



**Town of West Newbury
Board of Selectmen
Monday, January 7, 2019 @ 6pm**
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 JAN -3 PM 4:22

AGENDA

Executive Session: 6pm in the Town Manager's Office

- MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- MGL Chapter 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.

Open Session: 7pm in the First Floor Hearing Room

Announcements: This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

- Town Clerk released official 2019 Election Calendar. Posted in 1910 Building and online at West Newbury website on Town Clerk homepage. Nomination papers available in Town Clerk's office.
- Cultural Council is looking for community input to help improve/expand arts and cultural opportunities in town. Link to survey available on Town website – News and Announcements, or on the Cultural Council page.
- Planning Board has an opening for an Associate Member. Interested parties should send a letter of interest to the West Newbury Planning Board or email Town Planner Leah Zambarnardi at lzambarnardi@wnewbury.org.
- Bicentennial Committee:
 - a. Black-Tie Gala Celebration on Saturday, February 23, 2019.
 - b. Bicentennial Committee is buying a block of tickets for Red Sox Day at Fenway Park for August 9, 2019. If interested, please contact the committee via email at wnewburybirthday@wnewbury.org.
 - c. West Newbury Birthday Party and Cake Contest, February 24th 2pm to 6pm at Pentucket Middle School

Regular Business

- A. Request for Appointment to Finance Committee: James Sperelakis
- B. Request for Appointment to Carr Post Committee: Richard Atwood
- C. Review of recommended improvements to traffic safety at Georgetown Road and Crane Neck Street
- D. Pentucket Regional School District request to consider entering Memorandum of Understanding regarding permit and inspection fees for proposed school building project
- E. Confirm meeting date and objectives for joint meeting with Groveland and Merrimac regarding PSRD Regional Agreement and contingency planning, and school building project
- F. Pentucket Arts Foundation request for comments Re: Tape Art Project
- G. Review Board of Selectmen FY'18 Year-End report
- H. Request for fee waiver for town employee rental of Old Town Hall for child's birthday party on January 19, 2019
- I. Selectmen Special Article Request for School Stabilization Funding for Annual Town Meeting, April 29, 2019

Town Manager Updates

- J. Update on office layout changes, Finance and Selectmen Offices
- K. Update on preparation of booklet of Board of Selectmen policies
- L. Update on ongoing reviews, by Town Committees/Commissions, of Mill Pond Management Plan
- M. Update on status of Page School generator
- N. Update on Water Department capital projects to include water tank and wellfield chemical building
- O. Update on efforts toward compliance with OSHA
- P. Update on contract with MVPC for MS4 (stormwater management) support
- Q. Update on Senior Citizen Property Tax Work-Off Program
- R. Update on FY20 budget and capital planning process

**TOWN OF WEST NEWBURY
OFFICE OF THE TOWN CLERK**

INFORMATION FOR CANDIDATES

2019 TOWN MEETING AND TOWN ELECTION

Nomination Papers Available	January 7, 2019	
Last Day to obtain Nomination Papers	March 13, 2019	5:00 p.m.
Deadline for submitting Nomination Papers for signature certification by Registrars (22 certifiable signatures required)	March 18, 2019	5:00 p.m.
Last day for Registrars to file nomination papers with Town Clerk	April 1, 2019	5:00 p.m.
Deadline for objecting or withdrawing candidacy	April 3, 2019	5:00 p.m.
Last Day to Register to Vote	April 9, 2019	8 a.m. – 8 p.m.
<p>Note: Voters may register to vote at the Registry of Motor Vehicles and the Secretary of the Commonwealth's website. Voter registration by mail is also permitted. The Board of Registrars will conduct registration in the office of the Town Clerk from 8:00 a.m. to 8:00 p.m. on April 9, 2019.</p>		
Campaign Finance Report M102 Three filings required	April 26, 2019 June 6, 2019 January 20, 2020	
Last Day to Post Warrant	April 12, 2019	
Town Meeting	April 29, 2019	
Town Election	May 6, 2019	

2019 West Newbury Town Election
Incumbents

Office	(no.)	Incumbents
Board of Selectmen	(1)	Joseph H. Anderson, Jr.
Board of Health	(1)	Kimberly A. Cole
Board of Assessors	(1)	Thomas M. Atwood
Pentucket School Com	(1)	Dena P. Trotta
Water Commissioners	(1)	Richard J. Cushing
Library Trustees	(3)	Fredric Davis Chanania Ann Dooley Marcia F. Sellos-Moura
Planning Board	(1) (1)	Brian R. Murphey Kim Monahan*
Parks and Recreation	(1)	Jack Foley
Constable	(1)	Glenn W. Coffin
WN Housing Authority	(1)	Albert H. Knowles, Jr.

*Appointed member replacing John Sarkis (election to be held to complete term)

RECEIVED

JAN - 2 2019

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY

APPLICATION FOR APPOINTMENT

The Town appreciates your interest in serving. Please complete this form and return to: Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or e-mail to: selectmen@wnewbury.org
For additional information please call 978-363-1100, ext. 115.

Name: JAMES P. SPERELAKIS



(Name) or committee(s) you are interested in volunteering on:

FINANCE COMMITTEE

Current or past committees served on: PARKS & RECREATION (SEVERAL YRS.),
BOARD OF WATER COMMISSIONERS, MILL POND, OPEN SPACE (ASSOC.)

Relevant skills, expertise and education: GOOD LISTENER, ANALYTICAL, GOOD
SPEAKER AND COMMUNICATOR, LOVES WEST NEWBURY (20 YR.
RESIDENT), OPEN TO NEW IDEAS, CIVIC-MINDED & ENGAGED.

EDUCATION: B.S. BIOCHEMISTRY, UNIV. OF ILLINOIS. WORK 30+ YRS
IN POLYMER FIELD.

All board or committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law, Open Meeting Law, Public Records Law, the Bylaws of The Town of West Newbury and all other applicable federal, state and local laws or regulations.

Signature: *J. Sperelakis*

Date: 1/2/2019

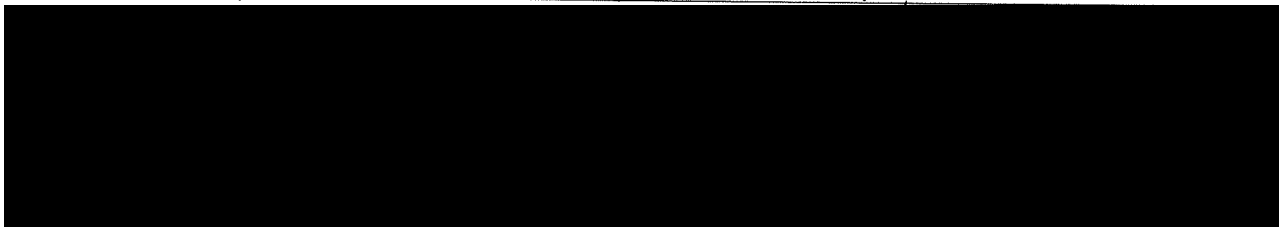


TOWN OF WEST NEWBURY

APPLICATION FOR APPOINTMENT

The Town appreciates your interest in serving. Please complete this form and return to: Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or e-mail to: selectmen@wnewbury.org
For additional information please call 978-363-1100, ext. 115.

Name: Richard M. Atwater, Jr.



Board(s) or committee(s) you are interested in volunteering on:

re-appoint Carr Post Committee

Current or past committees served on: Carr Post Comm.

Relevant skills, expertise and education: Construction, Bldg. Mgt.

All board or committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law, Open Meeting Law, Public Records Law, the Bylaws of The Town of West Newbury and all other applicable federal, state and local laws or regulations.

Signature: Richard M. Atwater, Jr.

Date: 1-3-2019

Town Manager

From: DPW Director
Sent: Wednesday, December 26, 2018 12:56 PM
To: Town Manager
Cc: Jeffrey Durand; Michael Dwyer
Subject: RE: Intersection of Georgetown Road and Crane Neck Street

Angus,

Per your request, The police department and DPW staff conducted an intersection safety evaluation at the intersection of Georgetown Road and Crane Neck Street and would recommend the following improvements be down at DPW to improve the safety of this intersection.

1. Remove both 12" white STOP lines on Crane Neck Street that are located too close to the intersection and replace with new 24" white STOP lines placed 10' to 15' back from the intersection to allow for adequate stopping distance.
2. Replace both existing 36" STOP signs on Crane Neck Street with new more reflective signs and reinstall at the new stop line locations.

DPW will wait until we hear confirmation on these improvement. The signs can be done during the winter while the pavement markers will have to wait until late spring of 2019.

Thanks,
Wayne

Wayne Amaral
Director of Public Works
Town of West Newbury
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x120
dpwdirector@wnewbury.org

From: Jeffrey Durand <durand@westnewburysafety.org>
Sent: Tuesday, December 11, 2018 7:10 AM
To: DPW Director <dpwdirector@wnewbury.org>
Subject: RE: Intersection of Georgetown Road and Crane Neck Street

Yes, sounds good.

From: DPW Director [<mailto:dpwdirector@wnewbury.org>]
Sent: Monday, December 10, 2018 2:43 PM
To: Michael Dwyer <dwyer@westnewburysafety.org>; Jeff Durand (durand@westnewburysafety.org)

Georgetown Road at Crane Neck Street Intersection Safety Improvement Recommendations January 2019

Replace both existing 36" STOP signs with new highly reflective STOP signs // and move STOP signs to new STOP line locations

Relocate STOP lines 10'-15' away from intersection and increase width of lines from 12" to 24" wide



Town Manager

From: [REDACTED]
Sent: Thursday, December 27, 2018 3:21 PM
To: Town Manager
Cc: Glenn Kemper
Subject: RE: Georgetown Road / Crane Neck Street

Hi Angus,

I hope your time off was relaxing, and you enjoyed the Christmas holiday with your family. Thank you for your reply and update.

Perhaps this is best for the Selectmen to discuss, but the recommendation below moves the stop lines back to their original positions where they were before the last two severe accidents occurred at the intersection. Therefore, from the time of the recent accidents to present, the proposal below is that the aggregate changes at the intersection amount to the stop signs being changed to be reflective. Are the Town's professional managers (you, the DPW Director, and Acting Police Chief) confident enough that this change will prevent a severe accident?

I look forward to listening to the Selectmen's meeting that evening and their discussion, thoughts, and opinions on this issue. Have a Happy New Year.

Best,

Tom

Thomas M. Atwood, CFA

+1 ([REDACTED])

From: Town Manager <townmanager@wnewbury.org>
Sent: Wednesday, December 26, 2018 6:11 PM
To: tmatwood@outlook.com
Cc: Glenn Kemper <gkemper@wnewbury.org>
Subject: RE: Georgetown Road / Crane Neck Street

Hi Tom,

This is in response to your email of Sept. 18th. Since receipt, this has been reviewed by staff on a few separate occasions; due to the turnover at DPW Director and Police Chief it has taken some time to arrive at a formal recommendation. Now that our staffing situation is more stable we're better positioned to respond (and to more timely respond to other known and future infrastructure issues). Regarding the subject intersection, the following recommendation will be presented to the BoS at their Jan. 7 meeting:

From: DPW Director
Sent: Wednesday, December 26, 2018 12:56 PM
To: Town Manager
Cc: Jeffrey Durand; Michael Dwyer
Subject: RE: Intersection of Georgetown Road and Crane Neck Street

Angus,

Town Manager

From: Town Manager
Sent: Tuesday, September 18, 2018 9:16 AM
To: Art Reed (areed@westnewburysafety.org); Gary Bill; Michael Dwyer (dwyer@westnewburysafety.org)
Subject: FW: Intersection of Georgetown Road and Crane Neck Street

Please see below. Let me know your thoughts about the intersection, and whether you see the resident's suggestion as a sensible approach, and if so what process you would recommend to either further evaluate this or to recommend a change to the Board.

Gary it sounds like the signage has been maintained well but please take a look anyway to see if any further brush clearing is warranted.

Thanks -

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

From: Joe Anderson
Sent: Tuesday, September 18, 2018 7:13 AM
To: Town Manager <townmanager@wnewbury.org>
Subject: Fwd: Intersection of Georgetown Road and Crane Neck Street

Angus,
This intersection has had serious accidents in that past. We've had MVPC review it in the past and as Tom indicated, DPW has cleared brush. We should look at it again.
Joe

Joe Anderson, Selectman
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Phone: 978-360-0829

Begin forwarded message:

From: [REDACTED]
Date: September 17, 2018 at 7:10:46 PM EDT
To: Selectmen <selectmen@wnewbury.org>, Glenn Kemper <gkemper@wnewbury.org>, Joe Anderson <janderson@wnewbury.org>, David Archibald <darchibald@wnewbury.org>
Cc: Thomas Atwood [REDACTED]
Subject: Intersection of Georgetown Road and Crane Neck Street

To the Honorable Board of Selectmen,

This evening on my drive home at approximately 6:45 pm, I was driving north on Crane Neck Street. As I slowed to stop for the stop sign at the intersection of Crane Neck Street and Georgetown Road, I witnessed a black Subaru driving south on Crane Neck Street completely disregard the stop sign and drive at 35MPH to 40MPH through the intersection. It was dusk, and the car's lights were not on. The street lights at the intersection were not yet on either. My heart stopped for a second concerned about cars traveling on Georgetown Road. Luckily there were none as it would have been a very serious accident. This incident is one of many close calls I have seen in recent months at that intersection.

It seemed like the driver did not see the stop sign, even though the DPW recently cleared brush at the intersection and there are warning signs for the stop signs in both directions on Crane Neck Street. As there have been serious accidents at that intersection in the past, I request that the Board of Selectmen begin a process to consider changing the intersection to a 4-way stop intersection similar to the intersection at Ash Street and Middle Street. The safety at this intersection should be a high priority for Selectmen before someone gets seriously injured or killed. For the safety of all drivers using our public roads, thank you in advance for considering this request.

Best,

Tom Atwood

For Date: 06/22/2016 - Wednesday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
16-13232	1850	Phone - MVA -Personal/Property Dam Case (OF/AC)	Opened	1	
Call Taker:		D5 - Romano, Judith			
Primary Id:		CENA - Cena, Daniel			
Location:		CRANE NECK AT GEORGETOWN RD			
Party Entered By:		06/22/2016 1852 D5 - Romano, Judith			
Calling Party:		[REDACTED] @ ***UNKNOWN*** - GEORGETOWN, MA 01833			
Party Entered By:		06/22/2016 1916 D5 - Romano, Judith			
Modified By:		06/22/2016 1922 D5 - Romano, Judith			
Involved Party:		[REDACTED] - W NEWBURY, MA 01985-[REDACTED]			
Party Entered By:		06/22/2016 1917 D5 - Romano, Judith			
Involved Party:		[REDACTED] - NEWBURYPORT, MA 01950			
Unit:		304 Cena, Daniel			
		Disp-18:52:50	Arvd-18:53:21	Clrd-19:14:02	
Unit:		302 Johnson, Royster			
		Disp-18:52:53	Arvd-18:53:19	Clrd-19:10:33	
Fire Unit:		E24-Pumper-PUMPER - E24			
		Disp-18:54:17	Arvd-18:57:24	Clrd-19:10:02	
		InQrtsUnavl-19:44:30	InSrvce-19:44:33		
Fire Unit:		R1-Heavy Rescue-RESCUE			
		Disp-18:54:38	Arvd-18:57:23	Clrd-19:10:04	
		InQrtsUnavl-19:44:31	InSrvce-19:44:34		
EMS Unit:		ALS1-Atlantic Ambulance ALS			
		Disp-18:57:36	Arvd-18:57:39	Clrd-19:03:44	
		Hosp-19:04:04	ClrHosp-19:04:05	InQrtsUnavl-19:04:06	InSrvce-19:04:07
Vehicle Entered By:		06/22/2016 1855 D5 - Romano, Judith			
Modified By:		06/22/2016 1921 D5 - Romano, Judith			
Vehicle:		[REDACTED]			
Operator:		[REDACTED]			
Owner:		[REDACTED]			
Insurance Co:		[REDACTED]			
Policy No:		[REDACTED]			
Vehicle Entered By:		06/22/2016 1917 D5 - Romano, Judith			
Modified By:		06/22/2016 1940 D5 - Romano, Judith			
Vehicle:		[REDACTED]			
Operator:		[REDACTED]			
Owner:		[REDACTED]			
Insurance Co:		[REDACTED]			
Policy No:		[REDACTED]			
Narrative:		06/22/2016 1854 Romano, Judith			
Modified By:		06/22/2016 1909 Romano, Judith			
		06/22/2016 1852: [REDACTED] called to report a motor vehicle accident. Police, Fire and EMS.			
		Report of two vehicle Motor vehicle accident at above location. All occupants out of vehicle. Unknown Personal Injuries at time of call.			
		Command advised no injuries. Signed refusal.			
		06/22/2016 1909: Command terminated.			

Refer To Accident: 16-29-AC

Date of Crash 06/22/2016 Time of Crash 1850 24HR City/Town **WEST NEWBURY** **Motor Vehicle Crash Police Report** Number Vehicles 2 Number Injured 0 Speed Limit _____ State Police Local Police MBTA Police Other: _____
 Latitude _____ Longitude _____

AT INTERSECTION: < **LOCATION** > **NOT AT INTERSECTION:**

<p>1 Route# _____ Direction _____ Name of Roadway/Street GEORGETOWN RD</p> <p style="text-align: center;">At</p> <p>Route# _____ Direction _____ Name of Intersecting Roadway/Street CRANE NECK ST</p> <p style="text-align: center;">Also at Intersection with</p> <p>2 Route# _____ Direction _____ Name of Intersecting Roadway/Street</p>	<p>Route# _____ Direction _____ Address # _____ Name of Roadway/Street</p> <p>Feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of _____ Mile Marker _____ or _____ Exit Number _____</p> <p>Feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of _____ Route# _____ Intersecting Roadway/Street</p> <p>Feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of _____</p> <p style="text-align: center;">Landmark</p>
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3 Please Select One of the Following: Vehicle 12 #Occupants Hit/Run Moped Crash Report ID# **16-29-AC**

<p>4 License # _____ Reg # _____ Reg Type PAN Reg State MA</p> <p>Sex _____ Lic. Class D 19 19 Lic. Restrictions 20 CDL _____ Veh Year _____ Veh Make _____ Veh Config. 1 21</p> <p>2 Operator _____ Owner _____</p> <p>Address _____ Address _____</p> <p>City WEST NEWBURY State MA Zip 01985 City WEST NEWBURY State MA Zip 01985</p> <p>Insurance Company LIBERTY MUTUAL INS</p> <p>Vehicle Action Prior to Crash 1 22 Damaged Area Code: 2 27 27 27</p> <p>Event Sequence 1 23 23 23 23 Test Status: 28</p> <p>Most Harmful Event 1 24 Type of Test: 29</p> <p>Driver Contributing Code 1 25 25 BAC Test Result: 30</p> <p>Driver Distracted by 0 26 Susp. Alcohol: 31 Susp. Drug: 32</p> <p>Towed from scene? 2 33</p>	<p>License # _____</p> <p>Sex _____ Lic. Class _____ Lic. Restrictions _____ CDL _____</p> <p>Operator _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Insurance Company _____</p> <p>Vehicle Travel Direction: <input checked="" type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W Responding to Emergency? 2</p> <p>Citation # (If Issued) _____</p> <p>Viol. 1: Ch/Sec/Sub _____ Viol. 2: Ch/Sec/Sub _____</p> <p>Viol. 3: Ch/Sec/Sub _____ Viol. 4: Ch/Sec/Sub _____</p>
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Please fill out for operator and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	34 Seat Pos.	35 Safety System	36 Airbag Status	37 Eject Code	38 Trap Code	39 Injury Status	40 Transp. Code	Medical Facility
Operator	See Above		<input checked="" type="checkbox"/>	1	1	4	0	0	5	1	
			M	3	1	4	0	0	5	1	

7 Please Select One of the Following: Vehicle 22 #Occupants Non-Motorist A Type **15** Action **16** Location **17** Condition **18** Hit/Run Moped

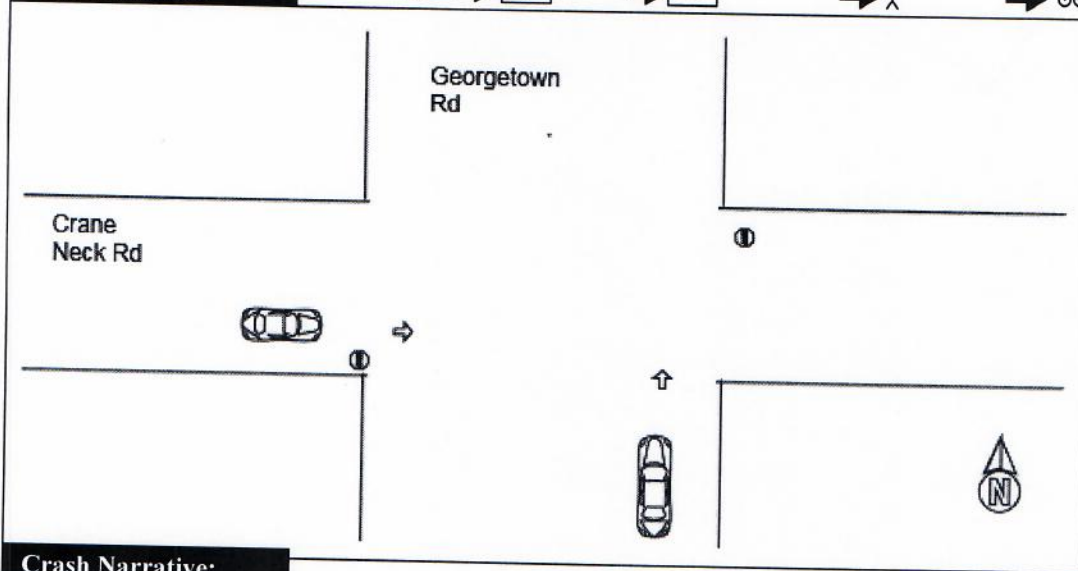
<p>8 License # _____ Reg # _____ Reg Type PAN Reg State MA</p> <p>Sex _____ Lic. Class D 19 19 Lic. Restrictions B 20 CDL _____ Veh Year _____ Veh Make _____ Veh Config. 1 21</p> <p>1 Operator _____ Owner _____</p> <p>Address _____ Address _____</p> <p>City _____ City _____</p> <p>Insurance Company COMMERCE INSURANCE</p> <p>Vehicle Action Prior to Crash 2 22 Damaged Area Code: 4 27 27 27</p> <p>Event Sequence 1 23 23 23 23 Test Status: 28</p> <p>Most Harmful Event 1 24 Type of Test: 29</p> <p>Driver Contributing Code 4 25 25 BAC Test Result: 30</p> <p>Driver Distracted by 0 26 Susp. Alcohol: 31 Susp. Drug: 32</p> <p>Towed from scene? 33</p>	<p>License # _____</p> <p>Sex _____ Lic. Class _____ Lic. Restrictions _____ CDL _____</p> <p>Operator _____</p> <p>Address _____</p> <p>City _____</p> <p>Insurance Company _____</p> <p>Vehicle Travel Direction: <input type="checkbox"/> N <input type="checkbox"/> S <input checked="" type="checkbox"/> W Responding to Emergency? 2</p> <p>Citation # (If Issued) _____</p> <p>Viol. 1: Ch/Sec/Sub _____ Viol. 2: Ch/Sec/Sub _____</p> <p>Viol. 3: Ch/Sec/Sub _____ Viol. 4: Ch/Sec/Sub _____</p>
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Please fill out for operator/non-motorist and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	34 Seat Pos.	35 Safety System	36 Airbag Status	37 Eject Code	38 Trap Code	39 Injury Status	40 Transp. Code	Medical Facility
Operator/Non-Motorist	See Above		<input checked="" type="checkbox"/>	1	1	4	0	0	5	1	
			M	3	1	4	0	0	5	1	

→ = Direction 1 = Vehicle 1 2 = Vehicle 2 ○ = Pedestrian ○ = Bicycle

Crash Diagram:



- If Crash Did Not Occur on a Public Way:**
- Off-Street Parking Lot
 - Garage
 - Mall/Shopping Center
 - Other Private Way

Indicate North by Arrow

Crash Narrative:

Responded to a 2 car motor vehicle accident. Vehicle 1 was travelling north on Georgetown Rd when it approached the intersection of Crane Neck Street which has a posted stop sign as well as a stop line. According to both operators vehicle 2 slowed but never stopped at the required sign and rolled through the stop sign causing vehicle 1 to collide with it. Damage to the front right of vehicle 1 and rear right damage to vehicle 2 were observed. No injuries were reported by any parties involved.

Witnesses:

Name (Last,First,Middle)	Address	Phone #	Statement

Property Damage:

Owner (Last,First,Middle)	Address	Phone #	41-Type	Description of Damaged Property

Truck and Bus Information:

Registration # _____ (From Vehicle Section)

Carrier Name _____ Bus Use 42

Address _____ City _____ St _____ Zip _____

US DOT #: _____ State Number _____ Issuing State _____ MC/MX/ICC #: _____

Interstate 43 Cargo Body Type Code 44 GVWR/GCWR 45

Trailer Reg #: _____ Reg Type _____ Reg State _____ Reg Year _____ Trailer Length 46

Hazmat Information:

Placard 47 Material 1 digit # 48 Material Name _____ Material 4 digit # _____ Release code 49

Sergeant Daniel A Cena **CENA** **West Newbury Police Department** **06/22/2016**
 Police Officer Name (Please Print) Signature ID/Badge # Department Precinct/Barracks Date

For Date: 09/20/2015 - Sunday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
15-19024	1501	911 - MVA -Personal/Property Damag Case (OF/AC)Opened		1	
Call Taker:		WALSH - Walsh, Matthew			
Primary Id:		CENA - Cena, Daniel			
Call Closed By:		D5 - Romano, Judith 09/20/2015 2123			
Location/Address:		AT GEORGETOWN RD. - CRANE NECK ST			
Party Entered By:		09/20/2015 1504 WALSH - Walsh, Matthew			
Modified By:		09/20/2015 1834 D5 - Romano, Judith			
Calling Party:		[REDACTED]			
					- WEST NEWBURY, MA 01985 [REDACTED]
Party Entered By:		09/20/2015 2219 D5 - Romano, Judith			
Modified By:		09/20/2015 2220 D5 - Romano, Judith			
Involved Party:		[REDACTED]			- PEABODY, MA 01960- [REDACTED]
Unit:		304 Cena, Daniel			
		Disp-15:04:51	Arvd-15:22:05	Clrd-20:59:45	
Cleared By:		D5 - Romano, Judith			
Unit:		301 Dwyer, Michael			
		Disp-15:04:53	Arvd-15:22:07	Clrd-17:33:50	
Cleared By:		D5 - Romano, Judith			
EMS Unit:		ALS1-Atlantic Ambulance ALS			
		Disp-15:04:57	Arvd-15:20:44	Clrd-15:48:05	
		Hosp-21:01:44 ClrHosp-21:01:45	InQrtsUnavl-21:01:58	InSrvce-21:01:59	
Cleared By:		D5 - Romano, Judith			
Fire Unit:		E24-Pumper-PUMPER - E24			
		Disp-15:16:23	Arvd-15:20:20	Clrd-17:01:32	
		InQrtsUnavl-17:01:35	InSrvce-17:01:37		
Cleared By:		D5 - Romano, Judith			
Fire Unit:		R1-Heavy Rescue-RESCUE			
		Disp-15:20:22	Arvd-15:20:26	Clrd-20:54:34	
		InQrtsUnavl-20:58:17	InSrvce-21:21:00		
Cleared By:		D5 - Romano, Judith			
EMS Unit:		BLS1-Atlantic Ambulance BLS			
		Disp-15:20:46	Arvd-15:20:49	Clrd-15:48:05	
		Hosp-21:01:49 ClrHosp-21:01:50	InQrtsUnavl-21:01:52	InSrvce-21:01:54	
Cleared By:		D5 - Romano, Judith			
EMS Unit:		BMF-MedFlight			
		Disp-15:27:55	Arvd-15:27:57	Clrd-15:48:05	
		Hosp-21:01:47 ClrHosp-21:01:48	InQrtsUnavl-21:01:55	InSrvce-21:01:56	
Cleared By:		D5 - Romano, Judith			
Fire Unit:		E27-Brush-Forrestry Truck E27			
		Disp-16:47:54	Arvd-17:02:01	Clrd-20:54:32	
		InQrtsUnavl-20:58:22	InSrvce-21:20:58		
Arrived By:		D5 - Romano, Judith			
Cleared By:		D5 - Romano, Judith			
Unit:		302 Johnson, Royster			
		Disp-17:34:01	Arvd-17:34:03	Clrd-17:34:45	
Dispatched By:		D5 - Romano, Judith			
Arrived By:		D5 - Romano, Judith			
Cleared By:		F315 - Johnson, Royster			
Vehicle Entered By:		09/20/2015 1521 WALSH - Walsh, Matthew			
Modified By:		09/20/2015 1925 D5 - Romano, Judith			
Vehicle:		[REDACTED]			
Towed:		[REDACTED]			
Operator:		[REDACTED]			- W NEWBURY, MA 01985- [REDACTED]
Owner:		[REDACTED]			- W NEWBURY, MA 01985- [REDACTED]
Insurance Co:		COMMERCE INSURANCE			
Policy No:		[REDACTED]			
Vehicle Entered By:		09/20/2015 1521 WALSH - Walsh, Matthew			
Modified By:		09/20/2015 1926 D5 - Romano, Judith			
Vehicle:		[REDACTED]			
Towed:		[REDACTED]			
Operator:		[REDACTED]			- DANVERS, MA 01923- [REDACTED]

Owner: [REDACTED] - DANVERS, MA 01923-2322

Insurance Co: LIBERTY MUTUAL INS

Policy No:

Narrative: 09/20/2015 1519 Walsh, Matthew

Modified By: 09/20/2015 2059 Romano, Judith

rpt of 2 car mva at above location.
rcvd numerous calls. at least 2 injured.
09/20/2015 1506: 3 injured. 1 priority 1 and 2 priority 3.
Atlantic adv. additional units needed. Additional engine
needed. Groveland notified for mutual aid. Request for
medflight availability. Amr adv 3 units needed.
09/20/2015 1608: Request for 4 road closure signs. Highway
notified.
09/20/2015 1515:; Medflight en rte. 14 min eta. LZ1. Heavy
passenger side damage. 1 pt 50 yr old male/head injury.
updated. Groveland Engine to LZ1 for med flight.
09/20/2015 1525: Request for recon. Medflight unable to
relay over air.
09/20/2015 1528: Med flight over sight. Request for
additional manpower to scene.
09/20/2015 1536: Ofc Parenteau en rte. Ofc Johnson notified.
via amesbury pd. Byfield A1 en rte to aj with 4. Capt. Evans
opr Atl. p11.
09/20/2015 1539: Medflight airborne. Amesbury pd notified for
request for recon. Ma SP recon cancelled per 300.
09/20/2015 1543: Per command holding E24 and R1 on scene
along with C1 Groveland.
09/20/2015 1545: Groveland E1 Clear from LZ. RTQ.
09/20/2015 1548: MF Pt transported to Boston Medical.
Command adv. 09/20/2015 1553: Amesbury pd called back to rpt
no recon team available. Sp notified again. Will call back
with eta.
09/20/2015 1557: 300 attempting to notify relative of Med
Flight pt.
Request for more manpower. Central station notified.
09/20/2015 1610: Request for mutual aid for station
coverage. Groveland notified.
09/20/2015 1616: Byfield Ambulance clear of AJ. En rte to
station to drop off FF. 2 at Central. Per command to stanby
as pilots for Groveland Engine.
09/20/2015 1617: E27 en rte to country manor to intercept
Byfield A1 for personell pick up.
09/20/2015 1619: Groveland E1 off at central.
09/20/2015 1630: E27 back in service in quarters.
09/20/2015 1656: Sp recon on scene.
09/20/2015 1702: E24 cleared for mutual aid call to
haverhill. FF22 to take command.
09/20/2015 1819: 304 requesting Edgemont for 1 vehicle.
Edgemont en rte.
09/20/2015 1836: Per Gtown rd command, Edgemont on scene.
09/20/2015 1851: Command adv 1st vehicle processed. Waiting
for 2nd vehicle.
09/20/2015 1858: 302 spking spk w/Dr. @ BMC re: condition of
Med Flight pt. Information relayed to 304 and 300. Family of
pt was notified and is at hospital.
09/20/2015 1919: Edgemont on scene for second vehicle.
09/20/2015 2054: FD clearing. Rtq.
09/20/2015 2059: 304 and SP clear.

Refer To Summons: 15-120-AR

Summons: [REDACTED]

Address: [REDACTED]

Age:

Charges: NEGLIGENT OPERATION OF MOTOR VEHICLE
STOP/YIELD, FAIL TO
SPEEDING

Refer To Incident: 15-143-OF

Refer To Accident: 15-34-AC

Refer To Accident: 15-35-AC

AT INTERSECTION: < **LOCATION** > **NOT AT INTERSECTION:**

1 **CRANE NECK ST**
Route# _____ Direction _____ Name of Roadway/Street _____
At _____
2 **GEORGETOWN RD**
Route# _____ Direction _____ Name of Intersecting Roadway/Street _____
Also at Intersection with _____
3 Route# _____ Direction _____ Name of Intersecting Roadway/Street _____

Route# _____ Direction _____ Address # _____ Name of Roadway/Street _____
Feet N S E W of _____ or _____
Mile Marker _____ Exit Number _____
Feet N S E W of _____
Route# _____ Intersecting Roadway/Street _____
Feet N S E W of _____
Route# _____ Intersecting Roadway/Street _____
Landmark _____

Please Select One of the Following: Vehicle 15 #Occupants Hit/Run Moped
Crash Report ID# **15-35-AC**

License # _____ Reg # _____ Reg Type **PAN** Reg State **MA**
Sex _____ Lic. Class **D 19 19** Lic. Restrictions **20** CDL _____
Veh Year _____ Veh Config. **1 21**
Operator _____ Owner _____
Address _____ Address _____
City **DANVERS** State **MA** Zip **01923** City **DANVERS** State **MA** Zip **01923**
Insurance Company **LIBERTY MUTUAL INS**
Vehicle Action Prior to Crash **1 22** Damaged Area Code: **1 27 2 27 8 27**
Vehicle Travel Direction: N S E W Responding to Emergency? **2** Event Sequence **1 23 23 23 23** Test Status: **28**
Citation # (If Issued) _____ Most Harmful Event **1 24** Type of Test: **29**
Viol. 1: Ch/Sec/Sub _____ Viol. 2: Ch/Sec/Sub _____ Driver Contributing Code **19 25 3 25** BAC Test Result: **30**
Viol. 3: Ch/Sec/Sub _____ Viol. 4: Ch/Sec/Sub _____ Driver Distracted by **99 26** Susp. Alcohol: **31** Susp. Drug: **32**
Towed from scene? **1 33**

Please fill out for operator and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	34 Seat Pos.	35 Safety System	36 Airbag Status	37 Eject Code	38 Trap Code	39 Injury Status	40 Transp. Code	Medical Facility
Operator	See Above	XXXX	XX	1	1	1	0	0	5	2	ANNA JACQUES HOSPITAL
				4	1	1	0	0	5	2	ANNA JACQUES HOSPITAL
				5	2	1	0	0	5	2	ANNA JACQUES HOSPITAL
				6	1	1	0	0	5	2	ANNA JACQUES HOSPITAL

7 Please Select One of the Following: Vehicle 1 #Occupants Non-Motorist A Type **15** Action **16** Location **17** Condition **18** Hit/Run Moped

8 License # _____ St _____ DOB/Age _____ Reg # _____ Reg Type _____ Reg State _____
Sex _____ Lic. Class **19 19** Lic. Restrictions **20** CDL _____
Veh Year _____ Veh Make _____ Veh Config. **21**
Operator _____ Owner _____
Address _____ Address _____
City _____ State _____ Zip _____ City _____ State _____ Zip _____
Insurance Company _____ Vehicle Action Prior to Crash **22** Damaged Area Code: **27 27 27**
Vehicle Travel Direction: N S E W Responding to Emergency? _____ Event Sequence **23 23 23 23** Test Status: **28**
Citation # (If Issued) _____ Most Harmful Event **24** Type of Test: **29**
Viol. 1: Ch/Sec/Sub _____ Viol. 2: Ch/Sec/Sub _____ Driver Contributing Code **25 25** BAC Test Result: **30**
Viol. 3: Ch/Sec/Sub _____ Viol. 4: Ch/Sec/Sub _____ Driver Distracted by **26** Susp. Alcohol: **31** Susp. Drug: **32**
Towed from scene? **1 33**

Please fill out for operator/non-motorist and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	34 Seat Pos.	35 Safety System	36 Airbag Status	37 Eject Code	38 Trap Code	39 Injury Status	40 Transp. Code	Medical Facility
Operator/Non-Motorist	See Above	XXXX	XX	1							
				3	1	1	0	0	4	2	ANNA JACQUES HOSPITAL

AT INTERSECTION: < **LOCATION** > **NOT AT INTERSECTION:**

1 **CRANE NECK ST** Route# _____ Direction _____ Name of Roadway/Street _____
 At _____
GEORGETOWN RD Route# _____ Direction _____ Name of Intersecting Roadway/Street _____
 Also at Intersection with _____
 2 **1** Route# _____ Direction _____ Name of Intersecting Roadway/Street _____
 3 _____

3 Please Select One of the Following: Vehicle 21 #Occupants Hit/Run Moped **Crash Report ID# 15-35-AC**

4 **2** License # _____ Reg # _____ Reg Type **PC** Reg State **MA**
 Sex _____ Lic. Class **D 19 19** Lic. Restrictions **B 20** CDL _____
 Operator _____ Veh Year _____ Veh Make _____ Veh Config. **1 21**
 Address _____ Owner _____
 City **W NEWBURY** State **MA** Zip **01985** City **W NEWBURY** State **MA** Zip **01985**
 Insurance Company **COMMERCE INSURANCE** Vehicle Action Prior to Crash **1 22** Damaged Area Code: **11 27 27 27**
 5 **1** Vehicle Travel Direction: N E W Responding to Emergency? **2** Event Sequence **1 23 23 23 23** Test Status: **28**
 Citation # (If Issued) _____ Most Harmful Event **1 24** Type of Test: **29**
 6 **1** Viol. 1: Ch/Sec/Sub _____ Viol. 2: Ch/Sec/Sub _____ Driver Contributing Code **1 25 25** BAC Test Result: **30**
 Viol. 3: Ch/Sec/Sub _____ Viol. 4: Ch/Sec/Sub _____ Driver Distracted by **0 26** Susp. Alcohol: **31** Susp. Drug: **32**
 Towed from scene? **1 33**

Please fill out for operator and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	34 Seat Pos.	35 Safety System	36 Airbag Status	37 Eject Code	38 Trap Code	39 Injury Status	40 Transp. Code	Medical Facility
Operator	See Above			1	1	3	0	0	2	2	BOSTON MEDICAL CENTER

7 **2** Please Select One of the Following: Vehicle 4 #Occupants Non-Motorist A Type **15** Action **16** Location **17** Condition **18** Hit/Run Moped

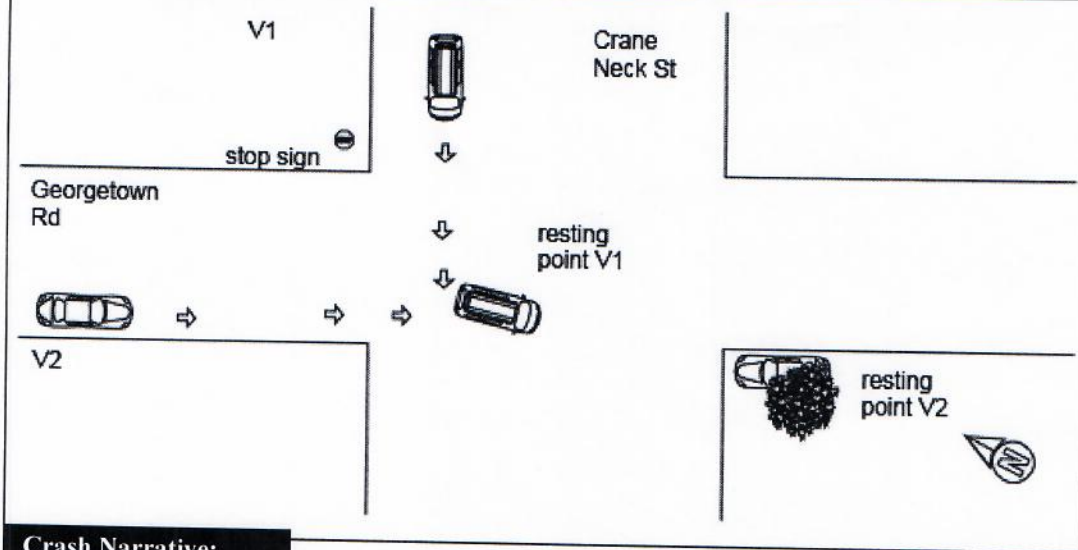
8 **1** License # _____ St _____ DOB/Age _____ Reg # _____ Reg Type _____ Reg State _____
 Sex _____ Lic. Class **19 19** Lic. Restrictions **20** CDL _____
 Operator _____ Veh Year _____ Veh Make _____ Veh Config. **21**
 Address _____ Owner _____
 City _____ State _____ Zip _____ City _____ State _____ Zip _____
 Insurance Company _____ Vehicle Action Prior to Crash **22** Damaged Area Code: **27 27 27**
 9 **2** Vehicle Travel Direction: N S E W Responding to Emergency? _____ Event Sequence **23 23 23 23** Test Status: **28**
 Citation # (If Issued) _____ Most Harmful Event **24** Type of Test: **29**
 Viol. 1: Ch/Sec/Sub _____ Viol. 2: Ch/Sec/Sub _____ Driver Contributing Code **25 25** BAC Test Result: **30**
 Viol. 3: Ch/Sec/Sub _____ Viol. 4: Ch/Sec/Sub _____ Driver Distracted by **26** Susp. Alcohol: **31** Susp. Drug: **32**
 Towed from scene? **33**

Please fill out for operator/non-motorist and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	34 Seat Pos.	35 Safety System	36 Airbag Status	37 Eject Code	38 Trap Code	39 Injury Status	40 Transp. Code	Medical Facility
Operator/Non-Motorist	See Above			1							

→ = Direction 1 = Vehicle 1 2 = Vehicle 2 ○ = Pedestrian ♺ = Bicycle
 ie: → 1 → 2 → ○ → ♺

Crash Diagram:



If Crash Did Not Occur on a Public Way:

- Off-Street Parking Lot
- Garage
- Mall/Shopping Center
- Other Private Way

Indicate North by Arrow

Crash Narrative:

Responded to a report of a 2 car accident with injury. Upon arrival I observed a light green volvo (v2) with extremely heavy damage up against a tree with a single occupant in the drivers seat. I also observed 2 females in a chevy suburban (v1) with heavy front end damage. I made a quick assessment of parties involved and began to render first aid to the single female in v2 as she was in very serious condition. EMS arrived and took over treatment and I spoke with the female driver of v1. She said she was travelling down the road and never saw or stopped at the stop sign and then her car blew up. All passengers in her vehicle were treated on scene and at the Anna Jaques. V2's driver was flown by Boston Med Flight to Boston Medical Center due to the severity of her injuries. For more detailed information refer to incident report 15-143-OF and the Mass State Police Accident Reconstruction report.

Witnesses:

Name (Last,First,Middle)	Address	Phone #	Statement

Property Damage:

Owner (Last,First,Middle)	Address	Phone #	41-Type	Description of Damaged Property

Truck and Bus Information:

Registration # _____ (From Vehicle Section)
 Carrier Name _____ Bus Use 42
 Address _____ City _____ St _____ Zip _____
 US DOT #: _____ State Number _____ Issuing State _____ MC/MX/ICC #: _____
 Interstate 43 Cargo Body Type Code 44 GVWR/GCWR 45
 Trailer Reg #: _____ Reg Type _____ Reg State _____ Reg Year _____ Trailer Length 46
Hazmat Information:
 Placard 47 Material 1 digit # 48 Material Name _____ Material 4 digit # _____ Release code 49

Sergeant Daniel A Cena
Police Officer Name (Please Print)

Signature

CENA
ID/Badge #

West Newbury Police Department
Department Precinct/Barracks

09/22/2015
Date

For Date: 04/27/2013 - Saturday

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Priority</u>	<u>Duplicate</u>
13-9842	1355	Walk-In - MVA -Personal/Property D Case (OF/AC)	Opened	1	
Call Taker:		D24 - Burrill, Danielle			
Primary Id:		R324 - Dwyer, Michael			
Location/Address:		AT GEORGETOWN RD - CRANE NECK ST			
Party Entered By:		04/27/2013 1513 D24 - Burrill, Danielle			
Calling Party:		[REDACTED] - WEST NEWBURY, MA 01985 [REDACTED]			
Unit:		302 Dwyer, Michael			
		Disp-14:04:11	Arvd-14:04:33	Clrd-14:38:44	
Fire Unit:		R1-Heavy Rescue-RESCUE			
		Disp-14:11:37	Arvd-14:11:39	Clrd-14:11:41	
		InQrtsUnavl-14:11:43	InSrvce-14:11:44		
Unit:		301 Parenteau, Richard			
		Disp-14:17:39	Arvd-14:25:07	Clrd-14:25:07	
Vehicle Entered By:		04/27/2013 1415 D24 - Burrill, Danielle			
Modified By:		04/27/2013 1436 D24 - Burrill, Danielle			
Vehicle:		[REDACTED]			
Operator:		[REDACTED]			
Owner:		[REDACTED]			
Insurance Co:		[REDACTED]			
Policy No:		[REDACTED]			
Narrative:		04/27/2013 1409 Burrill, Danielle			
		04/27/2013 1403 Atlantic responding			
		04/27/2013 1405 Atlantic cancelled signed refusal.			
		04/27/2013 1406 Edgemont responding.			
Refer To Accident:		<u>13-18-AC</u>			

Date of Crash: 04/27/2013 Time of Crash: 1355 (24HR) City/Town: WEST NEWBURY
 Number Vehicles: 1 Number Injured: 0 Speed Limit: 30 Lat: +042.777871 Lon: -070.987324
 State Police Local Police MBTA Police Other:

AT INTERSECTION: < LOCATION > NOT AT INTERSECTION:

<p>1 Route# _____ Direction _____ Name of Roadway/Street _____ At _____</p> <p>2 Route# _____ Direction _____ Name of Intersecting Roadway/Street _____ Also at Intersection with _____</p> <p>3 Route# _____ Direction _____ Name of Intersecting Roadway/Street _____</p>	<p>2 9 Route# _____ Direction _____ Address # _____ Name of Roadway/Street CRANE NECK ST</p> <p>2 10 _____ Feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of _____ Mile Marker _____ or _____ Exit Number _____</p> <p>1 11 _____ Feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of _____ Route# _____ Intersecting Roadway/Street _____</p> <p>_____ Feet <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W of _____ Landmark _____</p>
---	---

Please Select One of the Following: Vehicle 1 #Occupants Hit/Run Moped 13-18-AC

<p>4 2 License # _____ Reg # _____ Reg Type PAN Reg State MA Sex _____ Lic. Class <input type="checkbox"/> 18 <input type="checkbox"/> 18 Lic. Restrictions <input type="checkbox"/> 9 <input type="checkbox"/> 19 CDL _____ Operator _____ Veh Year _____ Veh Make _____ Veh Config. <input type="checkbox"/> 1 <input type="checkbox"/> 20 Address _____ Owner _____ Address _____ City GROVELAND State MA Zip 01834 Insurance Company CITIZENS INSURANCE Vehicle Travel Direction: <input checked="" type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W Responding to Emergency? <input type="checkbox"/> 2 Citation # (If Issued) _____ Viol. 1: Ch/Sec/Sub _____ / _____ / _____ Viol. 2: Ch/Sec/Sub _____ / _____ / _____ Viol. 3: Ch/Sec/Sub _____ / _____ / _____ Viol. 4: Ch/Sec/Sub _____ / _____ / _____</p>	<p>3 12 Vehicle Action Prior to Crash <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 Event Sequence <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Most Harmful Event <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Driver Contributing Code <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Underride/Override <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Damaged Area Code: (Circle Up to Three) 0 None 10 Undercarriage 11 Totaled 97 Other 99 Unknown</p>
---	---

Please fill out for operator and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	26 Seat Pos.	27 Safety System	28 Airbag Status	29 Airbag Switch	30 Eject Code	31 Trap Code	32 Injury Status	33 Transp. Code	Medical Facility
Operator	See Above	-----	---	---	1	4	99	0	0	5	1	

7 1 Please Select One of the Following: Vehicle 2 #Occupants Non-Motorist A Type 14 Action 15 Location 16 Condition 17 Hit/Run Moped

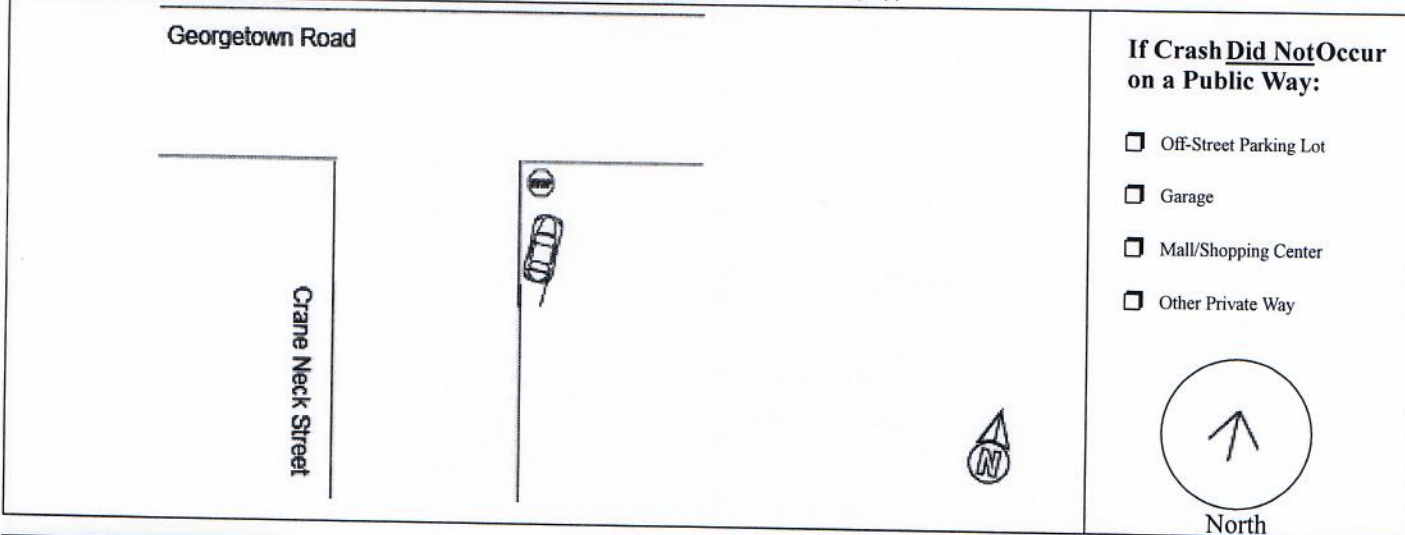
<p>8 1 License # _____ St _____ DOB/Age _____ Sex _____ Lic. Class <input type="checkbox"/> 18 <input type="checkbox"/> 18 Lic. Restrictions <input type="checkbox"/> 19 CDL _____ Operator _____ Veh Year _____ Veh Make _____ Veh Config. <input type="checkbox"/> 20 Address _____ Owner _____ Address _____ City _____ State _____ Zip _____ Insurance Company _____ Vehicle Travel Direction: <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W Responding to Emergency? _____ Citation # (If Issued) _____ Viol. 1: Ch/Sec/Sub _____ / _____ / _____ Viol. 2: Ch/Sec/Sub _____ / _____ / _____ Viol. 3: Ch/Sec/Sub _____ / _____ / _____ Viol. 4: Ch/Sec/Sub _____ / _____ / _____</p>	<p>26 13 Vehicle Action Prior to Crash <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 Event Sequence <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Most Harmful Event <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Driver Contributing Code <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Underride/Override <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 Damaged Area Code: (Circle Up to Three) 0 None 10 Undercarriage 11 Totaled 97 Other 99 Unknown</p>
--	---

Please fill out for operator/non-motorist and all occupants involved

Name (Last First Middle)	Address	DOB/Age	Sex	26 Seat Pos.	27 Safety System	28 Airbag Status	29 Airbag Switch	30 Eject Code	31 Trap Code	32 Injury Status	33 Transp. Code	Medical Facility
Operator/Non-Motorist	See Above	-----	---	---								

→ = Direction 1 = Vehicle 1 2 = Vehicle 2 ○ = Pedestrian

Crash Diagram:



Crash Narrative:

Dispatch received a call for a vehicle off the roadway in the area of Crane Neck and Georgetown Road. I arrived and located a vehicle stuck in a ditch. The operator was out of the vehicle and reported no injuries. Fire/Rescue responded along with his parents. The operator refused treatment and the vehicle was removed by Edgemont Towing with minimal visible damage.

Witnesses:

Name (Last,First,Middle)	Address	Phone #	Statement

Property Damage:

Owner (Last,First,Middle)	Address	Phone #	34-Type	Description of Damaged Property

Truck and Bus Information:

Registration # _____ (From Vehicle Section)

Carrier Name _____ Carrier Issuing Authority Code 35

Address _____ City _____ St. _____ Zip _____

US DOT #: _____ State Number _____ Issuing State _____ ICC #: _____ Interstate 36

Cargo Body Type Code 37 Gross Vehicle Weight 38

Trailer Reg #: _____ Reg Type _____ Reg State _____ Reg Year _____ Trailer Length 39

Hazmat Information:

Placard 40 Material 1 digit # 41 Material Name _____ Material 4 digit # _____ Release code 42

Officer Michael D Dwyer

Police Officer Name (Please Print)

Signature

R324

ID/Badge #

West Newbury Police Department

Department

Precinct/Barracks

04/28/2013

Date



PENTUCKET REGIONAL SCHOOL DISTRICT

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

GROVELAND
MERRIMAC
WEST NEWBURY

Justin Bartholomew, Ed.D.
Superintendent

Brent Conway
Assistant Superintendent

Greg A. Labrecque
Business Manager

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

2 January 2019

Dear Board of Selectmen,

The Chairperson of the Pentucket Regional School District (PRSD) School Committee is aware that the prior Board of Selectmen practice has been to exempt town projects from permitting fees, but that this did not apply for "large projects such as the School renovation project." In reviewing this issue with the Town Manager and Building Inspector, it appears that there would be support at a staff level to revisit this practice in order to reduce anticipated permitting and inspection costs relative to the pending new school project.

Therefore, on behalf of the School Committee, I respectfully request that the Board of Selectmen for the Town of West Newbury and the Pentucket Regional School District enter into a Memorandum of Understanding (MOU) regarding the permit and inspection fees related to the potential construction of a new grade 7 to 12 Middle/High School which will be primarily located in the Town of West Newbury.

PRSD proposes that such an MOU be centered on the principle that PRSD will provide reimbursement to the Town of West Newbury for actual payroll and expenses incurred by the Town for this project, over and above regularly budgeted staff hours, and would not be based on the current fee schedule in effect with the Inspectional Service Department. Additionally, PRSD recognizes that this project, due to its complexity and certain state-of-the-art elements, may require specialized inspections by outside experts. PRSD would also be prepared to absorb any direct expenses resulting from such outside review.

If this meets the Board's approval, in concept, we would look forward to executing an MOU to this effect in the near term so as to assist the project team with estimating permitting and inspection costs for purposes of project budgeting.

I understand that this matter will be considered at the Board's meeting on January 7th, 2019, and we would be pleased to provide any further information as may be needed.

Thank you in advance for your consideration.

Sincerely,

Dr. Justin Bartholomew
Superintendent



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

PERMIT FEES:

With the exception of large projects such as the School renovation project and the Housing Authority's construction project, Inspection Department fees shall be waived for Town Departments. Permits shall be required but the fee shall not be charged.

Town Manager

From: Town Manager
Sent: Wednesday, December 12, 2018 9:43 AM
To: 'Bartholomew, Justin'; Denise Dembkoski (ddembkoski@grovelandma.com)
Cc: Glenn Clohecy (gclohecy@wnewbury.org); Michael McCarron
Subject: RE: Permits and Fee Schedule Question
Attachments: West Newbury Selectmen Policy re Permit Fees.pdf

Justin,

In the past couple of weeks I've spoken with Brad Dore and with our Building Inspector Glenn Clohecy about this issue, and am aware of the concern. I have copied Glenn here.

At a staff level, the Town's interest would simply be to ensure that the Town recoups direct costs associated with inspections. We understand that this is controlled construction, which will somewhat reduce inspection needs, but this will need to be thought through in detail.

With that said, I have attached the current Town policy on this matter, which as you'll see specifically does not exempt large school projects. Unlike several other BoS policies on file, this one is undated. I believe this relates, at least in part, to the need to bring in third party inspectors for the Page School renovation, and the Town not wanting to absorb these direct expenses, but Glenn and our Town Counsel Mike McCarron (also copied here) would have a better understanding of the history.

My advice would be for your office and/or the project architect (or CM in charge) to work with Glenn C., and his counterpart(s) in Groveland, to come up with proposed revised language for the attached policy which meets staff support. At that time, we would bring this to the BoS for their review and approval. Their next regularly scheduled mtg is Jan. 7, so we would need something to include in their packet no later than the prior Thursday 1/3.

I will be on vacation next week and am pressed trying to get some things off my desk before I leave, but if you want to connect by phone I'll be generally reachable through midday Friday. And, Mike McCarron can be a resource on this issue, as well.

Thanks,
Angus

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

From: Bartholomew, Justin <jbartholomew@prsd.org>
Sent: Wednesday, December 12, 2018 9:06 AM
To: Town Manager <townmanager@wnewbury.org>; Denise Dembkoski (ddembkoski@grovelandma.com) <ddembkoski@grovelandma.com>
Subject: Permits and Fee Schedule Question

Hi Denise and Angus,

Is there a chance we can talk at some point very soon about the building permit fees associated with the Building Project? As of right now, we are using the [Town of West Newbury's schedule](#) and it comes out to just over \$2 million in costs.

Obviously our hope would be that we would pay for the cost of the inspectors during the process and not a premium. I'm also not sure where we fit as residential or commercial since we are neither. My overall concern is that if we add on the \$2 million, I have to believe that Merrimac would be pretty put out that they are paying to put money into the other two town's pockets (if Groveland ends up being responsible for some of the inspections as well).

I'm open to meet/talk anytime tomorrow or Friday if it's possible for either of you.

Thanks!
~ Justin

--

Dr. Justin Bartholomew
Superintendent
22 Main Street
West Newbury, MA 01985
978.363.2280 x120

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

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 4, 2019
RE: Joint meeting with PSRD Administration, Groveland and Merrimac Boards of Selectmen

A date and time has been confirmed for a joint meeting among the three Towns' Boards of Selectmen, and Pentucket Administration. The meeting will take place on:

Thursday, January 24th at 6 PM at Pentucket (specific location TBD)

The meeting is expected to focus on two major issues:

1. The ongoing *draft* contingency planning that the Administration is leading, at the policy direction of the School Committee. The discussion will include the substance of the proposal (as it may continue to develop in the weeks leading up to the meeting), as well as the expectation that amendments to the PSRD Regional Agreement will likely be proposed for review and approval at the three Towns' Annual Town Meetings this spring.
2. The Middle/High School project, including updates on the MSBA process, and discussion of coordinating timing and public communications in the months leading up to the votes.

Last week I had a meeting with the Finance Directors in Groveland and Merrimac, and a separate meeting with the Superintendent and Assistant Superintendent. We have another meeting scheduled next week, among all of these parties, to advance our work at a staff level. Our goal is to facilitate an informed and productive discussion among the three Towns' Boards on January 24th.

High School Contingency Plan Update

At the December 4th meeting, while I was presenting a proposed High School Contingency scenario should a system fail at the High School and students have to be relocated, I was asked an important question. It was something along the lines of “If the cost of repair exceeds 30% of the building, won’t we have to change everything? What would that cost be?”

My response to this question was that I believed that statement to be correct regarding the 30%, but I did not want to guesstimate on a cost other than knowing it would exceed \$40 million.

I want to make sure that all of you and the public have the most accurate information, and this is a VERY important question. So, after doing research, here is what I have discovered:

- The assessed value of the High School is \$12,104,700 for fiscal year 2018.

Current Property Sales Information	
Sale Date 1/6/1956	Legal Reference 04239/0090
Sale Price 15,000	Grantor(Seller) HAZEL ALBERTSON

Current Property Assessment	
Year 2019	Card 1 Value
Land Area 37.000 acres	Building Value 12,104,700
	Xtra Features Value 81,400
	Land Value 3,120,300
	Total Value 15,306,400

- Building projects are governed by 521 CMR: ARCHITECTURAL ACCESS BOARD, and this group is granted authority by M.G.L. c. 22, § 13A.
- Section 3.3 of 521 CMR states: “EXISTING BUILDINGS All additions to, reconstruction, remodeling, and alterations or repairs of existing public buildings or facilities, which require a building permit or which are so defined by a state or local inspector, shall be governed by all applicable subsections in 521 CMR 3, JURISDICTION.”
- Section 3.3.2 of 521 CMR states: “**If the work performed amounts to 30% or more of the full and fair cash value of the building the entire building is required to comply with 521 CMR. a. Where the cost of constructing an addition to a building amounts to 30% or more of the full and fair cash value of the existing building, both the addition and the existing building must be fully accessible.**”
- So, 30% of \$12,104,700 would be a project threshold (based on a 2018 assessment) of \$3,631,410. (Note: The value of the building will decrease each year, which means the threshold will also decrease even while costs increase.)
- As mentioned in my presentation on 12/4, an HVAC failure which independent assessors (Fitzemeyer & Tocci Associates, Inc) in February of 2015 stated as appearing to be “in

imminent danger of possible failure, which could cause a large portion of the High School to be without heat” is likely. Additionally the steam boilers and associated, downstream infrastructure are described by the same assessor as “weathered, in poor condition, and are nearing the end of their useful life.” As you remember from the corroding pipes I showed that are used for heat, the boilers are actually in much better shape than the rest of the heating system.

- A new heating system would well exceed the \$3,631,410 threshold.

So what can we do?

- This would be a voter decision.
- We know we could not hold school without heat, so we would follow the High School Contingency Plan that is agreed upon by the towns.
- The cost of bringing everything in the High School up to code was estimated earlier this year by Dore and Whittier as one of the building project options. That cost is approximately \$72,300,000 of which the towns would be responsible for the entire cost as this is not an MSBA project.
- If we, as a three town community, do not agree to pay the \$72,300,000 to repair the building (this does not change anything beneficial from a curriculum standpoint, it only brings it up to code), then that building is closed.

https://www.newburyportnews.com/news/local_news/board-warned-about-aging-pentucket-hvac-system/article_aaaf76a8-27d1-53e9-92c6-d6340523894b.html

Board warned about aging Pentucket HVAC system

By Jennifer Solis Correspondent Dec 22, 2018



WEST NEWBURY — A breakdown of Pentucket High School’s heating or air conditioning system could be financially catastrophic for the three towns of the regional district, the superintendent told School Committee members this week.

During his report to the School Committee on Tuesday, Pentucket Superintendent Justin Bartholomew said a potential malfunction of the high school’s heating, ventilation and air conditioning system would likely trigger other state-mandated upgrades that could come with a price tag of over \$70 million.

Bartholomew said it was important to be cognizant of the issue regardless of whether voters decide to support a new middle/high school building project at town meetings and the polls next spring. Pentucket learned in October that it was approved by the Massachusetts School Building Authority (MSBA) to create a schematic design for a combined facility for students in grades 7 through 12. Pentucket has hired Dore and Whittier Architects to steer the project, which could cost an estimated \$155.5 million in total. Pentucket is hopeful MSBA will cover at least 40 percent of the total cost, leaving around \$95.2 million for the three Pentucket communities to fund.

“I want to make sure that all of you and the public have the most accurate information,” the superintendent said.

The high school's assessed value in fiscal year 2018 is \$12.1 million. According to the state's Architectural Access Board, if work performed on the building amounts to more than 30 percent of its full and fair cash value, the entire building must be brought up to code for handicap accessibility. Based on the 2018 assessment, that means any repair project in excess of \$3.63 million would meet the threshold and require bringing the school completely up to code.

"The value of the building will decrease each year, which means the threshold will also decrease even while costs increase," noted Bartholomew.

According to an independent assessment of the building conducted by Fitzmeyer & Tocci Ass. in 2015, the school's HVAC system was in "imminent danger of possible failure" and the steam boilers and associated downstream infrastructures are "weathered, in poor condition, and nearing the end of their useful life."

Bartholomew estimates a new heating system would "well exceed" the architectural board's \$3.6 million threshold. Based on estimates provided earlier this year as one possible solution to the district's space and programming needs at the secondary level by Dore and Whittier, to bring everything up to code would cost around \$72.3 million. That's money that would not be reimbursable by MSBA, the superintendent noted — although there might be some emergency funding to tap from the state, he added.

Bartholomew stressed that the work would only bring the aging building up to code and would not address any of its programming or curriculum needs. The job would also very likely trigger asbestos exposure that would require a costly abatement.

If voters in the tri-town communities that make up the Pentucket District — Groveland, Merrimac and West Newbury — decided they couldn't afford these repairs, the building would be closed.

"Pretty somber news," said Groveland's Dick Hodges at the end of Bartholomew's update.

According to an emergency contingency plan the School Board recently adopted, in the event the high school is closed, students would attend classes next door at the middle school. Pentucket seventh and eighth graders would return to their hometown elementary schools for the short term. But with a long-term closure, the plan is to regionalize the district pre-k through 8. Students in pre-K through first grade district-wide would attend the Sweetsir Elementary and grades two and three would go to Donaghue Elementary (both in Merrimac); fourth through sixth grades would attend Bagnall Elementary in Groveland; and middle school students would go to Page Elementary in West Newbury.

0 comments

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1 person listening

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Belleville Congregational C...

Salisbury Lions Clut Hilton Center

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4

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SUN
6

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7

TUE
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9

THU
10

FRI
11

SAT
12

Town Manager

From: Justin Bartholomew (via Google Slides) <drive-shares-noreply@google.com>
Sent: Friday, December 28, 2018 3:01 PM
To: Town Manager
Cc: ddembkoski@grovelandma.com; cmcleod@townofmerrimac.com
Subject: Contingency Plan - HS Failure - Invitation to edit

jbartholomew@prsd.org has invited you to **edit** the following presentation:



Contingency Plan - HS Failure



Hi Carol, Denise, and Angus,

Here is the Contingency Plan that I put together and shared with the School Committee for their feedback. This is just for the High School. There will be plans also coming forward for the Middle School and each Elementary School. Ultimately, this was a pretty straightforward approach to make sure that when the High School has a failure of some type, that we know where the kids are going instead of scrambling. You will each recall that this happened for Page last year and Donaghue about 7 years ago.

The School Committee has asked me to do this so that we don't have students missing large amounts of time. From my perspective, if we can solidify the language referring to an approved Contingency Plan in the Regional Agreement, we won't have to worry about the "what ifs."

For those who are thinking this is a "scare tactic," it is not. It is, frankly, a reality that is blatantly obvious from my coming from the outside and knowing the history of the district and building issues. The high school HVAC and electrical are both "imminent" based on an outside analysis of the facility. So, we went with the most vulnerable school first. Overall, it is my job to make sure the education continues, and that is what the Contingency Plan is all about!

~ Justin

~jlb

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Contingency Plan

High School Failure
(Looking for Feedback)

Biggest Issues for High School Failure

1. # of Teachers (may need to hire additional teachers; Split Staff)
2. Transportation changes
3. Academic Programming
4. Extracurricular Activities
5. Moving of classrooms/adapting spaces for additional classrooms

What would cause a High School failure?

- Any number of situations could cause a failure (structural, electrical, heating, etc.)
- Primary suspects:
 - a. Electrical Failure (both old/new part of building)
 - b. Heating Failure (services the entire building)
 - c. Plumbing (both old/new part of building)
 - d. Structural (new part of building)

Cost/Time of High School system failure

Plumbing and Structural Failure Depends on what fails

Electrical Failure- Minimal time out; likely we can make repairs; cost depends on extent, but will likely require financial support from towns.

Heating Failure- Will happen, no way to know when (visuals as to why). Has been identified by independent evaluators as a primary issue for the building. Long-term student removal from building; Estimating just under \$10 million + abatement which we estimate around \$1.3 million.

Short Term Solution

- “Short Term” - Anytime moving forward for the remainder of this year

Step 1- Middle Schools go to their “hometown elementary schools,” and those schools become PK8th Grade

Step 2- High School moves into the Middle School

Short Term Reassignment Pros/Cons

Pros

- HS Curriculum continues
- Possible savings in transportation costs
- This is just a shortterm/emergency situation

Cons

- MS students no longer receive academic programming they currently receive. Will not have access to HS teachers/courses with some exceptions (e.g. Algebra I).
- Cost of extra teachers for other schools
- Tight space at “new HS” and Bagnall
- PK-8 on same bus
- Some HS programs greatly reduced as teachers would not have enough time for them to leave and return to HS.

Long Term Solution

- “Long Term”- Starting out the school year.

Step 1- High School moves to Middle School

Step 2- Regionalize all grade levels

K-1 to Sweetsir (333 students) + PreK

2-3 to Donaghue (331 students)

4-6 to Bagnall (538 students)

MS to Page (398 students)

Long Term Reassignment Pros/Cons

Pros

- Educationally ideal with all grade level students and teachers in the same building.
- MS has ability to maintain most of the opportunities they currently have.
- HS remains intact
- Personnel in place
- No grade issues on bus (Kindergarten with 8th grader on same bus)

Cons

- Transportation (possibly longer time on bus)
- Tight space at “new HS”
- It won’t “feel right” to most parents.
- Regional Agreement allows for this in emergencies... does this qualify? (I will discuss with the Finance Advisory Council).

Thoughts

(Keep in mind the FAC has to approve, so at this juncture I am vetting the concept and seeking feedback/thoughts/questions)

Town Manager

From: Mary Winglass
Sent: Tuesday, December 11, 2018 9:11 AM
To: Town Manager; David Archibald; Glenn Kemper; Joe Anderson
Subject: FW: Tape Art Project Update
Attachments: Draft timeline_ Tape Art Project.docx

Good Morning-

Forwarding an email from Jen Solis, Pentucket Arts Foundation.

Thank you,
 Mary Winglass, Executive Administrator
 Town of West Newbury
 Town Office Building
 381 Main Street
 West Newbury, MA 01985
 (978) 363-1100 x115
 mwinglass@wnewbury.org

-----Original Message-----

From [REDACTED]
 Sent [REDACTED]

Subject: Tape Art Project Update

TO: Boards of Selectmen in Groveland, Merrimac, and West Newbury; Ally Vallieres, Haverhill Bank

Hello Partners in Public Art for the Tri-Town Pentucket Region!

I am contacting you today with an update on our exciting Tape Art Public Art Installation which you have generously agreed to partner with us on for next summer. Since we were last in touch in the spring we have set a schedule for our tri-town art project and tentatively selected venues that the artists would like to use as canvases. Please be assured that the tape used in this type of creative work does not damage the surface it is used on and Tape Art carries two types of insurance (for their artists and for anyone who participates) which I am happy to provide copies of if you would like.

We are calling our project: "Drawing From Our Past: A Tri-Town Tape Art Festival" It will be running from 7/12/19 through 8/3/19. Once you have a chance to review the draft timeline (see attached) please get back to me at your earliest convenience with the following information (as it pertains to you/your town):

1. Approval for and/or suggestions RE: the artists' choice for venues to work on in your towns. (I will be contacting owners of private property and the schools directly.)
2. Names and contact information for anyone in your town who might be a good resource to collaborate with the Tape Art historian

3. West Newbury selectmen offered to help us document the project. How do we get that ball rolling with your cable access/IT person? Also Groveland and Merrimac: what is the process for getting content onto your cable access channels? -- so you can also include in your towns what content we have from the project.

4. Any ideas to expand offerings for the public on Pageant Picnic Day?


5. Additional thoughts or concerns

Thanks so much for partnering with the Pentucket Arts Foundation. It's fun to see this creative project coming together and we value any additions/suggestion you may have.

Jen

Jennifer Leonard-Solis
Co-Chair
Pentucket Arts Foundation

PO Box 254
West Newbury, MA 01985
www.pentucketarts.org



Draft timeline:

July 12 - 20 The “*Drawing From Our Past: A Tri-Town Tape Art Festival*” opens with Tape Art artists creating murals in the three Pentucket Towns to generate interest in the project. The idea is to have the artists create visibility to promote the Pageant Picnic on July 27 --which is the event in which the public participates . If there is time, the artists will do more than one mural in each town. The sites the artists are most interested in are:

Groveland: The wall facing RT 113 at the Library in Municipal Complex. They also really liked the house at the corner of RT 113 and Broad St. It appeared unoccupied for a long while but recently I've seen lights --so I am not sure what the status is with that property (??)

Merrimac: The rotary in the Town Square. This would involve 2 artists working in the space for one day. They liked that the bricks are on a sort of incline and that people could look down on the project from the windows of the surrounding buildings. People would be discouraged from walking to them at the rotary and instead the artists would cross the street to speak with anyone who was interested in their work. Selectmen could advise whether it would be good to have a police detail assigned for that day. Also, is it possible to access the clock tower at Town Hall for the purposes of taking photos to document?

West Newbury: The Foodmart -- specifically the concrete wall that makes up a portion of the front of the building (facing RT 113) and continues along the side wall with the entrance door into the building.

July 21 -26 Prep work at the Pentucket Middle School with the Tape Art Crew and a team of Pentucket High School art students. This is not a phase intended for public engagement specifically. The artists will work directly on the walls of the PRMS to outline hundreds of blank human silhouettes out of tape. These are the blank silhouettes that will be transformed by the public at the Pageant Picnic Day on July 27

July 27 (rain-date July 28) Pageant Picnic Day: This is our big public event! The tri-town community will be invited for a day of creativity on the grounds outside the Pentucket Middle School. Participants will choose a pre-fab silhouette figure on the back exterior wall and, individually or in small groups, transform that blank figure into a character for the bicentennial pageant. Tape Art Crew and our High School team will run short demonstrations for using the tape that occur every 15 minutes and will be available to work with participants throughout the day to help them get the hang of the process. The characters will be taken from the iconic photograph of West Newbury's Centennial Pageant organized by Hazel Albertson, as well as from other historic people throughout the three towns, and generic characters that represent the type of people that would have been here in each era. These cards will be written in a way that engages the public with their local history and helps them know what to draw (i.e. a 60s housewife will have different clothing and artifacts than a teen from the 90s). The various characters on the cards will be identified and developed by a Tape Art historian who will be working in concert this winter/spring with our local Historical Societies, librarians and unofficial

town historians. We also plan to have a contest in which residents can nominate one “crowd favorite” figure from each town’s past to include in the project. Participants will be encouraged to bring a picnic and we hope to have a fiddle band playing and are open to hearing from you on any other fun “community-based” type activities that we could include to make this a really festive day of community bonding. Our hope is to gather a diversity of people of all ages to participate in this tri-town community building event.

Once all the characters are drawn, the participants will be shown how to remove them intact from the side of the building and wrap them up in tulle so they can then be distributed throughout the three towns -- and re-taped onto public buildings and private property (with permission.) --anywhere that they are visible from the road or inside public spaces where people frequently gather. The exhibit will stay up around the towns for 7 days and hopeful spark some conversations and garner some press for the tri-town region.

Aug. 3 -- Tape Art Wrap Up: a public debriefing. Participants bring all the Tape Art characters back to the Middle School. All the tape is compiled into one big, round pile on the stage. The Tape Art Crew leads a discussion on the process --what worked/what didn't; the value of public art and working together as a tri-town community, etc. They will also have a chance to view a draft of the “Drawing From our Past” video that documents this project and will include interviews of some of the participants. And Tape Art will provide visual examples of some of their other very impressive Tape Art creations from throughout the world and help to connect our experience to the greater Tape Art catalogue.

Town Manager

From: Mary Winglass
Sent: Thursday, December 13, 2018 4:42 PM
To: David Archibald; Glenn Kemper; Joe Anderson
Cc: Town Manager
Subject: year-end report
Attachments: BOARD OF SELECTMEN Year_end Report.docx

Attached is the final draft report to receive BOS approval at the January 7, 2019 meeting.

Thank you,
Mary Winglass, Executive Administrator
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x115
mwinglass@wnewbury.org

BOARD OF SELECTMEN
ANNUAL REPORT
July 1, 2017 – June 30, 2018

This fiscal year the board of selectmen oversaw the transition to a town manager form of government. After securing final approval from the legislature and the governor of the proposed changes in the fall, the board of selectmen appointed candidates to the town manager search committee: Lark Madden, Gary Roberts, Catherine Conrad, Bill Bachrach and Joe Anderson. The committee did an outstanding job coming up with 3 excellent final candidates. The board made a decision to hire Angus Jennings as the first town manager for the town of West Newbury. Mr. Jennings will begin working for the town in July 2, 2018.

On December 8, 2017, the Town of West Newbury was the 317th community in the Commonwealth to join the Baker-Polito Administration's Community Compact initiative. In June 2018, the Board received a set of proposed financial policies from the Division of Local Services, MA Department of Revenue to help create clear mutual standards and accountability for both the state and the town. In the coming months, the Board will work with the Town Manager, Finance Committee and Finance Department to help set clear guidance and provide direction and accountability with written policies for local officials and employees.

In anticipation of the town manager's arrival, in January, the selectmen initiated organizational changes by moving offices on the first floor and reconfigured job descriptions to establish clear division of responsibilities. The board appreciated the cooperation and excellent work of all the staff including those planning and doing the construction, those moving and organizing enormous amounts of documents and records and those working through the construction and upheaval. The board also thank the understanding of residents as they navigated the changes at the town offices.

The board contracted with the Salisbury harbormaster to use the town's pump out boat. This allowed services to be restored to local boaters and help maintain Merrimack River quality.

Negotiations took place to ultimately update the area around the Carr Post Building at no cost to the Town. The update will include 10 parking spots with room for two additional spaces in the back with access from the new road constructed as part of a new housing development on the adjoining real estate parcel, Drakes Landing.

Everything was not rosy this year, however. January started with extremely cold temperatures causing a sprinkler pipe to freeze, burst, and trigger the fire suppression system in a restroom at Dr. John C. Page Elementary School late at night. The massive water release that ensued damaged electrical, plumbing, HVAC and structural systems in multiple school rooms. The school had to be closed and students moved to other venues. The reconstruction process detected unforeseen problems in the building that delayed the final reopening. The board appreciated the cooperation and patience of the students, parents and staff as they were relocated to other schools

in the Pentucket Regional School District. The board was also thankful to the West Newbury emergency responders, the Town and school district facilities teams and Town staff for working to get the school open on April 9, 2018. Additional thanks went to the Towns of Merrimac and Groveland for allowing the use of their elementary school facilities during this crisis.

We want to thank all the town employees, committee and board members and volunteers that helped the town during this transitional year to a new West Newbury form of governance.

Sincerely,

Glenn A. Kemper, Chairman
David W. Archibald
Joseph H. Anderson, Jr.
BOARD OF SELECTMEN

DRAFT

Town Manager

From: Joe Anderson
Sent: Thursday, December 13, 2018 8:55 PM
To: Mary Winglass
Cc: Town Manager
Subject: FW: year-end report
Attachments: BOARD OF SELECTMEN Year_end Report.docx

Mary –
Please remove the word “upheaval” from the third paragraph.
Joe

Joe Anderson, Selectman
Town of West Newbury
381 Main Street
West Newbury, MA 01985
Phone: 978-360-0829

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From: Mary Winglass <mwinglass@wnewbury.org>
Sent: Thursday, December 13, 2018 4:42 PM
To: David Archibald <darchibald@wnewbury.org>; Glenn Kemper <gkemper@wnewbury.org>; Joe Anderson <janderson@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>
Subject: year-end report

Attached is the final draft report to receive BOS approval at the January 7, 2019 meeting.

Thank you,
Mary Winglass, Executive Administrator
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x115
mwinglass@wnewbury.org

Town Manager

From: David Archibald
Sent: Sunday, December 16, 2018 8:18 PM
To: Mary Winglass; Glenn Kemper; Joe Anderson
Cc: Town Manager
Subject: RE: year-end report

Mary: Looks good to me. Archie

From: [REDACTED]
Sent: Thursday, December 13, 2018 4:42 PM
To: David Archibald <darchibald@wnewbury.org>; Glenn Kemper <gkemper@wnewbury.org>; Joe Anderson <janderson@wnewbury.org>
Cc: Town Manager <townmanager@wnewbury.org>
Subject: year-end report

Attached is the final draft report to receive BOS approval at the January 7, 2019 meeting.

Thank you,
Mary Winglass, Executive Administrator
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Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x115
mwinglass@wnewbury.org



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

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 4, 2019
RE: Employee request for fee waiver for Old Town Hall rental

An employee would like to rent the Old Town Hall for a child's birthday party on 1/19.

The employee initially approached me to see whether a request could be placed with the Board to waive the insurance requirement, but has been advised about the recent Board discussions and MIIA's advice that insurance be required in all instances.

Mary has been looking into getting a TULIP (Tenant User Liability Insurance Policy) but this will not be in place for 1/19. She submitted an application seeking a quote prior to the holidays, but is going back and forth with them as they've asked for sketch plans of the facilities to be insured, and she hasn't tracked this down for the old Town Hall.

The timing of this particular request is unfortunate, given that we're actively pursuing the TULIP policy but it's not in place. It is also unfortunate, in my view, that the employee is getting caught up in the issue since they have rented the facility for this purpose in the past, with no insurance.

At this point, the person is proceeding to get quotes for a one-day insurance policy. To offset this cost, I suggested that the employee request a fee waiver from the Board. To be clear, I made no promises about the outcome of such a request, but saw no harm in asking.

I suggested this because our present policy direction, assuming it is not cost prohibitive to the Town, is to put in place a TULIP policy so as to reduce facility renters' time and inconvenience (and quite possibly cost) to comply with the insurance requirements. Because we are at this "in between" stage, I am less concerned about the precedent of a fee waiver – if it were to be approved – than I might be otherwise.

SPECIAL ARTICLE REQUEST FORM

ARTICLE: To see if the Town will vote to raise and appropriate the sum of \$321,800 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws c. 40 §5B in order to fund future capital expenditures for school related building projects.

AMOUNT REQUESTED: \$321,800

CONTACT PERSON: The Board of Selectmen

PHONE NUMBER: 978-363-1100 ext. 115

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

The purpose of the Special Purpose Education Stabilization Fund is to service the debt on the future PRSD High School renovations or replacement. As current Town debt is retired the portion of taxes formerly used for that expense is raised for this Stabilization Fund. This could fund all or most of the building cost without having to increase the actual tax rate.

What factors affect the timing of this purchase?

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

Please attach additional pages or other supporting documentation.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: January 4, 2019

RE: Update on office layout changes, Finance and Selectmen Offices

On January 3rd, we completed the physical relocation of the Finance and Selectmen offices, as had been previously planned. Thanks to the tremendous work of the DPW crew (and Director), Town staff (including Dot Cavanaugh and Gail Dinaro), and a good amount of advance coordination among staff, the move went very smoothly. The physical move was substantially completed in one day, with the addition of one new (donated) desk unit on the morning of the second day. Phones and IT connections were transferred on the morning of the second day, and throughout the transition the Finance office was able to provide full service to customers.

The anticipated positive benefits of this move have been presented previously to the Board. At this early stage, I can report that every affected staff person feels very good about the move, and we fully expect that these anticipated benefits will be realized. Although my physical location was not affected, I feel much more comfortable with the new layout, given that my responsibilities include those of the former Finance Directors. I (and we) feel that we will now be in a position to have a true Finance Department that is able to operate on a much higher level than has been possible these past six months. It was particularly important to get these changes in place before the FY20 budget season fully heats up (along with the concurrent efforts to transition to a new accounting software, implement a new chart of accounts, and both adopt and implement new finance policies).

Revised hallway signage is on order and is expected to be installed imminently, and staff will be proactively assisting customers to re-familiarize themselves with the new office layout.

I trust that you as Selectmen will also find your new office space satisfactory – or better – though if otherwise I invite your feedback so we can work together to ensure work spaces that foster optimal productivity and teamwork.



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Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: January 4, 2019
 RE: Update on preparation of booklet of Board of Selectmen policies

On August 6th, the Board of Selectmen approved amendments to many of the Board policies that had been adopted over the years; and in some instances repealed policies that were no longer applicable and/or were addressed elsewhere in Town Bylaws or Policy.¹

At that time, and on my recommendation, the following policies were referred for additional staff review and comment:

<u>Name of Policy</u>	<u>Referred To:</u>
Events Requiring a Police Detail for Public Safety	Police Chief
Public Access to Documents Drafted By or Mail Addressed To the Board of Selectmen	Town Counsel
Meeting Minutes	Town Counsel
911 Training	Police Chief
Fair Labor Standards Act	Town Counsel
Town Employees as Fire Fighters	Town Counsel
Street Opening Applications	DPW Director, Water Superintendent, Town Counsel

At this point, my office has received all requested reviews, and we're in the process of preparing recommendations on the basis of input received. These will be presented to the Board upon completion, perhaps as early as the January 22nd meeting.

In parallel, I have been working with Mary to produce a booklet of Board of Selectmen policies, which upon completion can be relied upon as a reference by all interested parties. My goal, as has been discussed dating back to my employment interviews, is to ensure that we run things "by the book" – which, in West Newbury as has been my experience in other municipalities – relies upon ongoing review of policies and practices so as to bring the two into alignment. When current practice doesn't match policy, it may be that practice needs to change – but when it is found that current practice actually makes more sense, this can be evidence of outdated policies.

This memo is provided as an update on this ongoing initiative, and in anticipation of specific proposals for consideration by the Board at a future meeting.

¹ For additional detail, please refer to my August 3, 2018 memo "Proposed amendments to previously adopted Board of Selectmen policies."



Town of West Newbury
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Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 4, 2019
RE: Update on ongoing reviews of Mill Pond Management Plan

As you know, the Mill Pond Management Plan has been in circulation among various Commissions and Committees over the past couple of months. Substantive comments have been provided by the Mill Pond Committee, and are anticipated in the near term from ConsComm and the Open Space Committee, both of whom I met with this fall and early winter to review.

This issue may be ready for substantive discussion at the Board's January 22nd meeting. I will continue to work to keep the various interested parties apprised as to this effort.

One area that I suggest should be of particular focus to the Board of Selectmen is Paragraph 16, which sets out the process by which the Management Plan may be amended. As you'll recall, the process set out in the 2007 Management Plan is in fact preempted by the original 2001 language, since its amendment was never voted by Town Meeting.² Therefore, I think it will be important and valuable to revisit this paragraph, with the goal of arriving at a clear, broadly understood process that is satisfactory to the various parties in interest.

² For additional detail, please refer to my October 25, 2018 memo "Process for proposing amendments to Pipestave/Mill Pond Management Plan," a copy of which is enclosed.



Town of West Newbury

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Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Board of Selectmen, Mill Pond Committee, Conservation Commission, Parks and Recreation Commission

FROM: Angus Jennings, Town Manager

DATE: October 25, 2018

RE: Process for proposing amendments to Pipestave/Mill Pond Management Plan

The Board of Selectmen has stated its interest in revisiting and updating the Pipestave/Mill Pond Management Plan, based on its own initiative and input received from other interested parties. The Mill Pond Committee has expressed the same interest, and will take up this matter at its October 30th meeting. This memo is intended to set out for all parties the process for amendment as set out in the Management Plan, and how this can be expected to proceed.

The Management Plan was adopted in 2001 and updated in 2007. However, until recently the 2007 amendments had not been on file with Essex County Greenbelt, nor is there a record that they had been approved by Greenbelt at that time. My office provided a copy of the 2007 amendments to Greenbelt in August. Director of Land Stewardship Dave Rimmer, while he did not speak directly for the Greenbelt Board of Directors, advised that, based upon his initial review, there did not appear to be anything in the changes that was inconsistent with the intent of the Conservation Restriction (CR).

Understanding that new changes are likely to be proposed in the relatively near term, Dave and I agreed at that time that it made sense to hold off on seeking formal approval of the 2007 version by Greenbelt (the Grantee of the CR) until further updates are brought forward by the Town.

The process for amendment is set forth in paragraph A.16., **General Management / Review and Amendment of Management Plan**. Para. A.16. in the 2007 Management Plan differs from the 2001 version. *However, the 2001 language governs.* This is because the 2001 version specifies that “Any change to the terms of [paragraph A.16.] must be approved by a two-thirds vote of Town Meeting as well as by the Grantee.” A review of Town Meeting warrants does not show that such vote was taken.

The 2001 para. A.16. is attached in its entirety, and excerpted in relevant part as follows:

“The Management Plan may be amended as needed, by a process involving the Board of Selectmen, Mill Pond Committee, the Parks and Recreation Commission, the Conservation Commission, and any other elected or duly appointed municipal board, committee, or commission recognized by the Grantor as charged with effectuating this Management Plan or the Conservation Restriction. Each board, committee, or commission will have one vote. Any amendment must be approved by a two-thirds (2/3rds) vote of the participating municipal boards, committees or commissions. The Grantee must approve any change to the Management plan

before it goes into effect. The approval of the Grantee shall not be unreasonably withheld. Any change to the terms of this paragraph must be approved by a two-thirds vote of Town Meeting as well as by the Grantee.”

The CR Grantor (Board of Selectmen) and Grantee may reasonably move forward in considering other changes as may be proposed, but the process for amendment will remain as set forth in the 2001 version unless and until it is amended by Town Meeting (in addition to the other required approvals).

On behalf of the Board of Selectmen, I am inviting your Commission/Committee to review and consider whether there are changes you would like to propose to the Management Plan. Although the 2007 version was never formally approved by Greenbelt, it has guided the Town’s activities on this land, as a practical matter, for more than a decade. The 2007 Management Plan should, therefore, be the basis of any proposed changes. If/when any such changes are eventually brought forward to Greenbelt for formal approval, I’ll work with Dave Rimmer to ensure that any action taken by their Board either specifically enumerates all changes since 2001 or, alternatively, is considered as a “delete and replace” action relative to the 2001 version.

The Board of Selectmen would also like to invite representatives (or, at your option, full Commission/Committee) to a future meeting. We would like to allow enough time for advance review and deliberation on your part, but would also like to have a good sense of what may be proposed by around the first of the year, to allow time to finalize any changes that may be proposed to para. A.16. for a Town Meeting warrant article in April 2019.

Therefore, please let me know whether your Commission/Committee could be represented at meetings on any of the following dates (as well as whether some or all of these dates would allow adequate advance time for consideration by your Commission/Committee):

- Monday, November 26th at 7 pm
- Monday, December 3rd at 7 pm
- Wednesday, December 26th at 7 pm

Once we have heard back from all named parties, the Board will schedule a meeting date and time that matches everyone’s convenience. One or more additional meetings may be scheduled, as needed.

Please understand that the Board will welcome suggested revisions that may be received from any West Newbury resident, Greenbelt, etc.; however this initial outreach is sent to your Commission/Committee to ensure that, as we move forward, all necessary votes may be secured in order to arrive at an updated Management Plan.

This matter will also be placed on the agenda for discussion at the Board of Selectmen meeting this Monday, October 29th. The amendment process is expected to be the focus of Monday’s discussion.

Please feel free to contact me with any questions.

cc: *Dave Rimmer, Director of Land Stewardship, Essex County Greenbelt
Open Space Committee*

Pipestave Hill Land Use Study Committee
Town of West Newbury
Main Street, West Newbury, MA 01985

Board of Selectmen
Town of West Newbury
Main Street
West Newbury, MA 01985

November 8, 2001

Honorable Selectmen,

Attached please find the Pipestave Hill / Mill Pond Area Management Plan which has been discussed in reference to the recently voted Pipestave Hill Conservation Restriction.

Per discussion at Town Meeting, we have made one change to this document which you will find on page 4, paragraph 16, Review and Amendment of Management Plan. We have added the final sentence of that paragraph which reads: "Any change to the terms of this paragraph must be approved by a two-thirds vote of Town Meeting as well as by the Grantee." This change has been approved by Ed Becker of Greenbelt.

A signature page has been added to the end of the Plan. In all other respects, this document is as previously presented.

It is my understanding that this matter is on your agenda for your meeting of November 26th. We look forward to discussing this with you at that time.

Sincerely,



Annie Madden

13. OTHER PROHIBITED ACTIVITIES

The use of any weapons, paint guns or bows and arrows for any purpose is strictly prohibited.

14. HOURS OF USE

The area is open from dawn to dusk every day. The gates at the lower entrance may be locked by the Mill Pond Committee or the West Newbury Police Department if necessary to prevent access in the evening hours or because of hazardous conditions. The West Newbury Police Department has the authority to patrol the roadways at any hour. The quiet period is from 9 PM to 8 AM daily for permitted evening uses (refer to Section C, Paragraphs 9 and 14).

15. PROCEDURES FOR APPROVALS AND ARBITRATION

Throughout this Management Plan, particular committees and organizations are specified as having responsibilities and control over different aspects of management. These committees/organizations will not unreasonably withhold approval so long as the proposed action meets the terms and conditions of this Management Plan and the Conservation Restriction. Except where some other procedure is provided by law, should a disagreement arise between two committees or organizations, or between a committee or organization and a private party, the Selectmen shall act as arbitrators. Should the Selectman be a party to any dispute, an independent arbitrator acceptable to all parties will resolve the dispute.

16. REVIEW AND AMENDMENT OF MANAGEMENT PLAN

All organizational groups and committees of the Grantor involved in this Management Plan or the Conservation Restriction will submit implementation plans for the year to be reviewed at an annual meeting. All boards, committees and commissions of the Grantor involved in this Management Plan or the Conservation Restriction will meet at least every two (2) years to review and amend the plan as needed. Any change to the Management Plan must be consistent with the terms and conditions of the Conservation Restriction. The Management Plan may be amended as needed, by a process involving the Board of Selectmen, Mill Pond Committee, the Parks and Recreation Commission, the Conservation Commission, and any other elected or duly appointed municipal board, committee, or commission recognized by the Grantor as charged with effectuating this Management Plan or the Conservation Restriction. Each board, committee, or commission will have one vote. Any amendment must be approved by a two thirds (2/3rds) vote of the participating municipal boards, committees or commissions. The Grantee must approve any change to the Management plan before it goes into effect. The approval of the Grantee shall not be unreasonably withheld. Any change to the terms of this paragraph must be approved by a two-thirds vote of Town Meeting as well as by the Grantee.

B. FORESTED AND WETLAND AREAS

1. DESCRIPTION OF FORESTED AREAS

Forested areas have an enclosed canopy of native hardwood and softwood trees, often with some growth of understory shrubs and woody vines. The forested areas also include the Town Forest, which is adjacent to the Mill Pond/Pipestave Hill area and is also owned by the Town of West Newbury (refer to Exhibits B and D). Forest will be maintained primarily for wildlife habitat



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 4, 2019
RE: Update on status of Page School generator

The Page School generator has been installed and successfully tested. The DPW Director will be present at Monday's meeting and can provide further detail as needed.



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TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: January 4, 2019
 RE: Update on Water Department capital projects to include water tank and wellfield chemical building

This is a brief update regarding two anticipated Water capital projects:

- Wellfield chemical building
- Brake's Hill water tank

The three bids received for the chemical building were opened on November 1st. The low bid was well above the project budget.³ The two bids received for the water tank were opened on December 13th, and both bids received were well above the \$1.7M budgeted for that project.

Bids above budget were not entirely unexpected, based on advice from the Water Department's engineering consultant in light of steel tariffs and the uncertainty about what's ahead in that regard – but these bids were nevertheless a real setback on two critically important infrastructure investments.

The Water Department is in a mode of regrouping, taking stock of where we are, and setting out options to move forward. The Water Commission next meets on January 8th at 1pm, and I'll be in attendance, and have been working with Mike Gootée to think through potential options.

Sometime after the Commission sets its strategic direction, I've recommended that the Commission and Department directly engage with the Finance Committee and Capital Improvements Committee to ensure they're fully apprised of the situation, and the long-term structural deficit in the Water Enterprise Fund with regard to funding capital needs. The Board of Selectmen can expect to receive notice of any such meetings. The goal is to work through the Committee process in order to bring a proposal to the Board – and eventually to Town Meeting – that is fully fleshed out.

³ For detail, please refer to my November 9, 2018 memo "Bids received for water building, and next steps."



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Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 4, 2019
RE: Update on efforts toward compliance with OSHA

As you know, a new law was adopted in March 2018 that will, for the first time, subject Massachusetts municipalities to OSHA standards. Our efforts continue in order to ensure that the Town achieves compliance on or before the statutory deadline of February 1, 2019.⁴

One element of OSHA that will apply to every distinct work location (Town Offices, COA/Senior Center, Fire, Police, DPW, and Library) is the requirement to create a written Hazard Communication Program pursuant to 29 CFR 1910.1200, and to designate a Responsible Person to ensure implementation. Building from work I led in Hampden, I have prepared a draft Hazard Communication Program, attached. In Hampden, I had the authority to adopt this program, and incorporate it into personnel responsibilities, without action by the elected Town Council. **One question I have for the Board is whether you would like to vote such new policy, or whether you feel that enacting this is within my authority.** My goal is to first get something on the books related to the 1910 Building, which could then serve as a template for other Town locations/departments.

I will also be working to get this and other OSHA responsibilities specifically stated in various job descriptions. During the initial meetings of the Personnel Advisory Committee (2 meetings so far, one scheduled next week), it has emerged as a priority to establish clear procedures by which job descriptions may be revised, including how these may vary depending on the position's appointing authority. I fully expect that some other entities, such as the Board of Library Trustees, will expect to formally adopt any new policy and job functions that affect personnel under their appointing authority, and will work with the various entities to get this done.

The Hazard Communication Program is just one piece of OSHA. As has been previously discussed, the other safety program requirements for each location differ, and I will continue to work with affected Department Heads to assist them in getting their departments' work places in compliance.⁵ Meeting the requirements of Mass. Gen. Law Ch. 149 Sec. 6 ½ will require a sustained effort across many areas of the organization in order to achieve – and document – compliance with these new requirements.

⁴ For background see my memo dated November 9, 2018 "OSHA trainings and work toward compliance by effective date of Feb. 1, 2019."

⁵ See: <https://www.mass.gov/service-details/safety-programs-for-public-sector>



OSHA Safety for Public Sector

Highlights of Updated Law M.G.L. c149 §6 ½

March 9, 2018

On March 9, 2018 Governor Baker signed a bill that amends M.G.L. chapter 149 §6 ½. The law was updated to clarify employee safety requirements in public sector workplaces, and is enforced by the Department of Labor Standards (DLS).

Highlights:

- Clarifies that the definition of public sector workplace includes counties, municipalities, all state agencies, quasi-public independent entities, courts, bureaus, commissions, divisions or authorities of the commonwealth, political subdivisions, and public colleges and universities.
- Clarifies that public sector employers are required to provide methods to reduce work-related injury and illness, which meet the minimum requirements provided under OSHA.

Why the Law Was Updated

- The original law, M.G.L. chapter 149 §6 ½ did not contain the phrasing for OSHA compliance because it was written before 1970, when OSHA was enacted.

How Safety Requirements are Enforced

- DLS conducts safety and health inspections of public sector workplaces. Federal OSHA inspectors will not inspect public sector employers. The updated law clarifies the public sector employer's obligations and does not change current DLS procedures.

How Workplaces are Selected for Inspection

DLS prioritizes inspections in the following order. DLS makes an appointment for all inspections, with the exception of "Imminent" inspections.

- **Imminent Hazard:** DLS inspectors stop at active trenches, aerial lift operations, and roofing to ensure safety equipment and procedures are used.
- **Accident Investigation:** DLS inspects workplaces in response to a worker injury. Examples of recent inspections include amputation, electric shock, fall from ladder, broken leg, crushed hand, trench collapse, and flash fire.
- **Voluntary:** An employer can request a voluntary safety and health audit.
- **Complaint:** DLS responds to complaints about workplace safety conditions. Examples of complaints include ladder handling, lack of respirators, and facility maintenance.
- **Planned Programmed Inspection:** DLS conducts a representative number of inspections in workplaces expected to contain machinery or other hazards. Examples of recent inspections include wastewater treatment plants, drinking water plants, highway departments, municipal electric power, school kitchens, and crossing guard locations.

Frequent Discussions:

1. **The amended law does not replace OSHA.** OSHA continues to have jurisdiction for private sector employers.
2. **Massachusetts requirements are as strict as OSHA.** No stricter or more lenient.
3. **The effective date is February 1, 2019.** However, the original Mass General Laws are still in effect. DLS will continue to conduct safety and health inspections in the interim, and will conduct outreach to familiarize employers with their responsibilities.
4. **Massachusetts may pursue becoming an OSHA State Plan State.** An OSHA State Plan is a program that is approved, partially funded, and audited by OSHA. In order to become an official State Plan, DLS must submit an application to federal OSHA. There are currently five states that have a State Plan which covers public sector workplaces only, and use federal OSHA for private sector: Connecticut; Illinois; Maine; New Jersey; and New York. Whether or not Massachusetts is an OSHA State Plan does not affect the authority of DLS to enforce workplace standards at least as stringent as OSHA.
5. **Public sector employers may get fined.** DLS has the authority to issue fines. The enforcement approach used by DLS is to issue an order for corrective action to employers for a first offense. When corrective actions are completed within the timeframe specified, a fine is not issued.
6. **When to notify DLS about an injury** - Contact DLS within 24 hours if an accident causes a death, amputation, loss of an eye, loss of consciousness, or inpatient hospitalization at 508-616-0461 or safepublicworkplace@state.ma.us. For these and all other injuries, continue to follow your current workers' compensation procedures and file First Reports with the Department of Industrial Accidents.
7. **When to keep an OSHA 300 Log** - Complete an OSHA 300 Log if you receive a letter from the Bureau of Labor Statistics requesting a copy of your log. Complete an OSHA 300 Log if requested by a DLS inspector. Do not enter your logs on the osha.gov website. More details to follow in 2019.
8. **Training requirements are job specific.** Safety training depends on the tasks and equipment handled by employees, such as aerial lifts, trenches, ladders, or chainsaws. For a summary, see the DLS website at www.mass.gov/dols/wshp and <https://www.osha.gov/Publications/osha2254.pdf>.
9. **OSHA 10 training is not required.** OSHA 10 training is not required of all employees under updated MGL c149 §6 ½. However, there is a public bidding law that requires OSHA 10 training on publicly bid construction projects over \$10,000. Provide this training if that law applies to your workers.
10. **Requirements for a private contractor performing work on public property are the same as before.** Private sector employers are required to comply with OSHA standards. An enforcement inspection can be conducted by federal OSHA inspectors.
11. **DLS provides tools to help prepare for compliance.** Self-audit checklists are available for public workplaces. See www.mass.gov/dols/wshp

Town of West Newbury

Town Office

Hazard Communication Program

In order to comply with OSHA 1910.1200, Hazard Communication Standard, and the Commonwealth of Massachusetts, and in order to enhance the safety and protect the health of employees who work with, or around, hazardous substances, a written Hazard Communication Program has been established for the Town Office (1910 Building). The West Newbury Public Safety (Police / Fire / Dispatch), Public Works and Library departments have their own, site-specific written Hazardous Communication policy, therefore they are excluded from this policy. The written program will be available in the Board of Selectmen's office for review by any interested employee.

The Town of West Newbury will meet the requirements of this regulation as follows:

1. Container Labeling:

The Board of Selectmen Executive Administrator is identified as the Program Coordinator and will verify that all hazardous chemical containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. Solid Material Labeling

The Program Coordinator will verify that all solid materials not exempted due to their downstream use are delivered with a label or received the label prior to the initial shipment, and need not be included in subsequent shipments unless information on the label changes.

The Program Coordinator will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with town-made labels approved by the Town Manager, with labels including: Product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals.

3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees of the Town Office may be exposed will be in the Board of Selectmen's Office.

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please contact the Program Coordinator or, in the absence of the Program Coordinator, the Town Manager.

4. Employee Training and Information

As part of their initial orientation each new employee of the Town Office will attend a safety and health orientation and will receive information and training on the following:

- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
- b. Chemicals present in the workplace.
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and Safety Data Sheets.
- d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- g. Steps the Town has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood the Town of West Newbury's policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of the Town Office, each employee will be given information as outlined above. The Program Coordinator is responsible for ensuring that SDSs on the new chemical(s) are available.

5. List of Hazardous Chemicals

A list of all known hazardous chemicals used by employees of the Town Office can be found as the first page of the SDS book, which is located in the Board of Selectmen's Office. Further information on each noted chemical can be obtained by reviewing SDSs.

6. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- a. Specific chemical hazards.
- b. Protective/safety measures the employee can take.

- c. Measures the town has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of the town are:

TASK	HAZARDOUS CHEMICAL
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Informing Contractors

It is the responsibility of the Program Coordinator to provide contractors (with employees) the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.

Adopted by Board of Selectmen

January XX, 2019

Format of SDS's

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Pictograms

Health Hazards



Corrosive Hazard



Acute Toxicity Hazard



General Hazard



Health Hazard

Environmental Hazards



Environmental Hazard

Physical Hazards



Explosive Hazard



Flammable Hazard



Oxidizing Hazard



Compressed Gas Hazard



Corrosive Hazard



Transportation Hazards



Explosives



Flammable Gases



Non-Flammable
Non-Toxic Gases



Toxic Gases



Flammable Liquids



Flammable Solids



Spontaneous
Combustion



Water Reactive



Oxidizing Substances



Organic Peroxides



Corrosive Substances

DRAFT



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

Angus Jennings, Town Manager
978-363-1100, Ext. 111 Fax 978-363-1826
townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: January 4, 2019
RE: Update on contract with MVPC for MS4 (stormwater management) support

My office recently executed a contract with MVPC to provide support to the Town in meeting our FY19 obligations under our MS4 stormwater management permit, following our submittal of a Notice of Intent in September.

My decision to execute a contract followed several meetings with our staff stormwater working group (comprised of myself, the DPW Director, the Town Planner, Conservation Agent, and Health Agent) over the course of several months. It became apparent that, while we have been making headway in some areas, the total work required this fiscal year exceeds our in-house staff capacity. This was not unexpected,⁶ and the cost of the work can be absorbed within the current year's DPW budget.

We are presently focused most particularly on actions that may require Town Meeting approval, so as to meet the deadline for submittal of any necessary warrant articles.⁷

When he assumed his new position, DPW Director Wayne Amaral took over responsibilities as Chair of the staff working group. Both he and I will be pleased to discuss this in further detail at Monday's meeting, upon request.

⁶ For background see my August 31, 2018 memo "Review of proposed warrant articles for Fall Town Meeting."

⁷ For detail see my October 25, 2018 memo "Review of stormwater management MS4 Notice of Intent (NOI) filed with EPA."

APPENDIX A: SCOPE OF SERVICES

MVPC will provide assistance to the Town of West Newbury in preparing the Town's updated Stormwater Management Program suitable for submittal to the U.S. EPA and MassDEP for compliance with the requirements of the NPDES Program MS4 permit for Massachusetts urbanized area communities.

Through this project, MVPC will work with the Town's Stormwater Working Group headed by the DPW Director to prepare a written Stormwater Management Program Plan. Project will require monthly meetings with the Working Group to provide guidance and policy direction and regular meetings as needed to develop and implement the project work plan with the Town's Project Manager (DPW Director).

Elements of the Stormwater Management Plan, as required by EPA, will include:

- Listing of receiving waterbody segments and classification;
- Descriptions of practices Town will undertake to comply with the MS4 Six Minimum Control Measures to Avoid/Minimize Pollution Impacts to the Maximum Extent Practicable. Plan will outline goals, compliance protocols, responsible parties, Best management practices, and assessment monitoring measures. The Minimum Control Measures of the Town's Stormwater Management Program are:
 - Public education & outreach
 - Public Involvement & Participation
 - Illicit Discharge Detection & Elimination Program (IDDE)
 - Construction Site Stormwater Runoff Control
 - Stormwater Management in New Development & Redevelopment (post construction)
 - Good Housekeeping Operation & Maintenance Procedures
- Outline of the Town's process for Stormwater Program evaluation, recordkeeping & reporting.
- Estimate of costs for implementing Stormwater management program elements.

Project Deliverable:

- Written Stormwater Management Program Plan Program suitable for submittal to EPA and DEP in preparation for MS4 Permit compliance.
- Written IDDE Program including statement of IDDE responsibilities, initial assessment and priority ranking of outfalls/interconnections, and procedures for dry weather outfall and interconnection screening and sampling.
- Written procedures for site inspections and enforcement of sediment and erosion control measures, prepared in the form of regulations to be incorporated by reference into the Town's Zoning Bylaw and other Town Bylaws or Regulations as appropriate.

- Recommended language to revise Town Zoning Bylaw and other Town Bylaws or Regulations as appropriate to incorporate sediment and erosion control site inspection and enforcement measures.
- Assist in public meeting presentations of the Town's Stormwater Management Program Plan as part of the Town's public involvement and participation efforts. The Town anticipates up to three public review meetings or hearings will be scheduled.

Project Budget:

- Total cost of project is \$15,000 for MVPC staff time and material/equipment/travel expenses. (111 project staff hours estimated.)

Project Schedule: Plan draft to be completed by May 30, 2019. Final plan document to be completed and submittal ready for EPA and MassDEP by June 30, 2019.



Town of West Newbury

381 Main Street

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Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: January 4, 2019
 RE: Update on Senior Citizen Property Tax Work-Off Program

During the prior tax year, the Town of West Newbury municipal government was very fortunate to benefit from the efforts of nine participants in the Senior Citizen Property Tax Work-Off Program authorized under Mass. Gen. Laws Ch. 59 Sec. 5K. In total, these individuals devoted more than 714 hours to volunteer work over the course of the year.

The enabling legislation grants participating municipalities “the power to create local rules and procedures for implementing this section in any way consistent with the intent of this section.” However, while the program has been in effect for many years, there were no such formal rules or procedures in West Newbury. Significant personnel turnover in the Town Accountant and Finance Director positions in recent years harmed the Town’s institutional memory. In the absence of written policy, this led to inconsistency in program administration over the past several years.

In keeping with my management philosophy, we strive to do things “by the book.” One aspect of program administration changed this year, in order to bring current practice into alignment with applicable law and DOR guidance. A 2002 Informational Guideline Release (IGR No. 01-210)⁸ issued by the Department of Revenue’s Property Tax Bureau provides in relevant part that:

The amount of the property tax reduction earned by the taxpayer under this program is not considered income or wages for purposes of **state** income tax withholding, unemployment compensation or workmen’s compensation.

The United States Internal Revenue Service (IRS) has ruled that under current federal law the abatement amount is included in the taxpayer's gross income for both federal income tax and Federal Insurance Contribution Act (FICA) tax purposes, however. In addition, if the community pays the taxpayer's share of FICA taxes, that amount is also income subject to federal income tax. Communities should verify with the IRS that their procedures comply with all applicable federal laws regarding income, Social Security and Medicare tax withholding on abatements earned under this program.

The Town Accountant, Treasurer, and Chief Assessor attended a workshop last June at which this requirement was emphasized, and it was determined that this year’s tax abatements would be subject to Federal (but not State) withholdings. Unfortunately, this change was not communicated either clearly or timely to program participants, and this led to some amount of confusion.

In reviewing this situation in detail, it became clear to me that part of the problem is a lack of clarity in job descriptions. While several staff positions have an important role to play in this program’s

⁸ Online at <https://www.mass.gov/files/documents/2016/08/wm/02-210.pdf>

administration – the Council on Aging Director, the Assessing office, the Treasurer/Collector (to calculate withholdings, as part of the position’s payroll responsibilities), and the Town Accountant – none of their job descriptions make any reference whatsoever to the program. So, while each office made good faith efforts toward program administration, the absence of clear roles resulted in some gaps in internal communication.

The following work is now underway to ensure improvements in future program administration:

- One on one meetings with personnel to ensure my complete understanding of the situation.
- Working meetings among the various departments involved with the program, with the goal of establishing program documents/policies that set out clearly – for program administrators and program participants – the program terms, timing, etc.
- Preparation of letters, from my office to program participants to apologize for any confusion or stress that may have resulted; to clarify that current program implementation is not a change in local policy, but instead is the correct application of longstanding State policy; and, most importantly, to thank them for their service.
- Review of job descriptions to determine what changes will be important to clarify roles and responsibilities – not just for current personnel, but to better ensure program continuity despite whatever turnover may occur over the years.

I believe that our actions going forward will result in an improved program, and in keeping with my significant reliance on volunteer support in my previous Town positions, I look forward to further expanding program participation in the years ahead. A “welcome package” to program participants will provide clear communications, and can also be expected to expand program visibility.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Department Heads, Town Officials, Boards/Commissions/Committees
 FROM: Angus Jennings, Town Manager
 DATE: December 14, 2018
 RE: Budget Package: Guidance and Policy Direction for FY20 Budget Process

This Budget Package is intended to provide uniform guidelines to Department Heads and Boards / Commissions / Committees (B/C/Cs) for the formation of the FY20 Town Operating Budget. Please find enclosed the following to support your preparation of a proposed FY20 Expense Budget:

- FY20 Budget Schedule
- Town Manager Notes regarding Board of Selectmen Budget Message / Policy Direction
- Board of Selectmen Budget Message / Policy Direction
- Town Manager Budget Guidelines
 - Budget Narrative with Goals and Objectives
 - Line Item Budget Form
 - Salary and Wage Worksheet
 - Expenditure Detail Report: FY18 and FY19 YTD
 - Article Request Form
 - What to Expect When Presenting an Article or Budget for FinCom Vote
- Capital Planning Process

Following the adoption of special legislation in 2017, this year marks the first budget cycle with a new Town Manager form of government. My office and the Finance Department will continue to work closely with the Finance Committee, Capital Improvements Committee and the Board of Selectmen to manage the budget process in a manner that is consistent with the new legislation, existing Town Bylaws and Policies, and that builds on prior years' budget formats and processes so as to provide you – as the initial preparers of Departmental budget – a clear and familiar process.

With that said, there will be new aspects of this year's budget and process, resulting both from the change in form of government, and as needed to meet the objectives set out in the Board of Selectmen Budget Message / Policy Direction. This guidance document is intended to clarify how these changes may affect you during the budget process, and to specify those changes that are not expected to affect departments other than my office and the Finance Department.

We will work to communicate with participants in the budget process on an ongoing basis in order to provide a clear and effective FY20 budget process. If you do have questions, my door is always open!

FY20 Budget Schedule

December 3	Board of Selectmen adopt FY20 Budget Message / Policy Direction
December 14	Town Manager sends Budget Package to Dept. Heads, Town Officers, Boards, Commissions and Committees (B/C/C)
January 11 ¹	Expense Budgets for all Dept. Heads or Town Officers due to Town Manager and Town Accountant
January 18	Town Manager proposed FY20 Capital Improvements Program due to Capital Improvements Committee and Board of Selectmen
January 18 ²	Expense and revenue Budgets for all Boards/Commissions/ Committees due to Town Manager and Town Accountant
Jan-Feb (Dates TBD)	Review by Town Manager including budget working sessions (Depts. and B/C/Cs will be contacted individually to schedule your Dept. or B/C/C).
February 13, 4 pm	Town Mtg. Warrant closes. <u>Article requests due to Board of Selectmen.</u>
February 15	Town Manager proposed FY20 budget, with Town Manager budget message and proposed FY20 departmental and organizational structure, due to Finance Committee and Board of Selectmen
Feb-March (Dates TBD)	Finance Committee meetings to review Town Manager proposed budget. Departments and B/C/Cs will be notified regarding timing of meetings related to your section(s) of the budget.
March 1 (as late as 15 th)	Pentucket Regional School District Assessment to be Voted
March 18	Capital Improvements Committee report due to Board of Selectmen
March 18	Board of Selectmen Endorsement of Proposed FY20 Budget
March 25	Joint meeting of Selectmen, Town Manager, Finance Committee, Town Counsel/Town Clerk, and Moderator
April 12	Posting of Warrants
April 12	Vote Draft Motions
April 29	Annual Town Meeting
Late Spring	Approve Employee Wage Schedule (based on approved budget numbers)

¹ Note: To account for the time it has taken my office to finalize this budget guidance document, this date has been extended beyond the January 4, 2019 date that was previously provided.

² This date is one week later than the due date for budgets prepared by Department Heads, to allow extra time for the Boards / Commissions / Committees to prepare and review proposed budgets. (Even if they have a Department Head, Departmental budgets typically endorsed by a B/C/C prior to submittal fall into this category, i.e. Water Commission, Library Trustees, Board of Health, Planning Board, Conservation Commission). If this timeline is not achievable for any specific B/C/C, please contact the Town Manager no later than January 11 to request an extension not to exceed one week.

Town Manager Notes regarding Budget Message/Policy Direction

The Budget Message / Policy Direction (“Policy Direction”) approved by the Board of Selectmen on December 3, 2018 is included on the two pages that follow (pages 4-5).

The Policy Direction includes several directives that go beyond what has been expected in prior budget cycles. This narrative is offered to clarify which aspects of the Policy Direction apply to the initial preparation of proposed expense budgets by Department Heads and B/C/Cs; which aspects will be completed by my office with the Finance Department; and which aspects will be completed by my office with the Finance Department, in consultation with Department Heads and B/C/Cs.

While every Department and B/C/Cs may face challenges in meeting certain objectives in the Policy Direction (such as limiting average single-family tax increase to no more than 2%), my office and the Finance Department will undertake most of the extra work that is called for in the Policy Direction. This is summarized as follows, with reference to the items numbered 1 to 10 in the Policy Direction:

1. This item applies to the total budget bottom line, and each section should limit its increase accordingly, if possible. If meeting this budget for your budget would require any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified. Likewise, if my preparation of an overall Town Budget – working from the initial budgets you prepare – includes any such changes, these will be specified in my presentation to the Finance Committee and Board of Selectmen.
2. The Capital Planning Process began in late summer/early fall in consultation with the DPW Director, Water Superintendent and Commission, and Police and Fire Chiefs. This process will continue concurrent with the budget process, and is summarized later in this document.
3. The change to a new Chart of Accounts will be implemented by the Finance Department, and does not affect the format of the initial budgets you are being asked to prepare.
4. My office will take primary responsibility for managing a clear, transparent public process.
5. Based on recommendations in the Community Compact, the Board of Selectmen recently adopted five new financial policies, attached, and anticipates adopting up to twenty-five or more financial policies over the final half of FY19. Drafts are available. Prior to adoption, notice will be provided to Departments and B/C/Cs potentially affected by these policies.
6. If the FY20 operations (and costs) of your Department or B/C/C will be affected by new policy mandates, the impacts (and costs) of these mandates should be specified. Examples include MS4 stormwater regulation, and OSHA requirements beginning Feb. 1, 2019.
7. All proposed expense budgets must specify which staff person(s), B/C/C, or B/C/C designee(s) will have authority to sign off on expenditures within that section of the budget.
8. Your proposed budgets need to include historical expense data. My office with the Finance Department will prepare the required three years of projections. These will inform longer-term financial planning, but will not be part of the budget voted by Town Meeting.
9. My office will work with the Police Chief and Dispatch Department to meet this objective.
10. My office with the Finance Department is responsible for meeting this objective.

Signed,



Angus Jennings, AICP



Town of West Newbury

Board of Selectmen FY '20 Budget Message/Policy Direction

December 3, 2018

To insure the growing and continued financial health of the Town of West Newbury, provide the public with confidence that Town officials respect their responsibility for fiscal stewardship and demonstrate to taxpayers and bond rating agencies that the Town has thoughtfully prepared for its future, the Board of Selectmen present to our employees, Boards, Commissions and Committees the following guidance in preparing the FY '20 budget.

Revenue and Expenditure Forecast

The Government Financial Officers Association (GFOA) notes a true structurally balanced budget is one that supports financial sustainability for multiple years into the future. A critical step in maintaining a sound financial plan is the preparation of a multi-year revenue/expenditure forecast.

The Town Manager, in consultation with department heads, shall prepare and maintain a three-year financial forecast of revenues, general and enterprise fund operations based on current service levels and current funding sources, to also include funding of the capital plan.

FY '20 Budget Message:

1. We propose a FY20 operating budget that will limit average single-family tax increase to no more than 2%, not including any Pentucket capital project impact, taking into account reasonable estimates of new growth and changes to assessed values. If, in order to meet this budgetary goal, the proposed budget includes any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified.
2. We propose that updates and revisions to the Capital Improvement Program should be presented by the Town Manager concurrently with the proposed FY20 budget, understanding that capital planning and budgeting will continue concurrently with the overall budgeting process, and taking into account the process requirements of the Capital Improvements Committee Bylaw.
3. We propose a FY20 budget with an updated chart of accounts, to facilitate the transition to a new finance and accounting software during the FY20 budget year. Modifications to account structure due to changes in chart of accounts should be specified.
4. We will carry out a clear, transparent public process for finance committee and public review of the proposed FY20 budget, upon its presentation by the Town Manager on or before February 15, 2019, taking into account information from taxpayers, town officials, department heads, boards/ commissions/ committees, and residents.

5. We propose that the FY20 budget should take into account the anticipated adoption, prior to FY20, of the policies recommended in the June 2018 Community Compact Financial Policy Manual.
6. We propose that the FY20 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, regulation or policy, and should specify the estimated impact of any such newly effective requirements.
7. We propose that, for each section of the proposed budget, specify the individual(s) or the board/commission/ committee that will have authority to expend the budgeted funds.
8. We will build revenue & expenditures projections a minimum of 3 years forward, current year and 3 years of history.
9. We will strive for a better understanding of actual police/dispatch expenditures, to target a maximum of level funding with the FY '19 appropriation, exclusive to the new police & dispatch union contract impacts.
10. We will bring the DLS financial policy review to a conclusion.

Future Priorities - To be complete during FY'20:

- We will implement the Department of Revenue, Division of Local Services (DLS) forecast tool. We will invite Marcia Bohinc to come in and talk with us about this after we finalize the policies. Where the policies are generally oversight, this is more of an operating tool. This discussion will include the Town Manager, the FinCom, the finance staff and the Selectmen.
- We will formalize Operations & Maintenance plans.
- We will investigate employee health insurance plan costs and options.

Approved by unanimous vote of the Board of Selectmen
December 3, 2018

Town Manager Budget Guidelines

- **Budget Narrative with Goals and Objectives**
Initial requested expense budgets should include new or updated statements of goals and objectives based on what is proposed for FY20. This should focus in particular (but not solely) on the cost impact – positive or negative – of any such goals and objectives. This is the appropriate section of your budget to respond to the Board of Selectmen Policy Objectives items 5 and 6 (estimating the impact of known or proposed policy changes and government mandates on your operations) and item 7 (identifying authorized signer(s)). Departments and B/C/Cs may use whatever format you wish for this section of the budget.
- **Line Item Budget Form** (*available in editable Excel format*)
Please clearly explain ANY changes from the previous fiscal year budget amounts in the notes section provided, and/or in an attached memorandum. **THIS WORKSHEET IS JUST A GUIDE. ALL LINE ITEM DESCRIPTIONS INCLUDED ARE SAMPLES WHICH MAY OR MAY NOT APPLY TO YOUR DEPARTMENT.** All proposed expenses must be clearly identified in the notes section and/or in an attached memorandum. For example, if the proposed budget for “Training / Education / Dues” is \$800, the backup information should specify that this is comprised of, for example, \$400 for seminars and workshops, \$250 to attend an annual conference, and \$150 for dues for professional organizations. These subset numbers will not be binding through the budget year, but will assist my office and the Finance Committee to understand what is “behind the numbers.” If you maintain a more detailed breakdown of prior expenses than our SoftRight software tracks, this should be included. Departments with projected overtime line items must submit documentation of the basis and need for this overtime.
- **Salary and Wage Worksheet** (*available in editable Excel format*)
This worksheet should list all employees in your Department, FY19 budgeted hours and rate of pay, FY19 budgeted amount/year (salary/wages only), and proposed hours, rate of pay, and proposed budgeted amount/year (salary/wages only). For workers with a union or employment contract, please budget the contracted amount for FY20. For non-union and non-contract personnel, please use the current pay, with no increase for cost of living. Cost of living adjustments (COLAs) will be added to non-union personnel at a later date. If you wish to propose a change in position classification (grade) due to changes in the position’s responsibilities, and/or merit pay increases, justification must be provided in the notes section or in a separate memorandum. The Town Manager will review all such proposals on a case by case basis, and during the budget process may consult with the Personnel Advisory Committee. You will receive prior notice of any public meeting which will include discussion of your proposed budget.
- **Expenditure Detail Report** (*available in editable Excel format*)
My office with the Town Accountant prepared the enclosed report of FY18 Budget and Expended, FY19 Budget and Year-to-Date (as of 12/5/18, which was 56.9% through the current fiscal year). On request, the Town Accountant will run a detailed report for your section(s) of the budget showing all expenditures made from your accounts during the current or prior fiscal years.
- **Article Request Form** (*available in editable Word or Excel format*)
This form is unchanged from last year’s budget cycle. Each Article Request Form must include supporting documentation (quotes, etc.). Departments proposing capital items will work with my office to prepare Form Bs required by the Capital Improvements Committee.

Line Item Budget Form (available in editable Excel format)



**Town of West Newbury
Departmental Expense Budgeting Form**

SAMPLE DEPARTMENT	FY2017		FY2018				FY2019				FY2020	
	Actual Expended		Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	
Personnel												
Salary & Wages	237,551		245,000	245,000	236,520	8,480	245,000	245,000	236,520	8,480		
Overtime	28,542		35,000	30,000	26,250	3,750	35,000	29,000	26,250	2,750		
Other (incentives, longevity, stipends)	2,000		2,000	2,000	1,850	150	2,100	2,100	1,250	850		
Sub-Total:	268,093		282,000	277,000	264,620	12,380	282,100	276,100	264,020	12,080		0
Expenses												
Advertising	265		500	500	220	280	500	500	385	115		
Communications	379		500	500	385	115	500	500	385	115		
Equipment Purchase, Repairs	379		500	500	385	115	500	500	385	115		
Materials & Supplies	3,750		4,000	4,000	2,650	1,350	5,000	4,000	3,251	749		
Mileage / Travel	265		500	500	220	280	500	500	385	115		
Professional / Technical Svcs	3,750		4,000	4,000	2,650	1,350	5,000	4,000	3,251	749		
Training / Education / Dues	2,835		5,000	5,000	3,251	1,749	5,000	4,000	3,251	749		
Uniforms	1,350		1,500	1,500	879	621	1,500	1,500	879	621		
Utilities	265		500	500	220	280	500	500	220	280		
Vehicle Maintenance	379		500	500	385	115	500	500	385	115		
Other Expenses	1,350		1,500	1,500	879	621	1,500	1,500	879	621		
Sub-Total:	14,967		19,000	19,000	12,124	6,876	21,000	18,000	13,656	4,344		0
Department Total:	283,060		301,000	296,000	276,744	19,256	303,100	294,100	277,676	16,424		0

Please complete the above current fiscal year budget request.
 For each line item that varies from prior year actual, provide a detailed explanation below.
 Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

Budget request submitted by: _____
 Contact (phone/email): _____

Salary and Wage Worksheet *(available in editable Excel format)*



**Town of West Newbury
Departmental Salary and Wage Worksheet**

Grade	Position	Hrs/Wk (FY19)	Rate (FY19)	Amount / Year	Proposed Rate (FY20)	Proposed Hrs/Wk (FY20)	Proposed Amt / Year (FY20)

Note: Add additional lines if needed.

Proposed Salary/Wages: \$ -

For any salary/wage increases/decreases, provide all relevant information. (prior hours/rate, new hours/rate, approvals received, and reason for request)

Budget request submitted by: _____

Contact (phone/email): _____

Expenditure Detail Report: FY18 and FY19 YTD

*Provided separately to each
Department Head and
Board/Commission/Committee.*

ARTICLE REQUEST FORM

ARTICLE:

AMOUNT REQUESTED:

CONTACT PERSON:

PHONE NUMBER:

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

What factors affect the timing of this purchase?

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

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

Does this Article involve improvement, preservation or creation of tangible assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

Please attach additional pages or other supporting documentation.

What to Expect When Presenting an Article or Budget for FinCom Vote

Under Town Bylaws, West Newbury's Finance Committee is charged with vetting, analyzing and voting whether to recommend "all Articles in the Warrant, especially those involving the appropriation of money." We also must present an Omnibus Budget at the Annual Town Meeting. We must prepare a booklet to guide Town Meeting and must explain our rationales to the Town. The Finance Committee takes these responsibilities seriously and works hard to obtain a full understanding of the pros and cons of all matters that come before it.

The Finance Committee cannot in good faith recommend a proposal that it does not fully understand. To help you help us do our job when you have a matter that will require a FinCom vote, we have prepared this guide, which will be circulated to every Town Department, Board, and Committee approximately four months prior to each Town Meeting.

If you would like FinCom to vote on your proposed Article or Budget item, please a) provide us with requested information via <http://www.wnewbury.org/home/webforms/contact-us> **SUBJECT Finance Committee** and b) arrange to meet with us as requested, and c) specifically please:

- 1) Provide any Article submission on the Town Article Request Form (sample attached as Appendix 1) and any supporting materials to the Selectmen so that the submission may reach us in a timely manner—and provide summary answers as opposed to “see attached”;
- 2) Provide any proposed budget and any supporting materials (with prior comparative data, sample attached as Appendix 2) to the Town Manager for timely submission to us;
- 3) When we ask to meet with you, make yourself available in time for FinCom to complete its evaluation;
- 4) Provide FinCom members with any additional written materials at least one week prior to meeting with us;
- 5) Be prepared to answer questions relating to such matters as a) the short- and long-term costs and benefits of your proposal; b) your consultation with/approvals from other affected Town departments, committees, boards; c) the alternatives you considered in developing your proposal; d) your proposed funding source(s); e) your plan to implement the proposal if approved at Town Meeting; f) date for completion/sunsetting of Article;
- 6) Keep us up to date with follow-up information FinCom may request as well as any changes to or further developments regarding your proposal;
- 7) Recognize that the FinCom booklet – the culmination of months of Committee work – will go to press at least two weeks before Town Meeting, making last minute changes infeasible.
- 8) With regard to prior approved money Articles, provide us with status updates explaining the expenditures to date and work accomplished (please note the Prior Money Articles Status spreadsheet to be provided to Departments and Committees should be filled out with respect to completion dates).

Capital Planning Process

The role of the Capital Improvements Committee (CIC) is set forth in the CIC Bylaw, so remains unchanged from prior years. The primary change to this year’s Capital Planning Process is that my office will take the lead on integrating all known and potential capital items into a consolidated Capital Improvements Program, working from information I have already received (or may receive in the coming weeks) from Department Heads and B/C/Cs. Specific projects proposed for FY20 funding will proceed through the familiar CIC process, but I will be available to present the proposed projects that my office recommends, either with or in consultation with the sponsoring Department or B/C/C. Therefore – unless you choose to – you will not need to participate in two project reviews – one with my office, and one with the CIC. Instead, I will essentially take on the sponsorship and advocacy role for those capital projects that I recommend for FY20.

My goal is to produce a comprehensive Capital Improvements Plan, to support clear decision-making regarding the comparative costs and benefits of the Town’s capital needs. The CIC review process and recommendations for specific projects will proceed in parallel with the overall budget process.

Capital Improvements Committee (Source: <https://www.wnewbury.org/capital-improvements-committee>)

The Capital Improvements Committee shall study proposed capital projects involving the planning for and the improvement, preservation and creation of tangible assets and projects which:

- 1) have useful life of at least five years;
- 2) cost over \$20,000; and/or
- 3) for which the town is authorized to borrow funds.

The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report. The Committee shall not fail to report on any proposal that has been properly submitted.

The CIC shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, including any items to be funded in the current fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the Board of Selectmen not later than six weeks prior to the Annual Town Meeting for its consideration and recommendations. The Board shall submit the Capital Budget together with its recommendations to the Annual Town Meeting.

FY19 Committee Members		
<u>Name</u>	<u>Title</u>	<u>Term</u>
Richard Preble	Chairman	2020
Glenn A. Kemper	Selectmen's Representative	2019
Judith Mizner	Member	2021
Lenny Mirra	Member	2019
Julie Boria	Member	2019
Dougan Sherwood	Member	2019

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 - Account	2016-2017 Final Budget	2016-2017 Expended	2016-2017 Unspent	2017-2018 Final Budget	2017 - 2018 Expended	2017 - 2018 Unspent	2018 - 2019 Orig Approp	2018 - 2019 Expended	Unencumbered Balance	% Exp
5111 Moderator's Salary	200.00	-	200.00	200.00	200.00	-	200.00	200.00	200.00	0.0
5400 Moderator's Expenses	60.00	-	60.00	20.00	20.00	-	60.00	60.00	60.00	0.0
114 Total Moderator	260.00		260.00	220.00	220.00	-	260.00	-	260.00	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Selectmen's Appointed Salary & Wages	69,616.00	66,413.99	3,202.01	68,564.00	68,327.51	236.49				
5300	Professional and Technical Services	10,000.00	564.80	9,435.20	6,000.00	4,450.03	1,549.97	10,000.00		10,000.00	0.0
5400	Selectmen's Operating Expenses	9,500.00	6,394.48	3,105.52	7,500.00	5,640.38	1,859.62	5,000.00	2,861.36	2,138.64	57.2
122 Total Selectmen		89,116.00	73,373.27	15,742.73	82,064.00	78,417.92	3,646.08	15,000.00	2,861.36	12,138.64	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5111	Town Manager Salary							145,000.00	58,000.52	86,999.48	40.0
5112	Salary & Wages							110,168.00	44,182.18	65,985.82	40.1
5301	Technology Expenses							35,744.00	24,621.73	11,122.27	68.9
5301	Town Manager Expenses							36,517.00	9,497.08	27,019.92	26.0
5710	Vehicle Allowance							3,600.00		3,600.00	0.0
123	Total Town Manager							331,029.00	136,301.51	194,727.49	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Finance Committee Salaries	1,800.00	1,546.40	253.60	1,800.00	1,800.00	-	1,800.00		1,800.00	0.0
5400	Finance Committee Expenses	2,000.00	155.00	1,845.00	1,000.00	599.69	400.31	1,000.00	403.00	597.00	40.3
131 Total Finance Committee		3,800.00	1,701.40	2,098.60	2,800.00	2,399.69	400.31	2,800.00	403.00	2,397.00	
5780	Reserve Fund	60,000.00	15,000.00	45,000.00	60,000.00	6,000.00	54,000.00	60,000.00		60,000.00	0.0
132 Total Reserve Fund		60,000.00	15,000.00	45,000.00	60,000.00	6,000.00	54,000.00	60,000.00		60,000.00	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Assessors Appt'd Pers Salaries	112,389.00	115,170.67	(2,781.67)	119,455.00	118,445.56	1,009.44	121,844.00	48,605.58	73,238.42	39.9
5400	Assessors Expenses	38,458.00	34,037.76	4,420.24	38,458.00	37,552.93	905.07	41,900.00	35,118.93	6,781.07	83.8
5710	Assessor Vehicle Allowance	1,500.00	794.17	705.83	1,500.00	761.15	738.85	1,500.00	90.46	1,409.54	6.0
141	Total Assessors	152,347.00	150,002.60	2,344.40	159,413.00	156,759.64	2,653.36	165,244.00	83,814.97	81,429.03	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Finance Dept Salaries & Wages	284,700.00	263,853.88	20,846.12	299,526.00	298,256.95	1,269.05	153,242.00	61,537.63	91,704.37	40.2
5201	Annual Audit	20,500.00	18,500.00	2,000.00	18,500.00	18,500.00	-	18,500.00		18,500.00	0.0
5300	Tax Title and Foreclosure	1,000.00	536.00	464.00	1,000.00	525.00	475.00	1,000.00	225.00	775.00	22.5
5301	Technology Expenses	35,744.00	35,744.17	(0.17)	30,444.00	29,567.39	876.61				0.0
5340	Communication Expense	8,000.00	6,799.38	1,200.62	8,000.00	6,502.32	1,497.68				0.0
5341	Postage Expense	13,517.00	12,342.90	1,174.10	13,517.00	13,517.00	-				0.0
5340	Communication Expense			-	552.02	552.02	-				0.0
5400	Finance Dept Expenses	36,400.00	30,620.72	5,779.28	36,400.00	36,126.43	273.57	31,400.00	16,531.08	14,868.92	52.6
145	Total Finance	399,861.00	368,397.05	31,463.95	407,939.02	403,547.11	4,391.91	204,142.00	78,293.71	125,848.29	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -	2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account	Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5200 Purchase of Services	1.00		1.00	1.00						100.0
151 Total Special Counsel			-							

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Town Clerk Salary & Wages	105,078.00	104,920.31	157.69	109,729.00	106,914.29	2,814.71	111,924.00	44,149.96	67,774.04	39.4
5340	Operation of Fax/Photo Machine	5,500.00	5,380.21	119.79	5,100.00	4,991.61	108.39	5,500.00	2,044.26	3,455.74	37.2
5400	Town Clerk's Expenses	11,975.00	5,556.42	6,418.58	9,475.00	6,451.65	3,023.35	9,475.00	563.51	8,911.49	5.9
161 Total Town Clerk		122,553.00	115,856.94	6,696.06	124,304.00	118,357.55	5,946.45	126,899.00	46,757.73	80,141.27	
5111	Town Clerk Compensation	150.00	150.00	-	150.00	150.00	-	150.00	-	150.00	0.0
5112	Bd of Registrars Salary & Wages	5,400.00	4,715.50	684.50	2,450.00	2,022.50	427.50	5,400.00	2,812.75	2,587.25	52.1
5400	Bd of Registrars Expenses	8,275.00	5,106.95	3,168.05	6,100.00	5,462.56	637.44	9,025.00	2,778.80	6,246.20	30.8
162 Total Registrars		13,825.00	9,972.45	3,852.55	8,700.00	7,635.06	1,064.94	14,575.00	5,591.55	8,983.45	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Conservation Com Salary & Wages	25,414.00	25,417.60	(3.60)	28,615.00	28,026.00	589.00	29,187.00	11,616.80	17,570.20	39.8
5710	Con Com Vehicle Allowance	600.00	600.00	-	600.00	600.00	-	600.00	200.00	400.00	33.3
5400	Conservation Com Expenses	2,320.00	2,310.79	9.21	2,410.00	2,398.15	11.85	2,410.00	1,237.59	1,172.41	51.4
171 Total Conservation		28,334.00	28,328.39	5.61	31,625.00	31,024.15	600.85	32,197.00	13,054.39	19,142.61	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Planning Bd Salary & Wages	40,775.00	39,916.90	858.10	46,443.00	46,196.91	246.09	47,634.00	18,320.30	29,313.70	38.5
5400	Planning Bd Expenses	4,500.00	4,110.98	389.02	3,600.00	2,196.58	1,403.42	3,600.00	603.55	2,996.45	16.8
5690	MVPC Assessment	1,508.00	1,507.44	0.56	1,546.00	1,544.98	1.02	1,584.00	1,583.45	0.55	100.0
175 Total Planning		46,783.00	45,535.32	1,247.68	51,589.00	49,938.47	1,650.53	52,818.00	20,507.30	32,310.70	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	ZBA Salary & Wages	1,000.00	1,000.00	-	1,000.00	1,000.00	-	1,000.00		1,000.00	0.0
5400	ZBA Expenses	500.00	168.88	331.12	500.00	410.13	89.87	500.00		500.00	0.0
176 Total Board of Appeals		1,500.00	1,168.88	331.12	1,500.00	1,410.13	89.87	1,500.00		1,500.00	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 - Account	2016-2017 Final Budget	2016-2017 Expended	2016-2017 Unspent	2017-2018 Final Budget	2017 - 2018 Expended	2017 - 2018 Unspent	2018 - 2019 Orig Approp	2018 - 2019 Expended	Unencumbered Balance	% Exp
5400 Open Space Expenses	750.00	836.39	(86.39)	750.00	120.62	629.38	750.00		750.00	0.0
179 Total Open Space	750.00	836.39	(86.39)	750.00	120.62	629.38	750.00		750.00	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 - Account	2016-2017 Final Budget	2016-2017 Expended	2016-2017 Unspent	2017-2018 Final Budget	2017 - 2018 Expended	2017 - 2018 Unspent	2018 - 2019 Orig Approp	2018 - 2019 Expended	Unencumbered Balance	% Exp
						-				11.3
199 Total Cable Advisory	1.00	-	1.00							

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 - Account	2016-2017 Final Budget	2016-2017 Expended	2016-2017 Unspent	2017-2018 Final Budget	2017 - 2018 Expended	2017 - 2018 Unspent	2018 - 2019 Orig Approp	2018 - 2019 Expended	Unencumbered Balance	% Exp
5111 School Resource Officer			-	34,260.00	20,806.98	13,453.02	35,334.00	18,725.87	16,608.13	53.0
5112 Police Salaries & Wages	735,900.00	734,385.19	1,514.81	825,894.00	782,659.09	43,234.91	872,371.00	333,067.78	539,303.22	38.2
5113 Police OT Wages	59,000.00	58,216.83	783.17	52,808.00	46,868.91	5,939.09	55,487.00	22,422.61	33,064.39	40.4
5400 Police Expenses	95,810.00	93,347.89	2,462.11	99,379.00	93,296.74	6,082.26	109,359.00	38,121.13	71,237.87	34.9
5800 Police Cruiser			-			-	32,000.00	33,237.09	(1,237.09)	103.9
210 Total Police	890,710.00	885,949.91	4,760.09	1,012,341.00	943,631.72	68,709.28	1,104,551.00	445,574.48	658,976.52	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Fire Alarm Wages	85,688.00	86,023.64	(335.64)	85,727.00	85,726.89	0.11	83,948.00	26,104.06	57,843.94	31.1
5113	Fire Drills	20,264.00	20,193.72	70.28	25,769.00	25,336.71	432.29	26,284.00	5,560.71	20,723.29	21.2
5114	Fire Dept Other Wages	28,189.00	28,645.81	(456.81)	29,651.00	29,650.98	0.02	23,086.00	12,296.20	10,789.80	53.3
5115	Fire Administration Wages	18,730.00	14,594.89	4,135.11	18,207.00	17,771.22	435.78	25,730.00	5,577.90	20,152.10	21.7
5200	Fire Dept. Medical Exam	3,000.00	1,401.00	1,599.00	3,000.00	1,052.00	1,948.00	3,000.00	1,955.00	1,045.00	65.2
5240	Hydrant Mapping, Maint/Repair	67,008.00	67,008.00	-	68,720.00	68,720.00	-	72,156.00	72,156.00		100.0
5340	Fire Alarm Communications	9,500.00	7,852.21	1,647.79	13,237.00	13,236.51	0.49	11,000.00	479.88	10,520.12	4.4
5400	Fire Expenses	41,600.00	39,403.89	2,196.11	36,938.00	36,757.62	180.38	42,600.00	25,287.04	17,312.96	59.4
220 Total Fire		273,979.00	265,123.16	8,855.84	281,249.00	278,251.93	2,997.07	287,804.00	149,416.79	138,387.21	
5200	Purchase of Services	1.00		1.00	1.00		1.00				100.0
231 Total Ambulance					1.00	-	1.00				

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Inspectors Salaries & Wages	112,624.00	108,338.41	4,285.59	120,284.00	115,782.30	4,501.70	122,690.00	46,991.11	75,698.89	38.3
5400	Inspectors Expenses	9,490.00	10,956.23	(1,466.23)	9,490.00	5,475.23	4,014.77	9,490.00	3,736.01	5,753.99	39.4
5710	Inspectors Vehicle Allowance	4,980.00	4,565.00	415.00	4,980.00	4,980.00	-	4,980.00	1,660.00	3,320.00	33.3
240	Total Inspectors	127,094.00	123,859.64	3,234.36	134,754.00	126,237.53	8,516.47	137,160.00	52,387.12	84,772.88	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Emergency Mgmt Salary & Wages	7,594.00	7,381.43	212.57	7,746.00	7,746.00	-	7,901.00	5,460.57	2,440.43	69.1
5400	Emergency Mgmt Expenses	3,265.00	2,468.97	796.03	3,265.00	3,265.00	-	3,265.00		3,265.00	0.0
291 Total Emergency Management		10,859.00	9,850.40	1,008.60	11,011.00	11,011.00	-	11,166.00	5,460.57	5,705.43	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 - Account	2016-2017 Final Budget	2016-2017 Expended	2016-2017 Unspent	2017-2018 Final Budget	2017 - 2018 Expended	2017 - 2018 Unspent	2018 - 2019 Orig Approp	2018 - 2019 Expended	Unencumbered Balance	% Exp
5400 Animal Control Expenses	21,500.00	20,000.00	1,500.00	21,500.00	21,500.00	-	23,460.00	5,375.00	18,085.00	22.9
292 Total Animal Control	21,500.00	20,000.00	1,500.00	21,500.00	21,500.00	-	23,460.00	5,375.00	18,085.00	

TOWN OF WEST NEWBURY

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As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Harbormaster Salary & Wages	2,000.00		2,000.00	2,000.00		2,000.00	3,000.00		3,000.00	0.0
5400	Harbormaster Exp	2,000.00		2,000.00	2,000.00		2,000.00	3,000.00		3,000.00	0.0
295 Total Harbormaster		4,000.00	-	4,000.00	4,000.00		4,000.00	6,000.00		6,000.00	

TOWN OF WEST NEWBURY
FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Municipal Dispatch Salaries & Wages	230,684.00	202,568.79	28,115.21	247,186.00	211,413.78	35,772.22	256,618.00	87,508.51	169,109.49	34.1
5113	Municipal Dispatch OT Wages	24,028.00	23,868.26	159.74	22,700.00	18,410.75	4,289.25	25,520.00	10,610.46	14,909.54	41.6
5400	Municipal Dispatch Expenses	21,315.00	21,315.00	-	24,910.00	19,580.38	5,329.62	26,370.00	15,374.63	10,995.37	58.3
299 Total Municipal Dispatch		276,027.00	247,752.05	28,274.95	294,796.00	249,404.91	45,391.09	308,508.00	113,493.60	195,014.40	

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As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5690	Pentucket Regional Sch Assessment	6,607,435.00	6,607,435.00	-	6,794,510.00	6,794,510.00	-	7,176,348.00	3,588,174.00	3,588,174.00	50.0
5692	Pentucket Capital Assessment	55,585.00	55,585.00	-	57,860.00	57,860.00	-	64,162.00	29,256.48	34,905.52	45.6
5693	Pentucket Asment Page Phase II	531,729.00	531,729.00	-	526,060.00	526,060.00	-	511,988.00	258,818.52	253,169.48	50.6
304 Total Pentucket		7,194,749.00	7,194,749.00	-	7,378,430.00	7,378,430.00	-	7,752,498.00	3,876,249.00	3,876,249.00	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5690	Whittier Minimun Contribution	298,031.00	298,031.00	-	305,615.00	305,615.00	-	232,543.00	116,274.00	116,269.00	50.0
5691	Whittier Other Assessments	31,377.00	31,377.00	-	60,891.00	60,891.00	-	49,486.00	29,820.00	19,666.00	60.3
5692	Whittier Debt/Capital Assess	13,250.00	13,250.00	-	15,056.00	15,056.00	-	20,320.00	5,080.00	15,240.00	25.0
305 Total Whittier		342,658.00	342,658.00	-	381,562.00	381,562.00	-	302,349.00	151,174.00	151,175.00	

TOWN OF WEST NEWBURY

FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
 Percent of FY19: 43.1%

1000 - Account	2016-2017 Final Budget	2016-2017 Expended	2016-2017 Unspent	2017-2018 Final Budget	2017 - 2018 Expended	2017 - 2018 Unspent	2018 - 2019 Orig Approp	2018 - 2019 Expended	Unencumbered Balance	% Exp
5669 ESSEX NORTH SHORE AGRICULTURAL	-	-	-	18,643.00	17,205.00	1,438.00	19,575.00	19,575.00	19,575.00	0.0
310 Total ESSEX NORTH SHORE AGRICULTURAL	-	-	-	18,643.00	17,205.00	1,438.00	19,575.00	19,575.00	19,575.00	

TOWN OF WEST NEWBURY
FY19 Expenditure Report with Prior Years (FY17, FY18) Expended

As of: 12/5/18
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1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	DPW Salaries & Wages	426,744.00	412,749.68	13,994.32	436,253.00	427,279.55	8,973.45	434,243.00	181,492.18	252,750.82	41.8
5113	DPW Overtime Wages	10,404.00	6,418.35	3,985.65	10,612.00	6,082.42	4,529.58	10,404.00	2,321.88	8,082.12	22.3
5200	Snow & Ice Removal	300,000.00	298,822.34	1,177.66	234,128.34	234,083.32	45.02	150,000.00	28,650.23	121,349.77	19.1
5210	Town Bldgs Operating Expenses	201,400.00	155,499.11	45,900.89	180,400.00	196,390.19	(15,990.19)	96,400.00	40,187.98	56,212.02	41.7
5240	Town Bldgs Improvements	51,000.00	47,185.46	3,814.54	51,000.00	50,999.74	0.26	51,000.00	37,899.48	13,100.52	74.3
5243	Street/Paving Repairs	70,000.00	70,000.00	-	70,000.00	69,999.95	0.05	70,000.00		70,000.00	0.0
5380	Highway, Sidewalk & Trees	140,000.00	134,732.94	5,267.06	140,000.00	139,999.90	0.10	140,000.00	25,406.95	114,593.05	18.1
5710	DPW Vehicle Allowance	6,000.00	6,000.00	-	6,000.00	6,000.00	-	6,000.00	1,725.00	4,275.00	28.8
5400	DPW Expenses	4,800.00	4,164.40	635.60	4,800.00	4,615.28	184.72	4,800.00	2,449.60	2,350.40	51.0
5405	Parks Expense	15,000.00	14,707.55	292.45	15,000.00	14,042.40	957.60	15,000.00		15,000.00	0.0
5415	Electricity			-			-	70,000.00	22,868.98	47,131.02	32.7
5530	Road Machinery Operating Expen	49,000.00	46,646.74	2,353.26	54,000.00	51,106.50	2,893.50	49,000.00	18,145.73	30,854.27	37.0
420 Total Department of Public Works		1,274,348.00	1,196,926.57	77,421.43	1,202,193.34	1,200,599.25	1,594.09	1,096,847.00	361,148.01	735,698.99	
5410	Public Street Lights	13,000.00	3,839.54	9,160.46	13,000.00	5,666.88	7,333.12	13,000.00	530.95	12,469.05	4.1
424 Total Public Street Lights		5,666.88	5,666.88	-	5,666.88	5,666.88	5,666.88	13,000.00	530.95	12,469.05	

TOWN OF WEST NEWBURY

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1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5111	Board of Health Salary & Wages	113,657.00	113,703.79	(46.79)	115,930.00	115,056.67	873.33	118,393.00	47,391.08	71,001.92	40.0
5200	Public Health Nurse	5,500.00	3,630.99	1,869.01	5,500.00	3,840.00	1,660.00	3,840.00	1,280.00	2,560.00	33.3
5290	Waste Collection	307,980.00	291,652.01	16,327.99	315,640.00	305,770.04	9,869.96	316,680.00	115,866.21	200,813.79	36.6
5292	Hazardous Waste Expense	2,500.00	1,047.53	1,452.47	2,500.00	2,157.24	342.76	2,000.00	227.50	1,772.50	11.4
5400	Bd of Health Expenses	11,415.00	11,392.44	22.56	17,915.00	17,711.61	203.39	12,415.00	1,941.78	10,473.22	15.6
510 Total Board of Health		441,052.00	421,426.76	19,625.24	457,485.00	444,535.56	12,949.44	453,328.00	166,706.57	286,621.43	

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1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Council on Aging Salary & Wages	62,621.00	57,466.29	5,154.71	65,873.00	63,273.30	2,599.70	64,296.00	24,732.10	39,563.90	38.5
5400	Council on Aging Expenses	17,000.00	16,933.66	66.34	18,500.00	17,668.57	831.43	18,500.00	10,684.04	7,815.96	57.8
541 Total Council on Aging		79,621.00	74,399.95	5,221.05	84,373.00	80,941.87	3,431.13	82,796.00	35,416.14	47,379.86	

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1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5111	Community Center Salaries & Wages	-	-	-				3,600.00	80.00	3,520.00	2.2
5400	Community Center Expenses	-	-	-	6,000.00	365.00	5,635.00	2,400.00	340.00	2,060.00	14.2
542	Total COMMUNITY CENTER COMMITTEE	-	-	-	6,000.00	365.00	5,635.00	6,000.00	420.00	5,580.00	

TOWN OF WEST NEWBURY

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1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5270	Rental C.L. Carr Post	1.00		1.00	1.00	-	1.00	1.00		1.00	0.0
5460	Soldiers Grave Expense	2,600.00	1,889.50	710.50	2,600.00	2,600.00	-	2,600.00	1,335.00	1,265.00	51.3
5499	MEMORIAL DAY EXPENSE	600.00	157.50	442.50	600.00	600.00	-	5,000.00		5,000.00	0.0
5690	Other Assessments-Min Cntr.	18,149.00	15,091.73	3,057.27	18,149.00	16,928.60	1,220.40				
5770	Northern Essex Veterans Servic	9,355.00	8,421.00	934.00	9,355.00	5,320.00	4,035.00	27,637.00	20,765.17	6,871.83	75.1
543 Total Veterans		30,705.00	25,559.73	5,145.27	30,705.00	25,448.60	5,256.40	35,238.00	22,100.17	13,137.83	

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1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Library Salaries & Wages	243,465.00	243,192.81	272.19	250,899.00	248,016.07	2,882.93	255,518.00	98,394.11	157,123.89	38.5
5400	Library Expense	32,273.00	32,287.95	(14.95)	32,500.00	32,491.49	8.51	32,500.00	25,032.18	7,467.82	77.0
5580	Library Books and Periodicals	62,000.00	61,997.24	2.76	66,000.00	65,998.56	1.44	66,000.00	31,528.96	34,471.04	47.8
610 Total Library				-	349,399.00	346,506.12	2,892.88	354,018.00	154,955.25	199,062.75	

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Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5112	Recreation Salaries & Wages	1,500.00	1,281.00	219.00							
5400	Recreation Expenses	7,200.00	7,200.00	-	7,344.00	7,344.00	-	7,344.00	3,662.98	3,681.02	49.9
630 Total Recreation		8,700.00	8,481.00	219.00	7,344.00	7,344.00	-	7,344.00	3,662.98	3,681.02	

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5400 Mill Pond Operating Expenses	4,450.00	-	4,450.00	4,450.00	549.44	3,900.56	4,450.00		4,450.00	0.0
631 Total Mill Pond	4,450.00	-	4,450.00	4,450.00	549.44	3,900.56	4,450.00		4,450.00	

TOWN OF WEST NEWBURY

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5200 Bandstand Expense	6,000.00	4,750.00	1,250.00	6,000.00	5,049.00	951.00	6,000.00	4,298.00	1,702.00	71.6
635 Total Bandstand	6,000.00	4,750.00	1,250.00	6,000.00	5,049.00	951.00	6,000.00	4,298.00	1,702.00	

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5400 Action Cove Expenses	-	-	-				5,000.00		5,000.00	0.0
637 Total Action Cove							5,000.00		5,000.00	

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5400 Historical Commission Expenses	2,000.00		2,000.00	500.00	301.56	198.44	500.00		500.00	0.0
691 Total Historical Commission			-	500.00	301.56	198.44	500.00		500.00	

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5400 Cultural Council Expense	100.00	70.00	30.00	100.00	76.00	24.00	100.00		100.00	0.0
695 Total Cultural Council	100.00	70.00	30.00	100.00	76.00	24.00	100.00		100.00	

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1000 -		2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5910	Debt Service	682,950.00	682,950.00	-	470,000.00	470,000.00	-	340,000.00	440,000.00	(100,000.00)	129.4
710 Total Maturing Debt				-	470,000.00	470,000.00	-	340,000.00	440,000.00	(100,000.00)	
5915	Debt Service Interest	58,850.00	54,400.00	4,450.00	41,000.00	41,000.00	-	29,000.00	18,150.00	10,850.00	62.6
750 Total Interest on Debt (long/short)		58,850.00	54,400.00	4,450.00	41,000.00	41,000.00	-	29,000.00	18,150.00	10,850.00	

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Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
5639	CS Mosquito Control		40,526.00	(40,526.00)		41,686.00			11,154.00	(11,154.00)	100.0
5640	CS Air Pollution Control		1,625.00	(1,625.00)		3,999.00			420.00	(420.00)	100.0
5646	CS M.V. Excise Tax		1,340.00	(1,340.00)		1,340.00			336.00	(336.00)	100.0
5661	CS Ma Bay Transportation Asses		28,705.00	(28,705.00)		25,994.00			7,089.00	(7,089.00)	100.0
5663	CS Regional Transit Authority		565.00	(565.00)		1,236.00			498.00	(498.00)	100.0
820 Total Cherry Sheet Assessments			72,761.00	(72,761.00)		74,255.00			19,497.00	(19,497.00)	

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5170 Essex Regional Retirement Assess	538,245.00	533,245.88	4,999.12	563,649.00	555,396.00	8,253.00	641,424.00	641,424.00		100.0
911 Total Essex Regional Retirement Asse			-	563,649.00	555,396.00	8,253.00	641,424.00	641,424.00		
5171 Unemployment Insurance	1.00	-	1.00	1.00			1.00		1.00	0.0
913 Total Unemployment Insurance	1.00	-	1.00	1.00	-	-	1.00		1.00	
5172 Group Insurance	364,938.00	297,634.71	67,303.29	398,877.00	378,957.56	19,919.44	422,570.00	164,685.96	257,884.04	39.0
914 Total Group Insurance	364,938.00	297,634.71	67,303.29	398,877.00	378,957.56	19,919.44	422,570.00	164,685.96	257,884.04	
5173 FICA Insurance	42,916.00	41,979.44	936.56	43,774.00	43,774.00	-	45,525.00	18,927.98	26,597.02	41.6
916 Total FICA Insurance	42,916.00	41,979.44	936.56	43,774.00	43,774.00	-	45,525.00	18,927.98	26,597.02	
5174 Other Post Ret Benefits	1.00	-	1.00	1.00		1.00				
919 Total OPEB - GF	1.00	-	1.00	1.00	-	1.00				
5740 Insurance and Bonds	164,000.00	155,601.82	8,398.18	167,280.00	161,365.31	5,914.69	170,000.00	150,591.00	19,409.00	88.6
945 Total Insurance and Bonds	164,000.00	155,601.82	8,398.18	167,280.00	161,365.31	5,914.69	170,000.00	150,591.00	19,409.00	

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Account		Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended	Balance	% Exp
5960	Transfers Out			-					300,000.00	(300,000.00)	100.0
5963	Transfer Out-Bicentennial Cele	5,000.00	5,000.00	-	10,000.00	10,000.00			140,000.00	(140,000.00)	100.0
5964	TRANSFER TO PENSION STABILIZAT	50,000.00	50,000.00	-	50,000.00	50,000.00		300,000.00	50,000.00	250,000.00	16.7
5965	TRANSFERS OUT-SCHOOL STABILIZA	107,216.00	107,216.00	-	779,122.00	779,122.00			315,000.00	(315,000.00)	100.0
5968	TRANSFER TO MUNI BLDG INSURANC	25,000.00	25,000.00	-	25,000.00	25,000.00					100.0
5970	Transfer out to Police Cruiser			-	8,126.15	8,126.15					100.0
992	Total Transfers Out	187,216.00	187,216.00	-	872,248.15	872,248.15		300,000.00	805,000.00	(505,000.00)	

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1000 -	2016-2017	2016-2017	2016-2017	2017-2018	2017 - 2018	2017 - 2018	2018 - 2019	2018 - 2019	Unencumbered	
Account	Final Budget	Expended	Unspent	Final Budget	Expended	Unspent	Orig Approp	Expended Balance		% Exp
1000 Total General Fund			-	15,180,236.39	14,977,443.73	282,713.54	14,973,426.00	8,194,230.09	6,779,195.91	

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