



Town of West Newbury, Massachusetts

Annual and Special Town Meetings

June 27, 2020, 10:00 a.m.

Town Annex, 379 Main Street, Outside



June 27, 2020

Dear Fellow Residents of West Newbury:

Please take time to review this booklet, which we diligently prepared to help guide you toward making informed decisions on this year's Omnibus Budget and Warrant Articles.

We began this budget year, as we did last year, with the goal of keeping expenses within our levy limit. Further, we hoped to follow the Board of Selectmen and Town Manager's Fiscal Year Policy Directive by limiting the average single-family tax increase to no more than two percent. We approached each consideration with thoughtful attention to budget line items and prudent use of our Free Cash. Then, there was COVID-19.

The past several months has been unlike any we have experienced in our lifetime. The impact and restrictions of this crisis have been felt by every household in this community. Given the uncertainty before us, the Finance Committee wishes to encourage a thoughtful and measured approach to Town finances as you consider this year's Town Budget and Warrant Articles.

Over the past several years, the Town has used excess Free Cash to balance the budget; a vote to do this again for FY21 is expected to occur during the Fall Town Meeting. The amount required to offset shortfalls and maintain a steady tax rate has doubled year over year for the past three years. This year, to "buy down" the tax rate to meet the Board of Selectmen's goal of limiting property tax increases to 2%, would require an estimated transfer of approximately \$260,000 from Free Cash. In addition, this is the first year that the Town will be recommending a draw from the School Stabilization Fund in order to offset the FY21 taxpayer impact resulting from the Middle/High School project. If both of these transfers are approved, it would create a combined drawdown of Town savings of over \$800,000.*

This method of balancing the budget with Free Cash transfers goes against the recommendation of the Massachusetts Department of Revenue, Division of Local Services. Whether or not you believe this method of balancing the budget is appropriate, we feel a responsibility to inform you that Free Cash transfers in the amounts being requested year over year are not sustainable, and can be expected to deplete the Town's Free Cash reserves in the near future. Once this happens, the community will need to choose between increased taxes or a reduction in services. The uncertainty and financial impact resulting from the current COVID-19 pandemic only speeds up and intensifies the need to address this behavior.

The FY21 estimated net revenues available for operating expenses are \$16,556,440, and are comprised primarily of Real Estate Taxes, supplemented with previously approved general overrides, licenses, motor vehicle excise taxes, fees, and receipts from the Commonwealth.

Our operating budget, as proposed, will be \$16,538,680, which is an increase of \$854,283, or 5.5% over last year. This amount is well within our allowed levy limit. Roughly three-quarters of the proposed budget increase results from the

FY21 debt service associated with the new Middle/High School now under construction.

Based on this estimate, the overall effect on your taxes will be proportional to any change in the assessed value of your property: if a home valued at \$500,000 in FY2020 increased in value by 2% in FY2021, even with a relatively stable tax rate that home would see a property tax increase increase of 2%, an increase of approximately \$144.20 per year. The 2020 budget resulted in a comparable projected average increase of \$161.35. Because we do not know the FY2021 valuation of single-family residential property until the fall, and because the Board of Selectmen uses that valuation to set the tax rate, our estimate of next year’s tax increase is only that: an estimate.

If all of the proposed articles to be funded from Free Cash are passed, \$965,961 will remain in that account. If all of the articles proposed to be funded for the Capital Stabilization, School Stabilization, and Pension Stabilizations accounts are passed, those balances will be \$1,745,441, \$1,270,490, and \$298,455, respectively (see page 28).

The Articles presented on the Annual Town Meeting Warrant are requests for expenditures in addition to the Town’s annual budget for Fiscal Year ending June 30, 2021. The Articles on the Special Town Meeting Warrant are requests to be included in the Town’s budget for the Fiscal Year ending June 30, 2020. The Finance Committee has reviewed each of these Articles. This booklet is the report of our recommendation to approve or disapprove articles, together with our reasons. At the end of this booklet you will find a Glossary of Terms, an overview of Finance Committee responsibilities, and spreadsheets of Town fund balances and Town revenues, which you may find helpful.

This Town Meeting contains many other points for consideration including, but not limited to, the following items: 1) a request to withdraw \$652,340 from the School Stabilization Fund to fully offset debt service costs, and prevent a tax increase, resulting from the Middle/High School construction project, now underway; 2) a request to transfer \$85,000 from the Community Preservation Act for the payment of debt service associated with preservation and restoration of the Soldiers and Sailors Memorial Building; 3) a funding request by the Department of Public Works for \$229,020 to purchase a new dump truck with a plow; 4) a request for \$40,000 to replace failing sections of flooring in the Page School; 5) a request for transfer of \$462,867 from the Community Preservation Act funds to support proposed reconstruction and accessibility improvements to the Page School Playground. The above items do not reflect the full detail of articles within the warrants but do show a vast array of items that will be presented to the Town for vote.

The Finance Committee meets in the first floor of the 1910 Building as posted. We welcome your participation. We encourage you to review our website for more information, including budget information, prior Town Meeting booklets, and meeting minutes. You can also reach the Finance Committee directly via email at financecommittee@wnewbury.org

“At the end of the day, we can endure much more than we think we can.”
Frida Kahlo

Gary Roberts Jr., Chairman

The West Newbury Finance Committee

Gary L. Roberts Jr., chair
Forbes C. Durey, vice-chair
Brad Beaudoin, secretary
Nathan Kelly

Jessica Knezek
Jim Sperelakis
Angus Jennings, ex officio

* Note: This estimate **DOES NOT** take into account the effect of the proposed citizen petition warrant article to allocate up to an additional \$250,000 from Free Cash related to the proposed Coffin Street development. At the time this booklet was printed, the warrant for that separate Special Town Meeting has not yet been finalized or posted.

Reading votes for town meeting warrant articles.

Votes for town meeting warrant articles follow the format of **(Yay:Nay:Abstention)** for the given article. For example:

Selectmen Recommendation: **Approve: 2:1:0**

This would read that two selectmen approved the article, one disapproved, no abstentions.

FinCom Recommendation: **Disapprove: 2:3:1**

This would read that two FinCom members approved the article, three disapproved, one abstention.

WHAT TO EXPECT AT TOWN MEETING DURING A PANDEMIC

Dear West Newbury Voters:

Our spring town meeting comes at a very difficult time because of the COVID-19 pandemic. This section is intended to share some information about the preliminary plans for the Saturday, June 27 Annual Town Meeting.

Please know that the primary concern of all town officials is to conduct the meeting in a way that protects the health and safety of everyone, while at the same time upholding our town meeting traditions and standards of participatory democracy. Following is a summary of some of the measures to help conduct town meeting safely and efficiently.

Meeting Venue: The risk of contagion is much lower if we meet outside. So, we'll hold town meeting in the area of the Bandstand located behind the 1910 Building and Annex.

Social Distancing: Voter check-in will be closely monitored and we will assign seating in accordance with CDC social distancing guidelines.

Face Coverings: Members must wear face coverings over both their nose and mouth; the Town will provide face coverings for those who do not have them and anyone who does not wear a mask for personal medical reasons will be assigned to sit in a designated location. Such attendees will be afforded full access to the proceedings.

Microphone Cleaning and Disinfecting: Appropriate cleaning supplies will be available to sanitize the microphones used by those who chose to debate.

Main Motion: A designated speaker will read the main motions under the articles. Then we will move to debate.

Meeting Efficiency: A number of steps will be taken to help facilitate a quick, efficient, and orderly meeting.

Rain Date: The rain date for the spring town meeting is Sunday, June 28 at 10 a.m. in the posted location. The decision on whether to postpone will likely need to be made the day of the meeting. If a postponement is needed due to weather, we will post notice on the Town of West Newbury website (www.wnewbury.org) and via reverse 911, email, social media, and the press.

Finally, the Governor has signed emergency legislation authorizing the Moderator, after consulting public health officials and the Board of Selectmen, to recess the meeting for up to 30 days, and to do so repeatedly. The Moderator will be monitoring the situation with the Commonwealth and Town officials and, if necessary, will reschedule the meeting and post public notice.

June 4, 2020

**If the Recommended FY21 Budget is approved,
Proposed FY21 Expense Budget Breakdown**

<u>Town Department</u>	<u>Budget (FY21)</u>	<u>% of Total</u>	<u>Each \$1,000 of your property tax dollars will buy:</u>
EDUCATION	\$ 8,831,545	53.4%	\$ 533.99
DPW	\$ 1,195,163	7.2%	\$ 72.26
POLICE DEPARTMENT	\$ 1,192,167	7.2%	\$ 72.08
ESSEX COUNTY RETIREMENT FUND	\$ 687,493	4.2%	\$ 41.57
BOARD OF HEALTH	\$ 627,817	3.8%	\$ 37.96
TRANSFERS OUT - STABILIZATION	\$ 500,000	3.0%	\$ 30.23
EMPLOYEES' HEALTH INSURANCE	\$ 479,745	2.9%	\$ 29.01
LIBRARY	\$ 359,326	2.2%	\$ 21.73
DEBT SERVICE	\$ 356,000	2.2%	\$ 21.53
PUBLIC SAFETY DISPATCH	\$ 325,515	2.0%	\$ 19.68
FIRE DEPARTMENT	\$ 308,541	1.9%	\$ 18.66
TOWN MANAGER	\$ 295,057	1.8%	\$ 17.84
FINANCE DEPARTMENT	\$ 245,289	1.5%	\$ 14.83
INSURANCE AND BONDS	\$ 189,990	1.1%	\$ 11.49
BOARD OF ASSESSORS	\$ 185,964	1.1%	\$ 11.24
INSPECTION DEPARTMENT	\$ 144,426	0.9%	\$ 8.73
TOWN CLERK/TOWN COUNSEL	\$ 134,578	0.8%	\$ 8.14
COUNCIL ON AGING	\$ 99,674	0.6%	\$ 6.03
PLANNING BOARD	\$ 64,546	0.4%	\$ 3.90
FINANCE COMMITTEE	\$ 62,000	0.4%	\$ 3.75
SELECTMEN	\$ 49,860	0.3%	\$ 3.01
MEDICARE INSURANCE (FICA)	\$ 49,486	0.3%	\$ 2.99
VETERANS	\$ 34,362	0.2%	\$ 2.08
CONSERVATION COMMISSION	\$ 33,891	0.2%	\$ 2.05
ANIMAL CONTROL OFFICER	\$ 25,073	0.2%	\$ 1.52
RECREATION	\$ 18,400	0.1%	\$ 1.11
BOARD OF REGISTRARS/ELECTIONS	\$ 14,077	0.1%	\$ 0.85
SPECIAL COUNSEL	\$ 12,500	0.1%	\$ 0.76
EMERGENCY MANAGEMENT	\$ 11,783	0.1%	\$ 0.71
HARBORMASTER	\$ 2,000	0.0%	\$ 0.12
OPEN SPACE COMMITTEE	\$ 750	0.0%	\$ 0.05
BOARD OF APPEALS	\$ 700	0.0%	\$ 0.04
CULTURAL COUNCIL	\$ 600	0.0%	\$ 0.04
MODERATOR	\$ 260	0.0%	\$ 0.02
HISTORICAL COMMISSION	\$ 100	0.0%	\$ 0.01
UNEMPLOYMENT COMPENSATION	\$ 1	0.0%	\$ 0.00
OPEB	\$ 1	0.0%	\$ 0.00
TOTAL	\$ 16,538,680	100%	\$ 1,000.00

Source: Angus Jennings, Town Manager, 5/7/20

Town-wide Average Single Family Assesd Value and Tax Bill

Town of West Newbury, FY10-FY20

Fiscal Year	Total Single Family Value	Single Family Parcels	Average Single Family Value	Average Single Family Tax Bill	Dollar Change from Prior Year	% Change from Prior Year
2020	\$804,428,300	1,389	\$579,142	\$8,351	\$50	0.6%
2019	\$785,068,500	1,378	\$569,716	\$8,301	\$451	5.7%
2018	\$738,617,100	1,370	\$539,137	\$7,850	\$140	1.8%
2017	\$721,692,600	1,362	\$529,877	\$7,710	\$67	0.9%
2016	\$708,878,300	1,357	\$522,386	\$7,643	\$171	2.3%
2015	\$644,831,600	1,354	\$476,242	\$7,472	\$220	3.0%
2014	\$616,881,300	1,344	\$458,989	\$7,252	\$96	1.3%
2013	\$607,427,900	1,337	\$454,322	\$7,156	\$414	6.1%
2012	\$602,788,900	1,326	\$454,592	\$6,742	\$233	3.6%
2011	\$627,563,400	1,319	\$475,787	\$6,509	\$162	2.6%
2010	\$647,432,700	1,318	\$491,224	\$6,347	\$140	2.2%

Source: West Newbury Board of Assessors

Free Cash Trends, Town of West Newbury, FY15-FY20

Fiscal Year	Year-End Certified Free Cash ¹	Free Cash transfer to reduce Tax Rate ²
2020	TBD	\$ 400,000
2019	\$ 2,102,586	\$ 220,000
2018	\$ 1,718,985	\$ 114,000
2017	\$ 1,824,005	\$ 144,300
2016	\$ 1,892,315	-
2015	\$ 1,960,718	-
Avg (FY17-20)		\$ 219,575

¹ Source: MA DOR Form B-1, FY15-FY20

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

Source: Angus Jennings, Town Manager

TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS WARRANT - ANNUAL TOWN MEETING
~~—MONDAY, JUNE 1, 2020 @ 7 pm~~ **SATURDAY, JUNE 27, 2020 @ 10 am**

Essex, ss.

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

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Town Annex at 379 Main Street, **OUTSIDE** at ~~7:00 p.m. on Monday, June 1,~~ **10:00 a.m. on Saturday, June 27,** 2020 to act upon or take any other action relative to all but the first of the following articles.

Also, to meet in the Annex, 379 Main Street on Wednesday, June 3, 2020 to act on Article 1 which calls for the election of Town Officials. Polls will be open at 7:00 a.m. and will close at 8:00 p.m.

GENERAL GOVERNMENT MATTERS

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

<u>Office</u>	<u>Term</u>
Selectman (1)	For Three Years
Board of Health (1)	For Three Years
Board of Health (1)	For Two Years
Planning Board (1)	For Five Years
Housing Authority (1)	For Five Years
Housing Authority (1)	For One Year
Trustees of the Public Library (3)	For Three Years
Trustees of the Public Library (1)	For One Year
Assessor (1)	For Three Years
School Committee (1)	For Three Years
Water Commissioner (1)	For Three Years
Park and Recreation Commissioner (1)	For Three Years
Park and Recreation Commissioner (1)	For One Year
Constable (1)	For Three Years
Constable (1)	For Two Years

ARTICLE 2. To hear and act upon the reports of Town officers and committees.

ARTICLE 3. To determine what sums of money the Town will raise and appropriate for defraying the expenses of the Town for the ensuing fiscal year and for the payment of the Town debt. *By request of the Board of Selectmen.*

NOTE: In reviewing the proposed Omnibus Budget, following on pages 2 through 8, the line item amounts brought to the floor at Town Meeting are contained in the “FinCom Proposed” column, shaded gray with bold text.

FY2021 OMNIBUS BUDGET

FY 2021 Omnibus Budget



	FY 2018	FY 2019			FY 2020	FY 2021		Change from FY20	
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
GENERAL GOVERNMENT									
1 MODERATOR									
Salary & Wages	200	200	200	-	200	200	200	0	0.0%
Expenses	20	60	-	60	60	60	60	0	0.0%
SUBTOTAL	220	260	200	60	260	260	260	0	0.0%
2 SELECTMEN									
Salary & Wages	68,328	-	-	-	-	32,860	32,860	32,860	
Professional and Technical Services	4,450	10,000	8,359	1,641	13,600	10,000	10,000	(3,600)	-26.5%
Expenses	5,640	5,000	4,700	300	7,000	7,000	7,000	0	0.0%
SUBTOTAL	78,418	15,000	13,059	1,941	20,600	49,860	49,860	29,260	142.0%
3 TOWN MANAGER									
Town Manager Salary		145,000	145,000	-	147,900	150,858	150,858	2,958	2.0%
Salary & Wages		110,168	109,980	188	77,870	70,679	70,679	(7,191)	-9.2%
Technology Expenses		35,744	34,257	1,487	39,000	51,865	51,865	12,865	33.0%
Expenses, Comms (bldg), Dues/Subscr/Cont. Ed		36,517	36,377	140	20,100	18,055	18,055	(2,045)	-10.2%
Vehicle Allowance		3,600	3,600	-	3,600	3,600	3,600	0	0.0%
SUBTOTAL		331,029	329,214		288,470	295,057	295,057	6,587	2.3%
4 FINANCE COMMITTEE									
Salaries	1,800	1,800	-	1,800	-	-	-	0	
Expenses	600	1,000	2,035	(1,035)	1,500	2,000	2,000	500	33.3%
Reserve Fund	6,000	60,000	8,800	51,200	60,000	60,000	60,000	0	0.0%
SUBTOTAL	8,400	62,800	10,835	51,965	61,500	62,000	62,000	500	0.8%
5 BOARD OF ASSESSORS									
Salary & Wages	118,446	121,844	122,012	(168)	125,180	127,409	127,409	2,229	1.8%
Board of Assessors Salaries		-	-		-	-	-	0	
Board and Clerk mileage reimb.					1,500	250	250	(1,250)	
Expenses & Contracted Services	37,553	41,900	40,647	1,253	46,900	56,258	56,258	9,358	20.0%
Vehicle Allowance/Mileage/Cellphone	761	1,500	347	1,153	2,400	2,047	2,047	(353)	-14.7%
SUBTOTAL	156,760	165,244	163,006	2,238	175,980	185,964	185,964	9,984	5.7%

FY2021 OMNIBUS BUDGET



	FY 2018	FY 2019			FY 2020	FY 2021		Change from FY20	
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
6 FINANCE DEPARTMENT									
Salary & Wages	298,257	153,242	156,204	(2,962)	183,390	179,619	179,619	(3,771)	-2.1%
Annual Audit	18,500	18,500	18,500	-	20,500	20,500	20,500	0	0.0%
Tax Title and Foreclosure	525	1,000	604	396	1,000	800	800	(200)	-20.0%
Technology Expenses	29,567	-	-	-	-	-	-	0	
Communication Expense	6,502	-	-	-	-	-	-	0	
Postage Expense	13,517	-	-	-	15,000	15,050	15,050	50	
Mileage	552	-	-	-	2,200	1,200	1,200	(1,000)	
Finance Dept Expenses	36,126	31,400	27,536	3,864	29,100	28,120	28,120	(980)	-3.4%
SUBTOTAL	403,547	204,142	202,844	1,298	251,190	245,289	245,289	(5,901)	-2.3%
7 SPECIAL COUNSEL									
Legal Fees and Expenses	-	-	-	-	15,000	12,500	12,500	(2,500)	
SUBTOTAL	-	-	-	-	15,000	12,500	12,500	(2,500)	
8 TOWN CLERK/TOWN COUNSEL									
Salary & Wages	106,914	111,924	110,149	1,775	116,657	122,478	122,478	5,821	5.0%
Operation of Fax/Photo Machine	4,992	5,500	5,213	287	5,650	5,650	5,650	0	0.0%
Town Clerk's Expenses	6,452	9,475	3,988	5,487	6,450	6,450	6,450	0	0.0%
SUBTOTAL	118,358	126,899	119,350	7,549	128,757	134,578	134,578	5,821	4.5%
9 BOARD OF REGISTRARS/ELECTIONS									
Town Clerk Compensation	150	150	150	-	150	200	200	50	33.3%
Bd of Registrars Salary & Wages	2,023	5,400	5,427	(27)	4,400	6,500	6,500	2,100	47.7%
Bd of Registrars Expenses	5,463	9,025	6,534	2,491	7,500	7,377	7,377	(123)	-1.6%
SUBTOTAL	7,635	14,575	12,111	2,464	12,050	14,077	14,077	2,027	16.8%
10 CONSERVATION COMMISSION									
Salary & Wages	28,026	29,187	28,995	192	29,440	26,910	27,965	(1,475)	-5.0%
Salary & Wages (Land Agent)	-	-	-	-	-	2,691	2,796	2,796	
Con Com Vehicle Allowance	600	600	600	-	600	720	720	120	20.0%
Conservation Com Expenses	2,398	2,410	1,648	762	2,410	2,410	2,410	0	0.0%
SUBTOTAL	31,024	32,197	31,243	954	32,450	32,731	33,891	1,441	4.4%
11 PLANNING BOARD									
Salary & Wages	46,197	47,634	44,077	3,557	55,390	56,282	56,282	892	1.6%
Planning Bd Expenses	2,197	3,600	5,791	(2,191)	6,600	6,600	6,600	0	0.0%
MVPC Assessment	1,545	1,584	1,583	1	1,623	1,664	1,664	41	2.5%
SUBTOTAL	49,938	52,818	51,451	1,367	63,613	64,546	64,546	933	1.5%
12 BOARD OF APPEALS									
Salary & Wages	1,000	1,000	1,000	-	1,000	-	-	(1,000)	-100.0%
ZBA Expenses	410	500	-	500	400	700	700	300	75.0%
SUBTOTAL	1,410	1,500	1,000	500	1,400	700	700	(700)	-50.0%

FY2021 OMNIBUS BUDGET



	FY 2018	FY 2019		FY 2020	FY 2021		Change from FY20		
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
13 OPEN SPACE COMMITTEE									
Open Space Expenses	121	750	278	472	750	750	750	0	0.0%
SUBTOTAL	121	750	278	472	750	750	750	0	0.0%
14 CABLE ADVISORY COMMITTEE									
Expenses	-	-	-	-	-	-	-	0	
SUBTOTAL	-	-	-	-	-	-	-	0	
TOTAL GENERAL GOVERNMENT:	855,830	1,007,214	934,591	70,808	1,052,020	1,098,312	1,099,472	47,452	4.5%
PUBLIC SAFETY									
15 POLICE DEPARTMENT									
Salary & Wages	782,659	872,371	809,282	63,089	902,049	924,600	925,677	23,628	2.6%
Police OT Wages	46,869	55,487	51,729	3,758	55,487	50,000	60,791	5,304	9.6%
School Resource Officer	20,807	35,334	62,511	(27,177)	65,537	67,175	67,495	1,958	3.0%
Police Expenses	93,297	109,359	88,937	20,422	104,229	102,204	102,204	(2,025)	-1.9%
Police Cruiser	-	32,000	32,000	-	37,000	36,000	36,000	(1,000)	-2.7%
SUBTOTAL	943,632	1,104,551	1,044,459	60,092	1,164,302	1,179,979	1,192,167	27,865	2.4%
16 FIRE DEPARTMENT									
Fire Alarm Wages	85,727	83,948	72,989	10,959	89,000	90,780	90,780	1,780	2.0%
Fire Training/Drills	25,337	26,284	20,377	5,907	26,284	26,810	26,810	526	2.0%
Fire Dept Other Wages	29,651	23,086	23,085	1	25,000	25,500	25,500	500	2.0%
Fire Administration Wages	17,771	25,730	19,832	5,898	25,730	26,245	26,245	515	2.0%
Fire Dept. Medical Exam	1,052	3,000	2,028	972	5,000	5,000	5,000	0	0.0%
Hydrant/Fire Protection (to Water Dept)	68,720	72,156	72,156	-	77,207	77,207	77,207	0	0.0%
Fire Alarm Communications	13,237	11,000	3,607	7,393	11,000	11,000	11,000	0	0.0%
Fire Expenses	36,758	42,600	66,443	(23,843)	46,000	46,000	46,000	0	0.0%
SUBTOTAL	278,252	287,804	280,517	7,287	305,221	308,542	308,542	3,321	1.1%
17 AMBULANCE SERVICE									
Purchase of Services	-	-	-	-	-	-	-	0	
SUBTOTAL	-	-	-	-	-	-	-	0	
18 INSPECTION DEPARTMENT									
Salary & Wages	115,782	122,690	117,291	5,399	125,910	124,876	124,876	(1,034)	-0.8%
Inspectors Expenses	5,475	9,490	8,813	677	9,270	13,670	13,670	4,400	47.5%
Inspectors' Vehicle Allowances	4,980	4,980	4,565	415	4,980	5,880	5,880	900	18.1%
SUBTOTAL	126,238	137,160	130,669	6,491	140,160	144,426	144,426	4,266	3.0%

FY2021 OMNIBUS BUDGET



	FY 2018	FY 2019			FY 2020	FY 2021		Change from FY20	
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
19 EMERGENCY MANAGEMENT AGENCY									
Salary & Wages	7,746	7,901	7,337	564	8,059	8,783	8,783	724	9.0%
Emergency Mgmt Expenses	3,265	3,265	1,211	2,054	3,265	3,000	3,000	(265)	-8.1%
SUBTOTAL	11,011	11,166	8,548	2,618	11,324	11,783	11,783	459	4.1%
20 ANIMAL CONTROL OFFICER									
Animal Control Expenses	21,500	23,460	22,865	595	24,050	25,073	25,073	1,023	4.3%
SUBTOTAL	21,500	23,460	22,865	595	24,050	25,073	25,073	1,023	4.3%
21 HARBORMASTER									
Contracted Services		3,000	-	3,000	2,000	2,000	2,000	0	0.0%
Harbormaster Exp		3,000	226	2,774	-	-	-	0	
SUBTOTAL		6,000	226	5,774	2,000	2,000	2,000	0	0.0%
22 PUBLIC SAFETY DISPATCH									
Salary & Wages	211,414	256,618	216,150	40,468	267,006	273,054	273,054	6,048	2.3%
Municipal Dispatch OT Wages	18,411	25,520	20,023	5,497	24,229	25,286	25,286	1,057	4.4%
Municipal Dispatch Expenses	19,580	26,370	23,907	2,463	26,370	27,175	27,175	805	3.1%
SUBTOTAL	249,405	308,508	260,080	48,428	317,605	325,515	325,515	7,910	2.5%
TOTAL PUBLIC SAFETY:	1,630,037	1,878,649	1,747,364	131,285	1,964,662	1,997,318	2,009,506	44,844	2.3%
EDUCATION									
23 PENTUCKET									
Pentucket Regional Sch Assessment	6,794,510	7,176,348	7,176,348	-	7,372,813	7,387,515	7,387,515	14,702	0.2%
Pentucket Capital Assessment	57,860	64,162	64,162	-	58,227	710,567	710,567	652,340	1120.3%
Pentucket Assessment Page Phase II	526,060	511,988	511,988	-	509,538	501,438	501,438	(8,100)	-1.6%
SUBTOTAL	7,378,430	7,752,498	7,752,498	-	7,940,578	8,599,520	8,599,520	658,942	8.3%
24 WHITTIER									
Whittier Minimum Contribution	305,615	232,543	232,543	-	225,975	151,344	151,344	(74,631)	-33.0%
Whittier Other Assessments	60,891	49,486	49,486	-	40,443	24,248	24,248	(16,195)	-40.0%
Whittier Debt/Capital Assess	15,056	20,320	20,320	-	21,993	21,781	21,781	(212)	-1.0%
SUBTOTAL	381,562	302,349	302,349	-	288,411	197,373	197,373	(91,038)	-31.6%
25 ESSEX NORTH SHORE AGRICULTURAL									
Essex North Shore Reg. Voc. Tech	17,205	19,575	-	19,575	17,200	34,652	34,652	17,452	101.5%
SUBTOTAL	17,205	19,575	-	19,575	17,200	34,652	34,652	17,452	101.5%
TOTAL EDUCATION:	7,777,197	8,074,422	8,054,847	19,575	8,246,189	8,831,545	8,831,545	585,356	7.1%

FY2021 OMNIBUS BUDGET



	FY 2018	FY 2019			FY 2020	FY 2021		Change from FY20	
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
DEPARTMENT OF PUBLIC WORKS									
26 DEPARTMENT OF PUBLIC WORKS									
Salary & Wages	427,280	434,243	432,642	1,601	461,589	475,001	475,001	13,412	2.9%
DPW Overtime Wages	6,082	10,404	8,716	1,688	10,404	12,300	12,300	1,896	18.2%
Snow & Ice Removal	234,083	150,000	199,491	(49,491)	150,000	150,000	150,000	0	0.0%
Town Bldgs Operating Expenses	196,390	96,400	114,411	(18,011)	96,400	117,850	117,850	21,450	22.3%
Town Bldgs Improvements	51,000	51,000	49,523	1,477	51,000	51,000	51,000	0	0.0%
Street/Paving Repairs	70,000	70,000	28,054	41,946	70,000	70,000	70,000	0	0.0%
Highway, Sidewalk & Trees	140,000	140,000	94,351	45,649	140,000	142,262	142,262	2,262	1.6%
DPW Vehicle Allowance	6,000	6,000	5,225	775	6,000	6,000	6,000	0	0.0%
DPW Expenses	4,615	4,800	8,228	(3,428)	9,132	14,250	14,250	5,118	56.0%
Parks Expense	14,042	15,000	12,838	2,162	15,000	15,000	15,000	0	0.0%
Public Street Lights	5,667	13,000	7,895	5,105	7,000	7,000	7,000	0	0.0%
Electricity		70,000	69,936	64	70,000	70,000	70,000	0	0.0%
Road Machinery Operating Expen	51,107	49,000	55,900	(6,900)	49,000	51,000	51,000	2,000	4.1%
Stormwater management	-	-	-	-	10,000	13,500	13,500	3,500	
SUBTOTAL	1,206,266	1,109,847	1,087,210	22,637	1,145,525	1,195,163	1,195,163	49,638	4.3%
TOTAL PUBLIC WORKS:	1,206,266	1,109,847	1,087,210	22,637	1,145,525	1,195,163	1,195,163	49,638	4.3%
HUMAN SERVICES									
27 BOARD OF HEALTH									
Salary & Wages	115,057	118,393	117,362	1,031	122,620	124,592	124,592	1,972	1.6%
Public Health Nurse	3,840	3,840	3,840	-	3,840	4,800	4,800	960	25.0%
Public Health Nurse (COVID-19)						3,375	3,375	3,375	
Waste Collection & Disposal	305,770	316,680	303,116	13,564	325,080	384,660	384,660	59,580	18.3%
Recycling		50,000	39,264		50,000	66,000	66,000	16,000	32.0%
Hazardous Waste Expense	2,157	2,000	748	1,252	2,000	2,000	2,000	0	0.0%
Bd of Health Expenses	17,712	12,415	7,478	4,937	6,500	7,000	7,000	500	7.7%
Steele landfill monitoring		30,000	31,568	(1,568)	22,646	35,390	35,390	12,744	56.3%
SUBTOTAL	444,536	533,328	503,376	19,216	532,686	627,817	627,817	95,131	17.9%
28 COUNCIL ON AGING									
Salary & Wages	63,273	64,296	61,761	2,535	72,950	80,174	80,174	7,224	9.9%
Council on Aging Expenses	17,669	18,500	17,308	1,192	19,500	19,500	19,500	0	0.0%
SUBTOTAL	80,942	82,796	79,069	3,727	92,450	99,674	99,674	7,224	7.8%
29 COMMUNITY CENTER COMMITTEE									
Salary & Wages		3,600	-		-	-	-	0	
Community Center Expenses	365	2,400	-	2,400	-	-	-	0	
SUBTOTAL	365	6,000	-	2,400	-	-	-	0	

FY2021 OMNIBUS BUDGET



	FY 2018	FY 2019			FY 2020	FY 2021		Change from FY20	
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
30 VETERANS									
Rental C.L. Carr Post	-	1	-	1	-	-	-	0	
Soldiers Grave Expense	2,600	2,600	2,385	215	2,600	2,600	2,600	0	0.0%
Memorial Day Expense	600	5,000	4,207	793	600	650	650	50	8.3%
Northern Essex Veterans Services	5,320	27,637	23,039	4,598	30,357	21,112	21,112	(9,245)	-30.5%
Other Assessments-Veterans Services	16,929					10,000	10,000	10,000	
SUBTOTAL	25,449	35,238	29,631	5,607	33,557	34,362	34,362	805	2.4%
TOTAL HUMAN SERVICES:	551,291	657,362	612,076	30,950	658,693	761,853	761,853	103,160	15.7%
CULTURE & RECREATION									
31 LIBRARY									
Salary & Wages	248,016	255,518	254,923	595	263,813	265,895	258,326	(5,487)	-2.1%
Library Expense	32,491	32,500	32,500	-	33,000	33,000	33,000	0	0.0%
Library Books and Periodicals	65,999	66,000	65,991	9	67,000	68,000	68,000	1,000	1.5%
SUBTOTAL	346,506	354,018	353,414	604	363,813	366,895	359,326	(4,487)	-1.2%
32 RECREATION									
Salary & Wages					1,800	1,800	1,800	0	
Recreation Expenses	7,344	7,344	7,309	35	5,500	5,500	5,500	0	0.0%
Action Cove Expenses		5,000	5,000		3,000	3,000	3,000	0	0.0%
SUBTOTAL	7,344	12,344	12,309	35	10,300	10,300	10,300	0	0.0%
33 MILL POND OPERATING EXPENSES									
Mill Pond Operating Expenses	549	4,450	602	3,848	2,100	2,100	2,100	0	0.0%
SUBTOTAL	549	4,450	602	3,848	2,100	2,100	2,100	0	0.0%
34 BANDSTAND									
Operating Expenses	5,049	6,000	6,000	-	6,000	6,000	6,000	0	0.0%
SUBTOTAL	5,049	6,000	6,000	-	6,000	6,000	6,000	0	0.0%
35 HISTORICAL COMMISSION									
Historical Commission Expenses	302	500	340	160	500	600	600	100	20.0%
SUBTOTAL	302	500	340	160	500	600	600	100	20.0%
36 CULTURAL COUNCIL									
Cultural Council Expense	76	100	82	18	100	100	100	0	0.0%
SUBTOTAL	76	100	82	18	100	100	100	0	0.0%
TOTAL CULTURE & RECREATION:	359,525	376,912	372,407	4,505	382,313	385,395	377,826	(4,487)	-1.2%

FY2021 OMNIBUS BUDGET



	FY 2018	FY 2019			FY 2020	FY 2021		Change from FY20	
	Expended	Approved Budget	Expended	Turnbacks/ Transfers	Approved Budget	Board of Selectmen	FinCom Proposed	\$	%
DEBT SERVICE									
37 DEBT SERVICE									
Principal	470,000	340,000	340,000	-	350,614	344,700	344,700	(5,914)	-1.7%
Interest	41,000	29,000	31,900	(2,900)	22,200	11,300	11,300	(10,900)	-49.1%
SUBTOTAL	511,000	369,000	371,900	(2,900)	372,814	356,000	356,000	(16,814)	-4.5%
TOTAL DEBT SERVICE:	511,000	369,000	371,900	(2,900)	372,814	356,000	356,000	(16,814)	-4.5%
BENEFITS									
38 ESSEX COUNTY RETIREMENT FUND									
Essex Regional Retirement Assess	555,396	641,424	641,424	-	660,171	687,493	687,493	27,322	4.1%
SUBTOTAL	555,396	641,424	641,424	-	660,171	687,493	687,493	27,322	4.1%
39 UNEMPLOYMENT COMPENSATION									
Unemployment Insurance		1	-		1	1	1	0	0.0%
SUBTOTAL	-	1	-	-	1	1	1	0	0.0%
40 EMPLOYEES' HEALTH INSURANCE									
Group Insurance	378,958	422,570	413,400	9,170	465,397	479,745	479,745	14,348	3.1%
SUBTOTAL	378,958	422,570	413,400	9,170	465,397	479,745	479,745	14,348	3.1%
41 MEDICARE INSURANCE (FICA)									
FICA Insurance	43,774	45,525	45,176	349	48,279	49,486	49,486	1,207	2.5%
SUBTOTAL	43,774	45,525	45,176	349	48,279	49,486	49,486	1,207	2.5%
42 OPEB									
Other Post Ret Benefits			-	-	1	1	1	0	
SUBTOTAL	-	-	-	-	1	1	1	0	
43 INSURANCE AND BONDS									
Insurance and Bonds	161,365	170,000	161,801	8,199	172,832	189,990	189,990	17,158	9.9%
SUBTOTAL	161,365	170,000	161,801	8,199	172,832	189,990	189,990	17,158	9.9%
TOTAL BENEFITS:	1,139,493	1,279,520	1,261,801	17,718	1,346,681	1,406,716	1,406,716	60,035	4.5%
TRANSFERS OUT - STABILIZATIONS									
44 Transfers Out - Capital Stabilization		300,000	300,000	-	500,000	500,000	500,000	0	0.0%
SUBTOTAL	-	300,000	300,000	-	500,000	500,000	500,000	0	0.0%
GRAND TOTAL OMNIBUS BUDGET	14,030,941	15,053,426	14,742,536	294,738	15,669,396	16,532,901	16,538,680	869,284	5.5%

WATER ENTERPRISE FUND

ARTICLE 4. In accordance with the provisions of Chapter 38 of the Acts of 1936, to see what instructions, rules and regulations the town may wish to impose on the Board of Water Commissioners. *By request of the Board of Water Commissioners.*

ARTICLE 5. To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$861,446 of which \$205,579 for salaries and wages which include \$1,700 for Water Commissioners’ stipends; \$27,141 for insurances; \$379,896 for expenses; \$176,920 for debt service; \$20,000 for extraordinary and unforeseen expenses; and \$51,910 for indirect costs. *By request of the Board of Water Commissioners.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: *This Article allows the Town to approve the operating budget of the Water Department. Since the Department is funded entirely from user fees, its budget is not included in the Town’s line item budget. The Department’s total estimated expenses for FY2021 are \$861,446, broken down by operating accounts as outlined within the Article.*

Funding Source: *FY2021 Water Enterprise Fund.*

APPROPRIATIONS

ARTICLE 6. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$68,750 for the Pension Liability Stabilization Fund, or take any other action related thereto. *By request of the Board of Selectmen.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: *This Article authorizes a transfer of \$68,750 from Free Cash into the Pension Liability Stabilization Fund. This fund is intended to set aside money to pay for the Town’s unfunded pension obligations. The Town has successfully addressed related funding for other obligations, such as healthcare and retirement benefits (OPEB). This will allow the Town to plan ahead to meet this obligation as Town finances permit, thereby mitigating the need for abrupt tax increases.*

Funding source: *Free Cash.*

Sunset Date: *N/A.*

ARTICLE 7. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$5,000 for the Other Post-Employment Benefits (OPEB) Stabilization Fund, or take any other action related thereto. *By request of the Board of Selectmen.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: Established at April 2010 Town Meeting, West Newbury’s Other Postemployment Benefits (OPEB) Stabilization Fund is designed to provide benefits to the Town’s eligible current and future retirees. This year’s \$5,000 transfer to the fund was determined in consultation with the Town’s OPEB Actuary. An annual financial commitment to OPEB to ensure resources are available to meet the Town’s future obligations is considered a “best financial practice” by the Massachusetts Department of Revenue and is unanimously supported by the Finance Committee.

Funding source: Free Cash.

Sunset Date: N/A.

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$328,600 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws (M.G.L.) Chapter 40 Section 5B (the School Stabilization Fund) in order to fund capital expenditures for school related building projects, or take any other action related thereto. *By request of the Board of Selectmen.*

FinCom Recommendation:

Approve: 6-0-0

Selectmen Recommendation:

Approve: 3-0-0

Rationale: The Finance Committee unanimously supports authorizing the appropriation of funds for the Town’s School Stabilization Fund to service future debt obligations and minimize the tax impact of construction costs of the combined Pentucket Regional School District Middle and High School buildings. Historically, the Town has voted to set aside monies from retired debt service in preparation to pay for future building costs. Creation and funding of special purpose Stabilization Funds is viewed by the Massachusetts Department of Revenue as a “best financial practice” for municipalities like West Newbury to set aside funds for targeted capital projects.

Funding source: Raise and Appropriate.

Sunset Date: N/A.

ARTICLE 9. To see if the Town will vote to transfer the sum of \$652,340 from the School Stabilization Fund to offset the property tax impact of a Prop. 2½ override and pay the Town share of debt service associated with the building of the new Middle/High School. *By request of the Board of Selectmen.*

FinCom Recommendation:

Disapprove: 0-6-0

Selectmen Recommendation:

Approve: 3-0-0

Rationale: On March 30, 2020, the Board of Selectmen voted to substantially alter this Article, raising the amount transferred out of stabilization from \$247,647 to \$652,340, an increase of \$404,693 (163.4%). The Finance Committee has been a primary proponent of the School Stabilization Fund and had initially voted unanimously in support of the Article based on the original, lower amount. However, the Finance Committee now unanimously opposes the transfer at the higher amount. This Stabilization Fund was created to soften the tax impact of the Pentucket middle/high school project, providing for modest tax increases to Town residents over a period of seven years. While a change to a higher immediate amount suggested in the revised Article effectively negates the tax impact of the school project this year, it also shortens the number of years residents will benefit from the Stabilization Fund by two years and will create a much more significant “bump” in residents’ tax bills when funds from the account are depleted. If, as many economic forecasts predict, economic fallout from the current COVID-19 pandemic stretches over a period of eighteen to twenty-four months, tax revenues to the Town, State Aid, and education funding could be adversely affected for a substantial period of time, and conceivably leave Town finances in far worse shape in the future than they are today. In a more dire economic scenario, the Town may find itself having far greater need of the reduced tax impact from the \$404,693 one or two years from now than it does today. For this reason, the Finance Committee does not support the higher amount, and recommends the Town follow the initial funding guidelines for the School Stabilization Account. If a Motion were to be made on the floor of Town Meeting to alter the amount transferred back to the original proposed amount of \$247,647, Finance Committee members would unanimously support it.

Funding source: School Stabilization Fund

Sunset Date: N/A.

ARTICLE 10. To see if the Town will vote to transfer the sum of \$21,965.20 from the Septic Loan Revolving Account for the repayment of debt service. *By request of the Board of Health.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 4-0-0
Approve: 3-0-0

Rationale: *In 2001, the Town enrolled in a twenty-year state-financed program to loan residents money to help them rebuild septic systems that did not conform to Title V. This State program offered 0% loans to communities, which in turn provided low-interest betterment loans to eligible homeowners with failed septic systems through the local Board of Health. The Town loaned money at a rate of 3% (to cover the cost of administration). The homeowners repay the loan money to the Town, which in turn reimburses the State. Neither the Town nor the State profits from this transaction. The Town has been making these payments since 2001, with the amount based on the number of borrowers. This year the amount is \$21,965.20. This program is no longer open to new participants.*

Funding source: *Septic Loan Revolving Account*

Sunset Date: *N/A.*

ARTICLE 11. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$300,000 into the Capital Stabilization Fund, or take any other action related thereto. *By request of the Board of Selectmen.*

FinCom Recommendation:
Selectmen Recommendation:

Take No Action: 5-1-0
Take No Action: 3-0-0

Rationale: *The Finance Committee voted unanimously to Take No Action on this Article based on the Board of Selectmen’s preference, and our concurrent preference, to leave these funds in Free Cash to allow flexibility in light of the COVID-19 pandemic. This Article may be revisited at Town Meeting in the fall, or next spring, and keep our stabilization plan for the Middle Street Bridge on track. Funding special purpose Stabilization Funds is viewed by the Massachusetts Department of Revenue as a “best financial practice” method for municipalities like West Newbury to set aside funds for targeted capital projects. The Finance Committee anticipates unanimously supporting this transfer when the timing is right.*

Funding source: *Free Cash.*

Sunset Date: *N/A.*

ARTICLE 12. To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation, or take any other action thereto. *By request of the Community Preservation Committee.*

Appropriations:

From FY 2021, estimated revenues for Committee Administrative Expenses: \$21,620

Reserves:

From FY 2021, estimated revenues for Community Housing Reserve: \$43,240

From FY 2021, estimated revenues for Historic Resources Reserve: \$43,240

From FY 2021, estimated revenues for Open Space & Recreation Reserve: \$43,240

From FY 2021, estimated revenues for Budgeted Reserve: \$281,060

FinCom Recommendation:
Selectmen Recommendation:
CPC Recommendation:

Approve: 6-0-0
Approve: 3-0-0
Approve: 6-0-0

Rationale: *The Article presents to the Town an annual allocation of Community Preservation Act (CPA) funds, as required under state law. In 2006, the Town adopted the CPA that enables the Town to assess an annual 3% surcharge on resident real estate tax bills. CPA Funds provide for 1) open space/recreational use, 2) community housing, and 3) historical preservation. The Article contains the Community Preservation Committee’s (CPC) recommended distribution, which earmarks the required minimum 10% to each of the three categories plus a maximum of 5% to administration. CPC and Town Meeting must approve spending funds in any of the three CPA areas. Two-thirds of these funds were raised from the CPA surcharge and one-third is from matching state aid, based on a Department of Revenue formula for disbursements to participating cities and towns each year. Additionally, towns such as West Newbury, which have committed to the maximum 3%, receive bonus rounds of funding, if available.*

Funding source: *Community Preservation Fund Annual Revenues
(derived from a 3% surcharge to annual real estate tax bills)*

Sunset Date: *N/A.*

ARTICLE 13. To see if the Town will vote to transfer from Community Preservation Act funds, in accordance with the provisions of M.G.L. Chapter 44B, the sum of \$175,000.00 with \$148,308.41 from the Open Space and Recreation Fund Balance, and \$26,691.50 from the Undesignated Fund Balance, in conformity with the applications submitted, to purchase a conservation restriction in conjunction with the Essex County Greenbelt Association, the Town of West Newbury Conservation Commission, and the Open Space Committee on three parcels of land containing approximately 38 acres of land, located off Middle Street and as shown on Assessors’ Map R-27 as Parcels 28, 28A and 29. Said lots are also described in the deeds recorded with the Southern Essex District Registry of Deeds in Book 6703, Page 590, and Book 6547, Page 419. Said conservation restriction is to be conveyed to the Town of West Newbury; said purchase to be subject to approval of the conservation restriction by all involved parties, and that the Board of Selectmen is to be authorized to execute, acknowledge and deliver all grants, agreements and such other instruments, including but not limited to the conservation restriction, in accordance with Massachusetts General Laws Chapter 184 or any other applicable statute or regulation, as may be necessary on behalf of the Town of West Newbury to effectuate the purchase of said conservation restriction; or take any other action relative thereto. *By request of the Community Preservation Committee.*

FinCom Recommendation:
Selectmen Recommendation:
CPC Recommendation:

Approve: 6-0-0
Approve: 3-0-0
Approve: 6-0-0

Rationale: *The Finance Committee unanimously supports this Article, authorizing \$175,000 to purchase a conservation restriction on 38 acres of land located off Middle Street. Essex County Greenbelt Association (Greenbelt) has reached an agreement to purchase the woodlands on the Artichoke River for \$985,000. The property would be preserved in perpetuity, protecting drinking water, wildlife habitat, intact forests, and scenic landscapes, while enhancing climate resiliency, and providing an important public trail connection between Maudslay State Park and West Newbury’s Withers Conservation Area. This Article is additionally supported by the Town’s Water Commissioners, Open Space Committee, and Conservation Commission.*

Funding source: *CPA Funds.*

Sunset Date: *N/A.*

ARTICLE 14. To see if the Town will vote to transfer from Community Preservation Act funds, Historic Resources Reserve, the sum of \$85,000 for the payment of debt service and related borrowing costs authorized at the November 4, 2019 Special Town Meeting associated with the Preservation and Restoration of the Soldiers & Sailors Memorial Building. *By request of the Board of Selectmen.*

FinCom Recommendation:
Selectmen Recommendation:

Disapprove: 2-3-0
Approve: 3-0-0

Rationale: Finance Committee members opposing this Article similarly opposed passage of Article 10 of the Fall 2019 Special Town Meeting initiating the authorization of CPA funds for repair of the Carr Post facility. Committee members continue to have ongoing concerns about the cost and impact of the project. Committee members recognize the Town is now obligated to pay debt costs resulting from passage of the Carr Post Article in 2019 regardless of this vote, but nonetheless maintain their belief the project is not the best use of a finite amount of CPA funds and corresponding Town resources when other more pressing current and future projects may exist.

Funding source: CPA Funds, Historic Reserve Funds.

Sunset Date: N/A.

ARTICLE 15. To see if the Town will raise and appropriate and/or transfer from available funds the sum of \$229,020 to purchase a new dump truck, with plow and spreader to replace a 2008 International dump truck with same or comparable equipment, and to dispose of the existing dump truck in accordance with Town policy for disposition of surplus property. *By request of the DPW Director.*

FinCom Recommendation:
Selectmen Recommendation:

Take No Action: 5-1-0
Take No Action: 3-0-0

Rationale: On May 4th the Finance Committee revised its vote of unanimous approval and voted to recommend Take No Action on this Article based on the recommendation of the Department of Public Works Director and the Board of Selectmen's preference to Take No Action on this Article at this time. The DPW Director's recommendation was based on a relatively light winter, which caused less than anticipated wear and tear on the existing 2008 dump truck combined with the ability to use a recently acquired salter on a smaller truck. When the time comes to replace this vehicle, the Finance Committee anticipates again unanimously supporting its purchase.

Funding source: Capital Stabilization Fund.

Sunset Date: End of FY 2021.

ARTICLE 16. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$304,000 to replace and improve the fire alarm system in the Page School. *By request of the DPW Director and Fire Chief.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: The Finance Committee unanimously supports this Article, which authorizes a transfer of \$304,000 from the Town's Capital Stabilization Account for repair and improvements to the fire alarm system at the John C. Page Elementary School and The Children's Castle. While improvements have been made during the previous two construction phase renovations, remaining areas of the school's fire alarm system need to be addressed in order to meet health and safety code regulations. If the system were to fail in its current condition, a firefighter would be required to be onsite at all times, or the building would need to be shut down. Much of the equipment remaining for repairs dates back to the 1970's and 1980's. Replacement parts are scarce or nonexistent, and major portions of the system are no longer serviceable or are in grave danger of failure. Project work, to be performed by the Department of Public Works, will include replacing existing hardware and installation of new monitoring and alerting devices. The Finance Committee has been informed that funding from this Article represents the final amount needed to fully repair/modernize the fire alarm system.

Funding source: Capital Stabilization Fund.

Sunset Date: End of FY 2022.

ARTICLE 17. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$40,000 to replace failing sections of concrete flooring throughout the Page School. *By request of the DPW Director.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: *The Finance Committee unanimously supports this Article because these renovations to the flooring at the Page School are necessary for normal operation of the school and safety of the students and staff.*

Funding source: *Capital Stabilization Fund.*

Sunset Date: *End of FY 2023.*

ARTICLE 18. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$19,000 to replace the police cruiser radios and portable radios. *By request of the Police Chief.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: *The Finance Committee unanimously supports approval of this Article because the current radios are more than ten years old and contain outdated technology. Purchase of new radios meets the communication needs of the Police Department and improves public safety within the Town.*

Funding source: *Free Cash.*

Sunset Date: *End of FY 2021.*

ARTICLE 19. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$4,000 for Fire Department emergency equipment – ice/water rescue suits. *By request of the Fire Chief.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: *Passage of this Article authorizes funds to be allocated for the purchase of new ice/water rescue suits, replacing the department's aging and irreparable existing gear. The suits are used to protect West Newbury firefighters in life-threatening ice/water training and rescue situations. New gear will ensure firefighters are adequately protected while serving the residents of West Newbury.*

Funding source: *Free Cash.*

Sunset Date: *End of FY 2022.*

ARTICLE 20. To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$7,500 for Fire Department emergency equipment – (2) 20” Dual Power Fans. *By request of the Fire Chief.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 6-0-0
Approve: 3-0-0

Rationale: *Passage of this Article authorizes funds to be allocated for the purchase of new firefighting equipment. The department's current fans are over thirty years old and are in need of replacement. The new high-velocity fans will be used by West Newbury firefighters to ventilate smoke and other hazards from various spaces. The Town will benefit from passage of the Article by ensuring that the firefighters are adequately equipped while serving the residents of West Newbury.*

Funding source: *Free Cash.*

Sunset Date: *End of FY 2021.*

BYLAWS - OTHERS

ARTICLE 21. To see if the Town will vote to accept an exemption of real estate to the full amount of the taxable valuation of real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans pursuant to M.G.L. Ch. 59, Section 5, Clause 22H, such exemption to be available for tax years commencing July 1, 2020. *By request of the Board of Assessors.*

FinCom Recommendation: Approve: 5-0-0
Selectmen Recommendation: Approve: 3-0-0
Board of Assessors Recommendation: Approve: 2-1-0

Rationale: *The Finance Committee unanimously supports this Article creating a real estate tax exemption for the surviving parents or guardians of service members. This exemption would occur if, during active duty, the service member suffered an injury or illness resulting in death or became missing in action with a presumptive finding of death, as detailed in M. G. L. Ch. 59, Section 5, Clause 22H. Approving this Article would be a gesture of honor and gratitude to the parents or guardians of the service member who gave the ultimate sacrifice.*

ARTICLE 22. To see if the Town will vote to amend Section VI of the Town Bylaws, Animal By-Law in order to establish a new Disposal of Waste section, to establish requirements related to the disposal and removal of dog waste, including the establishment and enforcement of fines for violations, and other related amendments. *By request of the Board of Selectmen.¹*

FinCom Recommendation: No Vote
Selectmen Recommendation: Approve: 3-0-0

Intent of Article #22: The Board of Selectmen's intent in proposing this bylaw amendment is to establish requirements for the proper disposal of dog waste, and to establish fines for violations.

ARTICLE 23. To see if the Town will vote to limit the total amount that may be expended from each revolving fund established pursuant to Section XL of the Bylaws of the Town of West Newbury, to wit:

Section 5.1 Summer Recreation Revolving Fund	\$44,350
Section 5.2 GAR Library Fines and Penalties Revolving Fund	\$10,000
Section 5.3 Police Vehicle Revolving Fund	\$20,000
Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund	\$ 5,000

By request of the Board of Selectmen.

FinCom Recommendation: Approve: 5-0-0
Selectmen Recommendation: Approve: 3-0-0

¹ Please see Appendix A, page 21 for the complete text of the Bylaw.

Rationale: *The Finance Committee unanimously supports this Article as a measure to comply with the State statute simplifying the appropriation for revolving funds. This Article authorizes those departments with revolving funds to use the fees and monies collected, pursuant to our Revolving Fund Bylaw, and up to the limits specified in this Article.*

Funding source: (5.1) User Fees
(5.2) Library Fines/Receipts
(5.3) Police Vehicle Detail Receipts
(5.4) Rental fees and donations

Sunset Date: N/A.

ARTICLE 24. To see if the Town will vote to amend Section 5.A.2.c. of the West Newbury Zoning Bylaw regarding accessory uses permitted in the Residence A, B, & C Districts, including the keeping of pets and animals for use of the resident premises, and professional home office and customary home occupations.

And further to amend Section 5.A.3. of the West Newbury Zoning Bylaw regarding uses permitted in the Residence A, B & C Districts with a Special Permit, which would modernize terms for old age homes and bring this section into compliance with M.G.L. Ch. 40A, Section 3.

And further to amend regulations for “Congregate Housing” in Sections 2 and 5.A.3.i. of the West Newbury Zoning Bylaw, which would clarify provisions and eliminate unnecessary restrictions.

And further to amend Section 5.B.1.e.i of the West Newbury Zoning Bylaw, regarding outdoor business-related storage and display as an accessory use permitted in the Business District subject to a site plan approved by the Planning Board.

And further to amend Section 5.B.2. of the West Newbury Zoning Bylaw, regarding uses permitted in the Business District upon a special permit granted by the Planning Board, which would bring this section into compliance with M.G.L. Ch. 40B, Section 3 and clarify provisions related to residential units located in the same buildings as commercial enterprises.

And further to amend Sections 2, 5.A.2.c.iii., 5.A.3.d., and 5.B.2.d. of the West Newbury Zoning Bylaw, which would consolidate and clarify terms used to describe properties having rooms for rent, and define the terms of stay for long-term and short-term rental properties.

By request of the Planning Board.²

FinCom Recommendation:

No Vote

Selectmen Recommendation:

No Vote

Planning Board Recommendation:

Approve: 5-0-0

² A detailed statement of the Planning Board’s intent for each of the proposed Zoning Bylaw amendments, along with the specific proposed language proposed for amendment, is included in Appendix B, page 22.

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS WARRANT – SPECIAL TOWN MEETING
—MONDAY, JUNE 1, 2020 @ 7pm SATURDAY, JUNE 27, 2020 @10am**

Essex, ss.

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

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the Town Annex, 379 Main Street, **OUTSIDE**, at ~~7:00 p.m. on Monday, June 1,~~ **10:00 A.M. ON SATURDAY, JUNE 27, 2020** to act upon or take any other action relative to all of the following articles.

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

ARTICLE 2. To see if the Town will vote to transfer from Community Preservation Act funds the sum of \$462,857.00 from the Undesignated Fund Balance, to support reconstruction of and accessibility improvements to the Page School playground, in conformity with the applications submitted, or take any other action relative thereto. *By request of the Community Preservation Committee.*

FinCom Recommendation:

Split: 3-3-0

Selectmen Recommendation:

Approve: 3-0-0

CPC Recommendation:

Approve: 6-1-0

Rationale For: *The Americans with Disabilities Act of 2010 (ADA) stipulates all school and municipal playgrounds become ADA-compliant before March 2012. The playground at The Page School has been out of compliance for eight years. The existing equipment is falling apart, and reconstruction is the only viable option to avoid permanent closure. Playground flooring surfaces are worn and have major drainage problems which prevent large portions of the playground from being used for many months of the year. Major structures are not safe or usable for students and have been taped off. The proposed replacement playground is safe, durable, and ADA compliant. It will carry a ten-year guarantee on components and has an anticipated life of up to 30 years. If approved, the project is expected to reach completion in late Fall 2020. Future Page students and West Newbury families would certainly enjoy and benefit from a new playground.*

Rationale Against: *This was a difficult vote for Finance Committee members. While the merits are clearly evident, members expressed a number of concerning issues related to this project. With the advanced age and deteriorating condition of the Page School, members wished to know how the long-term renovation/replacement plans for Page School coincide with a commitment to such a large capital expenditure of CPA funds toward the playground. Existence of such a plan would ensure investment in the new playground would fit harmoniously with any future renovation or relocation of the Page School and protect this proposed investment. Members also considered this request in context of other recent large expenditures from the Town's CPA reserves. Spending levels due to recently/currently-proposed CPA projects are on a trajectory which is not sustainable over time and need to be reduced. Assuming all proposed CPC Articles pass at this Town Meeting, CPA accounts will be depleted by 27% in the preceding twelve-month period, – spending of CPA reserves in excess of \$600,000. This amount does not include the recent commitment of CPA funds to repair of the Soldiers and Sailors Memorial Building (Carr Post), which places a substantial draw on future CPA reserves for the next twenty years.*

Funding Source: CPA Funds

Sunset Date: N/A.

ARTICLE 3. To see if the Town will vote to transfer from available funds the sum of \$49,150 to fund improvements and repairs to the Council on Aging facility, Public Safety Complex, old DPW garage (on Page School site), and the 1910 Building; and for any unforeseen emergency repairs to Town facilities. *By request of the DPW Director.*

FinCom Recommendation:

Split: 3-3-0

Selectmen Recommendation:

Approve: 3-0-0

Rationale For: *If approved, funding from this Article will be used for maintenance and improvement projects at numerous Town facilities. Repairs will be made to the exterior lighting at the Public Safety Complex, which is failing due to poor lighting design and water infiltration. Patio furniture will be purchased for the Council on Aging, which is undergoing an exterior façade replacement this summer. The 30+ year-old roof of the old DPW garage will be replaced due to active leaks. Of the total amount, \$10,000 will be used as a local match for a potential Green Communities grant to upgrade the HVAC controls in the 1910 Building, with the intent to leverage grant support for this project that has an estimated total cost of \$99,282. These projects have been deemed high priority projects by the Department of Public Works and will continue the Town’s effort to have well-maintained facilities. Finally, funds can also be used for unforeseen emergency repairs.*

Rationale Against: *Members opposing this Article recognize listed repairs to Town facilities as legitimate and necessary. However, members who voted against the Article did so for two reasons. First, Town facilities need repairs which are too small to be considered for capital project funding occur regularly and are ongoing expenses for the Town. Repairs are predictable and should be budgeted as an annual operating expense of the Department of Public Works (DPW), not funded through Special Town Meeting Articles. Doing so masks the true cost of operating the department from Town voters. The Finance Committee has discussed a reasonable budgeting approach to these expenses with both current and prior DPW Directors. The Finance Committee recommends incorporating a five-year historical average of non-capital expenditure facility repair costs into a line item within the annual operating budget. If annual repair costs exceed this multi-year average, then the overage could be funded through a Special Town Meeting Article. Second, Finance Committee members have concerns about aggregate expense growth for FY’21. The DPW budget presented to voters at Town Meeting is increased by \$50,388 (4.4%) versus the prior year, before the anticipated supplemental \$49,150 (4.1%) increase through passage of this Article, as well as an additional, future anticipated supplemental \$50,000 (4.2%) increase in funding as part of a multi-year High-Hazard Tree “operational maintenance program”. If passed, these three increases represent a \$149,538 (12.9%) increase in department funding, before consideration of any capital appropriation articles. The proposed increases exceed what the Town can afford during a period of great financial uncertainty.*

Funding Source: Free Cash.

Sunset Date: End of FY 2023.

ARTICLE 4. To see if the Town will vote to transfer from available funds the sum of \$61,087 to fund the fiscal year 2020 snow and ice deficit. By request of the DPW Director.

FinCom Recommendation:

Split: 3-3-0

Selectmen Recommendation:

Approve: 3-0-0

Rationale For: *Snow removal is an annual expense that is difficult to budget precisely. The Massachusetts Department of Revenue, Division of Local Services (DLS) cites the Town’s current method of declaring snow and ice emergencies and appropriating for any realized deficits at a subsequent Special Town Meeting as a “best financial practice” for budgeting and managing snow and ice removal expenditures. This year’s Article anticipates a transfer of \$61,087 from Free Cash to cover FY20 snow and ice deficit spending. Although it may have seemed like a mild winter, the DPW Director indicated the occurrence of a large number of small-scale snow or ice events, which required frequent road treatments.*

Rationale Against: *In recognition that snow removal is an annual expense that is difficult to budget precisely, some members of the Finance Committee dissent and believe the Town needs to do a better job of budgeting this expense. Simply put, it is not an emergency if we know it is going to happen. The snow/ice budget line item is continuously and significantly underfunded and leads to poor budget planning on behalf of the Town. Tools like a five-year average, or a five-year low, could be used to more accurately plan for the Town’s expenses. Committee members also expressed concern about the overall size of the snow and ice deficit the Town was being asked to finance in a year which was historically light in terms of actual snowfall and cold weather.*

Funding Source: Free Cash.

Sunset Date: End of FY 2021.

ARTICLE 5. To see if the Town will vote to transfer from available funds the sum of \$3,800 to pay for salaries and expenses pertaining to the operation of early voting for the 2020 State Primary Election and November Presidential Election with any sums remaining by the end of fiscal year 2021 to be returned to the Town. *By request of the Town Clerk.*

FinCom Recommendation:
Selectmen Recommendation:

Approve: 4-0-0
Approve: 3-0-0

Rationale For: *If approved by residents, this Article would transfer \$3,800 from Free Cash to cover salaries and expenses incurred as a result of early voting activities during the November 2020 elections. Roughly 1/3 of all voters cast ballots early during a normal election cycle. Additional staffing will be required to manage the 2020 early voting process, which is mandated by the State, creating a supplemental expense for the Town Clerk's office. This expense is ultimately reimbursed by the State.*

Funding Source: *Free Cash.*

Sunset Date: *End of FY 2021.*

ARTICLE 6. To see if the Town will vote to transfer from available funds the sum of \$14,000 to install picnic tables and benches at the Mill Pond dock area. *By request of the Town Manager.*

FinCom Recommendation:
Selectmen Recommendation:

Disapprove: 0-4-0
Disapprove: 0-3-0

Rationale: *The Finance Committee unanimously opposes this Article, given the extraordinary pressure on the Town's limited resources during this time. Funding contained in the Article does not cover significant additional expenses incurred by the Department of Public Works for site preparation and installation. The Finance Committee believes physical improvements to the site are best initiated and funded at a more appropriate time by the Mill Pond Committee, who have oversight of this area.*

Funding Source: *Free Cash.*

Sunset Date: *End of FY 2021.*

ARTICLE 7. To see if the Town will vote to transfer from available funds the sum of \$8,048 for the Town share of expenses for the grant-supported installation of electric vehicle charging stations at Page School and 1910 Building. *By request of the Board of Selectmen.*

FinCom Recommendation:
Selectmen Recommendation:

Disapprove: 2-3-0
Approve: 3-0-0

Rationale For: *The Finance Committee members who supported this Article see this expenditure as an investment in the future. This meager investment of \$8,048 saves \$93,604 off the total cost of the installation of two electric vehicle charging stations. One would be installed at the Page School, and one would be installed at the 1910 Building. Each station would have four charging ports, for a total of eight ports available here locally. Making these assets available to residents would demonstrate the Town's commitment to reducing carbon emissions. Installation of these charging stations is also forward looking toward the expanding electric car market. The Energy Advisory Committee continues to work on the details related to energy charges, operating costs, and maintenance costs, but has the intent to recover costs through user fees.*

Rationale Against: *The majority of Finance Committee members did not support this Article because an expenditure of funds on electric charging stations benefits a very small subset of citizens (those who presently own electric vehicles) and does not benefit the Town as a whole. Charging station benefits are further limited to those electric vehicle owners who are able to frequently visit the Town offices or Page School and have the schedule flexibility to stay at either location long enough to allow for sufficient charging. This project is better suited to a private funding initiative from those who would benefit from this service, and should not be funded by the taxpayers, the majority of whom will never use the service. Members were equally concerned that the Article was presented without a corresponding plan to pay for maintenance and operating costs of the stations, which otherwise would become a future ongoing expense for the Town.*

Funding Source: Free Cash.

Sunset Date: End of FY 2021.

ARTICLE 8. To see if the Town will vote to transfer from available funds the sum of \$16,443 to fund the Essex Agricultural and Technical High School FY20 budget deficit. *By request of the Town Manager.*

FinCom Recommendation:

Approve: 6-0-0

Selectmen Recommendation:

Approve: 3-0-0

Rationale For: *This Article is necessary and unanimously supported by the Finance Committee due to an unanticipated number of students attending Essex Agricultural and Technical High School in the current academic year and a subsequent lagging billing cycle. When attendance projections fall below actual numbers, a supplemental payment is required to cover the deficit.*

Funding Source: Free Cash.

Sunset Date: End of FY 2020.

ARTICLE 9. To see if the Town will vote to transfer from available funds the sum of \$20,247.44 to fund underbilled but incurred National Grid expenses related to the Public Safety Complex. *By request of the Town Manager.*

FinCom Recommendation:

Approve: 6-0-0

Selectmen Recommendation:

Approve: 3-0-0

Rationale For: *The Finance Committee members unanimously support passage of this Article to pay for heating expenses, which the Town legitimately incurred but were not billed in a timely manner.*

Funding Source: Free Cash.

Sunset Date: End of FY 2020

**APPENDIX A – 2020 Annual Town Meeting
ATM Article #22
TOWN BYLAWS**

ARTICLE 22. Proposed amendments to the Town Bylaws, Animal By-Law.

Proposed additions are double underlined

VI. ANIMAL BY-LAW

DOG BY-LAW [Adopted at the Annual Town Meeting April 28, 1986, approved by the Attorney General June 12, 1986, and posted according to law June 20, 1986. See also notes on amendments and additions at the end of the Bylaw.]

Section 7. Disposal of Waste

- 7.1. Duty to dispose. It shall be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by his dog on any sidewalk, street, park, public way, public area or any private property of another. A copy of this section shall be given to every dog owner when licensing his dog.
- 7.2. Duty to possess means of removal. No person who owns, possesses or controls a dog shall appear with such dog on any sidewalk, street, park, public area, or private property of another without the means of removing any feces left by such dog.
- 7.3. Method of removal. For the purpose of this section, the means of removal shall be any tool, implement or other device carried for the purpose of picking up and containing such feces which provides protection to the person and/or the public.
- 7.4. Method of disposal. Disposal shall be accomplished by transporting such feces to a suitable place for placement in a designated waste receptacle, or other suitable container which is regularly emptied by a refuse collector.
- 7.5. Exemption. This section shall not apply to service dogs accompanying any person physically incapable of collecting said waste.
- 7.6. Enforcement and fines. Violations of this section will result in a fine of \$50.00 for the first offense, and \$50.00 for the second and subsequent offenses within twelve months of a previous offense. This section may be enforced pursuant to the noncriminal disposition procedure of MGL Chapter 40, § 21 D and the Town Bylaws Section XXVIII, Enforcement of Town Bylaws. In addition to police officers, the Animal Control Officer shall also be an enforcing person for this section.

And to add a corresponding section to Section XXVIII of the Town Bylaws, Enforcement of Town By-Laws, with proposed additions shown in double underline,

VI.	Animal By-Law (Animal Control Officer)	
	<u>Section 7.6 Disposal of Waste</u>	
	<u>First Offense</u>	<u>\$50.00</u>
	<u>Second Offense, and any subsequent within twelve months of a previous offense</u>	<u>\$50.00</u>

APPENDIX B - 2020 Annual Town Meeting
ATM Article #24
ZONING BYLAW

ARTICLE 24. Proposed amendments to the West Newbury Zoning Bylaw.

Proposed deletions are ~~struckthrough~~ Proposed additions are double-underlined

To amend the West Newbury Zoning Bylaw Section 5 as set forth below:

SECTION 5. USE REGULATIONS

5.A.2. Permitted uses in the Residence A, B and C Districts in addition to uses permitted in all districts (Section 4.).

c. Accessory Use, including the following:

ii) Keeping of pets and animals for use of the resident of premises, provided that:

~~e) Animals shall be cared for in accord with all rules and regulations that the Board of Health may from time to time promulgate pertaining to the keeping of animals, following a posted public hearing.~~

iii) Boarding house ~~or rooming house for not more than four (4) persons, provided that the house is also occupied as a private residence.~~

iv) Professional home office or customary home occupation, provided that:

g) All parking required to service the occupation is provided off-street, and not within a required front yard.

5.A.3. Uses Permitted in Residence A, B, and C Districts with a Special Permit

Uses permitted in the Residence A, B and C Districts on a special permit granted by the Planning Board, subject to appropriate conditions where such are deemed necessary to protect the neighborhood or the Town, in accord with the provisions of Section 8.

d. Restaurant or ~~inn~~ Hotel

h. Nursing homes, ~~convalescent homes, old age homes, sanitariums,~~ rehabilitation facilities, hospitals.

i. Congregate housing for the elderly and persons with disabilities, and shared elderly housing ~~providing~~ provided that, in addition to the requirements of Section 6.A, the lot shall contain at least 150% of the required lot area of the District in which it is located.

~~i) In addition to the requirements of Section 6.A, the lot shall contain at least one-half (1/2) again the required lot area for the District in which it is located.~~

APPENDIX B - 2020 Annual Town Meeting
ATM Article #24
ZONING BYLAW

- ~~ii) There shall be no more than twelve (12) persons per unit and no more than two (2) persons per bedroom.~~
 - ~~iii) All required licenses and permits from the Commonwealth and the Board of Health have been obtained.~~
 - ~~iv) The use is served by municipal water.~~
 - ~~v) Off-street parking is provided in the side or rear yards.~~
 - ~~vi) Off-street loading, if any, is in the rear of the structure.~~
 - j. ~~Non-profit schools, kindergartens, nursery schools, children centers, For-profit arts, crafts and dramatic schools, dancing and music schools.~~
- 5.B.1. In a Business District the following uses are permitted subject to a site plan approved by the Planning Board in accord with Section 8.B.
- e. Accessory buildings and uses provided that:
 - i) Outdoor ~~business-related~~ storage and display ~~that is located~~ ~~conducted~~ in the rear and/or side yard, ~~and such storage or display is shall be~~ screened from view of ~~abutting residential~~ dwellings in ~~abutting Residence A, B or C Districts~~ with shrubs or a fence of at least four (4) feet in height.
- 5.B.2. In a Business District the following uses are permitted upon a special permit granted by the Planning Board.
- d. ~~Motels and Hotels~~
 - e. ~~Child Care Center. A child care facility for more than six children may be permitted in the Business District by a special permit from the Planning Board, provided that the lot area used for facilities at least 60,000 square feet, that the facility provides service for no more than twenty (20) children, and that a safe and fenced yard/outdoor play area is provided having at least 10,000 square feet.~~
 - f. ~~e.~~ Residential units located in the same buildings as commercial enterprises, ~~provided that they be in compliance with other local regulations, including Board of Health.~~ Visual elements, density, and parking shall be part of the special permit review by the Planning Board.

And to further amend the West Newbury Zoning Bylaw Section 2 as set forth below:

APPENDIX B - 2020 Annual Town Meeting
ATM Article #24
ZONING BYLAW

SECTION 2. DEFINITIONS

Bed and Breakfast. A house, or portion thereof, where up to four lodging rooms, with meals, are provided providing that the maximum duration of any tenant shall be less than 14 consecutive nights ~~not exceed 15 days~~. The operator shall live on the premises, or in an adjacent premises immediately abutting the residence with the bed and breakfast facility.

Boarding House. A building or premises, other than a hotel, ~~inn, motel, tourist house or lodging house~~, or bed & breakfast, for not more than four (4) persons, provided that the principal use is as a private residence, where rooms are let and where meals may be regularly served by prearrangement for compensation; not open to ~~transient guests; in contrast to hotels, restaurants, and tourists homes, open to transients~~ short term paying guests.

Congregate Housing. A ~~nonprofit~~ group living arrangement for elderly persons and persons with disabilities who cannot easily maintain their own housing, financially or otherwise, but who do not need nursing home care. The persons living together may care for themselves or may have some support services.

Hotel, (Inn, Motel, Tourist Home or Lodging House). A building, or portion thereof, or a group of buildings on a single lot, intended to be used for the temporary occupancy of three (3) or more ~~persons~~ short term paying guests who are lodged, with or without meals, and in which major provision for cooking may be made in a central kitchen but may not be in the individual rooms or suites.

Inn. See Hotel

Lodging House. See Hotel

Motel. See Hotel

Rooming House. See Boarding House

Short Term Paying Guest. A person who rents a room in a hotel or bed & breakfast for less than 14 consecutive nights.

Tourist Home. See Hotel

Or to take any action relative thereto.

APPENDIX C - 2020 Annual Town Meeting
Capital Improvements Committee
CIC FY20 CAPITAL PROJECT RANKINGS
& 10 YEAR CAPITAL FUNDS FORECAST

The Town Bylaws prescribe that no Town Meeting vote for capital improvements take place unless considered in the annual report of the Capital Improvements Committee (CIC).

In accordance with its charge, the CIC provided its report and recommendations to the Board of Selectmen by memorandum dated March 9, 2020. The CIC was presented with three proposed capital expenditures during the FY21 budget cycle. The CIC recommendations on each proposal are summarized as follows:

Summary of CIC Recommendations on Warrant Articles			
<u>Article #</u>	<u>Description</u>	<u>Ranking</u>	<u>Proposed Authorization</u>
ATM #16	Fire Alarm System at Page School	1	304,000
ATM #17	Page School flooring repairs (multi-year program)	2	40,000
ATM #15	DPW Dump Truck	3	229,020
			573,020
Proposed Omnibus Budget Contribution to Capital Stabilization:			500,000
ATM #11 Proposed Contribution to Capital Stabilization:			300,000
Estimated Net FY21 Capital Stabilization Increase/(Decrease)			226,980

The CIC report included its forecast of ten year capital authorizations and recommended budget contributions, summarized as follows:

Capital Improvement Asset Replacement 10-Year Forecast										
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030+
Town Facilities Sub-total	300,000	980,000	360,000	244,000	220,000	25,000	275,000	-	-	50,000
DPW Vehicles/Equip Sub-total	529,020	925,000	603,000	634,000	445,000	185,000	360,000	270,000	95,000	50,000
Page School	344,000	290,000	394,000	75,000	140,000	-	375,000	165,000	30,000	205,000
Fire Department	-	1,140,000	50,000	-	75,000	-	250,000	500,000	-	215,000
Council on Aging					75,000					
TOTAL ASSET REPLACEMENTS	573,020	2,355,000	687,000	390,000	515,000	160,000	710,000	935,000	125,000	1,420,000
ANNUAL APPROPRIATION	800,000	800,000	700,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
STABILIZATION FUND TOTAL	1,451,500	(103,500)	(90,500)	119,500	204,500	644,500	534,500	199,500	674,500	(145,500)

Data Source: CIC Report to Board of Selectmen, March 9, 2020. Adapted for Finance Committee booklet.

View complete CIC report at <https://www.wnewbury.org/capital-improvements-committee>

Role of the Finance Committee: The Finance Committee is an appointed, standing committee consisting of six qualified voters. The Finance Committee is specifically chartered with the following responsibilities:

- Prepare recommendations regarding all Articles in the warrant, especially those involving the appropriation of money.
- Consider all municipal questions affecting the revenue, indebtedness or expenditures of the funds of the Town, and for this purpose the committee shall have access to all books and records of the Town.
- Present the Annual Budget to the Town.
- Confer with and advise the Board of Selectmen whenever so requested.
- One member of the Finance Committee shall be a member of the advisory Capital Improvements Committee. One member shall be a member of the Investment Policy Committee.
- Authorize transfers from the Reserve Fund.
- Authorize year-end budget line item transfers.
- Declare a Snow Emergency to allow deficit spending of the Snow Removal budget.

In addition to these statutory responsibilities, the Finance Committee serves as your investigative agent to make sure that all proposed expenditures are thoroughly vetted before they come before the Town.

GLOSSARY

1. **Article:** The topic to be considered and voted at Town Meeting.
2. **Assessment:** The Board of Assessors judgment of the value of a property.
3. **Bond:** A means to raise money through the issuance of debt. The Town (borrower) promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year.
4. **Capital Expenditure:** An expense for a tangible asset or project that costs at least \$10,000 and has a useful life of at least 5 years.
5. **Chapter 70:** The Chapter of Massachusetts law that governs the funding of the schools. The formula is designed to distribute state aid to help establish educational equity among municipal and regional school districts. It is also the name for the largest part of state funding to schools.
6. **Chapter 90:** The Chapter of Massachusetts law that governs the funding of roads and highway improvements. It is also the common name for the largest part of state funding to highways.
7. **Cherry Sheet:** State aid to the Town, so called as they used to be printed on red paper.
8. **Credit Rating:** The evaluation given by lenders indicating the Town's ability to repay a Loan or Bond. A good credit rating allows the Town to borrow at a lower interest rate.
9. **Free Cash:** Funds remaining from the operations of a previous fiscal year (June 30) which may be appropriated after they have been certified by the Massachusetts Department of Revenue. These include unspent appropriations and revenue collected in excess of estimates.

10. **Levy:** The revenue the Town can raise through real and personal property tax and motor vehicle excise taxes.
11. **Levy Limit:** The maximum tax amount the Town can levy in a given year. The limit can grow 2 ½% of the prior year's levy limit plus new growth and any overrides.
12. **New growth:** The taxing capacity and thereby revenue added by new construction and other increases in the property tax base.
13. **Operating Expenses:** The budget for routine, recurring expenses during the fiscal year starting on July 1 through June 30. It includes all labor and expenses. Typical examples are Police and Fire Department salaries, the Town's assessment from the Pentucket Regional School District, road repairs, snow removal and the solid waste pickup (trash) contract.
14. **Override:** Proposition 2 ½ allows a Town to increase the Town's taxes greater than 2 ½% by one of 3 methods, if approved by the voters:
 - a. Capital Outlay Expenditure Override– allows override of Prop 2 ½, only for a one-time purchase.
 - b. Debt Exclusion Override–allows over-ride of Prop 2 ½ only for the term of the debt repayment schedule.
 - c. General Override–increases the total tax beyond 2 ½% permanently.
15. **Pension Obligations:** Contributions to the Essex Regional Retirement Board and to the Other Post-Employment Benefits (OPEB) for eligible Town employees to pay for negotiated benefits.
16. **Pentucket Regional School District (PRSD) Assessment:** What the Town must pay to the PRSD each year for the schools. It includes:
 - a. Minimum contribution established by the Massachusetts Department of Education based on Town demographics, real estate values, and income.
 - b. Other Assessment. Remainder of operating budget of the PRSD, which is calculated based on the number of West Newbury pupils in the district.
 - c. Capital assessment is the district wide debt service on borrowing also apportioned based on the number of West Newbury pupils in the district and some Green Repair town specific debt and reimbursements.
17. **Proposition 2 ½:** The state law that limits the amount of increase in total real estate taxes, which the Town may assess, to a maximum of 2 ½% per year on existing properties. It does not include taxes that may be levied on new construction or additions (so called new growth).
18. **Raise and Appropriate:** Town Meeting authorization to expend a certain amount of money for a specific purpose by raising that amount of taxes to pay for that expenditure.
19. **Sources of Revenue:** Local receipts collected by the Town such as boat and auto excise tax taxes, fines and interest, real estate property taxes, state aid and grants.
20. **Stabilization Account:** A general or special purpose savings account deposited into or withdrawn from at Town Meetings with a 2/3 vote. The town uses the account to save for capital expenditures.
21. **Sunset Provision/Clause:** A clause attached to a town appropriation that is part of the motion to provide a specific expiration date for allocated funds, unless additional legislative action is taken. After the specified date, funds not used for the established purpose of the article are returned to the town's general operating fund.

TOWN MEETING IMPACTS ON TOWN ACCOUNTS

Balances Report	1/1/2020	Estimated					Unreserved: Available for Appropriation				
		Town Capital Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
		1,518,461	229,705	1,594,230	1,542,986	15,359	0	26,956	148,308	1,416,420	267,581
CPC FY20 Estimated Receipts							41,166	41,166	41,166	(20,583)	
6/2020 STM	Art #										
CPC Page School Playground	2									(462,857)	
Town building repairs	3				(49,150)						
Snow & Ice deficit	4				(61,087)						
2020 voting expenses	5				(3,800)						
Mill Pond benches/tables	6				(14,000)						
Electric vehicle charging	7				(8,048)						
Essex Ag FY20 costs	8				(16,443)						
Nat'l Grid underbilled costs	9				(20,247)						
Balances after STM		1,518,461	229,705	1,594,230	1,370,211	15,359	41,166	68,122	189,474	932,980	267,581
CPA FY2020 Closeout											
Closeout to CPA Undesignated	N/A									267,581	(267,581)
										1,200,561	0
6/2020 ATM	Art #										
Omnibus Budget	3	500,000									
Pension Liability Stab. Fund	6		68,750		(68,750)						
OPEB Stab. Fund	7				(5,000)						
School Stabilization Fund	8			328,600							
From School Stab. Fund	9			(652,340)							
Capital Stabilization	11	300,000			(300,000)						
CPC Estimated Receipts	12						43,240	43,240	43,240	(21,620)	281,060
CPC Artichoke River Woods	13								(143,308)	(26,692)	
CPC Soldiers & Sailors debt	14							(85,000)			
DPW dump truck	15	(229,020)									
Page School Fire Alarm	16	(304,000)									
Page School floor repairs	17	(40,000)									
Police radios	18				(19,000)						
Fire ice/water rescue suits	19				(4,000)						
Fire Dept. power fans	20				(7,500)						
Balances after ATM		1,745,441	298,455	1,270,490	965,961	15,359	84,406	26,362	89,406	1,152,249	281,060

REVENUES

5/27/2020							
Revenues:	Actual	Actual	Actual	Actual	In Process	Projected	Comments
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Prior fiscal year levy limit	11,712,003	12,193,084	12,784,193	13,212,301	13,653,481	14,138,156	MassDOR levy limit, FY16 to FY20
Amended Prior Year Growth							
Tax Limit 2.5	292,800	304,827	319,605	330,308	341,337	353,454	Increase from FY19 levy limit allowed by prop 2 1/2
New Growth	188,281	286,282	108,503	110,872	143,338	167,455	All but FY21 is actual. FY21 est based on 5 year average
General Overrides							
Debt Exclusions	818,328	710,860	696,417	624,548	627,864	617,517	FY21 net excluded debt service per debt schedule
Cherry Sheet Revenues	357,488	362,274	377,379	382,276	387,119	349,119	FY21 est. based on MADOR Prelim Cherry Sheet estimates; adjusted downward by 10% based on est. COVID-19 impacts.
Local Receipts	1,226,336	1,255,806	1,305,148	1,603,886	1,357,785	1,163,739	All but FY20 and FY21 is actual. FY20 was estimated in FY20 tax rate recap. FY21 forecast by Town Manager, adjusted downward based on est. COVID-19 impacts.
Total Revenues	14,595,236	15,113,133	15,591,245	16,264,191	16,510,924	16,789,440	
Reserve for Abatements/Receivables	-153,480	-130,863	-135,165	-138,279	-165,001	-150,000	FY21 amount recommended by Chief Assessor
Tax Title Purposes	-1,000	-1,000	-2,500	-1,000	-1,000	-1,000	Set aside of tax title purposes
Cherry Sheet Charges	-73,061	-77,444	-74,255	-77,954	-80,191	-75,000	Charges for services thru state and other agencies & Charter schools; FY21 estimated.
Total Offsets	-227,541	-209,307	-211,920	-217,233	-246,192	-226,000	
Revenue-Less Offsets	14,367,695	14,903,826	15,379,325	16,046,958	16,264,732	16,563,440	
Less Direct to Library	-7,588	-7,953	-7,659	-7,378	-7,604	-7,000	Goes directly to library; FY21 estimate
Net to Revenues to General Fund	14,360,107	14,895,873	15,371,666	16,039,580	16,257,128	16,556,440	
Less Prior Year Snow & Ice Deficit	0	0	0	0	0	0	
Less Prior Year Other Deficits	0	0	0	0	0	0	
Net Available for Operating Expenses	14,360,107	14,895,873	15,371,666	16,039,580	16,257,128	16,556,440	