



**Town of West Newbury  
Select Board**

**Monday, February 13, 2023 @ 5:30pm**

381 Main Street, Town Office Building

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

**AGENDA**

REC'D W. NEWBURY CLERK  
123 FEB 9 PM 4:48

**Executive Session: 5:30pm in 1910 Building, 381 Main Street: Town Manager's office**

- ❖ MGL Ch. 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 (*Town Manager contract; FY24 non-union wage budgeting*);
- ❖ MGL Ch. 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 (*Police Union contract; Opioid Litigation: Federal Multidistrict Litigation vs. CVS, Walgreens, Walmart, Teva, and Allergan*);
- ❖ MGL Ch. 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (*Coffin Street conservation land*);
- ❖ MGL Ch. 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (*review of legal opinions, Special Counsel*).

The Board may take a brief recess between the Executive Session and the Open Session beginning at 7 PM.

**Open Session: 7:00pm by in-person attendance or remote participation (instructions below)**

**Announcements:**

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting also accessible by remote participation; instructions below.
- West Newbury Black Oak Tree added to the Commonwealth's Legacy Tree List!
- Annual & Special Town Meeting: Monday, April 24, 2023 at 7pm
- Town Election Monday, May 1<sup>st</sup>. Last day to obtain nomination papers from Town Clerk: March 9<sup>th</sup> at 5pm. Nomination papers due to Town Clerk by March 13<sup>th</sup> at 5pm.
- Call for volunteers! Open positions on Boards/Commissions/Committees. See [www.wnewbury.org/volunteer](http://www.wnewbury.org/volunteer)
- Reminder to subscribe for emailed Town agendas/news/announcements at [www.wnewbury.org/subscribe](http://www.wnewbury.org/subscribe)

**Regular Business**

- A. Update regarding Verizon network service outage affecting Town Offices from Feb. 7<sup>th</sup> to 9<sup>th</sup>
- B. Review of updated Rocks Village Signage proposal from MassDOT – *Wayne Amaral, DPW Director*
- C. Updates regarding Coffin Street conservation area / future Coffin Street and Cortland Lane access points
- D. Update regarding progress implementing recommendations from ADA facilities audit – *Wayne Amaral, DPW Director/Deputy ADA Coordinator and Sam Joslin, Building Inspector/ADA Coordinator*
- E. Discussion of proposed FY24 Town Operating Budget including updated FY24 Pentucket Regional School District proposed operating budget; Finance Committee budget review meeting schedule
- F. Follow-up discussion of proposed warrant articles for spring Annual and Special Town Meetings; including update regarding proposed article regarding Page/Pipestave crosswalk and Rte. 113 sidewalks
- G. Request for authorization of ARPA funds, and discussion of potential future allocation of ARPA funds
- H. Town Manager contract

**Town Manager Updates**

- I. Middle Street Bridge updates
- J. Verizon cable franchise agreement; updates from recent meetings of Cable Advisory Committee
- K. Updates on ongoing/active projects/initiatives
- L. Follow up meeting assignment; placing items for future agendas

**Addendum to Meeting Notice regarding Remote Participation**

Public participation in this meeting of the West Newbury Select Board will be available via remote participation. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

**Zoom Meeting**

Phone: (646) 558 8656

Meeting ID: 883 5933 0588

Passcode: 724044

Join at: <https://us06web.zoom.us/j/88359330588?pwd=U1Qrd0tWSXNzTHpTelVwSkhJYVB1Zz09>

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the West Newbury website an audio or video recording of proceedings as soon as practicable after the meeting.

## Town Manager

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**From:** Fredric Chanania [REDACTED]  
**Sent:** Thursday, February 9, 2023 1:37 PM  
**To:** Susan Dougherty; Claudia Woods; Molly Hawkins; Fredric Chanania; DPW Director; Kelly Scott; Barbara Haack; Town Manager; Selectboard  
**Subject:** Wonderful Tree News - West Newbury is home to the Massachusetts Champion Black Oak

Folks:

The Mass DCR updated their Massachusetts Legacy Tree List and the [REDACTED] Black Oak has been officially certified as the State Champion. Wow! The Tree Committee will be publicizing this but, because the Black Oak is located [REDACTED], we have chosen for the exact location to remain undisclosed. So, kindly keep the exact location confidential. That being said, I will be chatting with [REDACTED] to see if we can have an event to celebrate this tree on Arbor Day this year. If you want to read more about this amazing specimen that dates back probably to pre-Revolutionary War times, here is a link to the West Newbury Roster and the entry for this tree: <https://www.wnewbury.org/tree-committee/pages/roster-significant-remarkable-trees>

FYI, the State Foresters came by last week to make official measurements, and we visited two other trees that we have nominated for consideration. It appears that both have a really good chance of being designated as State Champions - the Tupelo at Riverbend and the Balsam Poplar in a backyard on Main Street that overlooks the Whetstone houses. I have no idea when the official evaluation will be made.

Fred  
(he/him)



*Fredric D. Chanania*  
[REDACTED]  
West Newbury, MA 01985

**BLACK OAK**  
*Quercus velutina*

Location Main Street, West Newbury

Physical Characteristics

|                     |     |
|---------------------|-----|
| Height (ft.)        | 99  |
| Circumference (in.) | 228 |
| Spread (ft.)        | 77  |
| Points              | 346 |

Estimated Age 290 yrs. (1730)

Commentary

Nominator: The size and estimated age of this Black Oak are astounding compared with the other trees in West Newbury and make this tree truly remarkable. This massive Black Oak will likely become the State Champion Black Oak for Massachusetts. *Update: This has now been certified by Mass. DCR as the State Champion Black Oak!*

Committee: The age of this tree was calculated using the standard growth factor table and a value of 4.0 (mid-range for the oaks listed). The largest of two huge Black Oaks located on the Haack property, this massive tree most likely started growing decades before the Revolutionary War.

This Black Oak point value is estimated at 346. The point value for the current state champion Black Oak is 337, so it is likely that the Haack Black Oak will qualify as the new State Champion once official measurements can be made. Nomination of this tree as State Champion was submitted to Mass. DCR by Fred Chanania in April 2020.

Other Committee Comments

The age and size of this tree make it both significant and remarkable. As noted, this tree started its life when Massachusetts was still a colony and was likely growing among other very large, colonial-era trees well before the Revolutionary War. Standing on a fairly steep hillside that could not be farmed, this tree survived the many historical eras of the West Newbury landscape, from deep forest in the 1700's to pasturing in the 1800's, and the subsequent heavy agricultural eras of the 1800's and 1900's. While no historical information about the tree is known, the Haack house located below this tree is thought to date from the mid-1700's (no official date is available).

Sibley's Guide to Trees states that black oaks are "often 80' (maximum 131')." Peattie, in *A Natural History of Trees of Eastern and Central North America*, states "Too often, the trunks are short and crooked, knotty, cracked even in the living tree...it has a rough grandeur of its own... in the scraggly outline of its bare branches against the skyline."

Photo(s)



Nominated by: Barbara and Peter Haack, West Newbury  
Fred Chanania, West Newbury

Date Approved by Committee: October 15, 2020



# 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](mailto:townmanager@wnewbury.org)

## FY24 Budget Schedule

|  |   |
|--|---|
| December 5   | Select Board review/adopt FY24 Budget Policy Direction  |
| December 22  | Budget Package sent to Dept. Heads, Town Officers, Boards, Commissions and Committees (B/C/Cs)  |
| January 11 <sup>1</sup>                              | Requested FY24 Expense Budgets, and proposed FY24 Capital items, for all Dept. Heads or Town Officers due to Town Manager and Town Accountant   |
| January 24 <sup>2</sup>                              | Requested FY24 Expense Budgets, and proposed FY24 Capital items, for all B/C/Cs due to Town Manager and Town Accountant   |
| January (various)                                    | Review by Town Manager and Town Accountant, including budget working sessions. (Depts. and B/C/Cs will be contacted individually to schedule your reviews, if/as needed)                            |
| January 24   | Joint meeting of all 3 Pentucket towns' Select Boards and Finance Committees to preview anticipated PRSD school budget  |
| February 6   | Town Manager proposed FY24 Capital Improvements Program presented to Select Board   |
| February 6   | Town Manager proposed FY24 budget, with Town Manager budget message and proposed FY24 departmental and organizational structure, presented to Select Board.   |
| February 6   | <b>Town Meeting Warrant closes. <u>Article requests due to Select Board.</u></b>  |
| February 6   | Select Board referral of proposed FY23 budget to Finance Committee <sup>3</sup>   |
| Feb. 9 <sup>th</sup>                                 | Capital Improvements Committee meeting to review proposed Capital Program and FY24 projects. Capital Improvements Committee likely to schedule 1 or more add'l meetings in Feb. or March as needed. |
| Feb-March<br>(Feb. 15, 22; March 1, March 8, 15, 22) | Finance Committee meetings to review proposed budget. Departments and B/C/Cs will be notified regarding timing of meetings related to your section(s) of the budget.                                |
| March 7  | Pentucket School Committee to vote Regional School District Assessments   |
| March 8  | Joint meeting of all 3 Pentucket towns' Select Boards and Finance Committees to review proposed PRSD school budget  |
| March 13   | Capital Improvements Committee report due to Select Board   |
| On/around March 22                                   | Finance Committee Referral of Proposed FY24 Budget to Town Meeting  |
| BY April 10  | Posting of Warrants (14 days prior)   |
| BY April 10  | Publication of Finance Committee booklet  |
| April 24, 7pm  | <b>Annual and Special Town Meetings</b>   |
| May-June   | Select Board approval of FY24 Wage/Salary Schedule  |

<sup>1</sup> If this date presents a problem for any department, please let Angus and Jenny know and we can work with you.

<sup>2</sup> This date is later than the due date for budgets prepared by Department Heads, to allow extra time for the B/C/Cs (i.e. Library Trustees, Board of Health, Planning Board, Conservation Commission) to prepare and review proposed budgets. If this timeline is not achievable for any specific B/C/C, please contact Angus and Jenny no later than January 11. (Note: the Water Commission's proposed budget typically comes in later in the cycle. As an enterprise budget, it does not affect the bottom-line operating budget, so could be received as late as Jan. 31<sup>st</sup>.)

<sup>3</sup> Per the Town Manager Act Sec. 4(j): "The [select board] shall review the annual proposed budget prepared by the town manager and make changes as the [select board] deems advisable. The town manager shall present the budget which incorporates the changes of the [select board] to the finance committee and the town meeting." Therefore the budget as proposed to Finance Committee will reflect any changes as may be directed by the Board.



# West Newbury

Town Clerk's Office – 381 Main St.  
Phone: 978-363-1100 ext. 110  
townclerk@wnewbury.org

## BOARD OF REGISTRARS PUBLIC NOTICE

Town of West Newbury 2023 Town Election Schedule

| Event  | Day       | Date             | Clerk's Office Extended Hours |
|--|-----------|------------------|-------------------------------|
| First day to obtain Nomination Papers          | Thursday  | January 12, 2023 | 8am-4:30pm                    |
| Last day to obtain Nomination Papers           | Thursday  | March 9, 2023    | 5pm                           |
| Last day to file Nomination Papers in Office   | Monday    | March 13, 2023   | 5pm                           |
| Last day to Withdraw Nomination Papers         | Wednesday | March 29, 2023   | 5pm                           |
| Last day to Register to Vote for Town Meeting  | Friday    | April 14, 2023   | 5pm                           |
| Last day to Register to Vote for Town Election | Friday    | April 21, 2023   | 5pm                           |
| Town Meeting<br>Monday, April 24, 2023         | Monday    | April 24, 2023   | starts at 7pm                 |
| Last day to request a Vote-By-Mail Ballot      | Tuesday   | April 25, 2023   | 5pm                           |
| Town Election<br>Monday, May 1, 2023           | Monday    | May 1, 2023      | 7am - 8pm                     |

**Town Manager**

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**From:** Town Manager  
**Sent:** Thursday, February 9, 2023 2:32 PM  
**To:** [REDACTED]  
**Cc:** Selectboard; Town Clerk; Shah, Hiram (SEN)  
**Subject:** Verizon service, West Newbury town offices

**Importance:** High

Good afternoon Mr. Usovich,

I wanted to follow up on the call you had with the Town Clerk earlier today. Although service is now restored to the West Newbury Town Offices, the Select Board and I would like a report from Verizon as to what occurred to cause the Town Offices to lose internet services for more than 48 hours (spanning all or most of 3 business days). During this period of time, town personnel were unable to perform a number of fundamental public services, and our residents expect and deserve an explanation.

The Select Board meets this coming Monday, February 13, 2023 at 7pm, and one of the items on the agenda will be to explain what occurred to cause the outage. Please submit a report on or before Monday, February 13, 2023 which I can share with the Board that evening. If you prefer for a Verizon representative to participate in the meeting, in person or via zoom, that would be agreeable. A zoom link is below.

Thank you for your attention to this matter.

All the best,  
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](mailto:townmanager@wnewbury.org)

Topic: Select Board  
Time: Feb 13, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/88359330588?pwd=UIQrd0tWSXNzTHpTelVwSkhJYVB1Zz09>

Meeting ID: 883 5933 0588  
Passcode: 724044  
One tap mobile  
+13017158592,,88359330588#,,,,\*724044# US (Washington DC)  
+13052241968,,88359330588#,,,,\*724044# US

Dial by your location  
+1 301 715 8592 US (Washington DC)  
+1 305 224 1968 US

## Town Manager

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**From:** Town Manager  
**Sent:** Friday, February 3, 2023 3:07 PM  
**To:** David Archibald; Rick Parker; Wendy Reed  
**Cc:** DPW Director; Town Clerk  
**Subject:** RE: Rocks Village Bridge over the Merrimack River - Advanced Warning Signage

Based on Board members' input received (thank you!) we'll include this for discussion on Feb 13<sup>th</sup>. Wayne, if it is important to MDOT to get direction sooner we can add this as an unforeseen item on the Feb 6<sup>th</sup> agenda, but if it can wait I'm trying to stay focused on budget, capital and articles for this Monday night. With Jim and Rebecca at a conference the past 3 days and about 50 new items coming in over that period it's been a tough stretch, and will be a long weekend ahead!

All are supportive of the strike bar; the item for discussion is whether that would obviate the need for the over-street sign. There is not unanimity on that question.

Thanks again – and Wayne if this is time-sensitive the Board can just take it up Monday night, it won't require any more prep time than already spent. Just let me know.

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**From:** Town Manager  
**Sent:** Thursday, February 2, 2023 6:57 PM  
**To:** David Archibald <darchibald@wnewbury.org>; Rick Parker <rparker@wnewbury.org>; Wendy Reed <wreed@wnewbury.org>  
**Cc:** DPW Director <dpwdirector@wnewbury.org>  
**Subject:** Fwd: Rocks Village Bridge over the Merrimack River - Advanced Warning Signage

See below. I agree with Wayne: strike bar, plus stay the course with the over-street sign on Bridge Street. Please let us know if you agree, and he can convey this to MDOT, or if you'd like this agenda'd for Feb 13. Thanks

Begin forwarded message:

**From:** DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)>  
**Date:** February 2, 2023 at 6:42:09 PM EST  
**To:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Subject:** Fwd: Rocks Village Bridge over the Merrimack River - Advanced Warning Signage

I would love to tell John absolutely. We wanted this bar from the start . I would tell him we also want to still proceed with the overhead sign as previously agreed upon.

Wayne

Begin forwarded message:

**From:** "Gregg, John E. (DOT)" <[REDACTED]>  
**Date:** February 2, 2023 at 2:00:06 PM EST  
**To:** DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)>  
**Subject:** RE: Rocks Village Bridge over the Merrimack River - Advanced Warning Signage



Hi Wayne,

Hope you're doing well.

We've had a new development with the Rocks Village Bridge signs. The City of Haverhill and Rocks Village Historic District Commission will not allow an overhead sign on the western end of the bridge. Instead, they would like MassDOT to install a striker bar at the Haverhill portal below the 12'6" clearance sign. It would look similar to image below.



The bar would be yellow with white reflective stripes and be 7" in diameter by 12' long. It would be centered over the roadway so that a truck could not drive around it.

At this time, I'd like to ask if the Town of West Newbury were interested in installing a striker bar on the east side of the bridge, and, if so, would the Town still want MassDOT to proceed with installation of the overhead sign structure?

Regards,

John

**John Gregg, P.E. | District Traffic Engineer | MassDOT | Highway Division | District 4**

[www.mass.gov/massdot](http://www.mass.gov/massdot)

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**From:** DPW Director <[dpwdirector@wnewbury.org](mailto:dpwdirector@wnewbury.org)>

**Sent:** Wednesday, December 21, 2022 11:42 AM

**To:** Gregg, John E. (DOT)

**Subject:** Re: Rocks Village Bridge over the Merrimack River - Advanced Warning Signage

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

John the location has been approved.

## Town Manager

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**From:** DPW Director  
**Sent:** Friday, February 3, 2023 3:52 PM  
**To:** Town Manager  
**Subject:** Rocks Village Bridge - striker bar

Angus,  
John can wait until the 14<sup>th</sup> for our response.

Wayne

Wayne S. Amaral  
Director of Public Works / CPO

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



## Town Manager

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**From:** Town Manager  
**Sent:** Friday, February 10, 2023 11:32 AM  
**To:** John Neal  
**Cc:** David connors  
**Subject:** RE: GreenBelt onsite today?

John,

Monday's Select Board mtg begins at 7pm, and the Chair put this item early on the agenda. The posted agenda (incl. a clickable zoom link) is [here](#); my best guess is that this topic would begin between 7:15/7:30.

The Select Board has been clear in their intent to place off-street parking and a trail access point from Cortland Lane. The overall anticipated trail network is shown on the map that was presented to Town Meeting voters at the time the vote was taken to acquire the property. (See pg. 25 [here](#)). Any trails within the buffer zone for wetlands or other regulated areas (streams, vernal pools, etc.) will require ConCom approval. The work Greenbelt is doing now is in anticipation of filing with ConCom in the future. I cannot forecast what may result from the ConCom review process, but I don't believe the connection from Cortland Lane to the conservation land is within any buffer zone, so would not require ConCom review. Greenbelt's objective (which I think the Select Board shares) will be to get the overall trail network designed and permitted prior to mobilizing resources to install trails, parking and signage.

Regarding the pedestrians after dark, that is odd. The customary "hours" for the town's public open spaces are dawn to dusk. This is posted in some locations (like Mill Pond and Pipestave), but not on all conservation land. We can ensure that it gets posted here. If you or other neighbors see people walking on conservation land after dark, and have any concern, you should not hesitate to contact public safety dispatch. I will give Chief Dwyer a heads-up so his officers are made aware that this took place.

Thanks,  
 Angus

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**From:** John Neal [REDACTED]  
**Sent:** Thursday, February 9, 2023 8:39 AM  
**To:** Town Manager <townmanager@wnewbury.org>  
**Cc:** David connors [REDACTED]  
**Subject:** Re: GreenBelt onsite today?

Hi Angus,

Thank you for the reply.

Based on the status of the coffin street trail project and integration with potential trails via access from cortland lane is there a chance that trails won't be approved or permitted for the full trail network?

If that happens I assume there would be no need to pursue parking on cortland lane correct?

What time is the meeting on 2/13?

Regarding the people in the woods... it was Sunday night around 7 PM. They were in the cortland lane "L" and then very close to our property lines in the woods by both of our houses.

Thanks,

John

On Wed, Feb 8, 2023 at 10:43 PM Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)> wrote:

John,

Late today I was able to connect w Dave Rimmer at Greenbelt. They were at the site yesterday to show it to one of their newer staff members as they're thinking about what may be the best route for a footpath.

There is no set timeline for any work. Prior to the town acquisition of the Coffin St property, one of the trail routes Greenbelt had agreed to install was from Coffin Street, and they're working to advance that planning as well. That will require permitting by the Conservation Commission due to proximity to wetlands. They'd intend to get an overall trail network planned prior to permitting that part of it or installing any of it. So they'll be doing additional field work on the Coffin Street site in the coming months as they develop plans sufficient for the wetlands permitting process. So timing will depend on fieldwork/design, permitting, and then when the work itself fits into Greenbelt's and the Town's priorities and staffing capacity.

I spoke w the Select Board Chair today and he agreed it made sense to give a public update on this, so the topic of the Coffin Street property (including access from Cortland Lane) will be included on the upcoming Feb 13 Select Board agenda. The mtgs are still hybrid, meaning that participation in-person or via zoom is an option. (The posted agenda will have a zoom link).

Re the people with headlamps, I have no idea. Were they on private property or within the town-owned right-of-way? What time was it?

Thanks,  
Angus

*Angus Jennings, Town Manager*  
Town of West Newbury  
Town Office Building  
381 Main Street  
West Newbury, MA 01985  
[\(978\) 363-1100 x111](tel:(978)363-1100x111)  
[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

Sent from my mobile device

On Feb 7, 2023, at 11:38 AM, John Neal [REDACTED] wrote:

Hi Angus,

Hope things are well.

Do you know what the Greenbelt is doing here today?

Also, could you please provide any updates from the last onsite at Cortland Lane and/or planned schedule for 2023?

Lastly, on Sunday night we saw some people with headlamps on in the woods bordering our properties... Not sure what they were doing there? They must have entered from River Road. Other than calling the cops next time is there anyone at the town we can raise this to?

Thank you,





# Coffin Street Conservation Project

## Proposed Conservation Area

West Newbury

50 Acres

- Proposed Public Conservation Area
  - Proposed Private Open Space & Public Trails
  - Existing Protected Land
  - Water
  - Wetlands
  - Stream
  - Road
  - Existing Trails
  - Proposed Trails
  - Trail Option B
  - P Potential Parking (Only one area will be created)
- \*CR = Conservation Restriction



**Town Manager**

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**From:** DPW Director  
**Sent:** Friday, January 27, 2023 2:30 PM  
**To:** Town Manager  
**Cc:** Building Inspector  
**Subject:** ADA Transition Plan

Angus,

Can DPW report this at a future SB Meeting?

*Back in May 2021 the Building Inspector Sam Joslin commissioned a consultant to prepare our ADA Transition Plan. The plan was funded 100% from a grant that the town received and reviewed all town owned facilities. From this review a list of improvements per location was submitted to the Town. There was a total of 73 items listed for improvements / upgrades ranging from \$45 to \$100,000 plus. We decided to request an Article at Town Meeting in May 2022 to start funding the improvements. The funds were approved at town meeting and work started in July 2022.*

*It was decided to break the improvements into Phases and as of January 27, 2023, Phase 1 is 100% complete. Phase 1 included 59% of the total list of improvements and was completed at a cost of only \$2,000. However, town staff labor was estimated 185 hours.*

*Most of the remaining items will be address over the next few years due to their complexity or done in coordination with another future improvement project.*

*We plan to continue onto Phase 2 in July 2023 which will address another four task on the ADA Transition Plan.*

Wayne

Wayne S. Amaral  
Director of Public Works / CPO

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





# Town of West Newbury Finance Committee FY24 Budget Meeting Schedule 2/XX/23

All meetings **except for March 8<sup>th</sup>** will be in the 1910 Building  
381 Main Street, West Newbury, MA  
Hearing Room 1

| <u>Date/Time</u>   | <u>Departments/Topics To Be Reviewed</u>  |  |
|--|---|--|
| Wednesday, Feb. 15 <sup>th</sup><br>6pm  | Moderator<br>Select Board<br>Finance Department<br>Board of Assessors<br>Legal Counsel                  | Council on Aging<br>Debt Service<br>Essex County Retirement<br>Unemployment Compensation<br>OPEB         |
| Wednesday, Feb. 22 <sup>nd</sup><br>6pm  | Conservation Commission<br>Planning Board<br>Open Space Committee<br>Bandstand<br>Historical Commission | Cultural Council<br>Board of Health<br>Town Clerk<br>Board of Registrars/Elections<br>Veterans' Services |
| Wednesday, March 1 <sup>st</sup><br>6pm  | DPW<br>Police Department<br>Fire Department<br>Dispatch   | Emergency Management Agency<br>Inspectional Services<br>Board of Appeals<br>Mill Pond Committee          |
| Wednesday, March 8 <sup>th</sup><br><b>Location: Middle/High School <sup>1</sup></b> | Education   |  |
| Wednesday, March 15 <sup>th</sup><br>6pm   | Water<br>Library<br>Recreation Commission   | Community Preservation Comm<br>Transfers to Stabilization  |
| Wednesday, March 22 <sup>nd</sup><br>6pm   | Town Manager<br>Finance Committee<br>Animal Control<br>Health Insurance<br>Harbormaster                 | Insurance and Bonds<br>COLA<br>Medicare (FICA)<br>Revenue Projections                                    |

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

<sup>1</sup> March 8<sup>th</sup> meeting expected to be at Pentucket Middle/High School, immediately following the Pentucket School Committee meeting (starting at 6pm). Specific meeting room to be on FinCom agenda to be posted by 3/6/23.

Posted Schedule on 2/XX/2023 at the Town Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)



**TOWN OF WEST NEWBURY**  
**PROPOSED FY24 OPERATING BUDGET**  
**TOWN MANAGER-PROPOSED, FEB. 6, 2023**  
**REFERRED BY SELECT BOARD: FEB. 6, 2023**

| Name                              | FY22<br>Actual    | FY23<br>Approved  | FY24 Proposed        |                |             | % of<br>Total |
|-----------------------------------|-------------------|-------------------|----------------------|----------------|-------------|---------------|
|                                   |                   |                   | TM/SB<br>Feb 6, 2023 | \$             | %           |               |
| <b>General Government</b>         |                   |                   |                      |                |             | <b>7.2%</b>   |
| MODERATOR                         | 230               | 260               | 260                  | 0              | 0.0%        | 0.0%          |
| SELECT BOARD                      | 40,609            | 54,116            | 13,940               | (40,176)       | -74.2%      | 0.1%          |
| TOWN MANAGER                      | 321,610           | 325,707           | 327,539              | 1,832          | 0.6%        | 1.8%          |
| FINANCE DEPARTMENT                | 254,515           | 337,604           | 325,775              | (11,829)       | -3.5%       | 1.8%          |
| FINANCE COMMITTEE                 | 1,312             | 82,000            | 62,000               | (20,000)       | -24.4%      | 0.3%          |
| BOARD OF ASSESSORS                | 173,887           | 183,780           | 164,125              | (19,655)       | -10.7%      | 0.9%          |
| LEGAL COUNSEL                     | 53,677            | 65,124            | 82,349               | 17,225         | 26.4%       | 0.5%          |
| TOWN CLERK                        | 125,300           | 149,014           | 155,339              | 6,325          | 4.2%        | 0.9%          |
| BOARD OF REGISTRARS/ELECTIONS     | 10,965            | 18,100            | 15,050               | (3,050)        | -16.9%      | 0.1%          |
| CONSERVATION COMMISSION           | 31,894            | 66,632            | 75,826               | 9,194          | 13.8%       | 0.4%          |
| PLANNING BOARD                    | 67,175            | 77,123            | 79,701               | 2,578          | 3.3%        | 0.4%          |
| BOARD OF APPEALS                  | 700               | 700               | 700                  | 0              | 0.0%        | 0.0%          |
| OPEN SPACE COMMITTEE              | 69                | 750               | 750                  | 0              | 0.0%        | 0.0%          |
| <b>Public Safety</b>              |                   |                   |                      |                |             | <b>11.5%</b>  |
| POLICE DEPARTMENT                 | 1,195,914         | 1,234,090         | 1,233,632            | (458)          | 0.0%        | 6.9%          |
| FIRE DEPARTMENT                   | 282,867           | 313,383           | 319,186              | 5,803          | 1.9%        | 1.8%          |
| PUBLIC SAFETY DISPATCH            | 266,322           | 338,389           | 327,500              | (10,889)       | -3.2%       | 1.8%          |
| INSPECTION DEPARTMENT             | 138,480           | 144,842           | 150,622              | 5,780          | 4.0%        | 0.8%          |
| EMERGENCY MANAGEMENT              | 10,769            | 12,138            | 12,321               | 183            | 1.5%        | 0.1%          |
| ANIMAL CONTROL OFFICER            | 25,898            | 26,858            | 27,503               | 645            | 2.4%        | 0.2%          |
| HARBORMASTER                      | 2,500             | 4,000             | 4,000                | 0              | 0.0%        | 0.0%          |
| <b>Education</b>                  |                   |                   |                      |                |             | <b>54.3%</b>  |
| EDUCATION                         | 9,151,440         | 9,043,356         | 9,760,142            | 716,786        | 7.9%        | 54.3%         |
| <b>Department of Public Works</b> |                   |                   |                      |                |             | <b>8.6%</b>   |
| DPW                               | 1,368,664         | 1,374,192         | 1,548,653            | 174,461        | 12.7%       | 8.6%          |
| <b>Human Services</b>             |                   |                   |                      |                |             | <b>7.2%</b>   |
| BOARD OF HEALTH                   | 548,546           | 592,291           | 653,173              | 60,882         | 10.3%       | 3.6%          |
| COUNCIL ON AGING                  | 93,331            | 119,808           | 129,408              | 9,600          | 8.0%        | 0.7%          |
| VETERANS                          | 32,804            | 31,288            | 35,444               | 4,156          | 13.3%       | 0.2%          |
| LIBRARY                           | 369,714           | 393,899           | 418,410              | 24,511         | 6.2%        | 2.3%          |
| RECREATION                        | 25,349            | 32,885            | 53,444               | 20,559         | 62.5%       | 0.3%          |
| HISTORICAL COMMISSION             | 0                 | 600               | 600                  | 0              | 0.0%        | 0.0%          |
| CULTURAL COUNCIL                  | 0                 | 100               | 100                  | 0              | 0.0%        | 0.0%          |
| <b>Debt Service</b>               |                   |                   |                      |                |             | <b>0.0%</b>   |
| DEBT SERVICE                      | 313,950           | 300,900           | 0                    | (300,900)      | -100.0%     | 0.0%          |
| <b>Benefits</b>                   |                   |                   |                      |                |             | <b>11.1%</b>  |
| ESSEX COUNTY RETIREMENT FUND      | 731,432           | 805,420           | 675,135              | (130,285)      | -16.2%      | 3.8%          |
| UNEMPLOYMENT COMPENSATION         | 439               | 1,500             | 1,200                | (300)          | -20.0%      | 0.0%          |
| EMPLOYEES' HEALTH INSURANCE       | 406,997           | 481,857           | 554,551              | 72,694         | 15.1%       | 3.1%          |
| MEDICARE INSURANCE (FICA)         | 52,412            | 51,485            | 56,406               | 4,921          | 9.6%        | 0.3%          |
| OPEB                              | 0                 | 0                 | 0                    | 0              | 0.0%        | 0.0%          |
| INSURANCE AND BONDS               | 187,002           | 199,865           | 217,349              | 17,484         | 8.7%        | 1.2%          |
| TRANSFERS - STABILIZATION         | 500,000           | 500,000           | 500,000              | 0              | 0.0%        | 2.8%          |
| <b>EXPENSE BUDGET TOTAL</b>       | <b>16,786,774</b> | <b>17,364,056</b> | <b>17,982,132</b>    | <b>618,076</b> | <b>3.6%</b> |               |



**TOWN OF WEST NEWBURY**  
**PROPOSED FY24 OPERATING BUDGET**  
**TOWN MANAGER-PROPOSED, FEB. 6, 2023**  
**REFERRED BY SELECT BOARD: FEB. 6, 2023**

**Summary**

|                         | FY22 Actual      | FY23 Approved    | FY24 Proposed    | Change from FY23 |       |
|-------------------------|------------------|------------------|------------------|------------------|-------|
|                         |                  |                  |                  | \$               | %     |
| Total Operating Budget: | 16,786,774       | 17,364,056       | 17,982,132       | 618,076          | 3.6%  |
| Non-Education budget:   | <b>7,635,334</b> | <b>8,320,700</b> | <b>8,221,990</b> | <b>(98,710)</b>  | -1.2% |

*2.5% of FY23 Non-Education Operating Budget: 208,018*

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|                                       | FY 2022        | FY 2023        | YTD thru 2/1/2023 |              | FY 2024        | FY 2024        | Proposed Change |               | TM proposed    | FY 2024      |
|---------------------------------------|----------------|----------------|-------------------|--------------|----------------|----------------|-----------------|---------------|----------------|--------------|
|                                       | Expended       | Approved       | \$                | %            | DH/BCC         | TM proposed    | \$              | %             | / SB referred  | FinCom recc. |
|                                       | 6/30/2022      | 5/14/2022      | Percent of yr:    |              |                | 2/6/2023       |                 |               | 2/6/2023       |              |
| <b>GENERAL GOVERNMENT</b>             |                |                |                   |              |                |                |                 |               |                |              |
| Moderator's Salary                    | 200            | 200            | 100               | 50.0%        | 200            | 200            | -               | 0.0%          | 200            |              |
| Moderator's Expenses                  | 30             | 60             | -                 | 0.0%         | 60             | 60             | -               | 0.0%          | 60             |              |
| <b>114 Total Moderator</b>            | <b>230</b>     | <b>260</b>     | <b>100</b>        | <b>38.5%</b> | <b>260</b>     | <b>260</b>     | <b>-</b>        | <b>0.0%</b>   | <b>260</b>     | <b>-</b>     |
| Select Board Appointed Salary & Wages | 29,821         | 30,116         | 9,669             | 32.1%        | -              | -              | (30,116)        | -100.0%       | -              |              |
| Professional and Technical Services   | 4,000          | 10,000         | 1,246             | 12.5%        | 10,000         | 10,000         | -               | 0.0%          | 10,000         |              |
| Operating Expenses                    | 6,788          | 14,000         | 1,709             | 12.2%        | 3,940          | 3,940          | (10,060)        | -71.9%        | 3,940          |              |
| <b>122 Total Select Board</b>         | <b>40,609</b>  | <b>54,116</b>  | <b>12,624</b>     | <b>23.3%</b> | <b>13,940</b>  | <b>13,940</b>  | <b>(40,176)</b> | <b>-74.2%</b> | <b>13,940</b>  | <b>-</b>     |
| Town Manager Salary                   | 153,875        | 156,952        | 90,202            | 57.5%        | 160,091        | 160,091        | 3,139           | 2.0%          | 160,091        |              |
| Town Manager Office Wages             | 72,092         | 73,541         | -                 | 0.0%         | 71,837         | 71,837         | (1,704)         | -2.3%         | 71,837         |              |
| Technology Expenses                   | 53,427         | 67,061         | 43,326            | 64.6%        | 68,976         | 68,976         | 1,915           | 2.9%          | 68,976         |              |
| Town Manager Expenses                 | 38,616         | 24,553         | 10,440            | 42.5%        | 23,035         | 23,035         | (1,518)         | -6.2%         | 23,035         |              |
| Vehicle Allowance                     | 3,600          | 3,600          | 2,400             | 66.7%        | 3,600          | 3,600          | -               | 0.0%          | 3,600          |              |
| <b>123 Total Town Manager</b>         | <b>321,610</b> | <b>325,707</b> | <b>146,369</b>    | <b>44.9%</b> | <b>327,539</b> | <b>327,539</b> | <b>1,832</b>    | <b>0.6%</b>   | <b>327,539</b> | <b>-</b>     |
| Finance Dept Salaries & Wages         | 193,218        | 270,594        | 131,998           | 48.8%        | 258,428        | 258,580        | (12,014)        | -4.4%         | 258,580        |              |
| Annual Audit                          | 20,500         | 20,500         | 20,500            | 100.0%       | 22,000         | 22,000         | 1,500           | 7.3%          | 22,000         |              |
| Tax Title and Foreclosure             | -              | 800            | 3,590             | 448.7%       | 2,050          | 2,050          | 1,250           | 156.3%        | 2,050          |              |
| Postage Expense                       | 14,437         | 16,430         | 13,039            | 79.4%        | 16,200         | 16,200         | (230)           | -1.4%         | 16,200         |              |
| Finance Dept Expenses                 | 24,748         | 27,280         | 12,557            | 46.0%        | 24,945         | 24,945         | (2,335)         | -8.6%         | 24,945         |              |
| Travel                                | 1,613          | 2,000          | 622               | 31.1%        | 2,000          | 2,000          | -               | 0.0%          | 2,000          |              |
| <b>135 Total Finance</b>              | <b>254,515</b> | <b>337,604</b> | <b>182,306</b>    | <b>54.0%</b> | <b>325,623</b> | <b>325,775</b> | <b>(11,829)</b> | <b>-3.5%</b>  | <b>325,775</b> | <b>-</b>     |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|                                    | FY 2022        | FY 2023        | YTD thru 2/1/2023 |              | FY 2024        | FY 2024        | Proposed Change |               | TM proposed    | FY 2024      |
|------------------------------------|----------------|----------------|-------------------|--------------|----------------|----------------|-----------------|---------------|----------------|--------------|
|                                    | Expended       | Approved       | \$                | %            | DH/BCC         | TM proposed    | \$              | %             | / SB referred  | FinCom recc. |
|                                    | 6/30/2022      | 5/14/2022      | Percent of yr:    |              |                | 2/6/2023       |                 |               | 2/6/2023       |              |
| Finance Committee Expenses         | 1,312          | 2,000          | 439               | 22.0%        | 2,000          | 2,000          | -               | 0.0%          | 2,000          |              |
| Reserve Fund                       | -              | 80,000         | -                 | 0.0%         | 60,000         | 60,000         | (20,000)        | -25.0%        | 60,000         |              |
| <b>131 Total Finance Committee</b> | <b>1,312</b>   | <b>82,000</b>  | <b>439</b>        | <b>0.5%</b>  | <b>62,000</b>  | <b>62,000</b>  | <b>(20,000)</b> | <b>-24.4%</b> | <b>62,000</b>  | <b>-</b>     |
| Assessors Appt'd Pers Salaries     | 127,109        | 132,081        | 74,608            | 56.5%        | 137,545        | 137,545        | 5,464           | 4.1%          | 137,545        |              |
| Assessors Expenses                 | 46,779         | 51,699         | 21,412            | 41.4%        | 26,580         | 26,580         | (25,119)        | -48.6%        | 26,580         |              |
| <b>141 Total Assessors</b>         | <b>173,887</b> | <b>183,780</b> | <b>96,020</b>     | <b>52.2%</b> | <b>164,125</b> | <b>164,125</b> | <b>(19,655)</b> | <b>-10.7%</b> | <b>164,125</b> | <b>-</b>     |
| General/Labor/Land Use Counsel     | 53,677         | 65,124         | 33,073            | 50.8%        | 58,599         | 58,599         | (6,525)         | -10.0%        | 58,599         |              |
| Special Counsel                    |                |                |                   |              | 23,750         | 23,750         |                 |               | 23,750         |              |
| <b>151 Total Legal Counsel</b>     | <b>53,677</b>  | <b>65,124</b>  | <b>33,073</b>     | <b>50.8%</b> | <b>82,349</b>  | <b>82,349</b>  | <b>17,225</b>   | <b>26.4%</b>  | <b>82,349</b>  | <b>-</b>     |
| Town Clerk Salary & Wages          | 112,969        | 135,144        | 78,134            | 57.8%        | 137,510        | 140,494        | 5,350           | 4.0%          | 140,494        |              |
| Operation of Fax/Photo Machine     | 5,507          | 6,370          | 2,728             | 42.8%        | 6,620          | 6,620          | 250             | 3.9%          | 6,620          |              |
| Town Clerk's Expenses              | 6,824          | 7,500          | 3,020             | 40.3%        | 8,225          | 8,225          | 725             | 9.7%          | 8,225          |              |
| <b>161 Total Town Clerk</b>        | <b>125,300</b> | <b>149,014</b> | <b>83,882</b>     | <b>56.3%</b> | <b>152,355</b> | <b>155,339</b> | <b>6,325</b>    | <b>4.2%</b>   | <b>155,339</b> | <b>-</b>     |
| Town Clerk Compensation            | 200            | 200            | -                 | 0.0%         | 200            | 200            | -               | 0.0%          | 200            |              |
| Bd of Registrars Salary & Wages    | 2,965          | 9,900          | 9,330             | 94.2%        | 6,800          | 6,600          | (3,300)         | -33.3%        | 6,600          |              |
| Bd of Registrars Expenses          | 7,800          | 8,000          | 5,378             | 67.2%        | 8,250          | 8,250          | 250             | 3.1%          | 8,250          |              |
| <b>162 Total Registrars</b>        | <b>10,965</b>  | <b>18,100</b>  | <b>14,708</b>     | <b>81.3%</b> | <b>15,250</b>  | <b>15,050</b>  | <b>(3,050)</b>  | <b>-16.9%</b> | <b>15,050</b>  | <b>-</b>     |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|                                   | FY 2022          | FY 2023          | YTD thru 2/1/2023    |              | FY 2024          | FY 2024          | Proposed Change |              | TM proposed      | FY 2024      |
|-----------------------------------|------------------|------------------|----------------------|--------------|------------------|------------------|-----------------|--------------|------------------|--------------|
|                                   | Expended         | Approved         | \$                   | %            | DH/BCC           | TM proposed      | \$              | %            | / SB referred    | FinCom recc. |
|                                   | 6/30/2022        | 5/14/2022        | Percent of yr: 58.9% |              |                  | 2/6/2023         |                 |              | 2/6/2023         |              |
| Conservation Com Salary & Wages   | 25,713           | 60,281           | 15,286               | 25.4%        | 66,997           | 68,600           | 8,319           | 13.8%        | 68,600           |              |
| Conservation Com Expenses         | 6,181            | 6,351            | 2,743                | 43.2%        | 7,226            | 7,226            | 875             | 13.8%        | 7,226            |              |
| <b>171 Total Conservation</b>     | <b>31,894</b>    | <b>66,632</b>    | <b>18,029</b>        | <b>27.1%</b> | <b>74,223</b>    | <b>75,826</b>    | <b>9,194</b>    | <b>13.8%</b> | <b>75,826</b>    | <b>-</b>     |
| Planning Bd Salary & Wages        | 59,319           | 66,155           | 32,017               | 48.4%        | 71,125           | 72,609           | 6,454           | 9.8%         | 72,609           |              |
| Planning Bd Expenses              | 6,151            | 9,220            | 722                  | 7.8%         | 4,100            | 5,300            | (3,920)         | -42.5%       | 5,300            |              |
| MVPC Assessment                   | 1,705            | 1,748            | 1,747                | 100.0%       | 1,792            | 1,792            | 44              | 2.5%         | 1,792            |              |
| <b>175 Total Planning</b>         | <b>67,175</b>    | <b>77,123</b>    | <b>34,486</b>        | <b>44.7%</b> | <b>77,017</b>    | <b>79,701</b>    | <b>2,578</b>    | <b>3.3%</b>  | <b>79,701</b>    | <b>-</b>     |
| ZBA Expenses                      | 700              | 700              | -                    | 0.0%         | 700              | 700              | -               | 0.0%         | 700              |              |
| <b>176 Total Board of Appeals</b> | <b>700</b>       | <b>700</b>       | <b>-</b>             | <b>0.0%</b>  | <b>700</b>       | <b>700</b>       | <b>-</b>        | <b>0.0%</b>  | <b>700</b>       | <b>-</b>     |
| Open Space Expenses               | 69               | 750              | -                    | 0.0%         | 750              | 750              | -               | 0.0%         | 750              |              |
| <b>179 Total Open Space</b>       | <b>69</b>        | <b>750</b>       | <b>-</b>             | <b>0.0%</b>  | <b>750</b>       | <b>750</b>       | <b>-</b>        | <b>0.0%</b>  | <b>750</b>       | <b>-</b>     |
| <b>TOTAL GENERAL GOVERNMENT:</b>  | <b>1,081,944</b> | <b>1,360,910</b> | <b>622,034</b>       | <b>45.7%</b> | <b>1,296,131</b> | <b>1,303,353</b> | <b>(57,557)</b> | <b>-4.2%</b> | <b>1,303,353</b> | <b>-</b>     |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|   | FY 2022          | FY 2023          | YTD thru 2/1/2023    |              | FY 2024          | FY 2024          | Proposed Change |              | TM proposed      | FY 2024      |
|---|------------------|------------------|----------------------|--------------|------------------|------------------|-----------------|--------------|------------------|--------------|
|   | Expended         | Approved         | \$                   | %            | DH/BCC           | TM proposed      | \$              | %            | / SB referred    | FinCom recc. |
|   | 6/30/2022        | 5/14/2022        | Percent of yr: 58.9% |              |                  | 2/6/2023         |                 |              | 2/6/2023         |              |
| <b>PUBLIC SAFETY</b>                    |                  |                  |                      |              |                  |                  |                 |              |                  |              |
| School Resource Officer                 | 68,845           | 69,883           | 4,611                | 6.6%         | -                | -                | (69,883)        | -100.0%      | -                | -            |
| Police Salaries & Wages                 | 885,785          | 955,220          | 536,246              | 56.1%        | 992,044          | 993,604          | 38,384          | 4.0%         | 993,604          |              |
| Police OT Wages                         | 101,301          | 63,427           | 77,123               | 121.6%       | 71,467           | 71,468           | 8,041           | 12.7%        | 71,468           |              |
| Police Expenses                         | 99,984           | 105,560          | 63,407               | 60.1%        | 108,560          | 108,560          | 3,000           | 2.8%         | 108,560          |              |
| Police Cruiser                          | 40,000           | 40,000           | -                    | 0.0%         | 67,000           | 60,000           | 20,000          | 50.0%        | 60,000           |              |
| <b>210 Total Police</b>                 | <b>1,195,914</b> | <b>1,234,090</b> | <b>681,387</b>       | <b>55.2%</b> | <b>1,239,071</b> | <b>1,233,632</b> | <b>(458)</b>    | <b>0.0%</b>  | <b>1,233,632</b> | <b>-</b>     |
| Fire Alarm Wages                        | 68,213           | 94,448           | 28,634               | 30.3%        | 94,448           | 94,448           | -               | 0.0%         | 94,448           |              |
| Fire Training/Drills                    | 20,486           | 27,893           | 4,596                | 16.5%        | 27,893           | 27,893           | -               | 0.0%         | 27,893           |              |
| Fire Dept Other Wages                   | 18,405           | 26,530           | 11,124               | 41.9%        | 26,530           | 26,530           | -               | 0.0%         | 26,530           |              |
| Fire Administration Wages               | 27,614           | 27,305           | 15,825               | 58.0%        | 27,305           | 27,305           | -               | 0.0%         | 27,305           |              |
| Fire Dept. Medical Exam                 | 2,400            | 3,000            | -                    | 0.0%         | 3,000            | 3,000            | -               | 0.0%         | 3,000            |              |
| Hydrant/Fire Protection (to Water Dept) | 77,207           | 77,207           | 77,207               | 100.0%       | 77,207           | 81,510           | 4,303           | 5.6%         | 81,510           |              |
| Fire Alarm Communications               | 11,601           | 11,000           | 2,975                | 27.0%        | 12,500           | 12,500           | 1,500           | 13.6%        | 12,500           |              |
| Fire Expenses                           | 56,941           | 46,000           | 30,220               | 65.7%        | 46,000           | 46,000           | -               | 0.0%         | 46,000           |              |
| <b>220 Total Fire</b>                   | <b>282,867</b>   | <b>313,383</b>   | <b>170,581</b>       | <b>54.4%</b> | <b>314,883</b>   | <b>319,186</b>   | <b>5,803</b>    | <b>1.9%</b>  | <b>319,186</b>   | <b>-</b>     |
| Municipal Dispatch Salaries & Wages     | 219,917          | 285,034          | 132,711              | 46.6%        | 282,445          | 270,430          | (14,604)        | -5.1%        | 270,430          |              |
| Municipal Dispatch OT Wages             | 22,853           | 25,765           | 13,147               | 51.0%        | 26,480           | 26,480           | 715             | 2.8%         | 26,480           |              |
| Municipal Dispatch Expenses             | 23,552           | 27,590           | 20,184               | 73.2%        | 30,590           | 30,590           | 3,000           | 10.9%        | 30,590           |              |
| <b>230 Total Municipal Dispatch</b>     | <b>266,322</b>   | <b>338,389</b>   | <b>166,043</b>       | <b>49.1%</b> | <b>339,515</b>   | <b>327,500</b>   | <b>(10,889)</b> | <b>-3.2%</b> | <b>327,500</b>   | <b>-</b>     |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|  | FY 2022          | FY 2023          | YTD thru 2/1/2023    |              | FY 2024          | FY 2024          | Proposed Change |             | TM proposed      | FY 2024      |
|--|------------------|------------------|----------------------|--------------|------------------|------------------|-----------------|-------------|------------------|--------------|
|  | Expended         | Approved         | \$                   | %            | DH/BCC           | TM proposed      | \$              | %           | / SB referred    | FinCom recc. |
|  | 6/30/2022        | 5/14/2022        | Percent of yr: 58.9% |              |                  | 2/6/2023         |                 |             | 2/6/2023         |              |
| Inspectors Salaries & Wages            | 125,700          | 129,962          | 73,534               | 56.6%        | 130,311          | 134,422          | 4,460           | 3.4%        | 134,422          |              |
| Inspectors Expenses                    | 7,019            | 9,000            | 5,647                | 62.7%        | 9,000            | 9,000            | -               | 0.0%        | 9,000            |              |
| Inspectors' Vehicle Allowances         | 5,760            | 5,880            | 3,840                | 65.3%        | 7,200            | 7,200            | 1,320           | 22.4%       | 7,200            |              |
| <b>240 Total Inspectors</b>            | <b>138,480</b>   | <b>144,842</b>   | <b>83,021</b>        | <b>57.3%</b> | <b>146,511</b>   | <b>150,622</b>   | <b>5,780</b>    | <b>4.0%</b> | <b>150,622</b>   | <b>-</b>     |
| Emergency Mgmt Salary & Wages          | 7,770            | 9,138            | 2,067                | 22.6%        | 9,321            | 9,321            | 183             | 2.0%        | 9,321            |              |
| Emergency Mgmt Expenses                | 2,999            | 3,000            | -                    | 0.0%         | 3,000            | 3,000            | -               | 0.0%        | 3,000            |              |
| <b>291 Total Emergency Management</b>  | <b>10,769</b>    | <b>12,138</b>    | <b>2,067</b>         | <b>17.0%</b> | <b>12,321</b>    | <b>12,321</b>    | <b>183</b>      | <b>1.5%</b> | <b>12,321</b>    | <b>-</b>     |
| Animal Control Expenses                | 25,898           | 26,858           | 20,144               | 75.0%        | 27,503           | 27,503           | 645             | 2.4%        | 27,503           |              |
| <b>292 Total Animal Control</b>        | <b>25,898</b>    | <b>26,858</b>    | <b>20,144</b>        | <b>75.0%</b> | <b>27,503</b>    | <b>27,503</b>    | <b>645</b>      | <b>2.4%</b> | <b>27,503</b>    | <b>-</b>     |
| Harbormaster Salary & Wages            | -                | -                | -                    |              | -                | -                |                 |             |                  |              |
| Harbormaster Exp (contracted services) | 2,500            | 4,000            | 3,038                | 76.0%        | 4,096            | 4,000            | -               | 0.0%        | 4,000            |              |
| <b>295 Total Harbormaster</b>          | <b>2,500</b>     | <b>4,000</b>     | <b>3,038</b>         | <b>76.0%</b> | <b>4,096</b>     | <b>4,000</b>     | <b>-</b>        | <b>0.0%</b> | <b>4,000</b>     | <b>-</b>     |
| <b>TOTAL PUBLIC SAFETY:</b>            | <b>1,922,751</b> | <b>2,073,700</b> | <b>1,126,281</b>     | <b>54.3%</b> | <b>2,083,899</b> | <b>2,074,763</b> | <b>1,063</b>    | <b>0.1%</b> | <b>2,074,763</b> | <b>-</b>     |



# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|   | FY 2022          | FY 2023          | YTD thru 2/1/2023    |              | FY 2024          | FY 2024          | Proposed Change |             | TM proposed      | FY 2024      |
|---|------------------|------------------|----------------------|--------------|------------------|------------------|-----------------|-------------|------------------|--------------|
|   | Expended         | Approved         | \$                   | %            | DH/BCC           | TM proposed      | \$              | %           | / SB referred    | FinCom recc. |
|   | 6/30/2022        | 5/14/2022        | Percent of yr: 58.9% |              |                  | 2/6/2023         |                 |             | 2/6/2023         |              |
| <b>EDUCATION</b>                                |                  |                  |                      |              |                  |                  |                 |             |                  |              |
| Pentucket Regional Sch Assessment               | 7,242,985        | 7,408,673        | 4,939,115            | 66.7%        | 7,705,020        | 7,705,020        | 296,347         | 4.0%        | 7,705,020        |              |
| Pentucket Capital Assessment                    | 1,196,556        | 835,497          | 821,881              | 98.4%        | 1,232,822        | 1,232,822        | 397,325         | 47.6%       | 1,232,822        |              |
| Pentucket Assessment Page Phase II              | 493,338          | 485,238          | 323,492              | 66.7%        | 485,238          | 485,238          | -               | 0.0%        | 485,238          |              |
| <b>304 Total Pentucket</b>                      | <b>8,932,879</b> | <b>8,729,408</b> | <b>6,084,489</b>     | <b>69.7%</b> | <b>9,423,080</b> | <b>9,423,080</b> | <b>693,672</b>  | <b>7.9%</b> | <b>9,423,080</b> | <b>-</b>     |
| <hr/>   |                  |                  |                      |              |                  |                  |                 |             |                  |              |
| Whittier Minimum Contribution                   | 136,998          | 219,455          | 186,537              | 85.0%        | 233,971          | 233,971          | 14,516          | 6.6%        | 233,971          |              |
| Whittier Other Assessments                      | 18,727           | 27,420           | 23,307               | 85.0%        | 32,904           | 32,904           | 5,484           | 20.0%       | 32,904           |              |
| Whittier Debt/Capital Assessment                | 21,602           | 23,860           | 20,281               | 85.0%        | 23,860           | 23,860           | -               | 0.0%        | 23,860           |              |
| <b>305 Total Whittier</b>                       | <b>177,327</b>   | <b>270,735</b>   | <b>230,125</b>       | <b>85.0%</b> | <b>290,735</b>   | <b>290,735</b>   | <b>20,000</b>   | <b>7.4%</b> | <b>290,735</b>   | <b>-</b>     |
| <hr/>   |                  |                  |                      |              |                  |                  |                 |             |                  |              |
| Essex North Shore Agricultural                  | 41,234           | 43,213           | 21,889               | 50.7%        | 46,327           | 46,327           | 3,114           | 7.2%        | 46,327           |              |
| <b>310 Total Essex North Shore Agricultural</b> | <b>41,234</b>    | <b>43,213</b>    | <b>21,889</b>        | <b>50.7%</b> | <b>46,327</b>    | <b>46,327</b>    | <b>3,114</b>    | <b>7.2%</b> | <b>46,327</b>    | <b>-</b>     |
| <hr/>   |                  |                  |                      |              |                  |                  |                 |             |                  |              |
| <b>TOTAL EDUCATION:</b>                         | <b>9,151,440</b> | <b>9,043,356</b> | <b>6,336,503</b>     | <b>70.1%</b> | <b>9,760,142</b> | <b>9,760,142</b> | <b>716,786</b>  | <b>7.9%</b> | <b>9,760,142</b> | <b>-</b>     |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|  | FY 2022   | FY 2023   | YTD thru 2/1/2023    |   | FY 2024 | FY 2024     | Proposed Change |   | TM proposed   | FY 2024     |
|--|-----------|-----------|----------------------|---|---------|-------------|-----------------|---|---------------|-------------|
|  | Expended  | Approved  | \$                   | % | DH/BCC  | TM proposed | \$              | % | / SB referred | FinCom rec. |
|  | 6/30/2022 | 5/14/2022 | Percent of yr: 58.9% |   |         | 2/6/2023    |                 |   | 2/6/2023      |             |

| DEPARTMENT OF PUBLIC WORKS                      |                  |                  |                |              |                  |                  |                |              |                  |          |
|---|------------------|------------------|----------------|--------------|------------------|------------------|----------------|--------------|------------------|----------|
| DPW Salaries & Wages                            | 483,533          | 567,397          | 318,548        | 56.1%        | 633,555          | 633,808          | 66,411         | 11.7%        | 633,808          |          |
| DPW Overtime Wages                              | 17,299           | 16,000           | 7,704          | 48.1%        | 18,000           | 18,000           | 2,000          | 12.5%        | 18,000           |          |
| Snow & Ice Removal                              | 247,245          | 150,000          | 36,698         | 24.5%        | 200,000          | 200,000          | 50,000         | 33.3%        | 200,000          |          |
| Town Bldgs Operating Expenses                   | 143,869          | 150,830          | 84,431         | 56.0%        | 158,030          | 158,030          | 7,200          | 4.8%         | 158,030          |          |
| Town Bldgs Improvements                         | 41,438           | 51,000           | 18,489         | 36.3%        | 51,000           | 51,000           | -              | 0.0%         | 51,000           |          |
| Street/Paving Repairs                           | 59,693           | 55,000           | 558            | 1.0%         | 55,000           | 55,000           | -              | 0.0%         | 55,000           |          |
| Highway, Sidewalk & Trees                       | 203,126          | 205,215          | 37,162         | 18.1%        | 219,580          | 219,580          | 14,365         | 7.0%         | 219,580          |          |
| Stormwater management                           | 10,226           | 15,500           | 6,398          | 41.3%        | 15,500           | 15,500           | -              | 0.0%         | 15,500           |          |
| DPW Expenses                                    | 12,080           | 14,250           | 17,643         | 123.8%       | 16,485           | 16,485           | 2,235          | 15.7%        | 16,485           |          |
| Parks Expense                                   | 14,884           | 15,000           | 13,081         | 87.2%        | 28,790           | 28,790           | 13,790         | 91.9%        | 28,790           |          |
| Electricity                                     | 80,886           | 70,000           | 30,020         | 42.9%        | 84,000           | 84,000           | 14,000         | 20.0%        | 84,000           |          |
| Road Machinery Operating Expen                  | 41,442           | 51,000           | 46,175         | 90.5%        | 54,060           | 54,060           | 3,060          | 6.0%         | 54,060           |          |
| DPW Vehicle Allowance                           | 6,000            | 6,000            | 4,000          | 66.7%        | 6,000            | 6,000            | -              | 0.0%         | 6,000            |          |
| Public Street Lights                            | 6,943            | 7,000            | 4,653          | 66.5%        | 8,400            | 8,400            | 1,400          | 20.0%        | 8,400            |          |
| <b>420/424 Total Department of Public Works</b> | <b>1,368,664</b> | <b>1,374,192</b> | <b>625,559</b> | <b>45.5%</b> | <b>1,548,400</b> | <b>1,548,653</b> | <b>174,461</b> | <b>12.7%</b> | <b>1,548,653</b> | <b>-</b> |
| <b>TOTAL PUBLIC WORKS:</b>                      | <b>1,368,664</b> | <b>1,374,192</b> | <b>625,559</b> | <b>45.5%</b> | <b>1,548,400</b> | <b>1,548,653</b> | <b>174,461</b> | <b>12.7%</b> | <b>1,548,653</b> | <b>-</b> |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|  | FY 2022   | FY 2023   | YTD thru 2/1/2023    |   | FY 2024 | FY 2024     | Proposed Change |   | TM proposed   | FY 2024      |
|--|-----------|-----------|----------------------|---|---------|-------------|-----------------|---|---------------|--------------|
|  | Expended  | Approved  | \$                   | % | DH/BCC  | TM proposed | \$              | % | / SB referred | FinCom recc. |
|  | 6/30/2022 | 5/14/2022 | Percent of yr: 58.9% |   |         | 2/6/2023    |                 |   | 2/6/2023      |              |

| <b>HUMAN SERVICES</b>             |                |                |                |              |                |                |               |              |                |          |
|-----------------------------------|----------------|----------------|----------------|--------------|----------------|----------------|---------------|--------------|----------------|----------|
| Board of Health Salary & Wages    | 126,498        | 129,621        | 73,673         | 56.8%        | 137,304        | 135,458        | 5,837         | 4.5%         | 135,458        |          |
| Public Health Nurse               | 5,700          | 8,175          | 1,600          | 19.6%        | 6,000          | 6,000          | (2,175)       | -26.6%       | 6,000          |          |
| Waste Collection & Disposal       | 375,998        | 401,940        | 198,854        | 49.5%        | 421,400        | 421,400        | 19,460        | 4.8%         | 421,400        |          |
| Recycling                         | 1,670          | 10,000         | 14,236         | 142.4%       | 45,000         | 45,000         | 35,000        | 350.0%       | 45,000         |          |
| Hazardous Waste Expense           | 1,798          | 2,000          | 1,814          | 90.7%        | 2,000          | 2,000          | -             | 0.0%         | 2,000          |          |
| Steele landfill monitoring        | 29,708         | 33,555         | 16,000         | 47.7%        | 36,315         | 36,315         | 2,760         | 8.2%         | 36,315         |          |
| Bd of Health Expenses             | 7,174          | 7,000          | 3,219          | 46.0%        | 7,000          | 7,000          | -             | 0.0%         | 7,000          |          |
| <b>510 Total Board of Health</b>  | <b>548,546</b> | <b>592,291</b> | <b>309,396</b> | <b>52.2%</b> | <b>655,019</b> | <b>653,173</b> | <b>60,882</b> | <b>10.3%</b> | <b>653,173</b> | <b>-</b> |
| Council on Aging Salary & Wages   | 71,524         | 100,308        | 53,597         | 53.4%        | 100,341        | 109,908        | 9,600         | 9.6%         | 109,908        |          |
| Council on Aging Expenses         | 21,808         | 19,500         | 10,323         | 52.9%        | 19,500         | 19,500         | -             | 0.0%         | 19,500         |          |
| <b>541 Total Council on Aging</b> | <b>93,331</b>  | <b>119,808</b> | <b>63,920</b>  | <b>53.4%</b> | <b>119,841</b> | <b>129,408</b> | <b>9,600</b>  | <b>8.0%</b>  | <b>129,408</b> | <b>-</b> |
| Soldiers Grave Expense            | 3,632          | 3,592          | 1,592          | 44.3%        | 3,592          | 3,592          | -             | 0.0%         | 3,592          |          |
| Memorial Day Expenses             | 1,661          | 2,200          | -              | 0.0%         | 2,320          | 2,320          | 120           | 5.5%         | 2,320          |          |
| Veterans benefits & expenses      | 5,816          | 4,400          | 2,831          | 64.3%        | 4,532          | 4,532          | 132           | 3.0%         | 4,532          |          |
| Eastern Essex Veterans Services   | 21,695         | 21,096         | 21,095         | 100.0%       | 25,000         | 25,000         | 3,904         | 18.5%        | 25,000         |          |
| <b>543 Total Veterans</b>         | <b>32,804</b>  | <b>31,288</b>  | <b>25,518</b>  | <b>81.6%</b> | <b>35,444</b>  | <b>35,444</b>  | <b>4,156</b>  | <b>13.3%</b> | <b>35,444</b>  | <b>-</b> |
| <b>TOTAL HUMAN SERVICES:</b>      | <b>674,681</b> | <b>743,387</b> | <b>398,834</b> | <b>53.7%</b> | <b>810,304</b> | <b>818,025</b> | <b>74,638</b> | <b>10.0%</b> | <b>818,025</b> | <b>-</b> |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|  | FY 2022   | FY 2023   | YTD thru 2/1/2023    |   | FY 2024 | FY 2024     | Proposed Change |   | TM proposed   | FY 2024     |
|--|-----------|-----------|----------------------|---|---------|-------------|-----------------|---|---------------|-------------|
|  | Expended  | Approved  | \$                   | % | DH/BCC  | TM proposed | \$              | % | / SB referred | FinCom rec. |
|  | 6/30/2022 | 5/14/2022 | Percent of yr: 58.9% |   |         | 2/6/2023    |                 |   | 2/6/2023      |             |

**CULTURE & RECREATION**

|  |                |                |                |              |                |                |               |              |                |          |
|--|----------------|----------------|----------------|--------------|----------------|----------------|---------------|--------------|----------------|----------|
| Library Salaries & Wages               | 260,013        | 282,899        | 166,362        | 58.8%        | 298,639        | 303,841        | 20,942        | 7.4%         | 303,841        |          |
| Library Expenses                       | 38,461         | 33,000         | 28,377         | 86.0%        | 33,000         | 33,000         | -             | 0.0%         | 33,000         |          |
| Library Books and Periodicals          | 71,241         | 78,000         | 44,377         | 56.9%        | 80,000         | 81,569         | 3,569         | 4.6%         | 81,569         |          |
| <b>610 Total Library</b>               | <b>369,714</b> | <b>393,899</b> | <b>239,116</b> | <b>60.7%</b> | <b>411,639</b> | <b>418,410</b> | <b>24,511</b> | <b>6.2%</b>  | <b>418,410</b> | <b>-</b> |
| Recreation Wages                       | 1,335          | 2,700          | 1,358          | 50.3%        | 5,072          | 5,072          | 2,372         | 87.9%        | 5,072          |          |
| Recreation Expenses                    | 16,000         | 19,085         | 3,375          | 17.7%        | 38,272         | 38,272         | 19,187        | 100.5%       | 38,272         |          |
| Action Cove Expenses                   | 1,826          | 3,000          | -              | 0.0%         | -              | -              | (3,000)       | -100.0%      | -              |          |
| <b>630/637 Total Recreation</b>        | <b>19,161</b>  | <b>24,785</b>  | <b>4,733</b>   | <b>19.1%</b> | <b>43,344</b>  | <b>43,344</b>  | <b>18,559</b> | <b>74.9%</b> | <b>43,344</b>  | <b>-</b> |
| Mill Pond Operating Expenses           | 188            | 2,100          | -              | 0.0%         | 2,100          | 2,100          | -             | 0.0%         | 2,100          |          |
| <b>631 Total Mill Pond</b>             | <b>188</b>     | <b>2,100</b>   | <b>-</b>       | <b>0.0%</b>  | <b>2,100</b>   | <b>2,100</b>   | <b>-</b>      | <b>0.0%</b>  | <b>2,100</b>   | <b>-</b> |
| Bandstand Expense                      | 6,000          | 6,000          | 4,446          | 74.1%        | 8,000          | 8,000          | 2,000         | 33.3%        | 8,000          |          |
| <b>635 Total Bandstand</b>             | <b>6,000</b>   | <b>6,000</b>   | <b>4,446</b>   | <b>74.1%</b> | <b>8,000</b>   | <b>8,000</b>   | <b>2,000</b>  | <b>33.3%</b> | <b>8,000</b>   | <b>-</b> |
| Historical Commission Expenses         | -              | 600            | 493            | 82.1%        | 600            | 600            | -             | 0.0%         | 600            |          |
| <b>691 Total Historical Commission</b> | <b>-</b>       | <b>600</b>     | <b>493</b>     | <b>82.1%</b> | <b>600</b>     | <b>600</b>     | <b>-</b>      | <b>0.0%</b>  | <b>600</b>     | <b>-</b> |
| Cultural Council Expense               | -              | 100            | -              | 0.0%         | 100            | 100            | -             | 0.0%         | 100            |          |
| <b>695 Total Cultural Council</b>      | <b>-</b>       | <b>100</b>     | <b>-</b>       | <b>0.0%</b>  | <b>100</b>     | <b>100</b>     | <b>-</b>      | <b>0.0%</b>  | <b>100</b>     | <b>-</b> |

|  |                |                |                |              |                |                |               |              |                |          |
|--|----------------|----------------|----------------|--------------|----------------|----------------|---------------|--------------|----------------|----------|
| <b>TOTAL CULTURE &amp; RECREATION:</b> | <b>395,063</b> | <b>427,484</b> | <b>248,787</b> | <b>58.2%</b> | <b>465,783</b> | <b>472,554</b> | <b>45,070</b> | <b>10.5%</b> | <b>472,554</b> | <b>-</b> |
|--|----------------|----------------|----------------|--------------|----------------|----------------|---------------|--------------|----------------|----------|

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|  | FY 2022   | FY 2023   | YTD thru 2/1/2023    |   | FY 2024 | FY 2024     | Proposed Change |   | TM proposed   | FY 2024      |
|--|-----------|-----------|----------------------|---|---------|-------------|-----------------|---|---------------|--------------|
|  | Expended  | Approved  | \$                   | % | DH/BCC  | TM proposed | \$              | % | / SB referred | FinCom recc. |
|  | 6/30/2022 | 5/14/2022 | Percent of yr: 58.9% |   |         | 2/6/2023    |                 |   | 2/6/2023      |              |

| DEBT SERVICE                      |                |                |                |              |          |          |                  |                |          |          |
|-----------------------------------|----------------|----------------|----------------|--------------|----------|----------|------------------|----------------|----------|----------|
| Debt Service (Principal)          | 305,000        | 295,000        | 295,000        | 100.0%       | -        | -        | (295,000)        | -100.0%        | -        | -        |
| Debt Service (Interest)           | 8,950          | 5,900          | 2,950          | 50.0%        | -        | -        | (5,900)          | -100.0%        | -        | -        |
| <b>710/750 Total Debt Service</b> | <b>313,950</b> | <b>300,900</b> | <b>297,950</b> | <b>99.0%</b> | <b>-</b> | <b>-</b> | <b>(300,900)</b> | <b>-100.0%</b> | <b>-</b> | <b>-</b> |
| <b>TOTAL DEBT SERVICE:</b>        | <b>313,950</b> | <b>300,900</b> | <b>297,950</b> | <b>99.0%</b> | <b>-</b> | <b>-</b> | <b>(300,900)</b> | <b>-100.0%</b> | <b>-</b> | <b>-</b> |

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|  | FY 2022   | FY 2023   | YTD thru 2/1/2023    |   | FY 2024 | FY 2024     | Proposed Change |   | TM proposed   | FY 2024     |
|--|-----------|-----------|----------------------|---|---------|-------------|-----------------|---|---------------|-------------|
|  | Expended  | Approved  | \$                   | % | DH/BCC  | TM proposed | \$              | % | / SB referred | FinCom rec. |
|  | 6/30/2022 | 5/14/2022 | Percent of yr: 58.9% |   |         | 2/6/2023    |                 |   | 2/6/2023      |             |

| <b>BENEFITS</b>                            |                   |                   |                   |               |                   |                   |                 |              |                   |          |
|--|-------------------|-------------------|-------------------|---------------|-------------------|-------------------|-----------------|--------------|-------------------|----------|
| Essex Regional Retirement Assessment       | 731,432           | 805,420           | 805,419           | 100.0%        | 675,135           | 675,135           | (130,285)       | -16.2%       | 675,135           |          |
| <b>911 Total Essex Regional Retirement</b> | 731,432           | 805,420           | 805,419           | 100.0%        | 675,135           | 675,135           | (130,285)       | -16.2%       | 675,135           | -        |
| Unemployment Insurance & Benefits          | 439               | 1,500             | -                 | 0.0%          | 1,200             | 1,200             | (300)           | -20.0%       | 1,200             |          |
| <b>913 Total Unemployment Insurance</b>    | 439               | 1,500             | -                 | 0.0%          | 1,200             | 1,200             | (300)           | -20.0%       | 1,200             | -        |
| Group Insurance                            | 406,997           | 481,857           | 270,952           | 56.2%         | 554,551           | 554,551           | 72,694          | 15.1%        | 554,551           |          |
| <b>914 Total Group Insurance</b>           | 406,997           | 481,857           | 270,952           | 56.2%         | 554,551           | 554,551           | 72,694          | 15.1%        | 554,551           | -        |
| FICA Insurance                             | 52,412            | 51,485            | 28,587            | 55.5%         | 56,406            | 56,406            | 4,921           | 9.6%         | 56,406            |          |
| <b>916 Total FICA Insurance</b>            | 52,412            | 51,485            | 28,587            | 55.5%         | 56,406            | 56,406            | 4,921           | 9.6%         | 56,406            | -        |
| Insurance and Bonds                        | 187,002           | 199,865           | 186,972           | 93.5%         | 217,349           | 217,349           | 17,484          | 8.7%         | 217,349           |          |
| <b>945 Total Insurance and Bonds</b>       | 187,002           | 199,865           | 186,972           | 93.5%         | 217,349           | 217,349           | 17,484          | 8.7%         | 217,349           | -        |
| <b>TOTAL BENEFITS:</b>                     | <b>1,378,282</b>  | <b>1,540,127</b>  | <b>1,291,930</b>  | <b>83.9%</b>  | <b>1,504,641</b>  | <b>1,504,641</b>  | <b>(35,486)</b> | <b>-2.3%</b> | <b>1,504,641</b>  | <b>-</b> |
| <b>TRANSFERS OUT - STABILIZATION</b>       |                   |                   |                   |               |                   |                   |                 |              |                   |          |
| Transfers Out - to Capital Stabilization   | 500,000           | 500,000           | 500,000           | 100.0%        | 500,000           | 500,000           | -               | 0.0%         | 500,000           |          |
| <b>992 Total Transfers Out</b>             | 500,000           | 500,000           | 500,000           | 100.0%        | 500,000           | 500,000           | -               | 0.0%         | 500,000           | -        |
| <b>TOTAL TRANSFERS OUT:</b>                | <b>500,000</b>    | <b>500,000</b>    | <b>500,000</b>    | <b>100.0%</b> | <b>500,000</b>    | <b>500,000</b>    | <b>-</b>        | <b>0.0%</b>  | <b>500,000</b>    | <b>-</b> |
| <b>1000 Total General Fund</b>             | <b>16,786,774</b> | <b>17,364,056</b> | <b>11,447,878</b> | <b>65.9%</b>  | <b>17,969,301</b> | <b>17,982,132</b> | <b>618,076</b>  | <b>3.6%</b>  | <b>17,982,132</b> | <b>-</b> |

## Town Manager

---

**From:** Greg Labrecque <glabrecque@prsd.org>  
**Sent:** Thursday, February 9, 2023 4:06 PM  
**To:** Town Manager  
**Subject:** RE: Proposed Pentucket budget

Hi,

You are correct. The 3% is a minimum. The shortfall of \$1,6 million will be on top of that. Until the Governor's budget comes out and they allocated net minimum spending to figure out the actual assessments I would go with this.

Use the Capital number on the front page of Section 2 as exact. This won't change. For general budget I would use the 3% number in the book on the same front page and then add \$407,687 to that. That is the current student population percentage in section 3 x the shortfall of \$1,678,346.

Thanks,

Greg

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

**From:** Town Manager <townmanager@wnewbury.org>  
**Sent:** Thursday, February 9, 2023 3:59 PM  
**To:** Justin Bartholomew <jbartholomew@prsd.org>; Greg Labrecque <GLabrecque@prsd.org>  
**Cc:** Carol McLeod <cmcLeod@townofmerrimac.com>; Rebecca Oldham <roldham@grovelandma.com>  
**Subject:** Proposed Pentucket budget

Hi,

Thanks for dropping off the budget books earlier this week. I see the 3% operating budget increase. Prior to building that into our proposed town budget, I wanted to check: is that a "real" number or a placeholder number pending the upcoming public hearing and cont'd School Committee review?

(Apologies if that's covered in the narrative... we had a total Verizon network outage extending from Tues 1:30pm until a short time ago - no email, no internet - so this has been a busy week!). Given that our allocation will depend on the State budget, I'm hesitant to put too much stock in the number in the budget book.

If it'd be helpful I could be available for a Zoom (or Teams) huddle tomorrow or early next week. (Or reachable anytime by phone - cell is best [REDACTED]).

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

Sent from my mobile device

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# TOWN OF WEST NEWBURY



## FY24 Operating Budget

|  | FY 2022   | FY 2023   | YTD thru 2/1/2023    |   | FY 2024 | FY 2024     | Proposed Change |   | TM proposed   | FY 2024      |
|--|-----------|-----------|----------------------|---|---------|-------------|-----------------|---|---------------|--------------|
|  | Expended  | Approved  | \$                   | % | DH/BCC  | TM proposed | \$              | % | / SB referred | FinCom recc. |
|  | 6/30/2022 | 5/14/2022 | Percent of yr: 58.9% |   |         | 2/6/2023    |                 |   | 2/6/2023      |              |

| EDUCATION                          |                  |                  |                  |              |                  |                  |                |              |                  |   |
|------------------------------------|------------------|------------------|------------------|--------------|------------------|------------------|----------------|--------------|------------------|---|
|                                    |                  |                  |                  |              |                  | 2/9/2023         |                |              |                  |   |
| Pentucket Regional Sch Assessment  | 7,242,985        | 7,408,673        | 4,939,115        | 66.7%        | 7,705,020        | 8,038,620        | 629,947        | 8.5%         | 7,705,020        |   |
| Pentucket Capital Assessment       | 1,196,556        | 835,497          | 821,881          | 98.4%        | 1,232,822        | 1,123,071        | 287,574        | 34.4%        | 1,232,822        |   |
| Pentucket Assessment Page Phase II | 493,338          | 485,238          | 323,492          | 66.7%        | 485,238          | 475,962          | (9,276)        | -1.9%        | 485,238          |   |
| <b>304 Total Pentucket</b>         | <b>8,932,879</b> | <b>8,729,408</b> | <b>6,084,489</b> | <b>69.7%</b> | <b>9,423,080</b> | <b>9,637,653</b> | <b>908,245</b> | <b>10.4%</b> | <b>9,423,080</b> | - |

Notes

TM-proposed budget UPDATED since Select Board referral on Feb. 6, 2023, to reflect anticipated proposed Pentucket budget amounts received/confirmed on Feb. 9, 2023.

|   |                |                |                |              |                |                |               |             |                |   |
|---|----------------|----------------|----------------|--------------|----------------|----------------|---------------|-------------|----------------|---|
| Whittier Minimum Contribution                   | 136,998        | 219,455        | 186,537        | 85.0%        | 233,971        | 233,971        | 14,516        | 6.6%        | 233,971        |   |
| Whittier Other Assessments                      | 18,727         | 27,420         | 23,307         | 85.0%        | 32,904         | 32,904         | 5,484         | 20.0%       | 32,904         |   |
| Whittier Debt/Capital Assessment                | 21,602         | 23,860         | 20,281         | 85.0%        | 23,860         | 23,860         | -             | 0.0%        | 23,860         |   |
| <b>305 Total Whittier</b>                       | <b>177,327</b> | <b>270,735</b> | <b>230,125</b> | <b>85.0%</b> | <b>290,735</b> | <b>290,735</b> | <b>20,000</b> | <b>7.4%</b> | <b>290,735</b> | - |
| Essex North Shore Agricultural                  | 41,234         | 43,213         | 21,889         | 50.7%        | 46,327         | 46,327         | 3,114         | 7.2%        | 46,327         |   |
| <b>310 Total Essex North Shore Agricultural</b> | <b>41,234</b>  | <b>43,213</b>  | <b>21,889</b>  | <b>50.7%</b> | <b>46,327</b>  | <b>46,327</b>  | <b>3,114</b>  | <b>7.2%</b> | <b>46,327</b>  | - |

|                         |                  |                  |                  |              |                  |                  |                |              |                  |   |
|-------------------------|------------------|------------------|------------------|--------------|------------------|------------------|----------------|--------------|------------------|---|
| <b>TOTAL EDUCATION:</b> | <b>9,151,440</b> | <b>9,043,356</b> | <b>6,336,503</b> | <b>70.1%</b> | <b>9,760,142</b> | <b>9,974,715</b> | <b>931,359</b> | <b>10.3%</b> | <b>9,760,142</b> | - |
|-------------------------|------------------|------------------|------------------|--------------|------------------|------------------|----------------|--------------|------------------|---|





**TOWN OF WEST NEWBURY**  
**PROPOSED FY24 OPERATING BUDGET**  
**TOWN MANAGER-PROPOSED, FEB. 6, 2023**  
**REFERRED BY SELECT BOARD: FEB. 6, 2023**

**UPDATED to reflect new Pentucket amounts as of Feb. 9, 2023**

| Name                              | FY22<br>Actual    | FY23<br>Approved  | FY24 Proposed     |                   |             | % of<br>Total |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------|---------------|
|                                   |                   |                   | TM/SB             |                   |             |               |
| <b>General Government</b>         |                   |                   | Feb 6, 2023       | \$                | %           | <b>7.2%</b>   |
| MODERATOR                         | 230               | 260               | 260               | 0                 | 0.0%        | 0.0%          |
| SELECT BOARD                      | 40,609            | 54,116            | 13,940            | (40,176)          | -74.2%      | 0.1%          |
| TOWN MANAGER                      | 321,610           | 325,707           | 327,539           | 1,832             | 0.6%        | 1.8%          |
| FINANCE DEPARTMENT                | 254,515           | 337,604           | 325,775           | (11,829)          | -3.5%       | 1.8%          |
| FINANCE COMMITTEE                 | 1,312             | 82,000            | 62,000            | (20,000)          | -24.4%      | 0.3%          |
| BOARD OF ASSESSORS                | 173,887           | 183,780           | 164,125           | (19,655)          | -10.7%      | 0.9%          |
| LEGAL COUNSEL                     | 53,677            | 65,124            | 82,349            | 17,225            | 26.4%       | 0.5%          |
| TOWN CLERK                        | 125,300           | 149,014           | 155,339           | 6,325             | 4.2%        | 0.9%          |
| BOARD OF REGISTRARS/ELECTIONS     | 10,965            | 18,100            | 15,050            | (3,050)           | -16.9%      | 0.1%          |
| CONSERVATION COMMISSION           | 31,894            | 66,632            | 75,826            | 9,194             | 13.8%       | 0.4%          |
| PLANNING BOARD                    | 67,175            | 77,123            | 79,701            | 2,578             | 3.3%        | 0.4%          |
| BOARD OF APPEALS                  | 700               | 700               | 700               | 0                 | 0.0%        | 0.0%          |
| OPEN SPACE COMMITTEE              | 69                | 750               | 750               | 0                 | 0.0%        | 0.0%          |
| <b>Public Safety</b>              |                   |                   |                   |                   |             | <b>11.4%</b>  |
| POLICE DEPARTMENT                 | 1,195,914         | 1,234,090         | 1,233,632         | (458)             | 0.0%        | 6.8%          |
| FIRE DEPARTMENT                   | 282,867           | 313,383           | 319,186           | 5,803             | 1.9%        | 1.8%          |
| PUBLIC SAFETY DISPATCH            | 266,322           | 338,389           | 327,500           | (10,889)          | -3.2%       | 1.8%          |
| INSPECTION DEPARTMENT             | 138,480           | 144,842           | 150,622           | 5,780             | 4.0%        | 0.8%          |
| EMERGENCY MANAGEMENT              | 10,769            | 12,138            | 12,321            | 183               | 1.5%        | 0.1%          |
| ANIMAL CONTROL OFFICER            | 25,898            | 26,858            | 27,503            | 645               | 2.4%        | 0.2%          |
| HARBORMASTER                      | 2,500             | 4,000             | 4,000             | 0                 | 0.0%        | 0.0%          |
| <b>Education</b>                  |                   |                   | Feb 9, 2023       | Pending SB review |             | <b>54.8%</b>  |
| EDUCATION                         | 9,151,440         | 9,043,356         | 9,974,715         | 931,359           | 10.3%       | 54.8%         |
| <b>Department of Public Works</b> |                   |                   |                   |                   |             | <b>8.5%</b>   |
| DPW                               | 1,368,664         | 1,374,192         | 1,548,653         | 174,461           | 12.7%       | 8.5%          |
| <b>Human Services</b>             |                   |                   |                   |                   |             | <b>7.1%</b>   |
| BOARD OF HEALTH                   | 548,546           | 592,291           | 653,173           | 60,882            | 10.3%       | 3.6%          |
| COUNCIL ON AGING                  | 93,331            | 119,808           | 129,408           | 9,600             | 8.0%        | 0.7%          |
| VETERANS                          | 32,804            | 31,288            | 35,444            | 4,156             | 13.3%       | 0.2%          |
| LIBRARY                           | 369,714           | 393,899           | 418,410           | 24,511            | 6.2%        | 2.3%          |
| RECREATION                        | 25,349            | 32,885            | 53,444            | 20,559            | 62.5%       | 0.3%          |
| HISTORICAL COMMISSION             | 0                 | 600               | 600               | 0                 | 0.0%        | 0.0%          |
| CULTURAL COUNCIL                  | 0                 | 100               | 100               | 0                 | 0.0%        | 0.0%          |
| <b>Debt Service</b>               |                   |                   |                   |                   |             | <b>0.0%</b>   |
| DEBT SERVICE                      | 313,950           | 300,900           | 0                 | (300,900)         | -100.0%     | 0.0%          |
| <b>Benefits</b>                   |                   |                   |                   |                   |             | <b>11.0%</b>  |
| ESSEX COUNTY RETIREMENT FUND      | 731,432           | 805,420           | 675,135           | (130,285)         | -16.2%      | 3.7%          |
| UNEMPLOYMENT COMPENSATION         | 439               | 1,500             | 1,200             | (300)             | -20.0%      | 0.0%          |
| EMPLOYEES' HEALTH INSURANCE       | 406,997           | 481,857           | 554,551           | 72,694            | 15.1%       | 3.0%          |
| MEDICARE INSURANCE (FICA)         | 52,412            | 51,485            | 56,406            | 4,921             | 9.6%        | 0.3%          |
| OPEB                              | 0                 | 0                 | 0                 | 0                 | 0.0%        | 0.0%          |
| INSURANCE AND BONDS               | 187,002           | 199,865           | 217,349           | 17,484            | 8.7%        | 1.2%          |
| TRANSFERS - STABILIZATION         | 500,000           | 500,000           | 500,000           | 0                 | 0.0%        | 2.7%          |
| <b>EXPENSE BUDGET TOTAL</b>       | <b>16,786,774</b> | <b>17,364,056</b> | <b>18,196,705</b> | <b>832,649</b>    | <b>4.8%</b> |               |



**TOWN OF WEST NEWBURY**  
**PROPOSED FY24 OPERATING BUDGET**  
**TOWN MANAGER-PROPOSED, FEB. 6, 2023**  
**REFERRED BY SELECT BOARD: FEB. 6, 2023**

**UPDATED to reflect new Pentucket amounts as of Feb. 9, 2023**

**Summary**

|                         | FY22 Actual      | FY23 Approved    | FY24 Proposed    | Change from FY23 |       |
|-------------------------|------------------|------------------|------------------|------------------|-------|
|                         |                  |                  |                  | \$               | %     |
| Total Operating Budget: | 16,786,774       | 17,364,056       | 18,196,705       | 832,649          | 4.8%  |
| Non-Education budget:   | <b>7,635,334</b> | <b>8,320,700</b> | <b>8,221,990</b> | <b>(98,710)</b>  | -1.2% |

*2.5% of FY23 Non-Education Operating Budget: 208,018*



# FY24 Town Budget

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PROPOSED DRAFT

Angus Jennings, Town Manager

February 6, 2023




# Overview

- Tonight, will present proposed draft budget
- Carries some (not all) amounts and staffing proposals as submitted by Dept. Heads (“DHs”) and Boards/Commissions/Committees (“BCCs”)
- Under Town Manager Act:
  - Sec. 4(j) The [select board] shall review the annual proposed budget prepared by the town manager and make changes as the [select board] deems advisable. The town manager shall present the budget which incorporates the changes of the [select board] to the finance committee and the town meeting.
- Proposed budget includes some proposed wage- and staffing-changes other than (assumed) 2% COLA
- Request for Select Board referral of proposed FY24 Budget to FinCom (with or without changes). Referral does not equal endorsement.



# Select Board FY24 Budget Policy Direction

- Proposed operating budget to limit average single-family tax increase to no more than 2.5% (not including education, incl. Middle/High School project)
- Clear, transparent budget process
- Continue draw-down of School Stabilization Fund based on multi-year strategy



Town of West Newbury  
Select Board FY '24 Budget Policy Direction  
*Approved December 5, 2022*

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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 Select Board present to our employees, Boards, Commissions and Committees the following guidance in preparing the FY24 budget.

1. We propose a FY24 operating budget that will limit the overall increase in the expense budget to no more than 2.5%, not including any school budget increases including related to the Pentucket Middle/High School override. 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 will carry out a clear, transparent public process for finance committee and public review of the proposed FY24 budget, taking into account information from taxpayers, town officials, department heads, Boards/ Commissions/ Committees, and residents.
3. We propose to recommend that Town Meeting continue to draw-down the balance in the School Stabilization fund in FY24 based on a multi-year plan to mitigate the taxpayer impact of the Middle/High School project.
4. We propose that updates and revisions to the Capital Improvement Program be presented by the Town Manager in accordance with the timeline requirements in the Capital Improvements Committee Bylaw. We propose that the Capital Improvements Committee and the Town Manager evaluate whether an appropriation of \$500,000 from the operating budget into the Capital Stabilization Fund is an appropriate amount when taking into account FY24 and future years' anticipated capital funding needs.
5. We propose that the FY24 budget process identify which Town and/or Water capital project costs or other eligible expenses will be paid in full or in part through the Town's allocation of Federal American Rescue Plan Act (ARPA) funds, with a priority on one-time capital projects and related expenses.
6. We propose that the Town Manager and Department Heads both continue to consider, and expand consideration of, potential opportunities to regionalize some town services, if this can be achieved at cost savings while maintaining or enhancing current levels of service, including exploring potential opportunities that may not be ready for implementation in time for FY24.
7. We propose that Department Heads and Boards/Commissions/Committees review, for programs and services that generate fees, the existing fee structures, their comparability to other municipalities in the region, and the sufficiency of projected fee revenues to cover or suitably offset the underlying town operating costs for such fee-supported programs and services.
8. We propose that the FY24 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, bylaw, regulation or policy, and should specify the estimated impact of any such newly effective requirements. These estimates should take into account the anticipated impacts of any new statute, bylaw, regulation or policy that is known to affect FY24 or is proposed to take effect during FY24.
9. We propose that, for each section of the proposed budget, the proposed budget specify the individual(s) or the Board/Commission/Committee that will have authority to expend the budgeted funds.

Approved by the Select Board  
December 5, 2022



# Select Board FY24 Budget Policy Direction

- Budget process concurrent with Capital Improvement Program updates and FY24 proposals
- In parallel, continue review of capital and expense eligibility for ARPA (American Rescue Plan Act) funding
- Continue to consider, and expand consideration of, opportunities to regionalize some services (while maintaining or enhancing levels of service)
- For programs and services that generate fees, evaluate existing fee structures for comparability and sufficiency to fund or offset operating costs
- Estimated impacts of new regulatory mandates
- Specify Authorization to Expend Funds



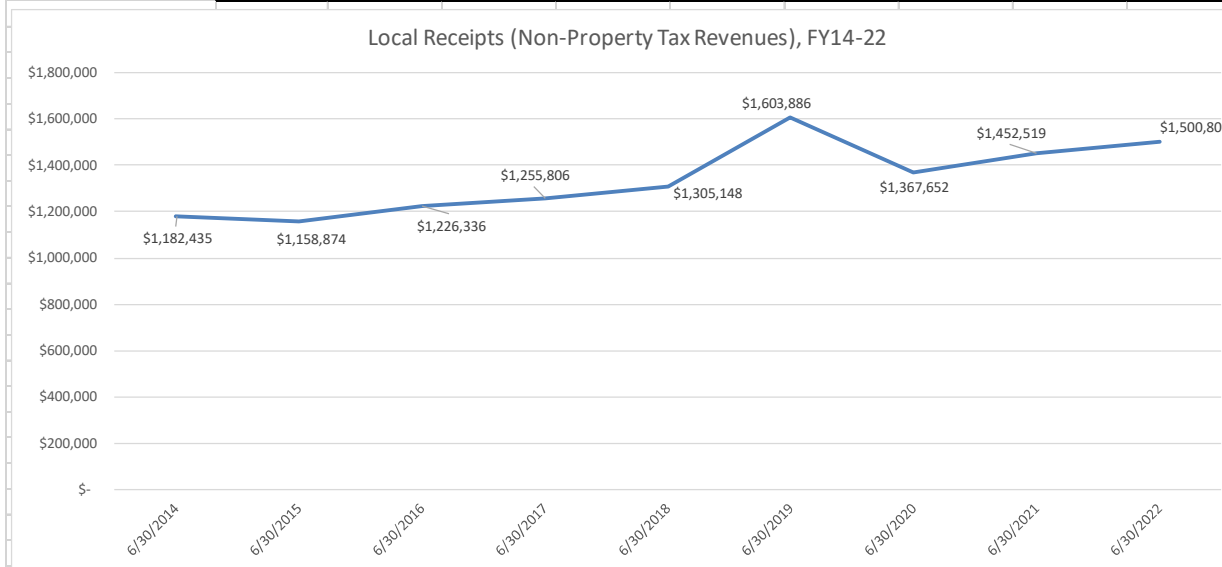
# Revenues



# Non-Property Tax Revenues

## Local Receipts: FY14-FY22, Projected FY23

|                          | 6/30/2014           | 6/30/2015           | 6/30/2016           | 6/30/2017           | 6/30/2018           | 6/30/2019           | 6/30/2020           | 6/30/2021           | 6/30/2022           | Average             | Five Year Rolling Average | 90% of Five year Rolling | 2023 Recap Projected Revenues |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|--------------------------|-------------------------------|
| Motor Vehicle            | \$ 640,052          | \$ 665,622          | \$ 691,907          | \$ 734,824          | \$ 774,583          | \$ 806,885          | \$ 784,124          | \$ 814,348          | \$ 858,791          | \$ 752,348          | \$ 807,746                | \$ 726,972               | \$ 870,000                    |
| Other Excise             | \$ 2,083            | \$ 2,027            | \$ 1,829            | \$ 1,909            | \$ 2,311            | \$ 1,140            | \$ 1,750            | \$ 1,617            | \$ 2,076            | \$ 1,860            | \$ 1,779                  | \$ 1,601                 | \$ 1,800                      |
| Pen & Int Taxes & Excise | \$ 61,117           | \$ 42,727           | \$ 42,297           | \$ 39,633           | \$ 46,203           | \$ 40,657           | \$ 55,885           | \$ 59,004           | \$ 70,988           | \$ 50,946           | \$ 54,547                 | \$ 49,093                | \$ 55,000                     |
| PILOT                    | \$ 10,292           | \$ 10,020           | \$ 13,209           | \$ 12,218           | \$ 5,778            | \$ 13,203           | \$ 19,494           | \$ 53,368           | \$ 89,829           | \$ 25,268           | \$ 36,334                 | \$ 32,701                | \$ 20,000                     |
| Rentals                  | \$ 145,976          | \$ 151,762          | \$ 138,666          | \$ 148,620          | \$ 161,255          | \$ 143,168          | \$ 122,144          | \$ 138,273          | \$ 161,014          | \$ 145,653          | \$ 145,171                | \$ 110,344               | \$ 161,014                    |
| Other Dept Rev           | \$ 19,368           | \$ 31,739           | \$ 18,946           | \$ 59,118           | \$ 65,009           | \$ 17,004           | \$ 17,585           | \$ 24,977           | \$ 25,231           | \$ 30,997           | \$ 29,961                 | \$ 26,965                | \$ 27,000                     |
| Lic & Permits            | \$ 197,550          | \$ 199,487          | \$ 244,413          | \$ 175,404          | \$ 156,494          | \$ 253,113          | \$ 267,024          | \$ 227,541          | \$ 192,043          | \$ 212,563          | \$ 219,243                | \$ 197,319               | \$ 197,162                    |
| Fines & Forfeits         | \$ 25,859           | \$ 22,075           | \$ 23,908           | \$ 16,473           | \$ 17,278           | \$ 12,631           | \$ 12,096           | \$ 9,070            | \$ 13,604           | \$ 16,999           | \$ 12,936                 | \$ 11,642                | \$ 12,000                     |
| Invest Income            | \$ 15,227           | \$ 26,844           | \$ 35,191           | \$ 40,881           | \$ 43,846           | \$ 90,414           | \$ 60,478           | \$ 21,373           | \$ 7,765            | \$ 38,002           | \$ 44,775                 | \$ 40,298                | \$ 14,000                     |
| Misc Recurring           | \$ 1,394            | \$ 4,348            | \$ 3,168            | \$ 13,931           | \$ 29,304           | \$ 89,655           | \$ 26,000           | \$ 30,000           | \$ 30,750           | \$ 25,394           | \$ 41,142                 | \$ 37,028                | \$ 31,518                     |
| Misc Non-recurring       | \$ 63,517           | \$ 2,223            | \$ 12,802           | \$ 12,795           | \$ 3,089            | \$ 136,016          | \$ 1,072            | \$ 72,948           | \$ 48,717           | \$ 39,242           | \$ 52,369                 | \$ 47,132                | \$ -                          |
| <b>Total</b>             | <b>\$ 1,182,435</b> | <b>\$ 1,158,874</b> | <b>\$ 1,226,336</b> | <b>\$ 1,255,806</b> | <b>\$ 1,305,148</b> | <b>\$ 1,603,886</b> | <b>\$ 1,367,652</b> | <b>\$ 1,452,519</b> | <b>\$ 1,500,809</b> | <b>\$ 1,339,274</b> | <b>\$ 1,446,003</b>       | <b>\$ 1,281,093</b>      | <b>\$ 1,389,494</b>           |



Source: Angus Jennings, Town Manager





**Town-wide Assessed Value and Tax Rate, Town of West Newbury, FY10-FY23**

| Valuation              |                  |                   |                  |                             |                         |          | Tax Rate                    |                |  |
|------------------------|------------------|-------------------|------------------|-----------------------------|-------------------------|----------|-----------------------------|----------------|--|
| Fiscal Year            | Real Estate      | Personal Property | Total            | Change from Prior Year (\$) | Percent change (values) | Tax Rate | Change from Prior Year (\$) | Percent change |  |
| FY23                   | \$ 1,367,780,641 | \$ 22,662,650     | \$ 1,390,443,291 | \$ 241,020,440              | 21.0%                   | 11.03    | (1.98)                      | -15.2%         |  |
| FY22                   | \$ 1,127,859,771 | \$ 21,563,080     | \$ 1,149,422,851 | \$ 147,698,800              | 14.7%                   | 13.01    | (1.87)                      | -12.6%         |  |
| FY21                   | \$ 982,672,801   | \$ 19,051,250     | \$ 1,001,724,051 | \$ 23,978,730               | 2.5%                    | 14.88    | 0.46                        | 3.2%           |  |
| FY20                   | \$ 961,841,231   | \$ 15,904,090     | \$ 977,745,321   | \$ 31,326,023               | 3.3%                    | 14.42    | (0.15)                      | -1.0%          |  |
| FY19                   | \$ 930,604,678   | \$ 15,814,620     | \$ 946,419,298   | \$ 51,921,537               | 5.8%                    | 14.57    | 0.01                        | 0.1%           |  |
| FY18                   | \$ 879,689,741   | \$ 14,808,020     | \$ 894,497,761   | \$ 18,301,099               | 2.1%                    | 14.56    | 0.01                        | 0.1%           |  |
| FY17                   | \$ 860,056,662   | \$ 16,140,000     | \$ 876,196,662   | \$ 25,148,058               | 3.0%                    | 14.55    | (0.08)                      | -0.5%          |  |
| FY16                   | \$ 835,613,644   | \$ 15,434,960     | \$ 851,048,604   | \$ 77,094,539               | 10.0%                   | 14.63    | (1.06)                      | -6.8%          |  |
| FY15                   | \$ 759,339,475   | \$ 14,614,590     | \$ 773,954,065   | \$ 28,528,882               | 3.8%                    | 15.69    | (0.11)                      | -0.7%          |  |
| FY14                   | \$ 727,095,893   | \$ 18,329,290     | \$ 745,425,183   | \$ 13,323,443               | 1.8%                    | 15.80    | 0.05                        | 0.3%           |  |
| FY13                   | \$ 714,051,310   | \$ 18,050,430     | \$ 732,101,740   | \$ 9,983,438                | 1.4%                    | 15.75    | 0.92                        | 6.2%           |  |
| FY12                   | \$ 709,535,482   | \$ 12,582,820     | \$ 722,118,302   | \$ (26,816,219)             | -3.6%                   | 14.83    | 1.15                        | 8.4%           |  |
| FY11                   | \$ 736,222,201   | \$ 12,712,320     | \$ 748,934,521   | \$ (15,020,181)             | -2.0%                   | 13.68    | 0.76                        | 5.9%           |  |
| FY10                   | \$ 752,225,582   | \$ 11,729,120     | \$ 763,954,702   | n/a                         | n/a                     | 12.92    |                             |                |  |
| <b>Avg (FY19-FY23)</b> |                  |                   |                  | <b>\$ 99,189,106</b>        | <b>9.5%</b>             |          |                             |                |  |

Source: Angus Jennings, Town Manager, 1/6/23



# Est. Property Tax Impact (Current FY23)

| SINGLE-FAMILY PROPERTY TAX BILL COMPARISON TOOL |                     |                  |                  |                     |                            |                      |                               |                        |
|---|---------------------|------------------|------------------|---------------------|----------------------------|----------------------|-------------------------------|------------------------|
|   | 2022 PROPERTY VALUE | FY 2022 TAX RATE | FY 2022 TAX BILL | 2023 PROPERTY VALUE | FY 2023 CERTIFIED TAX RATE | EST FY 2023 TAX BILL | EST \$ INCREASE IN BILL       | EST % INCREASE IN BILL |
| 10TH PERCENTILE                                 | 450,090             | 13.01            | 5,855.67         | 543,200             | 11.03                      | 5,991.50             | 135.83                        | 2.32%                  |
| 20TH PERCENTILE                                 | 496,940             | 13.01            | 6,465.19         | 597,100             | 11.03                      | 6,586.01             | 120.82                        | 1.87%                  |
| 30TH PERCENTILE                                 | 539,360             | 13.01            | 7,017.07         | 646,300             | 11.03                      | 7,128.69             | 111.62                        | 1.59%                  |
| 40TH PERCENTILE                                 | 581,580             | 13.01            | 7,566.36         | 698,400             | 11.03                      | 7,703.35             | 137.00                        | 1.81%                  |
| 50TH PERCENTILE                                 | 628,400             | 13.01            | 8,175.48         | 753,400             | 11.03                      | 8,310.00             | 134.52                        | 1.65%                  |
| 60TH PERCENTILE                                 | 676,800             | 13.01            | 8,805.17         | 810,000             | 11.03                      | 8,934.30             | 129.13                        | 1.47%                  |
| 70TH PERCENTILE                                 | 738,470             | 13.01            | 9,607.49         | 888,900             | 11.03                      | 9,804.57             | 197.07                        | 2.05%                  |
| 80TH PERCENTILE                                 | 815,480             | 13.01            | 10,609.39        | 984,400             | 11.03                      | 10,857.93            | 248.54                        | 2.34%                  |
| 90TH PERCENTILE                                 | 927,570             | 13.01            | 12,067.69        | 1,144,900           | 11.03                      | 12,628.25            | 560.56                        | 4.65%                  |
|   |                     |                  |                  |                     |                            |                      | <b>EST. TYPICAL INCREASE:</b> | <b>1.87%</b>           |

Source: Angus Jennings, Town Manager, 12/17/22



# Expense Budget



# Proposed Budget

- Please note: Budget carries placeholder numbers only for Education (at 7.9% incr.)
- Based on these placeholder numbers, (Town + Schools) budget would increase expenses by \$618k (3.6%)
- Of this, Town budget would decrease by \$98k (-1.2%)
- Goal tonight: Board referral to Finance Committee



TOWN OF WEST NEWBURY  
 PROPOSED FY24 OPERATING BUDGET  
 TOWN MANAGER-PROPOSED, FEB. 6, 2023  
 REFERRED BY SELECT BOARD: [DATE], 2023

| Name                              | FY22 Actual       | FY23 Approved     | FY24 Proposed        |                |             | % of Total   |
|-----------------------------------|-------------------|-------------------|----------------------|----------------|-------------|--------------|
|                                   |                   |                   | Town Mgr Feb 6, 2023 | \$             | %           |              |
| <b>General Government</b>         |                   |                   |                      |                |             | <b>7.2%</b>  |
| MODERATOR                         | 230               | 260               | 260                  | 0              | 0.0%        | 0.0%         |
| SELECT BOARD                      | 40,609            | 54,116            | 13,940               | (40,176)       | -74.2%      | 0.1%         |
| TOWN MANAGER                      | 321,610           | 325,707           | 327,539              | 1,832          | 0.6%        | 1.8%         |
| FINANCE DEPARTMENT                | 254,515           | 337,604           | 325,775              | (11,829)       | -3.5%       | 1.8%         |
| FINANCE COMMITTEE                 | 1,312             | 82,000            | 62,000               | (20,000)       | -24.4%      | 0.3%         |
| BOARD OF ASSESSORS                | 173,887           | 183,780           | 164,125              | (19,655)       | -10.7%      | 0.9%         |
| LEGAL COUNSEL                     | 53,677            | 65,124            | 82,349               | 17,225         | 26.4%       | 0.5%         |
| TOWN CLERK                        | 125,300           | 149,014           | 155,339              | 6,325          | 4.2%        | 0.9%         |
| BOARD OF REGISTRARS/ELECTIONS     | 10,965            | 18,100            | 15,050               | (3,050)        | -16.9%      | 0.1%         |
| CONSERVATION COMMISSION           | 31,894            | 66,632            | 75,826               | 9,194          | 13.8%       | 0.4%         |
| PLANNING BOARD                    | 67,175            | 77,123            | 79,701               | 2,578          | 3.3%        | 0.4%         |
| BOARD OF APPEALS                  | 700               | 700               | 700                  | 0              | 0.0%        | 0.0%         |
| OPEN SPACE COMMITTEE              | 69                | 750               | 750                  | 0              | 0.0%        | 0.0%         |
| <b>Public Safety</b>              |                   |                   |                      |                |             | <b>11.5%</b> |
| POLICE DEPARTMENT                 | 1,195,914         | 1,234,090         | 1,233,632            | (458)          | 0.0%        | 6.9%         |
| FIRE DEPARTMENT                   | 282,867           | 313,383           | 319,186              | 5,803          | 1.9%        | 1.8%         |
| PUBLIC SAFETY DISPATCH            | 266,322           | 338,389           | 327,500              | (10,889)       | -3.2%       | 1.8%         |
| INSPECTION DEPARTMENT             | 138,480           | 144,842           | 150,622              | 5,780          | 4.0%        | 0.8%         |
| EMERGENCY MANAGEMENT              | 10,769            | 12,138            | 12,321               | 183            | 1.5%        | 0.1%         |
| ANIMAL CONTROL OFFICER            | 25,898            | 26,858            | 27,503               | 645            | 2.4%        | 0.2%         |
| HARBORMASTER                      | 2,500             | 4,000             | 4,000                | 0              | 0.0%        | 0.0%         |
| <b>Education</b>                  |                   |                   |                      |                |             | <b>54.3%</b> |
| EDUCATION                         | 9,151,440         | 9,043,356         | 9,760,142            | 716,786        | 7.9%        | 54.3%        |
| <b>Department of Public Works</b> |                   |                   |                      |                |             | <b>8.6%</b>  |
| DPW                               | 1,368,664         | 1,374,192         | 1,548,653            | 174,461        | 12.7%       | 8.6%         |
| <b>Human Services</b>             |                   |                   |                      |                |             | <b>7.2%</b>  |
| BOARD OF HEALTH                   | 548,546           | 592,291           | 653,173              | 60,882         | 10.3%       | 3.6%         |
| COUNCIL ON AGING                  | 93,331            | 119,808           | 129,408              | 9,600          | 8.0%        | 0.7%         |
| VETERANS                          | 32,804            | 31,288            | 35,444               | 4,156          | 13.3%       | 0.2%         |
| LIBRARY                           | 369,714           | 393,899           | 418,410              | 24,511         | 6.2%        | 2.3%         |
| RECREATION                        | 25,349            | 32,885            | 53,444               | 20,559         | 62.5%       | 0.3%         |
| HISTORICAL COMMISSION             | 0                 | 600               | 600                  | 0              | 0.0%        | 0.0%         |
| CULTURAL COUNCIL                  | 0                 | 100               | 100                  | 0              | 0.0%        | 0.0%         |
| <b>Debt Service</b>               |                   |                   |                      |                |             | <b>0.0%</b>  |
| DEBT SERVICE                      | 313,950           | 300,900           | 0                    | (300,900)      | -100.0%     | 0.0%         |
| <b>Benefits</b>                   |                   |                   |                      |                |             | <b>11.1%</b> |
| ESSEX COUNTY RETIREMENT FUND      | 731,432           | 805,420           | 675,135              | (130,285)      | -16.2%      | 3.8%         |
| UNEMPLOYMENT COMPENSATION         | 439               | 1,500             | 1,200                | (300)          | -20.0%      | 0.0%         |
| EMPLOYEES' HEALTH INSURANCE       | 406,997           | 481,857           | 554,551              | 72,694         | 15.1%       | 3.1%         |
| MEDICARE INSURANCE (FICA)         | 52,412            | 51,485            | 56,464               | 4,979          | 9.7%        | 0.3%         |
| OPEB                              | 0                 | 0                 | 0                    | 0              | 0.0%        | 0.0%         |
| INSURANCE AND BONDS               | 187,002           | 199,865           | 217,349              | 17,484         | 8.7%        | 1.2%         |
| TRANSFERS - STABILIZATION         | 500,000           | 500,000           | 500,000              | 0              | 0.0%        | 2.8%         |
| <b>EXPENSE BUDGET TOTAL</b>       | <b>16,786,774</b> | <b>17,364,056</b> | <b>17,982,190</b>    | <b>618,134</b> | <b>3.6%</b> |              |



# Pentucket Budgeting

https://pentucketbudget.com

VISIT THE PENTUCKET REGIONAL SCHOOL DISTRICT WEBSITE



PENTUCKET REGIONAL SCHOOL DISTRICT  
Official Budget Website

HOME IMPORTANT DATES HELPFUL DOCUMENTS MEETING RECORDINGS GLOSSARY OF TERMS FAQs NEWS CONTACT



## BUDGET QUESTIONS?

Welcome to the Pentucket Regional School District budget site. We encourage you to use this site to learn more about the District's finances and challenges, and to stay up to date with District budget meetings.

[Visit the FAQs](#)

## IMPORTANT DATES

|     |                   |   |
|-----|-------------------|---|
| FEB | 6:00 pm – 8:00 pm | <b>14</b> School Committee Public Hearing on Budget                         |
| MAR | All day           | <b>1</b> Release of Governor's Budget, Including Ch. 70 Aid to the District |
| MAR | All day           | <b>7</b> School Committee Deadline to Approve Budget                        |
| MAR | 6:30 pm – 8:30 pm | <b>13</b> Merrimac: Pentucket Budget Discussion with Dr. B                  |
| MAR | 6:00 pm – 8:00 pm | <b>15</b> Bagnall: Pentucket Budget Discussion with Dr. B                   |

[View Calendar](#)

[www.pentucketbudget.com](https://www.pentucketbudget.com)



# Select Board Budget Bottom-Line Target

## Summary

|                         | FY22 Actual | FY23 Approved | FY24 Proposed | Change from FY23 |       |
|-------------------------|-------------|---------------|---------------|------------------|-------|
|                         |             |               |               | \$               | %     |
| Total Operating Budget: | 16,786,774  | 17,364,056    | 17,982,190    | 618,134          | 3.6%  |
| Non-Education budget:   | 7,635,334   | 8,320,700     | 8,222,048     | (98,652)         | -1.2% |

*2.5% of FY23 Non-Education Operating Budget: 208,018*



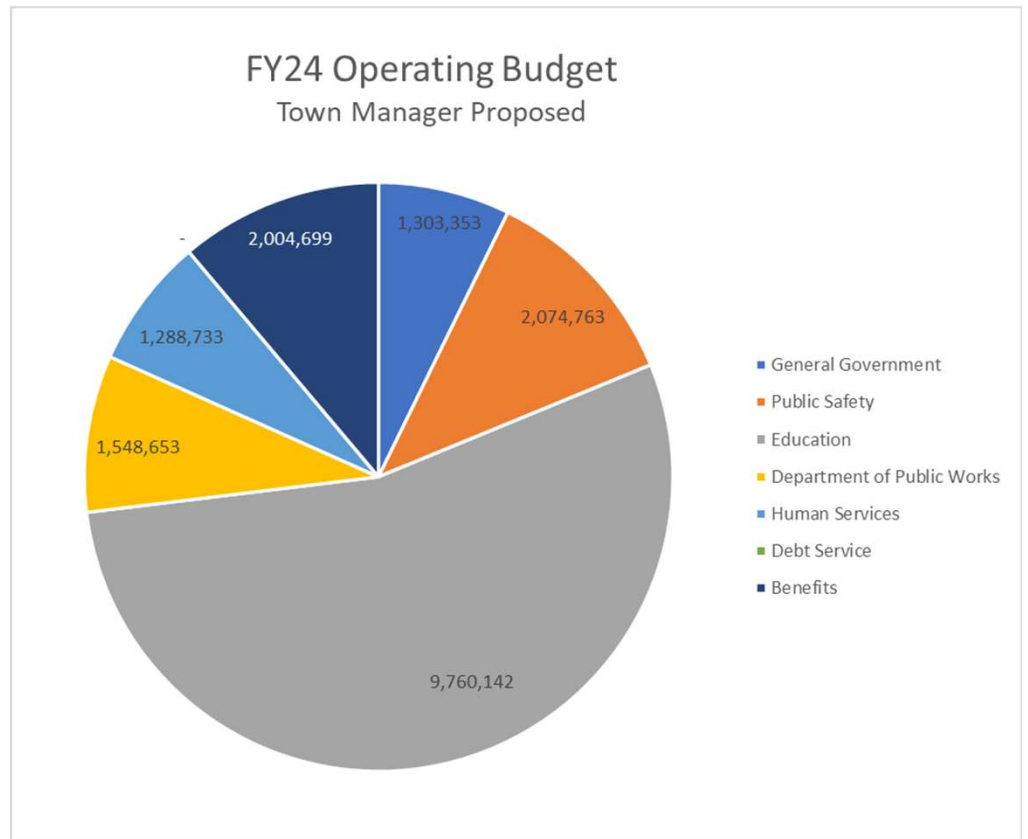
# Driving Dynamics: Reduced Costs (summary)

| Name                          | FY22<br>Actual | FY23<br>Approved | FY24 Proposed           |           |         | % of<br>Total |
|-------------------------------|----------------|------------------|-------------------------|-----------|---------|---------------|
|                               |                |                  | Town Mgr<br>Feb 6, 2023 | \$        | %       |               |
| <b>General Government</b>     |                |                  |                         |           |         | <b>7.2%</b>   |
| SELECT BOARD                  | 40,609         | 54,116           | 13,940                  | (40,176)  | -74.2%  | 0.1%          |
| FINANCE DEPARTMENT            | 254,515        | 337,604          | 325,775                 | (11,829)  | -3.5%   | 1.8%          |
| FINANCE COMMITTEE             | 1,312          | 82,000           | 62,000                  | (20,000)  | -24.4%  | 0.3%          |
| BOARD OF ASSESSORS            | 173,887        | 183,780          | 164,125                 | (19,655)  | -10.7%  | 0.9%          |
| BOARD OF REGISTRARS/ELECTIONS | 10,965         | 18,100           | 15,050                  | (3,050)   | -16.9%  | 0.1%          |
| <b>Public Safety</b>          |                |                  |                         |           |         | <b>11.5%</b>  |
| POLICE DEPARTMENT             | 1,195,914      | 1,234,090        | 1,233,632               | (458)     | 0.0%    | 6.9%          |
| PUBLIC SAFETY DISPATCH        | 266,322        | 338,389          | 327,500                 | (10,889)  | -3.2%   | 1.8%          |
| <b>Debt Service</b>           |                |                  |                         |           |         | <b>0.0%</b>   |
| DEBT SERVICE                  | 313,950        | 300,900          | 0                       | (300,900) | -100.0% | 0.0%          |
| <b>Benefits</b>               |                |                  |                         |           |         | <b>11.1%</b>  |
| ESSEX COUNTY RETIREMENT FUND  | 731,432        | 805,420          | 675,135                 | (130,285) | -16.2%  | 3.8%          |
| UNEMPLOYMENT COMPENSATION     | 439            | 1,500            | 1,200                   | (300)     | -20.0%  | 0.0%          |



# How are costs distributed across functions?

| Section        | % (Proposed) |
|----------------|--------------|
| General Govt   | 7.2%         |
| Public Safety  | 11.5%        |
| Education      | 54.3%        |
| DPW            | 8.6%         |
| Human Services | 7.2%         |
| Debt Service   | 0%           |
| Benefits       | 11.1%        |

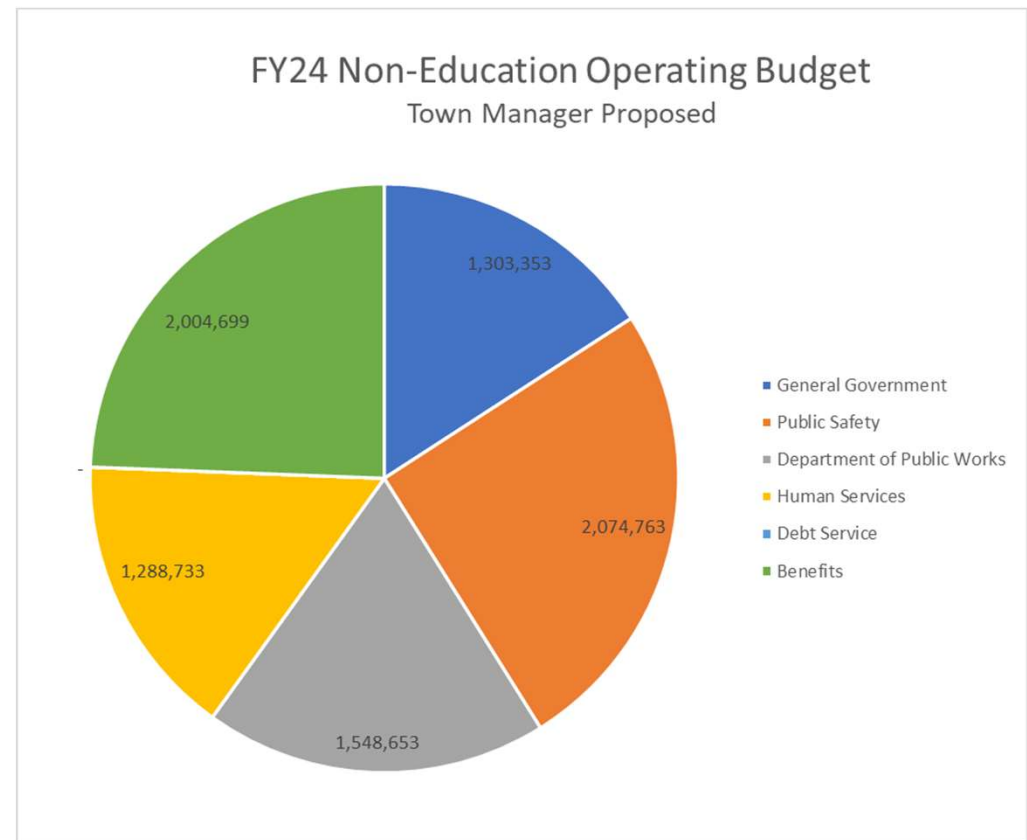






# How are non-Ed costs distributed?

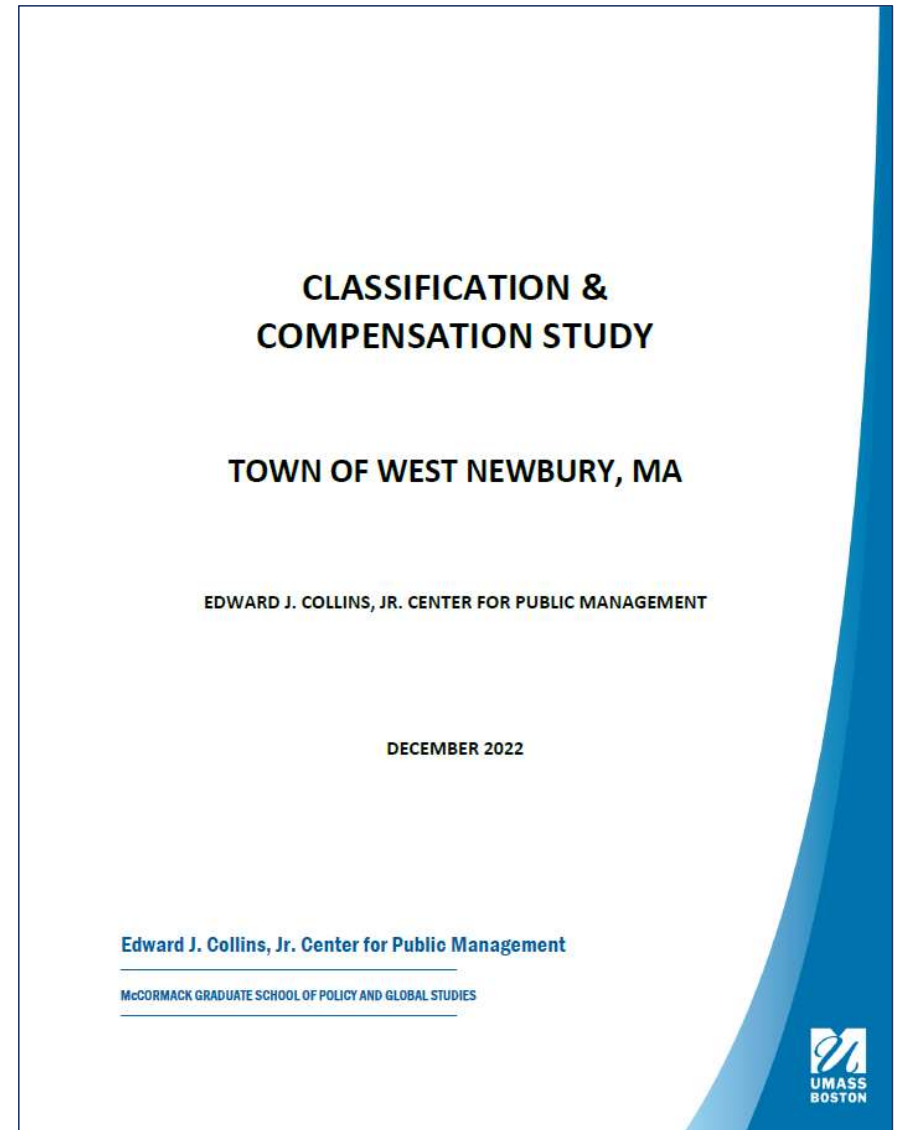
| Section        | % (Proposed) |
|----------------|--------------|
| General Govt   | 15.9%        |
| Public Safety  | 25.2%        |
| DPW            | 18.8%        |
| Human Services | 15.7%        |
| Debt Service   | 0%           |
| Benefits       | 24.4%        |





# Wage Budgeting

- Total non-education salary/ wages expenses: \$3.78M (compared to \$3.72M in FY23), about 46% of non-Ed op. budget
- Following staffing structure changes in recent years, overall proposed staffing stable
- 1 proposed new half-time Dispatch position; but even with proposed change, overall proposed reduction in proposed Dispatch budget. No other new positions.





# Wage Budgeting (cont'd)

- Adjustments to some departments' budgets following FY23 Collins Center wage study
- Some specific personnel budgeting questions remain for Select Board approval, but only account for about \$25k +/-
- In addition, Board direction will be needed for proposed non-COLA step increases (Library)

## FY23 Wage Study: Increases by Department

| <u>Dept</u>      | <u>Amt</u>       |
|------------------|------------------|
| Finance          | 2,672.64         |
| Assessing        | 2,148.55         |
| Clerk            | 5,783.76         |
| Conservation     | 7,558.56         |
| Police           | 434.30           |
| Building         | 895.75           |
| DPW              | 8,152.88         |
| Health           | 3,182.63         |
| COA              | 7,278.77         |
| Library          | 15,165.56        |
|                  | <hr/>            |
| General Fund     | <u>53,273.41</u> |
|                  | <hr/>            |
| Water            | 2,209.10         |
| CPC              | 87.70            |
|                  | <hr/>            |
| Non-General Fund | <u>2,296.80</u>  |



# Proposed Budget: General Government

| Name                          | FY22<br>Actual | FY23<br>Approved | FY24 Proposed           |          |        | % of<br>Total |
|-------------------------------|----------------|------------------|-------------------------|----------|--------|---------------|
|                               |                |                  | Town Mgr<br>Feb 6, 2023 | \$       | %      |               |
| <b>General Government</b>     |                |                  |                         |          |        | <b>7.2%</b>   |
| MODERATOR                     | 230            | 260              | 260                     | 0        | 0.0%   | 0.0%          |
| SELECT BOARD                  | 40,609         | 54,116           | 13,940                  | (40,176) | -74.2% | 0.1%          |
| TOWN MANAGER                  | 321,610        | 325,707          | 327,539                 | 1,832    | 0.6%   | 1.8%          |
| FINANCE DEPARTMENT            | 254,515        | 337,604          | 325,775                 | (11,829) | -3.5%  | 1.8%          |
| FINANCE COMMITTEE             | 1,312          | 82,000           | 62,000                  | (20,000) | -24.4% | 0.3%          |
| BOARD OF ASSESSORS            | 173,887        | 183,780          | 164,125                 | (19,655) | -10.7% | 0.9%          |
| LEGAL COUNSEL                 | 53,677         | 65,124           | 82,349                  | 17,225   | 26.4%  | 0.5%          |
| TOWN CLERK                    | 125,300        | 149,014          | 155,339                 | 6,325    | 4.2%   | 0.9%          |
| BOARD OF REGISTRARS/ELECTIONS | 10,965         | 18,100           | 15,050                  | (3,050)  | -16.9% | 0.1%          |
| CONSERVATION COMMISSION       | 31,894         | 66,632           | 75,826                  | 9,194    | 13.8%  | 0.4%          |
| PLANNING BOARD                | 67,175         | 77,123           | 79,701                  | 2,578    | 3.3%   | 0.4%          |
| BOARD OF APPEALS              | 700            | 700              | 700                     | 0        | 0.0%   | 0.0%          |
| OPEN SPACE COMMITTEE          | 69             | 750              | 750                     | 0        | 0.0%   | 0.0%          |



# Proposed Budget: Public Safety

| Name                   | FY22<br>Actual | FY23<br>Approved | FY24 Proposed |          |       | % of<br>Total |
|------------------------|----------------|------------------|---------------|----------|-------|---------------|
|                        |                |                  | Town Mgr      |          |       |               |
| <b>Public Safety</b>   |                |                  |               |          |       | <b>11.5%</b>  |
| POLICE DEPARTMENT      | 1,195,914      | 1,234,090        | 1,233,632     | (458)    | 0.0%  | 6.9%          |
| FIRE DEPARTMENT        | 282,867        | 313,383          | 319,186       | 5,803    | 1.9%  | 1.8%          |
| PUBLIC SAFETY DISPATCH | 266,322        | 338,389          | 327,500       | (10,889) | -3.2% | 1.8%          |
| INSPECTION DEPARTMENT  | 138,480        | 144,842          | 150,622       | 5,780    | 4.0%  | 0.8%          |
| EMERGENCY MANAGEMENT   | 10,769         | 12,138           | 12,321        | 183      | 1.5%  | 0.1%          |
| ANIMAL CONTROL OFFICER | 25,898         | 26,858           | 27,503        | 645      | 2.4%  | 0.2%          |
| HARBORMASTER           | 2,500          | 4,000            | 4,000         | 0        | 0.0%  | 0.0%          |



# Proposed Budget: Education

| Name             | FY22<br>Actual | FY23<br>Approved | FY24 Proposed |         |      | % of<br>Total |
|------------------|----------------|------------------|---------------|---------|------|---------------|
|                  |                |                  | Town Mgr      |         |      |               |
| <b>Education</b> |                |                  |               |         |      | <b>54.3%</b>  |
| EDUCATION        | 9,151,440      | 9,043,356        | 9,760,142     | 716,786 | 7.9% | 54.3%         |



# Proposed Budget: Public Works

| Name                              | FY22<br>Actual | FY23<br>Approved | FY24 Proposed |         |       | % of<br>Total |
|-----------------------------------|----------------|------------------|---------------|---------|-------|---------------|
|                                   |                |                  | Town Mgr      |         |       |               |
| <b>Department of Public Works</b> |                |                  |               |         |       | <b>8.6%</b>   |
| DPW                               | 1,368,664      | 1,374,192        | 1,548,653     | 174,461 | 12.7% | 8.6%          |



# Proposed Budget: Human Services

| Name                  | FY22<br>Actual | FY23<br>Approved | FY24 Proposed |        |       | % of<br>Total |
|-----------------------|----------------|------------------|---------------|--------|-------|---------------|
|                       |                |                  | Town Mgr      |        |       |               |
| <b>Human Services</b> |                |                  |               |        |       | <b>7.2%</b>   |
| BOARD OF HEALTH       | 548,546        | 592,291          | 653,173       | 60,882 | 10.3% | 3.6%          |
| COUNCIL ON AGING      | 93,331         | 119,808          | 129,408       | 9,600  | 8.0%  | 0.7%          |
| VETERANS              | 32,804         | 31,288           | 35,444        | 4,156  | 13.3% | 0.2%          |
| LIBRARY               | 369,714        | 393,899          | 418,410       | 24,511 | 6.2%  | 2.3%          |
| RECREATION            | 25,349         | 32,885           | 53,444        | 20,559 | 62.5% | 0.3%          |
| HISTORICAL COMMISSION | 0              | 600              | 600           | 0      | 0.0%  | 0.0%          |
| CULTURAL COUNCIL      | 0              | 100              | 100           | 0      | 0.0%  | 0.0%          |





# Proposed Budget: Debt Service

| Name                | FY22<br>Actual | FY23<br>Approved | FY24 Proposed |                   | % of<br>Total |
|---------------------|----------------|------------------|---------------|-------------------|---------------|
|                     |                |                  | Town Mgr      |                   |               |
| <b>Debt Service</b> |                |                  |               |                   | 0.0%          |
| DEBT SERVICE        | 313,950        | 300,900          | 0             | (300,900) -100.0% | 0.0%          |



# Proposed Budget: Benefits and Transfers

| Name                         | FY22<br>Actual | FY23<br>Approved | FY24 Proposed |           |        | % of<br>Total |
|------------------------------|----------------|------------------|---------------|-----------|--------|---------------|
|                              |                |                  | Town Mgr      |           |        |               |
| <b>Benefits</b>              |                |                  |               |           |        | <b>11.1%</b>  |
| ESSEX COUNTY RETIREMENT FUND | 731,432        | 805,420          | 675,135       | (130,285) | -16.2% | 3.8%          |
| UNEMPLOYMENT COMPENSATION    | 439            | 1,500            | 1,200         | (300)     | -20.0% | 0.0%          |
| EMPLOYEES' HEALTH INSURANCE  | 406,997        | 481,857          | 554,551       | 72,694    | 15.1%  | 3.1%          |
| MEDICARE INSURANCE (FICA)    | 52,412         | 51,485           | 56,464        | 4,979     | 9.7%   | 0.3%          |
| OPEB                         | 0              | 0                | 0             | 0         |        | 0.0%          |
| INSURANCE AND BONDS          | 187,002        | 199,865          | 217,349       | 17,484    | 8.7%   | 1.2%          |
| TRANSFERS - STABILIZATION    | 500,000        | 500,000          | 500,000       | 0         | 0.0%   | 2.8%          |



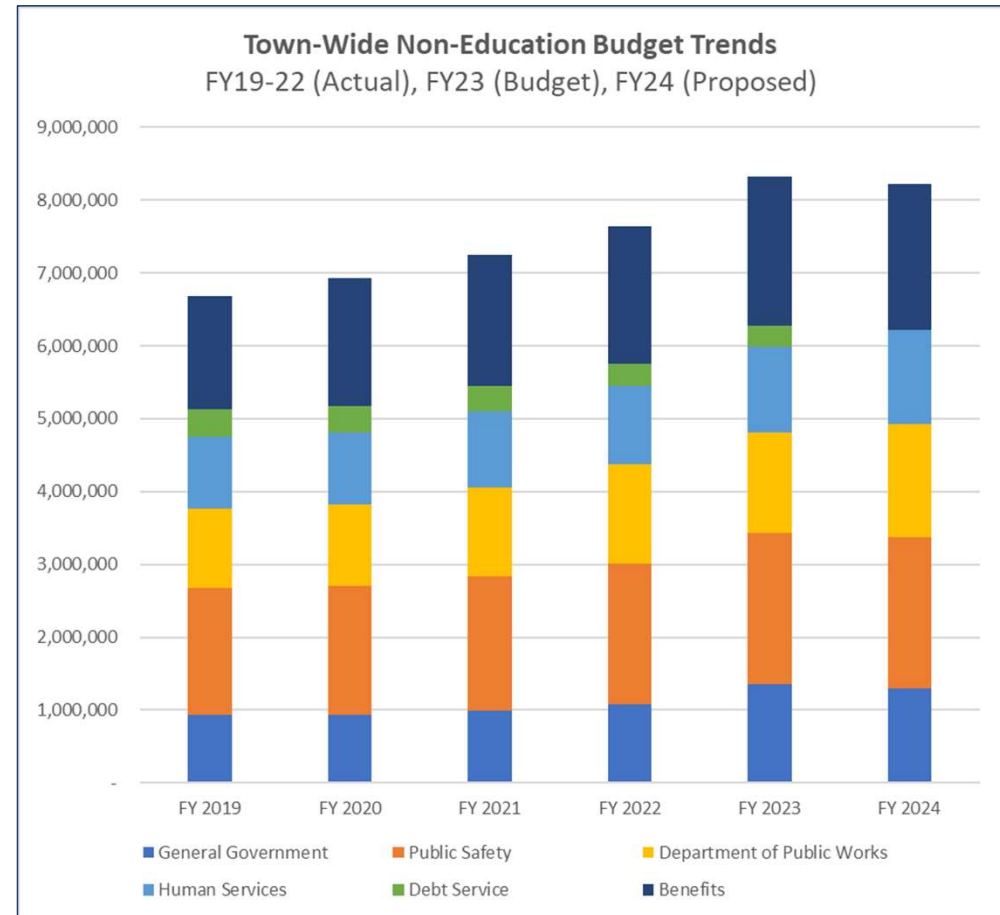
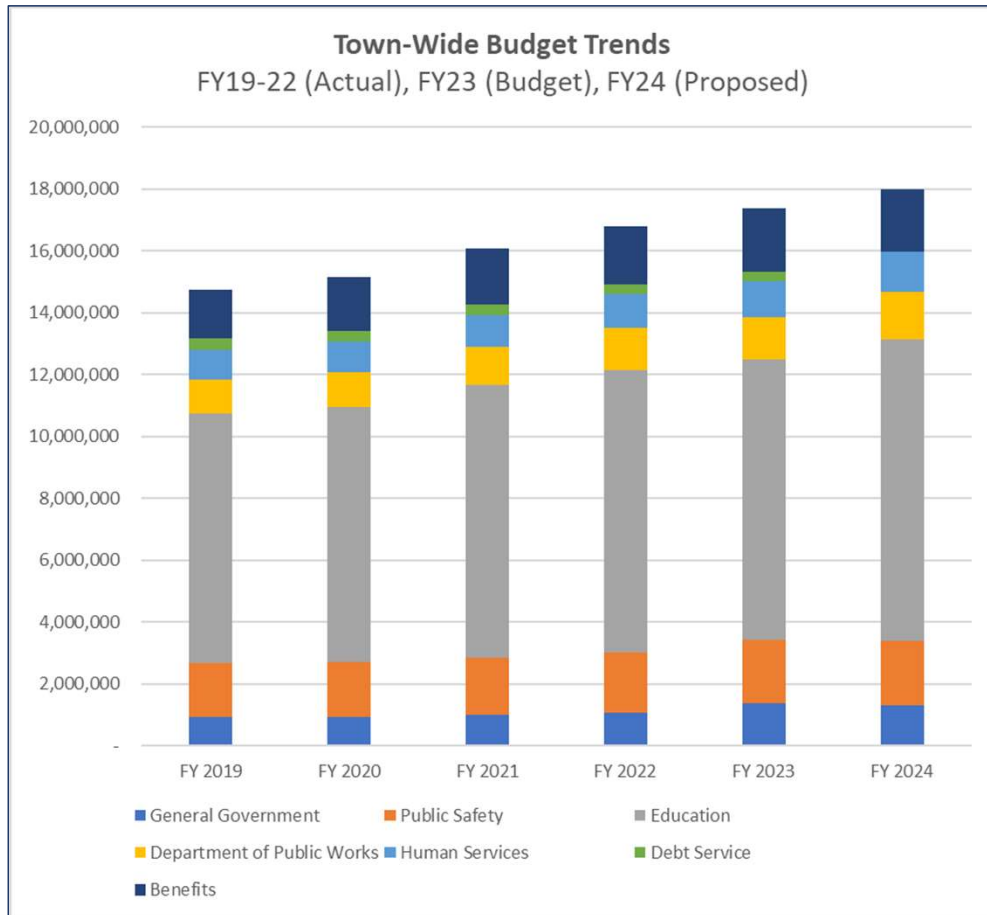
# Multi-Year Budget Trends

|  | FY 2019    | FY 2020    | FY 2021    | FY 2022    | FY 2023    | FY 2024     |            |
|--|------------|------------|------------|------------|------------|-------------|------------|
|  | Expended   | Expended   | Expended   | Expended   | Approved   | TM proposed | % of total |
| <b><u>General Government</u></b>         | 934,589    | 939,157    | 993,861    | 1,081,944  | 1,360,910  | 1,303,353   | 7%         |
| <b><u>Public Safety</u></b>              | 1,747,363  | 1,758,678  | 1,845,760  | 1,922,751  | 2,073,700  | 2,074,763   | 12%        |
| <b><u>Education</u></b>                  | 8,054,847  | 8,245,811  | 8,828,300  | 9,151,440  | 9,043,356  | 9,760,142   | 54%        |
| <b><u>Department of Public Works</u></b> | 1,087,210  | 1,122,286  | 1,216,265  | 1,368,664  | 1,374,192  | 1,548,653   | 9%         |
| <b><u>Human Services</u></b>             | 984,821    | 988,223    | 1,038,121  | 1,069,744  | 1,170,871  | 1,288,733   | 7%         |
| <b><u>Debt Service</u></b>               | 371,900    | 371,439    | 355,900    | 313,950    | 300,900    | -           | 0%         |
| <b><u>Benefits</u></b>                   | 1,561,801  | 1,742,254  | 1,802,767  | 1,878,282  | 2,040,127  | 2,004,699   | 11%        |
| <b><u>TOTAL</u></b>                      | 14,742,532 | 15,167,848 | 16,080,976 | 16,786,774 | 17,364,056 | 17,980,344  |            |

*Note: FY19-22 shows actual not budgeted amounts.*



# Multi-Year Budget Trends





# Related matters



# Impact of School Stabilization transfers to est. FY24 Taxpayer Impact

- The school funding model developed in prior years calls for transfer of \$397,325 from School Stabilization Fund. The Select Board has discussed reducing this amount for FY24 to extend these funds over a longer period of time.
- \$397,325 is starting point for warrant article to transfer from School Stabilization Fund to offset taxpayer impact
- At this rate of drawdown, and assuming no new additions of funds into the School Stabilization Fund, roughly the same amount could be appropriated for FY25. This would largely zero out the account.



# Free Cash Transfers to Reduce Tax Rate

## Free Cash Trends, FY15-FY23

| <u>Fiscal</u><br><u>Year</u> | <u>Year-End</u><br><u>Certified Free</u><br><u>Cash</u> <sup>1</sup> | <u>Free Cash transfer to</u><br><u>reduce Tax Rate</u> <sup>2</sup> |
|------------------------------|--|---|
| FY23                         | TBD  | \$ 250,000  |
| FY22                         | \$ 2,128,806   | \$ 200,000  |
| FY21                         | \$ 1,749,980   | \$ -  |
| FY20                         | \$ 1,954,878   | \$ 400,000  |
| FY19                         | \$ 2,102,586   | \$ 220,000  |
| FY18                         | \$ 1,718,985   | \$ 114,000  |
| FY17                         | \$ 1,824,005   | \$ 144,300  |
| FY16                         | \$ 1,892,315   | \$ -  |
| FY15                         | \$ 1,960,718   | \$ -  |
| Avg (FY17-22)                |  | \$ 189,757  |

<sup>1</sup> Source: MA DOR Form B-1, FY15-FY22

<sup>2</sup> Source: MA DOR Tax Rate Recaps, Item III d, FY15-FY22

\* Note: In FY21 the Town did allocate \$220,000 of Overlay Surplus in order to reduce the FY21 Tax Rate. If that amount were to be included in the table above, the FY17-22 average would be \$221,186.

Source: Angus Jennings, Town Manager

- Central issue in estimating the “bottom line” taxpayer impact
- Recent years’ trend toward increasing Free Cash transfers
- MDOR recommends maintaining 5% of operating budget (~\$900k)
- Some amount of budget “turnbacks” are recurring and typical (whether due to conservative budgeting, or periods of short-staffing)
- Fall often the time to consider Free Cash transfer, after FY23 is closed out



# Capital Planning / Transfers to Stabilization

- CIC (Capital Improvements Committee) has met several times, dating back to late fall; meets again this Thurs. February 9<sup>th</sup>
- Select Board asked to refer Capital articles for CIC review
- Capital planning process will go forward in parallel with FinCom reviews, including review of FY24 capital expenditures, and overall Capital Improvements Program
- Town Manager proposed budget carries transfer of \$500k.
- Stabilization balance (FY22 year-end): \$1.8M
- Community Compact recommends 15% of operating budget, or approx. \$2.7M
- CIC report due on/by March 13



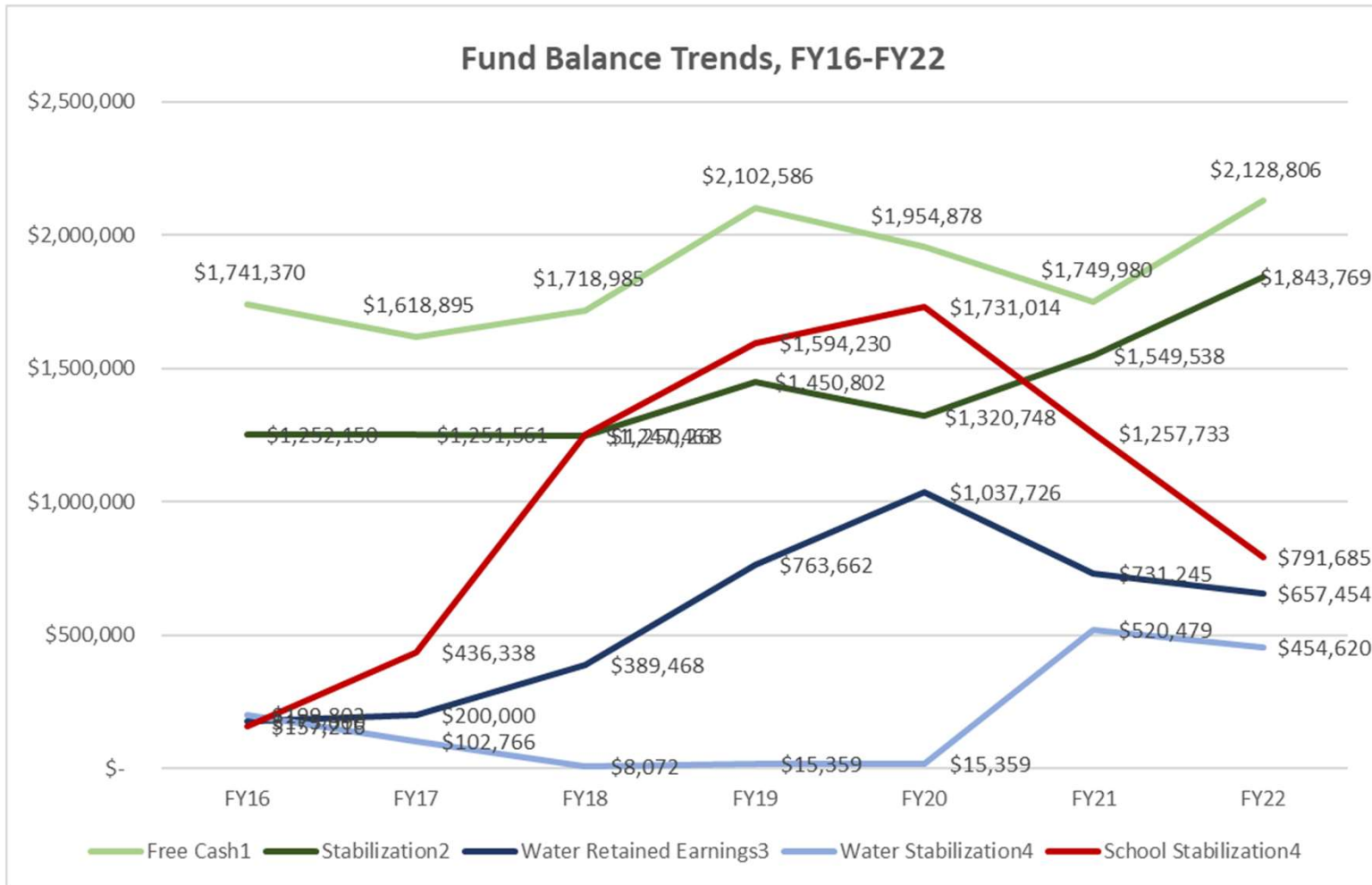


# Stabilization Balances (Trends)

| <b>Fund Balance Trends, FY16-FY22</b>  |                              |                      |  |  |   |  |
|--|------------------------------|----------------------|--|--|---|--|
| <b>Fiscal Year</b>   | <b>Free Cash<sup>1</sup></b> | <b>Stabilization</b> | <b>Water Retained Earnings<sup>3</sup></b> | <b>Water Stabilization<sup>4</sup></b> | <b>School Stabilization<sup>4</sup></b> |  |
| FY16   | \$ 1,741,370                 | \$1,252,150          | \$ 175,000                                 | \$ 199,802                             | \$ 157,216                              |  |
| FY17   | \$ 1,618,895                 | \$1,251,561          | \$ 200,000                                 | \$ 102,766                             | \$ 436,338                              |  |
| FY18   | \$ 1,718,985                 | \$1,247,461          | \$ 389,468                                 | \$ 8,072                               | \$ 1,250,268                            |  |
| FY19   | \$ 2,102,586                 | \$1,450,802          | \$ 763,662                                 | \$ 15,359                              | \$ 1,594,230                            |  |
| FY20   | \$ 1,954,878                 | \$1,320,748          | \$ 1,037,726                               | \$ 15,359                              | \$ 1,731,014                            |  |
| FY21   | \$ 1,749,980                 | \$1,549,538          | \$ 731,245                                 | \$ 520,479                             | \$ 1,257,733                            |  |
| FY22   | \$ 2,128,806                 | \$1,843,769          | \$ 657,454                                 | \$ 454,620                             | \$ 791,685                              |  |
| <b>Avg (FY16-FY22)</b>   | <b>\$1,859,357</b>           | <b>\$1,416,576</b>   | <b>\$564,936</b>                           | <b>\$188,065</b>                       | <b>\$1,031,212</b>                      |  |
| <sup>1</sup> Source: MA DOR Form B-1, FY16-FY22.   |                              |                      |  |  |   |  |
| <sup>2</sup> Source: Year-End Fund Balance Reports/Town Accountant.  |                              |                      |  |  |   |  |
| <sup>3</sup> Source: MA DOR Retained Earnings Calculations, FY18-FY22; Finance Committee Town Meeting booklets, FY16-18. |                              |                      |  |  |   |  |
| <sup>4</sup> Source: Finance Committee Town Meeting booklets, FY16-22.   |                              |                      |  |  |   |  |



# Stabilization Balances (Trends)





# Process



# After Board Referral: Finance Committee

- Requested Board referral: Feb. 6
- Finance Committee meetings:
  - Wednesdays in Feb-March: Feb 15, 22, March 1, 8, 15, 22
  - Review of each section of budget. Schedule will be posted and circulated.
- Review proposed warrant articles
- Town Manager works with FinCom Chair to schedule reviews based in part on “readiness”
- Town Manager proposed budget; initial budgets proposed by Department Heads/Chairs of Boards / Commissions / Committees also reported.
- Joint meeting with the Board of Selectmen, Moderator, Town Counsel (date TBD).
- Deadline to post Town Meeting warrants: Monday, April 10<sup>th</sup>



# Questions and Discussion

| Annual OR Special Warrant Articles - Spring 2023 Town Meeting |             |              |                 |
|---|-------------|--------------|-----------------|
| # (DRAFT) Article   | Amt (if \$) | Sponsor      | Form Received?  |
| 1   | n/a         | Select Board | N/A             |
| 2   | n/a         | Select Board | N/A             |
| 3   | \$ 397,325  | Select Board | Y               |
| 4   | TBD         | Select Board | N/A             |
| 5   | n/a         | Select Board | <b><u>N</u></b> |
| 6   | TBD         | BOWC         | Y               |
| 7   | TBD         | BOWC         | Y               |
| 8   | TBD         | BOWC         | Y               |
| 9   | TBD         | BOWC         | Y               |
| 10  | TBD         | BOWC         | Y               |
| 11  | TBD         | BOWC         | Y               |
| 12  | TBD         | BOWC         | Y               |

| Annual OR Special Warrant Articles - Spring 2023 Town Meeting |  |           |                 |     |
|---|--|-----------|-----------------|-----|
| # (DRAFT) Article   | Amt (if \$)  | Sponsor   | Form Received?  |     |
| 13  | Water - Clean Wellheads at Wellfield #1  | TBD       | BOWC            | Y   |
| 14  | Water - Valves hydrants water mains meter pits   | \$ 30,000 | BOWC            | Y   |
| 15  | Funds for study of 31 Dole Place   | TBD       | Select Board    | Y   |
| 16  | To see if the Town will vote to transfer the sum of \$10,364 from the Septic Loan Revolving Account for the repayment of debt service, or take any other action related thereto.   | \$ 10,364 | Board of Health | Y   |
| 17  | To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$67,514 for the Pension Liability Stabilization Fund, or take any other action related thereto.   | \$ 67,514 | Select Board    | Y   |
| 18  | To see if the Town will vote to transfer from available funds an amount for contribution to the Other Post-Employment Benefits (OPEB) Stabilization Fund, or take any other action related thereto.  | \$ 34,338 | Select Board    | Y   |
| 19  | Snow & Ice deficit   | TBD       | DPW Director    | Y   |
| 20  | Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4   | TBD       | Select Board    | Y   |
| 21  | <p>To see if the Town, in accordance with Massachusetts General Laws Chapter 44, Sec. 53E1/2, and Section XL of the Bylaws of the Town of West Newbury, will fix the maximum amounts that may be spent during the fiscal year beginning on July 1, 2023 for the revolving funds established in town bylaws, as set forth below for certain departments, boards, committees, agencies or officers, with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to revise the same; or take any other action relative thereto:</p> <ul style="list-style-type: none"> <li>▪ Section 5.1 Summer Recreation Revolving Fund \$ _____</li> <li>▪ Section 5.2 GAR Library Fines and Penalties Revolving Fund \$ _____</li> <li>▪ Section 5.3 Police Vehicle Revolving Fund \$ _____</li> <li>▪ Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund \$ _____</li> <li>▪ Section 5.5 Electric Vehicle Charging Stations Revolving Fund \$ _____</li> <li>▪ Section 5.6 Curbside Collection of Trash, Recycling and Food Waste Revolving Fund \$ _____</li> </ul> | \$ -      | Select Board    | N/A |

| Annual OR Special Warrant Articles - Spring 2023 Town Meeting |   |             |                  |                 |
|---|---|-------------|------------------|-----------------|
| # (DRAFT) Article   |   | Amt (if \$) | Sponsor          | Form Received?  |
|   | To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2023, with each item to be considered a separate appropriation, or take any other action related thereto.  |             |                  |                 |
| 22  | <ul style="list-style-type: none"> <li>▪ Appropriate \$_____ from FY 2023 estimated revenues for Committee Administrative Expenses.</li> <li>▪ Reserve \$_____ from FY 2023 estimated revenues for Community Housing Reserve.</li> <li>▪ Reserve \$_____ from FY 2023 estimated revenues for Historic Resources Reserve.</li> <li>▪ Reserve \$_____ from FY 2023 estimated revenues for Open Space &amp; Recreation Reserve.</li> <li>▪ Reserve \$_____ from FY 2023 estimated revenues for Budgeted Reserve</li> </ul> | \$ -        | CPC              | Y               |
| 23  | Sawmill Brook (Poorhouse Lane) land acquisition   | \$ 350,000  | CPC/SB           | CPA funding app |
| 24  | Transfer CPC funds to Affordable Housing Trust  | \$ 172,174  | CPC/SB           | CPA funding app |
| 25  | DPW Plow Truck replacement - CAPITAL ARTICLE  | \$ 172,000  | DPW Director     | Y               |
| 26  | Fire Pickup Truck replacement - CAPITAL ARTICLE   | \$ 117,000  | DPW Director     | Y               |
| 27  | Page School HVAC - CAPITAL ARTICLE  | \$ 40,000   | DPW Director     | Y               |
| 28  | Police Cruiser purchase, supplemental funding (FY23 vehicle)  | \$ 25,000   | Police Chief     | Y               |
| 29  | Ash Tree Treatments (Multi-Year Funding Program)  | \$ 60,180   | DPW Director     | Y               |
| 30  | Page School security cameras  | \$ 8,300    | DPW Director     | Y               |
| 31  | Funds for Pipestave/Page crosswalk  | TBD         | ?????            | <b>N</b>        |
| 32  | Purchase infield grader   | \$ 4,425    | Parks & Rec Comm | Y               |
| 33  | Pipestave Field 6 Restoration   | \$ 15,000   | Parks & Rec Comm | Y               |
| 34  | Pipestave fencing   | \$ 9,960    | DPW Director     | Y               |



| Annual OR Special Warrant Articles - Spring 2023 Town Meeting |   |           |  |
|---|---|-----------|--|
| # (DRAFT) Article   | Amt (if \$)   | Sponsor   | Form Received?                         |
| 35  | Funding for cemetery cleanup                          | \$ 4,150  | Historical Commission<br>Y             |
| 36  | Supplemental funding for solar feasibility study      | TBD       | Select Board<br><b>N</b>               |
| 37  | MBTA Communities grant matching funds                 | \$ 7,500  | Select Board<br>Y                      |
| 38  | Invasive Species management                           | \$ 20,000 | Open Space Comm<br>Y                   |
| 39  | Adoption of MGL Ch. 166, Sec. 32A (Wiring Inspectors) | n/a       | Select Board<br>Y                      |
| 40  | Solar Bylaw amendments                                | n/a       | Planning Board<br>Y                    |
| 41  | Stormwater Bylaw amendments (POTENTIAL)               | n/a       | Select Board(?)<br><b>N</b>            |
| 42  | Zoning Bylaw Recodification                           | n/a       | Planning Board/<br>Bldg Inspector<br>Y |
| 43  | Wetlands Bylaw  | n/a       | ConCom<br>Y                            |

Notes:

Numbering does not correspond to order or numbering that will appear on Town Meeting warrants.  
 Articles will be assigned to Annual or Special Town Meeting warrants at a later date.

## West Newbury Capital Improvements Committee Meeting Minutes - **DRAFT**

**Meeting date & place: 7:30 PM, February 9, 2023, 1<sup>st</sup> Floor Hearing Room 1910 Building**

**Members Present:** Rick Parker, Elisa Grammer, Ross Capolupo and Chair Judy Mizner. Department of Public Works (DPW) Director Wayne Amaral, Fire Chief Mike Dwyer, and Town Manager Angus Jennings were also present.

### **Call to order**

7:30 PM

### **Review capital projects proposed for FY24 funding; designate Committee member(s) to take lead on review for each proposed project**

#### Fire Department Forestry Truck \$117K

Fire Chief Mike Dwyer said that a new truck is intended to replace the old hand-me-down truck that the Department received from DPW and retrofitted with a pump and other fire-related items. The current truck is past its useful life and now requires two people to start the pumping system. The truck, kept at the Garden Street station, is used for off-road fires and to bring personnel and medical equipment in medical emergencies until an ambulance arrives.

The new truck will be designed for off-road use and will come in a complete package with a pump and a plastic tank for 250-300 gallons that slides into the truck bed. The tank and pump assembly can be transferred to another truck. The old truck will be surplus and sold, except that medical equipment, tools, etc. will be kept and transferred to the new truck.

The new truck will have a better ability to pump from local water bodies (provided the pond or other water source is nearby) and will have a better pump start up system. In response to Mr. Parker, Mr. Dwyer explained that the truck and pump will be gas-fueled (and not electric) because that is what is needed given the weight the truck will be carrying and the extra torque needed for off-road service.

Ms. Mizner and Ms. Grammer inquired about the large cost for small items such as painting signage on the truck and cup holders. Mr. Amaral said that the state gets a discount and some items, like the pre-installed snowplow prep package, come whether you want it or not.

*Ms. Mizner is the Committee member assigned to gather more information for this item.*

#### Sidewalk snowplow \$172K

DPW Director Amaral explained that the Department had had a track-propelled Bombardier sidewalk snow plow/blower and still keeps it as a backup, but replaced the initial Bombardier with a lower quality Holder machine with rubber tires in 2007. He said that there are concerns with the Holder tipping, and that the Holder has become old and less powerful—and thus less able to manage tightly packed and piled snow left by state snow clearing on Rte 113.

In response to Mr. Capolupo (who has professional expertise with large equipment), Mr. Amaral explained that the Town now clears the sidewalk on Main Street from the Training Field on down toward Groveland. It is also used for the parking lot at the daycare renting the back of Town Hall. Mr. Amaral noted that paths around Pipestave Hill and Mill Pond could be cleared with the new

Bombardier machine. He said that the Bombardier would not be transported on a trailer, but rather can drive (slowly) on Main Street.

Mr. Capolupo noted that this is a very costly item in view of the fact it would not be used for 8-9 months out of the year. He added that a gently used large John Deere tractor with many attachments costs considerably less. Mr. Amaral said that the narrow width of the sidewalks (especially with the utility poles) is a limiting factor—the equipment must be small. The new Bombardier would be 46” wide, and no piece of equipment the Town now has could be adapted for this purpose.

*Mr. Capolupo is the Committee member assigned to gather more information for this item.*

#### HVAC unit Page School \$40K

Mr. Amaral explained that the current Samsung minisplit unit was installed in 2014 and has failed. The vendor is unable to fix it. This unit provides heat and cooling to school offices, some of which have no windows.

Mr. Amaral noted that he is waiting for the Pentucket Regional School District to provide information about quotes for the replacement unit. The school will make the initial recommendation then DPW will do research and vet the proposal to avoid problems such as those experienced with the current failed system. The school maintains the unit but the Town has to pay to buy the new one. Mr. Amaral said that vendors can be slow in responding with quotes and Mr. Parker said that he has heard that the demand for heat pumps has soared. Mr. Amaral said that in view of the problem of extreme heat in those offices in summer, it is in the school’s interest to get the quote as soon as possible.

*Mr. Parker is the Committee member assigned to gather more information for this item.*

#### Water well building \$??

Mr. Amaral explained that the exterior of the building needs refurbishing. In-house the DPW fixed the roof, fascia, and soffit, at a considerable cost savings. The stucco exterior walls (covering concrete block construction) are cracking and need repair and painting. Mr. Amaral said that they considered using some other siding but learned that by far the simplest and least costly option is to fix the stucco, seal up cracks, and paint it. If this is put off, the stucco will lose integrity, spall, and need to be removed and completely replaced. He stated that this repair is mainly a labor cost. Additionally, DPW can do work on the door trim of the building. Once done, this should last 15 years or so. The Water Department will be putting out bids and contracting for this.

*Ms. Grammer is the Committee member assigned to gather more information for this item.*

#### Water main Church & Prospect \$??

Mr. Jennings explained that the Town and Water Department sought a low interest state loan for the water main replacement project, but this was not granted. He said that in fall 2021, the Town appropriated \$100K from the Water Enterprise Fund for a study of the project to replace 7,700

linear feet of water mains on Church and Prospect Street and that the Conservation Commission has approved the project. The only cost estimate now available is a per linear foot cost about \$2.7M combined that was updated last January. The only way to get a more realistic cost is to get bids.

An idea under consideration is to have the Town first purchase the pipe and hardware and then later put out a bid for the installation labor. The pipe and hardware are standard products and Merrimac successfully used this approach. The advantages of doing this include avoiding a contractor markup for the pipe materials, avoiding having the contractor need to front the cost for these materials (thus broadening the pool of bidders), and addressing the issues associated with a 30-week lead time to obtain the materials (which is problematic when bidders place a time-limit on the duration of the bid). The drawbacks involve finding a laydown yard to store the pipe.

Ms. Mizner said that before voting to buy the pipe and hardware, townspeople will want to know roughly how much it will cost to have this installed. Mr. Jennings agreed that a ballpark labor cost estimate will be needed for Town Meeting.

Another factor is that the Town has \$1.4M ARPA (American Rescue Plan Act of 2021) money available to it and the Select Board is considering using some of that for the installation work. That allocation, said Mr. Jennings, could be done by the Select Board without going through Town Meeting. Mr. Jennings noted that the Treasury Department has many complex rules concerning ARPA expenditures and the Town has hired a consultant to ensure compliance. The Town has also hired a new special counsel who specializes in water matters, and who can help set up a subgrantee agreement so the Town can have control to ensure ARPA compliance.

*Ms. Grammer is the Committee member assigned to gather more information for this item.*

### **Review narrative and updates to CIC webpage**

*The Committee approved the updates to the Capital Improvements Committee webpage and the content of the narrative description that was posted.*

*Mr. Jennings will provide Ms. Grammer a .pdf version of the most recent CIP spreadsheet and she will include links to that on the website.*

### **Review schedule for upcoming Capital Improvement Committee meeting(s)**

The next meeting will be held on March 9. By the end of that week the Committee members will provide their Litmus Test rankings to Ms. Grammer, who will then circulate a completed Committee ranking. The CIC report to the Select Board is due on March 13. The Finance Committee booklet will need to be completed by April 10 and Ms. Mizner will work on the CIC's narrative report for that.

### **Review and approve Minutes from previous CIC meeting**

*The Committee unanimously approved the minutes of January 12, 2023 as amended.*

**Other business**

**Adjournment**

9:00 pm

**Meeting Documents**

Meeting packet provided by Town Manager  
Litmus Test

Respectfully submitted

Elisa Grammer



**Town of West Newbury**  
**SLFRF - State and Local Fiscal Recovery Funds ARPA**  
**Project Request Form**

Please complete this form and attach any additional paperwork to support your request.

|   |   |
|---|---|
| <b>Date:</b>                                  | Feb. 10, 2023   |
| <b>Project Name:</b>                          | ARPA Grant Consulting   |
| <b>Project ID: (accounting use only)</b>      |   |
| <b>Expense Category:</b>                      | 3.4 Public Sector Capacity - Effective Service Delivery   |
| <b>Description of Project: (50-250 words)</b> | The Town Accountant and the Town Manager request Board authorization to enter a contract with Clifton Larson Allen LLP for ARPA Grant Consulting services, to support in-house staff efforts to ensure continued program compliance as the Town moves ahead to identify and authorize projects/programs for ARPA funding. |
| <b>Estimated Project cost</b>                 | Proposed billing rates enclosed. Requesting Board authorization to enter contract (Master Services Agreement, with Statement of Work) with CLA, LLP, and to incur expenses not to exceed \$9,500 without additional Board authorization.  |
| <b>Status of completion:</b>                  | Solicited proposed contract; have not executed contract.  |
| <b>Which FY will these expenses occur:</b>    | FY23-24   |

**Dept head approval/Date** \_\_\_\_\_ Angus Jennings, Town Manager, Feb. 10, 2023

**Select Board approval/Date** \_\_\_\_\_

**Accounting approval/Date** \_\_\_\_\_

## Town Manager

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**From:** Ratzloff, Emily [REDACTED]  
**Sent:** Friday, February 10, 2023 12:15 PM  
**To:** Town Manager  
**Cc:** York, Hannah  
**Subject:** Master Service Agreement and Scope of Work from CLA for Town of West Newbury

Good afternoon,

My name is Emily, and I support our BizOps teams here at CLA. We have put together our Master Service Agreement (MSA) and BizOps Statement of Work (SOW) for Town of West Newbury within our contract management system: Outlaw.

When you click on your personalized links below, you will be prompted to enter the Outlaw contract system via your name/email address, Google, Microsoft, or creating a free Outlaw account. Any method will allow you to review and sign. Once all parties have signed, you will receive a follow-up email notification from [noreply@contracts.claconnect.com](mailto:noreply@contracts.claconnect.com), which will include a PDF attachment of the executed contract—we receive the same email on our end.

**The links below are specific to you and should not be shared with/accessed by another person.** To share with another person, we recommend exporting the contract (selecting the three vertical dots toward the top right of the contract/screen will populate that option).

MSA – [\[REDACTED\]](#)

BizOps SOW – [\[REDACTED\]](#)

Feel free to contact Hannah York with any questions you might have on the BizOps contract. You may reach out to me directly if you have questions regarding Outlaw itself.

Thank you!



**Emily Ratzloff (She/Her)**  
BizOps Coordinator  
Business Operations (BizOps)

*We'll get you there.*

[CPAs](#) | [Consultants](#) | [Wealth Advisors](#)

[Send me your files with secure file transfer.](#)

Investment advisory services are offered through Clifton, Jason/Allen  
Wealth Advisors, LLC, an SEC-registered investment advisor.



# Master Services Agreement

Town of West Newbury  
381 Main Street  
West Newbury, MA 01985  
MSA Date: February 9, 2023

This master service agreement (“MSA”) documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Town of West Newbury (“you,” or “your”). The terms of this MSA will apply to the initial and each subsequent statement of work (“SOW”), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

## 1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA’s performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

## 2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

## 3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our



engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client initiated payment method approved by CLA. CLA's electronic online bill pay platform [claconnect.com/billpay](http://claconnect.com/billpay) accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

**4. Other Fees**

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

**5. Finance charges and collection expenses**

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**6. Dispute Resolution**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

**7. Limitation of remedies**

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or

damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA, the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

**8. Governing Laws, Jurisdiction, and Venue**

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice of law principles. This includes dispute resolution and limitation of remedies.

**9. Time limitations**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

| Service   | Time after the date we deliver the services or work product* |
|---|--|
| Tax Consulting Services   | 36 months  |
| Tax Return Preparation  | 36 months  |
| Examination, compilation, and preparation services related to prospective financial statements  | 12 months  |
| Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information | 24 months  |
| All Other Services  | 12 months  |

\* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

#### **10. Confidentiality**

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

**11. Other provisions**

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

**12. Consent to use financial information**

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Town of West Newbury anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

**13. Consent to send you publications and other materials**

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your

consent is valid until further notice.

**14. Subcontractors**

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

**15. Technology**

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

**16. Termination of MSA**

This MSA shall continue for five years from February 9, 2023, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

**17. Agreement**

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

**CliftonLarsonAllen LLP**

Hannah York

Principal

781-402-6430

[hannah.york@claconnect.com](mailto:hannah.york@claconnect.com)

**Response:**

This MSA correctly sets forth the understanding of Town of West Newbury

**CLA**  
CliftonLarsonAllen LLP



Hannah York, Principal

SIGNED 2/9/2023, 7:03:50 PM EST

**Client**  
Town of West Newbury

SIGN: \_\_\_\_\_

Angus Jennings, Town Manager

DATE: \_\_\_\_\_



# Outsourcing Special Services Statement of Work

Date: February 9, 2023

This agreement constitutes a Statement of Work ("SOW") to the Master Service Agreement ("MSA") made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Town of West Newbury ("you" and "your") dated February 9, 2023 or any superseding MSA. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

## **Scope of professional services**

Hannah York is responsible for the performance of the services identified in this agreement.

For all services we may provide to you, your management agrees to assume all management responsibilities; oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

## **Special services:**

- ARPA Grant Consulting

## **Engagement objectives, limitations, and responsibilities**

We will perform this engagement in accordance with the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's financial statements that may not be identified as a result of misrepresentations made to us by you.

CLA's relationship with you shall be solely that of an independent contractor and nothing in the MSA or a SOW shall be construed to create or imply any relationship of employment, agency, partnership, or any relationship other than an independent contractor.

**Fees and terms**

***Billing rates guaranteed through June 30, 2023:***

| <b>Services performed by</b>  | <b>Rate per hour</b> |
|-------------------------------|----------------------|
| Staff                         | \$140                |
| Senior                        | \$160                |
| Assistant Controller          | \$180                |
| Consulting Controller         | \$190                |
| Consulting CFO                | \$200                |
| Principal / Quality Assurance | \$260                |

Subsequent to the billing rate guarantee date, the rates may be adjusted as agreed between you and CLA through a new SOW.

Our professional fees will be billed based on the degree of responsibility and contribution of the professionals working on the engagement. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed.

**Non-Solicitation**

You agree that during the term and for a period of one year after the expiration or termination date of the MSA, you will not solicit, hire, contract with, or engage the services of any person providing services to you on behalf of CLA without the prior written consent of CLA. If you breach this non-solicitation provision, you shall pay \$100,000 to CLA as liquidated damages within two weeks of the date on which the former CLA employee or consultant begins his or her new employment with you.

**Indemnity**

For the services described in this SOW, you agree to indemnify and hold harmless CLA, its successors and affiliates, officers, employees, and agents from any claims brought or asserted by any other person, third party, or governmental body for any loss, damages, liabilities, remedies, or cause of action, and from any reasonable expenses incurred in defending against any such claims or actions (including attorney fees) arising from or relating to the services performed by any CLA party.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign



below and return a signed copy to us to indicate your acknowledgment and understanding of, and agreement with, this SOW.

**CliftonLarsonAllen LLP**

Hannah York

Principal



**Response**

This SOW correctly sets forth the understanding of Town of West Newbury and is accepted by:

CLA  
CliftonLarsonAllen LLP

*Hannah York*

---

Hannah York, Principal

SIGNED 2/9/2023, 7:04:30 PM EST

**Client**  
Town of West Newbury

SIGN:

---

Angus Jennings, Town Manager

DATE:

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# Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022



**The Overview of the Final Rule provides a summary of major provisions of the final rule for informational purposes and is intended as a brief, simplified user guide to the final rule provisions.**

The descriptions provided in this document summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.



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## Introduction

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

### EARLY PROGRAM IMPLEMENTATION

In May 2021, Treasury published the Interim final rule (IFR) describing eligible and ineligible uses of funds (as well as other program provisions), sought feedback from the public on these program rules, and began to distribute funds. The IFR went immediately into effect in May, and since then, governments have used SLFRF funds to meet their immediate pandemic response needs and begin building a strong and equitable recovery, such as through providing vaccine incentives, development of affordable housing, and construction of infrastructure to deliver safe and reliable water.

As governments began to deploy this funding in their communities, Treasury carefully considered the feedback provided through its public comment process and other forums. Treasury received over 1,500 comments, participated in hundreds of meetings, and received correspondence from a wide range of governments and other stakeholders.

### KEY CHANGES AND CLARIFICATIONS IN THE FINAL RULE

The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process. Among other clarifications and changes, the final rule provides the features below.

#### Replacing Lost Public Sector Revenue

The final rule offers a standard allowance for revenue loss of \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount – in many cases their full award – for government services, with streamlined reporting requirements.

#### Public Health and Economic Impacts

In addition to programs and services, the final rule clarifies that recipients can use funds for capital expenditures that support an eligible COVID-19 public health or economic response. For example, recipients may build certain affordable housing, childcare facilities, schools, hospitals, and other projects consistent with final rule requirements.



In addition, the final rule provides an expanded set of households and communities that are presumed to be “impacted” and “disproportionately impacted” by the pandemic, thereby allowing recipients to provide responses to a broad set of households and entities without requiring additional analysis. Further, the final rule provides a broader set of uses available for these communities as part of COVID-19 public health and economic response, including making affordable housing, childcare, early learning, and services to address learning loss during the pandemic eligible in all impacted communities and making certain community development and neighborhood revitalization activities eligible for disproportionately impacted communities.

Further, the final rule allows for a broader set of uses to restore and support government employment, including hiring above a recipient’s pre-pandemic baseline, providing funds to employees that experienced pay cuts or furloughs, avoiding layoffs, and providing retention incentives.

### **Premium Pay**

The final rule delivers more streamlined options to provide premium pay, by broadening the share of eligible workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline workers performing essential work.

### **Water, Sewer & Broadband Infrastructure**

The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

### **FINAL RULE EFFECTIVE DATE**

The final rule takes effect on April 1, 2022. Until that time, the interim final rule remains in effect; funds used consistently with the IFR while it is in effect are in compliance with the SLFRF program.

However, recipients can choose to take advantage of the final rule’s flexibilities and simplifications now, even ahead of the effective date. Treasury will not take action to enforce the interim final rule to the extent that a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used. Recipients may consult the *Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule*, which can be found on Treasury’s website, for more information on compliance with the interim final rule and the final rule.



## Overview of the Program

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program provides substantial flexibility for each jurisdiction to meet local needs within the four separate eligible use categories. This Overview of the Final Rule addresses the four eligible use categories ordered from the broadest and most flexible to the most specific.

Recipients may use SLFRF funds to:

- **Replace lost public sector revenue**, using this funding to provide government services up to the amount of revenue loss due to the pandemic.
  - Recipients may determine their revenue loss by choosing between two options:
    - A standard allowance of up to \$10 million in aggregate, not to exceed their award amount, during the program;
    - Calculating their jurisdiction’s specific revenue loss each year using Treasury’s formula, which compares actual revenue to a counterfactual trend.
  - Recipients may use funds up to the amount of revenue loss for government services; generally, services traditionally provided by recipient governments are government services, unless Treasury has stated otherwise.
- **Support the COVID-19 public health and economic response** by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
  - Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative economic impacts of the pandemic.
  - To provide simple and clear eligible uses of funds, Treasury provides a list of enumerated uses that recipients can provide to households, populations, or classes (i.e., groups) that experienced pandemic impacts.
  - Public health eligible uses include COVID-19 mitigation and prevention, medical expenses, behavioral healthcare, and preventing and responding to violence.
  - Eligible uses to respond to negative economic impacts are organized by the type of beneficiary: assistance to households, small businesses, and nonprofits.
    - Each category includes assistance for “impacted” and “disproportionately impacted” classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.
    - To simplify administration, the final rule presumes that some populations and groups were impacted or disproportionately impacted and are eligible for responsive services.

*Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule*





- Eligible uses for assistance to impacted households include aid for re-employment, job training, food, rent, mortgages, utilities, affordable housing development, childcare, early education, addressing learning loss, and many more uses.
- Eligible uses for assistance to impacted small businesses or nonprofits include loans or grants to mitigate financial hardship, technical assistance for small businesses, and many more uses.
- Recipients can also provide assistance to impacted industries like travel, tourism, and hospitality that faced substantial pandemic impacts, or address impacts to the public sector, for example by re-hiring public sector workers cut during the crisis.
- Recipients providing funds for enumerated uses to populations and groups that Treasury has presumed eligible are clearly operating consistently with the final rule. Recipients can also identify (1) other populations or groups, beyond those presumed eligible, that experienced pandemic impacts or disproportionate impacts and (2) other programs, services, or capital expenditures, beyond those enumerated, to respond to those impacts.
- **Provide premium pay for eligible workers performing essential work**, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
  - Recipients may provide premium pay to eligible workers – generally those working in-person in key economic sectors – who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work.
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.
  - Recipients may fund a broad range of water and sewer projects, including those eligible under the EPA’s Clean Water State Revolving Fund, EPA’s Drinking Water State Revolving Fund, and certain additional projects, including a wide set of lead remediation, stormwater infrastructure, and aid for private wells and septic units.
  - Recipients may fund high-speed broadband infrastructure in areas of need that the recipient identifies, such as areas without access to adequate speeds, affordable options, or where connections are inconsistent or unreliable; completed projects must participate in a low-income subsidy program.

While recipients have considerable flexibility to use funds to address the diverse needs of their communities, some restrictions on use apply across all eligible use categories. These include:

- **For states and territories:** No offsets of a reduction in net tax revenue resulting from a change in state or territory law.

*Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule*



- **For all recipients except for Tribal governments:** No extraordinary contributions to a pension fund for the purpose of reducing an accrued, unfunded liability.
- **For all recipients:** No payments for debt service and replenishments of rainy day funds; no satisfaction of settlements and judgments; no uses that contravene or violate the American Rescue Plan Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.

Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026. This time period, during which recipients can expend SLFRF funds, is the “period of performance.”

In addition to SLFRF, the American Rescue Plan includes other sources of funding for state and local governments, including the [Coronavirus Capital Projects Fund](#) to fund critical capital investments including broadband infrastructure; the [Homeowner Assistance Fund](#) to provide relief for our country’s most vulnerable homeowners; the [Emergency Rental Assistance Program](#) to assist households that are unable to pay rent or utilities; and the [State Small Business Credit Initiative](#) to fund small business credit expansion initiatives. Eligible recipients are encouraged to visit the Treasury website for more information.



## Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

### DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

- 1. Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance.**

Under this option, which is newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF’s smallest recipients.

All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of \$10 million or less. Electing the standard allowance does not increase or decrease a recipient’s total allocation.

- 2. Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.**

Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

To calculate revenue loss at each of these dates, recipients must follow a four-step process:



- a. Calculate revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the *base year revenue*.
- b. Estimate *counterfactual revenue*, which is equal to the following formula, where *n* is the number of months elapsed since the end of the base year to the calculation date:

$$\text{base year revenue} \times (1 + \text{growth adjustment})^{\frac{n}{12}}$$

The *growth adjustment* is the greater of either a standard growth rate—5.2 percent—or the recipient’s average annual revenue growth in the last full three fiscal years prior to the COVID-19 public health emergency.

- c. Identify *actual revenue*, which equals revenues collected over the twelve months immediately preceding the calculation date.

Under the final rule, recipients must adjust actual revenue totals for the effect of tax cuts and tax increases that are adopted after the date of adoption of the final rule (January 6, 2022). Specifically, the estimated fiscal impact of tax cuts and tax increases adopted after January 6, 2022, must be added or subtracted to the calculation of actual revenue for purposes of calculation dates that occur on or after April 1, 2022.

Recipients may subtract from their calculation of actual revenue the effect of tax increases enacted prior to the adoption of the final rule. Note that recipients that elect to remove the effect of tax increases enacted before the adoption of the final rule must also remove the effect of tax decreases enacted before the adoption of the final rule, such that they are accurately removing the effect of tax policy changes on revenue.

- d. Revenue loss for the calculation date is equal to *counterfactual revenue* minus *actual revenue* (adjusted for tax changes) for the twelve-month period. If actual revenue exceeds counterfactual revenue, the loss is set to zero for that twelve-month period. Revenue loss for the period of performance is the sum of the revenue loss on for each calculation date.

The supplementary information in the final rule provides an example of this calculation, which recipients may find helpful, in the Revenue Loss section.



## SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service traditionally provided by a government***, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.



## Responding to Public Health and Economic Impacts of COVID-19

The Coronavirus State and Local Fiscal Recovery Funds provide resources for governments to meet the public health and economic needs of those impacted by the pandemic in their communities, as well as address longstanding health and economic disparities, which amplified the impact of the pandemic in disproportionately impacted communities, resulting in more severe pandemic impacts.

The eligible use category to respond to public health and negative economic impacts is organized around the types of assistance a recipient may provide and includes several sub-categories:

- public health,
- assistance to households,
- assistance to small businesses,
- assistance to nonprofits,
- aid to impacted industries, and
- public sector capacity.

In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

To provide simple, clear eligible uses of funds that meet this standard, Treasury provides a non-exhaustive list of enumerated uses that respond to pandemic impacts. Treasury also presumes that some populations experienced pandemic impacts and are eligible for responsive services. In other words, recipients providing enumerated uses of funds to populations presumed eligible are clearly operating consistently with the final rule.<sup>1</sup>

Recipients also have broad flexibility to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or “classes” of beneficiaries that experienced pandemic impacts and provide services to those classes.

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<sup>1</sup> However, please note that use of funds for enumerated uses may not be grossly disproportionate to the harm. Further, recipients should consult the Capital Expenditures section for more information about pursuing a capital expenditure; please note that enumerated capital expenditures are not presumed to be reasonably proportional responses to an identified harm except as provided in the Capital Expenditures section.



| Step                            | 1. Identify COVID-19 public health or economic impact  | 2. Design a response that addresses or responds to the impact  |
|---------------------------------|--|--|
| <b>Analysis</b>                 | <ul style="list-style-type: none"> <li>Can identify impact to a specific household, business or nonprofit or to a class of households, businesses, or nonprofits (i.e., group)</li> <li>Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class</li> </ul> | <ul style="list-style-type: none"> <li>Types of responses can include a program, service, or capital expenditure</li> <li>Response should be related and reasonably proportional to the harm</li> <li>Response should also be reasonably designed to benefit impacted individual or class</li> </ul> |
| <b>Simplifying Presumptions</b> | <ul style="list-style-type: none"> <li>Final Rule presumes certain populations and classes are impacted and disproportionately impacted</li> </ul>   | <ul style="list-style-type: none"> <li>Final Rule provides non-exhaustive list of enumerated eligible uses that respond to pandemic impacts and disproportionate impacts</li> </ul>  |

To assess eligibility of uses of funds, recipients should first determine the sub-category where their use of funds may fit (e.g., public health, assistance to households, assistance to small businesses), based on the entity that experienced the health or economic impact.<sup>2</sup> Then, recipients should refer to the relevant section for more details on each sub-category.

While the same overall eligibility standard applies to all uses of funds to respond to the public health and negative economic impacts of the pandemic, each sub-category has specific nuances on its application. In addition:

- Recipients interested in using funds for capital expenditures (i.e., investments in property, facilities, or equipment) should review the Capital Expenditures section in addition to the eligible use sub-category.
- Recipients interested in other uses of funds, beyond the enumerated uses, should refer to the section on “Framework for Eligible Uses Beyond Those Enumerated.”

<sup>2</sup> For example, a recipient interested in providing aid to unemployed individuals is addressing a negative economic impact experienced by a household and should refer to the section on assistance to households. Recipients should also be aware of the difference between “beneficiaries” and “sub-recipients.” Beneficiaries are households, small businesses, or nonprofits that can receive assistance based on impacts of the pandemic that they experienced. On the other hand, sub-recipients are organizations that carry out eligible uses on behalf of a government, often through grants or contracts. Sub-recipients do not need to have experienced a negative economic impact of the pandemic; rather, they are providing services to beneficiaries that experienced an impact.



## RESPONDING TO THE PUBLIC HEALTH EMERGENCY

While the country has made tremendous progress in the fight against COVID-19, including a historic vaccination campaign, the disease still poses a grave threat to Americans' health and the economy. Providing state, local, and Tribal governments the resources needed to fight the COVID-19 pandemic is a core goal of the Coronavirus State and Local Fiscal Recovery Funds, as well as addressing the other ways that the pandemic has impacted public health. Treasury has identified several public health impacts of the pandemic and enumerated uses of funds to respond to impacted populations.

- **COVID-19 mitigation and prevention.** The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the general public or to small businesses, nonprofits, and impacted industries in general. Enumerated eligible uses include:
  - ✓ Vaccination programs, including vaccine incentives and vaccine sites
  - ✓ Testing programs, equipment and sites
  - ✓ Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
  - ✓ Public communication efforts
  - ✓ Public health data systems
  - ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances
  - ✓ Medical and PPE/protective supplies
  - ✓ Support for isolation or quarantine
  - ✓ Ventilation system installation and improvement
  - ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety
  - ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
  - ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
  - ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
  - ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
  - ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity
  - ✓ Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
  - ✓ Public telemedicine capabilities for COVID-19 related treatment





- **Medical expenses.** Funds may be used for expenses to households, medical providers, or others that incurred medical costs due to the pandemic, including:
  - ✓ Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
  - ✓ Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
  - ✓ Emergency medical response expenses
  - ✓ Treatment of long-term symptoms or effects of COVID-19
  
- **Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services.** Treasury recognizes that the pandemic has broadly impacted Americans’ behavioral health and recipients can provide these services to the general public to respond. Enumerated eligible uses include:
  - ✓ Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
  - ✓ Enhanced behavioral health services in schools
  - ✓ Services for pregnant women or infants born with neonatal abstinence syndrome
  - ✓ Support for equitable access to reduce disparities in access to high-quality treatment
  - ✓ Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
  - ✓ Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
  - ✓ Behavioral health facilities & equipment
  
- **Preventing and responding to violence.** Recognizing that violence – and especially gun violence – has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through:
  - ✓ Referrals to trauma recovery services for victims of crime
  - ✓ Community violence intervention programs, including:
    - Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
  - ✓ In communities experiencing increased gun violence due to the pandemic:
    - Law enforcement officers focused on advancing community policing
    - Enforcement efforts to reduce gun violence, including prosecution
    - Technology & equipment to support law enforcement response

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## RESPONDING TO NEGATIVE ECONOMIC IMPACTS

The pandemic caused severe economic damage and, while the economy is on track to a strong recovery, much work remains to continue building a robust, resilient, and equitable economy in the wake of the crisis and to ensure that the benefits of this recovery reach all Americans. While the pandemic impacted millions of American households and businesses, some of its most severe impacts fell on low-income and underserved communities, where pre-existing disparities amplified the impact of the pandemic and where the most work remains to reach a full recovery.

The final rule recognizes that the pandemic caused broad-based impacts that affected many communities, households, and small businesses across the country; for example, many workers faced unemployment and many small businesses saw declines in revenue. The final rule describes these as “impacted” households, communities, small businesses, and nonprofits.

At the same time, the pandemic caused disproportionate impacts, or more severe impacts, in certain communities. For example, low-income and underserved communities have faced more severe health and economic outcomes like higher rates of COVID-19 mortality and unemployment, often because pre-existing disparities exacerbated the impact of the pandemic. The final rule describes these as “disproportionately impacted” households, communities, small businesses, and nonprofits.

To simplify administration of the program, the final rule presumes that certain populations were “impacted” and “disproportionately impacted” by the pandemic; these populations are presumed to be eligible for services that respond to the impact they experienced. The final rule also enumerates a non-exhaustive list of eligible uses that are recognized as responsive to the impacts or disproportionate impacts of COVID-19. Recipients providing enumerated uses to populations presumed eligible are clearly operating consistently with the final rule.

As discussed further in the section Framework for Eligible Uses Beyond Those Enumerated, recipients can also identify other pandemic impacts, impacted or disproportionately impacted populations or classes, and responses.



## Assistance to Households

### *Impacted Households and Communities*

Treasury presumes the following households and communities are impacted by the pandemic:

- ✓ Low- or-moderate income households or communities
- ✓ Households that experienced unemployment
- ✓ Households that experienced increased food or housing insecurity
- ✓ Households that qualify for the Children’s Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- ✓ *When providing affordable housing programs:* households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- ✓ *When providing services to address lost instructional time in K-12 schools:* any student that lost access to in-person instruction for a significant period of time

Low- or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income at or below 65 percent of the area median income for the county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines are higher than the area’s median income and using the Federal Poverty Guidelines would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$65,880 per year.<sup>3</sup> In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the pandemic and eligible for services to respond. Additionally, by following the steps detailed in the section Framework for Eligible Uses Beyond Those Enumerated, recipients may designate additional households as impacted or disproportionately impacted beyond these presumptions, and may also pursue projects not listed below in response to these impacts consistent with Treasury’s standards.

<sup>3</sup> For recipients in Alaska, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$82,350 per year. For recipients in Hawaii, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$75,780 per year.



Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to impacts of the pandemic on households and communities:

- ✓ Food assistance & food banks
- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Health insurance coverage expansion
- ✓ Benefits for surviving family members of individuals who have died from COVID-19
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses & development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Burials, home repair & home weatherization
- ✓ Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- ✓ Cash assistance
- ✓ Paid sick, medical, and family leave programs
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- ✓ Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing
- ✓ Certain contributions to an Unemployment Insurance Trust Fund<sup>4</sup>

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<sup>4</sup> Recipients may only use SLFRF funds for contributions to unemployment insurance trust funds and repayment of the principal amount due on advances received under Title XII of the Social Security Act up to an amount equal to (i) the difference between the balance in the recipient's unemployment insurance trust fund as of January 27, 2020 and the balance of such account as of May 17, 2021, plus (ii) the principal amount outstanding as of May 17, 2021 on any advances received under Title XII of the Social Security Act between January 27, 2020 and May 17, 2021. Further, recipients may use SLFRF funds for the payment of any interest due on such Title XII advances. Additionally, a recipient that deposits SLFRF funds into its unemployment insurance trust fund to fully restore the pre-pandemic balance may not draw down that balance and deposit more SLFRF funds, back up to the pre-pandemic balance. Recipients that deposit SLFRF funds into an unemployment insurance trust fund, or use SLFRF funds to repay principal on Title XII advances, may not take action to reduce benefits available to unemployed workers by changing the computation method governing regular unemployment compensation in a way that results in a reduction of average weekly benefit amounts or the number of weeks of benefits payable (i.e., maximum benefit entitlement).



**Disproportionately Impacted Households and Communities**

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- ✓ Low -income households and communities
- ✓ Households receiving services provided by Tribal governments
- ✓ Households residing in Qualified Census Tracts
- ✓ Households residing in the U.S. territories or receiving services from these governments
- ✓ Households that qualify for certain federal benefits<sup>5</sup>

Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of its household based on the most recently published poverty guidelines or (ii) income at or below 40 percent of area median income for its county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines level is higher than the area median income level and using this level would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the service they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$40,626 per year.<sup>6</sup> In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is disproportionately impacted by the pandemic and eligible for services to respond.

<sup>5</sup> These programs are Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

<sup>6</sup> For recipients in Alaska, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$50,783 per year. For recipients in Hawaii, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$46,731 per year



Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to disproportionate impacts of the pandemic on households and communities:

- ✓ Pay for community health workers to help households access health & social services
- ✓ Remediation of lead paint or other lead hazards
- ✓ Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment & facilities designed to address health disparities
- ✓ Housing vouchers & assistance relocating to neighborhoods with higher economic opportunity
- ✓ Investments in neighborhoods to promote improved health outcomes
- ✓ Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup & conversion to affordable housing<sup>7</sup>
- ✓ Services to address educational disparities, including assistance to high-poverty school districts & educational and evidence-based services to address student academic, social, emotional, and mental health needs
- ✓ Schools and other educational equipment & facilities

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<sup>7</sup> Please see the final rule for further details and conditions applicable to this eligible use. This includes Treasury’s presumption that demolition of vacant or abandoned residential properties that results in a net reduction in occupiable housing units for low- and moderate-income individuals in an area where the availability of such housing is lower than the need for such housing is ineligible for support with SLFRF funds.

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**Assistance to Small Businesses**

Small businesses have faced widespread challenges due to the pandemic, including periods of shutdown, declines in revenue, or increased costs. The final rule provides many tools for recipients to respond to the impacts of the pandemic on small businesses, or disproportionate impacts on businesses where pre-existing disparities like lack of access to capital compounded the pandemic’s effects.

Small businesses eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of “small business,” specifically:

1. Have no more than 500 employees, or if applicable, the size standard in number of employees [established](#) by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates, and
2. Are a small business concern as defined in section 3 of the Small Business Act<sup>8</sup> (which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation).

***Impacted Small Businesses***

Recipients can identify small businesses impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- ✓ Decreased revenue or gross receipts
- ✓ Financial insecurity
- ✓ Increased costs
- ✓ Capacity to weather financial hardship
- ✓ Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to small businesses that experienced negative economic impacts includes the following enumerated uses:

- ✓ Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs
- ✓ Technical assistance, counseling, or other services to support business planning

***Disproportionately Impacted Small Businesses***

Treasury presumes that the following small businesses are disproportionately impacted by the pandemic:

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<sup>8</sup> 15 U.S.C. 632.



- ✓ Small businesses operating in Qualified Census Tracts
- ✓ Small businesses operated by Tribal governments or on Tribal lands
- ✓ Small businesses operating in the U.S. territories

Assistance to disproportionately impacted small businesses includes the following enumerated uses, which have been expanded under the final rule:

- ✓ Rehabilitation of commercial properties, storefront improvements & façade improvements
- ✓ Technical assistance, business incubators & grants for start-up or expansion costs for small businesses
- ✓ Support for microbusinesses, including financial, childcare, and transportation costs





**Assistance to Nonprofits**

Nonprofits have faced significant challenges due to the pandemic’s increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees.

Nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of “nonprofit”—specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

**Impacted Nonprofits**

Recipients can identify nonprofits impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- ✓ Decreased revenue (e.g., from donations and fees)
- ✓ Financial insecurity
- ✓ Increased costs (e.g., uncompensated increases in service need)
- ✓ Capacity to weather financial hardship
- ✓ Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to nonprofits that experienced negative economic impacts includes the following enumerated uses:

- ✓ Loans or grants to mitigate financial hardship
- ✓ Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

**Disproportionately Impacted Nonprofits**

Treasury presumes that the following nonprofits are disproportionately impacted by the pandemic:

- ✓ Nonprofits operating in Qualified Census Tracts
- ✓ Nonprofits operated by Tribal governments or on Tribal lands
- ✓ Nonprofits operating in the U.S. territories

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.



## Aid to Impacted Industries

Recipients may use SLFRF funding to provide aid to industries impacted by the COVID-19 pandemic. Recipients should first designate an impacted industry and then provide aid to address the impacted industry's negative economic impact.

This sub-category of eligible uses does not separately identify disproportionate impacts and corresponding responsive services.

1. **Designating an impacted industry.** There are two main ways an industry can be designated as "impacted."
  1. If the industry is in the travel, tourism, or hospitality sectors (including Tribal development districts), the industry is impacted.
  2. If the industry is outside the travel, tourism, or hospitality sectors, the industry is impacted if:
    - a. The industry experienced at least 8 percent employment loss from pre-pandemic levels,<sup>9</sup> or
    - b. The industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the final rule, based on the totality of economic indicators or qualitative data (if quantitative data is unavailable), and if the impacts were generally due to the COVID-19 public health emergency.

Recipients have flexibility to define industries broadly or narrowly, but Treasury encourages recipients to define narrow and discrete industries eligible for aid. State and territory recipients also have flexibility to define the industries with greater geographic precision; for example, a state may identify a particular industry in a certain region of a state as impacted.

2. **Providing eligible aid to the impacted industry.** Aid may only be provided to support businesses, attractions, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. Further, aid should be generally broadly available to all businesses within the impacted industry to avoid potential conflicts of interest, and Treasury encourages aid to be first used for operational expenses, such as payroll, before being used on other types of costs.

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<sup>9</sup> Specifically, a recipient should compare the percent change in the number of employees of the recipient's identified industry and the national Leisure & Hospitality sector in the three months before the pandemic's most severe impacts began (a straight three-month average of seasonally-adjusted employment data from December 2019, January 2020, and February 2020) with the latest data as of the final rule (a straight three-month average of seasonally-adjusted employment data from September 2021, October 2021, and November 2021). For parity and simplicity, smaller recipients without employment data that measure industries in their specific jurisdiction may use data available for a broader unit of government for this calculation (e.g., a county may use data from the state in which it is located; a city may use data for the county, if available, or state in which it is located) solely for purposes of determining whether a particular industry is an impacted industry.



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Treasury recognizes the enumerated projects below as eligible responses to impacted industries.

- ✓ Aid to mitigate financial hardship, such as supporting payroll costs, lost pay and benefits for returning employees, support of operations and maintenance of existing equipment and facilities
- ✓ Technical assistance, counseling, or other services to support business planning
- ✓ COVID-19 mitigation and infection prevention measures (see section Public Health)

As with all eligible uses, recipients may pursue a project not listed above by undergoing the steps outlined in the section Framework for Eligible Uses Beyond Those Enumerated.



**PUBLIC SECTOR CAPACITY**

Recipients may use SLFRF funding to restore and bolster public sector capacity, which supports government’s ability to deliver critical COVID-19 services. There are three main categories of eligible uses to bolster public sector capacity and workforce: Public Safety, Public Health, and Human Services Staff; Government Employment and Rehiring Public Sector Staff; and Effective Service Delivery.

**Public Safety, Public Health, and Human Services Staff**

SLFRF funding may be used for payroll and covered benefits for public safety, public health, health care, human services and similar employees of a recipient government, for the portion of the employee’s time spent responding to COVID-19. Recipients should follow the steps below.

**1. Identify eligible public safety, public health, and human services staff.** Public safety staff include:

- ✓ Police officers (including state police officers)
- ✓ Sheriffs and deputy sheriffs
- ✓ Firefighters
- ✓ Emergency medical responders
- ✓ Correctional and detention officers
- ✓ Dispatchers and supervisor personnel that directly support public safety staff

Public health staff include:

- ✓ Employees involved in providing medical and other physical or mental health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions
- ✓ Laboratory technicians, medical examiners, morgue staff, and other support services essential for patient care
- ✓ Employees of public health departments directly engaged in public health matters and related supervisory personnel

Human services staff include:

- ✓ Employees providing or administering social services and public benefits
- ✓ Child welfare services employees
- ✓ Child, elder, or family care employees

**2. Assess portion of time spent on COVID-19 response for eligible staff.**

Recipients can use a variety of methods to assess the share of an employees’ time spent responding to COVID-19, including using reasonable estimates—such as estimating the share of time based on discussions with staff and applying that share to all employees in that position.

For administrative convenience, recipients can consider public health and safety employees entirely devoted to responding to COVID-19 (and their payroll and benefits fully covered by SLFRF) if the



employee, or his or her operating unit or division, is “primarily dedicated” to responding to COVID-19. Primarily dedicated means that more than half of the employee, unit, or division’s time is dedicated to responding to COVID-19.

Recipients must periodically reassess their determination and maintain records to support their assessment, although recipients do not need to track staff hours.

3. **Use SLFRF funding for payroll and covered benefits for the portion of eligible staff time spent on COVID-19 response.** SLFRF funding may be used for payroll and covered benefits for the portion of the employees’ time spent on COVID-19 response, as calculated above, through the period of performance.

### Government Employment and Rehiring Public Sector Staff

Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.

- **Restoring pre-pandemic employment.** Recipients have two options to restore pre-pandemic employment, depending on the recipient’s needs.
  - *If the recipient simply wants to hire back employees for pre-pandemic positions:* Recipients may use SLFRF funds to hire employees for the same positions that existed on January 27, 2020 but that were unfilled or eliminated as of March 3, 2021. Recipients may use SLFRF funds to cover payroll and covered benefits for such positions through the period of performance.
  - *If the recipient wants to hire above the pre-pandemic baseline and/or would like to have flexibility in positions:* Recipients may use SLFRF funds to pay for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic baseline. Specifically, recipients should undergo the following steps:
    - a. Identify the recipient’s budgeted FTE level on January 27, 2020. This includes all budgeted positions, filled and unfilled. This is called the *pre-pandemic baseline*.
    - b. Multiply the pre-pandemic baseline by 1.075. This is called the *adjusted pre-pandemic baseline*.
    - c. Identify the recipient’s budgeted FTE level on March 3, 2021, which is the beginning of the period of performance for SLFRF funds. Recipients may, but are not required to, exclude the number of FTEs dedicated to responding to the COVID-19 public health emergency. This is called the *actual number of FTEs*.
    - d. Subtract the *actual number of FTEs* from the *adjusted pre-pandemic baseline* to calculate the number of FTEs that can be covered by SLFRF funds. Recipients do not have to hire for the same roles that existed pre-pandemic.

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Recipients may use SLFRF funds to cover payroll and covered benefits through the period of performance; these employees must have begun their employment on or after March 3, 2021. Recipients may only use SLFRF funds for additional FTEs hired over the March 3, 2021 level (i.e., the *actual number of FTEs*).

- **Supporting and retaining public sector workers.** Recipients can also use funds in other ways that support the public sector workforce.<sup>10</sup> These include:
  - **Providing additional funding for employees who experienced pay reductions or were furloughed** since the onset of the pandemic, up to the difference in the employee’s pay, taking into account unemployment benefits received.
  - **Maintaining current compensation levels to prevent layoffs.** SLFRF funds may be used to maintain current compensation levels, with adjustments for inflation, in order to prevent layoffs that would otherwise be necessary.
  - **Providing worker retention incentives, including reasonable increases in compensation** to persuade employees to remain with the employer as compared to other employment options. Retention incentives must be entirely additive to an employee’s regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees. Treasury presumes that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to retain employees, as long as other requirements are met.
- **Covering administrative costs associated with administering the hiring, support, and retention programs above.**

### Effective Service Delivery

SLFRF funding may be used to improve the efficacy of public health and economic programs through tools like program evaluation, data, and outreach, as well as to address administrative needs caused or exacerbated by the pandemic. Eligible uses include:

- **Supporting program evaluation, data, and outreach through:**

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<sup>10</sup> Recipients should be able to substantiate that these uses of funds are substantially due to the public health emergency or its negative economic impacts (e.g., fiscal pressures on state and local budgets) and respond to its impacts. See the final rule for details on these uses.



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- ✓ Program evaluation and evidence resources
  - ✓ Data analysis resources to gather, assess, share, and use data
  - ✓ Technology infrastructure to improve access to and the user experience of government IT systems, as well as technology improvements to increase public access and delivery of government programs and services
- **Addressing administrative needs, including:**
    - ✓ Administrative costs for programs responding to the public health emergency and its economic impacts, including non-SLFRF and non-federally funded programs
    - ✓ Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data and case management systems)



### CAPITAL EXPENDITURES

As described above, the final rule clarifies that recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. Any use of funds in this category for a capital expenditure must comply with the capital expenditure requirements, in addition to other standards for uses of funds.

Capital expenditures are subject to the same eligibility standard as other eligible uses to respond to the pandemic’s public health and economic impacts; specifically, they must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit the impacted population or class.

For ease of administration, the final rule identifies enumerated types of capital expenditures that Treasury has identified as responding to the pandemic’s impacts; these are listed in the applicable sub-category of eligible uses (e.g., public health, assistance to households, etc.). Recipients may also identify other responsive capital expenditures. Similar to other eligible uses in the SLFRF program, no pre-approval is required for capital expenditures.

To guide recipients’ analysis of whether a capital expenditure meets the eligibility standard, recipients (with the exception of Tribal governments) must complete and meet the requirements of a written justification for capital expenditures equal to or greater than \$1 million. For large-scale capital expenditures, which have high costs and may require an extended length of time to complete, as well as most capital expenditures for non-enumerated uses of funds, Treasury requires recipients to submit their written justification as part of regular reporting. Specifically:

| <b>If a project has total capital expenditures of</b>            | <b>and the use is enumerated by Treasury as eligible, then</b>  | <b>and the use is beyond those enumerated by Treasury as eligible, then</b>                        |
|--|---|--|
| Less than \$1 million  | No Written Justification required   | No Written Justification required  |
| Greater than or equal to \$1 million, but less than \$10 million | Written Justification required but recipients are not required to submit as part of regular reporting to Treasury | Written Justification required and recipients must submit as part of regular reporting to Treasury |
| \$10 million or more   | Written Justification required and recipients must submit as part of regular reporting to Treasury                |  |

A Written Justification includes:

- *Description of the harm or need to be addressed.* Recipients should provide a description of the specific harm or need to be addressed and why the harm was exacerbated or caused by the public health emergency. Recipients may provide quantitative information on the extent and the type of harm, such as the number of individuals or entities affected.





- *Explanation of why a capital expenditure is appropriate.* For example, recipients should include an explanation of why existing equipment and facilities, or policy changes or additional funding to pertinent programs or services, would be inadequate.
- *Comparison of proposed capital project against at least two alternative capital expenditures and demonstration of why the proposed capital expenditure is superior.* Recipients should consider the effectiveness of the capital expenditure in addressing the harm identified and the expected total cost (including pre-development costs) against at least two alternative capital expenditures.

Where relevant, recipients should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.

Treasury presumes that the following capital projects are generally ineligible:

- ✘ Construction of new correctional facilities as a response to an increase in rate of crime
- ✘ Construction of new congregate facilities to decrease spread of COVID-19 in the facility
- ✘ Construction of convention centers, stadiums, or other large capital projects intended for general economic development or to aid impacted industries

In undertaking capital expenditures, Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



**FRAMEWORK FOR ELIGIBLE USES BEYOND THOSE ENUMERATED**

As described above, recipients have broad flexibility to identify and respond to other pandemic impacts and serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients should undergo the following steps to decide whether their project is eligible:

| Step     | 1. Identify COVID-19 public health or economic impact   | 2. Design a response that addresses or responds to the impact  |
|----------|---|--|
| Analysis | <ul style="list-style-type: none"> <li>• Can identify impact to a specific household, business or nonprofit or to a class of households, businesses or nonprofits (i.e., group)</li> <li>• Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class</li> </ul> | <ul style="list-style-type: none"> <li>• Types of responses can include a program, service, or capital expenditure</li> <li>• Response should be related and reasonably proportional to the harm</li> <li>• Response should also be reasonably designed to benefit impacted individual or class</li> </ul> |

**1. Identify a COVID-19 public health or negative economic impact on an individual or a class.**

Recipients should identify an individual or class that is “impacted” or “disproportionately impacted” by the COVID-19 public health emergency or its negative economic impacts as well as the specific impact itself.

- “Impacted” entities are those impacted by the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency. For example, an individual who lost their job or a small business that saw lower revenue during a period of closure would both have experienced impacts of the pandemic.
- “Disproportionately impacted” entities are those that experienced disproportionate public health or economic outcomes from the pandemic; Treasury recognizes that pre-existing disparities, in many cases, amplified the impacts of the pandemic, causing more severe impacts in underserved communities. For example, a household living in a neighborhood with limited access to medical care and healthy foods may have faced health disparities before the pandemic, like a higher rate of chronic health conditions, that contributed to more severe health outcomes during the COVID-19 pandemic.

The recipient may choose to identify these impacts at either the individual level or at a class level. If the recipient is identifying impacts at the individual level, they should retain documentation supporting the impact the individual experienced (e.g., documentation of lost revenues from a small business). Such documentation can be streamlined in many cases (e.g., self-attestation that a household requires food assistance).

Recipients also have broad flexibility to identify a “class” – or a group of households, small businesses, or nonprofits – that experienced an impact. In these cases, the recipients should

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first identify the class and the impact that it faced. Then, recipients only need to document that the individuals served fall within that class; recipients do not need to document a specific impact to each individual served. For example, a recipient could identify that restaurants in the downtown area faced substantial declines in revenue due to decreased foot traffic from workers; the recipient could develop a program to respond to the impact on that class and only needs to document that the businesses being served are restaurants in the downtown area.

Recipients should keep the following considerations in mind when designating a class:

- **There should be a relationship between the definition of the class and the proposed response.** Larger and less-specific classes are less likely to have experienced similar harms, which may make it more difficult to design a response that appropriately responds to those harms.
  - **Classes may be determined on a population basis or on a geographic basis,** and the response should be appropriately matched. For example, a response might be designed to provide childcare to single parents, regardless of which neighborhood they live in, or a response might provide a park to improve the health of a disproportionately impacted neighborhood.
  - **Recipients may designate classes that experienced disproportionate impact,** by assessing the impacts of the pandemic and finding that some populations experienced meaningfully more severe impacts than the general public. To determine these disproportionate impacts, recipients:
    - May designate classes based on academic research or government research publications (such as the citations provided in the supplementary information in the final rule), through analysis of their own data, or through analysis of other existing data sources.
    - May also consider qualitative research and sources to augment their analysis, or when quantitative data is not readily available. Such sources might include resident interviews or feedback from relevant state and local agencies, such as public health departments or social services departments.
    - Should consider the quality of the research, data, and applicability of analysis to their determination in all cases.
  - **Some of the enumerated uses may also be appropriate responses to the impacts experienced by other classes of beneficiaries.** It is permissible for recipients to provide these services to other classes, so long as the recipient determines that the response is also appropriate for those groups.
  - **Recipients may designate a class based on income level, including at levels higher than the final rule definition of "low- and moderate-income."** For example, a recipient may identify that households in their community with incomes above the final rule threshold for low-income nevertheless experienced disproportionate impacts from the pandemic and provide responsive services.
2. **Design a response that addresses or responds to the impact.** Programs, services, and other interventions must be reasonably designed to benefit the individual or class that experienced



the impact. They must also be related and reasonably proportional to the extent and type of impact experienced. For example, uses that bear no relation or are grossly disproportionate to the type or extent of the impact would not be eligible.

“Reasonably proportional” refers to the scale of the response compared to the scale of the harm, as well as the targeting of the response to beneficiaries compared to the amount of harm they experienced; for example, it may not be reasonably proportional for a cash assistance program to provide a very small amount of aid to a group that experienced severe harm and a much larger amount to a group that experienced relatively little harm. Recipients should consider relevant factors about the harm identified and the response to evaluate whether the response is reasonably proportional. For example, recipients may consider the size of the population impacted and the severity, type, and duration of the impact. Recipients may also consider the efficacy, cost, cost-effectiveness, and time to delivery of the response.

For disproportionately impacted communities, recipients may design interventions that address broader pre-existing disparities that contributed to more severe health and economic outcomes during the pandemic, such as disproportionate gaps in access to health care or pre-existing disparities in educational outcomes that have been exacerbated by the pandemic.



## Premium Pay

The Coronavirus State and Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the pandemic. Premium pay may be awarded to eligible workers up to \$13 per hour. Premium pay must be in addition to wages or remuneration (i.e., compensation) the eligible worker otherwise receives. Premium pay may not exceed \$25,000 for any single worker during the program.

Recipients should undergo the following steps to provide premium pay to eligible workers.

**1. Identify an “eligible” worker.** Eligible workers include workers “needed to maintain continuity of operations of essential critical infrastructure sectors.” These sectors and occupations are eligible:

- ✓ Health care
- ✓ Emergency response
- ✓ Sanitation, disinfection & cleaning
- ✓ Maintenance
- ✓ Grocery stores, restaurants, food production, and food delivery
- ✓ Pharmacy
- ✓ Biomedical research
- ✓ Behavioral health
- ✓ Medical testing and diagnostics
- ✓ Home and community-based health care or assistance with activities of daily living
- ✓ Family or child care
- ✓ Social services
- ✓ Public health
- ✓ Mortuary
- ✓ Critical clinical research, development, and testing necessary for COVID-19 response
- ✓ State, local, or Tribal government workforce
- ✓ Workers providing vital services to Tribes
- ✓ Educational, school nutrition, and other work required to operate a school facility
- ✓ Laundry
- ✓ Elections
- ✓ Solid waste or hazardous materials management, response, and cleanup
- ✓ Work requiring physical interaction with patients
- ✓ Dental care
- ✓ Transportation and warehousing
- ✓ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment

Beyond this list, the chief executive (or equivalent) of a recipient government may designate additional non-public sectors as critical so long as doing so is necessary to protecting the health and wellbeing of the residents of such jurisdictions.

**2. Verify that the eligible worker performs “essential work,”** meaning work that:

- Is not performed while teleworking from a residence; and
- Involves either:
  - a. regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or
  - b. regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.



- 3. Confirm that the premium pay “responds to” workers performing essential work during the COVID-19 public health emergency.** Under the final rule, which broadened the share of eligible workers who can receive premium pay without a written justification, recipients may meet this requirement in one of three ways:
- Eligible worker receiving premium pay is earning (with the premium included) at or below 150 percent of their residing state or county’s average annual wage for all occupations, as defined by the Bureau of Labor Statistics’ [Occupational Employment and Wage Statistics](#), whichever is higher, on an annual basis; or
  - Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions; or
  - If a worker does not meet either of the above requirements, the recipient must submit written justification to Treasury detailing how the premium pay is otherwise responsive to workers performing essential work during the public health emergency. This may include a description of the essential worker’s duties, health, or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive. Treasury anticipates that recipients will easily be able to satisfy the justification requirement for front-line workers, like nurses and hospital staff.

Premium pay may be awarded in installments or lump sums (e.g., monthly, quarterly, etc.) and may be awarded to hourly, part-time, or salaried or non-hourly workers. Premium pay must be paid in addition to wages already received and may be paid retrospectively. A recipient may not use SLFRF to merely reimburse itself for premium pay or hazard pay already received by the worker, and premium pay may not be paid to volunteers.



## Water & Sewer Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in water and sewer infrastructure. State, local, and Tribal governments have a tremendous need to address the consequences of deferred maintenance in drinking water systems and removal, management, and treatment of sewage and stormwater, along with additional resiliency measures needed to adapt to climate change.

Recipients may undertake the eligible projects below:

### PROJECTS ELIGIBLE UNDER EPA’S CLEAN WATER STATE REVOLVING FUND (CWSRF)

Eligible projects under the CWSRF, and the final rule, include:

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the CWA
- ✓ Watershed projects meeting the criteria set forth in the CWA
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

Treasury encourages recipients to review the EPA handbook for the [CWSRF](#) for a full list of eligibilities.

### PROJECTS ELIGIBLE UNDER EPA’S DRINKING WATER STATE REVOLVING FUND (DWSRF)

Eligible drinking water projects under the DWSRF, and the final rule, include:

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems
- ✓ New community water systems

Treasury encourages recipients to review the EPA handbook for the [DWSRF](#) for a full list of eligibilities.

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### ADDITIONAL ELIGIBLE PROJECTS

With broadened eligibility under the final rule, SLFRF funds may be used to fund additional types of projects— such as additional stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs — beyond the CWSRF and DWSRF, if they are found to be “necessary” according to the definition provided in the final rule and outlined below.

- ✓ Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- ✓ Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination
- ✓ Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- ✓ Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities

A “necessary” investment in infrastructure must be:

- (1) responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
- (2) a cost-effective means for meeting that need, taking into account available alternatives, and
- (3) for investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

Please note that DWSRF and CWSRF-eligible projects are generally presumed to be necessary investments. Additional eligible projects generally must be responsive to an identified need to achieve or maintain an adequate minimum level of service. Recipients are only required to assess cost-effectiveness of projects for the creation of new drinking water systems, dam and reservoir rehabilitation projects, or projects for the extension of drinking water service to meet population growth needs. Recipients should review the supplementary information to the final rule for more details on requirements applicable to each type of investment.

### APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

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## Broadband Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in broadband infrastructure, which has been shown to be critical for work, education, healthcare, and civic participation during the public health emergency. The final rule broadens the set of eligible broadband infrastructure investments that recipients may undertake.

Recipients may pursue investments in broadband infrastructure meeting technical standards detailed below, as well as an expanded set of cybersecurity investments.

### BROADBAND INFRASTRUCTURE INVESTMENTS

Recipients should adhere to the following requirements when designing a broadband infrastructure project:

1. **Identify an eligible area for investment.** Recipients are encouraged to prioritize projects that are designed to serve locations without access to reliable wireline 100/20 Mbps broadband service (meaning service that reliably provides 100 Mbps download speed and 20 Mbps upload speed through a wireline connection), but are broadly able to invest in projects designed to provide service to locations with an identified need for additional broadband investment. Recipients have broad flexibility to define need in their community. Examples of need could include:

- ✓ Lack of access to a reliable high-speed broadband connection
- ✓ Lack of affordable broadband
- ✓ Lack of reliable service

If recipients are considering deploying broadband to locations where there are existing and enforceable federal or state funding commitments for reliable service of at least 100/20 Mbps, recipients must ensure that SLFRF funds are designed to address an identified need for additional broadband investment that is not met by existing federal or state funding commitments. Recipients must also ensure that SLFRF funds will not be used for costs that will be reimbursed by the other federal or state funding streams.

2. **Design project to meet high-speed technical standards.** Recipients are required to design projects to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds. In cases where it is not practicable, because of the excessive cost of the project or geography or topography of the area to be served by the project, eligible projects may be designed to reliably meet or exceed 100/20 Mbps and be scalable to a minimum of symmetrical 100 Mbps download and upload speeds.

Treasury encourages recipients to prioritize investments in fiber-optic infrastructure wherever feasible and to focus on projects that will achieve last-mile connections. Further, Treasury encourages recipients to prioritize support for broadband networks owned, operated by, or affiliated with local governments, nonprofits, and co-operatives.



3. **Require enrollment in a low-income subsidy program.** Recipients must require the service provider for a broadband project that provides service to households to either:

- ✓ Participate in the FCC’s Affordable Connectivity Program (ACP)
- ✓ Provide access to a broad-based affordability program to low-income consumers that provides benefits commensurate to ACP

Treasury encourages broadband services to also include at least one low-cost option offered without data usage caps at speeds sufficient for a household with multiple users to simultaneously telework and engage in remote learning. Recipients are also encouraged to consult with the community on affordability needs.

### **CYBERSECURITY INVESTMENTS**

SLFRF may be used for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards. This includes modernization of hardware and software.

### **APPLICABLE STANDARDS & REQUIREMENTS**

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



## Restrictions on Use

While recipients have considerable flexibility to use Coronavirus State and Local Fiscal Recovery Funds to address the diverse needs of their communities, some restrictions on use of funds apply.

### OFFSET A REDUCTION IN NET TAX REVENUE

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation beginning on March 3, 2021, through the last day of the fiscal year in which the funds provided have been spent.** If a state or territory cuts taxes during this period, it must demonstrate how it paid for the tax cuts from sources other than SLFRF, such as by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be repaid to the Treasury.

### DEPOSITS INTO PENSION FUNDS

- **No recipients except Tribal governments may use this funding to make a deposit to a pension fund.** Treasury defines a “deposit” as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions connected to an eligible use of funds (e.g., for public health and safety staff). Examples of extraordinary payments include ones that:
  - ✘ Reduce a liability incurred prior to the start of the COVID-19 public health emergency and occur outside the recipient's regular timing for making the payment
  - ✘ Occur at the regular time for pension contributions but is larger than a regular payment would have been

### ADDITIONAL RESTRICTIONS AND REQUIREMENTS

Additional restrictions and requirements that apply across all eligible use categories include:

- **No debt service or replenishing financial reserves.** Since SLFRF funds are intended to be used prospectively, recipients may not use SLFRF funds for debt service or replenishing financial reserves (e.g., rainy day funds).
- **No satisfaction of settlements and judgments.** Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use. However, if a settlement requires the recipient to provide services or incur other costs that are an eligible use of SLFRF funds, SLFRF may be used for those costs.
- **Additional general restrictions.** SLFRF funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (e.g., uses of funds that

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undermine COVID-19 mitigation practices in line with CDC guidance and recommendations) and may not be used in violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance. Other applicable laws and regulations, outside of SLFRF program requirements, may also apply (e.g., laws around procurement, contracting, conflicts-of-interest, environmental standards, or civil rights).



## Program Administration

The Coronavirus State and Local Fiscal Recovery Funds final rule details a number of administrative processes and requirements, including on distribution of funds, timeline for use of funds, transfer of funds, treatment of loans, use of funds to meet non-federal match or cost-share requirements, administrative expenses, reporting on use of funds, and remediation and recoupment of funds used for ineligible purposes. This section provides a summary for the most frequently asked questions.

### TIMELINE FOR USE OF FUNDS

Under the SLFRF, funds must be used for costs incurred on or after March 3, 2021. Further, costs must be obligated by December 31, 2024, and expended by December 31, 2026.

### TRANSFERS

Recipients may undertake projects on their own or through subrecipients, which carry out eligible uses on behalf of a recipient, including pooling funds with other recipients or blending and braiding SLFRF funds with other sources of funds. Localities may also transfer their funds to the state through section 603(c)(4), which will decrease the locality's award and increase the state award amounts.

### LOANS

Recipients may generally use SLFRF funds to provide loans for uses that are otherwise eligible, although there are special rules about how recipients should track program income depending on the length of the loan. Recipients should consult the final rule if they seek to utilize these provisions.

### NON-FEDERAL MATCH OR COST-SHARE REQUIREMENTS

Funds available under the "revenue loss" eligible use category (sections 602(c)(1)(C) and 603(c)(1)(C) of the Social Security Act) generally may be used to meet the non-federal cost-share or matching requirements of other federal programs. However, note that SLFRF funds may not be used as the non-federal share for purposes of a state's Medicaid and CHIP programs because the Office of Management and Budget has approved a waiver as requested by the Centers for Medicare & Medicaid Services pursuant to 2 CFR 200.102 of the Uniform Guidance and related regulations.

SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. As an example, the Infrastructure Investment and Jobs Act provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects. Recipients should consult the final rule for further details if they seek to utilize SLFRF funds as a match for these projects.

### ADMINISTRATIVE EXPENSES

SLFRF funds may be used for direct and indirect administrative expenses involved in administering the program. For details on permissible direct and indirect administrative costs, recipients should refer to Treasury's [Compliance and Reporting Guidance](#). Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs.

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## **REPORTING, COMPLIANCE & RECOUPMENT**

Recipients are required to comply with Treasury's [Compliance and Reporting Guidance](#), which includes submitting mandatory periodic reports to Treasury.

Funds used in violation of the final rule are subject to remediation and recoupment. As outlined in the final rule, Treasury may identify funds used in violation through reporting or other sources. Recipients will be provided with an initial written notice of recoupment with an opportunity to submit a request for reconsideration before Treasury provides a final notice of recoupment. If the recipient receives an initial notice of recoupment and does not submit a request for reconsideration, the initial notice will be deemed the final notice. Treasury may pursue other forms of remediation and monitoring in conjunction with, or as an alternative to, recoupment.

# Compliance and Reporting Guidance

## State and Local Fiscal Recovery Funds



*September 20, 2022*  
*Version: 5.0*



# Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

In May 2021, Treasury published the interim final rule (“IFR”) describing eligible and ineligible uses of SLFRF, as well as other program requirements. The initial versions of this Compliance and Reporting guidance reflected the IFR and its eligible use categories. On January 6, 2022, the U.S. Department of the Treasury (“Treasury”) adopted the final rule implementing the SLFRF program. The final rule became effective on April 1, 2022. Prior to the final rule effective date, the IFR remained in effect; funds used consistently with the IFR while it was in effect were in compliance with the SLFRF program. However, recipients could choose to take advantage of the final rule’s flexibilities and simplifications ahead of the effective date. Recipients may consult the [Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule](#) for more information on compliance with the IFR and the final rule.

To support recipients in complying with the final rule, this reporting guidance reflects the final rule and provides additional detail and clarification for each recipient’s compliance and reporting responsibilities under the SLFRF program, and should be read in concert with the Award Terms and Conditions, the authorizing statute, the [final rule](#), other program guidance including the [Final Rule FAQs](#), and other regulatory and statutory requirements, including regulatory requirements under the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(“Uniform Guidance” or 2 CFR Part 200\)](#), and [2021 SLFRF Compliance Supplement – Technical Update and 2022 SLFRF Compliance Supplement](#). Please see the [Assistance Listing](#) in SAM.gov under assistance listing number (formerly known as CFDA number) 21.027 for more information.

**Please Note:** This guidance document applies to the SLFRF program only and does not change or impact reporting and compliance requirements for the Coronavirus Relief Fund (“CRF”) established by the CARES Act.

This guidance includes two parts:

## Part 1: General Guidance

This section provides an orientation to recipients’ compliance responsibilities and Treasury’s expectations and recommends best practices where appropriate under the SLFRF program.

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| B. Statutory Eligible Uses.....           | P. 4  |
| C. Treasury’s Final Rule.....             | P. 5  |
| D. Uniform Guidance (2 CFR Part 200)..... | P. 7  |
| E. Award Terms and Conditions.....        | P. 11 |





## Part 2: Reporting Requirements

This section provides information on the reporting requirements for the SLFRF program.

- A. Interim Report..... P. 16
- B. Project and Expenditure Report..... P. 17
- C. Recovery Plan Performance Report..... P. 34
  
- Appendix 1: Expenditure Categories..... P. 42
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- Appendix 3: Expenditure Categories under the Interim Final Rule..... P. 48

OMB Control Number: 1505-0271

OMB Expiration Date: 04/30/2025

### PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden for the collections of information included in this guidance is as follows: 30 minutes for Title VI Assurances, 2 hours per response for the Interim Report, 6 hours per response for the Project and Expenditure Report and 100 hours per response for the Recovery Plan Performance Report (if applicable). Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.



## Appendix 1: Expenditure Categories

Treasury’s final rule provides greater flexibility and simplicity for recipients to fight the pandemic and support families and businesses struggling with its impacts, maintain vital services amid revenue shortfalls, and build a strong, resilient, and equitable recovery. As such, recipients began reporting on a broader set of eligible uses and associated Expenditure Categories (“EC”), starting with the April 2022 Project and Expenditure Report than they did in their interim reports, initial Recovery Plans, and January Project and Expenditure Report. The table below includes the new Expenditure Categories, as well as a reference to previous Expenditure Categories aligned with the interim final rule and used for reporting before this date.

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-19 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

\*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disproportionately impacted communities (see Project Demographic Distribution section above for details)

| Expenditure Category   | EC <sup>28</sup> | Previous EC <sup>29</sup> |
|--|------------------|---------------------------|
| <b>1: Public Health</b>  |                  |                           |
| <b>COVID-19 Mitigation &amp; Prevention</b>  |                  |                           |
| COVID-19 Vaccination <sup>^</sup>  | 1.1              | 1.1                       |
| COVID-19 Testing <sup>^</sup>  | 1.2              | 1.2                       |
| COVID-19 Contact Tracing <sup>^</sup>  | 1.3              | 1.3                       |
| Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.) <sup>*^</sup> | 1.4              | 1.4                       |
| Personal Protective Equipment <sup>^</sup>   | 1.5              | 1.5                       |
| Medical Expenses (including Alternative Care Facilities) <sup>^</sup>  | 1.6              | 1.6                       |
| Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) <sup>^</sup>                       | 1.7              | 1.8                       |
| COVID-19 Assistance to Small Businesses <sup>^</sup>   | 1.8              | -                         |
| COVID 19 Assistance to Non-Profits <sup>^</sup>  | 1.9              | -                         |
| COVID-19 Aid to Impacted Industries <sup>^</sup>   | 1.10             | -                         |
| <b>Community Violence Interventions</b>  |                  |                           |
| Community Violence Interventions <sup>*^</sup>   | 1.11             | 3.16                      |
| <b>Behavioral Health</b>   |                  |                           |
| Mental Health Services <sup>*^</sup>   | 1.12             | 1.10                      |
| Substance Use Services <sup>*^</sup>   | 1.13             | 1.11                      |
| <b>Other</b>   |                  |                           |
| Other Public Health Services <sup>^</sup>  | 1.14             | 1.12                      |
| Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency                | -                | 1.7                       |
| <b>2: Negative Economic Impacts</b>  |                  |                           |
| <b>Assistance to Households</b>  |                  |                           |
| Household Assistance: Food Programs <sup>*^</sup>  | 2.1              | 2.1                       |

<sup>28</sup> Under the final rule to be used starting with April 2022 reports

<sup>29</sup> Under the interim final rule to be used in Interim Report and January 2022 Project and Expenditure Report



| Expenditure Category  | EC <sup>28</sup> | Previous EC <sup>29</sup> |
|---|------------------|---------------------------|
| Household Assistance: Rent, Mortgage, and Utility Aid*^   | 2.2              | 2.2                       |
| Household Assistance: Cash Transfers*^  | 2.3              | 2.3                       |
| Household Assistance: Internet Access Programs*^  | 2.4              | 2.4                       |
| Household Assistance: Paid Sick and Medical Leave^  | 2.5              | -                         |
| Household Assistance: Health Insurance*^  | 2.6              | -                         |
| Household Assistance: Services for Un/Unbanked*^  | 2.7              | -                         |
| Household Assistance: Survivor's Benefits^  | 2.8              | -                         |
| Unemployment Benefits or Cash Assistance to Unemployed Workers*^  | 2.9              | 2.6                       |
| Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment supports or incentives)*^ | 2.10             | 2.7                       |
| Healthy Childhood Environments: Child Care*^  | 2.11             | 3.6                       |
| Healthy Childhood Environments: Home Visiting*^   | 2.12             | 3.7                       |
| Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*^                           | 2.13             | 3.8                       |
| Healthy Childhood Environments: Early Learning*^  | 2.14             | 3.1                       |
| Long-term Housing Security: Affordable Housing*^  | 2.15             | 3.10                      |
| Long-term Housing Security: Services for Unhoused Persons*^   | 2.16             | 3.11                      |
| Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities*^                         | 2.17             | -                         |
| Housing Support: Other Housing Assistance*^   | 2.18             | 3.12                      |
| Social Determinants of Health: Community Health Workers or Benefits Navigators*^  | 2.19             | 3.14                      |
| Social Determinants of Health: Lead Remediation*^   | 2.20             | 3.15                      |
| Medical Facilities for Disproportionately Impacted Communities^   | 2.21             | -                         |
| Strong Healthy Communities: Neighborhood Features that Promote Health and Safety^   | 2.22             | -                         |
| Strong Healthy Communities: Demolition and Rehabilitation of Properties^  | 2.23             | -                         |
| Addressing Educational Disparities: Aid to High-Poverty Districts^  | 2.24             | 3.2                       |
| Addressing Educational Disparities: Academic, Social, and Emotional Services*^  | 2.25             | 3.3                       |
| Addressing Educational Disparities: Mental Health Services*^  | 2.26             | 3.4                       |
| Addressing Impacts of Lost Instructional Time^  | 2.27             | -                         |
| Contributions to UI Trust Funds^  | 2.28             | 2.8                       |
| <b>Assistance to Small Businesses</b>   |                  |                           |
| Loans or Grants to Mitigate Financial Hardship^   | 2.29             | 2.9                       |
| Technical Assistance, Counseling, or Business Planning*^  | 2.30             |                           |
| Rehabilitation of Commercial Properties or Other Improvements^  | 2.31             | -                         |
| Business Incubators and Start-Up or Expansion Assistance*^  | 2.32             |                           |
| Enhanced Support to Microbusinesses*^   | 2.33             |                           |
| <b>Assistance to Non-Profits</b>  |                  |                           |
| Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)^   | 2.34             | 2.10                      |
| <b>Aid to Impacted Industries</b>   |                  |                           |
| Aid to Tourism, Travel, or Hospitality^   | 2.35             | 2.11                      |
| Aid to Other Impacted Industries^   | 2.36             | 2.12                      |
| <b>Other</b>  |                  |                           |
| Economic Impact Assistance: Other*^   | 2.37             | 2.13                      |
| Household Assistance: Eviction Prevention*^   | -                | 2.5                       |
| Education Assistance: Other*^   | -                | 3.5                       |

**Coronavirus State and Local Fiscal Recovery Funds**  
Compliance and Reporting Guidance



| Expenditure Category  | EC <sup>28</sup> | Previous EC <sup>29</sup> |
|---|------------------|---------------------------|
| Healthy Childhood Environments: Other*^   | -                | 3.9                       |
| Social Determinants of Health: Other*^  | -                | 3.13                      |
| <b>3: Public Health-Negative Economic Impact: Public Sector Capacity</b>                                  |                  |                           |
| <b>General Provisions</b>   |                  |                           |
| Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers | 3.1              | 1.9                       |
| Public Sector Workforce: Rehiring Public Sector Staff   | 3.2              | 2.14                      |
| Public Sector Workforce: Other  | 3.3              | -                         |
| Public Sector Capacity: Effective Service Delivery  | 3.4              | 7.2                       |
| Public Sector Capacity: Administrative Needs  | 3.5              | -                         |
| <b>4: Premium Pay</b>   |                  |                           |
| Public Sector Employees   | 4.1              | 4.1                       |
| Private Sector: Grants to Other Employers   | 4.2              | 4.2                       |
| <b>5: Infrastructure</b>  |                  |                           |
| <b>Water and Sewer</b>  |                  |                           |
| Clean Water: Centralized Wastewater Treatment   | 5.1              | 5.1                       |
| Clean Water: Centralized Wastewater Collection and Conveyance   | 5.2              | 5.2                       |
| Clean Water: Decentralized Wastewater   | 5.3              | 5.3                       |
| Clean Water: Combined Sewer Overflows   | 5.4              | 5.4                       |
| Clean Water: Other Sewer Infrastructure   | 5.5              | 5.5                       |
| Clean Water: Stormwater   | 5.6              | 5.6                       |
| Clean Water: Energy Conservation  | 5.7              | 5.7                       |
| Clean Water: Water Conservation   | 5.8              | 5.8                       |
| Clean Water: Nonpoint Source  | 5.9              | 5.9                       |
| Drinking water: Treatment   | 5.10             | 5.10                      |
| Drinking water: Transmission & Distribution   | 5.11             | 5.11                      |
| Drinking water: Lead Remediation, including in Schools and Daycares                                       | 5.12             | 5.12                      |
| Drinking water: Source  | 5.13             | 5.13                      |
| Drinking water: Storage   | 5.14             | 5.14                      |
| Drinking water: Other water infrastructure  | 5.15             | 5.15                      |
| Water and Sewer: Private Wells  | 5.16             | -                         |
| Water and Sewer: IIJA Bureau of Reclamation Match   | 5.17             | -                         |
| Water and Sewer: Other  | 5.18             | -                         |
| <b>Broadband</b>  |                  |                           |
| Broadband: "Last Mile" projects   | 5.19             | 5.16                      |
| Broadband: IIJA Match   | 5.20             | -                         |
| Broadband: Other projects   | 5.21             | 5.17                      |
| <b>6: Revenue Replacement</b>   |                  |                           |
| Provision of Government Services  | 6.1              | 6.1                       |
| Non-federal Match for Other Federal Programs  | 6.2              | -                         |
| <b>7: Administrative</b>  |                  |                           |
| Administrative Expenses   | 7.1              | 7.1                       |
| Transfers to Other Units of Government  | 7.2              | 7.3                       |
| Transfers to Non-entitlement Units (States and territories only)  | -                | 7.4                       |



Treasury has prepared the additional guidance below to support recipients in implementing the new expenditure categories. This table includes only those previous expenditure categories that are changing under the new structure, aligned with the final rule.

| January 2022 Expenditure Categories                           |   | April 2022 Guidance   |
|---|---|---|
| <b>1: Public Health</b>                                       |   |   |
| 1.7   | Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency | EC removed, capital expenditures can be designated in any relevant PH-NEI EC (e.g., new hospital wing would be tracked under EC 1.4)  |
| 1.8   | Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)                     | EC is 1.7   |
| 1.9   | Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19                           | EC is 3.1   |
| 1.10  | Mental Health Services*   | EC is 1.12  |
| 1.11  | Substance Use Services*   | EC is 1.13  |
| 1.12  | Other Public Health Services  | EC is 1.14  |
| <b>2: Negative Economic Impacts</b>                           |   |   |
| 2.5   | Household Assistance: Eviction Prevention   | EC is now included as part of 2.2   |
| 2.6   | Unemployment Benefits or Cash Assistance to Unemployed Workers*   | EC is 2.9   |
| 2.7   | Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)*^       | EC is 2.10  |
| 2.8   | Contributions to UI Trust Funds   | EC is 2.28  |
| 2.9   | Small Business Economic Assistance (General)*^  | If public-health related (e.g., providing rapid tests for small businesses), EC is 1.8; if related to negative economic impact eligible use (e.g., grants, technical assistance, rehabilitation, incubators, or microbusinesses), EC is 2.29-2.33 |
| 2.10  | Aid to Nonprofit Organizations*   | If public-health related (e.g., providing rapid tests for non-profits), EC is 1.9; if related to negative economic impact (e.g., grants to stabilize non-profit budget), EC is 2.34   |
| 2.11  | Aid to Tourism, Travel, or Hospitality  | EC is 2.35  |
| 2.12  | Aid to Other Impacted Industries  | EC is 2.36  |
| 2.13  | Other Economic Support**  | EC is 2.37, re-named Other Economic Impact  |
| 2.14  | Rehiring Public Sector Staff  | EC is 3.2   |
| <b>3: Services to Disproportionately Impacted Communities</b> |   |   |
| 3.1   | Education Assistance: Early Learning*^  | EC is 2.14  |
| 3.2   | Education Assistance: Aid to High-Poverty Districts ^   | EC is 2.24  |
| 3.3   | Education Assistance: Academic Services*^   | EC is 2.25, social and emotional services will now be tracked under this EC   |
| 3.4   | Education Assistance: Social, Emotional, and Mental Health Services*^   | EC is 2.26, if social and emotional services, EC is 2.25;   |



| January 2022 Expenditure Categories   | April 2022 Guidance  |
|---|--|
| 3.5 Education Assistance: Other <sup>*^</sup>   | EC is 2.37, collected under Other Economic Impact                                    |
| 3.6 Healthy Childhood Environments: Child Care <sup>*^</sup>  | EC is 2.11   |
| 3.7 Healthy Childhood Environments: Home Visiting <sup>*^</sup>   | EC is 2.12   |
| 3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System <sup>*^</sup> | EC is 2.13   |
| 3.9 Healthy Childhood Environments: Other <sup>*^</sup>   | EC is 2.37, collected under Other Economic Impact                                    |
| 3.10 Housing Support: Affordable Housing <sup>*^</sup>  | EC is 2.15   |
| 3.11 Housing Support: Services for Unhoused Persons <sup>*^</sup>   | EC is 2.16   |
| 3.12 Housing Support: Other Housing Assistance <sup>*^</sup>  | EC is 2.18   |
| 3.13 Social Determinants of Health: Other <sup>*^</sup>   | EC is 2.37, collected under Other Economic Impact                                    |
| 3.14 Social Determinants of Health: Community Health Workers or Benefits Navigators <sup>*^</sup>                       | EC is 2.19   |
| 3.15 Social Determinants of Health: Lead Remediation <sup>^</sup>   | EC is 2.20   |
| 3.16 Social Determinants of Health: Community Violence Interventions <sup>*^</sup>                                      | EC is 1.11   |
| <b>5: Infrastructure</b>  |  |
| 5.16 Broadband: “Last Mile” projects  | EC is 5.19   |
| 5.17 Broadband: Other projects  | EC is 5.20   |
| <b>7: Administrative</b>  |  |
| 7.2 Evaluation and Data Analysis  | EC is 3.4 and has been renamed Effective Service Delivery                            |
| 7.3 Transfers to Other Units of Government  | EC is 7.2  |
| 7.4 Transfers to Non-entitlement Units (States and territories only)  | To be separately reported as part of NEU/Non-UGLG module. Refer to Part 2 Section D. |

**Revision Log**

| <b>Version</b> | <b>Date Published</b> | <b>Summary of changes</b>   |
|----------------|-----------------------|---|
| 1.0            | June 17, 2021         | Initial publication   |
| 1.1            | June 24, 2021         | <ul style="list-style-type: none"> <li>• Pg. 12, removed references to “summary” level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion.</li> <li>• Pg. 13, revised the coverage period end date for the Interim Report from June 30, 2021 to July 31, 2021 to align with the IFR.</li> <li>• Pg. 13, removed references to “summary” level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion.</li> <li>• Pg. 31, removed references to “summary level” with respect to Expenditure Categories in Appendix 1 to avoid confusion.</li> </ul>  |
| 1.1            | September 30, 2021    | <ul style="list-style-type: none"> <li>• Announced the extension in the Project and Expenditure Report submission date, originally due on October 31, 2021.</li> </ul>  |
| 2.0            | November 5, 2021      | <ul style="list-style-type: none"> <li>• Updated Subrecipient Monitoring section to clarify beneficiaries and recipients.</li> <li>• Updated references to Interim Final Rule comment period as comment period is closed.</li> <li>• Updated reporting tiers, thresholds and timelines in Part 2 Table 2, Reporting Requirements by recipient type, as well as Part 2 A and Part 2 B.</li> <li>• Updated reporting periods for Interim Report and Project and Expenditure reports.</li> <li>• Added concept of Adopted Budget to Project and Expenditure Report data fields.</li> <li>• Noted phase in of Required Programmatic Data in the Project and Expenditure Report.</li> <li>• Removed certain data fields from the Ineligible Activities: Tax Offset Provision under the Recovery Plan.</li> <li>• Separated reporting of NEU Distributions (for States and territories) from the Interim Report and Project and Expenditure Reports as information will be provided on an ongoing basis.</li> </ul> |
| 2.1            | November 15, 2021     | <ul style="list-style-type: none"> <li>• Updated pages 9 and 11 to note that civil rights certification is not applicable to Tribal Governments.</li> </ul>   |
| 3.0            | February 28, 2022     | <ul style="list-style-type: none"> <li>• Updated to incorporate reporting updates under the final rule</li> </ul>   |
| 4.0            | June 10, 2022         | <ul style="list-style-type: none"> <li>• Updated Recovery Plan guidance to incorporate minor revisions</li> <li>• Updated language around certain data fields that were required for April 2022 reporting</li> <li>• Updated data fields for Ineligible Activities: Tax Offset Provision for the Project and Expenditure report</li> <li>• Updated Broadband data fields</li> </ul>   |
| 4.1            | June 17, 2022         | <ul style="list-style-type: none"> <li>• Updated clerical errors in Ineligible Activities: Tax Offset Provision</li> </ul>  |
| 4.2            | August 15, 2022       | <ul style="list-style-type: none"> <li>• Updated to clarify resources for Uniform Guidance applicability and add a reference to an alternative to the Single Audit available for eligible recipients</li> </ul>   |
| 5.0            | September 20, 2022    | <ul style="list-style-type: none"> <li>• Updated to note phase in of broadband location by location data fields</li> </ul>  |

# U.S. DEPARTMENT OF THE TREASURY

**AN INTRODUCTION TO THE**

## **Coronavirus State and Local Fiscal Recovery Funds Compliance and Reporting Guidance**

**For metropolitan cities and counties with a population less than  
250,000 which received less than \$5 million in SLFRF funding**

June 2021

Packet for Select Board Open Session on Feb. 13, 2023





# Webinar Overview

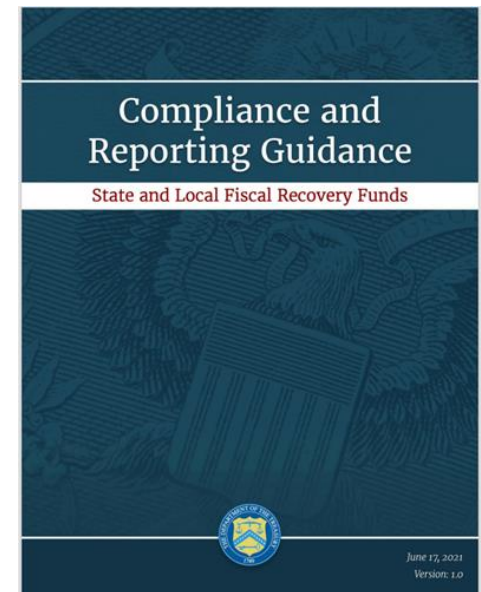
The content of this webinar specifically covers the compliance and reporting requirements of the State and Local Fiscal Recovery Funds program for:

**Metropolitan cities and counties with a population less than 250,000 which received less than \$5 million in SLFRF funding.**

If you do not fall into this category of recipient, other webinar sessions are scheduled this week specifically addressing your requirements.

This session provides an introduction to your compliance and reporting responsibilities as discussed in the SLFRF Compliance and Reporting Guidance. You can find this document at [treasury.gov/SLFRPreporting](https://treasury.gov/SLFRPreporting).

The session will not cover the State and Local Fiscal Recovery Fund Interim Final Rule or permitted uses under the Interim Final Rule.



# SLFRF Webinar Schedule

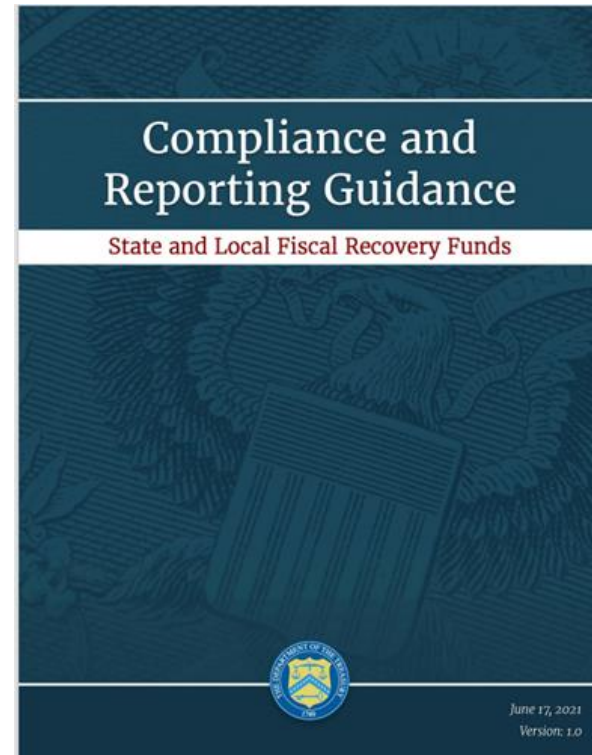
Please refer to the chat for the registration links

|  |   |
|--|---|
| States and Territories   | Tuesday, June 22 at 1:30 – 2:30 p.m. ET   |
| Metropolitan cities and counties with a population that exceeds 250,000 residents  | Thursday, June 24 at 1:30 – 2:30 p.m. ET  |
| Metropolitan cities and counties with a population below 250,000 residents which received more than \$5 million in SLFRF funding | Thursday, June 24 at 12:00 – 1:00 p.m. ET<br>Friday, June 25 at 1:30- 2:30 p.m. ET      |
| Metropolitan cities and counties with a population below 250,000 residents which received less than \$5 million in SLFRF funding | Tuesday, June 22 at 11:30 a.m. – 12:30 pm<br>Wednesday, June 23 at 1:30 – 12:30 p.m. ET |
| Tribes / Tribal Associations   | Monday, June 28 at 3:00 – 4:00 p.m. ET  |

# Agenda

This session provides an introduction to your compliance and reporting responsibilities as discussed in the SLFRP Compliance and Reporting Guidance. You can find this document at [treasury.gov/SLFRPreporting](https://treasury.gov/SLFRPreporting).

- **Overview**
- **Part 1: General Guidance**
- **Part 2: Reporting Guidance**
- **Q&A**



# SLFRF Resources



## **For More Information:**

Please visit Treasury's State & Local website at [www.treasury.gov/SLFRP](http://www.treasury.gov/SLFRP)

## **To Request Funding:**

Please visit [www.treasury.gov/funding](http://www.treasury.gov/funding)

## **For Media Inquiries:**

Please contact the U.S. Treasury Press Office at (202) 622-2960

## **For General Inquiries:**

Please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov)

# Overview

# The American Rescue Plan Act of 2021

The American Rescue Plan Act (ARPA) is providing fast and direct economic assistance for American workers, families, small businesses, and industries and it:

- Continues programs started by the CARES Act in 2020 and Consolidated Appropriations Act in 2021.
- Adds new phases, allocations, and guidance to address issues related to the continuation of the COVID-19 pandemic.
- Creates new programs to address continuing pandemic-related crises, and fund recovery efforts as the United States begins to emerge from the COVID-19 pandemic.
- Was passed by Congress on March 10, 2021, and signed into law on March 11, 2021.

# Coronavirus State and Local Fiscal Recovery Funds Overview

ARPA created the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to deliver \$350 billion for state, territories, municipalities, counties, and Tribal governments much needed aid.

The key objectives for SLFRF are to:

- Support the urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control.
- Replace lost revenue for eligible recipients to strengthen support for vital public services and help retain jobs.
- Support immediate economic stabilization for households and businesses.
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

# Interim Final Rule

SLFRF is subject to the requirements and guidance specified in the Interim Final Rule, adopted on May 10, 2021. The Interim Final Rule:

- Establishes a framework for determining the types of programs and services eligible under ARPA.
- Builds on the use of eligible expenditures under the Coronavirus Relief Fund (CRF).
- Recognizes the broad range of eligible uses to help SLFRF recipients.
- Establishes certain regular reporting requirements, including requiring certain recipients to publish information regarding use of SLFRF spend.

Treasury is seeking comments on all aspects of the Interim Final Rule.

Comments are due July 16, 2021 and can be electronically submitted through the Federal eRulemaking Portal or via mail to the Treasury.



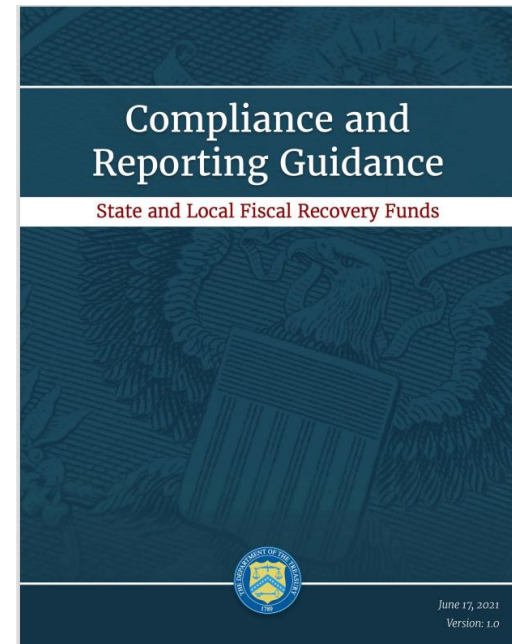
# Compliance and Reporting Guidance Overview

On Jun 17, 2021, Treasury released the SLFRF **Compliance and Reporting Guidance**, which builds on the Interim Final Rule.

All SLFRF recipients are required to meet the compliance and reporting responsibilities noted in the Interim Final Rule.

The Reporting Guidance is broken into two parts:

- (1) General Guidance
- (2) Reporting Requirements



# Purpose of the Reporting Guidance

The SLFRF Reporting Guidance will ensure a speedy, equitable, transparent, and accountable recovery for all Americans



**Accountable:** Ensure recipients fulfill their compliance responsibilities and use funding as intended



**Transparent:** Provide the public data on how these funds were used and the outcomes achieved



**User Friendly:** Provide as easy and efficient user experience as possible

# Part 1: General Guidance

# Recipient Compliance Overview



- Part 1B: Statutory Eligible Uses
- Part 1C: Treasury's Interim Final Rule
- Part 1D: Uniform Guidance (2 CFR) Requirements
- Part 1D: Award Terms & Conditions

# Parts 1B and 1C: Statutory Eligible Uses and Treasury's Rulemaking

## Part 1.C.1: Eligible and Restricted Uses

- SLFRF has four permitted uses and certain restricted uses

## Part 1.C.2: Eligible Cost Timeframe

- Eligible costs incurred between March 3, 2021 and December 31, 2024
- Funds obligated by December 31, 2024 and expended by December 31, 2026

## Part 1.C.3: Reporting Requirements

- Generally, initial interim report, quarterly or annual Project and Expenditure reports, and Recovery Plan

# Parts 1D and 1E: Uniform Administrative Requirements and Award Terms and Conditions

SLFRF recipients must follow the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and the Terms and Conditions of the SLFRF assistance.

- Allowable Activities
- Allowable Costs/Cost Principles (such as administrative costs and salaries and expenses)
- Cash Management
- Eligibility
- Subrecipient Monitoring
- SAM.gov Requirements
- Recordkeeping Requirements
- Single Audit Requirements
- Civil Rights Compliance

## Part 2: Reporting Guidance

# Reporting Requirements

Metropolitan city or county with a population below 250,000 residents and receiving less than \$5 million in funding submits:

|  | <b>1. Interim Report</b>   | <b>2. Project and Expenditure Report</b>  |
|--|--|---|
| <b>Contents</b>                        | <ul style="list-style-type: none"><li>• Initial overview of status and uses of funding</li></ul>   | <ul style="list-style-type: none"><li>• Types of projects funded</li><li>• Financial data</li><li>• Information on contracts, grants, and subawards over \$50,000</li></ul>     |
| <b>Frequency &amp; Submission Date</b> | <ul style="list-style-type: none"><li>• One-time</li><li>• By August 31, 2021</li><li>• Covers date of award through July 31, 2021</li></ul> | <ul style="list-style-type: none"><li>• Annually</li><li>• By October 31, 2021 and then annually thereafter</li><li>• Covers date of award through September 30, 2021</li></ul> |



# Key Concept: Expenditure Category

An Expenditure Category (EC) is a coding system to track how funding is used, and will also be used to identify where additional programmatic data is required.

Appendix 1 includes a list of 66 Expenditure Categories.

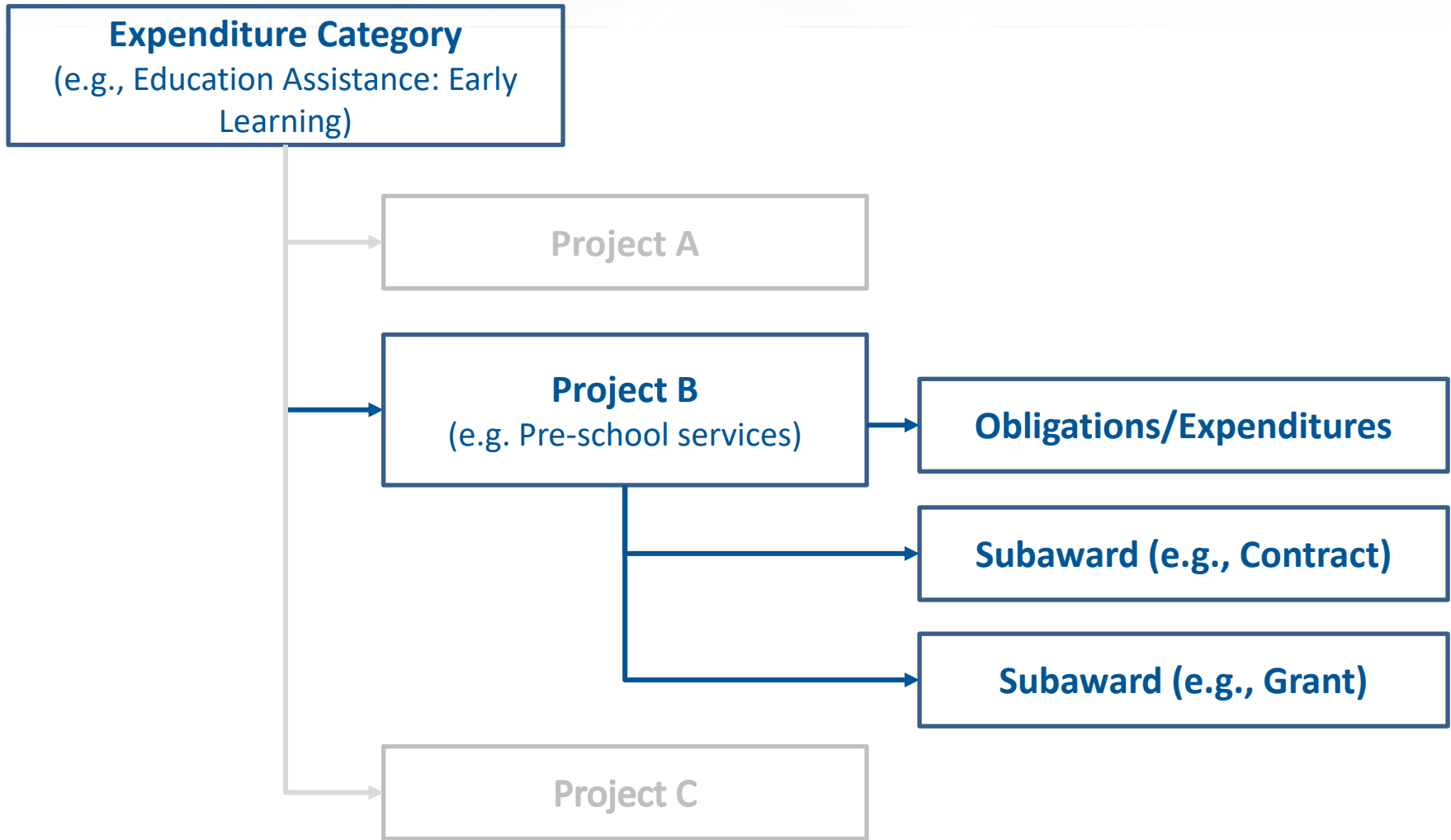
| 1: Public Health |   |
|------------------|---|
| 1.1              | COVID-19 Vaccination ^  |
| 1.2              | COVID-19 Testing ^  |
| 1.3              | COVID-19 Contact Tracing  |
| 1.4              | Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*                      |
| 1.5              | Personal Protective Equipment   |
| 1.6              | Medical Expenses (including Alternative Care Facilities)  |
| 1.7              | Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency |
| 1.8              | Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)                     |
| 1.9              | Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19                           |
| 1.10             | Mental Health Services*   |
| 1.11             | Substance Use Services*   |
| 1.12             | Other Public Health Services  |

# Key Concepts: Projects

## Projects:

- Closely related activities toward a common purpose/goal
- New or existing services or investments
- Funded in whole or in part by SLFRF funding
- Each project must align to one Expenditure Category. Projects break down an Expenditure Category into more detail.
- Recipients have flexibility to define their projects – but must provide a sufficient level of detail to be able to report on specific activities for each project, including any required program reporting.

# Key Concepts: Relationships



# Part 2A: Interim Report

Initial overview of status and funding (covering spending from March 3 to July 31, 2021) and is due August 31, 2021.

One-time report to provide obligations and expenditures by Expenditure Category at the summary level.

| ID  | Category                          | Cumulative Obligations to Date | Cumulative Expenditures to Date |
|-----|-----------------------------------|--------------------------------|---------------------------------|
| 1   | Public Health                     |                                |                                 |
| 1.1 | COVID-19 Vaccination              | \$1,000,000                    | \$800,000                       |
| 1.2 | COVID-19 Testing                  | \$1,800,000                    | \$1,100,000                     |
| 1.3 | COVID-19 Contact Tracing          |                                |                                 |
| 1.4 | Prevention in Congregate Settings | \$3,498,000                    |                                 |

## Required Programmatic Data includes:

### Revenue Replacement

- Revenue replacement formula and other revenue calculation details and exclusions
- If available, use audited data
- Description of services provided

# Part 2B: Project and Expenditure Report

Project and Expenditure Reports include projects and contracts, grants, and subawards over \$50,000. First report is due on **October 31, 2021**, and annually thereafter.

## Projects and Expenditures

- Project Inventory
- Expenditures
- Project Status
- Project Demographic Distribution
- Civil Rights Compliance

## Subawards

- Subawards

## Program data

- Required Programmatic Data
- Required Programmatic Data (for infrastructure)

# Part 2B: Project and Expenditure Report- Project Demographic Distribution

Identify whether or not the project is serving an economically disadvantaged community, based if program or service is:

- Provided at a physical location in a Qualified Census Tract (QCT)
- Primary intended beneficiaries live within a QCT
- Eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income; or
- Eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.

# Part 2B: Project and Expenditure Report- Programmatic Data (Non-Infrastructure Projects)

Provide specific programmatic data requirements for non-infrastructure projects for each Expenditure Category, including:

- Payroll for Public Health and Safety Employees
- Household Assistance
- Small Business Economic Assistance
- Aid to Travel, Tourism, and Hospitality or Other Impacted Industries
- Rehiring Public Sector Staff
- Education Assistance
- Premium Pay
- Revenue Replacement

## Part 2B: Project and Expenditure Report- Programmatic Data (Infrastructure Projects)

Infrastructure projects must report detailed project level information, location, and expenditure data

All Water, Sewer, and Broadband infrastructure projects over \$10m must also report:

- Number of employees/contractors
- Number of direct or third party hires
- Wages/benefits by worker classification
- Whether wages are at prevailing wage

Recipients must also report:

- Detailed information on the wages and benefits provided, and how they will ensure a ready supply of skilled and unskilled labor, minimize the risk of labor disputes, and ensure a safe and healthy workplace.
- Some additional reporting requirements may be waived for recipients who can certify compliance with Davis-Bacon or certify they have entered into a Project Labor Agreement.



# Treasury Submission Portal and Training

- Information submitted via Treasury Submission Portal.
- Detailed User Guide and reference materials will be provided
- Technical assistance webinars to support recipients' reporting requirements.
- Further communications to be posted on Treasury's website.

# Reporting Requirements

Metropolitan city or county with a population below 250,000 residents and receiving less than \$5 million in funding submits:

|  | <b>1. Interim Report</b>   | <b>2. Project and Expenditure Report</b>  |
|--|--|---|
| <b>Contents</b>                        | <ul style="list-style-type: none"><li>• Initial overview of status and uses of funding</li></ul>   | <ul style="list-style-type: none"><li>• Types of projects funded</li><li>• Financial data</li><li>• Information on contracts, grants, and subawards over \$50,000</li></ul>     |
| <b>Frequency &amp; Submission Date</b> | <ul style="list-style-type: none"><li>• One-time</li><li>• By August 31, 2021</li><li>• Covers date of award through July 31, 2021</li></ul> | <ul style="list-style-type: none"><li>• Annually</li><li>• By October 31, 2021 and then annually thereafter</li><li>• Covers date of award through September 30, 2021</li></ul> |

# Q&A

# Thank you



## **For More Information:**

Please visit Treasury's State & Local website at [www.treasury.gov/SLFRP](http://www.treasury.gov/SLFRP)

## **To Request Funding:**

Please visit [www.treasury.gov/funding](http://www.treasury.gov/funding)

## **For Media Inquiries:**

Please contact the U.S. Treasury Press Office at (202) 622-2960

## **For General Inquiries:**

Please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov)

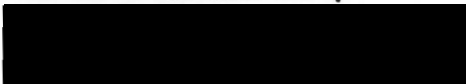
| Agency   | Permit / Approval   | Jurisdiction  | Application Date  | Permit Status   | Permit Expiration  |
|--|---|---|---|---|--|
| <b>Federal</b>   |   |   |   |   |  |
| The New England District of the U.S. Army Corps of Engineers (USACE)     | Pre-Construction Notification (PCN) under General Permits (GPs). 33 CFR Parts 320-332 (see 33 CFR 325.2(e)(2)). GP10. Linear Transportation Projects and Stream Crossings | Projects involving impacts to "Waters of the US For activities subject to USACE jurisdiction in waters of the U.S... within the boundaries of, and off the coast of, the Commonwealth...."  | January 15, 2021  | Authorization received April 9, 2021.<br>Complete the Work Start Notification Form > 2 weeks before start date.   | "This authorization expires on April 5, 2023. You must commence or be under contract to commence the work authorized herein by April 5, 2023, and complete the work by April 5, 2024. If not, you must contact this office to determine the need for further authorization before beginning or continuing the activity. We recommend that you contact us before this authorization expires to discuss reissuance. Please contact us immediately if you change the plans or construction methods for work within our jurisdiction. We must approve any changes before you undertake them."  |
| United States Fish and Wildlife Services (USFWS)                         | Consultation and review under the Section 404/10 process  | Section 7 of the Endangered Species Act (ESA) is designed to regulate a wide range of activities affecting plants and animals designated as endangered or threatened, and the habitats upon which they depend. (Review related to Northern long-eared bat (NLEB)(Myotis septentrionalis ))  | N/A   | Species list created in Dec 2020. USACE would have cleared for NLEBs between themselves and USFWS (Federal agencies only "talk" to Federal agencies). NLEB will be up-listed to endangered on January 30, 2022.   | Per the USACE reviewer on Jan 12, 2023, any work that occurs as part of the proposed project may serve as "beginning the project." This includes moving utility poles, tree-clearing, etc. As discussed in the recent email, BSC provided to the Municipalities - the NLEB is about to be up-listed, and one of the avoidance / mitigation measures (AMMs) to dealing with NLEBs is to cut trees outside of the active season (April 1- Oct 31). So this would "feed two birds with one seed."   |
| <b>State</b>   |   |   |   |   |  |
| Massachusetts Executive Office of Energy and Environmental Affairs (EEA) | MEPA Certificate 301 CMR 11.00  | State permit & funding required and exceedance of one or more MEPA Review Thresholds defined in 301 CMR 11.03   | July 15, 2021   | MEPA Certificate received August 23, 2021   | N/A  |
| MassDEP  | Individual 401 WQC under 314 CMR 9.00   | 314 9.04 (2) Dredging in, or any activity resulting in any discharge of dredged or fill material to any Outstanding Resource Water.   | January 21, 2021<br>Supplemental May 20, 2021   | Authorization received January 5, 2023.<br>Pursuant to 314 CMR 9.06(2), pre-construction photographs of areas of Land Under Water where impacts are anticipated shall be submitted to MassDEP prior to the start of work.<br>Notice of starting construction to be sent to Conservation Commissions 48 business day hours in advance.                       | Pursuant to 314 CMR 9.09 (1), the effective time period for the WQC runs with the overlying USACE PGP which expires on April 5, 2023. Time allowed for completion of the project allowed herein is the same as that allowed under the PGP; specifically, those activities that commence before the PGP's expiration date will have until April 5, 2023, to complete the activity under the terms and general conditions of the current PGP. Work within jurisdiction that is not completed by April 5, 2023, will be able to proceed only in accordance with any reissued or new PGP. This condition is necessary to ensure that the project is completed in a timely manner that is consistent with timing of related permits and if extension of the permit is needed, that the status of the project can be inspected to ensure that water quality is protected, and the project is in compliance with this permit. |
|  | Chapter 91 License - BRP WW 01 under 310 CMR 9.00   | During the MEPA process, the MassDEP Waterways Program asserted jurisdiction over the proposed project as a water dependent project under 310 CMR 9.04(1)(e) and concluded that the project was ineligible for approval under Minor Project Modification (MPM) under the MassDEP Waterways Program and implementing regulations 310 CMR 9.00. | -Statement of Non-jurisdiction Oct/Nov 2021<br>-Minor Modification under Ch 91 Request - May/June 2022<br>-Chapter 91 License Application - October 2022<br>-Additional requests from DEP to complete application: ongoing<br>- Known remaining items:<br>1. Completion of Public Comment Period<br>2. Response to any comments<br>3. Updated plans required - waiting on DEP to advise what they want to see   | TBD   |  |
| Massachusetts Historical Commission (MHC)                                | Determination of effect on historic and archaeological properties (MGL c.9 § 27C)   | Review of a project which has the potential to affect historic properties of the Commonwealth   | Coordination request January 15, 2021   | -MA Historical Commission - Project is Unlikely to Affect Significant Historic or Archaeological Resources ( Feb 16, 2021)<br>-MA BUAR - No record of any underwater archaeological resources was found. Based on the results of this review, the Board considers this project unlikely to adversely impact submerged cultural resources. (August 12, 2021) | N/A  |
| <b>Local</b>   |   |   |   |   |  |
| Conservation Commission  | Town of West Newbury<br>City of Newburyport   | Order of Conditions 310 CMR 10.00   | Work in jurisdictional wetlands resources under Massachusetts WPA and local Conservation Commission Ordinances / Bylaws   | January 4, 2021<br>Supplemental May 10, 2021<br>January 11, 2021<br>Supplemental May 10, 2021   | Order of Conditions received June 29, 2021 (corrected, completed July 14, 2021)<br>Order of Conditions (OOC) received June 7, 2021 (corrected, completed October 3, 2021)  |
| MassDOT Chapter 85 Design Review   | Chapter 85 Section 35 of the Massachusetts General Laws   | All bridges 10 ft and longer in span that is located on a public roadway/highway  | 01/23/2020 – 25% Submission to MassDOT – District<br>02/19/2020 – Received comments/responded to 25% comments<br>09/23/2021 – Submitted 100% submission to District<br>10/18/2021 – Received comments from District<br>01/12/2022 - MassDOT decided that the submission would also be reviewed by MassDOT headquarters<br>04/22/2022 – Received comments<br>05/31/2022 – Resubmitted design package<br>08/01/2022 – Responded to comments<br>10/21/2022 – Resubmitted<br>12/14/2022 – Resubmitted<br>01/17/2023 – Meeting with MassDOT Design Solution Committee - guardrail<br>1/26/2023 - Submitted memo to MassDOT Design Solution Committee | Waiting on Final Approval by MassDOT Technical Review and MassDOT State Bridge Engineer   | N/A  |



J

111 Main Street, 6<sup>th</sup> Floor  
White Plains, NY 10601

Pamela N. Goldstein  
Associate General Counsel  
Video Franchising  
Verizon Consumer Group



By U.S. Postal Service Certified Mail

January 24, 2023

Town of West Newbury  
381 Main Street  
West Newbury, MA 01985  
Attention: Select Board

RECEIVED  
JAN 27 2023  
TOWN MANAGER  
TOWN OF WEST NEWBURY

**Re: Franchise Renewal Notice Requesting Commencement of Formal  
Renewal Proceedings under Section 626 of the Communications Act**

Dear Select Board members:

Verizon New England Inc. ("Verizon") appreciates the opportunity to provide competitive cable service in the Town of West Newbury (the "Town"). Our records indicate that the cable television renewal license granted by the Town and held by Verizon expires on September 7, 2025. Section 626 of the Communications Act of 1934, as amended, delineates formal procedures to be followed to renew cable television licenses that must be invoked 30 – 36 months prior to license expiration or certain protections may be lost. As we are now in that time frame, by way of this letter Verizon gives notice that it seeks renewal of its cable television renewal license and respectfully requests that the Town commence renewal proceedings pursuant to Section 626(a).

While Verizon seeks to preserve its rights under the formal renewal process, the Communications Act also authorizes franchise renewal through good faith, informal negotiations. Section 626(h) contemplates an alternative renewal process that also affords public notice and opportunity for comment but does not require strict adherence to the substantive and procedural requirements outlined in the statute. I have enclosed a copy of Section 626 of the Communications Act for your review. The informal approach may be mutually beneficial. With the understanding that proceeding in this manner will not waive any of the rights of the parties under the formal process, Verizon is agreeable to discussing the terms of a renewal agreement with the Town on an informal basis at a mutually convenient time.

Verizon is proud to serve the residents of West Newbury. We will contact you shortly to schedule a meeting to determine how best to proceed. We look forward to meeting with you and working with you on the license renewal.

Yours sincerely,

Pamela N. Goldstein

Enclosure: Communications Act Section 626 (47 U.S.C. § 546)

(B) in the event of a final decision of the franchising authority denying the renewal proposal, the operator has demonstrated that the adverse finding of the franchising authority with respect to each of the factors described in subparagraphs (A) through (D) of subsection (c)(1) of this section on which the denial is based is not supported by a preponderance of the evidence, based on the record of the proceeding conducted under subsection (c) of this section.

**(f) Finality of administrative decision**

Any decision of a franchising authority on a proposal for renewal shall not be considered final unless all administrative review by the State has occurred or the opportunity therefor has lapsed.

**(g) "Franchise expiration" defined**

For purposes of this section, the term "franchise expiration" means the date of the expiration of the term of the franchise, as provided under the franchise, as it was in effect on October 30, 1984.

**(h) Alternative renewal procedures**

Notwithstanding the provisions of subsections (a) through (g) of this section, a cable operator may submit a proposal for the renewal of a franchise pursuant to this subsection at any time, and a franchising authority may, after affording the public adequate notice and opportunity for comment, grant or deny such proposal at any time (including after proceedings pursuant to this section have commenced). The provisions of subsections (a) through (g) of this section shall not apply to a decision to grant or deny a proposal under this subsection. The denial of a renewal pursuant to this subsection shall not affect action on a renewal proposal that is submitted in accordance with subsections (a) through (g) of this section.

**(i) Effect of renewal procedures upon action to revoke franchise for cause**

Notwithstanding the provisions of subsections (a) through (h) of this section, any lawful action to revoke a cable operator's franchise for cause shall not be negated by the subsequent initiation of renewal proceedings by the cable operator under this section.

(June 19, 1934, ch 652, title VI, § 626, as added Pub. L. 98-549, § 2, Oct. 30, 1984, 98 Stat. 2791; amended Pub. L. 102-385, § 18, Oct. 5, 1992, 106 Stat. 1493.)

REFERENCES IN TEXT

For "the effective date of this subchapter", referred to in subsec. (d), as 60 days after Oct. 30, 1984, except where otherwise expressly provided, see section 9(a) of Pub. L. 98-549, set out as an Effective Date note under section 521 of this title.

AMENDMENTS

1992—Subsec. (a), Pub. L. 102-385, § 18(a), amended subsec. (a) generally. Prior to amendment, subsec. (a) read as follows: "During the 6-month period which begins with the 36th month before the franchise expiration, the franchising authority may on its own initiative, and shall at the request of the cable operator, commence proceedings which afford the public in the franchise area appropriate notice and participation for the purpose of

"(1) identifying the future cable-related community needs and interests; and

"(2) reviewing the performance of the cable operator under the franchise during the then current franchise term."

Subsec. (c)(1), Pub. L. 102-385, § 18(b), inserted "pursuant to subsection (b) of this section" after "renewal of a franchise" and substituted "date of the submission of the cable operator's proposal pursuant to subsection (b) of this section" for "completion of any proceedings under subsection (a) of this section".

Subsec. (c)(1)(B), Pub. L. 102-385, § 18(c), substituted "mix or quality" for "mix, quality, or level".

Subsec. (d), Pub. L. 102-385, § 18(d), inserted "that has been submitted in compliance with subsection (b) of this section" after "Any denial of a proposal for renewal" and substituted "or the cable operator gives written notice of a failure or inability to cure and the franchising authority fails to object within a reasonable time after receipt of such notice" for "or has effectively acquiesced".

Subsec. (e)(2)(A), Pub. L. 102-385, § 18(e), inserted "other than harmless error," after "franchising authority".

Subsec. (i), Pub. L. 102-385, § 18(f), added subsec. (i).

EFFECTIVE DATE OF 1992 AMENDMENT

Amendment by Pub. L. 102-385 effective 60 days after Oct. 5, 1992, see section 28 of Pub. L. 102-385, set out as a note under section 325 of this title.

EFFECTIVE DATE

Section effective 60 days after Oct. 30, 1984, except where otherwise expressly provided, see section 9(a) of Pub. L. 98-549, set out as a note under section 521 of this title.

**§ 546. Renewal****(a) Commencement of proceedings; public notice and participation**

(1) A franchising authority may, on its own initiative during the 6-month period which begins with the 36th month before the franchise expiration, commence a proceeding which affords the public in the franchise area appropriate notice and participation for the purpose of (A) identifying the future cable-related community needs and interests, and (B) reviewing the performance of the cable operator under the franchise during the then current franchise term. If the cable operator submits, during such 6-month period, a written renewal notice requesting the commencement of such a proceeding, the franchising authority shall commence such a proceeding not later than 6 months after the date such notice is submitted.

(2) The cable operator may not invoke the renewal procedures set forth in subsections (b) through (g) of this section unless—

(A) such a proceeding is requested by the cable operator by timely submission of such notice; or

(B) such a proceeding is commenced by the franchising authority on its own initiative.

**(b) Submission of renewal proposals; contents; time**

(1) Upon completion of a proceeding under subsection (a) of this section, a cable operator seeking renewal of a franchise may, on its own initiative or at the request of a franchising authority, submit a proposal for renewal.

(2) Subject to section 544 of this title, any such proposal shall contain such material as the franchising authority may require, including proposals for an upgrade of the cable system.

(3) The franchising authority may establish a date by which such proposal shall be submitted.

**(c) Notice of proposal; renewal; preliminary assessment of nonrenewal; administrative review; issues; notice and opportunity for hearing; transcript; written decision**

(1) Upon submittal by a cable operator of a proposal to the franchising authority for the renewal of a franchise pursuant to subsection (b) of this section, the franchising authority shall provide prompt public notice of such proposal and, during the 4-month period which begins on the date of the submission of the cable operator's proposal pursuant to subsection (b) of this section, renew the franchise or, issue a preliminary assessment that the franchise should not be renewed and, at the request of the operator or on its own initiative, commence an administrative proceeding, after providing prompt public notice of such proceeding, in accordance with paragraph (2) to consider whether—

(A) the cable operator has substantially complied with the material terms of the existing franchise and with applicable law;

(B) the quality of the operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services

or other services provided over the system, has been reasonable in light of community needs;

(C) the operator has the financial, legal, and technical ability to provide the services, facilities, and equipment as set forth in the operator's proposal; and

(D) the operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.

(2) In any proceeding under paragraph (1), the cable operator shall be afforded adequate notice and the cable operator and the franchising authority, or its designee, shall be afforded fair opportunity for full participation, including the right to introduce evidence (including evidence related to issues raised in the proceeding under subsection (a) of this section), to require the production of evidence, and to question witnesses. A transcript shall be made of any such proceeding.

(3) At the completion of a proceeding under this subsection, the franchising authority shall issue a written decision granting or denying the proposal for renewal based upon the record of such proceeding, and transmit a copy of such decision to the cable operator. Such decision shall state the reasons therefor.

**(d) Basis for denial**

Any denial of a proposal for renewal that has been submitted in compliance with subsection (b) of this section shall be based on one or more adverse findings made with respect to the factors described in subparagraphs (A) through (D) of subsection (c)(1) of this section, pursuant to the record of the proceeding under subsection (c) of this section. A franchising authority may not base a denial of renewal on a failure to substantially comply with the material terms of the franchise under subsection (c)(1)(A) of this section or on events considered under subsection (c)(1)(B) of this section in any case in which a violation of the franchise or the events considered under subsection (c)(1)(B) of this section occur after the effective date of this subchapter unless the franchising authority has provided the operator with notice and the opportunity to cure, or in any case in which it is documented that the franchising authority has waived its right to object, or the cable operator gives written notice of a failure or inability to cure and the franchising authority fails to object within a reasonable time after receipt of such notice.

**(e) Judicial review; grounds for relief**

(1) Any cable operator whose proposal for renewal has been denied by a final decision of a franchising authority made pursuant to this section, or has been adversely affected by a failure of the franchising authority to act in accordance with the procedural requirements of this section, may appeal such final decision or failure pursuant to the provisions of section 555 of this title.

(2) The court shall grant appropriate relief if the court finds that—

(A) any action of the franchising authority, other than harmless error, is not in compliance with the procedural requirements of this section; or



## Process for consideration of Requests for Use of PEG Funds

Whereas, the Town of West Newbury receives funds on a periodic basis pursuant to its active Cable Franchise License Agreements;

Whereas, such funds are designated for cable-related purposes, and are available toward eligible Public, Educational, and Governmental (“PEG”) expenses;

Whereas, the appointed Cable Advisory Committee (“CAC”) has been charged by the Select Board with authorizing the use of PEG funds upon its (CAC’s) determination of eligibility;

Whereas, the CAC wishes to establish a process whereby other Town and local (West Newbury-based) non-profit non-governmental entities may request approval for authorization of eligible expenses for expenditure from PEG funds;

Now therefore, the CAC adopts this process to provide a framework for appropriation of PEG funds, toward eligible expenses, under the oversight of Town Boards/Commissions/Committees or local (West Newbury-based) non-profit non-governmental entities.

Process:

1. If a Town Board/Commission/Committee or local (West Newbury-based) non-profit non-governmental entity wishes to request use of PEG funds, it shall submit a written request to the CAC Chair which shall include, at a minimum: the proposed purpose(s) of the expenditure(s); the amount of PEG money requested for authorization; whether the expense is/are proposed to be paid by PEG funds directly, or reimbursed after the expense is/are incurred; the timeline for anticipated expenditure (including an end date or “sunset date”); the entity or individual who will be responsible for overseeing the expenditure(s); and contact information for the requesting entity.
2. The CAC shall provide a copy of the request to the Town Manager and the Town Accountant. If the Town Manager or Town Accountant will require any information, such as a vendor W-9, insurance certificate, etc., the CAC shall be notified to require any such documentation, as necessary, as a condition of any approval. Upon request of the CAC, the Finance Department shall provide a report on available PEG fund balance.
3. The CAC shall, at its next meeting (typically within 30 days after the request is received), consider the request and, upon its determination that the proposed expense is/are eligible for use of PEG funds, may either authorize the request, authorize the request with conditions, deny the request, or provide questions regarding the request and table the request to a future meeting. The CAC shall not fund content it deems to be pornographic, nor otherwise inappropriate expenditures of public funds. The CAC may consult with Town Counsel if/as needed in support of its review.
4. The CAC’s authorization of any such requested expenses shall be memorialized in writing (whether by an email or otherwise), and placed on file with the Finance Department. Any approval shall specify the person(s) authorized to sign off on expenses pursuant to the CAC’s authorization. Once the authorized expense is/are incurred, the Finance Department shall track costs against the amount and purpose(s) specified in the CAC’s authorization.

This process is not intended to constrain in any way the CAC’s ability to initiate its own or support others’ production of cable programming and content, or incur eligible expenses, in accordance with past practice. This process is intended solely to provide a framework for authorization of PEG funds under oversight of others.

*Adopted by: West Newbury Cable Advisory Committee, February 2, 2023*

## DPW Projects and Programs List

Updated 02/9/23

| Proj. # | Title   | PM/Assisting   | Next Steps  |
|---------|---|----------------|---|
| PRJ-001 | Page School Evaluation Study/Focus Work Group   | CW             | Draft contract and scope complete and to be reviewed by working group, to be advertised very soon   |
| PRJ-002 | Page School Exterior/Lintel Study               | CW             | WA coordinating - waiting on scope/quote  |
| PRJ-003 | Solar Site Feasibility Study                    | WA/RP          | WA/RP coordinating  |
| PRJ-004 | Whetstone Street Connection                     | CW             | Received Initial Estimate from GEI for construction   |
| PRJ-005 | MVP Action Grant for River Road                 | CW             | EOI submitted, Call with MVP staff 2/13, Grant due in spring  |
| PRJ-006 | Town Phone System                               | CW             | Existing system inventoried, Jake gave preferences, meet with Kittery, and 3 other vendors  |
| PRJ-007 | Pipestave Parking and Circulation               | CW             | TBD   |
| PRJ-008 | Safe Routes to School - Page School Onsite      | WA/CW          | Come up with tasks, costs, schedule, etc  |
| PRJ-009 | Safe Routes to School - Page School Main Street | CW             | Did not receive grant but meeting with TEC 2/10 to discuss other options  |
| PRJ-010 | Regional Hazard Mitigation Plan                 | CW             | Local team formed, all meeting with MVPC 2/28   |
| Prog. # |   |                |   |
| PROG-01 | Green Communities Program                       | WA/RP/CB       | Ongoing   |
| PROG-02 | Hazard Mitigation Grant Program                 | CW             | Ongoing   |
| PROG-03 | MS4 Stormwater Program                          | WA/CW/SB/group | Ongoing - WA planning for next year re possible MVPC contract, received new Greenscape materials from MVPC, SB working on Regulations with PB & Working Group |
| PROG-04 | Town Projects Webpages                          | CW             | Ongoing   |
| PROG-05 | Capital Planning                                | WA             | Ongoing   |
| PROG-06 | Grants  | WA/CW          | Ongoing   |
|         |   |                |   |