



Town of West Newbury
Board of Selectmen
Monday, March 2, 2020 @ 5:00pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA

2020 FEB 27 PM 4:47

AGENDA

Executive Session: 5:00pm in the 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 (*FY21 budgeting; personnel updates*);
- ❖ 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*);
- ❖ Executive Session meeting minutes: January 21, 2020; January 6, 2020; September 16, 2019; December 3, 2018; November 26, 2018; November 13, 2018; October 22, 2018.

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Correspondence from Board of Health and Fire Chief regarding Coronavirus preparations & precautions
- East Coast Greenway signage fully installed by DPW
- Proposed zoning articles, scheduled for Planning Board public hearing on March 4 at 7:15pm
- Voting day! Polls open Tuesday, March 3rd from 7am to 8pm
- MMA Legislative Breakfast meetings, including March 13th in Manchester-by-the-Sea
- Announcement of Tree Committee events April 24 and April 25, 2020
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>

Regular Business

- A. Presentation of FY21 Veterans' Services budget – *Karen Tyler, Veterans' Agent*
- B. Request for permission to install sign on Training Field – *West Newbury Garden Club*
- C. Request for appointment of Tom Craig to Energy Advisory Committee
- D. Request for appointment of Kevin Bowe to Cable Advisory Committee
- E. Discussion of vacancy on Parks & Rec Commission and method for interim appointment
- F. Discussion of proposed Library budget and staffing for FY21 – *Library Board of Trustees*
- G. Discussion of Board of Selectmen statement regarding former Police Chief Reed contract non-renewal
- H. Presentation of Town Manager proposed FY21 Budget; schedule of Finance Committee budget review
- I. Review and discussion of proposed Special & Annual Town Meeting warrant articles
- J. Review of proposed FY21 revisions to Animal Control Officer agreement with Newburyport
- K. Review and approval of Investment Policy Statement – *referral from Investment Policy Committee*
- L. Review of Municipal Vulnerability Preparedness workshop held on Saturday, February 29, 2020
- M. Request for authorization to apply for Green Communities grant – *Energy Advisory Committee*
- N. Meeting minutes: February 18, 2020; February 3, 2020; October 22, 2018.

Town Manager Updates

- O. Notification of Greenbelt approval of 2007 Mill Pond Management Plan including changes approved at 2019 Annual Town Meeting
- P. Update on upcoming Harbor Committee kick-off to study feasibility of potential mooring field
- Q. Updates from the Merrimack River District Commission
- R. Updates on active and pending projects
- S. Follow up meeting assignments; and placing items for future agendas

Posted Agenda on 2/27/2020 at the Town Offices and the Town's Official Website www.wnewbury.org



TOWN OF WEST NEWBURY

BOARD OF HEALTH

TOWN OFFICE BUILDING
381 MAIN STREET, WEST NEWBURY, MA 01985

PHONE: 978-363-1100

FAX: 978-363-1119

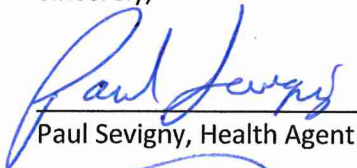
February 27, 2020

Dear Board of Selectmen,

In a joint effort between Public Safety and the Board of Health, we would like to keep you up to date with our efforts in preparing for the Coronavirus (CONVID-19). We will be meeting within the next week to discuss the emergence of this new virus as a team. We will continue to work closely with our State & local counterparts and will update the Selectmen, as needed.

In the meantime, residents should continue to practice the same precautions that are used to prevent the common cold or the flu. For more information, the following websites can be reviewed. MA Department of Public Health (DPH) website at: www.mass.gov/2019coronavirus & the Center for Disease Control and Prevention (CDC) website at: www.cdc.gov/coronavirus/2019-ncov.

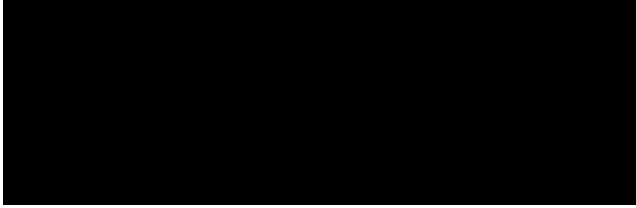
Sincerely,


Paul Sevigny, Health Agent


Mike Dwyer, Fire Chief

Town Manager

From:
Sent:
To:
Cc:
Subject:



Hi Wayne,

You just made my day. Thank you SO much for installing the signs in West Newbury and for letting me know. It's greatly appreciated!

-Kristine

--

Kristine Keeney
New England Coordinator



 [greenway](#)

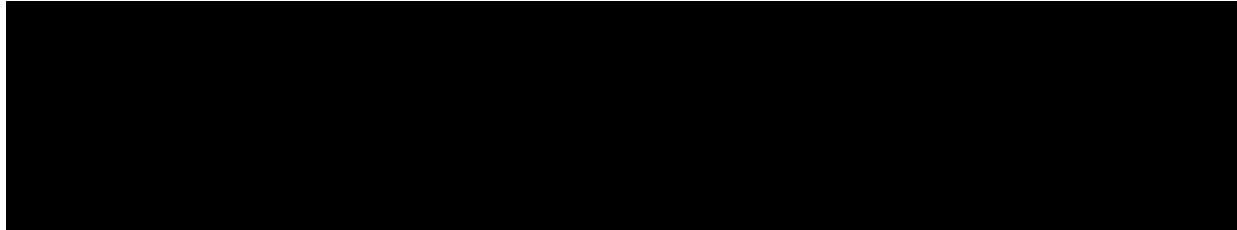


On Feb 26, 2020, at 8:37 AM, DPW Director <dpwdirector@wnewbury.org> wrote:

Kristine,
FYI - The East Coast Greenway signs were installed town-wide yesterday in West Newbury.

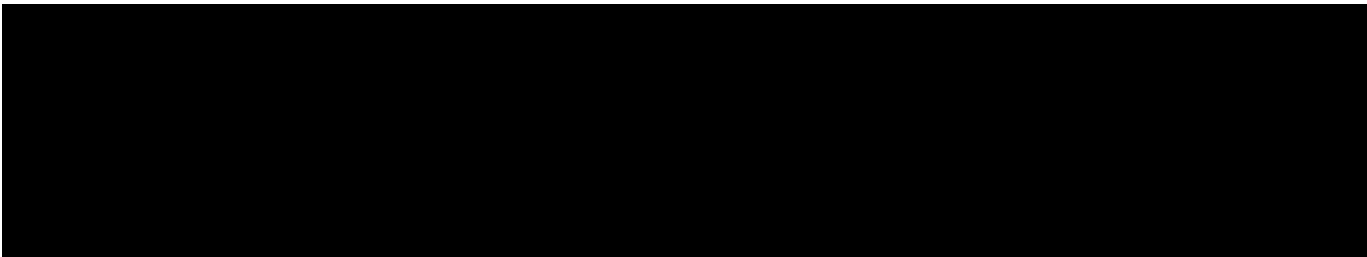
Wayne

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



Kristine,
I have the folder with the locations on my clip board and plan to mark out the locations for dig-safe next time I am doing a field work day. If the winter stays mild – we may be able to do these before April 1, 2020.

Wayne



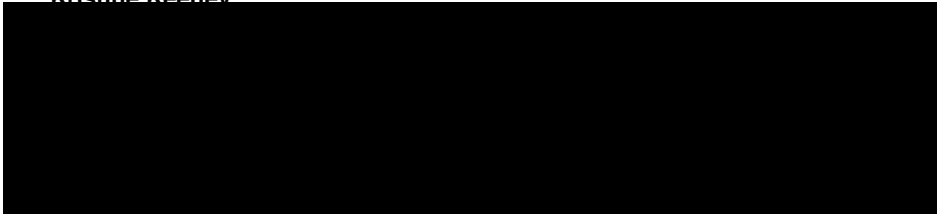
I hope this email finds you well. I know we are just about into the winter season, but I just wanted to check that you had received the ECG signs I sent in the mail and/or if you had a chance to install them this fall? I understand if you did not, but I just wanted to check as we try and track our signage progress each year and ensure we follow up the next season if time ran out because of weather.

Thanks again so much for your help with this, it's greatly appreciated,

Kristine

--

Kristine Keeney



<image001.png>



Wayne,





Massachusetts
Municipal
Association

MMA Legislative Breakfast Meetings February 28, March 6 and March 13

Please Register Today for the Latest Info on the Fiscal 2021 Budget and Key Bills on the Move!

February 4, 2020

Dear Local Official,

The MMA's **Annual Spring Legislative Breakfast series** will start on February 28 as the Legislature begins work on the fiscal year 2021 state budget and sets final priorities for the legislative session that ends on July 31.

The MMA's regional meetings are scheduled for three Friday mornings (February 28, March 6 and March 13). We hope that you will join us at a meeting near you for coffee and conversation with officials from the region and MMA legislative staff on municipal priorities for the year.

The Spring Legislative Breakfast meetings take place as the House and Senate start drafting the fiscal year 2021 state budget, with important decisions to be made on municipal and school accounts based on the spending plan filed by the Governor in January. The Governor's staff will soon be drafting the state's capital spending plan for the new year with hundreds of millions of dollars being allocated for local government priorities such as Chapter 90 local road projects and PFAS and other water infrastructure projects.

We expect that the next few months will feature fast-paced work on important public policy initiatives affecting cities and towns, including funding for state and local transportation projects, zoning and housing production legislation, an omnibus economic development bill, climate change initiatives in both branches, retail marijuana rules, labor law and a wide range of smaller but important bills.

These springtime meetings are a great opportunity to connect with colleagues and legislators on the key local government issues of the day as deliberations get underway at the State House.

There's a lot to talk about this Spring! Please register online at www.mma.org, or complete the attached registration form and mail it to: Alandra Champion, Massachusetts Municipal Association, One Winthrop Square, Boston, MA 02110, or by fax to: 617-695-1314, or by email to: achampion@mma.org. We hope to see you there!!

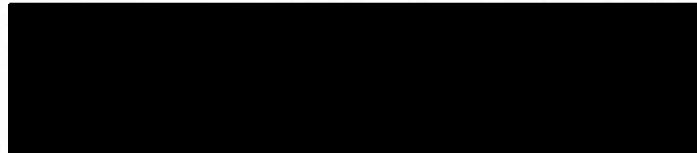
Sincerely,

Geoffrey C. Beckwith
Executive Director & CEO

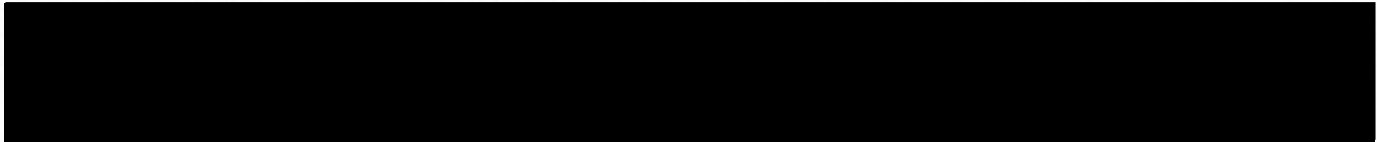
RECEIVED

FEB 06 2020

TOWN MANAGER
TOWN OF WEST NEWBURY



2020 Spring Legislative Breakfast Meetings Please Register Now!



Registrant's Name: _____

Municipality: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Breakfast Location (Please check the meeting you will attend):

February 28th

- Charlton**, Town Hall Meeting Room, 37 Main Street
- Littleton**, Littleton Fire Station Community Room, 20 Foster Street

March 6th

- Carver**, Carver Fire Station, 99 Main Street
- Conway**, Town Hall Meeting Room, 5 Academy Hill Road

March 13th

- Great Barrington**, Town Hall Meeting Room, 334 Main Street
- Manchester-by-the-Sea**, Masonic Temple, 10 Church Street

While the meetings are free, attendees are asked to pre-register so the planners can have an accurate count. All legislative breakfast meetings will begin at **8:00 a.m.** and end by **10:00 a.m.**

THANK YOU FOR REGISTERING – WE LOOK FORWARD TO SEEING YOU THERE!



Town of West Newbury Massachusetts

Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

[Home](#) > [Boards & Committees](#) > Tree Committee

Tree Committee

News and Notes

Contact the Tree Committee:

Email address: treecommittee@wnewbury.org

Upcoming Community Events

April 24-25, 2020: To coincide with National Arbor Day, the West Newbury Tree Committee is now in the process of planning a community "Tree Days" event to be held at the G.A.R. Library and Training Field area on Friday evening April 24th and Saturday morning April 25th. Potential events being considered include, among other items, information on tree planting and care, lecture presentations on trees and forests, give-away of tree seedlings, expert advice from local arborists, tree-related activities for 10 and under kids, and first steps towards a roster of significant and remarkable trees in West Newbury. Please visit this page often to find out more about this event.

Other News and Notes Items

Downloadable Guide to Selecting Suitable Trees for Planting in Massachusetts: U. Mass. Amherst Dep't of Environmental Conservation has released a new guide for selecting and planting trees in Massachusetts, entitled *Planting for Resilience, Selecting Urban Trees in Massachusetts*. Although it contains information for residents of urban areas, the guide also presents a wealth of information pertinent to tree selection and planting in more rural environments like West Newbury. Nearly 80 recommended species are detailed, including tree characteristics, site tolerance considerations, and climate change adaptability. The guide also includes valuable information on tree planting techniques and caring for new trees. To visit the website to download the guide (or to view a companion 45-minute video), [click here](#).

Tree Committee Applies for DCR Urban Forestry Grant: On October 23, 2019, the Tree Committee submitted an application for matching grant reimbursement funding from the Massachusetts DCR Urban Forestry Program. The funding would enable the Tree Committee (1) to purchase equipment needed to begin to assemble a data base roster listing "Significant or Remarkable Trees in West Newbury", and (2) to receive training for Tree Committee members on tree stewardship. The grant amount being sought is \$3,098,

and the DCR announcement of grant award will likely occur sometime in the first quarter of 2020.

Have a Good Idea for the Tree Committee to Consider? The Tree Committee welcomes your ideas about how we might make a difference in our community as relates to protecting and preserving our trees and forests. Send us your ideas at treecommittee@wnewbury.org

Interested in Helping the West Newbury Tree Committee? The Tree Committee welcomes anyone who wishes to help the Tree Committee in its mission to protect and preserve our unique West Newbury forest. Details of the Tree Committee's goals and responsibilities can be viewed by clicking the link on this page entitled "Tree Committee - Mission Statement." If interested, please contact the Tree Committee at treecommittee@wnewbury.org

Address

*Town Office Building
Attention: WN Tree Committee
381 Main Street
West Newbury, MA 01985
United States
See map: [Google Maps](#)*

When:

Third Thursday

Where:

G.A.R. Library

Time:

6:30 PM

Source URL: <https://www.wnewbury.org/tree-committee>

Town Manager

From: Town Manager
Sent: Friday, February 28, 2020 11:07 AM
To: Karen Tyler
Subject: RE: FY21 budget

Great, thanks! Yes we have a line item for Northern Essex Veterans' Services for \$21,112 and a separate line item for \$10k for payment of veterans' benefits. The proposed budget was favorably recommended by FinCom earlier this week, as expected. As we discussed, the goal of Monday night's discussion is simply as an opportunity to bring public attention to the work that your office does and the services available. Thanks again,
 Angus

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

From: Karen Tyler <ktyler@eessexvets.com>
Sent: Friday, February 28, 2020 11:02 AM
To: Town Manager <townmanager@wnewbury.org>
Subject: RE: FY21 budget

Hi,
 It really isn't too much, but this is what is going to be sent to the Town Treasurers for the Assessments. I'm not sure if you have a line item on your Town Budget for Ch115, I don't have it.

I look forward to coming to the meeting on Monday and having the opportunity to talk about the Veteran Services.

Have a great weekend!

Thanks

v/r
 Karen F. Tyler
 Director of Veterans' Services
 Eastern Essex Dept. Veterans' Services
 25 Green St.
 Ipswich, MA 01938
 (978) 356-3915
 (978) 356-6488 (Fax)
www.eessexvets.com

"The willingness with which our young people are likely to serve in any war, no matter how justified, shall be directly proportional to how they perceive veterans of earlier wars were treated and appreciated by our nation."



**EASTERN ESSEX DISTRICT DEPARTMENT OF
VETERANS' SERVICE**

Essex - Georgetown - Hamilton - Ipswich - Rowley - Wenham - Newbury - West Newbury

Karen Tyler
District Director of Veterans' Services

Kathleen Collins
Assistant to Director

February , 2020

Town of West Newbury
Treasurer's Office
381 Main Street
West Newbury, MA 01985

Dear Treasurer:

As approved at the meeting of the Board of Directors on January 22, 2019, please be advised that the financial cost of the Administrative Budget from 7/1/2020 to 6/30/2021 for the Eastern Essex District Department of Veterans Services, of which the Town of West Newbury is a member, is \$21,111.94. Enclosed is the Administrative Budget Approval.

This amount has been set in accordance with Chapter 115, Section II of the Massachusetts General Laws.

Please ensure the check is payable to the Eastern Essex District Department of Veterans' Services and forward to this office by July 1, 2020 or as soon as possible.

Sincerely,



Karen Tyler
District Director of Veterans' Services

Town Hall, 25 Green St.
Ipswich, MA 01938
Email: ktyler@eessexvets.com
Email: kcollins@eessexvets.com

Tel: 978-356-3915
Fax: 978-356-6488
Website: eessexvets.com

February 11, 2020

West Newbury Garden Club
West Newbury, MA 01985

Dear West Newbury Selectmen,

The West Newbury Garden Club is seeking approval to install our Annual Plant Sale banner on the Training Field from Saturday, 5/2 through Saturday, 5/16. This location has provided an excellent visible reminder of this well attended event.

The funds raised by the WNGC during this event helps to fund the beautifying of 7 publicly viewed locations in West Newbury, donations to local charities and our long standing scholarships distributed annually to students from West Newbury and the other towns within the Pentucket district.

Thank you for consideration.

Respectfully submitted,

Lori Boudrow

Town Manager

From: Town Manager
Sent: Thursday, February 20, 2020 9:32 AM
To: Richard Parker; clanraig
Cc: Liz Callahan; Rick Parker; Jennifer Walsh (finance.admin@wnewbury.org)
Subject: RE: volunteer for energy committee

Hi Tom,

Please simply complete the Application for Appointment online ([here](#)) and upon our receipt this will be added to the subsequent BOS agenda. Their next regularly scheduled mtgs are 3/2 and 3/16 and you would be invited to appear before the Board.

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

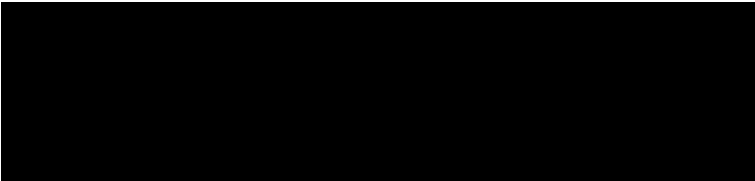


Hi Tom,

That's great! Yes, there is definitely a position open on the WNEAC. I've Cc:'c Angus Jennings (Town Manager), who should be able to add your request to join the EAC to the BoS meeting agenda.

Liz Callahan, EAC chairperson, is also copied. I'm not certain when the next committee meeting will be scheduled, although it should be in the next 2 weeks. Liz can add you to the email list when working to schedule.

Thx - rick



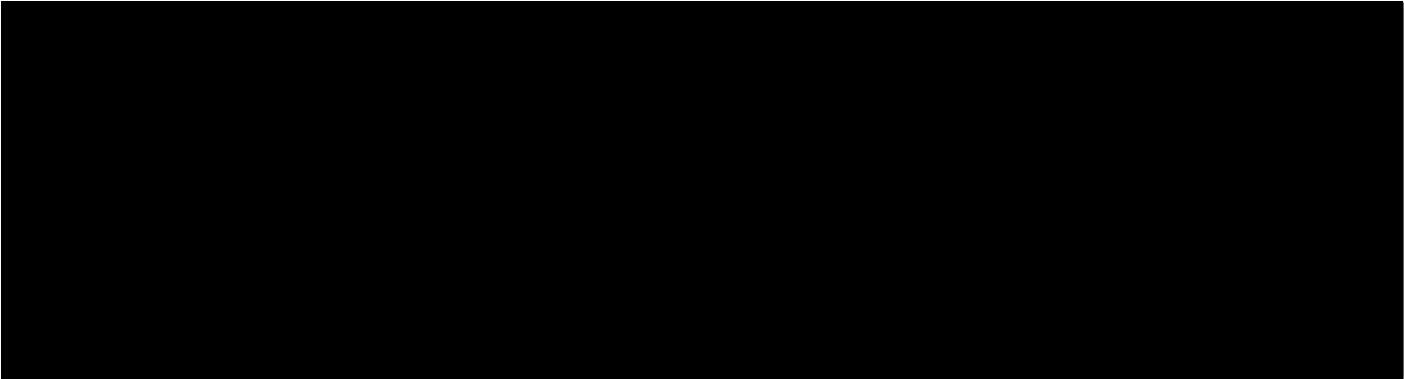
Good to see you the other day. It reminded me that I am interested in volunteering for the WN energy committee. Is there a position open and how would I come aboard? Regards, Tom Craig



Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 115.

The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: selectmen@wnewbury.org



ENERGY ADVISORY

Current or past committees served on: MILL POND

Relevant skills, expertise and education: MECHANICAL ENGINEER

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

Signature: Thomas E. Craig Date: 2/28/20

Board/Committee _____

Appointing Authority _____

Date of Appointment _____ Sworn in _____

RECEIVED

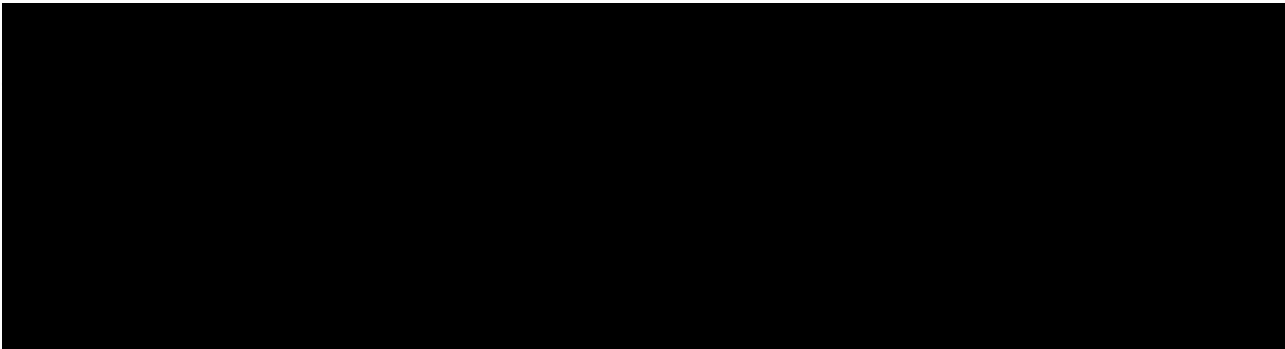
FEB 27 2020

TOWN MANAGER
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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



Cable Advisory Committee

Current or past committees served on: Cable Advisory Committee
(Adcom approx 2008-2012???)

Relevant skills, expertise and education: worked in Cable TV industry ¹⁹⁸³⁻¹⁹⁹⁴
Worked as Vendor to Cable Inds. 1993-2004; Producer of various
Cable access Shows 2010-present; ~~Involved~~ Involved in Cable Franchise
negotiations; Video producer.

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

Signature: Kevin Bene Date: 2/27/20



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
 FROM: Angus Jennings, Town Manager
 DATE: February 28, 2020
 RE: Parks & Rec Comm vacancy

As you know there is a current vacancy on the Parks & Rec Commission following Tom Flaherty's resignation. One application for interim appointment, to serve until the May 4th election when the remainder of Tom's term will be filled, has been received and is enclosed.

Current P&R Commissioner Bill Bachrach, whose term ends this year, has recently notified the Town Clerk that he does not intend to seek re-election. Therefore, there will be two openings on the May 4th ballot – one complete term (Bachrach's seat) and the other to serve the remainder of Tom's term (until May 2021).

As of today, more than two residents have taken out papers to run for one or both open seats. While we don't know who will return papers, it appears likely that at least one of the two seats will be contested.

Given the relatively short period of time before the May 4th election, and to avoid the appearance of favoring one candidate over another, Chairman Archibald has recommended that the Board leave Tom's seat unfilled until it is filled based on the results of the election. The Commission would still have two voting members until both the vacant and vacating seats are filled in early May.

MAY 5, 2020 ANNUAL TOWN ELECTION
LIST OF OFFICES WITH INCUMBENTS
WEST NEWBURY, MASSACHUSETTS

<u>OFFICE</u>	<u>TERM-----</u>	<u>-YEAR ENDING</u>	<u>TOOK OUT PAPERS</u>	<u>RET</u>
<u>SELECTMEN</u>	<u>FOR THREE YEAR</u>	<u>2023</u>		
David Archibald			January 21, 2020	
<u>BOARD OF HEALTH</u>	<u>FOR THREE YEARS</u>	<u>2023</u>		
Blake J. Seale			January 23, 2020	Ret 2/5 *
<u>BOARD OF HEALTH</u>	<u>FOR TWO YEARS</u>	<u>2022</u>		
Thomas P. Fahey			February 3, 2020-	
<u>PLANNING BOARD</u>	<u>FOR FIVE YEARS</u>	<u>2025</u>		
Timothy N. Cronin			January 22, 2020	
Jon M. Johnson			February 25, 2020	
<u>HOUSING AUTHORITY</u>	<u>FOR FIVE YEARS</u>			
Susan Babb		2025		
<u>HOUSING AUTHORITY</u>	<u>FOR ONE YEAR</u>	<u>2021</u>		
Susan Babb	FOR FIVE YEARS		February 25, 2020	
<u>TRUSTEES OF THE PUBLIC LIBRARY</u>	<u>FOR THREE YEARS</u>	<u>2023</u>		
Pamela Atwood				
Sandra Capo				
Wendy Reed			February 12, 2020	
Heather A. Conner			February 3, 2020	
Sandra Nawrocki			February 20, 2020	Ret 2/25 *
<u>TRUSTEES OF THE PUBLIC LIBRARY</u>	<u>FOR ONE YEAR</u>	<u>2021</u>		
Thomas Salvo			January 30, 2020	Ret 2/4 *
<u>ASSESSOR</u>	<u>FOR THREE YEARS</u>	<u>2023</u>		
Richard Baker			January 15,2020	Ret 2/18 *
Burmeister, Walter			January 31, 2020	

<u>SCHOOL COMMITTEE</u>	<u>FOR THREE YEARS</u>	<u>2023</u>	
Christine Reading		January 7, 2020	Ret 1/16 *

<u>WATER COMMISSIONER</u>	<u>FOR THREE YEARS</u>	<u>2023</u>	
Robert P. Janes		January 15, 2020	Ret 2/4 *

<u>PARK AND RECREATION</u>	<u>FOR THREE YEARS</u>	<u>2023</u>	
<u>COMMISSIONER</u>			
William Bachrach	" "		
John T. Burge	" "	February 18, 2020	
Wendy L. Willis	FOR ONE YEAR	2021	February 7, 2020
William Bradley Buschur	"		February 11, 2020
Raymond Antonopoulos	"		February 13, 2020
John T. Burge			February 18, 2020

<u>CONSTABLE</u>	<u>FOR THREE YEARS</u>	<u>2023</u>	
Richard R. Davies, Jr.		January 8, 2020	

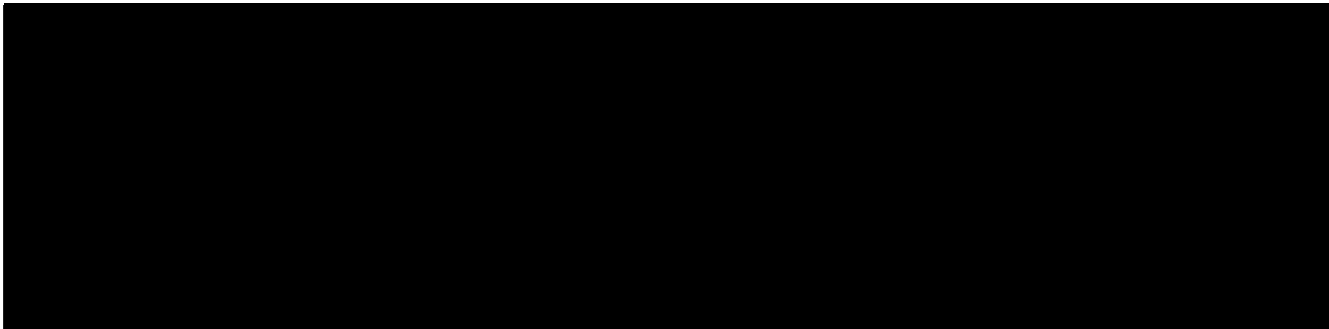
<u>CONSTABLE</u>	<u>FOR TWO YEARS</u>	<u>2022</u>	
W. Lawrence Corcoran, III		December 20, 2019	
Robinson M. Shively		January 22, 2020	Ret 1/27 *



Town of West Newbury Application for Appointment

For additional information please call 978-363-1100, ext. 115.

The Town appreciates your interest in serving. Please complete this form and return it to : Board of Selectmen, 381 Main Street, West Newbury, MA 01985 or email to: selectmen@wnewbury.org



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

Parks and Recreation Committee

Current or past committees served on: Open Space Committee; Commissioner at Large, MVPC Steering Committee, Merrimack River District Commission

Relevant skills, expertise and education: BA in Urban Planning / Masters in Landscape Architecture.

Managed over \$20M in capital improvements in park renovations for the City of Lawrence.

Current projects include renovations at 2 natural turf soccer fields and 2 baseball diamonds.

Strong history of fundraising for park projects (PARC, TIP, and LWCF).

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

Signature: _____

Date: _____

2-6-2020

Board/Committee _____

Appointing Authority _____

Date of Appointment _____

Sworn in _____

Town Manager

From: Town Manager
Sent: Wednesday, February 26, 2020 4:03 PM
To: Marcia Sellos-Moura
Subject: RE: Library

Hi,

I reviewed this w Chairman Archibald and we're happy to put this on the March 2 BOS agenda.

Based on the other items on Monday's agenda I wouldn't think this would come up before about 7:20, and could be more like 7:45 depending on how long some of the early items take.

Please confirm that the Library Board can be represented at that time. I'll include in the BOS mtg packet the add'l backup received on Monday and any add'l items you may wish to provide by Friday morning.

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: Wednesday, February 26, 2020 2:10 PM
To: Town Manager <townmanager@wnewbury.org>
Subject: Library

Hi Angus

We were obviously disappointed that FinComm did not support the 10h position. As a follow-up to this decision, I have a couple of requests:

- I'd like to better understand BoS objections to the 10h position. Could you please send me the Minutes of the meeting when the 10h position was discussed? These will be important as we discuss the rejection of the position with the rest of the Board of Trustees in our upcoming meeting and also sooner as I would like to ask for time at the next BoS meeting to discuss this position
- Which brings me to my second request, could you please include some time for us to discuss this position with BoS at their next meeting? This is especially important as we did not have the "overtime spreadsheet" that Corinn put together when the BoS considered this request. We therefore have new material information to provide to BoS. We're also gathering additional supportive information. I'd like to make sure the BoS has all of this information prior to the time when the budget needs to be compiled for publication prior to Town Meeting

Many thanks
 Marcia

FY21 Budget – Town of West Newbury Library Budget Narrative

FY18 Expended: 98.7% of the budget was expended.

FY19 Expended: 97.7% of the budget was expended. We turned back 8,090 in the salary line because of two staff transitions in the fall of 2018. We replaced 5 of the oldest computers, all dating from 2008, in FY19.

FY20 Expenses: The biggest expense is our MVLC (Merrimac Valley Library Consortium) membership. In FY20 it is urgent that we replace the remaining 5 computers and 1 laptop operating on Windows 7: 3 public computers (dating from 2011) and 3 staff computers (from 2008). Due to their age, none of these computers is able to support Windows 10 and, as of January 14, 2020, Windows is no longer releasing updates to Windows 7, which includes all security updates. If left unresolved this will leave our network vulnerable to security risks and viruses. It is essential that we have functioning, safe and up-to-date technology in order to support our services to the community.

FY21 Expenses and Materials Request:

We are requesting 33,000 for Expenses in FY21. This is the same amount approved for Expenses in FY20.

We are requesting 68,00.00 for Materials. This is a 1.5% increase over the approved FY20 Materials line. We are required to spend approximately 19.5 per cent of our total Municipal appropriation on Materials. The materials have been broken down into 6 sub- categories, which are detailed on the attached spread sheet.

FY21 Salary and Wage:

We are requesting \$259,842.40 for Salaries, which is a 1.5% decrease compared to the approved FY20 salary line. The Library is requesting an additional 10 hour library assistant position at the rate of \$14.50/hour (\$7,540 annually). The library is shorthanded on a weekly basis, which regularly forces staff to work split shifts and/or extra hours. If no one is available to fill in, we work with a skeleton staff, which poses safety concerns and negatively impacts the quality of service provided. Additionally, we routinely have to forego attending meetings at the consortium level because of a lack of staffing. This puts us at a disadvantage, as crucial information is disseminated at these meetings and it leaves West Newbury out of decision-making processes at the consortium level. An additional 10 hour position will provide us with some flexibility when it comes to covering meetings and trainings, vacations, sick days, and Saturdays. It will also provide more time for senior staff to do the behind the scenes work required of them, such as collection development, processing of materials and planning programs.

The total FY21 request is \$360,842, which is a .82% decrease over last year's approved budget.

Staff	Regular hours in a pay period	Hours worked in pay period ending 7/18/2019	8/1/2019	8/15/2019	8/29/2019	9/12/2019	9/26/2019	10/10/2019	10/24/2019	11/7/2019	11/21/2019	12/5/2019	12/19/2019	1/2/2020	1/10/2020	1/30/2020	2/13/2020	Total hours worked	Total extra hours worked	
Kristen Young	56	58	56	56	64.5	58	57.1	61	58	70.1	62	59.6	58.61	66.5	60.2	62	67.6	61	1036.2	84
Tracy Larabee	54	63.4	54	54	54	54	53.4	58	59	53.4	58	57.4	47	63.4	54.8	54	57.4	54	949.2	31.2
Jean Berkenbush	20	31	20	23	20	20	10	10	29	24	25	25	21	30	23	24	29	14	378	38
Dawn Watson	62	63.2	62	62	62	62	62.2	62	67	62.2	62	66.2	62.2	62	66.4	62	62.2	66	1073.6	20
Liz Torrissi	20	14	25	25	20	21	21	30	30	21	19	23	23	10	24	24	23	29	382	42

215.2

Staff	Regular hours in a pay period	Hours worked in pay period ending 7/5/2018	7/19/2018	8/2/2018	8/16/2018	8/30/2018	9/13/2018	9/13/2018	10/1/2018	10/25/2018	11/8/2018	11/22/2018	12/6/2018	12/20/2018	1/3/2019	1/17/2019	1/31/2019	2/14/2019	2/28/2019	3/14/2019	3/28/2019	4/11/2019	4/25/2019	5/9/2019	5/23/2019	6/6/2019	6/20/2019	Total Hours Worked	Total Extra Hours Worked	
Jean Berkenbush	20	4	25	20	20	38	10	24	21	36	36	24	20	24	16	20	20	23.5	25	24	25	18	25.5	28	24	24	24	24	599	79
Tracy Larabee	54	13.4	54	53	54	29.1	x	x	43.4	58	58	63.8	58	57.5	56.8	58	57.4	58	52.4	58	58	58	57.9	54	58	58.4	58	1285.1	119	
Liz Torrissi	20	10	15	20	20	34	33	32	18	19	19	11	32	26	19	24	15	32	20	25	21	28	20	24	24	26	30	597	77	
Dawn Watson	62	24.2	62	62	62	66	65.2	69	68.2	68	68	70.4	62	66	62.4	66	66.2	62	66.2	64	66	62	70.7	66	62	66.2	66	1658.7	46	
Kristen Young	56	23.6	56	60.5	56	56	54.6	60	65.23	x	x	48.6	56	54	53.2	60	58.6	60	60.6	62	58.75	60	56.1	56	64	60.6	56	1356.38	99.6	

420.6

TL start
 KY start
 x position unfilled

In FY19 the library was open 292 days and had 44,259 patrons come through the building, an average of 150 people per day. The library is open to the public 51 hours per week, has 3 bathrooms, a kitchenette and is 7,785 square feet. We hold multiple programs daily and house materials which create significant dust. A survey of other small local libraries, including: Middleton, Rowley, Essex, Boxford, Groveland, Topsfield, Manchester-by-the-Sea, Newbury, Carlisle, Rockport, & Salisbury, revealed that ours is the only library that does not have either regular dedicated custodial staff or a contracted cleaning company. Of these libraries, the average number of hours per week allocated to cleaning is 22.

At present, the DPW is able to give the library approximately 30 minutes of cleaning, 5 days a week. This is only enough time to get the trash emptied, to spot vacuum and clean one of the bathrooms. Because of this time constraint our floors are almost never mopped, surfaces are never dusted or disinfected, the bathrooms are not fully cleaned on a daily basis, and the carpets are never thoroughly vacuumed. When essential routine cleaning is not done in a public building as heavily trafficked as our library building is, public health issues arise. In addition to all the students and adults who use our computers and reading areas on a daily basis, babies and toddlers and their caretakers crawl on our floors and all use our bathrooms every day. These spaces should be clean and regularly disinfected to reduce the spread of germs and to generally improve the appearance of the library.

After reviewing three separate bids from local cleaning companies, I am requesting that the Town Building Operating Expenses budget be increased by \$12,000 for FY21 with the understanding that this additional money will be used exclusively to fund the cleaning of the library building twice a week for a minimum of twelve hours. The DPW Director will manage the administrative component of the cleaning contract and the Library Director will manage the cleaning staff.

The scope of what needs to be done on a routine basis includes, but is not limited to:

- Carpeting: vacuum carpeting throughout on 1st level each visit and 2nd level every other visit
- Detail Clean all bathrooms every visit
- Wipe down tops of book shelves and open surface areas every visit
- Baseboards and trim work: every other visit
- Kitchenette: wipe down, clean outside (no dishes) every visit
- Front entry way: detail clean floors, doors, glass and tables every visit
- Chair railings/window edges - detail clean every other visit
- Personal Office desks - cleaned upon request
- Stairways and handrails - washed every visit

The Board of Selectmen acknowledges that there was a sexual harassment complaint made against the former police chief Arthur Reed by a town employee in March 2018. This complaint was taken seriously and procedures were followed according to the town protocol in place at the time. An investigation was carried out and there was found to be a basis for the complaint. Disciplinary measures for the Chief were handed down by the Board of Selectmen. The incident was reported to the Essex County District Attorney's office.

The Board of Selectmen also acknowledges that there were some unintended omissions in the investigation. All of the facts were not available or were not discovered until after the time of the investigation. Ultimately, however, all relevant materials were made available to the Essex County District Attorney's office. An additional oversight of the Town was that the complainant should have been formally informed of the findings after the investigation.

With this as part of the background, the Board decided not to renew Chief Reed's employment contract and he is no longer an employee of the Town.



Town of West Newbury Finance Committee
FY21 Budget Meeting Schedule
2/20/20

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 FEB 20 PM 4:09

*All meetings 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>	
Monday, Feb. 24 th 7pm	DPW Library Fire Department Ambulance Emergency Management Agency	Community Preservation Comm ¹ Revenue Projections Finance Committee Moderator Essex County Retirement
Wednesday, Feb. 26 th 7pm	Board of Assessors Town Manager Finance Department Selectmen Special Counsel Veterans' Services	Harbormaster Open Space Committee Cable Advisory Committee Unemployment Compensation Insurance and Bonds
Tuesday, March 10 th 7pm	Council on Aging Board of Health Planning Board Conservation Commission Inspectional Services Town Clerk/Town Counsel Board of Registrars/Elections	Education Board of Appeals Recreation Commission Mill Pond Committee Historical Commission Cultural Council
Thursday, March 12 th 7pm	Water Police Department Dispatch Animal Control Officer Debt Service	Transfers to Stabilization Medicare (FICA) Health Insurance COLA

Please note: *The order that topics are listed are not necessarily the order they will be reviewed. The Finance Committee Chairman 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.*

¹ The Feb. 24, 2020 mtg will include review of the proposed Artichoke River Woods CPC proposal. The CPC review of the proposed Page School proposal is pending at the time of this posting, and if referred will be added to a future Finance Committee agenda.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: February 22, 2020
RE: Transmittal memo for meeting on February 24th

Introduction

Representatives from all departments/Boards/Committees scheduled for Monday night's agenda were notified of the date a couple of weeks ago and will either have a representative present, or not, at their option. Anticipated attendees include:

- DPW – Wayne Amaral, Director
- Library – representative(s) from Library Board; Corinn Flaherty, Director
- CPC – Vanessa Johnson-Hall, Essex County Greenbelt (re proposed Artichoke River Woods land acquisition). Because it was just last night that the CPC favorably recommended the Page School Playground project (by a 6-1 vote), that topic is not scheduled for Monday so as to allow you more time to review the proposal, and to allow a date to be scheduled at which a representative from CPC (other than me) may be present, if they choose.
- EMA – Lee Ann Delp, EMA Director
- Fire and Ambulance – Mike Dwyer, Fire Chief

Town Accountant/Business Manager Stephanie Frontiera and I will also attend on Monday, and I will be presenting the proposed sections of the budget, including for those sections with other representatives present. It is suggested that the Committee direct its questions to me, although in some instances I may defer to another person to provide more information; and, the Committee is free to ask whatever questions of whomever you wish in order to inform your consideration.

My recommended budgets do not in every instance match the numbers initially proposed, and in those instances the format of the information presented provides you with transparency regarding those differences. In some cases, the basis for my recommended budget are described in the notes. I have also enclosed within this packet the supporting materials received from the various DHs/BCC Chairs, since in many instances these provide the most detailed backup available.

FY19 and FY20 YTD transactions for any or all sections of the budget can be provided to the Committee via Dropbox upon request.

Articles

The Committee's custom is to review proposed warrant articles on the same night that the lead sponsor is present. We may find that the overall volume of information presented may exceed what is

practical to address within a single session, and it may be advisable to table some articles to a future date, perhaps adding one (or more) additional meetings.

Also, in preparing a schedule for warrant article review, I postponed some articles to a March meeting date with the expectation that the proposed costs will be clearer by then – including, for example, snow & ice deficit (#21); transfer of funds to OPEB stabilization (#8); free cash transfer to reduce FY21 tax rate (#6) – and also including all three proposed expenditures from the Stabilization Fund (#17, 18, 19) to allow time for the CIC process to run its course.

Status of Omnibus Budget

The budget process this year has been very challenging, so far, and the schedule has slid beyond the expected dates a couple of times. There are many reasons for this, which I will not enumerate here. However, I do want to make the Committee aware of a couple of factors that have helped make it infeasible to prepare a complete Omnibus Budget that allows us all to understand whether the estimated “bottom line” taxpayer impact will hit the ≤ 2% target set by the Board of Selectmen in its initial budget policy direction on December 18th (a copy of which is enclosed).

Town-wide Assessed Value and Tax Rate, Town of West Newbury, FY10-FY20							
Valuation						Tax Rate	
<u>Fiscal</u>		<u>Personal</u>			<u>Change from</u>		<u>Change</u>
<u>Year</u>	<u>Real Estate</u>	<u>Property</u>	<u>Total</u>		<u>Prior Year (\$)</u>	<u>Tax Rate</u>	<u>from Prior</u>
							<u>Year (\$)</u>
FY20	\$ 961,841,231	\$ 15,904,090	\$ 977,745,321	\$	\$ 31,326,023	14.42	-0.15
FY19	\$ 930,604,678	\$ 15,814,620	\$ 946,419,298	\$	\$ 51,921,537	14.57	0.01
FY18	\$ 879,689,741	\$ 14,808,020	\$ 894,497,761	\$	\$ 18,301,099	14.56	0.01
FY17	\$ 860,056,662	\$ 16,140,000	\$ 876,196,662	\$	\$ 25,148,058	14.55	-0.08
FY16	\$ 835,613,644	\$ 15,434,960	\$ 851,048,604	\$	\$ 77,094,539	14.63	-1.06
FY15	\$ 759,339,475	\$ 14,614,590	\$ 773,954,065	\$	\$ 28,528,882	15.69	-0.11
FY14	\$ 727,095,893	\$ 18,329,290	\$ 745,425,183	\$	\$ 13,323,443	15.80	0.05
FY13	\$ 714,051,310	\$ 18,050,430	\$ 732,101,740	\$	\$ 9,983,438	15.75	0.92
FY12	\$ 709,535,482	\$ 12,582,820	\$ 722,118,302	\$	\$ (26,816,219)	14.83	1.15
FY11	\$ 736,222,201	\$ 12,712,320	\$ 748,934,521	\$	\$ (15,020,181)	13.68	0.76
FY10	\$ 752,225,582	\$ 11,729,120	\$ 763,954,702	\$	n/a	12.92	
Avg (FY16-FY20)					\$ 40,758,251		

Source: Angus Jennings, Town Manager

The following is a summary of key FY21 budgeting factors:

- **Pentucket Budget.** The current draft budget includes the proposed FY21 Pentucket operating budget, which would result in a 2.4% (\$178,776) increase. However, the Pentucket budget as proposed would require a prop. 2 ½ override in either or both of Groveland and Merrimac, and we have been advised that the School Committee does not want that to happen. The proposed budget will be considered at a public hearing on February 25th, and it has been

suggested that West Newbury’s operating budget increase could be much, much smaller. Once this is known, it could have a significant bottom line impact that could affect the Committee’s and/or the Board of Selectmen’s recommendations regarding other sections of the proposed Town operating budget.

- **Police Union Contract.** The contract expires on June 30, 2020, and negotiations are actively underway. For this reason, the Police budget was placed on the latest date FinCom meeting (March 12th) in hopes that we’ll have a better budget number to work with at that time.
- **Transfer to Capital Stabilization.** Proposed budget carries recommended transfer of \$500,000 consistent with last year’s CIC process. Current year CIC process is underway with meetings upcoming on February 27 and March 4 (both at 7:30pm). The recommended amount for transfer is likely to remain unchanged, but it should be understood that the CIC process is underway. (Note: a separate warrant article proposes a \$300,000 transfer to Capital Stabilization in anticipation of the West Newbury share of costs to reconstruct the Middle Street Bridge, which has not been accounted for in prior years’ capital planning efforts.
- **Free cash contribution to reduce FY21 tax rate.** In estimating the “bottom line” impact to taxpayers from the proposed operating budget, it is necessary to take into account the prior and current years’ reliance on a Free Cash appropriation in order to reduce the tax rate. The following table illustrates the past few years’ transfers, all of which contributed to reducing the respective years’ tax rates.

Free Cash Trends, FY15-FY20			
<u>Fiscal</u> <u>Year</u>	<u>Year-End</u>		<u>Free Cash transfer to</u> <u>reduce Tax Rate</u> ²
	<u>Certified Free</u> <u>Cash</u> ¹		
FY20	TBD	\$	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 (FY17-20)		\$	219,575

¹ Source: MA DOR Form B-1, FY15-FY20

² Source: MA DOR Tax Rate Recaps, Item III d, FY15-FY20

Source: Angus Jennings, Town Manager

The Financial Reserves Policy recommended by MassDOR and adopted by the Board of Selectmen on December 3, 2018 “set[s] a goal of maintaining its year-end unappropriated free cash balance in the range of five percent of the annual general fund budget. The Town will appropriate any excess above this target range to build reserves or offset unfunded liabilities.”

Five percent of the approved FY20 operating budget (as amended) equates to about \$785,000. If all proposed warrant articles assumed to be paid from Free Cash were to be approved, it would draw down Free Cash to an estimated \$1,032,048. When factoring in the placeholder warrant articles that do not yet have firm numbers attached (#6 reduce FY21 tax rate, #8 transfer to OPEB Stabilization, #21 snow & ice, #30 Pipestave parking study), this could well draw down Free Cash to (or even below) the recommended level.

(See attached Working Draft of Fund Balance Report for April 2020 Town Meeting. Cells shaded in orange have yet to be filled in. Estimated beginning balances will also be reviewed and confirmed with Town Accountant/Business Manager; the CPC balances, in particular, are expected to change due to the larger than projected FY20 State match.)

I do not expect that all proposed warrant articles will necessarily stay on the warrant, nor that all warrant articles will remain at the funding levels currently proposed. However, I prepared this summary to share my best current information with the Committee.

It may make sense to forego transferring Free Cash to reduce the FY21 tax rate until the Fall Special Town Meeting, by which time year-end FY20 Free Cash will have been certified; among other factors, the closeout of the Bicentennial Committee balance (unaudited remaining balance of \$91,075) can be expected to benefit year-end Free Cash.

However, because the actual tax rate has relied (increasingly) on Free Cash transfers in recent years, I wanted to put this issue on the table for discussion within the current budget cycle. It is also worth noting that, for the first time, the FY21 tax rate will benefit from a proposed transfer from the School Stabilization Fund. However, while this will help offset the impact, the proposed amount of the transfer (\$247,647) is less than half of the amount (\$652,340) of the FY21 Pentucket capital assessment resulting from the Middle/High School project.

Concluding Comments

In your review of the proposed FY21 Budget, please pay close attention to the “Notes” that accompany most sections of the budget. These notes include valuable information that will be important to your understanding of the rationale for some sections of the budget, and these notes also highlight certain aspects of the proposed budget that continue to be in flux at this time. For these expense lines, the notes also seek to outline the anticipated process by which those current variables will be resolved in the coming weeks.

Miscellaneous Supporting Data

The following pages include some data tables that may be useful or interesting references. Some or all of these could be adapted for incorporation into the FinCom Town Meeting booklet, and additional work is underway to better illustrate, among other things, multi-year expense budget trends.

FY20 Expense Budget Breakdown by \$ and %

<u>Department</u>	<u>Budget (FY20)</u>	<u>% of Total</u>
EDUCATION	\$ 8,246,189	52.6%
POLICE DEPARTMENT	\$ 1,164,302	7.4%
DPW	\$ 1,145,525	7.3%
ESSEX COUNTY RETIREMENT FUND	\$ 660,171	4.2%
BOARD OF HEALTH	\$ 532,686	3.4%
TRANSFERS OUT - STABILIZATION	\$ 500,000	3.2%
EMPLOYEES' HEALTH INSURANCE	\$ 465,397	3.0%
DEBT SERVICE	\$ 372,814	2.4%
LIBRARY	\$ 363,813	2.3%
PUBLIC SAFETY DISPATCH	\$ 317,605	2.0%
FIRE DEPARTMENT	\$ 305,221	1.9%
TOWN MANAGER	\$ 288,470	1.8%
FINANCE DEPARTMENT	\$ 251,190	1.6%
BOARD OF ASSESSORS	\$ 175,980	1.1%
INSURANCE AND BONDS	\$ 172,832	1.1%
INSPECTION DEPARTMENT	\$ 140,160	0.9%
TOWN CLERK/TOWN COUNSEL	\$ 128,757	0.8%
COUNCIL ON AGING	\$ 92,450	0.6%
PLANNING BOARD	\$ 63,613	0.4%
FINANCE COMMITTEE	\$ 61,500	0.4%
MEDICARE INSURANCE (FICA)	\$ 48,279	0.3%
VETERANS	\$ 33,557	0.2%
CONSERVATION COMMISSION	\$ 32,450	0.2%
ANIMAL CONTROL OFFICER	\$ 24,050	0.2%
SELECTMEN	\$ 20,600	0.1%
RECREATION	\$ 18,400	0.1%
SPECIAL COUNSEL	\$ 15,000	0.1%
BOARD OF REGISTRARS/ELECTIONS	\$ 12,050	0.1%
EMERGENCY MANAGEMENT	\$ 11,324	0.1%
HARBORMASTER	\$ 2,000	0.0%
BOARD OF APPEALS	\$ 1,400	0.0%
OPEN SPACE COMMITTEE	\$ 750	0.0%
HISTORICAL COMMISSION	\$ 500	0.0%
MODERATOR	\$ 260	0.0%
CULTURAL COUNCIL	\$ 100	0.0%
UNEMPLOYMENT COMPENSATION	\$ 1	0.0%
CABLE ADVISORY COMMITTEE	\$ -	0.0%
AMBULANCE SERVICE	\$ -	0.0%
COMMUNITY CENTER	\$ -	0.0%
TOTAL	\$ 15,669,396	

Source: Angus Jennings, Town Manager, 12/16/19

FY20 Expense Budget: Estimate of Per-Department Household Tax Impact

Town Department	Home Value							
	300,000	400,000	500,000	600,000	700,000	800,000	900,000	1,000,000
EDUCATION	\$ 2,298.71	\$ 3,064.94	\$ 3,831.18	\$ 4,597.41	\$ 5,363.65	\$ 6,129.89	\$ 6,896.12	\$ 7,662.36
POLICE DEPARTMENT	\$ 324.56	\$ 432.75	\$ 540.93	\$ 649.12	\$ 757.31	\$ 865.50	\$ 973.68	\$ 1,081.87
DPW	\$ 319.33	\$ 425.77	\$ 532.21	\$ 638.65	\$ 745.10	\$ 851.54	\$ 957.98	\$ 1,064.42
ESSEX COUNTY RETIREMENT FUND	\$ 184.03	\$ 245.37	\$ 306.72	\$ 368.06	\$ 429.40	\$ 490.74	\$ 552.09	\$ 613.43
BOARD OF HEALTH	\$ 148.49	\$ 197.99	\$ 247.49	\$ 296.98	\$ 346.48	\$ 395.98	\$ 445.47	\$ 494.97
TRANSFERS OUT - STABILIZATION	\$ 139.38	\$ 185.84	\$ 232.30	\$ 278.76	\$ 325.22	\$ 371.68	\$ 418.14	\$ 464.60
EMPLOYEES' HEALTH INSURANCE	\$ 129.73	\$ 172.98	\$ 216.22	\$ 259.47	\$ 302.71	\$ 345.96	\$ 389.20	\$ 432.45
DEBT SERVICE	\$ 103.93	\$ 138.57	\$ 173.21	\$ 207.85	\$ 242.49	\$ 277.13	\$ 311.78	\$ 346.42
LIBRARY	\$ 101.42	\$ 135.22	\$ 169.03	\$ 202.83	\$ 236.64	\$ 270.44	\$ 304.25	\$ 338.05
PUBLIC SAFETY DISPATCH	\$ 88.54	\$ 118.05	\$ 147.56	\$ 177.07	\$ 206.58	\$ 236.09	\$ 265.61	\$ 295.12
FIRE DEPARTMENT	\$ 85.08	\$ 113.44	\$ 141.81	\$ 170.17	\$ 198.53	\$ 226.89	\$ 255.25	\$ 283.61
TOWN MANAGER	\$ 80.41	\$ 107.22	\$ 134.02	\$ 160.83	\$ 187.63	\$ 214.44	\$ 241.24	\$ 268.05
FINANCE DEPARTMENT	\$ 70.02	\$ 93.36	\$ 116.70	\$ 140.04	\$ 163.38	\$ 186.72	\$ 210.07	\$ 233.41
BOARD OF ASSESSORS	\$ 49.06	\$ 65.41	\$ 81.76	\$ 98.11	\$ 114.46	\$ 130.82	\$ 147.17	\$ 163.52
INSURANCE AND BONDS	\$ 48.18	\$ 64.24	\$ 80.30	\$ 96.36	\$ 112.42	\$ 128.48	\$ 144.54	\$ 160.60
INSPECTION DEPARTMENT	\$ 39.07	\$ 52.09	\$ 65.12	\$ 78.14	\$ 91.17	\$ 104.19	\$ 117.21	\$ 130.24
TOWN CLERK/TOWN COUNSEL	\$ 35.89	\$ 47.86	\$ 59.82	\$ 71.78	\$ 83.75	\$ 95.71	\$ 107.68	\$ 119.64
COUNCIL ON AGING	\$ 25.77	\$ 34.36	\$ 42.95	\$ 51.54	\$ 60.13	\$ 68.72	\$ 77.31	\$ 85.90
PLANNING BOARD	\$ 17.73	\$ 23.64	\$ 29.55	\$ 35.47	\$ 41.38	\$ 47.29	\$ 53.20	\$ 59.11
FINANCE COMMITTEE	\$ 17.14	\$ 22.86	\$ 28.57	\$ 34.29	\$ 40.00	\$ 45.72	\$ 51.43	\$ 57.15
MEDICARE INSURANCE (FICA)	\$ 13.46	\$ 17.94	\$ 22.43	\$ 26.92	\$ 31.40	\$ 35.89	\$ 40.37	\$ 44.86
VETERANS	\$ 9.35	\$ 12.47	\$ 15.59	\$ 18.71	\$ 21.83	\$ 24.94	\$ 28.06	\$ 31.18
CONSERVATION COMMISSION	\$ 9.05	\$ 12.06	\$ 15.08	\$ 18.09	\$ 21.11	\$ 24.12	\$ 27.14	\$ 30.15
ANIMAL CONTROL OFFICER	\$ 6.70	\$ 8.94	\$ 11.17	\$ 13.41	\$ 15.64	\$ 17.88	\$ 20.11	\$ 22.35
SELECTMEN	\$ 5.74	\$ 7.66	\$ 9.57	\$ 11.48	\$ 13.40	\$ 15.31	\$ 17.23	\$ 19.14
RECREATION	\$ 5.13	\$ 6.84	\$ 8.55	\$ 10.26	\$ 11.97	\$ 13.68	\$ 15.39	\$ 17.10
SPECIAL COUNSEL	\$ 4.18	\$ 5.58	\$ 6.97	\$ 8.36	\$ 9.76	\$ 11.15	\$ 12.54	\$ 13.94
BOARD OF REGISTRARS/ELECTIONS	\$ 3.36	\$ 4.48	\$ 5.60	\$ 6.72	\$ 7.84	\$ 8.96	\$ 10.08	\$ 11.20
EMERGENCY MANAGEMENT	\$ 3.16	\$ 4.21	\$ 5.26	\$ 6.31	\$ 7.37	\$ 8.42	\$ 9.47	\$ 10.52
HARBORMASTER	\$ 0.56	\$ 0.74	\$ 0.93	\$ 1.12	\$ 1.30	\$ 1.49	\$ 1.67	\$ 1.86
BOARD OF APPEALS	\$ 0.39	\$ 0.52	\$ 0.65	\$ 0.78	\$ 0.91	\$ 1.04	\$ 1.17	\$ 1.30
OPEN SPACE COMMITTEE	\$ 0.21	\$ 0.28	\$ 0.35	\$ 0.42	\$ 0.49	\$ 0.56	\$ 0.63	\$ 0.70
HISTORICAL COMMISSION	\$ 0.14	\$ 0.19	\$ 0.23	\$ 0.28	\$ 0.33	\$ 0.37	\$ 0.42	\$ 0.46
MODERATOR	\$ 0.07	\$ 0.10	\$ 0.12	\$ 0.14	\$ 0.17	\$ 0.19	\$ 0.22	\$ 0.24
CULTURAL COUNCIL	\$ 0.03	\$ 0.04	\$ 0.05	\$ 0.06	\$ 0.07	\$ 0.07	\$ 0.08	\$ 0.09
UNEMPLOYMENT COMPENSATION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CABLE ADVISORY COMMITTEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AMBULANCE SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMMUNITY CENTER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Tax Bill (est.)	\$ 4,368.00	\$ 5,824.00	\$ 7,280.00	\$ 8,736.00	\$ 10,192.00	\$ 11,648.00	\$ 13,104.00	\$ 14,560.00

Source: Angus Jennings, Town Manager, 12/16/19

Certified New Growth, Town of West Newbury, FY10-FY20

<u>Fiscal Year</u>	<u>Total¹</u>	<u>Percent of Total Value</u>
FY20	143,338	1.02%
FY19	110,872	0.80%
FY18	108,503	0.83%
FY17	286,282	2.25%
FY16	188,281	1.51%
FY15	128,427	1.06%
FY14	129,296	1.10%
FY13	233,322	2.02%
FY12	147,554	1.38%
FY11	145,926	1.42%
FY10	95,256	0.97%

Avg (FY16-FY20)	\$ 167,455	1.24%
-----------------	------------	-------

¹ Source: MA DOR LA13s, FY10-FY20

Est. Tax Revenues from Increased Valuations

<u>Fiscal Year</u>	<u>Total²</u>	<u>Net of New Growth</u>
FY20	451,721	308,383
FY19	756,497	645,625
FY18	266,464	157,961
FY17	365,904	79,622
FY16	1,127,893	939,612
FY15	447,618	319,191
FY14	210,510	81,214
FY13	157,239	(76,083)
FY12	(397,685)	(545,239)
FY11	(205,476)	(351,402)
FY10		

Avg (FY16-FY20)	\$ 593,696	\$ 408,399
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² Source: MA DOR LA13s, FY10-FY20

Balances Report		Estimated					Unreserved: Available for Appropriation				
		Town Capital Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
7/1/2019		1,518,461	229,705	1,594,230	2,102,586	15,359	280,979	177,556	148,308	1,598,808	267,581
10/2019 STM	Art #										
Landfill post-closure testing	2				(11,500)						
Landfill interceptor trench	3				(66,000)						
High hazard trees (year 1)	4				(50,000)						
DPW salter (truck add-on)	5				(9,500)						
Library in-line dehumidifiers	6				(5,000)						
Town Bldg operating exp.	7				(2,600)						
Housing kitchen & bath imp.	8						(280,979)			(82,388)	
Julian D. Steele hist. marker	9							(600)			
Soldiers & Sailors Memorial*	10							(150,000)		(100,000)	
Unemployment costs	11				(15,000)						
Reduce tax rate	12				(400,000)						
Balances after STM		1,518,461	229,705	1,594,230	1,542,986	15,359	0	26,956	148,308	1,416,420	267,581

* Note: Article 10 authorized \$250,000 in FY20 and an add'l \$1,250,000 (principal) in borrowing, for an estimated total cost of \$1.85M (incl. interest) over 20 years.

Balances Report		Estimated					Unreserved: Available for Appropriation					
		Town Capital Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve	
1/1/2020		1,518,461	229,705	1,594,230	1,542,986	15,359	0	26,956	148,308	1,416,420	267,581	
CPC FY20 Estimated Receipts							41,166	41,166	41,166	(20,583)		
4/2020 STM		Art #										
OPEB Stab. Fund	8											
CPC Page School Playground	15									(462,857)		
Town building repairs	20				(49,150)							
Snow & Ice deficit	21											
2020 voting expenses	22				(3,800)							
Mill Pond benches/tables	26				(14,000)							
Electric vehicle charging	27				(8,048)							
Essex Ag FY20 costs	28				(16,443)							
Nat'l Grid underbilled costs	29				(20,247)							
Pipestave parking study	30											
Balances after STM			1,518,461	229,705	1,594,230	1,431,298	15,359	41,166	68,122	189,474	932,980	267,581
CPA FY2020 Closeout												
Closeout to CPA Undesignated	N/A									267,581	(267,581)	
										1,200,561	0	
4/2020 ATM		Art #										
Omnibus Budget	3	500,000										
Reduce tax rate	6											
Pension Liability Stab. Fund	7		68,750		(68,750)							
School Stabilization Fund	9			328,600								
From School Stab. Fund	10			(247,647)								
Capital Stabilization	12	300,000			(300,000)							
CPC Estimated Receipts	13						43,240	43,240	43,240	(21,620)	281,060	
CPC Artichoke River Woods	14								(143,308)	(26,692)		
CPC Soldiers & Sailors debt	16											
DPW dump truck	17	(229,020)										
Page School Fire Alarm	18	(304,000)										
Page School floor repairs	19	(40,000)										
Police radios	23				(19,000)							
Fire ice/water rescue suits	24				(4,000)							
Fire Dept. power fans	25				(7,500)							
Balances after ATM			1,745,441	298,455	1,675,183	1,032,048	15,359	84,406	111,362	89,406	1,152,249	281,060

Source: Angus Jennings, Town Manager, 2/21/20



FY21 Town Budget

Proposed by Angus Jennings, Town Manager

February 24, 2020



Selectmen FY21 Budget Policy Direction

- Proposed operating budget to limit average single-family tax increase to no more than 2% (not including Middle/High School project)
- Clear, transparent budget process
- Begin draw-down of School Stabilization Fund based on multi-year strategy
- Take into account proposed Capital Planning and Projects, and add Middle Street Bridge project to Capital Program (and funding strategy)
- Estimated impacts of new regulatory mandates
- Specify Authorization to Expend Funds



FY21 Proposed Budget

- Pp. 1-2: Summary & Est. Tax Impact
- Pp. 3-34: Detail Sheets (with notes)
- Supporting documents
 - Transmittal memo, Feb. 22nd
 - Assessed Values/Tax Rate trends
 - Revenue Estimating Worksheet: history, YTD and projected
 - Free Cash trends, FY15-FY20
 - New Growth, new tax revenues trends
 - Est. per-dept. taxpayer costs (FY20)
- Articles and draft Fund Balance Report

TOWN OF WEST NEWBURY PROPOSED FY21 BUDGET WORKING DRAFT FEBRUARY 22, 2020							FY21 Change TM Proposed	
Name	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 DH/BCC Proposed	FY21 TM Proposed	\$	%
General Government				<i>Feb 20, 2020</i>				
MODERATOR	220	200	260	255	260	260	0	0.0%
SELECTMEN	78,418	13,059	20,600	8,583	49,860	49,860	29,260	142.0%
TOWN MANAGER	0	329,213	288,470	132,801	298,307	298,307	9,837	3.4%
FINANCE DEPARTMENT	403,547	202,844	251,190	133,420	242,554	245,289	(5,901)	-2.3%
FINANCE COMMITTEE	8,400	10,835	61,500	17,998	61,500	61,500	0	0.0%
BOARD OF ASSESSORS	159,413	163,005	175,980	105,914	184,745	185,963	9,983	5.7%
SPECIAL COUNSEL	0	0	15,000	3,852	15,000	12,500	(2,500)	-16.7%
TOWN CLERK/TOWN COUNSEL	118,358	119,350	128,757	60,424	130,453	134,578	5,821	4.5%
BOARD OF REGISTRARS/ELECTIONS	7,635	12,110	12,050	449	14,077	14,077	2,027	16.8%
CONSERVATION COMMISSION	31,024	31,243	32,450	13,485	40,403	34,181	1,731	5.3%
PLANNING BOARD	49,938	51,452	63,613	30,477	63,444	64,546	933	1.5%
BOARD OF APPEALS	1,410	1,000	1,400	500	1,400	700	(700)	-50.0%
OPEN SPACE COMMITTEE	121	278	750	0	750	750	0	0.0%
Public Safety								
POLICE DEPARTMENT	943,632	1,044,459	1,164,302	582,807	1,192,167	1,192,167	27,865	2.4%
FIRE DEPARTMENT	278,252	280,516	305,221	171,587	308,541	308,541	3,320	1.1%
AMBULANCE SERVICE	0	0	0	0	0	0	0	n/a
INSPECTION DEPARTMENT	126,238	130,668	140,160	70,463	142,813	143,526	3,366	2.4%
EMERGENCY MANAGEMENT	11,011	8,548	11,324	7,487	11,480	11,783	459	4.1%
ANIMAL CONTROL OFFICER	21,500	22,865	24,050	12,025	25,073	25,073	1,023	4.3%
HARBORMASTER	0	226	2,000	0	2,000	2,000	0	0.0%
PUBLIC SAFETY DISPATCH	249,405	260,080	317,605	142,855	325,515	325,515	7,910	2.5%
Education								
EDUCATION	7,777,197	8,054,847	8,246,189	4,793,032	9,001,590	9,001,590	755,401	9.2%
Department of Public Works								
DPW	1,206,266	1,087,210	1,145,525	538,599	1,174,551	1,195,913	50,388	4.4%
Human Services								
BOARD OF HEALTH	444,536	503,374	532,686	222,648	621,510	623,962	91,276	17.1%
COUNCIL ON AGING	80,942	79,069	92,450	46,212	102,690	102,690	10,240	11.1%
COMMUNITY CENTER	12,000	0	0	0	0	0	0	n/a
VETERANS	25,449	29,631	33,557	24,185	34,362	34,362	805	2.4%
LIBRARY	346,506	353,413	363,813	197,051	360,843	359,326	(4,487)	-1.2%
RECREATION	12,942	18,911	18,400	6,004	18,400	18,400	0	0.0%
HISTORICAL COMMISSION	302	340	500	175	1,000	600	100	20.0%
CULTURAL COUNCIL	76	82	100	0	100	100	0	0.0%
Debt Service								
DEBT SERVICE	511,000	371,900	372,814	363,414	356,000	356,000	(16,814)	-4.5%
Benefits								
ESSEX COUNTY RETIREMENT FUND	555,396	641,424	660,171	660,171	687,493	687,493	27,322	4.1%
UNEMPLOYMENT COMPENSATION	0	0	15,001	10,301	1	1	(15,000)	-100.0%
EMPLOYEES' HEALTH INSURANCE	378,958	413,400	465,397	211,866	477,032	473,193	7,796	1.7%
MEDICARE INSURANCE (FICA)	43,774	45,176	48,279	25,141	49,486	49,486	1,207	2.5%
OPEB	0	0	1	0	1	1	0	0.0%
INSURANCE AND BONDS	161,365	161,801	172,832	146,778	189,990	189,990	17,158	9.9%
TRANSFERS OUT - STABILIZATION	0	300,000	500,000	0	500,000	500,000	0	0.0%
EXPENSE BUDGET TOTAL	14,045,229	14,742,532	15,684,397	8,740,959	16,685,391	16,704,223	1,019,826	6.5%



FY21 Budget: Sample Detail Sheet



TOWN OF WEST NEWBURY Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: 64.1%					2/20/2020		
						<u>1/21/2020</u>					
Fire Alarm Wages	85,727	72,989	89,000	31,527	35.4%	90,780	1,780		90,780	1,780	2.0%
Fire Training/Drills	25,337	20,377	26,284	11,360	43.2%	26,810	526		26,810	526	2.0%
Fire Dept Other Wages	29,651	23,085	25,000	16,434	65.7%	25,500	500		25,500	500	2.0%
Fire Administration Wages	17,771	19,832	25,730	10,356	40.2%	26,245	515		26,245	515	2.0%
Fire Dept. Medical Exam	1,052	2,028	5,000	564	11.3%	5,000	0		5,000	0	0.0%
Hydrant/Fire Protection (to Water Dept)	68,720	72,156	77,207	77,207	100.0%	77,207	0		77,207	0	0.0%
Fire Alarm Communications	13,237	3,607	11,000	4,960	45.1%	11,000	0		11,000	0	0.0%
Fire Expenses	36,758	66,443	46,000	32,535	70.7%	46,000	0		46,000	0	0.0%
220 Total Fire	278,252	280,516	305,221	184,942	60.6%	308,541	3,320	1.1%	308,541	3,320	1.1%
Purchase of Services	-	-	-	-		-	0		-	0	n/a
231 Total Ambulance	-	-	-	-		-	0	n/a	-	0	

Notes

Fire Department Notes

Proposed Fire Dept. wages assume 2% COLA applied to FY20 budgeted wages. Actual wage budgeting is challenging in this department due to the episodic and unpredictable need for number of staff hours within any given fiscal year.
Board of Fire Engineers/Fire Chief did not propose an increase in FY21 budgeted expenses.
No change in hydrant charge for FY21 (per Water Dept).

Ambulance Notes

Current Ambulance contract with Cataldo Ambulance Service, Inc. extends through June 30, 2021.



Estimated Taxpayer Impact

- Board of Selectmen called for budget with taxpayer impact not greater than 2%, not including Middle/High School project
 - 2% of FY19 Budget: \$313,388
 - Projected New Growth: \$167,455
 - Est. FY21 add'l local receipts (non-property tax revenues): \$28,105
- **Total: \$509,948**
- Target was therefore to limit expense growth to \$509,948
- Proposed budget would increase expenses by \$367,486
- However, there remain some unknowns:
 - Pentucket budget (could go down)
 - Police (union contract not final)
 - Capital Stabilization (CIC ongoing)
 - Free Cash transfer? And amount?
- And, add to School Stabilization



Impact of School Stabilization transfers to est. FY21 Taxpayer Impact (cont'd)

- Cost:

- Cost. The school funding model developed in prior years and updated this budget cycle calls for transfer of \$328,600 into School Stabilization Fund.
- As has been the case in prior years, the source of this transfer would be “raise and appropriate”
- This amount needs to be added to the “bottom line” tax impact analysis

- Benefit:

- FY21 will be the first year taxpayers incur debt service expenses related to project.
- Therefore, warrant article proposes to transfer \$247,647 from School Stabilization Fund to offset taxpayer impact



Projected New Revenues

Projected <u>New</u> Non-Tax Revenues	28,105	<i>conservative est.</i>
Projected New Growth Revenues	<u>167,455</u>	<i>5 year average</i>
Total Projected New Revenues	<u><u>195,560</u></u>	

Estimated Taxpayer Impact Summary

2% of FY20 expense budget:	313,388	<i>Based on approved budget of \$15,669,396</i>
+ Est. FY21 New Revenues:	195,560	<i>Est. New Growth + non-tax revenues</i>

Amount FY21 Expense Budget can increase w est. 2% taxpayer impact: 508,948

Proposed increase (TM budget):	1,019,826
- Actual FY21 debt service for Middle/High School:	(652,340)
Add in "raise and appropriate" amount to add to School Stabilization:	328,600
<u>Net proposed increase (TM budget):</u>	<u>696,086</u>
Proposed over/under:	<u><u>187,138</u></u>

Taking into account the proposed transfer to School Stabilization, this indicates that \$187k in cuts to proposed budget would be needed to meet target of 2% taxpayer impact.

Note: It is important to keep in mind that the actual FY20 tax rate benefited from a transfer of \$400,000 from Free Cash to reduce the tax rate. If less or no Free Cash is transferred to offset the FY21 tax rate, this would affect the estimate of taxpayer impact.



Free Cash Transfers to Reduce Tax Rate

- Central issue in estimating the “bottom line” taxpayer impact
- Recent years’ trend toward increasing Free Cash transfers
- MDOR recommends maintaining 5% of operating budget (~\$785k)
- Fall may be better time to consider Free Cash transfer, after FY20 is closed out
- However, issue justifies a broader policy discussion and sustainable multi-year strategy

Free Cash Trends, FY15-FY20

<u>Fiscal</u> <u>Year</u>	<u>Year-End</u> <u>Certified Free</u> <u>Cash</u> ¹	<u>Free Cash transfer to</u> <u>reduce Tax Rate</u> ²
FY20	TBD	\$ 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 (FY17-20)		\$ 219,575

¹ Source: MA DOR Form B-1, FY15-FY20

² Source: MA DOR Tax Rate Recaps, Item III d, FY15-FY20

Source: Angus Jennings, Town Manager



Capital Planning / Transfers to Stabilization

- CIC (Capital Improvements Committee) next meeting this Thurs. February 27th at 7:30 PM
- Most recent CIC Stabilization Table called for \$500k transfer to Stabilization in FY21 Budget.
- Town Manager proposed budget carries transfer of \$500k.
- Separate warrant article proposes add'l \$300k transfer.
- Capital planning process will go forward in parallel with FinCom reviews, including review of FY21 capital expenditures, and overall 10-year Capital Program
- Stabilization balance: \$1.5M
- Community Compact recommends 15% of operating budget, or approx. \$2.5M
- CIC report due on/by March 16



Estimated Fund Balances

DRAFT based on Proposed Town Meeting Warrant Articles

Balances Report		Estimated					Unreserved: Available for Appropriation				
		Town Capital Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
1/1/2020		1,518,461	229,705	1,594,230	1,542,986	15,359	0	26,956	148,308	1,416,420	267,581
CPC FY20 Estimated Receipts							41,166	41,166	41,166	(20,583)	
4/2020 STM	Art #										
OPEB Stab. Fund	8										
CPC Page School Playground	15									(462,857)	
Town building repairs	20				(49,150)						
Snow & Ice deficit	21										
2020 voting expenses	22				(3,800)						
Mill Pond benches/tables	26				(14,000)						
Electric vehicle charging	27				(8,048)						
Essex Ag FY20 costs	28				(16,443)						
Nat'l Grid underbilled costs	29				(20,247)						
Pipestave parking study	30										
Balances after STM		1,518,461	229,705	1,594,230	1,431,298	15,359	41,166	68,122	189,474	932,980	267,581
CPA FY2020 Closeout											
Closeout to CPA Undesignated	N/A									267,581	(267,581)
										1,200,561	0
4/2020 ATM	Art #										
Omnibus Budget	3	500,000									
Reduce tax rate	6										
Pension Liability Stab. Fund	7		68,750		(68,750)						
School Stabilization Fund	9			328,600							
From School Stab. Fund	10			(247,647)							
Capital Stabilization	12	300,000			(300,000)						
CPC Estimated Receipts	13						43,240	43,240	43,240	(21,620)	281,060
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Fire Dept. power fans	25				(7,500)						
Balances after ATM		1,745,441	298,455	1,675,183	1,032,048	15,359	84,406	111,362	89,406	1,152,249	281,060

Source: Angus Jennings, Town Manager, 2/21/20



Next Steps: Finance Committee Calendar

- Finance Committee meetings:
 - Wednesday, Feb. 26th
 - Tuesday, March 10th
 - Thursday, March 12th
 - Additional meeting date(s)?
- Review of each section of budget. Schedule has been posted and circulated.
- Review of proposed warrant articles.
- 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 on March 23rd.
- Deadline to post Town Meeting warrants: Friday, April 10th



Questions and Discussion



TOWN OF WEST NEWBURY
PROPOSED FY21 BUDGET
WORKING DRAFT
FEBRUARY 22, 2020

FY21 Change
TM Proposed

Name	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY21 DH/BCC Proposed	FY21 TM Proposed	FY21 Change	
							\$	%
General Government								
				<i>Feb 20, 2020</i>				
MODERATOR	220	200	260	255	260	260	0	0.0%
SELECTMEN	78,418	13,059	20,600	8,583	49,860	49,860	29,260	142.0%
TOWN MANAGER	0	329,213	288,470	132,801	298,307	298,307	9,837	3.4%
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FINANCE COMMITTEE	8,400	10,835	61,500	17,998	61,500	61,500	0	0.0%
BOARD OF ASSESSORS	159,413	163,005	175,980	105,914	184,745	185,963	9,983	5.7%
SPECIAL COUNSEL	0	0	15,000	3,852	15,000	12,500	(2,500)	-16.7%
TOWN CLERK/TOWN COUNSEL	118,358	119,350	128,757	60,424	130,453	134,578	5,821	4.5%
BOARD OF REGISTRARS/ELECTIONS	7,635	12,110	12,050	449	14,077	14,077	2,027	16.8%
CONSERVATION COMMISSION	31,024	31,243	32,450	13,485	40,403	34,181	1,731	5.3%
PLANNING BOARD	49,938	51,452	63,613	30,477	63,444	64,546	933	1.5%
BOARD OF APPEALS	1,410	1,000	1,400	500	1,400	700	(700)	-50.0%
OPEN SPACE COMMITTEE	121	278	750	0	750	750	0	0.0%
Public Safety								
POLICE DEPARTMENT	943,632	1,044,459	1,164,302	582,807	1,192,167	1,192,167	27,865	2.4%
FIRE DEPARTMENT	278,252	280,516	305,221	171,587	308,541	308,541	3,320	1.1%
AMBULANCE SERVICE	0	0	0	0	0	0	0	n/a
INSPECTION DEPARTMENT	126,238	130,668	140,160	70,463	142,813	143,526	3,366	2.4%
EMERGENCY MANAGEMENT	11,011	8,548	11,324	7,487	11,480	11,783	459	4.1%
ANIMAL CONTROL OFFICER	21,500	22,865	24,050	12,025	25,073	25,073	1,023	4.3%
HARBORMASTER	0	226	2,000	0	2,000	2,000	0	0.0%
PUBLIC SAFETY DISPATCH	249,405	260,080	317,605	142,855	325,515	325,515	7,910	2.5%
Education								
EDUCATION	7,777,197	8,054,847	8,246,189	4,793,032	9,001,590	9,001,590	755,401	9.2%
Department of Public Works								
DPW	1,206,266	1,087,210	1,145,525	538,599	1,174,551	1,195,913	50,388	4.4%
Human Services								
BOARD OF HEALTH	444,536	503,374	532,686	222,648	621,510	623,962	91,276	17.1%
COUNCIL ON AGING	80,942	79,069	92,450	46,212	102,690	102,690	10,240	11.1%
COMMUNITY CENTER	12,000	0	0	0	0	0	0	n/a
VETERANS	25,449	29,631	33,557	24,185	34,362	34,362	805	2.4%
LIBRARY	346,506	353,413	363,813	197,051	360,843	359,326	(4,487)	-1.2%
RECREATION	12,942	18,911	18,400	6,004	18,400	18,400	0	0.0%
HISTORICAL COMMISSION	302	340	500	175	1,000	600	100	20.0%
CULTURAL COUNCIL	76	82	100	0	100	100	0	0.0%
Debt Service								
DEBT SERVICE	511,000	371,900	372,814	363,414	356,000	356,000	(16,814)	-4.5%
Benefits								
ESSEX COUNTY RETIREMENT FUND	555,396	641,424	660,171	660,171	687,493	687,493	27,322	4.1%
UNEMPLOYMENT COMPENSATION	0	0	15,001	10,301	1	1	(15,000)	-100.0%
EMPLOYEES' HEALTH INSURANCE	378,958	413,400	465,397	211,866	477,032	473,193	7,796	1.7%
MEDICARE INSURANCE (FICA)	43,774	45,176	48,279	25,141	49,486	49,486	1,207	2.5%
OPEB	0	0	1	0	1	1	0	0.0%
INSURANCE AND BONDS	161,365	161,801	172,832	146,778	189,990	189,990	17,158	9.9%
TRANSFERS OUT - STABILIZATION	0	300,000	500,000	0	500,000	500,000	0	0.0%
EXPENSE BUDGET TOTAL	14,045,229	14,742,532	15,684,397	8,740,959	16,685,391	16,704,223	1,019,826	6.5%



TOWN OF WEST NEWBURY
PROPOSED FY21 BUDGET
WORKING DRAFT
FEBRUARY 22, 2020

Projected New Revenues

Projected <u>New</u> Non-Tax Revenues	28,105	<i>conservative est.</i>
Projected New Growth Revenues	167,455	<i>5 year average</i>
Total Projected New Revenues	195,560	

Estimated Taxpayer Impact Summary

2% of FY20 expense budget:	313,388	<i>Based on approved budget of \$15,669,396</i>
+ Est. FY21 New Revenues:	195,560	<i>Est. New Growth + non-tax revenues</i>

Amount FY21 Expense Budget can increase w est. 2% taxpayer impact: 508,948

Proposed increase (DH proposed):	1,000,994
- Actual FY21 debt service for Middle/High School:	<u>(652,340)</u>
Net proposed increase (DH proposed):	<u>348,654</u>
Proposed over/under:	<u>(160,294)</u>

Proposed increase (TM budget):	1,019,826
- Actual FY21 debt service for Middle/High School:	<u>(652,340)</u>
Net proposed increase (TM budget):	<u>367,486</u>
Proposed over/under:	<u>(141,462)</u>

Note: It is important to keep in mind that the actual FY20 tax rate benefited from a transfer of \$400,000 from Free Cash to reduce the tax rate. If less or no Free Cash is transferred to offset the FY21 tax rate, this would affect the estimate of taxpayer impact.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
GENERAL GOVERNMENT											
						<u>1/14/2020</u>					
Moderator's Salary	200	200	200	200	100.0%	200	0		200	0	0.0%
Moderator's Expenses	20	-	60	55	91.7%	60	0		60	0	0.0%
114 Total Moderator	220	200	260	255	98.1%	260	0	0%	260	0	0.0%



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Selectmen's Appointed Salary & Wages	68,328		-		n/a	32,860	32,860		32,860	32,860	
Professional and Technical Services	4,450	8,359	13,600	5,119	37.6%	10,000	(3,600)		10,000	(3,600)	-26.5%
Selectmen's Operating Expenses	5,640	4,700	7,000	2,962	42.3%	7,000	0		7,000	0	0.0%
122 Total Selectmen	78,418	13,059	20,600	8,082	39.2%	49,860	29,260	142%	49,860	29,260	142.0%

Notes

In FY20, no dedicated BOS personnel budgeted.

Following "mini-reorg" within Town Manager, Finance and Selectmen's office, including changes to several job descriptions, proposed staffing budget reflects functions and responsibilities of personnel assigned to the three departments. The proposed FY21 BOS budget includes the Resident Services Administrator position, which is housed in the BOS office, but which was previously housed in (and provided support to) the Finance and Town Manager offices.

In FY20, funding for meeting minutes was included in Prof/Tech services. In FY21, hours for minutes taker included in proposed salary/wages line.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Town Manager Salary		145,000	147,900	92,575	62.6%	150,858	2,958		150,858	2,958	2.0%
Salary & Wages		109,980	77,870	29,855	38.3%	70,679	(7,191)		70,679	(7,191)	-9.2%
Technology Expenses		34,257	39,000	31,834	81.6%	51,865	12,865		51,865	12,865	33.0%
Town Manager Expenses		36,377	20,100	7,478	37.2%	21,305	1,205		21,305	1,205	6.0%
Vehicle Allowance		3,600	3,600	2,100	58.3%	3,600	0		3,600	0	0.0%
123 Total Town Manager		329,213	288,470	163,841	56.8%	298,307	9,837	3.4%	298,307	9,837	3.4%

Notes

TM salary and vehicle allowance contractual.

Tech expenses incl. IT consultant, Vadar, Civics Plus, Carbonite, Microsoft, Verizon, Dell. Note that FY20 operating budget did not carry new Vadar software based on former

Town Accountant's recommendation to fund from 2015 warrant article (102615 STM Art. 4). Returning this to operating budget adds \$6,000 to Tech Expenses.

Telephone budget covers all Town Office phones.

\$6,500 added to Technology budget to fund server replacement recommended by IT consultant. Server installed in Oct. 2012. Typical lifespan is 5 years. We ran server to the operating system's End-of-life and hardware is coming up on 8 years. It is behind a firewall and backed up regularly but in jeopardy of becoming a security concern in new climate of malicious cyber attacks as it is not current in its operating system.

Research is ongoing re whether new server could be paid from another source; if so, cost could be removed from proposed operating budget.

Other Technology increase due to increased Carbonite cost.

Proposed budget still carries funding (\$6,500) for mailed newsletters 2x/yr. This is an optional expense but would add value, and following FY20 staffing changes we're better resourced to carry this forward. Samples online at

<https://www.hampdenmaine.gov/newsletters>

(See esp. Fall 2016, Spring 2017, Spring 2018)

Department has incurred unanticipated costs in FY20 due to Town Accountant staffing transition and cost of Interim Town Accountant. Additional consulting costs have also been incurred as we continue to fully transition to new Accounting software and chart of accounts.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Finance Dept Salaries & Wages	298,257	156,204	183,390	134,803	73.5%	178,684	(4,706)		179,619	(3,771)	-2.1%
Annual Audit	18,500	18,500	20,500	-	0.0%	20,500	0		20,500	0	0.0%
Tax Title and Foreclosure	525	604	1,000	75	7.5%	1,000	0		800	(200)	-20.0%
Postage Expense	13,517		15,000	9,326	62.2%	15,050	50		15,050	50	0.3%
Finance Dept Expenses	36,126	27,536	29,100	15,990	54.9%	25,120	(3,980)		28,120	(980)	-3.4%
Technology Expenses	29,567		-		n/a		0		-	0	
Communication Expense	6,502		-		n/a		0		-	0	
Travel	552		2,200	210	9.5%	2,200	0		1,200	(1,000)	-45.5%
135 Total Finance	403,547	202,844	251,190	160,403	63.9%	242,554	(8,636)	-3.4%	245,289	(5,901)	-2.3%

Notes

Town Acct. salary contractual.

Annual audit contracted cost for FY21.

Finance Dept. expenses incl. OPEB valuation (roll forward year), Hilltop Securities, Harper's Payroll, Banker's Bank.

Backup to Finance Dept expense budget prepared by the Town Accountant/Business Manager is provided separately. The proposed Town Manager budget carries an additional proposed \$3,000 to support anticipated consulting costs to continue to resolve substantial backlog of accounting issues dating back years.

Combined BOS, TM, Finance Depts:	481,965	545,116	560,260	332,326	59.3%	590,721	30,461	5.4%	593,456	33,196	5.93%
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Notes

Due to personnel reassignments among these departments between FY18-FY21, a blended budget number is provided to help illustrate the overall prior and proposed budget changes.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Finance Committee Salaries	1,800		-	-	n/a	-	0		-	0	
Finance Committee Expenses	600	2,035	1,500	384	25.6%	1,500	0		1,500	0	0.0%
Reserve Fund	6,000	8,800	60,000	17,614	29.4%	60,000	0		60,000	0	0.0%
131 Total Finance Committee	8,400	10,835	61,500	17,998	29.3%	61,500	0	0.0%	61,500	0	0.0%

Notes

FY20 numbers used as starting point for Finance Committee review and recommendation.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
						<u>1/29/2020</u>					
Board of Assessors Salaries			-	-	n/a	3,000	3,000		-	0	
Assessors Appt'd Pers Salaries	118,446	122,012	125,180	78,083	62.4%	125,180	0		127,409	2,229	1.8%
Assessors Expenses	37,553	40,647	46,900	41,828	89.2%	52,665	5,765		56,258	9,358	20.0%
Assessor Vehicle Allowance	761	347	2,400	1,480	61.7%	2,400	0		2,047	(354)	-14.7%
Board and Clerk mileage reimb.			1,500	-	0.0%	1,500	0		250	(1,250)	-83.3%
141 Total Assessors	159,413	163,005	175,980	121,391	69.0%	184,745	8,765	5.0%	185,963	9,983	5.7%

Notes

BOA proposed budget includes restoration of compensation to elected members of Board of Assessors. This is not included in proposed Town Manager budget.

Town Manager proposed budget carries 1/2 of cost of Pictometry aerial flyover to be complete this spring through MVPC(\$3,593). Total cost \$7,186 with balance to be proposed for FY22 budget. This expense was not included in the initial BOA proposed budget, but the expense was strongly advocated by Assessing and is properly budgeted in this department.

Fixed monthly stipend in FY20 budget proposed to change to Town funded cellphone (@\$45/month) and actual mileage reimbursement (50 miles/wk) for FY21.

Proposed change in method of paying cellphone and travel costs differs from initial departmental proposed budget.

Proposed Town Manager reduction in Board/Clerk mileage line to better reflect historical usage.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Purchase of Services	-	-	15,000	3,852	25.7%	15,000	0		12,500	(2,500)	-16.7%
151 Total Special Counsel	-	-	15,000	3,852	25.7%	15,000	0	0%	12,500	(2,500)	-16.7%

Notes

Town under contract for outside counsel for employment law, labor counsel, specialized services, etc.
FY20 services have included matters including personnel and land use.
Known (or anticipated) FY21 specialized legal matters continue to justify budgeting for outside counsel.
Funding for outside counsel recommended by Town Manager and Auditor and authorized by Board of Selectmen.
As in FY20, proposed budget continues to carry \$3,000 that prior to FY20 had been carried in Town Clerk/Counsel budget for legal services.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>						<u>2/20/2020</u>	
Town Clerk Salary & Wages	106,914	110,149	116,657	70,702	60.6%	<u>1/30/2020</u> 118,353	1,696		122,478	5,821	5.0%
Operation of Fax/Photo Machine	4,992	5,213	5,650	3,349	59.3%	5,650	0		5,650	0	0.0%
Town Clerk's Expenses	6,452	3,988	6,450	1,242	19.3%	6,450	0		6,450	0	0.0%
161 Total Town Clerk	118,358	119,350	128,757	75,293	58.5%	130,453	1,696	1.3%	134,578	5,821	4.5%
						<u>1/30/2020</u>					
Town Clerk Compensation	150	150	150	75	50.0%	200	50		200	50	33.3%
Bd of Registrars Salary & Wages	2,023	5,427	4,400	250	5.7%	6,500	2,100		6,500	2,100	47.7%
Bd of Registrars Expenses	5,463	6,534	7,500	2,342	31.2%	7,377	(123)		7,377	(123)	-1.6%
162 Total Registrars	7,635	12,110	12,050	2,667	22.1%	14,077	2,027	16.8%	14,077	2,027	16.8%

Notes

Town Manager proposed budget includes wage increase above COLA for Town Clerk/Counsel to better reflect position's responsibilities and comp. wages.
 Presidential election year including early voting etc. drives proposed increase in Board of Registrars salary/wages line.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Conservation Com Salary & Wages	28,026	28,995	29,440	16,343	55.5%	<u>1/27/2020</u> 36,773	7,333		31,051	1,611	5.5%
Conservation Com Expenses	2,398	1,648	2,410	503	20.9%	2,910	500		2,410	0	0.0%
Con Com Vehicle Allowance	600	600	600	350	58.3%	720	120		720	120	20.0%
171 Total Conservation	31,024	31,243	32,450	17,196	53.0%	40,403	7,953	24.5%	34,181	1,731	5.3%

Notes

- Proposed ConCom budget includes proposed 10.8% increase in hourly pay rate; and proposed increase of 5 hrs/week for Agent to take on add'l Land Agent responsibilities.*
- The ConCom budget backup includes a detailed writeup of rationale, with a draft Land Agent job description.*
- Proposed Town Manager budget carries lesser proposed wage increase, with 2 hrs/wk of additional budgeted staff time.*
- Proposed ConCom budget also includes proposed \$500 increase to purchase supplies/equipment associated with Land Agent responsibilities.*
- Proposed Town Manager budget does not carry supplies/equipment increase due to availability of DPW equipment and opportunity for resource sharing as needed.*
- Part of Town Manager's rationale is the existence of a Wetlands Protection fund with a balance of more than \$91,000 which, pursuant to MassDOR guidance, can be used by ConCom with Town Manager approval, and could be allocated to offset budgeted or additional Conservation Agent wages.*
- This topic is under active review with the ConCom and the BOS.*
- The Finance Committee review of proposed ConCom budget is scheduled for March 10, by which time it is expected that the BOS may formalize its position on this section of the proposed FY21 operating budget.*



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Planning Bd Salary & Wages	46,197	44,077	55,390	32,416	58.5%	<u>1/27/2020</u> 55,180	(210)		56,282	892	1.6%
Planning Bd Expenses	2,197	5,791	6,600	3,105	47.0%	6,600	0		6,600	0	0.0%
MVPC Assessment	1,545	1,583	1,623	1,623	100.0%	1,664	41		1,664	41	2.5%
175 Total Planning	49,938	51,452	63,613	37,143	58.4%	63,444	(169)	0%	64,546	933	1.5%

Notes

The budget proposed by the Planning Board includes detailed backup with expense and wage justification.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
ZBA Salary & Wages	1,000	1,000	1,000	500	50.0%	1,000	0		-	(1,000)	-100.0%
ZBA Expenses	410	-	400	-	0.0%	400	0		700	300	75.0%
176 Total Board of Appeals	1,410	1,000	1,400	500	35.7%	1,400	0	0%	700	(700)	-50.0%

Notes

ZBA did not submit proposed FY21 budget, so DH/BCC column simply carries forward actual FY20 budgeted amounts.
Proposed Town Manager budget includes some changes from prior budgeting practice.
Historically, ZBA budget has carried \$1,000 annual stipend to administrative support staff.
Proposed budget instead integrates that same gross wage amount into base pay rate of employee (Administrative Assistant to Inspectional Services).
Proposed change to form of compensation intended to:
Specifically incorporate ZBA support responsibilities into base job description of position.
Establish clear relationship between amount paid and hours worked (and establish hourly rate for additional ZBA support work if/as needed above scheduled hours).
Proposed change in method of compensation contributes \$1,000 to the proposed Inspectional Services wage line increase.
If this revised budgeting practice is recommended/approved, the employee's job description would be revised to formally integrate ZBA support responsibilities currently budgeted and paid from the ZBA salary/wages line.
Proposed increase in Expense budget in anticipation of new/additional continuing education for ZBA members (i.e. hosting or attending/travel to trainings).



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Open Space Expenses	121	278	750	-	0.0%	<u>2/13/2020</u> 750	0		750	0	0.0%
179 Total Open Space	121	278	750	-	0.0%	750	0	0%	750	0	0.0%
<hr/>											
TOTAL GENERAL GOVERNMENT:	858,484	934,589	1,052,020	608,622	57.9%	1,102,753	50,733	4.8%	1,102,511	50,491	4.8%



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
PUBLIC SAFETY											
School Resource Officer	20,807	62,511	65,537	37,665	57.5%	67,495	1,958		67,495	1,958	3.0%
Police Salaries & Wages	782,659	809,282	902,049	539,545	59.8%	925,677	23,628		925,677	23,628	2.6%
Police OT Wages	46,869	51,729	55,487	28,419	51.2%	60,791	5,304		60,791	5,304	9.6%
Police Expenses	93,297	88,937	104,229	56,207	53.9%	102,204	(2,025)		102,204	(2,025)	-1.9%
Police Cruiser		32,000	37,000	37,000	100.0%	36,000	(1,000)		36,000	(1,000)	-2.7%
210 Total Police	943,632	1,044,459	1,164,302	698,836	60.0%	1,192,167	27,865	2.4%	1,192,167	27,865	2.4%

Notes

Budget numbers are shaded in pink to reflect that these numbers are not final.

Initial proposed numbers are carried forward in Town Manager column as placeholders as this work is ongoing, including ongoing Police Union negotiations.

Including placeholder numbers is necessary in order to arrive at a comprehensive "bottom line" budget estimate.

Police Dept budget is scheduled for FinCom review on March 12th.

If Union contract is not finalized by that time (which is likely), the BOS will either recommend to carry an assumed amount to cover estimated FY21 incremental expenses, or may recommend to propose a different amount with the expectation that a supplemental funding amount could be brought to the Fall Special Town Meeting if needed. The latter approach is not inconsistent with prior years' budgeting when Union contracts are not final at the time of budget approval.

Proposed SRO Agreement with Pentucket would provide for \$30,000 in PRSD funding in FY21 to offset costs of position (increase from \$26,000 in FY20).

PRSD funding offset of SRO costs not reflected in proposed Expense budget; instead (per DOR and Auditor standards), \$30,000 is included in projected (Misc. Recurring) Revenue budget.

The Energy Advisory Committee has recommended that the FY21 vehicle replacement (which is the Chief's vehicle, and need not be pursuit rated) be a hybrid vehicle.

The EAC is working actively with Chief Durand to explore this option. If this approach is recommended, and if it affects the Police Cruiser expense line, this will be brought to the FinCom for review at the meeting scheduled for March 12th.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
						<u>1/21/2020</u>					
Fire Alarm Wages	85,727	72,989	89,000	31,527	35.4%	90,780	1,780		90,780	1,780	2.0%
Fire Training/Drills	25,337	20,377	26,284	11,360	43.2%	26,810	526		26,810	526	2.0%
Fire Dept Other Wages	29,651	23,085	25,000	16,434	65.7%	25,500	500		25,500	500	2.0%
Fire Administration Wages	17,771	19,832	25,730	10,356	40.2%	26,245	515		26,245	515	2.0%
Fire Dept. Medical Exam	1,052	2,028	5,000	564	11.3%	5,000	0		5,000	0	0.0%
Hydrant/Fire Protection (to Water Dept)	68,720	72,156	77,207	77,207	100.0%	77,207	0		77,207	0	0.0%
Fire Alarm Communications	13,237	3,607	11,000	4,960	45.1%	11,000	0		11,000	0	0.0%
Fire Expenses	36,758	66,443	46,000	32,535	70.7%	46,000	0		46,000	0	0.0%
220 Total Fire	278,252	280,516	305,221	184,942	60.6%	308,541	3,320	1.1%	308,541	3,320	1.1%
Purchase of Services	-	-	-	-		-	0		-	0	n/a
231 Total Ambulance	-	-	-	-		-	0	n/a	-	0	

Notes

Fire Department Notes

Proposed Fire Dept. wages assume 2% COLA applied to FY20 budgeted wages. Actual wage budgeting is challenging in this department due to the episodic and unpredictable need for number of staff hours within any given fiscal year.

Board of Fire Engineers/Fire Chief did not propose an increase in FY21 budgeted expenses.

No change in hydrant charge for FY21 (per Water Dept).

Ambulance Notes

Current Ambulance contract with Cataldo Ambulance Service, Inc. extends through June 30, 2021.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Municipal Dispatch Salaries & Wages	211,414	216,150	267,006	143,583	53.8%	273,054	6,048		273,054	6,048	2.3%
Municipal Dispatch OT Wages	18,411	20,023	24,229	13,789	56.9%	25,286	1,057		25,286	1,057	4.4%
Municipal Dispatch Expenses	19,580	23,907	26,370	15,826	60.0%	27,175	805		27,175	805	3.1%
230 Total Municipal Dispatch	249,405	260,080	317,605	173,198	54.5%	325,515	7,910	2.5%	325,515	7,910	2.5%

Notes

*The budget proposed by the Police Chief includes detailed backup with expense and wage justification.
 Proposed FY21 budget takes into account terms of approved Union Contract.*



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
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	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Inspectors Salaries & Wages	115,782	117,291	125,910	76,805	61.0%	<u>1/21/2020</u> 123,263	(2,647)		123,976	(1,934)	-1.5%
Inspectors Expenses	5,475	8,813	9,270	7,486	80.8%	13,670	4,400		13,670	4,400	47.5%
Inspectors' Vehicle Allowances	4,980	4,565	4,980	3,320	66.7%	5,880	900		5,880	900	18.1%
240 Total Inspectors	126,238	130,668	140,160	87,611	62.5%	142,813	2,653	1.9%	143,526	3,366	2.4%

Notes

Personnel turnover in Inspectional Services during FY20 resulted in minor changes to personnel wage structure.

This budget is under active review with the Department Head and will be reviewed by the BOS.

The Finance Committee review of proposed ConCom budget is scheduled for March 10, by which time it is expected that the BOS may formalize its position on this section of the proposed FY21 operating budget.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
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	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Emergency Mgmt Salary & Wages	7,746	7,337	8,059	7,588	94.2%	8,480	421		8,783	724	9.0%
Emergency Mgmt Expenses	3,265	1,211	3,265	446	13.7%	3,000	(265)		3,000	(265)	-8.1%
291 Total Emergency Management	11,011	8,548	11,324	8,034	70.9%	11,480	156	1.4%	11,783	459	4.1%

Notes

Actual EMA expenses are offset by Emergency Management Planning Grant (Seabrook Station).

Budgeted EMA expense line is used for needed equipment replacement, repairs, etc. as needed, while utilizing the EMPG Grant funding and the EPZ Grant as much as possible. This includes monitors, computers, handheld FRS radios, base radios, portable radios and such. Large purchases are put off as long as they can be, and earmarked for the end of the fiscal year to ensure the funding was not needed for an unexpected emergency event that occurred in town, or an expense not covered by grant funding. Each year the budget is expenditures are conservative with hopes that we can stay below our budget and return some monies to the General Fund while still being ready and able to activate should an incident occur in the Town.

EMA Director's proposed budget carries modest increase (to \$20/hr) in hourly rate for "activation personnel" to match Seabrook Station rate.

EMA Director's proposed budget offsets that expense by zeroing out COLA for Director and Administrative Assistant. Town Manager proposed budget carries the Dept. Head's proposed rate increase, and also restores COLA (@ 2%) for Director and Admin Asst (at an est. FY21 cost of \$303).



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Town Manager Proposed FY21 Expense Budget

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	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Animal Control Expenses	21,500	22,865	24,050	12,025	50.0%	<u>1/29/2020</u> 25,073	1,023		25,073	1,023	4.3%
292 Total Animal Control	21,500	22,865	24,050	12,025	50.0%	25,073	1,023	4.3%	25,073	1,023	4.3%

Notes

*Under terms of MOU for ACO services, City of Newburyport proposed increase for FY21 budget, driven by increase in ACO and Asst ACO wages; overtime costs; and health insurance costs.
 The proposed revision also reduces the "credit" to West Newbury for use of the ACO vehicle, based on vehicle depreciation.
 The current MOU runs through June 30, 2020. Both municipalities have expressed their support to execute a new MOU for FY21+, subject to agreement to terms.
 Proposed revised numbers are not yet agreed, and will be subject to review and approval by the Board of Selectmen and the Newburyport City Council.
 Review of the proposed new MOU will proceed concurrently with the Town budget process. The Board of Selectmen will review at their March 2nd meeting.*



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Town Manager Proposed FY21 Expense Budget

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	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Harbormaster Salary & Wages			2,000	2,000	100.0%	2,000	0		2,000	0	0.0%
Harbormaster Exp		226	-	-	n/a	-	0		-	0	
295 Total Harbormaster		226	2,000		0.0%	2,000	0	0%	2,000	0	0.0%

Notes

Proposed budget retains add'l Harbormaster level of service through MOU with Salisbury as provided in FY20 (enforcement presence, in addition to pump-out services already included in prior years' budgets). Pump-out service costs offset by 75% Clean Vessel Act grant reimbursement.

Proposed budget structure would draw costs for enforcement services from operating budget, with local share of pump-out costs to be paid from Waterways Fund.

Total unencumbered balance in Waterways Fund approx. \$16,500 as of 2/14/20.

Harbor Committee endorsed this budget structure for FY21. At some point it is expected that local share of pump-out costs will be built back into the operating budget.

FY19 actual expenses are understated due to incorrect FY19 expense posting to Mooring Fund. We will work with the Auditor regarding how this may be reconciled.

TOTAL PUBLIC SAFETY:	1,630,037	1,747,363	1,964,662	1,164,645	59.3%	2,007,589	42,927	2.2%	2,008,605	43,943	2.2%
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TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

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as of:
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	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
EDUCATION											
						<u>1/29/2020</u>					
Pentucket Regional Sch Assessment	6,794,510	7,176,348	7,372,813	4,915,209	66.7%	7,551,589	178,776		7,551,589	178,776	2.4%
Pentucket Capital Assessment	57,860	64,162	58,227	38,818	66.7%	710,567	652,340		710,567	652,340	1120.3%
Pentucket Assessment Page Phase II	526,060	511,988	509,538	339,692	66.7%	501,438	(8,100)		501,438	(8,100)	-1.6%
304 Total Pentucket	7,378,430	7,752,498	7,940,578	5,293,719	66.7%	8,763,594	823,016	10.4%	8,763,594	823,016	10.4%
						<u>2/20/2020</u>					
Whittier Minimum Contribution	305,615	232,543	225,975	192,079	85.0%	151,344	(74,631)		151,344	(74,631)	-33.0%
Whittier Other Assessments	60,891	49,486	40,443	34,377	85.0%	27,000	(13,443)		27,000	(13,443)	-33.2%
Whittier Debt/Capital Assess	15,056	20,320	21,993	18,695	85.0%	25,000	3,007		25,000	3,007	13.7%
305 Total Whittier	381,562	302,349	288,411	245,150	85.0%	203,344	(85,067)	-29.5%	203,344	(85,067)	-29.5%
						<u>1/14/2020</u>					
Essex North Shore Agricultural	17,205	-	17,200	16,822	97.8%	34,652	17,452		34,652	17,452	101.5%
310 Total Essex North Shore Agricultural	17,205	-	17,200	16,822	97.8%	34,652	17,452	101%	34,652	17,452	101.5%
TOTAL EDUCATION:											
	7,777,197	8,054,847	8,246,189	5,555,691	67.4%	9,001,590	755,401	9.2%	9,001,590	755,401	9.2%

Notes

For notes regarding proposed Pentucket budget, see memo from Town Manager to Finance Committee: "Transmittal memo for meeting on February 24th."
 Proposed reduction in Whittier budget result from reduced enrollment, as well as revisions to the State education funding formula.
 Proposed increase in Essex Ag budget carries funding for assumed attendance of 2 students (based on current year's enrollment, and per-student costs assumed to increase 3%).
 Actual Essex Ag enrollment will not be known when budget is voted in April 2020, so if actual enrollment is greater than budgeted, a supplemental funding article would be needed at the Fall 2020 Special Town Meeting. I have advised the BOS that we get into the practice of carrying a placeholder on the Fall STM warrant every year due to the inherent and unavoidable uncertainty associated with actual student enrollment.
 Essex Ag has advised that enrollment could increase to 3 students in FY21, but this number is truly not knowable at this time. Rather than raise funds from the taxpayer that may not end up being needed, I recommend the approach outlined above.



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	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
DEPARTMENT OF PUBLIC WORKS											
						<u>1/29/2020</u>					
DPW Salaries & Wages	427,280	432,642	461,589	264,619	57.3%	468,651	7,062		475,001	13,412	2.9%
DPW Overtime Wages	6,082	8,716	10,404	9,899	95.1%	12,300	1,896		12,300	1,896	18.2%
Snow & Ice Removal	234,083	199,491	150,000	165,763	110.5%	150,000	0		150,000	0	0.0%
Town Bldgs Operating Expenses	196,390	114,411	96,400	80,537	83.5%	105,850	9,450		117,850	21,450	22.3%
Town Bldgs Improvements	51,000	49,523	51,000	49,041	96.2%	51,000	0		51,000	0	0.0%
Street/Paving Repairs	70,000	28,054	70,000	7,412	10.6%	70,000	0		70,000	0	0.0%
Highway, Sidewalk & Trees	140,000	94,351	140,000	63,870	45.6%	140,000	0		143,012	3,012	2.2%
Stormwater management	-	-	10,000	2,951	29.5%	13,500	3,500		13,500	3,500	35.0%
DPW Expenses	4,615	8,228	9,132	9,513	104.2%	14,250	5,118		14,250	5,118	56.0%
Parks Expense	14,042	12,838	15,000	-	0.0%	15,000	0		15,000	0	0.0%
Electricity		69,936	70,000	39,235	56.0%	70,000	0		70,000	0	0.0%
Road Machinery Operating Expen	51,107	55,900	49,000	17,238	35.2%	51,000	2,000		51,000	2,000	4.1%
DPW Vehicle Allowance	6,000	5,225	6,000	2,500	41.7%	6,000	0		6,000	0	0.0%
Public Street Lights	5,667	7,895	7,000	4,520	64.6%	7,000	0		7,000	0	0.0%
420/424 Total Department of Public Works	1,206,266	1,087,210	1,145,525	717,097	62.6%	1,174,551	29,026	2.5%	1,195,913	50,388	4.4%
TOTAL PUBLIC WORKS:	1,206,266	1,087,210	1,145,525	717,097	62.6%	1,174,551	29,026	2.5%	1,195,913	50,388	4.4%

Notes

Town Bldgs. Operating Expense line includes addition of \$12,000 for contracted Library cleaning (see related Library budget narrative), and an additional \$1,600 to purchase hanging plants for the light poles on Main Street. Other cost increase drivers in this line include HVAC maintenance, emergency generator repairs, and elevator maintenance. Increase in DPW expenses driven by additional training (and related costs); software costs resulting from addition of Street Opening and Trench permits to online permitting (PermitLink), and new clothing allowances for non-union B&G crew.

Snow & Ice Avg. Expenditures FY08-FY18 \$221,531. This number has not been adjusted to include unaudited FY19 expenses of \$199,491.

The DPW Director's initial budget narrative includes additional backup/justification and has been provided to the Finance Committee separately.

Supplemental Narrative re Proposed Tree Committee Expenses

The newly established West Newbury Tree Committee appointed by the BOS in summer 2019 has also proposed budget expenses, as they are entitled to do under the approved Committee Charge. For more information on the Tree Committee, please refer to: <https://www.wnewbury.org/tree-committee>

Rather than create a new section of the operating budget, the Town Manager budget proposal would add the Tree Committee expenses to the DPW budget. While these expenses would still be within the DPW Director's authority, they would be "earmarked" for the purposes specified in the Tree Committee's budget proposal, and would be authorized upon request of the Tree Committee. This approach is recommended as being simpler and more straightforward in the near and longer-term.

It is worth noting that the DPW Director was previously employed by the City of Newburyport, and a similar relationship existed there quite successfully, whereby the Dept. of Public Services (their version of DPW) approved expenses and processed invoices, but a separate volunteer Committee essentially had control of the use of the funds.

With all that said, the Town Manager proposed budget does not include the full \$3,012 requested by the Tree Committee. The Town Manager proposal does not include the proposed \$750 speaker fee to pay an arborist to give a presentation in West Newbury. This results in Town Manager-proposed Tree Committee budgeted expenses of \$2,262. It is important to note that, of this amount, up to \$1,529 may be fully reimbursable if a pending DCR grant is approved. However, even so, the full expense must be budgeted.



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				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
HUMAN SERVICES											
						<u>1/22/2020</u>					
Board of Health Salary & Wages	115,057	117,362	122,620	74,210	60.5%	122,620	0		125,072	2,452	2.0%
Public Health Nurse	3,840	3,840	3,840	2,240	58.3%	3,840	0		3,840	0	0.0%
Waste Collection & Disposal	305,770	303,116	325,080	164,153	50.5%	384,660	59,580		384,660	59,580	18.3%
Recycling		39,264	50,000	41,087	82.2%	66,000	16,000		66,000	16,000	32.0%
Hazardous Waste Expense	2,157	748	2,000	1,039	52.0%	2,000	0		2,000	0	0.0%
Steele landfill monitoring		31,568	22,646	14,602	64.5%	35,390	12,744		35,390	12,744	56.3%
Bd of Health Expenses	17,712	7,478	6,500	4,343	66.8%	7,000	500		7,000	500	7.7%
510 Total Board of Health	444,536	503,374	532,686	301,674	56.6%	621,510	88,824	16.7%	623,962	91,276	17.1%

Notes

Budget numbers are shaded in pink to reflect that these numbers are not necessarily final.
Initial proposed numbers are carried forward in Town Manager column as placeholders as this work is ongoing.
Including placeholder numbers is necessary in order to arrive at a comprehensive "bottom line" budget estimate.
BOH budget is scheduled for FinCom review on March 10th.



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	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Council on Aging Salary & Wages	63,273	61,761	72,950	43,559	59.7%	<u>1/16/2020</u> 83,190	10,240		83,190	10,240	14.0%
Council on Aging Expenses	17,669	17,308	19,500	13,795	70.7%	19,500	0		19,500	0	0.0%
541 Total Council on Aging	80,942	79,069	92,450	57,353	62.0%	102,690	10,240	11.1%	102,690	10,240	11.1%

Notes

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Initial proposed numbers are carried forward in Town Manager column as placeholders as this work is ongoing.
Including placeholder numbers is necessary in order to arrive at a comprehensive "bottom line" budget estimate.
COA budget is scheduled for FinCom review on March 10th.*



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	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Community Center Salaries & Wages	-	-	-	-	-	-	0		-	0	
Community Center Expenses	365	-	-	-	-	-	0		-	0	
542 Total Community Center Committee	12,000	-	-	-	n/a	-	0	n/a	-	0	n/a

Notes

Although this section of the budget is not proposed for funding, and is not expected to be part of the FY22 budget, it is included in the overall budget because expenses were incurred in FY18, which is part of this budget, so necessary to retain for accuracy of bottom line numbers.



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	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>						2/20/2020	
Rental C.L. Carr Post	-		-		n/a	<u>1/13/2020</u>	-	0	-		0
Soldiers Grave Expense	2,600	2,385	2,600	415	16.0%	2,600	0		2,600	0	0.0%
Memorial Day Expenses	600	4,207	600	-	0.0%	650	50		650	50	8.3%
Northern Essex Veterans Services	5,320	23,039	30,357	24,158	79.6%	21,112	(9,245)		21,112	(9,245)	-30.5%
Other Assessments-Veterans benefits	16,929		-		n/a	10,000	10,000		10,000	10,000	
543 Total Veterans	25,449	29,631	33,557	24,573	73.2%	34,362	805	2.4%	34,362	805	2.4%

Notes

Proposed budget breaks out assessment from Northern Essex Veterans' Services (known number) into separate line item from payment of veterans' benefits (est. number).

TOTAL HUMAN SERVICES:	562,926	612,075	658,693	383,600	58.2%	758,562	99,869	15.2%	761,014	102,321	15.5%
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TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

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	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
CULTURE & RECREATION											
						<u>1/22/2020</u>					
Library Salaries & Wages	248,016	254,923	263,813	161,247	61.1%	259,843	(3,970)		258,326	(5,487)	-2.1%
Library Expense	32,491	32,500	33,000	27,409	83.1%	33,000	0		33,000	0	0.0%
Library Books and Periodicals	65,999	65,991	67,000	45,680	68.2%	68,000	1,000		68,000	1,000	1.5%
610 Total Library	346,506	353,413	363,813	234,336	64.4%	360,843	(2,970)	-0.8%	359,326	(4,487)	-1.2%

Notes

Note that the initial Library proposed budget does not carry COLA for current personnel (which is consistent with Town Manager initial budget guidance). If 2% COLA is added to existing personnel at current hours, it results in a FY21 salary/wage budget of \$258,326. (This is a modest reduction from FY20 budgeted levels due to FY20 personnel turnover and actual wages of current personnel).

The initial Library budget does include a proposed new 10 hr/wk part-time position at an annualized cost of \$7,540. This position is not included in the Town Manager's proposed FY21 operating budget.

If the proposed new position were to be added to the COLA-adjusted FY20 wages, it would result in a proposed salary/wage line of \$265,866. That amount would only result in a budget impact of 0.78% (salary wages) and 0.84% (Library total budget).

However there are a couple of reasons why the Town Manager's budget does not include the new staff person proposed by the Library Board:

The rationale for the position (provided to the FinCom separately) sets out a clear rationale for the new position. However, while I am not unsympathetic to the concerns presented in the narrative, I find that they are consistent with challenges faced by many other Town departments, and in fact are (in my observation) more acute in several departments.

For reference, the Library is open to the public a total of 51 hours/wk, a level which is unchanged from prior years. Aggregate current staffing includes 186 staff hours. Obviously, actual staffing levels vary week to week due to employee absences, vacations, attendance at trainings/workshops, etc., as is the case in every department.

It is also important to note that the Library Board proposed a separate new expense (contracted cleaning services to supplement B&G custodial services) that is not reflected in this section of the budget, **but which is included in the proposed FY21 DPW budget**. The amount proposed by the Library Board is \$12,000 annually, and this is a realistic (if not low) number for the level of service they're expecting. The Library Board's detailed narrative supporting this expense is provided as backup in the FinCom materials.



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2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Recreation Salaries & Wages			1,800	-	0.0%	1,800	0		1,800	0	0.0%
Recreation Expenses	7,344	7,309	5,500	1,155	21.0%	5,500	0		5,500	0	0.0%
Action Cove Expenses		5,000	3,000	-	0.0%	3,000	0		3,000	0	0.0%
630/637 Total Recreation	7,344	12,309	10,300	1,155	11.2%	10,300	0	0%	10,300	0	0.0%

Notes

Budget numbers are shaded in pink to reflect that these numbers are not necessarily final.
Initial proposed numbers are carried forward in Town Manager column as placeholders as this work is ongoing.
Including placeholder numbers is necessary in order to arrive at a comprehensive "bottom line" budget estimate.
Recreation Commission budget is scheduled for FinCom review on March 10th.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					<u>2/20/2020</u>		
Mill Pond Operating Expenses	549	602	2,100	-	0.0%	<u>1/30/2020</u> 2,100	0		2,100	0	0.0%
631 Total Mill Pond	549	602	2,100	-	0.0%	2,100	0	0%	2,100	0	0.0%

Notes

New water quality testing costs resulting from Committee and Town Manager research, supported by consultant, in summer 2019, are expected to be incurred in FY20 and are part of the justification to carry forward FY20 numbers for FY21 budgeting.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
 as of:
 2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
Bandstand Expense	5,049	6,000	6,000	4,849	80.8%	6,000	0		6,000	0	0.0%
635 Total Bandstand	5,049	6,000	6,000	4,849	80.8%	6,000	0	0%	6,000	0	0.0%
Historical Commission Expenses	302	340	500	175	35.0%	1,000	500		600	100	20.0%
691 Total Historical Commission	302	340	500	175	35.0%	1,000	500	100%	600	100	20.0%
Cultural Council Expense	76	82	100	-	0.0%	100	0		100	0	0.0%
695 Total Cultural Council	76	82	100	-	0.0%	100	0	0%	100	0	0.0%
TOTAL CULTURE & RECREATION:	359,826	372,746	382,813	240,515	62.8%	379,343	(2,470)	-0.6%	377,826	(4,387)	-1.2%

Notes

Historical Commission proposed increase in FY21 budget to support additional anticipated mailings associated with ongoing historic property inventory work, ongoing work to explore designation of new National Historic Districts, and other initiatives.

The Town Manager is very supportive of these efforts, but based on historical spending levels does not carry the full proposed increase requested by the Commission.

If actual costs are needed in FY21, above budgeted costs, given the relatively modest costs in the context of overall budgeting, the Town Manager expects that there should be adequate funds to support these initiatives from the BOS operating budget. If so, if known early enough in the fiscal year, this could displace other costs that would otherwise be incurred in the BOS budget. This could postpone, for instance, equipment replacement if such expenses are not urgently time sensitive.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
DEBT SERVICE											
						<u>1/27/2020</u>					
Debt Service (Principal)	470,000	340,000	350,614	350,614	100.0%	344,700	(5,914)		344,700	(5,914)	-1.7%
Debt Service (Interest)	41,000	31,900	22,200	22,200	100.0%	11,300	(10,900)		11,300	(10,900)	-49.1%
710/750 Total Debt Service	511,000	371,900	372,814	372,814	100.0%	356,000	(16,814)	-4.5%	356,000	(16,814)	-4.5%
TOTAL DEBT SERVICE:	511,000	371,900	372,814	372,814	100.0%	356,000	(16,814)	-4.5%	356,000	(16,814)	-4.6%

Notes

Note that the budget above does not include anticipated debt service associated with the Soldiers & Sailors Memorial Building restoration. These costs will be payable from the CPC and are proposed separately through a Town Meeting warrant article.



TOWN OF WEST NEWBURY

Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
BENEFITS											
Essex Regional Retirement Assess	555,396	641,424	660,171	660,171	100.0%	687,493	27,322		687,493	27,322	4.1%
911 Total Essex Regional Retirement Asses	555,396	641,424	660,171	660,171	100.0%	687,493	27,322	4.1%	687,493	27,322	4.1%
Unemployment Insurance		-	15,001	10,301	68.7%	1	0		1	0	0.0%
913 Total Unemployment Insurance	-	-	15,001	10,301	68.7%	1	0	0.0%	1	0	0.0%
Group Insurance	378,958	413,400	465,397	251,110	54.0%	477,032	11,635		473,193	7,796	1.7%
914 Total Group Insurance	378,958	413,400	465,397	251,110	54.0%	477,032	11,635	2.5%	473,193	7,796	1.7%
FICA Insurance	43,774	45,176	48,279	30,332	62.8%	49,486	1,207		49,486	1,207	2.5%
916 Total FICA Insurance	43,774	45,176	48,279	30,332	62.8%	49,486	1,207	3%	49,486	1,207	2.5%
Other Post Ret Benefits		-	1	-		1	0		1	0	0.0%
919 Total OPEB - GF	-	-	1	-	0.0%	1	0	0.0%	1	0	0.0%
Insurance and Bonds	161,365	161,801	172,832	147,494	85.3%	189,990	17,158		189,990	17,158	9.9%
945 Total Insurance and Bonds	161,365	161,801	172,832	147,494	85.3%	189,990	17,158	9.9%	189,990	17,158	9.9%
TOTAL BENEFITS:											
	1,139,493	1,261,801	1,361,681	1,099,408	80.7%	1,404,003	57,322	4.2%	1,400,164	53,483	4.2%

Notes

Proposed Group Insurance amount reflects known Teamsters (Police, Dispatch, Highway Unions eligible) FY21 insurance costs and current enrollment; and estimated increase of 2.5% on FY20 costs for MIIA insurance (available to non-union employees) and current enrollment. Proposed budget number includes enough to cover the hypothetical instance that two current employees on individual plans change to family plans, or that two existing employees on individual plans separate from service and the positions are filled by new employees on family plans. The incremental Town cost delta between an individual (lowest cost) and family (highest cost) plan is about \$14,500.

We have not received definitive pricing for FY21 property/casualty insurance. Proposed budget number reflects our best estimate at this time.

Proposed property/casualty insurance cost includes new stand-alone policy to cover "Park & Rec" building at 694 Main St., which was dropped from our MIIA policy this year because the building is not regularly occupied.

Budgeting FICA costs derives from the overall Town-wide salary/wages, and will therefore remain in flux until all other sections of the budget (incl. negotiation of new Police Union contract, etc.) are final. For budgeting purposes, this line carries a 2.5% increase from FY20 budgeted amount. However, it is shaded in pink to highlight that this budget line is subject to change as the budget process moves forward.



TOWN OF WEST NEWBURY
Town Manager Proposed FY21 Expense Budget

YTD exp
as of:
2/20/20

	FY 2018	FY 2019	FY 2020	YTD		FY 2021	Proposed Change		FY 2021	Proposed Change	
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	\$	%
				Percent of yr: <u>64.1%</u>					2/20/2020		
TRANSFERS OUT - STABILIZATIONS											
Transfers Out		300,000	500,000	-	0.0%	500,000	0		500,000	0	0.0%
992 Total Transfers Out	-	300,000	500,000	-	0.0%	500,000	0	0%	500,000	0	0.0%

Notes

Proposed budget carries recommended transfer of \$500,000 consistent with last year's Capital Improvement Committee (CIC) process. Current year CIC process is underway with meetings upcoming on February 27 and March 4 (both at 7:30pm). The recommended amount for transfer is likely to remain unchanged, but it should be understood that the CIC process is underway. (Note: a separate warrant article proposes a \$300,000 transfer to Capital Stabilization in anticipation of the West Newbury share of costs to reconstruct the Middle Street Bridge, which has not been accounted for in prior years' capital planning efforts.

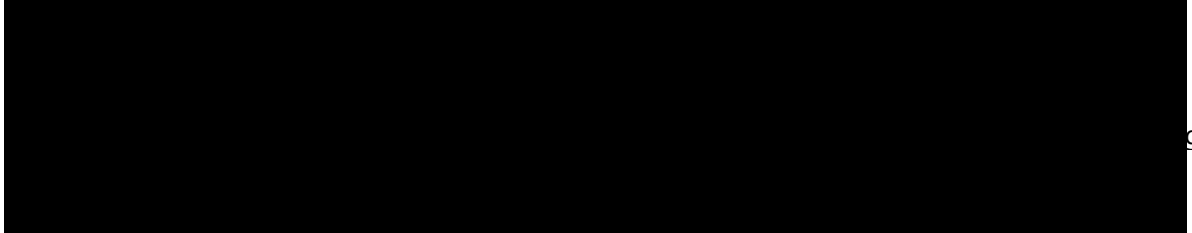
1000 Total General Fund	14,045,229	14,742,532	15,684,396	10,142,391	64.7%	16,685,390	1,015,994	6.5%	16,704,222	1,034,826	6.6%
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Notes

The proposed "bottom line" budget impact exceeds the 2% target set by the Board of Selectmen, including taking into account est. new growth and non-tax revenues. The estimated "overage" is approximately \$141,500. (For the underlying numbers, refer to page 2 of "Budget Summary" worksheet). Therefore, it is expected that recommended reductions from the Town Manager-proposed budget will result from BOS and/or FinCom review. As noted elsewhere in this budget, it will also be important to take into account the role that Free Cash transfers have made in reducing the tax rate in the current and prior three tax years. If a lower Free Cash transfer is approved in FY21, this would flow to the "bottom line" budget.

Town Manager

From:
Sent:
To:
Cc:
Subject:
Attachments:



Hi Angus

It was nice to see you at MMA on Friday. Attached is a spreadsheet that shows the cost of running the ACO program for the next 3 fiscal years and the historical cost share between West Newbury and Newburyport going back several years. Last year we worked together to increase WN’s share of cost to mirror how the ACO’s time has been allocated to each community historically – 70% in Newburyport, 30% in West Newbury. We would like to continue this cost share formula and have included costs for the next 3 fiscal years. One thing to note, since WN provides the vehicle we’ve factored that into the cost share formula and “credits” WN, so the cost share is more like 27% for West Newbury. Here are the WN cost share for the next 3 fiscal years:

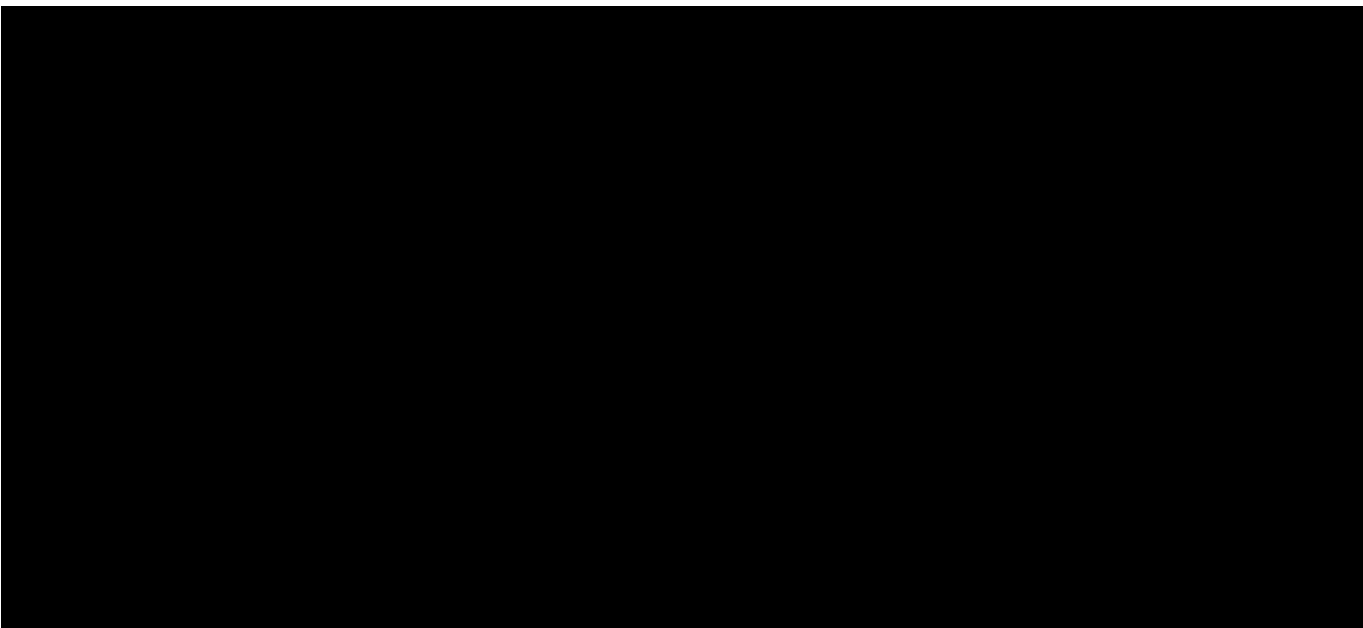
- FY21: \$25,073
- FY22: \$25,898
- FY23: \$26,858

A three year agreement is something that our City Council is looking for. I believe we went with a one year agreement since there was a lot of new leadership and staff involved.

I’d be happy to answer any questions.

Thanks,

Matt



[om>](#)

Hi,

Do you think you can get us a proposed ACO budget number in the first part of next week?

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



Hi Angus

As discussed last year we would like to continue to adjust the financial terms and the share of costs to better correlate with the ACO's time in each community. We will provide you an updated agreement with proposed financial terms in the next few weeks. The Mayor and City Council are also interested in a longer term agreement – in the past the agreement had been for 3 years with extensions.

Thanks,

Matt



external e-mail use caution opening

Hi Mayor Holaday,

I hope your new year is off to a great start!

As you may recall the current ACO agreement is for 1 year with options for up to two additional 1-year extensions. This is to let you know that the Board of Selectmen did recently review the agreement, and confirmed that we would like to extend the agreement for FY21.

Article 5 of the agreement sets out the annual financial terms, and provides for mutual written agreement to any change in funding contribution for any extended term of the agreement. If the City does intend to propose a change in financial terms for FY21, we'd like to know this sooner than later. My initial proposed budget is due on January 31st.

Thanks very much,

Animal Control Shared Services FY2021-2023 Proposed Cost Allocation

<u>Budget</u>	<u>Proposed</u>						
	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>
Animal Control Officer	\$ 40,221.01	\$ 41,456.88	\$ 43,131.74	\$ 45,219.45	\$ 45,233.68	\$ 46,371.77	\$ 48,005.97
Assistant ACO	\$ 12,340.00	\$ 12,340.00	\$ 12,340.00	\$ 12,434.92	\$ 12,683.62	\$ 12,937.29	\$ 13,196.04
Overtime	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,121.20
Clothing Allowance	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Health Insurance	\$ 17,538.66	\$ 18,204.48	\$ 19,078.32	\$ 19,555.28	\$ 20,043.59	\$ 20,644.90	\$ 21,264.25
Building & Grounds	\$ 4,500.00	\$ 4,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Care of Animals	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Dead Animal Removal	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00
Fuel/Oil Vehicle	\$ 2,290.00	\$ 2,290.00	\$ 2,290.00	\$ 2,290.00	\$ 2,290.00	\$ 2,290.00	\$ 2,290.00
Dues/Licenses	\$ 300.00	\$ 300.00	\$ 350.00	\$ 350.00	\$ 365.00	\$ 365.00	\$ 365.00
Replacement Vehicle*	\$ -	\$ -	\$ -	\$ 3,324.00	\$ 2,991.60	\$ 2,692.44	\$ 2,423.20
Total Cost	\$ 81,629.67	\$ 83,531.36	\$ 85,130.06	\$ 91,113.65	\$ 93,547.49	\$ 95,301.40	\$ 97,605.66

<u>Municipality</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>
Newburyport	\$ 61,629.67	\$ 62,031.36	\$ 63,630.06	\$ 67,103.65	\$ 68,474.49	\$ 69,403.40	\$ 70,747.66
West Newbury	\$ 20,000.00	\$ 21,500.00	\$ 21,500.00	\$ 24,010.00	\$ 25,073.00	\$ 25,898.00	\$ 26,858.00
Total	\$ 81,629.67	\$ 83,531.36	\$ 85,130.06	\$ 91,113.65	\$ 93,547.49	\$ 95,301.40	\$ 97,605.66

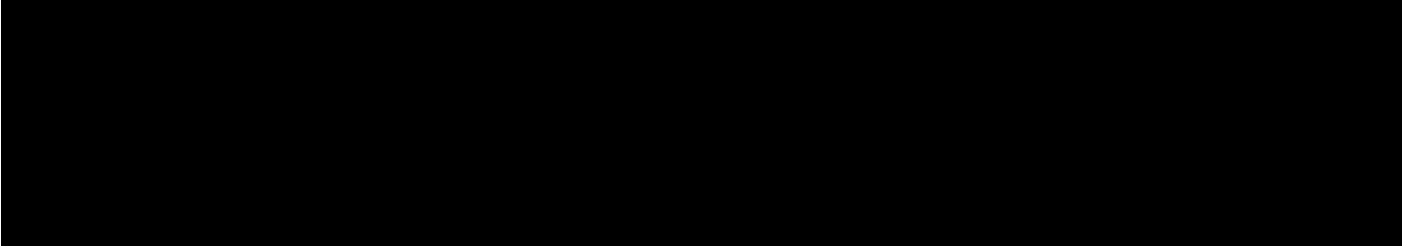
ACO Allocation % Before West Newbury Vehicle

<u>Municipality</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>
Newburyport	75.5%	74.3%	74.7%	70.0%	70.0%	70.0%	70.0%
West Newbury	24.5%	25.7%	25.3%	30.0%	30.0%	30.0%	30.0%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

ACO Allocation % Including West Newbury Vehicle

<u>Municipality</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>
Newburyport	75.5%	74.3%	74.7%	73.6%	73.2%	72.8%	72.5%
West Newbury	24.5%	25.7%	25.3%	26.4%	26.8%	27.2%	27.5%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Town Manager



Angus,

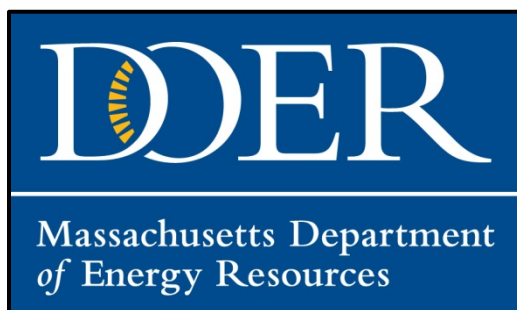
I've attached the Green Communities 2020 Competitive Grant Program Opportunity Notice (PON-ENE-2020-011). Reference is made to hybrid vehicle eligibility at the bottom of page 4 and more detail at the middle of Page 7 under "Vehicular Efficiency Measures". The EAC intends to complete application for the maximum \$5k grant for the hybrid police sedan.

rick

THE COMMONWEALTH OF MASSACHUSETTS
**EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS**
DEPARTMENT OF ENERGY RESOURCES

PATRICK C. WOODCOCK, ACTING COMMISSIONER

100 Cambridge Street, Suite 1020
Boston, MA 02114



Program Opportunity Notice (PON)

Document Title: Green Communities Competitive Grant Program

COMMBUYS Bid Number: BD-20-1041-ENE01-ENE01-47476

Agency Document Number: PON-ENE-2020-011

Issued: January 16th, 2020

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on www.COMMBUYS.com. All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk county holidays.



**GREEN COMMUNITIES
COMPETITIVE GRANT
PROGRAM – 2020
PON-ENE-2020-011**



GRANT APPLICATION INFORMATION

ELIGIBILITY CRITERIA AND SCHEDULE

- Applicant must be an existing designated Green Community.
- Applicants must have:
 - Expended all prior Green Communities designation and competitive grant funds **by February 3, 2020;**
 - Submitted their final grant report no later than 5 PM **February 3, 2020;** and satisfied all outstanding questions no later than 5 PM **March 6, 2020;** and
 - Submitted their FY 2018 Annual Report by **December 6, 2019** and satisfied all outstanding questions no later than 5 PM **February 14, 2020.**
- **Competitive grant applications are due by 5 pm on March 27, 2020**
 - This application is available as PON-ENE-2019-004 on COMMBUYS (as a “Bid”).
 - All questions must be submitted by 5 PM on **March 18, 2020** to COMMBUYS.
 - To find an item on COMMBUYS: log into [COMMBUYS](#), locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.
 - To submit an application, see the Instructions on page 11.

SPECIAL ELIGIBILITY CRITERIA

- Applicants must have met all the eligibility criteria above.
- Applicants that have also met their twenty percent (20%) percent Energy Reduction Plan target **after five (5) or more years of their Energy Reduction Plan implementation** are eligible to apply for additional qualified projects, as provided for on page 9.

GENERAL INFORMATION

- A competitive grant round will be offered on an annual basis as long as funding is available. The amount of available funding for future competitive grant rounds, if available, may vary. The cumulative total of actual awards depends on the number of applications received that are deemed eligible for funding and the funding allocation available for this grant program
- The maximum amount of grant award per applicant for the calendar year 2020 Green Communities Competitive Grant program is two hundred thousand dollars (\$200,000). The maximum grant amount per applicant may vary in future competitive grant rounds
- For applicants that have received \$750,000 or more in previous Green Communities competitive grant awards, the maximum amount of grant award per applicant for the calendar year 2020 Green Communities Competitive Grant program is one hundred thousand dollars (\$100,000)
- An applicant may submit one comprehensive project for consideration or multiple projects as part of one application
- Projects with a return on DOER's investment that is longer than the equipment's useful life as determined by ASHRAE or other appropriate industry standards (with the exception of new or upfitted vehicles) will require a municipal contribution
- The list of qualified projects is subject to change in future competitive grant rounds
- As this is a competitive solicitation, proposed projects cannot be significantly changed once awards are made. If an awarded project is not able to proceed within 180 days of grant contract execution the award may be forfeited
- Applicants must acknowledge if utility incentives are estimated or approved/confirmed. If the incentives are approved, documentation from the utility is required
- Quarterly reporting is required upon receipt of a Green Communities Competitive Grant. The DOER will provide reporting requirement details when a grant contract is executed

This Program Opportunity Notice (PON) is being conducted under 815 CMR 2.00, and has been distributed electronically using COMMBUYS, the Commonwealth's official procurement record system (<http://www.commbuys.com>). The project name is the Green Communities Competitive Grant Program 2020 and the project number is PON-ENE-2020-011. Correspondence to the DOER shall include the project number as well as the project name. All notifications and amendments to this PON will be posted on COMMBUYS. It is the responsibility of every potential respondent to check COMMBUYS for any addenda or modifications to a PON to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended PONs or submit inadequate or incorrect responses.

Respondents may not alter PON language or any PON component files. Those submitting a proposal must respond in accordance to the PON directions and complete only those sections that prompt a

respondent for a response. Modifications to the body of this PON, specifications, terms and conditions, or which change the intent of this PON are prohibited. Any unauthorized alterations will disqualify a response.

All proposals and information submitted in response to this PON are subject to the Commonwealth of Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7 and Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

EVALUATION CRITERIA

In keeping with the DOER's goal of reducing greenhouse gas emissions by limiting and/or eliminating the use of fossil fuels through the strategic electrification of the manner in which buildings are conditioned, water is heated, and vehicles are fueled, this PON will prioritize grant awards for projects that help advance these objectives. Applications will be evaluated on the measures listed below:

- Energy impacts, including reductions in energy consumption and greenhouse gas emissions will be weighed heavily
- Effective use of funds as determined by MMBTU savings achieved and/or emissions reduced per DOER dollar invested
- Shovel readiness, including viability, and appropriateness of project
- Matching funds will be factored into the evaluation
- Municipalities that have forfeited grant funded projects in order to close-out grants to be eligible for 2020 Competitive Grant will be viewed unfavorably
- Percentage of twenty percent (20%) energy reduction goal achieved since designation application
- Continuous adherence to Green Communities criteria in effect to date (Example of non-adherence is a vehicle purchased that does not meet the Fuel-Efficient Vehicle Policy that was in effect at the time of purchase)
- Justification of need for any requests for up to ten percent (10%) of funds for program administration costs with a dollar cap not to exceed ten thousand dollars (\$10,000)

QUALIFIED PROJECTS

Designated Green Communities may submit a grant application to fund all, or a portion of the costs of, constructing and implementing energy efficiency and renewable or alternative energy activities, including but not limited to:

- Energy conservation measures and projects
- Hybrid, electric or plug-in hybrid-electric vehicles

- Electric vehicle charging stations
- Vehicular efficiency measures, such as idle reduction equipment and after-market hybrid retrofit kits
- Financing the siting and construction of renewable and alternative energy projects on municipally-owned property
- Building Operator Certification training for up to two staff members
- Energy storage to address peak demand

Energy Conservation/Energy Efficiency Measures

- Funds can be applied to any required infrastructure upgrades for the proposed measures:
- Building Envelope
 - Air sealing
 - Insulation
 - Storm windows or winter insulated window inserts
- Compressed Air
 - High efficiency air compressors
 - Refrigerated air dryers
- Building Controls
 - Energy Management Systems – grant application narrative must include description of staff training
- Food Service
 - Commercial fryer, griddle, oven or steamer
 - Energy Star® dishwashers
 - Kitchen hood controls
- Hot Water
 - High efficiency water heaters, including air-source heat pump, condensing, tankless and indirect
 - Pre-rinse spray valve

Heating, Ventilation and Air Conditioning (HVAC) Equipment - **NOTE: DOER support for new oil heating equipment is limited. Any requests for new oil-fired heating equipment must include explanation why alternatives i.e., (air and ground source heat pumps, biomass, solar thermal, natural gas, propane) are not feasible.**

- Repair/replace malfunctioning steam traps
- Cold-climate air-source heat pumps (see page 8)
- Boiler reset controls (also known as outside air reset)

- Burner upgrades
- Demand control ventilation
- Dual enthalpy economizer controls
- Electronically commutated motors
- Energy Star® wifi programmable thermostat
- High efficiency air conditioners
- High efficiency boiler replacements, including condensing boilers and combo boiler/water heaters
- High efficiency chiller
- High efficiency furnace replacements
- Low-intensity infrared heating
- Rooftop control units
- Water-source heat pumps including wastewater source heat pumps
- Lighting
 - Daylighting - for existing, high-efficiency interior lighting
 - Exterior LED lighting and lighting controls – building lights, parking lot lights, traffic lights
 - Interior LED must be either: 1) whole fixture replacements of existing lamps and ballasts, 2) retrofit kits with internal drivers, or 3) Type C TLED lamp replacements only. Re-lamping alone using an existing ballast will not be considered. Existing ballasts must be removed and properly discarded.
 - Interior lighting controls – for existing, high-efficiency interior lighting
- LED streetlights and controls
- Operations
 - Building energy analytics software services using interval meter or energy management system data
 - Retro-commissioning
- Pumps, Motors & Drives
 - National Electrical Manufacturers Association (NEMA) Premium efficiency motors
 - Pump coating and pump system optimization
 - Variable frequency drives
- Resiliency
 - Air-source heat pump heaters for emergency generators ≥ 200 kW
- Refrigeration
 - Case motor replacement
 - Cooler night covers

- Door heater controls
- Electronic defrost controls
- Energy Star® refrigerators
- Energy Star® freezers
- Evaporator fan controls
- Evaporator fan motors for walk-in coolers and freezers
- Novelty cooler shutoff

Building Operator Certification (BOC) Training

- Applicants may apply for BOC training and certification for up to two (2) staff (one each from municipal facilities and school facilities)
- Applicants must provide a narrative that specifies how the training will enhance and facilitate existing and proposed new energy conservation measures as part of the municipality's overall energy reduction strategy

Vehicular Efficiency Measures

- Hybrid vehicles - Funding for hybrid vehicles (including leases) to replace “exempt” vehicles in the municipal fleet or SUVs not to exceed five thousand dollars (\$5,000) toward purchase price and three thousand dollars (\$3,000) toward leasing (limit 2 per municipality)
- Plug-in hybrid vehicles – Funding for plug-in hybrid vehicles in an amount not to exceed five thousand dollars (\$5,000) for purchase and three thousand dollars (\$3,000) for leases (limit 2 per municipality)
- Battery-electric vehicles – Funding for battery-electric vehicles in an amount not to exceed seven thousand five hundred dollars (\$7,500) for purchase and five thousand dollars (\$5,000) for leases (limit 2 per municipality)
- Funding in an amount not to exceed seven thousand five hundred dollars (\$7,500) for the purchase and installation of publicly accessible electric vehicle dual-port Level 2 charging stations (limit 2 per municipality). Applicants must investigate available funding from their electric utility companies and provide documentation that of same
- Technologies that reduce vehicle fuel consumption (e.g. anti-idling technologies, add-on hybrid technologies)
 - For anti-idling and hybrid add-on technologies, include whether a retrofit of the vehicle(s) will be required and the associated cost(s) of such retrofit

- Please visit: <http://www.mass.gov/anf/docs/osd/uguide/veh102designateddoer.pdf> for information on purchasing idle-reduction and after-market vehicle conversion equipment for light, medium and heavy duty vehicles off of state contract
- Vehicle routing software and behavioral efficiency
 - Vehicle tracking and routing software that includes a feedback or fuel-savings component that has been qualified by DOER. Such software must include measurement and verification of the resulting fuel savings

Renewable Energy Projects on Municipal Property (Financing)

- Solar thermal serving facilities with a year-round hot water heat load
- ENERGY STAR™ certified air or ground-sourced heat pumps using variable speed inverter technology and meet the **Cold Climate Air Source Heat Pump Specification Version 2.0** published by Northeast Energy Efficiency Partnerships effective January 1, 2017 or any version thereafter
 - Applicants are strongly encouraged to work with designers and installers registered with the Massachusetts Clean Energy Center found at <https://www.masscec.com/finding-commercial-designer-and-installer>
- Anaerobic digestion that uses organic materials (e.g. food waste, agricultural waste) and which meets the Commonwealth of Massachusetts RPS low-emission requirements
- Solar-powered mixers at drinking water or waste water facilities
- Community district heating and cooling infrastructure - providing for thermal energy from one or more central plants to at least two or more buildings through a network of pipes to provide hot water and chilled water to be used for space heating, air conditioning, domestic hot water, and other end uses for the thermal energy. Preference will be given to renewable thermal district systems
- Biomass thermal that meets the following criteria:
 - Utilizes only clean wood chips or wood pellet fuel;
 - Meets all applicable ASME and UL safety certifications,
 - Achieves fuel conversion efficiency ratings that are amongst the highest of those of commercially available products, typically above eighty to eighty five percent (80%-85%); and
 - Utilizes Best Available Control Technology to reduce air emissions to levels that are amongst the lowest achieved by commercially available technology.

Storage to shave peak demand charges

- Grants may be for energy storage technologies which enable municipal facilities to mitigate demand charges and/or regional network service and installed capacity charges

- If onsite generation is available (such as solar PV, CHP, etc.), the energy storage must be configured in such a way as to enable those resources to continue to provide power to the facility in the case of an outage
- The energy storage must be connected in such a way that it can provide power to select onsite loads in the case of an outage. The municipality will be responsible for selecting which loads should be ‘backed up’ by the energy storage
- These configuration requirements are to ensure the investment in energy storage provides both economic benefits as well as improved energy resilience benefits to the community

Projects for Applicants That Have Met Their Twenty Percent Energy Reduction Plan Targets

- Energy efficiency projects recommended in an evaluation, but not included in the list of qualified projects
- Energy efficiency projects, which are included in the list of qualified projects, at a facility not included in the municipality’s baseline, but is in district associated with the municipality, such as a regional school district, a water district or a wastewater district

NON-QUALIFIED PROJECTS

The following will **NOT** be funded in this grant round:

- Staffing beyond ten percent (10%) of the grant amount (not to exceed \$10,000) for program administration
- Solar PV
- Revolving loan funds
- Feasibility studies or assessments
- Air or water-source heat pumps for space cooling only
- Projects for buildings/facilities not included in the municipality’s baseline and therefore not in the municipality’s Energy Reduction Plan e (e.g. a Regional School District), except upon accomplishment of the twenty percent (20%) percent energy reduction goal, as approved by the DOER.

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INSTRUCTIONS

This application is available as PON-ENE-2020-011 on COMMBUYS (as a “Bid”).

Applicants must complete all required sections **via the online Green Communities grant application portal** in order to be considered for a grant award. No paper submissions will be accepted. Failure to submit all sections online will constitute a late filed application and will not be considered. The instructions for the online submission of the materials below are contained in Attachment D.

Applications must be submitted by 5 PM March 27, 2020.

- Applications must include:
 1. A Project Narrative for EACH project (see Attachment A below)
 2. Completed Grant Table that contains specific metrics for the municipality’s proposed project(s). This file must be submitted as an Excel spreadsheet. (Available via the online submission system, an example is contained in Attachment B)
 3. Supporting material in its original and complete format (e.g., the entire audit report, not a portion of it)
 4. Certification of Application – (see Attachment C)
 5. Name each of your files for the above listed documents with your municipal name and wording that makes the content of the file clear (see examples below) – this is **REQUIRED**. Please do not preface with "Town (or City) of," just the municipality’s name. Examples for “Muni A”:

Muni A Grant Table.xls
 Muni A Efficiency Narrative.pdf
 Muni A Efficiency Audit.pdf
 Muni A Certification of Application

ATTACHMENT A

- A project narrative *AS OUTLINED BELOW* must be provided for *EACH* project
- Each bullet below must be addressed for the type of project proposed
- If the applicant believes a particular bullet is not applicable, the applicant should note “n/a”
- Attach any documentation to support project technical and economic viability: applicable feasibility studies, site analysis, audits/assessments, any design documents, contracts, construction schedule and anticipated completion date. Provide complete documents with references to the relevant portions

NARRATIVE FOR EACH PROJECT

- Provide the municipality’s total energy consumption for the previous year in MMBtu, preferably from your approved Green Community Annual Report’s Table 2. This should include buildings, vehicles and streetlights
- Provide the total energy use for applicable facility in native units (e.g., kWh, gallons, etc.)
- Provide specification sheets for all equipment to be installed
- Describe the scope of the proposed project including:
 - Purpose
 - Benefits
 - Timeline
 - Procurement required and status
 - Anticipated impact, qualitatively and quantitatively
 - How the project supports the municipality’s five-year Energy Reduction Plan.
 - Why grant funding is required to complete the project
 - Identify any and all permits required and the status of each
 - Identify any other approvals required, e.g. local, state, federal, and the status of each
 - Opportunities for education and outreach and a concrete plan to accomplish them
- Provide a complete accounting/proposed budget for the project. Include:
 - Total project budget with cost estimates/quotes (annotated to clearly identify the option selected for the budget)
 - Other sources of funding, including any utility or Mass Clean Energy Center incentives. Applicants must include documentation of either:
 - Confirmed, preapproved utility incentives
 - Application for utility incentives
 - Applications for any other grants

- Justification for any funds to be used for administrative costs; this **MUST** be provided. In no case shall more than 10 percent of grant award (or \$10,000, whichever is higher) be used to fund administrative costs
- Provide a description of the applicant and the project team and its qualifications for completing the project, including all identified partners, contractors, and any technical service providers. Applicants are encouraged to seek qualified, independent project managers or clerk of the works to coordinate the day-to-day activities. Grant administration funds can be used for this purpose.
 - Identify the specific roles and responsibilities of each of the parties
 - Identify how the project will be managed on a day-to-day basis
 - Provide a generic description of potential additional partners or contractors that will be required for completion of the project but have not yet been identified by the applicant or incorporated into the project team

ADDITIONAL MATERIALS

IN ADDITION to the projected cost and energy savings, which must be included in the competitive grant table, and the supporting audits or studies, which must be included in the application, please provide the following:

FOR ENERGY EFFICIENCY PROJECTS

For all HVAC projects, the building must have at least one of the following:

- An audit that confirms the building is properly weatherized and insulated, i.e., measures to address the building envelope were not recommended in the audit due to the building being well-sealed. Please attach a copy of this building audit.
- Documentation that the building has been properly weatherized and insulated within the last five years; this can include invoices for air sealing and insulation. Please attach a copy of this documentation.
- An audit stating that the building cannot be further insulated without major renovation. For example, brick or masonry buildings cannot add wall insulation without major renovations to add insulation on the interior wall of every room. Attic spaces in these buildings, however, often can be insulated without major renovation and documentation must be shown that these spaces have been weatherized and insulated. Please attach a copy of this audit.

For requests to fund measures as part of an **Energy Savings Performance Contract (ESPC)**, please explain whether the measure(s) would be included in the ESPC without the funding, and, if not, why. Also describe whether the ESPC will proceed without this funding.

For **boilers and HVAC system projects that ARE fuel conversions**, provide:

- Efficiency and fuel type of existing unit
- Efficiency and fuel type of proposed unit

For **boilers, rooftop ventilation units, and HVAC system projects that are NOT fuel conversions**, provide:

- Efficiency of code-compliant unit
- Efficiency of proposed unit
- Cost of code-compliant unit
- Cost of proposed unit

NOTE: DOER support for new oil heating equipment is limited. Applicant must justify why conversion to an alternative heating fuel is not feasible

For **exterior lights, streetlights, traffic lights or parking lot lights**, provide:

- Number and wattage of existing lights
- Their total electric consumption for the previous year in kWh
- Ownership (confirm that municipality owns its streetlights) and metering status (unmetered or metered)
- Wattage, cost and technology (LED, induction, etc.) of proposed replacement lights
- LED streetlights must be controls-ready (seven-pin)
- For LED streetlight controls, please provide the aforementioned information, as well as the following:
 - Product specifications for controls;
 - Proposed operating changes and associated projected energy savings; and
 - Email or letter of support from the utility

For **energy efficient consumer products such as Energy Star® refrigerators, freezers, and dishwashers** provide:

- Make and model of existing unit
- Make and model of proposed unit

For **self-installed efficiency measures such as pre-rinse spray valves or Energy Star™ wifi programmable thermostats**, provide:

- Number of each for each individual building

Due to their complexity of operations and the proprietary nature of the systems, the DOER needs additional information to approve grant funding for **Energy Management Systems (EMS)**. This information should be available in the project proposal. If not, please ask the consultant to provide this information. Please provide the following information for review:

- Current EMS (if any)
- Number of data points requested

- Systems and equipment to be monitored and/or controlled
- Estimated energy savings
- EMS manufacturer
 - Whether the EMS remote control units and transducers are interchangeable with EMS main control units from other vendors
 - Whether the EMS program software is open-source, and whether updates and revisions can be installed by technicians other than the vendor
 - The communication protocol (e.g., BACNET) and whether it allows communication with other vendors' control systems
 - Training on operations, emergencies, adjustments, troubleshooting, maintenance and repairs
 - Identify municipal and/or school personnel trained (or will be trained) to properly operate the EMS

While the following materials are not required for review, the DOER highly recommends that a municipality receive these from its selected EMS vendor:

- ✓ Operations and Maintenance manuals
- ✓ As-built control drawing package
- ✓ Graphical user interface
- ✓ As-built control sequences
- ✓ Maintenance service agreements, state of warranty date and similar continuing commitments

For **all other building efficiency measures**, provide:

- The audit recommending the proposed measure
- Information on other measure(s) completed to date from the audit/assessment - address whether the whole building was assessed, and how the measure proposed for funding was prioritized for implementation amongst the recommended measures
- For proposed measures not recommended in an audit, provide technical information to support implementation of this measure - the supporting information must include why this measure is recommended for funding, quantification of the measure's efficiency rating (e.g. R-value, U-Value, rated efficiency, etc.), and sample calculations that list all assumptions for projected energy savings and costs.

FOR VEHICULAR EFFICIENCY PROJECTS

- For **anti-idling retrofits, add-on hybrid technologies, or vehicle tracking and routing software**, provide:
 - Department(s)
 - Purpose/how used

- Average mileage per year
- Number of operators
- Current fuel consumption
- For **vehicle tracking and routing software programs**, provide:
 - Describe the proposed program to reduce vehicle energy use
 - Projected vehicle fuel savings with supporting analysis
 - How fuel use by individual vehicles will be tracked and reported
 - The process for providing and obtaining feedback (i.e., how the users or department will be informed of their progress)
 - Include the manufacturer's specifications/product name for the proposed vehicular efficiency measure(s)
- For **hybrid, plug-in hybrid, and fully electric vehicles** (including leases), grant applications must include type and model of vehicle that is being replaced, its average annual mileage and fuel costs, as well as the make/model of the proposed vehicle, and the mpg for both vehicles
 - Please visit: <http://www.mass.gov/anf/docs/osd/uguide/veh98.pdf> for information on how to purchase vehicles from state contract
- For **electric vehicle charging stations**, grant will cover the purchase and installation, not to exceed seven thousand five hundred dollars (\$7,500) for a dual-port Level 2 charging station, minus any other available grants and utility funding. Charging stations must be publicly accessible
 - Please visit: <http://www.mass.gov/anf/docs/osd/uguide/veh102designateddoer.pdf> for information on how to purchase charging stations from state contract

FOR RENEWABLE ENERGY PROJECTS

- Provide documentation demonstrating the availability of the renewable resource identified in this application.
- Identify energy conservation measures completed within the last five (5) years for the building(s) being considered for the renewable energy project
- If available, provide a list of materials and equipment including manufacturer's specifications/product name
- For biomass and anaerobic digestion projects, provide a description of the source materials to be used and a plan for obtaining source material
- Describe plans and/or actions already taken to encourage community support for the project

For renewable energy projects, evaluate if eligible for MassCEC grants. If so, please include grant application or approval as applicable. Visit <http://www.masscec.com/get-clean-energy/government-and-non-profit> to learn about available grants

FOR STORAGE PROJECTS

- Annual energy consumption of facility
- A copy of a recent bill showing demand charges
- Interval data for the proposed facility (if exists)
- If paired with existing municipally owned solar PV, identify system location and size
- If paired with new solar PV
 - Roof-mounted systems:
 - Evidence that the roof has a 20-year life span;
 - Visual depictions that demonstrate limited HVAC equipment on the roof and no trees that could cause shading; and
 - Visual depictions that demonstrate the roof is either flat or south facing
 - Ground-mounted systems
 - Visuals that demonstrate there is no shading (buildings, structures, trees). Please note that the DOER’s [Ground Mounted Solar PV Guide](#) discourages installation of ground-mounted solar in “locations that require significant tree cutting, because of the important water management, cooling and climate benefits trees have.”
 - Visuals that demonstrate there are utility lines nearby. Please mark utility lines clearly on your documents
 - Visuals that demonstrate the site is either flat, or if sloping, that the system will face south

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ATTACHMENT B

EXAMPLE OF ONLINE GRANT TABLE

Please complete separate Excel file “Grant Application Table” and include in uploaded materials. In Column O, please provide a specific page number/range from the audit or study that provides funding request and project details.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Building Name and/or Location	Project Name (description) ^[1]	Projected Project Completion (m/yr) (optional)	Projected Annual Electricity Savings or Generation (kWh) ^[2]	Projected Annual Natural Gas Savings (therms) ^[2]	Projected Annual Oil Savings (gallons) ^[2]	Projected Annual Energy Savings (other fuel) ^[2,3]	Projected Annual Cost Savings ^[2] (\$)	Total Project Cost (\$) ^[4]	GC Grant Funding (\$)	Utility Incentives (\$)	Other Grants (please list source in notes column) (\$)	Town Contribution (\$)	Funding Source(s) for Other Grants and Town Contribution	Audit or Study Reference
2															
3															
4															
5															
6															
7															
8	(insert new rows here)														
9	INSERT MUNICIPAL NAME HERE		N/A	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	N/A
10															
11	NOTE: This table has been formatted so that the projects are directly transferable to/from Table 4 of the Energy Reduction Plan and Annual Reports in order to minimize the reporting burden of Green Comm														
12															
13	[1] A municipality may submit proposals for as many projects as it wishes. Projects must comply with all requirements specified in the full guidance														
14	[2] Please estimate only the projected direct annual cost and energy savings.														
15	[3] For other fuels, please specify in column header fuel and units (ex: gallons). DOER will perform the calculations for MMBtu and GHGs and return														
16	[4] Total project cost = sum of all funding sources (columns J-M)														
17	[6] Please provide a specific page number/range from the audit or study that provides funding request and project details.														
18															

ATTACHMENT C – CERTIFICATION OF APPLICATION

The Certification of Application below must be completed, scanned and uploaded as a PDF file.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, _____ am authorized to execute said Application on behalf of
_____, the applying municipality and verify that the
information in the Green Communities Competitive Grant Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

NOTE: The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

ATTACHMENT D - HOW TO SUBMIT APPLICATION ONLINE

Welcome to the Green Communities Online Competitive Grant Application System!

We have tried to make this process simple, and hope that, by carefully following each step outlined in the instructions, you'll be able to easily navigate and complete this application.

PLEASE NOTE: *You cannot return to a partially completed form to add or correct information.* If you log out without using the <Submit> button, nothing has been saved in the system. If you want to practice using the system, simply don't use the submit button. When you use the <Submit> button, the information on the form along with uploaded files will be saved to DOER's system. If you log back in, the form will be blank, BUT the system saved your files and information. **Please only submit once.** If you do not see your city or town name on the drop-down pick list, made a mistake, or forgot something, please contact Jane Pfister at jane.pfister@mass.gov / 617-626-1194.

Getting Started

- Only one person can submit information from your city or town. Please designate a single point of contact (if it has changed from previous point of contact) and provide his/her email address to your Regional Coordinator. A new single point of contact will receive an email invitation to the online application system and will be required to create a user profile. People already registered on Central Desktop (previous point of contact) retain their system access but their Regional Coordinator needs to let DOER know they will be the point of contact for the competitive grant application.
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work but are very slow. If you cannot find a suitable Internet connection, contact [Jane Pfister](mailto:jane.pfister@mass.gov), 617-626-1194.
- No paper submission is required or accepted for the grant application. The process is online and electronic only.

Grant Application Process

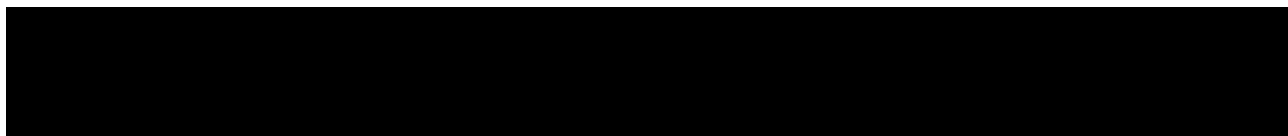
1. Make sure you have all the files you will submit/upload ready and saved in one folder somewhere on your computer, easy to find and select once you begin. Begin EACH electronic file name with city or town name. Begin EACH electronic file name with city or town name, (example: "Springfield" rather than "City of Springfield"), then wording that makes the content of the file clear.
2. Fill out the online Grant Application form completely. You will upload all your application files using the form: Grant Application Table as Excel, signed Certification of Application (as PDF), Project Narrative(s) for each proposed measure, along with any other supporting files including energy audits, studies, proposals, or other documentation. Please upload a complete energy audit or study, not just relevant page(s).
3. Use the Upload lines (green lines at the bottom), one for each file, by either clicking in the blank space or grey <Browse> button. Then browse to and select a file on your computer, double click on it, or select Open option on the dialog box. The file's path on your computer will show in the blank white space.

4. If you have more supporting documents than the available Upload lines (there are 20 Upload lines), you can create a compressed (zipped) file (with the required name format) with all supporting files for a proposed project.
5. Review the Grant Application Form and uploads lines carefully to make sure everything is complete and how you want it.
6. Click on the Calendar icon to access a calendar. Then, click on the date to select Date and Time which will be filled in on the blank line.
7. Now you are ready to submit everything. Click on the <Submit> button.
 - o *When you submit a form, you may receive the following message: “This form is non-secure - do you still want to send it?” It's just informational; nothing to worry about. Answer <Yes>.*
8. After you submit, a confirmation page will appear. DOER will also receive a message from the system. Shortly, you will receive an email confirming that DOER's Green Communities Division has received your grant application and the number of files uploaded with it. If you have any concerns, please email [Jane Pfister](#) or call 617-626-1194.

Create a Compressed (zipped) Folder

1. Put all the files you want to attach somewhere on your computer (e.g. in one folder).
2. Select all the files you wish to include: Hold down the <Ctrl> key as you click each one. They will all be highlighted in blue.
3. Right click any of the highlighted files (put your cursor over one of the files and click the right button on your mouse or other pointing device).
4. Select <Send To> (about half way down the pop-up menu).
5. Select <Compressed (zipped) Folder> from the next pop-up menu.
6. Find the new folder. It will have the name of one of the files you selected (in step 3), but with a .zip extension (e.g. Town Efficiency Audit.zip).
7. Rename the zip folder (right click the folder name, select <Rename> near the bottom of the menu).
8. Change only the name to the left of the period (i.e., keep the .zip extension).
9. Begin with town/city name, and then wording that makes the content of the file clear.
10. Upload the same way, using a green Upload line on the form.

Get Help





**Town of West Newbury
Board of Selectmen
Tuesday, February 18, 2020 @ 7pm**
381 Main Street, Town Office Building
www.wnewbury.org

Minutes of Meeting - DRAFT

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:06 p.m. by Chairman David Archibald

Present at the Meeting:

- ❖ Board of Selectmen: David Archibald, Glenn Kemper and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Asst. to Town Manager & Finance Dept., Jenny Walsh
- ❖ Town Accountant, Stephanie Frontiera
- ❖ Justin Bartholomew and Greg Labrecque, Pentucket Regional School District
- ❖ Jennifer Solis

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Town awarded Commonwealth Clean Vessel Act contracts for pump-out services and new boat engine
 - Town Manager Angus Jennings updated the Board on the Clean Vessel Act grant that will continue to fund 75% of costs (up to \$8,500) for pump-out services, and a separate CVA grant recently approved to fund 75% of the costs (up to \$15,000) to repair or replace the engine on the vessel.
- Municipal Vulnerability Preparedness workshop on Saturday, February 29, 2020
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer>

Regular Business

- A. Requests for Special Event permits:
- a. Newburyport Spring Half Marathon – Sub 5 Race Management & C5K Sports – April 26, 2020

Discussion took place regarding the race with Chris Bernier. All appropriate paperwork has been obtained. The Board requested a donation to a local charity be made such as the Page School Playground.

Motion was made by Selectman Glenn Kemper to approve the Special Event permit for the Newburyport Spring Half Marathon on April 26, 2020, seconded by Selectman Richard Parker.

Yes 3, No 0

- b. West Newbury Awareness Walk for Williams – Jody Feudo – May 17, 2020

Krista Niles was present on behalf of the Feudo family to answer questions regarding the event. This event in no way conflicts with the next event being requested for the same day. All appropriate paperwork has been obtained.

Motion was made by Selectman Glenn Kemper to approve the Special Event permit and waive any fees for the West Newbury Awareness Walk for Williams on May 17, 2020, seconded by Selectman Richard Parker.

Yes 3, No 0

- c. Cycling event to raise funds and awareness – American Diabetes Association – May 17, 2020

Bob Cook of Newburyport was present to answer questions regarding the cycling event. All appropriate paperwork has been obtained.

Motion was made by Selectman Glenn Kemper to approve the Special Event permit for the ADA cycling event to raise funds and awareness on May 17, 2020, seconded by Selectman Richard Parker.

Yes 3, No 0

- d. Ride to end ALZ – Alzheimer’s Association – June 6, 2020

Sara Trimble was present to answer questions regarding the cycling event. The route will not interfere with High School graduation which is the same day. All appropriate paperwork has been obtained.

Motion was made by Selectman Glenn Kemper to approve the Special Event permit for the Ride to end ALZ on June 6, 2020, seconded by Selectman Richard Parker.

Yes 3, No 0

- B. Review of proposed FY21 Pentucket budget – *Greg Labrecque, PRSD Business Manager*

Business Manager Greg Labrecque discussed the proposed budget for next year and the potential effect on the Town’s budget. He attributed a \$618,000 shortfall almost entirely to out of district special education tuition and transportation. Superintendent Justin Bartholomew added that he had just learned of an additional \$225,000 in unforeseen costs that will need to be accounted for in the budget. There are also two new initiatives being proposed; free full-day kindergarten (which the state will reimburse for at the end of the fiscal year) and Chromebooks for grades 7 and 8 (for which they are seeking grants and donations) A third initiative of eliminating student fees didn’t get the support from the School Committee. A public hearing will be held on Tuesday, February 25th.

- C. Authorize execution of Memorandum of Understanding with Pentucket regarding permitting and inspections for new Middle/High School, and authorize waiver of building permit fees

Town Manager Angus Jennings reviewed the Memorandum of Understanding which is contained in the agenda packet both in draft and redlined form to highlight the edits that have been made.

Motion was made by Selectman Glenn Kemper to endorse the Memorandum of Understanding with Pentucket Regional School District regarding permitting and inspections for the new Middle/High School, and authorize the waiver of building permit fees, seconded by Selectman Richard Parker.

Yes 3, No 0

Further discussion: Town Manager Angus Jennings discussed the SRO agreement between the Town and Pentucket. It was agreed between parties that a 1-year contract (similar to the ACO and Harbormaster contracts) works better than a 3-year contract due to ever changing budgeting issues. This will be put before the Board formally on the March 2nd agenda.

- D. Consideration of applicant to serve as Memorial Day Parade Chairperson

Ilya Zeitsev was the Town's only applicant to the position of Memorial Day Parade Chairperson. He was present to answer questions and discuss with the Board his desire to serve in this role. Ilya expressed that his hope is that the guidelines would be understood and there would be little need to intervene. He believes the point is not to ban people but to get them involved.

Motion was made by Selectman Richard Parker to appoint Ilya Zeitsev to serve as Memorial Day Parade Chairperson to June 15, 2020, seconded by Selectman Glenn Kemper.

Yes 3, No 0

- E. Review and endorsement of updated cost proposal to CPC for Page School playground improvements.

Town Manager Angus Jennings reviewed the updated proposal to CPC which is contained in the agenda packet. The major change in terms of substance was reducing the footprint. Another potential change that was looked at was to do a combination of bark mulch and poured-in-place flooring. It is universally felt that this would compromise the long-term durability of the playground but something that could be considered if further cuts are needed. CPC will be considering the proposal at their meeting on Thursday, February 20th.

Motion was made by Selectman Glenn Kemper to endorse the updated cost proposal to CPC for Page School playground improvements, seconded by Selectman Richard Parker.

Yes 3, No 0

- F. Town Manager proposed FY21 Budget, including schedule of Finance Committee budget meetings

FY21 Budget Meeting Schedule is contained in the agenda packet. Current schedule still has three question marks; however, all others have been confirmed.

- G. Request for authorization to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint interim staff support to Community Preservation Committee

Motion was made by Selectman Glenn Kemper to waive 15-day notice and confirmation process and to authorize the Town Manager to appoint interim staff support to Community Preservation Committee, seconded by Chairman David Archibald.

Yes 3, No 0

- H. Request for authorization to apply for Green Communities grant – *Energy Advisory Committee*

Selectmen Richard Parker explained the grant opportunity through Green Communities Act. The grant would be used to reduce the cost of town office DDC upgrades. The project was broken into two to meet GCA regulations. The first project would be to upgrade town office HVAC, VAV & baseboard from pneumatic to DDC controls. The second project would be to upgrade COA HVAC & base building HW plant from pneumatic to DDC controls. The first has to either precede or run concurrent with the second. Both proposals from B2Q are contained in the agenda packet and summarize the project economics and estimated energy savings.

Motion was made by Selectman Glenn Kemper to authorize the Energy Advisory Committee to apply for the Green Communities grant, seconded by Chairman David Archibald and to amend the article for town building improvements and increase it by \$10,000.

Yes 3, No 0

- I. Meeting minutes: May 13, 2019; April 29, 2019; April 22, 2019.

Discussion: Town Manager Angus Jennings noted that the April dates predate Selectman Richard Parker's tenure so he should abstain.

Motion was made by Selectman Glenn Kemper to accept the meeting minutes of April 29, 2019 and April 22, 2019 as written, seconded by Chairman David Archibald.

Yes 2, No 0, Abstain 1 (Parker)

Discussion: In reference to Item I on the May 13th meeting, Chairman David Archibald noted that a Select member will abstain when being voted to office and those items should reflect a 2-0-1 vote.

Motion was made by Selectman Glenn Kemper to accept the meeting minutes of May 13, 2019 as amended to reflect the correct votes on item I, seconded by Chairman David Archibald.

Yes 3, No 0

Town Manager Updates

- J. Update on financing and designer contract status for Soldiers & Sailors Memorial Building restoration

Town Clerk/Chief Procurement Officer Michael McCarron explained he is still awaiting a Schedule of Values from the architect but expects to get into a contract by the end of this week. Town Manager Angus Jennings referenced a memo (contained in the agenda packet) that confirms the method of appropriating funds for payment of debt service from CPC, and different scenarios for borrowing associated with the Soldiers & Sailors project.

- K. Update on Capital Planning process

Informational. Memo contained in the agenda packet.

- L. Update on FY19 Town Report

Memo contained in agenda packet.

- M. Update on recent meeting with Barbara Haack regarding annual spring roadside cleanup

Town Manager Angus Jennings reported that he met with Barbara Haack recently. She has been the prime mover on the annual spring roadside cleanup with the Town also having a role. She has expressed that she would like the Town to take over the initiative. Angus will work with Jenny to get the word out through Social Media outlets and with the DPW on their part for this event.

- N. Update on activities at Brown Spring Farm

Town Manager Angus Jennings updated that there has been some activity at Brown Spring Farm. They are rehabbing the property. Memo with Building Inspector Sam Joslin contained in the agenda packet.

- O. Updates on active and pending projects

- P. Follow up meeting assignments; Placing items for future agendas

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to adjourn the meeting at 9:07 p.m.

Yes 3, No 0

Respectfully submitted, Jennifer Walsh



**Town of West Newbury
Board of Selectmen
Monday, February 3, 2020 @ 7pm**
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting - DRAFT

Open Session: 7pm in the First Floor Hearing Room

The meeting was called to order at 7:05 p.m. by Chairman David Archibald

Present at the Meeting:

- ❖ Board of Selectmen: David Archibald and Richard Parker
- ❖ Town Manager, Angus Jennings
- ❖ Town Clerk/Counsel & Procurement Officer, Michael McCarron
- ❖ Asst. to Town Manager & Finance Dept., Jenny Walsh
- ❖ Essex County Greenbelt Association, Vanessa Johnson-Hall
- ❖ Open Space Committee Chair, John Dodge
- ❖ Jennifer Solis

Not in Attendance:

- ❖ Board of Selectmen: Glenn Kemper

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Announcement of local offices on ballot for May 4, 2020 Annual Town Election. Nomination papers for election to Town Offices available at the Town Clerk's Office. Deadline to request papers March 11th.
- Opportunities for FY20 Committee appointments posted online at <https://www.wnewbury.org/volunteer> including opening for Interim appointment to Parks & Recreation Commission
 - Town Manager Angus Jennings reminded the public that we will be accepting applications for the position of Memorial Day Parade Chairperson until Wednesday, February 12th.

Regular Business

- A. Vote to approve warrant for March 3, 2020 Presidential Primary Election

Motion was made by Selectman Richard Parker to approve the warrant for the March 3, 2020 Presidential Primary Election, seconded by Chairman David Archibald.

Yes 2, No 0, Absent 1 (Kemper)

B. Review of proposed Town Meeting Warrant Articles for April 27, 2020 Annual and Special Town Meetings

A supplemental handout to the warrant articles was provided and are contained in the agenda packet. Chairman David Archibald read a summary of each proposed article. Articles 1-3 are routine and fall under General Government Matters. 4-5 are standard articles for the Water Enterprise Fund. Articles 6-30 are requests for Appropriation, Articles 31-35 are for Bylaws-Other.

Article 22- Town Clerk – Change Article to read November Presidential and Town Elections.

(Removing State Primary Election – no early voting)

Article 29 renumbered to Article 35 – The Board wishes to protect the Water Department.

Article 30 - Parks and Recreation – sum set at \$10,000.00 maximum.

C. Vote to close the Town Meeting Warrant for April 27, 2020 Annual and Special Town Meetings

Motion was made by Selectman Richard Parker to close the warrant for the April 27, 2020 Annual and Special Town Meetings, seconded by Chairman David Archibald.

Yes 2, No 0, Absent 1 (Kemper)

D. Town Manager proposed FY21 Budget, Capital Program including proposed FY21 Stabilization Fund Expenditures, and schedule of Finance Committee budget review meetings

Finance Committee dates and times to review sections of the proposed budget, Budget Schedule and Board of Selectmen FY '21 Budget Policy Direction contained in Agenda Packets.

A working draft of the Town Manager Proposed Capital Program was presented and discussed. A copy is contained with the agenda documents. The Board recognized that this effort has been great and asked how Town Manager Angus Jennings felt about the amount in the Stabilization Fund. Angus suggested \$500,000.00 subject to change relative to items approved.

E. Meeting minutes: January 21, 2020; June 10, 2019; May 28, 2019.

Motion was made by Selectman Richard Parker to approve the minutes of January 21, 2020, June 10, 2019 and May 28, 2019 as written, seconded by Chairman David Archibald.

Yes 2, No 0, Absent 1 (Kemper)

Town Manager Updates

F. Updates on active and pending projects

Angus reported that an application for the Clean Vessel Act was made and approved which pays 75% of the pump-out services. An additional application was submitted for the boat which was approved. The pump-out grant for the boat cap is \$8,300.00. The Boat Grant is an additional \$15,000.00 which will be used for engine repairs/potential replacement. Angus will notify the Harbor Committee and get the contract executed and authorize boat repairs for the beginning of the season.

G. Follow up meeting assignments

H. Placing items for future agendas

Motion was made by Chairman David Archibald, seconded by Selectman Richard Parker to adjourn the meeting at 9:40 p.m.

Yes 2, No 0, Absent 1 (Kemper)

Respectfully submitted, Mary DiPinto



**Town of West Newbury
Board of Selectmen**

Monday, October 22, 2018 @ 6:15pm
381 Main Street, Town Office Building
www.wnewbury.org

Open Session Minutes – draft

Chairman Kemper called the meeting to order at 6:15pm. Selectmen in attendance were Glenn A. Kemper, Chairman, Joseph H. Anderson Jr., and David W. Archibald.

Chairman Kemper moved to go into Executive Session under MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Second by Selectman Anderson with a unanimous roll call vote: Anderson – aye, Archibald – aye, Kemper – aye.

Chairman Kemper called the meeting back to order at 6:20pm.

Regular Business

A. Vote to authorize proposed compensation and benefits for new DPW Director

The Board discussed the draft offer letter to Wayne Amaral to serve as the new DPW Director, and approved the employment terms in the draft offer letter by unanimous consent.

A motion was made and seconded to adjourn the meeting at 6:25pm. The vote to adjourn was unanimous.

Materials reviewed at the meeting:

- Notes from Wayne S. Amaral. DPW Director Position Hiring Topics. October 15, 2018.
- Excerpt of Compensation Study, DPW Superintendent comp wages, Town of Boxford
- Draft employment offer letter to Wayne Amaral, October 18, 2018

Respectfully Submitted,

Angus Jennings, Town Manager

February 20, 2020

Select Board
West Newbury Town Hall
381 Main Street
West, Newbury, MA 01985



Dear Select Board members,

I am responding to a written request dated February 17, 2020 for approval of 1) the February 2007 – Pipestave Hill/Mill Pond Area Management Plan, as amended and, 2) specific language in section A.16 of the February 2007 – Pipestave Hill/Mill Pond Area Management Plan as adopted by a 2/3 vote at the spring 2019 Annual Town Meeting.

As you know, the town of West Newbury granted to the Essex County Greenbelt Association (Greenbelt) a conservation restriction (CR) on approximately 209 acres of land at the Pipestave Hill/Mill Pond site in West Newbury. This CR was recorded on 12/25/2001 at the Southern Essex Registry of Deeds (Book 18101, Page 228). Paragraph A.6 of the CR refers to the “management plan” as a document to be approved by Greenbelt and West Newbury.

It is my understanding that the amended February 2007 management plan was never formally approved by Greenbelt, and that this request for approval from West Newbury is to retroactively correct for this oversight. I am also aware that this change to the management plan paragraph A.16 was adopted by a 2/3 vote at the spring 2019 Annual Town Meeting.

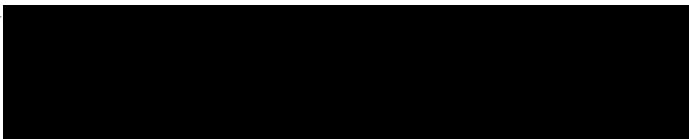
Greenbelt supports and approves the change in paragraph A.16 as shown in the February 2007 – Pipestave Hill/Mill Pond Area Management Plan. Until further notice, the February 2007 – Pipestave Hill/Mill Pond Area Management Plan will be the operative version of the plan.

Please contact me if you have any questions.

Sincerely,

David Rimmer
Director of Stewardship

Conserving local farmland, wildlife habitat, and scenic landscapes since 1961.





Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Dave Rimmer, Essex County Greenbelt
FROM: Angus Jennings, Town Manager
DATE: February 17, 2020
RE: Pipestave Hill / Mill Pond Management Plan

Following on our prior correspondence on this matter, this is a request for formal approval of the language of paragraph A.16 of the Pipestave Hill / Mill Pond Management Plan as approved by the required 2/3 majority of West Newbury voters as Article 25 at the April 29, 2019 Annual Town Meeting. The Finance Committee Town Meeting booklet, an excerpt of which is attached, includes redlined text detailing the approved changes. Article 25 appears on page 16, and the redlined amendments appear on page 28.¹

As you know, paragraph A.16 is the only section of the Management Plan requiring Town Meeting approval, as described in the 2001 letter to the Board of Selectmen from Annie Madden of the Pipestave Hill Land Use Study Committee (a copy of which is also attached). The language as voted in April 2019 is identical to the language of paragraph A.16 that, locally, was commonly understood to be in effect for the past decade or more. As we have discussed, it appears that the requirement for Greenbelt approval of the overall changes and, in addition, Town Meeting approval of changes to this paragraph of the Management Plan had been overlooked when the overall document was amended locally in 2007.

This is therefore also a request for Greenbelt approval of the overall 2007 Management Plan. As you know, we began an effort in Fall 2018 to solicit comments from various local parties regarding other potential amendments that may be proposed, and we have a working draft of further revisions that we may send to your attention in the future. However, upon learning that the 2007 document had not been properly approved, my office shifted focus to get that done. The anticipated process to consider potential future amendments to the Management Plan will benefit from having a formally approved version of the 2007 document in order to serve as a shared baseline.

Please feel free to contact me with any questions. Thanks for your prompt attention to this matter.

cc: *Ryan Goodwin, Chair, Mill Pond Committee*

¹ The complete FinCom booklet is online at <https://www.wnewbury.org/finance-committee/pages/finance-committee-town-meeting-booklets>

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

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

November 8, 2001

Honorable Selectmen,

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

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

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

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

Sincerely,



Annie Madden

Rationale: *This Article streamlines the process of obtaining street opening permits by removing the need to bring requests before the Board of Selectmen and instead working directly with the DPW director. The Committee feels street opening permitting authority can be adequately managed by the DPW Director without affecting the integrity or safeguards of the permitting process.*

ARTICLE 24. To see if the Town will vote to amend the Pentucket Regional School District (PRSD) Regional Agreement in order to revise the designation, composition and activities of the Regional Finance Advisory Board, and to incorporate by cross-reference the Pentucket Regional School District Contingency Plan as approved and as may be amended from time to time by the Pentucket Regional School District.
By request of the Board of Selectmen.³

FinCom Recommendation:
Selectmen Recommendation:

Approve: 5-0-0
Approve: 3-0-0

Rationale: *The Pentucket Regional School District (PRSD) Committee requested the Superintendent lead an effort to improve contingency planning within the PSRD in the event that any of the District’s school buildings become unavailable for a period of time. This Article proposes amendments to the existing PRSD Agreement, specifically referencing the Contingency Plan to ensure that the District has clear authority to take actions it deems necessary to ensure continuity of educational operations, as needed in times of emergency. The proposed changes are supported by the District and all three towns and ensures a contingency plan is in place to address any potential future issues resulting from aging infrastructure.*

ARTICLE 25. To see if the Town will vote to amend the 2001 Mill Pond Management Plan paragraph A.16 in order to modify the amendment process. By request of the Board of Selectmen.⁴

FinCom Recommendation:
Selectmen Recommendation:

Approve: 5-0-0
Approve: 3-0-0

Rationale: *The Finance Committee unanimously supports this Article because it updates the Management Plan and makes it consistent with changes approved by the Board of Selectmen.*

ARTICLE 26. To see if the Town will vote to amend Section XIX of the Town Bylaws, Town Counsel Bylaw to revise the process to engage Town Counsel. By request of the Board of Selectmen.⁵

FinCom Recommendation:
Selectmen Recommendation:

Approve: 5-0-0
Approve: 3-0-0

Rationale: *The Finance Committee unanimously supports this Article because it updates the Town Counsel bylaw and makes the Bylaws consistent with changes approved by the Board of Selectmen.*

ARTICLE 27. To see if the Town will vote to amend Section 6.B.8 Open Space Preservation Development (OSPD) of the West Newbury Zoning Bylaw regarding basic maximum number, dimensional requirements, contiguity of open space, buffer areas, density bonuses & affordable housing units, and minimum distance between buildings. By request of the Planning Board.⁶

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 2-0-1

Rationale: *The Finance Committee unanimously supports proposed changes to this bylaw because they will help to preserve the rural aesthetic of the Town by further restricting the allowable density of residences in Open Space Preservation Developments.*

^{3,4,5,6} Please find Annual Town Meeting Warrant Appendix A, pages 25,28,29 and, 30, respectively.

APPENDIX A- 2019 Annual Town Meeting
ATM Article #25
MILL POND MANAGEMENT PLAN

ARTICLE 25. Proposed amendments to the 2001 Mill Pond Management Plan paragraph A.16 in order to modify the amendment process.

Proposed deletions are ~~strikethrough~~

Proposed additions are double underlined

A.16. Review and Amendment of Management Plan.

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

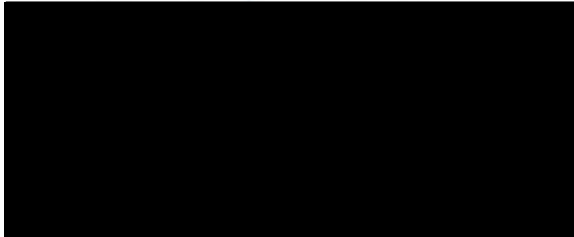


**TOWN OF WEST NEWBURY
BOARD OF SELECTMEN**

1910 TOWN OFFICE BUILDING
381 Main Street, West Newbury, Mass. 01985
Phone: 978-363-1100, Ext. 115 Fax: 978-363-1117
selectmen@town.west-newbury.ma.us

*file
Greenbelt
Pipestave*

April 2, 2007



Dear Mr. Rimmer:

Enclosed you will find the revised Pipestave Hill-Mill Pond Management Plan. The plan has been approved by the Mill Pond Committee and the Board of Selectmen, and is ready for your approval.

Please let us know if you have any questions or if you need anything else.

Thank you for your assistance in this matter, and would you please let us know when it has been approved.

Sincerely,

Richard J. Cushing, Chairman

Glenn A. Kemper

John S. McGrath

Enclosure

cc: Charles Reynolds, Chairman, Mill Pond
Open Space Committee
Conservation Commission

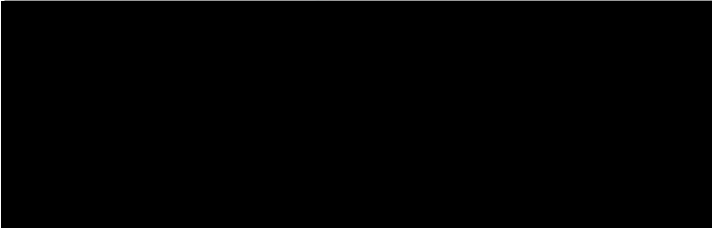
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**TOWN OF WEST NEWBURY
BOARD OF SELECTMEN**

1910 TOWN OFFICE BUILDING
381 Main Street, West Newbury, Mass. 01985
Phone: 978-363-1100, Ext. 115 Fax: 978-363-1117
selectmen@town.west-newbury.ma.us

March 21, 2007



Dear Charlie:

At the meeting of the Board of Selectmen last night we agreed to endorse the newly revised Pipestave Hill/Mill Pond Area Management Plan.

Thank you for all the work you did to bring the Plan up-to-date, and for incorporating our suggestions. Congratulations to you and all of the people involved with the revisions on a job well done.

We appreciate all the work that you and the Mill Pond Committee do year-round to make the area a well-kept, well-run recreation spot for the town's residents.

Sincerely,

Richard J. Cushing, Chairman

Glenn A. Kemper

John S. McGrath

- cc: Open Space Committee
- Conservation Committee
- Gary Bill, DPW Director
- Parks and Recreation Commissioners



**Town of West Newbury
Harbor Committee**

Wednesday, March 4, 2020 @ 5:00pm
381 Main Street, Town Office Building
First Floor Hearing Room
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2020 FEB 26 PM 3:04

AGENDA

1. Minutes (Feb 18, 2020): Review & Approval
2. Kick-off meeting with David Smith, GZA Geoenvironmental, Inc., regarding study of potential to establish mooring field
3. New Business
4. Adjourn

Agenda posted on 2/26/2020 at the Town Offices and the Town's Official Website www.wnewbury.org

WEST NEWBURY HARBOR COMMITTEE

Meeting Minutes

Meeting Date: October 2, 2019

Meeting Time: The meeting was called to order at 6:00 pm

Meeting Place: 381 Main Street, Town Office Building, 1st Floor Meeting Room, West Newbury 01985

Meeting Attendee's: Brad Dore, Tom Goodwin, Angus Jennings, Terry Hartford, Steve Boyd, Ray Pike, Dave Smith

1. Minutes of 23 September Meeting Review and Approval: Tom Goodwin made motion to accept minutes as drafted. Brad Dore 2nd. Passed unanimously.
2. West Newbury Pumpout Boat Repairs and Maintenance: The group discussed the need to potentially repair and/or procure a new motor. It was agreed that until we received and understood the level of reimbursement in the next CVA contract, we would need to postpone any decision. Group agreed to discuss at the next meeting targeting January 2020.
3. GZA Proposal – Dave Smith discussed the GZA Proposal dated 25 September. He explained the scope of services outlined in the proposal and Phase I work. Steve Boyd questioned what was not necessarily included in phase 1. DS further explained the scope identified as Task 1: Project Review and Task 2: “Desktop” Survey Layout. T. Hartford made motion to move forward with the GZA Proposal dated 25 September, 2019 with the following statement:

“I move that we authorize the Town Manager to enter into contract negotiations with GZA GeoEnvironmental, Inc. to initiate work on the Phase 1 “Desktop” Survey and Concept Plan as outlined in their September 25, 2019 proposal for the not-to-exceed amount of \$9,850.”

Tom Goodwin 2nd. Motion passed unanimously. Angus Jennings agreed to work with the vendor to get the contract language in place, approved and executed.

Next Meeting: The group agreed the next meeting would be held once contract negotiations were completed and the CVA contract language was provided. Targeting a January 2020 meeting.

Meeting adjourned at 6:25 pm.



Photo courtesy of Greg Coyle, Lowell Wastewater

An Integrated Decision Framework for the Merrimack River

Kirk Westphal

Water Resources Lead, Brown and Caldwell

February 6, 2020



Photo courtesy of Merrimack River District Commission & Massachusetts Smart Growth Alliance

Motivations

- The Merrimack Watershed needs to be viewed as a system
- Both MA and NH need to plan the river's future together
- Critical mass of attention:
 - CSOs
 - Stormwater
 - Discharge Permitting
 - PFAS, Plastics, Etc.
- Political Will: Senator DiZoglio and the Merrimack River District Commission



Source: CDM Smith report to USACE:
Merrimack River Watershed Assessment
Study, Final Phase I Report,
September 2006
<https://www.nae.usace.army.mil/Portals/74/docs/Topics/MerrimackLower/PhaseIFinal.pdf>

Today

- Ongoing Activities: The need for a Framework
- Review of the Framework Scope
- Steering Committee and Tech. Advisory Group



Photo courtesy of Merrimack River District Commission & Massachusetts Smart Growth Alliance

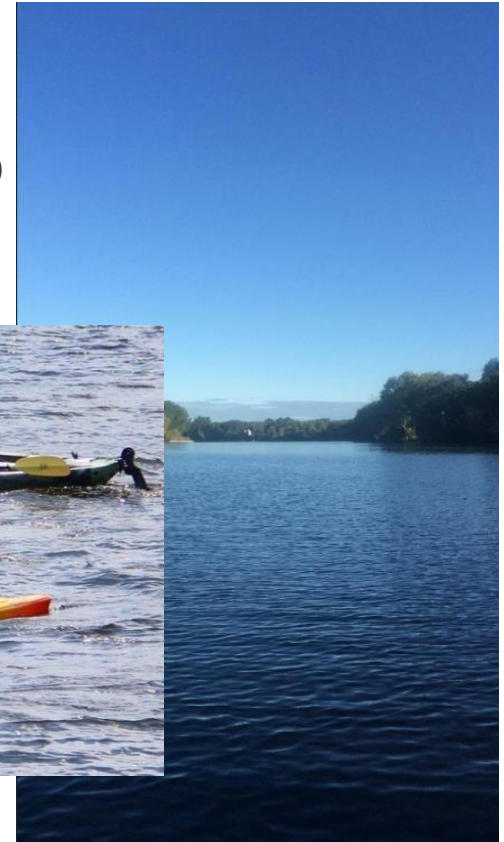
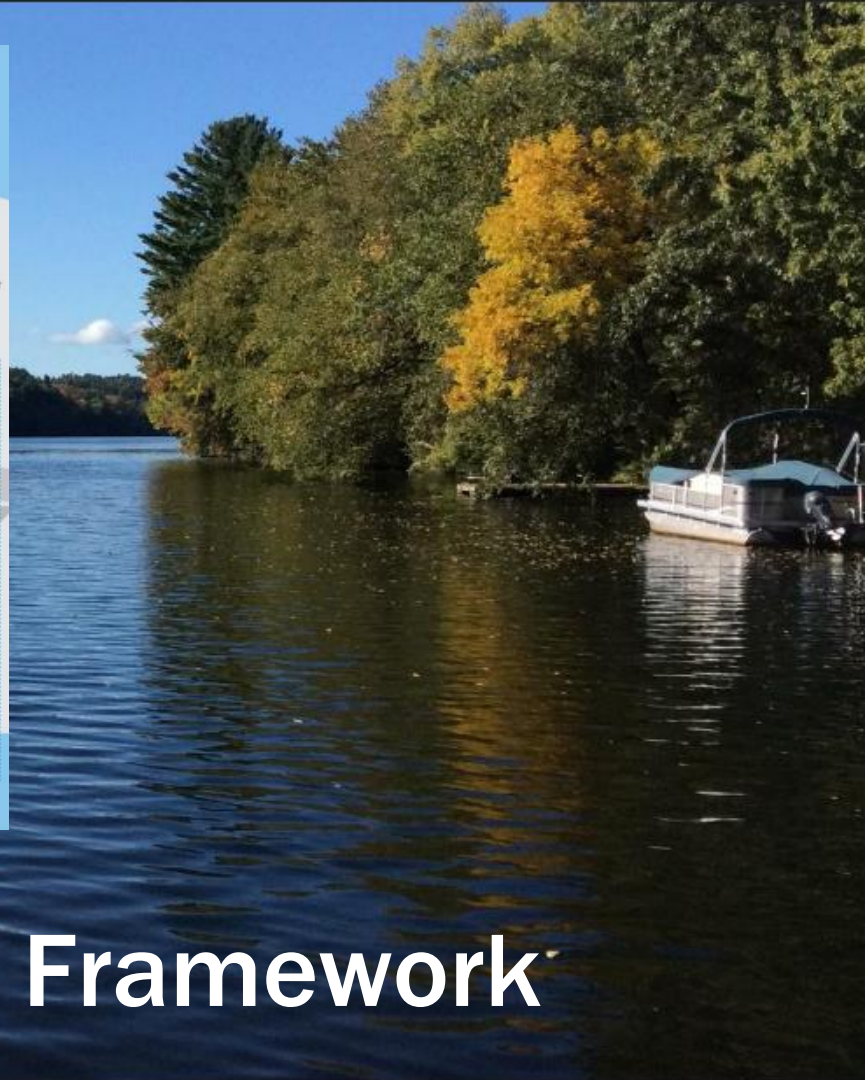


Photo courtesy of Greg Coyle, Lowell Wastewater



The Need for a Framework

Photo courtesy of Greg Coyle, Lowell Wastewater

Beneficial Uses and Risks

Drinking Water Supply

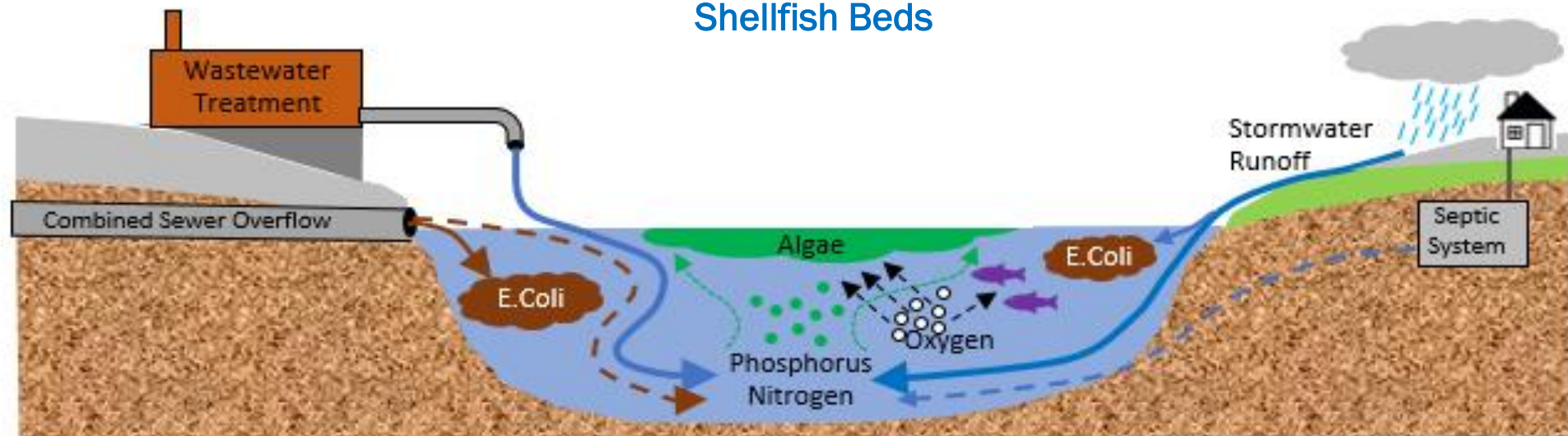
Community Revitalization

Recreation

Hydropower

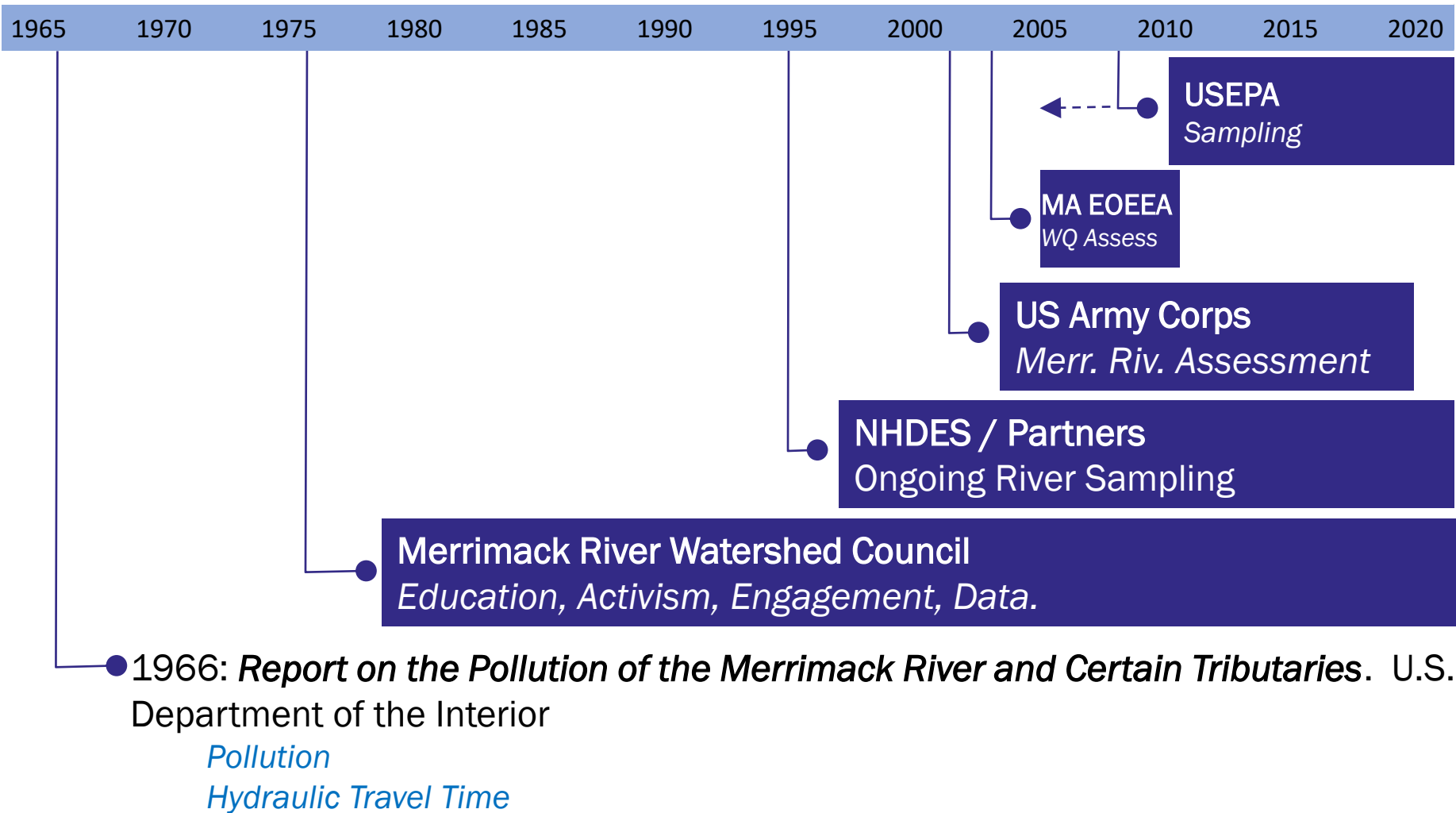
Aquatic Habitat

Shellfish Beds



An Abridged Timeline of Historic Initiatives

-a *partial* list

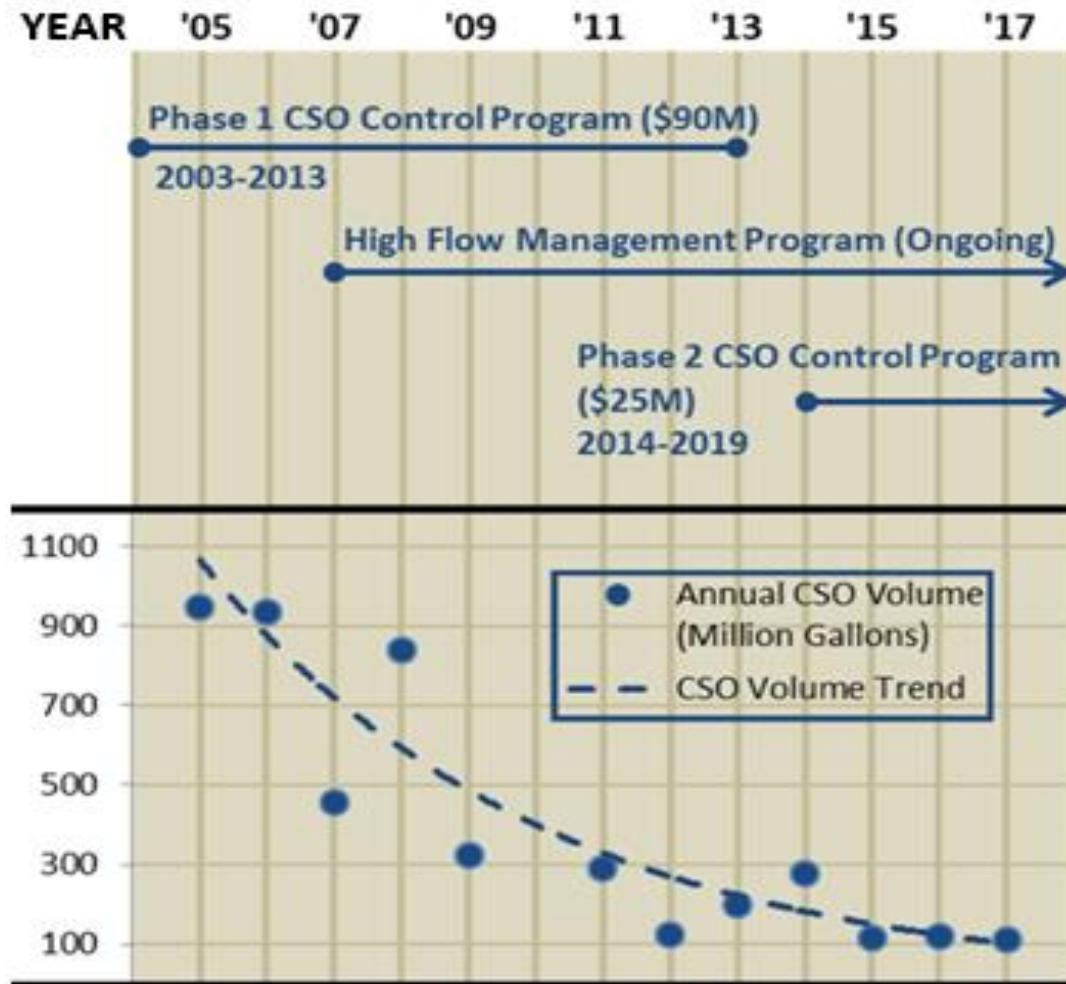


Ongoing/Upcoming Studies and Initiatives

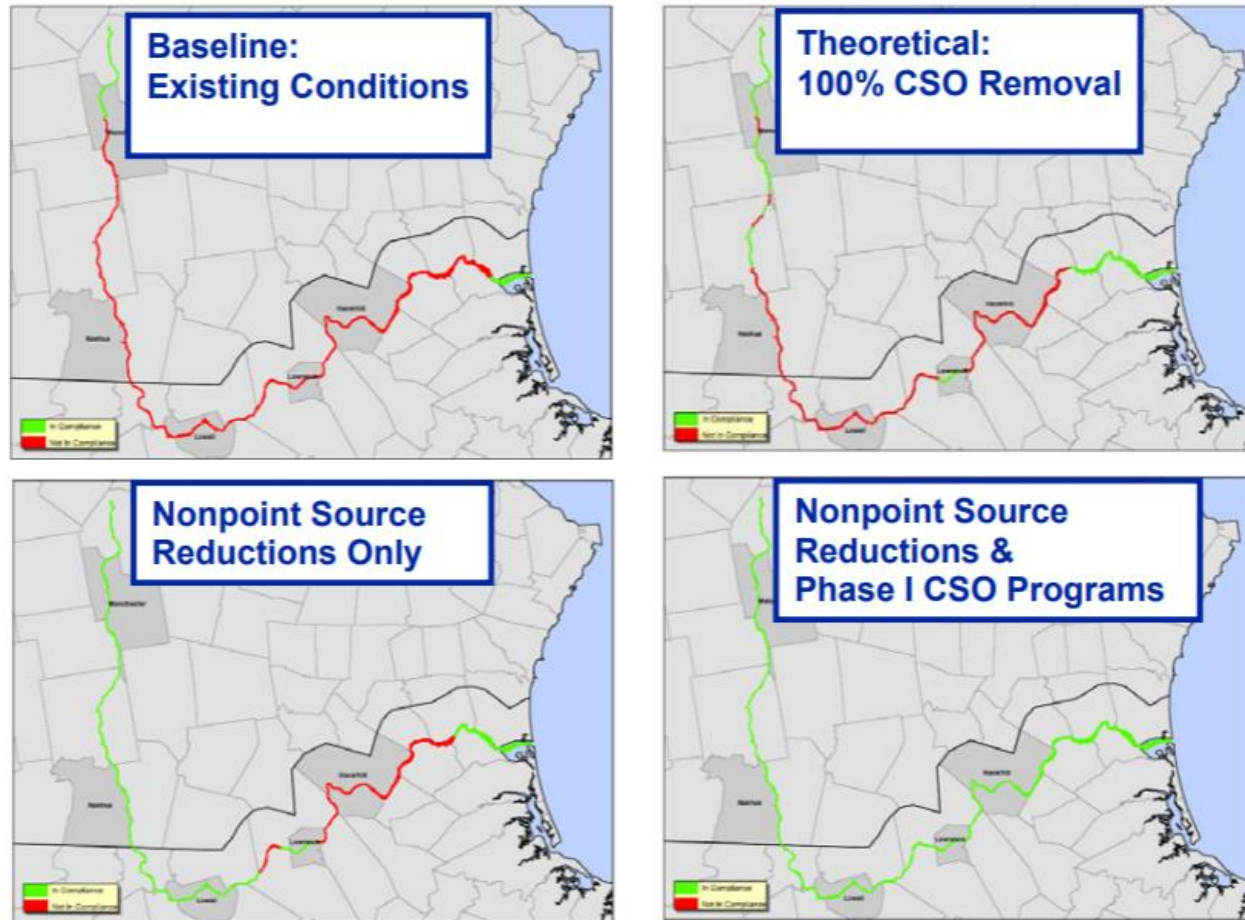
– a *partial* snapshot

- NEIWPCC: Real Time Bacteria Monitoring, Manchester – Newburyport (hopeful)
- Merrimack River Watershed Council
- Lowell: Piloting of Real Time Bacteria Monitoring
- Lowell: Clean Stream Initiative
- Estuary communities: Early Alert Program
- Boston University (as one example):
 - [Fecal indicator bacteria](#) concentrations in relation to CSOs, drinking water intakes, and weather patterns – includes sewage specific indicator.
 - Pilot sampling project expanded to include a [sewage-specific indicator](#) (HF183 Bacteroides)
 - Assessment of [water affordability](#) in cities across the US including several in the Merrimack River valley, using traditional and emerging metrics.
 - [Ecological epidemiological](#) study to better understand the possible association between CSO events and gastrointestinal illness in drinking water communities of the Merrimack
 - Perform a [Quantitative Microbial Risk Assessment](#) (QMRA) of recreational users of the Merrimack River
 - Assess the potential impact of [green stormwater infrastructure](#) in contributing to CSO Control Plans
 - [Cost:Benefit](#) study of different solutions, including Green Infrastructure

We are making progress, but there will always be work (Example of Lowell)



There is no Silver Bullet



Results are reflective of regulations at the time (2006), which have changed, but which still tell the same story

Source:
CDM Smith Report to USACE: Merrimack River Assessment Study
US Army Corps of Engineers / Merrimack River Basin Community Coalition
Phase I Report, Figure 6-6, September, 2006

<https://www.nae.usace.army.mil/Portals/74/docs/Topics/MerrimackLower/PhaseI/Final.pdf>

Persisting Challenges

- Expense of CSO Abatement
- Uncertain performance/expanse of stormwater controls
- Call for improved CSO Alerts
- Regulatory attention on nutrients
(but not necessarily as part of a system)
- Lack of interstate coordination
- Contaminants of Emerging Concern
 - PFAS
 - Microplastics
 - Pharmaceuticals
- Incomplete understanding of actual health of the river



Source: CDM Smith report to USACE:
Merrimack River Watershed Assessment
Study, Final Phase I Report,
September 2006
<https://www.nae.usace.army.mil/Portals/74/docs/Topics/MerrimackLower/PhaseIFinal.pdf>



Reviewing the Scope of Work

Integrated Decision Framework for the Merrimack River

Photo courtesy of Greg Coyle, Lowell Wastewater

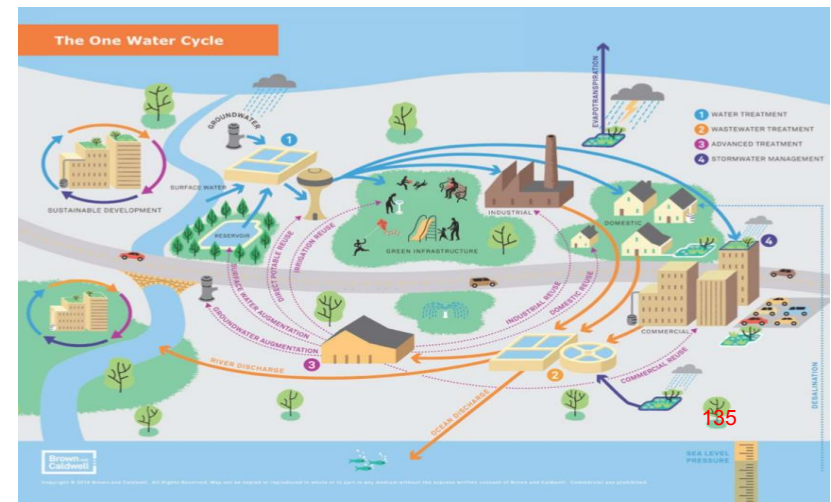
Purpose of the Decision Framework

What it will be:

- A unified vision and statement of **regional goals**
- A **consistent process** for future decisions
- A strategy for a centralized **hub of data** to support
 - Communication
 - Education
 - Funding priorities
 - Research
 - Regulatory compliance
 - Consensus-building.

What it can support:

- Some initial priorities
- Informed decisions
- Unified Advocacy for funding and research
- Data-Driven dialogue
- **ALL WATER USES**



What the Framework is NOT

- It will not produce a database, but it will get it started
- It is not new science or data, but better access to it
- It will not produce “the answer,” but it will begin to bring people and information together

6 Steps and Outcome

Task 1: Needs Assessment

Prior Studies, Current Regulations

Task 2: Data Standards and Consolidation Plan

Data Quality Guidelines, Database Plan

Task 3: Steering Committee and TAG

Formulation of key advisory groups to the Commission

Task 4: Workshops

Regional Goals, Integrated Decision Framework

Task 5: Integrated Decision Framework

Data, Process, Organization

Task 6: Documentation

Report and Presentation

Compendium of Data Sources
And Summary of Findings

Summary of Relevant
Regulatory Requirements

Guidelines for data Quality
Assurance

Recommended Database
Platform and Administration

Steering Committee

Technical Advisory Group

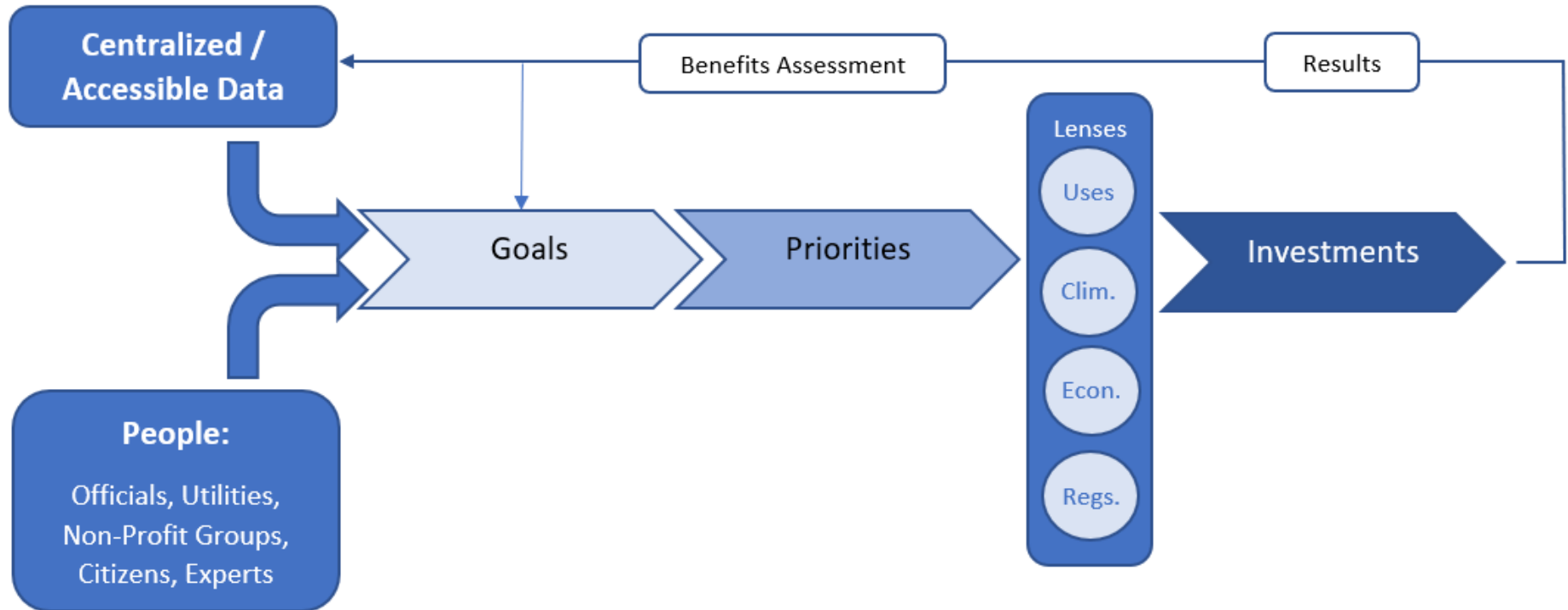
Integrated Advocacy Process

Consensus Goals and Initial
Priorities

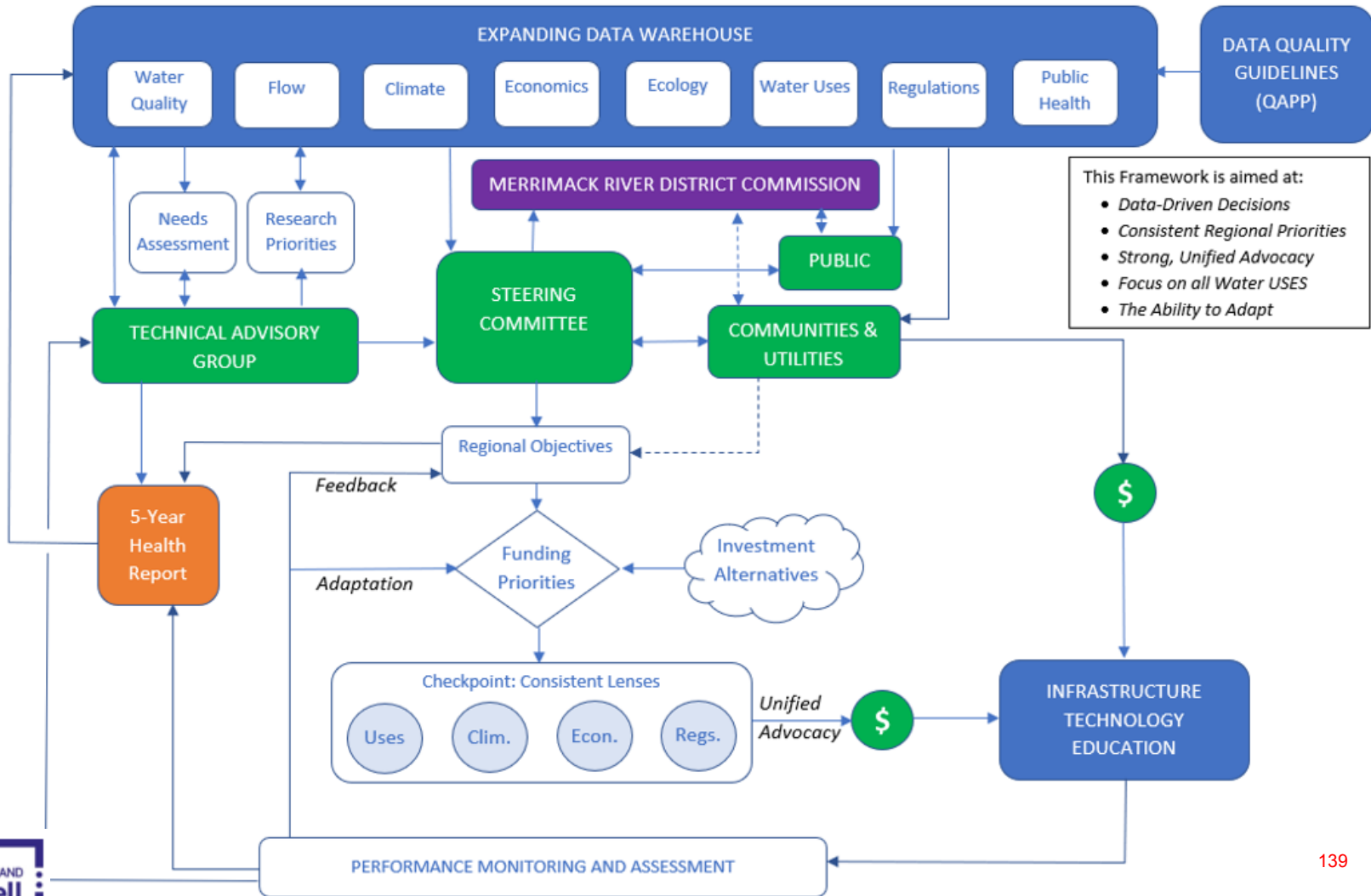
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The Long View of the Framework



What the Framework Might Look Like: Where does it start and end?!





Open Discussion on Advisory Groups

Integrated Decision Framework for the Merrimack River

Photo courtesy of Greg Coyle, Lowell Wastewater

Steering Committee Ideas:

Funding/Advocacy Recommendations to the Commission

- New England Interstate Water Pollution Control Commission (NEIWPC)
- Merrimack Valley Planning Commission (MVPC)
- Southern New Hampshire Planning Commission (SNHPC)
- Merrimack River Watershed Council (MRWC)
- Northern Middlesex Council of Governments (NMCOG)
- Groundwork Lawrence (GWL)
- Hydropower Utility Representatives
- Chief Elected/Appointed Municipal Officials
- Merrimack River Water and Wastewater Utilities
- Public Health Officials
- Regulatory Representatives
- Academic Experts
- Non-Profit Organizations
- Others, as determined collectively

Technical Advisory Group **Ideas:** Data/Research Needs/Interpretive Work

Small Group: 4 – 5 people

- University Researchers*
- Retired Regulatory Officials
- Representative from other River Basin Commissions
 - Delaware River Basin Commission
 - Interstate Commission on the Potomac River Basin

**Current scope has allowance for 2 paid researchers to attend initial TAG meeting*



Thank You:
Merrimack River District Commission Advocates
Merrimack Valley Planning Commission

Thank You, Questions, and Let's Get to Work

Kwestphal@brwncald.com

Photo courtesy of Greg Coyle, Lowell Wastewater