

# TOWN REPORT

Fiscal Year  
July 1, 2022 - June 30, 2023



Town of West Newbury  
381 Main St. West Newbury, MA 01985  
978-363-1100 | [www.wnewbury.org](http://www.wnewbury.org)

Cover Image: West Newbury FD Engine No. 24 in action during training exercises on Moulton Street.  
Credit: Duncan Weaver, West Newbury Public Safety.

**ANNUAL STATEMENT  
OF THE RECEIPTS AND  
EXPENDITURES FOR  
THE FISCAL YEAR  
ENDING JUNE 30, 2023**



*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, and other Town Departments and Committees.*



# Table of Contents

Directory- p. 6  
List of Select Board Members- p. 10  
Select Board Report- p. 11  
Town Manager's Report- p. 15

## **REPORTS OF TOWN OFFICIALS**

Department of Public Works Report- p. 20  
Inspections Department's Report- p. 22  
Public Safety Report- p. 24  
    Animal Control Officer- p. 24  
    Board of Fire Engineers- p. 27  
    Dispatchers- p. 33  
    Police Department- p. 36  
Town Accountant's Report- p. 40  
    Independent Auditor's Report- p. 47  
Town Clerk's Report- p. 53  
    Including vital records and statistics- p. 89  
Town Planner's Report- p. 93  
Town Treasurer's Report- p. 96  
Veterans' Services Report- p. 102

## **REPORTS OF ELECTED OFFICIALS**

Assessor's Report- p. 104  
Board of Health Report- p. 106  
Board of Water Commissioners Report- p. 108  
G.A.R. Library Trustees' Report- p. 112

## **REPORTS OF BOARDS, COMMITTEES, AND COMMISSIONS**

Affordable Housing Trust Committee's Report- p. 117  
Board of Registrars' Report- p. 119  
Cable Advisory Committee- p. 121  
Climate Change and Resiliency Committee's Report- p. 123  
Community Preservation Committee's Report- p. 125  
Conservation Commission's Report- p. 127  
Council on Aging and Sage Center Report- p. 129  
Cultural Council's Report- p. 131  
Energy and Sustainability Committee's Report- p. 133  
Finance Committee's Report- p. 135  
Historic District Commission's Report- p. 137  
Historical Commission's Report- p. 140  
Open Space Committee's Report- p. 142  
Tree Committee's Report- p. 145  
Zoning Board of Appeals' Report- p. 148

## **REPORTS OF THE SCHOOL DISTRICTS**

Pentucket Regional School District Report- p. 150  
Whittier Tech. School District Report- p. 156

# DIRECTORY

## ELECTED OFFICIALS AS OF JAN. 1, 2024

### **Board of Assessors**

Richard Baker, 2026  
Loretta Harrigan, 2025  
Willam Studzinski, *Appointed Member*, 2024

### **Board of Health**

Robert Janes, *Chair*, 2024  
Thomas Fahey, 2025  
Blake J. Seale, 2026

### **Board of Water Commissioners**

Robert P. Janes, *Chair*, 2026  
W. Lawrence Corcoran, 2024  
John Duggan, 2025

### **Constables**

Richard K. Davies Jr., 2026  
Brian Richard, 2024  
Robinson M. Shively, 2025

### **G.A.R. Library Trustees**

Fred Chanania, *Chair*, 2025  
Paula Breger, 2024  
Laura Collins, 2026  
Amy Custance, 2024  
Gary Kalajian, 2026  
Sandy Nawrocki, *Corresponding Secretary*, 2026  
Thomas Salvo, *Treasurer*, 2024  
Marcia Sellos-Maura, *Vice Chair*, 2025  
Ashley Serveiss, 2025

### **Housing Authority**

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

### **Park and Recreation Commission**

Alexander Niles, *Chair*, 2025  
Douglas Mead, 2026  
Wendy Willis, 2024

### **Pentucket School Committee**

Marie E. Felzani, 2024  
Christine Reading, 2026  
Dena P. Trotta, 2025

### **Planning Board**

Ann E. Bardeen, *Chair*, 2028  
Raymond A. Cook, 2026  
Brian R. Murphey, 2024  
Timothy Cronin, 2025  
Deborah R. Hamilton, 2027  
Ian K. James, *Associate Member*, 2024

### **Select Board**

Wendy J. Reed, *Chair*, 2024  
Richard G. Parker, *Vice Chair*, 2025  
Christopher E. Wile, *Clerk*, 2026

### **Town Moderator**

Katherine C. Swallow, 2024

## TOWN ADMINISTRATION

### **Americans with Disabilities Act Coordinator**

Sam Joslin, *ADA Coordinator*

### **Animal Control Officer**

Kayla Provencher

### **Assessor's Office**

Christian Kuhn, *Chief Assessor*

Maureen Curtin, *Assistant Assessor*

### **Burial Agent**

James R.W. Blatchford

### **Community Preservation Commission**

Vacant, *Administrator*

### **Conservation Department**

Michelle Greene, *Agent*

### **Emergency Management Agency**

Michael Dwyer, *Director*

Benjamin Jennell, *Deputy Director*

### **Department of Public Works**

Katelyn Bradstreet, *Business Manager and CPO*

Richard Hills, *Highway Director*

Brian Richard, *Building Supervisor*

Christine Wallace, *Program and Project Manager*

John Savage, *Custodian*

### **Field Driver and Fence Viewer**

David LaPierre

### **Finance Department**

Jennifer Walsh, *Town Accountant*

Kaitlin Gilbert, *Treasurer-Collector*

Kim Petosky, *Finance Assistant*

### **Fire Department**

Michael Dwyer, *Chief*

### **Harbormaster**

Willem Van de Stadt, *Salisbury Harbormaster*

### **Health Department**

Paul Sevigny, *Health Agent*

Jane Krafton, *Health Administrative Assistant*

Scott Berkenbush, *Recycling Coordinator*

### **Inspections Department**

Sam Joslin, *Building Commissioner*

Joan Croteau, *Administrative Assistant*

Stan Kulacz, *Plumbing and Gas Inspector*

Thomas Tombarello Jr., *Wiring Inspector*

### **G.A.R. Library Staff**

Corinn Flaherty, *Director*

Jean Berkenbush, *Library Assistant*

Katharine Gove, *Children's Librarian*

Tracy Larrabee, *Circulation Services Assistant*

Laura Lease, *Library Assistant*

Kelly Scott, *Youth Services Assistant*

Elizabeth Torrisi, *Library Assistant*

Dawn Watson, *Technical Services Librarian*

### **Planning Office**

Sue Brown, AICP, *Town Planner*

Katelyn Bradstreet, *Administrative Assistant*

### **Pentucket School District**

Justin Bartholomew, *Superintendent*

### **Police Department**

Michael Dwyer, *Chief*

Susan Curry, *Administrative Assistant*

### **Records Access Officer/Ethics Liaison to the State**

James R.W. Blatchford

### **SAGE Center**

Christine Marshall, *Director*

Jen Vincent, *Nutrition Coordinator*

### **Town Clerk's Office**

James R.W. Blatchford, *Town Clerk, Chief Elections Officer*

Maxwell J.L. Close, *Assistant Town Clerk*

### **Town Counsel**

KP Law, P.C.

### **Town Manager's Office**

Angus Jennings, AICP, *Town Manager*

Rebecca Ambra, *Executive Assistant to the Town Manager*

### **Veterans' Services**

Steve Bohn, *Director (Eastern Essex Dist., Veterans' Services)*

Ron Ross, *Representative (Eastern Essex Dist., Veterans' Services)*

Robert Janes, *Veterans' Graves Officer*

### **Water Department**

Mark Marlowe, *Superintendent*

Jodi Bertrand, *Administrative Assistant*

### **Whittier School District**

Maureen Lynch, *Superintendent*

## BOARDS, COMMITTEES, COMMISSIONS

### Affordable Housing Trust

Wendy Reed, *Chair, Select Board Representative*, 2024  
Kevin Bowe, 2025  
Donna Garcia, 2025  
Deborah Hamilton, 2024  
Karen Holmes, 2025  
Derek Mitchell, 2024  
Pamela Shaffer, 2024  
Angus Jennings, *Ex-Officio*

### Community Preservation Committee

Wendy Reed, *Chair, Select Board Representative*, 2024  
Graham Bacheller, *OSC Representative*, 2024  
Gary Bill, *Housing Authority Representative*, 2024  
Tim Cronin, *Vice Chair, Planning Board Representative*, 2024  
John Haley, *Conservation Commission Representative*, 2024  
Robert Janes, *Historical Commission Representative*, 2024  
Douglas Mead, *Park and Recreation Commission Representative*, 2024  
Angus Jennings, *Ex Officio*

### Board of Fire Engineers

Michael Dwyer, *Chief*, 2024  
Cooper Carifio, 2024  
David Evans, *Deputy Chief*, 2024  
Benjamin Jennell, *Assistant Chief*, 2024  
Mark Marlowe, 2024

### Conservation Commission

Margaret “Molly” Hawkins, *Chair*, 2026  
John Haley, 2024  
Haley McCraven, 2026  
David Parrott, 2025  
George Preble, *Vice Chair*, 2025  
Alejandra Chandler, *Associate Member*, 2024

### Board of Registrars of Voters

Cheryl Grant, *Chair*, 2026  
Margaret Duchemin, 2024  
Rosamond Veator, 2025  
James R.W. Blatchford, *Ex-Officio*

### Council on Aging

Dianne Faulkner, *Chair*, 2024  
Victoria Beaumier, 2026  
Heath Conner, 2024  
Gail DiNaro, 2024  
Jessa Haynes, *Treasurer*, 2026  
Marge Peterson, 2025  
Richard Preble, *Vice Chair*, 2025  
Joseph Publicover, 2025  
Robert Veator, 2026  
Julianne Ruscio, *Secretary*, 2024  
Barbara Warne, 2026

### Cable Advisory Committee

Kelly Scott, *Chair*, 2024  
Kevin Bowe, 2024  
Vacant, *Member*

### Capital Improvements Committee

Judith Mizner, *Chair*, 2024  
Elisa Grammer, 2026  
Polly McDowell, *Vice Chair*, 2025  
Paul Niman, 2026  
Vacant, *Member*  
Ross Capolupo, *Finance Committee Representative*  
Richard Parker, *Select Board Representative*  
Angus Jennings, *Ex-Officio*

### Cultural Council

Brian Kitley, *Chair*, 2026  
Cynthia Coburn, 2026  
Zip Corning, 2025  
Jill Eichorst, *Secretary*, 2025  
Yetti Frenkel, 2026  
Marie Pierce, 2025  
Carly Ramos, *Treasurer*, 2024  
Kimberly Scott, 2026  
Ursula Smith, 2025  
Mia Thurlow, 2026  
Vacant, *Member*

### Climate Change and Resiliency Committee

Elisa Grammer, *Chair and Clerk*, 2024  
Elizabeth Callahan, 2024  
Michael Lacey, 2024  
Richard Parker, 2024  
Nancy Pau, 2024  
Arthur “Chip” Wallace, 2024  
Vacant, *Member*



**Energy and Sustainability Committee**

Arthur “Chip” Wallace, *Chair*, 2024  
Elizabeth Callahan, 2024  
Stephen Doran, 2024  
Elisa Grammer, 2024  
Camden Holland, 2024  
Ian K. James, 2024  
Richard Parker, 2024  
Vacant, *Member*

**Finance Committee**

Robert Phillips, *Chair*, 2025  
Ross Capolupo, *Secretary*, 2025  
Daniel Innes, 2024  
Ann O’Sullivan, 2026  
Jim Sperelakis, 2024  
Vacant, *Member*  
Angus Jennings, *Ex-Officio*

**Harbor Committee**

Brad Dore, *Chair*, 2024  
Thomas Goodwin, 2026  
Terence Hartford, 2025  
Steve Boyd, *Alternate*, 2024  
Brian Richard, *Alternate*, 2024

**Historic District Commission**

Jill Hudson, *Chair*, 2024  
Jack Alden, 2025  
Jeffrey Clewley, 2025  
Alison Hardy, 2026  
Vacant, *Member*

**Historical Commission**

Robert P. Janes, *Chair*, 2025  
Robert Belmont, 2024  
Elisa Grammer, *Clerk*, 2024  
Jennifer Munson, 2026  
Vacant, *Member*

**Investment Policy Committee**

Christopher Wilde, *Chair*, 2026  
Martin “Lark” Madden, 2024  
Jean L. Trim, 2025  
Dan Innes, *Finance Committee Representative*, 2024  
Christopher Wile, *Select Board Representative*, 2024  
Kaitlin Gilbert, *Treasurer and Collector, Ex Officio*

**Mill Pond Committee**

Matthew Shwom, *Chair*, 2025  
Zip Corning, 2026  
Jennifer Costain, 2026  
Paul Delaney, 2024  
Jason Goldweber, 2024  
Deborah R. Hamilton, *Secretary*, 2025  
Robin Pendergast, 2024

**Open Space Committee**

Graham Bacheller, *Chair*, 2024  
Don Bourquard, 2025  
Carol Decker, 2024  
John Dodge, 2025  
Jean Lambert, 2024  
Patricia Reeser, 2026  
Marlene Switzer, 2026  
David Parrott, *Associate Member*, 2024

**River Access Committee**

Elisa Grammer, 2026  
Barry LaCroix, 2025  
Vacant, *Member*

**Tree Committee**

Fred Chanania, *Chair*, 2024  
Diana Denning, 2026  
Margaret “Molly” Hawkins, *Vice Chair*, 2025  
Kelly Scott, *Recording Secretary*, 2024  
Claudia Woods, 2025  
Susan M. Dougherty, *Associate*, 2024

**Whittier Vocational Technical High School Committee**

Chip O’Connor

**Zoning Board of Appeals**

Paul O. Kelly, *Chair*, 2024  
Kim Monahan Borgioli, 2026  
Richard Davies, 2025  
Patrick Higgins, 2026  
Dennis Lucey, 2024

## Select Board Members

### 1900-2024

Charles W. Ordway  
Richard Newell  
Sam Rogers  
Daniel Cooney  
Robert S. Brown  
George E. Noyes  
Parker H. Nason  
Robert J. Forsyth Jr.  
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 H. Anderson Jr.  
David W. Archibald  
Richard G. Parker  
Wendy J. Reed  
Christopher E. Wile

\*Passed away in office

# SELECT BOARD'S REPORT

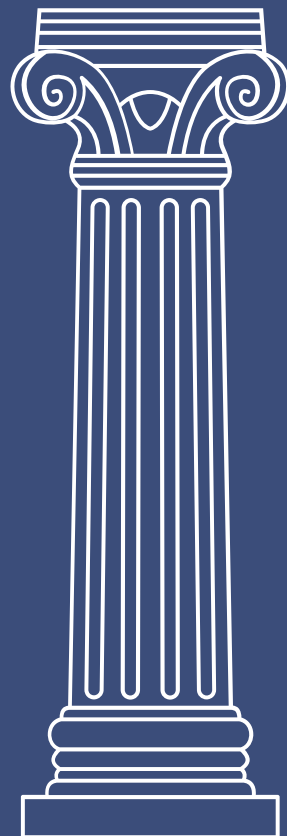


# SELECT BOARD'S REPORT

# SELECT BOARD'S REPORT

# SELECT BOARD'S REPORT

# TOWN MANAGER'S REPORT



# TOWN MANAGER'S REPORT



# TOWN MANAGER'S REPORT

# TOWN MANAGER'S REPORT

# TOWN MANAGER'S REPORT

# DEPARTMENT OF PUBLIC WORKS' REPORT



## **Annual Report of the Dept. of Public Works for Fiscal Year 2023**

To the Residents of West Newbury,

I respectfully submit the Fiscal Year 2023 Annual Report for the Department of Public Works (DPW) for the period between July 1, 2022 to June 30, 2023.

The DPW continued our annual focus on roadway infrastructure maintenance and improvements, facility repairs and upgrades, and town-wide landscaping and mowing. Our paving contractor unexpectedly withdrew their contract with the Town towards the end of fiscal year 2023 due to pricing increases. Nevertheless, with this challenge, the DPW was able to contract with a vendor to perform crack sealing at various locations in Town to help preserve our roads during the interim of obtaining a new paving contractor for FY24.

The DPW was able to complete several projects and improvements around our Town. Some of these tasks included:

- The removal of 22 high hazard trees and developed a long-term plan to continue high hazard tree removal, by priority, based on public safety.
- The installation of 1350 feet of guardrail at Farm Lane as a safety precaution for the Pentucket Regional Middle High School.
- Touch up of town wide pavement markings which included roadway lines, stop lines, town offices parking lot lines, etc.

The Town received \$152,991 in funding from the State for the Winter Recovery Assistance Program. This funding went towards catch basin/storm drain replacements, smaller paving projects (Kimball Rd, River Meadow Rd, Parsons Woods, etc.), street sweeping, the Farm Lane guardrail project, and the purchase of gravel to replenish sides of roadways.

We continued to work closely with a consultant in preparing the FY23 MS4 Stormwater Permit. Our previously developed Street Cleaning Program and Catch Basin Cleaning Project was once again followed and completed to meet our MS4 Permit requirements.

DPW continued to develop and improve our daily and long-term planning operations with guidance and training from the Merrimack Valley Planning Council, Essex County Highway Association, Bay State Road Association, MassDOT, International Society of Arboriculture and Massachusetts Office of the Inspector General's Office.

This year, DPW was excited to begin some new initiatives with the hiring of a Program and Project Manager. Some of the projects started that will continue into subsequent years include: a conditions assessment for the Page School, a design for an improved crossing on Route 113 at the Page School / Pipestave Hill, and an application for a Municipal Vulnerability Preparedness (MVP) grant to assess conditions of River Road.

The employees at DPW appreciated the support we received from the Town Managers Office, Selectboard members and most importantly, the residents, whom express their approval of our hard work on a daily basis. Your encouragement and support are so imperative to the success of our department.

Respectfully submitted,

Richard "Butch" Hills  
*Highway Superintendent*

# INSPECTIONS DEPARTMENT'S REPORT



**ANNUAL REPORT OF THE INSPECTIONS DEPARTMENT FOR FISCAL YEAR 2023**

To the Honorable Board of Selectmen:

**Permits Issued**

<b>Type of Permit</b>	<b>#</b>	<b>Value of Work</b>	<b>Fees Collected</b>
Residential Building Permits	264	\$14,959,206.96	\$184,088.00
Commercial Building Permits	4	\$42,519.21	\$580.00
Plumbing Permits	111	\$724,948.55	\$11,038.00
Gas Permits	99	\$377,353.93	\$7,884.00
Electrical Permits	201	\$1,609,502.05	\$30,150.00
Sheet Metal Permits	18	\$431,206.70	\$5,430.00
<b>Totals</b>	<b>697</b>	<b>\$18,144,737.40</b>	<b>\$239,170.00</b>

Trench Permits are now issued by the Department of Public Works

**Department Expenses**

Salaries & Wages	- \$128,095.05
Department Expenses	<u>- \$7,907.74</u>
Department Total	- \$136,002.79

**Total of fees collected after expenses - \$103,167.21**

**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 Officer, ADA Administrator and Floodplains Coordinator.

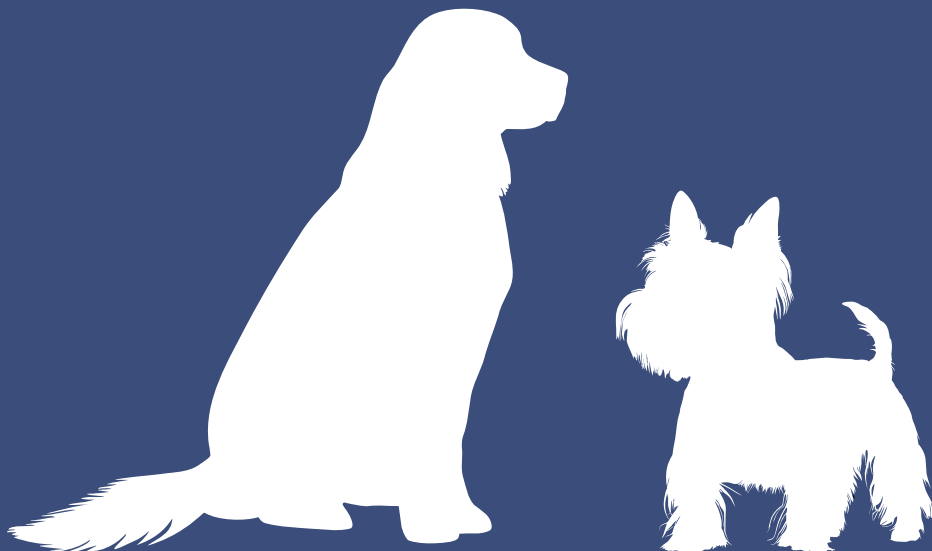
\*\*The Administrative Assistant is also the Administrative Assistant to the Zoning Board of Appeals.

Respectfully submitted,

Sam Joslin  
 Building Commissioner



# PUBLIC SAFETY REPORT: Animal Control Officer





**ANNUAL REPORT OF THE ANIMAL CONTROL OFFICER FOR FISCAL YEAR 2023**

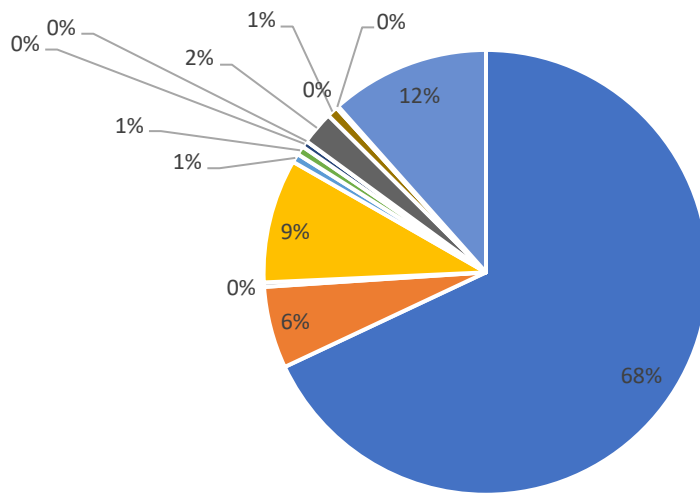
The services provided by Animal Control is a regional partnership between the Town of West Newbury and the City of Newburyport. The joint position has worked well for both West Newbury and Newburyport by sharing the cost of the position. The agreement between the two Towns provides us with coverage 24 hours a day, 7 days a week and has proven very beneficial. Our Animal Control Officer can always be reached by calling the dispatch center who will then place a call to Kayla to respond.

Below you will find some of the types of calls the Animal Control Officer has responded to during the last fiscal year.

<b>Calls Received</b>	<b>423</b>
<b>Complaints Received</b>	<b>37</b>
<b>Written Warnings</b>	<b>2</b>
<b>Education of Owners</b>	<b>56</b>
<b>Rabies Quarantined Animals</b>	<b>4</b>
<b>Rabies Quarantined Animals Released</b>	<b>4</b>
<b>Citations Issued</b>	<b>3</b>
<b>Unlicensed Dog Citations Issued</b>	<b>0</b>
<b>Dogs Licenses Checked</b>	<b>15</b>
<b>Dogs Picked Up</b>	<b>5</b>
<b>Cats Picked Up</b>	<b>0</b>
<b>Animals Sent for Rabies Testing</b>	<b>1</b>
<b>Barn Inspections</b>	<b>72</b>
<b>Time Spent</b>	<b><i>NBPT = 85.81% / WNBY = 14.19%</i></b>

### FY23

- Calls Received
- Education of Owners
- Citations Issued
- Dogs Picked Up
- Barn Inspections
- Complaints Received
- Quarantined Animals
- Unlicensed Dog Citations
- Cats Picked Up
- Written Warnings
- Quarantined Releases
- Dog Licenses Checked
- Animals Sent for Rabies Testing



PUBLIC  
SAFETY  
REPORT:  
Board of Fire  
Engineers



West Newbury Fire Department  
Annual Report for Fiscal Year 2023  
Board of Fire Engineers

Michael Dwyer | Benjamin Jennell | David Evans | Mark Marlowe | Cooper Carifio

---

## Responses

The West Newbury Fire Department responded to 545 calls for service during fiscal year 2023. We responded out of town for mutual aid 37 times to provide incident support to the surrounding communities. We are grateful for the continued support and professionalism we receive from the Amesbury, Georgetown, Groveland, Newbury, Newburyport, Merrimac and Salisbury Fire Departments.

August was a very busy month for brush fire response in our region. The department was assigned to a brush fire task force that responded to the Brakeheart Reservation in Saugus. Due to extreme drought conditions, we provided multi day support at the Georgetown/Rowley State Forest. These types of wildland fire responses require our tanker with 3,000 gallons of water, brush trucks and a cadre of firefighters.

Assistant Chief Ben Jennell who works for DCR, Bureau of Forest Fire Control and Forestry, was deployed to Canada during the summer of FY23. He was part of a regional team working in the remote areas north of Quebec. Firefighter Lisa Eichel, who works for the US Forest Service, was deployed to the Steward Ranger Station in Chugach National Forest in Seward Alaska. During her time out west, Firefighter Eichel was deployed to northern Alaska near the Arctic Circle, Olympic Peninsula and Darrington Washington, and to multiple fires in southern California.

In May we responded to the newly constructed Pentucket Middle High School for a report of an unknown odor in the building. This incident prompted a response from area departments and the Department of Fire Services Hazardous Materials Response Team. The response and support we received from area fire, EMS and state and local law enforcement partners helped with the enormous task of managing a large-scale community incident.

Through funding from our citizens, we purchased much needed replacement tools, 2 new roof saws, 1 new K-12 cutting saw, and a variety of battery powered tools. Through the same funding we replaced and received training on new rescue air bags.

We were awarded funding from the Department of Fire Services, State Fire Marshal Firefighter Safety Equipment Grant to purchase active shooter equipment. We used this funding to purchase ballistic vests, helmets, and other gear to be stored on our vehicles to keep our first responders safe. We continue to research funding opportunities to replace our equipment or help offset the cost to the taxpayers.

Lastly, we want to thank the members of the Select Board 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 most importantly the community we proudly serve.

Fire Department Members FY23

Michael Dwyer, Fire Chief  
Benjamin Jennell, Assistant Fire Chief  
David Evans, Deputy, Fire Chief  
William Donahue, Captain  
Mark Marlowe, Lieutenant  
Cooper Carifio, Lieutenant  
Duncan Weaver, Lieutenant

David Baker, Firefighter  
Andrea Ball, Firefighter  
Travis Bouncy, Firefighter  
Daniel Briscoe, Firefighter  
Brendon Corcoran, Firefighter  
Lisa Duxbury, Firefighter/Lieutenant  
Lisa Eichel, Firefighter  
Lisa Evans, Firefighter  
Tyler Evans, Probationary Firefighter  
Michael Fitzgerald, Firefighter (ret. 06/23)  
Andrew Greenbaum, Firefighter  
Justin Haley, Firefighter  
Jesse Judson, Probationary Firefighter  
Joshua Kemper, Firefighter  
Tyler Kimball, Firefighter  
Tristen Lasala, Firefighter  
Michael Lawless, Firefighter  
Doug Mead, Firefighter  
Sue Marden, Firefighter (ret. 02/23)  
William Roche, Firefighter  
Daniel Stiles, Firefighter

**West Newbury Fire Department**  
**Incident Analysis**  
**From 07/01/2022 Thru 06/30/2023**

## Incident Type

<u>Incident Type</u>	<u>Occurrences</u>	<u>Percentage</u>
Not Reported	1	0.2
Building fire	8	1.5
Chimney or flue fire, confined to chimney or flue	3	0.6
Passenger vehicle fire	1	0.2
Off-road vehicle or heavy equipment fire	2	0.4
Forest, woods or wildland fire	7	1.3
Brush or brush-and-grass mixture fire	1	0.2
Grass fire	1	0.2
Special outside fire, other	1	0.2
Outside equipment fire	1	0.2
Chemical reaction rupture of process vessel	1	0.2
Medical assist, assist EMS crew	1	0.2
EMS call, excluding vehicle accident with injury	213	39.1
Motor vehicle accident with injuries	6	1.1
Motor vehicle/pedestrian accident (MV Ped)	1	0.2
Motor vehicle accident with no injuries.	20	3.7
Search for person on land	1	0.2
Search for person in water	1	0.2
Removal of victim(s) from stalled elevator	1	0.2
Gasoline or other flammable liquid spill	2	0.4
Gas leak (natural gas or LPG)	10	1.8
Oil or other combustible liquid spill	1	0.2
Refrigeration leak	1	0.2
Carbon monoxide incident	3	0.6
Overheated motor	1	0.2
Power line down	3	0.6
Arcing, shorted electrical equipment	2	0.4
Water evacuation	5	0.9
Water or steam leak	2	0.4
Animal rescue	3	0.6
Assist police or other governmental agency	11	2.0
Public service	47	8.6
Assist invalid	30	5.5
Unauthorized burning	8	1.5
Cover assignment, standby, moveup	14	2.6
Good intent call, other	5	0.9
Dispatched & canceled en route	22	4.0
No incident found on arrival at dispatch address	8	1.5
Authorized controlled burning	1	0.2
Smoke scare, odor of smoke	10	1.8
Smoke from barbecue, tar kettle	1	0.2
HazMat release investigation w/no HazMat	1	0.2
Smoke detector activation due to malfunction	1	0.2
Unintentional transmission of alarm, other	3	0.6
Smoke detector activation, no fire - unintentional	28	5.1
Alarm system activation, no fire - unintentional	29	5.3
Carbon monoxide detector activation, no CO	13	2.4
Severe weather or natural disaster standby	9	1.7
<b>TOTAL</b>	<b>545</b>	<b>100.0</b>

## Aid Given or Received

<u>Aid Given or Received</u>	<u>Occurrences</u>	<u>Percentage</u>
Not Reported	1	0.2
Mutual aid received	33	6.1
Automatic aid received	8	1.5

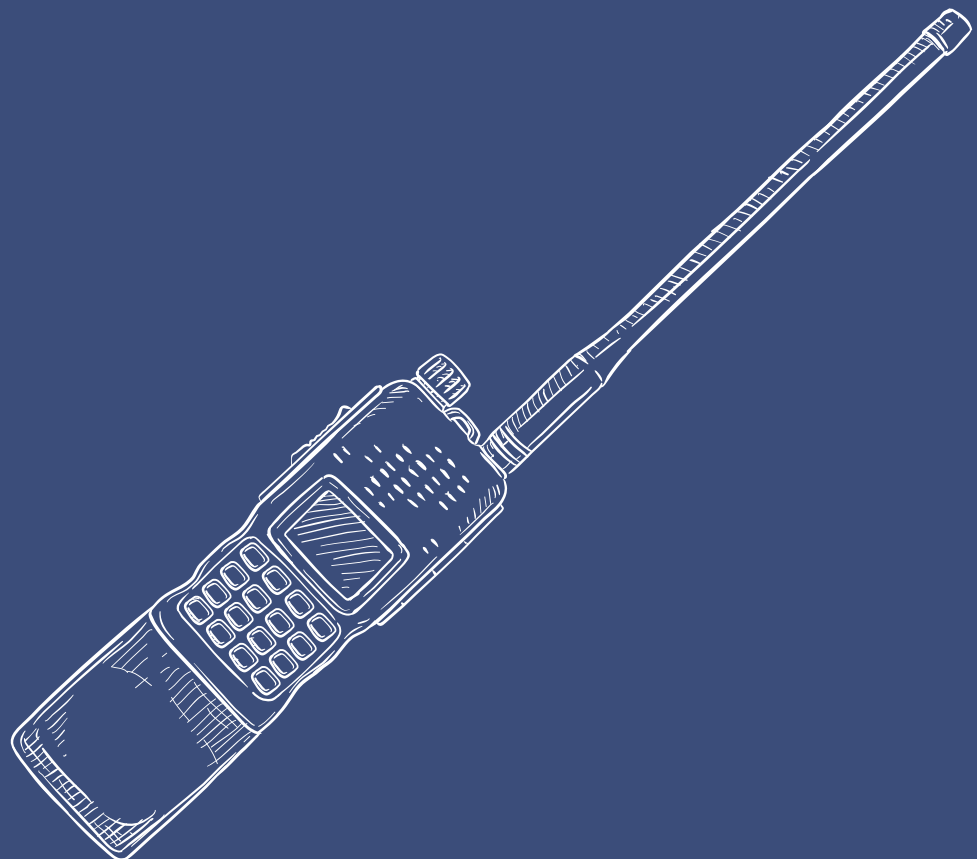
**West Newbury Fire Department**  
**Incident Analysis**  
**From 07/01/2022 Thru 06/30/2023**

Mutual aid given	35	6.4
Automatic aid given	2	0.4
None	466	85.5
<b>TOTAL</b>	<b>545</b>	<b>100.0</b>

For Districts: All  
For Situations: All  
For Jurisdictions: All  
For Street(s): All  
For Location: All



# PUBLIC SAFETY REPORT: Dispatchers



## **West Newbury Public Safety Dispatch Fiscal Year 2023 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 other types of calls. They are responsible for determining the type of emergency, location and deciding 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.

As the first point of contact with the members of our community, whether they are having a physical or mental health emergency or simply need a question answered, the public safety dispatchers play a unique role. Not only do they have to follow the proper response protocol, but the dispatcher needs to be able to understand what the citizen needs and how to best help them get it. Dispatchers have to make decisions and remain calm in what can be the worst of circumstances for the caller. This can have substantial impact on the dispatchers, since we all know that not all emergencies have a positive outcome. I am proud of how these people are committed to providing the best service to our community, despite the stress that this role puts on them. I am committed to research and invest in resources to support our first responders with peer-support, health and wellbeing, and other training to benefit our dispatchers.

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 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.

Respectfully,

Michael D. Dwyer

## **FY 2023 Dispatch**

### **Full-Time**

Kylie Kennedy

Judy Romano

Amy Fialkowski

Nick Levesque

### **Part-Time**

Barbara Bilo

Serena Schwartz

Samantha Holt

Lee Ann Delp

Liam Grenham

Joseph Eluszkiewicz

Bob Pierce

PUBLIC  
SAFETY  
REPORT: Police  
Department



## **West Newbury Police Department Fiscal Year 2023 Report**

During Fiscal Year 2023 there were 24 arrests, 50 criminal summonses, 43 crime-related incidents and 186 non-crime related incidents investigated by the department. Officers issued 131 traffic citations, 207 written citations, and 924 verbal warnings. Officers responded to and investigated 48 traffic crashes, 87 alarm calls, 16 vehicle/residential lock outs, 62 reported disturbance calls and 53 suspicious activity calls.

In April, through a collaboration with Pentucket District Public Safety Officials, the non-profit Pentucket Parent Alliance was awarded \$2,000 by Essex County District Attorney Paul Tucker. This funding helped support the 2023 Senior Celebration which was held in June after graduation, providing recent grads with a safe, substance free, fun-filled overnight event. School Resource Officer Manny Terrero participated in the overnight event, putting his skills to the test racing go carts with the graduates.

During the year we welcomed two new full-time officers, Hayden Sanborn and Matthew Dixon, who were assigned to the overnight patrol. Officer Morgan Marconi was appointed to the department as a part-time officer. Part-time officers are integral to our department and provide shift coverage and support during community events. The police reform law that was signed into law established new standards in training and accountability for all officers in the Commonwealth. Some of these standards change how part-time officers receive training and certification. All our current part-time officers were required to participate in the Bridge Academy program overseen by the Commonwealth's Municipal Police Training Council. Officers were required to complete an application process, health screening and advanced training, both online and in person. Once completed, the officers were certified and eligible to work as part time officers in our community. We rely heavily on part time officers to help with shift coverage and to offset costly overtime.

In April we were awarded \$2,010 through the Car Seat Distribution program. This funding is used to provide car seats for distribution to families in need by certified child passenger safety (CPS) technicians. We provide installation, inspection, and education at our public safety building. The National Highway Traffic Safety Administration (NHTSA) sponsors this program whose goal is to reduce child passenger injuries and fatalities. Our program is overseen by certified child passenger safety technician Barbara Bilo. For more information or to schedule visit please contact us at 978-363-1213 or email [bilo@westnewburysafety.org](mailto:bilo@westnewburysafety.org)

In June we completed our second round of police certification. All officers with last names starting with the letters I through P 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 oversight of the POST Commission, all police officers in Massachusetts must be certified and then recertified on a three-year cycle based on their last names.

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 (ECO) program headed by the Program Director and Newburyport Police Detective Dani Sinclair. The 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 resources.

Respectfully,

Michael D. Dwyer

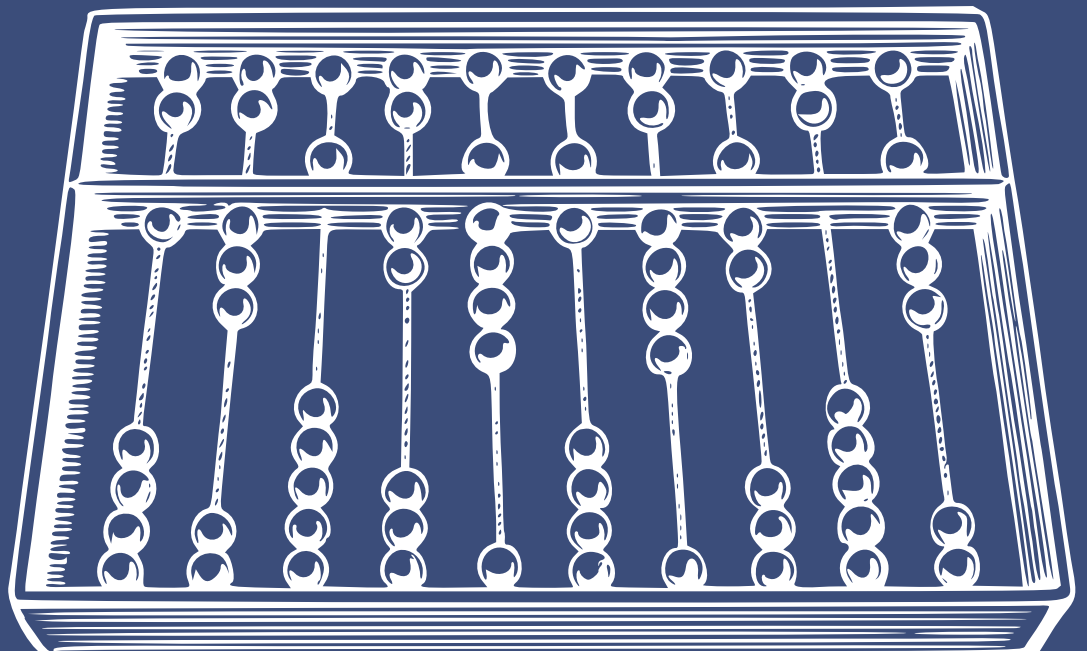
West Newbury Police Department Staff, Fiscal Year 2023

Chief Michael Dwyer  
Sgt. Dan Cena  
Ofc. James Dorgan  
Ofc. Jessica Eng  
Sgt. Eric Forni  
Sgt. Jay Johnson  
Ofc. Rich Parenteau  
Ofc. Kyle Roy  
Ofc. Emmanuel Terrero  
Ofc. Matt Dixon  
Ofc. Hayden Sanborn

Ofc. Victor Munoz  
Ofc. George Lenotte  
Ofc. Justin Boleski  
Ofc. Ritvo-Cabezas  
Ofc. Edvin Crnolic  
Ofc. Morgan Marconi

# TOWN ACCOUNTANT'S REPORT

*Including the Independent Auditor's Report*





*Town of West Newbury*  
**Expenditure Report for General Fund Activity**  
**FY 2023**

	<b>Budget</b> <b>(includes transfers)</b>	<b>Expended</b>
<b>TOWN MODERATOR</b>		
Moderator's Salary	200	200
Moderator's Expenses	60	-
Department Total	<u>260</u>	<u>200</u>
<b>BOARD OF SELECTMEN</b>		
Professional & Tech Services	16,000	8,961
Select Board's Salary and Wages	30,116	9,669
Select Board's Operating Expenses	10,400	2,518
Department Total	<u>56,516</u>	<u>21,149</u>
<b>TOWN MANAGER</b>		
Town Manager Salary	156,952	156,952
Salary & Wages	73,541	19,664
Technology Expenses	67,061	65,201
Expenses	32,430	20,469
Vehicle Allowance	3,600	3,600
Department Total	<u>333,584</u>	<u>265,886</u>
<b>FINANCE COMMITTEE EXPENSES</b>		
Finance Committee Expenses	2,000	919
Department Total	<u>2,000</u>	<u>919</u>
Reserve Fund	79,436	-
Department Total	<u>79,436</u>	<u>-</u>
<b>FINANCE DEPARTMENT</b>		
Finance Dept Salaries & Wages	267,594	233,091
Annual Audit	20,500	20,500
Tax Title And Foreclosure	1,330	1,330
Postage Expenses	16,430	15,551
Finance Dept Expenses	26,750	22,794
Travel	2,000	1,444
Department Total	<u>334,604</u>	<u>294,709</u>
<b>BOARD OF ASSESSORS</b>		
Assessors` Salaries	132,081	129,213
Assessors Expenses	51,699	36,620
Department Total	<u>183,780</u>	<u>165,833</u>
<b>LEGAL FEES</b>		
Legal Fees	65,124	65,124
Department Total	<u>65,124</u>	<u>65,124</u>
<b>TOWN CLERK</b>		
Town Clerk Salary & Wages	138,250	127,811
Operation Of Fax/Photo Machine	6,370	6,370
Town Clerk`s Expenses	7,500	6,985
Department Total	<u>152,120</u>	<u>141,166</u>
<b>BOARD OF REGISTRARS/ELECTIONS</b>		
Town Clerk Compensation	200	200
Bd of Registrars Salary & Wages	9,900	9,900
Bd Of Registrars Expenses	10,894	10,894
Department Total	<u>20,994</u>	<u>20,994</u>
<b>CONSERVATION COMMITTEE</b>		
Conservation Com Salary & Wages	60,281	34,892
Conservation Com Expenses	6,351	6,280
Department Total	<u>66,632</u>	<u>41,171</u>

*Town of West Newbury*  
**Expenditure Report for General Fund Activity**  
**FY 2023**

	<b>Budget</b>	<b>Expended</b>
<b>PLANNING BOARD</b>		
Planning Bd Salary & Wages	66,155	61,893
Planning Board Expenses	9,220	3,341
MVPC Assessment	1,748	1,747
Department Total	<u>77,123</u>	<u>66,981</u>
<b>ZONING BOARD OF APPEALS</b>		
ZBA Expenses	700	-
Department Total	<u>700</u>	<u>-</u>
<b>OPEN SPACE &amp; RECREATION</b>		
Open Space Expenses	750	-
Department Total	<u>750</u>	<u>-</u>
<b>TOTAL - GENERAL TOWN GOVERNMENT</b>	<b><u>1,373,622.81</u></b>	<b><u>1,084,132.36</u></b>
<b>POLICE DEPARTMENT</b>		
School Resource Officer	34,555	29,972
Police Salaries & Wages	904,996	904,996
Police Overtime Wages	148,980	148,980
Police Expenses	102,876	95,316
Police Cruiser	40,000	40,000
Department Total	<u>1,231,406</u>	<u>1,219,263</u>
<b>FIRE DEPARTMENT</b>		
Fire Alarm Wages	94,448	57,769
Fire Drills	27,893	14,119
Fire Other Wages	26,530	21,857
Fire Administration	27,305	27,305
Medical Exams	3,000	-
Hydrant Mapping, Maint/Repair	77,207	77,207
Fire Alarm & Communications	11,000	8,663
Fire Expenses	46,000	44,800
Department Total	<u>313,383</u>	<u>251,720</u>
<b>MUNICIPAL DISPATCH SERVICE</b>		
Municipal Dispatch Salaries & Wages	283,823	230,765
Municipal Dispatch Overtime Wages	26,976	26,976
Municipal Dispatch Expenses	30,903	27,085
Department Total	<u>341,702</u>	<u>284,827</u>
<b>INSPECTOR'S DEPARTMENT</b>		
Inspectors Salaries & Wages	129,962	128,061
Inspectors Expenses	9,000	7,908
Inspectors Vehicle Allowance	5,880	5,760
Department Total	<u>144,842</u>	<u>141,728</u>
<b>EMERGENCY MANAGEMENT</b>		
Emergency Mgmt Salary & Wages	9,138	6,093
Emergency Mgmt Expenses	3,000	2,550
Department Total	<u>12,138</u>	<u>8,643</u>
<b>ANIMAL CONTROL OFFICER</b>		
Animal Control Expenses	26,858	26,858
Department Total	<u>26,858</u>	<u>26,858</u>
<b>HARBORMASTER</b>		
Harbormaster Salary	5,000	3,038
Department Total	<u>5,000</u>	<u>3,038</u>
<b>TOTAL - PUBLIC SAFETY</b>	<b><u>2,075,329.13</u></b>	<b><u>1,936,077.38</u></b>

*Town of West Newbury*  
**Expenditure Report for General Fund Activity**  
**FY 2023**

	<b>Budget</b>	<b>Expended</b>
<b>ASSESSMENTS</b>		
Pentucket Regional Assessment	7,408,673	7,408,673
Pentucket Capital Assessment	1,232,822	1,232,822
Pentucket Assessment Page Phase II	485,238	485,238
Whittier Minimum Contribution	219,455	219,455
Whittier Other Assessments	27,420	27,419
Whittier Debt/Capital Assessments	23,860	23,860
Essex NS Technical Assessment	43,777	43,777
Department Total	<u>9,441,245</u>	<u>9,441,244</u>
<b>TOTAL - EDUCATION</b>	<b>9,441,245.00</b>	<b>9,441,244.00</b>
<b>PUBLIC WORKS</b>		
DPW Salary & Wages	567,397	555,561
Overtime Wages	16,000	14,781
Snow & Ice Removal Wages	204,198	204,198
Town Bldgs Operating Expenses	167,264	167,264
Town Bldgs Improvements	34,540	34,510
Street Paving/Repairs	25,341	25,341
Highway, Sidewalk & Trees	146,843	146,288
Stormwater Management	18,547	14,361
DPW Expenses	30,673	30,673
Parks Expenses	15,000	14,080
Electricity	70,366	70,366
Road Machinery Op Expenses	64,235	64,235
DPW Vehicle Allowance	6,000	5,000
Public Street Lights	11,231	11,231
Department Total	<u>1,377,637</u>	<u>1,357,891</u>
<b>TOTAL - PUBLIC WORKS</b>	<b>1,377,637.08</b>	<b>1,357,890.57</b>
<b>BOARD OF HEALTH</b>		
Board of Health Salary & Wages	129,621	127,965
Public Health Nurse	7,236	3,200
Waste Collection	393,632	393,362
Recycling	19,517	19,517
Hazardous Waste Expenses	2,000	1,989
Steele landfill monitoring	33,555	33,175
Bd of Health Expenses	6,931	6,884
Department Total	<u>592,492</u>	<u>586,092</u>
<b>COUNCIL ON AGING</b>		
Council On Aging Salary & Wages	100,308	93,947
Council On Aging Expenses	19,500	19,490
Department Total	<u>119,808</u>	<u>113,438</u>
<b>VETERANS</b>		
Soldiers Grave Expenses	3,064	3,064
Memorial Day Expense	26	-
Veterans Benefits and Expenses	6,574	6,574
Northern Essex Veterans Services/Assessment	21,096	21,095
Department Total	<u>30,760</u>	<u>30,733</u>
<b>TOTAL - HUMAN SERVICES</b>	<b>743,060.30</b>	<b>730,262.44</b>

*Town of West Newbury*  
**Expenditure Report for General Fund Activity**  
**FY 2023**

	<b>Budget</b>	<b>Expended</b>
<b>GAR MEMORIAL LIBRARY</b>		
Library Salaries & Wages	282,899	282,899
Library Expenses	32,989	32,681
Library Books & Periodicals	77,800	77,442
Department Total	<u>393,687</u>	<u>393,022</u>
<b>PARKS &amp; RECREATION</b>		
Recreation Dept Salaries Wages	2,700	2,700
Recreation Expenses	19,085	10,348
Mill Pond Operating Expenses	2,100	868
Bandstand Expenses	6,000	5,910
Action Cove	3,000	1,801
Department Total	<u>32,885</u>	<u>21,627</u>
<b>HISTORICAL COMMISSION</b>		
Historical Commission Expenses	600	600
Department Total	<u>600</u>	<u>600</u>
<b>CULTURAL COUNCIL</b>		
Cultural Council Expenses	100	-
Department Total	<u>100</u>	<u>-</u>
<b>TOTAL - CULTURE &amp; RECREATION</b>	<b>427,272.36</b>	<b>415,248.66</b>
<b>MATURING DEBT SERVICE</b>		
Maturing Debt	295,000	295,000
Total	<u>295,000</u>	<u>295,000</u>
Interest on Debt	5,900	2,950
Total	<u>5,900</u>	<u>2,950</u>
<b>TOTAL - DEBT SERVICE</b>	<b>300,900.00</b>	<b>297,950.00</b>
<b>CHERRY SHEET ITEMS</b>		
C.S. Mosquito Control Projects	50,606	50,606
C.S. Air Pollution Districts	1,729	1,729
C.S. RMV Non-Renewal Assess	1,040	2,420
C.S. MBTA	31,507	31,507
Total	<u>84,882</u>	<u>86,262</u>
<b>TOTAL - CHERRY SHEET ITEMS</b>	<b>84,882.00</b>	<b>86,262.00</b>
<b>BENEFITS/INSURANCE</b>		
Essex Regional Retirement Fund	805,420	805,419
Unemployment Insurance	1,500	-
Group Insurance	481,500	427,955
F.I.C.A. Insurance	51,842	51,842
Insurance & Bonds	199,865	191,127
Total	<u>1,540,127</u>	<u>1,476,342</u>
<b>TOTAL - BENEFITS/INSURANCE</b>	<b>1,540,127.00</b>	<b>1,476,342.30</b>
<b>TRANSFERS OUT</b>		
Transfers to Special Articles	447,507	283,477
Transfers to Stabilization	500,000	500,000
Transfers to Stabilization Pension	50,000	50,000
Transfers to OPEB	-	-
Total	<u>997,507</u>	<u>833,477</u>
<b>TOTAL - TRANSFERS OUT</b>	<b>997,507.00</b>	<b>833,477.28</b>
<b>TOTAL EXPENDITURES</b>	<b>18,361,582.68</b>	<b>17,658,886.99</b>

*Town of West Newbury*  
**Revenue Report for General Fund Activity**  
**FY 2023**

	<b>Revenue</b>
<b>PROPERTY TAXES</b>	
PP Tax Revenue 2015	67.57
PP Tax Revenue 2019	131.16
PP Tax Revenue 2022	151.82
PP Tax Revenue 2023	249,969.03
Real Estate Tax Revenue - 2015	19.79
Real Estate Tax Revenue - 2018	123.76
Real Estate Tax Revenue - 2019	129.67
Real Estate Tax Revenue - 2020	134.11
Real Estate Tax Revenue - 2021	138.38
Real Estate Tax Revenue - 2022	32,883.85
Real Estate Tax Revenue - 2023	14,968,130.63
Total	<u><u>15,251,879.77</u></u>
 <b>TAX LIENS REDEEMED</b>	
Tax Liens Redeemed	57,350.47
Total	<u><u>57,350.47</u></u>
 <b>EXCISE TAXES</b>	
Motor Vehicle 2019	407.81
Motor Vehicle 2020	2,330.52
Motor Vehicle 2021	4,102.66
Motor Vehicle 2022	132,669.99
Motor Vehicle 2023	699,978.60
Boat Excise Revenue 2022	15.00
Boat Excise Revenue 2023	866.00
Total	<u><u>840,370.58</u></u>
 <b>PENALTIES &amp; INTEREST</b>	
Penalties And Interest on Taxes	19,664.38
Penalties And Interest On Excise	24,065.76
Total	<u><u>43,730.14</u></u>
 <b>IN LIEU OF TAXES</b>	
In Lieu Of Taxes	16,684.38
CH41A Deferred Taxes	33,037.93
Total	<u><u>49,722.31</u></u>
 <b>DEPARTMENTAL RECEIPTS</b>	
Municipal Lien Certificates	2,775.00
Police Reports	35.00
Police Serv Chg O/S Detail	1,506.60
Misc Town Clerk Rev	2,989.00
Filing Fees	650.00
Other Departmental Revenue	544.00
Total	<u><u>8,499.60</u></u>

	<b>Revenue</b>
<b>RENTAL FEES</b>	
Rental - Town Other	3,910.00
Rental - Childrens Castle	148,578.00
Rental - Learning Tree	15,697.37
Total	<u><u>168,185.37</u></u>
<b>LICENSE &amp; PERMITS</b>	
Alcoholic Beverage Licenses	850.00
Other Licenses	2,140.00
Dog Licenses & Fees	8,680.00
Firearm & Related Permits	1,275.00
Fire Inspection/Permit Fees	6,140.00
Building & Occupancy	185,867.00
Wiring Permits	28,270.00
Plumbing & Gas Permits	17,092.00
Septic- Perc- Wells- Misc Bd	17,806.77
Other Misc Permits	815.00
Trench Excavation Permits	710.00
Total	<u><u>269,645.77</u></u>
<b>CHERRY SHEET ITEMS</b>	
C.S. Elderly Exempt-C59/S5/41C	502.00
C.S. State Owned Land	63,747.00
C.S. Lottery- Beano- Charity	343,239.00
C.S. Veterans Benfts Reimb	2,742.00
C.S. Chapter 70	6,221.00
Total	<u><u>416,451.00</u></u>
<b>FINES &amp; FORFEITS</b>	
Non-Criminal Disposition Fines	75.00
Court & Parking Fines	9,663.29
Total	<u><u>9,738.29</u></u>
<b>EARNINGS ON INVESTMENTS</b>	
Earnings On Investments	112,494.92
Total	<u><u>112,494.92</u></u>
<b>MISCELLANEOUS REVENUES</b>	
Indirect Costs - Water Department	53,954.00
Other Misc Revenue	38,606.28
Non-Recurring Misc Revenue	48,552.67
Extended Polling Elections/ Early Voting- State	4,601.48
Total	<u><u>145,714.43</u></u>
<b>TRANSFERS IN</b>	
Transfers from Enterprise Fund	40,000.00
Transfers from Special Revenue Funds	3,971.83
Transfers from Special Purpose Trust Funds	397,325.00
Transfers from Capital Stabilization	388,400.00
Total	<u><u>829,696.83</u></u>
<b>TOTAL REVENUES</b>	<u><u><b>18,203,479.48</b></u></u>

**ROSELLI, CLARK & ASSOCIATES**  
Certified Public Accountants

**TOWN OF WEST NEWBURY, MASSACHUSETTS**

MANAGEMENT LETTER

Year Ended June 30, 2023



**TOWN OF WEST NEWBURY, MASSACHUSETTS**

**MANAGEMENT LETTER  
YEAR ENDED JUNE 30, 2023**

*Table of Contents*

	<u>Page(s)</u>
Transmittal Letter.....	1
Overview.....	2
Informational Items.....	3
Observations .....	4





**ROSELLI, CLARK & ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

500 West Cummings Park  
Suite 4900  
Woburn, MA 01801

Telephone: (781) 933-0073

[www.roselliclark.com](http://www.roselliclark.com)

Honorable Select Board  
Town of West Newbury  
West Newbury, Massachusetts

In planning and performing our audit of the financial statements of the governmental activities, 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, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Select Board, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*Roselli Clark & Associates*

Roselli, Clark & Associates  
Certified Public Accountants  
Woburn, Massachusetts  
September 15, 2023

## **OVERVIEW**

The Town enjoyed a very stable financial year in fiscal 2023. A new Town Accountant has transitioned into her role very well and the Town Treasurer has made great steps in resolving all findings that have existed over the last few years regarding the cash reconciliation process. In addition, the appointment of an Executive Assistant and realignment of tasks to other departments has brought much needed efficiency to the Executive Office as many of the prior burdensome tasks are now being delegated.

As a result, the audit was completed prior to September 30, for the third consecutive year and this is beginning to become the standard which is a very important positive trend.

Financial highlights may be summarized as follows:

1. Unassigned fund balance is approximately \$5.5 million. This is consistent with the prior two years that ranged from \$5.4 to \$5.6 million. The Town continues to maintain adequate reserves while also providing relief in the form of levy capacity to the taxpayer.
2. OPEB assets increased to nearly \$2.8 million, and represent 93% of the OPEB liability, up 5% from 88% in the prior year.
3. The Stabilization fund decreased by \$0.2 million to \$3.1 million. This was due to some uses from School Stabilization. The balance continues to remain healthy however.
4. The unused levy capacity increased to nearly \$1.9 million.

The Town's great financial condition, together with its effective financial policies and procedures resulted in a Aaa rating from Moody's Investment Services. Accordingly, the Town has now received the top credit rating from both Moody's and Standard and Poor. West Newbury is one of only 15 communities in the Commonwealth to receive that distinction.

The Town should be proud of this accomplishment as its investment grade securities are now at the top of the rating scale.

The discussion that follows is made up of informational items, and some minor observational items that the Town should consider implementing.

## **INFORMATIONAL ITEMS**

### ***Management of Long-Term Liabilities***

The following discussion serves as an update to our observations in the prior years.

#### **a. OPEB**

As previously discussed, the Town's OPEB Trust experienced an increase in its plan assets. This increase placed the plan assets at over 90% of the OPEB liability. While this is less than the Town's goal of 100% it is still greater than virtually every Town in the Commonwealth. An upturn in the financial markets towards the latter ½ of fiscal 2023 was primarily responsible for this increase resulting in an 8.7% return.

In the prior year we provided a recommendation that the Town consider increasing its annual contribution to re-establish its 100% asset position. This could be done over multiple years. With the recent volatility in the financial markets, it may make sense to take a wait and see position in order to avoid any risks of over-funding the liability since the drop from a few years ago may not be permanent.

In any regard, the Town's OPEB position remains very healthy.

#### **b. Pension**

The Town contributes to the Essex County Contributory Retirement System. Calendar year 2022 was not a great year for pension systems across the Commonwealth. An underperforming financial market led the System to drop from a funded ratio of 67% down to 58%. This does not compare favorably to the State average of about 70%. In dollar terms, the Town's unfunded liability has gone from \$6.8 million to over \$9.0 million. This is the highest it has ever been.

At our suggestion, the Town established a pension stabilization fund. This will be instrumental in smoothing out annual costs when annual assessments start spiking. We encourage the Town to continue to fund this stabilization fund to mitigate the effects of rising assessments in the future. To date, all funding to this reserve have been funded from free cash. The Town should consider also receiving an annual match from the Water Enterprise Fund that could go to a separately dedicated pension stabilization set up for Water Department employees.

### ***Key Challenges***

With inflation peaking near 40-year highs, and an aggressive Federal Policy Committee increasing rates at a historic pace, the Town can expect challenges in other areas that it has not faced in many decades:

1. Wage inflation – the ability to maintain quality employees at reasonable wages.
2. Interest rates – the ability to finance capital projects at reasonable financing costs.
3. Construction inflation – the ability to complete capital projects at budgeted costs.
4. Energy inflation – the rising costs of oil, gas and electricity.
5. Goods and services – the supply chain disruptions impacting efficiency and cost of delivery of services.

We urge the Town to monitor these situations very closely and plan accordingly as it sets forth in its fiscal 2025 budget process and capital planning.

## **OBSERVATIONS**

### ***Budget Process***

The following observations were made as a result of reviewing the budget process; the majority of these items were made to open the year prior to the new Town Accountant being appointed.

- a. Town appears to have had an entry misposting which added an additional \$6,892 of encumbrance carryovers into fiscal year 2023, above what was reserved and reported to DOR and the auditors for the fiscal year 2022 carryover amount.
- b. There was an encumbrance adjustment within the public works function during the current year which lowered the available budget by \$53,775, but this encumbrance adjustment was not related to any carryover noted from the prior year.
- c. Prior year encumbrances in the amount of \$10,118 were entered into the general ledger budgeting module as a reduction to the current year budget amounts (should have been additions); this resulted in an available budget swing by increasing available budget amounts by \$20,236.
- d. The Town recorded Special Town Meeting budget appropriations at the Spring 2023 meeting into the “Original Budget” classification within the general ledger budgeting module instead of as a “Budget Adjustment”. This required the auditor to manually identify and adjust \$231,263 of such budget adjustments in order to properly reflect the Required Supplementary Information portion of the financial statements that relate to the budget.
- e. Town handled fiscal year 2023 indirect costs of \$53,954 as a vendor transaction out of the Water Fund and as a miscellaneous department receipt into the General Fund instead of as an indirect cost transfer.

It is important that carryovers of the prior year are rolled over into the new year exactly how they were reserved and reported to DOR. Any subsequent budget revisions should also be entered as budget adjustments. While many of these amounts were minor, it is important that the process is proper.

### ***Water Debt***

During fiscal year 2023, the Town recorded a paydown of short-term debt principal within the Water Fund as would be appropriate. They also transferred \$40,000 out of the Water Fund and into the General Fund so as to “reimburse” the General Fund for the same debt principal paydown; effectively the Water Fund was charged twice for the principal paydown. The General Fund needs to transfer back the \$40,000 in fiscal year 2024, to refund the Water Fund for a transfer that should not have been posted.

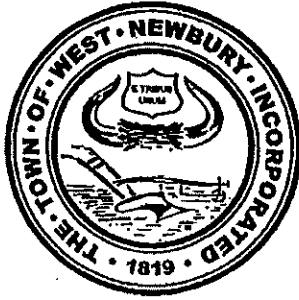
# TOWN CLERK'S REPORT

*Including elections results and vital statistics*



<b>Official 2022 State Primary Results for the Town of West Newbury September 6, 2022</b>			
Total Ballots Cast	1051		
Democratic Ballots Cast	717		
Republican Ballots Cast	334		
Governor (D)		Gov. ( R)	
Chang- Diaz	59	Diehl	183
Healey	651	Doughty	145
Write Ins	0	Write ins	0
Blanks	7	Blanks	6
<b>Total</b>	<b>717</b>	<b>Total</b>	<b>334</b>
Lt Governor (D)		Lt. Gov ( R)	
Driscoll	438	Allen	204
Gouveia	102	Campanale	101
Lesser	141	Write ins	1
Write Ins	0	Blanks	28
Blanks	36		
<b>Total</b>	<b>717</b>	<b>Total</b>	<b>334</b>
Attorney General (D)		Attorney General ( R)	
Campbell	335	McMahon	253
Liss-Riordan	249	Write ins	2
Palfrey	105	Blanks	79
Write Ins	0		
Blanks	28		
<b>Total</b>	<b>717</b>	<b>Total</b>	<b>334</b>
Secretary of State (D)		Secretary of State ( R)	
Galvin	518	Campbell	250
Sullivan	186	Write ins	3
Write Ins	0	Blanks	81
Blanks	13		
<b>Total</b>	<b>717</b>	<b>Total</b>	<b>334</b>
Treasurer (D)		Treasurer ( R)	
Goldberg	593	Write ins	6
Write Ins	1	Blanks	328
Blanks	123		
<b>Total</b>	<b>717</b>	<b>Total</b>	<b>334</b>
Auditor (D)		Auditor ( R)	
Dempsey	217	Amore	243
DiZoglio	449	Write ins	3
Write Ins	0	Blanks	88
Blanks	51		
<b>Total</b>	<b>717</b>	<b>Total</b>	<b>334</b>

<b>Official 2022 State Primary Results for the Town of West Newbury September 6, 2022</b>			
Rep in Congress 6th District (D)			Rep in Congress 6th District ( R)
Moulton	632		May
Write Ins	2		Write ins
Blanks	83		Blanks
<b>Total</b>	<b>717</b>		<b>Total</b>
			<b>334</b>
Councillor 5th District (D)			Councillor 5th District ( R)
Duff	567		Walsh
Write Ins	0		Write ins
Blanks	150		Blanks
<b>Total</b>	<b>717</b>		<b>Total</b>
			<b>334</b>
Senator in General Court 1st Essex & Middlesex District (D)			Senator in General Court 1st Essex & Middlesex District ( R)
Write Ins	12		Tarr
Blanks	705		Write ins
			Blanks
<b>Total</b>	<b>717</b>		<b>Total</b>
			<b>334</b>
Rep in General Court 14th Essex District (D)			Rep in General Court 14th Essex District ( R)
Ramos	558		Finn
Write Ins	2		Write ins
Blanks	157		Blanks
<b>Total</b>	<b>717</b>		<b>Total</b>
			<b>334</b>
District Attorney (D)			District Attorney ( R)
O'Shea	344		Write ins
Tucker	271		Blanks
Write Ins	3		
Blanks	99		
<b>Total</b>	<b>717</b>		<b>Total</b>
			<b>334</b>
Sheriff Essex County (D)			Sheriff Essex County ( R)
Coppinger	264		Write ins
Leigh	406		Blanks
Write Ins	0		
Blanks	47		
<b>Total</b>	<b>717</b>		<b>Total</b>
			<b>334</b>



# TOWN OF WEST NEWBURY

James RW Blatchford  
Town Clerk

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

November 2, 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 Special Town Meeting which convened on October 24, 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 October 3, 2022, which was posted on October 6, 2022 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 24, 2022, indoors in the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 7:40 P.M. by the Moderator Kathleen C. Swallow. A total of 101 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.

Chair of the Library Board of Trustees Fred Chanania gave a report on the G.A.R. Library. The report was regarding the restoration of library hours and staffing. Ended the report with an inquiry regarding the timeline of the of when the wage and salary study would be completed.

Chair of the Affordable Housing Trust Wendy Reed gave a report on the Affordable Trust Committee. The report reviewed the creation of the Trust, the composition of the Trust's members, the mission of the Trust, and the Action Plan the Trust is currently working on.

## ARTICLE 2.



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

Select Board member David Archibald moved that the Town vote to transfer from Free Cash the sum of \$250,000 to reduce the current year tax rate.

The motion was seconded by Select Board member Richard Parker.

Select Board member Wendy Reed made a comment stating that she would be voting for this article, but advising that in the future the Select Board and Finance Committee should come up with a standard policy on how it will utilize and manage Free Cash in the future. Select Board member Reed referenced to the Department of Revenue recommendations for appropriate funding levels of the capital stabilization fund.

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

### **ARTICLE 3.**

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

Select Board member and Affordable Housing Trust chair Wendy Reed moved that the Town vote to transfer from the Inclusionary Housing Account the sum of \$193,908.55 to the Affordable Housing Trust.

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 4.**

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 \$50,000.00 to provide matching funds upon award of a Municipal Vulnerability Preparedness grant in the FY23 grant round, and to close out any remaining funds to the undesignated fund balance at the close of Fiscal Year 2025.

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.

Board of Assessors member Jennifer Polisenno moved that the Town vote to transfer from Free Cash the sum of \$30,000.00 for the purpose of purchasing and installing new assessing software, including all incidental and related expenses, and to close out any remaining funds to the undesignated 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 6.**

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

Park and Recreation commissioner Brad Buschur moved that the Town vote to transfer from Free Cash the sum of \$15,000.00 for the purpose of upkeep and maintenance of town baseball/softball diamonds, including all incidental and related expenses, and to close out any remaining funds to the undesignated fund balance at the close of Fiscal Year 2023.

The motion was seconded by a member of Town Meeting.

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 David Archibald moved that the Town vote to transfer from Free Cash the sum of \$8,000.00 for all costs and expenses pertaining to identifying, mapping and remediating invasive species on public lands in the Town of West Newbury, including all incidental and related expenses and to close out any remaining funds to the undesignated fund balance at the close of Fiscal Year 2024.

The motion was seconded by Deborah Hamilton.

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 5-0-0.

Select Board member David Archibald moved that the Town vote to transfer from Free Cash the sum of \$6,500.00 for the purpose of supporting the preparation of a FY23 Safe Routes to Schools grant application, including all incidental and related expenses, and to close out any remaining funds to the undesignated fund balance at the close of Fiscal Year 2023.

The motion was seconded by Deborah Hamilton.

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

**ARTICLE 9.**

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

Select Board member David Archibald moved that the Town vote to transfer from Free Cash the sum of \$2,100.00 for the purpose of providing additional funding for early voting, mail-in voting, and election day staff, including all incidental and related expenses, and to close out any remaining funds to the undesignated fund balance at the close of Fiscal Year 2023.

The motion was seconded by a member of Town Meeting.

With there being no 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 6-0-0.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$16,500.00 to provide matching funds upon award of a Green Communities grant in the FY23 grant round, and to close out any remaining funds to the undesignated fund balance at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

Select Board member Richard Parker commented on the Article stating this money would be combined with funds appropriated in an article from a previous Town Meeting, resulting in a total anticipated local match of \$25,000, to help make the Town’s grant application more competitive for this State funding.

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

**ARTICLE 11.**

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

Select Board member and Community Preservation Committee chair Wendy Reed moved that the Town vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$27,500.00 for the purpose of conducting an historic sites survey, in conformity with the Application for Funding filed with the Community Preservation Committee, and to close out any remaining funds to the Community Preservation Act Funds Historic Resources 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.

**ARTICLE 12.**

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

Select Board member and Community Preservation Committee chair Wendy Reed moved that the Town vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$3,000.00 for the purpose of historical and site research regarding the Almshouse Cemetery, including all incidental and related expenses, in conformity with the Application for Funding filed with the Community Preservation Committee, and to close out any remaining funds to the Community Preservation Act Funds Historic Resources 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.

**ARTICLE 13.**

The Finance Committee made no recommendation on this Article.

Select Board member and Community Preservation Committee chair Wendy Reed moved that the Town vote to amend Section XXXVI of the West Newbury Town Bylaws, Community Preservation Committee Bylaw, as set forth in Appendix A of the West Newbury Finance

Committee Report, dated October 24, 2022 pp. 8-11, and 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 Richard Parker.

There was a brief discussion regarding the membership of the committee and its composition and size.

With there being no further 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 grant the Select Board authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation.

The motion was seconded by Deborah Hamilton.

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 against approval of this Article 0-5-0.

Finance Committee member Rob Phillips read the Finance Committees rationale as published in the Finance Committee booklet explaining why they did not feel Town Meeting should pass this article.

Select Board member David Archibald moved that the Town vote to amend Section 5.A. Residence A, B and C Districts of the West Newbury Zoning Bylaws, to add a new sub-section 5.A.5. "Uses Permitted in Residence C District with a Special Permit," as set forth in Appendix A of the West Newbury Finance Committee Report, dated October 24, 2022 pg. 12, and 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 a member of Town Meeting.

Planning Board member Ray Cook spoke on why he felt this Article should pass. Specifically highlighting this will help avoid spot zoning around one specific property. He explained what is currently allowed by special permit of the Planning Board and how this would keep within the character of those currently allowed. Additionally, he explained that this does not allow anything by right but rather through a public hearing and special permit of the Planning Board allowing public input on the process.

There was a question from Brad Buschur regarding if the Soldiers and Sailors building would need to go before the Zoning Board of Appeals regardless of this Article passing. Town Manager Angus Jennings stated that because the building and the lot it stands on are both nonconforming it would still need to go before the ZBA.

Mr. Cook offered an explanation of the three options presented to the Town on the best ways to move forward with the project. This was the option that was felt would be the most straightforward way for someone purchasing the building to get approval through the Town's boards in order to renovate the building for use as a professional office.

Richard Baker stated his disagreement with spot zoning but because of the uniqueness of the Soldiers and Sailors building and because it was Town owned, he felt that spot zoning would not apply in that case, and stated his opposition to the Article.

Kevin Bowe asked what is the impact of this Article without including the Soldiers and Sailors building into the rationale. Mr. Cook responded that the amendment would allow for anyone in the Residential C zone to apply for a special permit, but restricts to Residential C because currently A and B allow for the same special permits as Residential C.

Marleen Switzer talked about her experience with moving to Town and the uniqueness of the Soldiers and Sailors building, and that she hoped that this zoning change would allow someone who is passionate about saving this building the opportunity to rehabilitate it from its current state.

Finance Committee chair Chris Wile stated that if the Soldiers and Sailors building is not sold, this zoning change would still be in effect in all of the Residential C zoning district.

The Town Moderator declared that, because this is a proposed amendment to the Zoning Bylaws, a two-thirds majority would be needed for adoption.

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

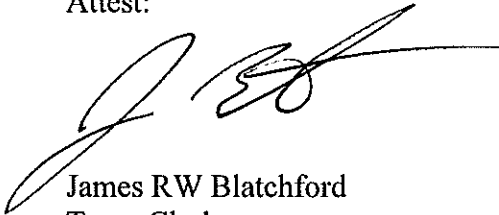
## **ADJOURNMENT**

There was a motion and second to adjourn the 2022 Special Fall Town Meeting from the floor.

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

Town Meeting adjourned at 8:45 P.M.

Attest:

A handwritten signature in black ink, appearing to read 'J. Blatchford', written over a horizontal line.

James RW Blatchford  
Town Clerk

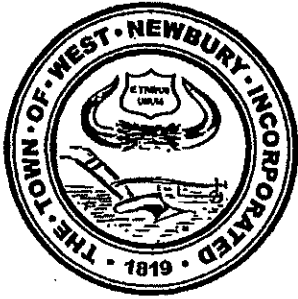
cc: Town Manager  
Town Accountant  
Town Treasurer  
DPW Director  
Building Inspector  
Select Board  
Finance Committee  
Board of Assessors  
Park and Recreation Commission  
Community Preservation Committee  
Affordable Housing Trust  
Energy and Sustainability Committee

TOWN MEETINGS: IMPACTS ON TOWN ACCOUNTS

		Estimated						Unreserved: Available for Appropriation					
		Town Capital Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	Water Retained Earnings (a/k/a "Free Cash")	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve	
10/2022 STM	Art #												
Reduce FY23 tax rate	2				(250,000)								
Matching funds, MVP Action Grant	4				(50,000)								
Assessing Dept CAMA software	5				(30,000)								
Parks/Rec O&M costs (field prep)	6				(15,000)								
Invasive Species Internship program	7				(8,000)								
Safe Routes to Schools, prep of grant application	8				(6,500)								
Election costs	9				(2,100)								
Matching funds, Green Communities grant	10				(16,500)								
CPC: Historical Prop Survey (phase 3)	11								(27,500)				
CPC: Almshouse Cemetery	12								(3,000)				
<b>Balances after STM</b>					<b>(378,100)</b>				<b>(30,500)</b>				



<b>Official 2022 General Election Results for the Town of West Newbury November 8, 2022</b>					
Total Ballots Cast	2586				
<b>Governor</b>		<b>Councillor 5th District</b>		<b>Question 1</b>	
Diehl and Allen	894	Eileen Duff	1545	<i>Con. Amend 4%</i>	
Healey and Driscoll	1626	Michael Walsh	944	Yes	1149
Reed and Everett	54	Write ins	1	No	1342
Write Ins	2	Blanks	96	Blanks	95
Blanks	10				
		<b>Senator in General Court 1st</b>			
<b>Attorney General</b>		<b>Essex &amp; Middlesex District</b>		<b>Question 2</b>	
Andrea Campbell	1583	Bruce Tarr	1540	<i>Dental Insurance</i>	
James McMahon	954	Terence Cudney	800	Yes	1769
Write Ins	0	Write ins	2	No	710
Blanks	49	Blanks	244	Blanks	107
		<b>Rep in General Court 14th</b>		<b>Question 3</b>	
<b>Secretary of State</b>		<b>Essex District</b>		<i>increase of license limit</i>	
William Galvin	1689	Joseph Finn	1033	Yes	1101
Rayla Campbell	800	Adrienne Ramos	1486	No	1341
Juan Sanchez	56	Write ins	0	Blanks	144
Write Ins	1	Blanks	67		
Blanks	40				
<b>Treasurer</b>		<b>District Attorney - Eastern District</b>		<b>Question 4</b>	
Deborah Goldberg	1704	Paul Tucker	1794	<i>Driver's Licenses</i>	
Cristina Crawford	583	Write ins	37	Yes	1326
Write Ins	15	Blanks	755	No	1155
Blanks	284			Blanks	105
<b>Auditor</b>		<b>Sheriff Essex County</b>			
Anthony Amore	950	Coppinger	1779		
Diana DiZoglio	1421	Write ins	43		
Gloria Caballero-Roca	45	Blanks	764		
Dominic Giannone	19				
Daniel Riek	52				
Write Ins	0				
Blanks	99				
<b>Rep in Congress 6th District</b>					
Seth Moulton	1647				
Bob May	825				
Mark Tashjian	66				
Write Ins	0				
Blanks	48				



# 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 16, 2023

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 items voted at the Annual Town Meeting which convened on April 24, 2023 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 7, 2023, which was posted on April 10, 2023 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Annual Town Meeting was to be held on April 24, 2023 at the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 7:32 P.M. by the Town Clerk James RW Blatchford, upon report of a quorum of 90 or more registered voters. 280 voters were in attendance.

## **ELECTION OF TEMPORARY MODERATOR**

With the elected Town Moderator Kathleen C. Swallow absent, the Town Clerk presided over the election of a Temporary Town Moderator for this Town Meeting.

Select Board Chair David Archibald nominated Michael P. McCarron as Temporary Town Moderator.

The motion was seconded from the floor by a member of Town Meeting.

Hearing no other nominations, the Town Clerk closed nominations.

There was a motion that was properly seconded from the floor of Town Meeting that the Chair of the Select Board cast the sole ballot for Michael McCarron as Temporary Town Moderator.

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

The Chair of the Select Board David Archibald cast the sole ballot for Temporary Town Moderator. After having reviewed and counted the ballot cast, the Town Clerk

declared Michael McCarron had been elected Temporary Town Moderator. The Town Clerk administered the Oath of Office and swore in the Town Moderator.

The Town Moderator asked the Town Clerk to 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 was no action taken on this Article.

#### **ARTICLE 2.**

The Citizen of the Year Award was presented to Richard Thurlow for his years of dedication to the citizens and Town of West Newbury.

Select Board members Wendy Reed and Richard Parker also thanked David Archibald for his many years of dedication as a member of the Select Board with his current term ending next week.

Select Board member Wendy Reed gave a report regarding the Wage and Classification study that the Town conducted and the use of the previously approved funding for adjustments to Town employees' salaries.

Energy and Sustainability Committee member Camden Holland gave a report on the Town's progress and standing with regards to grants, the 2050 net zero goals, and road map for future energy usage of the Town.

Climate Change Resiliency Committee member Elisa Grammer gave a report on the vulnerabilities currently in Town, the projects and grants the committee is currently working on.

Library Board of Trustees Chair Fred Chanania thanked the community for its ongoing support of the G.A.R. Library here in West Newbury. Mr. Chanania also spoke about programming and items available at the library and the 5-year strategic plan for the library that is being implemented.

Tree Committee Chair Fred Chanania announced the Arbor Day clean up happening in the coming weekend, the Tree Trail at Mill Pond, and the recertification of West Newbury as a Tree City.

This Article was left open to allow for any other reports to be presented later in the meeting by any Board, Commission, or Committee.

#### **RECESS**

At 8:00 PM, the Moderator recessed the Annual Town Meeting to open the Spring Special Town Meeting. The Annual Town Meeting was re-opened at 8:50 PM following the dissolution 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 3 of the Annual Town Meeting warrant.

### **ARTICLE 3.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Richard Parker moved that the Town vote to transfer the sum of \$200,000 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 Chair David Archibald.

The Moderator noted that passage 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 4.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Wendy Reed moved that the Town vote to raise and appropriate the amounts of money set forth in the printed report of the Finance Committee for the FY2024 omnibus budget, as amended hereby, for the several purposes therein itemized, each numbered item being considered as a separate appropriation, and that the same be expended only for such purposes.

The motion was seconded from the floor by a member of Town Meeting.

The only hold was placed on the budget was on Line Item 40. Select Board member Richard Parker moved to amend Line Item 40 Transfers – Stabilizations to add the number “negative \$200,000” to the line “Transfers In – From School Stabilization”.

The motion was seconded by Select Board Chair David Archibald.

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

Select Board member Richard Parker moved to adopt the Line-Item Budget as amended.

The motion was seconded by Select Board Chair David Archibald.

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

## **ARTICLE 5.**

The Finance Committee unanimously recommended approval of this Article.

Select Board Chair David Archibald moved that that the Town vote to instruct the Board of Water Commissioners to:

a. Designate a member to participate in a negotiating team consisting of one Board of Water Commissioners member, one Select Board member, and the Town Manager. This team will negotiate a draft agreement with the City of Newburyport addressing water related rights, to be presented for approval by the Board of Water Commissioners and Select Board no later than December 31, 2023, and;

b. Participate in the creation of a long-range, comprehensive financial plan for the Water Department produced by the Town Manager's office in its capacity as the Town's Chief Financial Officer, to be completed by December 31, 2023.

The motion was seconded by Select Board member Richard Parker.

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.

Water Commission Chair Robert Janes moved that the Town vote to appropriate in anticipation of Water Department revenues the sum of \$1,060,171, of which \$318,848 is for salaries and wages, which include \$1,700 for Water Commissioners' Stipends; \$52,191 for insurances; \$445,027 for expenses; \$167,913 for debt services; \$20,000 for extraordinary and unforeseen expenses; and \$56,192 for indirect costs.

The motion was seconded by Select Board Chair 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 5-0-0.

Water Commission Chair Robert Janes moved that the Town vote to appropriate the sum of \$2,700,000 to pay the estimated costs of replacing water mains on or near Church Street and Prospect Street, including the payment of costs incidental or related thereto; and to meet this appropriation, authorize the Treasurer, with the approval of the

Select Board, to borrow said sum under and pursuant to M.G.L. c. 44, §7 and/or §8, and pursuant to any other enabling authority, including borrowing all or a portion of such funds from the Massachusetts Clean Water Trust pursuant to M.G.L. c. 29C, and to issue bonds or notes of the Town therefor, with the payment of such borrowing costs payable from the Water Enterprise Fund; and to authorize the Select Board to execute any such documents and/or agreements necessary to effectuate the purposes of this vote, and to take any other action necessary or convenient to carry out such project. Any borrowing pursuant to this vote will be a general obligation of the Town, payable from any and all revenues, however, it is the intent that the future debt service payments due on such borrowing be appropriated and paid, in the first instance, from the Water Enterprise Account.

The motion was seconded by Select Board Chair David Archibald.

The Moderator noted that passage 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 8.**

The Finance Committee unanimously recommended approval of this Article.

Board of Health Chair Robert Janes 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 Chair David Archibald.

The Town Manager noted that this will be the second to last payment of the Septic Loan Revolving Account.

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

#### **ARTICLE 9.**

The Finance Committee did not recommend approval of this Article 1-5-0.

Select Board Chair David Archibald moved that the Town transfer from Free Cash the sum of \$67,514 to the Pension Liability Stabilization Fund.

The motion was seconded by Select Board member Wendy Reed.

Select Board Chair Archibald reiterated how this is a “best practice”, recommended by the Massachusetts Department of Revenue.

Finance Committee member Robert Phillips discussed the Finance Committee’s recommendation regarding this Article and why they felt it should be paused this year

and further recommended a review of the current policy for the Pension Liability Stabilization Fund and its use.

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

#### **ARTICLE 10.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$6,868 into the Other Post-Employment Benefits (OPEB) Stabilization Fund.

The motion was seconded by Select Board Chair David Archibald.

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

#### **ARTICLE 11.**

The Finance Committee unanimously recommended approval of this Article.

Cable Advisory Committee member Kelly Scott moved that the Town vote to authorize expenditures from the PEG Access and Cable Related Fund, pursuant to Chapter 44, Section 53F¾ of the Massachusetts General Laws, an amount not to exceed \$90,000 in Fiscal Year 2024 by the Cable Advisory Committee for the payment of program-related wages, expenses, and equipment and such other purposes as permitted by the statute.

The motion was seconded by Select Board Chair David Archibald.

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

#### **ARTICLE 12.**

The Finance Committee unanimously recommended approval of this Article.

Select Board Chair David Archibald moved that the Town vote, pursuant to MGL Chapter 44, Section 53E½, to set expenditure limits for each revolving fund in Section XL of the Town Bylaws as printed in Article 12 of the 2023 Annual Town Meeting Warrant dated April 7, 2023.

The motion was seconded by Select Board member Richard Parker.

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

**ARTICLE 13.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Richard Parker moved that the Town vote to allocate, appropriate and reserve from the Community Preservation Fund annual revenues the amounts printed in Article 13 of the Annual Town Meeting Warrant dated April 7, 2023.

The motion was seconded by Select Board Chair David Archibald.

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

**ARTICLE 14.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Wendy Reed moved that the Town vote to appropriate and transfer from Community Preservation Act funds, pursuant to G.L. c. 44B, the sum of \$705,000, with \$142,178 from the Open Space and Recreation Fund Balance and \$562,822 from the Undesignated Fund Balance, in conformity with the applications submitted, for the purpose of acquiring for open space, conservation and passive recreation purposes, certain parcels of land containing a total of 32 acres, more or less, which parcels are located on Poor House Lane, shown on Assessors' Map R14 as Parcels 30 and 30F, and also shown as Lots 2A and 2B on a plan entitled "Definitive Plan, Poor House Lane", dated January 7, 1983, prepared by Cammett and Kutensky Engineering, Inc., recorded with the Southern Essex District Registry of Deeds in Plan Book 177, Plan 37, and costs incidental or related thereto, and to authorize the Select Board to acquire said land by purchase, gift and/or eminent domain on such terms as the Select Board deems appropriate, which land shall be held under the care, custody and control of the Conservation Commission for the foregoing purposes pursuant to G.L. c. 40, §8C; and further to authorize the Select Board, the Conservation Commission, and/or their designee to apply for, accept and expend funds from the Commonwealth of Massachusetts or other public or private sources to defray all or a portion of the costs of acquisition, including, but not limited to, grants and/or reimbursements from the Commonwealth under G.L. c. 132A, §11 (the so-called LAND Grants), and/or any other federal, state or other grants or reimbursement programs in any way connected with the scope of this article, including but not limited to funds contributed by Essex County Greenbelt Association, and to enter into any and all agreements and execute any and all documents necessary or convenient to effectuate the foregoing; provided, however, that the funds appropriated by this vote shall not be expended unless the Town receives grants, gifts or other contributions of no less than \$355,000.00 for this purpose, with all such funds credited to the Community Preservation Act fund; and, further, to authorize the Select Board to convey a conservation restriction on said land to Essex County



Greenbelt Association or any other qualified organization in accordance with G.L. c. 184 §§31-33, as required by G.L. c. 44B, §12(a).

The motion was seconded by Select Board Chair David Archibald.

Open Space Committee member John Dodge gave a report on the Open Space Committee's favorable recommendation of this Article.

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

#### **ARTICLE 15.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Wendy Reed moved that the Town vote to transfer from the Community Housing Fund Balance of the Community Preservation Acts funds the sum of \$172,178, in conformity with the applications submitted to the Community Preservation Committee.

The motion was seconded by Select Board Chair David Archibald.

The Affordable Housing Trust member Deborah Hamilton delivered a report on the Affordable Housing Trust's Plan for the Town of West Newbury.

The Moderator noted that passage 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 unanimously recommended approval of this Article.

Select Board Chair David Archibald moved that the Town vote to transfer from the Stabilization Fund the sum of \$172,000 for all costs and expenses pertaining to the replacement of a sidewalk snow-clearing vehicle for use by the Facilities Division of the Department of Public Works, and to dispose of the existing vehicle in accordance with Town policy for disposition of surplus property, with any remaining funds to be closed out to the Stabilization Fund at the close of Fiscal Year 2025.

The motion was seconded by Select Board member Richard Parker.

The Moderator noted that passage requires a 2/3 vote. With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried with more than 2/3 in favor.

#### **ARTICLE 17.**

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 Stabilization Fund the sum of \$117,000 for all costs and expenses pertaining to the replacement of a Fire Pick-up Truck, including all safety equipment for use by the Fire Department, and to dispose of the existing vehicle in accordance with Town policy for disposition of surplus property, with any remaining funds to be closed out to the Stabilization Fund at the close of Fiscal Year 2025.

The motion was seconded by Select Board Chair David Archibald.

The Moderator noted that passage 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 unanimously recommended approval of this Article.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$59,500 to fund the planning and design efforts to improve pedestrian, cycling and equestrian safety on Route 113 (Main Street), including but not limited to the Page/Pipestave/Route 113 intersection and crosswalk, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

The motion was seconded by Select Board Chair David Archibald.

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

#### **ARTICLE 19.**

The Finance Committee unanimously recommended approval of this Article.

Park and Recreation Commissioner Brad Buschur moved that the Town vote to transfer from Free Cash the sum of \$15,000 to fund the restoration of Field 6 at Pipestave Hill, 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 Chair David Archibald.

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

#### **ARTICLE 20.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$8,300 to fund the purchase of Security Cameras at the Page School, 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 Chair David Archibald.

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

#### **ARTICLE 21.**

The Finance Committee unanimously recommended approval of this Article.

Historical Commission member Elisa Grammer moved that the Town vote to transfer from Free Cash the sum of \$4,150 to fund the maintenance, clean up, and repair of the Town-owned cemeteries, 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 Chair David Archibald.

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

#### **ARTICLE 22.**

The Finance Committee unanimously recommended approval of this Article.

Planning Board member Ray Cook moved that the Town amend Section 5G (Large-Scale Ground-Mounted Solar Photovoltaic Installations Overlay District) of the West Newbury Zoning By-law for the purpose of replacing the existing Overlay District with locational criteria for the installation of Large-Scale Ground-Mounted Solar Photovoltaic Installations, and other minor amendments to dimensional requirements, design standards and environmental standards, and by eliminating the Large-Scale Ground-Mounted Solar Photovoltaic Installations Overlay District from Section 3.A.1, and by revising Section 3.B.1 to note map revision date, and by adding Section 4.C.3 (Large-Scale Ground-Mounted Solar Photovoltaic Installations), subject to and consistent with the requirements of Section 5.G, 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 By-law, as necessary.

The motion was seconded by Select Board Chair David Archibald.

Planning Board member Ray Cook discussed the article and explained the difference between the current Allowed Use and where the new area will cover.

The Moderator noted that passage 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 more than 2/3 in favor.

### **ARTICLE 23.**

Finance Committee made no recommendation for this Article.

Planning Board Chair Ann Bardeen moved that the Town vote to amend and recodify the West Newbury Zoning By-law as printed in Article 23 of the Annual Town Meeting Warrant dated April 7, 2023, and as available for review 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, as necessary.

The motion was seconded by Select Board Chair David Archibald.

Planning Board Chair Bardeen explained the need for the recodification of West Newbury's Zoning Bylaws.

Richard Baker asked for an explanation of the difference between the current Zoning Bylaws and this Article's effect on them.

Building Inspector Sam Joslin explained why the current Zoning Bylaws layout can be confusing to some and allow loopholes or exceptions. The recodification will allow for a more straightforward interpretation.

The Moderator noted that passage 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 more than 2/3 in favor.

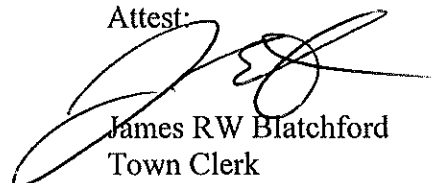
### **ADJOURNMENT**

There was a motion that was properly seconded from the floor of Town Meeting that the Town dissolve the 2023 Annual Town Meeting.

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

Town Meeting adjourned at 10:00 PM.

Attest:



James RW Blatchford  
Town Clerk

cc: Town Accountant (2)  
Town Treasurer  
Select Board  
Finance Committee  
Board of Health  
Planning Board  
Park and Recreation Commission  
Water Commission  
DPW Director  
Police Chief  
Chief Fire Engineer  
Building Inspector  
Conservation Agent  
Cable Advisory Committee  
Community Preservation Committee  
Historical Commission  
Open Space Committee

TOWN MEETINGS: IMPACTS ON TOWN ACCOUNTS

Balances Report	1/1/2023	Estimated							Unreserved: Available for Appropriation								
		Town Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	Water Retained Earnings	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve					
<b>April 2023 Annual Town Meeting</b>	<b>Art #</b>																
Transfer from School Stabilization	3			(200,000)													
Omnibus Budget	4	600,000															
OPEB Stabilization Fund	10				(6,868)							60,904	60,904	60,904	(142,178)	(30,452)	395,873
CPA FY24 Estimated Receipts	13																
CPA: Land acquisition off Archelaus Hill / Poorhouse Lane	14																
CPA: Transfer funds to Affordable Housing Trust	15																
Replace DPW Sidewalk Plow	16	(172,000)															
Replace Fire Pickup Truck	17	(117,000)															
Route 113 corridor planning/design for ped/bike/equestrian safety improvements	18				(59,500)												
Restoration of Pipestave Field 6	19				(15,000)												
Page School security cameras	20				(8,300)												
Maintenance/cleanup of Town-owned cemeteries	21				(4,150)												
<b>Estimated Balances after ATM</b>		2,266,369	348,618	591,685	1,425,625	406,905	477,479	60,904	362,159	60,904	2,024,027	395,873					



# 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 5, 2023

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 items voted at the Spring Special Town Meeting which convened on April 24, 2023 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 7, 2023, which was posted on April 10, 2023 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 April 24, 2023 at the Town Annex, 379 Main Street, West Newbury, MA. The meeting was called to order at 8:00 P.M. by the Town Clerk James RW Blatchford, upon report of a quorum of 90 or more registered voters. 280 voters were in attendance.

## **ELECTION OF TEMPORARY MODERATOR**

With the elected Town Moderator Kathleen C. Swallow absent, the Town Clerk presided over the election of a Temporary Town Moderator for this Town Meeting.

Select Board member David Archibald nominated Michael P. McCarron as Temporary Town Moderator.

The motion was seconded from the floor by a member of Town Meeting.

Hearing no other nominations, the Town Clerk closed nominations.

There was a motion that was properly seconded from the floor of Town Meeting that the Chair of the Select Board cast the sole ballot for Michael McCarron as Temporary Town Moderator.

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

The Chair of the Select Board David Archibald cast the sole ballot for Temporary Town Moderator. After having reviewed and counted the ballot cast, the Town Clerk declared Michael McCarron had been elected Temporary Town Moderator. The Town Clerk administered the Oath of Office and swore in the Town Moderator.

The Town Moderator asked the Town Clerk to 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 unanimously recommended approval of this Article.

Select Board member David Archibald moved that the Town vote to transfer from Free Cash the sum of \$54,198.43 to fund the existing year snow and ice deficit during fiscal year 2023.

The motion was seconded from the floor by a member of Town Meeting.

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

## **ARTICLE 2.**

The Finance Committee recommended disapproval of this article 2-3-1.

Select Board member Richard Parker moved that the Town vote to transfer from Free Cash the sum of \$60,180 to fund an inoculation treatment program for ash trees within public rights-of-way against the effects of the Emerald Ash Borer, 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.

Tree Committee Chair Fred Chanania spoke in favor of this article, explaining the four different tiers of West Newbury Ash Trees.

Finance Committee member Walter Burmeister moved to amend the amount of the article from \$60,180 to \$18,700.

The motion was seconded from the floor by a member of Town Meeting.

Mr. Burmeister spoke in favor of lowering the amount expended and explained why the majority of Finance Committee members felt the lower amount was more appropriate of an expenditure.



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

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

### **ARTICLE 3.**

The Finance Committee unanimously recommended approval of this Article.

Open Space Committee member Carol Decker moved that the Town vote to transfer from Free Cash the sum of \$20,000 to fund professional invasive species management on town-owned land, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

The motion was seconded by Select Board member David Archibald.

Ms. Decker spoke briefly on the current situation regarding invasive plant species in town. With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried.

### **ARTICLE 4.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$50,000 to fund an engineering study related to property located at 31 Dole Place, 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.

There was a question from the floor of Town Meeting regarding the Article and if a similar study had already been conducted. The Town Manager explained that a similar study had been done however the previous water quality testing had expired and needed to be renewed as well as this will be peer reviewing the cost estimates to develop a potential future water source on this site.

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

### **ARTICLE 5.**

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

Water Commissioner Robert Janes moved that the Town vote to transfer from Water Retained Earnings the sum of \$140,000 for the purchase of water from the City of

Newburyport and to replenish the line items within the FY 2023 Water Operating Budget that were utilized to pay water bills, with any remaining funds to be closed out to the Water enterprise fund at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

Mr. Janes presented a report from the Board of Water Commissioners regarding the report naming West Newbury Water Department having an outstanding performance by a small water system in Massachusetts. Additionally, Mr. Janes thanked Mike Gootée the outgoing Water Superintendent and all Water Department staff for their efforts on behalf of the Town of West Newbury. He noted that Mr. Gootée will be recognized at a ceremony at the State House on May 11<sup>th</sup>.

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.

Water Commissioner Robert Janes moved that the Town vote to transfer from Water Stabilization the sum of \$3,865 for the purchase of equipment and materials to replace the current Master Meter, with any remaining funds to be closed out to the Water Stabilization fund at the close of Fiscal Year 2023.

The motion was seconded by Select Board member David Archibald.

The Moderator noted that passage 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 7.**

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

Water Commissioner Robert Janes moved that the Town vote to transfer from Water Stabilization the sum of \$19,900 for the purchase of equipment and materials for a continuous chlorine monitoring system, with any remaining funds to be closed out to the Water Stabilization fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Moderator noted that passage 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 8.**

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

Water Commissioner Robert Janes moved that the Town vote to transfer from Water Stabilization the sum of \$7,340 for the purchase of equipment and materials for SCADA Remote Terminal Units, with any remaining funds to be closed out to the Water Stabilization fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Moderator noted that passage 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 9.**

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

Water Commissioner Robert Janes moved that the Town vote to transfer from Water Stabilization the sum of \$16,610 for the costs of equipment, materials and labor for repairs to the original Wellfield #1 building, with any remaining funds to be closed out to the Water Stabilization fund at the close of Fiscal Year 2024.

The motion was seconded by Select Board member David Archibald.

The Moderator noted that passage 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 10.**

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

Water Commissioner Robert Janes moved that the Town vote to transfer from Water Retained Earnings the sum of \$9,975 for the purchase of equipment and materials to be used for cleaning of the well heads located at Wellfield #1, with any remaining funds to be closed out to the Water Retained Earnings fund 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 11.**

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

Water Commissioner Robert Janes moved that the Town vote to transfer from Water Retained Earnings the sum of \$30,000 for the purchase of equipment and materials to be used for the repair and/or replacement of valves, hydrants, water mains, meter pits and/or any other devices that are part of the Town's water distribution system, with any remaining funds to be closed out to the Water Retained Earnings at the close of Fiscal Year 2025.

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 12.**

The Finance Committee unanimously recommended approval of this Article.

Select Board member Richard Parker moved that the Town take no action on this article. Noting that the Select Board had voted to fund this project with American Rescue Plan Act (ARPA) funds.

The motion was seconded from the floor by a member of Town Meeting.

With there being no discussion, the Town Moderator called for a vote, and declared that the Motion carried, with no action being taken on this article.

#### **ARTICLE 13.**

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

Select Board member Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$25,000 to fund the purchase of a police cruiser for use by the Police Department, and to dispose of the existing vehicle in accordance with Town policy for disposition of surplus property, 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 unanimously recommended approval of this Article.

Park and Recreation Commissioner Brad Buschur moved that the Town vote to transfer from Free Cash the sum of \$4,425 to fund the purchase of an ABI Infield Rascal

Pro infield maintainer or similar product for purposes of field maintenance, 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.

#### **ARTICLE 15.**

The Finance Committee unanimously recommended approval of this Article.

Park and Recreation Commissioner Brad Buschur moved that the Town vote to transfer from Free Cash the sum of \$9,960 to fund the replacement and repair of the soccer field fencing at Pipestave Athletic Field, 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.

#### **ARTICLE 16.**

The Finance Committee recommended approval of this Article 4-2-0.

Select Board member Wendy Reed moved that the Town vote to transfer from Free Cash the sum of \$7,500 to provide matching funds for the One Stop for Growth grant awarded to the Town of West Newbury in FY 2023 for planning and zoning consulting services related to the MBTA Communities Act, with any remaining funds to be closed out to the general account fund balance at the close of Fiscal Year 2025.

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.

#### **RESOLUTION**

The Town Moderator recognized Dr. Jillian Knowles from the floor of Town Meeting.

Dr. Knowles moved that the Town vote to approve the resolution as printed on page 36 and 37 in the Finance Committee Booklet presented at Town Meeting.

The motion was seconded by Select Board member Wendy Reed.

Dr. Knowles spoke in favor of adopting the resolution.

The Moderator reminded Town Meeting that this is a non-binding resolution. With there being no further discussion, the Town Moderator called for a vote, and declared that the Motion carried.

## ADJOURNMENT

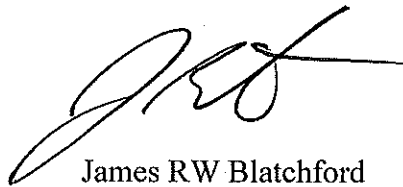
Select Board member Richard Parker moved that the Town dissolve the Special Spring Town Meeting.

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 8:50 PM.

Attest:



James RW Blatchford  
Town Clerk

cc: Town Accountant (2)  
Select Board  
Finance Committee  
Park and Recreation Commission  
Water Commission  
DPW Director  
Police Chief  
Conservation Agent

TOWN MEETINGS: IMPACTS ON TOWN ACCOUNTS

Balances Report	1/1/2023	Estimated							Unreserved Available for Appropriation			
		Town Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	Water Retained Earnings	CPC Comm Holding	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
Art #		1,955,369	348,618	791,685	1,750,706	454,620	657,454	172,178	301,255	142,178	2,262,301	
April 2023 Special Town Meeting												
Snow & Ice deficit	1				(54,198)							
Ash tree inoculation/treatment	2				(60,180)							
Invasive Species management	3				(20,000)							
Engineering study, 31 Dole Place	4				(50,000)							
Water, FY23 expenses above budget	5						(140,000)					
Water, Master Meter replacement	6						(3,865)					
Water, Continuous Chlorine Monitoring System	7						(19,900)					
Water, SCADA Remote Terminal Units	8						(7,340)					
Water, Wellfield Building #1 repairs	9						(16,610)					
Water, Cleaning wellfield #1 well heads	10										(9,975)	
Water, purchase equipment and materials (valves, hydrants, water mains, meter pits)	11										(30,000)	
Supplemental funding, FY23 Police Cruiser	13				(25,000)							
Purchase Parks & Rec infield maintenance equipment	14				(4,425)							
Repair/replace field fencing at Pipestave	15				(9,960)							
Grant matching funds, MBTA Communities Act consulting	16				(7,500)							
<b>Estimated Balances after STM</b>		<b>1,955,369</b>	<b>348,618</b>	<b>791,685</b>	<b>1,519,443</b>	<b>406,905</b>	<b>477,479</b>	<b>172,178</b>	<b>301,255</b>	<b>142,178</b>	<b>2,262,301</b>	<b>0</b>

<b>Official 2023 Local Election Results for the Town of West Newbury May 1, 2023</b>			
Total Ballots Cast	356		
<b>Selectman</b>		<b>Water Commissioner - 2yr</b>	
Christopher E. Wile	307	John W. Duggan	306
Write Ins	8	Write Ins	4
Blanks	41	Blanks	46
<b>School Committee</b>		<b>Constable</b>	
Chrstine M. Reading	302	Richard K. Davies Jr.	309
Write Ins	5	Write Ins	7
Blanks	49	Blanks	40
<b>Assessor</b>		<b>Trustee of the Public Library</b>	
Richard A. Baker	302	Laura A. Collins	307
Write Ins	8	Gary G. Kalajian	281
Blanks	46	Sandra Nawrocki	286
		Write Ins	4
<b>Planning Board</b>		Blanks	190
Ann E. Bardeen	313		
Write Ins	5	<b>Park and Rec. Commission - 3yr</b>	
Blanks	38	Douglas A.C. Mead	311
		Write Ins	4
<b>Board of Health</b>		Blanks	41
Blake J. Seale	326		
Write Ins	4	<b>Park and Rec. Commission - 2yr</b>	
Blanks	26	D. Alex Niles	295
		Write Ins	5
<b>Water Commissioner - 3yr</b>		Blanks	56
Robert P. Janes	316		
Write Ins	5		
Blanks	35		



**ANNUAL REPORT OF THE TOWN CLERK FOR FISCAL YEAR 2023**

**VITAL RECORDS AND STATISTICS RECORD**

(July 1, 2022 through June 30, 2023)

To the honorable Select Board,

The following vital records and statistics were recorded in the Town Clerk’s Office during Fiscal Year 2023:

Births: 30

Marriages: 17

Deaths: 29

Deaths Recorded During Fiscal Year 2023

<u>Date of Death</u>	<u>Name</u>	<u>Age</u>	<u>Residence</u>	<u>Place of Disposition</u>
July 7, 2022	Ceceila Wegrzyn	91	12 Baileys Ln. West Newbury, MA	Merrimack Valley Crematory, Salem, NH
July 29, 2022	James Paul Young	74	6 Marshall Dr., West Newbury, MA	Phoenix Crematory, Hampton, NH
August 28, 2022	Carole J. Brown	76	74 Main St. West Newbury, MA	Linwood Crematory, Haverhill, MA
September 23, 2022	Jerry C. Mullen	69	37 Coffin St. West Newbury, MA	Linwood Crematory, Haverhill, MA
September 26, 2022	Tracy Ellen McBride	65	426 Main St. West Newbury, MA	Merrimack Valley Crematory, Salem NH
September 28, 2022	Philomena Grace Nicholson	73	126 Indian Hill St. West Newbury, MA	Atkinson Cemetery, Atkinson, NH
October 9, 2022	Bernice Claire Griffin	93	379 Main St. #6 West Newbury, MA	Walnut Hill Cemetery, West Newbury, MA
October 10, 2022	Patricia Mona Connolly	69	325 Main St. West Newbury, MA	Bridge Street Cemetery, West Newbury, MA
October 11, 2022	Barbara M. Carbone	90	162 Indian Hill St., West Newbury, MA	Linwood Crematory, Haverhill, MA
October 11, 2022	Edward Paul Costa	77	13 Mirra Way, West Newbury, MA	Linwood Crematory, Haverhill, MA
October 16, 2022	Harold Samuel Knowles	77	350 Middle St. West Newbury, MA	Linwood Crematory, Haverhill, MA
October 20, 2022	Patricia Ann Garrett	58	101 Bachelor St. West Newbury, MA	Linwood Crematory, Haverhill, MA

November 19, 2022	Charles L. Metrakas	70	9 Archelaus Hill Rd. West Newbury, MA	Mount Auburn Cemetery, Cambridge, MA
November 26, 2022	Robert J. Smith	96	519 Main St. West Newbury, MA	Bridge St. Cemetery, West Newbury, MA
December 1, 2022	Lauren L. Cogswell	66	5 Farm Ln. West Newbury, MA	Linwood Crematory, Haverhill, MA
December 9, 2022	Thomas R. Roberts	56	21 River Meadow Dr. West Newbury, MA	Holy Cross Cemetery, Malden, MA
December 20, 2022	Barbara Martin	80	379 Main St. West Newbury, MA	Merrimack Valley Crematory, Salem, NH
December 24, 2022	Stanley Norton Jr.	69	5 River Rd. West Newbury, MA	Merrimack Valley Crematory, Salem, NH
January 24, 2023	Leslie Neve	63	7B Sullivans Ct. West Newbury, MA	Linwood Crematory, Haverhill, MA
February 16, 2023	Preston E. Rogers	78	430 Middle St. West Newbury, MA	Linwood Crematory, Haverhill, MA
February 16, 2023	Anthony Felton Cheek Sr.	85	215 Crane Neck St. West Newbury, MA	Phoenix Crematory, Hampton, NH
March 6, 2023	Eugene R. Tatro	98	17 Mechanic St. West Newbury, MA	Bridge Street Cemetery, West Newbury, MA
March 16, 2023	Nancy Fay Twomey	82	370 Middle St. West Newbury, MA	Phoenix Crematory, Hampton, NH
March 17, 2023	Robert Michael Fosburg	82	396 Main St. West Newbury, MA	Linwood Crematory, Haverhill, MA
March 17	Elizabeth Mildred Allen	83	13 Crane Neck St. West Newbury, MA	St. Mary's Cemetery, Newburyport, MA
May 4, 2023	Mary Dorothy Cavanaugh	85	6 Training Field Rd. West Newbury, MA	St. Francis Cemetery, Pawtucket, RI
May 21, 2023	Anya Elise Fisher	21	164 Indian Hill St. West Newbury, MA	Phoenix Crematory, Hampton, NH
June 4, 2023	Carl E. Nelson	84	9 Ridgeway Cir. West Newbury, MA	Puritan Lawn Memorial Park, Peabody, MA
June 5, 2023	Nady Rampelbergh-Peters	60	123 Crane Neck St. West Newbury, MA	Merrimack Valley Crematory, Salem, NH

Marriages Recorded During Fiscal Year 2023

<u>Date of Marriage</u>	<u>Names</u>	<u>Residence</u>	<u>Location of Marriage</u>
June 27, 2022	Meaghan Elizabeth Moraes  Gabriel Joshua Gerzon	West Newbury, MA	West Newbury, MA
August 12, 2022	Matthew Ward Curtin  LeAnn Irene Hanfield	West Newbury, MA	West Newbury, MA
September 28, 2022	Katherine Sara Buuck  Timothy Michael Jakubasz	West Newbury, MA	West Newbury, MA
October 10, 2022	Wenjun Zhang  Brian Allenby	West Newbury, MA	West Newbury, MA
October 8, 2022	Caleigh Sarah Holden  Richard Dominic Pace	West Newbury, MA	Deerfield, MA
October 9, 2022	Tara Marie Whelan  Keith William Farley	West Newbury, MA	Ipswich, MA
October 15, 2022	Sarah Swanson  John W. Bauer	West Newbury, MA	Groton, MA
October 22, 2022	Margaret Rhode Ryan  Taylor Paul Beaton	Boston, MA	Falmouth, MA
October 23, 2022	Alyssa LoGrasso  Brett Stephen Power	West Newbury, MA	Princeton, MA
November 11, 2022	Anita Ferhati  Matthew Colin Palmisano	Glendale, NY	Danvers, MA
November 30, 2022	Ethan Nicholas Harrison  Hannah Nicole Gil	Eliot, ME  West Newbury, MA	West Newbury, MA
December 17, 2022	Katie Marie Anderson	West Newbury, MA	Gloucester, MA

	Michael Anthony McCarthy		
December 25, 2022	Thomas George Droste  Kristen Ashlee Duhamel	West Newbury, MA	West Newbury, MA
February 22, 2023	Sharon Lee Berry  Timothy David Vincent Jr.	Merrimac, MA	West Newbury, MA
March 11, 2023	Jennifer Leonard Leyden  Patrick Josphe Sullivan	Haverhill, MA	Topsfield, MA
April 16, 2023	Cathy Ann Zacone  Anthony Joseph Cannatelli III	West Newbury, MA	West Newbury, MA
June 23, 2023	Ryan Patrick Reid  Remya Matthew	Groveland, MA	Groveland, MA

# TOWN PLANNER'S REPORT



## ANNUAL REPORT OF THE PLANNING BOARD FOR FISCAL YEAR 2023

**FY23 (7/1/22 – 6/30/23):** During the fiscal year of 2023, the Board held 22 Regular Meetings, and worked with its staff in conducting the following activities:

### Permitting Activities:

- **1 ANR Plan Endorsements:** 290 & 0 Middle Street to create two additional lots.
- **1 Pre-Application Meeting:** 125 River Road proposal to create two additional lots with a shared driveway.
- **1 Scenic Roads Bylaw Permits Granted:** 290 Middle Street for the removal of a shade tree.
- **1 Modification to Site Plan Approval:** Pentucket Regional Middle-High School Building Project – Field Lighting

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

- **519 Main Street & O Stewart Street (Major Boyd Drive, AKA Deer Run):** The Board continued oversight of construction taking measures to ensure the satisfactory completion of the project including ensuring the proper inspections were performed.

### Zoning Amendments, Planning Board Regulations, and Other Initiatives:

- **Zoning Bylaw Amendments:** The Board proposed, held hearings, and otherwise fostered review and approval of amendments to the Zoning Bylaw including revisions to Large Scale Ground Mounted Solar Photovoltaic Installations that expanded eligible locations and added requirements for decommissioning. The Board also supported the Building Inspector in reorganizing and renumbering the bylaw to make it more user friendly and up to date.
- **MS4 Permit and Stormwater Management Regulations:** Stormwater Management Regulations were updated and adopted in June of 2022. The Planning Board supported the Town Planner in her work with the Town's Stormwater Working Group and the Town's stormwater consultant to guide updates to the Stormwater Management Regulations that .....
- **Housing Opportunities Initiative:** The Board with Town Planner crafted the MBTA Action Plan that the Select Board submitted to the State to outline the intended planning and compliance process. The Board selected Dodson & Flinker to assist the Town in selecting district sites to evaluate, creating concept plans and draft zoning regulations. The project kicked off in April. Following three months of research, a town tour, interviews and several Board Meetings, the Dodson and Flinker hosted a Community Forum and an -in-person interactive Design Workshop in June. The project will extend through FY 2024
- **Housing Production Plan:** Town Planner as Project Manager, worked with a stakeholder working group and Merrimack Valley Planning Commission to confirm a planning process, review existing conditions, population and housing trends, and develop draft housing goals. The project will extend through FY 2024.
- **Accessory Dwelling Bylaw:** The Board researched, evaluated, and compared existing and model ADU bylaws, to craft a draft bylaw they considered consistent with Town's objectives. The Board held a listening session in June to solicit public feedback in advance of the required Public Hearing and Fall 2023 Town Meeting Vote.

**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, Communicating with state, regional and local officials; Providing oversight of professional and administrative personnel; Maintaining the Board's Website; Performing general office duties;

**Membership and Personnel:** Ann Bardeen was elected as Chair for FY23. Deb Hamilton Served as Vice Chair

Members of the Planning Board and its Staff represent the Board on other town boards and committees: Ray Cook was the representative to the Community Preservation Committee, and Brian Murphey was the Town's Commissioner to the Merrimack Valley Planning Commission. The Town Planner served on the Town's Stormwater Working Group Committee, was the town's project manager for the MVPC led Housing Production Plan and served on the MVP Working Group.

In July, the Planning Board said goodbye and a heartfelt thank you to Town Planner Leah Zambenardi for over seven years of dedicated service to the Board and the Town. In October, Sue Brown took over the position, bringing over two decades of planning experience.

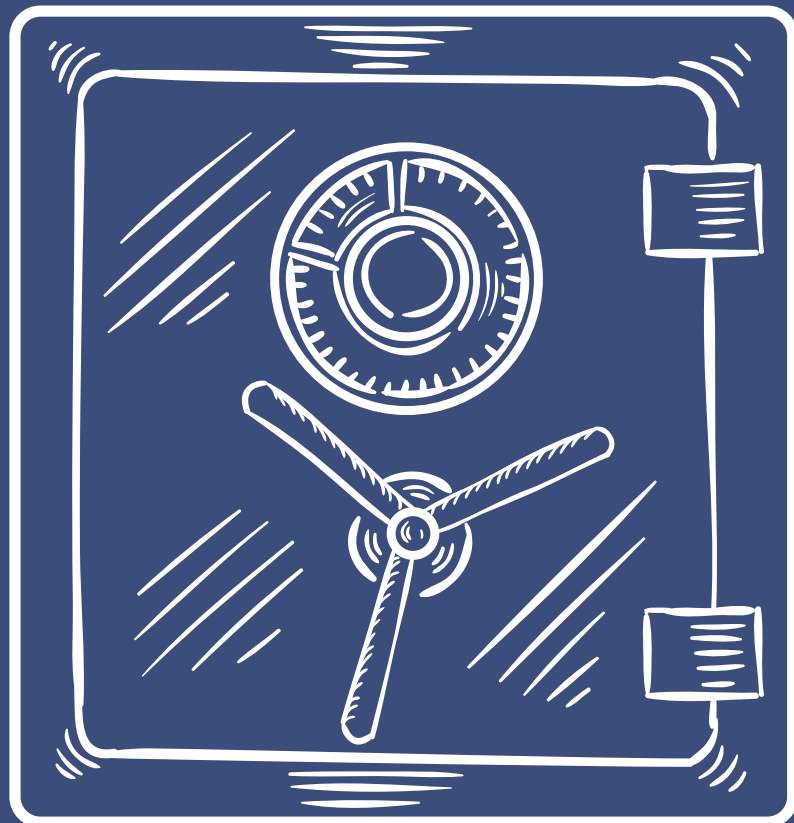
Administrative Assistant, Katelyn Bradstreet, served the Board throughout the year.

The Planning Board generally meets on the first and third Tuesday of each month remotely. The public is welcome to attend meetings via zoom.

Respectfully submitted,  
West Newbury Planning Board Members

<u>Members</u>	<u>Position, 7/1/22-6/30/23</u>	<u>Term Expiration</u>
Ann E. Bardeen,	Member, Chair	2023
Raymond A. Cook	Member	2026
Timothy N. Cronin	Member, Clerk	2025
Deborah Hamilton	Member, Vice Chair	2027
Brian Murphey	Member	2024
<u>Staff</u>	<u>Position</u>	
Leah Zambenardi	Town Planner (through July 2022)	
Sue Brown	Town Planner (September – present)	
Katelyn Bradstreet	Administrative Assistant	
Barbara Berkenbush	Tax Work-Off Program Assistant	
David Kelley, Meridian Engineering	Planning Board Agent	

# TOWN TREASURER'S REPORT





**ANNUAL REPORT OF THE TOWN TREASURER FISCAL YEAR 2023**

To the Select Board,

The Treasurer’s office collected \$15M in property taxes which is a 100% collection rate. Motor vehicle excise tax totaled \$851K.

Earnings on investments for the year were \$112.5K from the General Accounts, \$30.4K from Water Enterprise, \$147.8K from the Library Trust, \$94.5K CPA, \$27.8K from Trust Funds, \$200K General OPEB account and \$21.7K from Water Enterprise OPEB account. We continue to monitor the bank rates to maximize our earnings.

The Town was assigned a Aaa bond rating from Moody’s as of November 3, 2022. The Town also received a AAA rating from S&P Global on January 25, 2023.

The Town’s Bond Anticipation Notes outstanding in FY 2023 totals 1.060 M. The Town had \$2,615,728 in outstanding debt as of June 30, 2023 Below is the breakdown in outstanding debt.

**Massachusetts Department of Revenue, Division of Local Services Bureau of Accounts ~ Automated Statement of Indebtedness**

City/Town/District of: West Newbury

<b>FY2023</b>
---------------

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	= Outstanding June 30, 2023	Interest Paid in FY2023
Buildings A	145,000	-	145,000	-	1,450
Departmental Equipment B	-	-	-	-	-
School Buildings C	-	-	-	-	-
School - All Other D	-	-	-	-	-
Sewer E	-	-	-	-	-
Solid Waste F	-	-	-	-	-
Other Inside G	150,000	-	150,000	-	1,500

SUB - TOTAL Inside	295,000	-	295,000	-	2,950
--------------------	---------	---	---------	---	-------

Long Term Debt Outside the Debt Limit	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	= Outstanding June 30, 2023	Interest Paid in FY2023
Airport	-	-	-	-	-
Gas/Electric Utility	-	-	-	-	-
Hospital	-	-	-	-	-
School Buildings 1	-	-	-	-	-
Sewer 2	-	-	-	-	-
Solid Waste 3	-	-	-	-	-
Water 4	1,570,000	-	35,000	1,535,000	52,688
Other Outside 5	31,092	-	10,364	20,728	-

SUB - TOTAL Outside	1,601,092	-	45,364	1,555,728	52,688
---------------------	-----------	---	--------	-----------	--------

TOTAL Long Term Debt	1,896,092	-	340,364	1,555,728	55,638
----------------------	-----------	---	---------	-----------	--------

Short Term Debt	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	Outstanding June 30, 2023	Interest Paid in FY2023
RANs - Revenue Anticipation	-			-	
BANs - Bond Anticipation:					
Buildings	-	-	-	-	-
School Buildings	-	-	-	-	-
Sewer	-	-	-	-	-
Water	1,100,000	1,060,000	1,100,000	1,060,000	16,500
Other BANs	-	-	-	-	-
SANs - State Grant Anticipation	-	-	-	-	-
FANs - Federal Gr. Anticipation				-	
Other Short Term Debt				-	
TOTAL Short Term Debt	1,100,000	1,060,000	1,100,000	1,060,000	16,500
GRAND TOTAL All Debt	2,996,092	1,060,000	1,440,364	2,615,728	72,138

Authorized and Unissued Debt						
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued Retired - Rescinded	= Unissued 6/30/2023	
Septic Loan	4/26/1999	23	200,000	195,089	4,911	
MCWT	11/13/2000	8	200,000	196,900	3,100	
Water Tank	4/24/2017	8	1,700,000	1,700,000	-	
Water Tank	4/29/2019	8	1,100,000	1,100,000	-	
Soldiers & Sailors Memorial Building	11/4/2019	10	1,250,000	1,250,000	-	

SUB - TOTAL from additional sheet(s)	8,011
--------------------------------------	-------

TOTAL Authorized and Unissued Debt	8,011.00
------------------------------------	----------

**BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS DETAIL**

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	= Outstanding June 30, 2023	Interest Paid in FY2023
02/23/12 Land Acquisition	150,000.00	-	150,000.00	-	1,500.00
02/23/12 Building Construction - Public Safety	145,000.00	-	145,000.00	-	1,450.00
				-	
<b>TOTAL</b>	295,000	-	295,000	-	2,950

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	= Outstanding June 30, 2023	Interest Paid in FY2023
11/16/05 Septic System Betterment T5-00-1001-1	31,092	-	10,364	20,728	-
09/28/17 Water Storage Tank	1,570,000	-	35,000	1,535,000	52,688
<b>TOTAL</b>	1,601,092	-	45,364	1,555,728	52,688

Short Term Debt Report by Issuance	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	Outstanding June 30, 2023	Interest Paid in FY2023
	-	-	-	-	-
Water Tank	1,100,000	1,060,000	1,100,000	1,060,000	16,500
<b>TOTAL</b>	1,100,000	1,060,000	1,100,000	1,060,000	16,500

## TAX COLLECTOR/TREASURER

The West Newbury Tax Collector's office collected in Fiscal 2023 \$15,001,560.19 in Real Estate taxes, \$250,319.58 in Personal Property taxes, \$839,489.58 in Motor Vehicle taxes, \$881 in Boat tax, \$43,730.14 in interest and fees and \$57,350.47 from Tax Title revenue.

Real Estate and Personal Property bills were billed quarterly and were due August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup>.

Collection processes include a bank lockbox and an internet pay-on-line process through the town website. Interest accrues at a rate of 14% on all overdue payments. A \$20.00 demand bill is issued approximately 1 week after the May 1<sup>st</sup> due date. Fiscal Year 2023 tax bills are based on the assessment date of January 1, 2022 and are mailed to the owner of record as of that date.

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

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Assessor throughout the year. The bills are due and payable in full within 30 days of issue. Interest accrues at the rate of 12% per annum on all overdue payments. A \$20 demand fee is then added to unpaid excise tax bills and due in 14 days. A \$10 warrant fee is added to bills that remain outstanding and are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

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

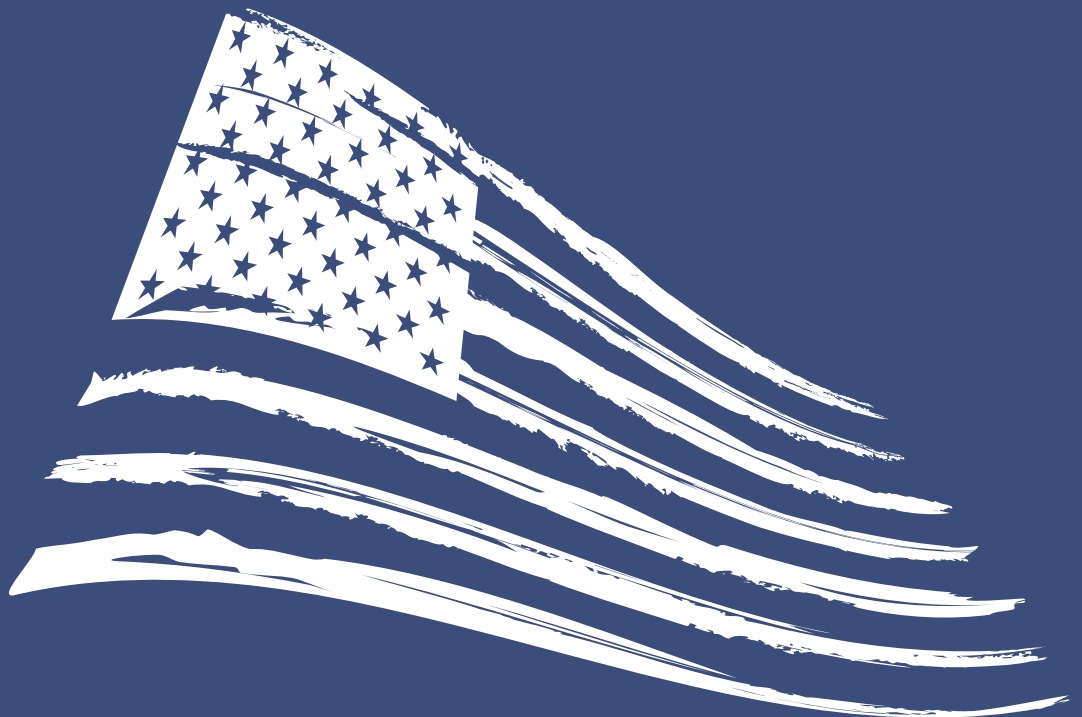
So long as a municipality mails a bill to the last known address, Taxpayers are liable for the timely payment of taxes and interest and fees will accrue if the bill is not paid on or before the due date, whether the bill has been received or not.

Kaitlin Gilbert

Treasurer and Tax Collector, October 2023

<b>State of Accounts as of 6/30/2023</b>		
<b><u>Financial Institution</u></b>	<b><u>Purpose</u></b>	<b><u>Balance</u></b>
Eastern Bank	Checking	\$ -
Salem5	Money Market	\$ 2,131,110.40
Salem5	Money Market	\$ 635,568.72
Eastern Bank	Checking	\$ 218.34
Eastern Bank	Money Market	\$ 35,551.31
Eastern Bank	Money Market	\$ 17,609.39
Eastern Bank	Checking	\$ 776,606.37
Institution for Savings	Money Market	\$ 1,580,252.84
Institution for Savings Water Ent.	Money Market	\$ 505,669.68
Institution for Savings Cult. Council	Money Market	\$ 4,668.96
Institution for Savings GAR Library	Money Market	\$ 11,713.38
Eastern Bank	Money Market	\$ 189,935.58
Eastern Bank	Escrow	\$ 76,726.03
Newburyport 5 Cent	Money Market	\$ 322,232.86
Newburyport 5 cent	Money Market	\$ 3,853,433.22
Newburyport 5 Cent	Money Market	\$ 192,271.76
Newburyport 5 Cent	CD	\$ 617,141.01
Newburyport 5 Cent	CD	\$ 508,601.36
Newburyport 5 Cent	CD	\$ 507,960.27
Pershing Advisors	Trust Fund	\$ 1,413,373.48
OPEB Town	Trust Fund	\$ 2,513,887.48
OPEB Water	Trust Fund	\$ 272,438.33
Stabilization Fund	Trust Fund	\$ 2,017,414.44
Water Stabilization Fund	Trust Fund	\$ 409,386.10
Conservation Fund	Trust Fund	\$ 46,495.71
School Stabilization Fund	Trust Fund	\$ 819,529.41
Pension Liability Stabilization Fund	Trust Fund	\$ 339,647.22
McGrath Fund	Trust Fund	\$ 14,311.60
Bandstand Fund	Trust Fund	\$ 3,186.93
Elliott Fund	Trust Fund	\$ 219,949.51
Kennett Hospital Fund	Trust Fund	\$ 14,686.16
Ellwell Square Sign Fund	Trust Fund	\$ 735.27
Petty Cash	Cash on hand	\$ 900.00
		\$ 20,053,213.12

# VETERANS' SERVICES REPORT



## ANNUAL REPORT OF VETERANS' SERVICES FOR FISCAL YEAR 2023

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 of the department to follow the process dictated by the Executive Office of Veteran Services so that the Town receives the full 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

As the new Director of the Veterans' Services Department, I have been very successful in obtaining benefits and answering questions from veterans, surviving spouses, and their families. I am in the process of being accredited with the VA and State to better serve the veterans in the Eastern Essex District. The Ch115 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 also help the veteran and their families on the federal side with filing VA claims.

In addition to benefits assistance and distribution, we are a source of social services. We assist veterans and their families to get resources to help them with personal needs and difficult situations. For some veterans, we are all that they have.

**Significant statistics:** VA Awarded Benefits to West Newbury veterans and/or surviving spouses:

Veteran Service-Connected Disability:	41	\$50,511.76
Dependency & Indemnity Compensation:	4	\$6,793.46
District Total:	470	\$828,072.19

West Newbury paid out \$4,159.00 in Ch115 benefits and got reimbursed \$3,119.25. (75% State Reimbursement)

The Veteran Services Department plays an important role in the community and without its 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:**

Steve Bohn, District Director/Veteran Service Officer  
Tony Ochoa, Assistant to the Director

**Board of Directors:**

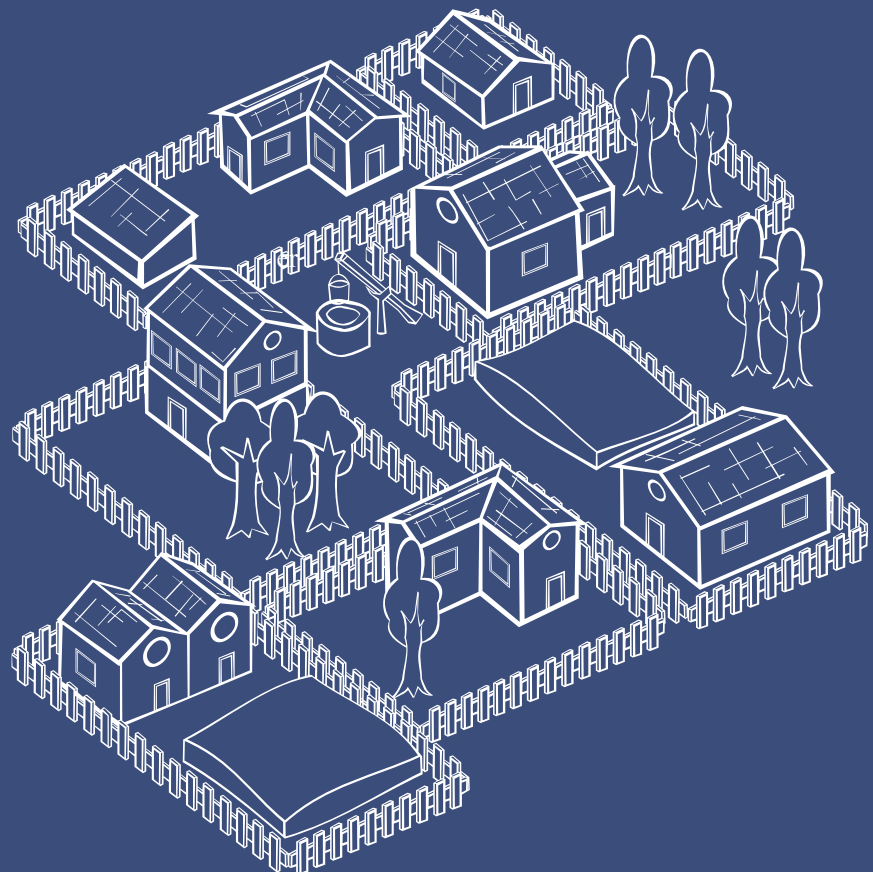
Michael Flynn, Board Member, Chairman, Essex; Doug Dawes, Board Member, Georgetown; Linda Alexson, Board Member, Ipswich; Sheri David, Board Member, Rowley; **Ron Ross, Board Member, West Newbury**; Dana Packer, Board Member, Newbury; Karen Summit, Treasurer, Rowley

Respectfully submitted,

*Eastern Essex District Dept of Veteran Services*

Steve Bohn, District Director/Veteran Service Officer

# ASSESSOR'S REPORT





## ANNUAL REPORT OF THE BOARD OF ASSESSORS FISCAL YEAR 2023

To the Select Board,

The Board of Assessors respectfully submits the following report to the Select Board. In FY2023, all values were updated based on calendar year 2021 sales, condition of the property as of June 30, 2022, and assessment date of January 1, 2022. The values were approved by the Department of Revenue. The average assessed value for FY2023 was \$815,128 with an average tax bill of \$8,991. The tax rate was certified at \$11.03 per thousand. The Community Preservation Act remained 3%. The Assessors office uses a Mass Appraisal Approach to properties using a full and fair cash value.

### **VALUATION**

Real Estate	1,353,610,071.00
Personal Property	22,662,650.00
Total Taxable Value	1,390,443,291.00
Total Exempt Property Value	81,431,500.00

### **MOTOR VEHICLE EXCISE TAX**

Motor Vehicle Tax 2020/2021	870,000.00
Boat Excise Tax 2021	<u>2194.00</u>
Total Excise Tax for 2021	872,194.00

### **APPROPRIATIONS AND ASSESSMENTS**

Town Appropriation	20,354,947.81
State and County Appropriations	84,882.00
Overlay	10,000
Other amounts to be Raised	<u>9,893.00</u>
Total Amounts to be Raised	20,459,722.81

### **ESTIMATED RECEIPTS**

Cherry Sheet Estimated Receipts	438,821.00
Local Estimated Receipts	3,095,691.51
Free Cash	542,531.81
Other Available Funds	<u>250,000.00</u>
Total Estimated Receipts and Available Funds	5,123,133.32

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

On Real Property	15,086,620.46
On Personal Property	<u>249,969.03</u>
Total	15,336,589.49

### **NUMBER OF PARCELS**

Taxable Real Property	1893
Personal Property	16
Exempt Property	165

# BOARD OF HEALTH REPORT



**FY23 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 2023, the Board of Health approved applications for 38 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 17 food permits, 9 well permits, 29 licenses for installers and 11 haulers. Our Public Health Nurse conducted over 89 follow-up reports on confirmed and suspect communicable diseases to the State MAVEN statistical system.

FY23 was the seventeenth 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.


**RECEIPTS:**

Licenses	\$6,400.00
Miscellaneous	29.06
Perc Test	2,850.00
Septic Plans Review	4,400.00
Textile/Book Recycling	700.00
Wells	<u>1,800.00</u>
Total	\$16,180.00

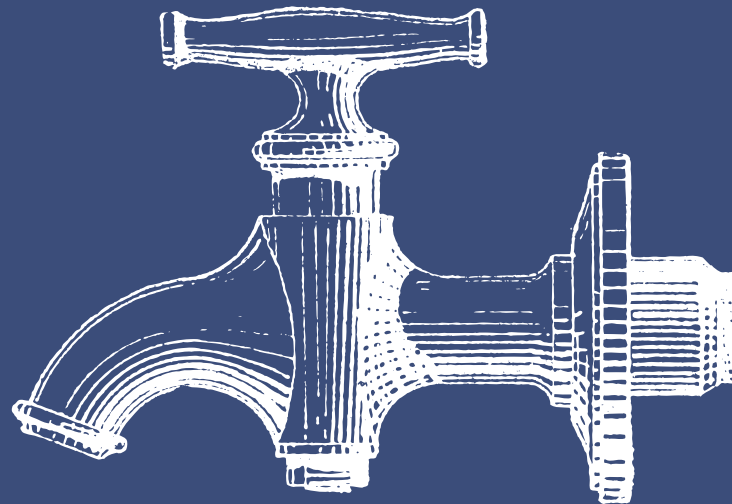
Respectfully Submitted:

  
Robert Janes, Chairman,

  
Blake Seale, Member

  
Thomas Fahey, Member

# BOARD OF WATER COMMISSIONERS REPORT



## ANNUAL REPORT OF THE WATER COMMISSIONERS FOR FISCAL YEAR 2023

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, 2023.

Installations:	1,097
Dwellings in Town:	1,671
% On Town Water:	66%
Town Population: (per Town Clerk)	4,678
Gallons Billed:	50,087,618
Average residential daily usage:	57 gpd/pp
Hydrants/Valves:	211/207
Street Valves:	143
Feet of Main:	147,840

The Water Department and Board of Water Commissioners thank Mike Gootee for his 24 years of service and hope he enjoys his much-earned retirement. We also welcomed back previous employee, now Water Superintendent, Mark Marlowe who has taken Mikes position.

### **Water Department Updates**

#### **New Chemical Injection Facility and Bedrock Well Updates**

Everything is running well. DEP conducted a sanitary survey on the West Newbury Water Department, resulting in above state standards. Well pump #2 was also replaced.

#### **Church and Prospect Street Water Main Replacement**

This project is on track and bids opened on December 20<sup>th</sup>. If all goes as planned the contract will be awarded/notice to proceed in late January 2024 and construction will start in the spring of 2024.

#### **Pipestave Hill Water Tank Rehabilitation**

The Pipestave Hill Tank concrete repairs, new roof hatch, a new mixing system with new coat of paint have been completed.

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 2023 the Water Department pumped 35,947,000 gallons of water from Wellfield #1 at a value of \$291,170.00 in savings if purchased from the City of Newburyport.

### **COMMITMENTS TO WATER FUND (CHARGES TO USERS)** TWELVE-MONTH PERIOD JULY 1, 2022 TO JUNE 30, 2023

#### **Water Usage (regular bills):**

October 2022	\$505,751.83	
April 2023	360,991.70	<b><u>\$866,743.53</u></b>

Water Usage (special bills):  
Addl. Water & Municipal Liens 11,499.22

Services:  
Unscheduled Reading Fee 1,230.00  
Tapping Fee. 0

Materials:  
New Meters 906.60  
Other 482.88

Fire Protection Charge 77,207.00

**TOTAL COMMITMENTS FISCAL YEAR 2022 \$958,069.23**

Additional Revenue:  
Misc. Revenue (backflow, red cards, etc.) 2,275.00  
Systems Development Charge 12,000.00

**TOTAL ESTIMATED REVENUE F/Y 2022 \$ 972,344.23**

**OPERATING ACCOUNT EXPENDITURES**  
TWELVE-MONTH PERIOD JULY 1, 2022 TO JUNE 30, 2023

Operating Expenses:  
Facilities Cost 57,930.50  
Office Expense 6,374.15  
Retirement Expense 61,515.88  
(Includes: Essex County Retirement  
& Post Retirement Benefits)  
Outside Services/Training 14,225.35  
Computer Expense 6,510.09  
Vehicle/Equipment Expense 4,628.28  
Materials/Supplies/Outside Contractors 62,489.93  
Water Purchase-City of Newburyport 228,953.14  
Safe Water Drinking Assessment 628.87

Legal Expenses	0.00	
Dues & Membership	3,432.00	
Mileage Reimbursement	.00	
		<u>446,688.19</u>
<u>Salary/Wages:</u>	291,817.05	
<u>Insurances:</u>	42,750.96	
<u>Debt Service:</u>	144,187.50	
<u>Indirect Costs:</u>	53,954.00	
<b><u>TOTAL EXPENDITURES F/Y 2022</u></b>	<b><u>\$979,397.70</u></b>	

**BOARD OF WATER COMMISSIONERS**

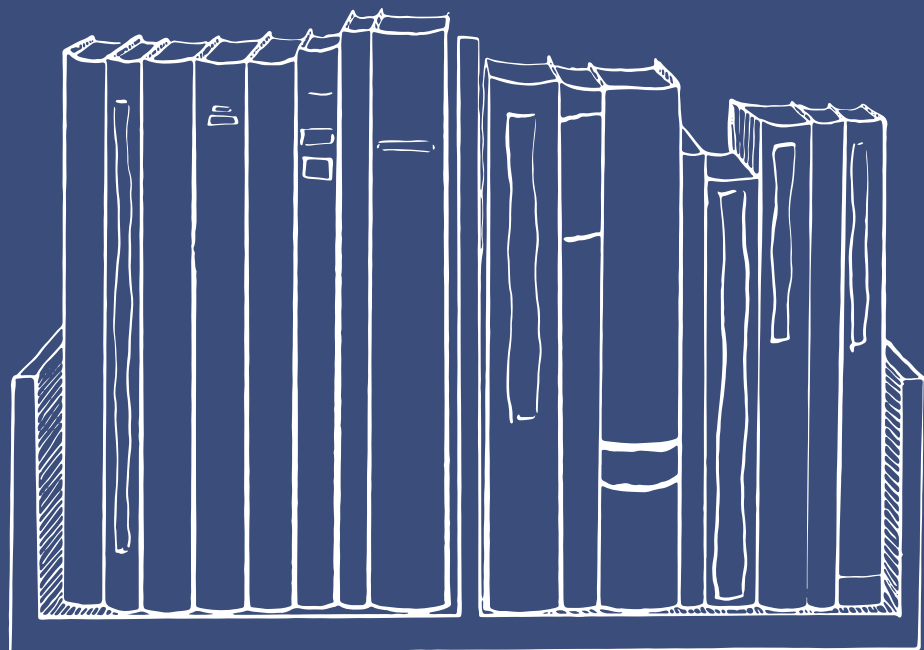
Jack Duggan

Robert Janes, Chairman

Larry Corcoran

Mark Marlowe, Manager/Superintendent  
Jodi Bertrand, Administrative Assistant

G.A.R.  
LIBRARY  
TRUSTEES'  
REPORT





## ANNUAL REPORT OF THE G.A.R. MEMORIAL LIBRARY FOR FISCAL YEAR 2023

Visit the Library online at [www.westnewburylibrary.org](http://www.westnewburylibrary.org)

Facebook: [www.facebook.com/GARMemorialLibrary](https://www.facebook.com/GARMemorialLibrary)

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

To the Honorable Board of Selectmen:

We include reports from the Library Director, the Children's Librarian, the Youth Services Librarian, and the Board of Trustees covering the period of July 1, 2022 to June 30, 2023.

### FROM THE DIRECTOR

In Fiscal Year 2023 we saw a 12.5% increase in visitors to the library compared to FY22. Digital circulation was also up 19% in FY23 and we continue to allocate materials expenditures accordingly. While people are checking out fewer physical materials, the library is as busy as ever, with patrons coming in for programming, socialization, tutoring, local history, and technology help.

The Library Board of Trustees funded an archival assessment in FY23 during which Myriad Consulting conducted a thorough review of our current collection and provided a processing plan for the future. In addition, the Library received a Veterans' Heritage Grant from the State Historical Records Advisory Board (SHRAB) to fund additional shelving and archival storage for the collection.

**Staffing:** Thanks to the support of the Finance Committee and the West Newbury community, we were able to hire an additional 10-hour library assistant in FY23. Laura Lease has been a wonderful addition to the team and the extra staffing made it possible to both expand the Library's evening hours and stay open year-round on Saturdays.

**Strategic Planning:** After substantial work involving Library staff, the Trustees, the Friends of the Library, and the members of the Strategic Planning Committee, the Library completed a five-year strategic plan in FY23. The plan was submitted to and approved by the Massachusetts Board of Library Commissioners in October 2022.

**Building and Grounds:** Work began over the summer on the Library's Story Walk Pollinator Garden. This project is a partnership between the Library, Pentucket Regional Middle School and High School, West Newbury Wild and Native, and the Gulf of Maine Institute. The partnership will help to expand the community-based stewardship (CBS) program GOMI established at Pentucket, as well as offer opportunities for people of all ages and backgrounds to learn about biodiversity and cultivate curiosity and appreciation for the natural world and the creatures that help sustain life on the planet. Thanks to the Trustees, the garden in the front of the Library building received new plantings and the ash tree on the property was treated to prevent further insect damage.

**Programs:** The Library held 91 adult programs in FY 2023 with 1098 attendees. Some highlights include: Birding Without Binoculars with Steve Hale, Digging into Native American History with Professor Robert Goodby, gentle yoga, which was so popular it is now being offered weekly, and the always-popular annual Holiday Boxwood Centerpiece workshops.

**FY23 Statistical Snapshot:**

Library Collection: 119,658 (inclusive of eBooks, audiobooks, and videos)

Total Circulation: 100,110 (including non-resident circulation of 12,404)

State Incentive Grant: \$10,497

Number of Borrowers: 3,943

Visitors: 31,404 patrons visited the Library in person

**Acknowledgements:**

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

- The Library staff for always going above and beyond for our patrons;
- 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 Brian Richard; and
- The community of West Newbury for their continued patronage and support.

Corinn Flaherty,  
Library Director

**FROM THE CHILDREN’S LIBRARIAN**

The summer reading challenge theme for 2022 was “Read Beyond the Beaten Path.” One hundred and fifty children joined the program, logging more than 800 books read. They saw magic and animal shows, enjoyed story times, and played with robots and Legos. Families gathered and learned how to create their own magic tricks, do origami, and make mosaic suncatchers.

During the year we expanded our offerings to include more story times, a 3<sup>rd</sup> Grade Book Club, additional Lego meet-ups, and more opportunities to read to our therapy dogs, Lulu and Digby. With the help of our new Youth Services Librarian, Kelly Scott, the Children’s Room nearly doubled the number of programs offered in FY23; we hosted 204 programs with an attendance of 2,644. Craft kits continue to be very popular. I prepared and gave out 1,780 craft kits in FY23. The circulation total for the Children’s collection was 40,139 items.

We also partnered with local groups within the community including the Page School, Laurel Grange, and Family & Community Connection, which provided the weekly and very popular “Music with Mrs. K.” Thanks to the generous donation by the Friends of the Library, we added a Tonie Box and a two ukulele kits to our Library of Things.

Every year the Library receives questions about West Newbury’s history and I do my best to answer them. This year there were twenty-five interesting and challenging local history inquiries.

Respectfully Submitted,  
Katharine (Miss Kate) Gove

**FROM THE YOUTH SERVICES LIBRARIAN**

FY2023 was a wonderful year for Youth Services at The G.A.R. Memorial Library. I began my new position as full-time Youth Services Librarian in June 2022, after 20+years of teaching middle school students. As the Youth Services Librarian, I collaborate with the Children’s Librarian and the Library Director to create and promote youth, teen, and adult programming. Young Adult collection development and maintenance, and outreach to the community are also important aspects of this position. The goal is to offer diverse programming for all ages and a diverse collection of reading material that represents and reaches all readers.

Over the FY23, there were 46 tween/teen programs held with 138 participants. There were many highlights, including: How to Draw Comics, Chess Club, and Dungeons & Dragons. We raised 19 Monarch Butterflies from caterpillar to free release and 40 cards were created during our week-long Valentine’s Cards for the Council on Aging craft. We had 16 patrons aged 12-19 participate in Summer Reading. Of those participants, 15 continued on to become part of TAG (Teen Advisory Group) and Tag Takeout. Tag Takeout is a monthly program, September through June, where Teens receive a make-at-home craft, snacks, and 2-3 books.

Community outreach was a main focus for me in FY23. I worked closely with other Tri-Town librarians along with Pentucket and Whittier staff to streamline the process of getting Middle and High school students their own library cards. I also accompanied Children’s Librarian, Kate Gove to the Page School “Back to School” event. Our combined efforts reached over 200 elementary, 180 Middle School, and over 800 High School students. I also work closely with The West Newbury Tree Committee, The Cable Advisory Committee and West Newbury Public Access Television, The Historic Commission, and the West Newbury Wild and Native Committee. Collaboration with these community partners has helped us create quality and diverse programming, and reach more community members.

I will continue to strive to provide a nurturing, inclusive, modern space for the youth of West Newbury to work, study and socialize, and I look forward to strengthening relationships and partnerships to keep providing high quality programs and collections specific to this age group.

Respectfully Submitted,  
Kelly E. Scott, M.Ed.  
Youth Services Librarian

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

The Board of Trustees is responsible for the overall long-term management of the Library, which includes strategic planning, selection of the Library Director, approval of Library budgets, administration of invested funds, and establishment of general policies. Day-to-day operations are managed by the Library Director, Ms. Corinn Flaherty. The Board of Trustees during FY23 was composed of:

Fred Chanania, Chairperson  
Marcia Sellos-Moura, Vice-Chairperson  
Tom Salvo, Treasurer  
Laura Collins, Recording Secretary  
Sandy Nawrocki, Corresponding Secretary

Heather Conner  
 Paula Breger  
 Amy Custance  
 Ashley (Adams) Serveiss

**FINANCIAL REPORT – FY2023**

**Trustee Investment Fund**

	Balance July 1, 2022	\$1,275,512.90
Dividends, Interest		\$36,107.45
Withdrawals		\$10,000.00
Net value change in portfolio		\$65,500.52
	Balance June 30, 2023	\$1,367,120.87

**Gift Fund Account**

	Balance July 1, 2022	\$13,459.99
Withdrawals		\$13,013.95
Deposits		\$11,252.67
Interest		\$14.67
	Balance June 30, 2023	\$11,713.38

**Gifts, Bequests, and Other**

Marin Fortune	\$25.00
Gregory and Catherine Brennen	\$25.00
Gail Tefft	\$100.00
Lisa and John Archie	\$20.00
Judith Andrews	\$40.00
Suzanne Sanders	\$50.00
Elder Services Merrimack Valley	\$250.00
Lawrence and Patricia Marsh	\$50.00
Michael Gately	\$250.00
Vance N Morgan	\$100.00
West Newbury Riding and Driving Club	\$200.00
Bob Brackbill	\$40.00
Nina Meader	\$50.00
Sharyl Lasala	\$50.00

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

# AFFORDABLE HOUSING TRUST COMMITTEE'S REPORT



## **ANNUAL REPORT OF THE AFFORDABLE HOUSING TRUST FOR FISCAL YEAR 2023**

Between July 1, 2022 and June 30, 2023, the Affordable Housing Trust (AHT) met regularly to further our mission to expand affordable housing opportunities in West Newbury. This includes educating the public about affordable housing, facilitating the creation of affordable units and connecting residents to housing assistance.

Among other things, in FY 2023, the AHT:

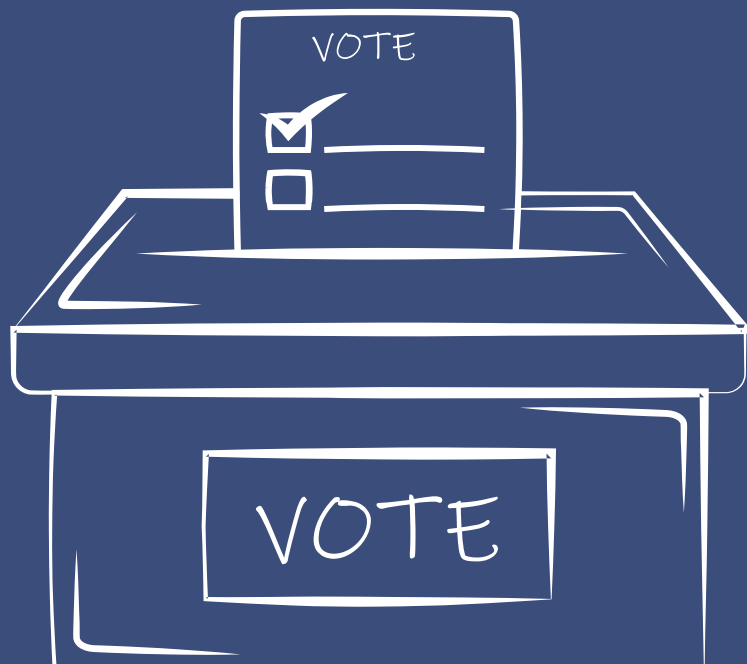
- Contracted with a planning consultant, Liz Rust of ECR Enterprises to assist with the development of the West Newbury Affordable Housing Trust Action Plan: [AHT Action Plan](#). This Action Plan will be utilized to guide our initiatives over the next three years (fiscal years 2024-2027).
- Held a public, hybrid listening session on March 14, 2023 to provide a forum for town members to comment on the Action Plan.
- Successfully advocated for the transfer of the remaining balance of the CPA Community Housing reserve and the FY 2023 distribution of the reserve to the AHT on 4/24/2023 at the Annual Town Meeting.
- Met with various housing development organizations including Habitat for Humanity, Bread and Roses and the North Shore Home Consortium to help determine ways in which the AHT can create and preserve affordable housing opportunities for low- and moderate-income families.
- Developed a small grant program to provide financial assistance to West Newbury homeowners with the intention of preserving existing housing units.
- Investigated town owned properties that may be suitable for the development of affordable homes.
- Attended various webinars/seminars to further educate AHT members on the many facets of affordable housing.
- Visited some of the affordable homes in Haverhill that were built by Bread and Roses.

Information on affordable housing and the AHT work may be found on the Town website at <https://www.wnewbury.org/affordable-housing-trust>

Contact the AHT at [housingtrust@wnewbury.org](mailto:housingtrust@wnewbury.org)

The West Newbury AHT members: Chair, Wendy Reed (Select Board rep), Deborah Hamilton, Kevin Bowe, Pamela Shaffer, Donna Garcia, Derek Mitchell, Karen Holmes, Angus Jennings (Town Manager, Ex Officio member).

# BOARD OF REGISTRARS' REPORT



**ANNUAL REPORT OF THE BOARD OF REGISTRARS FOR FISCAL YEAR 2023**

To: The Honorable Board of Selectmen:

The following data was compiled from the VRIS resident census information as of July 1, 2023:

Number of Registered Voters:

Democrats:	824
Republicans:	481
Unenrolled:	2370
Other:	24
<b>TOTAL:</b>	<b>3699</b>

The following Town Meetings and Elections were held during Fiscal Year 2023. 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.

State Primary Election	September 6, 2022
Fall Special Town Meeting	October 24, 2022
General Election	November 8, 2022
Annual Town Meeting	April 24, 2023
Special Town Meeting	April 24, 2023
Annual Town Election	May 1, 2023

Respectfully submitted,

Cheryl Grant, Chair  
Margaret J. Duchemin  
Rosamond Veator

James RW Blatchford, Clerk



# CABLE ADVISORY COMMITTEE'S REPORT



## **ANNUAL REPORT OF THE CABLE ADVISORY COMMITTEE FOR FISCAL YEAR 2023**

FY23 was a year of changes for the West Newbury Cable Advisory Committee. In December, I was appointed as a Committee member by the Select Board. In March, the Committee restructured and I was voted in as Committee Chair. The remainder of FY23 was very productive. Monthly meetings were held, and all agendas and meeting minutes posted to the Town Website. An official procedure for applying for PEG funding was created and voted in. This led to a streamlined application that is accessible by citizens on the Town Website. An “Owl” was purchased for the 1<sup>st</sup> Floor Hearing Room, which greatly improved the experience of citizens using Zoom to access our public meetings. \$1050 of PEG funds were accessed by the Open Space Committee for various speakers. A \$500 PEG Fund Grant was awarded to a local student for their assistance on an oral histories project.

With a renewed commitment to transparency, the Cable Advisory Committee has begun the process of replacing our main Server in the 1910 Building, and creating broadcasting capability in the 2<sup>nd</sup> Floor Meeting room, to accommodate simultaneous meetings. The CAC also looks forward to funding more community-based educational programming and facilitating new programs for our Cable Access Channel.

Respectfully Submitted,

Kelly E. Scott  
Chair, Cable Advisory Committee

# CLIMATE CHANGE & RESILIENCY COMMITTEE'S REPORT



## **ANNUAL REPORT THE CLIMATE CHANGE RESILIENCY COMMITTEE FOR FISCAL YEAR 2023**

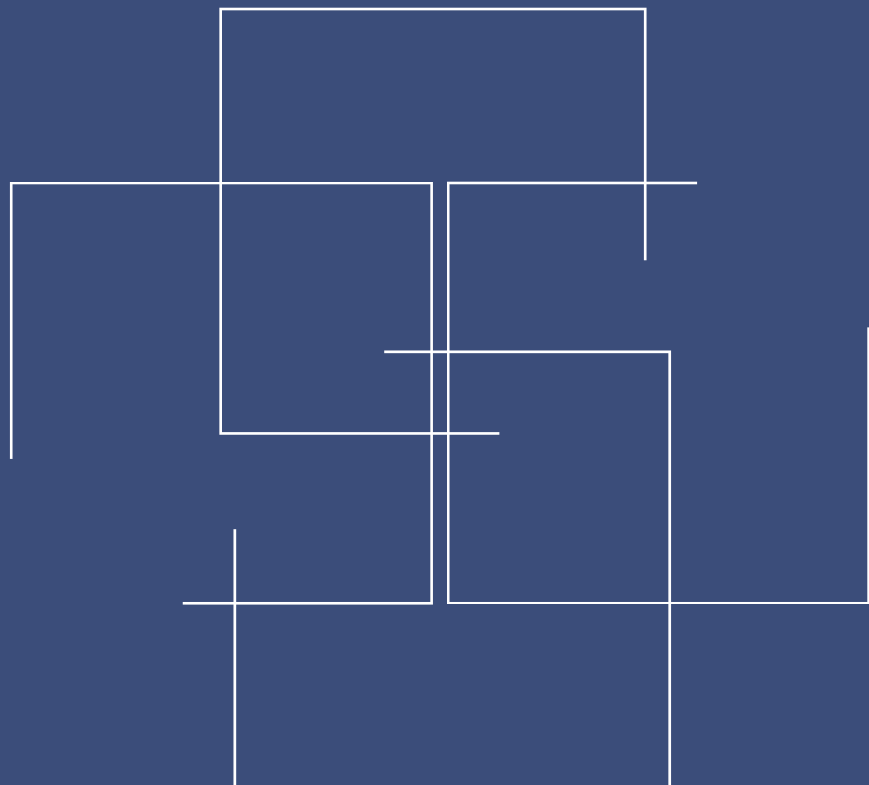
Between July 1, 2022, and June 30, 2023, the Climate Change Resiliency Committee met regularly and engaged in a number of activities, notably including maintaining designation of West Newbury as a Municipal Vulnerability Preparedness (MVP) Community, which makes the Town eligible for action grants to address vulnerabilities to climate change.

Among other things, in the FY 2023 timeframe, the Committee:

- Worked with Department of Public Works Program and Project Manager Christine Wallace on reviewing and approving a proposal from GEI Consulting to provide an engineering study of conditions, vulnerabilities, and possible solutions concerning River Road and nearby streets.
- Obtained unanimous fall town meeting approval of \$50,000 in matching funds to support an MVP action grant concerning the River Road project.
- Met with a Newburyport official to hear about that city's sea level rise estimates and methodology and looked into other sea level rise models.
- Prepared and submitted a Letter of Intent to the state indicating interest in submitting an action grant proposal for the River Road project.
- Identified and solicited support for the action grant proposal from a wide array of officials, neighboring towns, organizations, and individuals.
- Interacted with our state MVP liaison about a potential action grant and other matters.
- Developed, for the Town website, a webpage devoted to the action grant project.
- Worked on researching past flooding and remediation efforts for River Road and on the Resilient MA Action Team (RMAT) interactive development of flood risk models for River Road.
- Prepared and submitted a 97-page grant application.

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

# COMMUNITY PRESERVATION COMMITTEE'S REPORT



**ANNUAL REPORT OF THE COMMUNITY PRESERVATION COMMITTEE FOR FISCAL YEAR 2023**

The Community Preservation Act (M.G.L Chapter 44B, CPA) allows communities to create a local Community Preservation Fund to be used for Community Housing, Historic Preservation and Open Space and Recreation. The Fund is sourced by a 3% surcharge on each property tax bill, as well as state matching funds. The first \$100,000 of assessed value is exempt and there are provisions for income exemptions.

The Community Preservation Committee (CPC) is tasked with reviewing proposed projects which would use this Fund, approving their Eligibility under the Act as well as making a recommendation to Town Meeting as to whether the project is adequately planned in terms of scope, schedule and cost, and meets the goals of the Community Preservation Plan. Voters at Town Meeting have the final say as to whether CPA funds will be appropriated to fund the project.

For Fiscal Year 2023, the following were reported to the Massachusetts Department of Revenue:

CPA Revenues	
Receipts from 3% Surcharge	\$ 389,445
Tax Liens Redeemed	\$ 681
Earnings on Investments	\$ 94,528
State Match	\$ 310,408
Total	\$ 795,063

CPA Fund Balances	
Community Housing	\$ 172,178
Historic Resources	\$ 302,210
Open Space Recreation	\$ 142,178
Undesignated	\$ 3,085,890
Reserved for Expenditures	\$ 146,275
Total	\$ 3,848,730

*Source: 2023 CP2, Prepared by Town Accountant*

During Fiscal Year 2023, the following expenditures were recommended to Town Meeting by the CPC:

Special Town Meeting – October 24, 2022

- Historic Site Survey, Phase III \$ 27,500 Approved
- Almshouse Cemetery, Historical and Site Research \$ 3,000 Approved

Annual Town Meeting – April 24, 2023

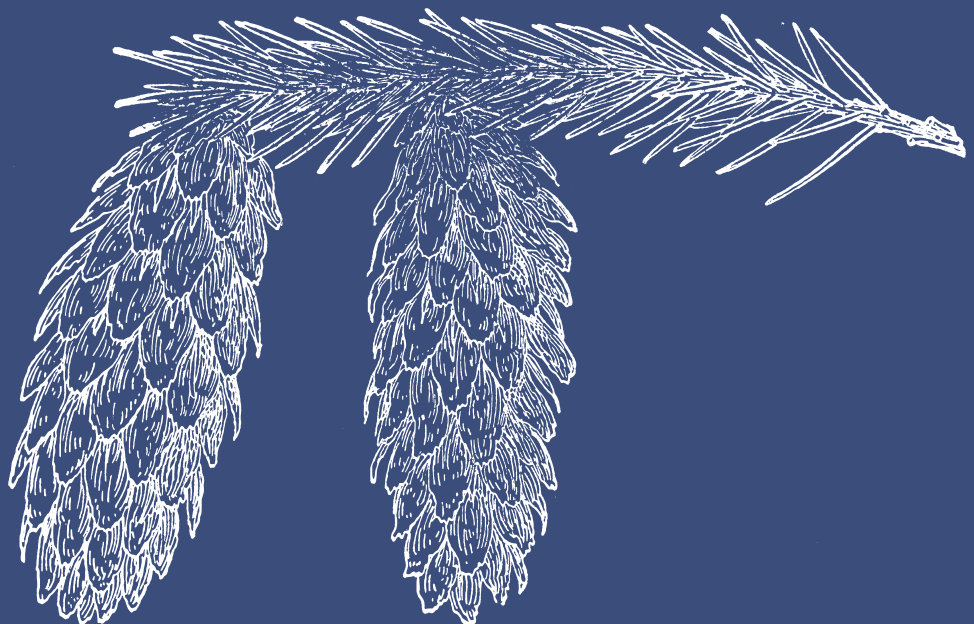
- Purchase of Sawmill Brook Property \$ 705,000 Approved
- Transfer to Affordable Housing Trust \$ 172,178 Approved

**CPC Membership**

Wendy Reed, Select Board  
 Judy Mizner, Conservation Commission  
 Ray Cook, Planning Board  
 Gary Bill, Housing Authority  
 Patricia Reeser, Open Space Committee

Bob Janes, Historical Commission  
 Wendy Willis, Parks and Recreation Commission  
 Angus Jennings, Town Manager Ex Officio  
 Barbara Gard, CPC Administrator

# CONSERVATION COMMISSION'S REPORT



## ANNUAL REPORT OF THE CONSERVATION COMMISSION FOR FISCAL YEAR 2023

The West Newbury Conservation Commission (WNCC) is responsible for all matters delegated by Massachusetts General Law and Town Bylaws to the WNCC. A main responsibility of the WNCC is its jurisdictional authority to administer and enforce the Massachusetts Wetlands Protection Act (G.L. Ch. 131 sec. 40) and regulations thereunder (310 CMR 10.00) by reviewing and permitting activities that will occur within wetlands, 100-feet of wetlands, and within 200-feet of rivers and perennial streams.

Wetlands provide many values to the community including acting as a filter for cleaning our drinking water, providing flood storage, preventing storm damage, and providing wildlife habitat. Any activity proposed within regulated wetland resource areas requires a filing with the WNCC. If you are unsure whether you need to file, you may contact the Conservation Agent, Michelle Greene, or attend a meeting for an informal discussion of your proposed activity. The WNCC holds regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.

To continue its efforts to protect wetlands in FY23 the WNCC:

- Issued 12 Orders of Conditions, 16 Determinations of Applicability, and 14 Certificates of Compliance;
- Reviewed and approved multiple amendments to final Orders of Conditions, plan modifications, and extensions to final Orders of Conditions;
- Effectuated numerous wetlands violations back into compliance;
- Continued working on a draft local wetlands protection bylaw; and
- Engaged in community outreach and education about wetlands.

The WNCC also works with the Town and local land trusts to ensure the long-term protection and stewardship of the Town's natural resources, remaining agricultural assets, and open spaces. This is accomplished by acquiring properties in fee simple, holding conservation restrictions on properties, and assisting with the stewardship of these properties with the help of residents, interns, volunteers, professional contractors, and the Town's Land Agent. The WNCC has members appointed as representatives to the Community Preservation Committee (CPC) and Open Space Committee (OSC) to work collaboratively to accomplish these shared land protection and stewardship goals.

Noteworthy land protection and stewardship accomplishments of the WNCC in FY23 include:

- Acquired two Conservation Restrictions that permanently protect 52.98 acres of land off Coffin Street; and
- Supported the Town and Essex County Greenbelt by applying for a LAND Grant to acquire the "Sawmill Brook Conservation Land" and agreed to hold the land in its care and custody if acquired. Acquisition of this land would permanently protect 32.13 acres adjacent to Mill Pond.

Respectfully Submitted,

*The West Newbury Conservation Commission:* Chair: Margaret (Molly) Hawkins, Vice Chair: George Preble, Clerk: David Parrott, John (Jack) Haley, Haley McCrave, and Conservation Agent/Land Agent: Michelle Greene



COUNCIL ON  
AGING &  
SAGE CENTER  
REPORT





**COUNCIL ON AGING  
TOWN OF WEST NEWBURY  
Annual Report, Fiscal Year 2023**

To the Honorable Select Board:

Fiscal Year 2023 was a busy year for the SAGE Center. After its rebranding in FY22, SAGE Center staff and Council on Aging (COA) members focused on growing participation and expanding programs. It was important for us to determine what types of programs were of interest to West Newbury seniors and implement these programs.

Some of our new programs include an intergenerational program with students from Pentucket, an annual holiday luncheon and spring luncheon with musical performances by the Page School, a cooking demonstration, therapy dog visits, an outdoor adventure walking group, and corn hole games. We had the opportunity to hold a joint program with the Newburyport Senior Center where Harvey Leonard talked about climate change.

We were very excited to host our first annual volunteer appreciation event, which brought together about 30 of our dedicated volunteers. Volunteers are vital to the operation of the SAGE Center. Rain or shine, volunteers are delivering daily meals on wheels to homebound residents in West Newbury and Groveland. Our volunteers can be found in the food pantry organizing canned goods, distributing food, or holding a food drive; folding and mailing newsletters; and planning and leading programs.

The COA Board created a working group to help plan day trips, and we now have a group of about 20 seniors enjoying lunch at SAGE followed by a trip to the theater. We continued the Lunch and Learn Speaker Series with presentations from the Pettengill House, Northern Essex Elder Transport, Merrimack Valley Transit, AgeSpan, and our popular Town Meeting Q&A sessions with the Town Manager and Town Clerk.

We continued to collaborate with community agencies for social services, nutrition, and transportation. These include Our Neighbors' Table, Community Services of Newburyport, Northern Essex Elder Transport, Nourishing the North Shore, Pettengill House, Merrimack Valley Transit, and AgeSpan.

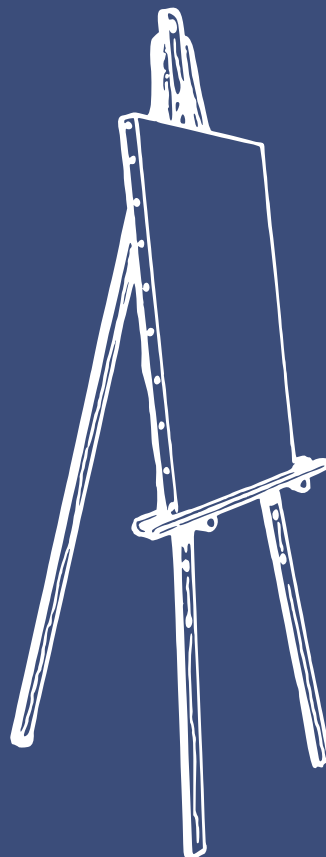
The SAGE Center continued offering regular programs, such as meals on wheels, daily congregate lunch, exercise classes, food pantry, medical transportation, foot care, blood pressure checks, SHINE/Medicare services, senior tax work-off program, home cooked lunch events, games, and craft groups. We also continued increasing our communication with seniors and their families using social media and the bimonthly newsletter. The newsletter is available to all ages on the Town web site and by email, and we encourage family members to sign up for the email newsletter.

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

Respectfully submitted,

Christine Marshall, Director

# CULTURAL COUNCIL'S REPORT



## **ANNUAL REPORT OF THE CULTURAL COUNCIL FOR FISCAL YEAR 2023**

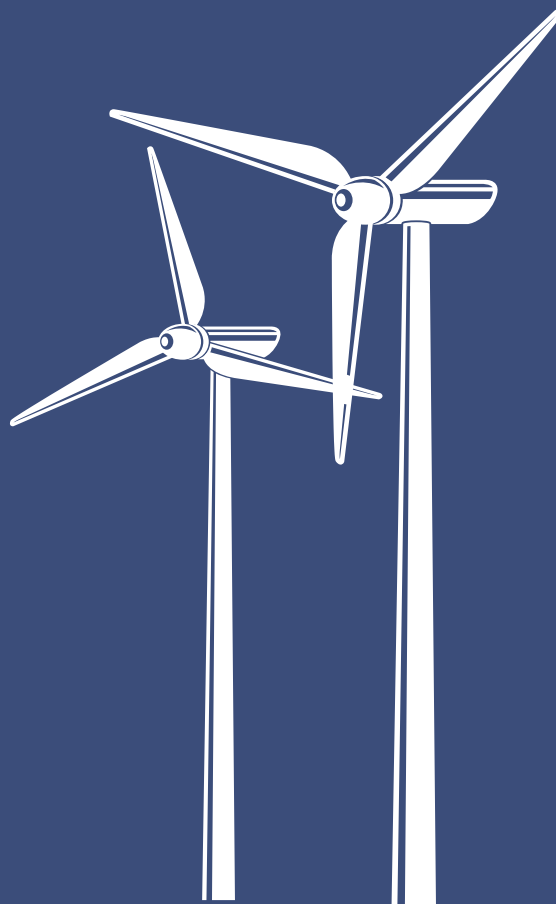
To the Select Board,

The West Newbury Cultural Council met June 22, September 25, November 6, and November 27, 2023. New members of the Cultural Council were sworn in at the September meeting: Cynthia Coburn, Zip Corning, Yetti Frenkel, Brian Kiteley, Kimberly Scott, Ursula Dash Smith, and Mia Thurlow. There were three returning members of the council: Jill Eichhorst, Marie Pierce, and Carly Ramos. Also in September, the Cultural Council elected Brian Kiteley chair of the council; Carly Ramos, treasurer; and Jill Eichhorst, secretary.

At the two November meetings, the council read and discussed 21 applications for grants for cultural activities and approved 12 of these grants, for a total of \$5500. Letters were sent to the applicants whose grants were turned down in December of 2023 and to the applicants whose grants were approved in January 2024. Those that received funding were Elisa Grammer, for her “Minute Histories of West Newbury” book, Ed the Wizard for his popular balloon twisting workshop, Jennifer Leonard-Solis for a Maker’s Market, Cathryn Gauthier to fund the 2024 Bandstand Concert Series, Scott Santino for his program on West Newbury birds, Bert Snow for outdoor sculpture at Maudslay State Park, Robin LaPlante for family-friendly theater, Kristine Malpica and an Indigenous People’s Day event, Charlie Russell for a summer music series, Mary Dissette for the Port Gingerbread Festival, Kimm Wilkinson for the month-long HerStory celebration of women’s history, and Carol Valianti’s Terezin “Children of the Holocaust”.

Brian Kiteley  
Chair  
West Newbury Cultural Council

# ENERGY AND SUSTAINABILITY COMMITTEE'S REPORT



## **ANNUAL REPORT OF THE ENERGY & SUSTAINABILITY COMMITTEE FOR FISCAL YEAR 2023**

Energy and Sustainability Committee members are: Elisa Grammer, Liz Callahan, Camden Holland, Stephen Doran, Rick Parker, Chip Wallace, and Ian James.

*Municipal aggregation.* An October 2022 Town Meeting vote authorized the Select Board to investigate municipal aggregation of electricity supply for West Newbury residents. Aggregation allows the town to negotiate electricity supply agreements on behalf of residents as an alternative to the default National Grid basic service. With input from the Merrimack Valley Planning Commission the committee recommended hiring Colonial Power Group of Marlborough, MA as a consultant. The Select Board released a draft municipal aggregation plan for public comment in June 2023.

*Solar site feasibility study.* The committee developed a list of town-owned properties to be evaluated for potential solar project development. It hired B2Q Associates to evaluate the feasibility of solar projects at those sites. The study was in progress at the end of June.

*Town Office Building - Energy Management System.* In January 2023 the Mass. Department of Energy Resources awarded West Newbury a \$32,000 Green Communities grant to make additional upgrades to the HVAC control system and hot water system for the Council on Aging and 1910 Building. By June 2023 the work was nearly complete.

*Other activities.* Committee members provided technical support to the Planning Board in drafting an updated bylaw on large ground mounted solar photovoltaic installations. The bylaw was approved in April 2023.

Committee members conducted initial discussions and research on a potential future project to buy West Newbury streetlights from National Grid and convert them to LED lamps.

# FINANCE COMMITTEE'S REPORT



## **ANNUAL REPORT OF THE FINANCE COMMITTEE FOR FISCAL YEAR 2023**

The Finance Committee, as required by town bylaw, makes recommendations each spring and fall for the Annual Town Meeting and the Special Town Meetings. Typically, the spring meetings (both an annual and special) occur in April and the fall meeting (special) in October. Our booklets, which accompany each of these meetings, contain each warrant article itself along with our committee's respective recommendation. The three months leading up to the spring town meetings and the two months leading up to the fall town meeting form the bulk of our work. Both the Finance Committee booklets and the results of each town meeting can be seen online as well as within this annual report (if online) through links.

For the Special Town Meeting held in October 2022, six members comprised the Finance Committee with Chris Wile as chair, Jim Sperelakis as secretary and members Walter Burmeister, Ross Capolupo, Dan Innes, and Rob Phillips. For the spring town meeting held April 2023, the same six members comprised the Finance Committee. Upon election of Chris Wile to the Select Board in May 2023, Ann O'Sullivan was appointed by the Select Board to serve out his term.

The Finance Committee initiated a review of the current Pentucket Regional School District Agreement now taken up by all three towns. An example of a proposed change is to re-establish an advisory committee consisting of a Select Board member, Town Manager or Administrator and Finance Committee member from each town. It worked with the Town Accountant on a schedule forecasting the funding of the Pension Stabilization Fund as well as the future withdrawals from this fund to smooth out our pension expenses over the duration of the state's "fully funded" mandate. It initiated a discussion about creating a specific stabilization capital spending fund separate and apart from the existing general stabilization fund. The Town Manager and Town Accountant are working towards such a stabilization fund for 2024.

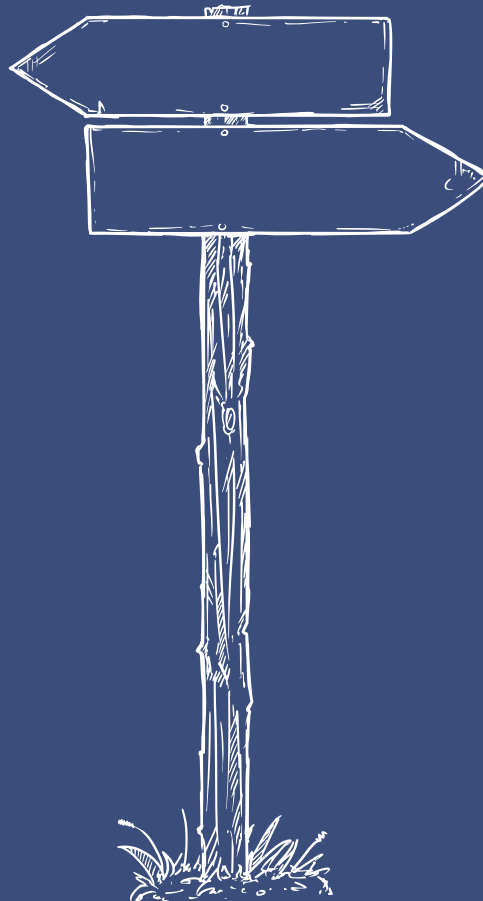
There are many benchmarks that can help summarize the town's overall financial picture: the balances of free cash and stabilization funds, the amount of indebtedness, the credit rating of the town, the amount to be raised by taxation, the annual cost of taxes to the median priced home, and the findings contained within the independent auditor's report (which can be seen within this annual report). By all these measures, we are currently in a rather strong financial position. Congratulations for this good situation should be extended to the Select Board (current and recent past), the Town Manager and Town Accountant, as well as each member of the Finance and Administrative offices.

We do have important issues to attend to in the next few years. The Whittier Regional Vocational Technical High School facility needs upgrading. Our elementary Page School is currently being studied since it likewise needs attention. While the two schools have very different situations, rehabilitation and/or new construction will be big ticket items. Last, we continue to work towards some measure of water supply security including ongoing discussions with Newburyport and a review of our own past well site testing results along with additional analysis of possible other well sites in town. In addition, the water distribution system is aging and will need to be upgraded on a regular and ongoing basis at significant expense.

Rob Phillips, Chair  
West Newbury Finance Committee  
For the fiscal year ending June 30, 2023



# HISTORIC DISTRICT COMMISSION'S REPORT



## **ANNUAL REPORT OF THE HISTORIC DISTRICT COMMISSION FOR FISCAL YEAR 2023**

To Whom it May Concern,

Please find below details of our commission's updates for 2023, and a note on our goals for 2024.

### HDC Mission

To preserve and maintain care of the Training Field and our Old Town Hall at 491 Main Street.

### Current Membership

Jill Hudson - Chair, term ending June 30, 2024

Jack Alden - Member, term ending June 30, 2025

Jeff Clewley - Member, term ending June 30, 2025

Alison Hardy - Member, term ending June 30, 2026

### 2023 Summary

Over the fiscal year, our commission achieved the following:

- Working alongside members of the town offices and the Historical Commission, completed the exterior restoration and repainting of the Old Town Hall at 491 Main Street over the summer of 2023;
- Lost a key member of our commission, Training Field resident Mary Dorothy (Dot) Cavanaugh, in May 2023;
- Reviewed and approved proposed upgrades and improvements to the following residences:
  - 2 Training Field Road
  - 503 Main Street;
- Renewed our communications with Training Field residents by finalizing a letter template for new and existing members, reminding them of our commission's charge and offers of service in their maintenance of their historic properties;
  
- Began the exploration of creating language to deter scavenging on the Training Field and around the Old Town Hall;
- Voted to draft with a joint proposal with the Historical Commission recommending to our Select Board the following actions:
  - The removal of overgrown yew shrubs flanking both monuments on the Training Field;
  - The replacement of the Liberty Tree at the bicentennial monument at the northeast corner of the Training Field;
- Began recruiting members in Q4 to demonstrate adherence to our town bylaws, which stipulate our commission have a member that is a Training Field resident.

### 2024 Goals

Our commission aims to continue our charge through the following:

- Increase awareness of our commission through various acts, including growing our membership, including a specific appointment via a resident(s) of the Training Field;
- Re-establish a quarterly meeting cadence to advance our agenda and continue this preservation;

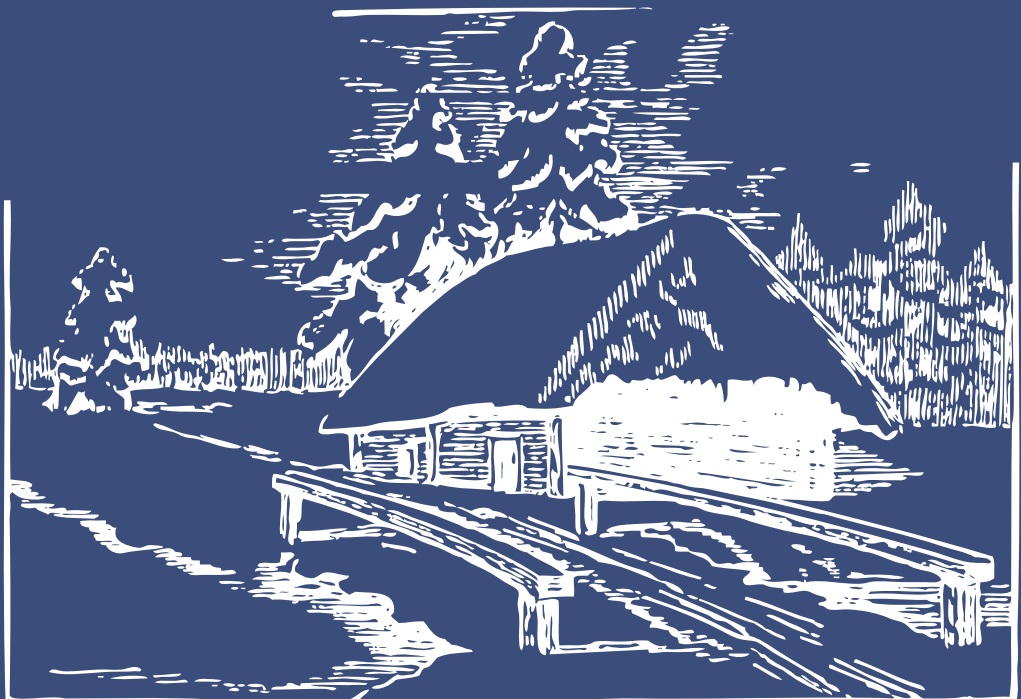
- Continue with plans to upgrade and improve our historic district's natural beauty and significance to the town.

Our Commission thanks you for your attention, and looks forward to the opportunity to continue our mission in 2024.

Respectfully,

Jill Hudson  
Chair, West Newbury Historic District Commission

# HISTORICAL COMMISSION'S REPORT



## ANNUAL REPORT OF THE HISTORICAL COMMISSION FOR FISCAL YEAR 2023

To the Select Board,

Between July 1, 2022, and June 30, 2023, the Historical Commission met regularly and engaged in a number of projects, highlighted below:

- **Historic Sites Survey:** The Commission worked with its consultants on the third and final phase of the Historic Sites survey, conducted with funding from Community Preservation monies and a matching grant from the Massachusetts Historical Commission. By May 2022, drafts of the last set of forms had been received.
- **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 new markers were installed in late summer, 2022.
- **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.
- **Cemeteries:** The Commission obtained Community Preservation Committee funding for a ground penetrating radar survey of the Almshouse Cemetery, whose result of 7 specifically identified graves and likely approximately 12 burials correlated with Historic Commission research of confirmed burials. Commission members visited the Quaker Cemetery, consulted with the Department of Public Works, obtained funding at the 2023 spring town meeting for twice-yearly professional cleanup of the Almshouse and Quaker Cemeteries, and obtained Conservation Commission permission for cleanup activities at the Quaker Cemetery adjoining the Artichoke Reservoir.
- **Town Hall Paint Scheme:** The Commission researched prior paint schemes used over Town Hall's history. Commission member Jennifer Munson, a professional designer, developed a black and white paint scheme and the Commission worked with the Historic District Commission and the Department of Public Works to refine and approve it.
- **Carr Post Guidelines:** The Commission reviewed proposed historic preservation guidelines concerning potential restoration of the Carr Post and met with the Town's consultant about the guidelines.
- **Rocks Bridge Repair:** After serious damage to the historic Rocks Bridge from an oversized truck, the Commission sent letters stating that it did not object to signage and strike bars to better protect the bridge.
- **Minute Histories—Sailors & Soldiers, Entertainments:** The Commission continued its monthly Minute Histories of West Newbury, featuring soldiers and sailors in 2022, entertainments in 2023.
- **Mary Dorothy (Dot) Cavanaugh (1938-2013):** In May the Commission noted with sorrow the passing of long-time member Dot Cavanaugh, whose contributions were myriad and whose research about the Almshouse Cemetery can be seen in a video posted on the Commission website.

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

# OPEN SPACE COMMITTEE'S REPORT



## **ANNUAL REPORT OF THE OPEN SPACE COMMITTEE FOR FISCAL YEAR 2023**

To the Honorable Select Board:

The Open Space Committee (OSC) met regularly during Fiscal Year 2023. This report summarizes key accomplishments.

**Land Acquisition:** Discussions about the 32.13-acre Austin property (aka Sawmill Brook) that abuts the Mill Pond Recreation Area began in summer 2022 with the Essex County Greenbelt which was negotiating a selling price with the land owners. This was a unique opportunity to add valuable acreage to the largest open space and recreation area in West Newbury. Walks of the property were conducted by Greenbelt and OSC. An article requesting funds from CPC passed April 24, 2023 at spring town meeting to support funding of Sawmill Brook through Community Preservation Act funds.

### **Management of Town Open Space Properties:**

- OSC worked with Conservation Agent Michelle Greene and West Newbury Wild and Native to develop a plan to hire two invasive plant interns for June-August 2022. These interns were trained to map and manage invasive plants on town-owned land. Conservation Agent Greene was instrumental in developing, supervising and working with the interns as well as making this a highly successful program in its first year. The interns presented a report with recommendations to the Select Board in August. The report is available on the Open Space website. [Click here](#)
- The town hosted its first community invasive plant removal work days - one on August 18, 2022, and one on November 6, 2022, at the Cherry Hill Conservation Land. The events were well attended with volunteers from West Newbury, Amesbury, and Newburyport.
- The West Newbury Fire Department conducted the town's first prescribed burn at Cherry Hill in spring 2023. The burn was a training exercise for the Fire Department and removed the brush piles of invasive plant material generated by the two workdays.
- At the April 2023 annual Town Meeting, voters approved \$25k for professional management of invasive plants on town-owned land. This will allow for invasive plant management on three properties.
- In August 2022, OSC, together with West Newbury Wild and Native, met with the DPW Director on a mowing program for town-owned meadows and fields that would leave parts unmowed to support insects which pollinate our fruits and vegetables as well as sustain our ecosystem.
- In June 2023, members of the OSC completed permitting for volunteers and interns to manage invasive plants by hand removal in wetland buffer zones at Mill Pond, Riverbend, Withers, and Cherry Hill Conservation Lands.

**Annual Fall Hike:** Our annual hike held on Sunday, October 16, 2022, highlighted the new Essex County Greenbelt River Road Reservation that the OSC was instrumental in helping obtain through passage of CPC funding at Town Meeting. The hike, led by OSC and West Newbury Wild and Native members, highlighted invasive plants and the mapping of invasive plants on the property conducted by the two summer interns. Native American expert Kristine Malpica also spoke of the indigenous people who lived on and around this site and the artifacts of the Coffin Stream Assemblage here. Fifty-two adults and children participated in the walk on a beautiful fall day.

**Trail System Improvements:** In spring 2023, Eagle Scout candidate Jack Rau worked with the Town (OSC, ConCom, Select Board) to obtain approvals to complete a project to repair and upgrade the yellow and green trails at the Riverbend Conservation Area. The work was scheduled to be completed in the summer.

**OSC Changes** - We welcomed new member David Parrot who also serves on the Conservation Commission and will be our liaison with that group. Kathy Feehery and Jessica Azenaro left the OSC as they both moved out of West Newbury.

**Mill Pond Access Trail:** OSC explored building an all-access trail at Mill Pond Recreation Area, but due to circumstances the project has been postponed.

**Collaboration on Open Space Issues:** The OSC worked with a number of town boards, town committees, and other groups on a range of open space issues. These included the Select Board, the Planning Board, the Conservation Commission, the Mill Pond Committee, the Fire Department, the Department of Public Works, West Newbury Wild and Native, the Garden Club, and local land trust Essex County Greenbelt Association.

Respectfully submitted on behalf of the Committee,

Graham Bacheller, Chair      January 30, 2024



# TREE COMMITTEE'S REPORT



## ANNUAL REPORT OF THE TREE COMMITTEE FOR FISCAL YEAR 2023

To the Select Board,

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 FY2023 were: Fred Chanania, chair; Margaret (Molly) Hawkins, co-chair; Kelly Scott, recording secretary; Claudia Woods-Estin, publicity; Diana Denning, Susan Dougherty (associate member), and Wayne Amaral (tree warden). Nicolas Forestell was an adjunct member for part of FY2023.

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 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 FY2023, the Tree Committee has continued to:

- provide advice and educational materials to residents and Town officials on the selection, planting, and care of trees, especially in light of climate change and with an emphasis on native trees;
- host community-wide events to enhance appreciation of West Newbury's trees and the forest legacy of our Town;
- advise and consult on the protection of Town trees and forests, especially regarding pest and disease threats such as the Emerald Ash Borer (EAB); and
- work closely with the Town Tree Warden with regard to trees along scenic roads.

Meetings and Budget: In FY2023, the Tree Committee held monthly meetings throughout the year in a virtual Zoom format. The Tree Committee FY2023 budget of \$1820 was included as part of the DPW budget line and was approved at the 2022 town spring meeting.

Major Activities and Accomplishments: Among its many activities in FY2023, the Tree Committee:

- Arranged for display of Tree City USA signage on Rt. 113 at both Town borderlines;
- Completed the creation of the Mill Pond Tree Trail with posted tree signs on 26 different species of native trees; hosted a public inaugural event in October that included a tree walk led by Tree Committee members;
- Coordinated with other Town organizations and school groups whose interests and activities complement those of the Tree Committee, including the Pentucket and Whittier Tech Environmental Clubs, WN Wild and Native, WN Garden Club, the Conservation Commission, the Housing Inspector, and the Planning Board;
- Conducted numerous activities related to the EAB infestation of the Town's ash trees, i.e.,
  - made approximately 10 individual property site visits and consulted with individual homeowners on the status and outlook for their ash and other trees;
  - prepared and released educational materials to the public about the EAB and potential treatment options;
  - developed a public statement, in coordination with the Town DPW, on the status of public roadway trees and the results of the survey of the roadway ash trees to determine the extent of the damage inflicted by the EAB;
  - presented updates on the EAB infestation to the Select Board;
  - co-sponsored a warrant article at Spring Town meeting to authorize \$60,000 to be used for an Ash Tree Injection program involving trunk injection of a systemic insecticide for 177 trees classified in the ash tree survey as in "good" or "fair" condition; the warrant article was passed by an overwhelming vote at the spring meeting;
  - helped draft and review a Request for Bid to conduct the ash tree injection program in late spring of 2023 and advised the Town on the bids received. Bartletts Tree Experts was awarded the contract and conducted the injection in the last two weeks of FY 2023 for a cost of approximately \$29,100; and
  - arranged for treatment of a green ash on the library grounds, funds for which were provided by the library Board of Trustees.

- Held its annual Arbor Day Celebration and Tree Giveaway on April 29, 2023. A library program for children was hosted as part of the celebration, and over 90 native tree seedlings including Black Walnut, Washington Hawthorn, Red Oak, Black Oak, Red Maple, Paper Birch, Ninebark, and Silver Maple were distributed to town residents;
- Awarded, in spring 2023, recertification of West Newbury as a "Tree City USA" by the Arbor Day Foundation and Massachusetts DCR. 87 out of 351 communities in Massachusetts have the distinction of being certified as a Tree City. The Tree Committee represented West Newbury at the DCR award ceremony held in June 2023; and
- Nominated 3 trees for consideration as State Champions - Black Oak on Main Street, Balsam Poplar on Main Street, and Tupelo along Riverbend Trail. Both the Black Oak and the Balsam Poplar were certified by MA DCR as state champions during FY2023 and now appear on the State Legacy List as such. The Tupelo was measured by the state foresters during FY2023 but no official determination had yet been made by the end of FY2023 (later determined to be the second largest in the state).

Many significant challenges lie ahead with respect to protecting the trees and forested landscape of West Newbury. With 60% of the Town's land covered by trees and forests, the Tree Committee recognizes the need for continued and close attention to our forested landscape as the climate changes, as our forests mature, and as new problems arise. We remain actively engaged in protecting the forested landscape of West Newbury, providing educational materials and advice to our community, and assisting the Town and property owners in maintaining the remarkable trees and forests of West Newbury.

Respectfully submitted,  
Fred Chanania  
Chairperson, West Newbury Tree Committee

# ZONING BOARD OF APPEALS REPORT



**ANNUAL REPORT OF THE ZONING BOARD OF APPEALS FOR FISCAL YEAR 2023**

To the Honorable Board of Selectman,

The ZBA held hearings on the following addresses: 694 Main St., 288 Middle St., and 22 Parsons Rd.

The summaries of results are:

Petitions granted	2
Petitions denied	
Petitions withdrawn	
Petitions dismissed	
C.40B applications	
Other relief	1

Respectfully submitted,

Paul Kelly  
Chair, ZBA

PENTUCKET  
REGIONAL  
SCHOOL  
DISTRICT  
REPORT





## 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*    **Suzanne Wallace** *Business Manager*    **Michael A. Jarvis, Ed.D.** *Director of Student Services*

---

The West Newbury Annual Report of the School Department activities for FY23 has been developed by the Principals of the Pentucket Regional High School, Pentucket Regional Middle School, Dr. John C. Page School on behalf of the Superintendent of Schools and the Pentucket Regional School Committee.

**Christopher Markuns, Chairwoman**  
**Emily Dwyer, Vice Chairman**  
**Wayne Adams**  
**Lana Durocher**  
**Marie Felzani**  
**Julie King**  
**Ashley McLaughlin**  
**Christine Reading**  
**Dena Trotta**

The 2022-2023 school year was the year when students and staff were able to settle in and acclimate to the new Pentucket School Campus. The entire community was able to enjoy the fruits of everyone's hard work and dedication in getting the building project to the finish line. It was an exciting time to witness the first generation of students able to learn and grow in the brand new facility.

### **Demographic Information**

Student enrollment was 918 and consisted of 227 students from West Newbury, 361 from Groveland, 324 from Merrimac, and 6 school choice students. One-hundred and fifty six students graduated in the class of 2023.

### **School Highlights**

This year was a year of settling. As the building project was coming to an end, the staff and students were introduced to the new campus and building. Adjustments had to be made, and the first semester was spent settling into the new space and ensuring as the construction closed, things were tweaked and fixed.

The year continued with good curriculum work including the Wit and Wisdom program in grades 7 & 8, a new Business Program and Robotics program was introduced. The new programs were exciting additions to the school and will give students great opportunities for the future.

Thirty staff completed the Grading for Equity study group with hopes of more staff completing it in the next year. Pentucket started a partnership with ADL which helped start bringing the middle and high schools together, and also began to work with NEASC (New England Association of Schools and Colleges) to go through their accreditation process.

### **Assessment**

The MHS administered MCAS in Spring 2022 for grades 7-10 (ELA and Math) and Science Grade 8 (STE) Grade 9 (Bio).

Grades 7 & 8 implemented diagnostic assessments (iReady) three times last year in grades and the results were used to make decisions on curriculum and instruction.

The Pentucket Community could not thrive without the support of the Town of West Newbury. The unwavering foundational alignment demonstrated by its residence helps Pentucket guide and teach tomorrow's citizens, which takes this village.

We are grateful.

Respectfully submitted,  
Brenda Erhardt



## **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 306 children.

## **School Highlights**

Page School goals focused on increasing student achievement in the areas of early literacy, math and writing by skillfully implementing our high quality curriculum. We also created action steps to incorporate culturally responsive practices in the classroom and continued our work with the Town and local first responders to improve a variety of emergency response protocols and procedures.

## **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 compared informational and fictional stories and how they are structurally different. Students identified characters, setting, problems and resolutions. Students created story maps, rehearsed narratives with partners, wrote and illustrated their own narrative and shared it with their classmates.

First grade students continued to participate in differentiated literacy rotations. 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 explored the wonders of space through a careful analysis of literature, informational texts, and artworks. They answered questions regarding why Galileo was an important astronomer, not only to gain knowledge about it, but also to learn to value curiosity as a driving force. Students experienced the Apollo 11 moon landing through texts and videos, and analyzed the different stages of challenges the astronauts faced. Students shared their opinions on space exploration.

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 program run by Andrew Prezar and the North Shore Nature Program which focused on learning about the ecosystems and habitats on the trails behind the Page School. Students were placed in groups and were assigned a small plot of land where they investigated the different features of the plot. This included what plants they came across, as well as animals and insects. The main goal was to see if the plot of land was considered healthy. This occurred four different times over the course of three months from early

spring to late spring. Students were able to see how the plant and animal life grew over the course of the three months by writing down observations and making illustrations. They came up with a hypothesis during the first meeting as to whether they thought their plot of land was healthy based on initial observations and then came up with a conclusion based on what they had seen and recorded over the three months as to why or why not the plot of land was healthy or not.

Grade 6 participated in a Rocketry Unit developed and run by Dr. Claude Maina (NAR, CMASS, MMMSC) which includes a one-day build session and one-day launch session. Students worked for two math and science class periods learning how to use the Estes AltiTrak, a tangent table to calculate rocket flight altitude, and stopwatch. The students practiced on stationary objects like trees, and moving objects like a tossed football, tennis ball, and stomp rocket. Students then learned how to calculate the velocity of the practice data and tie the results into the end of the year Statistics math unit by analyzing and summarizing the data points. In ELA students were assigned a one page composition in which they described what they've learned while participating in the rocketry unit and what they thought were significant events during either the build or launch sessions. The students also learned how to create a technical drawing of the rocket.

### **Assessment**

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

Page administered MCAS in Spring 2023 for grades 3-6 (ELA and Math) and Science (Grade 5).

### **Technology**

Smartboards in our classrooms (Grade 2-6) were upgraded to interactive Newline Panels, and staff members were provided with laptop computers.

### **Community Service/Collaboration**

Page School continued to offer a variety of after school programs/activities and competitive enrichment teams to students, including: theater, art club, ski club, student council, Young Inventors Program, and Math Olympiads. We continued to strengthen our partnership with our PTO, and collaborated on several projects and events throughout the school year.

As we reflect on the past academic year, we express gratitude to our dedicated staff, supportive families, and the entire community for their ongoing commitment to the success of Page School. Together we look forward to another year of academic growth and community collaboration.

Thank you for your continued support.

Sincerely,  
Emily Puteri  
Principal

## West Newbury Graduates:

Azenaro, Miles  
Borrelli, Gabriella  
Bucco, Riley  
Burke, Seamus  
Clohisy, George  
Cole, Nolan  
Conover, Audrey  
Denahey, Luke  
Dewey, Marissa  
Drislane, Kate  
Dwight, Haley  
Estevez, Yvette  
Felzani, Andrew  
Fletcher, Ethan  
Gagnon, Augustine  
Gallant, Reese  
Graham, Macadam  
Hartford, Henry  
Higgins, Isabella  
Hlaskova, Alina  
Igoe, Johnny  
Kakouris, Yanni

Kelleher, Brian  
Keller, Maxwell  
Marcu, Aaron  
Munick, Aliaksei  
Newman, Adam  
Pessina, William  
Pierce, Vera  
Reading, Michelle  
Rigoli, Isaac  
Rivers, Lauren  
Roche, Braeden  
Santimore, Matthew  
Seeley, Julia  
Seeley, Rose  
Smith, Cashman  
Smith, Sage  
Souza, Anna  
Spalding, Julia  
Sunkenberg, Thomas  
Tedeschi, Owen  
Vuylsteke, Cole  
Wegrzyn, Zoe

WHITTIER TECH.  
SCHOOL  
DISTRICT  
REPORT

WW

**ANNUAL REPORT OF THE WHITTIER SCHOOL DISTRICT FOR FISCAL YEAR 2023**

To the Honorable Select Board,

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 fiftieth year. To date we have graduated 13,070 students from the day school.

The enrollment for the Evening School from West Newbury: 6

The October 1, 2022 Day School Enrollment:

Grade Level	Boys	Girls	Non-Binary
9	0	0	0
10	4	0	0
11	4	3	0
12	1	1	0

Total West Newbury Enrollment: 13 students

Total 2023 Graduates: 2 students

The cost to West Newbury for the school year 2022-2023 was \$270,734.00.

Respectfully yours,

Chip O’Connor  
West Newbury Representative

Maureen Lynch  
Superintendent

ML/lr



