that the Town vote to approve the transfer and appropriation of the sum of \$397,325 from the School Stabilization Fund to pay a portion of the Town share of debt service associated with the building of the new Middle/High School.

The motion was seconded by Select Board member David Archibald.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 3.

The Finance Committee supports passage of this Article.

Select Board member Richard Parker moved that the amounts of money set forth in the printed report of the finance committee for the omnibus budget be appropriated 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 motion was seconded by Select Board member David Archibald.

The Moderator addressed the procedure for adoption of the Line Item Budget for Fiscal Year 2023. Each Line Item is considered a separate appropriation. Any Town Meeting member wishing to discuss a line item was asked to call out "Hold" when the line item is read. Amending a line item requires two steps; first a motion to amend the main motion and then a motion to approve the main motion, as amended. The Moderator then read each Line Item name and number.

A Hold was called for line items 23: Pentucket Regional School Assessment and Pentucket Capital Assessment.

Select Board member Richard Parker moved to amend the main motion and to amend Line 23 Pentucket Regional School Assessment from \$7,767,169 to \$7,408,673.

The motions were seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion to amend the main motion carried unanimously.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion to amend the budget carried unanimously.

Select Board member Richard Parker moved to amend the main motion and to amend Line 23 Pentucket Capital Assessment from \$1,232,822 to \$835,497.

The motions were seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion to amend the main motion carried unanimously.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion to amend the budget carried unanimously.

With there being no further Holds or discussion, the Town Moderator called for a vote on the main motion as amended and declared that the Motion carried unanimously.

ARTICLE 4.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Board of Water Commissioners be instructed that prior to the setting of the rates for the supply of water to its resident customers, that the Board of Water Commissioners holds a public hearing, advertised in a local newspaper at least fourteen days in advance, in which the methodology for the determination of water rates be discussed; and to further instruct the Board of Water Commissioners to explore opportunities for further regional collaboration regarding the operations, maintenance and/or capital improvements of the Water Department.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 5.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town appropriate in anticipation of Water Department revenues, the sum of \$1,050,948 of which \$319,297 for salaries and wages, which include \$1,700 for Water Commissioners' Stipends; \$73,196 for insurances; \$340,313 for expenses; \$144,188 for debt services; \$20,000 for extraordinary and unforeseen expenses; and \$53,954 for indirect costs; and \$100,000 for transfer into Water Stabilization, provided, however, that the transfer of said \$100,000 from the Water Enterprise Account into the Water Stabilization Account not take place until after a specific request for such transfer is provided by the Board of Water Commissioners to the Treasurer/Collector.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 6.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town approve the transfer the sum of \$7,500 from the Water Enterprise Fund Retained Earnings Account into the Water Enterprise Stabilization Fund.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 7.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town transfer from Free Cash the sum of \$50,000 into the Pension Liability Stabilization Fund.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 8.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Richard Parker moved that the Town vote to limit the total amount that may be expended from each revolving fund in Section XL of the Town Bylaws as set forth in Article 8 of the 2022 Annual Town Meeting Warrant.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried.

ARTICLE 9.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer the sum of \$10,364 from the Septic Loan Revolving Account for the repayment of debt service.

The motion was seconded by Select Board member David Archibald.

Town Manager Jennings explained after this appropriation there will only be two more payments, after this one, with the debt due to be paid off in its entirety in Fiscal Year 2025.

With there being no further discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 10.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to allocate, appropriate and reserve from the Community Preservation Fund annual revenues the amounts set forth in Article 10 of the 2022 Annual Town Meeting Warrant.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried.

ARTICLE 11.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$75,000 to fund unbudgeted personnel costs, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

There was a question as to what this Article would be used for and Town Manager Jennings explained the ongoing grant-funded study being conducted by the Edward J. Collins Center for Public Management (housed at UMass Boston), and that the expected recommendations of the study will include updated job descriptions and wages/salaries. If the study finds that some number of positions' wages are below market, this article would provide the Town Manager and Select Board the funding to make wage adjustments prior to the FY24 budget cycle.

With there being no further discussion, the Town Moderator called for a vote and declared that the Motion carried.

ARTICLE 12.

The Finance Committee recommended approval of this Article 3-2-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$15,000 to fund a feasibility study for the generation of solar electricity at several town-owned parcels, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

Several Town Meeting members got up to speak in opposition of additional solar panels especially located at the Bandstand parking lot. Several Town meeting members also spoke in favor of the benefits of solar panels and canopies. Select Board member Richard Parker explained how similar programs have been executed with the Town of West Newbury and other municipalities, additionally noting this is a feasibility study of possible locations and nothing will be done without additional Town input.

With there being no further discussion, the Town Moderator called for a vote and declared that the Motion carried.

ARTICLE 13.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$2,500 to provide matching funds for the next phase of a Historic Property Survey/Inventory, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried.

ARTICLE 14.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$25,000 to fund an evaluation/audit of the brick exterior/intels of the Page School, with any remaining funds to be closed out to Free Cash at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 15.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from the Capital Stabilization Fund the sum of \$85,000 to fund a Structural Safety and Component Assessment Study for Page School, with any remaining funds to be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 16.

The Finance Committee recommended approval of this Article 4-1-0.

Select Board member Richard Parker moved that the Town vote to transfer from the Capital Stabilization Fund the sum of \$27,500 for all costs and expenses pertaining to roof replacement at the former Highway Garage, with any remaining funds to be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member Wendy Reed.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried with a clear 2/3 majority with 1 person in opposition.

ARTICLE 17.

The Finance Committee recommended approval of this Article 4-1-0.

Select Board member Richard Parker moved that the Town vote to transfer from the Capital Stabilization Fund the sum of \$35,900 for all costs and expenses pertaining to the Department of Public Works (DPW) work station relocation from the Highway Divisions Garage, with any remaining funds to be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 18.

The Finance Committee recommended approval of this Article 4-1-0.

Select Board member Richard Parker moved that the Town vote to transfer from the Capital Stabilization Fund the sum of \$65,000 for all costs and expenses pertaining to the replacement of the Town Offices telecommunications system, with any remaining funds to be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried with a clear 2/3 majority with 1 person in opposition.

ARTICLE 19.

The Finance Committee recommended approval of this Article 4-1-0.

Select Board member Richard Parker moved that the Town vote to transfer from the Capital Stabilization Fund the sum of \$56,000 for all costs and expenses pertaining to the replacement of a pickup truck for the Facilities Division of the Department of Public Works, and to dispose of the existing pickup truck in accordance with Town policy for disposition of surplus property, with any remaining funds to be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

A member of Town Meeting asked if the vehicle would be electric and the DPW Director Amaral responded yes.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no further discussion, the Town Moderator called for a vote and declared that the Motion carried with a clear 2/3 majority with 3 people in opposition.

ARTICLE 20.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from the Capital Stabilization Fund the sum of \$80,000 for all costs and expenses pertaining to the replacement of an F-350 Dump Truck with a new F-550 Dump Truck for use by the Highway Division of the Department of Public Works, and to dispose of the existing pickup truck in accordance with Town policy for disposition of surplus property, with any remaining funds to be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no further discussion, the Town Moderator called for a vote and declared that the Motion carried with a clear 2/3 majority with 1 person in opposition.

ARTICLE 21.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from the Capital Stabilization Fund the sum of \$39,000 for all costs and expenses pertaining to the purchase of new Public Safety Emergency Communication equipment and removal of outdated equipment, with any remaining funds to be closed out to the Capital Stabilization Fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Town Moderator stated that, because this was a request for authorization of stabilization funding, passage of the article requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 22.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$10,000 for all costs and expenses pertaining to the

replacement/purchase of a new rescue air bag system for use by the Fire Department, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 23.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$14,500 for all costs and expenses pertaining to the replacement and purchase of two new saws and power tools for use by the Fire Department, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 24.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$342 to reimburse expenses budgeted and expended in a prior fiscal year.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 25.

The Finance Committee made no recommendation.

Judy Mizner moved that the Town take No Action on Article 25.

The motion was seconded by Select Board member Richard Parker.

A few residents spoke both in favor and against the Town taking action on this Article.

With there being no further discussion, the Town Moderator called for a vote and declared that the Motion carried.

ARTICLE 26.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town vote to accept Massachusetts General Laws Chapter 140, Section 139.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried.

ARTICLE 27.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town vote to accept as a public way the layout of Sullivans Court Extension, as shown on a plan entitled "Sullivans Court Extension' Street Acceptance Plan," dated March 9, 2022, prepared by The Morin-Cameron Group, Inc., a copy of which is on file with the Town Clerk's Office, and to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, the fee simple title to or a permanent easement in said roadway for all purposes for which public ways are used in the Town of West Newbury, including utility purposes, and any drainage, access, utility and other easements related thereto.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 28.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town vote to amend the West Newbury Zoning Bylaw to amend Section 5.F.2(h) Inclusionary Housing Requirements, as on file and available for viewing in the Town Clerk's Office, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the rest of the Zoning Bylaws, as necessary.

The motion was seconded by Select Board member David Archibald.

The Town Moderator stated that, because this was a proposal to amend the Zoning Bylaws, passage of the article requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 29.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town vote to amend the West Newbury Town Bylaws to adopt a new Section entitled Municipal Affordable Housing Trust Fund Bylaw, as on file and available for viewing in the Town Clerk's Office, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the rest of the Town Bylaws, as necessary.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried by a clear majority.

ARTICLE 30.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town vote to amend the West Newbury Town Bylaws to repeal Article XXIX Building Numbering in its entirety and to adopt, in its place, a new Section entitled Building Numbering / Street Naming Bylaw, as on file and available for viewing in the Town Clerk's Office, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the rest of the Town Bylaws, as necessary.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ARTICLE 31.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town take No Action on Article 25.

The motion was seconded by Select Board member David Archibald.

With there being no further discussion, the Town Moderator called for a vote and declared that the Motion carried unanimously.

ADJOURNMENT

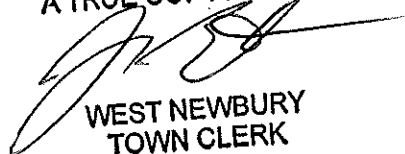
There was a motion to adjourn the Annual Town Meeting by Select Board member Richard Parker.

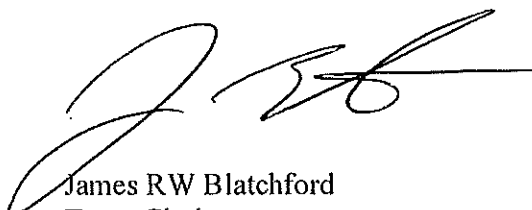
The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote and declared that the Motion carried.

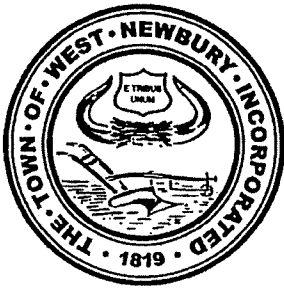
Town Meeting adjourned at 11:17 A.M.

Attest:

A TRUE COPY ATTEST:

**WEST NEWBURY
TOWN CLERK**


James RW Blatchford
Town Clerk

cc: Town Accountant/Business
Manager (2)
Select Board
Finance Committee
Board of Assessors
Board of Water Commissioners
Planning Board
Building Inspector



TOWN OF WEST NEWBURY

James RW Blatchford
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
Townclerk@wnewbury.org

May 18, 2022

Mr. Angus Jennings, Town Manager
Town of West Newbury
381 Main Street
West Newbury, MA 01985

Dear Mr. Jennings,

The following is a report of expenditures voted at the Spring Special Town Meeting which convened on May 14, 2022 and adjourned the same date, together with other votes affecting the finances of the Town.

Pursuant to the Warrant issued by the Select Board on April 25, 2022, which was posted on April 26, 2022 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Spring Special Town Meeting was to be held on May 14, 2022 outdoors in the bandstand and parking lot located behind the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 9:24 A.M. by the Moderator Kathleen C. Swallow, upon report of a quorum of 90 or more registered voters. 226 voters were in attendance. 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.

The Finance Committee recommended approval of this Article 4-0-0.

Select Board member Richard Parker moved that the Town vote to transfer the sum of \$73,700 from the Water Enterprise Fund Retained Earnings Account to fund engineering services for updating the Water Department's existing hydraulic model and water distribution system study, updating the capital improvement plan associated with the distribution system study, and conducting a water rate study, with any remaining funds to be closed out to the Water Enterprise fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 2.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town vote to rescind a \$1,250,000 portion of the \$1,500,000 appropriation and the related borrowing authority voted by the Town under Article 10 of the November 4, 2019 Town Meeting.

The motion was seconded by Select Board member David Archibald.

There was discussion with several members of Town Meeting. A few voters expressed their opposition to rescinding this borrowing and the next two articles regarding the Soldiers and Sailors Memorial building. A few voters said that they felt the building should be fixed by the Town. Other voters recommended that the best way to preserve the building would be to allow Article 3 to pass. There was a question regarding how much had been spent on the building by the Town so far. Town Manager Jennings stated that about \$250,000 had been spent including the CPC funds approved in 2019 and 2015, and including some monies donated to a gift account in support of the project. There was a question of whether a two thirds (2/3) vote was required to rescind the borrowing since it took a 2/3 vote to allow for the borrowing. Town Counsel Tim Zessin stated no, rescinding borrowing does not require a 2/3 majority.

With there being no further discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 3.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town authorize the disposition, by sale or lease, of the Soldiers and Sailors Memorial Building, located on Assessors' parcel R10-34, located at 363 Main Street, subject to procurement requirements, subject to a Historic Preservation Restriction, and in anticipation of proposing a zoning amendment at a future Town Meeting to expand the allowable uses in this location, and to transfer from Free Cash the sum of \$28,000 to fund costs associated with the preparation of such Historic Preservation Restriction and costs associated with disposition, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 4.

The Finance Committee made no recommendation.

Select Board member Richard Parker moved that the Town transfer from Free Cash the sum of \$115,000 to fund the removal of the Soldiers and Sailors Memorial Building, located on Assessors' parcel R10-34, located at 363 Main Street, site stabilization, site survey, and the preparation of a design plan by a landscape architect to establish a veterans' memorial park on the site, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion failed.

ARTICLE 5.

The Finance Committee recommended approval of this Article 4-1-0.

Select Board member Richard Parker moved that the Town transfer from Free Cash the sum of \$97,244.81 to fund the existing year snow and ice deficit during the fiscal year 2022.

The motion was seconded by Select Board member David Archibald.

A few voters requested that the DPW use less salt and at a lower frequency whenever possible.

With there being no further discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 6.

The Finance Committee made no recommendation on the full article.

Select Board member Richard Parker moved that the Town transfer from Free Cash the sum of \$47,845 to fund several facility improvements throughout the town, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 7.

The Finance Committee recommended approval of this Article 4-1-0.

Select Board member Richard Parker moved that the Town transfer from Free Cash the sum of \$34,000 to fund a Town-wide audit of the effects of the Emerald Ash Borer on all our public right-of-way ash trees, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

A few members of Town Meeting asked for clarification regarding cost and use of these funds. The DPW Director Wayne Amaral spoke about the cost of removing a tree being in the \$4,000 range, and this money would be used to audit the ash trees in Town on public right-of-ways and inject any trees that can be saved, also about how this article will allow for tracking and prioritizing trees for treatment or removal. Some voters spoke in favor of this article and the importance of saving as many of the ash trees in town as possible.

With there being no further discussion, the Town Moderator called for a vote, and declared that the Motion carried.

ARTICLE 8.

The Finance Committee recommended approval of this Article 5-0-0.

Select Board member Richard Parker moved that the Town transfer from Free Cash the sum of \$15,000 to fund the purchase of six new automated external defibrillators for use by public safety responders and at town facilities, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried unanimously.

ADJOURNMENT

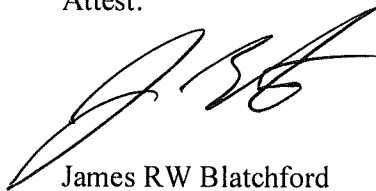
There was a motion to adjourn the Special Spring Town Meeting by Select Board member David Archibald.

The motion was seconded by Select Board member Richard Parker.

With there being no discussion, the Town Moderator declared that the Motion passed unanimously.

Town Meeting adjourned at 9:57 A.M.

Attest:

A handwritten signature in black ink, appearing to read 'JWB', is written over the printed name of the Town Clerk.

James RW Blatchford
Town Clerk

cc: Town Accountant (2)
Selectmen Board
Finance Committee
Board of Assessors

ANNUAL REPORT OF THE TOWN CLERK

VITAL RECORDS AND STATISTICS RECORD IN WEST NEWBURY DURING FISCAL YEAR 2021

(July 1, 2021 through June 30, 2022)

To the honorable Select Board,

The following vital records and statistics were recorded in the Town Clerk’s Office during Fiscal Year 2022:

Births: 37

Marriages: 10

Deaths: 28

Marriages Recorded During Fiscal Year 2022

<u>Date of Marriage</u>	<u>Names</u>	<u>Residence</u>	<u>Location of Marriage</u>
July 10, 2021	Andrew David Theriault Elizabeth T. Micallef	West Newbury, MA	Rowley, MA
September 11, 2021	Jesse Alan Combs Stacey Richard Vuylsteke	West Newbury, MA	West Newbury, MA
October 16, 2021	Aaron M. Gilbert Melissa A. Eichman	West Newbury, MA	Ipswich, MA
November 11, 2021	Kristin Marie Daley Chad Michael Croteau	Groveland, MA	Groveland, MA
November 13, 2021	Jennifer Ann Misner Shawn Edward Giles	West Newbury, MA	Georgetown, MA
December 5, 2021	Celine Yaoguang Li Steven Matthew Small	West Newbury, MA	West Newbury, MA
April 15, 2022	John Michael Cole Karen Nelson Shernan	West Newbury, MA	West Newbury, MA
April 24, 2022	Donald Scott Neal Diane Nancy Fineberg	Newbury, MA	Newbury, MA

May 21, 2022	Cristin Marie Skane George Vincent Welch III	West Newbury, MA	Groveland, MA
June 12, 2022	David Scott Houlden James Michael Ryan	West Newbury, MA	West Newbury, MA
June 13, 2022	Jack Michael Donahue Zackary Edward Flanagan	West Newbury, MA Orangevale, CA	West Newbury, MA

Deaths Recorded During Fiscal Year 2022

<u>Date of Death</u>	<u>Name</u>	<u>Age</u>	<u>Residence</u>	<u>Place of Disposition</u>	<u>Date of Record</u>
August 26, 2021	Leo W. Bain Jr.	91	29 Pleasant Street, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	September 9, 2021
August 29, 2021	Sandra L. Preble	83	127 Main Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	September 9, 2021
September 8, 2021	Antoinette Marie Bain	101	29 Pleasant Street, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	September 14, 2021
September 18, 2021	John David Newell	61	3 Hills Court, West Newbury, MA	Phoenix Crematory, Hampton, NH	September 27, 2021
September 27, 2021	Bruce Harrison Hurd	66	22 Parsons Road, West Newbury, MA	Linwood Crematory, Haverhill, MA	September 30, 2021
October 9, 2021	Susan D. Tidd	74	26 Moody Lane, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	October 13, 2021
November 4, 2021	Katharine M. Gove	97	369 Main Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	November 8, 2021
November 7, 2021	Edvill G. Hurn	80	327 Main Street, West Newbury, MA	Bridge Street Cemetery, West Newbury, MA	November 16, 2021
November 9, 2021	Renee B. Hamilton	74	551 Main Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	November 11, 2021
November 16, 2021	Ronald Andrew Emmerling	85	10 Ridgeway Circle, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	November 20, 2021
November 26, 2021	Lisa-Anne Vydia Leary	54	184 Bachelor Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	November 30, 2021
November 26, 2021	David Allen Nadeau	60	1 Steed Avenue, West Newbury, MA	Linwood Crematory, Haverhill, MA	December 3, 2021

November 27, 2021	Gail D. Bukow	58	6 Archelaus Hill Road, West Newbury, MA	Oak Hill Cemetery, Newburyport, MA	December 6, 2021
December 30, 2021	Stephen Noel Arnold	79	7 Bailey Lane, West Newbury, MA	Walnut Hill Cemetery, West Newbury, MA	January 5, 2022
December 31, 2021	Helen Dorothy Thumser	87	145 Moulton Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	January 5, 2022
January 7, 2022	William Arthur Stasiowski	83	137 River Road, West Newbury, MA	Puritan Lawn Memorial Park Crematory, Peabody, MA	January 13, 2021
January 14, 2022	Patricia C. Verrette	80	4 Garden Street, West Newbury, MA	Phoenix Crematory, Hampton, NH	January 27, 2022
January 27, 2022	Dorothy C. Bonneau	98	4 Chestnut Hill Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	January 31, 2022
January 27, 2022	Ralph C. Archibald	97	24 Cherry Hill Street, West Newbury, MA	Wyoming Cemetery, Melrose, MA	February 7, 2022
February 4, 2022	Raymond G. Sansouci	70	116 Georgetown Road, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	February 8, 2022
February 4, 2022	Mark Malcolm Chase	66	25 Chase Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	February 8, 2022
February 12, 2022	Joseph Martin Heyman	79	163 Middle Street, West Newbury, MA	Phoenix Crematory, Hampton, NH	February 16, 2022
February 28, 2022	Steven Arnold Beaumier	67	167 Main Street, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	March 2, 2022
March 18, 2022	George Thomas McLaughlin III	76	23 Georgetown Road, West Newbury, MA	Linwood Crematory, Haverhill, MA	March 23, 2022
May 28, 2022	Annie Dappolonio	93	142 Crane Neck Street, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	June 1, 2022
June 4, 2022	Zella Haskell	95	379 Main Street Apartment 4, West Newbury, MA	Linwood Crematory, Haverhill, MA	June 13, 2022
June 6, 2022	David Bruce Hicken	71	1 Farm Lane, West Newbury, MA	Merrimack Valley Crematory, Salem, NH	June 13, 2022
June 9, 2022	John Dikeman Thurlow	85	5 Moulton Street, West Newbury, MA	Linwood Crematory, Haverhill, MA	June 14, 2022

ANNUAL REPORT OF THE BOARD OF REGISTRARS
(For Fiscal Year 2022: July 1, 2021 through June 30, 2022)

To: The Honorable Board of Selectmen:

The following data was compiled from the VRIS resident census information as of July 1, 2022:

Number of Registered Voters:

Democrats:	778
Republicans:	466
Unenrolled:	2176
Other:	24
TOTAL:	3444

The following Town Meetings and Elections were held during Fiscal Year 2022. 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	October 23, 2021
Annual Town Election	May 2, 2022
Annual Town Meeting	May 14, 2022
Special Town Meeting	May 14, 2022

Respectfully submitted,

Rosamond Veator
Cheryl Grant, Chair
Margaret J. Duchemin

James RW Blatchford, Clerk

March 13, 2023

TO: Select Board, West Newbury, Mass.
FROM: Capital Improvements Committee
SUBJECT: FY 2024 Capital Improvements Committee Report

This is the FY2024 Capital Request Priorities report of the West Newbury Capital Improvements Committee to the Select Board due prior to the Annual Town Meeting. There were six Form B's (Special Article Request Form) from Town Departments submitted to the committee this year.

Copies of the Form Bs were circulated to each member of our committee by the Town Manager. At meetings in February and March the committee met with Department representatives to discuss their Form B requests. The Committee then used the established Litmus Test to score and prioritize the projects.

While funding of the Town's stabilization account will not always match the projected capital asset replacement costs, the committee feels strongly, as always, that the stabilization fund should strive to be sufficient to address the Town's capital needs. After updating the Stabilization Chart for FY2024 and following years, and reviewing the Town's finances for FY24, the committee unanimously recommends an appropriation of \$600,000 to stabilization for this year.

Below is the prioritization of this year's requests with brief comments from the committee.

--Priority No 1--Water Department – pre-order water main piping and related hardware for the water main project on Church and Prospect Streets, engineering for the bid process and staging rental for storage of materials

The request is for \$625,000.00 to purchase the pipe and hardware for the replacement of 7,700 linear feet of the 6" water main on Church and Prospect Streets with an 8" main. The new line will help with pressure for firefighting. Pipe buildup on the interior also restricts flow. A bid for installation labor would be done after the pipe is obtained. Purchasing the pipe avoids a contractor markup and broadens the pool of project bidders as the contractor would not have to front the cost for the materials. Purchasing the pipe before bidding for installation labor also addresses issues associated with the current lengthy lead time needed to obtain the materials and time-limitations on bids.

--Priority No. 2—Fire Department - Purchase a Ford F350 pick-up truck with safety equipment to replace a 21-year-old F250 Ford pick-up truck used as an EMS vehicle and for off-road firefighting response

The request is for \$117,000.00 to purchase a new Ford F350 pick-up truck with new fire response equipment to be housed at the Garden Street fire station. It will serve as an EMS vehicle and will be designed for off-road firefighting response. The currently used Ford

F250 is over 21 years old. The current water pump, tank and mounted equipment have been reused on a number of vehicles and are no longer serviceable.

**--Priority No. 3— Department of Public Works and school facilities manager –
Replace broken HVAC unit at the Page School main office and entry area**

The request is for a currently estimated \$100,000.00 to \$115,000.00 to replace the HVAC unit at the Page School main office and entry area and break room with a roof heat pump with four heads. The current system is not functioning and replacement parts are not available. The new system will provide both heat and cooling for approximately 2,000-3,000 square feet of the school. Some of these areas have no exterior doors or windows and the HVAC system provides air circulation.

--Priority No. 4 –Department of Public Works – Purchase Bombardier sidewalk snow-clearing plow to replace a 15-year-old sidewalk snow-clearing plow

The request is for \$172,000.00 to replace a 15-year-old, rubber tired, sidewalk snow-clearing plow with a track-propelled machine that is better able to address heavy snow events, particularly after the state has cleared Main Street (Rte 113). The equipment is used after every plowable snowstorm. It will also allow the DPW to clear sidewalks more quickly in one pass with less impact to traffic and pedestrians. The current sidewalk plow has some major rusting and is showing other signs of wear and tear.

The committee also reviewed a request from the water department for \$30,000.00 to purchase hydrants and valves, and other parts associated with the water distribution system. There was some question as to whether the request fell within the criteria set out in the capital improvements bylaw and not all members ranked the proposal.

Respectfully Submitted:

Julie Boria, Ross Capolupo, Elisa Grammer, Rick Parker, Judy Mizner, Chair

**ANNUAL REPORT OF THE BOARD OF ASSESSORS
FISCAL YEAR 2022**

The Board of Assessors respectfully submits the following report to the Select Board. In FY2022, all values were updated based on calendar year 2020 sales, condition of the property as of June 30, 2021, and assessment date of January 1, 2021. The values were approved by the Department of Revenue. The average assessed value for FY2021 was \$672,868 with an average tax bill of \$8,754. The tax rate was certified at \$14.88 per thousand. The Community Preservation Act remained three percent. The Assessors office uses a Mass Appraisal Approach to properties using a full and fair cash value.

VALUATION

Real Estate	1,115,586,363.00
Personal Property	21,563,080.00
Total Taxable Value	1,149,422,851.00
Total Exempt Property Value	70,669,600.00

MOTOR VEHICLE EXCISE TAX

Motor Vehicle Tax 2020/2021	852,120.36
Boat Excise Tax 2021	<u>2213.00</u>
Total Excise Tax for 2021	854,333.36

APPROPRIATIONS AND ASSESSMENTS

Town Appropriation	21,818,585.60
State and County Appropriations	84,268.00
Overlay	118,754.57
Other amounts to be Raised	<u>9,403.00</u>
Total Amounts to be Raised	22,031,011.17

ESTIMATED RECEIPTS

Cherry Sheet Estimated Receipts	410,121.00
Local Estimated Receipts	4,025,005.28
Free Cash	1,131,205.60
Other Available Funds	<u>200,000.00</u>
Total Estimated Receipts and Available Funds	7,077,019.88

TAXES FOR COUNTY, STATE, AND TOWN

On Real Property	14,673,455.62
On Personal Property	<u>280,535.67</u>
Total	14,953,991.29

NUMBER OF PARCELS

Taxable Real Property	1909
Personal Property	22
Exempt Property	163

FY 2022 ANNUAL REPORT OF THE G.A.R. MEMORIAL LIBRARY

Visit the Library online at www.westnewburylibrary.org

Facebook: 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 Youth Services Librarian, and the Board of Trustees covering the period of July 1, 2021 to June 30, 2022.

FROM THE DIRECTOR

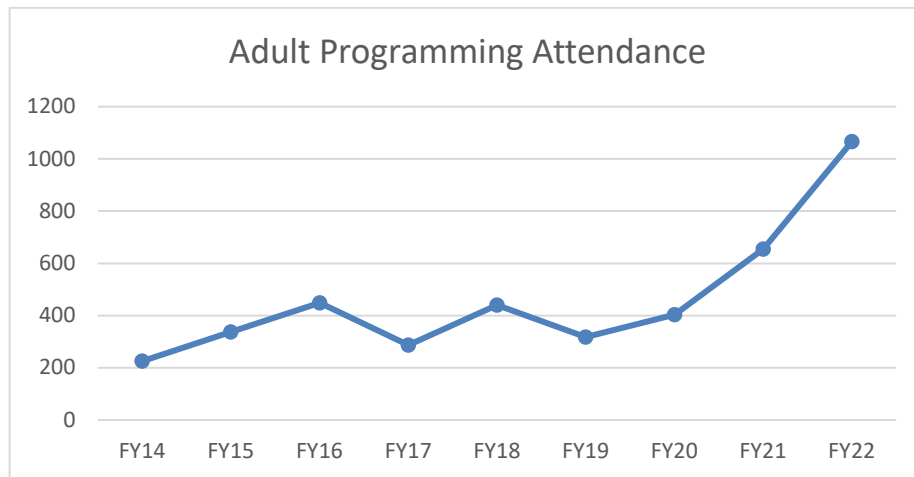
In Fiscal Year 2022 we continued to reintroduce programs and services that were temporarily suspended because of the COVID-19 pandemic. Our traffic, program attendance, and circulation all increased significantly as a result. In addition to an increased demand for digital materials, our FY22 circulation of physical materials was higher than any fiscal year since FY16.

Staffing: We had some staffing changes also in FY22. Kristen Young, our Youth Services Librarian, accepted a position at the Newburyport Library in February and her position was not filled until June, when local resident, Kelly Scott was hired. During the interim a substitute position was approved by the Select Board, which allowed us to hire Hannah Boone. In addition, thanks to the support of the Finance Committee and the West Newbury community, a much needed 10-hour position was approved, which will allow the Library to be open one additional evening and on Saturdays year-round in FY23.

Strategic Planning: The Library also initiated the process of five-year strategic planning in FY22. Beginning in March, input from a broad range of stakeholders in the West Newbury community was sought out via a town-wide survey, interviews, and both in-person and remote meetings of the Strategic Planning Committee, the Board of Library Trustees, the Friends of the West Newbury Library, and Library staff. The resulting five-year strategic plan will be submitted to the (MBLC) Massachusetts Board of Library Commissioners in FY23 for approval. Approval allows the Library to apply for grant funding.

Building and Grounds: Thanks to the generosity of the Friends of the Library and the hard work of the DPW, specifically Brian Richard, the Library now has a permanent 18-station StoryWalk. The Walk was installed in the fall and we had a ribbon cutting ceremony in May to celebrate. Thanks to State Aid funds, and in part to the Town, the Library received a much-needed electrical upgrade. We increased the number of outlets at circulation, in the stacks on the first floor, and in the archive area on the second floor.

Programs: Our adult program attendance, thanks in large part to virtual programming, saw a 63% increase over last year. In fact, FY22 adult attendance topped any prior recent fiscal year.



In the past, our lack of a large meeting room limited our ability to accommodate groups larger than about 30. Virtual programming has allowed us to open our registrations to as many as are interested, and we have seen that many are interested!

The Library held 61 adult programs (5 in-person/56 virtual) in FY 2022 with 1066 attendees, a 63% increase in attendance over FY21. Some highlights include: the Culturally Curious art series, Let’s Talk Turtles, and multiple workshops including: Holiday Boxwood, Terrariums, Silk Scarf Dying, and an Intro to Personal Story-telling.

FY22 Statistical Snapshot:

Library Collection: 110,116 (inclusive of eBooks, audiobooks, and videos)

Total Circulation: 82,069 (including non-resident circulation of 13,967)

State Incentive Grant: \$8,829

Number of Borrowers: 3,860

Visitors: 27,864 patrons visited the Library in person

Acknowledgements:

I want to thank the following for all the support they give:

- Friends of the West Newbury Library for their tireless and enthusiastic fundraising efforts;
- Board of Library Trustees for their advocacy on behalf of the Library and the staff;
- The members of the Strategic Planning Committee for the ideas and time they dedicated to creating a future vision for the Library;
- West Newbury DPW, especially Wayne Amaral and Brian Richard;
- The Library staff for always going above and beyond for our patrons; and
- The community of West Newbury for their continued patronage and support.

Corinn Flaherty,
Library Director

FROM THE CHILDREN’S LIBRARIAN

The Summer Reading theme was” Tails & Tales”. We had 158 children join in the summer fun. They read books, tried crafts, & attended programs. I held storytimes outside and we all enjoyed being together. Reading to Lulu and Thor, our therapy dogs, and Family Legos proved popular, too.

During the year, I held weekly Family Storytimes on Tuesdays and Wednesdays. We tried 3-Doodler start, Beginner's Book Club and Gift with Greens. We had animal programs and magic shows. The Children's Room hosted 111 programs with an attendance of 1585. Smaller classes were the norm with many families taking advantage of the craft kits which I make weekly. This year I made 1,907 craft kits.

I enjoy making and posting the StoryWalks. I was very lucky to have the Friends of the Library fund the installment of a permanent StoryWalk. It is so wonderful not to chase book pages all over Main Street. We are always trying to engage readers where & whenever we can.

It's my pleasure and privilege to research questions about West Newbury history. This past year I explored West Newbury history at least 21 times. It's amazing what you can find in our archives. The local history display is another of my responsibilities. I look forward to showing a little bit of the historic artifacts that the library possesses.

We are always creating special displays to entice our readers to check out books and services. Please come in and discover what your library has for you.

Respectfully Submitted,
Katharine (Miss Kate) Gove

FROM THE TEEN DEPARTMENT

FY 2022 was a year of transitions for the Teen Department. Kristen Young moved on to a position at the Newburyport Library, leaving a staffing gap that was not filled until June when local resident and retired middle school teacher Kelly Scott was hired. During the staffing interim, we broadened the description of this position to include supporting all youth, with a focus on tweens and teens. Our new Youth Services Librarian jumped right in and has been making connections at the Library and the Pentucket schools.

In total, the Teen Department offered 27 programs in FY 2022 with a total attendance of 96.

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, Ms. Corinn Flaherty. The Board of Trustees during FY22 was composed of:

Fred Chanania, Chairperson
Marcia Sellos-Moura, Vice-Chairperson
Tom Salvo, Treasurer
Amy Custance, Recording Secretary
Sandy Nawrocki, Corresponding Secretary
Heather Conner

Paula Breger
 Laura Collins
 Ashley Adams

We are delighted to report that, despite the continuation of some adjustments for COVID-19, the Library was able to restore more open hours and to continue to maintain excellent services to the community due to the outstanding leadership of Ms. Flaherty and the dedication and flexibility of the Library staff. We remain immensely grateful to have a Director and staff librarians that are exemplary in the level of commitment, good cheer, and service that are provided every day to the community. We also appreciate the willingness of the staff librarians to welcome new hires and to help get them up to speed quickly and effectively.

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 – FY2022

Trustee Investment Fund

	Balance July 1, 2021	\$1,253,688.49
Dividends, Interest		\$33,159.55
Withdrawals		\$0
Net value change in portfolio		\$48,741.15
	Balance June 30, 2022	\$1,335,589.19

Gift Fund Account

	Balance July 1, 2021	\$14,654.30
Withdrawals		- \$3,358.66
Deposits		\$2,150.21
Interest		\$14.14
	Balance June 30, 2022	\$13,459.99

Gifts, Bequests, and Other

Beth Atkinson Eames	\$100.00
Cathy and Dick Willard	\$100.00
Susan Babb	\$150.00
Jackie and Paul Johnston	\$200.00
Patsy and Wayne Fish	\$100.00
Sue and Jim Noyes	\$25.00
Judy Gregg	\$100.00
Dianne Wilkinson	\$50.00
Suzanne P. Davis	\$50.00
Wayne & Ingrid Sandborn	\$50.00

Sandra Northrup and Dean Walton	\$25.00
Lorraine Mulcahy	\$25.00
Barbara and Peter Haack	\$30.00
Beth and Richard Spieler	\$100.00
Nancy and Alan Montello	\$50.00
Tammy and James Brackbill	\$50.00
Stephen and Greta Shepard	\$25.00
WN Riding and Driving Club	\$200.00
Linda Young	\$50.00
Richard and Deborah Shae	\$25.00
Laura and Richard Langworthy	\$200.00
Tara and John Gregorio	\$250.00
Marylin Miller	\$75.00
Morgan Dewey	\$268.00

Respectfully submitted,
Fred Chanania
Chair of the G.A.R. Library Board of Trustees

FY22 ANNUAL REPORT OF THE BOARD OF HEALTH

To the Honorable Select Board:

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 2022, the Board of Health approved applications for 35 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 18 food permits, 5 well permits, 29 licenses for installers and 14 haulers. Our Public Health Nurse conducted over 500 follow-up reports on confirmed and suspect communicable diseases to the State MAVEN statistical system.

FY22 was the sixteenth year for West Newbury as a member of the Northeast Massachusetts Mosquito Control Program which is a part of the Massachusetts Department of Agriculture. Surveillance by trapping and testing mosquitoes is the primary function of Mosquito Control. By analyzing the data collected from the traps, the Town will be informed regarding possible EEE (Eastern Equine Encephalitis) and West Nile Virus, and therefore can act preemptively to protect the public health. There were zero human cases for either EEE or West Nile in our community last year.

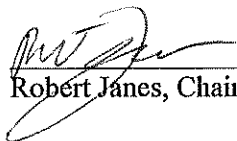
We continue to monitor and maintain the Town's closed landfill located at the corner of Middle Street & Georgetown Road. Wells are sampled yearly to provide data on early detection of any leachates that could impact the surrounding aquifer.

The Board of Health offers special recycling programs for compact fluorescent light (CFL) bulbs, button batteries, mercury thermometers, thermostats, cellular telephones, rechargeable batteries as well as "medical sharps", books and a textiles recycling program. Our medical sharps collection is a program with the purpose of collecting medical needles which provides safe storage containers for our residents. Sharps containers can be purchased for a fee at the Health Department, the disposal program is free.

RECEIPTS:

Licenses	\$7,125.00
Miscellaneous	50.00
Perc Test	3,150.00
Septic Plans Review	6,400.00
Textile/Book Recycling	1,048.92
Wells	<u>1,850.00</u>
Total	\$19,623.00

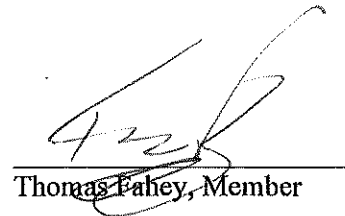
Respectfully Submitted:



Robert Janes, Chairman,



Blake Seale, Member



Thomas Pahey, 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, 2022.

Installations:	1,097
Dwellings in Town:	1,671
% On Town Water:	65%
Town Population: (per Town Clerk)	4,678
Gallons Billed:	51,202,337
Average residential daily usage:	46 gpd/pp
Hydrants/Valves:	211/207
Street Valves:	143
Feet of Main:	147,840

Project Updates:

New Brake Hill Water Tank Update

The one-year inspection for warrantee purposes revealed that some welded seams showed some degradation. The tank was taken off-line and the repairs have been made and the tank has been put back into service.

New Chemical Injection Facility and Bedrock Well Updates

Everything is running well. The Town experienced a drought year which forced the Water Department to purchase more water from the City of Newburyport. The Town's driven wells had to be shut down because they reached their trigger points. Therefore, only the bedrock well was operating while purchasing water.

Church and Prospect Street Water Main Replacement

The original plan was to start the water main replacement in FY 2024. The BOWC decided that it would be best to purchase the water main in CY 2023 after the pipe company informed them that there would be a 30-week lead time before we could see a delivery. BOWC plans to appropriate funding for the water main purchase at the FY 2024 Town Meeting in April 2023. If the funds are approved, the pipe will be purchased in CY 2023 and the installation of the pipe will be planned for CY 2024. Other municipalities are following the same process with the backlog of the supply chains.

Pipestave Hill Water Tank Rehabilitation

The Pipestave Hill Tank repairs have been pushed off for two seasons due to backlog of supplies and water drought conditions. The city has agreed to supply 100% of the water needed for West Newbury during the rehabilitation period. It is estimated to take 6-8 weeks to complete the repairs and put the tank back into service. The repairs are scheduled to start in April 2023.

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 FY 2022 the Water Department pumped 47,540,000 gallons of water from Wellfield #1 at a value of \$418,828.00 in savings if purchased from the City of Newburyport.

COMMITMENTS TO WATER FUND (CHARGES TO USERS)
TWELVE-MONTH PERIOD JULY 1, 2021 TO JUNE 30, 2022

<u>Water Usage (regular bills):</u>		
October 2021	\$501,087.57	
April 2022	401,155.84	<u>902,240.41</u>
<u>Water Usage (special bills):</u>		
Addl. Water & Municipal Liens	9,741.01	
<u>Services:</u>		
Unscheduled Reading Fee	1,320.00	
Tapping Fee.	0	
<u>Materials:</u>		
New Meters	519.60	
Other	162.38	
<u>Fire Protection Charge</u>	77,207.00	<u>88,949.99</u>
<u>TOTAL COMMITMENTS FISCAL YEAR 2022</u>		<u>991,190.40</u>
<u>Additional Revenue:</u>		
Misc. Revenue (backflow, red cards, etc.)	5,765.00	
Systems Development Charge	4,500.00	<u>10,265.00</u>
<u>TOTAL ESTIMATED REVENUE F/Y 2022</u>		<u>\$1,001,455.40</u>

OPERATING ACCOUNT EXPENDITURES

TWELVE-MONTH PERIOD JULY 1, 2021 TO JUNE 30, 2022

<u>Operating Expenses:</u>	
Facilities Cost	\$49,303.07
Office Expense	6,249.03
Retirement Expense	47,331.54
(Includes: Essex County Retirement & Post Retirement Benefits)	
Outside Services/Training	18,378.59
Computer Expense	3,496.24
Vehicle/Equipment Expense	6,212.72
Materials/Supplies/Outside Contractors	96,647.13
Water Purchase-City of Newburyport	71,305.33
Safe Water Drinking Assessment	557.74
Legal Expenses	0.00
Dues & Membership	3,608.00
Mileage Reimbursement	828.00
	<u>303,917.39</u>
 <u>Salary/Wages:</u>	 269,398.55
 <u>Insurances:</u>	 40,559.13
 <u>Debt Service:</u>	 123,710.78
 <u>Indirect Costs:</u>	 52,896.00
 <u>TOTAL EXPENDITURES F/Y 2022</u>	 <u>\$790,481.85</u>

BOARD OF WATER COMMISSIONERS

Jack Duggan

Robert Janes, Chairman

Larry Corcoran

Michael E. Goot e, Manager/Superintendent

Jodi Bertrand, Administrative Assistant

West Newbury Police Department Fiscal Year 2022 Report

As the department continued to work through the COVID-19 pandemic we were again challenged with providing training to our officers. We continued with several e-learning and limited in-person training opportunities for our police officers. Although this allows for more flexibility it truly is not the same as live, in-person training opportunities. Toward the end of the fiscal year state and local officials eased many of the restrictions, allowing us to move towards more conventional and “normal” training.

During FY 2022 there were 24 arrests, 93 criminal summonses, 63 crime related incidents and 182 non-crime related incidents investigated by the department. Officers issued 186 traffic citations, 351 written traffic citations, and 1,466 verbal warnings. Officers responded to and investigated 72 traffic crashes, 90 alarm calls, 20 vehicle/residential lock outs, and 53 suspicious activity calls.

During the 2022 fiscal year we completed our first round of police certification for our officers. Officers with last names starting with the letters A through H were required to complete the certification process. The Peace Officer Standards and Training Commission (POST) was established as part of 2020 Police Accountability and Criminal Justice reforms. Under the newly established laws and the POST Commission, all police officers in Massachusetts must be certified and then recertified on a three-year cycle based on their last names.

More information about the POST commission can be found at www.mass.gov/orgs/post-commission

The department proudly achieved re-accreditation from the Massachusetts Police Accreditation Commission in 2022. Sergeant Jay Johnson currently serves as the department’s accreditation manager. Sgt. Johnson has worked tirelessly and dedicated countless hours to this program and to us achieving the prestigious status of an accredited police agency.

For more information about the accreditation process can be found at the Massachusetts Police Accreditation Commission website - masspoliceaccred.net

During the construction of the new Pentucket Regional Middle High School, we participated in meetings along with other public safety agencies, municipal officials, and school officials to discuss campus safety. During the summer of 2021, the three district police chiefs met with Superintendent Dr. Justin Bartholomew and his district administrators to discuss school safety. During the 2021-22 school year PRSD and the three district police departments agreed to implement the Standard Response Protocol (SRP) at all schools in the district. The major components of the SRP are Hold, Secure, Lockdown, Evacuate and Shelter.

We participated in prescription drug take-back twice during the fiscal year. Drug take-back initiatives are sponsored by the Drug Enforcement Agency and supported through grant funding by the Commonwealth of Massachusetts, Department of Public Health. Drug take-back events highlight the importance of removing unused prescription medications from homes to prevent

accidental ingestion and overdose. Anyone looking to safely dispose of unused prescription medications please call us at 978-363-1213 or stop by the public safety building at 401 Main Street.

Members of the department also participate in the Essex County Outreach program headed by Program Director and Newburyport Police Detective Dani Sinclair. The Essex County Outreach (ECO) is a collaborative effort involving all 34 police departments within Essex County, as well as the sheriff's department, partnering with social service agencies, peer specialists, and other community supports to assist with:

- Substance Use Disorder
- Mental or behavioral health referrals
- Harm reduction strategies
- Additional supports to families and children impacted by substance use disorder
- Supports for those that have lost a loved one from substance use disorder

Officers who are assigned to ECO attend regular meetings and trainings. For more information about Essex County Outreach visit essexcountyoutreach.com.

In August we welcomed Jessica Eng as our newest full-time police officer. Officer Eng attended the NECC Police Academy in Haverhill completing a 24-week, recruit training program by the Municipal Police Training Council. In May part time Officer Matthew Dixon and Officer Hayden Sanborn were appointed full time. Officer Dixon will be attending a future police academy and Officer Sanborn came to us from the MBTA Police Department and thus previously completed the MBTA academy.

In May of 2022, Chief Jeffrey Durand retired after 32 years of dedicated police service. Chief Durand was hired in 1995 as a full-time officer after serving for 5-years in New Hampshire. Durand held the ranks of Corporal and Sergeant as well as acting chief prior to being named Police Chief in 2019. Chief Durand enjoyed working for the town and serving the community. During his tenure he was responsible for criminal investigations, court liason, background investigations, training, and community policing.

In Memoriam:

In October 2021 the department was saddened by the sudden passing of Sgt. Charles "Chuck" Courtemanche. "Sgt. C" as he was more commonly known, retired in 2005 after 35 years of dedicated service to the community. As a longtime resident, he joined the West Newbury Police Department as a reserve officer in 1970, becoming a full-time officer in 1985. He served in many capacities including as a member of the West Newbury Fire Department, Board of Water Commissioners and Water Department. Sgt. Courtemanche was instrumental in implementing several programs at the police department, including accreditation, citizens police academy, field training, the auxiliary officer program, and the Drug Abuse Resistance Education program (DARE).

Sgt. Courtemanche earned a bachelor's in criminology from New Hampshire College and in criminology and criminal justice with a concentration in law from Northern Essex Community College and a master's degree in criminal justice at Anna Maria College.

Sgt. Courtemanche is survived by his wife of 56 years, Cheri, and their two daughters. His son Michael Courtemanche followed in his father's footsteps, serving as a police officer for the town and later for the Sterling MA Police Department. Michael passed away from complications from leukemia in January 2001.

Respectfully,

Michael D. Dwyer

West Newbury Public Safety Dispatch Fiscal Year 2022 Report

The West Newbury Public Safety Dispatch center is the emergency public safety answering point (PSAP) for the town. Our emergency telecommunicators are responsible for answering 9-1-1 emergency and nonemergency requests from different sources, such as phone calls, text messages and all other types of calls. They are responsible for determining the type of emergency, location and decide the appropriate response based on agency procedures. Our emergency telecommunicators are also responsible for giving pre-arrival instructions such as assisting with CPR, childbirth, and other lifesaving instructions. These women and men are dedicated to serving as the link between the public and public safety services 24 hours a day, 365 days a year.

Our emergency telecommunicators are required to successfully complete training in CPR, First Responder, APCO Emergency Medical Dispatch (EMD), Criminal Justice Information Systems (CJIS) certification as well in-house training with our staff. During this training they learn the Police and Fire Department's computer-aided dispatching systems and computer records management systems. They review and are tested on Standard Operating Procedures. Our emergency telecommunicators are required to become knowledgeable of all town streets, geographic areas, and local businesses. Fully trained emergency telecommunicators are required to complete annual in-service training to maintain EMD, CJIS, CPR and First Responder certifications. Emergency telecommunicators are amazing at multitasking. It is not uncommon during emergencies for our emergency telecommunicators to be talking on the phone to a resident, entering information into the computer system, while simultaneously communicating with multiple public safety agencies.

We receive funding from the 9-1-1 Support and Incentive Grant to reimburse the town for training, qualified equipment, and other associated services. The Commonwealth of Massachusetts 9-1-1 Department Support and Incentive Grant is designed to assist PSAPs in providing enhanced 9-1-1 service. We continue to re-evaluate these funding opportunities to maximize its effectiveness.

Dispatcher Barbara Bilò continues to manage our Child Passenger Safety Program. Barbara is a certified CPS technician and throughout the year she is helping parents and caregivers receive hands-on assistance with child passenger seats.

Respectfully,

Michael D. Dwyer

Dispatchers FY22
Name

Full Time

Fialkowski Amy
Holt Samantha
Kennedy Kylie
Levesque Nick
Romano Judith

Part Time

Bilo Barbara
Chuilli Kate
Delp Lee
Eluszkiewicz Joseph
Pierce Robert
Schwartz Serena

Police FY22
Name Rank

Full Time

Burrill Danielle Officer
Cena Daniel Sgt
Durand Jeffrey Chief
Dwyer Michael Sgt/SRO
Eng Jessica Officer
Forni Eric Sgt
Johnson Royster Sgt
Parenteau Richard Officer
Roy Kyle Officer
Terrero Emmanuel Officer

Part Time

Boleski Justin Officer
Clay Patrick Officer
Crnolic Edvin Officer
Denaro Michael Officer
Dixon Matthew Officer
Dorgan James Officer
Fountain Cameron Officer
Lenotte George Officer
Marconi Morgan Officer
Munoz Victor Officer
Ritvo-Cabezas Matthew Officer

Fire Department Annual Report for Fiscal Year 2021

Board of Fire Engineers

Michael Dwyer Benjamin Jennell David Evans Mark Marlow Cooper Carifio

Responses

The West Newbury Fire Department responded to 510 calls for service during fiscal year 2022. We responded out of town for mutual aid 21 times to provide incident support to the surrounding communities. We are grateful for the continued support and professionalism we receive from our local, regional, and state partners. The West Newbury Fire Department has been a longtime member community of the Seacoast Chief Fire Officers Mutual Aid District. As a result of the recent closure of the Rock's Village Bridge, we received resources and support from the following New Hampshire departments; Hampton Falls, East Kingston, Kensington, Plaistow, and Kingston.

Noteworthy incidents during the fiscal year:

Two separate roof fires during the construction of the new Pentucket Regional Middle High School on August 20 and 22, 2022.

On January 17, 2022, we responded to Salisbury for a 9-alarm ocean front fire that destroyed a hotel and five residential buildings. West Newbury crews were on scene for 12+ hours working against terrible conditions.

Barn fire on May 3, 2022, Crane Neck Street

Barn fire on May 23, 2022, Indian Hill Street

4-alarm fire on Middle Street in the early hours on May 27, 2022

Crews from our region battled an 11-acre woods fire on Moulton St April 23, 2022

4-Alarm Structure Fire Browns Lane June 20, 2022

Training

Our new rescue vehicle was placed into service with the designation Rescue 20. This vehicle replaced our 90's era rescue vehicle. The new rescue is equipped with modern technology and safety features. Thanks to the support from our community and grant funding from the Department of Fire Services we purchased new vehicle extrication and stabilizations equipment to be stored on Rescue 20.

On February 28, 2022, West Newbury firefighter Justin Haley Graduated the Massachusetts Fire Academy's Call/Volunteer Firefighter Recruit Training Program. During the 16-week training, firefighters learned the basic skills they will need when responding to all kinds of emergencies.

In Memoriam - Passing of Assistant Fire Chief Stephen Arnold

Assistant Chief Arnold passed away on Thursday, Dec. 29, 2021. Assistant Chief Arnold grew up across from the Central Fire Station on Main Street, fostering a lifelong passion for fire services. He joined the Department at age 18, rising through the ranks to become Assistant Chief, and served on the Board of Fire Engineers. Assistant Chief Arnold remained on active duty until 2009 and was a trusted and valuable resource for the Department long after he retired officially.

"He always had my back when I was chief. I never had to worry about anything," said retired Fire Chief Raymond "Rock" Dower, who attended Pentucket High School at the same time as Assistant Chief Arnold, with whom he later became close friends. "If anything happened during the day, he could handle it. I'll miss him as a firefighter and friend."

Assistant Chief Arnold loved cigars and was known within the fire service community for rating fires by the number of cigars he smoked while at a scene. A Lynn fire in 1981 was so large – destroying 17 buildings – that Assistant Chief Arnold ran out of cigars.

Lastly, we want to thank the Selectboard, Town Manager Angus Jennings, 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.

FY 2022
INSPECTION DEPARTMENT ANNUAL REPORT

To the Honorable Board of Selectmen:

Permits Issued

Type of Permit	#	Value of Work	Fees Collected
Residential Building Permits	242	\$9,885,899.64	\$126,033.00
Commercial Building Permits*	4	\$119,973.21	\$1,452.00
Plumbing Permits	83	\$574,135.00	\$11,132.00
Gas Permits	86	\$330,095.00	\$7,449.00
Electrical Permits	208	\$1,282,615.17	\$24,070.00
Sheet Metal Permits	14	\$273,273.00	\$3,314.00
Totals	639	\$12,465,991.02	\$168,998.00

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

Department Expenses

Salaries & Wages	- \$125,700.48
Department Expenses	<u>- \$12,779.42</u>
Department Total	- \$138,479.90

Total of fees collected after expenses - \$30,518.10

Department Employees

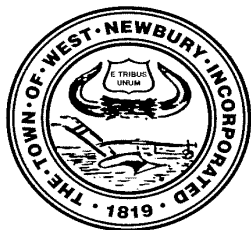
Sam Joslin – Building Commissioner*
 Stan Kulacz – Plumbing and Gas Inspector
 Tom Tombarello – Electrical Inspector
 Joan Croteau – Administrative Assistant** (978) 363-1100 Ext.122

*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 Select Board:

Over the past fiscal year (July 1, 2021 to June 30, 2022) the Commission has continued its efforts to protect the wetlands under the Massachusetts Wetlands Protection and Rivers Protection Acts. 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 is charged with regulating activities in or within 100 feet of a wetland resource area and in or within 200 feet of a river or perennial stream to prevent damage to these often fragile and at times irreplaceable resources. Any activity within these areas requires a filing with the Commission to review the impact of your proposed activity on the wetlands.

The Commission holds hearings on the 1st and 3rd Mondays of every month in connection with filings. We also hold site walks to check wetland delineations for projects. If you are unsure whether you need to file you may call our agent, Michelle Greene, to have her check out the site, or come to a meeting for an informal discussion of your proposed activity.

We support the goals of the Open Space Committee, and work with committees and boards, organizations, and groups to preserve and protect both open space and the town's remaining agricultural assets. That work has included working on conservation restrictions and trail easements. Our goals include working with town boards, organizations, and groups 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. This year we have also continued working on developing a wetlands protection bylaw to be presented at Town Meeting and programs for addressing invasive species. We welcome input from all and all our meetings are open to the public.

This year the Commission issued fifteen Orders of Conditions, ten Determinations of Applicability, thirteen Certificates of Compliance, one Order of Resource Area Delineation, and multiple Amendments to Orders of Conditions, plan modifications and changes, Extensions to Orders of Conditions, and Enforcement Orders.

Respectfully Submitted,
Judith Mizner, Chair



**COUNCIL ON AGING
TOWN OF WEST NEWBURY
Annual Report, Fiscal Year 2022**

To the Honorable Select Board:

Fiscal Year 2022 brought about many changes for the Council on Aging. Members of the Council on Aging (COA) decided to rebrand the Senior Center with a new name and logo as the SAGE Center. SAGE represents social, activities, growth and education – important areas of focus in this department. The name change was voted unanimously by the COA Board and accepted by the Select Board. The newsletter underwent a transformation; being redesigned with color print and published bi-monthly.

In December of 2021, we bid farewell to longtime Director Theresa Woodbury. Theresa served the residents of West Newbury for more than 16 years, and her contributions will remain part of the foundation of services offered by the Council on Aging.

The SAGE Center collaborated with other town departments and community businesses to offer new programs, such as pickle ball at the Newburyport Tennis Club and Lunch & Learn information sessions featuring the Town Manager, Assessor, Veterans' Agent, Town Clerk, and Conservation Agent. The SAGE Center also collaborated with the Bandstand Coordinator to offer free ice cream socials at some of the summer concerts.

The SAGE Center continued offering regular programs, such as meals on wheels, daily congregate lunch, exercise classes, food pantry, medical transportation, foot care, SHINE/Medicare services, senior tax work-off program, home cooked lunch events, games, and craft groups.

The SAGE Center increased its social media presence as an important communication tool for seniors and their families. Printed media is also being used to increase visibility within the community. You will see event posters in the Post Office, Food Mart, West Newbury Pizza and at Nick's Pizza.

We asked for the community's help and received it with many new volunteers folding newsletters, working in the food pantry, and delivering meals on wheels. Volunteers are vital to keep our department running smoothly, and we appreciate each and every one of them for their contributions.

Lastly, the SAGE Center created Policies and Procedures to formalize the operations of our department. We have created a membership/waiver form, have entered that data into our software, and now have emergency information at our fingertips.

We welcome prospective members to stop by the SAGE Center to see how these programs and events can benefit them, keep them active, and keep them engaged in the wonderful community of West Newbury!

Respectfully submitted,

Christine Marshall, Director

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
Annual Report, Fiscal Year 2022**

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 determines eligibility and funding for all projects submitted to them. After approval by the CPC, said project is then voted on at Town Meeting. The CPC typically meets on the third Thursday of each month. The Community Preservation Plan has been recently updated and is posted on the Town website. www.wnewbury.org, CPC page.

SUMMARY OF FUNDS

Revenues collected for Fiscal Year 2022 are as follows:

Receipts from Surcharge:	\$371,423.00
Tax liens redeemed:	\$1,701.00
Earnings on Investments:	\$3,929.00
State Match:	\$342,531.00
TOTAL	\$791,584.00

(Source: Town Assessor's Report and Ledgers by the Town Accountant)

Available Balance in the CPC Account as of June 30, 2022:

Fund Balance with Reserved for Community Housing:	\$100,648.00
Fund Balance with Reserved for Historic Resources	\$260,225.00
Fund Balance with Reserved for Open Space/Recreation:	\$70,648.00
Fund Balance Reserved as Undesignated:	\$2,476,891.00

(Source: 2022 CP2, prepared by Town Accountant & filed with Massachusetts Department of Revenue June 30, 2022)

CPA PROJECTS

To date, including through FY22, 38 projects have been approved by Town Meeting voters and proceeded through funding (or are in process). Refer to the updated CPC Plan see www.wnewbury.org, CPC page.

During Fiscal Year 2022, the CPC proposed funding for the Historic Site Survey Phase III. The Committee also requested a change to the local by-law to allow a member of the Open Space Committee to join the Committee in place of the At-large member and to remove term limits on all positions and members to reflect the new language “for a term of one year and thereafter, until a duly appointed successor is named”

Special Town Meeting October 24, 2022

- Historic Site Survey Phase III, \$27,500
- Amendment to West Newbury Town Bylaws Section XXXVI Community Preservation Committee Bylaw

Both Articles were approved at the Special Town Meeting on October 24, 2022 by Town Meeting voters

Annual Town Meeting May, 2022

- No Articles were proposed

ADMINISTRATION

Wendy Reed, Chair for Select Board

Judith Mizner, Vice-chair for Conservation Commission

Ray Cook, Clerk for Planning Board

Gary Bill, for Housing Authority

Wendy Willis, for Parks & Recreation Commission

Robert Janes, for Historical Commission

Patricia Reeser, for Open Space Committee

Angus Jennings, Ex Officio Member

Barbara Gard, CPC Administrator as of November 2020

West Newbury Cultural Council Annual Report FY 2022

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 2021, the West Newbury Cultural Council was appropriated \$5,100 to fund arts grants for FY 2022. The Council supported the Council on Aging programming; Pentucket Arts Foundation Makers Market; the Outdoor Sculpture Show at Maudslay State Park; West Newbury Historical Society's Ten Footer Shoe Shops - History & Living Traditions program; Magic program at the G.A.R Memorial Library; Maudslay Arts Center hosting the Hillyer Festival Orchestra; Greater Newburyport Ovarian Cancer Awareness Lantern Festival; OnStage performance of The Crucible; and the Merrimack Valley Concert Band at the West Newbury Summer Concert Series.

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.

Energy and Sustainability Committee

Between July 1, 2021 and June 30, 2022, the Energy and Sustainability Committee met regularly and worked on these issues:

- Monitored results from a Green Communities (GC) Competitive Grant for the first phase of the Town Offices' HVAC control system upgrade from pneumatic controls to a Direct Digital Control Energy Management System (DDC EMS). This was installed at the end of June 2021 and resulted in a decrease of Town Office Building energy use from 1498 MMBTU in FY21 to 1193 MMBTU in FY22. This initiative, partially paid for with a GC Competitive Grant, has performed >20% above expectation. It's noteworthy that there was some addition of staff numbers /work hours in FY22, which would typically be expected to push energy use numbers up slightly. Clearly the controls upgrade was a success.
- Evaluated energy savings from the hybrid police cruiser purchased in February 2021, paid for in part with GC Competitive Grant funds. The vehicle has been in service for 16 months as of the end of FY22 and appears to be yielding approximately 30% lower fuel consumption.
- Measured production at the 422 kW Main Street Solar installation, completed at no cost to the Town in late 2015 and located immediately to the west of the Page School property. In FY22 this solar array produced 550,507 kWh of electrical energy and \$62,156 Net Financial Benefit to the Town on a rolling 12-month total (Energy Production+PILOT+Lease) basis.
- Reported on the 3.36 kW DPW Garage/Pipestave Hill solar installation, which again repaid the original \$2,400 Town contribution toward its cost, as it has each year since installation in January 2011. It provides savings through a combination of the dollar value of electrical energy production (4,469 kWh in FY22) and payment to the Town for Solar Renewable Energy Credits created.
- Worked with the Town to apply for a GC Competitive Grant to complete the second phase of the HVAC controls upgrade project for Town Offices. Fall 2021 Town Meeting approved matching funds, but this grant was not awarded, and the Committee determined to apply again. This project is conservatively estimated to save 11,736 kWh/yr.
- Explored and ultimately did not pursue the potential for an additional solar and battery project at Page School.
- Worked with the Merrimack Valley Planning Commission to obtain a consultant's carbon inventory report for West Newbury, which recommended greater electrification of buildings and vehicles. The Committee also identified data resources (such as the Inspection Department's online permitting data concerning solar, geothermal, and other projects) and potential data resources (such as information from the Assessor's Office) that might provide more accurate and detailed information about the Town's carbon inventory.
- Obtained Town Meeting approval for a study to evaluate other potential solar sites on Town-owned properties.
- Held an electric vehicle car show coincident with Spring 2022 Town Meeting.
- Supported the Department of Public Works' proposal to purchase a Ford F150 Lightning electric truck, which was approved at the Spring 2022 Town Meeting.
- Began investigating Municipal Aggregation of power purchases, a program authorized by state legislation that allows a municipality to purchase power on behalf of its energy consumers, with the potential for less costly, more stable electric rates as well as increased use of renewable power sources.
- Met reporting requirements necessary to maintain the Town's Green Communities status.

Members: Liz Callahan, Chip Wallace, Rick Parker, Camden Holland, Elisa Grammer, Stephen Doran

2022 West Newbury Annual Town Report

Department: Eastern Essex District Department of Veteran Services

Veterans Services is charged under Massachusetts General Laws Chapter 115 with providing services to Veterans/Surviving Spouses. The Town funds this program for the Veteran/Surviving Spouse, and is subsequently reimbursed 75% by the Commonwealth. It is the responsibility the department to follow the process dictated by the Department of Veteran Services so that the Town receives the fully allowed reimbursement. The department is also tasked with the responsibility of assisting Veterans and their families with VA benefits; ensuring that each Veteran and/or family member receives all benefits that are available to them.

West Newbury is a member of Eastern Essex District Department of Veteran Services. The district consists of six towns: Essex, Georgetown, Ipswich, Newbury, Rowley, and West Newbury

Some of the highlights of the past year:

Veteran Services Department has been very successful in obtaining benefits and answering questions to Veterans, Surviving Spouse, and families. I am a Certified Veteran Service Officer and West Newbury has received their full 75% allowed reimbursement from the State Department of Veteran Services for the local Ch115 Benefit. This benefit is for low-income Veterans/Surviving spouses who live in the town. Our office ensures that the beneficiaries of the benefit meet the eligibility requirements by auditing every month and certifying twice a year. We also work with the Veteran/Surviving Spouse to get alternative ways of receiving other benefits or obtain gainful employment to reduce the burden on the town.

We are also here to help Veterans navigate and assist with Veteran Administration claims. These claims are very cumbersome and can be very overwhelming for Veterans and their families. In just 2 appeals, the office helped get \$75,000 in retro payments to Disabled Veterans. The national average of Veterans receiving disability compensation is 19.5%; 21% of Veterans in the Town of West Newbury are receiving tax-free Disability Compensation. This is a result of going above and beyond to get as much evidence to support the claim, such as medical notes, research studies, and previous legal claims.

In addition to benefits assistance and distribution, we are a source of social services. We assist Veterans and their families get resources to help them with personal needs and difficult situations. For some Veterans, we are all that they got. We prevented 2 Veterans from becoming homeless. We did this by reaching out to different sources, both government and non-profit organizations. We were relentless in making sure they were able to find a permanent place to live and in addition we got them connected to wrap-around services. We had a Veteran who was suffering from an opioid addiction. I was able to find her a residential program at the VA and ensured that she got admitted. There was also a Veteran who was suffering from suicidal ideation. I sought out and screened different programs then I followed up to feel confident that the Veteran's need would be appropriately addressed.

Significant statistics: VA Awarded Benefits to West Newbury Veterans and/or Surviving Spouses:

Veteran Service-Connected Disability:	35	\$499,164
Dependency & Indemnity Compensation:	3	\$55,416
District Total:	531	\$8,783,485

% of Veterans in West Newbury receiving VA Service Connected Disability Compensation: 21%

% of Veterans within the District receiving VA Service Connected Disability Compensation: 26%

West Newbury paid out \$3,444 in Ch115 Benefits. The town will get 75% of it reimbursed by the State.

West Newbury pays 9% of the Operating Budget.

The Veteran Services Department plays an important role in the community and without it Veterans, Surviving Spouses, and their families would be at a severe disadvantage in obtaining the benefits that they earned. Also, Veterans in distress would not be able to access the resources they are in desperate need of. The consistent support that the town gives these Veterans is recognized and appreciated by both them and this department.

Department staff:

Karen Tyler, District Director/Veteran Service Officer

Karen Bell, Part-Time Assistant to the Director

Board of Directors:

Robert Snow, Board Member, Chairman, Rowley; Michael Flynn, Board Member, Essex; Doug Dawes, Board Member, Georgetown; Linda Alexson, Board Member, Ipswich; Michael Doyle, Board Member, Newbury; **Robert Janes, Board Member, West Newbury**; Karen Summit, Treasurer, Rowley

Respectfully submitted,

Eastern Essex District Dept of Veteran Services

Karen Tyler, District Director/Veteran Service Officer

Annual Report of the West Newbury Historical Commission FY 2022

Between July 1, 2021, and June 30, 2022, the Historical Commission met regularly and engaged in a number of projects, highlighted below:

- **Historic Sites Survey:** The Commission set in motion a third and final phase of the Historic Sites survey, to be conducted with funding from Community Preservation Committee and a matching grant from the Massachusetts Historical Commission. The Town's grant application was approved for \$30,000 in total for the project, a larger amount than that proposed.
- **New historical markers concerning Native Americans:** In October of 2021, a group of concerned citizens pointed out to the Select Board and the Commission that two historic markers concerning Native Americans were skewed and not presented in full context. The Commission agreed to revisions and in May voted to support the wording of revised new historic markers. The new markers used all but \$50 of the Historical Commission's \$500 budget.
- **Organizing, preserving, and digitizing historic documents:** Members of the Historical Commission continued organizing documents in the storage room in Town Offices basement, working on digitizing and posting on the web all Annual Town Reports. This work is ongoing, in cooperation with the Town Clerk and the G.A.R. Library.
- **Historical Commission gift account:** Eagle Scout Kade Dennis donated \$47 to be used to maintain the Almshouse Cemetery, but because the Historical Commission (which has statutory authority to accept donations) had no revolving fund account, the money went to the Town's General Fund. In 2022 the Select Board authorized a gift account for the Historical Commission, allowing it to keep monies to be used for historical purposes.
- **Cemeteries:** Starting in December of 2021, the Commission began to develop a proposal for a program for monitoring and maintaining the two Town-owned Cemeteries.
- **Minute Histories—Notable Places, Sailors & Soldiers:** The Commission continued its monthly Minute Histories of West Newbury, featuring notable places in 2021, and soldiers and sailors in 2022.
- **Gift of 1856 Essex Map:** In the fall of 2021, the Commission accepted a gift of a large historic map donated by Kelly Scott (who had had the map professionally restored) in honor of deceased West Newbury resident Robert Lovejoy, the map's prior owner. With the Select Board's consent, the map and a plaque were installed in Town offices outside of the Select Board meeting room.
- **Rocks Bridge truck damage:** Not long after a large truck severely damaged the Rocks Bridge, closing it to traffic for many months, the Historical Commission voted in favor of signage and strike bars intended to protect the bridge.

- **Historical videos:** In 2021, the Historical Commission completed a video about the Almshouse Cemetery and posted it on its website along with other videos concerning Town history.
- **Bridges as Historically Significant Resources:** In November 2021, the Commission designated the following bridges, each well over 100 years old, as historically significant:

Rocks Bridge

Curzon Bridge

Middle St. Bridge

Rogers St. Bridge

The West Newbury Historical Commission: Chairman, Bob Janes; Members Jennifer Conway, Elisa Grammer, Robert Belmont, Jennifer Munson, and associate member Dot Cavanaugh

**PLANNING BOARD
FY22 ANNUAL REPORT**

FY22 (7/1/21 – 6/30/22): During the fiscal year of 2022, the Board held 23 Regular Meetings, and worked with its staff in conducting the following activities:

Permitting Activities:

- **6 ANR Plan Endorsements:** 442 Middle Street & 0 Middle Street (reconfiguring of lots); 0 Middle Street (divide parcel into 3 lots); 0 River Road (reconfiguring of lots); 51 & 53 Ash Street (reconfiguring of lots); 9 & 11 River Road (reconfiguring of lots); 0 & 2 Middle Street & 0 Center Street (creation of proposed Lot 3)
- **3 Scenic Roads Bylaw Permits Granted:** 194 Crane Neck Street (Stone Wall Removal); River Road R-24, Lot 5 (Tree Removal); 0 Middle Street (Removal and Resetting of 25-feet of Stone Wall);
- **Pre-Application Reviews/Discussions** (both at staff level and/or with the Board): None
- **1 Planning Board Recommendations on exercising Rights of First Refusal per M.G.L. Ch. 61 (“Chapter Land”):** 34 Ash Street;
- **1 Site Plan Reviews of Public, Municipal, and Municipal Recreational Uses per S. 8.B.3.b. of the Zoning Bylaw:**
- **Definitive Plan:** Sullivan’s Court Extension; Street Acceptance Plan and As Bult Plan and Profile.
- **Modification to Site Plan Approval:** Pentucket Regional Middle-High School Building Project – new maintenance building;
- **Modification to Definitive Plan:** None
- **Request for Modification:** Drakes Landing, Daley Drive –minor modification to the design in rear elevation for Unit Type “E”;
- **Pre-Application Conference and Site Plan Review:** None

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

- **Drakes Landing:** 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 (i.e. monitoring and remediation of flooding at Daley Drive). 18-acres of open space have been protected and trails constructed. The Board periodically responded to requests from the Homeowners Association and relayed any relevant information to the developer, Chip Hall. The project includes the creation of 4 affordable housing units and the Town has received \$83,200 in Inclusionary Housing Fees to be used for affordable housing purposes.
- **Sullivans Court Extension Definitive Subdivision Plan:** The Board continued taking measures to ensure the satisfactory completion of the project including moving forward with the trail easement, the street acceptance plan and the deed to the street to present to the annual Town Meeting. The Board oversaw the project close out which included a submitted street deed, a review of the As-Built Plan and a review of the Street Acceptance Plan. The Board released the remaining funds contained in the Performance Guarantee to developer, Thomas Neve, on March 15, 2022. The Town has received \$118,000 in Inclusionary Housing Fees from the Developer to be used for affordable housing purposes.
- **87 Main Street Common Driveway:** The Board oversaw construction inspections by the Towns engineering consultant and worked with them and other Town entities to address flooding and erosion issues.
- **519 Main Street & O Stewart Street (Major Boyd Drive, AKA Deer Run):** The Board oversaw project inspections conducted by its engineering consultant and worked to address issues as they occurred. The Board continued taking measures to ensure the satisfactory completion of the project including ensuring the proper inspections were performed, proper installation of stormwater management devices, etc.
- **Poor House Lane:** In early FY22, the Board worked with other Town entities, such as Conservation, to address which improvements would need to be made to provide access to two possible housing lots.

Zoning Amendments, Planning Board Regulations, and Other Initiatives:

- **Zoning Bylaw Amendments:** The Board proposed, held a hearing, and otherwise fostered review and approval of amendments to the Zoning Bylaw involving revisions to section 5.D. Floodplain Overlay District; section 5.F. “Inclusionary Housing Requirements” pursuant to G.L CH. 40A, S.5,

- **Stormwater Bylaw:** The Board and Town Planner, Leah Zambarnardi, continued efforts on drafting the Stormwater Regulations and Bylaws. The Stormwater Management Bylaw was adopted October 23, 2021.
- **MS4 Permit and Stormwater Management Regulations:** Stormwater Management Regulations were adopted in December of 2021 after continued efforts by the Planning Board and Town staff. The Planning Board supported the Town Planner in her work with the Town’s Stormwater Working Group to guide development of the Stormwater Management Regulations. MVPC through its Local Technical Assistance Program assisted the Town in developing the stormwater requirements.
- **Other Board Activities Included:** Assisting the Select Board in establishing Sullivan’s Court Extension as a public way in connection with the purchase and development of land off of Sullivans Court; coordinating with the West Newbury Tree Committee on considerations for the protection and preservation of trees during permitting; conducting a review session of the statute, regulations and case law relative to Subdivision Approval Not Required Plans (ANR’s) with the Town Planner; streamlining procedures for Scenic Roads Bylaw permits; monitoring new State Mandate “MBTA Communities Act” relative to Zoning for Multi-Family Housing.
- **Affordable Housing Trust:** The Board supported the Town Planner in her work with the Town Manager on: developing regulations for accessing and using fees collected for affordable housing pursuant to the Inclusionary Housing Bylaw, and facilitated review and passage of the regulations; and, establishing a monitoring program for affordable units managed by the Town. During Fall Town Meeting on October 23, 2021, voters authorized the Select Board to establish the West Newbury Affordable Housing Trust under Massachusetts General Laws Chapter 44, Section 55C. During Spring Town Meeting on May 14, 2022, voters authorized the establishment of the Affordable Housing Trust with the purpose of creating and preserving affordable housing in West Newbury for the benefit of low- and moderate-income households and for the funding of community housing.

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 questions and complaints; Complying with statutory land use permitting requirements, Updating the file organization system; Communicating with state, regional and local officials; Providing oversight of professional and administrative personnel; Maintaining the Board’s Website; Performing general office duties; Continuing to monitor COVID-19 related precautions and measures; Ensuring that due process, adequate communications, and public access were provided during the pandemic.

Membership and Personnel: Tim Cronin was elected as Chair for FY22. Vice Chair, Jake Cormier, left the Board in April of 2022. Associate Member, Deborah Hamilton, took his place following his departure and was elected to a five-year term beginning in FY22. Cormier was in line to become Chair but due to his departure, Hamilton was next in line. Hamilton wanted to gain more experience before becoming Chair. The Board decided that Ann Bardeen would serve as Vice Chair for FY22.

Members of the Planning Board and its Staff represent the Board on other town boards and committees: Ann Bardeen 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 said goodbye to its Recording Secretary Susan Lobie in September 2021. Administrative Assistant, Katelyn Bradstreet, took over completing the backlog of minutes in June of 2022.

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

Respectfully submitted,
West Newbury Planning Board Members

Members

Pos

Ann E. Bardeen	Member, CPC Rep	2023
Jake Cormier (4/6/21-4/19/22)	Member, Vice Chair	2022
Raymond A. Cook	Member, Clerk	2026
Brian R. Murphey	Member, MVPC Rep	2024
Timothy N. Cronin	Member, Chair	2025
Deborah R. Hamilton (4/19/22)	Member	2027

Associate Member

Vacant Associate Member One Year Appointment

Staff

Leah Zambarnardi

Jodi Bertrand

Katelyn Bradstreet

Susan Lobie

Barbara Berkenbush

David Kelley, Meridian Engineering

Position

Town Planner

Administrative Assistant, *prior to Katelyn Bradstreet*

Administrative Assistant and Recording Secretary, *as of June 13, 2022*

Recording Secretary, *through September 2021*

Tax Work-Off Program Assistant

Planning Board Agent



TREE COMMITTEE

Annual Report for FY2022

Committee Membership: The West Newbury Tree Committee is comprised of 5 members appointed by the Selectmen along with 2 associates and the Town Tree Warden (serving ex officio). Members in FY2022 were: Fred Chanania, chair; Margaret (Molly) Hawkins, vice-chair; Kelly Scott, recording secretary; Claudia Woods-Estin, publicity; Wayne Amaral (Tree Warden); Susan Dougherty (associate); and Nicolas Forestell (adjunct, half-year only).

Mission: The Mission of the West Newbury Tree Committee is 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

To carry out its mission in FY 2022, the Tree Committee has:

- provided advice and educational materials to residents on the selection, planting, and care of trees, especially in light of climate change and with an emphasis on native trees;
- hosted community-wide events on to enhance appreciation of West Newbury's trees and the forest legacy of our Town;
- provided advice on protecting the Town's trees and forests both from pest and/or disease threats such as the Emerald Ash Borer;
- worked closely with the Town Tree Warden with regard to trees along our scenic roads.

Meetings and Budget: In FY2022, the Tree Committee held monthly meetings throughout the year in a virtual Zoom format. The FY2022 budget, approved as part of the DPW budget line for trees, was \$1350. In addition, \$1481.99 was received under the Mass DCR Urban Challenge Grant (previously awarded in spring 2020) as reimbursement for designated expenses incurred in both FY2021 and FY2022. These reimbursed funds were transferred to the Town's general fund.

Major Activities and Accomplishments in FY2022:

- TC members led 20 participants on a summer 2021 tree identification walk at Mill Pond.
- A Final Report on the results of the community tree survey (spring 2021) was presented to the Town, the Select Board, and the Planning Board in fall-winter 2021. Notable findings in the Final Report include:
 - Significant agreement that trees are extremely important in West Newbury because they provide wildlife habitat, enhance the natural landscape, and can mitigate climate change;
 - Support for the TC to advise the Planning Board on developer applications; and
 - Requests for publication of guidance to protect trees during construction as well as promoting tree planting.
- Riverbend Black Tupelos (Black Gum) were added to the Roster of Significant and Remarkable Trees. The largest may be over 250 years old.
- The advantages of planting native trees were highlighted, and two replacement red maples were planted in fall 2021, one at the Training Field and one at the Town Office building.

- Measures to improve Planning Board and TC coordination were implemented. Both Boards reiterated their respective commitments to protecting the trees of West Newbury.
- The Tree Committee launched a project to create a Tree Trail at Mill Pond in spring 2022 in coordination with the Mill Pond Committee. Locating candidate trees and developing appropriate tree signs continued throughout the spring and summer of 2022.
- A comprehensive Report on Options for Addressing the Emerald Ash Borer (EAB) and the Spotted Lantern Fly was written and presented to the community and the Select Board in spring 2022.
- In spring 2022, the Arbor Day Foundation awarded West Newbury the honor of being designated a "Tree City USA." Only 86 out of 351 communities in Massachusetts have this nationally recognized distinction.
- An Arbor Day Celebration and Tree Giveaway was held on April 30, 2022. Members of the Pentucket Environmental Club participated, and residents were given over 100 native tree seedlings including Black Walnut, Washington Hawthorn, Red Oak, Paper Birch, Gray Dogwood, Ninebark, and Silver Maple.

The Tree Committee remains dedicated to protecting the forested landscape of West Newbury and to assisting the community on tree-related matters.

Respectfully submitted,
Fred Chanania
Chairperson, West Newbury Tree Committee

Annual Report of the Climate Change Resiliency Committee FY 2022

Between July 1, 2021 and June 30, 2022, the Climate Change Resiliency Committee met regularly and engaged in a number of activities, notably including maintaining designation of West Newbury as a Municipal Vulnerability Preparedness (MVP) Community, which makes the Town eligible for action grants to address vulnerabilities to climate change.

Among other things, in the FY 2022 timeframe, the Committee:

- Reviewed criteria the Town may consider in deciding whether to pursue an action grant, including demands on Town staff resources
- Contacted Merrimac and Groveland to see if there was interest in working together on a grant considering the impact of Merrimack River flooding on roadways
- Conducted site walks in September and November 2021 evaluating River Road erosion and vulnerability with Town officials and with residents
- Worked on an article for Town meeting to fund interns to help identify and manage invasive plants
- Reviewed the timelines for action grants (which, with a March due date for applications, are difficult for towns like ours depending on a spring Town Meeting for matching funds)
- Interacted with our state MVP liaison about a potential action grant
- Worked on and submitted a Notice of Intent to submit an action grant application focusing primarily on River Road—which was subsequently not pursued due to difficulties with timing and the demand nature of action grant administration
- Determined to focus entirely on a study of River Road as an action grant topic and reached out to and met with consultants at GEI to see if they could help with action grant preparation and administration as well as perform the study of River Road, ideally in consultation with consultant Geoff Wilson.
- Discussed other towns' MVP reports and bylaws intended to address stormwater management issues like those West Newbury is confronting

The West Newbury Climate Change Resiliency Committee: Chair, Liz Callahan, Elisa Grammer, Nancy Pau, Chip Wallace, Rick Parker, Michael Dacey



PENTUCKET REGIONAL SCHOOL DISTRICT

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

Justin Bartholomew, Ed.D.
Superintendent of Schools

Brent Conway
Assistant Superintendent

Catherine Page
IT & Digital Learning Director

Greg A. Labrecque
Business Manager

Michael A. Jarvis, Ed.D.
Director of Student Services

The West Newbury Annual Report of the School Department activities for FY22 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.

Dena Trotta, Chairwoman
Christopher Markuns, Vice Chairman
Wayne Adams
Joanna Blanchard
Emily Dwyer
Marie Felzani
Richard Hodges
Ashley McLaughlin
Christine Reading

Annual Report Fiscal Year 2021 - 2022

The 2021-2022 school year was a year that those of us who worked at or attended Pentucket Regional will never forget. Student enrollment was 634 and consisted of 154 students from West Newbury, 252 from Groveland, 210 from Merrimac, and 18 school choice students. 177 students graduated in the class of 2022.

After the shut down year of 2019-2022 and the mostly hybrid year of 2020-2021 we started the year with all students attending school every day. As the year went on the mask requirement was eventually removed and school took on a more familiar look and feel. Another major part of the school year was living through the construction process as the new school slowly came together behind the existing school. Watching the new school being built each day was exciting and helped create a lot of anticipation for the next year. While the graduating class felt like they missed the chance to be a part of the new school, the rest of the student body left for summer break looking forward to attending school in a new building.

The past three school years have brought more challenges than any of us could have imagined. Challenges bring opportunities and we got to work with so many staff, students and parents who rose to the occasion to provide support when needed, and we have all needed support in big and small ways.

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

The 2021-2022 school year was a bittersweet year as students and staff worked to close the previous middle school building in preparation for moving into a new state-of-the-art space. To prepare for the upcoming changes, both students and staff worked to ensure that our move would be smooth. Last year's student enrollment at the middle school was 331 comprising 99 students from West Newbury, 128 from Groveland, and 104 from Merrimac.

New curriculum has also been implemented in the middle school for the 22-23 school year. This has included foundational work such as completing an audit on the entire Science curriculum K-12, resulting in the adoption of a new program grades 6-8.

In addition to the science curriculum, staff continued to use student data to inform instruction. This was evident through the administration of the iReady assessment. This assessment provides students and staff with a baseline, strengths and opportunities for growth, and learning targets that students should expect to meet by the end of the school year. Last spring we recorded our largest growth in mathematics that we have seen since the implementation of the program. This data ensures that staff used the program to skillfully implement the high-quality resources purchased by the district in recent years, and students responded accordingly.

Professional development during the school year was targeted to align with students' needs. This included a book study on the text, "Grading for Equity" by Joe Feldman. This book club examined teachers' grading methods, compared to recent research on the topic. This led to staff changing their classroom instruction and trying different methods of assessment. The group continued to meet after the conclusion of the study, culminating in the district adopting a new homework policy and grading descriptors to ensure that all students understand how they are to be graded as staff continue to develop competency-based lessons and assessments.

A major goal of the middle school this past year was to begin to implement a positive behavior intervention and support system (PBIS). This is an ongoing process, but this past year we implemented our PRIDE acronym (prepared, respectful, inclusive, determined, and excellent). This along with an expectations matrix has allowed for the school to communicate expectations for all areas of the school, hopefully creating an environment in which all members feel a sense of belonging.

Thank you for all that you do for our school community! Please feel free to contact me if you have any questions.

Sincerely,
Terrence Conant, Principal

**Dr. John C. Page Elementary School
Annual Report Fiscal Year 2021-2022**

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 310 children. The enrollment for the 2021-2022 school year was 299 students, preschool to Grade 6.

School Highlights

Page School was able to start the year at full capacity, with all staff and students! We began implementing Wit and Wisdom, our new literacy curriculum, in grades K-6, and brought back many programs and opportunities for students that we were not able to enjoy since the pandemic began!

Curriculum and Instruction

Preschoolers had a great year together laughing, learning, exploring and growing. They had access to hands-on learning such as counting, sorting and making patterns. They also used their Mat Man pieces from our Handwriting Without Tears program to create all of their letters!

Kindergarten students began using the Wit and Wisdom language arts curriculum. Students built upon the knowledge and skills they need to be successful readers, writers and communicators. Students utilized both informational and fictional texts to activate and build content knowledge. They started drawing and writing to show story elements, and retelling details in a story.

First grade students participated in differentiated literacy rotations during “WIN” time. Rotations included Foundations curriculum word work, Lexia chromebook station, multisensory sight word work, and teacher intervention support. The Heggerty phonemic awareness program was used to help students build a strong foundation. Using the Eureka Math program, first graders developed number sense with the use of number bonds, ten frames, and tape diagrams.

Second grade students answered the question “What do maps show?”. They explored the parts of a map (compass rose, scale, key, title) and the different kinds of maps. Using Mystery Science, students applied their knowledge of the properties of matter to construct a hat to keep out the sun, wind, and rain. In math, students learned how to add and subtract 2 and 3 digit numbers with “bundling” and “unbundling” using place value discs and the traditional algorithm.

The third graders began with a study of the ocean through a careful analysis of literature, informational texts, and artworks. They answered questions regarding scientists studying the ocean, not only to gain knowledge about it, but also to learn to value curiosity as a driving force. Students experienced the new technology scientists are using to explore this relationship between life on land and in the ocean. Students learned that the sea is a complex ecosystem, full of beauty, mystery and important life forms.

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. Fourth graders also studied the geographical regions of the United States, learning about immigration and Native American peoples.

Grade five students participated in a project-based entrepreneurial program that promoted financial responsibility, leadership and teamwork skills. In this real world simulation, students worked together to design, manufacture, market, and sell a product as they learn what it takes to start and run a business. Students participated in all aspects of the business process including taking out bank loans, tracking all their company finances, and selling products at a sales bazaar using a money substitution. In addition to gaining financial and business knowledge, fifth graders had an unique opportunity to build valuable life

skills, like completing a job application, creating a resume, working as a team member, developing leadership skills, and problem solving.

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.

Assessment

Page administered MCAS in Spring 2022 for grades 3-6 (ELA and Math) and Science (grade 5).

Page implemented diagnostic assessments three times last year in grades K-6, and the results were used to make decisions on curriculum and instruction.

Community Service/Collaboration

We started a student council group, and STEAM/Robotics club, PTO after school programs, and the school play were all brought back this year. Several family/staff/community events were added, including: School-wide Field Day, Pages and Pumpkin Spice, Themed Staff Meetings, 12 Days to Holiday, birthday celebrations, summer meet and greet (Changing Tides truck), Staff EOY BBQ, Family Movie Night, and Trivia Night.

Staff spaces have been transformed, including the lounge and the conference room. Parent volunteers came in on a daily basis since the winter to help clean, organize and catalog books in our library. We used the Boosterthon funds to renovate the space, and will offer library school-wide to all grade levels.

School administration worked together with the West Newbury Police Department and Fire Department to improve school safety (Standard Response Protocols).

On behalf of the Page Community, I would like to thank you for your support and dedication to making our school such a safe and welcoming place for our children and staff.

Sincerely,
Emily Puteri, Principal

West Newbury Graduates

Charlene Basque	Sarah Yates
Charlotte Bickford	Madison Young
Emily Brankman	Kierra Zaneski
Tristan Bukow	Cameron Evans
Gabrielle Cloutier	Jaden Vuylsteke
Megan Codair	
Tyler Correnti	
Erik Dodge	
Chase Dwight	
Clara Endyke	
Henry Endyke	
Lindsey Giampa	
David Gil	
Parker Greason	
Sarah Grinnell	
Lila Hardy	
James Igoe	
Tucker Jackson	
Bridey Jones	
Oliver Kane	
Nora Landry	
Justin Majka	
Caden Meisner	
Lana Mickelson	
Olivia Nardone	
Anthony Noll	
Isabella Panteledes	
Olivia Panteledes	
Alex Pedersen	
Remo Pezzi	
Ryan Plisinski	
Noel Prouty	
William Roberts	
Oliver Schutz	
Jillian Sheehy	
Hayden Shurden	
Benjamin Stedman	
Katherine Sutton	
William Sutton	
Laura Thibeau	
Zachary Whalen	
Bryce Winter	



Whittier Regional Vocational Technical High School

115 Amesbury Line Road
Haverhill, MA 01830-1898
978-373-4101
Fax: 978-521-0260
www.whittiertech.org

Brett Murphy
Chairperson
School Committee

Maureen Lynch
Superintendent

August 31, 2022

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 all genders 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 ninth year. To date we have graduated 12,751 students from the day school.

The enrollment for the Evening School from West Newbury: 4

Honorable Board of Selectmen
August 31, 2022
Page 2


The October 1, 2021 Day School Enrollment:

	Boys	Girls	Non-Binary
Grade 9	5	0	0
Grade 10	3	3	0
Grade 11	1	1	0
Grade 12	1	0	0
Total –	14		

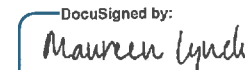
2022 Graduates – 1

The cost to West Newbury for the school year 2021-2022 was \$177,327.00.

Respectfully yours,

DocuSigned by:


Chip O'Connor
West Newbury Representative

DocuSigned by:


Maureen Lynch
Superintendent

ML/lr



Garden St. / Brown's Ln.
Proposed Dog Track
Essex Kennel Association, Inc.


Top: Blueprints for the never-built Garden Street Dog Track.

Bottom: Letter from H.P. Hood requesting permission to vend milk in West Newbury.

From the municipal archives.

H. P. HOOD & SONS
 Dairy Experts
 500 RUTHERFORD AVENUE
 BOSTON, MASS.

EXECUTIVE OFFICES


 ESTABLISHED 1846

May 18, 1938

Health Department
 West Newbury
 Massachusetts

Gentlemen:

We hereby apply for license to sell milk and cream in your town for the ensuing year, and enclose check for 50¢ in payment of license fee.

Our truck covering West Newbury is operated by James Martin, 235 Andover Street, Lawrence, and he averages to dispense daily 48 quarts of milk and 2 quarts of cream.

We would appreciate receiving license at your convenience.

Very truly yours,
 H. P. Hood & Sons, Inc.
Edw. Hood Jr.
 Secretary