

MEETING NOTICE-WEST NEWBURY
Joint meeting of FINANCE COMMITTEE
and SELECT BOARD

Date & Time: Wednesday, March 20, 2024, 6:00 PM
Location: 1910 Building 1st Floor Hearing Room
Agenda posted by: Rob Phillips, Finance Committee Chairperson

AGENDA

1. Call to Order – convene joint session with Select Board
2. Public Comment
3. Review and discuss budgets and articles for spring Town Meeting to be held on April 29, 2024. Proposed FY25 operating budgets for review include:

Library	Conservation Commission
Planning Board	Inspectional Services
Board of Appeals	Parks & Rec Commission
Open Space Committee	Mill Pond Committee
Bandstand	Cultural Council

Warrant Articles:

Appropriation of PEG Reserved Revenues
Allocation/Reserve CPA Fund Annual revenues
Transfer of CPA Housing Reserve Fund to Affordable Housing Trust
Fund for Pickleball feasibility study – CPA funds
Page School Engineering/repairs for elevator
Snow & Ice deficit
Unpaid bills from prior fiscal year(s)
Proposed Zoning Amendment - MBTA Communities Overlay District
Proposed adoption of Wetlands Bylaw
Proposed amendments to Zoning Bylaw definitions
Sawmill Brook Administrative Costs – CPA funds

4. Communications
5. Schedule of future meeting dates.
 - March 25, 2024 at 7:00 pm- Select Board / Finance Committee joint meeting
 - March 27, 2024 at 6:00 pm- Finance Committee / Select Board joint meeting
7. Adjournment



Town of West Newbury Finance Committee
FY25 Budget Meeting Schedule – Updated DRAFT
3/16/24

*All meetings **except as noted below** 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. 13 th 6:30pm	Whittier School Committee public hearing re FY25 School Budget Location: Whittier Tech High School	
Thursday, Feb. 15 th Joint FinCom/SB mtg 6pm	Presentation of proposed FY25 budget Review of proposed Town Meeting warrant articles	
Tuesday, Feb. 20 th 6:30pm Joint FinCom/SB mtg	DPW	
Monday, Feb 26 th Joint SB/FinCom mtg 7pm	Moderator Select Board Town Manager Finance Department Town Clerk Debt Service	Board of Registrars/Elections Board of Assessors Legal Counsel Health Insurance Insurance and Bonds Unemployment Compensation
Tuesday, Feb. 27 th 6pm	Pentucket School Committee public hearing re FY25 School Budget Location: Pentucket Middle/High School	
Tuesday, March 12 th	Pentucket School Committee vote on proposed FY25 School Budget	
Wednesday, March 13 th	Whittier Tech School Committee, Budget Workshop	
Wednesday, March 13 th Joint FinCom/SB mtg 6pm	Police Department Fire Department Dispatch Animal Control	Board of Health Council on Aging Emergency Management Agency Historical Commission
Tuesday, March 19 th 7pm	Planning Board public hearing re proposed MBTA Communities zoning	
Wednesday, March 20 th Joint SB/FinCom mtg 6pm	Library Conservation Commission Planning Board Inspectional Services Board of Appeals	Parks & Rec Commission Open Space Committee Mill Pond Committee Bandstand Cultural Council
Monday, March 25 th Joint SB/FinCom mtg 7pm	Education Water Veterans' Services	Harbormaster Community Preservation Comm
Wednesday, March 27 th Joint FinCom/SB mtg 6pm	Finance Committee COLA/non-COLA adjustments Transfers to/from Stabilization	Essex County Retirement Medicare (FICA)

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



TOWN OF WEST NEWBURY
PROPOSED FY25 OPERATING BUDGET
 Updated draft: March 16, 2024

Name	FY22	FY23	FY24	FY25 TM	Change from FY24		Increase as % of total increase	FY25 FinCom	FinCom
	Actual	Actual	Amended	Proposed	\$	%		Proposed	change from TM
General Government									
MODERATOR	230	200	260	260	0	0.0%	0.0%	260	0
SELECT BOARD	40,609	21,149	13,940	27,060	13,120	94.1%	1.5%	15,960	(11,100)
TOWN MANAGER	321,610	265,886	334,685	423,186	88,501	26.4%	10.2%	418,986	(4,200)
FINANCE DEPARTMENT	254,515	294,709	326,336	364,452	38,116	11.7%	4.4%	364,452	0
FINANCE COMMITTEE	1,312	919	42,000	52,000	10,000	23.8%	1.1%	42,000	(10,000)
BOARD OF ASSESSORS	173,887	165,833	165,372	168,581	3,209	1.9%	0.4%	168,581	0
LEGAL COUNSEL	53,677	65,124	82,349	82,127	(222)	-0.3%	0.0%	82,127	0
TOWN CLERK	125,300	141,166	156,594	156,262	(332)	-0.2%	0.0%	156,262	0
BOARD OF REGISTRARS/ELECTIONS	10,965	20,994	18,770	21,950	3,180	16.9%	0.4%	21,950	0
CONSERVATION COMMISSION	31,894	41,171	76,506	94,690	18,184	23.8%	2.1%	0	
PLANNING BOARD	67,175	66,981	80,163	95,480	15,317	19.1%	1.8%	0	
BOARD OF APPEALS	700	0	700	1,400	700	100.0%	0.1%	0	
OPEN SPACE COMMITTEE	69	0	750	750	0	0.0%	0.0%	0	
Public Safety									
POLICE DEPARTMENT	1,195,914	1,219,223	1,195,755	1,299,568	103,813	8.7%	11.9%	1,299,568	0
FIRE DEPARTMENT	282,867	251,720	320,919	328,091	7,172	2.2%	0.8%	328,091	0
PUBLIC SAFETY DISPATCH	266,322	284,827	327,848	341,366	13,518	4.1%	1.6%	341,366	0
INSPECTION DEPARTMENT	138,480	141,728	151,738	139,420	(12,318)	-8.1%	-1.4%	0	
EMERGENCY MANAGEMENT	10,769	8,643	12,413	12,601	188	1.5%	0.0%	9,963	(2,638)
ANIMAL CONTROL OFFICER	25,898	26,858	27,503	32,268	4,765	17.3%	0.5%		
HARBORMASTER	2,500	3,038	4,000	4,500	500	12.5%	0.1%		
Education									
EDUCATION	9,151,440	9,441,244	9,853,378	10,027,164	173,786	1.8%	19.9%		
Department of Public Works									
DPW	1,368,664	1,357,891	1,550,438	1,665,094	114,656	7.4%	13.2%	1,635,094	(30,000)
Human Services									
BOARD OF HEALTH	548,546	586,092	653,233	689,530	36,297	5.6%	4.2%	689,530	0
COUNCIL ON AGING	93,331	113,438	123,482	125,563	2,081	1.7%	0.2%	125,563	0
VETERANS	32,804	30,733	34,872	34,300	(572)	-1.6%	-0.1%		
LIBRARY	369,714	393,022	422,234	429,016	6,782	1.6%	0.8%	0	
RECREATION	25,349	21,627	48,372	27,332	(21,040)	-43.5%	-2.4%	0	
HISTORICAL COMMISSION	0	600	600	600	0	0.0%	0.0%	600	0
CULTURAL COUNCIL	0	0	100	100	0	0.0%	0.0%	0	
Debt Service									
DEBT SERVICE	313,950	297,950	0	0	0	#DIV/0!	0.0%		
Benefits									
ESSEX COUNTY RETIREMENT FUND	731,432	805,419	675,135	911,931	236,796	35.1%	27.2%		



**TOWN OF WEST NEWBURY
PROPOSED FY25 OPERATING BUDGET
Updated draft: March 16, 2024**

UNEMPLOYMENT INSURANCE	439	0	1,200	1,200	0	0.0%	0.0%		
EMPLOYEES' HEALTH INSURANCE	406,997	427,955	527,865	547,440	19,575	3.7%	2.2%	527,440	(20,000)
MEDICARE INSURANCE (FICA)	52,412	51,842	61,421	63,878	2,457	4.0%	0.3%		
INSURANCE AND BONDS	187,002	191,127	219,643	212,538	(7,105)	-3.2%	-0.8%	212,538	0
TRANSFERS - STABILIZATION	500,000	500,000	400,000	400,000	0	0.0%	0.0%		
EXPENSE BUDGET TOTAL	16,786,774	17,239,108	17,910,574	18,781,698	871,124	4.9%			(77,938)

Revised est. year-to-year change (with FinCom changes): **4.4%**

Summary

	FY22 Actual	FY23 Approved	FY24 Amended	FY25 Proposed	Change from FY24	
					\$	%
Total Operating Budget:	16,786,774	17,239,108	17,910,574	18,781,698	871,124	4.9%
Non-Education budget:	7,635,334	7,797,864	8,057,196	8,754,534	697,338	8.7%



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 16, 2024

	FY 2021	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		FY 2025
	Expended	Expended	Expended	Amended	\$	%	TM Proposed	\$	%	FinCom
	6/30/2021	6/30/2022	6/30/2023		Percent of yr: 62.6%		2/19/2024			
GENERAL GOVERNMENT										
Moderator's Salary	200	200	200	200	100	50.0%	200	-	0%	2/26/2024 200
Moderator's Expenses	-	30	-	60	-	0.0%	60	-	0%	60
114 Total Moderator	200	230	200	260	100	38.5%	260	-	0%	260
Select Board Appointed Salary & Wages	31,069	29,821	9,669	-	-		3/11/2024 -	-		2/26/2024 -
Professional and Technical Services	8,500	4,000	8,961	10,000	8,339	83.4%	20,000	10,000	100%	10,000
Operating Expenses	8,286	6,788	2,518	3,940	3,203	81.3%	7,060	3,120	79%	5,960
122 Total Select Board	47,854	40,609	21,149	13,940	11,541	82.8%	27,060	13,120	94%	15,960
Town Manager Salary	150,858	153,875	156,952	160,091	97,527	60.9%	163,299	3,208	2%	2/26/2024 163,299
Town Manager Office Salaries & Wages	70,679	72,092	19,664	71,504	42,356	59.2%	140,463	68,959	96%	140,463
Technology Expenses	48,342	53,427	65,201	76,455	51,712	67.6%	82,645	6,190	8%	82,645
Town Manager Expenses	17,695	38,616	20,469	23,035	13,055	56.7%	33,179	10,144	44%	28,979
Vehicle Allowance	3,600	3,600	3,600	3,600	2,100	58.3%	3,600	-	0%	3,600
123 Total Town Manager	291,174	321,610	265,886	334,685	206,749	61.8%	423,186	88,501	26%	418,986
Finance Dept Salaries & Wages	195,647	193,218	233,091	259,141	156,800	60.5%	266,042	6,901	3%	2/26/2024 266,042
Annual Audit	20,500	20,500	20,500	22,000	22,000	100.0%	23,000	1,000	5%	23,000
Tax Title and Foreclosure	478	-	1,330	2,050	2,486	121.3%	4,746	2,696	132%	4,746
Postage Expense	14,847	14,437	15,551	16,200	17,017	105.0%	19,000	2,800	17%	19,000
Finance Dept Expenses	23,157	24,748	22,794	24,945	13,813	55.4%	47,164	22,219	89%	47,164
Travel	518	1,613	1,444	2,000	590	29.5%	4,500	2,500	125%	4,500
135 Total Finance	255,148	254,515	294,709	326,336	212,707	65.2%	364,452	38,116	12%	364,452
Finance Committee Expenses	751	1,312	919	2,000	398	19.9%	2,000	-	0%	2/26/2024 2,000
Reserve Fund	-	-	-	40,000	-	0.0%	50,000	10,000	25%	40,000
131 Total Finance Committee	751	1,312	919	42,000	398	0.9%	52,000	10,000	24%	42,000
Assessors Appt'd Pers Salaries	95,260	127,109	129,213	138,792	84,170	60.6%	142,001	3,209	2%	2/26/2024 142,001
Assessors Expenses	47,272	46,779	36,620	26,580	12,063	45.4%	26,580	-	0%	26,580
141 Total Assessors	142,714	173,887	165,833	165,372	96,234	58.2%	168,581	3,209	2%	168,581
General/Labor/Land Use Counsel	20,558	53,677	65,124	82,349	35,802	43.5%	82,127	(222)	0%	2/26/2024 82,127
Special Counsel										
151 Total Legal Counsel	20,558	53,677	65,124	82,349	35,802	43.5%	82,127	(222)	0%	82,127



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 16, 2024

	FY 2021	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		FY 2025
	Expended	Expended	Expended	Amended	\$	%	TM Proposed	\$	%	FinCom
	6/30/2021	6/30/2022	6/30/2023		Percent of yr: 62.6%		2/19/2024			2/26/2024
Town Clerk Salary & Wages	118,757	112,969	127,811	141,749	81,602	57.6%	140,962	(787)	-1%	140,962
Operation of Fax/Photo Machine	4,604	5,507	6,370	6,620	3,799	57.4%	6,800	180	3%	6,800
Town Clerk's Expenses	3,482	6,824	6,985	8,225	2,906	35.3%	8,500	275	3%	8,500
161 Total Town Clerk	126,843	125,300	141,166	156,594	88,307	56.4%	156,262	(332)	0%	156,262
Town Clerk Compensation	200	200	200	200	-	0.0%	200	-	0%	200
Bd of Registrars Salary & Wages	7,889	2,965	9,900	8,400	1,995	23.8%	11,250	2,850	34%	11,250
Bd of Registrars Expenses	4,808	7,800	10,894	10,170	3,667	36.1%	10,500	330	3%	10,500
162 Total Registrars	12,897	10,965	20,994	18,770	5,662	30.2%	21,950	3,180	17%	21,950
Conservation Salary & Wages	24,529	25,713	34,892	69,280	42,400	61.2%	81,061	11,781	17%	-
Land Steward/Internship Wages	2,009	-	-	-	-	-	7,500	7,500	#DIV/0!	-
Conservation Com Expenses	5,911	6,181	6,280	7,226	3,478	48.1%	6,129	(1,097)	-15%	-
Con Com Vehicle Allowance	450	-	-	-	-	-	-	-	-	-
171 Total Conservation	32,898	31,894	41,171	76,506	45,878	60.0%	94,690	18,184	24%	-
Planning Bd Salary & Wages	54,921	59,319	61,893	73,071	41,866	57.3%	88,620	15,549	21%	-
Planning Bd Expenses	5,950	6,151	3,341	5,300	1,045	19.7%	5,100	(200)	-4%	-
MVPC Assessment	1,663	1,705	1,747	1,792	-	0.0%	1,760	(32)	-2%	-
175 Total Planning	62,534	67,175	66,981	80,163	42,911	53.5%	95,480	15,317	19%	-
ZBA Expenses	292	700	-	700	-	0.0%	1,400	700	100%	-
176 Total Board of Appeals	292	700	-	700	-	0.0%	1,400	700	100%	-
Open Space Expenses	-	69	-	750	-	0.0%	750	-	0%	-
179 Total Open Space	-	69	-	750	-	0.0%	750	-	0%	-
TOTAL GENERAL GOVERNMENT:	993,861	1,081,944	1,084,132	1,298,425	746,288	57.5%	1,488,198	189,773	14.6%	1,270,578



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 16, 2024

	FY 2021	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		FY 2025
	Expended	Expended	Expended	Amended	\$	%	TM Proposed	\$	%	FinCom
	6/30/2021	6/30/2022	6/30/2023		Percent of yr: 62.6%		2/19/2024			
PUBLIC SAFETY										
School Resource Officer	67,495	68,845	29,972				<u>3/12/2024</u>			<u>3/13/2024</u>
Police Salaries & Wages	882,496	885,785	904,956	1,015,727	568,020	55.9%	1,068,258	52,531	5%	1,068,258
Police OT Wages	67,775	101,301	148,980	71,468	94,773	132.6%	120,000	48,532	68%	120,000
Police Expenses	67,473	99,984	95,316	108,560	58,843	54.2%	111,310	2,750	3%	111,310
Police Cruiser	38,903	40,000	40,000				-	-	#DIV/0!	
210 Total Police	1,124,141	1,195,914	1,219,223	1,195,755	721,637	60.3%	1,299,568	103,813	9%	1,299,568
Fire Alarm Wages	73,090	68,213	57,769	95,374	34,974	36.7%	<u>3/12/2024</u> 156,911	61,537	65%	<u>3/13/2024</u> 156,911
Fire Training/Drills	9,710	20,486	14,119	28,168	12,868	45.7%	-	(28,168)	-100%	-
Fire Dept Other Wages	26,166	18,405	21,857	26,792	10,911	40.7%	-	(26,792)	-100%	-
Fire Administration Wages	26,245	27,614	27,305	27,575	21,687	78.6%	21,420	(6,155)	-22%	21,420
Fire Dept. Medical Exam	972	2,400	-	3,000	1,600	53.3%	-	(3,000)	-100%	-
Hydrant/Fire Protection (to Water Dept)	77,207	77,207	77,207	81,510	81,510	100.0%	81,510	-	0%	81,510
Fire Alarm Communications	10,977	11,601	8,663	12,500	2,300	18.4%	-	(12,500)	-100%	-
Fire Expenses	45,039	56,941	44,800	46,000	34,177	74.3%	68,250	22,250	48%	68,250
220 Total Fire	269,406	282,867	251,720	320,919	200,028	62.3%	328,091	7,172	2%	328,091
Municipal Dispatch Salaries & Wages	222,564	219,917	230,765	270,778	154,981	57.2%	<u>3/12/2024</u> 275,776	4,998	2%	<u>3/13/2024</u> 275,776
Municipal Dispatch OT Wages	28,370	22,853	26,976	26,480	23,945	90.4%	35,000	8,520	32%	35,000
Municipal Dispatch Expenses	21,800	23,552	27,085	30,590	20,286	66.3%	30,590	-	0%	30,590
230 Total Municipal Dispatch	272,734	266,322	284,827	327,848	199,211	60.8%	341,366	13,518	4%	341,366
Inspectors Salaries & Wages	123,448	125,700	128,061	135,538	81,207	59.9%	<u>3/16/2024</u> 123,220	(12,318)	-9%	<u>3/20/2024</u>
Inspectors Expenses	13,307	7,019	7,908	9,000	4,766	53.0%	9,000	-	0%	
Inspectors' Vehicle Allowances	5,880	5,760	5,760	7,200	4,200	58.3%	7,200	-	0%	
240 Total Inspectors	142,635	138,480	141,728	151,738	90,173	59.4%	139,420	(12,318)	-8%	-
Emergency Mgmt Salary & Wages	7,913	7,770	6,093	9,413	6,963	74.0%	9,601	188	2%	<u>3/13/2024</u> 6,963
Emergency Mgmt Expenses	686	2,999	2,550	3,000	632	21.1%	3,000	-	0%	3,000
291 Total Emergency Management	8,599	10,769	8,643	12,413	7,596	61.2%	12,601	188	2%	9,963
Animal Control Expenses	26,246	25,898	26,858	27,503	-	0.0%	32,268	4,765	17%	<u>3/27/2024</u>
292 Total Animal Control	26,246	25,898	26,858	27,503	-	0.0%	32,268	4,765	17%	-
Harbormaster Salary & Wages	2,000	-	-	-	-		-	-		
Harbormaster Exp (contracted services)	-	2,500	3,038	4,000	2,500	62.5%	4,500	500	13%	



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 16, 2024

	FY 2021	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		FY 2025
	Expended	Expended	Expended	Amended	\$	%	TM Proposed	\$	%	FinCom
	6/30/2021	6/30/2022	6/30/2023		Percent of yr:		2/19/2024			
295 Total Harbormaster	2,000	2,500	3,038	4,000	2,500	62.5%	4,500	500	13%	-

TOTAL PUBLIC SAFETY:	1,845,760	1,922,751	1,936,037	2,040,176	1,221,145	59.9%	2,157,814	117,638	5.8%	1,978,988
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EDUCATION										
Pentucket Regional Sch Assessment	7,387,515	7,242,985	7,408,673	7,862,142	5,243,031	66.7%	7,993,171	131,029	2%	
Pentucket Capital Assessment	710,567	1,196,556	1,232,822	1,154,371	764,364	66.2%	1,157,182	2,811	0%	
Pentucket Assessment Page Phase II	501,438	493,338	485,238	479,838	319,892	66.7%	474,438	(5,400)	-1%	
304 Total Pentucket	8,599,520	8,932,879	9,126,733	9,496,351	6,327,287	66.6%	9,624,791	128,440	1%	-
Whittier Minimum Contribution	146,262	136,998	219,455	217,901	185,215	85.0%	257,694	39,793	18%	
Whittier Other Assessments	22,570	18,727	27,419	23,624	20,080	85.0%	25,403	1,779	8%	
Whittier Debt/Capital Assessment	21,781	21,602	23,860	21,392	18,183	85.0%	17,590	(3,802)	-18%	
305 Total Whittier	190,613	177,327	270,734	262,917	223,479	85.0%	300,687	37,770	14%	-
Essex North Shore Agricultural & Tech School	38,167	41,234	43,777	94,110	48,589	51.6%	101,686	7,576	8%	
310 Total Essex North Shore Agricultural	38,167	41,234	43,777	94,110	48,589	51.6%	101,686	7,576	8%	-

TOTAL EDUCATION:	8,828,300	9,151,440	9,441,244	9,853,378	6,599,355	67.0%	10,027,164	173,786	1.8%	-
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DEPARTMENT OF PUBLIC WORKS										
DPW Salaries & Wages	471,302	483,533	555,561	635,593	349,717	55.0%	658,552	22,959	3.6%	658,552
DPW Overtime Wages	16,225	17,299	14,781	18,000	10,785	59.9%	24,000	6,000	33.3%	24,000
Snow & Ice Removal	224,021	247,245	204,198	200,000	78,912	39.5%	200,000	-	0.0%	200,000
Town Bldgs Operating Expenses	134,462	143,869	167,264	158,030	91,610	58.0%	158,030	-	0.0%	158,030
Town Bldgs Improvements	45,075	41,438	34,510	51,000	26,117	51.2%	51,000	-	0.0%	51,000
Street/Paving Repairs	16,534	59,693	25,341	55,000	508	0.9%	55,000	-	0.0%	55,000
Highway, Sidewalk & Trees	142,398	203,126	146,288	219,580	151,653	69.1%	280,000	60,420	27.5%	250,000
Stormwater management	14,265	10,226	14,361	15,500	2,750	17.7%	15,000	(500)	-3.2%	15,000
DPW Expenses	12,469	12,080	30,673	16,485	10,687	64.8%	18,025	1,540	9.3%	18,025
Parks Expense	16,637	14,884	14,080	28,790	-	0.0%	44,087	15,297	53.1%	44,087
Electricity	70,000	80,886	70,366	84,000	28,714	34.2%	84,000	-	0.0%	84,000
Road Machinery Operating Expen	40,456	41,442	64,235	54,060	40,260	74.5%	60,000	5,940	11.0%	60,000
DPW Travel/Training (pre-FY25 was Vehicle Allowance)	6,000	6,000	5,000	6,000	1,000	16.7%	6,000	-	0.0%	6,000



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 16, 2024

	FY 2021	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		FY 2025
	Expended	Expended	Expended	Amended	\$	%	TM Proposed	\$	%	FinCom
	6/30/2021	6/30/2022	6/30/2023		Percent of yr: 62.6%		2/19/2024			
Public Street Lights	6,421	6,943	11,231	8,400	7,311	87.0%	11,400	3,000	35.7%	11,400
420/424 Total Department of Public Works	1,216,265	1,368,664	1,357,891	1,550,438	800,023	51.6%	1,665,094	114,656	7.4%	1,635,094

TOTAL PUBLIC WORKS:	1,216,265	1,368,664	1,357,891	1,550,438	800,023	51.6%	1,665,094	114,656	7.4%	1,635,094
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HUMAN SERVICES										
				<u>10/23/2023</u>						<u>3/13/2024</u>
Board of Health Salary & Wages	124,592	126,498	127,965	134,918	81,675	60.5%	137,616	2,698	2%	137,616
Public Health Nurse	7,775	5,700	3,200	6,000	2,800	46.7%	6,000	-	0%	6,000
Waste Collection & Disposal	375,680	375,998	393,362	421,400	243,525	57.8%	441,360	19,960	5%	441,360
Recycling	21,159	1,670	19,517	45,000	15,847	35.2%	43,000	(2,000)	-4%	43,000
Hazardous Waste Expense	1,899	1,798	1,989	2,000	1,502	75.1%	2,000	-	0%	2,000
Steele landfill monitoring	22,450	29,708	33,175	36,915	17,050	46.2%	52,554	15,639	42%	52,554
Bd of Health Expenses	5,583	7,174	6,884	7,000	2,549	36.4%	7,000	-	0%	7,000
510 Total Board of Health	559,138	548,546	586,092	653,233	364,948	55.9%	689,530	36,297	6%	689,530
										<u>3/13/2024</u>
Council on Aging Salary & Wages	55,905	71,524	93,947	103,982	60,795	58.5%	106,063	2,081	2%	106,063
Council on Aging Expenses	16,097	21,808	19,490	19,500	10,849	55.6%	19,500	-	0%	19,500
541 Total Council on Aging	72,002	93,331	113,438	123,482	71,644	58.0%	125,563	2,081	2%	125,563
Soldiers Grave Expense	3,161	3,632	3,064	3,592	-	0.0%	4,700	1,108	31%	
Memorial Day Expenses	-	1,661	-	2,320	-	0.0%	1,600	(720)	-31%	
Veterans benefits & expenses	21,112	5,816	6,574	6,000	2,264	37.7%	5,000	(1,000)	-17%	
Eastern Essex Veterans Services	3,976	21,695	21,095	22,960	22,959	100.0%	23,000	40	0%	
543 Total Veterans	28,248	32,804	30,733	34,872	25,223	72.3%	34,300	(572)	-2%	-

TOTAL HUMAN SERVICES:	659,389	674,681	730,262	811,587	461,816	56.9%	849,393	37,806	4.7%	815,093
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TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 16, 2024

	FY 2021	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		FY 2025
	Expended	Expended	Expended	Amended	\$	%	TM Proposed	\$	%	FinCom
	6/30/2021	6/30/2022	6/30/2023		Percent of yr: 62.6%		2/19/2024			
CULTURE & RECREATION										
Library Salaries & Wages	260,408	260,013	282,899	307,665	187,332	60.9%	314,016	6,351	2%	3/20/2024
Library Expenses	32,894	38,461	32,681	33,000	26,373	79.9%	33,000	-	0%	
Library Books and Periodicals	67,144	71,241	77,442	81,569	50,225	61.6%	82,000	431	1%	
610 Total Library	360,446	369,714	393,022	422,234	263,929	62.5%	429,016	6,782	2%	-
Recreation Wages	239	1,335	2,700	5,072	2,925	57.7%	2/17/2024 6,332	1,260	25%	3/20/2024
Recreation Expenses	16,415	16,000	10,348	33,200	17,849	53.8%	10,900	(22,300)	-67%	
Action Cove Expenses	1,320	1,826	1,801		-		-			
630/637 Total Recreation	17,974	19,161	14,849	38,272	20,774	54.3%	17,232	(21,040)	-55%	-
Mill Pond Operating Expenses	-	188	868	2,100	412	19.6%	2,100	-	0%	3/20/2024
631 Total Mill Pond	-	188	868	2,100	412	19.6%	2,100	-	0%	-
Bandstand Expense	-	6,000	5,910	8,000	5,594	69.9%	8,000	-	0%	3/20/2024
635 Total Bandstand	-	6,000	5,910	8,000	5,594	69.9%	8,000	-	0%	-
Historical Commission Expenses	312	-	600	600	20	3.3%	600	-	0%	3/13/2024 600
691 Total Historical Commission	312	-	600	600	20	3.3%	600	-	0%	600
Cultural Council Expense	-	-	-	100	-	0.0%	100	-	0%	3/20/2024
695 Total Cultural Council	-	-	-	100	-	0.0%	100	-	0%	-
TOTAL CULTURE & RECREATION:	378,733	395,063	415,249	471,306	290,729	61.7%	457,048	(14,258)	-3.0%	600
DEBT SERVICE										
Debt Service (Principal)	340,500	305,000	295,000	-	-	#DIV/0!	-	-	#DIV/0!	2/20/2025
Debt Service (Interest)	15,400	8,950	2,950	-	-	#DIV/0!	-	-	#DIV/0!	
710/750 Total Debt Service	355,900	313,950	297,950	-	-	#DIV/0!	-	-	#DIV/0!	-
TOTAL DEBT SERVICE:	355,900	313,950	297,950	-	-	#DIV/0!	-	-	#DIV/0!	-



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 16, 2024

	FY 2021	FY 2022	FY 2023	FY 2024	YTD thru 2/15/2024		FY 2025	Proposed Change		FY 2025
	Expended	Expended	Expended	Amended	\$	%	TM Proposed	\$	%	FinCom
	6/30/2021	6/30/2022	6/30/2023		Percent of yr: 62.6%		2/19/2024			
BENEFITS										
Essex Regional Retirement Assessment	687,493	731,432	805,419	675,135	661,845	98.0%	911,931	236,796	35%	
911 Total Essex Regional Retirement	687,493	731,432	805,419	675,135	661,845	98.0%	911,931	236,796		-
Unemployment Insurance & Benefits	-	439	-	1,200	-	0.0%	1,200	-	0%	
913 Total Unemployment Insurance	-	439	-	1,200	-	0.0%	1,200	-		-
Group Insurance	394,029	406,997	427,955	<u>3/1/2023</u> 527,865	258,446	49.0%	547,440	19,575	4%	<u>2/26/2024</u> 527,440
914 Total Group Insurance	394,029	406,997	427,955	527,865	258,446	49.0%	547,440	19,575		527,440
FICA Insurance	46,737	52,412	51,842	61,421	34,524	56.2%	63,878	2,457	4%	
916 Total FICA Insurance	46,737	52,412	51,842	61,421	34,524	56.2%	63,878	2,457		-
Insurance and Bonds	174,508	187,002	191,127	<u>3/22/2023</u> 219,643	201,027	91.5%	212,538	(7,105)	-3%	<u>2/26/2024</u> 212,538
945 Total Insurance and Bonds	174,508	187,002	191,127	219,643	201,027	91.5%	212,538	(7,105)		212,538
TOTAL BENEFITS: 1,302,767 1,378,282 1,476,342 1,485,264 1,155,842 77.8% 1,736,987 251,723 16.9% 739,978										
TRANSFERS To/From - STABILIZATION										
Transfers Out - to Capital Stabilization	500,000	500,000	500,000	600,000	600,000	100.0%	600,000	-	0%	
Transfers In - from School Stabilization				(200,000)	(200,000)	100.0%	(200,000)	-	0%	
992 Total Transfers Out	500,000	500,000	500,000	400,000	400,000	100.0%	400,000	-	0%	-
TOTAL TRANSFERS OUT: 500,000 500,000 500,000 400,000 400,000 100.0% 400,000 - 0.0% -										
1000 Total General Fund	16,080,976	16,786,774	17,239,108	17,910,574	11,675,198	65.2%	18,781,698	871,124	4.9%	6,440,331

G.A.R. Library FY25 Budget Narrative

FY22: 99.13% of the budget was expended

FY23: 99.83% of the budget was expended

FY24: As of December 27, 2023, 49% of the budget has been expended

FY25 Expenses and Materials Request:

Expenses: We are requesting \$33,000 for FY25 Expenses, which is the same amount requested and approved for the FY24 budget. Our largest expense is our Merrimack Valley Library Consortium membership fee, which will be \$26,613 in FY25.

Materials: As patron demand for eBooks and eAudiobooks continues to grow exponentially every year, a larger percentage of our materials budget will be appropriated toward our digital collections in FY25. Additionally, for the second year in a row, MVLC is increasing our econtent assessment. This 39% increase will be primarily offset by the aforementioned reallocations. The FY25 Materials request is \$82,000, which reflects the increase in our econtent assessment and is a 0.61% increase over our approved FY24 budget. The materials request has been broken down into 6 sub-categories, which are detailed on the attached spreadsheet.

FY25 Salary and Wage Request:

The Library Board recognizes the Select Board and Town Manager's FY25 Budget Policy Direction and is deferring the pursuit of any previously planned, additional positions in FY25.

In FY23 the Town finalized a salary survey that established a position-based pay grade structure with corresponding steps. The outcome of this survey resulted in much-appreciated pay rate increases for all non-contracted staff. However, the Library Trustees believe that the current Grade assigned to the Library Assistants (the lowest grade for all town employees within the new grade structure) does not accurately reflect their work responsibilities. They perform specialized work that requires knowledge of databases and shared circulation software, familiarity with adult and children's literature, the ability to both instruct and assist patrons with regard to accessing eBooks, streaming media, and internet use. They are responsible for opening and closing the building and for maintaining safety within the Library in the absence of other senior staff.

In light of the above factors, and the Grade the Town assigned to these employees, the Library is again requesting that the Library Assistants receive step increases to reflect the level of skill and knowledge their positions require and the professionalism and dedication they bring to the job. Specifically, we are asking that Library Assistants, [REDACTED] (10-year tenure) and [REDACTED] (15-year tenure) both move to Grade I, Step 7. This is a \$1.16/hourly increase (\$603.20 annually) per person. Additionally, we are requesting that Library Assistant, [REDACTED] be moved to Grade I, Step 6, a \$0.59 hourly increase (\$306.80 annually). We believe these modest increases do not fully compensate these employees for the variety and depth of work performed, but are steps in the right direction.

The total FY25 salary request is \$309,119. This includes a pay rate adjustment for three Library Assistants and allows for an on-call library assistant, who provides much-needed coverage for vacations and sick time. This is a .047% increase compared to our approved salary budget FY24.

The total FY25 request is \$424,119, which is a 0.44% increase over last year's approved budget.



Town of West Newbury Departmental Expense Budgeting Form

	FY2022	FY2023				FY2024				FY2025
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended *	Turn back / Transfers	Budget Requested
LIBRARY DEPARTMENT										
<u>Personnel</u>										
Salary & Wages	260,013	303,543	282,899	282,899	0	298,639	307,665	140,637	167,028	309,119
Overtime					0				0	
Other (incentives, longevity, stipends)					0				0	
Sub-Total:	<u>260,013</u>	<u>303,543</u>	<u>282,899</u>	<u>282,899</u>	<u>0</u>	<u>298,639</u>	<u>307,665</u>	<u>140,637</u>	<u>167,028</u>	<u>309,119</u>
<u>Expenses</u>										
Expenses (Library supplies)	38,460	33,000	33,000	32,681	319	33,000	33,000	25,038	7,962	8,000
Expenses (MVLC membership)										25,000
Materials (total)	71,241	78,000	78,000	77,442	558	80,000	81,569	40,850	40,719	
Materials (Books)					0				0	31,000
Materials (Subscriptions)					0				0	7,000
Materials (Audio)					0				0	6,000
Materials (Video)					0				0	2,000
Materials (Ebooks)					0				0	20,500
Materials (Databases)					0				0	15,500
					0				0	
					0				0	
					0				0	
Sub-Total:	<u>109,701</u>	<u>111,000</u>	<u>111,000</u>	<u>110,123</u>	<u>877</u>	<u>113,000</u>	<u>114,569</u>	<u>65,888</u>	<u>48,681</u>	<u>115,000</u>
Department Total:	<u>369,714</u>	<u>414,543</u>	<u>393,899</u>	<u>393,022</u>	<u>877</u>	<u>411,639</u>	<u>422,234</u>	<u>206,525</u>	<u>215,709</u>	<u>424,119</u>

Please complete the above current fiscal year budget request.

For each line item that varies from prior year actual, provide a detailed explanation below.

Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

* (FY24 expended as of 12/27/23) Please see attached document for additional detailed information

Budget request submitted by: _____

Contact (phone/email): _____



Town of West Newbury Departmental Expense Budgeting Form

Data as of 01/04/2023

	FY2022	FY2023				FY2024				FY205
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual YTD Expended	Turn back / Transfers	Budget Requested
PLANNING										
<u>Personnel</u>										
Salary & Wages	59,319	77,189	66,155	27,440		68,725	73,071	29,614		70,297
Overtime										
Other (incentives, longevity, stipends)				400		2,400				
Sub-Total:	59,319	77,189	66,155	27,840		77,189	66,155	29,614		70,297
<u>Expenses</u>	6,151	10,220	9,220	707		5,300	5,300	1,405		5,100
Advertising	1,000	1,500	1,500	424		1,500	1,500	1,405		2,500
Communications	150	170	170	75		200	200	0		200
Equipment Purchase, Repairs	0	1,000	1,000	0		1,000	1,000	0		1,000
Materials & Supplies	400	600	600	208		600	600	0		600
Mileage / Travel	100	100	100	0		100	100	0		100
Prof/Tech Svcs/Recording Sec.	3,551	5,800	4,800	0		1,200	1,200	0		0
Training / Education / Dues	850	850	850	0		500	500	0		500
Other Expenses	100	200	200	0		200	200	0		200
Sub-Total:	6,151	10,220	9,220	707		5,300	5,300	1,405		5,100
<u>MVPC Assessment</u>	1,705	1,748	1,748	1,747		1,792	1,792	1,792		1,792
Sub-Total:	1,705	1,748	1,748	1,747		1,792	1,792	1,792		1,792
Department Total:	67,175	89,157	77,123	30,294		84,281	80,163	32,811		77,189

Please complete the above current fiscal year budget request.

For each line item that varies from prior year actual, provide a detailed explanation below.

Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

Expenditure Sign-Off Authorities - Planning Board Chair, Ann Bardeen

FY22 Explanation - MVPC: Assessment increases by no more than 2.5% per year. 2.5% increase from \$1663 to \$1705 was requested and approved. No other increases were requested.

FY23 Explanation - Salary & Wage request is based on a 52-week year. MVPC: Assessment increases by no more than 2.5% per year. 2.5% increase from \$1705 to \$1748 is requested. No other increases are requested.

FY24 Explanation - Increase of \$2,570.00 on the Salary & Wages line to reflect 52-week fiscal year wages after mid-FY23 change in wages; new Town Planner with increased hours from 25 to 28hrs/week and an increase in wages for admin assistant to match DPW full-time rate. "Others" line increase of \$2,400 to cover minutes to be completed by assistant. MVPC: Assessment increases by no more than 2.5% per year. 2.5% increase from \$1748 to \$1792 is requested. Minimal increase in communications line to cover a possible increase in Zoom monthly charges - a \$20/year increase occurred between FY22 to FY23.

Budget request submitted by: _____

Contact (phone/email): _____

Proposed Administrative Reorganization, Land & Building Services

Current (budgeted - all wages shown at FY24 rates)

<u>Position</u>	<u>Hours</u> <u>(budgeted)</u>	<u>Rate/Hr</u> <u>(budgeted)</u>	<u>Budget/wk</u>	<u>Budget/yr</u>	<u>Notes</u>
Inspectional Svcs. Admin Asst.	20	\$ 28.10	\$ 562.00	\$ 29,336.40	Plus health benefits
Planning Admin. Asst.	6	\$ 28.10	\$ 168.60	\$ 8,800.92	
Planning (minutes)	12	\$ 200.00		\$ 2,400.00	
Conservation Admin. Asst.	0	\$ -	\$ -	\$ -	
Assessors (office coverage)	2	\$ 22.36	\$ 44.72	\$ 2,334.38	
Town Clerk (office coverage)	2.75	\$ 22.36	\$ 61.49	\$ 3,209.78	
Finance (office coverage)	2	\$ 22.36	\$ 44.72	\$ 2,334.38	
			Sub-total (op. budget):	\$ 48,415.87	Plus health benefits
CPA Administrator	8	\$ 28.82	\$ 230.56	\$ 12,035.23	
			Sub-total (CPA Admin):	\$ 12,035.23	
			Total (budgeted):	\$ 60,451.10	

Proposed (FY25 budget - adjusted for assumed 2% COLA)

<u>Position</u>	<u>Hours</u> <u>(budgeted)</u>	<u>Rate/Hr</u> <u>(budgeted)</u>	<u>Budget/wk</u>	<u>Budget/yr</u>	<u>Notes</u>
Land & Bldg. Svcs. Administrator	40	\$ 28.66	\$ 1,146.48	\$ 59,846.26	Plus health benefits
				\$ 59,846.26	

Note: New (expanded) position would also provide as-needed office coverage during periods of vacancy in Town Clerk, Finance and Assessing offices (i.e. sick/vacation days, conferences, etc.)

Proposed FY25 Budget Allocations - **DRAFT**

<u>Department</u>	<u>Budget/Year</u>		<u>Change</u>		<u>Notes</u>
	<u>Current</u> <u>(FY24)</u>	<u>Proposed</u> <u>(FY25)</u>	<u>\$</u>	<u>%</u>	
Inspectional Services	\$ 29,336.40	\$ 17,953.88	(\$11,382.52)	-39%	
Planning	\$ 11,200.92	\$ 17,953.88	\$6,752.96	60%	
Conservation	\$ -	\$ 17,953.88	\$17,953.88	#DIV/0!	
Assessors (office coverage)	\$ 2,334.38	\$ -	(\$2,334.38)	-100%	
Town Clerk (office coverage)	\$ 3,209.78	\$ -	(\$3,209.78)	-100%	
Finance (office coverage)	\$ 2,334.38	\$ -	(\$2,334.38)	-100%	
Sub-total, Operating Budget:	\$ 48,415.87	\$ 53,861.64			
CPA Admin Funds	\$ 12,035.23	\$ 5,984.62	(\$6,050.62)	-50%	
Sub-total, CPC Funding:	\$ 12,035.23	\$ 5,984.62			
Total Budgeted:	\$ 60,451.10	\$ 59,846.26			

Source: Angus Jennings, Town Manager

Parks & Recreation

Proposed FY25 Budgets

Angus Jennings, Town Manager

DPW/Facilities expense

Rec expense

Portable Toilets

Location	Price / Month (2023)	Price / Month (2024) *	QTY	Total	Notes
Cammett Park	\$ 175.00	\$ 175.00	8	\$ 1,400.00	
Cammett Park (HC)	\$ 300.00	\$ 300.00	8	\$ 2,400.00	
Action Cove (HC)	\$ 300.00	\$ 300.00	8	\$ 2,400.00	Reduced from 10 months in FY24
Pipestave	\$ 175.00	\$ 175.00	8	\$ 1,400.00	
Pipestave (HC)	\$ 300.00	\$ 300.00	2	\$ 600.00	
Page School	\$ -	\$ -	0	\$ -	
Sub Total				\$ 8,200.00	

* Per-unit pricing for next season confirmed with port-a-potty vendor, 2/16/24

Materials

Item	Unit	Unit Price (@ assumed 5% incr.)	QTY	Amount	Location	Vendor
Playground Mulch	CY	\$ 31.08	60	\$ 1,864.80	Action Cove	Mass Mulch
Playground Mulch	CY	\$ 31.08	0	\$ -	Page School	Mass Mulch
Fertilizer (@ assumed 5% incr.)				\$ 2,625.00	Cammett Park	
Fertilizer (@ assumed 5% incr.)				\$ 2,100.00	Page School	
Water bills	bills	\$ 126.60	4	\$ 506.40	Pipestave, Snack Shack	
				\$ 7,096.20		

Sub-Total: Proposed addition to DPW/Facilities Op. Budget: \$ 15,296.20

Diamond Maintenance

Field #	Season	Total	Notes
Cammett - 1	Fall	-	
Cammett - 2	Fall	\$ 3,500.00	
Cammett - 3	Fall	\$ 3,500.00	
Pipestave - 4	Spring	\$ 3,500.00	Note: Diamond maintenance budget DRAFT; subject to review/revision/endorsement by P&R Commission.
Page - 8	Spring	\$ 2,250.00	
Page - 9	Spring	\$ 2,250.00	
FY25 budget adjustment - TM assumed		\$ (4,100.00)	
Sub Total		\$ 10,900.00	FY24 Oasis invoice (Oct. 2023): \$10,270 (incl. fertilizer)

Wages

Employee	Hourly Rate	Weeks	Hours / Week	Total	Notes
Senior laborer	\$ 18.00	15	10	\$ 2,700.00	
Senior laborer	\$ 18.00	17	8	\$ 2,448.00	Hourly rates based on step adjustments and assumed 2% COLA for FY25
Laborer	\$ 17.41	17	4	\$ 1,183.88	
Sub Total				\$ 6,331.88	

Sub-Total: Proposed Parks/Rec Op. Budget: \$ 17,231.88

Summary: Operating Budget

Proposed Expenses	Total	Estimated Revenue	Total
Recreational Wages	\$ 6,331.88	YTD (thru 2/10/24)	\$ 6,267.50
Recreational Expenses	\$ 10,900.00	Projected (thru 6/30)	\$ 6,880.00
	\$ 17,231.88		\$ 13,147.50

Based on FY23 actual revenues

Payable from Recreation Revolving Fund

Item	Unit	Unit Price	QTY	Amount	Location	Notes
Purchase "nail drag"	nail drag		1	\$ -	infields	
New basketball nets	nets		6	\$ -	Action Cove	Payable from revolving fund
Remove spruce trees	remove tree		6	\$ -	Action Cove	
Tractor	tractor		1	\$ -		
				\$ -		
				\$ -		

Note: Balance in Parks & Rec Revolving Fund (44 53D) as of 2/15/24: \$14,564.94.

Source: Angus Jennings, Town Manager

Annual OR Special Warrant Articles - Spring 2024 Town Meeting								Recommendations	
# <u>(DRAFT)</u> Article	Amt (if \$) <u>DRAFT</u>	Sponsor	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes	
1	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	BOWC update re financial plan	
6	n/a	???	2/15/24	n/a	n/a	n/a	n/a		
8	n/a	Town Manager	2/15/24	RP-CW 3-0	JS-DI 4-0-1	Rob	n/a	2/3 vote to create fund	
9	\$ 10,364	Town Manager	2/15/24	CW-RP 3-0	DI-JS 4-0-1	Jim	n/a		
13	n/a	Town Manager	2/15/24	CW-RP 3-0	DI-JS 4-0-1	Dan	n/a		
19	n/a	Town Manager	2/15/24	CW-RP 3-0	JS-DI 5-0	Jim	n/a		
36	\$ 50,000	Town Manager	2/15/24	CW-WR 3-0	DI-JS 5-0	Ross	6/30/25	amt increased at FC/SB mtg	
40	\$ 22,915	BOH	2/15/24	RP-WR 3-0	JS-DI 5-0	Dan	6/30/25	amt to be reduced based on Reserve Fund transfer amount	
23	\$ 62,000	DPW/Facilities	2/20/24	CW-WR 3-0	DI-JS 5-0	Ross		amt updated at FC/SB mtg	
25	\$ 90,000	DPW/Facilities	2/20/24	CW-WR 3-0	DI-JS 5-0	Dan		Scope updated 3/12/24	
26	\$ 50,000	Pentucket/DPW	2/20/24	CW-RP 3-0	DI-JS 5-0	Dan			
28	\$ 350,000	DPW/Highway	2/20/24	CW-RP 3-0	JS-DI 5-0	Jim			
29	\$ 33,500	DPW/Highway	2/20/24	CW-RP 3-0	JS-DI 5-0	Jim			
41	\$ 80,000	DPW/Highway	2/20/24	CW-WR 3-0	JS-DI 5-0	Ross	6/30/25	amt increased by \$30k to reflect reduction of proposed DPW op. budget	
10	\$ 113,673	Town Manager	2/15/24; and 2/26/24	RP-WR 2-0	JS-DI 5-0	Rob	n/a	amt incr. to 11.5% per SB/FC discussion on 2/15/24	
11	\$ 25,500	Town Manager	2/15/24	RP-WR 3-0; RP-WR 2-0	JS-DI 4-0-1; JS-DI 5-0	Dan	n/a	Amt increased to \$25,500 on 2/26/24	
56	n/a	Select Board	2/26/24	RP-WR 2-0	n/a		n/a		
59	n/a	Town Acct.	2/26/24	RP-WR 2-0	DI-JS 5-0	Rob	n/a		
60	n/a	Town Manager	2/26/24	RP-WR 2-0	JS-DI 5-0	Jim	n/a		
61	no appropriation	Treasurer/Collector	2/26/24	RP-WR 2-0	DI-JS 5-0	Dennis	n/a		
18	\$ 4,000	Historical Comm	3/13/24	CW-RP 3-0	JS-DI 4-0	Jim	6/30/2025		
21	\$ 560,000	BOFE	3/13/24	CW-RP 3-0	JS-DI 4-0	Dan	6/30/2025		
34	\$ 23,835	DPW/ Facilities	2/20/24; and 3/13/24	CW-RP 3-0	DI-JS 4-0	Jim	6/30/2026	Updated cost as of 2/26/24	
53	n/a	Select Board	3/13/24		n/a	Rob	n/a		
54	n/a	Select Board	3/13/24		n/a	Rob	n/a		
64	\$ 3,846.12	Town Acct.	3/13/24	CW-RP 3-0	JS-DI 4-0	Rob	n/a	new article added to warrant on 3/11/24	
65	\$ 57,000	Police Chief	3/13/24	CW-RP 3-0	DI-JS 4-0	Dan	6/30/2025	new article added to warrant on 3/11/24	

Annual OR Special Warrant Articles - Spring 2024 Town Meeting					Recommendations			
# <u>(DRAFT)</u> Article	Amt (if \$) DRAFT	Sponsor	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
12	\$ 40,000	CAC	3/20/24					CAC met to confirm proposed amount on 3/7/24
14	\$ 730,000	CPC	3/20/24					amt updated 3/9/24
15	\$ 60,904	AHT / SB	3/20/24					amt updated 2/16/24
16	\$ 30,000	Select Board	3/20/24					amt increased at CPC mtg on 2/22/24
38	\$ 50,000	Pentucket/ DPW	3/20/24					
44	\$ -	DPW/Highway	3/20/24				n/a	as of 3/16, \$76k remains unspent
45	\$ 7,751.53	Town Manager	3/20/24				n/a	amt confirmed 2/27/24
49	n/a	Planning Board	3/20/24				n/a	Planning Board public hearing 3/19
50	n/a	ConCom	3/20/24				n/a	
57	n/a	Bldg. Inspector	3/20/24				n/a	
66	\$ 10,000	Town Manager	3/20/24					new article added to warrant on 3/11/24

Annual OR Special Warrant Articles - Spring 2024 Town Meeting					Recommendations				
# <u>(DRAFT)</u> Article	Amt (if \$) DRAFT	Sponsor	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes	
3	\$ 200,000	Town Manager	3/25/24				n/a		
5	\$ 150,000	Town Manager	3/25/24				n/a	placeholder amount; \$150k to offset proposed increase in transfer to stabilization (from \$600k to \$750k)	
7	TBD	BOWC	3/25/24				n/a		
35	\$ 44,000	BOWC	3/25/24						
43	TBD	Town Manager	3/25/24					amt to be proposed for 3/25	
48	TBD	Town Manager	3/25/24					amt to be proposed for 3/25	
55	n/a	FinCom	2/26/24; and 3/25/24				n/a		
62	\$ 100,000	Citizen Petition	3/25/24						
63	n/a	Citizen Petition	3/25/24				n/a		
67	\$ 40,000	Town Manager	3/25/24					new article added to warrant on 3/11/24	

Annual OR Special Warrant Articles - Spring 2024 Town Meeting					Recommendations				
# <u>(DRAFT)</u> Article	Amt (if \$) <u>DRAFT</u>	Sponsor	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes	
31	TBD	Town Manager	2/20/24; and 3/27/24	table pending more info				procurement process ongoing	
32	\$ 28,000	DPW/Facilities	2/20/24; and 3/27/24	table pending more info				project re-scoped to limit focus to exterior doors and server room	
4	TBD	FinCom	3/27/24				n/a		
20	TBD	Town Manager	3/27/24					SB to review on 3/25; FinCom on 3/27	
30	\$ 41,540	DPW/Highway	2/20/24; and 3/27/24					Added back to warrant by 3-0 SB vote on 3/11/24	
46	\$ 50,000	Town Manager	3/27/24						

Annual OR Special Warrant Articles - Spring 2024 Town Meeting				Recommendations					
# <i>(DRAFT)</i>	Article	Amt (if \$) DRAFT	Sponsor	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
17	CPA Article: Sawmill Brook trails, design and permitting – pending favorable review/recommendation by CPC	TBD	Select Board	3/27/24					withdrawn by sponsor
22	Rocks Village Bridge warning signals	TBD	Town Manager	n/a					withdrawn by sponsor
24	Replace A/C Unit in Council on Aging / SAGE Center	\$ 38,000	DPW/Facilities	2/20/24	CW - RP 3-0 to remove from warrant				
27	Page School Interior Improvements/Repairs	\$ 75,000	Pentucket/DPW	2/20/24	CW-WR 3-0 to remove from warrant				
33	Roof replacement, Public Safety Complex	\$ 120,000	DPW/Facilities	2/20/24	CW-WR 3-0 to remove from warrant				agreed to postpone for a future Town Meeting
37	Page School standpipe installation (engineering/design)	\$ 30,000	Pentucket/ DPW	2/20/24					withdrawn by sponsor
39	Page School: engineering/design re internal site circulation	TBD	Town Manager	3/20/24					withdrawn by sponsor
42	Funds to replace retaining wall at 1910 Building (Town Offices)	\$ 12,000	DPW/Facilities	2/20/24	CW-RP 3-0 to remove from warrant				funds for work can be found in operating budget
47	Replace Water tapping machine	\$ 7,995	BOWC	n/a					withdrawn by sponsor
51	Proposed amendments to Capital Improvements Committee Bylaw	n/a	Town Manager	n/a					withdrawn by sponsor
52	Proposed amendments to General Harbor Regulations Bylaw	n/a	Select Board	3/27/24					withdrawn by sponsor
58	Amendments to PRSD Regional Agreement	n/a	Select Board	n/a					Not ready for this cycle

Notes:

Numbering does **not** correspond to order or numbering that will appear on Town Meeting warrants.

Cells shaded in blue are recommended/requested for STM, not ATM.