



Town of West Newbury
Board of Selectmen
Monday, March 18, 2019 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2019 MAR 14 PM 1:54

AGENDA

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

- ❖ MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- ❖ MGL 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;
- ❖ MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.

Open Session: 7pm in the First Floor Hearing Room

Announcements:

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Public Forums on the Pentucket School Building Project on Saturday, March 30th @ 1pm and April 9th @ 6pm at the West Newbury Town Offices, First Floor Hearing Room.
- NEW Budget Information on the town's official website <https://www.wnewbury.org/budget-information>
- West Newbury Fire Company Pancake Breakfast, Sunday March 31st at the Central Fire Station. Cost is Free, donations welcome!
- West Newbury Gardening Club is sponsoring "Growing West Newbury" symposium on Sunday, March 31st at the Town Hall from 1pm to 5pm as part of the West Newbury Bicentennial celebration
- Library Trustees invite a resident to be on the search committee for a new Director. If interested, send a letter to the Trustees c/o the library or email garlibrarydirector@gmail.com. Deadline is March 23, 2019
- Council on Aging Community Shred Day, Saturday April 6th, 9:30am-1:30pm, Bandstand parking lot
- Spring Annual Town Meeting, Monday April 29th, 7pm at the Pentucket High School Auditorium

Regular Business

- A. Special Event Permit Requests
 - a. Alzheimer's Association Cycling Fundraiser, June 22, 2019
 - b. Walk for Williams, May 19, 2019
- B. Notice to Place Question on Ballot: Referenda question on the ballot for May 6, 2019 Town Election
- C. Capital Improvements Committee Report and Recommendations
- D. Update on Middle/High School Building Project, recent and upcoming meetings, MSBA process
- E. Continued review of draft Town Meeting Warrant
- F. Continued review of proposed FY'20 Budget
- G. Options regarding Tenant User Liability Insurance (TULIP) Policy

Town Manager Updates

- H. Update on Finance Committee budget review process and upcoming meetings
- I. EPA and MassDEP authorized Notice of Intent (NOI) for coverage under the MS4 General Permit expires June 30, 2022
- J. Follow up meeting assignments
- K. Placing items for future agendas

**SATURDAY,
MARCH 30TH @1PM**

**TUESDAY, APRIL 9TH
@ 6PM**

PENTUCKET SCHOOL BUILDING PROJECT

Public Forums with West Newbury Board of
Selectmen; Angus Jennings, Town Manager; and Dr.
Justin Bartholomew, Pentucket Superintendent

Informal discussion and resident Q&A on the Middle/High
School building project and the impact to West Newbury



Town Office
Building

381 Main Street

West Newbury

First Floor Hearing
Room

Light Refreshments

CALL WITH ANY
QUESTIONS

978-363-1100 X115

COMMUNITY SHRED DAY

PROTECT YOUR PERSONAL INFORMATION

SATURDAY, APRIL 6TH

9:30AM-1:30PM

AT 381 MAIN STREET

BACK PARKING LOT (BY BANDSTAND)

FOR MORE INFORMATION, EMAIL

THERESA AT COA@WNEWBURY.ORG

OR CALL 978-363-1104

THANK YOU TO HAVERHILL BANK FOR
MAKING THIS POSSIBLE!!!!



SUGGESTED DOCUMENTS:

BANK STATEMENTS

CREDIT CARD STATEMENTS

TAX RETURNS (OVER 7 YEARS
OLD)

ATM/CREDIT CARD RECEIPTS

JAN 23 2019

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

Special Event Application

Organization or Group Alzheimer's Association

Person Making Reservation Sara Trimble

Mailing Address [REDACTED]

Phone [REDACTED] e-mail [REDACTED]

Event Date: June 22, 2019 Start Time 8AM End 11AM

Time 11AM

Reason for Event Non-Competitive, Cycling Fundraiser

Number of attendees ~200

Check Appropriate Block:

- Resident Non-resident
- Fund Raising Group Non-Profit Commercial Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property
No property requested/needed
2. For road or walk race, a detailed map of the route
See Attached Map
3. Features and attractions
None
4. Participant circulation
Private database of emails
5. Proposed parking including how you will handle overflow parking
NONE
6. Any proposed road closures
NONE

7. Location of trash receptacles and dumpsters _____
NONE

8. Location of temporary toilet facilities _____
NONE

9. Accessible routes for the disabled or mobility impaired _____
NONE Needed

10. Locations, size and number of any tents, trailers or temporary structures _____
NONE

11. Location, size, and description of any signage or banners
Some Signage may be placed at important turns and will be removed at end of event. All course marking are done with temp. Chalk

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
None

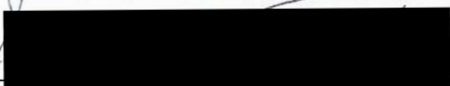
13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. See attached course control. No police detail required for past 3 years.

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance _____


Name: Sara Trimble

Event: Ride to End Alz

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.


Individual/Authorized Signature for Group

1/18/19
Date

Chief of Police's Signature: 
Requests and comments: None

Date: 2/6/19

Fire Chief's Signature: 

Date: 1/30/19

Requests and comments: None

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/8/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lamb, Little & Co 1101 Perimeter Drive Suite 500 Schaumburg IL 60173	CONTACT NAME: Sandy Crespin PHONE (A/C, No, Ext): 847-719-7877 E-MAIL ADDRESS: screspin@lamblittle.com	FAX (A/C, No): 847-398-7077
	INSURER(S) AFFORDING COVERAGE	
INSURED ALZHE-2 Alzheimer's Disease & Related Disorders Association, Inc. 225 N. Michigan Ave Ste 1700 Chicago IL 60601	INSURER A : PHILADELPHIA IND INS CO NAIC # 18058	
	INSURER B : Twin City Fire Insurance Co 29459	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES **CERTIFICATE NUMBER:** 965609406 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ex Abuse/Molest <input checked="" type="checkbox"/> Soc Serv Prof GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1787971	3/11/2019	3/11/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK1787971	3/11/2019	3/11/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB620464	3/11/2019	3/11/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	83WEBU6934	3/11/2019	3/11/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> D&O, EPLI <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY		PHSD1327316 PHPK1787971	3/11/2019 3/11/2019	3/11/2020 3/11/2020	D&O \$25/EPLI \$35K RET 10,000,000 OCC 1,000,000/AGGR 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Massachusetts/New Hampshire Chapter
RE: Annual Ride to End Alzheimer's, Event date: June 21-22, 2019.
Certificate Holder is named as Additional Insured for operations conducted by the insured. Subject to policy terms and conditions.
**Bounce Houses and other rebounding devices are excluded from any liability coverage on this policy.

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FEB 11 2019

CERTIFICATE HOLDER

CANCELLATION

Town of West Newbury
381 Main Street
West Newbury MA 01985

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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alzheimer's  association®

RECEIVED

JAN 23 2019

Timeline and Overview of Event

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY

The Ride to End Alzheimer's is proposed as follows:

This untimed endurance event is proposed to start at 6:30 AM on Saturday June 22, 2019 at Odiorne Point State Park. At the start of each course riders may be grouped tightly together, but as they follow the route the distance between riders will grow, often with large gaps. We anticipate approximately 500 cyclists; 250 riders on the 30-mile course, 150 on the 62-mile course, and 100 on the 100-mile course.

Alzheimer's Association will have volunteers strategically placed along the route to assist with directions and to support the riders. All major intersections as well as traffic control for the start of the event, will be coordinated by our professional route director, Reuben Kline of Gran Fondo National Series. We are not requesting any road closures or police controlled intersections aside from the start of the route as riders take a left hand turn onto Route 1A South. If you feel there are safety concerns with any of the intersections on the course that would require police details please let us know. Please also provide any additional feedback or suggestions you might have.

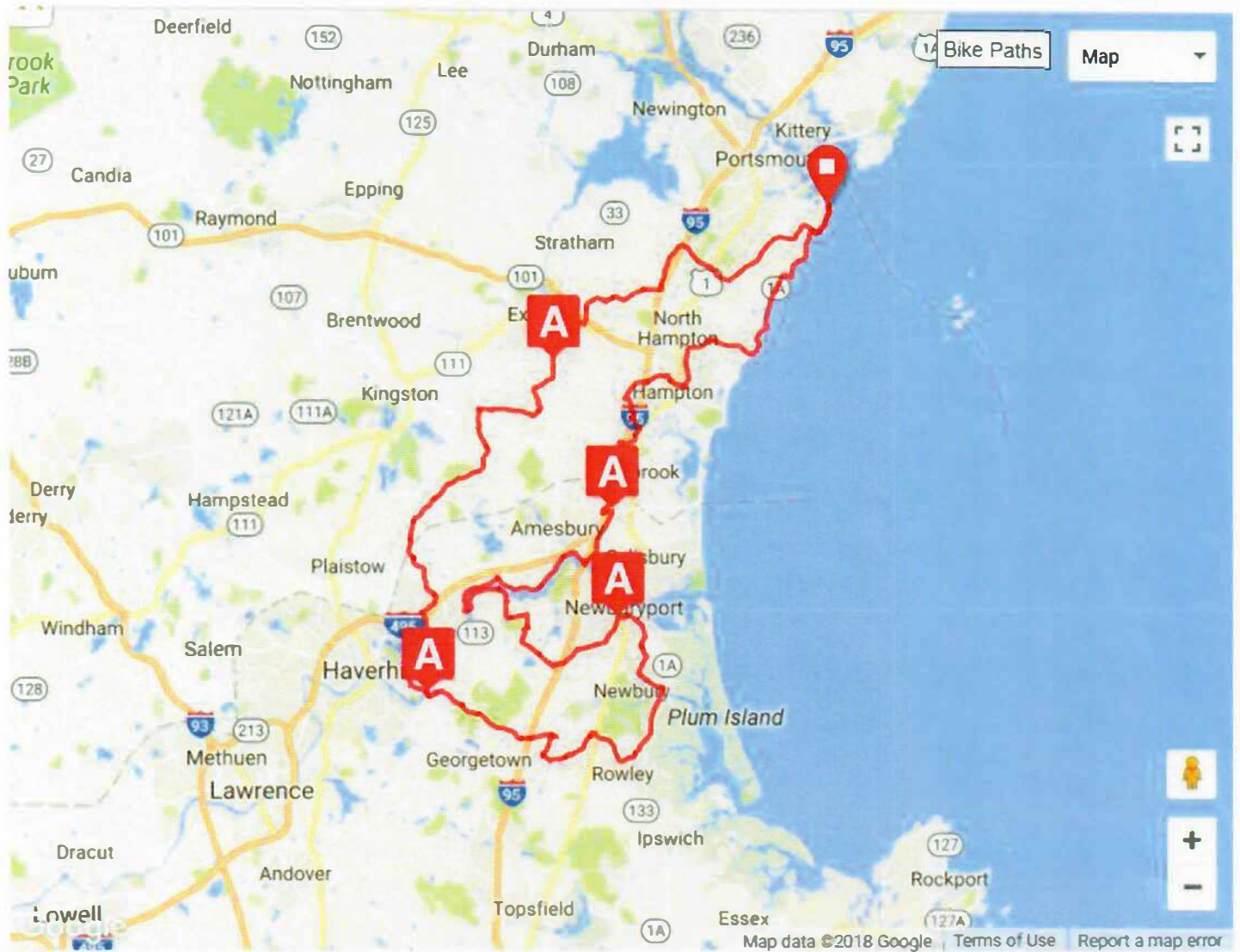
Route Director, Reuben Kline will be in a lead vehicle on the course to verify all turns and intersections are visibly marked appropriately. There will also be four other support and gear vehicles on the course to assist cyclists. Event vehicles will visibly marked as such and are instructed to obey all traffic laws.

There will be five pit stops strategically placed along the route, all of which are located on privately owned properties. We have secured permission directly from these private institutions, and will be providing liability insurance certificates to them. *In towns with no pit stops, the copies of insurance binders covering riders as they pass through your town will be kept with support vehicles the day of the event, as well as at the Start/Finish line area and the Alzheimer's Association.*

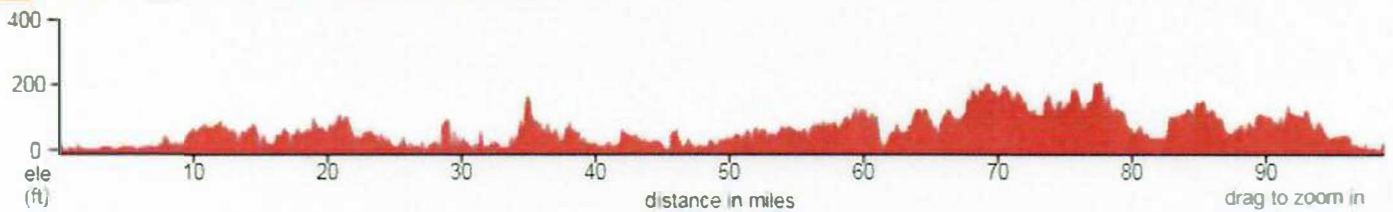
We are concerned about the environment and the local communities in proximity to this event. In order to ensure low-negative impact on the environment, the route will be marked with reusable, high-visibility signage. When marking route directions on pavement, we always use a water soluble spray chalk that has a limited environmental and visual impact. With regard to the local communities, we are dedicated to building appreciation for cycling in the community and do all we can to minimize impact on local residence.

100 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations



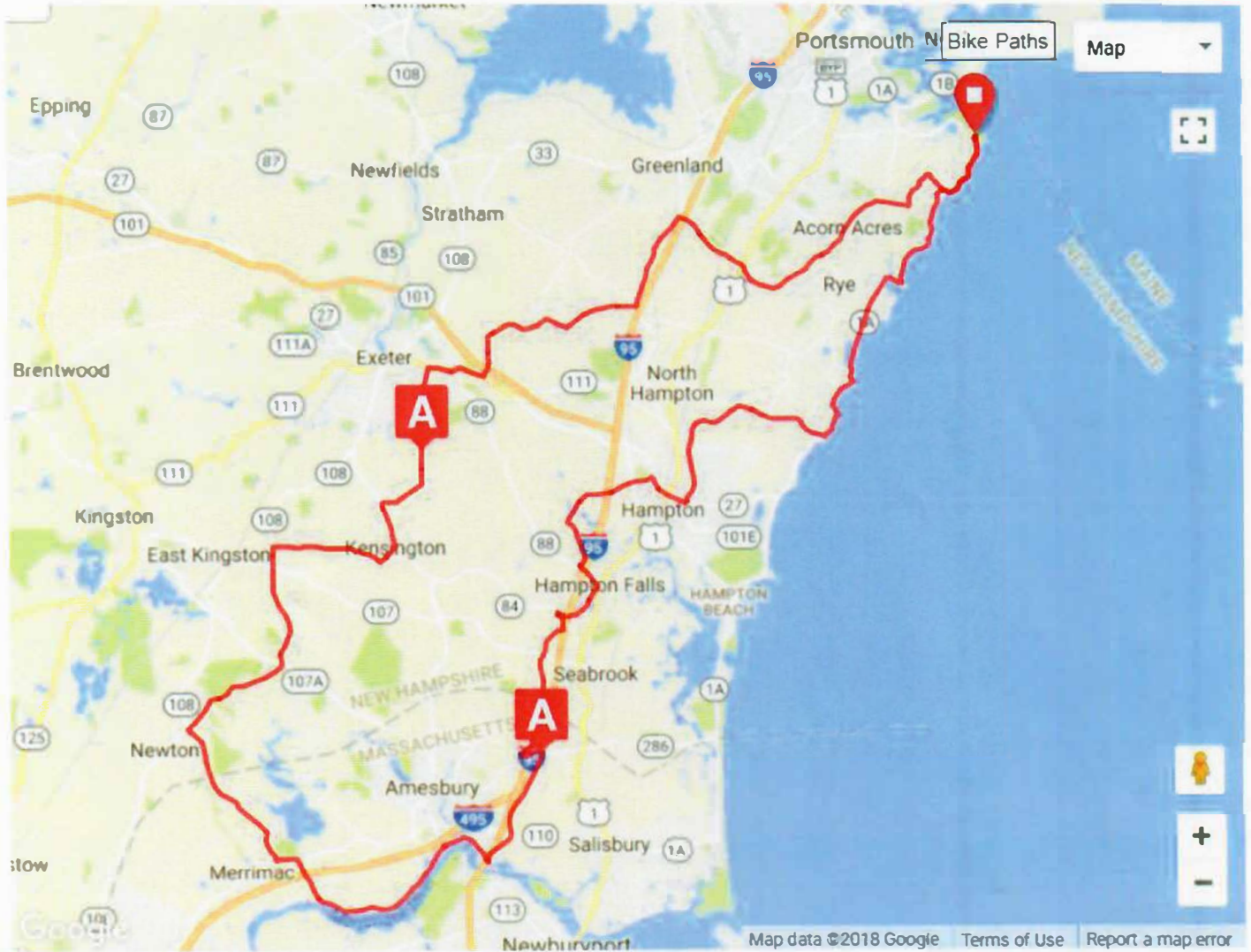
ele grade 98.7 mi +3700 ft / -3698 ft



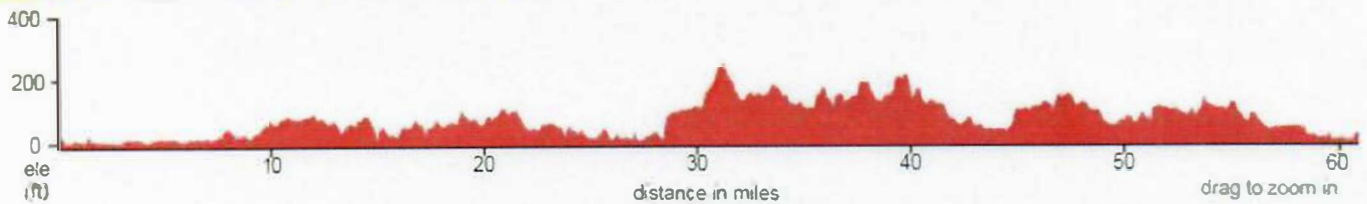
100 Mile Route - Ride to End Alz						
Start & Finish Line: Odiorne Point State Park, 570 Ocean Blvd, Rye NH						
Leg	Direction	Type	Notes	Total	Town	State
	←	Left	Left Turn left onto NH-1A S	0	Rye	NH
7.7	→	Right	Right Turn right onto NH-111 W	7.8	North Hampton	NH
1.9	←	Left	Left Turn left onto Mill Rd	9.7	North Hampton	NH
2.6	→	Right	Right Turn right onto High St	12.3	Hampton	NH
0.4	↑	Straight	Rd	12.7	Hampton	NH
0.4	←	Left	Left Turn left onto Towle Farm Rd	13.1	Hampton	NH
1.1	↑	Generic	straight	14.2	Hampton	NH
1.0	←	Left	Turn left onto Brown Rd	15.2	Hampton Falls	NH
1.0	←	Left	Turn left onto NH-88 E	16.3	Hampton Falls	NH
0.5	→	Right	Turn right onto US-1 S	16.8	Hampton Falls	NH
0.0	→	Right	Slight right onto NH-84 W	16.9	Hampton Falls	NH
1.1	←	Left	Turn left onto Stard Rd	18.0	Hampton Falls	NH
1.0	↑	Straight	Continue onto Batchelder Rd	19.0	Seabrook	NH
1.0	↑	Straight	Continue onto Locust St	20.0	Salisbury	MA
1.2	←	Left	Turn left onto Congress St	21.2	Salisbury	MA
0.1	←	Left	Turn left onto Main St	21.2	Salisbury	MA
0.4	→	Right	Turn right onto Rabbit Rd	21.6	Salisbury	MA
0.1	↑	water	Pit Stop #1	21.7	Salisbury	MA
1.8	↑	Straight	Continue onto Merrill St	23.5	Salisbury	MA
0.7	→	Right	Turn right toward Main St.	24.2	Amesbury	MA
0.0	→	Right	Turn right onto Main St	24.2	Amesbury	MA
0.2	↑	Straight	Continue onto Evans Pl	24.4	Amesbury	MA
0.2	↑	Straight	Continue onto Main St	24.6	Amesbury	MA
0.8	←	Left	Turn left onto Merrimac St	25.4	Amesbury	MA
0.4	↑	Straight	Continue straight onto Pleasant Valley Rd	25.8	Amesbury	MA
			Pleasant Valley Rd turns slightly right and becomes Skunk Rd			
2.7	→	Right		28.5	Merrimac	MA
0.4	↑	Generic	60 mile split 100's go left, 60's go straight	28.8	Merrimac	MA
0.0	←	Left	Turn left onto Middle Rd	28.8	Merrimac	MA
0.4	↑	Straight	Continue onto River Rd	29.3	Merrimac	MA
1.8	←	Left	Turn left onto E Main St/Rocks Village Bridge	31.1	Haverhill	MA
0.2	←	Left	Turn left onto River Rd	31.3	West Newbury	MA
2.2	→	Right	Slight right onto Coffin St	33.5	West Newbury	MA
0.9	←	Left	Turn left onto MA-113 E	34.4	West Newbury	MA
0.8	→	Right	Turn Right onto Chase St	35.2	West Newbury	MA
0.5	→	Right	Turn right onto Middle St	35.8	West Newbury	MA
0.7	←	Left	Turn left onto Indian Hill St	36.5	West Newbury	MA
1.6	←	Left	Turn left onto South St	38.1	West Newbury	MA
0.5	←	Left	Scotland Rd	38.6	Newbury	MA
2.0	↑	Straight	Continue onto Parker St	40.6	Newbury	MA
0.6	↑	Straight	Continue Straight onto Graf Rd	41.2	Newburyport	MA
0.4	↑	water	Pit Stop #2	41.6	Newburyport	MA

62 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations

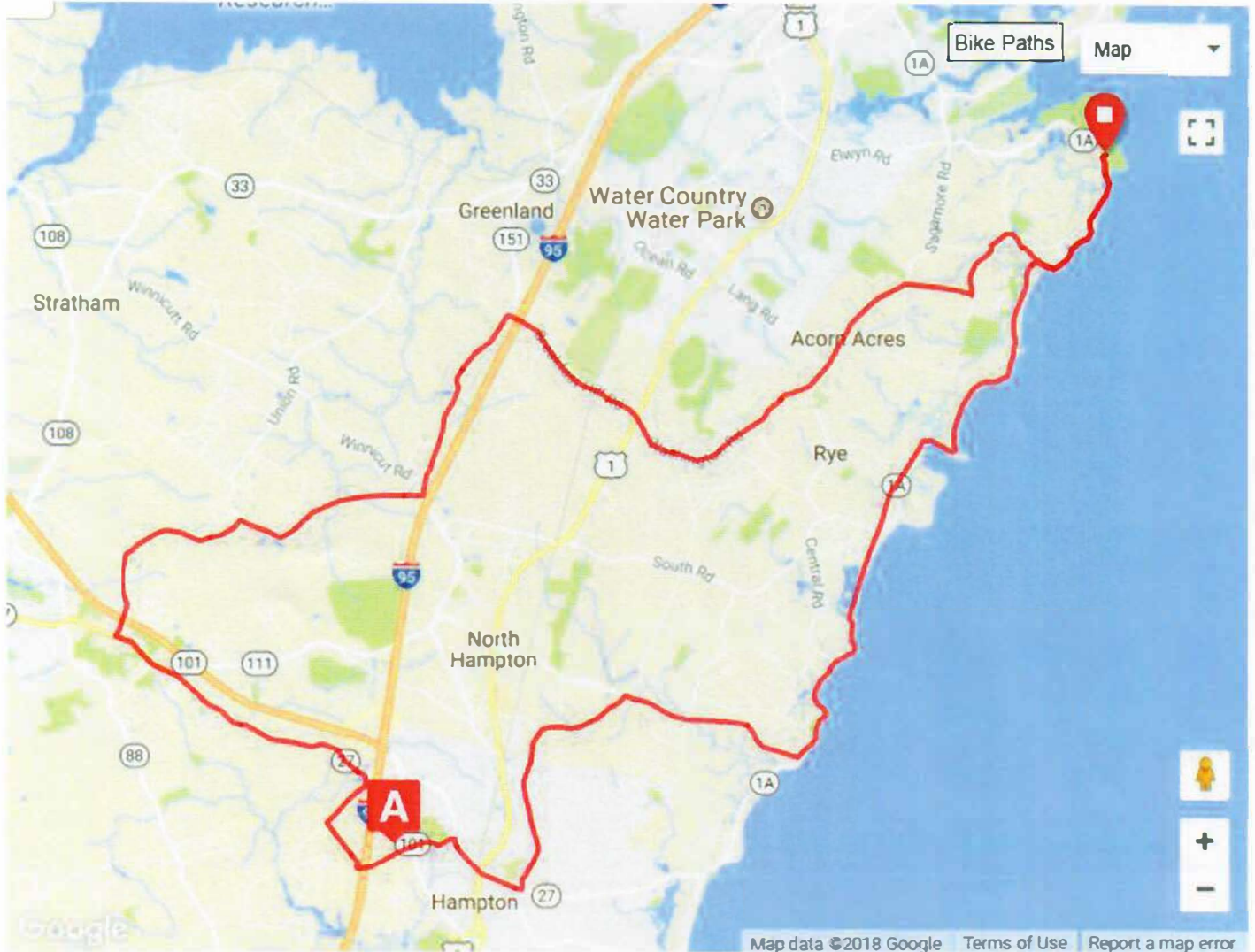


ele grade 60.9 mi +2095 ft / -2093 ft

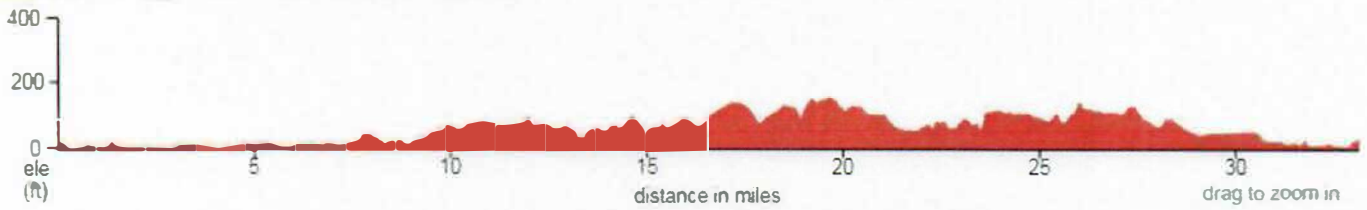


30 Mile Route Map

Red "A" Symbols indicate Pit Stops/First-Aid Stations



ele grade 33.1 mi +863 ft / -859 ft



**RIDE TO END ALZHEIMER'S
COURSE CONTROL PLAN**

(Based on an average speed range from 22mph to 10 mph)

100-mile course map:

<https://ridewithgps.com/routes/12496009>

62-mile course map:

<https://ridewithgps.com/routes/13638705>

30-mile course map:

<https://ridewithgps.com/routes/13651786>

<u>Location</u>	<u>Mile on 100 route</u>	<u>Control Type</u>	<u>Direction of Route</u>	<u>Time Active for 100 mile riders</u>	<u>Time Active for 60 mile riders</u>	<u>Time Active for 30 mile riders</u>	<u>Description of Duty</u>
Lead vehicle		Staff & HAM Radio					
Tail Vehicle		Staff & HAM Radio					
Start of all routes:							
Exit of Seacost Center & NH-1A S	0	Police Rye,NH	Left Turn	6:30 AM	8:30 AM	10:30 AM	
NH-1A S & NH-111 Atlantic Avenue	mile 7.8	Staff police	Right Turn	6:45 to 7:15	8:45 to 9:15	10:50 to 11:20	
NH-111 Atlantic Avenue & Mill Road	mile 9.7	Rye,NH	Left Turn	6:50 to 7:25	8:50 to 9:25	11:00 to 11:30	
Mill Rd & High Street	mile 12.3	Hampton NH, no police detail	Right Turn	6:55 to 7:30	8:55 to 9:30	11:05 to 11:35	
Exiter Rd & Towle Farm Road	mile 13.1	Hampton NH, no police detail	Left Turn	7:00 to 7:40	8:55 to 9:30	11:10 to 11:45	
Towle Farm Road & Mary Batchelder Road -----> 30mi Split <----- See below for remaining 30-mile route	mile 14.2	Staff	30mi go Right 100mi & 60mi go Straight	7:05 to 7:50	9:00 to 9:40	11:15 to 11:50	
Rabbit Road & Merrill Street	mile 22.7	Amesbury, Mass Busy no post organized	Straight	7:30 to 8:45	9:30 to 10:45	N/A	
Skunk Road & Middle Road -----> 100mi and 60mi Split <-----	mile 29.9	Staff	100mi go Left	7:50 to 9:30	9:50 to 11:30	N/A	Cut Off time for 100mile is 9:30

			60 mi go Straight				
River Road & E Main Street / Rocks Village Bridge (100mi riders only)	mile 32.2	police Haverhill, Mass	Left Turn	7:55 to 9:45	N/A	N/A	
E Main Street / Rocks Village Bridge & River Road (100mi riders only)	mile 32.4	police West Newbury, Mass	Left Turn	7:55 to 9:45	N/A	N/A	
Rt.1 (aka Newburyport Turnpike) and Glen Street (100mi riders only)	mile 52.6	police Rowley,Mass	Straight	8:50 to 11:45	N/A	N/A	
Glen Street and Hillside ROAD??? (100mi riders only)	mile 53.1	police Rowley,Mass	Left Turn	8:50 to 11:45	N/A	N/A	
NH-108 & Maple Road -----> 100mi and 60mi Merge <-----	mile 72.6		100mi go Straight 60 mi go Right	9:45 to 1:45	mile 34.4 10:00 to 11:55	N/A	
Chase Road and Rt. 107A	mile 75	South Hampton PD		9:50 to 1:50	mile 36.8 10:00 to 11:55	N/A	
NH-27 E/High St & Guinea Rd Merge for 30mi and 100/60mi	mile 85.4	Exeter, NH police	Left Turn for 60,100 Right Turn for 30mi	10:25 to 3:00	mile 47.2 10:40 to 1:15	mile 18.3 11:25 to 1:00	
Breakfasthill Rd and Rt-1	mile 92.8	police Rye,NH	Straight	10:45 to 3:15	11:00 to 1:25	11:50 to 1:10	
Marsh Rd & NH-1A N	mile 98.7	police Rye,NH	Left Turn	11:00 to 4:25	11:15 to 1:30	12:05 to 1:30	
NH-1A N & Odiorne Point Bike Path	mile 100	Staff	Right Turn	11:05 to 4:30	11:20 to 1:50	12:10 to 1:40	
30-mile Route Only:							
Lafayette Rd/ Exeter Rd & NH-27	mile 12.7	police Hampton,NH	Straight	N/A	N/A	11:05 to 12:00	
Exeter Rd & Towle Farm Rd	mile 13.1	police Hampton,NH	Left Turn	N/A	N/A	11:05 to 12:00	
Timber Swamp Rd & NH-27 (Exiter Rd)	mile 15.4	staff	Left Turn	N/A	N/A	11:15 to 12:40	

Special Event Application

Organization or Group West Newbury Walk for Williams

Person Making Reservation Jody Feudo

Mailing Address [Redacted], Groveland, MA 01834

Phone [Redacted] e-mail [Redacted]

Event Date: May 19, 2019 Start Time 9:30 am End

Time 3:00 pm * Also have the Annex booked for May 17 and May 18 for set up and prep for the event.

Reason for Event Awareness walk

Number of attendees 200+ people

RECEIVED

MAR 15 2019

Check Appropriate Block:

Resident Non-resident

Fund Raising Group Non-Profit Commercial Other Awareness Group

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property The event will be at the Annex. We will be walking from the Annex to the training field and back.

2. For road or walk race, a detailed map of the route See attached.

3. Features and attractions DJ, raffle baskets, prepared lunch, games, crafts, face painting.

4. Participant circulation

5. Proposed parking including how you will handle overflow parking We will use the Annex parking and then the upper Bachelor Field lot.

6. Any proposed road closures No

7. Location of trash receptacles and dumpsters _____

8. Location of temporary toilet facilities _____

9. Accessible routes for the disabled or mobility impaired _____

10. Locations, size and number of any tents, trailers or temporary structures _____

11. Location, size, and description of any signage or banners _____

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.

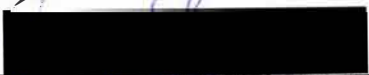
13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit. _____

14. Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance _____

Name: Jody Feudo

Event: West Newbury Walk for Williams

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.



March 12, 2019

Individual/Authorized Signature for Group

Date

Chief of Police's Signature: _____ Date: _____

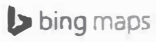
Requests and comments:

Fire Chief's Signature: _____ Date: _____

Requests and comments:

Approval granted if signed here by Board of Selectmen: _____ Date: _____

Requests and comments:

 bing maps

Notes

From 381 Main Street West Newbury to the Training Field and Back again. 1/2 mile each way for a 1 mile walk total



At 10:30 am we walk from the Annex to the Training Field turn around and come back to the Annex.



NOTICE TO PLACE QUESTION ON BALLOT

To: Michael P. McCarron, Town Clerk

Please be advised that on the ____th day of March, 2019 at a duly posted and convened meeting of the West Newbury Board of Selectmen, on a motion duly made and seconded, and pursuant to the authority granted under Massachusetts General Laws Chapter 59 Section 21C (k) and every other lawful authority, it was voted by a vote of three in favorite and none opposed to place the following referenda question on the ballot for the May 6, 2019 West Newbury Town Election:

“Shall the Town of West Newbury be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the bond issued by the Pentucket Regional School District for the purpose of paying costs of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto?

YES _____ NO _____”

This Notice shall constitute final written notice in accordance with the provisions of Massachusetts General Law Chapter 54 Section 42C.

Date

Glenn A. Kemper, Chair
Board of Selectmen

Article and Ballot Language for Pentucket Regional School District MSBA votes

Article

Article _____. To see if the Town will approve the appropriation and borrowing authorized by the Pentucket Regional School District for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; to determine whether the approval of such borrowing will be contingent upon a vote of the Town to exempt its allocable share of the debt service on the borrowing for the Project from the tax limitations of Proposition 2 1/2, so-called; or take any other action relative thereto.

Vote

That the Town approves the appropriation and borrowing authorized by the Pentucket Regional School District of ONE HUNDRED FORTY-SIX MILLION, THREE HUNDRED THIRTY-TWO THOUSAND, THREE HUNDRED TWENTY-EIGHT Dollars (\$146,332,328.00) for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) 57 and 63 hundredths percent (57.63%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the

approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 1/2) and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. Any premium received upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by the vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Ballot Question

Shall the Town of _____ be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Pentucket Regional School District for the purpose of paying costs of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto?

MEETING MINUTES

Capital Improvement Committee

Date: Wednesday, March 6, 2019

Time: 7:30PM

Room: First Floor Hearing Room

Attendees: Dick Preble, Lenny Mirra, Brad Beaudoin, Julie Boria, Judy Mizner, Wayne Amaral

Agenda

1. Review Litmus Test Scores

Litmus test scores were tallied totals were:

	Water	Water	DPW	DPW	DPW	Fire
	Amend Art 8, 2017	Borrow 1.2 M	Bldg Maint	F250 4x4	F150 4x2	Rescue
	for Tank & Well	for towards	Library, COA	Truck	Truck	Vehicle
	Field	both	PS Hvac			
	\$0	\$1.2 M	\$93K	\$45K	\$32K	\$230K
Total	7275	7275	7125	5475	4800	7350
Rankings	2	2	3	4	5	1

Chairman Preble went to the library review proposed site for handicap ramp in the patio area. He noted that the fencing leading to the patio is probably too narrow and will require widening to allow a wheelchair to pass. Chairman Preble also noted that there still is not wheelchair access to the library from the patio and was concerned that doing “half a project” by just adding the ramp on the outside would not increase accessibility to the library from the patio. Amaral commented that the goal of the library ramp is to allow handicap access to the library patio from outside, thus allowing the area to be re-opened as it is currently closed because it does not have handicap access.

Preble tried to inspect the DPW truck fleet but the garage was closed when he went by.

Updates to Stabilization table:

DPW

2000 Bandit Brush Chipper \$20k upgrade completed in 2/2019 and its replacement has been pushed back to 2022 for \$40K.

2008 Ford Ranger replacement was moved to 2020

2016 D250 pickup replacement moved to 2021

2002 Kubota Mower replacement moved to 2021

Playground repair moved up to summer 2019

Fire

1994 Ford Rescue truck moved up to 2019

1985 Pumper Truck replacement moved to 2021

Communications antenna moved to 2021

After reviewing the updated stabilization chart, an average yearly appropriation of \$500,000 to the stabilization account is needed to maintain a positive cash balance.

The CIC voted 5-0 to recommend \$500,000 be appropriated into stabilization for FY2020 based on the updates made to the stabilization chart.

CIC report to the Board of Selectmen is scheduled for 3/18

WORKING COPY -- 3/4/2019

ok

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Department of Public Works													
Annex				60,000					150,000				
Town Office Building(1910 Building)				300,000									
Public Safety Complex			40,000		50,000					150,000			
GAR Memorial Library			23,000										
Old Town Hall					40,000								
Garden Street Fire Station				10,000	25,000								
Old Highway Garage				25,000	40,000								
Childrens Castle				125,000				30,000					
Action Cove Playground				200,000									
Bandstand													
coa													
DPW Building													
Highway Department Salt/Sand Shed													
Mill Pond Recreation Building													
Park and Recreation Building (200K)													
Senior Center--COA			30,000										
2016 D250 Pickup						42,000							
2008 Ford Ranger			32,000										
1982 Bombadier Sidewalk Plow													
2000 Bandit Brush Chipper				40,000									
2008 International Dump/Sander				185,000									
2010 John Deere Backhoe					130,000								
2013 Caterpillar Loader								175,000					
2008 Ford F350 Dump				60,000									
2013 John Deere Roadside Mower									75,000				
2002 John Deere Tractor Mower													
2002 Kubota Mower				18,000									
2014 Kubota Mower					19,000								
2003 International Dump													
2016 Ford F350 Dump						70,000							
2005 John Deere Tractor w/Loader							55,000						
2011 International Dump & Sander						170,000							
2008 Sidewalk Plow-Holder				150,000									
2008 Ford Pickup F250			45,000										
2015 Peterbilt F250									190,000				
2016 John Deere Tractor Mwr									95,000				
Total DPW	0	0	170000	1173000	304000	282000	55000	205000	510000	150000	0	0	0

Page School

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Play Ground--repair & drainage				25,000									
Exterior				260,000									
Repoint Chimney					15,000								
Interior					150,000								
Exterior Lighting					100,000								
PA/Security								100,000					
Generator--old, needs replace					150,000								
Fire Pump and Controls--very old					125,000								
Elevator--ok for now, replace 5-10 yrs								155,000					
Road							50,000						
Perimeter Fire Lane							50,000						
Stand Pipe--fire dept repair sprinklers				25,000									
Plumbing Fixtures					50,000								
Master clock--waiting for request													
Total Page School	0	0	0	310000	590000	0	100000	255000	0	0	0	0	0

Fire Department

2010 KME Tower/Ladder Truck												1,000,000	
1985 Ford Tanker-Pumper				325,000									
1989 Ford L8000 Chassis Fire Engine													
1994 Ford Rescue			230,000										
2003 KME Pumper (Eng 23)						500,000							
2008 KME Pumper (Eng 24)										500,000			
2001 Ford F250 (Forestry Truck 2)													
2006 Ford F250 (Forestry Truck 1)													
1997 Rescue Boat Zodiac Mark II w/Trlr													
Jaws of Life				25,000									
FF Gear												150,000	
Air Equipment, SCBA-SYSTEM													
Air Packs										250,000			
Communications-Repeater													
Communications-Antenna				30,000									
Total Fire Department	0	0	230000	380,000	0	500000	0	0	0	250000	500000	1,150,000	0

Groveland Station Upgrade if we purchase					70,000								
water from Groveland													

POLICE DEPT (FROM POLICE DEPARTMENT OPERATING BUDGET)

2008 Ford Crown Victoria-Car 300-Admin						45,000							
2014 Ford Taurus- Car 301	####	45,000		45,000		45,000			45,000				
2013 Ford Interceptor Car 302					45,000			45,000					
2011 Ford Crown Victoria Car 303			45,000		45,000								
2007 Ford Explorer 4 x 4 Car 304			45,000		45,000			45,000					
Firearms	####	45,000											
Total Police Department	####	90000	90000	45000	45000	90000	90000	45000	45000	45000			

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Pentucket School Building Project

School Building Committee Meeting

March 12, 2019

I. Call to Order

- Attendance
- Agenda

II. Approve Minutes of 2/13/2019

III. New Business

- Design Update
- Next Steps in MSBA Process
- Community Meetings

IV. Adjourn

Design Update:

- MSBA SD submission complete
- Project Scope & Budget Meeting scheduled 3/14/2019
- DESE submission review underway
- Ongoing design focused on “cleanup” and prep for future design phases

Project Fly-By Video:

- Building exterior – complete
- Building interior - underway

- **March 11** – West Newbury COA, 9am
- **March 12** - Groveland COA, 11:30am
- **March 20** - Merrimac COA, 12pm
- **March 20** - Page School Talk with the Doc 9pm
- **March 27** - Bagnall School Talk with the Doc 6pm
- **March 30** – West Newbury Town Forum at Town Hall 1pm
- **April 2** - PRHS Tours 3pm
- **April 3** - MS/HS Talk with the Doc at HS 6pm
- **April 3** - PRHS Tours 6:30pm
- **April 4** - PRHS Tours 6:30pm
- **April 9** – West Newbury Town Forum at Town Hall 6pm
- **April 10** - Donaghue/Sweetsir Talk with the Doc at Donaghue 6pm
- **April 11** - April Building Committee, ****new night****
- **April 24** - Merrimac Town Forum at Town Hall 6pm
- **April 25** - Groveland Town Forum at Town Hall 6pm

- **February 20, 2019 – Submit SD to MSBA – COMPLETE**
- **March 14, 2019 – MSBA Scope & Budget Meeting – SCHEDULED**
- **April 10, 2019 – MSBA Board Mtg.**
 - Vote to approve the project and proceed into Module 5
- **April 29th & May 6th, 2019 – Towns' Votes to Fund Project**
- **Spring 2020 – Bidding & Construction Start**
- **Fall 2022 – Occupancy of new building**
- **Fall 2023 – Site work completed**

thank
you

PRSD Building Committee

Meeting date & place: 6:30 pm, March 12, 2019 High School Cafeteria

Building Committee Members Present: Mike Stevens, Jonathan Seymour, Wayne Adams, Justin Bartholomew, Emily Dwyer, Stephanie Seeley, Greg Towson, Carol Macleod, Kim Jackson, Greg Labrecque, Greg Hadden, Bill Daley, Joe Torrisi, Joanna Blanchard, Dena Trotta, Mark Tocci, Bill O'Neil

Owner's Project Manager: Steve Theran, Vertex.

Designer: Brad Dore, Maria Fernandez-Donovan Dore & Whittier.

Project Manager: Dan Blumberg, Rob Day, WT Rich Co.

Public: Approximately 6 members of the school committee and public were in attendance

Minutes

Minutes from the 2.13.19 building committee meeting were unanimously approved by the building committee members present.

New Business

Design Update

MSBA Next Steps

Brad Dore reported that the Schematic Design Report was submitted to the MSBA on February 20th, 2019. The next step in the process is for the project team to attend the MSBA Project Scope and Budget meeting Thursday, March 14th. At this meeting we will review the SD submission including the 3011 form. This will lead eventually to the MSBA Board Meeting on April 10th when they will vote on the project reimbursement. The DESE submission review is underway where the Department of Ed reviews the special education plan and spaces associated with specially designed instruction.

Design planning is ongoing and focused on fine tuning the work that has already been done, "cleaning up" plans and coordinating with WTRich to begin planning for logistics and the construction site plans. Dore and Whittier is also developing marketing materials such as the video that will be shown tonight. Brad then showed the video, which is an animated rendering of the exterior of the building and the regional campus as if a drone was flying over taking video footage. The committee responded favorably to the video and followed up with some questions such as will there be lights as depicted, will fans be able to watch a game without paying due to low transparent fencing, will there be lights on the baseball field and can the video be labeled to add details. These are the answers to these questions: lights are depicted but are expected to be added after the completion of the project, we have not thought through fan access without entering the stadium proper, lights on the baseball field are not part of the plan and we do plan to add descriptions to the video to add detail.

Community Meetings

Jonathan Seymour reviewed the list of upcoming community based meetings designed to provide necessary information about the project. They are numerous over the next 2 months. One item to note in particular is a change to the next building committee meeting date. Instead of the second Tuesday in April the next meeting will be on Thursday, April 11th. The project team will be attending the MSBA Board meeting on April 10th and this will allow us to update the committee prior to the Town meetings and votes at the end of April and start of May.

Adjournment

The committee voted to adjourn at approximately 7:05.

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT - SPECIAL TOWN MEETING
MONDAY, APRIL 29, 2019 @ 7pm**

Essex, ss.

To any of the Constables of the Town of West Newbury:

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Pentucket Regional High School auditorium, 24 Main Street, at 7:00 p.m. on Monday, April 29, 2019 to act upon or take any other action relative to all of the following articles.

ARTICLE 1. To hear and act upon the reports of Town officers and committees.

ARTICLE 2. To see if the town will vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$25,000, to conduct a Historic Sites Survey, or take any other action relative thereto. By request of the Community Preservation Committee and the Historical Commission.

ARTICLE 3. To see if the town will vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$17,000, for an ADA access ramp to the outdoor patio at the G.A.R. Library, or to take any other action relative thereto. By request of the Community Preservation Committee and the Director of Public Works.

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ARTICLE 4. To see if the Town will vote to transfer from Community Preservation Act funds, Open Space and Recreation Reserve Account, the amount of \$200,000 to purchase a perpetual Conservation Restriction for conservation, open space, and farmland purposes on land known as "Brown Spring Farm," which is comprised of 10 acres, more or less, located at 866 Main Street, West Newbury, Assessors Map R28, Lot 150 and shown as "Lot A" on the plan of land entitled "Plan of Land in West Newbury, Mass. owned by Margaret M. Cooney" dated August 12, 1971 and recorded at Plan Book 120 Plan 34 at the Southern Essex Registry of Deeds. Said Conservation Restriction is to be conveyed to the Town of West Newbury and to Essex County Greenbelt Association, Inc.; said purchase to be subject to approval of the Conservation Restriction by all involved parties, and the Town is to be authorized to enter into any agreements, execute any documents, and take any other action necessary or convenient to effectuate the purchase authorized hereunder, or take any other action relative thereto. By request of the Community Preservation Committee, the Open Space Committee, and Essex County Greenbelt Association.

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ARTICLE 5. To see if the Town will vote to raise, transfer and/or appropriate from Community Preservation Act funds, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the sum of \$75,000.00 from the Open Space and Recreation Reserve Account for the purchase of a conservation restriction on two parcels of land located off River Road shown

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on Assessors' Map R-24 as Parcels 5 and 7, containing approximately 25.3 acres and 6.64 acres of land respectively, which lots are also described in the deed recorded with the Essex South District Registry of Deeds in Book 6668, Page 158; and that the Board of Selectmen be authorized to enter into all agreements and execute all instruments, including but not limited to the conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effect the purchase of said conservation restriction; or to take any other action relative thereto. By request of the Community Preservation Committee, the Open Space Committee, the River Access Committee and the Essex County Greenbelt Association

ARTICLE 6. To see if the Town will transfer from available funds the sum of \$26,000 to the Police Department Salary & Wages (SRO) line item of the FY'19 omnibus budget. By request of the Town Manager.

ARTICLE 7. To see if the Town will transfer from available funds the sum of \$5,500 to purchase a new optical scan ballot tabulator and supplies for town and state elections or to take any other action relative thereto. By request of the Town Clerk.

ARTICLE 8. To see if the Town will vote to transfer from available funds the sum of \$110,000 to fund the snow and ice deficit. By request of the Director of Public Works.

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Special Town Meeting.

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

Hereof fail not to make due return of this warrant with your doings thereon at the time and place of holding said meeting.

Given under our hands this ___th day of April, 2019.

BOARD OF SELECTMEN:

Glenn A. Kemper, Chairman

David W. Archibald

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Joseph H. Anderson, Jr

A true copy, Attested:

Michael P. McCarron, Town Clerk

Pursuant to the above warrant to me directed, I hereby notify and warn all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place.

Constable, Brian Richard

Date of Posting

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Special Town Meeting.

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

Hereof fail not to make due return of this warrant with your doings thereon at the time and place of holding said meeting.

Given under our hands this ___th day of April, 2019.

BOARD OF SELECTMEN:

Glenn A. Kemper, Chairman

David W. Archibald

Joseph H. Anderson, Jr.

A true copy, Attested:

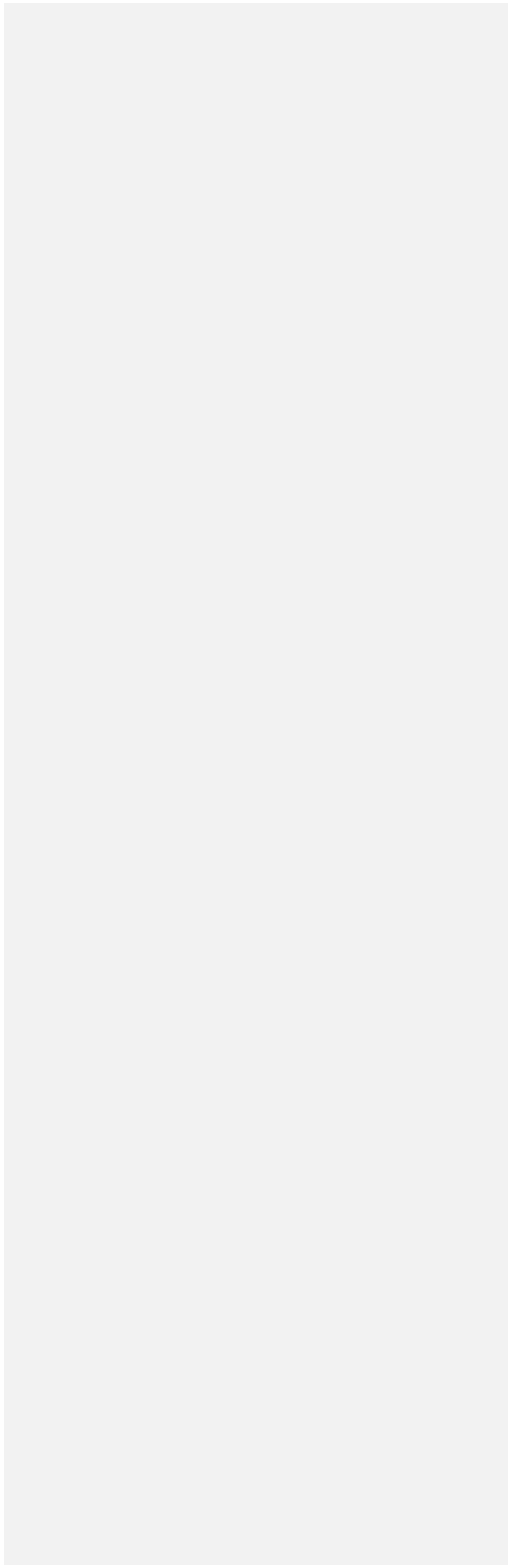
Michael P. McCarron, Town Clerk

Pursuant to the above warrant to me directed, I have notified and warned all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place.

Constable, Brian Richard

Date of Posting

DRAFT



**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT -- ANNUAL TOWN MEETING
MONDAY, APRIL 29, 2019 @ 7pm**

Essex, ss.

To any of the Constables of the Town of West Newbury:

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Pentucket Regional High School ~~auditorium~~ Auditorium at 24 Main Street, at 7:00 p.m. on Monday, April 29, 2019 to act upon or take any other action relative to all but the first two of the following articles.

Also, to meet in the Annex at 379 Main Street on Monday, May 6, 2019 to act on Article 1 which calls for the election of Town Officials and to vote on Article 2 which calls for a Proposition 2 ½ Referenda Question. Polls will be open at 7:00 a.m. and will close at 8:00 p.m.

GENERAL GOVERNMENT MATTERS

ARTICLE 1. To give their votes to the election of the following offices:

<u>Position</u>	<u>Term</u>
Selectmen (1)	Three Years
Assessor (1)	Three Years
Water Commissioner (1)	Three Years
Pentucket School Committee (1)	Three Years
Library Trustees (3)	Three Years
Planning Board (1)	Five Years
Planning Board (1)	One Year
Park & Recreation Commissioner (1)	Three Years
Board of Health (1)	Three Years
Constable (1)	Three Years
West Newbury Housing Authority (1)	Five Years

ARTICLE 2. ~~Shall To see if~~ the Town of West Newbury will be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Pentucket Regional School District for the purpose of paying costs of the construction of a new Middle/High School

to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or any other action relative related thereto?

ARTICLE 3. To hear and act upon the reports of Town officers and committees.

ARTICLE 4. To determine what sums of money the Town will raise and appropriate for defraying the expenses of the Town for the ensuing fiscal year and for the payment of Town debt. By request of the Board of Selectmen.

WATER ENTERPRISE FUND

ARTICLE 5. In accordance with the provisions of Chapter 38 of the Acts of 1936, to see what instructions, rules and regulations the town may wish to impose on the Board of Water Commissioners. By request of the Board of Water Commissioners.

ARTICLE 6. To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$795,099 of which \$197,603 for Salaries and Wages which include \$1,700 for Water Commissioners stipends, \$34,282 for Insurances, \$395,564 for Expenses, \$101,696 for Debt Service, \$15,000 for Extraordinary and Unforeseen and \$50,954 for Indirect Cost. By request of the Board of Water Commissioners.

ARTICLE 7. To see if the Town will amend the vote of the Town taken under Article 8 of the 2017 Annual Town Meeting, which appropriated \$1,700,000 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto, and authorized a borrowing therefor, to provide that such appropriation may be also be used for the upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, or take any other action relative thereto. By request of the Board of Water Commissioners.

ARTICLE 8. To see if the Town will vote to raise and appropriate and/or transfer from available funds and/or borrow by short or long term notes in the sum of appropriate a sum of money \$1,200,000 to pay additional costs of purchasing, constructing and installing a new water tank and upgrading the existing Wellfield No. 1, including the design and construction of a chemical building, which amount shall be expended in addition to any amounts previously appropriated for such projects, and to determine whether this amount shall be raised by borrowing, taxation, transfer from available fund transfers or otherwise provided; or take any other action relative thereto. By request of the Board of Water Commissioners.

APPROPRIATIONS

~~ARTICLE 9. To see if the Town will approve the appropriation and borrowing authorized by the Pentucket Regional School District for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; to determine whether the approval of such borrowing will be contingent upon a vote of the Town to exempt its allocable share of the debt service on the borrowing for the Project from the tax limitations of Proposition 2 1/2, so-called; or take any other action relative thereto. To see if the Town will approve the appropriation and borrowing authorized by the Pentucket Regional School District for the purpose of the construction of a new Middle/High School to be located at 24 Main Street, West Newbury, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; to determine whether the approval of such borrowing will be contingent upon a vote of the Town to exempt its allocable share of the debt service on the borrowing for the Project from the tax limitations of Proposition 2 1/2, so-called; or take any other action relative thereto. By request of the Board of Selectmen and Pentucket School Committee.~~

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ARTICLE 10. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$70,000 for the Pension Liability stabilization fund, or take any other action related thereto. By request of the Board of Selectmen.

ARTICLE 11. To see if the Town will vote to transfer the sum of \$22,285.65 from the Septic Loan Revolving Account for the repayment of debt service. By request of the Board of Health.

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ARTICLE 12. To see if the Town will vote to transfer from available funds the sum of \$85,336.16 plus any accrued but unposted interest, to pay the debt service associated with the Dunn Property Acquisition. By request of the Board of Selectmen.

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$321,800 to be placed in the special purpose municipal stabilization fund established pursuant to MGL Chapter 40 §5B in order to fund future capital expenditures for school related building projects, or take any other action related thereto. By request of the Board of Selectmen.

ARTICLE 14. To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for Community Preservation Projects, Committee Administrative Expenses, and other expenses in Fiscal Year 2020, with each item to be considered a separate appropriation or take any other action relative thereto. By request of the Community Preservation Committee.

Appropriations:

From FY 2020 estimated revenues for Committee Administrative Expenses: \$20,583

Reserves:

From FY 2020, estimated revenues for Community Housing Reserve: \$41,166

From FY 2020, estimated revenues for Historic Resources Reserve: \$41,166

From FY 2020, estimated revenues for Open Space & Recreation Reserve: \$41,166

From FY 2020, estimated revenues for Budgeted Reserve: \$267,581

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~~**ARTICLE 15.** To see if the Town will vote to reduce the amount of the surcharge of the annual real estate tax levy against real property assessed pursuant to Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, from three (3.0%) percent to one half (0.5%) percent. Said change to be implemented in Fiscal Year 2020 or as soon as possible thereafter. By citizen's petition.~~

ARTICLE 176. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$45,000 to purchase a new 4x4 Utility Body Pick-up Truck. By request of the DPW Director.

ARTICLE 187. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$32,000 to purchase a new 4x4 Pick-up Truck with hard cover. By request of the DPW Director.

ARTICLE 18. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$20,000 to fund an Emergency Action Plan (EAP) Study for the Mill Pond Dam as required by the Massachusetts Department of Conservation and Recreation (DCR) per newly enacted state regulations. By request of the DPW Director.

ARTICLE 2019. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$230,000 to purchase a Fire Department Rescue Vehicle. By request of the Fire Chief.

BY-LAWS – OTHERS

ARTICLE 20. To see if the Town will vote to increase the senior tax exemption from \$500 to \$1,000 per Massachusetts General Law Chapter 59, Section 5, Clause 41C, such increase to be available for tax years commencing July 1, 2019. By request of the Board of Assessors.

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5.4.1 Pipestave/Mill Pond Care and Maintenance Revolving Fund.

5.4.2 Department. There shall be a separate fund called the Pipestave/Mill Pond Care and Maintenance Revolving Fund authorized for use by the Mill Pond Committee.

5.4.3 Revenues. The town accountant shall establish the Pipestave/Mill Pond Care and Maintenance Revolving Fund as a separate account and credit to the fund all the monies received in connection with past and future rental fees for use of the facilities, donations, and any other source.

5.4.4 Purposes and Expenditures. During each fiscal year, the Mill Pond Committee may incur liabilities against and spend monies from the Pipestave/ Mill Pond Care and Maintenance Revolving Fund for the maintenance and improvement to the grounds and facilities located at the Pipestave/Mill Pond areas, 693 Main Street, West Newbury.

5.4.5 Fiscal Years. The Pipestave/Mill Pond Care and Maintenance Revolving Fund shall operate for fiscal years that begin on or after July 1, 2019 and shall continue until such time as town meeting votes to eliminate the fund.

By request of the ~~Mill Pond Committee~~ Board of Selectmen.

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ARTICLE 22. To see if the Town will vote to limit the total amount that may be expended from each revolving fund established pursuant to Section XL of the Bylaws of the Town of West Newbury, to wit:

Section 5.1 Summer Recreation Revolving Fund	\$4244,000 <u>350</u>
Section 5.2 GAR Library Fines and Penalties Revolving Fund	\$10,000
Section 5.3 Police Vehicle Revolving Fund	\$20,000
Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund	\$ 5,000

By request of the Board of Selectmen.

ARTICLE 233. To see if the town will vote to amend Section V of the Town Bylaws, Trench Excavation Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director

as the Permitting Authority and other related amendments. By request of the Board of Selectmen.

ARTICLE 244. To see if the town will vote to amend Section V of the Town Bylaws, Opening of Streets Bylaw in order to transfer the authority from the Board of Selectmen to the DPW Director to approve street opening permits. By request of the Board of Selectmen~~DPW Director~~.

ARTICLE 255. 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 provide incorporate by cross-reference the Pentucket Regional School District eContingency planning Plan as approved for the District in the event that and as may be amended from time to time by the Pentucket Regional School District. By request of the ~~Town Manager~~Pentucket Regional School District Board of Selectmen. ~~(Question: should we coordindate with the District so that all three towns have the same language in the warrant we must do this in the Motion at town meeting)~~

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ARTICLE 266. 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 ~~Town Manager~~Board of Selectmen.

ARTICLE 277. 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~~Town Manager~~.

ARTICLE 288. 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.

ARTICLE 29. To see if the Town will vote to amend Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) Overlay District of the West Newbury Zoning Bylaw regarding dimensional requirements, submission requirements, design standards, hiring consultants, abandonment, decommissioning & financial surety. By request of the Planning Board.

ARTICLE 3030. To see if the Town will vote to amend Section 7.A.11 Erosion Control Performance Standards of the West Newbury Zoning Bylaw in compliance with the NPDES (Nonpoint Pollutant Discharge Elimination System) MS4 Phase II Stormwater Permit for Massachusetts. By request of the Board of Selectmen and the Planning Board.

~~**ARTICLE 31.** To see if the Town will vote to increase the senior tax exemption from \$500 to \$1,000 per Massachusetts General Law Chapter 59, Section 5, Clause 41C, such increase to be available for tax years commencing July 1, 2019. By request of the Board of Assessors.~~

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Annual Town Meeting, as provided within the Town By-Laws

LOCATIONS TO POST WARRANT:

Town Hall
1910 Town Office Building
G.A.R. Memorial Library
Post Office
Laurel Grange

Hereof fail not to make due return of this warrant with your doings thereon at the time and place of holding said meeting.

Given under our hands this ~~12th~~ 13th day of April, 2019.

BOARD OF SELECTMEN

Glenn A. Kemper, Chairman

David W. Archibald

Joseph H. Anderson, Jr.

A true copy, attested:

Michael P. McCarron, Town Clerk

Pursuant to the above warrant to me directed, I hereby notify and warn all the inhabitants of the Town of West Newbury who are qualified to vote to meet at said time and place.

Constable, Brian Richard

Date of Posting

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Annual Town Meeting, as provided within the Town By-Laws

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Constable, Brian Richard

Date of Posting

West Newbury CPA Facts (Fiscal Years 2007 through 2018)

Spending per year (not including Page School)	70,308.25
Total spending per year	190,787.08
Balance as of 7/1/2018	2,238,360.00
Annual interest**	53,720.64
Tax collections per 1/2 percent***	67,078.66
Interest plus 1/2%	120,799.30

** Using the current annualized 4-week treasury bill yield as of March 8, 2019

*** FY2019 residential tax levy (13,415,731)

Proforma Years (2 1/2%)		1/2% CPA		New growth @ current tax rate**		1/2% CPA
FY2020	13,751,124.28	68,755.62	13,751,124.28	159,595.27	13,910,719.55	69,553.60
FY2021	14,094,902.38	70,474.51	14,258,487.54	159,595.27	14,418,082.81	72,090.41
FY2022	14,447,274.94	72,236.37	14,778,534.88	159,595.27	14,938,130.15	74,690.65
FY2023	14,808,456.81	74,042.28	15,311,583.40	159,595.27	15,471,178.68	77,355.89
FY2024	15,178,668.24	75,893.34	15,857,958.14	159,595.27	16,017,553.41	80,087.77
FY2025	15,558,134.94	77,790.67	16,417,992.25	159,595.27	16,577,587.52	82,887.94

** Takes 5 year average new growth per year (\$10,953,690) @ current tax rate (\$14.57)

All stats from Parks and Recs Article 5 Booklet, September 2018, or from the Massachusetts DOR Databank



**TOWN OF WEST NEWBURY
FY20 BUDGET
PROPOSED BY TOWN MANAGER, WITH FINCOMM RECOMMENDED
UPDATED MARCH 15, 2019**

Name	FY17 Actual	FY18 Actual	FY19 Budget	FY20 TM Proposed	FY20 FinCom Proposed	FY20 Change TM Budget	
						\$	%
General Government							
MODERATOR	0	220	260	260	260	0	0.0%
SELECTMEN	73,373	78,418	15,000	20,600		5,600	37.3%
TOWN MANAGER	0	0	331,029	288,470		(42,559)	-12.9%
FINANCE DEPARTMENT	368,397	403,547	204,142	251,190		47,048	23.0%
FINANCE COMMITTEE	16,701	8,400	62,800	61,000	61,500	(1,800)	-2.9%
BOARD OF ASSESSORS	150,003	159,413	165,244	175,983	175,980	10,739	6.5%
SPECIAL COUNSEL	0	0	0	15,000		15,000	
TOWN CLERK/TOWN COUNSEL	115,857	118,358	126,899	127,110	127,110	211	0.2%
BOARD OF REGISTRARS/ELECTIONS	9,972	7,635	14,575	12,050	12,050	(2,525)	-17.3%
CONSERVATION COMMISSION	28,328	31,024	32,197	32,450	32,450	253	0.8%
PLANNING BOARD	45,535	49,938	52,818	63,613	63,613	10,795	20.4%
BOARD OF APPEALS	1,169	1,410	1,500	1,400	1,400	(100)	-6.7%
OPEN SPACE COMMITTEE	836	121	750	750	750	0	0.0%
CABLE ADVISORY COMMITTEE	0	0	0	0	0	0	
Public Safety							
POLICE DEPARTMENT	885,950	943,632	1,104,551	1,175,149	1,175,149	70,598	6.4%
FIRE DEPARTMENT	265,123	278,252	287,804	305,221	305,221	17,417	6.1%
AMBULANCE SERVICE	0	0	0	0	0	0	
INSPECTION DEPARTMENT	123,860	126,238	137,160	140,160		3,000	2.2%
EMERGENCY MANAGEMENT	9,850	11,011	11,166	11,324	11,324	158	1.4%
ANIMAL CONTROL OFFICER	20,000	21,500	23,460	24,050		590	2.5%
HARBORMASTER	0	0	6,000	2,000	2,000	(4,000)	-66.7%
PUBLIC SAFETY DISPATCH	247,752	249,405	308,508	317,605	317,605	9,097	2.9%
EDUCATION	7,537,407	7,777,197	8,074,422	8,246,189		171,767	2.1%
Department of Public Works							
DPW	1,200,766	1,206,266	1,109,847	1,151,826	1,138,866	41,979	3.8%
Human Services							
BOARD OF HEALTH	421,427	444,536	533,328	532,686	532,686	(642)	-0.1%
COUNCIL ON AGING	74,400	80,942	82,796	92,450	92,450	9,654	11.7%
COMMUNITY CENTER	0	6,000	6,000	0	0	(6,000)	-100%
VETERANS	25,560	25,449	35,238	33,557		(1,681)	-4.8%
LIBRARY	337,478	346,506	354,018	363,813	363,813	9,795	2.8%
RECREATION	13,231	12,942	22,794	20,500	0	(2,294)	-10.1%
CULTURAL COUNCIL	70	76	100	100	100	0	0.0%
HISTORICAL COMMISSION	0	302	500	500	500	0	0.0%
Debt Service							
DEBT SERVICE	737,350	511,000	369,000	372,814	0	3,814	1.0%
Benefits							
ESSEX COUNTY RETIREMENT FUND	533,246	555,396	641,424	660,171	660,171	18,747	2.9%
UNEMPLOYMENT COMPENSATION	0	0	1	1	1	0	0.0%
EMPLOYEES' HEALTH INSURANCE	297,635	378,958	422,570	465,397	465,397	42,827	10.1%
MEDICARE INSURANCE (FICA)	41,979	43,774	45,525	48,279		2,754	6.0%
INSURANCE AND BONDS	155,602	161,365	170,000	172,962	172,832	2,962	1.7%
TRANSFERS OUT - STABILIZATION	107,216	779,122	615,000	821,800		206,800	33.6%
EXPENSE BUDGET TOTAL	13,846,074	14,818,351	15,368,426	16,008,430		640,004	4.2%



**TOWN OF WEST NEWBURY
FY20 BUDGET
PROPOSED BY TOWN MANAGER, WITH FINCOMM RECOMMENDED
UPDATED MARCH 15, 2019**

Name	FY17 Actual	FY18 Actual	FY19 Budget	FY20 TM Estimated	FY20 Change	
					\$	%
Revenues						
Local Receipts:	1,255,806	1,305,148	1,120,432	1,331,400	210,968	18.8%

Projected New Revenues

	FY20
Projected <u>New</u> Non-Tax Revenues	210,968
Projected New Growth Revenues ¹	164,473
Total Projected New Revenues	375,441

Estimated Taxpayer Impact Summary

2% of FY19 expense budget:	\$ 307,369
+ Est. FY20 New Growth:	\$ 164,473
+ Est. FY20 Add'l Local Receipts (non property tax revenues):	\$ 210,968
Amount FY20 Expense Budget can increase w est. 2% taxpayer impact:	\$ 682,810
Proposed increase (TM budget):	640,004
Proposed over/under:	\$ (42,805)

¹ New Growth revenue projection based on avg. FY15-FY19.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	2019 - 2020 Town Manager	Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
GENERAL GOVERNMENT													
Moderator's Salary	-	200	200	200	100.0%	200	0		200		0	0.0%	200
Moderator's Expenses	-	20	60		0.0%	60	0		60		0	0.0%	60
114 Total Moderator		220	260	200	76.9%	260	0	0%	260		0	0.0%	260

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020		Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
Selectmen's Appointed Salary & Wages	66,414	68,328				73,340	73,340		-	-	0		
Professional and Technical Services	565	4,450	10,000		0.0%	5,000	(5,000)		5,000	10,000	0	0.0%	
Selectmen's Meeting Minutes						1,500	1,500		3,600	3,600	3,600		
Selectmen's Operating Expenses	6,394	5,640	5,000	3,765	75.3%	7,000	2,000		7,000	7,000	2,000	40.0%	
122 Total Selectmen	73,373	78,418	15,000	3,765	25.1%	86,840	71,840	478.9%	15,600	20,600	5,600	37.3%	-

Notes

In FY19, BoS personnel included in TM budget.

In FY20, related personnel costs remain in TM proposed budget (consistent with FY19 budgeting).

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020	2019 - 2020	Proposed Change		2019 - 2020
				\$	%		Town Manager	Town Manager	\$	%	FinCom Rec.		
					62.1%				2/19/2019	3/15/2019			
Town Manager Salary			145,000	85,885	59.2%	147,900	2,900		147,900		2,900	2.0%	
Salary & Wages			110,168	65,217	59.2%	-	(110,168)		77,870		(32,298)	-29.3%	
Technology Expenses			35,744	29,219	81.7%	45,000	9,256		39,000		3,256	9.1%	
Communications (telephone)									8,000		8,000		
Town Manager Expenses			36,517	19,012	52.1%	10,000	(26,517)		8,500		(28,017)	-76.7%	
Dues, Subscriptions, & Continuing Ed									3,600		3,600		
Vehicle Allowance			3,600	1,800	50.0%	3,600	0		3,600		0	0.0%	
123 Total Town Manager			331,029	201,134	60.8%	206,500	(124,529)	-37.6%	288,470		(42,559)	-12.9%	-

Notes

TM salary and vehicle allowance contractual.
In FY20, BoS personnel costs remain in TM proposed budget (consistent with FY19 budgeting).
Several FY19 TM expenses transferred to Finance Dept budget.
Proposed amount is new, for proposed TM newsletters 2x/yr.
Telephone budget covers all Town Office phones.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020		Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
Finance Dept Salaries & Wages	263,854	298,257	153,242	91,006	59.4%	193,569	40,327		183,390		30,148	19.7%	
Annual Audit	18,500	18,500	18,500	18,500	100.0%	18,500	0		20,500		2,000	10.8%	
Other Professional Services						16,500			16,500		16,500		
Tax Title and Foreclosure	536	525	1,000	225	22.5%	1,000	0		1,000		0	0.0%	
Technology Expenses	35,744	29,567				45,000	45,000		-		0		
Communication Expense	6,799	6,502				8,000	8,000		-		0		
Postage Expense	12,343	13,517				15,000	15,000		15,000		15,000		
Dues, Subscriptions, & Continuing Ed						8,000	8,000		3,600		3,600		
Travel		552				2,200	2,200		2,200		2,200		
Finance Dept Expenses	30,621	36,126	31,400	19,913	63.4%	9,000	(22,400)		9,000		(22,400)	-71.3%	
145 Total Finance	368,397	403,547	204,142	129,644	63.5%	316,769	96,127	47.1%	251,190		47,048	23.0%	-

Notes

Personnel budget increase driven by transfer of one employee's costs from TM budget to Finance Dept budget.
Expense budget increase driven by addition of expenses included in FY19 TM budget.
Tech expenses incl. IT consultant, Vadar, Civics Plus, Carbonite, Microsoft, Verizon, Dell.
Other prof. svcs. Incl. OPEB valuation, Hilltop Securities, Harper's, Banker's Bank.

Combined BOS, TM, Finance Dept	441,770	481,965	550,171	334,543	60.8%	610,109	43,438	7.9%	555,260		10,089	1.83%	
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TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020	2019 - 2020	Proposed Change		2019 - 2020
				\$	%		Town Manager	Town Manager	\$	%	FinCom Rec.		
					62.1%				2/19/2019	3/15/2019			
Finance Committee Salaries	1,546	1,800	1,800		0.0%	1,800	0		-		(1,800)	-100.0%	-
Finance Committee Expenses	155	600	1,000	403	40.3%	1,000	0	1,000			0	0.0%	1,500
Reserve Fund	15,000	6,000	60,000		0.0%	60,000	0	60,000	60,000		0	0.0%	60,000
131 Total Finance Committee	16,701	8,400	62,800	403	0.6%	62,800	0	0%	61,000		(1,800)	-2.9%	61,500

Notes

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020		Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
Board of Assessors Salaries			-			3	3		3		3		-
Board and Clerk mileage reimb.									1,500		1,500		1,500
Assessors Appt'd Pers Salaries	115,171	118,446	121,844	72,339	59.4%	119,455	(2,389)		125,180		3,336	2.7%	125,180
Assessors Contracted Services									38,450		38,450		38,450
Assessors Expenses	34,038	37,553	41,900	36,542	87.2%	50,803	8,903		8,450		(33,450)	-79.8%	8,450
Assessor Vehicle Allowance	794	761	1,500	90	6.0%	2,400	900		-		(1,500)	-100.0%	-
Assessor Mileage Reimb and Cellphone stipend									2,400		2,400		2,400
141 Total Assessors	150,003	159,413	165,244	108,971	65.9%	172,661	7,417	4.5%	175,983		10,739	6.5%	175,980

Notes

Expense budget increase driven by contractual increase with Patriot Properties. Executed in 2017, contract was level for FY18 and FY19 but increases by \$6,750 for FY20.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	2019 - 2020 Town Manager	Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
Purchase of Services	-	-	-	-	-	15,000	15,000		12,000	15,000	15,000		
151 Total Special Counsel	-	-	-	-	-	15,000	15,000		12,000	15,000	15,000		-

Notes

*Town under contract for outside counsel for employment law, labor counsel, specialized services, etc.
Funding for outside counsel recommended by Town Manager and Auditor and authorized by Board of Selectmen.
Proposed cost includes \$3k in legal services available to in-house Town Counsel, and previously included in Town Clerk/Counsel budget.
Proposed budget level provides for, on average, one hour of outside counsel per week in FY20.*

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020		Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
Town Clerk Salary & Wages	104,920	106,914	111,924	65,451	58.5%	111,924	0		115,010		3,086	2.8%	115,010
Operation of Fax/Photo Machine	5,380	4,992	5,500	2,922	53.1%	5,650	150		5,650		150	2.7%	5,650
Town Clerk's Expenses	5,556	6,452	9,475	1,425	15.0%	9,475	0		6,450		(3,025)	-31.9%	6,450
161 Total Town Clerk	115,857	118,358	126,899	69,798	55.0%	127,049	150	0%	127,110		211	0.2%	127,110
Town Clerk Compensation	150	150	150	75	50.0%	150	0		150		0	0.0%	150
Bd of Registrars Salary & Wages	4,716	2,023	5,400	3,593	66.5%	4,400	(1,000)		4,400		(1,000)	-18.5%	4,400
Bd of Registrars Expenses	5,107	5,463	9,025	4,994	55.3%	7,500	(1,525)		7,500		(1,525)	-16.9%	7,500
162 Total Registrars	9,972	7,635	14,575	8,661	59.4%	12,050	(2,525)	-17.3%	12,050		(2,525)	-17.3%	12,050

Notes

Proposed Town Clerk/Counsel expense budget reduced by \$3k due to proposal to obtain special counsel.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager 2/19/2019	2019 - 2020 Town Manager 3/15/2019	Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%			\$	%	
					62.1%								
Conservation Com Salary & Wages	25,418	28,026	29,187	17,125	58.7%	29,187	0		29,440		253	0.9%	29,440
Con Com Vehicle Allowance	600	600	600	300	50.0%	600	0		600		0	0.0%	600
Conservation Com Expenses	2,311	2,398	2,410	1,238	51.4%	2,410	0		2,410		0	0.0%	2,410
171 Total Conservation	28,328	31,024	32,197	18,662	58.0%	32,197	0	0%	32,450		253	0.8%	32,450

Notes

TOWN OF WEST NEWBURY
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				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
Planning Bd Salary & Wages	39,917	46,197	47,634	26,869	56.4%	57,990	10,356		55,390		7,756	16.3%	55,390
Planning Bd Expenses	4,111	2,197	3,600	1,501	41.7%	3,600	0		6,600		3,000	83.3%	6,600
MVPC Assessment	1,507	1,545	1,584	1,583	100.0%	1,623	39		1,623		39	2.5%	1,623
175 Total Planning	45,535	49,938	52,818	29,953	56.7%	63,213	10,395	19.7%	63,613		10,795	20.4%	63,613

Notes

*Includes proposed 6 hrs/wk admin asst; and increase in costs for contracted minutes taker based on actual costs.
DH proposed budget included cost for meeting minutes in wages; Town Manager budget transfers this cost (\$3,000) to expenses.
Minutes prepared by outside contractor; not considered wages.
Proposal also includes proposed pay increase to Town Planner based on review of industry standard and comp communities.*

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Town Manager Proposed FY20 Expense Budget

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				\$	%		\$	%			\$	%	
					62.1%								
ZBA Salary & Wages	1,000	1,000	1,000	500	50.0%	1,000	0		1,000		0		1,000
ZBA Expenses	169	410	500		0.0%	500	0		400		(100)		400
176 Total Board of Appeals	1,169	1,410	1,500	500	33.3%	1,500	0	0%	1,400		(100)	-6.7%	1,400

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				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
Open Space Expenses	836	121	750		0.0%	750	0		750		0		750
179 Total Open Space	836	121	750		0.0%	750	0	0%	750		0	0.0%	750

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				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
							0		-		0		-
199 Total Cable Advisory	-					-	0		-		0		-
TOTAL GENERAL GOVERNMENT:	810,173	858,484	1,007,214	571,691	56.8%	1,097,589	73,875	7.3%	1,041,876		42,662	4.2%	

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				\$	%		Town Manager	Town Manager	\$	%	FinCom Rec.		
					62.1%				2/19/2019	3/15/2019			
PUBLIC SAFETY													
School Resource Officer		20,807	35,334	34,338	97.2%	65,537	30,203		65,537		30,203	85.5%	65,537
Police Salaries & Wages	734,385	782,659	872,371	495,335	56.8%	891,049	18,678		902,049		29,678	3.4%	902,049
Police OT Wages	58,217	46,869	55,487	28,879	52.0%	58,334	2,847		58,334		2,847	5.1%	58,334
Police Expenses	93,348	93,297	109,359	58,673	53.7%	104,229	(5,130)		104,229		(5,130)	-4.7%	104,229
Police Cruiser			32,000	33,237	103.9%	50,000	18,000		45,000		13,000	40.6%	45,000
210 Total Police	885,950	943,632	1,104,551	650,462	58.9%	1,169,149	64,598	5.8%	1,175,149		70,598	6.4%	1,175,149

Notes

SRO cost increase results from Auditor recommendation to include full cost, and to budget offsetting revenue projected from PRSD. Not a net increase in SRO cost.
Increase in proposed police cruiser cost based on drawdown of non-expense revenues; and increased vehicle fit-up costs (incl. radar, laptop).
Town Manager proposed cruiser budget reduced from Police Chief proposed; if insufficient, there is a remaining balance of \$4,953 in Police Cruiser Fees Revolving Fund.
Budgeted extra funds for Police Chief hire.

TOWN OF WEST NEWBURY
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1000 - Account	FY17	FY18	FY19	YTD		FY20	Proposed Change		2019 - 2020	2019 - 2020	Proposed Change		2019 - 2020
	Expended	Expended	Final Budget	\$	%	DH/BCC	\$	%	Town Manager	Town Manager	\$	%	FinCom Rec.
					62.1%				2/19/2019	3/15/2019			
Fire Alarm Wages	86,024	85,727	83,948	35,599	42.4%	89,000	5,052		89,000		5,052	6.0%	89,000
Fire Training/Drills	20,194	25,337	26,284	9,318	35.5%	26,284	0		26,284		0	0.0%	26,284
Fire Dept Other Wages	28,646	29,651	23,086	16,855	73.0%	25,000	1,914		25,000		1,914	8.3%	25,000
Fire Administration Wages	14,595	17,771	25,730	8,809	34.2%	25,730	0		25,730		0	0.0%	25,730
Fire Dept. Medical Exam	1,401	1,052	3,000	1,955	65.2%	5,000	2,000		5,000		2,000	66.7%	5,000
Hydrant/Fire Protection (to Water Dept)	67,008	68,720	72,156	72,156	100.0%	75,000	2,844		77,207		5,051	7.0%	77,207
Fire Alarm Communications	7,852	13,237	11,000	1,192	10.8%	11,000	0		11,000		0	0.0%	11,000
Fire Expenses	39,404	36,758	42,600	29,414	69.0%	46,000	3,400		46,000		3,400	8.0%	46,000
220 Total Fire	265,123	278,252	287,804	175,299	60.9%	303,014	15,210	5.3%	305,221		17,417	6.1%	305,221
Purchase of Services						-	0						-
231 Total Ambulance						-	0				0		-

Notes

Increase in Hydrant/Fire Protection costs based on recommended costs in 2017 Water rate study.

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				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
Inspectors Salaries & Wages	108,338	115,782	122,690	69,579	56.7%	128,318	5,628		128,640	125,910	3,220	2.6%	
Inspectors Expenses	10,956	5,475	9,490	4,521	47.6%	9,270	(220)		9,270	9,270	(220)	-2.3%	
Inspectors' Vehicle Allowances	4,565	4,980	4,980	2,490	50.0%	4,980	0		4,980	4,980	0	0.0%	
240 Total Inspectors	123,860	126,238	137,160	76,590	55.8%	142,568	5,408	3.9%	142,890	140,160	3,000	2.2%	-

Notes

*Dept. Head proposed wage increase based on review of comp. communities.
Initial Manager proposal included vehicle allowance in separate line and in salaries and wages.
Updated Manager proposal currently under review with Dept Head and with BoS.*

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

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				\$	%		\$	%			\$	%	
					62.1%								
Emergency Mgmt Salary & Wages	7,381	7,746	7,901	7,706	97.5%	7,746	(155)		8,059		158	2.0%	8,059
Emergency Mgmt Expenses	2,469	3,265	3,265		0.0%	3,265	0		3,265		0	0.0%	3,265
291 Total Emergency Management	9,850	11,011	11,166	7,706	69.0%	11,011	(155)	-1.4%	11,324		158	1.4%	11,324

Notes

*Does not include total personnel costs. Some personnel costs are paid from grant funds.
However Finance personnel advise this is ok to budget with net costs based on how wages are actually paid.*

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				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
Animal Control Expenses	20,000	21,500	23,460	10,750	45.8%	27,175	3,715		24,050		590	2.5%	
292 Total Animal Control	20,000	21,500	23,460	10,750	45.8%	27,175	3,715	15.8%	24,050		590	2.5%	-

Notes

Dept Head number reflects initial proposal from Newburyport.

Latest number proposed by N'port is \$25,893 (10.4% increase) with WN providing replacement vehicle for FY20. (Existing WN vehicle due for replacement).

Town Manager has counterproposed.

Contract negotiations with Newburyport underway.

Researching est. costs to retrofit outgoing police vehicle for ACO use.

Working to propose recommendation for March 19 FinCom mtg.

TOWN OF WEST NEWBURY
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				\$	%		Town Manager	Town Manager	\$	%	FinCom Rec.		
					62.1%				2/19/2019	3/15/2019			
Harbormaster Salary & Wages			3,000		0.0%	-	(3,000)		2,000		(1,000)	-33.3%	2,000
Harbormaster Exp			3,000		0.0%	-	(3,000)				(3,000)	-100.0%	-
295 Total Harbormaster			6,000		0.0%	-	(6,000)	-100%	2,000		(4,000)	-66.7%	2,000

Notes

Harbor Committee did not propose expense budget.

Can cover current FY20 expenses (pump-out grant, MOA with Salisbury Harbormaster) from GL accounts (Mooring Fund, and Waterways Fund); balance of approx. \$22,800.

TM budget proposed add'l \$2k to support expanding work scope with Salisbury Harbormaster to include enforcement activity on summer weekends.

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				\$	%		\$	%			\$	%	
					62.1%								
Municipal Dispatch Salaries & Wages	202,569	211,414	256,618	123,071	48.0%	267,006	10,388		267,006		10,388	4.0%	267,006
Municipal Dispatch OT Wages	23,868	18,411	25,520	13,284	52.1%	24,229	(1,291)		24,229		(1,291)	-5.1%	24,229
Municipal Dispatch Expenses	21,315	19,580	26,370	17,109	64.9%	26,370	0		26,370		0	0.0%	26,370
299 Total Municipal Dispatch	247,752	249,405	308,508	153,465	49.7%	317,605	9,097	2.9%	317,605		9,097	2.9%	317,605

Notes

*FY19 budgeted expenses did not include cost increases resulting from recent agreement to new FY19-21 Dispatch union contract.
Proposed FY20 expenses include both FY19 actual increases, and FY20 increases, due to contract terms.*

TOTAL PUBLIC SAFETY:	1,552,535	1,630,037	1,878,649	1,074,271	57.2%	1,970,522	91,873	4.9%	1,978,239		96,860	5.2%	
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TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

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				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
EDUCATION													
Pentucket Regional Sch Assessment	6,607,435	6,794,510	7,176,348	4,784,232	66.7%	7,391,638	215,290		7,452,394	7,372,813	196,465	2.7%	
Pentucket Capital Assessment	55,585	57,860	64,162	39,009	60.8%	64,162	0		58,149	58,227	(5,935)	-9.3%	
Pentucket Assessment Page Phase II	531,729	526,060	511,988	345,091	67.4%	511,988	0		509,538	509,538	(2,450)	-0.5%	
304 Total Pentucket	7,194,749	7,378,430	7,752,498	5,168,332	66.7%	7,967,788	215,290	2.8%	8,020,081	7,940,578	188,080	2.4%	-
Whittier Minimum Contribution	298,031	305,615	232,543	197,664	85.0%	232,543	0		232,543	225,975	(6,568)	-2.8%	
Whittier Other Assessments	31,377	60,891	49,486	47,141	95.3%	49,486	0		49,486	40,443	(9,043)	-18.3%	
Whittier Debt/Capital Assess	13,250	15,056	20,320	12,191	60.0%	20,320	0		20,320	21,993	1,673	8.2%	
305 Total Whittier	342,658	381,562	302,349	256,996	85.0%	302,349	0	0%	302,349	288,411	(13,938)	-4.6%	-
ESSEX NORTH SHORE AGRICULTURAL	-	17,205	19,575		0.0%	19,575	0		19,575	17,200	(2,375)	-12.1%	
310 Total ESSEX NORTH SHORE AGRICULTURAL	-	17,205	19,575		0.0%	19,575	0	0%	19,575	17,200	(2,375)	-12.1%	-
TOTAL EDUCATION:	7,537,407	7,777,197	8,074,422	5,425,328	67.2%	8,289,712	215,290	2.7%	8,342,005	8,246,189	171,767	2.1%	

Notes

*Pentucket initial DH request amount based on initial proposed PRSD budget.
PRSD budget as approved by PRSD School Committee on March 5.*

*Whittier budget as approved by Whittier School Committee March 13.
West Newbury enrollment at Whittier is down one student from the current year.*

*Essex North Shore Ag. costs depend on actual enrollment.
Per 3/14 conversation w Business Manager, based on number of applications and total anticipated acceptance (400 accepted of 1,400 applicants), recommended budgeting for one student.
Budget based on per pupil cost plus avg. per student transport costs.*

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				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
DEPARTMENT OF PUBLIC WORKS													
DPW Salaries & Wages	412,750	427,280	434,243	266,479	61.4%	434,243	0		457,890	457,890	23,647	5.4%	444,930
DPW Overtime Wages	6,418	6,082	10,404	2,500	24.0%	10,404	0		10,404	10,404	0	0.0%	10,404
Snow & Ice Removal	298,822	234,083	150,000	85,818	57.2%	150,000	0		150,000	150,000	0	0.0%	150,000
Town Bldgs Operating Expenses	155,499	196,390	96,400	80,839	83.9%	96,400	0		96,400	96,400	0	0.0%	96,400
Town Bldgs Improvements	47,185	51,000	51,000	44,552	87.4%	51,000	0		51,000	51,000	0	0.0%	51,000
Street/Paving Repairs	70,000	70,000	70,000	-	0.0%	70,000	0		70,000	70,000	0	0.0%	70,000
Highway, Sidewalk & Trees	134,733	140,000	140,000	36,347	26.0%	150,000	10,000		150,000	150,000	10,000	7.1%	150,000
DPW Vehicle Allowance	6,000	6,000	6,000	2,225	37.1%	6,000	0		6,000	6,000	0	0.0%	6,000
DPW Expenses	4,164	4,615	4,800	3,773	78.6%	9,132	4,332		9,132	9,132	4,332	90.3%	9,132
Parks Expense	14,708	14,042	15,000	-	0.0%	15,000	0		15,000	15,000	0	0.0%	15,000
Public Street Lights	3,840	5,667	13,000	3,724	28.6%	13,000	0		7,000	7,000	(6,000)	-46.2%	7,000
Electricity			70,000	32,311	46.2%	70,000	0		70,000	70,000	0	0.0%	70,000
Road Machinery Operating Expen	46,647	51,107	49,000	36,351	74.2%	49,000	0		49,000	49,000	0	0.0%	49,000
Engineering consultants						20,000	20,000		-	-	0		-
Stormwater management						10,000	10,000		10,000	10,000	10,000		10,000
420 Total Department of Public Works	1,200,766	1,206,266	1,109,847	594,919	53.6%	1,154,179	44,332	4.0%	1,151,826	1,151,826	41,979	3.8%	1,138,866
TOTAL PUBLIC WORKS:	1,200,766	1,206,266	1,109,847	594,919	53.6%	1,154,179	44,332	4.0%	1,151,826	1,151,826	41,979	3.8%	1,138,866

Notes

Dept. Head proposed DPW budget for FY20 does not include cost increases likely to result from ongoing negotiations of new Highway Union Contract.
 TM budget recommends a placeholder amount be carried in proposed budget to pay potential future contractual increases (2.5% added to salaries & wages).
 Increased Highway, Sidewalk and Tree budget due to DEP mandated testing and disposal of materials from catch basin cleaning and increased tree vendor costs.
 In the past, materials from catch basin cleanings were added to pile behind recycling center; per DEP requirements materials must be tested and disposed of.
 Former tree contractor no longer operating; now cost is 3x higher. Used to cost \$1,500/day; current rates more like \$4,000/day.
 Increased Expense Line 5400 due to MCPPO training, OSHA training and materials, other training; phone expenses.
 Public Street Lights: TM recommends reduced budgeting based on prior years' expenditures.
 New expense categories result from new unfunded mandates from DEP and EPA for dam study (due 12/31/19) and MS4 (stormwater) General Permit requirements.
 EPA dam study a one-time expense so proposed as a Warrant Article.
 The MS4 costs will be recurring expenses so are included in operating budget rather than as a warrant article.
 MS4 regulatory compliance; report prep; stormwater outfall testing; mapping etc.
 Snow & Ice proposed at same budget level as FY19.
 Snow & Ice Avg. Expenditures FY08-FY18 \$221,531

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				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
HUMAN SERVICES													
Board of Health Salary & Wages	113,704	115,057	118,393	69,797	59.0%	119,300	907		122,620	122,620	4,227	3.6%	122,620
Public Health Nurse	3,631	3,840	3,840	2,240	58.3%	3,840	0		3,840	3,840	0	0.0%	3,840
Waste Collection	291,652	305,770	316,680	158,909	50.2%	325,080	8,400		214,680	214,680	(102,000)	-32.2%	214,680
Waste Disposal									110,400	110,400	110,400		110,400
Recycling			50,000	21,863	43.7%	50,000	0		50,000	50,000	0	0.0%	50,000
Hazardous Waste Expense	1,048	2,157	2,000	228	11.4%	2,000	0		2,000	2,000	0	0.0%	2,000
Bd of Health Expenses	11,392	17,712	12,415	6,423	51.7%		(12,415)		4,500		(5,915)	-47.6%	
Advertising						1,000	1,000		1,000	1,000			1,000
Equipment/Repairs						600	600		600	600			600
Supplies						1,400	1,400		1,400	1,400			1,400
Membership/Dues						400	400		400	400			400
Mileage						200	200		200	200			200
Misc.						200	200		200	200			200
Professional Services						300	300		300	300			300
Training/Education						400	400		400	400			400
Cell phone						500	500		-	-			-
Vehicle fuel/maintenance/repairs						2,000	2,000		2,000	2,000			2,000
Steele landfill monitoring			30,000	12,023	40.1%	21,746	(8,254)		22,646	22,646	(7,354)	-24.5%	22,646
510 Total Board of Health	421,427	444,536	533,328	271,482	50.9%	528,966	(4,362)	-0.8%	537,186	532,686	(642)	-0.1%	532,686

Notes

FY19 Final Budget reflects two budget amendments approved Oct. 2018: \$50,000 for recycling costs; and \$30,000 for landfill monitoring and DEP compliance.

Increase in proposed expense budget driven by increased recycling costs resulting from changes in market conditions.

Increased landfill monitoring costs resulting from newly approved DEP landfill post-closure monitoring plan. May increase further per Health Agent correspondence 2/19/19.

Groundwater monitoring conducted on 2/27/19 showed elevated levels of methane, which Health reported to DEP on 3/1/19. This may result in additional requirements for monitoring.

Proposed landfill monitoring budget based on DEP approved monitoring plan, so any increased requirements would require additional expense budget, or reserve fund transfer.

Includes increase in Recycling Coordinator hours from 4 hrs/wk to 5 hrs/wk.

Initial Town Manager budget broke out more detail in expense budget (i.e. what makes up the \$4,500) but double-counted the \$4,500. The revised budget corrects this error.

The Health Agent's cellphone is paid by a regional coalition. Board proposed budget with cellphone stipend in case that is cut from regional coalition budget. Not included in Manager proposed budget.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	2019 - 2020 Town Manager	Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
Council on Aging Salary & Wages	57,466	63,273	64,296	36,800	57.2%	75,049	10,753		72,950		8,654	13.5%	72,950
Council on Aging Expenses	16,934	17,669	18,500	10,640	57.5%	19,500	1,000		19,500		1,000	5.4%	19,500
541 Total Council on Aging	74,400	80,942	82,796	47,440	57.3%	94,549	11,753	14.2%	92,450		9,654	11.7%	92,450

Notes

Personnel cost increase driven by proposed reclassification of position to better align with comparable WN staff positions and based on review of comparable staffing and wage structures in similar communities.
Expense increase driven by additional cost to print and mail ~750 newsletters/month.
In FY19 the printing costs were paid by Friends of the COA but this financial support ended during FY19.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	2019 - 2020 Town Manager	Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
Community Center Salaries & Wages	-		3,600	80	2.2%	-	(3,600)		-		(3,600)	-100%	-
Community Center Expenses	-	365	2,400	340	14.2%	-	(2,400)		-		(2,400)	-100%	-
542 Total COMMUNITY CENTER COMMITTEE	-	6,000	6,000	420	7.0%	-	(6,000)	-100%	-		(6,000)	-100%	-

Notes

*Prior year salaries/wages budget was for minutes taker.
No expense budget proposed for FY20. Committee members recently resigned. BoS and COA review underway.*

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020	2019 - 2020	Proposed Change		2019 - 2020
				\$	%		Town Manager	Town Manager	\$	%	FinCom Rec.		
					62.1%				2/19/2019	3/15/2019			
Rental C.L. Carr Post		-	1		0.0%	1	0		-		(1)	-100.0%	
Soldiers Grave Expense	1,890	2,600	2,600	1,335	51.3%	2,600	0		2,600		0	0.0%	
MEMORIAL DAY EXPENSE	158	600	5,000		0.0%	600	(4,400)		600		(4,400)	-88.0%	
Other Assessments-Min Cntr.	15,092	16,929					0		-		0		
Northern Essex Veterans Servic	8,421	5,320	27,637	21,902	79.2%	30,357	2,720		30,357		2,720	9.8%	
543 Total Veterans	25,560	25,449	35,238	23,237	65.9%	33,558	(1,680)	-4.8%	33,557		(1,681)	-4.8%	-

Notes

Memorial Day parade expenses proposed higher for FY19 due to Bicentennial year; proposed reduced expenses in FY20.

Veterans' Services budget preliminary pending receipt of final proposed budget from Eastern Essex District Dept of Veterans' Services. Amount based on verbal estimate of FY20 increase.

The veterans' expense line also varies depending on how many people claim benefits in FY20, so the FY19 was carried forward for that portion of the expense line.

TOTAL HUMAN SERVICES:	521,386	556,926	657,362	342,578	52.1%	657,073	(289)	0.0%	663,193		1,331	0.2%
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TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	2019 - 2020 Town Manager	Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
CULTURE & RECREATION													
Library Salaries & Wages	243,193	248,016	255,518	147,595	57.8%	257,751	2,233		261,267	263,813	8,295	3.2%	263,813
Library Expense	32,288	32,491	32,500	28,839	88.7%	33,000	500		33,000	33,000	500	1.5%	33,000
Library Books and Periodicals	61,997	65,999	66,000	41,769	63.3%	67,000	1,000		67,000	67,000	1,000	1.5%	67,000
610 Total Library	337,478	346,506	354,018	218,204	61.6%	357,751	3,733	1.1%	361,267	363,813	9,795	2.8%	363,813

Notes

Budget takes into account anticipated hire of new Director (current Director retiring 6/30/19).
Original proposed Town Manager budget did not include three merit/longevity increases that were included in the budget proposed by the Library Board:
Proposed \$1.00/hr increase for staff librarian (27 hrs/wk) from \$17.25 to \$18.25.
Proposed \$1.70/hr increase for library assistants (2 positions, 10 hrs/wk) from \$14.08 to \$15.78.
These increases were left out of budget due to Town Manager error; intent was to include these wage changes as proposed by Library Board.
With these proposed changes, revised Town Manager proposed budget shows increase of \$9,795 (2.8%) - was shown previously as \$7,249 (2.0%).

TOWN OF WEST NEWBURY

Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
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				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
Recreation Salaries & Wages	1,281					1,800	1,800		1,800			1,800	
Recreation Expenses	7,200	7,344	7,344	5,084	69.2%	5,500	(1,844)		5,500			(1,844)	-25.1%
Action Cove Expenses	-		5,000		0.0%	5,000	0		3,000			(2,000)	-40.0%
Recreation fee waiver offset	-					2,350	2,350		-			0	
630 Total Recreation	8,481	7,344	12,344	5,084	41.2%	14,650	2,306	18.7%	10,300			(2,044)	-16.6%

Notes

TM proposed reduced budget for Action Cove based on costs of prior year mulching (\$1,675 and \$2,818).
 Park & Rec Commission recently began waiving certain fees for use of Pipestave fields.
 Commission has proposed that these revenues formerly derived from fees be incorporated into expense budget or added to Rec Revolving Fund.
 Two existing gift accounts have balances that could be sought if there is an actual shortfall in FY20:

<u>Account</u>	<u>Balance</u>	<u>As of</u>
Action Cove gift account	5,083	2/19/2019
Mosley Foundation	44,825	2/19/2019
	49,908	

Mill Pond Operating Expenses	-	549	4,450	0.0%	4,450	0		4,200	(250)	-5.6%	
631 Total Mill Pond	-	549	4,450	0.0%	4,450	0	0%	4,200	(250)	-5.6%	

Notes

Low historical spending levels.
 Maintained substantially level budget because add'l water quality testing costs may result from ongoing review of potential amendments to Mill Pond Management Plan.
 Potential to reduce this expense line if necessary services are procured to complete in remainder of FY19.

Bandstand Expense	4,750	5,049	6,000	4,298	71.6%	6,000	0		6,000	0	0.0%	
635 Total Bandstand	4,750	5,049	6,000	4,298	71.6%	6,000	0	0%	6,000	0	0.0%	
Historical Commission Expenses		302	500		0.0%	500	0		500	0	0.0%	500
691 Total Historical Commission		302	500		0.0%	500	0	0%	500	0	0.0%	500
Cultural Council Expense	70	76	100	82	82.0%	100	0		100	0	0.0%	100
695 Total Cultural Council	70	76	100	82	82.0%	100	0	0%	100	0	0.0%	100

TOTAL CULTURE & RECREATION:	350,779	359,525	376,912	227,668	60.4%	382,951	6,039	1.6%	381,867	7,501	2.0%
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TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020 Town Manager	2019 - 2020 Town Manager	Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%			\$	%	
					62.1%				2/19/2019	3/15/2019			
DEBT SERVICE													
Debt Service (Principal)	682,950	470,000	340,000	440,000	129.4%	350,614	10,614		350,614		10,614	3.1%	
Debt Service (Interest)	54,400	41,000	29,000	18,150	62.6%	22,200	(6,800)		22,200		(6,800)	-23.4%	
710 Total Debt Service	737,350	511,000	369,000	458,150	124.2%	372,814	3,814	1.0%	372,814		3,814	1.0%	-
TOTAL DEBT SERVICE: 737,350 511,000 369,000 458,150 124.2% 372,814 3,814 1.0% 372,814 3,814 1.0%													

Notes

FY20 principal includes \$140k for Land Acq. Cherry Hill, \$170k for Public Safety Complex, \$30k for Land Acq.
Also includes add'l \$10,614 to pay final remaining balance for Dunn property.

TOWN OF WEST NEWBURY

Town Manager Proposed FY20 Expense Budget

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				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
BENEFITS													
Essex Regional Retirement Assess	533,246	555,396	641,424	641,424		666,959	25,535		666,959	660,171	18,747		660,171
911 Total Essex Regional Retirement Asse	533,246	555,396	641,424	641,424	100.0%	666,959	25,535	4.0%	666,959	660,171	18,747	2.9%	660,171
Unemployment Insurance	-		1			1	0		1	1	0		1
913 Total Unemployment Insurance	-	-	1		0.0%	1	0	0%	1	1	0	0.0%	1
Group Insurance	297,635	378,958	422,570	262,670		439,473	16,903		469,397	465,397	42,827		465,397
914 Total Group Insurance	297,635	378,958	422,570	262,670	62.2%	439,473	16,903	4.0%	469,397	465,397	42,827	10.1%	465,397
FICA Insurance	41,979	43,774	45,525	27,880		50,000	4,475		48,279	48,279	2,754		-
916 Total FICA Insurance	41,979	43,774	45,525	27,880	61.2%	50,000	4,475	9.8%	48,279	48,279	2,754	6.0%	-
Other Post Ret Benefits	-					1	1		1	1	1		1
919 Total OPEB - GF	-	-				1	1		1	1	1		1
Insurance and Bonds	155,602	161,365	170,000	159,041	93.6%	174,250	4,250		172,832	172,962	2,962		172,832
945 Total Insurance and Bonds	155,602	161,365	170,000	159,041	93.6%	174,250	4,250	2.5%	172,832	172,962	2,962	1.7%	172,832
TOTAL BENEFITS:													
	1,028,462	1,139,493	1,279,520	1,091,015	85.3%	1,330,684	51,164	4.0%	1,357,469	1,346,811	67,291	5.3%	

Notes

Retirement number provided by Essex Regional Retirement System. Net of amount to be paid from Water Fund. Number updated based on new info received 2/28/19.

Unemployment insurance has not been budgeted in recent years.

If the Town were to be responsible to pay unemployment benefits, a reserve fund transfer would be sought.

Initial health insurance costs for non-union personnel based on advice from MIIA to carry 3.6% increase. Number updated to reflect actual 1.95% increase based on new info received 2/28/19.

Budget includes amounts for all potential new hires at family plan rates. This is a conservative projection.

Increased Prop/Caus. insurance costs based on fixed 2.5% rate plus add'l \$1,682 added during FY19 due to increase in est. replacement costs for Town buildings.

Increase in Prop/Caus. insurance costs somewhat offset by reduction in insurance costs for Pipestave Apts (\$3,100) based on anticipated transfer to Housing Authority before 6/30/19.

Prop/Caus. Insurance also adjusted based on increase in premium to insure Carr Post.

TOWN OF WEST NEWBURY
Town Manager Proposed FY20 Expense Budget

YTD exp
as of:
2/12/19

1000 - Account	FY17 Expended	FY18 Expended	FY19 Final Budget	YTD		FY20 DH/BCC	Proposed Change		2019 - 2020		Proposed Change		2019 - 2020 FinCom Rec.
				\$	%		\$	%	Town Manager	Town Manager	\$	%	
					62.1%				2/19/2019	3/15/2019			
TRANSFERS OUT - STABILIZATIONS													
Transfers Out			300,000	300,000	100.0%	500,000	200,000		439,000	500,000	200,000	66.7%	
TRANSFERS OUT-SCHOOL STABILIZA	107,216	779,122	315,000	315,000	100.0%	321,800	6,800		321,800	321,800	6,800	2.2%	
992 Total Transfers Out	107,216	779,122	615,000	615,000	100.0%	821,800	206,800	33.6%	760,800	821,800	206,800	33.6%	-

Notes

Transfers to Stabilization for capital planning.
Spring 2018 CIC report recommended transfer of \$500,000 in FY20. TM reduced in order to make overall bottom-line budget.
Capital planning process underway, and this number may be proposed to change.
School Stabilization amount based on warrant article proposed by Board of Selectmen.
Note: Amount wasn't shown in FY19 budget but was funded by Raise & Appropriate.

1000 Total General Fund	13,846,074	14,818,351	15,368,426	10,400,620		16,077,823	692,897	4.5%	16,050,588	640,004	4.2%	5,713,228
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Notes

FY19 Expense Budget approved at April 2018 Annual Town Meeting: \$14,973,426
FY19 Budget amendments funded from Raise and Appropriate:
\$315,000 to School Stabilization Fund;
\$50,000 to Board of Health for increased recycling costs;
\$30,000 to Board of Health for landfill monitoring and DEP compliance.
FY19 Amended Expense Budget: \$15,368,426

FY19 Free Cash allocations include:
\$50,000 transfer to pension stabilization (Art. 6, ATM 2018);
\$140,000 authorization for Bicentennial Committee (Art. 10, ATM 2018);

Town Manager Notes

Account numbers provided in the first two columns (both "per section" and per line item) are based on current FY19 account structure. FY20 account numbers will change with the implementation of a new Chart of Accounts to take effect July 1, 2020. However, the basic account structure and categories (i.e. salaries/wages, and expenses, etc.) will be maintained through the conversion to a new Chart of Accounts.

Where new budget lines are proposed, not included in FY19 budget, there is no account number included. Account numbers will be added with the creation of a new Chart of Accounts.



TOWN OF WEST NEWBURY

Office of the Board of Selectmen

381 Main Street, West Newbury, MA 01985

Tel. 978-363-1100, ext. 115 Fax 978-363-1826

mwinglass@wnewbury.org

To: Town Manager and Board of Selectmen
From: Mary Winglass, Executive Administrator
Date: March 13, 2019
Re: Tenant Insurance Proposal and Summary

I have reviewed the proposals for Tenant Insurance from both Nationwide Mutual and Philadelphia Insurance Companies with Patricia Sullivan, MIIA Member Services:

	Nationwide Mutual Insurance	Philadelphia Insurance
Limits & Coverages:		
General Aggregate	5,000,000	1,000,000
Products/Completed Operations	1,000,000	1,000,000
Aggregate		
Personal and Advertising Injury	1,000,000	1,000,000
Each Occurrence	1,000,000	1,000,000
Damage to Rented Premises	1,000,000	1,000,000
Medical Expenses	5,000	N/A
	Nationwide Mutual Insurance	Philadelphia Insurance
Questionnaire (Tenant)	Yes	No
Town <u>will</u> receive certificate of ins prior to event		Town <u>will not</u> receive certificate of ins prior to event
Deposit from the Town	\$2,500	\$2,000
Need to replenish deposit at \$500		Will invoice monthly/quarterly once deposit is exhausted

Annually, Nationwide will roll over the balance when renewing the policy.

Philadelphia will not roll over the balance therefore if you do not use it, you lose it. The town would then have to pay \$2,000 annually to renew the policy.

Funds are deducted from the deposit for each event per the pricing schedule.

Nationwide allows for a second payment option with the tenant paying directly to them therefore taking the town out of the middle. This option will be available in the next couple of months.

Nationwide Mutual**Philadelphia***Pricing Schedule*

Total Attendance	Class 1 – Private Invitation	Class 2 – Open to the Public		Total Attendance	Low Hazard	Medium Hazard	Moderate Hazard	High Hazard
200 or less	\$155	\$185		1-1000	\$100	\$200	\$250	Refer
201-750	\$185	\$215		1001-2500	\$200	\$250	\$300	To
751-1,500	\$255	\$300		2501-5000	\$250	\$300	\$350	Company
1,501-3,000	\$445	\$565		5000+	Refer	To	Company	

Both policies include host liquor liability for events where liquor is provided by host at no charge. A separate liquor liability policy is required for an insured that sells liquor.

Schedules for each category (Class 1, Class 2, Low Hazard etc.) are attached, rates are per day. Philadelphia offers separate rates for events in each category lasting 5 or more days. Philadelphia offers rates for Vendors, Products Liability and Sporting Events.

Monthly reporting is due to Philadelphia by the 15th of every month for the prior month's events, attached is the monthly reporting form. The town files the monthly report of events and then certificates of insurance are generated and mailed to the town and tenant. This sequence of reporting events to the insurance company has been verified by MIIA.

In my opinion, Philadelphia Insurance is a risk as I cannot guarantee the town will receive 20 applications per year to cover the \$2,000 cost of the policy. Comparatively, Nationwide may cost more to the tenant but has better limits and coverages, we have the option of waiting a few months to allow the applicant to work directly with the insurance company, will roll over the balance from year to year plus the town will receive a certificate of insurance prior to the event.

Tenant Users of Town of West Newbury Liability Insurance Quote

Eligible Operations:

The following operations are eligible for this program. Please note that this is not a complete list, please contact for eligibility.

Class 1 – Private Invitation Events:

Achievement celebrations; Anniversary parties; Award banquets or presentations; Baby showers; Banquets; Baptisms; Bar mitzvahs or bat mitzvahs; Birthday parties; Business dinners, lectures, seminars, meetings, partys or banquets; Celebrations (holiday); Charity or fundraising events (auction, benefit, dance, dinner); Debuts or debutante balls; Dinners, luncheons or showers; Graduation parties; Lectures; Meetings (clubs or business); Memorial services; Parties (retirement, house, anniversary, engagement or graduation); Quinceañeras, Recitals (dance or musical); Reunions (class, family or military); Seminars; Social gatherings or receptions; Wedding ceremonies, showers, receptions or rehearsal dinners

Class 2 – Open to the Public Events:

Auctions (property or real estate); Bingo games (for charity/fundraising only); Car, RV or boat shows (static displays only); Celebrations (holiday); Charity events (auction, benefit, dance or dinner); Concert-other than techno/DJ, alternative, rap or hip hop – call for approval; Conventions; Fraternity or sorority events (alumni association off site event that have been approved by us); Festivals or fairs (harvest, craft, ethnic, job or art); Flea market or swap meet; Graduation ceremonies; Lectures or workshops; Pageants; Picnics (no on or in water activity); Religious events; Reunions (class, family or military); Rummage sales; School band or drill team competitions; School carnivals; Shows (animals-arena setting only, antique, art, baby, boat, business, consumer, craft or fashion); Speaking engagements; Walking Tours (garden, holiday, parade of homes, historical site)

Ineligible Operations:

Activist rallies, marches or protests; Air shows/events; Animal obedience training; Any event and/or concerts - involving rap, hip-hop, heavy metal/screamo or electronic/techno music; Any events held at multiple locations; Any events held on airport premises; Any events honoring national and/or local celebrities or professional athletes; Any event involving an organized athletic events/competitions; Any events providing overnight accommodations; Any events with over 3,000 in attendance; Any events held outside the United States; Any events involving in or on water activities; Any events involving any motorized vehicle(s) in or while practice for, or while being prepared for, or while qualifying for or testing for any racing speed, demolition, distance or stunting activity; Balloon Festival; Battle reenactments; Bonfires; Cannabis events; Christmas tree sales/lots; Cinematography or photography events for commercial use; Circuses; Color party or foam party Dance Competitions; E-commerce consulting; Food eating contests; Fraternity or sorority events (except alumni association off-site events that have been approved by K&K); Geocaching events; Gun and/or knife shows; Haunted attractions/events; Health fairs or expositions; Mazes (corn, hay or fence); Operations of Concessionaires, exhibitors, vendors at your event; Parades or an event involving a parade; Petting zoos; Political events (except private fundraising auctions, benefits, dances, dinners); Pumpkin chunkin events; Raves; Room and board liability/overnight camping; Rodeos, Séances; Tailgating events (unless reported prior and approved by K&K); Tractor pulls; Union meetings; Walks/running events

TENANT USERS LIABILITY INSURANCE PROTECTION NON-SPORTING EVENT – HAZARD SCHEDULE

I. TENANT USERS

NON-SPORTS - SPECTATORS			
<p>Low Hazard: Amateur Club Meetings, Antique Shows, Art Festivals, Art Shows, Award Presentations, Banquets, Bazaars, Beauty Pageants, Business Meetings, Business Shows, Celebrations (Birthdays, Anniversaries, etc.), Charity Benefits, Auctions and Sales, Church Services and Meetings, Civic Clubs and Group Meetings, Consumer Shows, Conventions in Buildings, Craft Shows, Debuts, Debutante Balls, Educational Exhibitions, Electronics Conventions, Fashion Shows, Flower Shows, Garden Shows, Graduations, Harvest Festivals (no equipment), Home Shows, Job Fairs (indoor), Lectures, Luncheons, Meetings (indoor), Performances, Reunion (indoor), Séances, Scouting Jamborees (no overnight camping), Seminars, Speaking Engagements, Teleconferences, Telethons, Trade Shows (indoor), Vacation Shows, Voter Registrations, Wedding or Other Social Receptions</p>			
Events Lasting 1 - 4 Days		Events Lasting 5 or More Days	
1 – 1000 Attendees	<u>\$100 per day</u>	1 – 1000 Attendees	<u>\$300 per event</u>
1001 – 2500 Attendees	<u>\$200 per day</u>	1001 – 2500 Attendees	<u>\$350 per event</u>
2501 – 5000 Attendees	<u>\$250 per day</u>	2501 – 5000 Attendees	<u>\$400 per event</u>
5000+ Attendees	<u>Refer to Company</u>	5000+ Attendees	<u>Refer to Company</u>
<p>Medium Hazard: Bingo Games, Boat Shows (no water activity), Casinos, Clubs and Organizations, Evangelistic Meetings, Food Concessions, Job Fairs (outdoor), Meetings (outdoor), Mobile Home Shows, Museums / Aquariums, Old-Timer Events, Organized Sightseeing, Outings, Picnic Grounds (without pools or lakes), Political Rallies, Restaurants, Reunions (outdoor), Rummage Sales (excluding products), RV Shows, School Band Programs (non-traveling), Sidewalk Sales (excluding products), Swap Meets (excluding products), Trade Shows (outdoor), Union Meetings</p>			
Events Lasting 1 - 4 Days		Events Lasting 5 or More Days	
1 – 1000 Attendees	<u>\$200 per day</u>	1 – 1000 Attendees	<u>\$350 per event</u>
1001 – 2500 Attendees	<u>\$250 per day</u>	1001 – 2500 Attendees	<u>\$400 per event</u>
2501 – 5000 Attendees	<u>\$300 per day</u>	2501 – 5000 Attendees	<u>\$450 per event</u>
5000+ Attendees	<u>Refer to Company</u>	5000+ Attendees	<u>Refer to Company</u>

I. TENANT USERS – Continued

Moderate Hazard: Arcades, Bars and Taverns, Catering, Cinemas (indoor), Country Western Events, Country Clubs, Dance Schools, Drive-in Movies, Family Fun Centers, Festivals, Cultural Events and Celebrations (outdoor), Heads of State Events, Kiddielands (no rides), Livestock Shows, Parades, Proms, State and County Festivals and Fairs (excluding mechanical rides)			
Events Lasting 1 - 4 Days		Events Lasting 5 or More Days	
1 – 1000 Attendees	<u>\$250 per day</u>	1 – 1000 Attendees	<u>\$400 per event</u>
1001 – 2500 Attendees	<u>\$300 per day</u>	1001 – 2500 Attendees	<u>\$450 per event</u>
2501 – 5000 Attendees	<u>\$350 per day</u>	2501 – 5000 Attendees	<u>\$500 per event</u>
5000+ Attendees	<u>Refer to Company</u>	5000+ Attendees	<u>Refer to Company</u>
High Hazard: Amusement Parks, Animal Acts and Shows, Block Parties / Street Closures / Street Fairs, Dances and Parties (outdoor), Exhibitions (outdoor), Gun and Knife Shows (excluding products), Instructional Classes, Nightclubs, Overnight Camping, Waterslides, Zoos			
Events Lasting 1 – 4 Days		Events Lasting 5 or More Days	
1 – 1000 Attendees	<u>Refer to Company</u>	1 – 1000 Attendees	<u>Refer to Company</u>
1001 – 2500 Attendees	<u>Refer to Company</u>	1001 – 2500 Attendees	<u>Refer to Company</u>
2501 – 5000 Attendees	<u>Refer to Company</u>	2501 – 5000 Attendees	<u>Refer to Company</u>
5000+ Attendees	<u>Refer to Company</u>	5000+ Attendees	<u>Refer to Company</u>

II. VENDORS

Rate per Vendor:	<u>\$85 Per Day / Per Exhibitor</u>
	<u>\$100 Per Day / Per Non-Food Concessionaire</u>
	<u>\$125 Per Day / Per Food Concessionaire</u>
	<u>\$150 Per Day / Per Attraction</u>

III. PRODUCTS LIABILITY

Base Rate per 1000/receipts:	<u>\$5.00</u>
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MEETING NOTICE-WEST NEWBURY
FINANCE COMMITTEE

Date & Time: Tuesday March 19th 2019 7pm
Location : 1910 Building 1st Floor Hearing Room
By: Gary L. Roberts Jr., Chairman

AGENDA

1. Call to Order
2. Public Comment, Public comment is limited to 2 minutes per resident for items on the agenda. The chair may allow for more time depending on number of residents seeking to participate.
3. Late File Items
4. Approval of minutes
5. Review Town Manager proposed budget by department. Review non capital associated articles
6. Communications
7. Adjournment

Supplemental Backup Materials for FinCom meeting on 3/19/19

Town of West Newbury Finance Committee FY20 Budget Meeting Schedule **REVISED 2/28/19¹**

RECEIVED
 TOWN CLERK
 WEST NEWBURY, MA
 2019 FEB 28 PM 3:18

*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>	
Tuesday, Feb. 26th 7pm	Revenue Projections DPW Water Library	Town Clerk/Town Counsel Board of Registrars/Elections Planning Board Board of Appeals
Tuesday, March 5 th 7pm	Board of Health Board of Assessors Inspectional Services Council on Aging Finance Committee Conservation Commission	Harbormaster Historical Commission Moderator Cultural Council Cable Advisory Committee Community Center Committee
Tuesday, March 12 th 7pm	Police Department Dispatch Fire Department Animal Control Officer Emergency Management Agency Ambulance	Open Space Committee Essex County Retirement Health Insurance Insurance and Bonds Unemployment Compensation
Tuesday, March 19 th 7pm	Education Debt Service Town Manager Finance Department Selectmen Special Counsel Veterans' Services	Recreation Commission Mill Pond Committee Community Preservation Comm COLA Medicare (FICA) Transfers to Stabilization

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 Revisions changed Community Preservation Committee review to March 19 (formerly March 12), and changed review of Insurance and Bonds, Retirement, Health Insurance and Unemployment to March 12 (formerly March 19).

MEETING MINUTES-WEST NEWBURY
FINANCE COMMITTEE

Date & Time: Tuesday March 5th 2019 7pm

Location : 1910 Building 1st Floor Hearing Room

Attendees: Gary L. Roberts Jr., Chairman, Forbes Durey, Jim Sperelakis, Laurie Zwiak, Nathan Kelly, Jessica Knezek , Brad Beaudoin

AGENDA

1. Call to Order
2. Public Comment, Public comment is limited to 2 minutes per resident for items on the agenda. The chair may allow for more time depending on number of residents seeking to participate.

No Public Comment

3. Late File Items
4. Approval of minutes

Vote 6:0 approve minutes from 2/26/19

5. Review Town Manager proposed budget by department. Review non-capital associated articles

Board of Health, Paul Sevigny, Bob Janes present

\$22,000 appropriated in a new line item for continued monitoring efforts required by the DEP in conjunction with elevated levels of dioxane in detected in the groundwater in the Steel Landfill. Elevated methane gas levels have also been detected at the periphery of the landfill and require further testing followed by remedial action to improve proper venting of the landfill. This testing/remedial action will last many years and thus warranted creation of its own line item to track its costs separately. Sevigny notes that they will get better estimates on the project costs later this month, but there is a chance that FinCom reserve transfer may be required depending on final bid amounts.

Proposed Article #29: septic loan revolving fund. This is a standard article presented each year that services debt for septic system loan program that ran in 2001 to help homeowners pay for septic systems to comply with Title V.

Vote 6:0 approve.

Historic Commission, Bob Janes present

Budget passes 6:0 with no discussion.

Board of Assessors Stone, Baker, Atwood present

Assessors proposed budget shows a 6.5% increase, driven mainly by a vendor price increase of \$6,000 from Patriot Properties and \$900 for a cell phone stipend.

Vote 6:0 approve

Proposed Article #21- An article is being presented to expand eligibility for tax exemptions for seniors based on Clause 41c.

In 2018, there were 4 seniors who were approved for 41c costing around \$2000 from the overlay fund. The proposed changes to lower the age for qualification to 65 is expected to increase this pool to an estimated 10 seniors in town. The Board of Assessors feel that these changes may help older citizens who have been in town for a while maintain their homes who would otherwise be forced to move. Because the financial requirements of 41c are so strict, very few residents qualify and thus the impact to town finances as a whole are limited.

Vote 6:0 approve.

Inspection Services, Glenn Clohecy present

Inspection fees were increased last year in an effort to help cover the departments increased costs of operation. The department is mainly self-funded through collection of these fees. The inspector reports no pushback from increase of fees and reports they are still on the low end compared to neighboring towns. The inspector reiterated that he has not had a real wage raise for sometime and last year when he asked for a raise; it was delayed until the town manager arrived. There was some confusion as to whether the salary line as proposed included this raise or not. The proposed wage worksheet submitted by Inspection, totals \$128,318. While the Town Manager's proposed salary and wages, closely matches this figure at \$128,640, a decision was made to delay the vote for Inspection until this could be clarified. Forbes noted that the Inspector followed through with a request from FinCom to raise fees to help support the proposed wage increase.

As FinCom did not want to comment on employee wages without Town Manager verification. Inspection will be placed on next week's agenda.

As presented to FinCom, Inspection services shows a 4% increase, but this may or may not include ~\$5,000 in expenses that were duplicated during budget preparation.

Council on Aging, Theresa Woodbury present

The proposed budget has a 12% proposed increase due mostly to requested pay increase from the director. This requested raise represents an effort to bring her salary closer in alignment with similar positions in surrounding towns.

Vote 5:1 Beaudoin dissents due to the large % increase which isn't congruent with prop 2 1/2.

Finance committee

2% decrease in expenses as meeting minutes are now being recorded by the Committee Secretary. Durey made a motion to increase the Expense line by \$500 due to anticipated increased printing costs for the Spring 19 Town Meeting booklet and the new monthly charge for FinCom's email address on the town server.

6:0 approve Durey's amended FinCom budget.

Conservation Commission, Moderator, Cultural Council

No changes from last year's budget. No comments from the Committee

Vote 6:0 approve

Harbor Master

The budget for this item was reduced to \$0 as there are funds in the general ledger to cover these expenses. The Town manager did request \$2,000 in additional funds to extend harbor master coverage 3hrs every weekend during the summer 75% of the costs associated with the harbor master are reimbursed by the state.

Vote 6:0 to approve

Community Council Committee budget has been removed as this committee is no longer active.

6. Communications

Rationals Article #29- Jim, #1- Jessica

Beaudoin reports that the CIC will be submitting their litmus test scores for all articles for capital items on 3/6/19.

Jessica looked into the issue of the unfunded mandate for the Mill Pond Dam and is working with the Town manger to look into options that could potentially save the town money.

7. Adjournment



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 1
5 POST OFFICE SQUARE, SUITE 100
BOSTON, MA 02109-3912

VIA EMAIL

March 5, 2019

Angus Jennings
Town Manager

And;

Angus Jennings
Town Manager
Town Office Building, 381 Main Street
West Newbury, MA. 01985
townmanager@wnewbury.org

Re: National Pollutant Discharge Elimination System Permit ID #: MAR041231, Town of West Newbury

Dear Angus Jennings:

The 2016 NPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (MS4 General Permit) is a jointly issued EPA-MassDEP permit. Your Notice of Intent (NOI) for coverage under this MS4 General Permit has been reviewed by EPA and appears to be complete. You are hereby granted authorization by EPA and MassDEP to discharge stormwater from your MS4 in accordance with the applicable terms and conditions of the MS4 General Permit, including all relevant and applicable Appendices. This authorization to discharge expires at midnight on **June 30, 2022**.

For those permittees that certified Endangered Species Act eligibility under Criterion C in their NOI, this authorization letter also serves as EPA's concurrence with your determination that your discharges will have no effect on the listed species present in your action area, based on the information provided in your NOI.

As a reminder, your first annual report is due by **September 30, 2019** for the reporting period from May 1, 2018 through June 30, 2019.

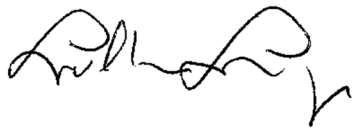
Information about the permit and available resources can be found on our website: <https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>. Should you have any questions regarding this permit please contact Newton Tedder at tedder.newton@epa.gov or (617) 918-1038.

Sincerely,

A handwritten signature in blue ink that reads "Thelma Murphy". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Thelma Murphy, Chief
Stormwater and Construction Permits Section
Office of Ecosystem Protection
United States Environmental Protection Agency, Region 1

and;

A handwritten signature in black ink that reads "Lealdon Langley". The signature is cursive and somewhat stylized, with a large loop at the end.

Lealdon Langley, Director
Wetlands and Wastewater Program
Bureau of Water Resources
Massachusetts Department of Environmental Protection