

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

Date & Time: Wednesday, March 27, 2024, 6:00 PM
Location: 1910 Building 1st Floor Hearing Room
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 to include:

Finance Committee	Transfers to/from Stabilization
Water	Essex County Retirement
Animal Control	Unemployment Insurance
COLA/non-COLA adjustments	Medicare (FICA)

Warrant Articles:

- Article 4. Proposed FY25 Town operating budget, including any proposed or potential changes since initial FinCom/Select Board recommendations
 - Article 7. Proposed FY25 Water Operating budget
 - Article 35. Replace Water Pump at Wellfield
 - Article 46. Funds for testing potential public water sources
 - Article 20. Appropriation and/or debt authorization for Middle Street Bridge
 - Article 31. Supplemental funding for telecom upgrades for Town Offices, Library, Public Safety Complex
 - Article 32. Town Offices electronic keying system
 - Article 39. Page School, engineering funds for pedestrian crossing and/or internal site circulation
 - Article 45. Unpaid bills from prior fiscal year(s)
 - Article 30. Add'l Accessories for DPW Trackless Vehicle (reconsideration)
4. Discuss process for recommendations for any articles not already reviewed/recommended, and/or for which new information becomes available prior to Town Meeting
 5. Review draft funding sources for articles for Annual and Special Town Meeting
 6. Review draft Warrants for Annual and Special Town Meeting
 7. Timing/division of labor for creation/circulation of Finance Committee booklet
 8. Communications
 9. Schedule of future meeting dates, incl. schedule for joint meeting with Select Board, Town Counsel, Moderator, Town Clerk, Town Manager
 10. Adjournment

Addendum to Meeting Notice regarding Remote Participation

This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet. Meeting is also accessible by remote participation as follows:

Zoom Meeting

Phone: (646) 558-8656

Meeting ID: 812 2898 4348

Passcode: 392695

Join at: <https://us06web.zoom.us/j/81228984348?pwd=NS6PoEXGvdFazDJP05RAPVAb51eGH.1>

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



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: March 26, 2024
RE: FY25 – review wrap-up

Please find enclosed the proposed FY25 operating budget, updated to reflect all Board and FinCom recommendations through the process to date. In addition to the six budget sections specifically agenda'd for review at tomorrow night's meeting, this is provided to give all parties an opportunity to look at the budget top-to-bottom.

Cells shaded in green reflect sections already reviewed/recommended by the FinCom; cells shaded in light yellow have been revised since the initial FinCom review/recommendation; cells shaded in bright yellow are emphasized since they will be a focus of review at the meeting, specifically:

- Select Board prof/tech services
 - o Subsequent to FinCom review on Feb. 26, I brought a recommended increase to the Board for their March 11 mtg (see memo, enclosed), and the Board was amenable to bringing this forward for discussion. In my opinion, if the Finance Committee were amenable to increasing the amount of its budgeted FY25 Reserve Fund from \$40k to \$50k, as I had initially proposed it, I would not see the need to recommend an increase to this line of the Select Board operating budget. Given the number and complexity of matters facing the Town, I recommend increasing one or the other line by \$10k.
- Town Manager salaries/wages
 - o See enclosed memo re COLA / non-COLA budgeting.
- Finance Dept., Assessing Dept, and Town Clerk salary/wages
 - o Since these budgets were reviewed/recommended on Feb. 26th, the budget proposal for the Land & Bldg. Services Admin position was confirmed/recommended (on March 20th). That budget proposal used, as cost offsets, the 2-2.5 hrs/wk that had been carried in the three budgets above over the years. These salary/wage lines have since been recalculated, based on the overall budget proposal, and reduced accordingly. The FinCom is requested to re-vote these lines to reflect the reduced amounts.
- FICA
 - o As with prior budget cycles, we hold this item until the final budget review meeting, in order to prepare our best estimate of FY25 FICA (1.45% of salaries/wages).
- Transfers To/From Stabilization
 - o These lines have been adjusted to reflect the Board/FinCom agreement on March 25th to support a \$200k transfer from School Stabilization, and a \$800k transfer to Stabilization. (The tax impact of the latter will be offset by the recommended \$200k draw from Free Cash, but that Free Cash draw isn't shown in the operating budget).



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Select Board
FROM: Angus Jennings, Town Manager
DATE: March 9, 2024
RE: FY25 Budget Updates

The current draft FY25 operating budget is enclosed. Sections shaded in light green have already been reviewed by Finance Committee and Select Board. Budget sections with headings shaded in bright yellow are scheduled for review at the upcoming meeting on March 13th.

In addition to whatever other changes have resulted or will result from Board review of the proposed budget sections that have not yet been reviewed, I would like to initiate two minor changes to the budget as initially proposed:

- Select Board Professional & Technical Services. Recommend increasing from \$10,000 (FY24) to \$20,000 for FY25. Proposed FY25 amount (level-funded from FY24) already reviewed/recommended by FinCom/Select Board. However, we have recently become aware of land survey costs; these may be proposed for CPA funding, but if not would be recommended for increase to this budget line. (Would need to be reconsidered at FinCom/SB mtg on March 20th or 27th).
- Conservation Commission. Recommend increasing new Land Steward/Internship Wages budget line from \$6,500 (initially proposed) to \$7,500 (recommended). This increase of \$1,000 (from initial proposal) would support engagement of part-time staff chainsaw operator(s) this summer. (FY25 ConCom budget scheduled for review at meeting on March 20th).

This is to make the Board aware that I will be presenting updated numbers at the scheduled FinCom/Select Board reviews of these budget sections, unless the Board directs that these changes not be introduced. Thank you for your consideration.



TOWN OF WEST NEWBURY
PROPOSED FY25 OPERATING BUDGET
 Updated draft: March 26, 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	449,588	114,903	34.3%	13.0%	418,986	(30,602)
FINANCE DEPARTMENT	254,515	294,709	326,336	360,784	34,448	10.6%	3.9%	364,452	3,668
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	166,247	875	0.5%	0.1%	168,581	2,334
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	153,073	(3,521)	-2.2%	-0.4%	156,262	3,189
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	102,249	25,743	33.6%	2.9%	102,249	0
PLANNING BOARD	67,175	66,981	80,163	87,921	7,758	9.7%	0.9%	87,921	0
BOARD OF APPEALS	700	0	700	1,400	700	100.0%	0.1%	700	(700)
OPEN SPACE COMMITTEE	69	0	750	750	0	0.0%	0.0%	0	(750)
Public Safety									
POLICE DEPARTMENT	1,195,914	1,219,223	1,195,755	1,299,568	103,813	8.7%	11.7%	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%	1.5%	341,366	0
INSPECTION DEPARTMENT	138,480	141,728	151,738	139,420	(12,318)	-8.1%	-1.4%	139,420	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	34,856	7,353	26.7%	0.8%	0	0
HARBORMASTER	2,500	3,038	4,000	4,500	500	12.5%	0.1%	4,500	0
Education									
EDUCATION	9,151,440	9,441,244	9,853,378	10,027,164	173,786	1.8%	19.6%	10,027,164	0
Department of Public Works									
DPW	1,368,664	1,357,891	1,550,438	1,665,094	114,656	7.4%	12.9%	1,635,094	(30,000)
Human Services									
BOARD OF HEALTH	548,546	586,092	653,233	689,530	36,297	5.6%	4.1%	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	29,598	(5,274)	-15.1%	-0.6%	29,598	0
LIBRARY	369,714	393,022	422,234	429,016	6,782	1.6%	0.8%	429,016	0
RECREATION	25,349	21,627	48,372	27,332	(21,040)	-43.5%	-2.4%	26,232	(1,100)
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	(100)
Debt Service									
DEBT SERVICE	313,950	297,950	0	0	0	#DIV/0!	0.0%	0	0
Benefits									
ESSEX COUNTY RETIREMENT FUND	731,432	805,419	675,135	911,931	236,796	35.1%	26.7%	0	0



TOWN OF WEST NEWBURY
PROPOSED FY25 OPERATING BUDGET
 Updated draft: March 26, 2024

UNEMPLOYMENT INSURANCE	439	0	1,200	1,200	0	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	64,185	2,764	4.5%	0.3%	0	
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%	600,000	200,000
EXPENSE BUDGET TOTAL	16,786,774	17,239,108	17,910,574	18,797,102	886,528	4.9%			

Revised est. year-to-year change (with FinCom changes): 5.5%

Summary

	FY22 Actual	FY23 Approved	FY24 Amended	FY25 Proposed	Change from FY24	
					\$	%
Total Operating Budget:	16,786,774	17,239,108	17,910,574	18,797,102	886,528	4.9%
Non-Education budget:	7,635,334	7,797,864	8,057,196	8,769,938	712,742	8.8%



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 26, 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			3/27/2024
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
Non-COLA step increases (cap)							26,402			
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%	449,588	114,903	34%	418,986
Finance Dept Salaries & Wages	195,647	193,218	233,091	259,141	156,800	60.5%	3/26/2024 262,374	3,233	1%	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%	360,784	34,448	11%	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%	3/26/2024 139,667	875	1%	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%	166,247	875	1%	168,581



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 26, 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			3/27/2024
General/Labor/Land Use Counsel	20,558	53,677	65,124	82,349	35,802	43.5%	82,127	(222)	0%	82,127
Special Counsel										2/26/2024
151 Total Legal Counsel	20,558	53,677	65,124	82,349	35,802	43.5%	82,127	(222)	0%	82,127
Town Clerk Salary & Wages	118,757	112,969	127,811	141,749	81,602	57.6%	137,773	(3,976)	-3%	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%	153,073	(3,521)	-2%	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%	88,620	19,340	28%	88,620
Land Steward/Internship Wages	2,009	-	-	-	7,500	-	7,500	7,500	#DIV/0!	7,500
Conservation Com Expenses	5,911	6,181	6,280	7,226	3,478	48.1%	6,129	(1,097)	-15%	6,129
Con Com Vehicle Allowance	450	-	-	-	-	-	-	-	-	-
171 Total Conservation	32,898	31,894	41,171	76,506	45,878	60.0%	102,249	25,743	34%	102,249
Planning Bd Salary & Wages	54,921	59,319	61,893	73,071	41,866	57.3%	81,061	7,990	11%	81,061
Planning Bd Expenses	5,950	6,151	3,341	5,300	1,045	19.7%	5,100	(200)	-4%	5,100
MVPC Assessment	1,663	1,705	1,747	1,792	-	0.0%	1,760	(32)	-2%	1,760
175 Total Planning	62,534	67,175	66,981	80,163	42,911	53.5%	87,921	7,758	10%	87,921
ZBA Expenses	292	700	-	700	-	0.0%	1,400	700	100%	700
176 Total Board of Appeals	292	700	-	700	-	0.0%	1,400	700	100%	700
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%	1,505,409	206,984	15.9%	1,461,448



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 26, 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			3/27/2024
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> 123,220
Inspectors Expenses	13,307	7,019	7,908	9,000	4,766	53.0%	9,000	-	0%	9,000
Inspectors' Vehicle Allowances	5,880	5,760	5,760	7,200	4,200	58.3%	7,200	-	0%	7,200
240 Total Inspectors	142,635	138,480	141,728	151,738	90,173	59.4%	139,420	(12,318)	-8%	139,420
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%	<u>3/25/2024</u> 34,856	7,353	27%	<u>3/27/2024</u> -
292 Total Animal Control	26,246	25,898	26,858	27,503	-	0.0%	34,856	7,353	27%	-
Harbormaster Salary & Wages	2,000	-	-	<u>3/22/2023</u>	-					<u>3/25/2024</u>



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 26, 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			3/27/2024
Harbormaster Exp (contracted services)	-	2,500	3,038	4,000	2,500	62.5%	4,500	500	13%	4,500
295 Total Harbormaster	2,000	2,500	3,038	4,000	2,500	62.5%	4,500	500	13%	4,500

TOTAL PUBLIC SAFETY:	1,845,760	1,922,751	1,936,037	2,040,176	1,221,145	59.9%	2,160,402	120,226	5.9%	2,122,908
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EDUCATION										
				10/23/2023			3/14/2024			3/25/2024
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%	7,993,171
Pentucket Capital Assessment	710,567	1,196,556	1,232,822	1,154,371	764,364	66.2%	1,157,182	2,811	0%	1,157,182
Pentucket Assessment Page Phase II	501,438	493,338	485,238	479,838	319,892	66.7%	474,438	(5,400)	-1%	474,438
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%	9,624,791
Whittier Minimum Contribution	146,262	136,998	219,455	217,901	185,215	85.0%	257,694	39,793	18%	257,694
Whittier Other Assessments	22,570	18,727	27,419	23,624	20,080	85.0%	25,403	1,779	8%	25,403
Whittier Debt/Capital Assessment	21,781	21,602	23,860	21,392	18,183	85.0%	17,590	(3,802)	-18%	17,590
305 Total Whittier	190,613	177,327	270,734	262,917	223,479	85.0%	300,687	37,770	14%	300,687
Essex North Shore Agricultural & Tech School	38,167	41,234	43,777	94,110	48,589	51.6%	101,686	7,576	8%	101,686
310 Total Essex North Shore Agricultural	38,167	41,234	43,777	94,110	48,589	51.6%	101,686	7,576	8%	101,686

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%	10,027,164
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DEPARTMENT OF PUBLIC WORKS										
							2/19/2024			2/20/2024
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



TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 26, 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			3/27/2024
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
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										
Board of Health Salary & Wages	124,592	126,498	127,965	<u>10/23/2023</u> 134,918	81,675	60.5%	137,616	2,698	2%	<u>3/13/2024</u> 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
Council on Aging Salary & Wages	55,905	71,524	93,947	103,982	60,795	58.5%	106,063	2,081	2%	<u>3/13/2024</u> 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	<u>3/29/2023</u> 3,592	-	0.0%	<u>3/22/2024</u> 4,700	1,108	31%	<u>3/25/2024</u> 4,700
Memorial Day Expenses	-	1,661	-	2,320	-	0.0%	1,600	(720)	-31%	1,600
Veterans benefits & expenses	21,112	5,816	6,574	6,000	2,264	37.7%	5,000	(1,000)	-17%	5,000
Eastern Essex Veterans Services	3,976	21,695	21,095	22,960	22,959	100.0%	18,298	(4,662)	-20%	18,298
543 Total Veterans	28,248	32,804	30,733	34,872	25,223	72.3%	29,598	(5,274)	-15%	29,598

TOTAL HUMAN SERVICES:	659,389	674,681	730,262	811,587	461,816	56.9%	844,691	33,104	4.1%	844,691
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TOWN OF WEST NEWBURY

Proposed FY25 Operating Budget

Updated draft: March 26, 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			3/27/2024
CULTURE & RECREATION										
Library Salaries & Wages	260,408	260,013	282,899	307,665	187,332	60.9%	314,016	6,351	2%	<u>3/20/2024</u> 314,016
Library Expenses	32,894	38,461	32,681	33,000	26,373	79.9%	33,000	-	0%	33,000
Library Books and Periodicals	67,144	71,241	77,442	81,569	50,225	61.6%	82,000	431	1%	82,000
610 Total Library	360,446	369,714	393,022	422,234	263,929	62.5%	429,016	6,782	2%	429,016
Recreation Wages	239	1,335	2,700	5,072	2,925	57.7%	<u>2/17/2024</u> 6,332	1,260	25%	<u>3/20/2024</u> 6,332
Recreation Expenses	16,415	16,000	10,348	33,200	17,849	53.8%	10,900	(22,300)	-67%	10,900
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%	17,232
Mill Pond Operating Expenses	-	188	868	2,100	412	19.6%	2,100	-	0%	<u>3/20/2024</u> 1,000
631 Total Mill Pond	-	188	868	2,100	412	19.6%	2,100	-	0%	1,000
Bandstand Expense	-	6,000	5,910	8,000	5,594	69.9%	8,000	-	0%	<u>3/20/2024</u> 8,000
635 Total Bandstand	-	6,000	5,910	8,000	5,594	69.9%	8,000	-	0%	8,000
Historical Commission Expenses	312	-	600	600	20	3.3%	600	-	0%	<u>3/13/2024</u> 600
691 Total Historical Commission	312	-	600	600	20	3.3%	600	-	0%	600
Cultural Council Expense	-	-	-	100	-	0.0%	100	-	0%	<u>3/20/2024</u> -
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%	455,848
DEBT SERVICE										
Debt Service (Principal)	340,500	305,000	295,000	-	-	#DIV/0!	-	-	#DIV/0!	<u>2/20/2025</u> -
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 26, 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			3/27/2024
BENEFITS										
Essex Regional Retirement Assessment	687,493	731,432	805,419	<u>2/15/2023</u> 675,135	661,845	98.0%	911,931	236,796	35%	<u>3/27/2024</u>
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	-	<u>2/15/2023</u> 1,200	-	0.0%	1,200	-	0%	<u>3/27/2024</u>
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	<u>3/29/2023</u> 61,421	34,524	56.2%	<u>3/25/2024</u> 64,185	2,764	4%	<u>3/27/2024</u>
916 Total FICA Insurance	46,737	52,412	51,842	61,421	34,524	56.2%	64,185	2,764		-
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%	1,737,294	252,030	17.0%	739,978
TRANSFERS To/From - STABILIZATION										
Transfers Out - to Capital Stabilization	500,000	500,000	500,000	<u>3/22/2023</u> 600,000	600,000	100.0%	600,000	-	0%	<u>3/25/2024</u> 800,000
Transfers In - from School Stabilization				(200,000)	(200,000)	100.0%	(200,000)	-	0%	(200,000)
992 Total Transfers Out	500,000	500,000	500,000	400,000	400,000	100.0%	400,000	-	0%	600,000
TOTAL TRANSFERS OUT:										
	500,000	500,000	500,000	400,000	400,000	100.0%	400,000	-	0.0%	600,000
1000 Total General Fund										
	16,080,976	16,786,774	17,239,108	17,910,574	11,675,198	65.2%	18,797,102	886,528	4.9%	17,887,131

ARTICLE REQUEST FORM

ARTICLE: To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$0,000,000.00 of which \$000,000.00 for Salaries & Wages, \$00,000.00 for Insurances, \$000,000.00 Expenses, \$000,000.00 for Debt Service, \$00,000.00 for Extraordinary and Unforeseen, and \$00,000.00 for Indirect Cost.

AMOUNT REQUESTED: \$0,000,000.00

CONTACT PERSON: Mark Marlowe

PHONE NUMBER: 978-363-1100 x128

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

This will approve the Water Department operating budget for Fiscal Year 2025

What factors affect the timing of this purchase?

N/A

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

FY25

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

N/A

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

Please attach additional pages or other supporting documentation.

FOR WATER DEPARTMENT FISCAL YEAR 2024 BUDGET	FINAL BUDGET	INCREASE / (DECREASE)	PROPOSED BUDGET	
2% COLA	FY 2024		FY 2025	
<u>Salary & Wage Account # 61-5112</u>				
A.1 SALARIED STAFF				
A. Superintendent/Manager	92,478.00	1,850.00	94,328.00	
A.2 HOURLY STAFF				
A. Administrative Assistant	35,918.00	706.00	36,624.00	
B. Licensed Operator (1) (Grade IT License)	64,708.00	1,272.00	65,980.00	
C. Licensed Operator (2) (Grade IT License)	61,868.00	4,112.00	65,980.00	Secured license during FY24
D. Seasonal Laborer/OT Help and any additional labor cost	44,176.00	884.00	45,060.00	
E. On Call Duty	18,000.00	0.00	18,000.00	
TOTAL	317,148.00	8,824.00	325,972.00	
A.3 COMMISSIONER'S STIPEND				
A. Chairman	700.00	0.00	700.00	
B. Commissioner	500.00	0.00	500.00	
C. Commissioner	500.00	0.00	500.00	
TOTAL	1,700.00	0.00	1,700.00	
TOTAL SALARY/WAGES	318,848.00	8,824.00	327,672.00	
<u>Expenses Account #61-5400</u>				
B.1 FACILITIES EXPENSE				
A. Heat/Propane (bottle)	4,000.00	0.00	4,000.00	
B. Heat/Natural Gas (city)	1,000.00	0.00	1,000.00	
C. Electricity	38,000.00	0.00	38,000.00	
D. Telephone+Cell Phones+Comcast SCADA at Wellfield, PSBS &	13,000.00	0.00	13,000.00	
E. Water Barn Oil	3,000.00	0.00	3,000.00	
TOTAL	59,000.00	0.00	59,000.00	
B.2 OFFICE EXPENSE				
A. Postage	2,500.00	0.00	2,500.00	
B. Bottled Water	0.00	0.00	0.00	
C. Printing	800.00	0.00	800.00	
D. Advertising	2,500.00	0.00	2,500.00	
E. Office Supplies	2,000.00	500.00	2,500.00	
F. Office Equip Maintenance	500.00	0.00	500.00	
G. Clothing Allowance	1,200.00	600.00	1,800.00	

FOR WATER DEPARTMENT FISCAL YEAR 2024 BUDGET	FINAL BUDGET	INCREASE /	PROPOSED BUDGET	
2% COLA	FY 2024	(DECREASE)	FY 2025	
TOTAL	9,500.00	1,100.00	10,600.00	
B.3 RETIREMENT EXPENSE				
A. Essex County Retirement	0.00	0.00	0.00	
B. Post Essex County Retirement OPEB	47,407.00	29,125.57	76,532.57	
TOTAL	47,407.00	29,125.57	76,532.57	
B.4 DUES AND MEMBERSHIPS				
A. Dues/Licenses/Seminars/Training	3,000.00	1,500.00	4,500.00	
B. Expenses	300.00	0.00	300.00	
TOTAL	3,300.00	1,500.00	4,800.00	
B.5 OUTSIDE SERVICES EXPENSE				
A. Consultant-Engineering	10,820.00	0.00	10,820.00	
B. Instrumentation Control Maintenance	4,750.00	0.00	4,750.00	
C. Water Testing	11,000.00	0.00	11,000.00	
D. Police Detail	2,500.00	0.00	2,500.00	
TOTAL	29,070.00	0.00	29,070.00	
B.6 COMPUTER EXPENSE				
A. Consultant-Computer	2,250.00	0.00	2,250.00	
B. Computer Maintenance	4,500.00	0.00	4,500.00	
C. Computer Supplies	500.00	0.00	500.00	
TOTAL	7,250.00	0.00	7,250.00	
B.7 VEHICLE EXPENSE/RENTAL EQUIPMENT EXPENSE				
A. Fuel	4,500.00	500.00	5,000.00	
B. Maintenance/Repair	2,000.00	0.00	2,000.00	
C. Equipment Rental-Contractor	2,500.00	(500.00)	2,000.00	
TOTAL	9,000.00	0.00	9,000.00	
B.8 MATERIALS/SUPPLIES/OUTSIDE CONTRACTOR EXPENSE				
A. Wellfield Materials (Chemicals)	25,000.00	0.00	25,000.00	
B. Meter Materials	10,000.00	0.00	10,000.00	
C. Brass Goods, Hydrant Material, Outlays, Tools & Equipment	14,000.00	0.00	14,000.00	
D. Misc Materials & Contractors	40,000.00	0.00	40,000.00	
E. Road Repair Materials	4,000.00	0.00	4,000.00	
TOTAL	93,000.00	0.00	93,000.00	

FOR WATER DEPARTMENT FISCAL YEAR 2024 BUDGET 2% COLA	FINAL BUDGET FY 2024	INCREASE / (DECREASE)	PROPOSED BUDGET FY 2025	
B.9 WATER PURCHASE EXPENSE (NEWBURYPORT)	110,000.00	40,000.00	150,000.00	
TOTAL	110,000.00	40,000.00	150,000.00	
B.10 DEP SAFE DRINKING WATER ASSESSMENT EXPENSE	1,000.00	0.00	1,000.00	
TOTAL	1,000.00	0.00	1,000.00	
B.11 LEGAL EXPENSE	2,000.00	(2,000.00)	-	
TOTAL	2,000.00	(2,000.00)	-	
B.11 SUPT MILEAGE STIPEND \$200/MO	2,000.00	400.00	2,400.00	
TOTAL	2,000.00	400.00	2,400.00	
TOTAL OPERATING ACCOUNT	372,527.00	70,125.57	442,652.57	
C.1 INSURANCES ACCT# 61-5201	52,191.00	2,009.00	54,200.00	includes Insur Opt Out Jodi & Jason
TOTAL INSURANCES	52,191.00	2,009.00	54,200.00	
D.1 DEBT SERVICE 6500-000-5900-000	167,913.00	185,120.00	353,033.00	
TOTAL DEBT	167,913.00	185,120.00	353,033.00	
E.1 EXTRAORDINARY & UNFORSEEN	20,000.00	0.00	20,000.00	
TOTAL	20,000.00	0.00	20,000.00	

FOR WATER DEPARTMENT FISCAL YEAR 2024 BUDGET 2% COLA	FINAL BUDGET FY 2024	INCREASE / (DECREASE)	PROPOSED BUDGET FY 2025	
WATER BUDGET <u>WITHOUT</u> INDIRECT COST INCLUDED	911,479.00	266,079.00	1,177,558.00	
F.11 INDIRECT COSTS (Water Dept. billed by the Town)	<u>56,192.00</u>	<u>2,248.00</u>	<u>58,440.00</u>	
TOTAL	56,192.00	2,248.00	58,440.00	
TOTAL WATER BUDGET <u>WITH</u> INDIRECT COST INCLUDED	987,671.00	268,326.57	1,255,998.00	

Summary of Water Use and Water Rates

West Newbury Board of Water Commissioners

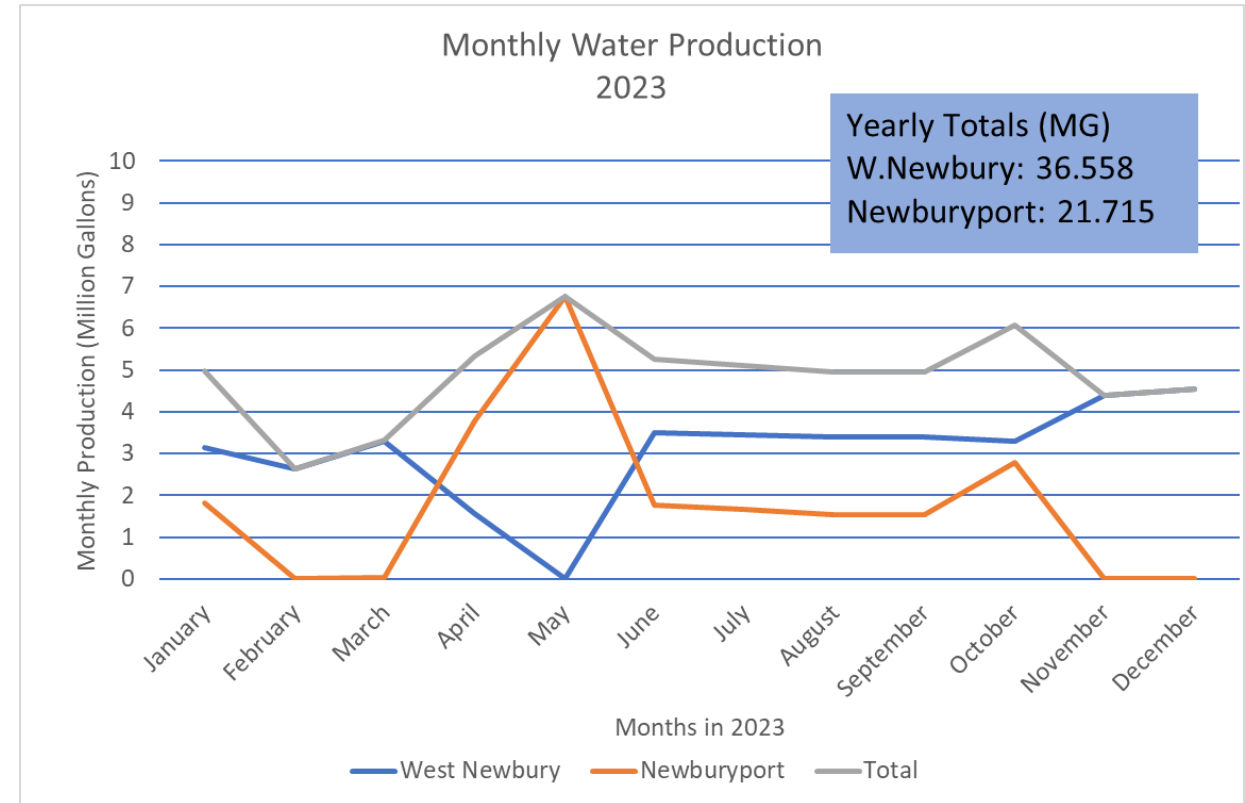
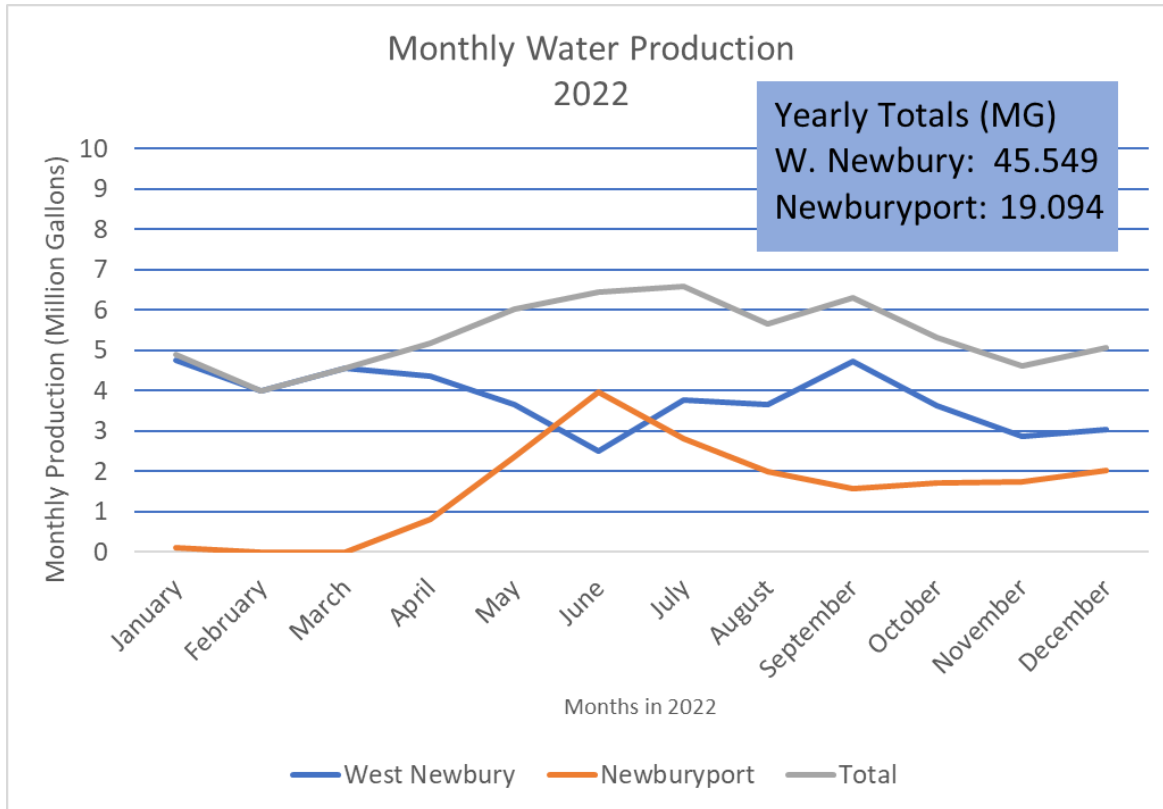
Water Rates Hearing

Annex Auditorium

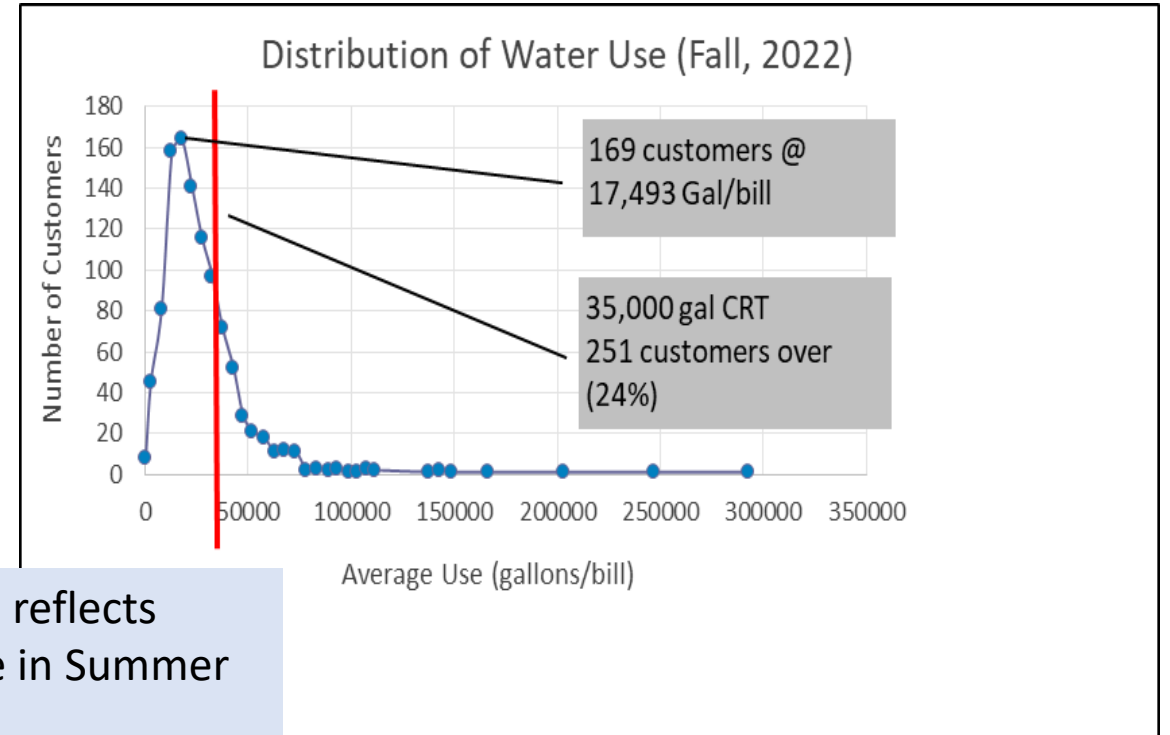
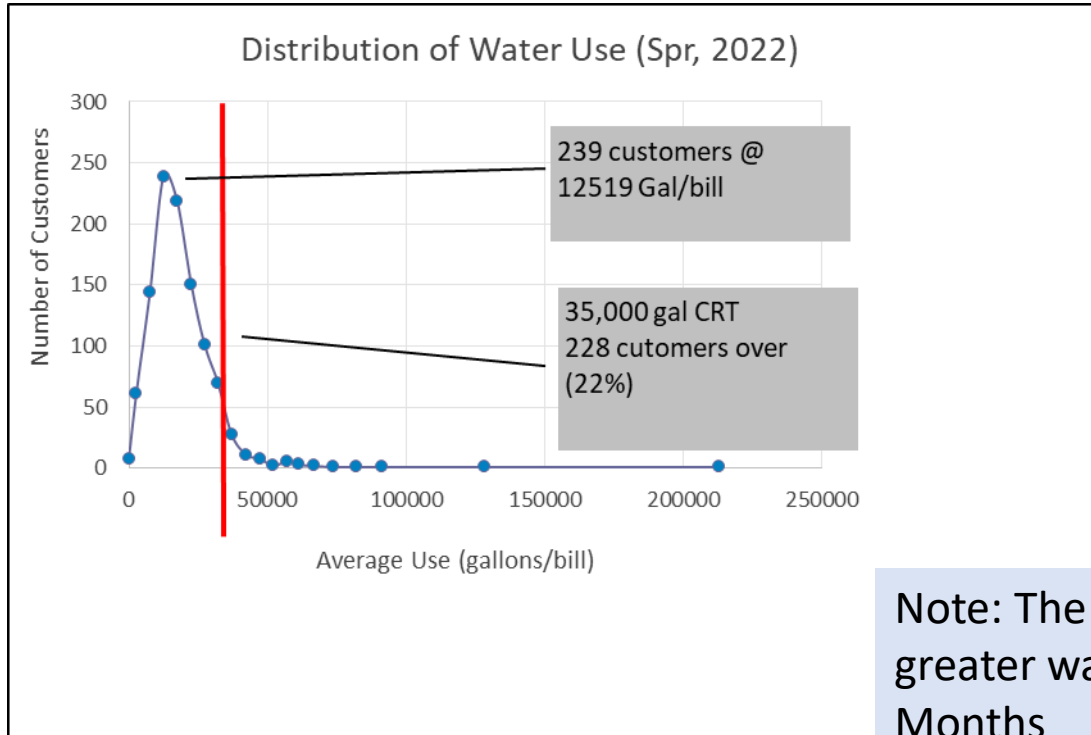
March 21, 2024

6:00 pm

2022 and 2023 West Newbury Production



Customer Use Distribution (2022 data)

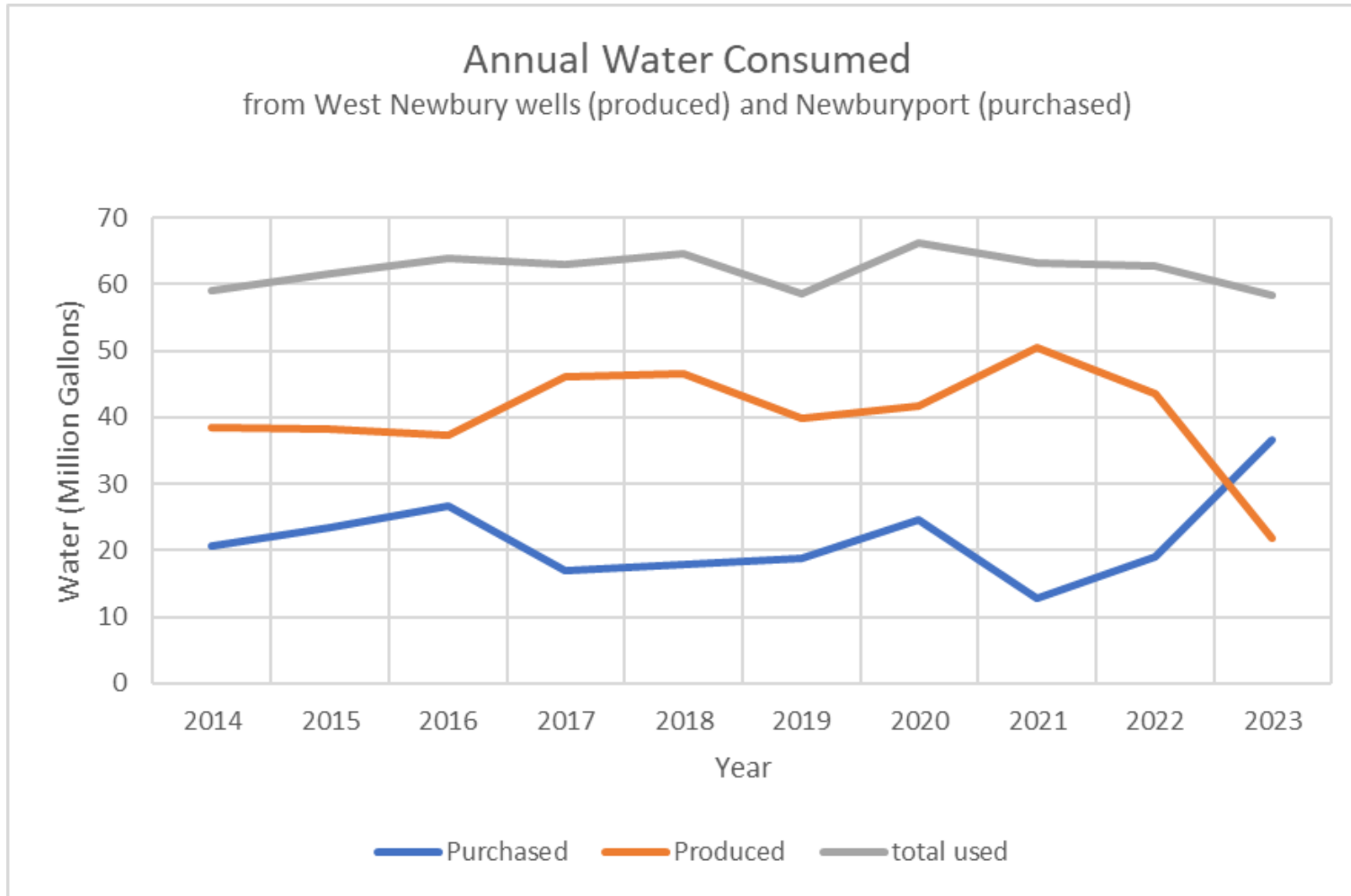


Note: The Fall Bill reflects greater water use in Summer Months

There are 1061 water customers served by the Water Department.
 The average customer (top of usage curves) used 30,012 gallons in 2022
 Total Water used over 35,000/bill (Spr and Fall) in 2022: 5,950,000 gal
 Total Water Used in 2022: 48,553,000 gallons

Percent of total water beyond Conservation Rate Threshold (CRT) in 2022: 12.26%
 Percent of total water under conservation Rate Threshold (CRT) in 2022: 87.74%

Water Source (Average of 32%/yr from N'Port)



10-year average annual
volume purchased: 21.7MG

7-year average annual
payment: \$158,000

Water Department Revenues Summary

Revenues are set to meet and/or exceed expenses given the uncertainty of demand, water purchase cost and unforeseen system repairs.

Sources of Revenue include:

- Water User Charges (>90% of total revenue)
 - Consumer Base Charge (\$70.00/bill)
 - Consumer Base Rate (currently \$14.43/1000 gallons)
 - Consumer Conservation Rate (currently \$17.48/1000 gallons)
- “Other” Revenue (< 10% of total revenue)

Current Water Rates have not changed since 2019

The 2025 projected budget is \$1,250,014.

This is an increase of 26.5% from 2024 budget (\$987,171).

Reasons for budget increase:

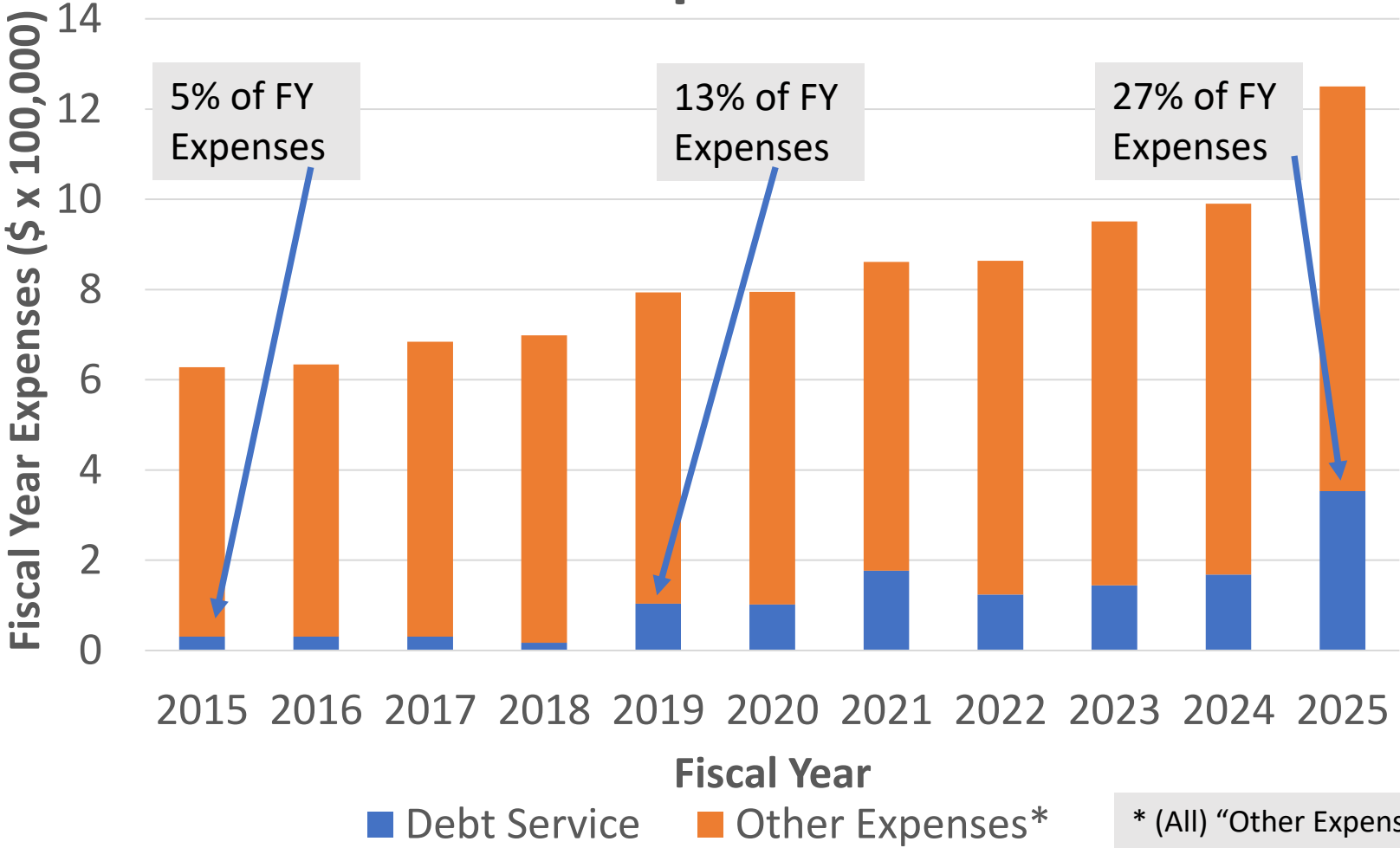
111% increase in debt service (\$353,000 from \$167,913)

Increase in projected Newburyport water purchase (\$150,000 from \$110,000)

Increase in Retirement/Insurance premiums for staff

NOTE: to continue to provide current services, future capital projects are required, which will affect debt service in the future.

Annual Water Dept. Expenses 2014-present



* (All) "Other Expenses" include: Salaries, Water Purchase, Insurance, Facilities Materials/Supplies/Equipment, Contractors, etc. (see Budget Line Items)

Conservation Rate Explained

- The Conservation Rate applies for consumption over 35,000 gallons per bill.
- The Conservation Rate is intended to incentivize conservation of water use (mostly summer irrigation)
- The Commonwealth of Massachusetts recommends water use at 65 gal/person/day (this equates to 33,215 gal/bill for West Newbury residents)
- Commonwealth of Massachusetts guidance recommends a Conservation Rate of 1.5-2x the Base Rate
- Currently, West Newbury's Conservation Rate is 1.2x the Base Rate (\$17.48/1000gallons).
- **The proposed new Conservation Rate of 1.67x the Base Rate (\$27.48/1000 gallons)**

Base Rate and Base Charge Explained

- The Base Rate applies to all water consumption under 35,000 gallons/bill.
- >75% of West Newbury consumers use <35,000 gallons/bill
- The current Base Rate is \$14.43/1000 gallons.
- **The proposed Base Rate is \$16.43/1000 gallons**
- The Base Charge applies to all West Newbury Consumers.
- The current Base Charge is \$70.00/bill
- **The proposed Base Charge is \$70.00/bill (unchanged)**

2024-25 Rates Options

\$1,250,014 Budget

60MGY sold: 16.2MG @ \$9.25/1000gal, 43.8MG Produced

Based on 2022, 12% of water (7.2MG) used at over Conservation Rate Threshold (CRT) of 35,000gal

Base Charge (BC): \$70.00/bill x 2 Bills/yr

1061 Customers

$\$1.250.014 = (1061 \times \$140) + (\$BR \times 52800000/1000) + (\$CR \times 7200000/1000)$

Scenario: 60 MG sold in 2025

Conservation Rate (CR) to Base Rate (BR) Ratio (i.e., CR/BR)	BR (\$)	CR (\$)	BC Revenue (\$)	BR Revenue (\$)	CR Revenue (\$)	Total Water Customer Revenue (\$) (BR+CR+BC)	TOTAL Water Dept Revenue (\$) (including \$117,000 of "Other" Revenue)	Surplus/(Deficit) (\$)
CR = 2BR	16.39	32.78	148540	865392	236016	1249948	1366948	116934
CR = 1.5BR	17.33	26.00	148540	915024	187200	1250764	1366948	116934
CR = 1.21BR	17.91	21.67	148540	945648	156024	1250212	1367212	117198
Hybrid	16.43	27.48	148540	867504	197856	1213900	1330900	80886

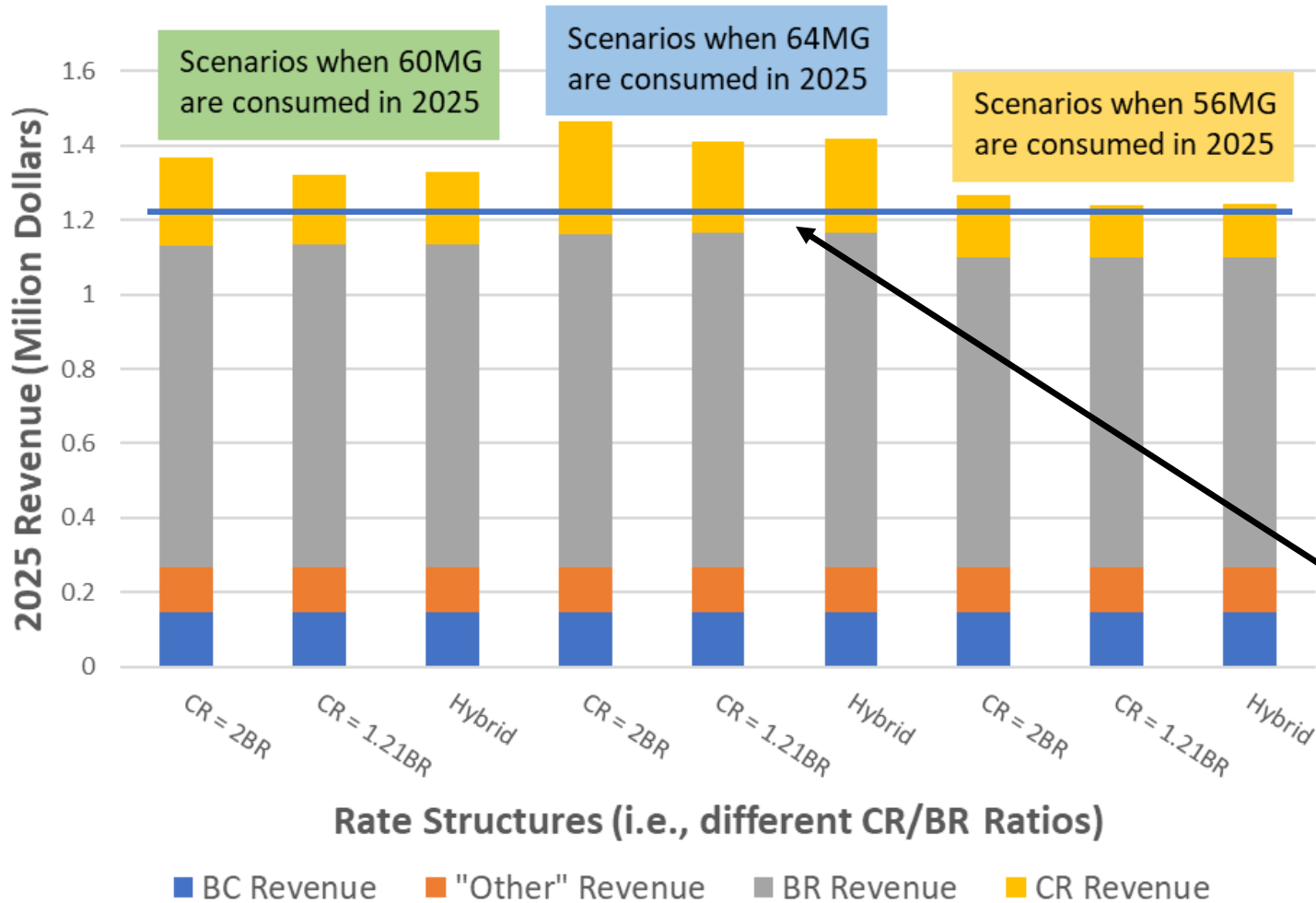
*The Current: Base Rate (\$14.43/1000 gal; Conservation Rate (\$17.48/1000gal; and Base Charge (\$70.00/bill) have not changed since 2019.

- The current BR/CR ratio is 1.21
- A "typical" CR/BR ratio is 1.5-2
- The proposed Hybrid CR/BR ratio is 1.67, which represents a \$2.00 BR increase and \$10.00 CR increase to current rates.

*Water Rates must be set to provide revenue that exceeds projected 2025 expenses.

*Any budget surplus provides resources for future necessary capital projects

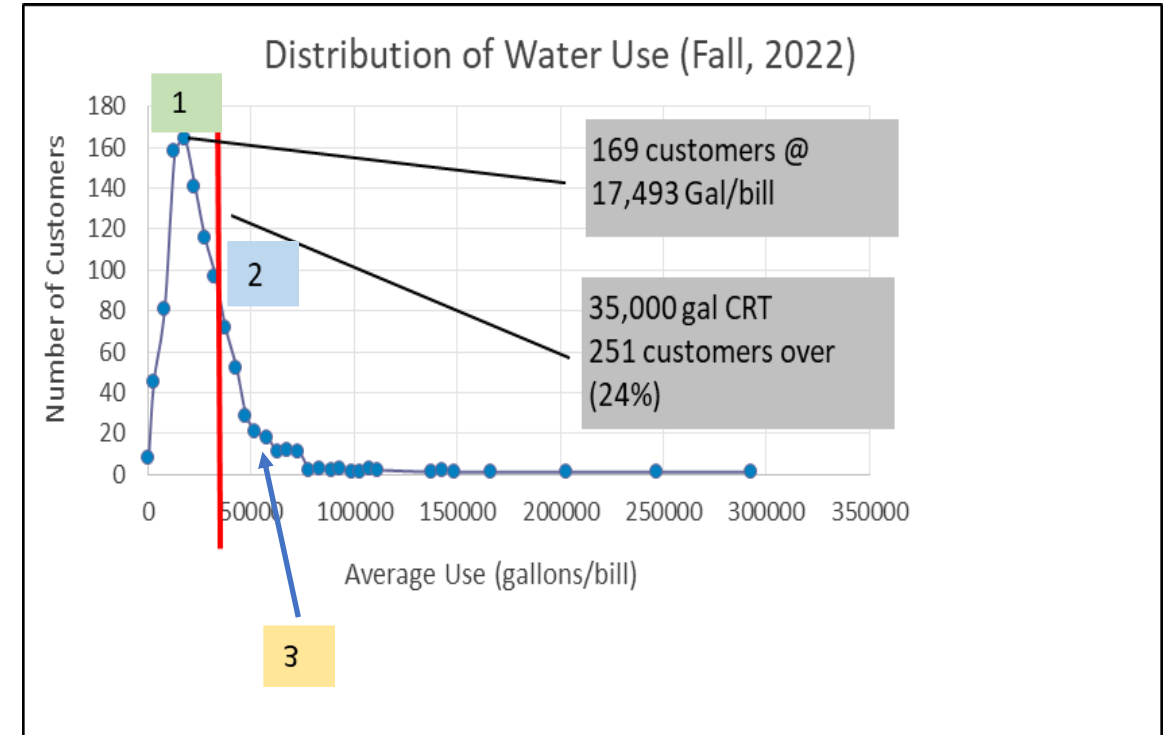
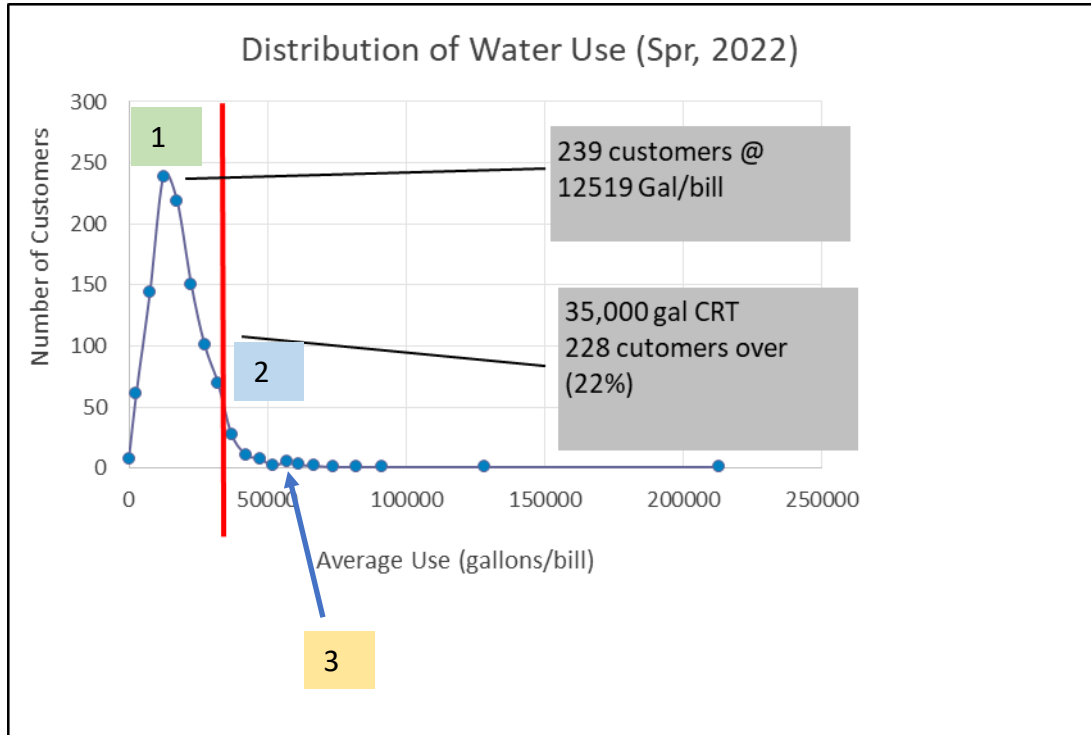
2025 Water Revenue Scenarios Based on Different Rate Structures



The proposed Base Rate increase of \$2.00/1000gal and Conservation Rate increase of \$10.00/1000gal will provide revenue to meet expenses and provide a modest surplus under possible anticipated water demand scenarios

The blue line represents the FY2025 Budget Threshold, \$1.25M

Effect of Rate Changes on Customer Bills



- Customer 1: Uses the Town Average (gallons/bill)
- Customer 2: Uses 35,000 gallons/bill (70,000/yr)
- Customer 3: Uses 60,000 gallons/bill (120,000/yr)

Examples of Customer Bill Amount Changes for Different Water Use Based on 2025 Rate Changes			Customer 1			Customer 2			Customer 3				
			Average Customer (top of Bell Curve)			Customer at Conservation Rate Threshold (35000/bill)			Customer using 60,000 gal/bill (25,000gal over CR each bill)				
			Spring	Fall	Total (yr)	Spring	Fall	Total (yr)	Spring	Fall	Total (yr)		
Water Use (gallons)			12519	17493	30012	35000	35000	70000	60000	60000	120000		
			Customer Bill (\$)			Customer Bill (\$)			Customer Bill (\$)				
2024 Water Rate			BR 14.43	CR 17.48	250.65	322.42	573.07	575.05	575.05	1150.10	1012.05	1012.05	2024.10
2025 Water Rate (if CR/BR Ratio unchanged)			17.91	21.67	294.22	383.30	677.51	696.85	696.85	1393.70	1238.60	1238.60	2477.20
2025 Water Rates (at proposed CR/BR ratio of 1.67)			16.43	27.48	275.69	357.41	633.10	645.05	645.05	1290.10	1332.05	1332.05	2664.10

10.5% increase

12.2% increase

31.6% increase

Summary

- ***Water Rates must increase for the first time since 2019*** to meet expense increases due primarily to a 111% increase in debt services.
- The Debt Service increase is due to the expense of necessary infrastructure replacement/improvements.
- Approximately 1/3 of the water consumed in West Newbury is purchased from Newburyport.
- Water demand varies annually and demand increases significantly in the Summer months (reflected in the Fall Bill).
- The Conservation Rate will increase in an effort to decrease summer water use and minimize the increase to the Base Rate.
- The Base Water Rate increase of \$2.00/1000 gallons will increase the cost of water to the average consumer by \$60.00/yr (10.5% increase).
- The Base Charge will remain unchanged (\$70.00/bill)



IN CITY COUNCIL

ORDERED:

July 10, 2023

THAT the City Council of the City of Newburyport hereby approves the attached Intermunicipal Agreement between the Town of West Newbury and the City of Newburyport for Shared Animal Control Services.

Heather L. Shand
Councillor Heather L. Shand

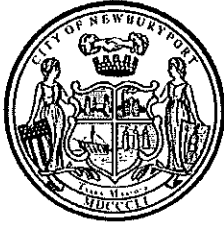
In City Council July 10, 2023:

Motion to waive the rules, declare an emergency and approve the order by Councillor McCauley , seconded by Councillor Cameron. Councillor Wallace recused. 10 yes, 1 recused (CW). Motion passes.

Approve: *S. Reardon*
Sean R. Reardon, Mayor

Attest: *R. B. Jones*
Richard B. Jones, City Clerk

Date: 7/21/23



IN CITY COUNCIL

ORDERED:

May 8, 2023

CITY OF NEWBURYPORT AND TOWN OF WEST NEWBURY

INTERMUNICIPAL AGREEMENT FOR THE ADMINISTRATION OF SHARED ANIMAL CONTROL SERVICES

Article 1. Purpose

This agreement is entered into, pursuant to Massachusetts General Laws Chapter 40, Section 4A, by and between the City of Newburyport, as authorized by its City Council and approved by its Mayor, and the Town of West Newbury, as authorized by its Select Board.

WHEREAS, the City of Newburyport and the Town of West Newbury are each obligated to provide animal control services to their residents; and

WHEREAS, the City of Newburyport and the Town of West Newbury have determined that their residents can more efficiently and effectively be served with such services through a joint undertaking between the communities; and,

WHEREAS, the City of Newburyport and the Town of West Newbury have determined to join together to establish and administer a program of shared Animal Control Services.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

Article 2. Definitions

Participating Governmental Units: the City of Newburyport and the Town of West Newbury. Animal Control Services: Any and all services as required of an Animal Control Officer under applicable Massachusetts Laws and regulations, including but not limited to MGL Chapter 140, Section 151 et seq. and MGL Chapter 129, Section 15 et seq.

Article 3. Term

This Agreement shall take effect on the 1st day of July 2023 and shall remain in effect for two (2) years from the effective date. Either party may terminate the Agreement by providing at least six (6) months' notice prior to the start of a new fiscal year that it does not intend to participate in this Agreement.

Article 4. Lead Party

The City of Newburyport shall act as the "Lead Party" for the Participating Governmental Units, by employing the necessary officers and providing the necessary equipment, vehicles and kennel to perform said Animal Control Services. Said officers shall be considered employees of the City of Newburyport and be accorded all applicable benefits enjoyed by other Newburyport municipal employees as they are or shall be established. Each such officer must be a Massachusetts certified Animal Control Officer (excepting that new employees may acquire such certification within two years of the commencement of employment). Said certification must be maintained during the term of this Agreement. The office where such officers shall be primarily located will be in Newburyport.

Article 5. Funding Contribution

- A. The Lead Party shall establish for each fiscal year, subject to appropriation, the annual operating budget for the provision of shared Animal Control services (hereinafter "Budget"). The Budget shall include costs for Animal Control Officer and Assistant ACO Wages, Overtime, Clothing Allowance, Buildings & Grounds, Care of Animals, Dead Animal Removal, Fuel/Oil, Dues/Licenses, Health Insurance, Workers Comp, and FICA, as enumerated in Exhibit A: Shared Animal Control Services, Total Program Costs. The Town of West Newbury shall receive a credit for its provision of the ACO vehicle, including insurance, as provided in Article 8.
- B. The Municipalities shall share the cost of the total Budget in proportion to the percentages set forth in Exhibit A: Shared Animal Control Services, Total Program Costs.
- C. Twice a year during each year of this Agreement, the Lead Party shall prepare and distribute to West Newbury invoices, accompanied by an expense report summarizing the incurred costs of the program for the prior six months. Said invoices will be distributed by the Lead Party no later than January 31st for services rendered from July 1 through December 31 and no later than July 31st for services rendered from January 1 through June 30.
- D. By February 1st of each fiscal year, the designees of the Municipalities shall meet to agree on the proposed Budget for the next fiscal year. The Budget and Fee Structure shall be reviewed and adjusted, if necessary, in accordance with each Municipality's typical annual budget process.
- E. Notwithstanding any other provision in this Agreement to the contrary, the Municipalities agree that, following dissolution or termination of this Agreement, each shall be responsible for continuing their shared respective contribution for the Animal Control Officer's unemployment and/or workers' compensation benefits that may accrue while the Municipality was a party to this Agreement.
- F. Nothing herein shall prevent the parties from mutually agreeing in writing to change the funding contribution during the initial term or any extended term of this agreement, subject to available appropriation.

Article 6 Financial Safeguards

Under the provisions of M.G.L. Chapter 40, §4A, the City of Newburyport Director of Public Health shall provide to the Town of West Newbury periodic financial statements that shall include: accurate and comprehensive records of the services performed under this agreement; the costs incurred; and the reimbursements and contributions received. Such reports shall be compiled and distributed by the Finance Department with the invoices referenced in Article 5. In addition, all bills and payrolls submitted for work done under this regional agreement shall be plainly marked to indicate that the work was done under the authority of this agreement.

The accounting records of the Newburyport Animal Control Services, working under the direction of the Newburyport Director of Public Health, shall be subject to the City's annual audit process and shall be subject to periodic audit by the Newburyport City Auditor as is current practice.

Article 7 Hours of Services and Service Requirements

The City of Newburyport shall provide Animal Control Services under this Agreement on an as-needed basis, seven days a week, twenty four hours a day. Animal Control Services shall be provided on an equal basis between the communities.

Article 8 Vehicle Usage

The Town of West Newbury shall provide a 2021 Ford F150. This vehicle shall be made available for the use of the Animal Control Officers. Collision and liability insurance for the vehicle shall continue to be paid by the Town of West Newbury. The City of Newburyport shall be responsible for the maintenance and upkeep of West Newbury's vehicle. The City shall maintain records of all vehicle maintenance and, within its periodic expense reports provided to the Town of West Newbury per Article 5.C., shall provide a record of maintenance undertaken within the prior reporting period.

Article 9 Fines

Any fines, exempting boarding fees, collected will be collected on behalf of and returned to the Participating Governmental Unit from within the municipal boundaries of which the animal was taken, or in the case of an animal not taken, returned to the Participating Governmental Unit in which the animal resides or is kept.

Article 10 Indemnification

In the event that any claims, demands, suits, causes of action, costs, and expenses arise with respect to the services provided pursuant to this agreement, and to the extent permitted by Massachusetts General Laws chapter 258 and other applicable law, a Participating Governmental Unit shall indemnify, defend and hold harmless the other participating Government Unit from and against any such claims, demands, suits, causes of actions, costs and expends, including reasonable attorneys' fees and legal costs, but only to the extent that they arise from or relate to the negligent acts or omissions of the first Participating Governmental Unit, or its agents, servants, or employees, or from or in relation to actions

taken by the Animal Control Officer on behalf of or at the direction of the first Participating Governmental Unit. By entering into this Agreement, neither of the parties has waived any governmental immunity or limitation of liability or damages which may be extended to them by operation of law. This Agreement is for the benefit of the parties hereto and is not intended to confer third party beneficiary status on any other person or entity.

Article 11 Operation of Animal Shelter Facilities

The City of Newburyport shall maintain and operate an Animal Shelter Facility under the following terms and conditions.

I. OPERATIONS:

- A. The Animal Shelter Facility shall be accessible to the citizens of each Participating Governmental Unit for the retrieval of impounded animals during normal business hours, Monday through Wednesday 8AM to 4PM, Thursday 8 AM to 7 PM, and Friday 8 AM to 12 PM by appointment. Weekend hours will be provided by appointment only. Notice shall be posted conspicuously and in a readily accessible format in the main municipal building of both Participating Governmental Units which states the hours of operation and an emergency telephone number for use by residents to retrieve their pets. Such information shall also be made available on each respective Participating Governmental Unit website. The animal shelter shall be able to accept impounded animals 24 hours a day, 365 days a year.
- B. Newburyport will provide daily supervision, food, water and humane care to animals boarded at the shelter.
- C. All Animal Control Officers will log in each time they enter the Animal Shelter Facility. The sign-in sheets will be submitted monthly to the Director of Public Health.
- D. The Animal Shelter Facility is to be solely used for the impounding of animals and to be used by Animal Control Officers only. There shall be no entry of other persons in the shelter without the consent of the City of Newburyport Director of Public Health.
- E. Newburyport will be responsible for the Animal Shelter Facility cleaning/sanitizing supplies, maintenance, heat, water, electric and other utility costs incurred in connection with the operation of the Facility.
- F. Newburyport will be responsible to keep the Animal Shelter Facility and associated kennels maintained, clean, and sanitary on a daily basis. Excreta and food waste shall be removed from primary enclosures daily and from under enclosures as often as necessary to prevent an excessive accumulation of feces and food waste, to prevent soiling of the animals contained in the enclosures, and to reduce disease, hazards, insects, pests, and odors. The condition of the kennels and quality of care is to be of a high caliber and performed to the standards established by the City of Newburyport Director of Public Health.

- G. Boarding facilities shall include a sheltered kennel unit with cages and/or runs that protect the animals from precipitation, and extreme hot (100°F or greater) and cold (45°F or less) conditions. Except in emergency situations, as determined by the Newburyport Animal Control Officer, no more than one adult animal shall be kept per cage.
 - H. Newburyport will be responsible for ensuring that an ill or injured animal is treated promptly by the respective Participating Governmental Unit's contracted licensed veterinarian, depending on the nature and/or seriousness of the illness or injury, and that any prescribed medication is promptly obtained and administered.
- II. FEES:
- A. Owners who reclaim animal(s) shall make payment to the City of Newburyport prior to reclaiming their animal(s) for all boarding fees (\$35.00 per day for each animal) and all other fees related to shelter services provided per day per animal.
 - B. Newburyport shall provide invoices, collect monies and keep records of all required fees received from owners. Invoices provided to owners who are retrieving their animal shall include the date that the animal was delivered to the shelter, the per day shelter rate, the number of days that the animal was sheltered, medical bills as applicable, and total fee due and collected.
 - C. Each Participating Governmental Unit shall be responsible for the direct costs to care for the animals which originate from said community, including but not limited to flea treatments and any veterinary costs. For the purposes of this agreement, "veterinary costs" shall include rabies vaccinations, health evaluation, treatment of minor curable diseases and euthanasia.
 - D. Each Participating Governmental Unit shall pay any additional costs associated with the transport and removal of animals from their community if an animal is not claimed or is injured.
 - E. Newburyport may add a surcharge of up to ten (10) percent (not to exceed \$25.00) to medical bills to cover certain incidental costs relating to transportation of an animal to a veterinarian's office, telephone expenses incurred in connection with medical treatment, and any special care involved. Bills must support all medical charges and receipts bearing the name of the veterinarian or firm from whom they were obtained.
 - F. Fees for animals that are unclaimed by the owner at the end of the maximum seven (7) day holding period shall be paid by the Participating Governmental Unit where the animal originated.

G. All fees and receipts from boarding and all other services related to the shelter shall be submitted monthly to the City of Newburyport Health Department.

III. RECORD KEEPING: Each Participating Governmental Unit's Animal Control Officers shall maintain an impound record on each animal delivered to the Animal Shelter Facility. The impound record will be prepared and filled out by the appropriate Animal Control Officer and delivered to the Facility with the animal.

Upon discharge, one (1) copy of the animal's completed record shall be provided to the person claiming the animal and one (1) copy of each discharged animal's record shall be provided to Newburyport. If the agreement is terminated, all impound records shall be transmitted to the appropriate town.

IV. DISCHARGE:

A. Claimed animals: Each Participating Governmental Unit will require the person claiming the animal to show identification (preferably a driver's license). In the case of a dog, a certificate of license is required of all dogs six (6) months of age or older for release.

In the event of non-licensure of a dog, the owner or person claiming the dog will be required to show proof of licensure prior to release by the Animal Control Officer. The Animal Control Officer will not be responsible for ensuring licensure of the dog.

In addition, the Animal Control Officer will provide the person claiming the animal with a full disclosure of any medical treatment rendered by a veterinarian and/or the Animal Shelter Facility and by whom it was rendered and a complete identification of any prescription or non-prescription medicine(s) administered to the animal while in custody. Finally, the Animal Shelter Facility must obtain the signature and the driver's license number of the person to whom the animal is released on the Impound Record.

B. Unclaimed animals: Unless requested by the Newburyport Director of Public Health or West Newbury Police Chief to retain the animal for a longer period (2 to 4 additional days), animals will be picked up on or immediately following the seventh (7th) day of confinement by the Animal Control Officer. The written notice to extend shelter services from the Newburyport Director of Public Health or West Newbury Police Chief must accompany the reports to the city or town. The shelter may place such animals as are deemed suitable up for adoption in accordance with MGL Chapter 140, section 136A.

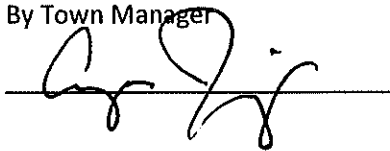
Article 12 Miscellaneous

a. This agreement may be amended in writing by vote of both of the Participating Governmental Units. Should additional municipalities seek to join this program of shared Animal Control Services, the terms agreed to herein, including apportionment of expenses, for such additional municipalities shall be negotiated and approved by both of the Participating Governmental Units.

- b. This agreement represents the entire understanding of the parties with respect to its subject matter.
- c. This agreement shall be governed by the laws of the Commonwealth of Massachusetts.
- d. If any of the provisions of this agreement is declared to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under such provision, provided, however, that the remainder of the Agreement shall be enforced.

TOWN OF WEST NEWBURY

By Town Manager



Dated: 7/24/23

CITY OF NEWBURYPORT

By Mayor



Dated: 7/21/2023

Duly authorized by unanimous 3-0 vote
of Select Board on April 24, 2023

Exhibit A: Shared Animal Control Services, Total Program Costs

<u>Estimated Costs</u>	<u>FY2024</u>	<u>FY2025</u>
Animal Control Officer*	61,300	62,986
Assistant ACO	12,500	12,750
Overtime	3,600	3,600
Clothing Allowance	800	825
Building & Grounds	2,000	2,000
Care of Animals	2,750	2,750
Dead Animal Removal	100	100
Fuel/Oil Vehicle	1,500	1,500
Dues/Licenses	100	100
Health Insurance	7,416	7,713
Workers Comp	578	601
FICA (Medicare) Taxes	889	913
Sub-Total Newburyport Costs	<u>93,533</u>	<u>95,838</u>
West Newbury Vehicle	2,181	1,963
Sub-Total West Newbury Costs	<u>2,181</u>	<u>1,963</u>
Total Program Cost	<u>95,714</u>	<u>97,801</u>
<u>65/35 split based on actual costs</u>		
	<u>FY2024</u>	<u>FY2025</u>
<u>West Newbury's Share</u>		
Direct Costs	2,181	1,963
Assessment (Estimated**)	27,443	32,268
Total West Newbury	29,624	34,230
% of Total Program Cost	31.0%	35.0%
<u>Newburyport's Share</u>		
Direct Costs	93,533	95,838
Less: Payment from WNBY	-27,443	-32,268
Total Newburyport	66,090	63,571
% of Total Program Cost	69.0%	65.0%

*Current employee is Teamsters Grade F, Hire Date 11/12/2019.

**Newburyport will invoice West Newbury for actual costs incurred as of December 31 and June 30 for all expenses indicated above.

Estimated Costs

	<u>FY2025</u>
	<u>Budget</u>
Animal Control Officer*	63,228
Assistant ACO	17,784
Overtime	3,600
Clothing Allowance	825
Building & Grounds	2,000
Care of Animals	2,750
Dead Animal Removal	200
Fuel/Oil Vehicle	2,100
Dues/Licenses	1,650
Health Insurance	7,579
Workers Comp	601
FICA (Medicare) Taxes	917
Sub-Total Newburyport Costs	<u>103,234</u>
West Newbury Vehicle	1,963
Sub-Total West Newbury Costs	<u>1,963</u>
Total Program Cost	<u>105,197</u>

65/35 split based on actual costs

West Newbury's Share

Direct Costs	1,963
Assessment (Estimated**)	34,856
Total West Newbury	36,819
% of Total Program Cost	35.0%

Newburyport's Share

Direct Costs	103,234
Less: Payment from WNBY	-34,856
Total Newburyport	68,378
% of Total Program Cost	65.0%

*Current employee is Teamsters Grade F, Hire Date 11/12/2019

**Newburyport will invoice West Newbury for actual costs incurred as of December 31 and June 30 for all expenses indicated above.

Source: City of Newburyport Finance Director, 3/18/24



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Select Board, Finance Committee
FROM: Angus Jennings, Town Manager
DATE: March 26, 2024
RE: FY25 COLA / non-COLA

FY25 COLA

Early in the FY25 budget cycle, the Select Board recommended carrying a 2.0% COLA in next year's budget. This was applied to all FY25 budgeted salary/wages, including Union positions with contracts not yet renewed for FY25, other than contractual COLAs (included in the DPW/Highway contract, which runs through FY25; and to employment contracts that run through FY25 – namely: Town Manager; Town Accountant; Chief of Police; and Library Director).

The dollar impact of the budgeted FY25 COLA is approximately \$62,335.

As with prior budgeting cycles, we put the request for endorsement of the FY25 COLA on the final budget review agenda, to allow the Board to establish a proposed COLA based on a more complete understanding of the overall FY25 proposed budget.

If the Board were to propose a change in COLA, other than the 2.0% reflected in the numbers before you, the dollar impact per 0.25% additional COLA is about \$7,792.

FY25 Non-COLA

The FY25 budget policy direction approved by the Select Board in December, at the outset of the budgeting cycle, included the following:

6. We propose that any revisions to budgeted FY25 salary and wages, relative to FY24, shall be primarily limited to contractual changes (i.e. Collective Bargaining Agreements, and employment contracts); and to cost-of-living adjustments (COLA), at a percentage proposed by the Town Manager and approved by the Select Board within the budgeting process. The Select Board will only consider approving a proposed step increase for a non-Union employee if the proposed step increase is based on a recent performance evaluation completed as part of a process that is consistent for all regularly scheduled, non-seasonal, non-Union employees across the organization.

At their meeting on March 13th, the Board authorized up to \$26,402 for non-COLA step increases for FY25. Because the allocation of such step increases is not yet finalized, I have added this dollar amount to the Town Manager section of the budget as a “placeholder,” and so that the amount runs to the bottom line of the budget (although, if any step increases apply to non-General Fund positions, i.e. Water, these would not show up in the operating budget). This amount has also been factored into our FY25 FICA budget.

Step increases will be determined in the coming weeks, with the appropriate budget lines revised based on the eventual allocation, and a bottom-line budget impact not to exceed the amount shown. Actual FY25 salaries/wages will be voted by the Select Board after the annual budget is approved.

PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chair*

JOHN W. PARSONS, ESQ., *Executive Director*

Auditor: DIANA DIZOGLIO | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES J. GUIDO | RICHARD MACKINNON, JR. | JENNIFER F. SULLIVAN, ESQ.

MEMORANDUM

TO: Essex Regional Retirement Board

FROM: John W. Parsons, Esq., Executive Director

RE: Revised Allocation of FY25 Appropriation

DATE: February 5, 2024



FEB 11 '24 AM 10:58

This Commission is hereby furnishing you with the revised amounts to be appropriated by each of your governmental units for Fiscal Year 2025, which commences July 1, 2024.

This revises the amounts shown in our December 7, 2023 Memorandum. One of your member units recently provided to you updated annual pay figures, which you then forwarded to us. The revised pay figures are significantly lower than the figures originally provided by this unit. This change results in assessments that are greater for most units than those shown in the December 7, 2023 memorandum.

If you have any questions, please contact PERAC's Actuary, John Boorack, at (617) 666 - 4446, extension 935.

JWP/jfb

P:\actuarial\APPROP\Approp25\Essex Regional Revised allocation.docx

Attachment



Essex Regional Retirement System FY25 Appropriation by Governmental Unit

Aggregate amount for appropriation for the Pension Fund: \$50,431,846
 Aggregate amount for appropriation for the Pension Reserve Fund: \$0
 Aggregate additional appropriation for the E.R.I.: \$55,622

<u>UNIT</u>	<u>PEN.FND. APP %</u>	<u>PENSION FUND APPROP.</u>	<u>PENSION RES. FUND APPROP.</u>	<u>ADD'L. APP. FOR E.R.I.</u>	<u>ADD'L. APP. FOR CRAB</u>	<u>TOTAL PAID JULY 1</u>	<u>APPROP SEMI-ANNUAL</u>
Agricultural School	0.00%	0	0			0	0
Retirement Board	0.00%	0	0			0	0
Town of Boxford	3.35%	1,689,467	0			1,689,467	1,718,287
Town of Essex	1.52%	766,564	0			766,564	779,640
Town of Georgetown	5.20%	2,622,456	0			2,622,456	2,667,191
Town of Groveland	2.60%	1,311,228	0	10,191		1,321,419	1,343,960
Town of Hamilton	2.94%	1,482,696	0			1,482,696	1,507,989
Town of Ipswich	10.35%	5,219,696	0			5,219,696	5,308,736
Town of Lynnfield	7.55%	3,807,604	0			3,807,604	3,872,556
Town of Manchester	3.46%	1,744,942	0			1,744,942	1,774,708
Town of Merrimac	2.59%	1,306,185	0			1,306,185	1,328,467
Town of Middleton	5.14%	2,592,197	0			2,592,197	2,636,416
Town of Nahant	2.14%	1,079,241	0			1,079,241	1,097,651
Town of Newbury	2.17%	1,094,371	0			1,094,371	1,113,039
Town of North Andover	15.67%	7,902,670	0			7,902,670	8,037,478
Town of Rockport	5.11%	2,577,067	0			2,577,067	2,621,028
Town of Rowley	3.21%	1,618,862	0			1,618,862	1,646,477
Town of Salisbury	4.75%	2,395,513	0			2,395,513	2,436,377
Town of Topsfield	3.47%	1,749,985	0			1,749,985	1,779,837
Town of Wenham	2.05%	1,033,853	0			1,033,853	1,051,489
Town of West Newbury	1.96%	988,464	0			988,464	1,005,326
East.Essex Vet.Dist.	0.04%	20,173	0			20,173	20,517
No.And.-Box.Vet.Dist.	0.00%	0	0			0	0
North Essex Vet.Dist.	0.00%	0	0			0	0
Byfield Water Dist.	0.09%	45,389	0			45,389	46,163
Lynnfld.Ctr.Wat.Dist.	0.55%	277,375	0			277,375	282,107
Lynnfield Water Dist.	0.27%	136,166	0			136,166	138,489
NE Mass Mosq.Cont.	0.44%	221,900	0			221,900	225,685
Ham.-Wen.Reg.School	2.38%	1,200,278	0			1,200,278	1,220,753
Man-Essex Reg. School	1.37%	690,916	0		18,613	709,529	721,633
Masconomet Reg.School	1.77%	892,644	0			892,644	907,871
Pentucket Reg.School	2.70%	1,361,660	0			1,361,660	1,384,888
Triton Reg.School	3.46%	1,744,942	0			1,744,942	1,774,708
Essex Housing Authority	0.04%	20,173	0			20,173	20,517
Georgetown Hous.Auth.	0.15%	75,648	0			75,648	76,938
Groveland Hous. Auth.	0.05%	25,216	0			25,216	25,646
Hamilton Hous.Auth.	0.04%	20,173	0			20,173	20,517
Ipswich Housing Auth.	0.42%	211,814	0			211,814	215,427
Lynnfield Hous.Auth.	0.04%	20,173	0			20,173	20,517
Manchester Hous. Auth.	0.08%	40,345	0			40,345	41,033
Merrimac Hous.Auth.	0.03%	15,129	0			15,129	15,387
Middleton Hous.Auth.	0.05%	25,216	0			25,216	25,646
Nahant Housing Auth.	0.03%	15,129	0	10,974		26,103	26,548
No.Andover Hous.Auth.	0.41%	206,771	0			206,771	210,298

In accordance with your funding schedule, appropriations are due July 1 and January 1. Whenever payments are made at a date one month or more before the scheduled date or whenever payments are made one month or more after the scheduled date, PERAC's actuary should be contacted so that a revised amount can be calculated. Payments will be adjusted with interest at the rate assumed in the actuarial valuation used as the basis for your schedule. In no case may payments be made at a date beyond this fiscal year.

Essex Regional Retirement System FY25 Appropriation by Governmental Unit

Aggregate amount for appropriation for the Pension Fund: \$50,431,846
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<u>UNIT</u>	<u>PEN.FND. APP%</u>	<u>PENSION FUND APPROP.</u>	<u>PENSION RES. FUND APPROP.</u>	<u>ADD'L. APP. FOR E.R.I.</u>	<u>ADD'L. APP. FOR CRAB</u>	<u>TOTAL PAID JULY 1</u>	<u>APPROP SEMI-ANNUAL</u>
Rockport Hous.Auth.	0.15%	75,648	0			75,648	76,938
Rowley Hous. Auth.	0.04%	20,173	0		15,844	36,017	36,631
Salisbury Hous. Auth.	0.05%	25,216	0			25,216	25,646
Topsfield Hous.Auth.	0.04%	20,173	0			20,173	20,517
Wenham Housing Auth.	0.08%	40,345	0			40,345	41,033
W. Newbury Hous. Auth.	0.00%	0	0			0	0
TOTAL	100.00%	\$50,431,846	\$0	\$21,165	\$34,457	\$50,487,468	\$51,348,705

In accordance with your funding schedule, appropriations are due July 1 and January 1. Whenever payments are made at a date one month or more before the scheduled date or whenever payments are made one month or more after the scheduled date, PERAC's actuary should be contacted so that a revised amount can be calculated. Payments will be adjusted with interest at the rate assumed in the actuarial valuation used as the basis for your schedule. In no case may payments be made at a date beyond this fiscal year.

p:/exceldir/actuarial/essap25-revised.xlsx

Member Earnings - 2023 Salary Survey									
West Newbury									
		Earnings	Departments	% of Total Earnings	FY25 Appropriation	FY24 Appropriation	% Increase / Decrease	Factors:	
		3,047,497.74	All Other Depts						
Non-Water Department Earnings		3,047,497.74		92.26%	911,931.43	661,844.86	37.79%	<i>Town % of total earnings <u>increased</u> from 91.96% in 2022.</i>	
Marlowe	Mark	87,731.38	Water Dept						
Bertrand	Joanne	35,078.77	Water Dept						
Allard	Jason	64,368.20	Water Dept						
Goodwin	Donald	68,578.64	Water Dept						
Water Department Earnings		255,756.99		7.74%	76,532.57	57,896.14	32.19%	<i>Water Department % of total earnings <u>decreased</u> from 8.04% in 2022.</i>	
2023 Total Reported Earnings		3,303,254.73		100.00%	988,464.00	719,741.00	37.34%		
Total FY25 Appropriation		988,464.00							
<i>Discount if paid July 1</i>									

Annual OR Special Warrant Articles - Spring 2024 Town Meeting				Recommendations					
#	Article	Amt (if \$) DRAFT	Sponsor	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
1	To give votes to the election of the public offices	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
2	Reports of Town Officers and Committees	n/a	n/a	n/a	n/a	n/a	n/a	n/a	BOWC update re financial plan
6	Instructions, Rules and Regulations for Board of Water Commissioners	n/a	???	2/15/24	n/a	n/a	n/a	n/a	
8	Establish Water Pension Liability Stabilization Fund	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	Appropriation from Septic Loan Revolving Fund	\$ 10,364	Town Manager	2/15/24	CW-RP 3-0	DI-JS 4-0-1	Jim	n/a	
13	Revolving funds (reauthorize and establish max amounts for FY25)	n/a	Town Manager	2/15/24	CW-RP 3-0	DI-JS 4-0-1	Dan	n/a	
19	Extend Sunset Dates for Previous Town Meeting Articles	n/a	Town Manager	2/15/24	CW-RP 3-0	JS-DI 5-0	Jim	n/a	
36	Engineering funds for Coffin Street culvert replacement	\$ 50,000	Town Manager	2/15/24	CW-WR 3-0	DI-JS 5-0	Ross	6/30/2025	amt increased at FC/SB mtg
40	Funds for required testing at Steele Landfill	\$ 8,265	BOH	2/15/24	RP-WR 3-0	JS-DI 5-0	Dan	6/30/2025	amt may be further reduced
23	Annex flooring replacement	\$ 62,000	DPW/Facilities	2/20/24	CW-WR 3-0	DI-JS 5-0	Ross		amt updated at FC/SB mtg
25	Replace Generator for Town Annex	\$ 90,000	DPW/Facilities	2/20/24	CW-WR 3-0	DI-JS 5-0	Dan		Scope updated 3/12/24
26	Page School flooring repairs	\$ 50,000	Pentucket/DPW	2/20/24	CW-RP 3-0	DI-JS 5-0	Dan		
28	DPW Plow Truck	\$ 350,000	DPW/Highway	2/20/24	CW-RP 3-0	JS-DI 5-0	Jim		
29	Zero-Turn Mower for DPW	\$ 33,500	DPW/Highway	2/20/24	CW-RP 3-0	JS-DI 5-0	Jim		
41	Tree removal funding	\$ 80,000	DPW/Highway	2/20/24	CW-WR 3-0	JS-DI 5-0	Ross	6/30/2025	amt increased by \$30k to reflect reduction of proposed DPW op. budget
10	Transfer funds to Pension Liability Stabilization Fund	\$ 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	Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 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	Proposed amendments to Town Meetings / Elections Bylaw	n/a	Select Board	2/26/24	RP-WR 2-0	n/a		n/a	
59	Dissolve Opioid Settlement Stabilization Account	n/a	Town Acct.	2/26/24	RP-WR 2-0	DI-JS 5-0	Rob	n/a	
60	Proposed establishment of Capital Stabilization Fund	n/a	Town Manager	2/26/24	RP-WR 2-0	JS-DI 5-0	Jim	n/a	
61	Acceptance of MGL 59 Sec. 5N re Property Tax Relief for Veterans' who volunteer	no appropriation	Treasurer/Collector	2/26/24	RP-WR 2-0	DI-JS 5-0	Dennis	n/a	
18	CPA Article: Fund maintenance/clean-up of Town-owned cemeteries - favorably recommended by CPC 6-0 on 2/22/24	\$ 4,000	Historical Comm	3/13/24	CW-RP 3-0	JS-DI 4-0	Jim	6/30/2025	
21	Replace Fire Pumper Tanker	\$ 560,000	BOFE	3/13/24	CW-RP 3-0	JS-DI 4-0	Dan	6/30/2025	
34	Public Safety Complex repairs/improvements	\$ 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	Proposed amendments to Hunting Bylaw	n/a	Select Board	3/13/24		n/a	Rob	n/a	Select Board will review 4/8
54	Proposed amendments to Animal Bylaw	n/a	Select Board	3/13/24		n/a	Rob	n/a	Select Board will review 4/8
64	Transfer opioid funds	\$ 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	Police Cruiser	\$ 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
12	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4	\$ 40,000	CAC	3/20/24	CW-RP 3-0	JS-DI 5-0	Dan	n/a	CAC met to confirm proposed amount on 3/7/24

Annual OR Special Warrant Articles - Spring 2024 Town Meeting					Recommendations				
# <u>(DRAFT)</u> Article	<u>Amt (if \$)</u> <u>DRAFT</u>	<u>Sponsor</u>	<u>Date of initial</u> <u>FinCom review</u>	<u>Select Board</u>	<u>FinCom</u>	<u>Rationale</u>	<u>Sunset Date (if</u> <u>applicable)</u>	<u>Notes</u>	
14	CPA Article: Allocate and/or reserve Community Preservation Fund annual revenues	\$ 730,000	CPC	3/20/24	CW-RP 3-0	JS-DI 5-0	Jim	n/a	amt updated 3/9/24
15	CPA Article: Transfer CPA Housing Reserve funds to Affordable Housing Trust - favorably recommended by CPC on 2/22/24	\$ 60,904	AHT / SB	3/20/24	RP-CW 3-0	JS-DI 5-0	Dennis	n/a	amt updated 2/16/24
16	CPA Article: Funding for Pickleball feasibility study - favorably recommended by CPC 6-0 on 2/22/24	\$ 30,000	Select Board	3/20/24	CW-RP 3-0	JS-DI 5-0	Dennis	6/30/2025	amt increased at CPC mtg on 2/22/24
38	Page School: engineering/repairs for elevator	\$ 50,000	Pentucket/ DPW	3/20/24	CW-RP 3-0	JS-DI 5-0	Ross	6/30/2025	
44	Snow & Ice deficit	\$ -	DPW/Highway	3/20/24	n/a	n/a		n/a	as of 3/16, \$76k remains unspent
49	Proposed Zoning Amendment: Adopt MBTA Communities overlay district	n/a	Planning Board	3/20/24				n/a	Planning Board public hearing 3/19
50	Proposed adoption of Wetlands Bylaw	n/a	ConCom	3/20/24	CW-RP 3-0			n/a	Public information session 4/9
57	Proposed amendments to Zoning Bylaws: Definitions	n/a	Bldg. Inspector	3/20/24	CW-RP 3-0	no action	Rob	n/a	
66	CPA Article: Sawmill Brook administrative costs - favorably recommended by CPC on 3/14/24	\$ 10,000	Town Manager	3/20/24	CW-RP 3-0	JS-DI 5-0	Jim	6/30/2025	new article added to warrant on 3/11/24
3	School Stabilization Fund transfer	\$ 200,000	Town Manager	3/25/24	CW-RP 3-0	JS-DI 5-0	Dan	n/a	
5	Transfer Free Cash to reduce FY25 tax rate	\$ 200,000	Town Manager	3/25/24	RP-CW 3-0	JS-DI 5-0	Rob	n/a	\$200k to offset proposed increase in transfer to stabilization (from \$600k to \$800k)
43	Unbudgeted Personnel Costs, FY24-25	\$ 82,000	Town Manager	3/25/24	CW-RP 3-0	JS-DI 5-0	Rob	6/30/2025	amt updated 3/25
55	Proposed amendments to Finance Committee Bylaw	n/a	FinCom	2/26/24; and 3/25/24	CW-WR 3-0	JS-DI 5-0	Rob	n/a	
62	Citizen Petition: Mullen and Soldiers & Sailors properties, 40R study/zoning and MBTA Communities zoning	\$ 100,000	Citizen Petition	3/25/24	RP-CW 0-3	RP-DI 0-5	Rob		
63	Citizen Petition: File Home Rule Petition for Commonwealth to reduce voting age to 16	n/a	Citizen Petition	3/25/24	RP-WR 2-1	no action		n/a	
67	Funding for River Road study, engineering	\$ 40,000	Town Manager	3/25/24	CW-RP 3-0	JS-DI 5-0	Ross	6/30/2025	new article added to warrant on 3/11/24
4	FY25 Town Operating Budget	TBD	FinCom	3/27/24				n/a	
7	FY25 Water operating budget	\$ 1,255,998	BOWC	3/27/24				n/a	
20	Appropriation and/or Debt Authorization for Middle Street Bridge	TBD	Town Manager	3/27/24					SB to finalize proposal on 3/27
30	Add'l Accessories for DPW Trackless Vehicle	\$ 41,540	DPW/Highway	2/20/24; and 3/27/24					Added back to warrant by 3-0 SB vote on 3/11/24
31	Supplemental funding for telecom upgrades at Town Offices, Public Safety Complex and Library	TBD	Town Manager	2/20/24; and 3/27/24					procurement process ongoing; bids due 4/24/24
32	Town Offices Electronic Keying System	\$ 28,000	DPW/Facilities	2/20/24; and 3/27/24					project re-scoped to limit focus to exterior doors and server room
35	Replace Water Pump at Wellfield	\$ 44,000	BOWC	3/27/24					

Annual OR Special Warrant Articles - Spring 2024 Town Meeting					Recommendations			
# (DRAFT) Article	Amt (if \$) DRAFT	Sponsor	Date of initial FinCom review	Select Board	FinCom	Rationale	Sunset Date (if applicable)	Notes
39	\$ 43,000	Town Manager	3/27/24					amount to be updated/ confirmed on 3/27/24
45	\$ 7,841.02	Town Manager	3/20/24; and 3/27/24				n/a	amount confirmed 3/25/24
46	\$ 50,000	Town Manager	3/27/24					amount to be updated/ confirmed on 3/27/24
17	TBD	Select Board	3/27/24					withdrawn by sponsor
22	TBD	Town Manager	n/a					withdrawn by sponsor
24	\$ 38,000	DPW/Facilities	2/20/24			CW - RP 3-0 to remove from warrant		
27	\$ 75,000	Pentucket/DPW	2/20/24			CW-WR 3-0 to remove from warrant		
33	\$ 120,000	DPW/Facilities	2/20/24			CW-WR 3-0 to remove from warrant		agreed to postpone for a future Town Meeting
37	\$ 30,000	Pentucket/ DPW	2/20/24					withdrawn by sponsor
42	\$ 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	\$ 7,995	BQWC	n/a					withdrawn by sponsor
48	n/a	Town Manager	3/25/24			CW-WR 3-0 to remove from warrant		removed from warrant, 3/25/24
51	n/a	Town Manager	n/a					withdrawn by sponsor
52	n/a	Select Board	3/27/24					withdrawn by sponsor
58	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.

SPECIAL ARTICLE REQUEST FORM

35

ARTICLE: (To be presented at the Fiscal Year 2025 Special Town Meeting.)

To see if the town will vote to transfer the sum of \$44,000 from the Water Enterprise Stabilization Fund Account to replace well pump #1, distribution lines, valves, and equipment to produce water at our well field.

AMOUNT REQUESTED: \$44,000.00

CONTACT PERSON: Mark Marlowe

PHONE NUMBER: 363-1100 ext. 128

Why should the town make this purchase? What needs will be met? Who will benefit? To replace the failing 40 year old pipes and valves in pump house as well as the pump # 1. To replace the aging vacuum pumps and the out of date win 911 system which is failing to notify proper emergency services.

What factors affect the timing of this purchase?

The listed items are showing age and need to be replaced asap.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)
None.

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

6/30/2025

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



71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

10/26/2023

Mark Marlowe
West Newbury Water Dept.
381 Main Street
West Newbury, MA 01985
water.superintendent@wnewbury.org

Proposal No.: MS-5415

**RE: Pump #1
West Newbury, MA**

Dear Mark,

We are pleased to submit this proposal for the above referenced project. Maher Services, Inc, (MSI), 71 Concord Street, North Reading, MA 01864, will be providing services to West Newbury Water Department (CLIENT) for the project referred to as Pump #1, West Newbury, MA per attached pricing sheet.

Scope of Work:

We propose to pull pump #1 and bring back all equipment to our shop to be steam cleaned, disassembled, and inspected. After inspection we will provide a report detailing the condition of the pump and equipment and a cost estimate for any needed repairs. Access to the pump must be provided by the owner.

For budget purposes we have provided repair costs based on the work completed on Pump #2.

Prices are good for 10 days from the date of this proposal and are based upon Massachusetts Prevailing wage rates. Payment are net 30 days and interest will be charged at the rate of 1-1/2% per month on any balance that remains unpaid thirty (30) days after the date of invoice. The pricing and scope of work is based upon information provided to MSI and is an estimate only.

Site access is to be provided and maintained by CLIENT in a condition suitable for MSI's equipment. MSI is not responsible for damage to paved, grassed, or landscaped areas. MSI is not responsible for materials and items not specifically enumerated in the proposal/contract. MSI is not responsible for Federal, state or local permits and/or taxes.

Our Contract Terms and Conditions are attached hereto and by this reference incorporated into the contract. In order to proceed, please return a signed copy of the proposal along with an initialed copy of the Contract Terms and Conditions.

If you need further information, please contact us.

Sincerely,
MAHER SERVICES, INC.



Peter Maher
pmaher@maherserv.com

Proposal No. **MS-5415, Maher Services, Inc.**
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PROPOSAL # MS-5415

Accepted and Agreed:

CLIENT: West Newbury Water Department

By: _____
(Signature)

Name: _____
(Please Print)

Title: _____
(Please Print)

The above individual represents that he/she is authorized to execute this contract on behalf of the CLIENT. MSI Contract Terms and Conditions must be initialed and returned with this contract.

NO WORK ON THE PROJECT WILL COMMENCE UNTIL MSI RECEIVES AND ACCEPTS THE SIGNED PROPOSAL/CONTRACT AND CONTRACT TERMS AND CONDITIONS IN THEIR ENTIRETY. IF ACCEPTED AN EXECUTED COPY WILL BE RETURNED TO YOU.

ACCEPTED BY AUTHORIZED REPRESENTATIVE

MAHER SERVICES, INC.

By: _____

Title: _____

Date: _____

Proposal No. MS-5415, Maher Services, Inc.

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Maher Services, Inc.

71 Concord Street
 North Reading, MA 01864
 Tel: 978-664-WELL (9355) Fax: 978-664-9356

Proposal

MS-5415

<p>10/26/2023</p> <p>Mark Marlowe West Newbury Water Dept. 381 Main Street West Newbury, MA 01985 water.superintendent@wnewbury.org</p>	<p>Project:</p>	<p>RE: Pump #1 West Newbury, MA</p>
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Item	Description	Estimated Quantity	Unit Cost	Tax able	Total
1	Crew to remove and reinstall pump #1 via chainfall	1.00 Is	\$ 6,000.00		\$ 6,000.00
2	Steam clean, disassemble and inspect pump. A report detailing the condition of the pump and a cost estimate for any needed repairs will be provided.	1.00 Is	\$ 675.00		\$ 675.00
3	Crew to Clean Pump Can.	1.00 Is	\$ 3,600.00		\$ 3,600.00
			Labor Sum Total		\$ 10,275.00
	New Equipment				
3	New Wolf 7AE8V (140 GPM @ 340' TDH) Vertical Turbine Pump	1.00 ea	\$ 12,029.00		\$ 12,029.00
4	New Chesterton 155 Mechanical Seal	1.00 ea	\$ 2,345.00		\$ 2,345.00
5	(1) - 1" Stuffing Box (2) - 4" x 41-1/2" Black Steel Column Pipe (1) - 1" x 42" 416 SS Line Shaft (1) - 1" x 56-1/2" 416 SS Head Shaft (3) - 1" Line Shaft Couplings (1) - 4" Spider Bearings	1.00 Is	\$ 2,000.00		\$ 2,000.00
			Repairs Sum Total		\$ 16,374.00
	Freight is not included				
	Lead Times: - Wolf Pump / Shafting / Column Pipe = 3 - 5 Days - Mechanical Seal = 5 Days				
	Additional Repairs Necessary after full inspection are not included.				



71 Concord Street
North Reading, MA 01864
Tel: 978-664-WELL (9355) Fax: 978-664-9356
www.maherserv.com

10/26/2023

Mark Marlowe
West Newbury Water Dept.
381 Main Street
West Newbury, MA 01985
water.superintendent@wnewbury.org

**RE: Pump #2 Inspection
West Newbury, MA**

Dear Mark,

Pump #2

Well Can Diameter – 18 inch

Well Depth – 15.3 feet

Pump – Wolf / 7AE8V / 13 stage pump, / 140 GPM @ 340' TDH / Installed Oct. 2023

Motor – US / 20 HP / 460V / 3 PH / 1800 RPM

The existing Goulds 7WAHC 12 stage pump (140 GPM @ 340' TDH) and equipment were disassembled, steam cleaned, and inspected. The pump was plugged with iron and heavily corroded.

All twelve impellers and wear rings were worn beyond acceptable tolerances. Considering the high cost associated with repairing wear rings and impellers on the existing pump, a new Wolf 7AE8V (140 GPM @ 340' TDH) pump was provided and installed. In addition to the impellers and wear rings, the column pipe was heavily corroded with the pipe seams visible. The mechanical seal, stuffing box, head shaft, and line shafts were also worn. The Chesterton mechanical seal was rebuilt. A new head shaft, line shafts and spider bearings were provided and installed.

The 20 HP US motor was left onsite and was not inspected. The existing motor was reinstalled.

Considering the age of pump #1 and that it hasn't received maintenance for a similar period as pump #2, it's likely that the equipment's condition is similar. Therefore, we recommend replacing the equipment for pump #1 as well.



Maher Services, Inc.
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If you need further information, please contact us.

Sincerely,
MAHER SERVICES, INC.

Peter Maher
pmaher@maherserv.com

Maher Services, Inc.
© 2023 all rights reserved

Company: Premier Pump & Supply, Inc.
 Name: West Newbury, MA
 Date: 09/18/2023

Can Pump



Pump:		
Size:	7AE8V (stages: 13)	Dimensions:
Type:	Multistage	Suction:
Synch Speed:	1800 rpm	Discharge:
Dia:	5.3125 in	Vertical Turbine:
Imp. Material:	BRONZE	Eye Area:
Impeller:	7AE8V - BRZ	Bowl Size:
		Max Lateral:
		Thrust K Factor:

Fluid:			
Name:	Water	Vapor Pressure:	0.256 psi a
SG:	1	Atm Pressure:	14.7 psi a
Density:	62.4 lb/ft ³	Viscosity:	1.1 cP
Temperature:	60 °F	Margin Ratio:	1

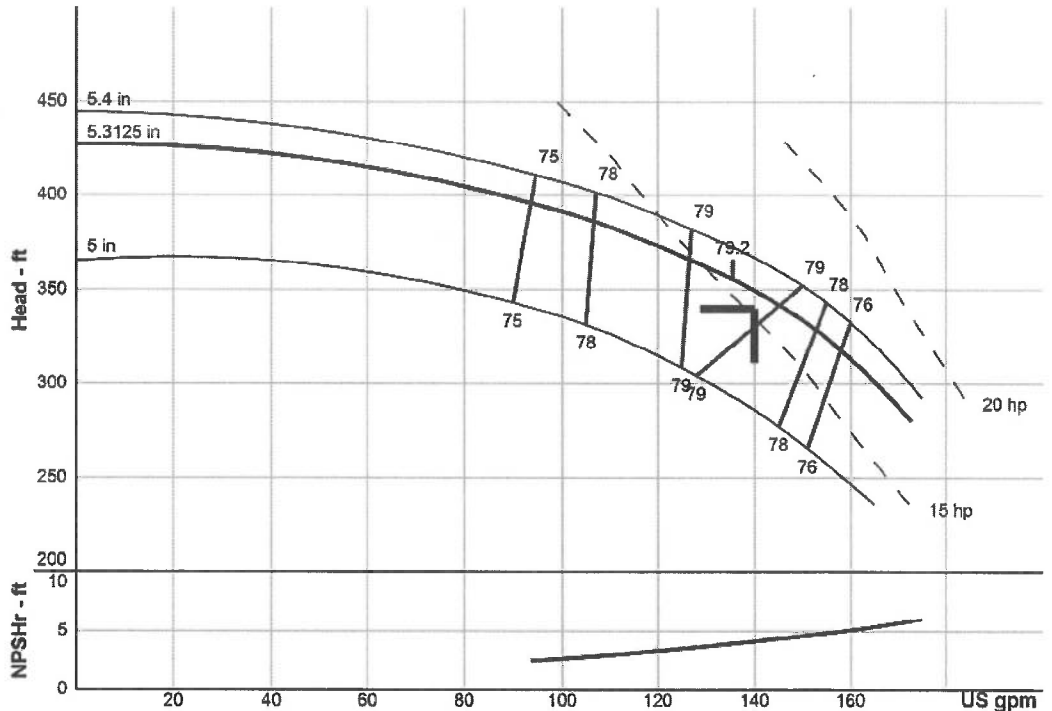
Pump Limits:			
Temperature:	120 °F	Sphere Size:	0.29 in
Wkg Pressure:	365 psi g		

Motor:			
Standard:	NEMA	Size:	20 hp
Enclosure:	TEFC	Speed:	1800 rpm
Frame:	256T		
Sizing Criteria:	Design Point		

Search Criteria:			
Flow:	140 US gpm	Near Miss:	---
Head:	340 ft	Static Head:	0 ft

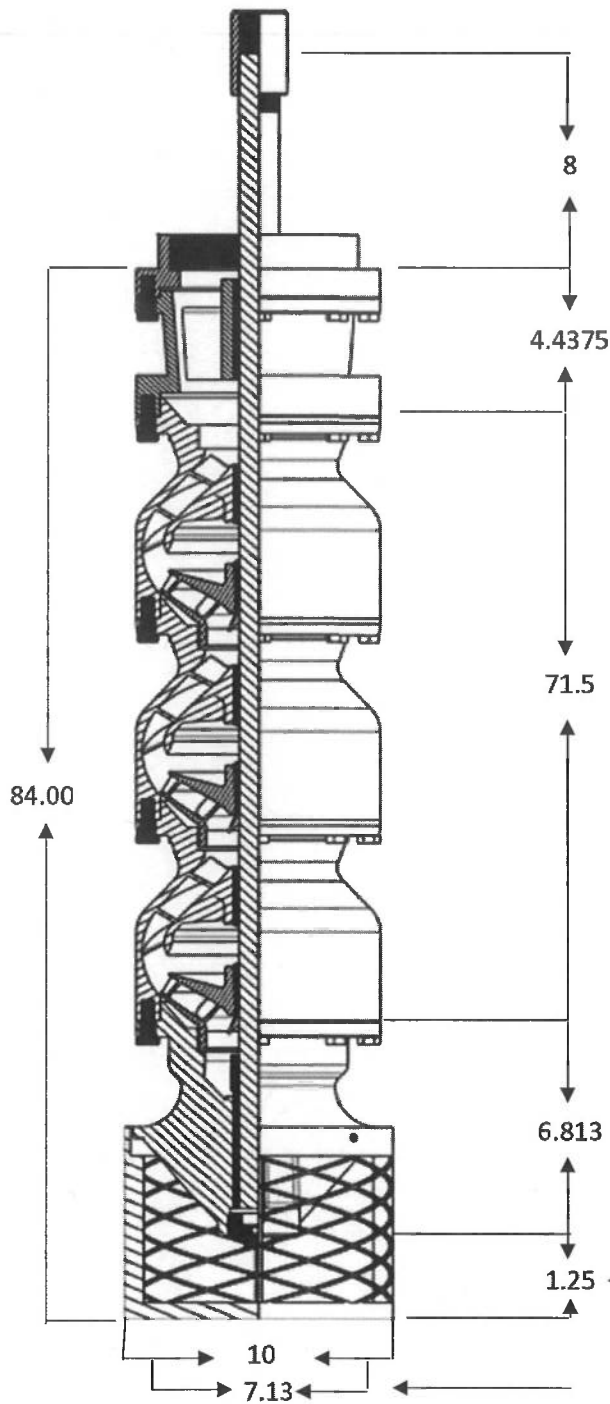
Pump Selection Warnings:
 None

--- Duty Point ---	
Flow:	141 US gpm
Head:	347 ft
Eff:	79.1%
Power:	15.7 hp
NPSHr:	4.19 ft
Speed:	1770 rpm
--- Design Curve ---	
Shutoff Head:	427 ft
Shutoff dP:	185 psi
Min Flow:	--- US gpm
BEP:	79.2% @ 135 US gpm
NOL Power:	17.4 hp @ 173 US gpm
--- Max Curve ---	
Max Power:	18.5 hp @ 175 US gpm



Performance Evaluation:						
Flow	Speed	Head	Efficiency	Power	NPSHr	
US gpm	rpm	ft	%	hp	ft	
168	1770	292	72.1	17.2	5.55	
140	1770	349	79.1	15.6	4.13	
112	1770	381	78.3	13.7	3.03	
84	1770	399	72.8	11.9	2.42	
56	1770	---	---	---	---	

LST CUT SHEET



Pump Info	
Pump Model	7AE8V
# stages	13
Weight (LBS) ≈	436
Bowl shaft dia.	1.1875
Stickup	8
Turn down	1"
TPI	10 LH

GPM	140
TDH	340
BHP	15.21

Bowl Connection	18-8SS Bolts
Bowl Material	CI Enamel lined
Impeller Type	Enclosed
Impeller Material	Brass
Shaft	416SS
Collets	SS
Strainer Material	No Strainer
Bearing Material	Mix of Rubber/Brass

If Wolf is not supplying strainer, deduct this length from total length

Max dia w/o strainer

Maher Services, Inc.

71 Concord Street
 North Reading, MA 01864
 Tel: 978-664-WELL (9355) Fax: 978-664-9356

Proposal

MS-5415

10/26/2023 Mark Marlowe West Newbury Water Dept. 381 Main Street West Newbury, MA 01985 water.superintendent@wnewbury.org	Project:	RE: Pump #1 West Newbury, MA
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Item	Description	Estimated Quantity	Unit Cost	Tax able	Total
1	Crew to remove and reinstall pump #1 via chainfall	1.00 ls	\$ 6,000.00		\$ 6,000.00
2	Steam clean, disassemble and inspect pump. A report detailing the condition of the pump and a cost estimate for any needed repairs will be provided.	1.00 ls	\$ 675.00		\$ 675.00
3	Crew to Clean Pump Can.	1.00 ls	\$ 3,600.00		\$ 3,600.00
				Labor Sum Total	\$ 10,275.00
New Equipment					
3	New Wolf 7AE8V (140 GPM @ 340' TDH) Vertical Turbine Pump	1.00 ea	\$ 12,029.00		\$ 12,029.00
4	New Chesterton 155 Mechanical Seal	1.00 ea	\$ 2,345.00		\$ 2,345.00
5	(1) - 1" Stuffing Box (2) - 4" x 41-1/2" Black Steel Column Pipe (1) - 1" x 42" 416 SS Line Shaft (1) - 1" x 56-1/2" 416 SS Head Shaft (3) - 1" Line Shaft Couplings (1) - 4" Spider Bearings	1.00 ls	\$ 2,000.00		\$ 2,000.00
				Repairs Sum Total	\$ 16,374.00
Freight is not included					
Lead Times:					
- Wolf Pump / Shafting / Column Pipe = 3 - 5 Days					
- Mechanical Seal = 5 Days					
Additional Repairs Necessary after full inspection are not included.					

WEST NEWBURY WATER DEPARTMENT
381 MAIN STREET
WEST NEWBURY, MA

TEAM EJP Middleton, MA
162 No. Main Street Rte 114
P. O. Box 761
Middleton, MA

01985

01949

Telephone: 978-777-7738

10/31/23 Bid ID: 5519954 WEST NEWBURY, MA - WNWD WELL HOUSE Bid expires on 11/30/23 Page 1

Quantity	Sell Per	Description	Unit Price	Extended Price
2	EA	4 FLXPE CLX8-0	1,095.00	2,190.00
1	EA	4 FLG CHECK VALVE L&W	3,350.00	3,350.00
1	EA	4 FLG DI TEE CL	395.00	395.00
2	EA	4 ALPHA CPLG 450490	445.00	890.00
5	EA	4 FULL FACE FLG ACC PACK RB	24.00	120.00
30	EA	LINK SEAL 200-C	9.50	285.00

Add \$1000.00 for Joe S for telemetry
Reconfiguration

Subtotal: 7,230.00

Tax: .00

Bid Total: 7,230.00

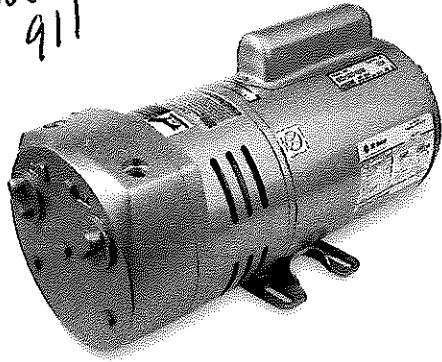
f2



Rotary Vane Combination Compressor & Vacuum Pumps / GAST Compressor/Vacuum Pump: 0.75 hp, 3...

~~\$2700~~
\$2970 100%

Add when 9/11



GAST Compressor/Vacuum Pump: 0.75 hp, 3 Phase, 230/460V AC, 10 cfm, 26 in Hg Max Vacuum

Item 2CJG8
Mfr. Model 1023-251Q-G279

Compare

Product Details Catalog Page N/A

- Brand **GAST**
- Manufacturer Part Number **1023-251Q-G279**
- Bearing Type **Permanently Lubricated Sealed Bearings**
- Current Rating **2.6/1.3 A**
- Duty Cycle **Continuous**
- Environment **Pond Aeration**
- Fluid Compatibility **Air**
- Free Air Flow Rate **10 cfm**
- Frequency **50/60 Hz**
- Housing Material **Cast Iron**
- Inlet Size **3/8 in**
- Inlet Type **NPT**
- Maximum Continuous Pressure **10 psi**
- Maximum Intermittent Pressure **10 psi**
- Maximum Speed **1,725 RPM**
- Maximum Vacuum **26 in Hg**
- Outlet Size **3/8 in**
- Outlet Type **NPT**

Your Price **\$1,042.39 / each**

This item requires special shipping, additional charges may apply.

Qty **Add to Cart**

Add Extended Protection Plan for \$394.74 / each. Details

Setup Auto Reorder

Ship Pickup

Expected to arrive Fri. Jan 26.

Ship to 03833 | Change

Shipping Weight **52 lbs**
Ship Availability Terms

X4

Air Tool Pneumatic Replacement Parts / GAST Repair Kit 08/1023 Q-Unit Sp K479...



GAST Repair Kit 08/1023 Q-Unit Sp K479: K479, Oil-Less Service kit, 2CJG8/33K849/33K853/4F741

Item 33K295 Mfr. Model K479

Compare

Product Details Catalog Page N/A

Product Type **Oil-Less Service kit**

Compatible with Grainger Part Number **2CJG8; 33K849; 33K853; 4F741**

Compatible with Manufacturer Part Number **0823-101Q-G279; 0823-101Q-SG608X; 0823-V103-SG608X; 0823-V131Q-SG608X; 1023-101Q-G279; 1023-101Q-SG608X; 1023-251Q-G279; 1023-703Q-G279; 1023-V131Q-SG608X**

Compatible with Brand **Gast**

Includes

(2) End Caps (AK510); (2) Filter Assemblies (AK526); (2) O-Rings (AK473); (4) Vanes (AK513); Gasket (AK522)

Brand **GAST**

Manufacturer Part Number **K479**

UNSPSC **40151610**

Country of Origin **USA (subject to change)**

Product Description

These air tool replacement parts repair worn or damaged components in compatible pneumatic tools.

Your Price ⁱ
\$142.04 / each



Qty
1

Add to Cart

Setup Auto Reorder

Ship

Picku
p

Expected to arrive **Fri, Jan 26.**

Ship to **03833** | Change

Shipping Weight **0.4 lbs**

Ship Availability Terms

Add to List

Add to Quote

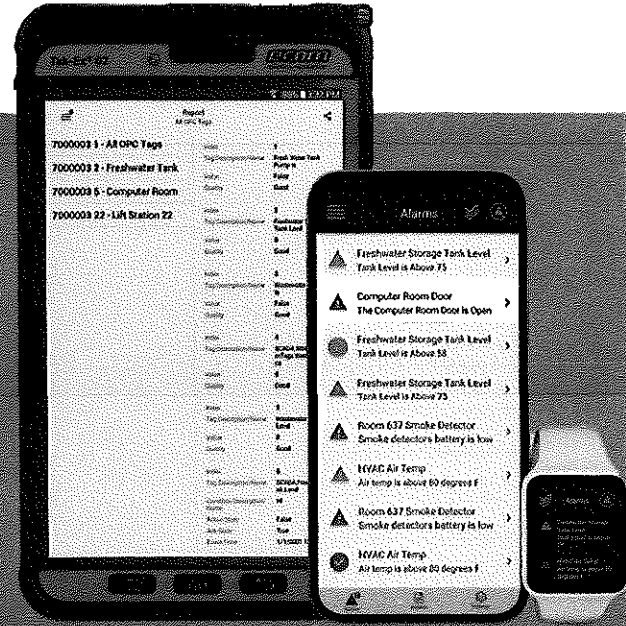
WIN-911

powered by **SmartSights**

THE GLOBAL LEADER IN DATA-DRIVEN ANALYTICS, REPORTS AND NOTIFICATIONS

EMPOWERING YOU WITH OPERATIONAL INTELLIGENCE TO ELEVATE PERFORMANCE

WIN-911 elevates your operations by providing clear insights for effective decision-making and action so you can confidently manage your critical infrastructure. This means problems get fixed faster, waste is reduced, maintenance and staff costs go down and efficiency is increased with data-driven actionable insights.



20,000+

Installations Worldwide

90%

Fortune 50 Manufacturers

MILLIONS

Of Alarms Delivered Daily

TOP FEATURES & BENEFITS



Direct Connections

Integration with leading SCADA systems like Rockwell, GE, and AVEVA, is easy and fast.



Talk to a Human

Our support is delivered by friendly in-house technical experts via phone, chat, email, (and remote log-in sessions when required), so your toughest problems get resolved faster.



Future Proof Your System

With a Customer Care Subscription, you have access to complimentary upgrades and updates, which means your systems are always up-to-date.



Multiple Notification Methods

We offer the most widely supported notification methods, including spoken voice (digital and analog), in-plant PA, email, text, and mobile app.



Live & Historical Views

Logging reports let you sort alarms via your preferences, such as staff notification attempts, confirmation, acknowledgments, events, error codes.



Ensure System Resiliency

You can program multiple notification methods and leverage redundancy logic to provide greater system reliability



Real Time Data Insights

Tag value reports can be sent on demand or based on alarm conditions to deliver data-driven actionable insights.



Configurable Formats

Simple format editor makes creating custom formats a breeze.

ARTICLE REQUEST FORM

ARTICLE: Water Source Exploration

AMOUNT REQUESTED: \$50,000

CONTACT PERSON: Angus Jennings

PHONE NUMBER: 978-363-1100 X111

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

At the October 2023 STM, voters authorized funding for a Town wide study of possible water supply sites. It is expected that a ranked list of sites with recommendations for on site testing will be provided prior to the 2024 ATM. This article would provide the funding for drilling tests to determine the viability of one or more of these sites in terms of water quantity and quality. Prior to conducting any such testing, the Town would enter into a purchase and sale agreement with the Owner.

What factors affect the timing of this purchase?

Identification and permitting of a Town water source is likely to be a multi year process. Given that the Town is paying consumer rates to the City of Newburyport to supplement it's water supply, and there is no guarantee that this additional water will continue to be available, it is imperative that the Town identifies a new water source. This article will fund the next step in this process and is critical in moving the effort forward.

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

June 30, 2026

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

None

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

No

Please attach additional pages or other supporting documentation.

December 18, 2023

Angus Jennings
Town Manager
Town of West Newbury
381 Main Street
West Newbury, MA 01985

Re: **Hydrogeological Services Proposal**
New Source Exploration Services – Desktop Review

Dear Mr. Jennings:

Weston & Sampson is pleased to provide this proposal to provide hydrogeological services for the Town of West Newbury. This proposal is in response to the Town's desire to develop an additional water supply and builds on previously performed research by others. The evaluation described in this proposal begins with a desktop review of existing information with the purpose of identifying the most favorable properties for future water supply development.

Background and Objectives

In recent years, the Town of West Newbury has been evaluating several parcels throughout the Town for potential development of a new public water drinking water well(s) to be connected to the Town's existing water system.

Approach

The following narrative describes Weston & Sampson's approach to locating a new groundwater source for a town-wide study. The approach describes the process from start (GIS Analysis) to finish (permitting); however, the scope of work that follows only addresses the initial GIS spatial analysis and subsequent ranking of sites. Once sites are selected, Weston & Sampson will meet with Town stakeholders to discuss our findings and select site(s) for additional study.

Productive municipal wells are most often located in permeable material with adequate saturated thickness and sufficient long-term recharge. Sand and gravel deposits hydraulically coupled to surface water bodies are the first choice for municipal aquifers in the Northeast. With such aquifers, recharge is furnished not only by precipitation on the sand and gravel itself, but also by induced infiltration from an adjacent pond, lake, stream, or river. The second choice would be to explore and develop a source of supply from the fractured bedrock aquifer. These sources however are typically more difficult to identify, exploration costs are higher, the probability for success is lower, and the resultant yields are lower. This study will only focus on the overburden aquifer analysis.

Our project team's approach to siting a groundwater supply well is first to use existing Geographic Information System (GIS) information available from both the Massachusetts GIS Clearinghouse (MassGIS) as well as select datalayers from the United States Geological Survey (USGS). A base map of the Town of West Newbury distribution system area is developed with the "Surficial Aquifer Potential" layer as the base layer. This layer provides information regarding the stratified drift deposits and their depth. The surficial aquifer potential is akin to the aquifer's transmissivity (the product of the saturated thickness and the hydraulic conductivity), which is a rough measure of the aquifer's ability to allow water to flow to a well in a given location. Using the transmissivity to estimate potential well yield is a start, however further work is required to narrow down potential prospects to ensure exploration sites are a) permissible b) are high yield c) have low potential for water quality threats and d) have minimal impacts from existing and potential contamination sources and existing infrastructure.

The approach used here is based on a series of overlays of buffered features. Four suites of buffers are developed in the GIS processing, each with its own unique buffer distances. These regimes include:

- Transportation buffers
- Hydrological/Environmental buffers
- Known and potential contamination sites
- Urban features

The buffer distances used vary from 50 feet to 1,000 feet depending upon the feature being considered, however a core concept of the Zone I sanitary protective radius (SPR) is key to many of the buffer distances used in the analysis. When completed, the analysis serves to reduce the potential exploration areas considerably, helping to target areas with the highest possible favorability from a yield, quality and permitting perspective.

The GIS approach described herein minimizes threats to source water quality and allows a first cut analysis of land availability for a municipal well location. With further information provided by Town personnel, this methodology can be customized with site-specific information to guide the process further. This includes previous reports compiled. We anticipate selecting up to 5 locations that are favorable for discussion with stakeholders. A letter report with large and small-scale maps will be drafted compiling the results of the analysis and provide the basis for a discussion with stakeholders to identify any areas of concern or limitations with respect to land purchase. Following these discussions with the stakeholders, we expect to select the optimum location(s) from the identified sites for field verification activities.

Scope of Work

In order to meet the project's objectives, the following scope will be completed.

1. Research and document the previous water supply studies conducted on behalf of the Town. Review available information regarding the West Newbury system and Newburyport system including but not limited to Annual Statistical Reports (ASR's) for the last three years; the applicable groundwater withdrawal permits, and Water Management Act permits and their respective withdrawal limits and conditions; water use data; available projections of average day and maximum water demands; and existing intermunicipal agreements with the City of Newburyport. We will also review the regulatory process involved in seeking any increase in groundwater withdrawals which might be deemed necessary to supply sufficient water to meet projected future demands.

2. Data Collection and Review

Collect and review available published geologic data and review all previous subsurface investigations undertaken by the Town, as well as additional details regarding the priority properties identified in the Backgrounds and Objectives section of this proposal. We will develop a series of overlay maps outlining current documented geologic deposits, supporting recharge areas and potential contamination sources. Evaluate existing Town, State, and Federal documents for the following:

- a. Utility Maps
- b. Floodplain Map
- c. Open Space/Recreation Plan
- d. Pollution Sources (and Potential Contamination Sources)
- e. Topographic Maps
- f. Soils Maps
- g. Stratified-Drift Aquifer Maps
- h. Surficial Geology Maps
- i. USGS Hydrogeologic Reports
- j. Climatological Data
- k. Aerial photography

The assimilation of this data will be prefaced by a preliminary area reconnaissance. The information generated from this task will be used to understand whether the previously recommended sites are still viable given land use changes, regulatory changes and property ownership changes since these sites were originally identified. In addition, this task will develop a preliminary conceptual model of the mapped aquifers within the two town boundaries, and to develop the framework and basis of comparison for a series of proposed Geographical Information System (GIS) maps.

3. Base Map with Properties, and Sea Level Rise Mapping

Obtain the Town of West Newbury's digitized tax mapping in GIS format to create digitized maps from the pertinent sources evaluated from Task 2. Generate a system-wide map compatible with GIS that depicts political (property, roadway) and environmental (stream, wetland, aquifer) boundaries. Also shown on the base map will be the various regulatory setback distances (e.g., surface water, wetlands, and roadways). Additionally, the mapped limits of the surficial aquifer materials (as delineated by the USGS) will be depicted. These data will be used to help locate any favorable areas for additional investigation in overburden (sand and gravel) deposits.

A map will also be created to show Town-wide implications of sea level rise (SLR) for the year 2100. The Town has expressed that the assumption that future sea level rise would equal six feet above the current FEMA 100-year flood elevation is the basis for current climate resilience planning. The map will show the area that will be inundated under a 100-year flood condition throughout the Town based on this assumption. A similar map will be prepared for the 2070 SLR projections.

4. Groundwater Exploration and Feasibility Assessment – Water Quantity

Evaluate the data generated from Tasks 2 and 3 above in terms of identifying areas or properties that are recommended for additional site-specific fieldwork based on water quantity. Utilize delineated aquifer boundaries, data gleaned from the previous studies, and interpretation based on local experience to identify those areas worthy of further exploration. Apply the mandated setbacks (all in GIS format) to delimit those remaining areas that are most viable. The geographic scope of this task will be limited to portions of the Town of West Newbury located outside of the Artichoke Reservoir Watershed boundary.

Compile a list of 5 areas that remain viable, based on quantity, for the development of a new water source. Sites will be selected outside of the Artichoke Reservoir Watershed boundary to remain consistent with the Town of West Newbury's agreements with the City of Newburyport. If the town's digitized tax mapping exists, a Site Identifier will be used to key the GIS map to the list of viable sites. This list will include:

- i. Site Identifier
- ii. Property Owner's Name
- iii. Owner's Address
- iv. Tax Assessor's Map and Lot Number
- v. Total Acreage

5. Groundwater Exploration and Feasibility Assessment – Contaminant Threats

Locate, identify, and map documented sources of potential contamination within the area of interest. Conduct an evaluation of potential contamination sites within the area of interest by utilizing on-line services to investigate appropriate state and federal files for the existence of underground storage tanks, gas stations, landfills, and other sites of potential concern. These potential sites will be verified and updated by a drive-through survey. Supplement the investigation on foot for all publicly accessible areas. Refine the conceptual model developed to aid in this determination and, if necessary, assessment of distal recharge areas.

6. Interim Map/Matrix and Recommendations

Compile all data discussed above and prepare preliminary findings including a site selection matrix developed based on geologic conditions, environmental constraints, engineering considerations, and proximity to current water system infrastructure. The decision matrix will rank up to 5 sites and compare each site to land ownership and economic considerations. A final target list of overburden (sand and gravel) will be established and presented for discussion of additional drilling investigations.

The results of this task will clearly identify the areas within the two towns worthy of further exploration. Through the cumulative effect of eliminating areas due to physical constraints or man-made impacts, the remaining viable sites will be identified.

7. Weston & Sampson will compile all data collected and prepare a final report for submission to the Town. The report will also provide a recommendation for further exploration of the top sites to identify the most favorable site or sites with respect to yield and water quality.

Project Schedule

Weston & Sampson agrees to provide services for the estimated duration of work, starting within two weeks of receiving a notice to proceed and concluding within one hundred (120) days upon receipt of the executed proposal.

Proposed Fee

Weston & Sampson proposes completing this study for a not to exceed fee of \$30,600. Invoices for this project will be billed monthly for work completed on a time and materials basis, not to exceed the estimated costs without prior approval by the Town of West Newbury. The Town agrees to make payment to the Engineer within thirty (30) days of the invoice date.

Terms and Conditions

Weston & Sampson's services will be provided as described herein and in accordance with the attached Weston & Sampson General Terms and Conditions dated February 14, 2022, which are a part of our agreement with you.

If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services. Also, please initial, date, and return the enclosed Terms and Conditions that are hereby incorporated by reference.

We appreciate the opportunity to submit this proposal and look forward to working with you on this important project.

If you have any questions on this matter, please contact Kevin MacKinnon at (978) 573-4108.

Sincerely,
WESTON & SAMPSON ENGINEERS, INC.

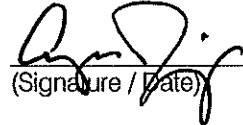


Kevin MacKinnon, PG, PH
Senior Technical Leader, Water Resources

Senior Associate

ACCEPTED FOR:

TOWN OF WEST NEWBURY, MASSACHUSETTS

 12/18/23
(Signature / Date)

Angus Jennings, Town Manager

Enclosures – Standard Terms and Conditions

\\wse03.local\WSE\Projects\MA\West Newbury MA\Dole Wellfield\001 Project Management\Contract\New Source Investigation Proposal\Letter Proposal.docx

APPROVED AS TO AVAILABILITY OF FUNDS

I certify that funds are available for this Agreement.

TOWN ACCOUNTANT



Jennifer Walsh, Town Accountant

Date: 12/18/2023

Payable from Acct. # 

ARTICLE REQUEST FORM

ARTICLE: Funding (possibly to include borrowing authorization) for Middle Street Bridge

AMOUNT REQUESTED: TBD

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 ext. 115

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

Since Town Meeting's prior appropriation of \$600,000 from the Stabilization fund, in May 2021, Town staff have advanced this project on a diligent basis. The project required permitting from multiple local, state and federal agencies, and by the end of FY23 had secured all necessary permits, and had prepared bid documents/construction specifications that will be needed when the time comes to put the project out to bid for construction. The design, engineering and permitting costs were paid entirely from state grant funds awarded to the City of Newburyport (MassDOT Small Bridge grant awarded in 2018) and to the Town of West Newbury (MassWorks grant awarded in 2020).

More recently, the Town (in June 2023) applied for two additional state grants, and in fall/early winter 2023 learned that both grant applications were successful. The Town has been awarded a \$500,000 MassDOT Small Bridge grant, and a \$1,000,000 MassWorks grant. The Town continues to pursue additional non-local sources of funding for this project, and is hopeful that, with the City of Newburyport's cooperation, the project could secure at least another \$500,000 of grant funding, and perhaps more.

Even with that considerable non-local funding support, there is still a substantial funding gap that will need to be filled in order to put the project out to bid and award a construction contract. Efforts continue to fill this funding gap, both through state (and possibly federal) funding, as well as through contributions to the project from the City of Newburyport. A recent memo provides current information regarding the Town's continuing efforts to reach a new Intermunicipal Agreement (IMA) with the City to replace the prior (2019) IMA which has since expired.

While there are still a number of variables and moving parts, it is very possible (and perhaps likely) that fully funding this project will require additional local funding above the \$600,000 that was previously appropriated. Construction costs have escalated greatly in the past few years, and the project cost estimate available leading up to the May, 2021 Town Meeting vote has since been updated multiple times. This article is proposed to request additional local funding (and, if needed, borrowing authorization) in order to combine with other (committed and sought) funding in order to fully fund the project.

What factors affect the timing of this purchase?

Designing, engineering, permitting and rebuilding the Middle Street Bridge has always been understood as a major, multi-year effort. Having brought the project through permitting, and prepared bid docs, it is now "shovel ready" - but for the gap in construction financing. The Town is making a major push to bring this project to completion, with the goal of seeing a construction contract awarded to allow construction to begin in spring 2025. If this timeline is not met, the construction costs can be expected to continue to increase with inflation, and continued effort (and cost) would be needed to extend the project's permits (which would otherwise expire). After years and innumerable hours of effort on this project, we are looking at the next 6-12 months as a "make it or break it" phase for this major infrastructure project.

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

June 30, 2027

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

Once rebuilt, routine maintenance of the bridge will be needed.

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

Yes.

Please attach additional pages or other supporting documentation.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Select Board
FROM: Angus Jennings, Town Manager
DATE: March 26, 2024
RE: Middle Street Bridge

As you know, we recently received an updated construction cost estimate from the project engineer. This updated the estimate that had been prepared in May, 2023, and which has been the basis of financial planning for the project since that time. The updated estimate updated the unit costs from the MassDOT weighted bid prices and, for nonstandard items, used an inflation value of 5% to account for the roughly year that has passed since last spring's estimate.

The enclosed summary reflects updated project cost estimates, funds expended to date, and remaining available funds, to illustrate the estimated shortfall. This accounts for additional grant funds awarded or received since last May, namely: \$1M MassWorks grant awarded to West Newbury; \$750k MassWorks Small Bridge grant awarded to West Newbury; and \$750k MassWorks Small Bridge grant awarded to West Newbury. This also reflects the Select Board's authorization of \$25k in ARPA funds (in January 2024) to support ongoing expenses related to securing these grants.

As you know, we are in continued discussions with the City of Newburyport regarding the project, and terms of a potential new Intermunicipal Agreement (IMA). Our proposed terms will be based on the same 50/50 split of net (non-grant) project costs as had been agreed in the 2019 IMA. This results in the estimated funding shortfall, per municipality, shown in the table to the right:

Middle Street Bridge, Funding Split, DRAFT, 3/25/24	
<u>Total costs</u>	5,356,250
State grants	2,793,952
Net local costs	2,562,298
50% of net local costs	1,281,149
<u>Contributed to date</u>	
West Newbury	625,000
Newburyport	-
<u>Delta</u>	
West Newbury	656,149
Newburyport	1,281,149
Total shortfall	1,937,298
Total local funding:	2,562,298
<i>Source: Angus Jennings, Town Manager</i>	

The Board is asked to provide direction regarding what amount of funding to propose to Town Meeting voters this spring. The Board may also consider allocating some or all of the remaining ARPA funds toward the project – roughly \$539k remains unallocated – but is cautioned that such funds must be under contract by 12/31/24, and fully expended by 12/31/26.

Project Costs

<u>Project Costs</u>		<u>Notes</u>
Construction costs	3,605,000	} Source: BSC Group, 3/20/24
Design/Permitting	550,000	
Construction contingency (25%)	901,250	
Resident Engineer	200,000	
Construction Engineering Services	100,000	
TOTAL project costs (est.)	5,356,250	

Project Funds

<u>Funds Expended to Date</u>		<u>Notes</u>
MassDOT Small Bridge grant, 2018, design funds (expended)	206,048	
MassWorks grant (2019, \$1M grant, partially expended)	292,285	Amount shown is total amount expended. Grant has now expired
West Newbury expenses	2,337	Paid from \$25,000 ARPA appropriation approved by Select Board in Jan., 2024
TOTAL project expenditures	500,671	As of 3/26/24

<u>Remaining Available Funds</u>		<u>Notes</u>
<u>State Grants Received</u>		
MassDOT Small Bridge grant, 2018, design funds (remaining)	45,252	} Awarded to Newburyport; construction funds due to expire 6/30/2024, if not further extended by MDOT. Repurposing of granted design funds, to be used for construction, may also require MDOT approval.
MassDOT Small Bridge grant, 2018, construction funds (remaining)	248,700	
MassWorks (2023)	1,000,000	Awarded to West Newbury, late 2023
MassDOT Small Bridge grant (2023)	500,000	Awarded to West Newbury, late 2023
Sub-Total: remaining grant funding	1,793,952	

Local Appropriations

West Newbury Town Meeting appropriation	600,000	Approved May 2021; sunset date 6/30/2024. Extension to be voted at Town Meeting on 4/29/24
West Newbury ARPA appropriation	22,663	\$25k approved by Select Board, Jan. 2024
Newburyport (requiring City Council approval)	-	Discussions ongoing with Mayor and City Council regarding potential Intermunicipal Agreement, incl. proposed method to share local costs.

Sub-Total: remaining local funding sources **622,663**

Sub-Total: State and local funding sources **2,416,614**

Funding Shortfall

Costs minus expenditures minus available funds: **2,438,965** Based on existing appropriations and grants

<u>Potential New Funds</u>		<u>Notes</u>
MassDOT Small Bridge grant, FY23	250,000	} MDOT has indicated the <u>possibility</u> that its Fall 2023 grant award to West Newbury could be increased from \$500k to \$750k. Newburyport has applied for new MDOT Small Bridge Grant; under active review by MDOT. MDOT has indicated the <u>possibility</u> that a grant award could be as much as \$750k.
MassDOT Small Bridge grant, FY24	750,000	
MassDOT Small Bridge grant, FY25 (West Newbury)	-	} Confirmed <u>eligibility</u> for each community to apply for add'l Small Bridge grant in FY25. Timing of MDOT grant round not yet set, and unknown whether either or both grants would be awarded, and in what amount(s).
MassDOT Small Bridge grant, FY25 (Newburyport)	-	
	1,000,000	

Summary

Modified Est. Shortfall **1,438,965** Would rely on MDOT Small Bridge grant awards to West Newbury (FY23, for \$750k) and Newburyport (FY24, for \$750k). Does not assume any FY25 grant funds.

Source: Angus Jennings, Town Manager

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION - HIGHWAY DIVISION
ESTIMATE OF QUANTITIES & ITEM COST

CITY NEWBURYPORT/WEST NEWBURY
 TYPE CONCRETE BOX BEAM
 SPAN 45'-0"
 ROAD PLUMMER SPRING ROAD/MIDDLE STREET
 CALC. SSF/AK 2023

OVER
 CLASS
 BR. WIDTH
 ROAD WIDTH
 CHKD.

UPPER ARTICHOKE RESERVOIR
 HL-93
 32'-6"
 24'-0"
 KLE/MCM 2024

HIGHWAY ITEMS

ITEM NO.	UNITS	ITEM DESCRIPTION	Unit Price	Bridge Quantity	Highway Quantity	Combined Quantity	Bridge Cost	Highway Cost	Total Cost
102.01	*	LS	SELECTIVE CLEARING AND GRUBBING	\$3,000.00	0	1	\$0.00	\$3,000.00	\$3,000.00
102.511	*	EA	TREE PROTECTION - ARMORING & PRUNING	\$400.00	0	6	\$0.00	\$2,400.00	\$2,400.00
102.521	*	FT	TREE AND PLANT PROTECTION FENCE	\$17.00	0	200	\$0.00	\$3,400.00	\$3,400.00
103.		EA	TREE REMOVED - DIAMETER UNDER 24 INCHES	\$3,500.00	0	15	\$0.00	\$52,500.00	\$52,500.00
115.1	*	LS	DEMOLITION OF BRIDGE NO. N-11-007=W-20-001(8BC)	\$283,500	1	0	\$283,500.00	\$0.00	\$283,500.00
120.		CY	EARTH EXCAVATION	\$60.00	0	180	\$0.00	\$10,800.00	\$10,800.00
121.		CY	CLASS A ROCK EXCAVATION	\$250.00	0	10	\$0.00	\$2,500.00	\$2,500.00
140.		CY	BRIDGE EXCAVATION	\$65.00	570	0	\$37,050.00	\$0.00	\$37,050.00
141.1		CY	TEST PIT FOR EXPLORATION	\$140.00	0	50	\$0.00	\$7,000.00	\$7,000.00
143.		CY	CHANNEL EXCAVATION	\$85.00	390	0	\$33,150.00	\$0.00	\$33,150.00
144.	*	CY	CLASS B ROCK EXCAVATION	\$300.00	90	0	\$27,000.00	\$0.00	\$27,000.00
151.		CY	GRAVEL BORROW	\$75.00	0	220	\$0.00	\$16,500.00	\$16,500.00
151.1		CY	GRAVEL BORROW FOR BRIDGE FOUNDATION	\$75.00	290	0	\$21,750.00	\$0.00	\$21,750.00
151.2		CY	GRAVEL BORROW FOR BACKFILLING STRUCTURES AND PIPES	\$47.50	35	0	\$1,662.50	\$0.00	\$1,662.50
153.1	*	CY	CONTROLLED DENSITY FILL - NON-EXCAVATABLE	\$275.00	14	0	\$3,850.00	\$0.00	\$3,850.00
156.13	*	TON	CRUSHED STONE FOR INTEGRAL ABUTMENT PILES	\$73.50	35	0	\$2,572.50	\$0.00	\$2,572.50
156.5		CY	CRUSHED STONE FOR FILTER BLANKET	\$73.50	44	0	\$3,234.00	\$0.00	\$3,234.00
170.		SY	FINE GRADING AND COMPACTING - SUBGRADE AREA	\$20.00	0	720	\$0.00	\$14,400.00	\$14,400.00
290.	*	LS	DRAINAGE SYSTEM	\$105,000.00	0	1	\$0.00	\$105,000.00	\$105,000.00
402.		CY	DENSE GRADED CRUSHED STONE FOR SUB-BASE	\$177.50	0	80	\$0.00	\$14,200.00	\$14,200.00
443.		MGL	WATER FOR ROADWAY DUST CONTROL	\$200.00	0	3	\$0.00	\$600.00	\$600.00
450.22		TON	SUPERPAVE SURFACE COURSE - 9.5 (SSC - 9.5)	\$215.00	0	70	\$0.00	\$15,050.00	\$15,050.00
450.31		TON	SUPERPAVE INTERMEDIATE COURSE - 12.5 (SIC - 12.5)	\$310.00	0	90	\$0.00	\$27,900.00	\$27,900.00
450.41		TON	SUPERPAVE BASE COURSE - 25.0 (SBC - 25.0)	\$220.00	0	180	\$0.00	\$39,600.00	\$39,600.00
450.60		TON	SUPERPAVE BRIDGE SURFACE COURSE - 9.5 (SSC-B - 9.5)	\$345.00	15	0	\$5,175.00	\$0.00	\$5,175.00
450.70		TON	SUPERPAVE BRIDGE PROTECTIVE COURSE - 9.5 (SPC-B - 9.5)	\$331.50	20	0	\$6,630.00	\$0.00	\$6,630.00
452.		GAL	ASPHALT EMULSION FOR TACK COAT	\$10.00	0	150	\$0.00	\$1,500.00	\$1,500.00
453.		FT	HMA JOINT SEALANT	\$2.00	0	450	\$0.00	\$900.00	\$900.00
470.		TON	HOT MIX ASPHALT BERM	\$450.00	0	15	\$0.00	\$6,750.00	\$6,750.00
472.		TON	TEMPORARY ASPHALT PATCHING	\$482.50	0	5	\$0.00	\$2,412.50	\$2,412.50
504.		FT	GRANITE CURB TYPE VA4 - STRAIGHT	\$100.00	0	80	\$0.00	\$8,000.00	\$8,000.00
504.2		EA	GRANITE CURB TYPE VA4 - SPLAYED END	\$725.00	0	10	\$0.00	\$7,250.00	\$7,250.00
620.136	*	FT	GUARDRAIL, TL-3 STIFFENING WITH HALF POST SPACING (SINGLE FACE)	\$157.50	0	320	\$0.00	\$50,400.00	\$50,400.00
620.137	*	FT	GUARDRAIL, TL-3 STIFFENING WITH HALF POST SPACING, DEEP POST (SINGLE FACE)	\$210.00	0	80	\$0.00	\$16,800.00	\$16,800.00
627.1		EA	TRAILING ANCHORAGE	\$2,500.00	0	1	\$0.00	\$2,500.00	\$2,500.00
628.24		EA	TRANSITION TO BRIDGE RAIL	\$7,200.00	0	4	\$0.00	\$28,800.00	\$28,800.00
630.2		FT	HIGHWAY GUARD REMOVED AND DISCARDED	\$10.00	0	500	\$0.00	\$5,000.00	\$5,000.00
657.	*	FT	TEMPORARY FENCE	\$42.50	0	150	\$0.00	\$6,375.00	\$6,375.00
698.4	*	SY	GEOTEXTILE FABRIC FOR PERMANENT EROSION CONTROL	\$8.50	390	0	\$3,315.00	\$0.00	\$3,315.00
741.	*	MO	ENGINEERS FIELD OFFICE AND EQUIPMENT (TYPE B)	\$1,950.00	0	22	\$0.00	\$42,900.00	\$42,900.00
748.		LS	MOBILIZATION	\$1.00	0.75	0.25	\$69,000.00	\$37,000.00	\$106,000.00
751.		CY	LOAM FOR ROADSIDES	\$100.00	0	20	\$0.00	\$2,000.00	\$2,000.00
765.		SY	SEEDING	\$3.55	0	125	\$0.00	\$443.75	\$443.75
767.121	*	FT	SEDIMENT CONTROL BARRIER	\$10.00	0	1000	\$0.00	\$10,000.00	\$10,000.00
769.01	*	SY	PAVEMENT MILLING MULCH UNDER GUARD RAIL	\$90.00	0	200	\$0.00	\$18,000.00	\$18,000.00
833.7		EA	DELINEATION FOR GUARD RAIL TERMINI	\$95.00	0	1	\$0.00	\$95.00	\$95.00
853.1		EA	PORTABLE BREAKAWAY BARRICADE TYPE III	\$152.50	0	4	\$0.00	\$610.00	\$610.00
853.21		FT	TEMPORARY BARRIER REMOVED AND RESET	\$20.50	0	75	\$0.00	\$1,537.50	\$1,537.50
853.22	*	FT	TEMPORARY BARRIER REMOVED AND STACKED	\$82.50	0	175	\$0.00	\$14,437.50	\$14,437.50
942.124		FT	STEEL PILE HP 12 X 84	\$244.65	380	0	\$92,967.00	\$0.00	\$92,967.00
948.41		EA	DYNAMIC LOAD TEST BY CONTRACTOR	\$12,000.00	2	0	\$24,000.00	\$0.00	\$24,000.00
948.5		EA	PILE SHOES	\$200.00	10	0	\$2,000.00	\$0.00	\$2,000.00
983.12	*	TON	RIPRAP WITH GRAVEL PACKED VOIDS	\$180.00	440	0	\$79,200.00	\$0.00	\$79,200.00
983.521	*	CY	STREAM/BANK RESTORATION	\$93.00	86	0	\$7,998.00	\$0.00	\$7,998.00
991.1	*	LS	CONTROL OF WATER - STRUCTURE NO. N-11-007=W-20-001	\$346,500.00	1	0	\$346,500.00	\$0.00	\$346,500.00
994.01	*	LS	TEMPORARY PROTECTIVE SHIELDING BRIDGE NO. N-11-007 = W-20-001	\$115,500.00	1	0	\$115,500.00	\$0.00	\$115,500.00
995.01		LS	BRIDGE STRUCTURE, BRIDGE NO. N-11-007=W-20-001	\$1,172,923.50	1	0	\$1,172,923.50	\$0.00	\$1,172,923.50
996.4	*	LS	PREFABRICATED CONCRETE MODULAR BLOCK WALL (WITH GEOGRID REINFORCEMENT)	\$686,994.00	0	1	\$0.00	\$686,994.00	\$686,994.00

TOTAL = \$2,338,977.50 \$1,265,555.25 **\$3,604,532.75**

SAY \$3,605,000.00



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Select Board
 FROM: Angus Jennings, Town Manager
 DATE: March 22, 2024
 RE: Telecom procurement

We recently issued two addenda to the currently-active RFP. These had the effect of formally expanding the procurement to include cabling work, to offer an additional site walk for prospective bidders (this coming Wednesday), and to extend the deadline for proposals until April 24th. The reason for this deadline is to ensure that we have bids in hand ahead of the anticipated Town Meeting vote on April 29th. This article (#31) is scheduled for review at next Wednesday's (3/27) meeting of the Finance Committee and Select Board. It is requested that the Board and FinCom hold off on voting your recommendations until on/after April 24th, once project costs are known. This would not preclude including an article rationale in the FinCom booklet; the booklet could also specify that recommendations would be provided at Town Meeting.

cc: Finance Committee



Town of West Newbury

381 Main Street
West Newbury, Massachusetts 01985

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

TO: Select Board, Finance Committee, Capital Improvements Committee (CIC)
FROM: Angus Jennings, Town Manager
DATE: March 12, 2024
RE: Supplemental narrative re proposed funding for telecom/cabling

This is provided as a supplement to the request for a warrant article for the Spring Town Meeting, to provide funding for cabling work to supplement the active procurement underway to secure new/upgraded telecom equipment for the Town Offices, Public Safety Complex and Library.

The scope of the initial project is detailed in the Request for Proposals (RFP) issued on Dec. 11, 2023, and as supplemented by 7 addenda, as of this date (copies of which have been circulated separately). As the procurement process has gone forward, based on new information received, the initial project objectives have expanded to include significant cybersecurity improvements, some of which had already been part of our longer-term objectives. Based on this iterative planning process, our staff working group¹ has recommended an expansion of the project scope to include an upgrade of cabling in the Town Offices building. (This would be in addition to the installation of new and replacement cabling in some locations, which has been anticipated all along related to the upgrade of old CAT-5 cabling and installation of workstations and/or phones in a couple of new locations).

This memo is to provide more detail regarding the basis for this recommendation, following on discussion at recent meetings of the FinCom/Select Board and of the CIC.

The proposal calls for a VOIP phone system that will require each phone to have access to an internet connection. The options for internet access discussed were wireless, sharing with the existing computer cable network, or a separate cabling system apart from the computer network. A separate system from the computer is the preferred method. This will require new cabling, and therefore at the same time the Town Offices' cabling



The existing phone system is antiquated, and its hub is located in a publicly-accessible location (mail room), presenting a security risk.

¹ Christine Wallace, PE, Project Manager; Brian Richard, Facilities Manager; Katelyn Barker, DPW Business Manager & Chief Procurement Officer; Jim Blatchford, Town Clerk; me; with advice from the Town's IT consultant Jake Soucy. Police Chief Mike Dwyer and Library Director Corinn Flaherty have also been involved, but not related to the Town Offices portion of the scope, which is the subject of this memo.

network (last upgraded in the late 1990's) would be upgraded (from Cat 5 or 5E to Cat 6) to handle today's and future capacity needs.

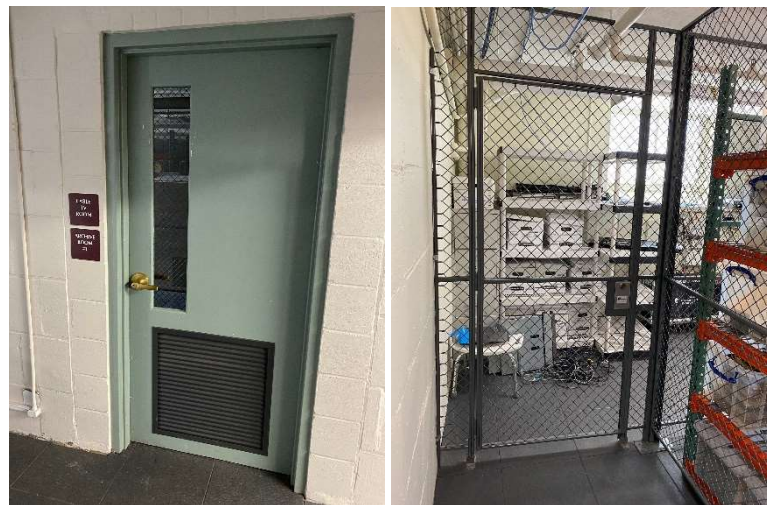
A question was asked regarding whether the entire system could operate wirelessly. The Town Offices have wifi installed in strategic locations, but these do not provide coverage throughout the building. The building's construction materials impede wifi access in some locations. The installation of more wireless access points would require new cabling to the new access points. The idea of moving the entire phone system to wifi is not favored. The installation of new/upgraded cabling throughout the building is seen as an upgrade of the Town Offices' IT infrastructure, and would advance multiple operational and cybersecurity/risk management objectives.



The existing network hub is located in a publicly-accessible location, presenting a security risk.

One of the key project objectives is to relocate both the server rack, and the telephone lines switch room, to a locked location in the basement. Both the server rack and the switch room are currently located in publicly-accessible locations that cannot be easily protected. To relocate this apparatus to a locked cage in the building basement, cabling will be needed. The driving cost of pulling new and replacement cabling is not materials, but rather labor. It would be cost effective for a cabling installer to pull two cables (one for computer, one for phone) at the same time.

The Town maintains cyber liability insurance coverage. Each of the past few years, new substantive requirements have been added in order to maintain this coverage. New requirements have been added for the upcoming FY25 (we are currently working on our insurance renewal applications), and we are aware that new requirements will continue to be added in the coming years. Likewise, the idea of having both the computer network and phone network share the same cabling is not favored. Such a "converged network" would create significant obstacles to our IT tech's ability to manage the Town's network security to a degree that is required in order to meet industry standards (and insurance requirements). Separate cabling for each of computer network and telephones establishes clear boundaries to assist with identifying and managing cybersecurity risks. It is believed that the improvements proposed via this warrant article will advance the Town's in its cybersecurity efforts.



Upon project completion, the phone and network hubs would be relocated to a secure location in the basement, behind a locked door and cage

ARTICLE REQUEST FORM

ARTICLE: Supplemental funds for telecom replacement/upgrades at Town Offices (1910 Building), Public Safety Complex, and Library

AMOUNT REQUESTED: TBD. (Proposals expected on March 13, 2024, at which time cost will be proposed).

CONTACT PERSON: Christine Wallace, PE, Projects/Programs Manager

PHONE NUMBER: 978-363-1100 ext. 130

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

Town Meeting previously appropriated \$65,000 to support this project (ATM Article 18, 5/14/22). (Prior project summary sheet attached). After more than a year of research including many Town departments, and the Town's IT consultant, the Town issued a RFP for this project in December 2023. Many prospective firms attended the mandatory pre-submission on January 17, 2024. Following the pre-submission meeting and walk-through, the Town departments involved have updated our recommendation, and recommend that the project scope (for the 1910 Building) be expanded to include replacement, rerouting and upgrade of all telecom and network cabling. The Town issued an Addendum to the RFP (Addendum #5) on January 29, 2024 in order to notify prospective vendors that the scope will be expanded, and to extend the response time to receive proposals until March 13, 2024. Subject to obtaining sufficient funding, it is expected that a contract to complete this work would be awarded on or after April 30, 2024.

What factors affect the timing of this purchase?

This project is long overdue, and causes daily operational challenges and customer inconveniences at the Town Offices.

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

End of FY26. (Expected to be complete by end of FY25)

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

None

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

Yes

Please attach additional pages or other supporting documentation.

IP Telephony and Voicemail System
Town of West Newbury
Addenda

RFP# 2024-WN-003

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

ADDENDUM #6

Notice to all prospective bidders.

Addendum #6 released Friday March 8th, 2024.

The Town of West Newbury will be extending the deadlines for RFP# 2024-WN-003 as follows:

Question Submittal Deadline: Wednesday April 3rd, 2024 at 4:00 P.M

Proposal Submittal Deadline: Wednesday April 24th, 2024 at 10:00 A.M

Additional Optional Site walk:** Wednesday March 27th, 2024 at 11:00 A.M

***Please email Procurement@wnewbury.org if you will be attending the site walk.*

Updated Procurement Calendar

Estimated Procurement Calendar		
Tasks	Date	Time
RFP Issued on Commbuys	12/11/2023	10:00 A.M
Mandatory pre-submission site walk	1/17/2024	10:00 A.M
Written questions/clarification due on or before	4/3/2024	4:00 P.M
Release of official responses due on or before	4/17/2024	4:00 P.M
Proposal submission deadline on or before	4/24/2024	10:00 A.M
Bidder Evaluations/Vendor Presentations Scheduled by	5/1/2024	4:00 P.M
Preliminary award offered by	5/22/2024	4:00 P.M

Questions and Answers:

Q1. CAT 3 cabling CAN come in over an ethernet network. It would provide POE & 10 megs of bandwidth for the Voice using existing cable infrastructure (more than enough for voice). Would this be a viable solution to place on the network?

A1. No, we are looking for CAT 6 only.

Q2. What is the status of the cabling? Will there be an additional meeting to do cable assessment and measuring?

A2. In addendum #5, we stated there would be an additional optional site walk to review cabling needs. This additional site walk will be on Wednesday March 27th, 2024 at 11:00 A.M at 381 Main Street, West Newbury, MA 01985. Please send an email to Procurement@wnewbury.org if you will be attending the site walk.

Q3. Have the cables been traced out and identified at new areas slated for phones?

A3. A separate Addendum, including cabling plans/specs, is expected to be issued on March 13, 2024.

Q4. Is the data network going to be shared with the Voice? With separate VLANS or is it still the plan to keep voice separate?

A4. Data and Voice will be split. It is still the plan to keep voice separate.

Q5. Has the number of switches been identified if they have POE and free ports?

A5. We will need three 48-port POE+ gigabit with two fiber SFP ports.

Q6. Still the plan to utilize a UCAAS cloud system and or a Hybrid system with built in redundancy?

A6. We are planning on a cloud system only.

Q7. In the original RFP (5) hard Copies (1) Flash Drive of our submission was requested. In addendum #5 you just want us to electronically email our submission.

A7. Proposal submissions can be sent as the 5 hard copies and 1 flash drive **OR** submitted all electronically.

Additional Notes:

All second-floor cabling will terminate to POE switch in switch closet, located on second floor. Fiber run required between second-floor and basement switch. The second-floor switch closet needs a 10U securable switch enclosure.

-End of Addendum-

IP Telephony and Voicemail System
Town of West Newbury
Addenda

RFP# 2024-WN-003

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

ADDENDUM #7

Notice to all prospective bidders.

Addendum #7 released Friday March 22nd, 2024.

Question Submittal Deadline: Wednesday April 3rd, 2024 at 4:00 P.M

Proposal Submittal Deadline: Wednesday April 24th, 2024 at 10:00 A.M

Additional Optional Site Walk:** Wednesday March 27th, 2024 at 11:00 A.M
***Please email Procurement@wnewbury.org if you will be attending the site walk.*

Updated Procurement Calendar

Estimated Procurement Calendar		
Tasks	Date	Time
RFP Issued on Commbuys	12/11/2023	10:00 A.M
Mandatory pre-submission site walk	1/17/2024	10:00 A.M
Optional cabling site walk	3/27/2024	11:00 A.M
Written questions/clarification due on or before	4/3/2024	4:00 P.M
Release of official responses due on or before	4/17/2024	4:00 P.M
Proposal submission deadline on or before	4/24/2024	10:00 A.M
Bidder evaluations/presentations to be scheduled by mid May		
Preliminary award offered by	6/3/2024	4:00 P.M

Cabling Locations and Information

The purpose of this addendum is to expand the contract scope of work to include cabling of the Town Offices (381 Main Street) and the Town Annex (379 Main Street).

This addendum includes:

- Requirements and general information included in the text below
- Schematic Drawings showing approximate location of ports and some building dimensions for each of the four levels (Basement, Ground Floor, First Floor, and Second Floor)
- Summary Table
- Bid sheet for this item

West Newbury – VoIP Phone System
Addendum #7
2024-WN-003

- For informational purposes – Memorandum from Angus Jennings March 12, 2024

Requirements:

- Number of ports and approximate locations are provided on the attached schematic plans and attached summary table. Locations are physically marked on-site with tape.
- Cables shall be Cat6
- Pinout (cable connector type) shall be T-568b
- Ports shall have cables corresponding to the type (Voice or Data) as shown on the plans, with different colors, and terminated to two (2) – 48-port patch panels
- Main Distribution Frame (MDF) shall be located in the basement as shown on the plan. This MDF will supply runs to the first floor
- Intermediate Distribution Frame (IDF) on second floor to supply second floor runs
- Fiber run between MDF and IDF shall be 8- or 12- strand
- All cable runs shall be tested and certified
- All second-floor cabling will terminate to POE switch in a switch closet, located on the second floor. Fiber run will be required between second-floor and basement switch. The second-floor switch closet needs a 10U securable switch enclosure.

Guidance on Lengths:

- Fiber run between MDF and IDF is approximately 140'
- Annex run could be 250'
- Longest drop on first floor is approximately 160'
- Longest drop is approximately 95'
- See building dimensions on plans to determine other approximate lengths

Bid Item will be Lump Sum and will include:

- All material and labor for installation of cabling, wall plates, and any other necessary items
- Material and labor for opening of walls, ceilings, or floors, as necessary
- Material and labor for MDF and IDF installation
- Removal and disposal of materials as directed by the Town

Assumptions:

- All locations shown on the plans are approximate and shall be verified on site with the Town prior to beginning work.
- Exact locations of cables are not shown on the plans, but rather port locations and guidance on some of the lengths are provided. The contractor shall determine appropriate lengths and cable pathways based upon site conditions.
- This addendum does not provide detailed construction specifications. Contractor shall use the latest industry standards to meet the requirements stated above.
- Wall, ceiling, and floor patching and painting are not included in the scope of work and will be performed separately by the Town.
- The Town will be responsible for labor and materials to abandon any existing ports that are marked as such on-site. Ports to be abandoned are not shown on the plans and not part of this contract.

-End of Addendum-

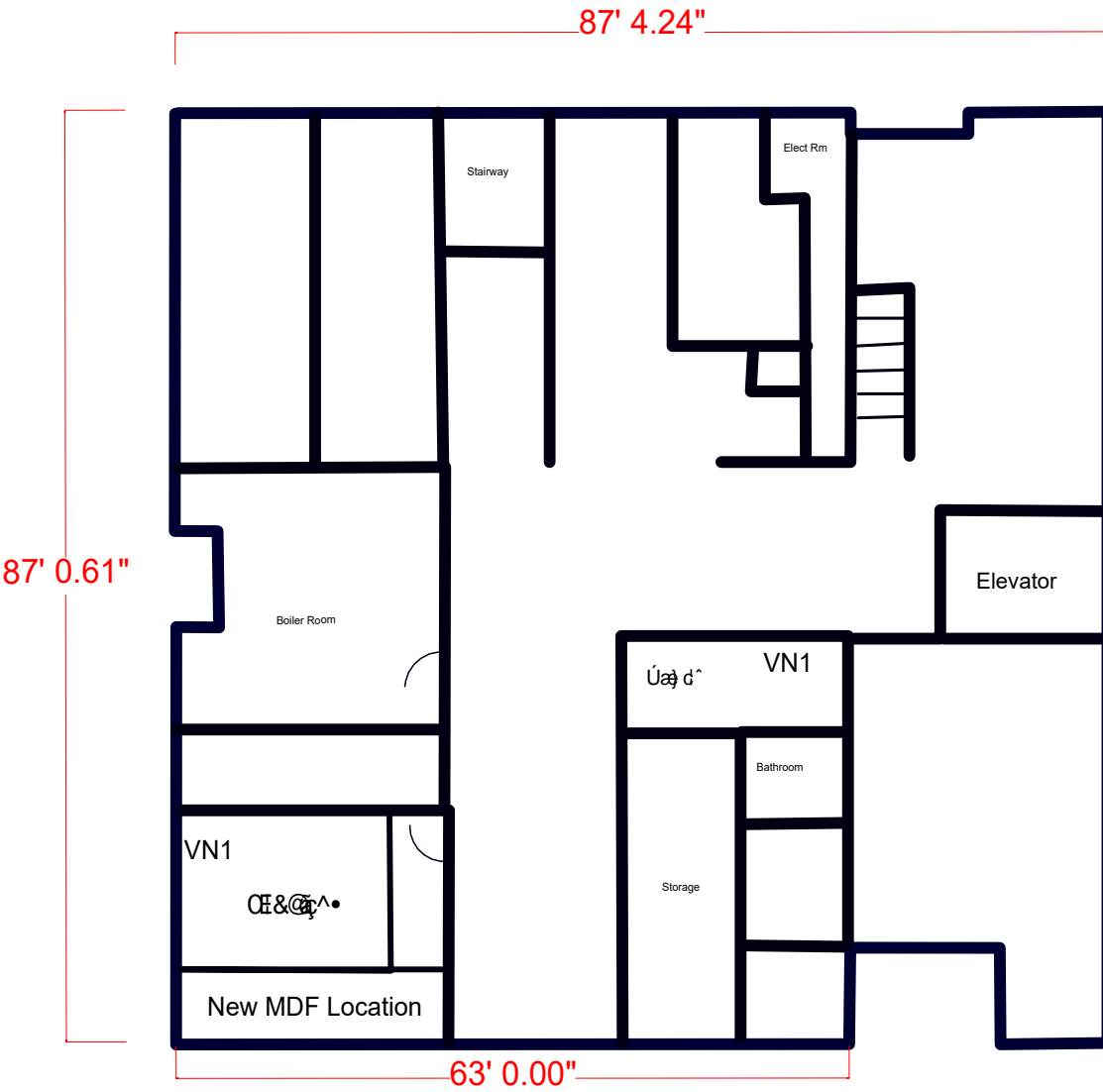
Basement

V = Phone Port

D = Data Port

N = New Port

= Amount needed



West Newbury
Data/Telco
Basement
Revised 03/21/24

Total 2 Voice Ports

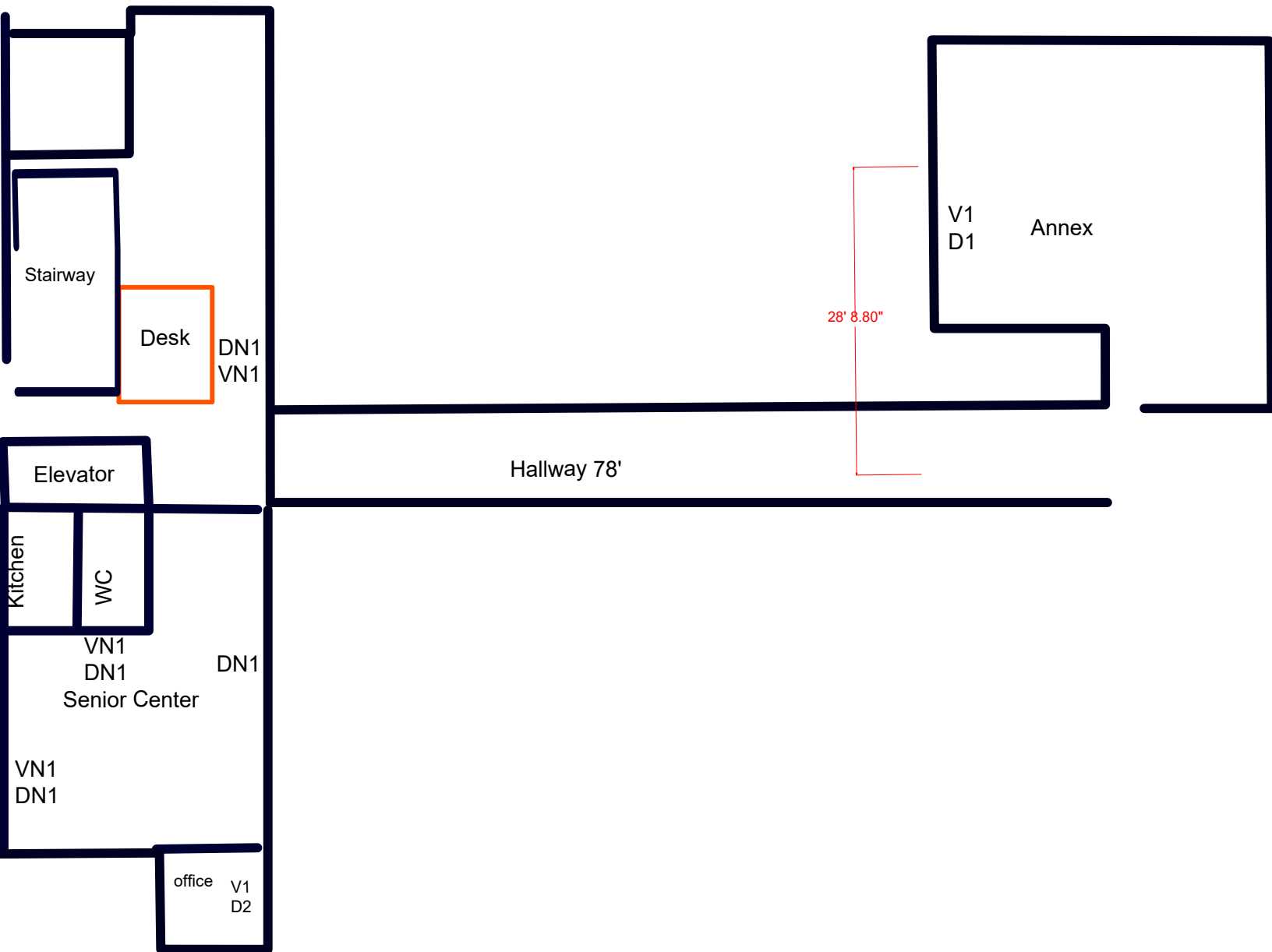
Ground Floor

V = Phone Port

D = Data Port

N = New Port

= Amount needed



Total 5 Voice Ports

Total 7 Data Ports

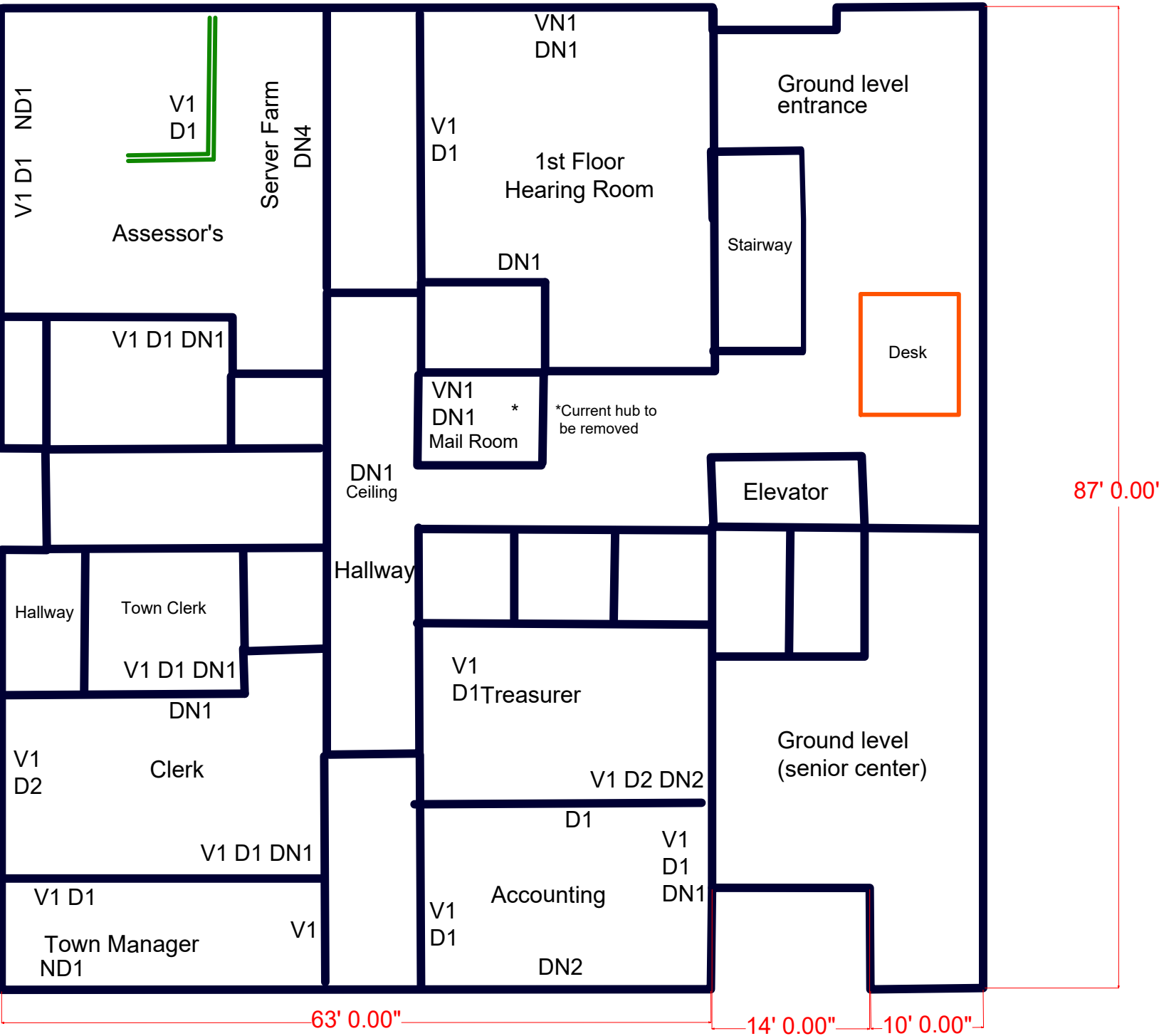
First Floor

V = Phone Port

D = Data Port

N = New Port

= Amount needed



Total 15 Voice Ports
Total 34 Data Ports

Revised 03/21/24

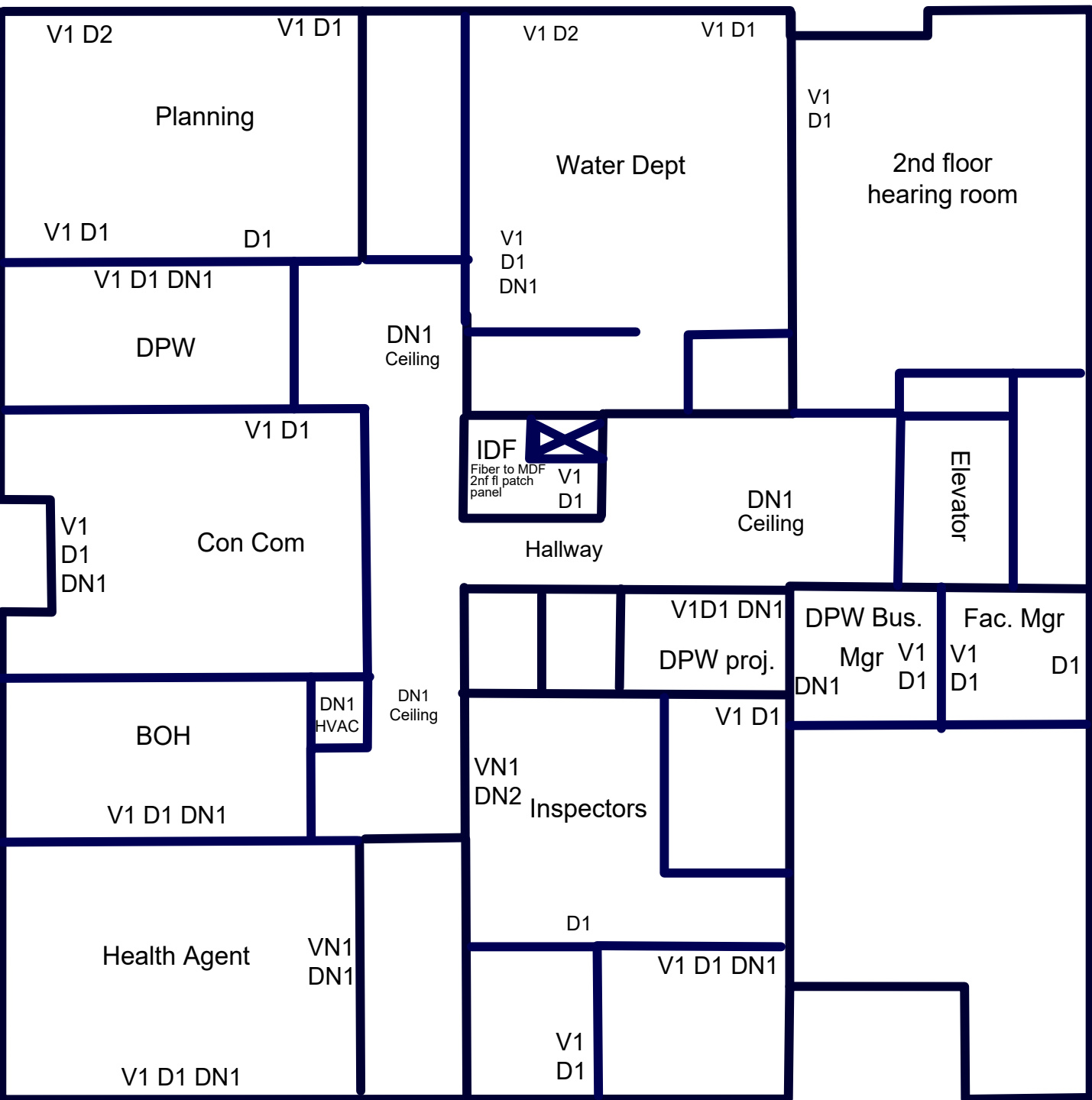
2nd Floor

V = Phone Port

D = Data Port

N = New Port

= Amount needed



Total 21 Voice Ports
Total 38 Data Ports

Revised 03/21/24

Cabling Summary for Town Offices (381 Main St) and Town Annex (379 Main St)
West Newbury
 Revised 3/21/24

Room	Voice Existing Ports	Voice New Ports	Total Voice Ports	Data Existing Ports	Data New Ports	Total Data Ports	Notes
BASEMENT							
Archives	0	1	1	0	0	0	
New MDF Location	0	0	0	0	See Note	See Note	New MDF
Pantry	0	1	1	0	0	0	
Total Basement	0	2	2	0	0	0	
GROUND FLOOR							
Lobby Desk	0	1	1	0	1	1	
Senior Center	0	2	2	0	3	3	
Senior Center Office	1	0	1	2	0	2	
Annex	1	0	1	1	0	1	
Total Ground Floor	2	3	5	3	4	7	
FIRST FLOOR							
Accounting	2	0	2	3	3	6	
Assessor	3	0	3	3	6	9	Existing Network Hub to be moved
Clerk	3	0	3	4	3	7	
Hallway	0	0	0	0	1	1	
Town Manager	2	0	2	1	1	2	
Treasurer	2	0	2	3	2	5	
Mail Room	0	1	1	0	1	1	Existing Telephone Hub to be moved
First Floor Hearing	1	1	2	1	2	3	
Total First Floor	13	2	15	15	19	34	
SECOND FLOOR							
Board of Health	1	0	1	1	1	2	
Conservation	2	0	2	2	1	3	
DPW	1	0	1	1	1	2	
DPW Project Manager	1	0	1	1	1	2	
DPW Bus. Mgr.	1	0	1	1	1	2	
Facilities Mgr.	1	0	1	2	0	2	
Health Agent	1	1	2	1	2	3	
IDF	1	0	1	1	0	1	New IDF
Inspectional Serv.	3	1	4	4	2	6	
Planning	3	0	3	5	0	5	
Water Dept.	3	0	3	4	1	5	
HVAC	0	0	0	0	1	1	
Hallway	0	0	0	0	3	3	
Second Floor Hearing	1	0	1	1	0	1	
Total Second Floor	19	2	21	24	14	38	
TOTAL ALL FLOORS	34	9	43	42	37	79	

FORM FOR GENERAL BID

To the Awarding Authority: **TOWN OF WEST NEWBURY**

A. The undersigned proposes to furnish all labor and materials required for:

Project Name: **2024-WN-003 IP Telephony and Voicemail System VOIP**

CABLING PORTION ONLY(all labor & materials)

ATTN: Town Clerk

381 Main Street

West Newbury, Massachusetts 01985

in accordance with the accompanying plans and specifications prepared, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered: (please indicate by checking the box of each addenda number)

No. 1 No. 2 No. 3 No.4 No. 5 No. 6 No. 7

C. The proposed contract price is:

(total bid price in words) dollars (\$_____).

Name of General Bidder: _____

**Town of West Newbury
2024 Spring Town Meeting (FY25)**

ARTICLE REQUEST FORM

ARTICLE: *Town Office Electronic Keying System*

AMOUNT REQUESTED: \$28,000 (Capital Request)

CONTACT PERSON: Brian Richard, Facilities Manager

PHONE NUMBER: 978-914-2546

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

The existing lock system in the Town Offices is outdated and finding parts to repair is becoming a challenge. Most importantly, we would like to have a system that can use a code, key card or fob system that would allow the DPW the ability to secure locks in town-wide facilities on a computer system. This system would allow entrance doors to this facility to be unlocked and locked at preprogrammed times and reduce the need to provide building keys to staff, public committees and rental users. A verbal quote/estimation of \$27,193.00 was received on March 11th, 2024.

Town Offices see heavy usage due to committee and community engagement meetings. Some staff are carrying 10+ keys to these buildings. We would like to have a higher level of security, which the electronic keying system offers, while also having a more convenient way of entering the buildings for staff, committees and rental users. From a risk management standpoint, we would also benefit from having an audit trail regarding when people are in the building on off-hours, which will be responsive to an issue we have discussed with our insurance provider.

What factors affect the timing of this purchase?

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

Recommended sunset date of June 30, 2026

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

\$1,000 annual maintenance.

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

This article meets the criteria for a Capital project. (DPW-035)

Please attach additional pages or other supporting documentation.



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Select Board
 FROM: Angus Jennings, Town Manager
 DATE: March 22, 2024
 RE: Page/Pipestave crosswalk / Page circulation

Since submitting the placeholder article request form (enclosed) in early February, work has been ongoing to firm up a recommended scope and budget for this article.

One basis of this proposal was the September 2021 Safe Routes to Schools report which recommended changes to interior site circulation at Page School. Through multiple staff working meetings, including with Pentucket, it became clear that none of that report's specific recommendations (Plans A – D on pp. 18-19 of the report) were supported. However, there is broad agreement (among Page administration, Public Safety, DPW, Water and my office) that the site would benefit from study to inform future safety improvements.

We invited a proposal from TEC to lead a school circulation planning/concept design process, and to prepare conceptual alternatives; along with preparing driveway traffic data and analysis. The cost proposal for this work (enclosed) is **\$25,500**.

Concurrent with this process, we have continued to work with TEC on the Page/Pipestave crossing, which as you know is at the 25% design review process. MassDOT's comments on the 25% design plans (enclosed) include one requirement in particular (Item 2 under Project Development) that will require additional survey/engineering costs in order get that State permitting process back on track. The MassDOT comment will require that the State right-of-way be expanded to encompass the sidewalk (extending from the new crosswalk up the secondary Page School driveway); or that the sidewalk be pushed to the south to rest entirely within the existing ROW. Either of these options will have significant cost implications.

TEC's cost proposal to respond to MassDOT's comment is **\$43,000** (detail enclosed). This work would include survey and plans to expand the State ROW; as well as geotechnical and engineering work related to the existing stone retaining wall.

I recommend that we proceed with the second item, at least. I also think the first item is highly worthwhile. Whatever amount the Board proposes will be included in the proposed warrant article.

Note: We recently received notice of an approved State budget earmark for \$25,000 in order to "improve and enhance pedestrian and multi-modal transportation infrastructure along state highway route 113, in proximity to Page elementary school and Pentucket middle and high school in the town of West Newbury". If put toward the work proposed by TEC, it would reduce the amount needed from Town Meeting. Alternatively, this \$25,000 earmark could be used to advance design work in proximity to the Middle/High School. We have until May 31st to execute a contract with the

Commonwealth to secure these funds, and are working to prepare a scope/budget to provide to that office by April 12th. Once under contract, we have until Dec. 31, 2026 to fully expend the funds.

Note: because there is substantive information reflected here that was not available timely for the Capital Improvement Committee's March 14th meeting, this article was not included in the CIC report. Therefore, if this article were to be considered a capital article, it should be referred to the CIC with a request for their recommendation (and with the Board's assent to waive the requirement in the CIC bylaw that their recommendations be made 6 weeks prior to Town Meeting).

Angus Jennings

From: Kevin Dandrade [REDACTED]
Sent: Friday, March 15, 2024 11:44 AM
To: Angus Jennings
Cc: DPW Projects; Highway; Rebecca Dean; Dylan Skinner
Subject: RE: Status check, Rte 113 & Page School
Attachments: Funding Estimate Summary_3-15-2024 - Limited.docx

Hi Angus. Here is an amended budget summary assuming only the critical elements related to the ped project and the concept design for the school circulation. Please give me a call on my mobile with any questions since I will be out of the office this afternoon through Tuesday afternoon.

Thanks.

-Kev

Kevin R. Dandrade, PE, PTOE
Principal



[Interested in joining our team? Apply here!](#)

From: Angus Jennings <townmanager@wnewbury.org>
Sent: Wednesday, March 13, 2024 1:29 PM
To: Kevin Dandrade [REDACTED]
Cc: DPW Projects <dpwprojects@wnewbury.org>; Highway <highway@wnewbury.org>; Rebecca Dean [REDACTED] Dylan Skinner [REDACTED] >
Subject: RE: Status check, Rte 113 & Page School

Kevin,

Thanks for this. If the Town wanted to “stay the course” with the present ped crossing at Page/Pipestave (i.e. set aside the idea of driveway widening for the time being), could we proceed only with:

- Any work associated with potential ROW/retaining wall changes resulting from ongoing MDOT review; and
- School circulation planning/concept design/alternatives?

If so, it seems clear that the cost for the second item would be \$25,500. IF the first item (above) can be disaggregated from the idea of driveway widening, any idea what that would cost?

Given the expense, and the status of the Town’s ongoing Page Study Conditions Assessment (which will inform community conversations about long-term planning/use of Page School), I don’t think Finance Committee and voters will have an appetite for this level of expense, but if there are things we already know we’ll need to do (re MDOT ROW, retaining wall), I’d like to still go ahead with that funding proposal; and (at a staff level) we would also be prepared to advocate for the \$25,500 for circulation planning/concept planning.

Happy to connect by phone if simpler –

Thanks,
Angus

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

From: Kevin Dandrade [REDACTED]
Sent: Wednesday, March 13, 2024 1:13 PM
To: Angus Jennings <townmanager@wnewbury.org>
Cc: DPW Projects <dpwprojects@wnewbury.org>; Highway <highway@wnewbury.org>; Rebecca Dean [REDACTED]
Subject: RE: Status check, Rte 113 & Page School

Angus,

Please find the attached task and funding summary for the requested scope for a school circulation study and design related to widening the driveway. While preparing this, I was reminded that we need coverage for the potential wall changes and right-of-way modifications along the secondary driveway.

These are programming fee estimates and we can fine-tune our scope and fee numbers if it passes at Town Meeting and proceed toward a contract amendment.

Please let me know if you have any questions or suggested task changes. I am available to discuss this here and there tomorrow and Friday morning. I will be out of the office next Monday and Tuesday so please reach out this week if possible.

Thanks.

-Kev

Kevin R. Dandrade, PE, PTOE
Principal

[REDACTED]
[REDACTED]



[Interested in joining our team? Apply here!](#)

Dr. John C. Page School Infrastructure Planning & Design

Programming / Funding Estimate (TEC, Inc.)

March 15, 2024

<u>Task</u>	<u>Approximate Fee</u>
School Circulation Planning/Concept Design/Alternatives	\$19,500
Driveway Traffic Data & Analysis	<u>\$6,000</u>
Subtotal	\$25,500
<hr/>	
Supplemental Field Survey	\$3,000
State Highway Layout Plan Alteration	\$5,000
Geotechnical Sampling/Reporting (if required)	\$15,000
Retaining Wall Layout / Grading	<u>\$20,000</u>
Subtotal	\$43,000
<hr/>	
Total Funding Request	\$68,500

Notes:

- This fee estimate does not include survey and preliminary/final design on on-site circulation changes – it is currently provided for a study/concept phase only.
- The retaining wall task includes layout and grading with the assumption that any pre-cast segmental wall design will be stamped by the supplier/manufacturer using TEC's layout and any supporting geotechnical data and reporting, if required.

Comment and Resolution Form

PERMIT #: 4-2023-0444

PERMIT TYPE: Traffic Signals & Flashers - Install rapid flash beacon

LOCATION: ,

APPLICANT: WEST NEWBURY Public Works AGENT: Samuel Gregorio

SUBMITTAL: 25%

SUBMITTED BY: April Antonelli



DATE: Oct 04, 2023

NO.	SHEET OR ITEM	COMMENT	DOCUMENT UPLOADED?	INITIAL ACTION	RESPONSE	QC REVIEW INITIAL	FINAL ACTION VERIFIED
COMPLETED BY REVIEWER			COMPLETED BY DESIGNER				
PROJECT DEVELOPMENT (Greg Smith) Submission Type/#: 1 - One							
1		PROP PERMANENT EASEMENT (Sheet 4 of 12) is not allowed by MassDot. The applicant needs to acquire a Layout Alteration for the proposed sidewalk on the school driveway to be inside the SHLO.					
2		Without a Layout Alteration the proposed sidewalk on the school driveway (Sheet 4 of 12) needs to be relocate the within the SHLO (i.e. from the bumpout to the tie-in point) OR R&R existing stone wall to locate the sidewalk behind the layout line before connecting to the bumpout.					
TRAFFIC (Tim Roberts) Submission Type/#: 1 - One							
1	Sheet 2	Label the pavement markings widths, lengths, and gap segments.					
2	Sheet 4/5	Please label the radii (existing and proposed).					
3	Sheet 5 & 8	Correct S1-1L and S1-1R signs to standard S1-1. This comment applies to Sheet 5 & Sheet 8.					
4		Provide detail(s) of proposed 8' TS posts and crossing timing calculation(s).					
5	Sheet 7	Add note, "The first ten (10) plastic drums of a taper shall be mounted with sequentially flashing lights when used for night work between dusk and dawn", to Sheet 7's notes.					
6	Sheet 7	Consider adding lane shift closure detail to TMP.					
7		Please provide additional information regarding the crossing; Why are horseback riders needing to cross the street? Are horses going to/from the school? Why not have a shared crosswalk instead of 2 separate? Was the use of W11-7 signs considered? Can improvements be made (along Main St) to improve sight distance to the crosswalk/driveways?					
8		Is there any record of the existing school zone? Please provide.					

COLUMN "NO." PREFIX FOR COMMENT NO'S - PLANS =P, SPEC. PROVS=S, EST.=E, CALC BOOK=C, BRIDGE CALCS=D, OTHER = O

"ACTION" A=WILL INCORPORATE, B=WILL EVALUATE, C=N/A

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION HIGHWAY DIVISION

WEST NEWBURY
MAIN STREET (ROUTE 113)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	1	13

PROJECT FILE NO. -
TITLE SHEET & INDEX

PLAN OF
MAIN STREET (ROUTE 113)

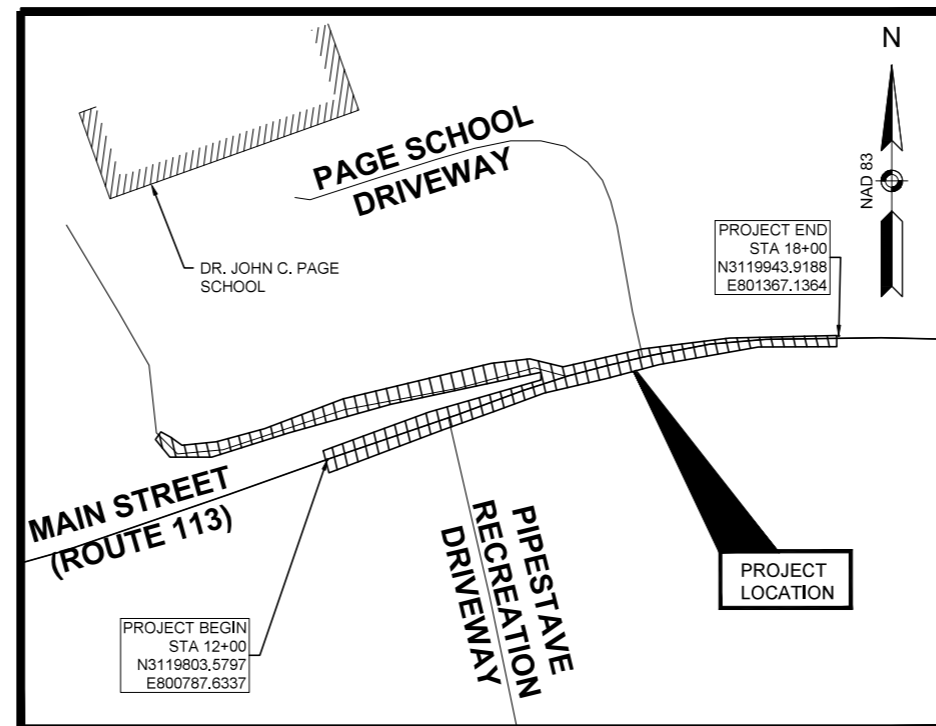
IN THE TOWN OF
WEST NEWBURY
ESSEX COUNTY

THESE PLANS ARE SUPPLEMENTED BY THE OCTOBER 2017 CONSTRUCTION STANDARD DETAILS, THE 2015 OVERHEAD SIGNAL STRUCTURE AND FOUNDATION STANDARD DRAWINGS, MASSDOT TRAFFIC MANAGEMENT PLANS AND DETAIL DRAWINGS, THE 1990 STANDARD DRAWINGS FOR SIGNS AND SUPPORTS, THE 1968 STANDARD DRAWINGS FOR TRAFFIC SIGNALS AND HIGHWAY LIGHTING, AND THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK.

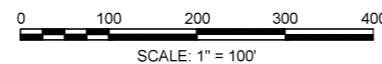
25% SUBMITTAL

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET & INDEX
2	LEGEND & ABBREVIATIONS
3	TYPICAL SECTIONS, CONSTRUCTION NOTES, AND PAVEMENT NOTES
4	CONSTRUCTION PLAN
5	TRAFFIC SIGN AND PAVEMENT MARKING PLAN
6-7	TEMPORARY TRAFFIC CONTROL PLANS
8-10	CONSTRUCTION DETAILS
11-13	CROSS SECTIONS



DESIGN DESIGNATION (MAIN STREET/ROUTE 113)	
DESIGN SPEED	45 MPH
ADT (2023)	8,605
ADT (2033)	9,070
K	9.4%
D	61.7% WB
T (PEAK HOUR)	12.3%
T (AVERAGE DAY)	9.9%
DHV	853 VPH
DDHV	526 VPH
FUNCTIONAL CLASSIFICATION	URBAN PRINCIPAL ARTERIAL



PROJECT LENGTH = 600.00 FEET = 0.114 MILES

DATE	DESCRIPTION	REV #
06/30/2023	25% SUBMISSION	-



282 Merrimack St
2nd Floor
Lawrence, MA 01843
978-794-1792

311 Main Street
2nd Floor
Worcester, MA 01608
508-868-5104

169 Ocean Blvd, Unit 3
PO Box 249
Hampton, NH 03842
603-601-8154

www.TheEngineeringCorp.com

APPROVED	
_____ CHIEF ENGINEER	_____ DATE

GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
[Symbol]	[Symbol]	JERSEY BARRIER
[Symbol]	[Symbol]	CATCH BASIN OR GUTTER INLET
[Symbol]	[Symbol]	CATCH BASIN OR GUTTER INLET W/ CURB INLET
[Symbol]	[Symbol]	FLAG POLE
[Symbol]	[Symbol]	GAS PUMP
[Symbol]	[Symbol]	MAIL BOX
[Symbol]	[Symbol]	POST SQUARE
[Symbol]	[Symbol]	POST CIRCULAR
[Symbol]	[Symbol]	WELL
[Symbol]	[Symbol]	ELECTRIC HANDHOLE
[Symbol]	[Symbol]	FENCE GATE POST
[Symbol]	[Symbol]	GAS GATE
[Symbol]	[Symbol]	BORING HOLE
[Symbol]	[Symbol]	MONITORING WELL
[Symbol]	[Symbol]	TEST PIT
[Symbol]	[Symbol]	HYDRANT
[Symbol]	[Symbol]	LIGHT POLE
[Symbol]	[Symbol]	COUNTY BOUND
[Symbol]	[Symbol]	GPS POINT
[Symbol]	[Symbol]	CABLE MANHOLE
[Symbol]	[Symbol]	DRAINAGE MANHOLE
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[Symbol]	[Symbol]	GAS MANHOLE
[Symbol]	[Symbol]	MISC MANHOLE
[Symbol]	[Symbol]	SEWER MANHOLE
[Symbol]	[Symbol]	TELEPHONE MANHOLE
[Symbol]	[Symbol]	WATER MANHOLE
[Symbol]	[Symbol]	MASSACHUSETTS HIGHWAY BOUND MONUMENT
[Symbol]	[Symbol]	STONE BOUND
[Symbol]	[Symbol]	TOWN OR CITY BOUND
[Symbol]	[Symbol]	TRAVERSE OR TRIANGULATION STATION
[Symbol]	[Symbol]	TREE PROTECTION
[Symbol]	[Symbol]	TROLLEY POLE OR GUY POLE
[Symbol]	[Symbol]	TRANSMISSION POLE
[Symbol]	[Symbol]	UTILITY POLE W/ FIREBOX
[Symbol]	[Symbol]	UTILITY POLE WITH DOUBLE LIGHT
[Symbol]	[Symbol]	UTILITY POLE W/ 1 LIGHT
[Symbol]	[Symbol]	UTILITY POLE
[Symbol]	[Symbol]	BUSH
[Symbol]	[Symbol]	TREE
[Symbol]	[Symbol]	STUMP
[Symbol]	[Symbol]	SWAMP / MARSH
[Symbol]	[Symbol]	WATER GATE
[Symbol]	[Symbol]	WATER SHUTOFF/CURB STOP
[Symbol]	[Symbol]	PARKING METER
[Symbol]	[Symbol]	OVERHEAD CABLE/MRE
[Symbol]	[Symbol]	CURBING
[Symbol]	[Symbol]	CONTOURS (ON-THE-GROUND SURVEY DATA)
[Symbol]	[Symbol]	CONTOURS (PHOTOGRAMMETRIC DATA)
[Symbol]	[Symbol]	UNDERGROUND DRAIN PIPE (DOUBLE LINE 24 INCH AND OVER)
[Symbol]	[Symbol]	UNDERGROUND ELECTRIC DUCT (DOUBLE LINE 24 INCH AND OVER)
[Symbol]	[Symbol]	UNDERGROUND GAS MAIN (DOUBLE LINE 24 INCH AND OVER)
[Symbol]	[Symbol]	UNDERGROUND SEWER MAIN (DOUBLE LINE 24 INCH AND OVER)
[Symbol]	[Symbol]	UNDERGROUND TELEPHONE DUCT (DOUBLE LINE 24 INCH AND OVER)
[Symbol]	[Symbol]	UNDERGROUND WATER MAIN (DOUBLE LINE 24 INCH AND OVER)
[Symbol]	[Symbol]	BALANCED STONE WALL
[Symbol]	[Symbol]	GUARD RAIL - STEEL POSTS
[Symbol]	[Symbol]	GUARD RAIL - WOOD POSTS
[Symbol]	[Symbol]	CHAIN LINK OR METAL FENCE
[Symbol]	[Symbol]	WOOD FENCE
[Symbol]	[Symbol]	SEDIMENT CONTROL BARRIER
[Symbol]	[Symbol]	TREE LINE
[Symbol]	[Symbol]	EDGE OF PAVEMENT
[Symbol]	[Symbol]	SAWCUT LINE
[Symbol]	[Symbol]	TOP OR BOTTOM OF SLOPE
[Symbol]	[Symbol]	LIMIT OF EDGE OF MICROMILLING AND OVERLAY
[Symbol]	[Symbol]	BANK OF RIVER OR STREAM
[Symbol]	[Symbol]	BORDER OF WETLAND
[Symbol]	[Symbol]	100 FT WETLAND BUFFER
[Symbol]	[Symbol]	200 FT RIVERFRONT BUFFER
[Symbol]	[Symbol]	STATE HIGHWAY LAYOUT
[Symbol]	[Symbol]	TOWN OR CITY LAYOUT
[Symbol]	[Symbol]	COUNTY LAYOUT
[Symbol]	[Symbol]	RAILROAD SIDELINE
[Symbol]	[Symbol]	TOWN OR CITY BOUNDARY LINE
[Symbol]	[Symbol]	PROPERTY LINE OR APPROXIMATE PROPERTY LINE
[Symbol]	[Symbol]	EASEMENT

TRAFFIC SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
[Symbol]	[Symbol]	CONTROLLER CABINET, FOUNDATION
[Symbol]	[Symbol]	CONTROLLER CABINET, FOUNDATION, CONC. PAD
[Symbol]	[Symbol]	MAST ARM FOUNDATION (SCALE OF BLOCK = DIAMETER IN INCHES)
[Symbol]	[Symbol]	MAST ARM (LENGTH NOTED)
[Symbol]	[Symbol]	EMERGENCY PREEMPTION CONFIRMATION STROBE LIGHT
[Symbol]	[Symbol]	VEHICULAR SIGNAL HEAD
[Symbol]	[Symbol]	PEDESTRIAN SIGNAL HEAD
[Symbol]	[Symbol]	MAST ARM OR TS POLE MOUNTED SIGN
[Symbol]	[Symbol]	EMERGENCY PRE-EMPTION RECEIVER
[Symbol]	[Symbol]	EMERGENCY PRE-EMPTION CONFIRMATION STROBE
[Symbol]	[Symbol]	PEDESTRIAN PUSH BUTTON
[Symbol]	[Symbol]	YAGI ANTENNA
[Symbol]	[Symbol]	BICYCLE WIRE LOOP DETECTOR (SIZE AS NOTED)
[Symbol]	[Symbol]	WIRE LOOP DETECTOR (SIZE AND TYPE NOTED)
[Symbol]	[Symbol]	TRAFFIC SIGN (1 POST)
[Symbol]	[Symbol]	TRAFFIC SIGN (2 POST)
[Symbol]	[Symbol]	PULL BOX 12"x12" (OR AS NOTED)
[Symbol]	[Symbol]	ELECTRIC HANDHOLE 12"x24" (OR AS NOTED)
[Symbol]	[Symbol]	TRAFFIC SIGNAL CONDUIT

PAVEMENT MARKINGS SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
[Symbol]	[Symbol]	PAVEMENT ARROW - WHITE
[Symbol]	[Symbol]	LEGEND "ONLY" - WHITE
[Symbol]	[Symbol]	BIKE LANE LEGEND - WHITE
[Symbol]	[Symbol]	STOP LINE
[Symbol]	[Symbol]	CROSSWALK
[Symbol]	[Symbol]	SOLID WHITE LINE
[Symbol]	[Symbol]	SOLID YELLOW LINE
[Symbol]	[Symbol]	BROKEN WHITE LINE
[Symbol]	[Symbol]	BROKEN YELLOW LINE
[Symbol]	[Symbol]	DOTTED WHITE LINE
[Symbol]	[Symbol]	DOTTED YELLOW LINE
[Symbol]	[Symbol]	DOTTED WHITE LINE EXTENSION
[Symbol]	[Symbol]	DOTTED YELLOW LINE EXTENSION
[Symbol]	[Symbol]	DOUBLE WHITE LINE
[Symbol]	[Symbol]	DOUBLE YELLOW LINE

ABBREVIATIONS

GENERAL		ABBREVIATIONS (cont.)	
AADT	ANNUAL AVERAGE DAILY TRAFFIC	PRC	POINT OF REVERSE CURVATURE
ABAN	ABANDON	PROJ	PROJECT
ADJ	ADJUST	PROP	PROPOSED
APPROX.	APPROXIMATE	PSB	PLANTABLE SOIL BORROW
A.C.	ASPHALT CONCRETE	PT	POINT OF TANGENCY
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE	PUE	PUBLIC UTILITY EASEMENT
BIT.	BITUMINOUS	PVC	POINT OF VERTICAL CURVATURE
BC	BOTTOM OF CURB	PVI	POINT OF VERTICAL INTERSECTION
BD.	BOUND	PVT	POINT OF VERTICAL TANGENCY
BL	BASELINE	PVMT	PAVEMENT
BLDG	BUILDING	PWW	PAVED WATERWAY
BM	BENCHMARK	R	RADIUS OF CURVATURE
BO	BY OTHERS	R&D	REMOVE AND DISPOSE
BOS	BOTTOM OF SLOPE	RCP	REINFORCED CONCRETE PIPE
BR.	BRIDGE	RD	ROAD
CB	CATCH BASIN	RDWY	ROADWAY
CBCI	CATCH BASIN WITH CURB INLET	REM	REMOVE
CC	CEMENT CONCRETE	RET	RETAIN
CCM	CEMENT CONCRETE MASONRY	RET WALL	RETAINING WALL
CEM	CEMENT	ROW	RIGHT OF WAY
CI	CURB INLET	RR	RAILROAD
CIP	CAST IRON PIPE	RRFB	RECTANGULAR RAPID FLASHING BEACON
CLF	CHAIN LINK FENCE	R&R	REMOVE AND RESET
CL	CENTERLINE	R&S	REMOVE AND STACK
CMP	CORRUGATED METAL PIPE	RT	RIGHT
CSP	CORRUGATED STEEL PIPE	SB	STONE BOUND
CO.	COUNTY	SGE	SLOPED GRANITE EDGING
CONC	CONCRETE	SHLD	SHOULDER
CONT	CONTINUOUS	SHLO	STATE HIGHWAY LAYOUT LINE
CONST	CONSTRUCTION	SMH	SEWER MANHOLE
CR GR	CROWN GRADE	ST	STREET
DHV	DESIGN HOURLY VOLUME	STA	STATION
DI	DROP INLET	SSD	STOPPING SIGHT DISTANCE
DIA	DIAMETER	SUP	SHARED USE PATH
DIP	DUCTILE IRON PIPE	SW	SIDEWALK
DW	STEADY DON'T WALK - PORTLAND ORANGE	T	TANGENT DISTANCE OF CURVE/TRUCK %
DWP	DETECTABLE WARNING PANEL	TAN	TANGENT
DWY	DRIVEWAY	TEMP	TEMPORARY
ELEV (or EL.)	ELEVATION	TC	TOP OF CURB
EMB	EMBANKMENT	TOS	TOP OF SLOPE
EOP	EDGE OF PAVEMENT	TYP	TYPICAL
EXIST (or EX)	EXISTING	UPL	UTILITY POLE
EXC	EXCAVATION	VAR	VARIES
F&C	FRAME AND COVER	VERT	VERTICAL
F&G	FRAME AND GRATE	VC	VERTICAL CURVE
FDN	FOUNDATION	WG	WATER GATE
FDP	FULL DEPTH PAVEMENT	WIP	WROUGHT IRON PIPE
FLDSTN	FIELDSTONE	WM	WATER METER/WATER MAIN
GAR	GARAGE	X-SECT	CROSS SECTION
GC	GRANITE CURB	TRAFFIC SIGNAL ABBREVIATIONS	
GCC	GRANITE CURB CORNER	CAB	CABINET
GD	GROUND	CCVE	CLOSED CIRCUIT VIDEO EQUIPMENT
GG	GAS GATE	DW	STEADY UPRAISED HAND
GI	GUTTER INLET	FDW	FLASHING UPRAISED HAND
GIP	GALVANIZED IRON PIPE	FR	FLASHING CIRCULAR RED
GRAN	GRANITE	FRL	FLASHING RED LEFT ARROW
GRAV	GRAVEL	FRR	FLASHING RED RIGHT ARROW
GRD	GUARD	FY	FLASHING CIRCULAR YELLOW
HDW	HEADWALL	FYL	FLASHING YELLOW LEFT ARROW
HMA	HOT MIX ASPHALT	FYR	FLASHING YELLOW RIGHT ARROW
HOR	HORIZONTAL	G	STEADY CIRCULAR GREEN
HP	HIGH POINT	GL	STEADY GREEN LEFT ARROW
HYD	HYDRANT	GR	STEADY GREEN RIGHT ARROW
INV	INVERT	GSL	STEADY GREEN SLASH LEFT ARROW
JCT	JUNCTION	GSR	STEADY GREEN SLASH RIGHT ARROW
L	LENGTH OF CURVE	GV	STEADY GREEN VERTICAL ARROW
LB	LEACH BASIN	OL	OVERLAP
LOG	LIMIT OF GRADING	PED	PEDESTRIAN
LP	LIGHT POLE OR LOW POINT	PTZ	PAN, TILT, ZOOM
L&S	LOAM AND SEED	R	STEADY CIRCULAR RED
LT	LEFT	RL	STEADY RED LEFT ARROW
MAX	MAXIMUM	RR	STEADY RED RIGHT ARROW
MB	MAILBOX	TR SIG	TRAFFIC SIGNAL
MH	MANHOLE	TSC	TRAFFIC SIGNAL CONDUIT
MHB	MASSACHUSETTS HIGHWAY BOUND	W	STEADY WALKING PERSON
MIN	MINIMUM	Y	STEADY CIRCULAR YELLOW
MWRA	MASSACHUSETTS WATER RESOURCES AUTHORITY	YL	STEADY YELLOW LEFT ARROW
NIC	NOT IN CONTRACT		
NO.	NUMBER		
NRLO	NO RECORDED LAYOUT		
PC	POINT OF CURVATURE		
PCC	POINT OF COMPOUND CURVATURE		
PCR	PEDESTRIAN CURB RAMP		
P.G.L.	PROFILE GRADE LINE		
PI	POINT OF INTERSECTION		
POC	POINT ON CURVE		
POT	POINT ON TANGENT		

WEST NEWBURY
MAIN STREET (ROUTE 113)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	2	13

PROJECT FILE NO. -

LEGEND & ABBREVIATIONS

CONSTRUCTION NOTES:

- EXISTING CONDITIONS INFORMATION IS THE RESULT OF AN ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY HANCOCK ASSOCIATES IN MAY 2023.
- ALL EXISTING STATE, COUNTY, AND TOWN LOCATION LINES HAVE BEEN ESTABLISHED FROM AN ACTUAL ON-THE-GROUND SURVEY. ALL PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND THEIR EXACT LOCATION ARE NOT GUARANTEED.
- THE HORIZONTAL DATUM SHOWN HEREON REFERENCES THE MASSACHUSETTS COORDINATE SYSTEM, NAD83 MAINLAND ZONE. THE VERTICAL DATUM SHOWN HEREON IS THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88). SAID DATUMS WERE ESTABLISHED VIA GPS OBSERVATIONS UTILIZING NAD83 (NA2011) EPOCH 2010.00 (MYCS2) AND GEOID 18.
- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL CONTACT DIGSAFE (1-888-DIGSAFE) A MINIMUM OF 72 HOURS PRIOR TO ANY CONSTRUCTION TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
- WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
- ALL MUNICIPALLY OWNED UTILITY STRUCTURES (CATCH BASINS, DRAIN MANHOLES, WATER GATES, ETC.) SHALL BE ADJUSTED BY THE CONTRACTOR TO FINISHED GRADE UNLESS DIRECTED OTHERWISE.
- ALL PRIVATELY OWNED UTILITY STRUCTURES (GAS GATES, ELECTRIC/TELEPHONE MANHOLES, ETC.) SHALL BE ADJUSTED TO FINISHED GRADE BY THE PRIVATE UTILITY COMPANY, UNLESS OTHERWISE DIRECTED. THE CONTRACTOR SHALL COORDINATE WITH PRIVATE UTILITY COMPANIES FOR THE ALTERATION AND ADJUSTMENT, AS NECESSARY.
- THE TERM "PROPOSED" (PROP) MEANS WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET" (R&R), AS APPROVED BY THE ENGINEER.
- THE TERM "MEET EXIST" MEANS TO MEET BOTH THE EXISTING ALIGNMENT AND ELEVATION.
- AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE.
- ALL DISTURBED AREAS OUTSIDE THE PROPOSED EDGE OF PAVEMENT SHALL BE STABILIZED WITH 4" LOAM AND SEED, UNLESS OTHERWISE NOTED.
- ALL EXISTING TREES WITHIN 10' OF THE LIMIT OF GRADING SHALL BE RETAINED AND PROTECTED WITH TREE PROTECTION UNLESS INDICATED OTHERWISE ON THE PLANS. ALL PROVIDED DIMENSIONS REFER TO THE DIAMETER AT BREAST HEIGHT.
- IN INSTANCES WHERE AN EXISTING MANHOLE, HANDHOLE, OR OTHER "SURFACE" TYPE STRUCTURE THAT IS NOT CALLED OUT TO BE REMOVED OR RESET IS WITHIN THE PROPOSED OR EXISTING (IF RECIPROCAL OR WITHIN PROJECT LIMITS) ACCESSIBLE SURFACE, THE STRUCTURE SHALL BE CAREFULLY ADJUSTED SUCH THAT THE TOP MOST SURFACES OR THE STRUCTURE COVER SHALL BE FLUSH WITH THE CURB RAMP SURFACE.
- ALL EXISTING GRANITE CURB AND EDGING THAT MEETS SPECIFICATIONS SHALL BE REUSED IN THE PROPOSED WORK, AS APPROVED BY THE ENGINEER.
- DETECTABLE WARNING PANELS ARE REQUIRED ON ALL PROPOSED WHEELCHAIR RAMPS AND SHALL BE INSTALLED IN ACCORDANCE WITH MASSDOT CONSTRUCTION STANDARDS.
- EXTRA CARE SHALL BE TAKEN WHILE CONSTRUCTING SIDEWALK ADJACENT TO THE BALANCED STONE WALL ALONG THE NORTH SIDE OF THE PAGE SCHOOL DRIVEWAY, IN ORDER TO MINIMIZE IMPACTS TO THE STONE WALL. THE EXISTING GROUND SHALL ONLY BE EXCAVATED DOWN TO TOP OF EXISTING SUBBASE WHERE THE EXISTING SUBBASE WILL BE COMPACTED AND LEVELED AS REQUIRED BEFORE IT IS PAVED OVER WITH NEW HMA SIDEWALK. IF THE EXISTING STONE WALL IS DAMAGED DURING CONSTRUCTION, CONTRACTOR SHALL RESET THE BALANCED STONE WALL AND RESTORE IT TO ITS EXISTING CONDITIONS.
- IN AREAS OF EXISTING ROADWAY / SIDEWALK WHERE LOAM AND SEED IS PROPOSED, THE CONTRACTOR SHALL REMOVE THE EXISTING ROADWAY / SIDEWALK AND SUBBASE AND REPLACE WITH SUITABLE EXCAVATED MATERIAL AND PROPOSED 4" LOAM AND SEED TO MEET FINAL GRADE.
- ALL EXISTING PAVEMENT MARKINGS THAT CONFLICT WITH PROPOSED MARKINGS SHALL BE REMOVED BY APPROVED METHODS.

PAVEMENT NOTES

PROPOSED HMA SIDEWALK

SURFACE: 1 1/4" SUPERPAVE SURFACE COURSE - 9.5 (SSC - 9.5) OVER 1 1/4" SUPERPAVE SURFACE COURSE - 12.5 (SSC - 12.5) OVER

BASE: 8" SUITABLE EXISTING GRAVEL; ADD GRAVEL BORROW, TYPE b AS REQUIRED

PROPOSED CEMENT CONCRETE PEDESTRIAN CURB RAMP

SURFACE: 4" CEMENT CONCRETE (4000 PSI, 3/4", 610)

BASE: 8" SUITABLE EXISTING GRAVEL; ADD GRAVEL BORROW, TYPE b AS REQUIRED

PROPOSED TEMPORARY PAVEMENT TRENCH PATCH

SURFACE: 2 1/2" HMA FOR TEMPORARY ASPHALT PATCHING

BASE: EXISTING MATERIAL SUITABLE FOR RE-USE (SEE VARIOUS TRENCH DETAILS)

PROPOSED GRAVEL PATH

SURFACE: 8" DENSE GRADED CRUSHED STONE (PLACED IN 4" (MAX) LIFTS)

BASE: EXISTING MATERIAL

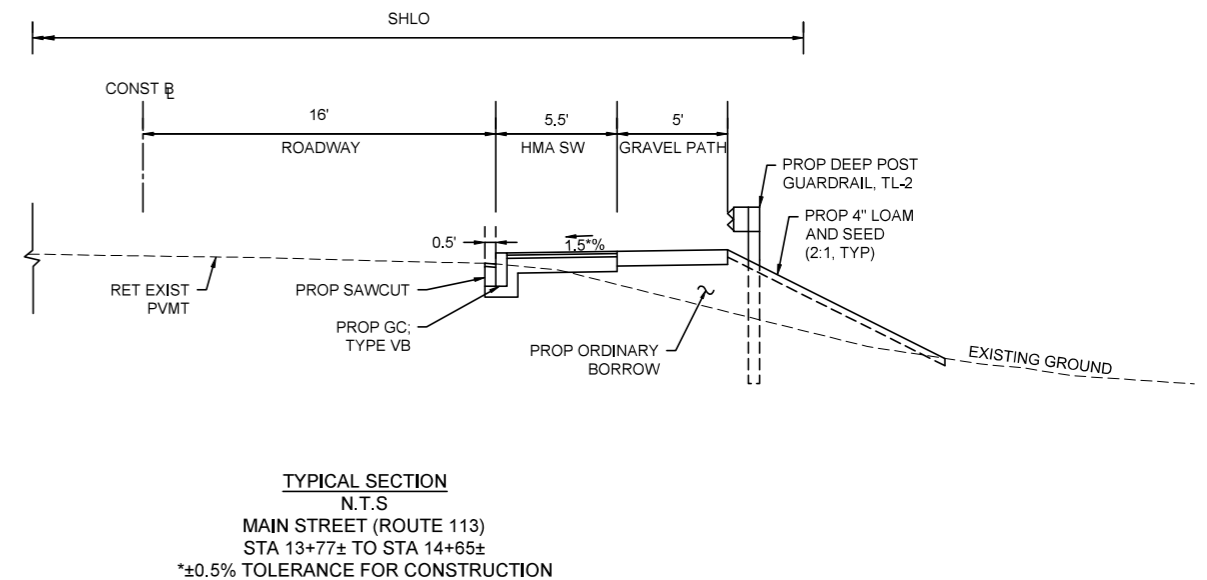
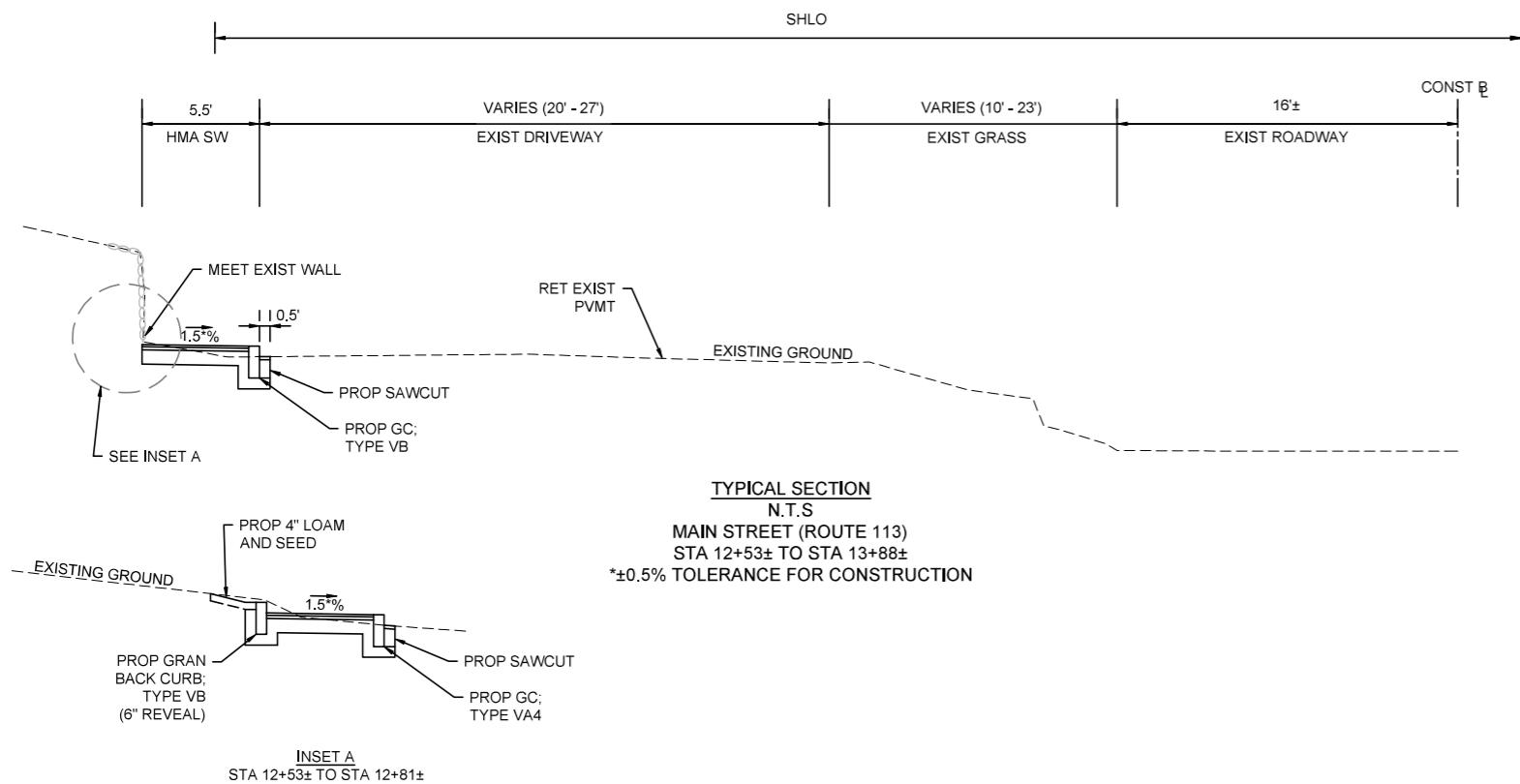
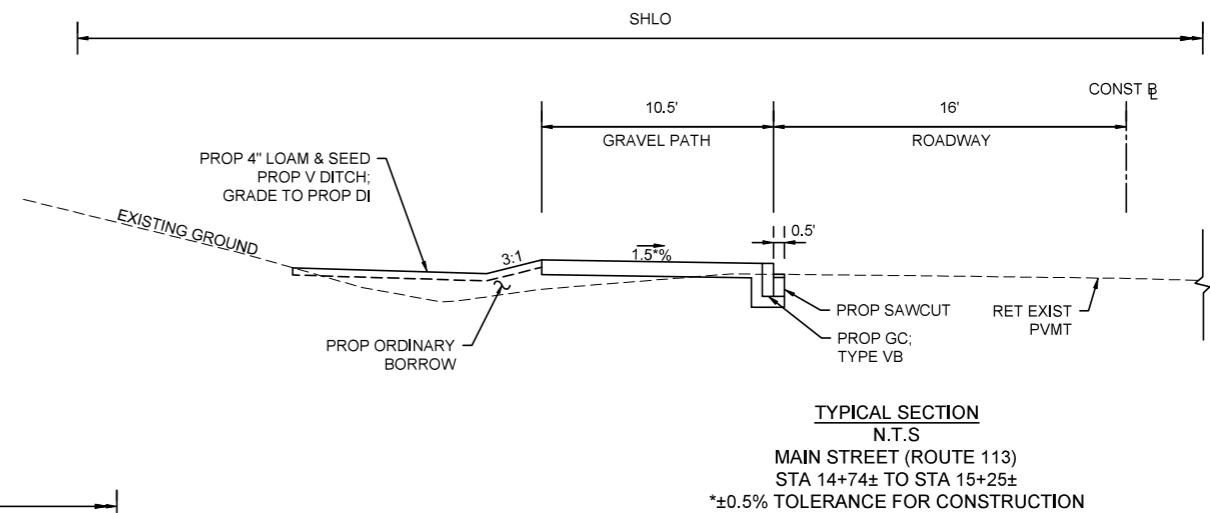
GENERAL PAVEMENT NOTES

- ASPHALT EMULSION FOR TACK COAT SHALL BE APPLIED BETWEEN ALL ASPHALT SURFACES AND SAWCUT JOINTS BEFORE PAVING. HMA JOINT ADHESIVE SHALL BE APPLIED TO ALL COLD JOINTS (LONGITUDINAL AND TRANSVERSE) BEFORE PAVING SURFACE COURSE. ASPHALT EMULSION FOR TACK COAT SHALL BE APPLIED AT A RATE CONSISTENT WITH MASSDOT STANDARD SPECIFICATION 450.43G2. ALL SURFACES SHALL BE CLEAN OF ALL ORGANICS, DEBRIS AND SAND PRIOR TO PAVING.
- HMA FOR WALKS AND DRIVEWAYS SHALL BE IN ACCORDANCE WITH SECTION 700.
- ALL HMA SHALL BE IN ACCORDANCE WITH SECTION 450.
- ASPHALT EMULSION FOR TACK COAT SHALL BE RS-1H TO RESIST TRACKING OF TACK BY HAUL VEHICLES.
- ALL GRAVEL BORROW MEETING SPECIFICATION SHALL BE RETAINED IN PLACE, COMPACTED, AND LEVELED AS REQUIRED.

**WEST NEWBURY
MAIN STREET (ROUTE 113)**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	3	13
PROJECT FILE NO. -			

**TYPICAL SECTIONS,
CONSTRUCTION NOTES, AND
PAVEMENT NOTES**



**WEST NEWBURY
MAIN STREET (ROUTE 113)**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	4	13
PROJECT FILE NO. -			

CONSTRUCTION PLAN

LEGEND:
PEDESTRIAN CURB RAMP

NOTE:
1. POTENTIAL TEMPORARY HOLDS REQUIRED FOR POLE;
CONTRACTOR TO COORDINATE WITH UTILITY COMPANIES
AS REQUIRED.

THE INHABITANTS OF THE
TOWN OF WEST
NEWBURY
DEED BOOK 5874 PAGE 216
PLAN BK.44, PG.27
(694 MAIN ST)
(Parcel ID 0230 0000 00230)
"DR. JOHN C. PAGE SCHOOL"

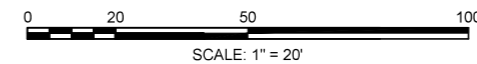
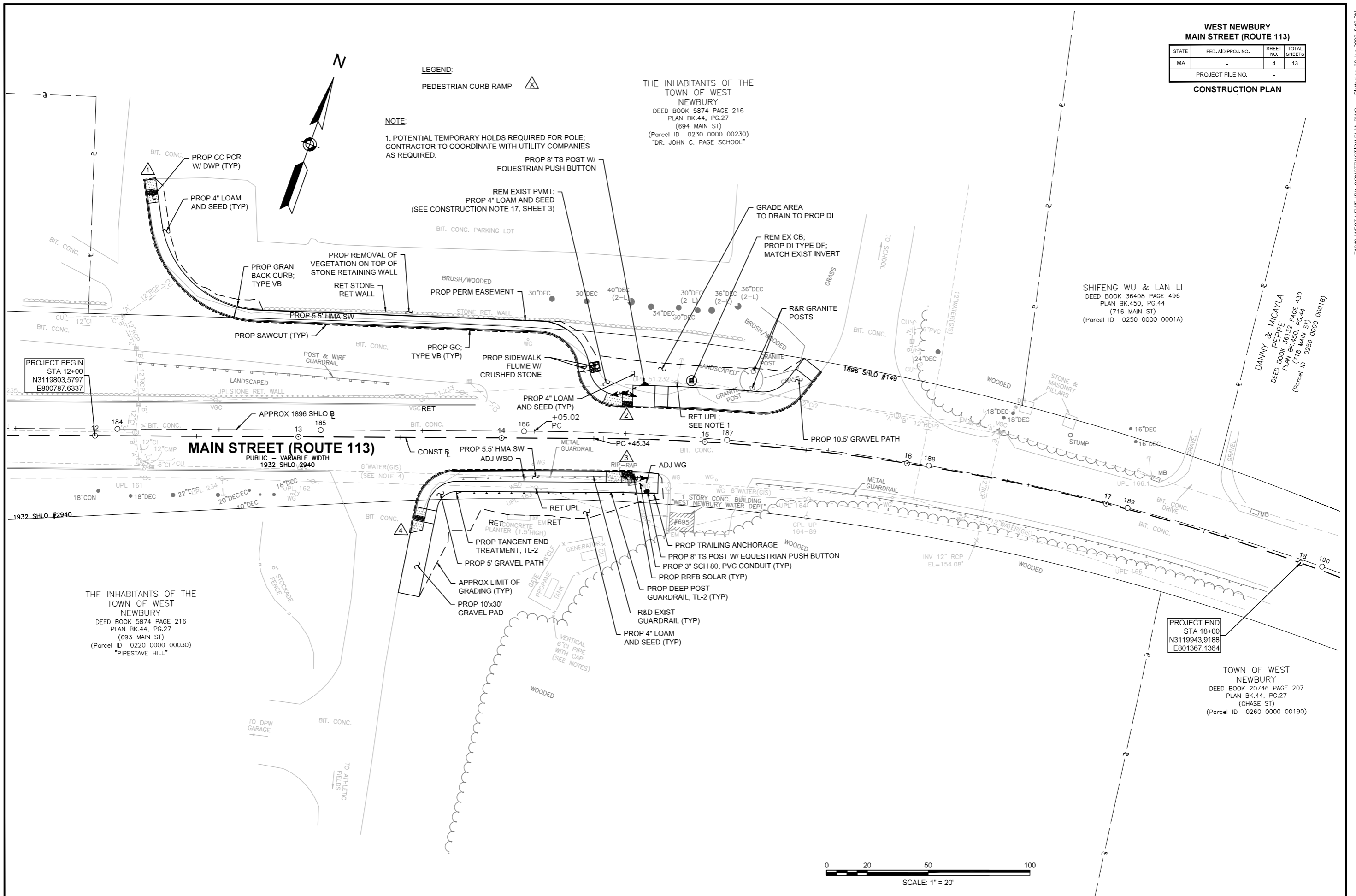
SHIFENG WU & LAN LI
DEED BOOK 36408 PAGE 496
PLAN BK.450, PG.44
(716 MAIN ST)
(Parcel ID 0250 0000 0001A)

DANNY & MICAYLA
PEPPE
DEED BOOK 36132 PAGE 430
PLAN BK.450, PG.44
(718 MAIN ST)
(Parcel ID 0250 0000 0001B)

THE INHABITANTS OF THE
TOWN OF WEST
NEWBURY
DEED BOOK 5874 PAGE 216
PLAN BK.44, PG.27
(693 MAIN ST)
(Parcel ID 0220 0000 00030)
"PIPESTAVE HILL"

PROJECT END
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TOWN OF WEST
NEWBURY
DEED BOOK 20746 PAGE 207
PLAN BK.44, PG.27
(CHASE ST)
(Parcel ID 0260 0000 00190)



**WEST NEWBURY
MAIN STREET (ROUTE 113)**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	5	13

PROJECT FILE NO. -

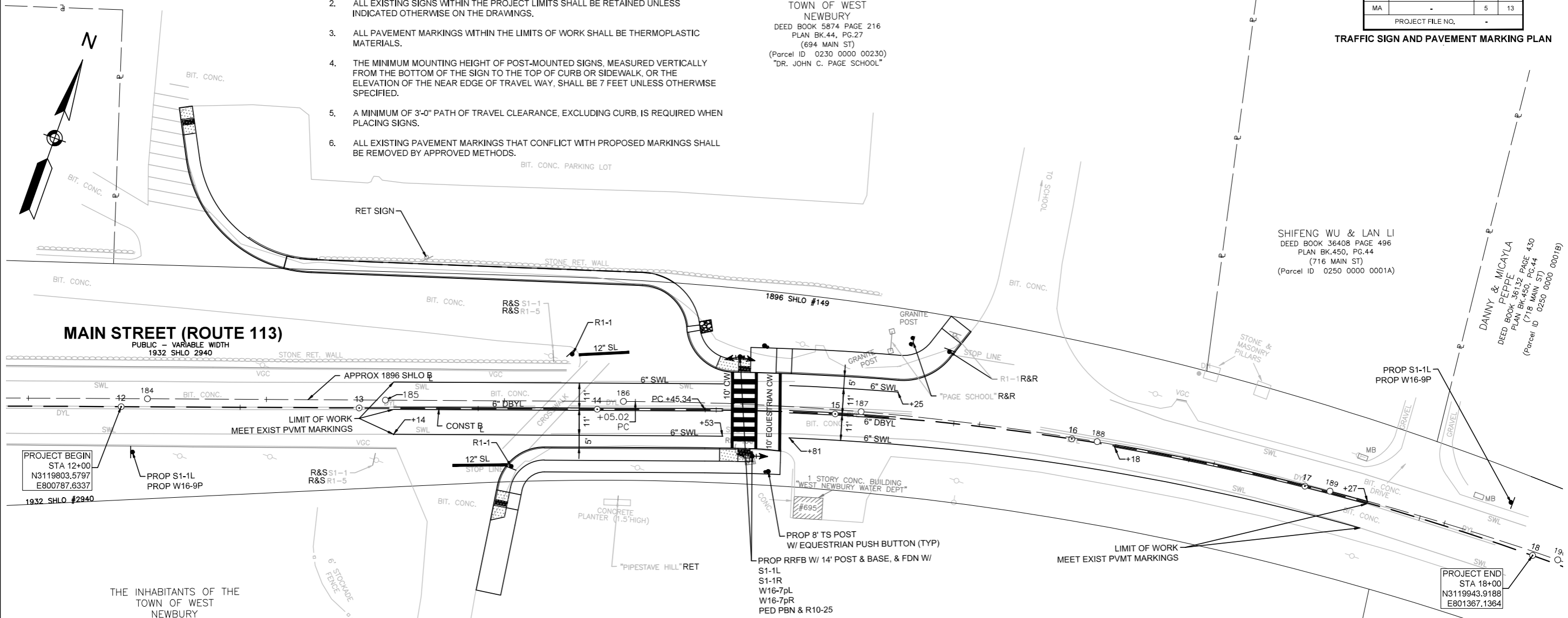
TRAFFIC SIGN AND PAVEMENT MARKING PLAN

- NOTES:**
- SEE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS FOR TEXT AND LEGEND DIMENSIONS.
 - ALL EXISTING SIGNS WITHIN THE PROJECT LIMITS SHALL BE RETAINED UNLESS INDICATED OTHERWISE ON THE DRAWINGS.
 - ALL PAVEMENT MARKINGS WITHIN THE LIMITS OF WORK SHALL BE THERMOPLASTIC MATERIALS.
 - THE MINIMUM MOUNTING HEIGHT OF POST-MOUNTED SIGNS, MEASURED VERTICALLY FROM THE BOTTOM OF THE SIGN TO THE TOP OF CURB OR SIDEWALK, OR THE ELEVATION OF THE NEAR EDGE OF TRAVEL WAY, SHALL BE 7 FEET UNLESS OTHERWISE SPECIFIED.
 - A MINIMUM OF 3'-0" PATH OF TRAVEL CLEARANCE, EXCLUDING CURB, IS REQUIRED WHEN PLACING SIGNS.
 - ALL EXISTING PAVEMENT MARKINGS THAT CONFLICT WITH PROPOSED MARKINGS SHALL BE REMOVED BY APPROVED METHODS.

THE INHABITANTS OF THE TOWN OF WEST NEWBURY
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(Parcel ID 0230 0000 00230)
"DR. JOHN C. PAGE SCHOOL"

SHIFENG WU & LAN LI
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(716 MAIN ST)
(Parcel ID 0250 0000 0001A)

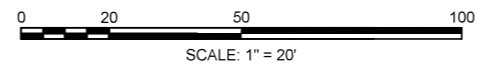
DANNY & MICAYLA PEPPE
DEED BOOK 36132 PAGE 430
PLAN BK.450, PG.44
(718 MAIN ST)
(Parcel ID 0250 0000 0001B)



PROJECT BEGIN
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PROJECT END
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E801367.1364

THE INHABITANTS OF THE TOWN OF WEST NEWBURY
DEED BOOK 5874 PAGE 216
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(693 MAIN ST)
(Parcel ID 0220 0000 00030)
"PIPESTAVE HILL"



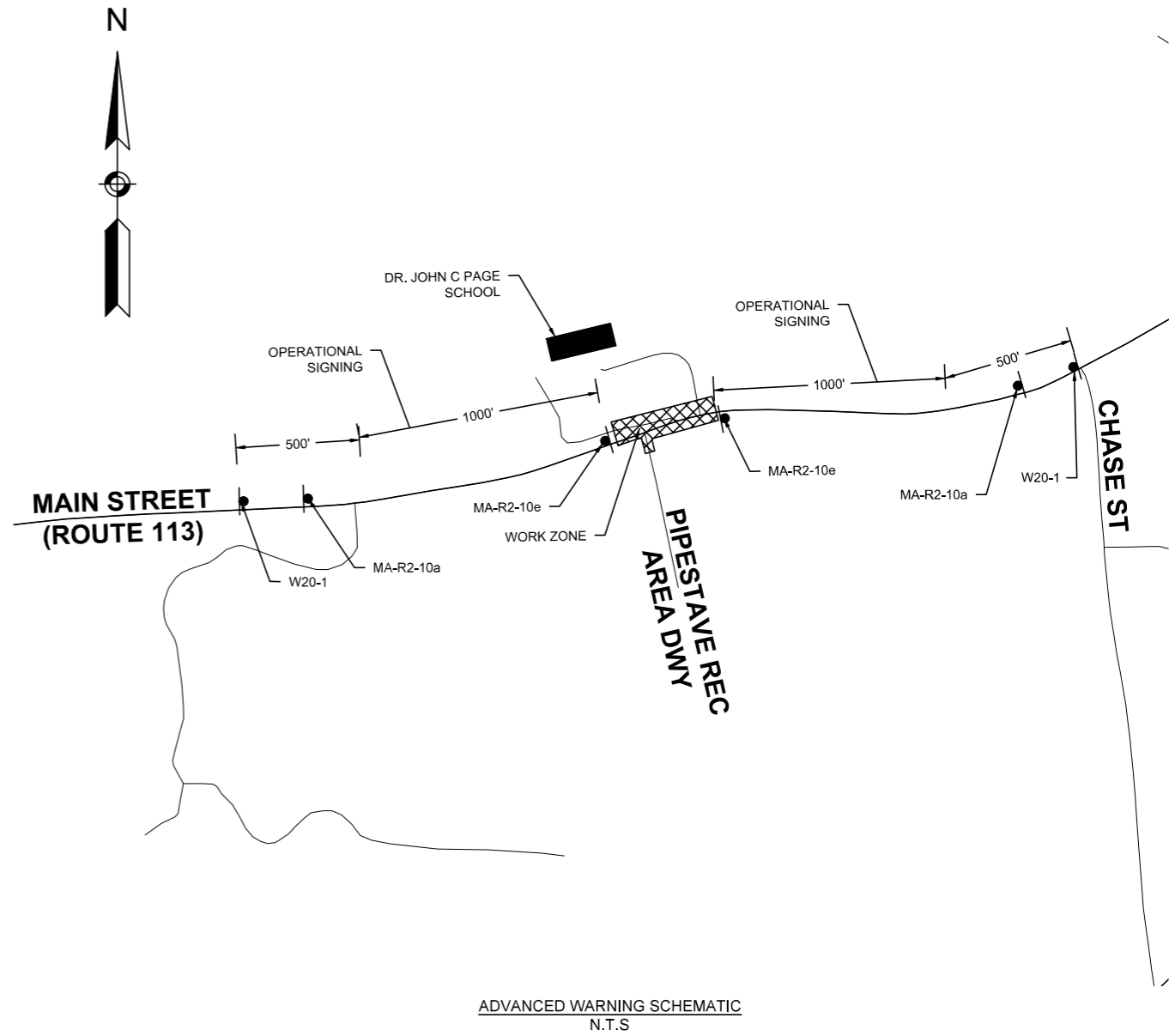
IDENTIFICATION NUMBER	SIZE OF SIGN (in)		LEGEND	TEXT DIMENSIONS (in)			NUMBER OF SIGNS REQUIRED	COLOR			SIZE AND NUMBER OF POSTS REQUIRED	UNIT AREA (SF)	TOTAL AREA (SF)
	WIDTH	HEIGHT		LETTER HEIGHT	VERTICAL SPACING	ARROW RTE. MKR		BACK-GROUND	LEGEND	BORDER			
R1-1	30	30					2	RED	WHITE	WHITE	P5 2	6.25	12.50
R10-25	9	12					2	WHITE	BLACK	BLACK	MOUNT W/ RRFB	PAID FOR UNDER ITEM 824.221	
S1-1L	36	36					4	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	P5 2 MOUNT W/ RRFB (2)	9.00	36.00
S1-1R	36	36					2	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	MOUNT W/ RRFB	PAID FOR UNDER ITEM 824.221	
W16-7pL	24	12					2	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	MOUNT W/ RRFB	PAID FOR UNDER ITEM 824.221	
W16-7pR	24	12					2	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	MOUNT W/ RRFB	PAID FOR UNDER ITEM 824.221	
W16-9p	24	12					2	FLUORESCENT YELLOW-GREEN	BLACK	BLACK	MOUNT W/ S1-1	2.00	4.00

WEST NEWBURY
MAIN STREET (ROUTE 113)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	6	13
PROJECT FILE NO.		-	

TEMPORARY TRAFFIC CONTROL PLANS - 1 OF 2

IDENTIFICATION NUMBER	SIZE OF SIGN (in)		LEGEND	TEXT DIMENSIONS (in)			COLOR			NUMBER OF SIGNS REQUIRED	UNIT AREA (SF)	TOTAL AREA (SF)
	WIDTH	HEIGHT		LETTER HEIGHT	VERTICAL SPACING	ARROW RTE. MKR	BACK-GROUND	LEGEND	BORDER			
MA-R2-10a	48	36		MASSDOT STANDARD SIGN			FL. ORANGE WHITE	BLACK BLACK	BLACK BLACK	2	12.00	24.00
MA-R2-10e	36	48					FL. ORANGE WHITE	BLACK BLACK	BLACK BLACK	2	12.00	24.00
MA-W20-7b	36	36					FL. ORANGE	BLACK	BLACK	2	9.00	18.00
W5-1	36	36		SEE 2009 MUTCD			FL. ORANGE	BLACK	BLACK	1	9.00	9.00
W13-1p	24	24					FL. ORANGE	BLACK	BLACK	2	4.00	8.00
W20-1	36	36					FL. ORANGE	BLACK	BLACK	2	9.00	18.00
W20-4	36	36					FL. ORANGE	BLACK	BLACK	2	9.00	18.00
W21-5a	36	36					FL. ORANGE	BLACK	BLACK	1	9.00	9.00



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STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	7	13
PROJECT FILE NO.		-	

NOTES:

- ALL TEMPORARY TRAFFIC CONTROL WORK SHALL CONFORM TO THE LATEST EDITION OF THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD) AND ALL REVISIONS, UNLESS SUPERCEDED BY THESE PLANS.
- ALL SIGN LEGENDS, BORDERS, AND MOUNTING SHALL BE IN ACCORDANCE WITH THE MUTCD.
- TEMPORARY CONSTRUCTION SIGNING AND ALL OTHER TRAFFIC CONTROL DEVICES SHALL BE IN PLACE PRIOR TO THE START OF ANY WORK.
- TEMPORARY CONSTRUCTION SIGNING, BARRICADES, AND ALL OTHER NECESSARY WORK ZONE TRAFFIC CONTROL DEVICES SHALL BE REMOVED FROM THE HIGHWAY OR COVERED WHEN THEY ARE NOT REQUIRED FOR CONTROL OF TRAFFIC.
- SIGNS AND SIGN SUPPORTS LOCATED ON OR NEAR THE TRAVELED WAY, CHANNELIZING DEVICES, BARRIERS, AND CRASH ATTENUATORS MUST PASS THE CRITERIA SET FORTH IN NCHRP REPORT 350, "RECOMMENDED PROCEDURES FOR THE SAFETY PERFORMANCE EVALUATION OF HIGHWAY FEATURES" AND/OR "MANUAL FOR ASSESSING SAFETY HARDWARE" (MASH).
- CONTRACTORS SHALL NOTIFY EACH ABUTTER AT LEAST 24 HOURS IN ADVANCE OF THE START OF ANY WORK THAT WILL REQUIRE THE TEMPORARY CLOSURE OF ACCESS, SUCH AS CONDUIT INSTALLATION, EXISTING PAVEMENT EXCAVATION, TEMPORARY DRIVEWAY PAVEMENT PLACEMENT, AND SIMILAR OPERATIONS.
- THE ADVISORY SPEED LIMIT, IF REQUIRED, SHALL BE DETERMINED BY THE ENGINEER.
- DISTANCES ARE A GUIDE AND MAY BE ADJUSTED IN THE FIELD BY THE ENGINEER.
- MAXIMUM SPACING OF TRAFFIC DEVICES IN A TAPER (DRUMS OR CONES) IS EQUAL IN FEET TO THE SPEED LIMIT IN MPH.
- MINIMUM LANE WIDTH IS TO BE 11 FEET UNLESS OTHERWISE SHOWN. MINIMUM LANE WIDTH TO BE MEASURED FROM THE EDGE OF DRUMS OR MEDIAN BARRIER.
- ALL SIGNS SHALL BE MOUNTED ON THEIR OWN STANDARD SIGN SUPPORTS.
- TEMPORARY FACILITIES, INCLUDING BUT NOT LIMITED TO, TEMPORARY PEDESTRIAN PASSAGEWAYS AROUND A CONSTRUCTION SITE, SHALL COMPLY WITH 521 CMR WHICH STATES, "NO ALTERATION SHALL BE UNDERTAKEN WHICH DECREASES OR HAS THE EFFECT OF DECREASING ACCESSIBILITY OR USABILITY OF A FACILITY BELOW THE REQUIREMENTS FOR NEW CONSTRUCTION."
- NO WORK THAT IMPACTS THE TRAVELED WAY SHALL BE PERMITTED DURING PEAK HOUR TRAFFIC (7-9AM, 4-6PM).

LEGEND:

- REFLECTORIZED PLASTIC DRUM OR 36" CONE
- ▨ WORK ZONE
- ▭ WORK VEHICLE
- DIRECTION OF TRAFFIC
- ▭ TRUCK MOUNTED ATTENUATOR
- P/F POLICE/FLAGGER DETAIL
- ▭ IMPACT ATTENUATOR
- ▭ TYPE III BARRICADE
- ▭ CHANGEABLE MESSAGE SIGN
- ▭ MEDIAN BARRIER
- ▭ MEDIAN BARRIER WITH WARNING LIGHTS
- ▭ ARROW BOARD
- ▭ TRAFFIC OR PEDESTRIAN SIGNAL
- SIGN

SUGGESTED WORK ZONE WARNING SIGN SPACING

ROAD TYPE	DISTANCE BETWEEN SIGNS (FEET)		
	A	B	C
LOCAL OR LOW VOLUME ROADWAYS	350	350	350
MOST OTHER ROADWAYS	500	500	500
FREEWAYS AND EXPRESSWAYS	1,000	1,500	2,640

TAPER LENGTH CRITERIA FOR TEMPORARY TRAFFIC CONTROL ZONES

TYPE OF TAPER	TAPER LENGTH (L)
MERGING TAPER	AT LEAST L
SHIFTING TAPER	AT LEAST 0.5L
SHOULDER TAPER	AT LEAST 0.33L
ONE-LANE, TWO-WAY TRAFFIC TAPER	50 FT MIN. 100 FT MAX.
DOWNSTREAM TAPER	50 FT MIN. 100 FT MAX. PER LANE

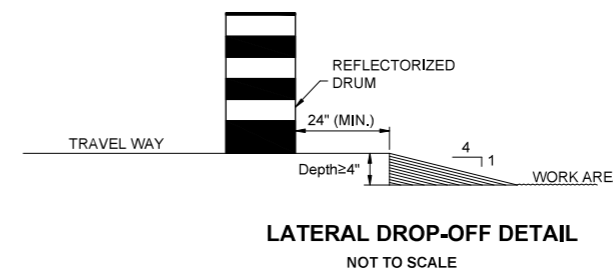
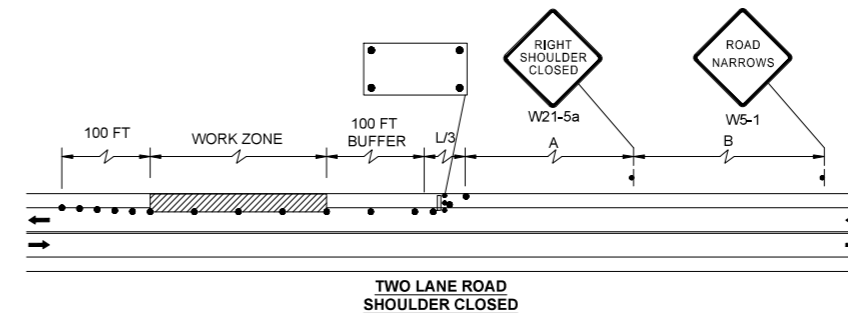
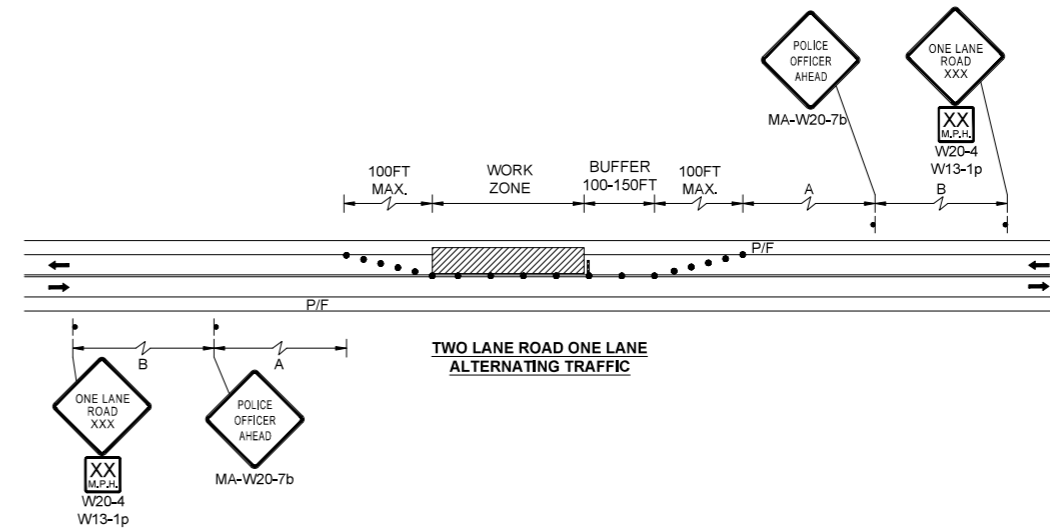
FORMULAS FOR DETERMINING TAPER LENGTHS

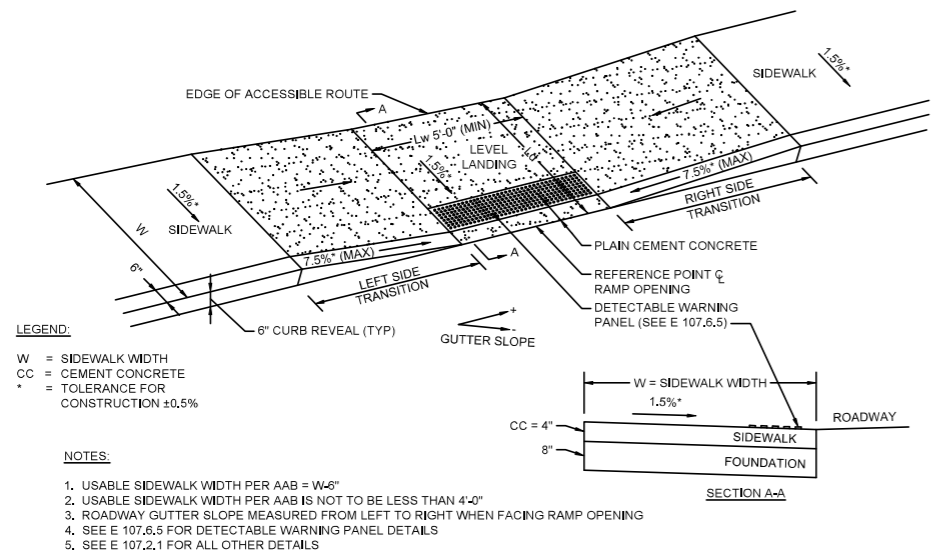
SPEED LIMIT (S)	TAPER LENGTH (L) FEET
40 MPH OR LESS	$L = \frac{WS^2}{60}$
45 MPH OR MORE	$L = WS$

WHERE: L = TAPER LENGTH IN FEET

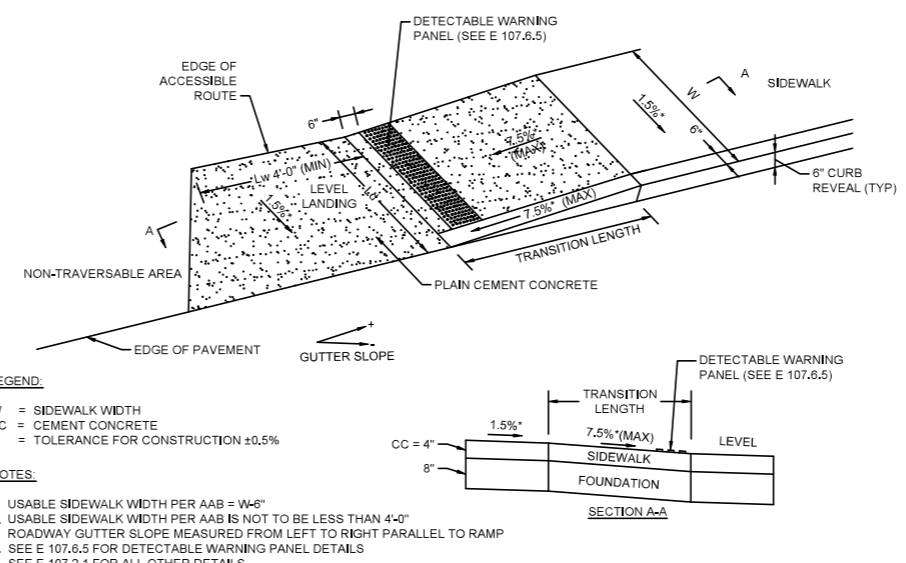
W = WIDTH OF OFFSET IN FEET

S = POSTED SPEED LIMIT, OR OFF-PEAK 85TH-PERCENTILE SPEED PRIOR TO WORK STARTING, OR THE ANTICIPATED OPERATING SPEED IN MPH



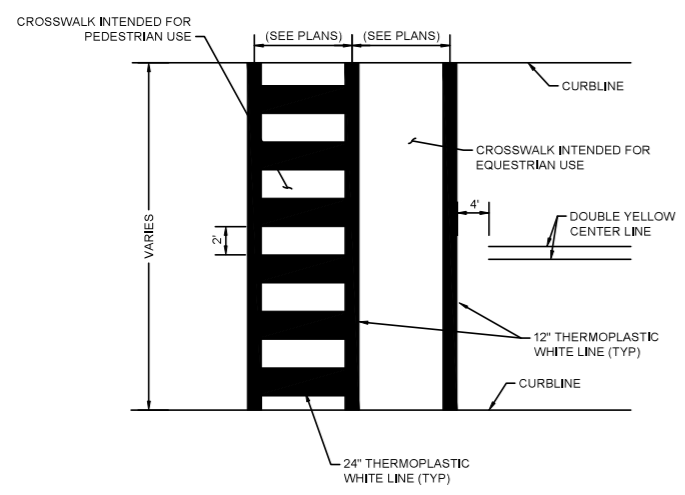


CURB RAMP TYPE A
N.T.S.

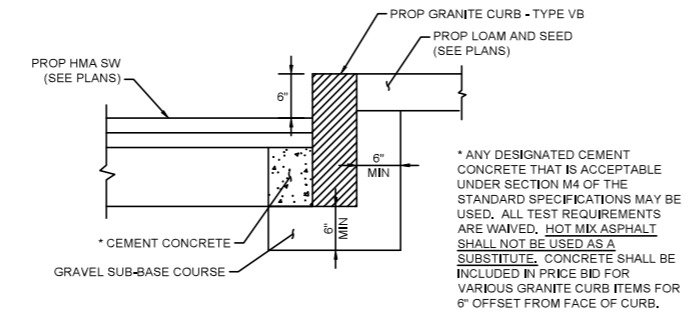


CURB RAMP TYPE B
N.T.S.

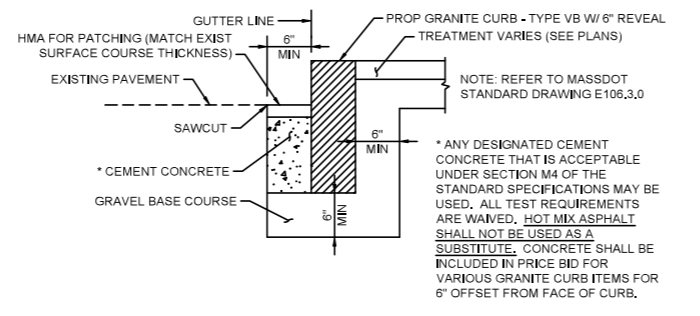
- CURB RAMP NOTES:**
1. MAXIMUM ALLOWABLE SLOPE OF ACCESSIBLE ROUTE EXCLUDING CURB RAMPS SHALL BE DESIGNED TO 4.5% ±0.5% (7.5% ±0.5% FOR CURB RAMPS)
 2. A MINIMUM OF 3'-0" CLEAR SHALL BE MAINTAINED AT ANY PERMANENT OBSTACLE IN ACCESSIBLE ROUTE (I.E., HYDRANTS, UTILITY POLES, TREE WELLS, SIGNS, ETC.).
 3. CURB TREATMENT VARIES, SEE PLANS FOR CURB TYPE.
 4. RAMP, CURB AND ADJACENT PAVEMENTS SHALL BE GRADED TO PREVENT PONDING.
 5. WHERE ACCESSIBLE ROUTES ARE LESS THAN 5' IN WIDTH (EXCLUDING CURBING) A 5'x5' PASSING AREA SHALL BE PROVIDED AT INTERVALS NOT TO EXCEED 200 FT.
 6. ELIMINATE CURBING AT RAMP WHERE IT ABUTS ROADWAY.
 7. DETECTABLE WARNING PANELS ARE REQUIRED ON ALL OF THE PROPOSED CURB RAMPS AND ARE TO BE INSTALLED IN ACCORDANCE WITH CONSTRUCTION STANDARD E 107.6.5 (OCTOBER 2017). CONTRACTOR SHALL PROVIDE 6" BETWEEN DETECTABLE WARNING PANEL AND EDGE OF CONCRETE WHERE IT ABUTS LOAM & SEED.
 8. CURB RAMP SLOPES AND CROSS SLOPES SHALL HAVE A CONSTRUCTION TOLERANCE OF ±0.5%.
 9. DETECTABLE WARNING PANELS IN STATE HIGHWAY LAYOUT SHALL CONFORM TO MASSDOT STANDARD DETAILS AND SHALL BE YELLOW. DETECTABLE WARNING PANELS OUTSIDE OF STATE HIGHWAY LAYOUT SHALL BE THE COLOR APPROVED BY THE TOWN OF WEST NEWBURY DPW.



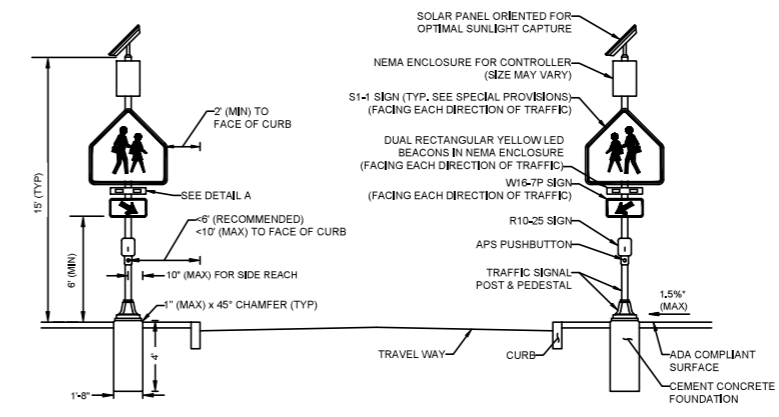
CROSSWALK PAVEMENT MARKING
N.T.S.



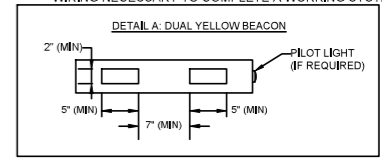
GRANITE BACK CURB
N.T.S.



GRANITE CURB IN EXISTING PAVEMENT
N.T.S.



RECTANGULAR RAPID FLASHING BEACON (RRFB)
N.T.S.

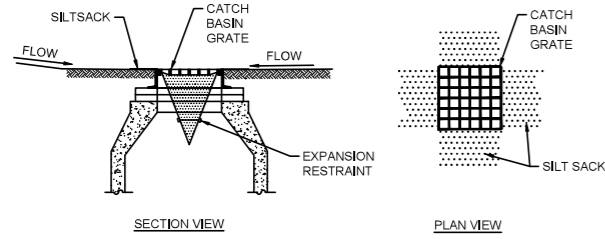


- MAJOR ITEMS LIST**
- 2 CEMENT CONCRETE FOUNDATIONS PER 812.30.1
 - 2 15' TRAFFIC SIGNAL POSTS & PEDESTALS
 - 2 APS PUSHBUTTON SYSTEMS
 - 4 DUAL RECTANGULAR YELLOW LED BEACONS IN NEMA ENCLOSURES
 - 2 R10-25 SIGNS
 - 2 S1-1L SIGNS
 - 2 S1-1R SIGNS
 - 2 W16-7PR SIGNS
 - 2 W16-7PL SIGNS
 - 2 SOLAR PANEL SYSTEMS
 - 2 NEMA ENCLOSURES FOR ALL COMPONENTS NEEDED TO MEET FUNCTIONAL REQUIREMENTS PER SPECIAL PROVISIONS
 - 2 BATTERY SYSTEMS
- PLUS ALL MOUNTING AND SUPPORTING HARDWARE AND WIRING NECESSARY TO COMPLETE A WORKING SYSTEM.

WEST NEWBURY
MAIN STREET (ROUTE 113)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	9	13
PROJECT FILE NO.		-	

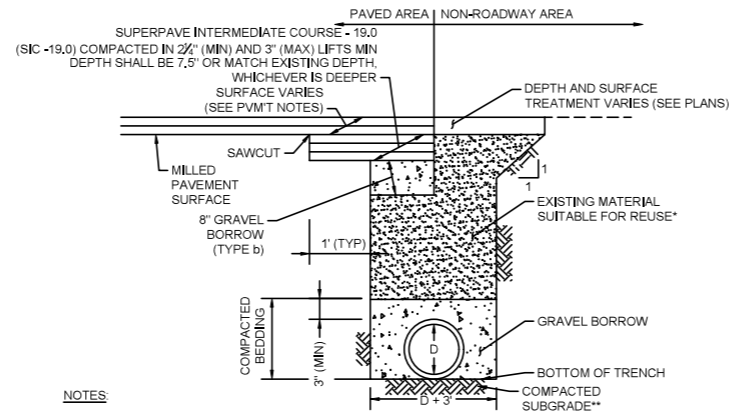
CONSTRUCTION DETAILS - 2 OF 3



NOTES:

1. INSTALL SILT SACK IN EXISTING CATCH BASINS BEFORE COMMENCING WORK, AND IN NEW CATCH BASINS IMMEDIATELY AFTER INSTALLATION OF STRUCTURE. MAINTAIN UNTIL BINDER COURSE PAVING IS COMPLETE OR A PERMANENT STAND OF GRASS HAS BEEN ESTABLISHED.
2. GRATE TO BE PLACED OVER SILT SACK.
3. SILT SACK SHALL BE INSPECTED PERIODICALLY AND AFTER ALL STORM EVENTS AND CLEANING OR REPLACEMENT SHALL BE PERFORMED PROMPTLY AS NEEDED.

INLET PROTECTION SILT SACK IN CATCH BASIN
N.T.S.



NOTES:

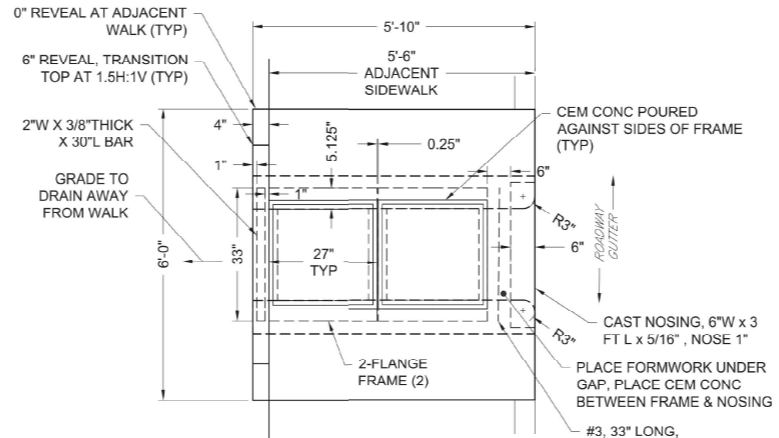
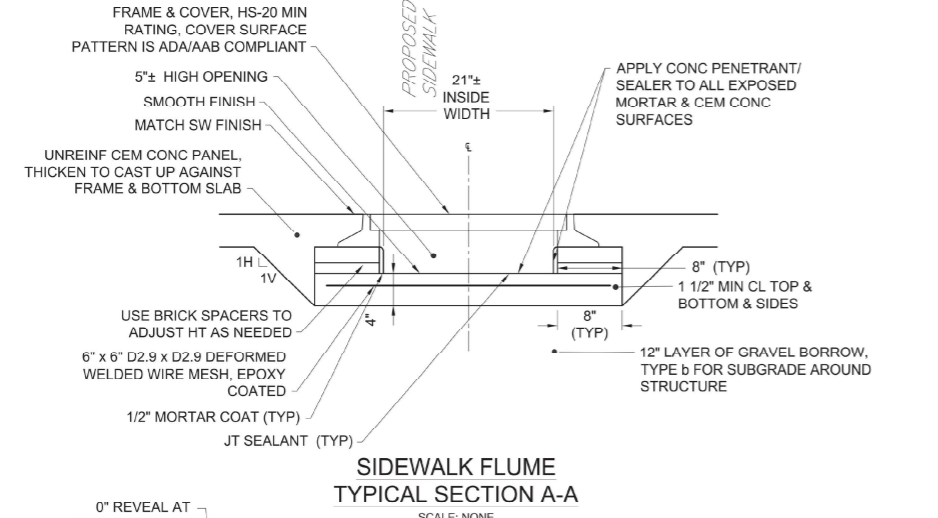
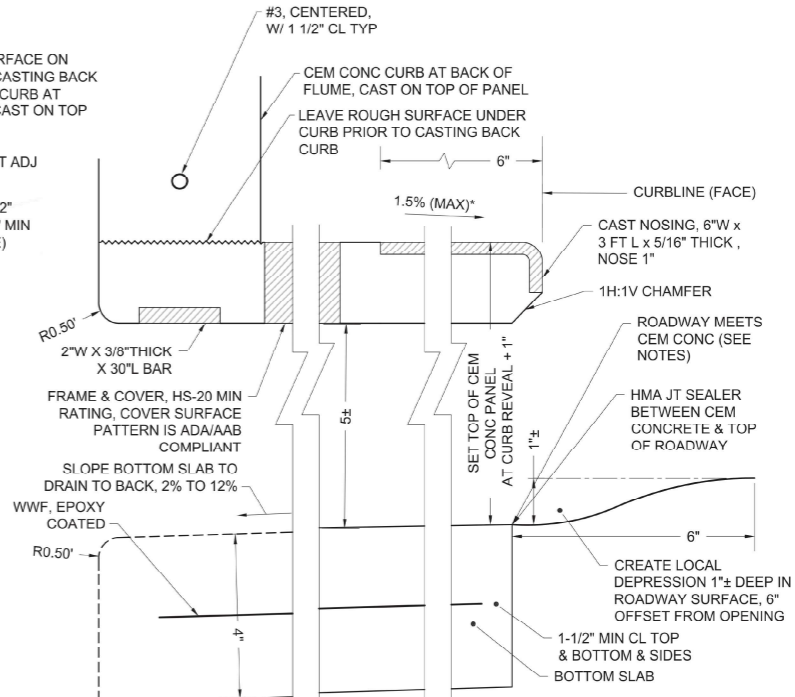
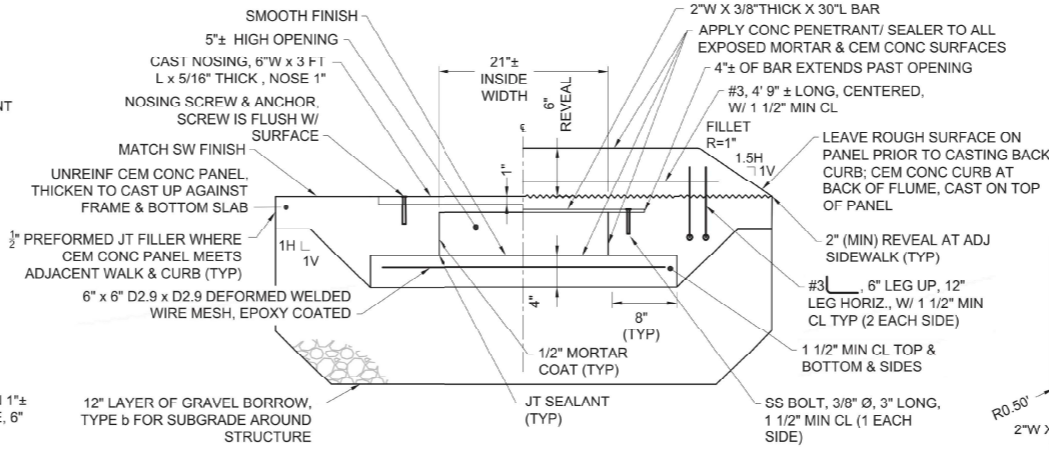
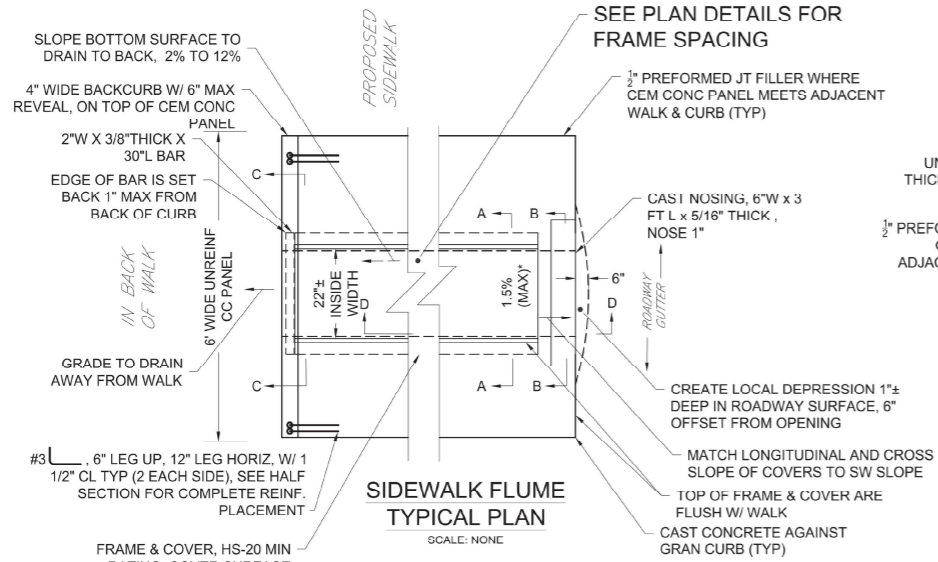
* MATERIAL USED FOR BACKFILLING TO A POINT 2 FEET OVER THE PIPE SHALL CONTAIN NO STONES LARGER THAN 3 INCHES IN GREATEST DIMENSION, EXCEPT MATERIAL USED TO BACKFILL CORRUGATED PLASTIC PIPE SHALL CONSIST OF OF GRAVEL BORROW MEETING THE REQUIREMENTS OF M1,03,0. GRAVEL BORROW, TYPE d, TO A DEPTH OF 2 FEET OVER THE TOP OF THE PIPE.

**SOFT OR UNSUITABLE MATERIAL EXISTING BELOW THE REQUIRED BEDDING GRADE SHALL BE REMOVED AS DIRECTED AND REPLACED WITH SAND, GRAVEL, CRUSHED STONE OR OTHER SUITABLE MATERIAL AND THOROUGHLY COMPACTED.

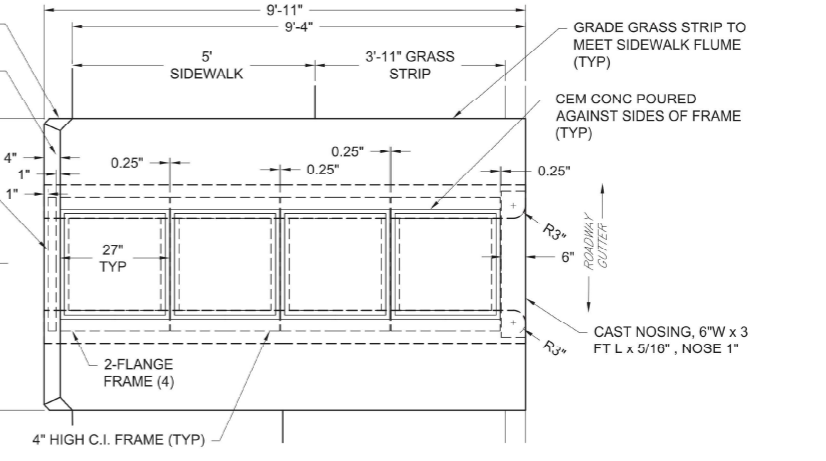
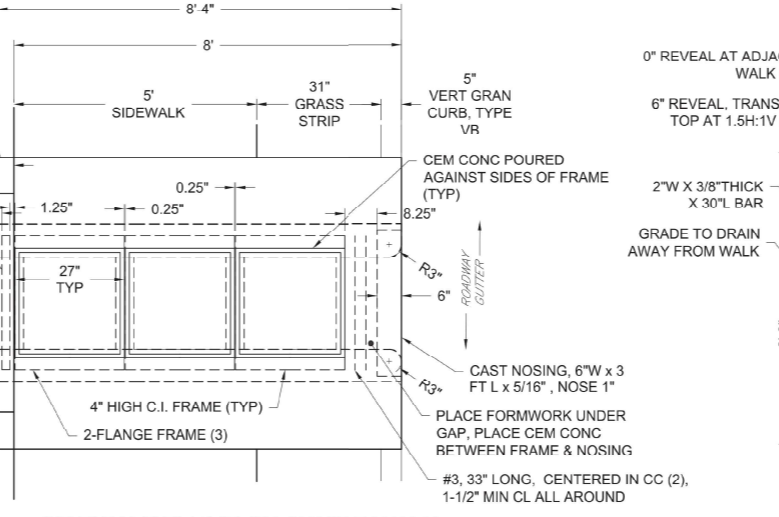
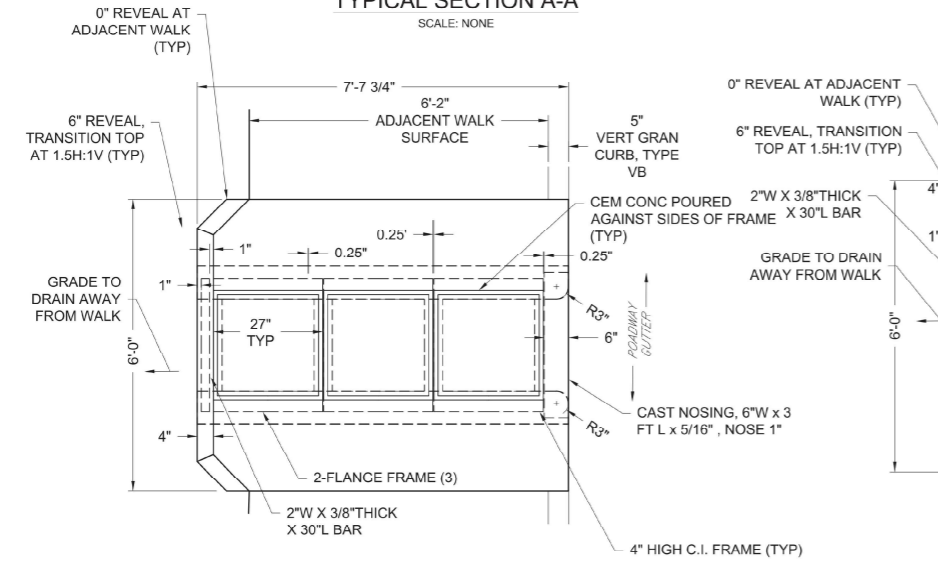
UTILITY TRENCH
N.T.S.

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	10	13
PROJECT FILE NO. -			

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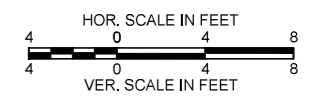
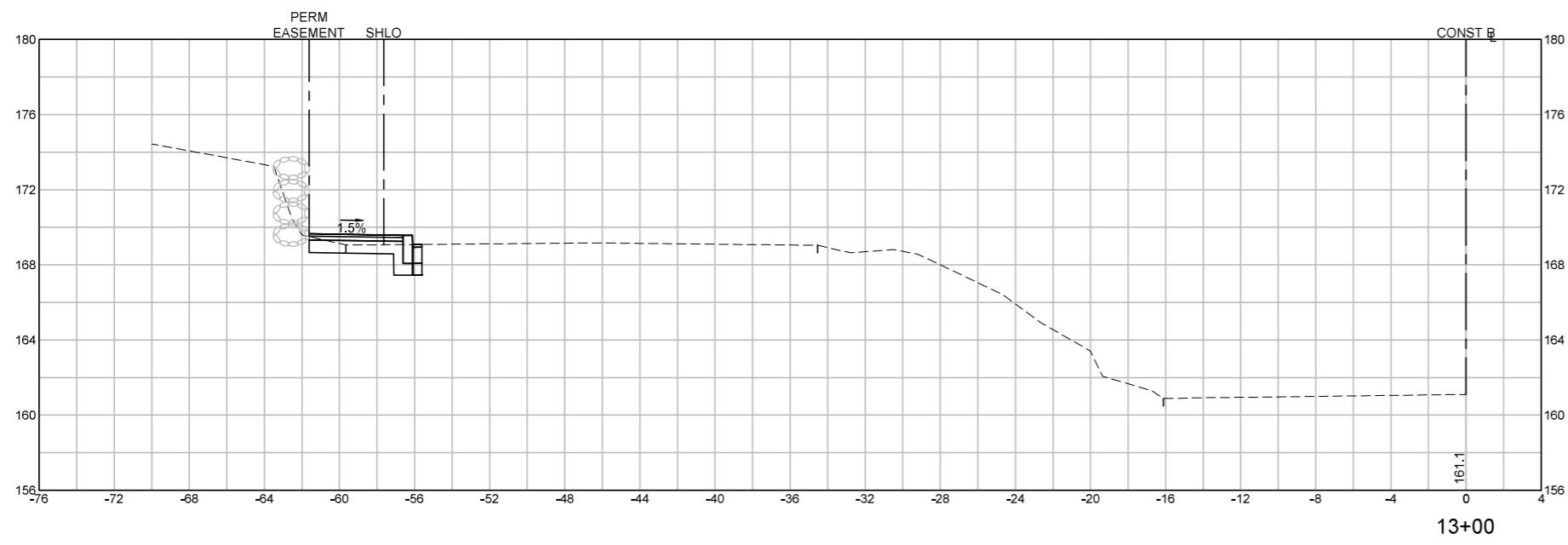
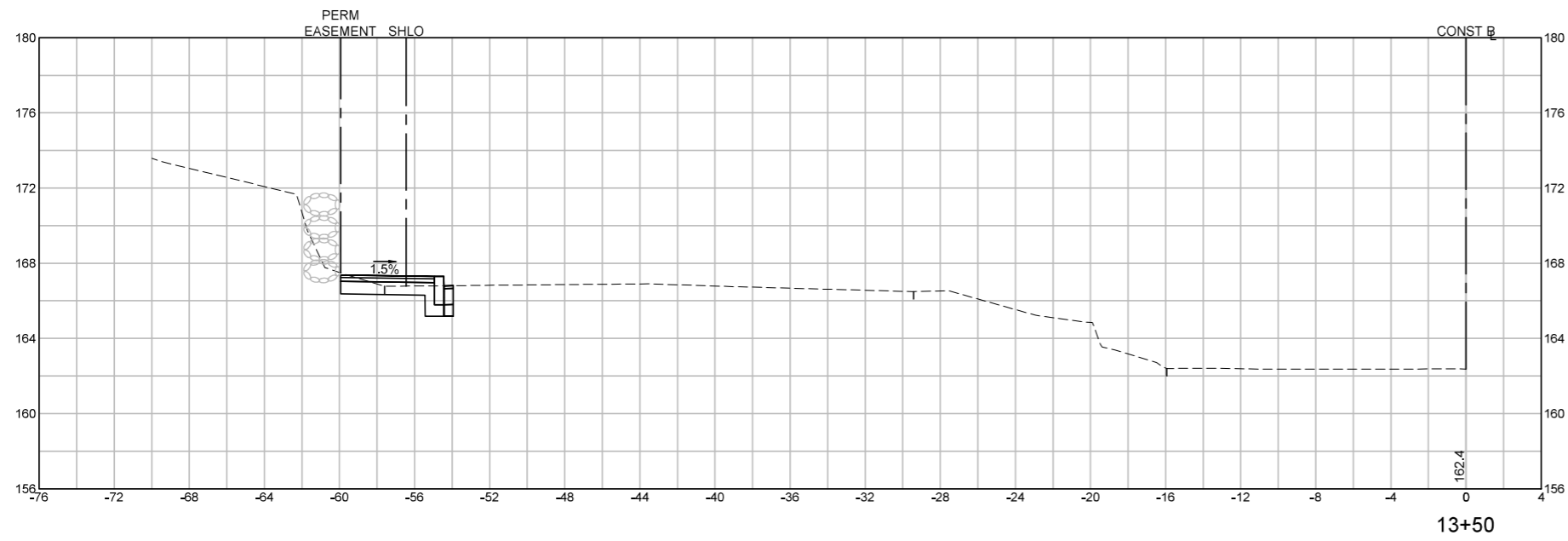
- * TOLERANCE FOR CONSTRUCTION OF ±0.5%
- SIDEWALK FLUME NOTES:**
1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS FOR THE CONSTRUCTIBILITY OF THE SIDEWALK FLUME. ONLY AFTER VERIFICATION SHALL ANY REINFORCEMENT, STRUCTURAL STEEL, FRAMES, OR COVERS BE ORDERED.
 2. MINIMUM SPACING BETWEEN FRAMES AND CAST NOSING IS 1/4 INCH.
 3. CAST NOSING - INSTALL PER MANUFACTURER'S INSTRUCTIONS. SURFACE OF CAST NOSING SHALL BE NON-SKID.
 4. SURMIT SHOP DRAWINGS FOR FRAME & COVERS FOR ENGINEER'S APPROVAL. MINIMUM I DAD RATING FOR FRAME & COVER IS HS-20. SHOW INSTALLATION OF FRAME & COVER ON CEMENT CONCRETE FLUME STRUCTURE.
 5. IN WET AREAS, WRAP SUB-BASE IN GEOTEXTILE FABRIC FOR STABILIZATION AS DIRECTED BY ENGINEER.
 6. ADJUST FORMWORK TO ADJUST HEIGHT OF INLET OPENING AND SIDEWALLS TO MEET CURB REVEAL.
 7. ADJUST SLOPE OF BOTTOM SLAB FOR POSITIVE DRAINAGE.
 8. USE 4000 PSI, 3 INCH, 610 LB CEMENT CONCRETE.
 9. FOR BARS, ANGLES, AND RODS, USE Fy 36 ksi MINIMUM STRENGTH, GALVANIZED STEEL.
 10. FOR DEFORMED WELDED WIRE FABRIC, USE Fy 60 ksi MINIMUM STRENGTH, EPOXY COATED.
 11. APPLY PENETRANT/SEALER TO MORTAR & CEM CONC SURFACES INSIDE OF FLUME PRIOR TO INSTALLING COVERS.



WEST NEWBURY
MAIN STREET (ROUTE 113)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	11	13

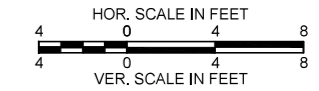
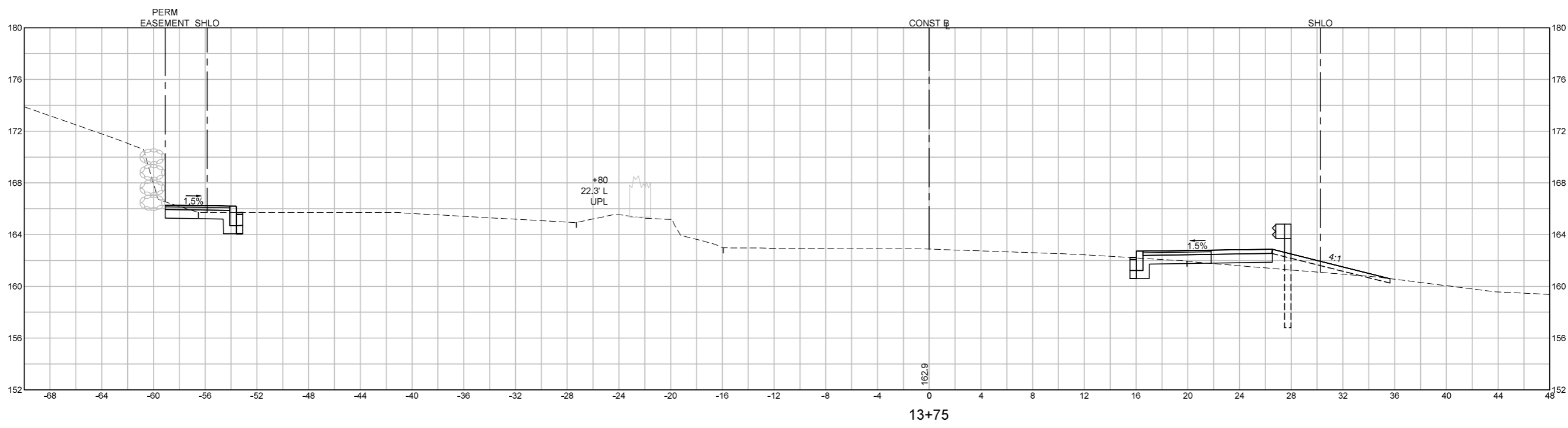
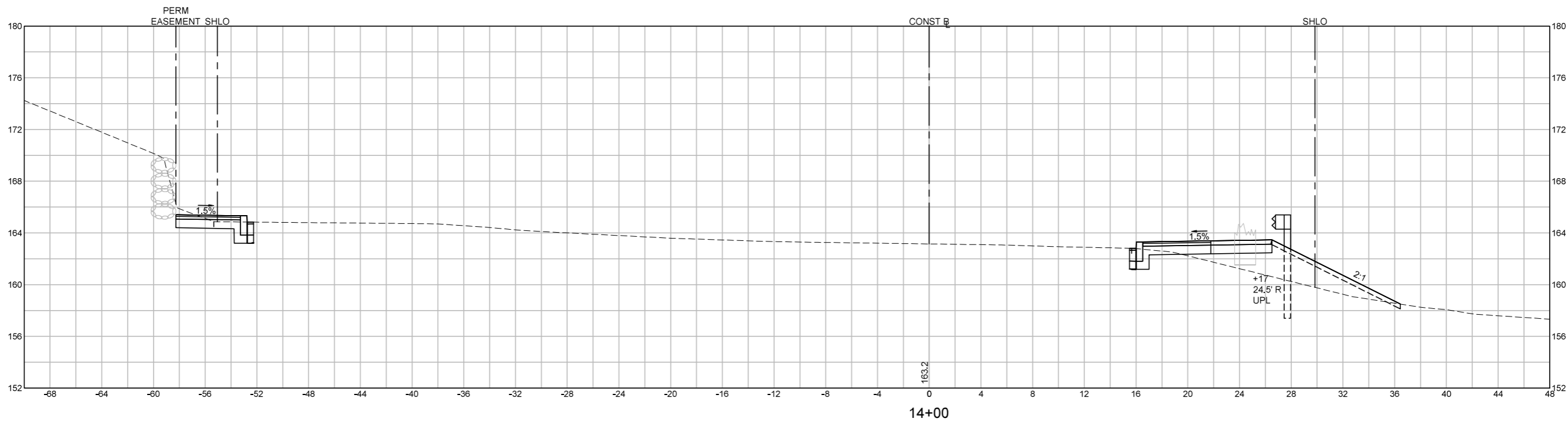
PROJECT FILE NO. -
CROSS SECTIONS - 1 OF 3



**WEST NEWBURY
MAIN STREET (ROUTE 113)**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	12	13
PROJECT FILE NO. -			

CROSS SECTIONS - 2 OF 3



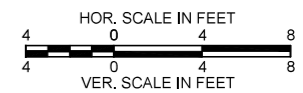
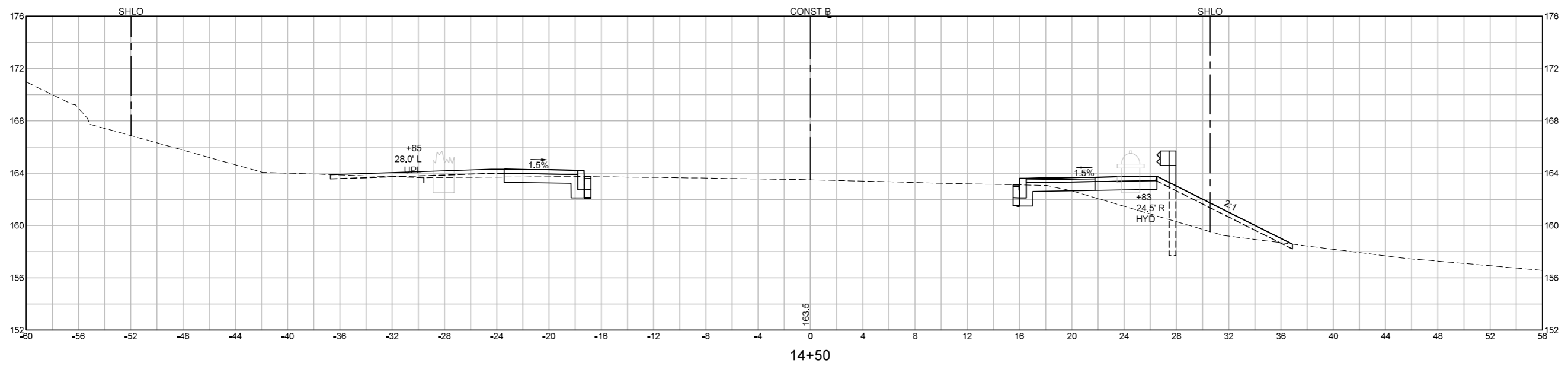
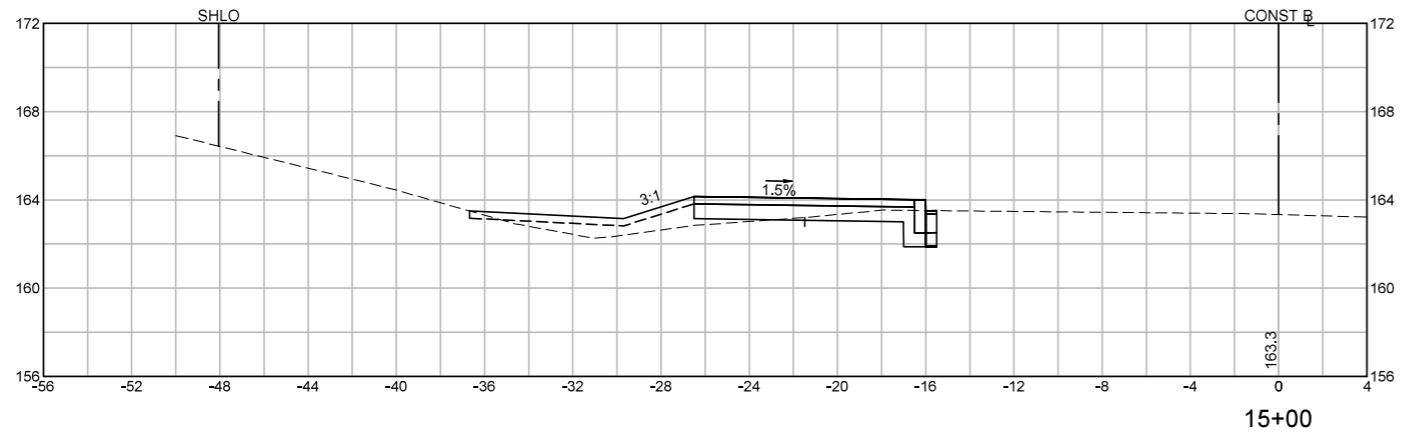
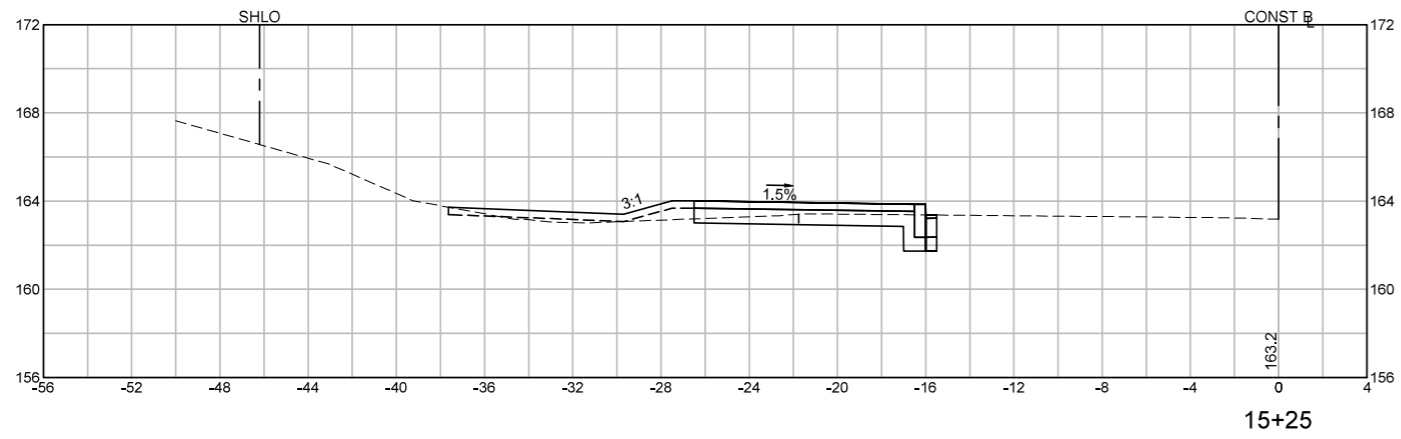
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WEST NEWBURY
MAIN STREET (ROUTE 113)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	13	13

PROJECT FILE NO. -

CROSS SECTIONS - 3 OF 3



ARTICLE REQUEST FORM - UPDATED

ARTICLE: Prior fiscal year unpaid bills that are deemed to be legal obligations of the Town.

AMOUNT REQUESTED: \$7,841.02

CONTACT PERSON: Jennifer Walsh, Town Accountant

PHONE NUMBER: 978-363-1100 ext 112

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

To see if the Town will vote to transfer from available funds the sum above to pay the following unpaid bills incurred from previous fiscal year(s), or take any other action in relation thereto. In accordance with MGL Chapter 44, Section 64, unpaid bills from a prior fiscal year can only be paid from current year appropriations with the specific approval of Town Meeting. For Special Town Meetings a 9/10ths vote is required.

DEPARTMENT	VENDOR	AMOUNT
Police	Uncollectable Details 6-10-2023	\$720.00
DPW	National Grid - Pole 90	\$7,031.53
DPW	National Grid -	\$89.49

What factors affect the timing of this purchase?

N/A

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

N/A

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

N/A

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

N/A

Please attach additional pages or other supporting documentation.

Town of West Newbury
2024 Spring Town Meeting (FY25)

ARTICLE REQUEST FORM

ARTICLE: *Additional Accessories for the Trackless MT7*

AMOUNT REQUESTED: \$41,540

CONTACT PERSON: Butch Hills, Highway Superintendent

PHONE NUMBER: 978-363-1100 x120

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

The Department of Public Works is seeking to purchase additional accessories for the Trackless MT7 that was purchased in FY24. Additional accessories include a Boom Flail Mower and a set of Dual Tires for use with the Boom Flail Mower; 4 sets of 2 tires on rims. This will allow year-round use of the Trackless MT7.

What factors affect the timing of this purchase?

The sooner we are able to purchase these additional accessories, the sooner we are able to use the Trackless MT7 year-round.

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

Recommended sunset date of June 30, 2026

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

Annual of \$3,000 - \$4,000.

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

This article is a free cash request and meets the criteria for a capital project but is not currently on the Capital Improvements Committee Schedule.

Please attach additional pages or other supporting documentation.



C.N. Wood Enviro LLC

an affiliate of C.N. Wood Co., Inc.

200 Merrimac Street
Woburn, MA 01801
(781) 935-1919

140 Wales Ave
Avon, MA 02322
(508) 584-8484

102 State Road
Whately, MA 01093
(413) 665-7009

60 Shun Pike
Johnston, RI 02919
(401) 942-9191

84B Warren Ave
Westbrook, ME 04092
(207) 854-0615

WOBURN, MA

BRANCH

10/03/2023

ORDER DATE

Sales Order

Customer P.O. #
Sold To: West Newbury DPW
Address: 381 Main Street
West Newbury MA 01985
Phone: Fax:

F.O.B. SHIPPED VIA:
Ship To: Highway garage
693 Main Street
Email:

Table with columns: QTY, ITEM #, S/N, DESCRIPTION, EACH, TOTAL. Includes items like Boom Flail Mower for Trackless MT7 and Set of Dual Tires.

Table for trade information with columns: YEAR, MAKE, MODEL, S/N, HRS, WORKING CONDITION, ALLOWANCE, PAYOFF.

Summary table with rows: Sale Price (\$39,940.00), Plus Tax, F.E.T., Total (\$39,940.00), Less Trade, Total Payoff, Less Deposit, Net Due (\$39,940.00).

Finance Details: (ALL FINANCE IS SUBJECT TO CREDIT APPROVAL)
pricing is per FAC 116

TERMS: [] NET CASH UPON INVOICE [] FINANCE:
CONDITION: [] AS IS [] NEW WARRANTY:

THIS DOCUMENT IS A CONTRACT INCLUDING IMPORTANT TERMS AND CONDITIONS. I HAVE REVIEWED AND ACCEPT ALL TERMS AND CONDITIONS, INCLUDING WITHOUT LIMITATION THOSE ON PAGES 2 - 4 OF THIS CONTRACT.

SELLER: C.N. WOOD ENVIRO, LLC PURCHASER:
BY: SALES REP PRINT NAME:
ACCEPTED: AUTHORIZED SIGNATURE SIGNATURE: BUYER (If Corporation, Signature and Title of Officer)

THIS ORDER NOT ACCEPTED OR BINDING UNTIL APPROVED BY AN OFFICER OF C.N. WOOD ENVIRO, LLC

Shipping Reference This space for internal use only

From: [Highway](#)
To: [DPW Admin](#)
Subject: FW: MT7
Date: Thursday, January 25, 2024 12:17:58 PM

From: Katherine Boshar [REDACTED]
Sent: Thursday, January 25, 2024 12:10 PM
To: Highway <highway@wnewbury.org>
Subject: Re: MT7

I believe that date will still hold. Thanks for your patience with this. Equipment is just So slow lately.

The pricing should be exactly the same as it was. Prices have not gone up... Yet. I will let you know if it changes but I do expect them to go up every year so you might want to add another 4% or so just in case.

Katherine

Get [Outlook for iOS](#)

From: Highway <highway@wnewbury.org>
Sent: Thursday, January 25, 2024 12:01:52 PM
To: Katherine Boshar [REDACTED]
Subject: MT7



Department of Public Works

Highway, Tree & Snow/Ice Divisions

Richard "Butch" Hills
Highway Superintendent/Tree Warden
Tel: (978) 363-1100 ext. 120
highway@wnewbury.org

MEMORANDUM

Date: March 11th, 2024

Subject: Resubmittal of Article #30: Trackless Boom Mower Accessories

With all due respect, I would like to resubmit Article #30 for the MT7 Trackless boom mower accessories.

The DPW has a rear-mounted Boom mower that has never been mounted onto the current tractor, which is approximately 15+ years old. Being a rear-mounted mower, it is extremely difficult to operate, very uncomfortable for the operator due to awkward positions while moving forward but having to look behind you. The current roadside mower has had major transmission work done within the past two years. Acquiring the Trackless boom mower would reduce some of the hours it operates. Since we have had the J D 5083E, it averages approximately 235 hours per year.

With the Trackless boom mower, it is front mounted, operator friendly and much more efficient. The operator is looking in the same direction as mowing and all controls are within reach. This mower would be used for drainage ditches and behind guardrails.

It was brought up at the Select Board meeting that it be used as a single-season snow machine. If that were to happen, it would be sitting for a good 9 months out of the year. Typically, it is not good practice to get equipment sit for extended periods of time. To me, that is a lot of money to spend on a machine for a single season when it could easily be utilized and help the department. The Trackless MT7 was purchased with the intent on multi-season use. The Holder sidewalk machine averages 26.6 hours/year.

The DPW was originally looking to purchase a Bombardier snow machine, which would have been a single-season machine, but the bid we received plus attachments was over \$224,000. When we received this quote, we decided to shift our thoughts to the MT7 Trackless, which was only \$174,000.

I believe it would be a great benefit to use this machine for snow removal, as well as mowing.

Sincerely,

Richard "Butch" Hills
Highway Superintendent

Annual OR Special Warrant Articles - Spring 2024 Town Meeting		Funding Sources (TOWN MANAGER DRAFT)										
#	Article	Amt (if \$)	Free Cash	Raise and Appropriate	Water Revenues	Stabilization	School Stabilization	CPA	Water Retained Earnings	Water Stabilization	Other	SUM
1	To give votes to the election of the public offices	n/a										\$ -
2	Reports of Town Officers and Committees	n/a										\$ -
6	Instructions, Rules and Regulations for Board of Water Commissioners	n/a										\$ -
8	Establish Water Pension Liability Stabilization Fund	n/a										\$ -
9	Appropriation from Septic Loan Revolving Fund	\$ 10,364									\$ 10,364	\$ 10,364
13	Revolving funds (reauthorize and establish max amounts for FY25)	n/a										\$ -
19	Extend Sunset Dates for Previous Town Meeting Articles	n/a										\$ -
36	Engineering funds for Coffin Street culvert replacement	\$ 50,000	\$ 50,000									\$ 50,000
40	Funds for required testing at Steele Landfill	\$ 8,265	\$ 8,265									\$ 8,265
23	Annex flooring replacement	\$ 62,000			\$ 62,000							\$ 62,000
25	Replace Generator for Town Annex	\$ 90,000			\$ 90,000							\$ 90,000
26	Page School flooring repairs	\$ 50,000			\$ 50,000							\$ 50,000
28	DPW Plow Truck	\$ 350,000			\$ 350,000							\$ 350,000
29	Zero-Turn Mower for DPW	\$ 33,500			\$ 33,500							\$ 33,500
41	Tree removal funding	\$ 80,000	\$ 80,000									\$ 80,000
10	Transfer funds to Pension Liability Stabilization Fund	\$ 113,673	\$ 113,673									\$ 113,673
11	Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 25,500	\$ 25,500									\$ 25,500
56	Proposed amendments to Town Meetings / Elections Bylaw	n/a										\$ -
59	Dissolve Opioid Settlement Stabilization Account	n/a										\$ -
60	Proposed establishment of Capital Stabilization Fund	n/a										\$ -
61	Acceptance of MGL 59 Sec. 5N re Property Tax Relief for Veterans' who volunteer	no appropriation										\$ -
18	CPA Article: Fund maintenance/clean-up of Town-owned cemeteries - favorably recommended by CPC 6-0 on 2/22/24	\$ 4,000						\$ 4,000				\$ 4,000
21	Replace Fire Pumper Tanker	\$ 560,000			\$ 560,000							\$ 560,000
34	Public Safety Complex repairs/improvements	\$ 23,835			\$ 23,835							\$ 23,835
53	Proposed amendments to Hunting Bylaw	n/a										\$ -
54	Proposed amendments to Animal Bylaw	n/a										\$ -
64	Transfer opioid funds	\$ 3,846.12									\$ 3,846	\$ 3,846
65	Police Cruiser	\$ 57,000			\$ 57,000							\$ 57,000
12	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4	\$ 40,000									\$ 40,000	\$ 40,000

Annual OR Special Warrant Articles - Spring 2024 Town Meeting		Funding Sources (TOWN MANAGER DRAFT)										
#	Article	Amt (if \$) DRAFT	Free Cash	Raise and Appropriate	Water Revenues	Stabilization	School Stabilization	CPA	Water Retained Earnings	Water Stabilization	Other	SUM
14	CPA Article: Allocate and/or reserve Community Preservation Fund annual revenues	\$ 730,000										\$ -
15	CPA Article: Transfer CPA Housing Reserve funds to Affordable Housing Trust - <i>favorably recommended by CPC on 2/22/24</i>	\$ 60,904						\$ 60,904				\$ 60,904
16	CPA Article: Funding for Pickleball feasibility study - <i>favorably recommended by CPC 6-0 on 2/22/24</i>	\$ 30,000						\$ 30,000				\$ 30,000
38	Page School: engineering/repairs for elevator	\$ 50,000	\$ 50,000									\$ 50,000
44	Snow & Ice deficit	\$ -	\$ -									\$ -
49	Proposed Zoning Amendment: Adopt MBTA Communities overlay district	n/a										\$ -
50	Proposed adoption of Wetlands Bylaw	n/a										\$ -
57	Proposed amendments to Zoning Bylaws: Definitions	n/a										\$ -
66	CPA Article: Sawmill Brook administrative costs - <i>favorably recommended by CPC on 3/14/24</i>	\$ 10,000						\$ 10,000				\$ 10,000
3	School Stabilization Fund transfer	\$ 200,000					\$ 200,000					\$ 200,000
5	Transfer Free Cash to reduce FY25 tax rate	\$ 200,000	\$ 200,000									\$ 200,000
43	Unbudgeted Personnel Costs, FY24-25	\$ 82,000	\$ 82,000									\$ 82,000
55	Proposed amendments to Finance Committee Bylaw	n/a										\$ -
62	Citizen Petition: Mullen and Soldiers & Sailors properties, 40R study/zoning and MBTA Communities zoning	\$ 100,000	\$ 100,000									\$ 100,000
63	Citizen Petition: File Home Rule Petition for Commonwealth to reduce voting age to 16	n/a										\$ -
67	Funding for River Road study, engineering	\$ 40,000	\$ 40,000									\$ 40,000
4	FY25 Town Operating Budget	TBD		TBD								\$ -
7	FY25 Water operating budget	\$ 1,255,998			\$ 1,255,998							\$ 1,255,998
20	Appropriation and/or Debt Authorization for Middle Street Bridge	TBD				TBD						\$ -
30	Add'l Accessories for DPW Trackless Vehicle	\$ 41,540				\$ 41,540						\$ 41,540
31	Supplemental funding for telecom upgrades at Town Offices, Public Safety Complex and Library	TBD				TBD						\$ -
32	Town Offices Electronic Keying System	\$ 28,000				\$ 28,000						\$ 28,000
35	Replace Water Pump at Wellfield	\$ 44,000								\$ 44,000		\$ 44,000

Annual OR Special Warrant Articles - Spring 2024 Town Meeting		Funding Sources (TOWN MANAGER DRAFT)									
# (DRAFT) Article	Amt (if \$) DRAFT	Free Cash	Raise and Appropriate	Water Revenues	Stabilization	School Stabilization	CPA	Water Retained Earnings	Water Stabilization	Other	SUM
39	Page School: engineering/survey for crosswalk	\$ 43,000	\$ 43,000								\$ 43,000
45	Unpaid bills from prior fiscal year(s)	\$ 7,841.02	\$ 7,841.02								\$ 7,841
46	Funds for site testing for potential water source(s)	\$ 50,000	\$ 50,000								\$ 50,000
17	CPA Article: Sawmill Brook trails, design and permitting - pending favorable review/recommendation by CPC	TBD									\$ _____
22	Rocks Village Bridge warning signals	TBD									\$ _____
24	Replace A/C Unit in Council on Aging / SAGE Center	\$ 38,000									\$ _____
27	Page School Interior Improvements/Repairs	\$ 75,000									\$ _____
33	Roof replacement, Public Safety Complex	\$ 120,000									\$ _____
37	Page School standpipe installation (engineering/design)	\$ 30,000									\$ _____
42	Funds to replace retaining wall at 1910 Building (Town Offices)	\$ 12,000									\$ _____
47	Replace Water tapping machine	\$ 7,995									\$ _____
48	Supplemental funding for MBTA Communities consulting (if needed)	n/a									\$ _____
51	Proposed amendments to Capital Improvements Committee Bylaw	n/a									\$ _____
52	Proposed amendments to General Harbor Regulations Bylaw	n/a									\$ _____
58	Amendments to PRSD Regional Agreement	n/a									\$ _____
Notes:		\$ 850,279	\$ -	\$ 1,255,998	\$ 1,295,875	\$ 200,000	\$ 104,904	\$ -	\$ 44,000	\$ 54,210	\$ 3,805,266

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.

	Stabilization	Pension Stabilization	OPEB Stabilization	School Stabilization	Free Cash	Receipts Reserved - Title V	Water Stabilization	Water Retained Earnings	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesignated	AHT - CPA Restricted
Balance 3/26/2024	2,381,386.57	418,370.29	2,716,056.55	649,451.24	2,386,317.00	80,338.10	422,896.70	520,386.00	60,904.00	363,114.05	-	2,117,848.53	172,178.00
School Stabilization Fund Transfer				(200,000.00)									
Omnibus Budget	800,000.00												
Reduce Tax Rate					(200,000.00)								
Septic Loan Payment						(10,364.00)							
Pension Stabilization Transfer		113,673.00			(113,673.00)								
OPEB Stabilization Transfer			25,500.00		(25,500.00)								
CPC Annual Revenues									73,000.00	73,000.00	73,000.00	474,500.00	
CPC Funding - Transfer to AHT									(60,904.00)				60,904.00
CPC Funding - Pickleball Court												(30,000.00)	
CPC Funding - Sawmill Brook Administrative Fees												(10,000.00)	
CPC Funding - Town-Owned Cemetary Maintenance										(4,000.00)			
Middle Street Bridge	TBD												
Fire Pumper Tank	(560,000.00)												
Annex Flooring Replacement	(62,000.00)												
Replace Generator for Town Offices/Annex	(90,000.00)												
Page - Flooring	(50,000.00)												
DPW Plow Truck	(350,000.00)												
Zero-Turn Mower for DPW	(33,500.00)												
DPW Additional Accessories for Trackless MT7	(41,540.00)												
Town Office Telecom Upgrades Supplemental Funds	TBD												
Town Office Electronic Keying System	(28,000.00)												
Public Safety Complex Improvements	(23,835.00)												
Replace Water Pump at Wellfield							(44,000.00)						
Engineering Funds for Coffin St Culvert Replacement					(50,000.00)								
Page - Design/Cost for Elevator ADA Compliance					(50,000.00)								
Page - Engineering/Design Site Circulation, Lighting					(43,000.00)								
Funds for Required Testing at Steele Landfill					(8,265.00)								
Funds for Removal of Dead Ash Trees Along Public Way					(80,000.00)								
Unbudgeted Personnel Costs, FY24-25					(82,000.00)								
Snow & Ice Deficit					TBD								
Unpaid Prior Year Bills					(7,841.02)								
Funds for Site Testing for Potential Water Sources					(50,000.00)								
Transfer Opioid Funds Received in Previous Years					(3,846.12)								
Citizen Petition: Mullen and Soldiers & Sailors Properties					(100,000.00)								
Engineering Funds for River Rd Study					(40,000.00)								
Police Cruiser	(57,000.00)												
	1,885,511.57	532,043.29	2,741,556.55	449,451.24	1,532,191.86	69,974.10	378,896.70	520,386.00	73,000.00	432,114.05	73,000.00	2,552,348.53	233,082.00

Source: Jennifer Walsh, Town Accountant, WORKING DRAFT of 3/26/2024



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Select Board
FROM: Angus Jennings, Town Manager
DATE: March 26, 2024
RE: YTD expenses and revenues

This is to follow on the discussion at last night's meeting regarding whether the separate warrant article, proposed for unbudgeted personnel costs, is warranted at the proposed amount. As we referenced last night, the Town Accountant and I see a need for conservatism (relative to the potential availability of year-end funds to support Line Item Transfers) based on year-to-date expenses that are tracking almost exactly with where we are in the fiscal year.

As of today, we are 73.5% through the fiscal year. Our expenses are at 73.02% of budgeted for FY24 (detail report, attached). On the revenue side, we are at 75.00% of projected (detail report, attached).

While some budget lines are already overbudget, or on track to run over budget, and others are on track to underspend, we cannot be assured that sufficient underspent funds will be available to offset those lines that are on track to overspend. In particular, the degree to which Police and Dispatch OT budgets are projected to exceed budget has been anomalous this year, for reasons summarized in Chief Dwyer's memo of March 11th (a copy of which is enclosed).

To: Angus Jennings, Town Manager

From: Michael Dwyer, Police Chief

Date: March 11, 2024

Re: FY25 Overtime Budget Increase

Angus,

The Police Department has faced several challenges over the past few years. During the end of 2020 the Police Reform Bill was signed into law making significant changes to policing. One of the biggest changes that is impacting communities like West Newbury is the role of part time or reserve police officers. Current part time officers who work for the town were provided with training to “bridge the gap” between fulltime and part-time trained police officers. In addition to improving the constancy of training all police officers are required to become certified through the Massachusetts Peace Officer Standards and Training (POST) Commission. These have been great improvements to police accountability, however the unintended consequences are impacting smaller communities. For at least 30 years, West Newbury has relied heavily on part time police officers to fill shifts and reduce overtime costs. We currently have 5 part time, certified officers, who have been working to help cover shifts where they can. These individuals have been an enormous help while managing other fulltime job responsibilities, families, and other obligations.

In addition to police reform, the department has experienced an increase in unanticipated overtime costs during the last few fiscal years. 3 of our 10 members were out on long duration medical leave and each year we have had one officer in the police academy to fill vacancies due to retirements. Completing academy training requires twenty (20) weeks of full-time academy attendance so, while these officers remain on the town’s payroll during this time, they are unavailable for shifts so those shifts need to be filled with other officers. This has resulted in repeated budgetary line-item transfers at the end of the fiscal year to make up for those increases.

What are we doing to help minimize the impact to the taxpayer. All open shifts are offered to our part time officers first. Advanced notice shifts like vacation time is most often filled with part time staff. Weekday shifts especially during the daytime are only filled with part time or an officer swap, not at overtime. I continue to prioritize filling shifts at overtime during the second and third shifts. Officer safety is of paramount concern with a 2-officer shift, but the reality is there are more calls for service that our officers are assisting with.

The department as a whole has been helping fill in the gaps. There have been a significant number of shifts that have gone unfilled, resulting in only one officer working. Many officers have taken back a day off knowing that the shift will go unfilled. During the summer months many officers have been flexible with scheduling vacation time well in advance to help with staffing. All of these steps have been a huge help.

Looking forward to FY25. Our recently hired officer will return from the police academy this May and begin field training. We continue to have candidates who are interested in joining the department as part time and fulltime police officers. We are also continuing to investigate funding opportunities to offset costs to the taxpayers. Last year we held off on replacing one of our police cruisers while we re-evaluated our fleet capital needs, especially with the transition to hybrid. In December 2023, we were awarded a \$30K grant to replace computer technology in our police vehicles and there are more opportunities that might be the right fit for us.

In closing I cannot say enough about how proud I am of the men and women who serve our public safety departments and this community. Many of them have been rearranging their schedules (and lives), collaborating with leadership to solve gaps in coverage and working sometimes back-to-back shifts at all hours.

Respectfully,

Michael Dwyer

Filter by: Segment 1: 01

Segment 2: 000, 114, 122, 123, 131, 132, 135, 141, 145, 151, 161, 162, 171, 172, 175, 176, 179, 199, 200, 210, 220, 230, 240, 291, 292, 295, 299, 304, 305, 310, 420, 422, 424, 429, 510, 541, 542, 543, 610, 630, 631, 635, 637, 691, 695, 699, 710, 750, 911, 913, 914, 916, 919, 945

Group as: **_**_****_*****

Parameters: Fiscal Year: 2024 Start Date: 07/01/2023 end: 06/30/2024

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 1: Segment 2: Department		Code: 114 - Moderator			
01-114-5111-000000	Moderators Salary	200.00	-100.00	100.00	50.00
01-114-5400-000000	Moderators Expenses	60.00	0.00	60.00	0.00
Total Group 1: Segment 2: Department		260.00	-100.00	160.00	38.46
Group 1: Segment 2: Department		Code: 122 - Select Board			
01-122-5300-000000	Professional & Tech Services	30,000.00	-8,338.87	21,661.13	27.80
01-122-5400-000000	Select Board Operating Expenses	3,940.00	-3,342.50	597.50	84.84
Total Group 1: Segment 2: Department		33,940.00	-11,681.37	22,258.63	34.42
Group 1: Segment 2: Department		Code: 123 - Town Manager			
01-123-5110-000000	Town Manager Salary	160,091.00	-115,927.88	44,163.12	72.41
01-123-5112-000000	Salary and Wages	71,504.00	-50,325.00	21,179.00	70.38
01-123-5306-000000	Technology Expense	76,455.00	-57,582.59	18,872.41	75.32
01-123-5400-000000	Town Manager Expenses	23,035.00	-21,314.91	1,720.09	92.53
01-123-5710-000000	Vehicle Allowance	3,600.00	-2,400.00	1,200.00	66.67
Total Group 1: Segment 2: Department		334,685.00	-247,550.38	87,134.62	73.97
Group 1: Segment 2: Department		Code: 131 - Finance Committee			
01-131-5400-000000	Finance Committee Expenses	2,000.00	-398.00	1,602.00	19.90
Total Group 1: Segment 2: Department		2,000.00	-398.00	1,602.00	19.90
Group 1: Segment 2: Department		Code: 132 - Reserve Fund			
01-132-5780-000000	Reserve Fund	5,350.00	0.00	5,350.00	0.00
Total Group 1: Segment 2: Department		5,350.00	0.00	5,350.00	0.00
Group 1: Segment 2: Department		Code: 135 - Accountant			
01-135-5112-000000	Finance Dept Salaries & Wages	259,141.00	-186,141.39	72,999.61	71.83
01-135-5201-000000	Annual Audit	22,000.00	-22,000.00	0.00	100.00
01-135-5300-000000	Tax Title And Foreclosure	2,050.00	-2,516.41	-466.41	122.75
01-135-5341-000000	Postage Expenses	16,200.00	-16,976.82	-776.82	104.80
01-135-5400-000000	Finance Dept Expenses	24,945.00	-14,495.91	10,449.09	58.11
01-135-5710-000000	Travel	2,000.00	-590.42	1,409.58	29.52
Total Group 1: Segment 2: Department		326,336.00	-242,720.95	83,615.05	74.38
Group 1: Segment 2: Department		Code: 141 - Assessors			
01-141-5111-000000	Assessors Salaries	138,792.00	-99,740.24	39,051.76	71.86
01-141-5400-000000	Assessors Expenses	26,580.00	-12,104.84	14,475.16	45.54
Total Group 1: Segment 2: Department		165,372.00	-111,845.08	53,526.92	67.63
Group 1: Segment 2: Department		Code: 151 - Legal			
01-151-5200-000000	Legal Fees	82,349.00	-47,532.46	34,816.54	57.72

Group as: **_***_****_*****

Parameters: Fiscal Year: 2024 Start Date: 07/01/2023 end: 06/30/2024

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Total Group 1: Segment 2: Department	Code: 151 - Legal	82,349.00	-47,532.46	34,816.54	57.72
Group 1: Segment 2: Department	Code: 161 - Town Clerk				
01-161-5112-000000	Town Clerk Salary & Wages	141,749.00	-97,355.85	44,393.15	68.68
01-161-5340-000000	Operation Of Fax/Copier Machine	6,620.00	-4,110.03	2,509.97	62.09
01-161-5400-000000	Town Clerks Expenses	8,225.00	-2,947.03	5,277.97	35.83
Total Group 1: Segment 2: Department	Code: 161 - Town Clerk	156,594.00	-104,412.91	52,181.09	66.68
Group 1: Segment 2: Department	Code: 162 - Elections Registrations				
01-162-5111-000000	Town Clerk Compensation	200.00	0.00	200.00	0.00
01-162-5112-000000	Bd of Registrars Salary & Wages	8,400.00	-5,389.00	3,011.00	64.15
01-162-5400-000000	Bd of Registrars Expenses	10,170.00	-5,763.94	4,406.06	56.68
Total Group 1: Segment 2: Department	Code: 162 - Elections Registrations	18,770.00	-11,152.94	7,617.06	59.42
Group 1: Segment 2: Department	Code: 171 - Conservation				
01-171-5112-000000	Conservation Com Salary & Wages	69,280.00	-50,363.09	18,916.91	72.69
01-171-5400-000000	Conservation Com Expenses	7,226.00	-3,953.24	3,272.76	54.71
Total Group 1: Segment 2: Department	Code: 171 - Conservation	76,506.00	-54,316.33	22,189.67	71.00
Group 1: Segment 2: Department	Code: 175 - Planning Board				
01-175-5112-000000	Planning Bd Salary & Wages	73,071.00	-49,177.61	23,893.39	67.30
01-175-5400-000000	Planning Board Expenses	5,300.00	-1,584.45	3,715.55	29.90
01-175-5690-000000	MVPC Assessment	1,792.00	-1,716.81	75.19	95.80
Total Group 1: Segment 2: Department	Code: 175 - Planning Board	80,163.00	-52,478.87	27,684.13	65.47
Group 1: Segment 2: Department	Code: 176 - Zoning Board of Appeals				
01-176-5400-000000	ZBA Expenses	700.00	0.00	700.00	0.00
Total Group 1: Segment 2: Department	Code: 176 - Zoning Board of Appeals	700.00	0.00	700.00	0.00
Group 1: Segment 2: Department	Code: 179 - Open Space				
01-179-5400-000000	Open Space Expenses	750.00	0.00	750.00	0.00
Total Group 1: Segment 2: Department	Code: 179 - Open Space	750.00	0.00	750.00	0.00
Group 1: Segment 2: Department	Code: 210 - Police				
01-210-5112-000000	Police Salaries & Wages	1,015,727.00	-672,001.55	343,725.45	66.16
01-210-5113-000000	Police OT Wages	71,468.00	-111,625.33	-40,157.33	156.19
01-210-5400-000000	Police Expenses	108,560.00	-65,684.23	42,875.77	60.51
Total Group 1: Segment 2: Department	Code: 210 - Police	1,195,755.00	-849,311.11	346,443.89	71.03
Group 1: Segment 2: Department	Code: 220 - Fire				
01-220-5112-000000	Fire Alarm Wages	95,374.00	-38,076.10	57,297.90	39.92
01-220-5113-000000	Fire Drills	28,168.00	-15,140.03	13,027.97	53.75
01-220-5114-000000	Fire Dept Other Wages	26,792.00	-12,845.21	13,946.79	47.94
01-220-5115-000000	Fire Administration Wages	27,575.00	-25,641.74	1,933.26	92.99
01-220-5200-000000	Fire Dept - Medical Exam	3,000.00	-1,600.00	1,400.00	53.33

Group as: **_**_**_**_*****

Parameters: Fiscal Year: 2024 Start Date: 07/01/2023 end: 06/30/2024

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-220-5240-000000	Hydrant Mapping Maint/Repair	81,510.00	-81,510.00	0.00	100.00
01-220-5340-000000	Fire Alarm & Communications	12,500.00	-2,531.72	9,968.28	20.25
01-220-5400-000000	Fire Expenses	46,000.00	-37,099.09	8,900.91	80.65
Total Group 1: Segment 2: Department	Code: 220 - Fire	320,919.00	-214,443.89	106,475.11	66.82
Group 1: Segment 2: Department	Code: 230 - Dispatch				
01-230-5112-000000	Municipal Dispatch Salaries & Wages	270,778.00	-179,005.09	91,772.91	66.11
01-230-5113-000000	Municipal Dispatch OT Wages	26,480.00	-25,829.11	650.89	97.54
01-230-5400-000000	Municipal Dispatch Expenses	30,590.00	-20,861.96	9,728.04	68.20
Total Group 1: Segment 2: Department	Code: 230 - Dispatch	327,848.00	-225,696.16	102,151.84	68.84
Group 1: Segment 2: Department	Code: 240 - Inspectional Services				
01-240-5112-000000	Inspectors Salaries & Wages	135,538.00	-96,459.43	39,078.57	71.17
01-240-5400-000000	Inspectors Expenses	9,000.00	-5,605.62	3,394.38	62.28
01-240-5710-000000	Inspectors Vehicle Allowance	7,200.00	-4,800.00	2,400.00	66.67
Total Group 1: Segment 2: Department	Code: 240 - Inspectional Services	151,738.00	-106,865.05	44,872.95	70.43
Group 1: Segment 2: Department	Code: 291 - Emergency Management				
01-291-5112-000000	Emergency Mgmt Salary & Wages	9,413.00	-7,540.26	1,872.74	80.10
01-291-5400-000000	Emergency Mgmt Expenses	3,000.00	-945.82	2,054.18	31.53
Total Group 1: Segment 2: Department	Code: 291 - Emergency Management	12,413.00	-8,486.08	3,926.92	68.36
Group 1: Segment 2: Department	Code: 292 - Animal Control				
01-292-5112-000000	Animal Control Professional Services	27,503.00	-13,462.26	14,040.74	48.95
Total Group 1: Segment 2: Department	Code: 292 - Animal Control	27,503.00	-13,462.26	14,040.74	48.95
Group 1: Segment 2: Department	Code: 295 - Harbormaster				
01-295-5300-000000	Harbormaster Contracted Services	4,000.00	-2,500.00	1,500.00	62.50
Total Group 1: Segment 2: Department	Code: 295 - Harbormaster	4,000.00	-2,500.00	1,500.00	62.50
Group 1: Segment 2: Department	Code: 304 - Pentucket Regional				
01-304-5690-000000	Pentucket Regional Sch Assessm	7,862,142.00	-5,897,808.51	1,964,333.49	75.02
01-304-5692-000000	Pentucket Capital Assessment	1,154,371.00	-861,865.63	292,505.37	74.66
01-304-5693-000000	Pentucket Asmnt Page Phase II	479,838.00	-359,878.50	119,959.50	75.00
Total Group 1: Segment 2: Department	Code: 304 - Pentucket Regional	9,496,351.00	-7,119,552.64	2,376,798.36	74.97
Group 1: Segment 2: Department	Code: 305 - Whittier Regional				
01-305-5690-000000	Whittier Minimum Contribution	217,901.00	-217,901.00	0.00	100.00
01-305-5691-000000	Whittier Other Assessments	23,624.00	-23,624.00	0.00	100.00
01-305-5692-000000	Whittier Debt/Capital Assess	21,392.00	-21,392.00	0.00	100.00
Total Group 1: Segment 2: Department	Code: 305 - Whittier Regional	262,917.00	-262,917.00	0.00	100.00
Group 1: Segment 2: Department	Code: 310 - Essex North Shore				
01-310-5690-000000	Essex North Shore Agricultural Tech	94,110.00	-79,453.00	14,657.00	84.43
Total Group 1: Segment 2: Department	Code: 310 - Essex North Shore	94,110.00	-79,453.00	14,657.00	84.43

Group as: **_**_****_*****

Parameters: Fiscal Year: 2024 Start Date: 07/01/2023 end: 06/30/2024

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 1: Segment 2: Department		Code: 420 - DPW			
01-420-5112-000000	DPW Salary & Wages	635,593.00	-413,516.93	222,076.07	65.06
01-420-5113-000000	DPW Overtime Wages	18,000.00	-12,235.30	5,764.70	67.97
01-420-5200-000000	Snow & Ice Removal	200,000.00	-123,166.51	76,833.49	61.58
01-420-5210-000000	Town Bldgs Operating Expenses	158,030.00	-114,269.50	43,760.50	72.31
01-420-5240-000000	Town Bldgs Improvements	51,000.00	-29,343.25	21,656.75	57.54
01-420-5243-000000	Street Paving/Repairs	55,000.00	-18,786.36	36,213.64	34.16
01-420-5380-000000	Highway Sidewalk & Trees	219,580.00	-138,301.13	81,278.87	62.98
01-420-5385-000000	Stormwater Management	15,500.00	-2,750.00	12,750.00	17.74
01-420-5400-000000	DPW Expenses	16,485.00	-15,414.51	1,070.49	93.51
01-420-5405-000000	Parks Expenses	28,790.00	0.00	28,790.00	0.00
01-420-5415-000000	Electricity	84,000.00	-33,816.73	50,183.27	40.26
01-420-5530-000000	Road Machinery Op Expenses	54,060.00	-48,534.57	5,525.43	89.78
01-420-5710-000000	DPW Vehicle Allowance	6,000.00	-1,250.00	4,750.00	20.83
Total Group 1: Segment 2: Department		1,542,038.00	-951,384.79	590,653.21	61.70
Group 1: Segment 2: Department		Code: 424 - Street Lighting			
01-424-5410-000000	Public Street Lights	8,400.00	-13,970.61	-5,570.61	166.32
Total Group 1: Segment 2: Department		8,400.00	-13,970.61	-5,570.61	166.32
Group 1: Segment 2: Department		Code: 510 - Board of Health			
01-510-5111-000000	Board of Health Salary & Wages	134,918.00	-97,017.96	37,900.04	71.91
01-510-5200-000000	Public Health Nurse	6,000.00	-2,800.00	3,200.00	46.67
01-510-5290-000000	Waste Collection	421,400.00	-276,997.85	144,402.15	65.73
01-510-5291-000000	Recycling	45,000.00	-18,306.43	26,693.57	40.68
01-510-5292-000000	Hazardous Waste Expenses	2,000.00	-1,502.01	497.99	75.10
01-510-5293-000000	Steele Landfill Monitoring	51,565.00	-20,250.00	31,315.00	39.27
01-510-5400-000000	Bd of Health Expenses	7,000.00	-3,706.60	3,293.40	52.95
Total Group 1: Segment 2: Department		667,883.00	-420,580.85	247,302.15	62.97
Group 1: Segment 2: Department		Code: 541 - Council on Aging			
01-541-5112-000000	Council On Aging Salary & Wages	103,982.00	-73,551.68	30,430.32	70.74
01-541-5400-000000	Council On Aging Expenses	19,500.00	-13,036.39	6,463.61	66.85
Total Group 1: Segment 2: Department		123,482.00	-86,588.07	36,893.93	70.12
Group 1: Segment 2: Department		Code: 543 - Veterans Services			
01-543-5460-000000	Soldiers Grave Expenses	3,592.00	0.00	3,592.00	0.00
01-543-5499-000000	Memorial Day Expenses	2,320.00	0.00	2,320.00	0.00
01-543-5689-000000	Veterans Benefits & Expenses	6,000.00	-2,547.00	3,453.00	42.45
01-543-5770-000000	Northern Essex Veterans Services	22,960.00	-22,959.34	0.66	100.00
Total Group 1: Segment 2: Department		34,872.00	-25,506.34	9,365.66	73.14

Group as: **_**_****_*****

Parameters: Fiscal Year: 2024 Start Date: 07/01/2023 end: 06/30/2024

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
Group 1: Segment 2: Department		Code: 610 - Library				
01-610-5112-000000	Library Salaries & Wages	307,665.00	-222,536.86	85,128.14	72.33	
01-610-5400-000000	Library Expenses	33,000.00	-27,972.51	5,027.49	84.77	
01-610-5580-000000	Library Books & Periodicals	81,569.00	-54,584.16	26,984.84	66.92	
Total Group 1: Segment 2: Department		422,234.00	-305,093.53	117,140.47	72.26	
Group 1: Segment 2: Department		Code: 630 - Recreation				
01-630-5112-000000	Recreation Dept Salaries & Wages	5,072.00	-2,925.20	2,146.80	57.67	
01-630-5400-000000	Recreation Expenses	33,200.00	-18,127.31	15,072.69	54.60	
Total Group 1: Segment 2: Department		38,272.00	-21,052.51	17,219.49	55.01	
Group 1: Segment 2: Department		Code: 631 - Mill Pond				
01-631-5400-000000	Mill Pond Operating Expenses	2,100.00	-411.75	1,688.25	19.61	
Total Group 1: Segment 2: Department		2,100.00	-411.75	1,688.25	19.61	
Group 1: Segment 2: Department		Code: 635 - Bandstand				
01-635-5200-000000	Bandstand Expenses	8,000.00	-5,594.00	2,406.00	69.93	
Total Group 1: Segment 2: Department		8,000.00	-5,594.00	2,406.00	69.93	
Group 1: Segment 2: Department		Code: 691 - Historical Commission				
01-691-5400-000000	Historical Commission Expenses	600.00	-83.36	516.64	13.89	
Total Group 1: Segment 2: Department		600.00	-83.36	516.64	13.89	
Group 1: Segment 2: Department		Code: 695 - Cultural Council				
01-695-5400-000000	Cultural Council Expenses	100.00	0.00	100.00	0.00	
Total Group 1: Segment 2: Department		100.00	0.00	100.00	0.00	
Group 1: Segment 2: Department		Code: 911 - County Retirement				
01-911-5170-000000	Essex Regnl Retirement Assess	675,135.00	-661,844.86	13,290.14	98.03	
Total Group 1: Segment 2: Department		675,135.00	-661,844.86	13,290.14	98.03	
Group 1: Segment 2: Department		Code: 913 - Workers Compensation				
01-913-5171-000000	Unemployment Insurance	1,200.00	0.00	1,200.00	0.00	
Total Group 1: Segment 2: Department		1,200.00	0.00	1,200.00	0.00	
Group 1: Segment 2: Department		Code: 914 - Health Insurance				
01-914-5172-000000	Group Insurance	527,865.00	-284,937.44	242,927.56	53.98	
Total Group 1: Segment 2: Department		527,865.00	-284,937.44	242,927.56	53.98	
Group 1: Segment 2: Department		Code: 916 - Medicare				
01-916-5173-000000	F.I.C.A. Insurance	61,421.00	-40,550.60	20,870.40	66.02	
Total Group 1: Segment 2: Department		61,421.00	-40,550.60	20,870.40	66.02	
Group 1: Segment 2: Department		Code: 945 - Insurance				
01-945-5740-000000	Insurance & Bonds	219,643.00	-201,803.40	17,839.60	91.88	
Total Group 1: Segment 2: Department		219,643.00	-201,803.40	17,839.60	91.88	
		102 Account(s) totaling:	17,510,574.00	-12,786,278.59	4,724,295.41	73.02

Filter by: Segment 1: 01

Segment 2: 122, 123, 135, 141, 145, 161, 162, 171, 172, 175, 176, 199, 200, 210, 220, 230, 240, 291, 295, 299, 420, 422, 429, 510, 541, 543, 610, 630, 631, 695, 820

Segment 3: 4110, 4120, 4142, 4150, 4161, 4170, 4171, 4173, 4180, 4185, 4190, 4210, 4220, 4320, 4321, 4322, 4323, 4324, 4325, 4360, 4361, 4362, 4370, 4390, 4410, 4420, 4421, 4450, 4451, 4452, 4453, 4454, 4455, 4456, 4458, 4580, 4610, 4611, 4661, 4662, 4663, 4670, 4680, 4682, 4704, 4750, 4770, 4800, 4820, 4830, 4840, 4841, 4843, 4859, 4860, 4861, 4950

Parameters: Fiscal Year: 2024 Start Date: 07/01/2023 end: 06/30/2024

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-123-4841-618001	Indirect costs water	0.00	0.00	0.00	0.00
01-145-4110-202400	PP Tax Revenue 2024	-245,717.22	193,981.31	-51,735.91	78.94
01-145-4120-202300	Real Estate Tax Revenue - 2023	0.00	50,866.43	50,866.43	0.00
01-145-4120-202400	Real Estate Tax Revenue - 2024	-15,847,434.38	11,694,739.04	-4,152,695.34	73.80
01-145-4142-000000	Tax Liens Redeemed	0.00	2,884.36	2,884.36	0.00
01-145-4150-202000	Motor Vehicle 2020	0.00	115.03	115.03	0.00
01-145-4150-202100	Motor Vehicle 2021	0.00	729.66	729.66	0.00
01-145-4150-202200	Motor Vehicle 2022	0.00	9,370.78	9,370.78	0.00
01-145-4150-202300	Motor Vehicle 2023	0.00	138,003.38	138,003.38	0.00
01-145-4150-202400	Motor Vehicle 2024	-835,000.00	570,159.42	-264,840.58	68.28
01-145-4161-202200	Boat Excise Revenue 2022	0.00	15.00	15.00	0.00
01-145-4161-202400	Boat Excise Revenue 2024	-800.00	1,842.00	1,042.00	230.25
01-145-4170-000000	Penalties and Interest on Taxes	-20,100.00	14,144.01	-5,955.99	70.37
01-145-4171-000000	Penalties And Interest On Excise	-20,100.00	9,995.45	-10,104.55	49.73
01-145-4180-000000	In Lieu Of Taxes	-40,000.00	15,624.46	-24,375.54	39.06
01-145-4321-000000	Municipal Lien Certificates	0.00	1,800.00	1,800.00	0.00
01-145-4360-000000	Rental - Town Other	0.00	3,632.50	3,632.50	0.00
01-145-4361-000000	Rental - Childrens Castle	-150,792.00	113,094.00	-37,698.00	75.00
01-145-4362-000000	Rental - Learning Tree	-14,489.00	10,867.41	-3,621.59	75.00
01-145-4820-000000	Earnings On Investments	-55,000.00	105,511.99	50,511.99	191.84
01-145-4840-000000	Other Misc Revenue	-33,275.00	34,266.29	991.29	102.98
01-145-4841-000000	Non-Recurring Misc Revenue	0.00	6,704.70	6,704.70	0.00
01-161-4324-000000	Misc Town Clerk Rev	-3,000.00	1,273.00	-1,727.00	42.43
01-161-4325-000000	Filing Fees	0.00	6,077.95	6,077.95	0.00
01-161-4370-000000	Other Departmental Revenue	0.00	302.00	302.00	0.00
01-161-4410-000000	Alcoholic Beverage Licenses	-750.00	800.00	50.00	106.67
01-161-4420-000000	Other Licenses	-3,000.00	1,210.00	-1,790.00	40.33
01-161-4421-000000	Dog Licenses & Fees	-9,000.00	4,650.00	-4,350.00	51.67
01-161-4456-000000	Other Misc Permits	-750.00	190.00	-560.00	25.33
01-161-4770-000000	Non-Criminal Disposition Fines	0.00	200.00	200.00	0.00
01-210-4322-000000	Police Reports	0.00	38.48	38.48	0.00
01-210-4323-000000	Police Serv Chg O/S Detail	-1,500.00	1,859.00	359.00	123.93
01-210-4450-000000	Firearm & Related Permits	0.00	1,262.50	1,262.50	0.00

Parameters: Fiscal Year: 2024 Start Date: 07/01/2023 end: 06/30/2024

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-210-4770-000000	Court & Parking Fines	-9,500.00	8,411.27	-1,088.73	88.54
01-220-4451-000000	Fire Inspection/Permit Fees	0.00	4,011.74	4,011.74	0.00
01-240-4452-000000	Building & Occupancy	-160,264.40	112,854.00	-47,410.40	70.42
01-240-4453-000000	Wiring Permits	-30,000.00	20,327.00	-9,673.00	67.76
01-240-4454-000000	Plumbing & Gas Permits	-15,000.00	9,467.00	-5,533.00	63.11
01-240-4458-000000	Trench Excavation Permits	0.00	590.00	590.00	0.00
01-510-4455-000000	Septic- Perc- Wells- Misc Bd	-15,000.00	12,231.90	-2,768.10	81.55
01-820-4610-000000	C.S. Exempt: VBS and Elderly	-12,869.00	16,748.00	3,879.00	130.14
01-820-4611-000000	C.S. State Owned Land	-75,644.00	50,376.00	-25,268.00	66.60
01-820-4661-000000	C.S. Unrestricted General Government Aid	-354,223.00	236,144.00	-118,079.00	66.67
01-820-4663-000000	C.S. Veterans Benefits	-3,933.00	1,754.74	-2,178.26	44.62
01-820-4670-000000	C.S. Chapter 70	-6,403.00	4,264.00	-2,139.00	66.59
45 Account(s) totaling:		-17,963,544.00	13,473,389.80	-4,490,154.20	75.00