



Town of West Newbury
Board of Selectmen
Monday, August 6, 2018 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

AGENDA

Executive Session: *6pm in the Town Manager/Selectmen Office*

- MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (Consultation with Town Counsel)
- MGL Chapter 30A §21(a) 6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
- Executive Session Minutes dated March 19, 2018, March 26, 2018, April 2, 2018, April 9, 2018 and April 17, 2018

Open Session: *7pm in the First Floor Hearing Room*

Announcements

- This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.
- Senator Tarr was instrumental with the approval of \$25,000 to the Town of West Newbury to be expended for the bicentennial celebration in 2019.

Regular Business

- A. Police Department: Letter of Recognition to Officer Richard Parenteau and Dispatcher Kelsey Grenham
- B. Appointments/Reappointments
 - a. Planning Board: Appointment of Associate Member
 - b. Jessica Knezek: Request for Appointment to the Finance Committee
 - c. S. Paul Knezek: Request for Appointment to the Historical Commission
 - d. Kathleen & Stephen Swallow: Reappointment to the Bicentennial Committee
- C. Apple Harvest Road Race
- D. Town Clerk: Warrant for 2018 State Primary
- E. Clarify policy/procedure on disposition of items of low value
- F. Update on enforcement options and staff responsibilities: Short Term Rental Bylaw
- G. Proposed amendments to Policy on Rental of Town Facilities and Form
- H. Proposed amendments to Special Event Permit Guidelines
- I. Proposed amendments to prior Board policies to remove inconsistencies and clarify protocols with regard to the Town Manager special legislation
- J. FY'19 Selectmen's goals
- K. Board review and approval of draft calendar for Fall 2018 Special Town Meeting
- L. Selectmen's Meeting minutes dated June 11, 2018

Town Manager Reports

1. Update on Middle Street Bridge meetings with Newburyport Mayor and staff
2. Recommended venue for public presentation of consultant report on Town Center Shared Septic Study
3. Clarify authority for administrative oversight of personnel, including signing timesheets, approving vacation requests, performance evaluations, approval of vacation carry-forwards and extensions, etc.
4. Discussion of communication protocols between Board and staff between meetings, including Board expectations regarding notification of routine public safety activities between meetings
5. Report on FY'18 financial closeout

Follow up meeting assignments
Placing items for future agendas

Posted Agenda on 08/2/2018 at the Town Offices and the Town's Official Website www.wnewbury.org

RETURN TO AGENDA

improvements of accessibility to Fitchburg city hall; provided further, that not less than \$30,000 shall be expended for economic development in Hanson; provided further, that not less than \$75,000 shall be expended for the Riverside Theatre Works, Inc. in the Hyde Park section of the city of Boston; provided further, that not less than \$25,000 shall be expended for the Menino arts center in the Hyde Park section of Boston; provided further, that not less than \$75,000 shall be expended for the Waltham Tourism Council, Inc.; provided further, that not less than \$20,000 shall be expended to the town of Sandwich for the purpose of establishing seasonal artist shanties or cultural arts center within the town; provided however, that prior to the disbursement of funds by the town of Sandwich, the Glass Town cultural district, Sandwich Arts Alliance, Inc., Sandwich Chamber of Commerce, Inc., and the Sandwich economic initiative corporation shall unanimously approve plans for the management and operation of the shanties effective for not less than 2 years; provided further, that not less than \$25,000 shall be expended for a celebration of West Newbury; provided further, that not less than \$25,000 shall be expended for the construction and implementation of the Samuel Slater Museum in the town of Webster; provided further, that not less than \$50,000 shall be expended for improvements to the Fino Field pool in Milford; provided further, that not less than \$100,000 shall be expended for homelessness due to natural disasters in West Springfield; provided further, that not less than \$50,000 shall be expended for the stabilization and preservation of Bagg hall and the town hall annex in Princeton; provided further, that not less than \$50,000 shall be expended for the friends of West Springfield parks and recreation for infrastructure improvements and park maintenance; provided further, that not less than \$50,000 shall be expended for the Merrimack Valley Chamber of Commerce; provided further, that not less than \$250,000 shall be expended for the Presentation school foundation community center in Brighton; provided further, that not less than \$75,000 shall be expended for Hoop Hall Assists; provided further, that not less than \$50,000 shall be expended for the creation of the Punto Urban Art Museum shop and gallery; provided further, that not less than \$90,000 shall be expended for the Russian Community Association of Massachusetts, Inc.; provided further, that not less than \$30,000 shall be expended for the Puerto Rican parade in Springfield; provided further, that not less than \$200,000 shall be expended to support the operation of the Eureka program in the Holyoke, Lynn and Worcester chapters of Girls Inc.; provided further, that not less than \$50,000 shall be expended for maintenance to the Jason Russell house and the Smith museum; provided further, that not less than \$100,000 shall be expended for the restoration of State Theatre in Stoughton; provided further, that not less than \$100,000 shall be expended for From the Top radio programming; provided further, that not less than \$250,000 shall be expended for Plymouth 400, Inc. for the commemoration of the 400th anniversary of the founding of Plymouth; provided further, that not less than \$75,000 shall be expended for the Endicott Community Greenhouse, Inc.; provided further, that not less than \$75,000 shall be expended for the restoration and relocation of the historical Blue Hart tavern in Westwood; provided further, that not less than \$250,000 shall be expended for Outside the Box in Boston; provided further, that not less than \$100,000 shall be expended for Quincy Asian Resources, Inc.; provided further, that not less than \$50,000 shall be expended for the Germantown neighborhood center in Quincy; provided further, that not less than



WEST NEWBURY POLICE DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Art Reed, Police Chief
areed@westnewburysafety.org

Letter of Recognition

This Letter of Recognition is presented this 6th day of August 2018 to Officer Richard Parenteau of the West Newbury Dispatch Police Department for his professionalism and hard work in the Center.

Over the last year Officer Parenteau has taken on the extra duties as the temporary Lead Dispatcher still while performing all the duties as a police officer. Officer Parenteau has worked tirelessly reformatting and updating the Dispatch Centers' operating manual, coordinating and facilitating a number of hiring processes, evaluating the operation of the Center, coordination of training and scheduling of personal.

This Letter of Recognition is being awarded to you for your display of professionalism and commitment to the job, a can do attitude and a willingness to serve the community of West Newbury.

Sincerely,

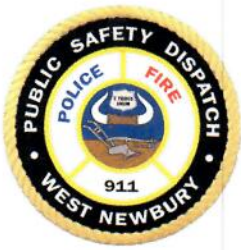
Art Reed

Chief of Police

Director of Communications

A Massachusetts Accredited Agency

RETURN TO AGENDA



West Newbury Public Safety Dispatch

401 Main Street, West Newbury, MA 01985

978-363-1213

Police Chief Art Reed /Director of Communications

areed@westnewburysafety.org

Letter of Recognition

This Letter of Recognition is presented this 6th day of August 2018 to Dispatcher Kelsey Grenham of the West Newbury Dispatch Center for her professionalism and hard work in the Center.

Over the course of a number of months Kelsey took on a vital role and volunteered to develop and implement a formal professional training manual for all new full and part-time dispatchers.

By accomplishing such an important manual it enables the Center to be more effective in the training of new employees.

This Letter of Recognition is being awarded to you for your display of true professionalism and your commitment to serve the community of West Newbury.

Sincerely,

A handwritten signature in black ink, appearing to read "Art Reed".

Art Reed

Chief of Police

Director of Communications

RETURN TO AGENDA



**TOWN OF WEST NEWBURY
OFFICE OF THE PLANNING BOARD
381 MAIN STREET
WEST NEWBURY MA 01985
978-363-1100 X125 Fax: 978-363-1119**

July 18, 2018

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

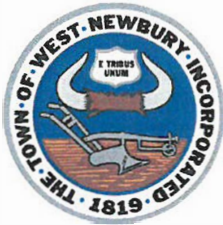
Re: FY19 Associate Planning Board Member

Dear Honorable Board:

At its meeting of July 17, 2018 members of the Board met with Applicants for the FY19 Associate Planning Board Member position, Kim Monahan and Jennifer Reardon. Their applications are attached. The Board found that both Applicants would fill the role quite well and voted unanimously to nominate Ms. Monahan and Ms. Reardon for consideration pursuant to Section 8.A.2.b.3. of the Zoning Bylaw. Members felt that Ms. Monahan would bring relevant experience due to her real estate background and respectfully requested that you select her for the appointment. Ms. Reardon expressed interest in serving on the Zoning Board or the Finance Committee as well and requested that I pass this information along to you.

Sincerely,

Leah J. Zambarnardi, Town Planner
On behalf of the West Newbury Planning Board



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Kim Monahan

Address: [REDACTED]

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: [REDACTED]

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

Planning Board

Current or past committees served on: Current, Board Member / Treasurer - Girls Inc of Lynn

Previous, Board Member - Rebuilding Together Boston

Relevant skills, expertise and education: Bachelors degree in Business from Endicott College.

I have been involved in Commercial Real Estate for the last 15 years as a Lender, Asset Manager and currently provide oversight of a large real estate portfolio from a credit risk prospective.

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

Signature: [Handwritten Signature]

Date: 6/5/2017

June 20, 2018

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

RE: Associate Member Planning Board

Dear Board of Selectmen,

Thank you for your consideration for the current opening of the Associate Member on the Planning Board. Leah and I had a great conversation about the role and commitment involved. The vision and goals of the Planning Board are aligned with all that is important to me and my family.

My husband and I moved to West Newbury two and a half years ago with our identical twin boys who will be four years old next month. We were attracted to this community for the New England charm, character, and close community. We are both third generation from this area and plan to be here a very long time. Our hope is to someday pass our home down to our children.

I currently work part time in my career as an Insurance Advisor with the Bulfinch Group and am home with our boys the rest of the time. I have sat on the National Association of Insurance and Financial Advisors and have done much work at the State House and Capitol Hill. Currently, I am a board member with the Greater Newburyport Mother's & Families Club where we connect families from the area and provide resources for families.

The opportunity is very exciting for me to volunteer, help, and support this town that has become near and dear to my core values. I have enclosed my Application for Appointment and look forward to hearing from you.

Warmest regards,



Jennifer Reardon

RETURN TO AGENDA



TOWN OF WEST NEWBURY

APPLICATION FOR APPOINTMENT

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

Name: JENNIFER REARDON

Address: 384 MAIN ST WEST NEWBURY MA 01985

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: _____

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

Associate Member on the Planning Board

Current or past committees served on: Current Board member of the Greater

Newburyport Mother's & Families Club / Past board member NATIONAL Association of Insurance & Financial Advisors

Relevant skills, expertise and education: _____

* SEE ENCLOSED LETTER *

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

Signature: [Handwritten Signature] Date: 6/21/18



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Jessica Knezek

Address: [REDACTED] West Newbury, MA 01985

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: [REDACTED]

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

Finance Committee

Current or past committees served on: N/A

Relevant skills, expertise and education: Six years (2003-2010) of MA state budgeting experience working at the MA Senate Committee on Ways & Means (last three as Budget Director). Eight years (2010-present) working for a Big 4 professional services firm (Deloitte) in Federal government management consulting and now internal program management. BA in policy studies and MPA, both from Syracuse University.

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

Signature: Jessica Knezek Date: 07/19/2018

RECEIVED

AUG - 2 2018

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Kathleen C. Swallow

Address: 131 River Rd., West Newbury, MA 01985

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: [REDACTED]

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

West Newbury Bicentennial Committee

Current or past committees served on: West Newbury Bicentennial Committee

Relevant skills, expertise and education: Merrimack College, Professor of Chemistry, Chair of Department of Chemistry, Dean of Science and Engineering. In charge of planning, budgeting and executing department and divisional activities. Ph.D. Chemistry 1978 MIT

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

Signature: Kathleen C. Swallow Date: 8/1/2018

RECEIVED

AUG - 2 2018

BOARD OF SELECTMEN
TOWN OF WEST NEWBURY



TOWN OF WEST NEWBURY
APPLICATION FOR APPOINTMENT

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

Name: Stephen T Swallow

Address: 131 River Road, West Newbury MA 01985

e-mail: [REDACTED]

Mobile phone: [REDACTED] Home phone: [REDACTED]

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

WNBC

Current or past committees served on: WNBC, committee to re-organize Town Government, 1998

Relevant skills, expertise and education: BS Chem, DDS

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

Signature: S. Swallow Date: Aug 1, 2018

(Revised form 10-2017)

REQUEST FOR USE OF FACILITIES

Organization or Group: WNPTD / Apple Harvest Road Race

Person Making Reservation Michelle Card

Mailing Address PO Box 241 West Newbury MA 01985

Phone: [redacted] e-mail: [redacted]

Event Date & Time: Race 10/14 (entire event 10/12 - 10/14 + 2)
From 5pm 5pm

Check Appropriate Block: Fund Raising Group ^{WNPTD} Commercial In-Town Residential
 Non-Profit Other Commercial Out-of-Town

Facility Requested:
 1910 Bldg Hearing Room (1) Annex Town Hall
 1910 Bldg Hearing Room (2) Bandstand Meeting Rm., Public Safety Complex
 Mill Pond Recreation Bldg Parks & Rec. Bldg Athletic Playing Fields** Pipestave Equest. Area
 Cammett Concession stand Fee Paid or Waived



TERMS AND CONDITIONS OF USE:

1. No open flames, i.e. candles, torches, etc. (Chafing trays with Sterno are allowed.);
2. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances;
3. All decorations must be fire resistant;
4. No live trees or shrubs allowed, including Christmas trees;
5. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits;
6. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative) may be required. Fee 18.43/hr.
7. **No fog machines or fake smoke machines allowed.**
8. **Type of entertainment and equipment to be used must be named and listed here.** _____
9. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen.

[* Pasta Dinner: - 10/13 Saturday -] (use extra page if needed)

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH. 978-363-1100, x. 118

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of West Newbury for a scheduled event. A general liability policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town as an additional insured must be provided before the date of the event as proof of said policy. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

**** FIELDS RENTAL:** Must have prior approval by the Parks and Rec Commissioners which sets the rental fee. Payment by check (to: Town of West Newbury) or cash must be received in the Town Clerk's Office, and a Certificate of Insurance must be received in the Selectmen's Office prior to the date requested to use the fields. (See above for details.)

Indemnification Agreement: I/We, WNPTD, AHR (group), agree to pay for any damage to the facility



October 14, 2018

Special Event Application Checklist Additional Answers:

The Apple Harvest Run will have a DJ on site the day of the race by J&C Entertainment. They will be setting up behind the baseball bleachers, where the start/ finish line is.

There will be vendor tables set up, these are the races Silver and higher sponsors. Typically there are no more than 10 vendors present.

Food will be provided by Executive Gourmet and Shaheen Brothers. Same as last year's run no baked goods, all packaged goods and fruit, yogurts, etc.

Port O Potties are donated by Petes Sewer Services, they get dropped off on Friday before the race and picked up on Monday after the race.

The only tent that is used is the Fire Dept. tent that goes over the food area. This has been used and set up every year.

There are no banners being hung.

Any additional information will be provided as an addendum as it becomes available.



Apple Harvest Run – October 14, 2018 Safety Plan

Start – Finish 15 Bachelor St, West Newbury, MA

We have met and will meet with the West Newbury Police, Emergency Management staff, Fire Department, Town Selectmen, Dr. John C. Page School PTO executive board. All coordinators in key locations will have at minimum a list of all cell phone numbers and names of key people. A volunteer orientation will be given with specific instructions for communication, traffic, and injury.

The course will be marked with course monitors at each turn and along the route. Flyers will be distributed along the course the week prior to notify the neighbors of the race and any road closures. A sign will be posted on Main Street at the Town Hall and Regional Middle and High Schools as well. The local community groups will be notified with a request to contact their members and inform them of the race.

The 29th Annual Apple Harvest Run will begin registration at the Bachelor Street Playground and Fields at 9:30 AM. The race will start at 11:00 AM on Bachelor Street. Course monitors will be stationed around the course to patrol. The police will close a portion of the course they deem pertinent for safety concerns until the runners/walkers have passed and for the duration of the race.

The runners will then turn left on Middle Street which is the 1 mile marker for both the 5K and 5 Mile races. This is also the location for the water station. It doubles as a 4 mile water station as well for the 5 Mile runners. From there they will split courses. The 5K runners will take a left on Stewart Street and a right on Archaleus Place to a turnaround point. They will then follow Archaleus back across the intersection with Stewart, up Meeting Hill Road and take a final right returning to Bachelor Street. The 5 Mile runners will continue on Middle Street and take a right on Indian Hill, followed by a right on Cherry Hill, and a left on Moulton to a turnaround point. They will then travel back down Moulton to where it becomes Bachelor and continue back to the start/finish line. The course will remain closed to traffic during the entire race. It is well marked and patrolled by the police and volunteers. The finish line is just prior to 15 Bachelor Street Fields. The runners/walkers will then be directed to the fields for the Food Station as well as more water.

The local Fire Department will have a rescue and fire truck in the area in case one is needed. Emergency Management will provide an onsite ambulance as well.

Michelle Card-Apple Harvest Run Race Director

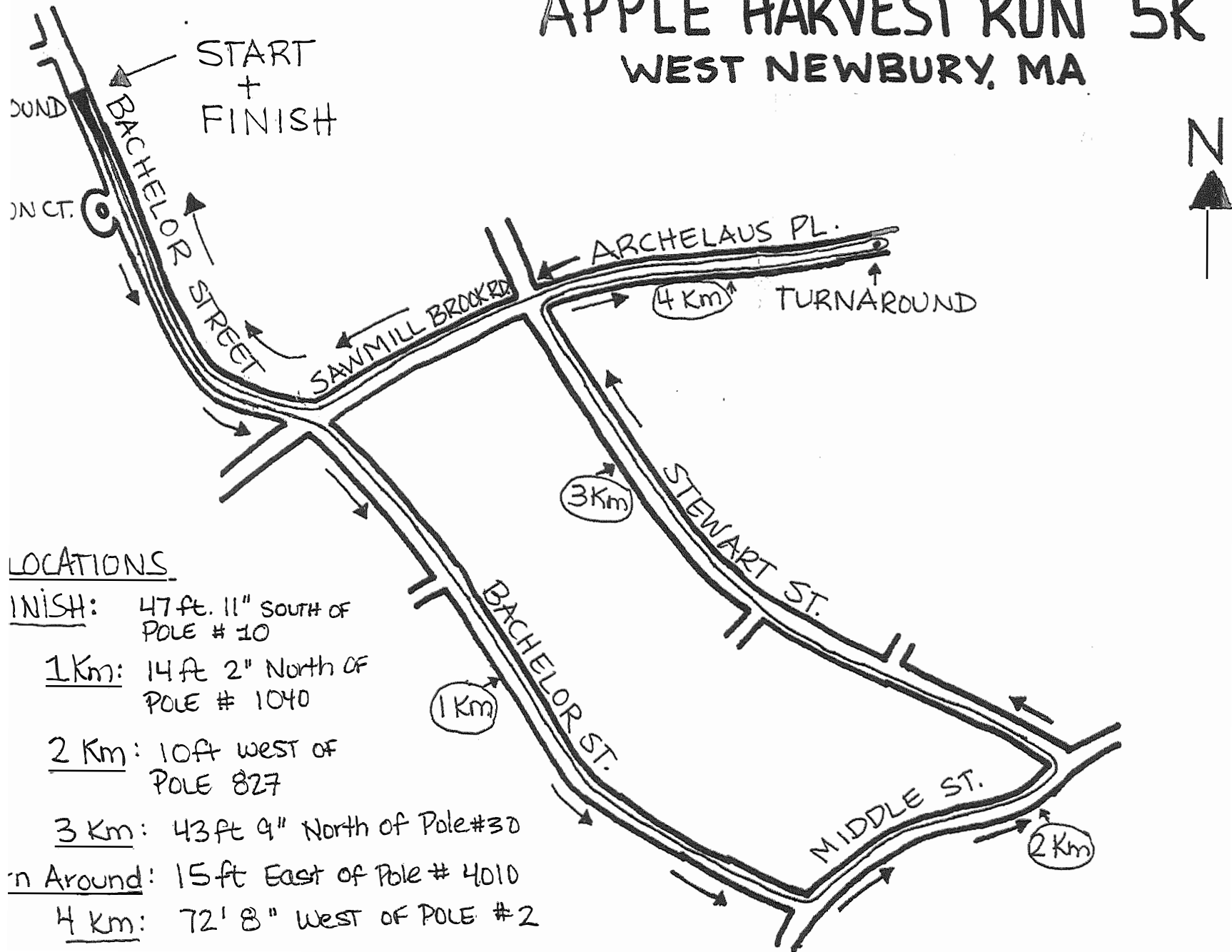
www.appleharvestrun.org

cardmichelle8@gmail.com

603-707-1050
603-707-1050

RETURN TO AGENDA

APPLE HARVEST RUN 5K WEST NEWBURY, MA



LOCATIONS

- FINISH: 47 ft. 11" South of POLE # 10
- 1 Km: 14 ft 2" North of POLE # 1040
- 2 Km: 10 ft West of POLE 827
- 3 Km: 43 ft 9" North of Pole # 30
- Turn Around: 15 ft East of Pole # 4010
- 4 Km: 72' 8" West of POLE # 2

NOT TO SCALE •

• COURSE MEASURED BY STEPHEN MOONEY, WEST NEWBURY, MA •
[RETURN TO AGENDA](#)

Apple Harvest 5 Mile

West Newbury MA

Measured 6/30/2012 by Steve Vaitones

Start - Bachellor Street south of Action Cove Playground

47'11" South of Pole 10 on west side, 3'4" S of hydrant on east side

Head South on Bachellor. Left on Middle

1 Mile - Middle St - 5' past pole 2-76 at corner of Bachellor / Middle

Continue west on Middle. Right on Indian Hill

2 Mile - past driveway to 19-21-23; 24'0" past pole 10/1710, 53' after b

Continue on Indian Hill, Right on Cherry Hill keeping right of traffic island

Left on Moulton keeping left of traffic island

Turnaround point: 17' past beginning of short metal guardrail on right

(marked on road and on guardrail, both sides); 23' before culvert under r

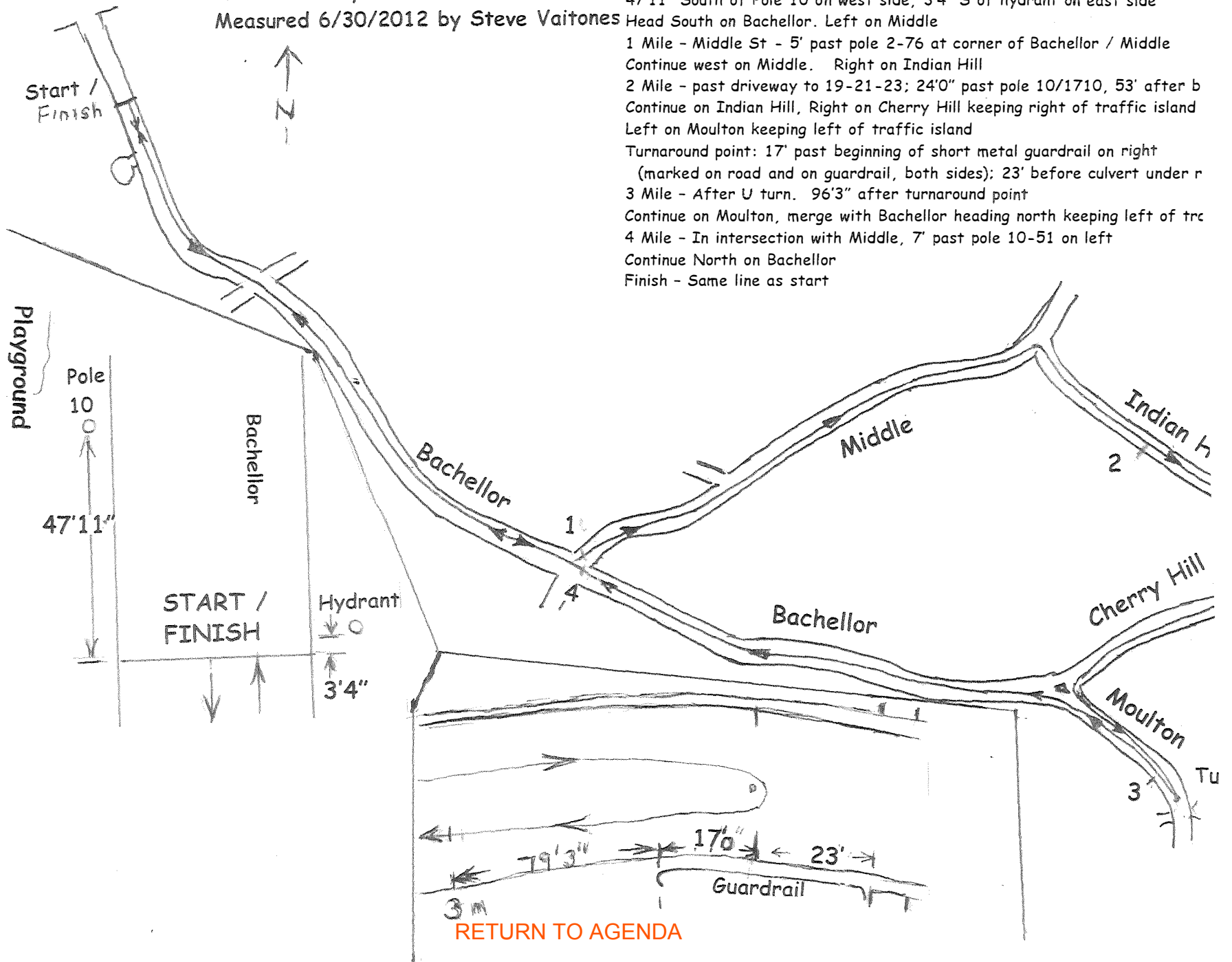
3 Mile - After U turn. 96'3" after turnaround point

Continue on Moulton, merge with Bachellor heading north keeping left of trc

4 Mile - In intersection with Middle, 7' past pole 10-51 on left

Continue North on Bachellor

Finish - Same line as start



I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

[Signature] 7/24/18
Individually/Authorized Signature for Group Date

Chief of Police's Signature: [Signature] 7/25/18 **Date:**

Requests and comments:
Contact the dept @ least one week prior to event to hire detail officers of Road Race

Fire Chief's Signature: [Signature] 7/26/18 **Date:**

Requests and comments:
Contact for ems detail and ambulance.

Approval granted if signed here by Selectmen:



October 13, 2018

Pasta Dinner -Apple Harvest Run - Safety Plan

The Race Director will meet with the West Newbury Police, Emergency Management staff, Fire Department, Town Selectmen, Dr. John C. Page PTO executive board to ensure that all coordinators in key locations will have at minimum a list of all cell phone numbers and names of key people for the event. A volunteer orientation will be given with specific instructions for communications, responsibilities and injury.

The Pasta Dinner will be held inside the Annex from 5pm-8pm, set -up consisting of tables and chairs. Capacity not to exceed 200 people at any given time over the course of the event. All food for dinner is being provided by Glenn Kemper's catering Company, Executive Gourmet. Water, Juice and soda will be available. Page school parents are volunteering as food servers.

We plan on having canned beer again this year from a sponsor (TBD). A One day liquor license will be acquired to the Acting Race Director, Michelle Card. We will not be charging a fee for the beer. Donations will be accepted. An addendum will be provided once a sponsor is secured and a liquor license is obtained. Insurance requirements as outlined in the " Guidelines for Special Events' will be met either in the form of an insured bartender or by a separate Liquor Liability Policy. We will provide an updated Certificate of Insurance once available (the certificate renews in September).

Police /Fire Detail: Because we are hoping to have over 100 guests, we understand that there is a minimum of a 2 police officer and 2 firewatch detail requirement.

The Race Director will keep the Police informed of any pre- buy guests, 7 days prior to the event. Any further provisions to be determined by the fire and police department will be met and added to guidelines for following years.

RETURN TO AGENDA

(over)

hereby agree to save and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

McAid
Individually/Authorized Signature for Group

7/24/18
Date

Chief of Police's
Signature: Leo Reed

Date: 7/25/18

Requests and comments: Most hire detail officer(s). Please contact @ least one week prior to event.

Fire Chief's
Signature: [Signature]

Date: 7/26/18

Requests and comments:

Contact for detail

Approval granted if signed here by Selectmen or Selectmen Representative:

Requests and comments:

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2018 STATE PRIMARY

ESSEX SS.

To the Constables of the TOWN OF WEST NEWBURY

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of West Newbury who are qualified to vote in Primaries to vote at:

TOWN ANNEX, 379 MAIN STREET, WEST NEWBURY, MA 01985

on **TUESDAY, THE FOURTH DAY OF SEPTEMBER, 2018**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

- SENATOR IN CONGRESS. FOR THIS COMMONWEALTH
- GOVERNOR. FOR THIS COMMONWEALTH
- LIEUTENANT GOVERNOR. FOR THIS COMMONWEALTH
- ATTORNEY GENERAL. FOR THIS COMMONWEALTH
- SECRETARY OF STATE FOR THIS COMMONWEALTH
- TREASURER AND RECEIVER GENERAL. FOR THIS COMMONWEALTH
- AUDITOR. FOR THIS COMMONWEALTH
- REPRESENTATIVE IN CONGRESS FOR THE SIXTH DISTRICT
- COUNCILLOR FOR THE FIFTH DISTRICT
- SENATOR IN GENERAL COURT FOR THE FIRST ESSEX AND
MIDDLESEX DISTRICT
- REPRESENTATIVE IN GENERAL COURT. FOR THE SECOND ESSEX
DISTRICT
- DISTRICT ATTORNEY. FOR THE EASTERN DISTRICT
- CLERK OF COURTS FOR ESSEX COUNTY
- REGISTER OF DEEDS FOR ESSEX COUNTY

You are hereby directed to serve this warrant by posting attested copies at least 7 days prior to the September 4, 2018 State Primary

LOCATIONS TO POST WARRANT

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

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this day of August, 2018

TOWN OF WEST NEWBURY
BOARD OF SELECTMEN

Glenn A. Kemper., Chairman

Joseph Anderson

David Archibald

A true copy, Attested:

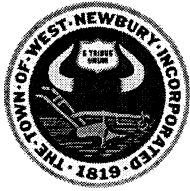
Town Clerk

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

Constable

Date of Posting

[RETURN TO AGENDA](#)



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Clarify policy/procedure on disposition of items of low value

Chief Reed has submitted the attached request to dispose of items of low value. These items were previously posted to <https://municibid.com/>, but no bids were received.

The following guidance regarding disposition of items of low value is excerpted from the 30B procurement manual:

Local jurisdictions must have written procedures for surplus supplies valued at less than \$10,000. You may dispose of a surplus supply with a resale or salvage value of less than \$10,000 using any method authorized by the written procedures established by your local jurisdiction. Your local jurisdiction must adopt written procedures before disposing of surplus supplies. These written procedures might include a process for posting the sale of surplus supplies on your local jurisdiction's website, advertising them in the local newspaper or seeking informal quotes for the supplies. Alternatively, your procedures might allow your local jurisdiction to hold a yard sale or a silent auction to sell the items. (Linked [here](#), pg. 75)

In my former job I prepared Board Orders to declare items of low value surplus, and could use that template, but disposition will also require Board adoption of a written policy. I have been advised by staff that no such policy exists. I recommend adoption of a written policy and am working to prepare a draft for Board consideration based on public purchasing policy I prepared in my former position.

INTEROFFICE MEMORANDUM

TO: TOWN MANAGER: ANGUS JENNINGS
FROM: CHIEF ART REED
SUBJECT: TOWN OWNED PROPERTY DISPOSAL
DATE: AUGUST 1, 2018
CC:

I wanted to let you know that the department has town owned property which is of little or no value. I am asking permission to dispose of it by whatever means which are available to me. Some of the items listed below were put out to bid with no takers.

- * Rear gray plastic seat(s) for a patrol vehicle
- * Metal cage(s) for a patrol vehicle
- Crosswalk signs - old and broken
- three old radar units
- various wiring and control modules

* Denotes placed on auction site (Municipalbid.com)

RETURN TO AGENDA



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Update on enforcement options and staff responsibilities: Short Term Rental Bylaw

In addition to other avenues of enforcement (i.e. zoning enforcement, injunctive relief), the Short Term Rental Bylaw provides a mechanism for enforcement in the instance of violations.

The Bylaw provides that “The Board of Selectmen may designate such Town officials as they deem appropriate to carry out the enforcement duties under this by-law.”

Staff are not aware that the Board has previously designated such Town official(s) to serve this function. I therefore seek Board designation of the following Town staff to act as the Enforcement Agent as that term is used in the Bylaw:

Primary Enforcement: Town Manager

Secondary Enforcement: Inspector of Buildings; and/or other personnel as may be designated by the Town Manager

We have met at a staff level, including with Town Counsel and the Police Chief, and have established operational protocols to proceed with enforcement, in the event of known violations, pursuant to the Bylaw. Although the Police Department would not have a direct role in enforcement except in the instance of violations unrelated to the Bylaw – such as loud music, disruptive activity, etc. – the Chief will ensure that, in the event that on-site enforcement is warranted, the Officer on Duty will be available to accompany the Enforcement Agent as appropriate.

cc: *Glenn Clohesy, Inspector of Buildings*
Art Reed, Chief of Police
Michael McCarron, Town Counsel
Paul Sevigny, Health Agent



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

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Proposed amendments to Policy on Rental of Town Facilities and Form

Under the Town Manager legislation (Chapter 97 of the Acts of 2017), Sec. 8(j), “The town manager shall have jurisdiction over the rental of all town facilities and real property. The use of town property shall not conflict with policies, rental fees and other practices established by the Board of Selectmen.”

I see an inconsistency between this language and the existing language of the Policy on Rental of Town Facilities, which designates the Board of Selectmen as the approving entity.

Town Counsel has verified that the intent of the legislation was to place the Town Manager in charge of the use of town facilities and to keep the BoS in a general policy making role. I have therefore proposed amendments to the current policy, for consideration by the Board, intended to bring it into alignment with the legislation. In the attached markup, I have highlighted in yellow the language proposed for addition.

Thank you for your consideration.

Town of West Newbury Policy on Rental of Town Facilities

Policy Statement

Subject to availability, consistent with the needs of the Town and request of the public, and at the discretion of the **Town Manager**, the following facilities are available for use/rental to non-profit and commercial groups or individuals for meets or programs of an educational, informational or cultural nature, or other events as approved by the **Town Manager**.

1910 Building First Floor Hearing Room
1910 Building Second Floor Hearing Room
1910 Building Second Floor Small Meeting Room
Annex
Town Hall (across from the library)
Bandstand
Mill Pond Recreation Building – with approval from the Mill Pond Committee
Athletic Playing Fields/Pipestave Equestrian Area – with approval from Parks and Recreation Commissioners

Policy Description

I. Reservations

Reservations may be made in person or by mail. Please contact the Residents' Administrator at 978-363-1100 x130 to determine availability of the facility. An authorized representative of the group or organization must complete a request for use of facility form in advance, outlining all event details. The fee schedule and forms are available in the Town Manager's Office or online at www.wnewbury.org/town-manager. The individual signing the form will be responsible for the conduct of the group and the protection of the Town property.

The use of any of the above-mentioned facilities for municipal purposes will take precedence over all other reservations. If the Town cancels a reservation, every effort will be made to provide as much advance notice as possible. A refund will be issued if a fee has been paid in advance.

II. Insurance

The organization's representative or the individual requesting the space will be required to sign an indemnification agreement with the Town of West Newbury for a scheduled event. **A general liability policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town as an additional insured must be provided as proof of said policy.** (For town residents for birthday parties, fundraisers, showers, etc., insurance requirement may be waived upon advance approval by the Board of Selectmen.)

If alcohol is being served, subject to a separate approval of a one-day liquor license by the Board of Selectmen, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability policy.

TERMS AND CONDITIONS OF USE:

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems.
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos **are** allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
6. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits.
7. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required, **at the then-current hourly fee.**
8. No fog machines or fake smoke machines allowed.
9. No helium balloons allowed in the Annex.
10. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen

The Town is not responsible for the loss or damage to any person or the property of any user, or of any individual attending the event.

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER *ANY KIND OF CAMP FOR CHILDREN*, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH 978-363-1100, x. 118.

III. Fees

The Board of Selectmen shall establish a Schedule of Rental Fees for Town facilities. All fees are payable in advance. The Selectmen may waive any rental fee at their discretion.

SCHEDULE OF RENTAL FEES

Private, For Profit and Political Groups:

Rental Fee plus Custodial/Maintenance Fee

Non-Profit Charitable Groups:

No Rental Fee or Custodial/Maintenance Fee

1910 Building	First Floor Hearing Room – Resident	\$35.00/half day \$50.00/full day
	Non-Resident	\$50.00/half day \$75.00/full day
1910 Building	Second Floor Hearing Room – Resident	\$10.00/half day \$20.00/full day
	Non-Resident	\$20.00/half day \$40.00/full day
1910 Building	Second Floor Small Meeting Room – Resident	\$10.00/half day \$20.00/full day

Annex

Resident	\$60.00
Non-Resident	\$90.00

Town Hall

Resident	\$60.00
Non-Resident	\$90.00

Athletic Playing Fields (per season/sport as determined by the Parks and Recreation Commissioners)

Bandstand Resident and Non-Resident \$25.00

Mill Pond Building Resident or Non-Profit \$75.00
Non-Resident or Business \$150.00

Pipestave Riding Rings One Ring *To be determined.*
Two Rings
Organized Trail Rides

REQUEST FOR USE OF FACILITIES

Organization or Group _____

Person Making Reservation _____

Mailing Address _____

Phone _____ e-mail _____

Event Date: _____ Start Time _____ End Time _____

Summary of Event _____

Number of attendees _____

Event Details: Please be specific i.e. alcohol*, music, food _____

*If alcohol is being served, a One-Day Liquor License is required and a Liquor Liability Policy must be provided (\$1,000,000).

Check Appropriate Block:

_____ Fund Raising Group _____ Commercial In-Town _____ Resident
_____ Non-Profit _____ Commercial Out-of-Town _____ Other

Facility Requested:

_____ 1910 Bldg Hearing Room (1) _____ Pipestave Equest. Area** _____ Other (specify)
_____ 1910 Bldg Hearing Room (2) _____ Athletic Playing Fields**
_____ Town Hall-(across from Library) _____ Mill Pond Rec Bldg***
_____ Annex _____ Bandstand

_____ **Fee Paid by Check/Cash** _____

_____ **Fee Waived**

TERMS AND CONDITIONS OF USE:

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems.
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos **are** allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
6. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits.
7. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required, **at the then-current hourly fee.**
8. No fog machines or fake smoke machines allowed. No helium balloons allowed in the Annex.
9. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen.

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH.

978-363-1100, x. 118

Name: _____

Event: _____

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of West Newbury for a scheduled event. **A general liability policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town as an additional insured must be provided before the date of the event as proof of said policy.** If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

** **ATHLETIC PLAYING FIELDS RENTAL AND PIPESTAVE EQUESTRIAN AREA:** Must have prior approval by the Parks and Rec Committee which sets the rental fee. Payment by check (to: Town of West Newbury) or cash must be received in the Town Manager's Office, and a Certificate of Insurance must be received prior to the date requested to use the fields. (See above for details.)

*****MILL POND RECREATION BUILDING:** Must have prior approval by the Mill Pond Committee

Indemnification Agreement: I/We, _____ (group), agree to pay for any damage to the facility **during the term of rental** by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we hereby agree to save and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

Individual/Authorized Signature for Group Date

**Parks & Rec Committee or Mill Pond Committee
Signature (if applicable):** _____

Date: _____

Requests and comments:

**Chief of Police
Signature:** _____

Date: _____

Requests and comments:

**Fire Chief
Signature:** _____

Date: _____

Requests and comments:

Approval granted if signed here by Town Manager:

Date: _____

Requests and comments:



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Proposed amendments to Special Event Permit Guidelines

Proposed amendments are enclosed for Board consideration, with proposed deletions in ~~striethrough~~ and proposed additions in double-underlined format.

The proposed amendments were prepared in conjunction with staff involved with processing these applications and overseeing compliance, and are intended to both clarify and improve the existing processes.

Thank you for your consideration.

Note:

Proposed deletions are shown in ~~strike through~~. Proposed additions are double-underlined.

The Application Form itself – which is a Checklist in the current Guidelines – is proposed for reformatting with minimal substantive edits.



Town of West Newbury Special Event Permit Guidelines

Welcome and Instructions:

It is the goal of the Town of West Newbury to work with event managers and organizers to help ensure that the events taking place in our community are both safe and successful, while minimizing the impact on our residents and businesses. We hope that you find the instructions set forth in this manual helpful in planning and preparing to carry out your special event.

Please review the instructions, and rules and regulations governing special events. Complete the ~~Use of Facilities Form~~ Special Event Application Form and submit it to the Town of West Newbury, Board of Selectmen's Office, 381 Main Street, West Newbury, MA 01985.

Fulfilling the Guidelines for Special Events does not ~~imply~~ guarantee event approval. The Town of West Newbury reserves full discretion to approve, to disapprove or to limit any type of special event. If you have any questions, please contact the Selectmen's Office at selectmen@wnewbury.org or (978) 363-1100 ext. 115.

[RETURN TO AGENDA](#)

Guidelines for Special Events

A **special event** is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, rights-of-way or sidewalks. Special Events may include festivals, fairs, concerts, holiday celebrations, parades, athletic tournaments, road or bicycle races, etc.

Individuals or organizations wishing to hold events on public property, or on private property but which may have an impact on public property such as (but not limited to) roads and Town parks, within the Town limits, ~~including Town parks~~, must obtain a Special Event Permit from the Town of West Newbury. Event sponsors should submit applications a minimum of 90 (ninety) days before the event. The Town reserves the right to deny any application which it determines may create an undue burden on the Town's public safety departments and an undue nuisance to the Town and neighbors to the potential event.

Permit Posting: Special event permits ~~should~~ shall be posted at greeting areas or main entrances at events. Event organizers and managers are reminded that they may be asked by Town staff to show proof of permit during the event.

Hours: Event activities are prohibited before 9:00 AM and after 10:00 PM in residential areas or such other hours as the Board of Selectmen set forth. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated and must be specifically approved as a part of the permit. The Board of Selectmen reserve the right to require other time restrictions depending on the type of event requested and the impact it may have on the Town and the abutting neighborhood(s).

Alcohol: Alcohol is prohibited on all Town of West Newbury public property, including buildings, parks, playgrounds, fields, etc. A one-day liquor license may be granted, at the sole discretion of the Board of Selectmen. In order to apply for a One Day Permit, applicants must provide a Certificate of Insurance, with the Town of West Newbury named as an Additional Insured, in the minimum amount of \$1,000,000 for each Occurrence and \$3,000,000 General Aggregate for both General Liability and Liquor Liability, as a precondition for obtaining permits. For events larger than 250 people, applicants must also provide an Umbrella Coverage that would sit over both the General Liability and Liquor Liability. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of West Newbury and Town ~~Counsel~~ Manager, including an indemnification and hold harmless clause. This Certificate must be submitted to the Board of Selectmen's Office no later than ten (10) business days before the event. Special Event Permits will not be issued without submission of a Certificate of Insurance.

Restrooms/Trash/Cleanup: The Town of West Newbury may require event organizers to provide temporary toilet facilities. Temporary toilet facilities must be cleaned daily. Trash must be disposed of in approved containers. Daily trash pickup and disposal by the permit holder is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition at the conclusion of the event. The event organizer may be required to arrange with the Department of Public Works for trash pickup and disposal, and to pay all costs associated with the aforementioned requirement. If the ~~applicant~~ permit holder fails to clean up debris and trash within the specified period, cleanup will be arranged by the Town and all costs will be charged to the ~~applicant~~ permit holder.

Traffic & Parking: Parking is permitted in designated areas only. The Police and Fire Departments require that all entries, exits and fire lanes be maintained. The Police Department reserves the right to require that detail officers be hired at the expense of the ~~applicant~~ permit holder where deemed necessary by the

Chief of Police.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings, or street fixtures.

Smoking: Smoking is not permitted in or on any public facility or on school grounds. “Smoking” includes carrying or having in one’s possession a lighted or heated cigarette, cigar, or pipe, or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or in any form. “Smoking” includes the use of an electronic smoking or “vaping” device.

Fireworks: Fireworks are not permitted without the prior approval of the West Newbury Board of Selectmen and West Newbury Fire Department.

Tents: Tents require an inspection and permit from the Town of West Newbury Health, Building, and Fire Departments. Such structures require a flame-resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent or trailer, a fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in or near the tent.

Security/Traffic Control: Events may require the hiring of police officers to provide for security and/or traffic control.

Police Detail: For indoor functions, a minimum of one police detail officer is required for up to one hundred guests. For indoor functions with greater than one hundred guests, a minimum of two police detail officers are required. For outdoor functions, a minimum of two police detail officers are required for every one hundred guests. ~~For~~ Special Event Permit holders must contact the West Newbury Police Department at 978-363-1213 to coordinate detail officers at least ten (10) days prior to the event. All details must be paid for in advance of the event. At the sole discretion of the Chief of Police, the police department may require additional officers on site depending on the type of event, the location and other particulars.

Fire Watch Detail: For indoor functions where there are no working sprinklers a fire watch detail is required. The fire chief will determine how many fire fighters will be required depending on the location and size of the event.

First Aid and Medical: Events may require provisions for first aid and medical personnel, including but not limited to Town of West Newbury Fire Department and/or the town’s ambulance service. To be determined by the fire department prior to issuance of a Special Event Permit.

Enforcement: Town of West Newbury Police, Fire, or other staff so designated by the Board of Selectmen may ~~request~~ require that a resident, event employee or participant leave any park or public facility for violation of rules and regulations, and/or for violation of conditions applied by the Board of Selectmen in their issuance of a Special Event Permit.

Insurance: All applicants must provide a Certificate of Insurance, with the Town of West Newbury named as an Additional Insured, in the minimum amount of \$1,000,000 for each Occurrence and \$3,000,000 General Aggregate for commercial general liability as a precondition for obtaining permits. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of West Newbury and Town ~~Council~~ Manager, including an indemnification and hold harmless clause in a form

RETURN TO AGENDA

acceptable to Town Counsel. This Certificate and verification of Worker's Compensation Coverage must be submitted to the Town Manager's Finance Director's Office no later than ten (10) business days before the event. Special Event Permits will not be issued without submission of a Certificate of Insurance.

Additional Permitting and Cost Requirements: Depending upon the Special Event, additional permits may be required by Town of West Newbury Departments. These may include, but are not limited to, permits for temporary food preparation, athletic field use, field lighting, merchandise sales, raffle licenses, and indoor space needs. The organizers of the event are responsible for obtaining any additional permits or licenses and are responsible for any additional costs incurred by the Town of West Newbury as determined by representatives of each Town Department before the issuance of the Special Event Permit.

Special Event Application Checklist

Organization or Group _____

Person Making Reservation _____

Mailing Address _____

Phone _____ e-mail _____

Event Date: _____ Start Time _____ End Time _____

Reason for Event _____

Number of attendees _____

Check Appropriate Block:

_____ Resident _____ Non-resident

_____ Fund Raising Group _____ Non-Profit _____ Commercial _____ Other

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

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

1. The location of the event on the property _____

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

3. Features and attractions _____

4. Participant circulation _____

5. Proposed parking including how you will handle overflow parking _____

6. Any proposed road closures _____

7. Location of trash receptacles and dumpsters _____

8. Location of temporary toilet facilities _____

9. Accessible routes for the disabled or mobility impaired _____

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

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

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

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

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

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.

Individual/Authorized Signature for Group

Date

Chief of Police's Signature: _____ **Date:** _____

Requests and comments:

Fire Chief's Signature: _____ **Date:** _____

Requests and comments:

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



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: August 3, 2018

RE: Proposed amendments to previously adopted Board of Selectmen policies

During my initial tenure, I have become aware of a number of policies previously adopted by the Board of Selectmen, many of which would benefit from amendment in order to either bring them into alignment with the change to a Town Manager form of government, and/or to clarify/modernize them. The following is a list of such policies, including my summary recommendation:

Board of Selectmen Policy	Date of Adoption/Revision	Town Manager Recommendation
Request for Review of an Issue by Town Counsel	11/6/09	Amend to provide for TM approval of staff or Committee/Commission requests, with no approval required for BoS requests for Town Counsel review.
Approval of Facility Request Forms	11/6/09	Repeal, or Amend to designate TM (pursuant to other policy)
Review of New Insurance Companies	11/6/09	Amend to designate TM
Review by the Board of Selectmen of All Accident Report Forms Filed	9/18/06	Amend to designate TM
Events Requiring a Police Detail for Public Safety	2/20/07	Board and Police Chief review to determine whether this reflects current policy intent
Public Access to Documents Drafted By or Mail Addressed To the Board of Selectmen	8/25/03	Request Town Counsel review to determine conformance with Public Records Law
Vacation Notice and Notice of Other Time Away	4/11/94	Repeal; already covered by Personnel Policies
Warrant Articles	9/12/94	No change
Grant Applications	10/17/94, amended 8/12/97	Amend
Naming Streets	12/12/94	Amend
Office Space in the 1910 Office Building	2/27/95	Amend to designate TM
West Newbury Town Square	3/7/95	No change
Meeting Minutes	7/23/96, amended 9/9/03	Request Town Counsel review to determine conformance with Open Meeting Law

RETURN TO AGENDA

911 Training	8/10/98	Request Police Chief review and recommendation
Permit Fees	(undated)	Board review to determine whether this reflects current policy intent
Minors	8/14/98	No change
Agenda Items	(undated)	No change
Fair Labor Standards Act	9/21/98	Request Town Counsel review to determine compliance with FLSA, as amended
Fall Special Town Meeting Schedule	10/14/98	Amend, and Board review to determine whether this reflects current policy intent
Town Employees as Fire Fighters	(undated)	Request Town Counsel review to determine compliance with FLSA, as amended
Tree Replacement	5/27/97, amended 11/26/98	Board review to determine whether this reflects current policy intent
Street Opening Applications	12/14/98	Request review by DPW Director and Water Superintendent, and by Town Counsel for consistency with Street Opening Bylaw; upon receipt of comments, Board review and amendment as needed
Ballot/Warrant Proof-Reading	7/31/06	Amend to designate TM
Severe Weather	1/20/11	Table consideration pending recommendation from TM
New Hires	8/11/98	Consolidate with "911 Training" policy above
Purchasing Products Made of Recyclable Materials	9/28/98	Board review to determine whether this reflects current policy intent
Grievance Policy or the General Public: Equal Access to Facilities and Activities	4/22/97	Table consideration pending recommendation from TM, in consultation with Town Counsel and other staff as appropriate
Requirements for Mass. Electric Pole Locations	11/26/98	Board review to determine whether this reflects current policy intent
Explanations of Overtime Pay	8/25/14	Amend to designate TM
Certificate of Insurance and Signed Contracts for Snow Removal Drivers	12/15/14	No change

It was not feasible to prepare specific proposed amendments to all policies that I think may benefit from amendment, and this will be a continuing effort. However, I have brought forward for your consideration amendments that were either simple housekeeping matters, or that I think will be

RETURN TO AGENDA

important in the near term in order to improve my ability to carry forward my responsibilities under the special legislation, and to carry forward the Board's policy objectives.

Proposed amendments are enclosed for Board consideration, with proposed deletions in ~~striethrough~~ and proposed additions in underlined format.

Thank you for your consideration.



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

REQUEST FOR REVIEW OF AN ISSUE BY TOWN COUNSEL:

Any request by a Department Head to have Town Counsel review an issue must be approved by the Town Manager. Any request by a Board/Commission/Committee to have Town Counsel review an issue must be approved by Chairman of the Board of Selectmen. If the Chairman is unavailable, another member of the Board may sign the request form.

Adopted 11/6/2009
Amended 8/XX/2018

Formatted: R



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

APPROVAL OF FACILITY REQUEST FORMS:

Selectmen's Assistant is authorized to approve routine Facilities Request Forms as long as availability, insurance, and cost have been accounted for.

11-6-2009

[Recommended for repeal](#)



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

REVIEW OF NEW INSURANCE COMPANIES:

The ~~Finance Director~~ Town Manager is authorized to review requests from new insurance companies and decide whether to consider them or not.

Adopted 11-6-2009
Amended 8/XX/2018

RETURN TO AGENDA



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

REVIEW BY THE BOARD OF SELECTMEN OF ALL ACCIDENT REPORT FORMS FILED

All Accident Report Forms filed involving property damage or personal injury of Town vehicles or Town employees will be submitted to the Town Manager ~~Selectmen's Assistant~~ as soon as possible after the accident, forwarded to the MIIA Claims Department, and reviewed at the next meeting of the Board of Selectmen.

Voted and Approved on this date: 9/18/06

Amended 8/XX/2018

RETURN TO AGENDA



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

EVENTS REQUIRING A POLICE DETAIL FOR PUBLIC SAFETY

The Town shall require all parties, excluding municipal departments, working on public ways, or ways in which the public has a right of access, to have a police officer on duty in cases where the Chief of Police, his designee, or the appointing authority deems a potential hazard to the safety and welfare of the public is present. The Town shall also require that a police officer(s) be assigned to all public functions that involve dispensing of alcoholic beverages and any public function that charges its patrons for admission which in the opinion of the Chief of Police, his designee, or the appointing authority may post a threat to the keeping of the peace.

February 20, 2007

RETURN TO AGENDA



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

PUBLIC ACCESS TO DOCUMENTS DRAFTED BY OR MAIL ADDRESSED TO THE BOARD OF SELECTMEN

The Board of Selectmen voted to adopt a policy stating that no mail or document addressed to or drafted by the Board of Selectmen shall be considered public property until the Selectmen have received and reviewed it as a Board in a public meeting.

August 25, 2003

[RETURN TO AGENDA](#)



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

VACATION NOTICE AND NOTICE OF OTHER TIME AWAY

All Department Heads are required to provide written notice of the dates to be absent and delegation of authority to the Board of Selectmen, stating the limits of responsibility where applicable.

4/11/94

Recommended for repeal



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

WARRANT ARTICLES:

When writing warrant articles, the dollar amount should be requested rather than “a sum of money”

9/12/94



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

GRANT APPLICATIONS:

Department Heads and Committee/Board Chairmen shall advise the Board of Selectmen and the ~~Finance Director~~ Town Manager of any grant applications ~~you and/or your that~~ the Department/Board/Committee- may be considering. This requirement is made to allow the projection of future Town cost effects that could result from the award of any grant we receive.

10/17/94

Amended 8/XX/2018

Selectmen agreed to add the following to the policy on Grant Applications:

Before submitting any applications for grants, a ~~one-page~~ summary, the Request for Proposals, and a submission schedule should be submitted to the Board of Selectmen and the Town Manager~~Finance Director~~.

8/12/97

Amended 8/XX/2018

RETURN TO AGENDA



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

NAMING STREETS:

When a preliminary plan comes before the Planning Board with a proposed street name, that name ~~should~~ shall be submitted to the Board of Selectmen for their information and input. The Planning Board either directly or through its staff shall also consult with the Police Chief, Fire Chief and EMA Director to ensure that the proposed street name is adequately different from existing street names in order to facilitate prompt response in the event of emergency.

12/12/94

Amended 8/XX/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

OFFICE SPACE IN THE 1910 OFFICE BUILDING:

~~Selectmen are~~ The Town Manager is ~~the~~ sole arbiters of space allocation in the building.

2/27/95

Amended 8/XX/2018



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

WEST NEWBURY TOWN SQUARE:

No solicitations on the street are allowed in the West Newbury Square, in the business zone.

3/7/95



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

MEETING MINUTES:

In an effort to comply with the provision of the Public Records Law requiring that minutes be available for public review, all minutes are to be provided to the Town Clerk after they are approved. The Town Clerk shall maintain a central file where minutes will be readily available for public inspection during regular office hours.

7/23/96

A draft of minutes should be available by the next regular meeting of any board or committee, approved or revised at that meeting, with final approval at the second regular meeting. They should be promptly filed in the Town Clerk's Office where they become public record and are not to be removed from the Office or revised in any way. Any necessary revisions must be made at a subsequent meeting and recorded in the minutes of that meeting.

9/9/03

RETURN TO AGENDA



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

911 TRAINING:

For Auxiliary, Reserve Police, Dispatchers, and full-time Police Officers: No candidates for these positions will be hired until he/she has successfully completed 911 training at such candidate's own expense, on such candidate's own time.

8/10/98



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

PERMIT FEES:

With the exception of large projects such as the School renovation project and the Housing Authority's construction project, Inspection Department fees shall be waived for Town Departments. Permits shall be required but the fee shall not be charged.



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

MINORS:

No person under the age of eighteen (18) years shall be appointed to serve on any committee or board of the Town of West Newbury; and no person under the age of eighteen (18) years shall be permitted to operate any motorized equipment, water craft, or vehicle owned or controlled by the Town of West Newbury.

8/14/98



TOWN OF WEST NEWBURY

BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

AGENDA ITEMS:

All items for the agenda or requests to be heard by the Selectmen must be in the Office of the Board of Selectmen by 12:00 noon on the Wednesday prior to the following Monday meeting.

[RETURN TO AGENDA](#)



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

FAIR LABOR STANDARDS ACT:

Town employees who work over 80% of their time in law enforcement are exempt from the provision of the Fair Labor Standards Act in the duties as call fire-fighters and will be paid on the same basis as any other firefighter.

9/21/98



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

FALL SPECIAL TOWN MEETING SCHEDULE:

The Fall Special Town meeting will be scheduled between October 15 and November 15; shall be announced six weeks prior to the meeting date; shall have a deadline for special article requests four weeks prior to the Town Meeting date; require that the special article requests must be submitted to the ~~Town Manager Finance Director~~ and Board of Selectmen in writing by the deadline; and the final drafts of the Warrant should be available for review by the Board of Selectmen, Finance Committee, Town Clerk, Town Counsel, and Town Moderator and the ~~Town Manager Finance Director~~ one week prior to posting. For good cause or emergencies, deadlines may be changed by vote of the Board of Selectmen.

10/14/98

Amended 8/XX/18



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

TOWN EMPLOYEES AS FIRE FIGHTERS:

In order to comply with the Fair Labor Standards Act, it was decided that Town Employees who also respond as call firefighters will not be additionally compensated for response to calls during their regular working hours. They will receive their regular Town hourly rate for these calls. Town employees who respond after hours and on weekends will be paid at one and one-half times a blended rate of \$18.43* per hour (or current training rate) and their hourly Town rate. This overtime rate will be used for hours worked over 40 hours per week, including drills.



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

TREE REPLACEMENT POLICY:

Annual appropriation to be request to replace shade trees

Trees removed by Town or by the State on Route 113 to be replaced unless suitable specimen-type trees already exist in vicinity of removal:

On Town property if it will not interfere with roadway, overhead utilities, etc. Care shall be taken to avoid planting near roads because of salt and chemical contamination and traffic hazards;

or

Request permission of abutting land-owner to plant tree on property line.

Tree Warden to maintain list of all trees taken down.

Balance of funds to be used annually to plant trees along Main Street beginning in the Square and Town roads to replace trees taken down in previous years.

5/27/1997

Mass. Electric requirements for pole locations: On all petition plans, the location of all utilities including water lines and siren boxes, as well as all trees within the public way or on the boundary thereof shall be included. Public hearings shall be held prior to the approval of removal of any of these trees.

11/26/98

RETURN TO AGENDA



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

STREET OPENING APPLICATIONS:

Applications must be submitted with a site plan showing the correct location of the driveway, existing trees within the public way or on the boundaries thereof, stone walls, boundstones, all utilities including water lines and siren boxes, grading back to original undisturbed ground, and 2' contours. Said work must be done within one year from date of permit. The plan becomes part of the permit. Application, permit, and plan are to be in the possession of the contractor at the site at time of construction. The permit does not provide authorization for the removal of trees.

Any stones removed from stone walls to be used for repair of existing stone wall and/or to finish off driveway. Contractor to locate and mark and/or replace as necessary any boundstones. Other conditions may be imposed by the Supt. of Streets and/or Board of Selectmen. (*Comments from Director of DPW and Supt. of Water Dept. should be added.*)

12/14/98



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

BALLOT/WARRANT PROOF-READING:

The draft of each item on the ballot of every election and every Town Meeting Warrant shall be reviewed for accuracy and content by the Board of Selectmen, Town Clerk, ~~Finance Director~~Town Manager, and Town Counsel before being sent to the printer.

7/31/06

Amended 8/XX/18

RETURN TO AGENDA



TOWN OF WEST NEWBURY

BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING: SEVERE WEATHER POLICY:

The West Newbury Board of Selectmen recognizes that severe weather may make it unsafe for staff to travel to work. While this is unavoidable for essential personnel (such as emergency personnel and highway department personnel) the Board has instituted this policy so non-essential personnel can avoid unsafe conditions. This policy applies to administrative and office staff at the Town Offices and Library.

Essential personnel includes Police, Fire, EMA, Dispatch, and Highway Departments whose work is necessary for public safety. Department heads will designate essential personnel in these departments.

The Chairman* of the Board of Selectmen shall decide whether Town offices will be closed to the public or if there should be a delayed opening. If the Chairman* decides that there should be a closure or delayed opening, he or she shall notify the Selectmen's Assistant who will call Department Heads. Department Heads will call the employees in their departments to notify them of conditions of closure.

Under certain conditions, including severe weather, the Board of Selectmen may direct employees not to report to work, delay arrival to work, or to leave work early. In these instances employees shall be compensated for scheduled work hours.

If offices are not officially closed or delayed from opening employees who feel that the roads are not safe for travel may choose to use vacation or personal time equal to the time missed. Once the roads are cleared, employees should make a reasonable effort to safely report to work. Department Heads must be informed about the employee's intended plans for coming in or staying home as close to the normal opening time as possible.

If conditions develop during the work day and no decision is made to close early, any employee who feels they need to leave before conditions worsen should do so and will be required to use vacation or personal time or to make-up the time at a later date. If the building is closed because of the decision of the Chairman* of the Board of Selectmen, employees will receive their normal pay for the balance of the day.

Any employee who is already scheduled for vacation time, sick time, or otherwise not scheduled to work during the affected period of time is not eligible to be paid under this policy.

Any other aspects or decisions affecting a delay or closing not covered in this policy will be at the discretion of the Chairman* of the Board of Selectmen.

* If the Chairman is not available to make the decision, another Selectman will. 1/20/11



TOWN OF WEST NEWBURY

BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

NEW HIRES:

No candidates for auxiliary police, reserve police, dispatch or full-time police officer will be hired until he/she has successfully completed dispatch 911 training at such candidate's own expense on such candidate's own time.

August 10, 1998



TOWN OF WEST NEWBURY

BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

PURCHASING PRODUCTS MADE OF RECYCLABLE MATERIALS:

Voted to establish a policy to buy products of recyclable materials in lieu of virgin products whenever possible, and when recycled products are available at comparable and competitive cost.

9-28-98



TOWN OF WEST NEWBURY

BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

GRIEVANCE POLICY OR THE GENERAL PUBLIC: **Equal access to Facilities and Activities**

Maximum opportunity will be made available to receive citizen comments, complaints, and/or to resolve grievances or inquiries.

STEP 1: The Town Clerk or Assistant Town Clerk will be available to meet with citizens and employees during business hours.

When a complaint, grievance, request for program policy interpretation or clarification is received either in writing or through a meeting or telephone call, every effort will be made to create a record regarding the name, address, and telephone number of the person making the complaint, grievance, program policy interpretation or clarification. If the person desires to remain anonymous, he or she may.

A complaint, grievance, request for program policy interpretation or clarification will be responded to within ten working days (if the person making the complaint is identified) in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc.)

Copies of the complaint, grievance, request for program policy interpretation or clarification and response will be forwarded to the appropriate town agency (i.e. park commission, conservation commission). If the grievance is not resolved at this level it will be progressed to the next level.

STEP 2: A written grievance will be submitted to the ADA Coordinator. Assistance in writing the grievance will be available to all individuals. All written grievances will be responded to within ten working days by the ADA Coordinator in a format that is sensitive to the needs of the recipient, (i.e. verbally, enlarged type face, etc.) If the grievance is not resolved at this level it will be progressed to the next level.

STEP 3: If the grievance is not satisfactorily resolved, citizens will be informed of the opportunity to meet and speak with the Board of Selectmen, with whom local authority for final grievance resolution lies.

Adopted by the Board of Selectmen, April 22, 1997

RETURN TO AGENDA



TOWN OF WEST NEWBURY

BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

REQUIREMENTS FOR MASS. ELECTRIC POLE LOCATIONS:

On all petition plans the location of all utilities, including water lines and siren boxes, as well as all trees within the public way or on the boundary thereof shall be included. Public hearings shall be held prior to the approval of removal of any of these trees.

11/26/98



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

EXPLANATIONS OF OVERTIME PAY:

The ~~Board of Selectmen~~ Town Manager requires that Department Heads provide explanations when there are overtime hours on an employee's time sheet.

8-25-14

Amended 8/XX/18



TOWN OF WEST NEWBURY BOARD OF SELECTMEN

381 Main Street, West Newbury, MA 01985
978-363-1100 ext. 115 978-363-1117 (Fax)
selectmen@wnewbury.org

POLICY REGARDING:

CERTIFICATE OF INSURANCE AND SIGNED CONTRACTS FOR SNOW REMOVAL DRIVERS:

The Board of Selectmen requires that Snow Removal Drivers who plow for the Town of West Newbury are required to sign the Town's contract and to provide a Certificate of Insurance naming the Town as an additional insured.

12-15-14

[RETURN TO AGENDA](#)

Town of West Newbury

FY '19 Goals and Priorities – Selectman Anderson Draft

Board of Selectmen

- Continue to support High School building strategy & funding.
- Review and revise all policies, including the creation of new financial policies.
- Develop strategies to increase communication methods with employees & residents.
- Review and approve an updated capital plan, including funding mechanisms.
- Provide ongoing feedback to the Town Manager, regarding priorities and clarity of roles.
-

Town Manager

- Complete introductory orientations – employees, B/C/C, finances, etc, in the initial 90 days.
- Develop plan with Newburyport to fix the Artichoke River Bridge.
- Review, update and refine capital plan, by October 30th.
- Understand and formalize Operations & Maintenance plans.
- Investigate health insurance options, with the objective of lowering cost and providing a better value to employees, prior to FY '20 commitments.
- Engage in water source options. Complete existing well upgrade. Develop strategies for new wellfield site.
- Salary matrix comparison (to North Shore towns), by December 30th.
- How do we maximize time and productivity? Identify where resources are underutilized and over-utilized.
- Improve intranet sharing of information.
- Review resident communications strategy and make recommendations to the Selectmen for improvements.

Town Boards, Committees & Commissions

- Bicentennial-Finalize timeline & budget by October 30, 2018. Implement 2019 events.
- CCC-Recommend a specific Community Center plan
-

Town of West Newbury

FY '19 Board of Selectmen Goals – Selectman Archibald Draft

Selectmen's Priorities

- Assist and encourage Bicentennial Celebration
- Pursue a new water source
- Continue to support High School building strategy & funding
- Implement financial recommendations of Community Compact
- Establish centralized town policies
- Sell River Meadow property
- Maintain tax increase to under 2 ½%
- Create agricultural common signs

Department Head Priorities

- Coordinate cell phone service(s)
- Create new Page School capital plan
- Update town inventory
- Town Mgr.-Acquire new software, as recommended by the auditor
- Town Mgr.-Investigate health insurance options
- Complete planned improvements and ongoing evaluations of the Page School

Town Boards & Committee Priorities

- CIC-Update and organize the Capital Improvement plan
- CCC - Create a plan
- Continue work to hand off town apartment



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen

FROM: Angus Jennings, Town Manager

DATE: August 3, 2018

RE: Board review and approval of draft calendar for Fall 2018 Special Town Meeting

Upon review of the enclosed draft calendar for the Fall Town Meeting, I respectfully request that the Board extend the date to close the warrant from August 30, as set out in the draft, to Wednesday, September 5th.

This extension will allow for potential Board consideration of articles for the Fall Town Meeting at its regularly scheduled meeting on September 4th, and will allow somewhat more time for currently active initiatives such as the Pipestave Parking Committee to advance its work to inform a recommendation to Town Meeting.

I have discussed this proposed timeline with Town Counsel and he sees it as workable, and not inconsistent with warrant closing dates of years past.

Town of West Newbury FY '19 Fall Town Meeting Calendar

	August				September				October					November			
	6	13	20	27	3	10	17	24	1	8	16	22	29	5	12	19	26
FinCom Article Review																	
Warrant Closes-Articles Due to Town Manager			30-Aug														
Joint Meeting-BOS, Moderator, TM, TC & FC																	
Post Warrant								5-Oct									
Vote Town Meeting Draft Motions																	
Town Meeting																	
FY '20 Budget/Capital Priorities - Selectmen, Town Manager, FinCom & CIC																	
Selectmen's FY '20 Budget Message & Calendar																	

Draft for review at Board of Selectmen meeting on August 6, 2018



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Update on Middle Street Bridge meetings with Newburyport Mayor and staff

On August 1, Gary Bill and I attended another meeting in Newburyport with the Mayor, several Department Heads and staff, and the engineering consultants retained by the City for the Middle Street Bridge project.

The meeting included discussion of the consultant work scope, which is close to being finalized. The City cannot execute a contract with the consultant until receipt of final MDOT authorization pursuant to the Small Bridge Grant Program. This authorization is expected in the near term, and it is clear that the City shares our commitment to advancing this project as expeditiously as possible.

The work scope will include preparation of multiple design concepts, with cost estimates, which will be reviewed in public meetings to be advertised directly to bridge abutters and interested parties.

After discussion, it was agreed to add a property line survey to the work scope in order to establish definitively where the municipal boundary rests, relative to the bridge.

The discussion made clear the many complexities that can be anticipated as the design process moves forward, including related to repair v. replacement, whether to retain or partially replicate the historic nature of the bridge, sub-surface soil conditions, stormwater management in proximity to the reservoir, safety of non-motorized users of the bridge, and the need to meet MDOT standards for lane width, guard rails etc.

As reported at the prior Board of Selectmen meeting, I am confident that the Town of West Newbury will continue to have a seat at the table as this process moves forward in cooperation with the City of Newburyport.

cc: Gary Bill, DPW Director; Michael McCarron, Town Counsel



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Recommended venue for public presentation of Town Center Shared Septic Study

As you know, the Planning Department and Board have been working with the consultant team from Harriman for more than a year pursuant to a Massachusetts Downtown Initiative grant received last summer. The draft report is now available for public viewing,¹ and the Town Planner has invited my recommendation regarding the timing and venue for presentation of the report.

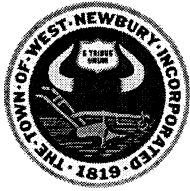
The Town Planner and I agree that a stand-alone meeting makes sense (rather than presentation within a regularly scheduled Planning Board or Board of Selectmen meeting), in order to ensure adequate time for presentation and discussion of the report's findings and recommendations.

We anticipate advance marketing of the meeting, including direct notice to town center property owners and other interested parties.

I invite the Board's recommendations regarding how best to proceed.

cc: Leah Zambenardi, AICP, Town Planner

¹ Online here: <https://www.wnewbury.org/planning-board/webforms/town-center-planning-2017-2018>



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Clarify authority for administrative oversight of personnel

The Town Manager special legislation at Sec. 4(e) provides the Board of Selectmen with appointing authority for the Town Manager, Town Counsel, Chief of Police, Independent Auditor, the Town Accountant, the Assistant or Special Counsel, and the Executive Administrator to the Board.

Pursuant to Sec. 10(a), the Town Manager shall appoint and may remove department heads... and any other employees for which a method of selection is not provided in this act or by law.

At my request, the Town Counsel prepared the attached report on the various municipal offices and corresponding statutory appointment authority. In addition to statutes, there are local regulations such as, but not limited to, the Planning Board regulations which prescribe the Planning Board's authority to hire a Town Planner, secretary and other professional assistance as needed for the conduct of its duties. I am continuing to assemble and review local bylaws and regulations in order to clarify the language cited above: "...for which a method of selection is not provided in this act or by law."

This is not an academic exercise, but rather will be essential in order to clarify for all parties where the appointing authority rests for various town positions.

In my experience, appointing authority has extended to include day-to-day operational and/or administrative oversight of staff, such as signing timesheets, approving vacation requests, preparing performance evaluations, approval of vacation carry-forwards and extensions, etc. Related questions include clarifying/confirming authority and process to modify job descriptions, position classifications, and schedule/hours. While I recognize that these functions and responsibilities need not go hand in hand in every instance, if there will be instances where a staff person is subject to the appointing/ termination authority of one party, but the operational oversight of another, it is easy to envision that this could cause confusion.

My work to document existing authorizing laws will continue, and I expect to bring forward proposals to confirm, clarify or amend policy as needed or appropriate in order to fully realize the benefits of the transition to a Town Manager form of government. My initial observations of the organization suggest that the current responsibilities for personnel oversight are fairly decentralized, and therefore subject to inconsistency and potential lack of alignment with management protocols.

As I reported verbally at the Board's last meeting, one of my highest near-term priorities is to standardize payroll, timesheets, and tracking of sick/comp/ vacation/personal days across departments. This will not be simple, but is certainly achievable. However, this effort and comparable management initiatives in the future will benefit from greater clarity than exists today.

Appointment List

<u>OFFICE</u>	<u>APPOINTMENT</u>	<u>AUTHORITY</u>
Town Manager	BOS*	Ch. 97 sec. 4(e)
Town Counsel/Town Clerk	BOS*	Ch. 97 sec. 4(e)
Police Chief	BOS*	Ch. 97 sec. 4(e)
Auditor	BOS*	Ch. 97 sec. 4(e)
Accountant	BOS*	Ch. 97 sec. 4(e)
Special Counsel	BOS*	Ch. 97 sec. 4(e)
Ex. Admen to BOS	BOS*	Ch. 97 sec. 4(e)
Building Inspector	TM	MGL c. 143 sec. 3
Health Agent	BOH	MGL c. 111 sec. 27
Water Commissioner	TM	Ch. 97 sec. 10(a)
DPW Director	BOS	Ch. 184 Acts 2005
COA Director	TM	Ch. 97 sec. 10(a)
Treasurer Collector	TM	Ch. 97 sec. 9
Chief Assessor	TM	Ch. 97 sec. 9
Conservation Agent	CC	MGL c. 40 sec. 8C
Planner	PB	MGL c. 41 sec. 81A
Board of Fire Engineers	BOS	MGL c. 48 sec. 45

[RETURN TO AGENDA](#)

Fire Chief

BOFE

MGL c. 48 sec. 46

Library Director

LT

MGL c. 78 sec. 34

BOS = Board of Selectmen

TM = Town Manager

BOH = Board of Health

CC = Conservation Commission

PB = Planning Board

BOFE = Board of Fire Engineers

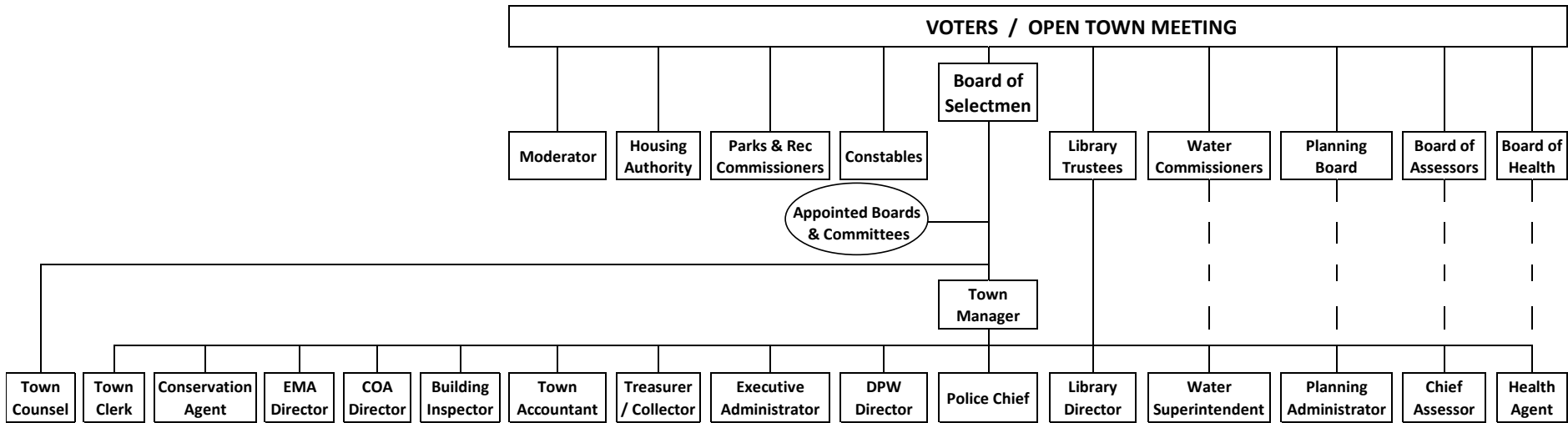
LT = Library Trustees

* By a majority of the Board with the full Board present

DRAFT

[RETURN TO AGENDA](#)

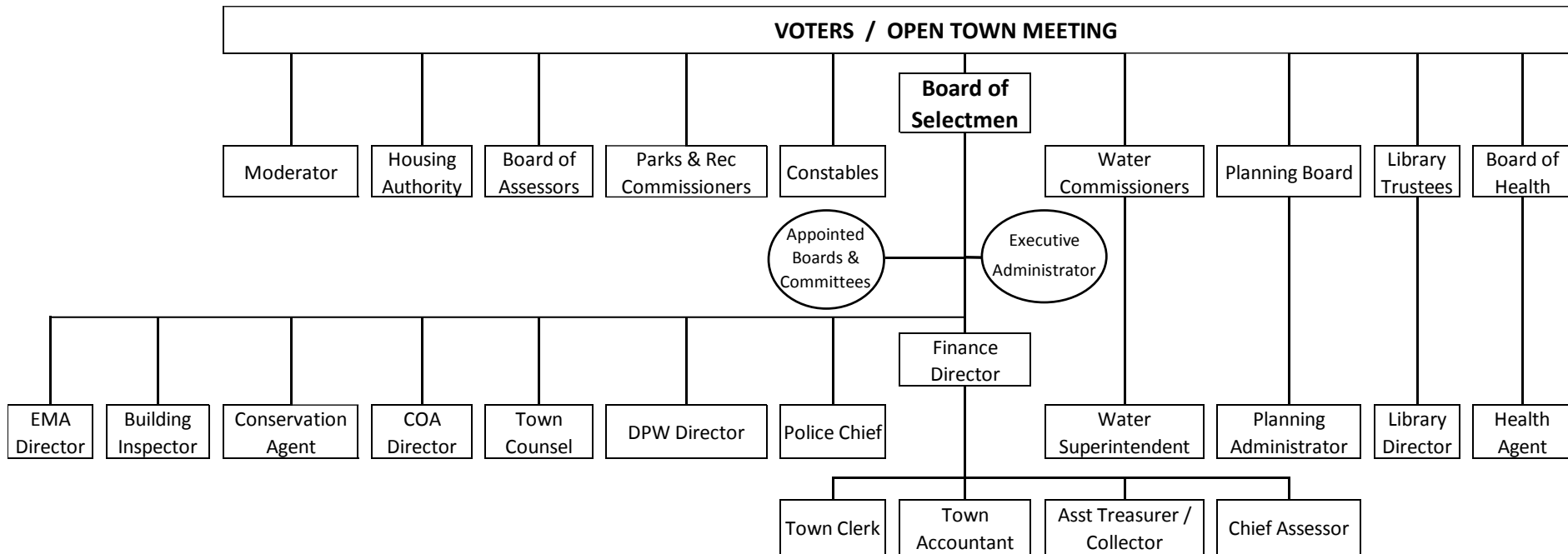
New Town Manager Structure



- Professional manager responsible for day to day operation of the Town.
- Selectmen retain authority as the policy making, executive branch of the Town.
- Boards and Committees continue to operate as they do today.
- Town Meeting is the Legislative branch of the government.

RETURN TO AGENDA

Previous Structure



- The Finance Director is our highest level employee, but has no actual authority beyond the Finance Department.
- No management role currently spans all of town government.

RETURN TO AGENDA



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

Town Mgr Report 4

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

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Discussion of communication protocols between Board and staff between meetings

I am seeking Board direction regarding protocol regarding sharing of information and correspondence between meetings:

Prior to my tenure, the Board's Executive Administrator would routinely forward correspondence to the Board upon receipt. For the time being, I have directed that information be reviewed with me prior to forwarding.

My preference would be to forward information in real time only to the extent that it is time-sensitive, is responsive to an area of active Board interest or inquiry, or otherwise at my discretion. Because the Board cannot take action nor set policy direction outside of a public meeting, I do not wish to inadvertently invite deliberation other than in a public meeting. Also, I want to be sensitive to information/email overload, which I think can result in important correspondence being "lost in the shuffle" – even if only temporarily – if relatively unimportant or non-time-sensitive correspondence is routinely forwarded.

Forwarding information in real time can also create challenges relative to time management, since Board member responses or questions may demand immediate action on my part. On multiple occasions, this has caused me to set aside other work in order to be fully responsive to Board members. It is easy to see how this could (and would) negatively affect my productivity, and my ability to manage my time and to meet my work commitments.

We will of course proceed as the Board wishes, but I do wish to express my recommendation that information be shared between meetings only if it is time-sensitive, is responsive to an area of active Board interest or inquiry, or otherwise at my discretion.

If the Board provides me some direction regarding what type of correspondences you feel should be forwarded in real time, I believe I can exercise sound judgement to make decisions that strike a balance among the considerations outlined above.

A related but distinct question relates to clarifying Board expectations regarding notification of routine public safety activities between meetings. This past Saturday I received notice from Chief Reed regarding a state police helicopter over town. I provided this information to the Board via email within five minutes of ending my phone call with the Chief. A request was made that in the future all Board members should be notified at the same time that I receive such notice. It will be helpful to clarify the Board's expectations in this regard.

RETURN TO AGENDA



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Board of Selectmen
FROM: Angus Jennings, Town Manager
DATE: August 3, 2018
RE: Report on FY' 18 financial closeout

At its most recent meeting, the Board requested a report on how FY18 closed out, financially.

I have enclosed a report of year-end expenditures and revenues, budgeted and actual. The Board's request acknowledged that analysis of the year-end numbers would take more time to produce, but this information is provided to allow your review concurrent with my own review, working with Finance Department staff.

In the course of my review, I will also be looking at how departmental expenses have changed over the past few years, based on review of prior years' Audits and our own internal financial reporting.

We are moving forward with the FY18 Audit, and have set aside all day on August 14th and 15th for the Auditors' initial visit. I am pleased to report that both cash and Accounts Receivable for FY18 are reconciled, down to the penny, in a clear sign of progress since the FY17 Audit Management Letter. This fact is a credit to the Finance Department personnel.

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted	06/01/2019 to 06/30/2019	Encumb	YTD Expend	Balance	% Exp
1145111	Moderator's Salary		200.00		200.00				200.00	0.00 %
1145400	Moderator's Expenses		60.00		60.00			20.00	40.00	33.33 %
114 Total Moderator			260.00		260.00			20.00	240.00	7.69 %
1225112	Selectmen's Appt Pers Salaries		62,564.00	6,000.00	68,564.00			68,327.51	236.49	99.65 %
1225300	Professional & Tech Services		10,000.00	-4,000.00	6,000.00			4,450.03	1,549.97	74.16 %
1225400	Selectmen's Operating Expenses		9,500.00	-2,000.00	7,500.00			5,493.38	2,006.62	73.24 %
1000-122-5400-5400-8888	SELECTMEN-ENCUMBRANCE-EXPENSE				105.96			105.96		100.00 %
10001225700570041912018	STM102317A:4 Town Manager		150,000.00		150,000.00			45,006.89	104,993.11	30.00 %
10001225700572041442017	STM102416 A:10 PIPESTAVE	39,000.00			39,000.00				39,000.00	0.00 %
122 Total Selectmen		39,105.96	232,064.00		271,169.96			123,383.77	147,786.19	45.50 %
1315112	Finance Committee Salaries		1,800.00		1,800.00			2,221.60	-421.60	123.42 %
1315400	Finance Committee Expenses		1,000.00		1,000.00			599.69	400.31	59.96 %
131 Total Finance Committee			2,800.00		2,800.00			2,821.29	-21.29	100.76 %
1325780	Reserve Fund		54,000.00	-6,000.00	48,000.00				48,000.00	0.00 %
132 Total Reserve Fund			54,000.00	-6,000.00	48,000.00				48,000.00	0.00 %
1415112	Assessors Appt'd Pers Salaries		119,455.00		119,455.00			118,445.56	1,009.44	99.15 %
10001415200520041702017	ATM 042516 A:19 AERIAL	3,911.50			3,911.50			3,588.50	323.00	91.74 %
1415400	Assessors Expenses		38,458.00		38,458.00			37,177.93	1,280.07	96.67 %
1000-141-5400-5400-8888	ASSESSORS-ENCUMBRANCE-EXPENSE				1,564.95			1,564.95		100.00 %
1415710	Assessor Vehicle Allowance		1,500.00		1,500.00			761.15	738.85	50.74 %
141 Total Assessors		5,476.45	159,413.00		164,889.45			161,538.09	3,351.36	97.96 %
1455112	Finance Dept Salaries & Wages		292,226.00	7,300.00	299,526.00			297,835.35	1,690.65	99.43 %
1455201	Annual Audit		20,500.00	-2,000.00	18,500.00			18,500.00		100.00 %
1455300	Tax Title And Foreclosure		1,000.00		1,000.00			525.00	475.00	52.50 %
1455301	Technology Expenses		35,744.00	-5,300.00	30,444.00			29,567.39	876.61	97.12 %
1455340	Telephone Expenses		8,000.00		8,000.00			6,502.32	1,497.68	81.27 %
1455341	Postage Expenses		13,517.00		13,517.00			13,634.36	-117.36	100.86 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted	06/01/2019 to 06/30/2019	Encumb	YTD Expend	Balance	% Exp
10001455300530041882018	ATM 042417 A:20 OPEB Actuarial		4,595.00		4,595.00			4,095.00	500.00	89.11 %
1000-145-5300-5340-8888	FINANCE-ENCUMBRANCE-TELEPHONE		899.08		899.08			899.08		100.00 %
1455400	Finance Dept Expenses		36,400.00		36,400.00			36,009.07	390.93	98.92 %
1000-145-5400-5400-8888	FINANCE-ENCUMBRANCE-EXPENSES		281.50		281.50			281.50		100.00 %
10001455700570041142016	STM102615 A:4 FINANCE SOFTWARE		45,000.00		45,000.00				45,000.00	0.00 %
145 Total Finance		46,180.58	411,982.00		458,162.58			407,849.07	50,313.51	89.01 %
1515200	Legal Fees		1.00		1.00				1.00	0.00 %
151 Total Special Counsel			1.00		1.00				1.00	0.00 %
1615112	Town Clerk Salary & Wages		109,729.00		109,729.00			106,914.29	2,814.71	97.43 %
1615340	Operation Of Fax/Photo Machine		5,100.00		5,100.00			4,991.61	108.39	97.87 %
1615400	Town Clerk's Expenses		9,475.00		9,475.00			6,451.65	3,023.35	68.09 %
1000-161-5400-5400-8888	CLERK-ENCUMBRANCE-EXPENSES		8,298.09		8,298.09			8,298.09		100.00 %
100016157001570041892018	STM 102317 A:2 Prior Year Bills			1,471.78	1,471.78			1,471.78		100.00 %
161 Total Town Clerk		8,298.09	124,304.00	1,471.78	134,073.87			128,127.42	5,946.45	95.56 %
10001625100510041482018	ATM 043018 Art: 4 Early Voting			2,000.00	2,000.00				2,000.00	0.00 %
1625111	Town Clerk Compensation		150.00		150.00			150.00		100.00 %
1625112	Bd of Registrars Salary & Wages		2,450.00		2,450.00			2,022.50	427.50	82.55 %
1625400	Bd Of Registrars Expenses		6,100.00		6,100.00			5,462.56	637.44	89.55 %
162 Total Registrars			8,700.00	2,000.00	10,700.00			7,635.06	3,064.94	71.35 %
1715112	Conservation Com Salary & Wages		28,615.00		28,615.00			28,026.00	589.00	97.94 %
1715710	Con Com Vehicle Allowance		600.00		600.00			600.00		100.00 %
1715400	Conservation Com Expenses		2,410.00		2,410.00			2,398.15	11.85	99.50 %
1000-171-5400-5400-8888	CONSERVATION-ENCUMBRANCE-EXPENSES		1,307.85		1,307.85			1,307.85		100.00 %
171 Total Conservation		1,307.85	31,625.00		32,932.85			32,332.00	600.85	98.17 %
1755112	Planning Bd Salary & Wages		46,443.00		46,443.00			46,196.91	246.09	99.47 %
1755400	Planning Board Expenses		3,600.00		3,600.00			2,196.58	1,403.42	61.01 %
1000-175-5400-5400-8888	PLANNING-ENCUMBRANCE-EXPENSES		1,668.90		1,668.90			1,668.90		100.00 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted to 06/30/2019	06/01/2019 Encumb	YTD Expnd	Balance	% Exp
1755690	MVPC Assessment		1,546.00		1,546.00		1,544.98	1.02	99.93 %
175 Total Planning		1,668.90	51,589.00		53,257.90		51,607.37	1,650.53	96.90 %
1765112	ZBA Salary & Wages		1,000.00		1,000.00		1,000.00		100.00 %
1765400	ZBA Expenses		500.00		500.00		410.13	89.87	82.02 %
176 Total Board of Appeals			1,500.00		1,500.00		1,410.13	89.87	94.00 %
1795400	Open Space Expenses		750.00		750.00		120.62	629.38	16.08 %
179 Total Open Space			750.00		750.00		120.62	629.38	16.08 %
1995200	Cable Advisory Committee		1.00		1.00			1.00	0.00 %
10001995700570040802015	ATM 4/14 Art#18 Cable Advisory Exp		1,130.75		31,130.75		325.00	30,805.75	1.04 %
10001995700570040992016	ATM 4/15 Art#18 Cable Advisory Exp		52.75		52.75			52.75	0.00 %
199 Total Cable Advisory		31,183.50	1.00		31,184.50		325.00	30,859.50	1.04 %
10002105100510041922018	STM 043018 A:7 Police Officers Cont			36,000.00	36,000.00		14,391.16	21,608.84	39.97 %
2105111	School Resource Officer		34,260.00		34,260.00		20,806.98	13,453.02	60.73 %
2105112	Police Salaries & Wages		825,894.00		825,894.00		782,659.09	43,234.91	94.76 %
2105113	Police OT Wages		52,808.00		52,808.00		46,868.91	5,939.09	88.75 %
2105400	Police Expenses		99,379.00		99,379.00		92,598.92	6,780.08	93.17 %
1000-210-5400-5400-8888	POLICE-ENCUMBRANCE-EXPENSES				350.00		350.00		100.00 %
10002105700573041412017	STM 102416 A:5 NEW OFFICER-POLICE				10,414.77		4,030.52	6,384.25	38.70 %
10002105800580040842015	STM042715 A:6 NEW DISPATCH	5,991.35			5,991.35		248.00	5,743.35	4.13 %
10002105800580040872015	STM 042715 A:9 POLICE FORD	943.00			943.00			943.00	0.00 %
10002105800585341422017	STM102416 A:6 POLICE UTIL VEHICLE				1,249.76		1,107.30	142.46	88.60 %
10002105800585341512018	STM 043018 Art:8 Police Chief Car			34,000.00	34,000.00			34,000.00	0.00 %
10002105800585341822017	STM 042417 A:5 Police Car	41,000.00			41,000.00		39,763.86	1,236.14	96.98 %
210 Total Police		59,948.88	1,012,341.00	70,000.00	1,142,289.88		1,002,824.74	139,465.14	87.79 %
2205112	Fire Alarm Wages		82,302.00		82,302.00		85,726.89	-3,424.89	104.16 %
2205113	Fire Drills		25,769.00		25,769.00		25,336.71	432.29	98.32 %
2205114	Fire Dept Other Wages		22,633.00		22,633.00		29,735.16	-7,102.16	131.37 %
2205115	Fire Administration Wages		25,225.00		25,225.00		17,128.50	8,096.50	67.90 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted to 06/30/2019	06/01/2019 Encumb	YTD Expnd	Balance	% Exp
10002205200520020250000	Fire Dpt - Medical Exam		3,000.00		3,000.00		1,052.00	1,948.00	35.06 %
2205240	Hydrant Mapping, Maint/Repair		68,720.00		68,720.00		68,720.00		100.00 %
2205340	Fire Alarm & Communications		11,000.00		11,000.00		13,236.51	-2,236.51	120.33 %
2205400	Fire Expenses		42,600.00		42,600.00		36,757.62	5,842.38	86.28 %
10002205800580040852015	STM 042715 A:7 FIRE BREATHING		15,750.00		15,750.00		6,647.16	9,102.84	42.20 %
10002205800585641432017	STM102416 A:7 COMMUNICATION		45,000.00		45,000.00		20,975.81	24,024.19	46.61 %
10002205800585641812017	STM 042417 A:2 Fire Department Eq		285,000.00		285,000.00		250,050.00	34,950.00	87.73 %
220 Total Fire		345,750.00	281,249.00		626,999.00		555,366.36	71,632.64	88.57 %
2315200	Ambulance Service Retainer		1.00		1.00			1.00	0.00 %
231 Total Ambulance			1.00		1.00			1.00	0.00 %
2405112	Inspectors Salaries & Wages		120,284.00		120,284.00		115,782.30	4,501.70	96.25 %
2405400	Inspectors Expenses		9,490.00		9,490.00		5,475.23	4,014.77	57.69 %
1000-240-5400-5400-8888	INSPECTION-ENCUMBRANCE-EXPEN		482.42		3,442.42		3,442.42		100.00 %
2405710	Inspectors Vehicle Allowance		4,980.00		4,980.00		4,980.00		100.00 %
240 Total Inspectors		3,442.42	134,754.00		138,196.42		129,679.95	8,516.47	93.83 %
2915112	Emergency Mgmt Salary & Wages		7,746.00		7,746.00		7,489.80	256.20	96.69 %
2915400	Emergency Mgmt Expenses		3,265.00		3,265.00		1,069.21	2,195.79	32.74 %
291 Total Emergency Management			11,011.00		11,011.00		8,559.01	2,451.99	77.73 %
2925400	Animal Control Expenses		21,500.00		21,500.00		21,500.00		100.00 %
292 Total Animal Control			21,500.00		21,500.00		21,500.00		100.00 %
2955112	Harbormaster Salary & Wages		2,000.00		2,000.00			2,000.00	0.00 %
2955400	Harbormaster Exp		2,000.00		2,000.00			2,000.00	0.00 %
295 Total Harbormaster			4,000.00		4,000.00			4,000.00	0.00 %
2995112	Municipal Dispatch Salaries & Wages		247,186.00		247,186.00		212,878.38	34,307.62	86.12 %
2995113	Municipal Dispatch OT Wages		22,700.00		22,700.00		18,410.75	4,289.25	81.10 %
2995400	Municipal Dispatch Expenses		24,910.00		24,910.00		22,559.04	2,350.96	90.56 %
10002995400540041472018	ATM 040318 Art: 6 Dispatch Equipmen			5,991.35	5,991.35		5,991.25	0.10	99.99 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted to 06/30/2019	06/01/2019 Encumb	YTD Expend	Balance	% Exp
299 Total Municipal Dispatch			294,796.00	5,991.35	300,787.35		259,839.42	40,947.93	86.38 %
3045690	Pentucket Regional Sch Assessm		6,794,510.00		6,794,510.00		6,794,510.00		100.00 %
3045692	Pentucket Capital Assessment		57,860.00		57,860.00		57,860.00		100.00 %
3045693	Pentucket Asmnt Page Phase II		526,060.00		526,060.00		526,060.00		100.00 %
10003045800582140602013	STM 4/13 Art#12 Add'l Contingent P 12,106.46				12,106.46			12,106.46	0.00 %
304 Total Pentucket		12,106.46	7,378,430.00		7,390,536.46		7,378,430.00	12,106.46	99.83 %
3055690	Whittier Minimum Contribution		305,615.00		305,615.00		305,615.00		100.00 %
3055691	Whittier Other Assessments		60,891.00		60,891.00		60,891.00		100.00 %
3055692	Whittier Debt/Capital Assess		15,056.00		15,056.00		15,056.00		100.00 %
305 Total Whittier			381,562.00		381,562.00		381,562.00		100.00 %
3105669	ESSEX NORTH SHORE AGRICULTURAL		18,643.00		18,643.00		17,205.00	1,438.00	92.28 %
10003105690566941402017	STM102416 A:3 ESSEX NORTH SHORE				776.00			776.00	0.00 %
310 Total ESSEX NORTH SHORE		776.00	18,643.00		19,419.00		17,205.00	2,214.00	88.59 %
4205112	DPW Salary & Wages		436,253.00		436,253.00		427,279.55	8,973.45	97.94 %
4205113	DPW Overtime Wages		10,612.00		10,612.00		6,082.42	4,529.58	57.31 %
4205200	Snow & Ice Removal		150,000.00	84,128.34	234,128.34		234,083.32	45.02	99.98 %
4205210	Town Bldgs Operating Expenses		185,400.00	-5,000.00	180,400.00		180,160.52	239.48	99.86 %
10004205200521060210000	Children's Castle Utility Exp		16,000.00		16,000.00		12,335.67	3,664.33	77.09 %
1000-420-5200-5210-8888	DPW-ENCUMBRANCE-EXPENSES 52,614.06				9,614.06		9,614.06		100.00 %
4205240	Town Bldgs Improvements		51,000.00		51,000.00		50,736.74	263.26	99.48 %
10004205200524040662014	STM 11/13 #16 Pge/Cstle Mtce	4,617.38			4,617.38		4,617.38		100.00 %
4205243	Street Paving/Repairs		70,000.00		70,000.00		69,999.95	0.05	99.99 %
4205380	Highway, Sidewalk & Trees		140,000.00		140,000.00		140,197.90	-197.90	100.14 %
4205710	DPW Vehicle Allowance		6,000.00		6,000.00		6,000.00		100.00 %
4205400	DPW Expenses		4,800.00		4,800.00		3,771.28	1,028.72	78.56 %
4205405	Parks Expenses		15,000.00		15,000.00		13,844.40	1,155.60	92.29 %
4205530	Road Machinery Op Expenses		49,000.00	5,000.00	54,000.00		51,106.50	2,893.50	94.64 %
1000-420-5400-5530-8888	DPW-ENCUMBRANCE-EXPENSES 55 18.85				18.85		18.85		100.00 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted	06/01/2019 to 06/30/2019	Encumb	YTD Expend	Balance	% Exp
10004205800582140572013	STM 4/13 Art#8 1910 Bldg/Annex Carp	2,292.60			2,292.60			2,292.60		100.00 %
10004205800584041162016	STM102615 A:6 ANNEX NEW HVAC	9,575.25			9,575.25				9,575.25	0.00 %
10004205800584041292016	STM 042516 A:9 LIBRARY OUTSIDE	30,000.00			30,000.00				30,000.00	0.00 %
10004205800585341172016	STM 042516 A:7 F250 PICKUP+PLOW	1,998.72			1,998.72			1,998.72		0.00 %
10004205800585341252016	STM 042516 A:8 F350 DUMP	8,415.72			8,415.72				8,415.72	0.00 %
10004205800586041312016	STM 042516 A:11 REPAIR+IMPRV	54,203.10			54,203.10			19,720.00	34,483.10	36.38 %
10004205800587040692014	STM 4/14 Art#6 Dump Trk/Sandr/Plow	6,784.48			6,784.48				6,784.48	0.00 %
10004205800588041302016	STM 042516 A:10	80,194.00			80,194.00			42,097.55	38,096.45	52.49 %
10004205800588141832017	STM 042417 A:7 DPW Tractor	5,551.17			5,551.17				5,551.17	0.00 %
420 Total Department of Public Works		213,265.33	1,134,065.00	84,128.34	1,431,458.67			1,273,958.69	157,499.98	88.99 %
4245410	Public Street Lights		13,000.00		13,000.00			5,666.88	7,333.12	43.59 %
424 Total Public Street Lights			13,000.00		13,000.00			5,666.88	7,333.12	43.59 %
5105111	Board of Health Salary & Wages		115,930.00		115,930.00			115,056.67	873.33	99.24 %
5105200	Public Health Nurse		5,500.00		5,500.00			3,840.00	1,660.00	69.81 %
5105290	Waste Collection		315,640.00		315,640.00			305,770.04	9,869.96	96.87 %
1000-510-5200-5290-8888	HEALTH-ENCUMBRANCE-PURCHASE	30.94			17,530.94			17,530.94		100.00 %
5105292	Hazardous Waste Expenses		2,500.00		2,500.00			2,157.24	342.76	86.28 %
5105400	Bd of Health Expenses		17,915.00	6,000.00	23,915.00			17,711.61	6,203.39	74.06 %
1000-510-5400-5400-8888	HEALTH-ENCUMBRANCE-EXPENSES	60.50			160.50			160.50		100.00 %
510 Total Board of Health		17,691.44	457,485.00	6,000.00	481,176.44			462,227.00	18,949.44	96.06 %
5415112	Council On Aging Salary & Wages		65,873.00		65,873.00			63,274.52	2,598.48	96.05 %
5415400	Council On Aging Expenses		18,500.00		18,500.00			17,297.57	1,202.43	93.50 %
1000-541-5400-5400-8888	COA-ENCUMBRANCE-EXPENSES	54	82.62		82.62			82.62		100.00 %
10005415800580040862015	STM 042715 A:8 COA VAN	12,846.80			12,846.80				12,846.80	0.00 %
541 Total Council on Aging		12,929.42	84,373.00		97,302.42			80,654.71	16,647.71	82.89 %
5425400	Community Center Expenses		6,000.00		6,000.00			365.00	5,635.00	6.08 %
10005425700570041802017	ATM 042516 A:23 COMMUNITY CC	4,813.82			4,813.82			1,037.85	3,775.97	21.55 %
542 Total COMMUNITY CENTER		4,813.82	6,000.00		10,813.82			1,402.85	9,410.97	12.97 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted	06/01/2019 to 06/30/2019	Encumb	YTD Expend	Balance	% Exp
5435270	Rental C.L. Carr Post		1.00		1.00				1.00	0.00 %
5435460	Soldiers Grave Expenses		2,600.00		2,600.00			2,747.00	-147.00	105.65 %
100054354005499	MEMORIAL DAY EXPENSE		600.00		600.00			600.00		100.00 %
5435690	Veterans Assessment		18,149.00		18,149.00			16,928.60	1,220.40	93.27 %
5435770	Northern Essex Veterans Services		9,355.00		9,355.00			5,320.00	4,035.00	56.86 %
10005435700577040472015	ATM 4/14 Art#14 Veteran's Exp	26,548.00			26,548.00				26,548.00	0.00 %
543 Total Veterans		26,548.00	30,705.00		57,253.00			25,595.60	31,657.40	44.70 %
6105112	Library Salaries & Wages		250,899.00		250,899.00			248,016.07	2,882.93	98.85 %
6105400	Library Expenses		32,500.00		32,500.00			32,491.49	8.51	99.97 %
6105580	Library Books & Periodicals		66,000.00		66,000.00			65,998.56	1.44	99.99 %
10006105800584041502017	ATM 042516 A:15 LIB IMPRV	1,642.12			1,642.12				1,642.12	0.00 %
610 Total Library		1,642.12	349,399.00		351,041.12			346,506.12	4,535.00	98.70 %
6305112	Recreation Dept Salaries & Wages							1,342.50	-1,342.50	100.00 %
6305400	Recreation Expenses		7,344.00		7,344.00			7,330.90	13.10	99.82 %
630 Total Recreation			7,344.00		7,344.00			8,673.40	-1,329.40	118.10 %
6315400	Mill Pond Operating Expenses		4,450.00		4,450.00			549.44	3,900.56	12.34 %
631 Total Mill Pond			4,450.00		4,450.00			549.44	3,900.56	12.34 %
6355200	Bandstand Expenses		6,000.00		6,000.00			5,049.00	951.00	84.15 %
635 Total Bandstand			6,000.00		6,000.00			5,049.00	951.00	84.15 %
1000691540054000000000	Historical Commission Expenses		500.00		500.00			301.56	198.44	60.31 %
691 Total Historical Commission			500.00		500.00			301.56	198.44	60.31 %
6955400	Cultural Council Expenses		100.00		100.00			76.00	24.00	76.00 %
695 Total Cultural Council			100.00		100.00			76.00	24.00	76.00 %
7105910	Maturing Debt		470,000.00		470,000.00			470,000.00		100.00 %
710 Total Maturing Debt			470,000.00		470,000.00			470,000.00		100.00 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

1000 - General Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted	06/01/2019 to 06/30/2019	Encumb	YTD Expend	Balance	% Exp
7505915	Interst & Paydowns on Debt		41,000.00		41,000.00			41,000.00		100.00 %
750 Total Interest on Debt (long/short)			41,000.00		41,000.00			41,000.00		100.00 %
8205639	Mosquito Contrl C.S.							38,225.00	-38,225.00	100.00 %
8205640	Air Pollution Control District							3,871.00	-3,871.00	100.00 %
8205646	M. V. Excise Tax Bills							1,232.00	-1,232.00	100.00 %
8205661	Ma Bay Trnsprtn Auth Assessmt							23,640.00	-23,640.00	100.00 %
8205663	C.S. Regional Transit Authorit							1,133.00	-1,133.00	100.00 %
820 Total Cherry Sheet Assessments								68,101.00	-68,101.00	100.00 %
9115170	Essex Regnl Retirement Assess		563,649.00		563,649.00			555,396.00	8,253.00	98.53 %
911 Total Essex Regional Retirement Asse			563,649.00		563,649.00			555,396.00	8,253.00	98.53 %
9135171	Unemployment Insurance		1.00		1.00				1.00	0.00 %
913 Total Unemployment Insurance			1.00		1.00				1.00	0.00 %
9145172	Group Insurance		398,877.00		398,877.00			365,311.20	33,565.80	91.58 %
914 Total Group Insurance			398,877.00		398,877.00			365,311.20	33,565.80	91.58 %
9165173	F.I.C.A. Insurance		43,774.00		43,774.00			44,516.07	-742.07	101.69 %
916 Total FICA Insurance			43,774.00		43,774.00			44,516.07	-742.07	101.69 %
10009195170517400000000	OPEB Contribution (xfr out)		1.00		1.00				1.00	0.00 %
919 Total OPEB - GF			1.00		1.00				1.00	0.00 %
9455740	Insurance & Bonds		167,280.00		167,280.00			160,623.24	6,656.76	96.02 %
945 Total Insurance and Bonds			167,280.00		167,280.00			160,623.24	6,656.76	96.02 %
1000 Total General Fund		832,135.22	14,395,279.00	163,591.47	15,391,005.69			14,587,745.06	803,260.63	94.78 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2140 - Park&Recreation Revolv(44/53D)					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
21406305400540060100000	Field Usage Expense Prk & Rec Revlv	3,750.67		2,650.00	6,400.67			176.00	6,224.67	2.74 %
630 Total Recreation		3,750.67		2,650.00	6,400.67			176.00	6,224.67	2.74 %
2140 Total Park&Recreation Revolv(44/53D)		3,750.67		2,650.00	6,400.67			176.00	6,224.67	2.74 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2300 - Chapter 90 Fund					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
2358004001	Chapter 90 Expense		216,127.00		216,127.00			216,491.79	-364.79	100.16 %
422 Total Chapter 90			216,127.00		216,127.00			216,491.79	-364.79	100.16 %
2300 Total Chapter 90 Fund			216,127.00		216,127.00			216,491.79	-364.79	100.16 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2400 - Federal Funds					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
24002915400540020012018	EMPG Grant Expenses FY18		2,460.00		2,460.00			1,467.31	992.69	59.64 %
291 Total Emergency Management			2,460.00		2,460.00			1,467.31	992.69	59.64 %
24295540020082007	Pumpout Grant Exp	3,027.99			3,027.99			1,736.30	1,291.69	57.34 %
295 Total Harbormaster		3,027.99			3,027.99			1,736.30	1,291.69	57.34 %
2400610510051002032	LSTA GRANT WAGES-10/2015-9/2017		469.58		469.58			469.58		100.00 %
24006105100510020322017	LSTA GRANT WAGES-10/2016-9/2017		296.30		296.30			296.30		100.00 %
24006105500558520322017	LSTA GRANT EXPENSES-10/2016-9/2017		424.30		424.30			424.30		100.00 %
610 Total Library			1,190.18		1,190.18			1,190.18		100.00 %
2400 Total Federal Funds		4,218.17	2,460.00		6,678.17			4,393.79	2,284.38	65.79 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2500 - State Funds					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
25002005300530020262018	2018 DOER OATA GREEN		133,154.00		133,154.00			138,155.00	-5,001.00	103.75 %
200 Total Energy Advisory Committee			133,154.00		133,154.00			138,155.00	-5,001.00	103.75 %
25002915100511220062018	FY18 EPZ Local Prep Salaries		7,500.00		7,500.00			7,500.67	-0.67	100.00 %
25002915400540020062016	EPZ LOCAL PREPAREDNESS GRANT									100.00 %
25002915400540020062018	FY18 EPZ Local Prep. Grant Supplies		1,000.00		1,000.00			999.19	0.81	99.91 %
291 Total Emergency Management			8,500.00		8,500.00			8,499.86	0.14	99.99 %
25002995100511220182018	FY18 911 Training Grant Salaries							4,419.02	-4,419.02	100.00 %
25002995200524020202018	911 Sprt/Incent Cmptr Exp 2018		15,498.00		15,498.00			11,493.61	4,004.39	74.16 %
25002995400540020182017	911 Training Grant Expense FY17									100.00 %
25002995400540020182018	911 Training Grant Expense FY18		10,000.00		10,000.00			7,430.68	2,569.32	74.30 %
299 Total Municipal Dispatch			25,498.00		25,498.00			23,343.31	2,154.69	91.54 %
25005415100511250012017	FY 2017 SALARYS-COA FORMULA	1.22			1.22				1.22	0.00 %
25005415100511250012018	FY18 Exp - COA Formula Grant		8,051.00		8,051.00			8,152.72	-101.72	101.26 %
541 Total Council on Aging		1.22	8,051.00		8,052.22			8,152.72	-100.50	101.24 %
2561054006002	Mass Library Incentive Supplies	47,548.70	7,281.19		54,829.89			2,041.95	52,787.94	3.72 %
610 Total Library		47,548.70	7,281.19		54,829.89			2,041.95	52,787.94	3.72 %
2569554006001	Cultural Council Exp	6,905.58	4,400.00		11,305.58			4,750.00	6,555.58	42.01 %
695 Total Cultural Council		6,905.58	4,400.00		11,305.58			4,750.00	6,555.58	42.01 %
2500 Total State Funds		54,455.50	186,884.19		241,339.69			184,942.84	56,396.85	76.63 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2601 - Title 5 Septic Betterments					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
260151059005003	Septic Title 5 Repaymt WPAT		21,191.73		21,191.73			21,191.73		100.00 %
510 Total Board of Health				21,191.73		21,191.73		21,191.73		100.00 %
2601 Total Title 5 Septic Betterments				21,191.73		21,191.73		21,191.73		100.00 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2602 - Community Preservation					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
260212257001003	CPA Exp		18,109.00		18,109.00			9,843.22	8,265.78	54.35 %
260212257501003	CPA Budget Reserve		228,806.41		228,806.41				228,806.41	0.00 %
260212259601003	CPA Transfers Out		115,269.00		115,269.00			315,269.00	-200,000.00	273.50 %
122 Total Selectmen			362,184.41		362,184.41			325,112.22	37,072.19	89.76 %
2602 Total Community Preservation			362,184.41		362,184.41			325,112.22	37,072.19	89.76 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2603 - CPA Open Space					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
26031835800584041842017	STM 042417 A:8 Action Cove Repair	22,380.35			22,380.35			22,380.35		100.00 %
183 Total Community Preservation Committ		22,380.35			22,380.35			22,380.35		100.00 %
2603 Total CPA Open Space		22,380.35			22,380.35			22,380.35		100.00 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2604 - CPA Historic Resources					Tot	06/01/2019	YTD			
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
26041835200520141322016	STM 042516 A:12 HISTORICAL IMAGING	17.67			1,417.67			1,417.67		100.00 %
26041835200520141452017	STM102416 A:9 INVENT PROPERTIES	25,000.00			25,000.00			20,700.00	4,300.00	82.80 %
26041835800582140702014	STM 4/14 Art#8 Gar Library Windows	36,605.90		-36,605.90						100.00 %
26041835800582141462018	ATM 043018 Art #2 Page Generator			200,000.00	200,000.00			467.12	199,532.88	0.23 %
26041835800584041122016	STM102615 A:2 PAGE VENTILATION									100.00 %
183 Total Community Preservation Committ		63,023.57		163,394.10	226,417.67			22,584.79	203,832.88	9.97 %
26043005800582140712014	STM 4/14 Art#10 Page Interior Rehab	28,237.65		-27,254.50	983.15			983.15		100.00 %
300 Total School		28,237.65		-27,254.50	983.15			983.15		100.00 %
2604 Total CPA Historic Resources		91,261.22		136,139.60	227,400.82			23,567.94	203,832.88	10.36 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2700 - Revolving Funds					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
2700122570057006000	Bicentennial Expenses							3,804.40	-3,804.40	100.00 %
122 Total Selectmen								3,804.40	-3,804.40	100.00 %
2717151121006	Wetlands Prot Salaries & Wages	53,910.81			53,910.81				53,910.81	0.00 %
27001715100517210060000	Health Ins. - Wetlands Prot. Fund	963.68			963.68				963.68	0.00 %
171 Total Conservation		54,874.49			54,874.49				54,874.49	0.00 %
2700199570057906199	CABLE PEG EXPENSES-Ch44-53F	329,397.74	75,000.00		104,397.74			56,632.11	47,765.63	54.24 %
199 Total Cable Advisory		29,397.74	75,000.00		104,397.74			56,632.11	47,765.63	54.24 %
27002105400540020160000	State Law Enforce Trst Fnd Exp	803.50	325.00	1,050.00	2,178.50			337.78	1,840.72	15.50 %
210 Total Police		803.50	325.00	1,050.00	2,178.50			337.78	1,840.72	15.50 %
27006105400558060230000	Library Revolving Expenses		771.10		771.10			69.99	701.11	9.07 %
610 Total Library			771.10		771.10			69.99	701.11	9.07 %
27006305100511260152017	Summer Rec Wages 2017-Ch44-53e1/2							23,917.37	-23,917.37	100.00 %
27006305400540060152017	Summer Rec Expense 2017-Ch44-53e1/2							11,310.71	-11,310.71	100.00 %
27006305400540060152018	Page School Summer Rec Expenses		42,000.00		42,000.00			8,783.96	33,216.04	20.91 %
630 Total Recreation			42,000.00		42,000.00			44,012.04	-2,012.04	104.79 %
2763154006004	Equestrian Area Revolv Exp	16.38			16.38				16.38	0.00 %
2763154006005	Mill Pond Revolving Exp	5,237.85			5,237.85				5,237.85	0.00 %
631 Total Mill Pond		5,254.23			5,254.23				5,254.23	0.00 %
2700 Total Revolving Funds		90,329.96	118,096.10	1,050.00	209,476.06			104,856.32	104,619.74	50.05 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2800 - Gift Funds					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
2821054002010	Police Gift Fund Exp	10,831.95	1,375.00		12,206.95			1,710.74	10,496.21	14.01 %
2821054002014	Pub Sfty Landscaping Gift Exp	1,020.00			1,020.00				1,020.00	0.00 %
210 Total Police		11,851.95	1,375.00		13,226.95			1,710.74	11,516.21	12.93 %
2822054002013	Fire Dept Gift Exp	136.65	375.00		511.65				511.65	0.00 %
220 Total Fire		136.65	375.00		511.65				511.65	0.00 %
2829154002009	Civil Defense Gift Fund Exp	1,380.04			1,380.04				1,380.04	0.00 %
291 Total Emergency Management		1,380.04			1,380.04				1,380.04	0.00 %
2854154005005	Council On Aging Gift Expense	2,163.54	747.00		2,910.54			1,729.11	1,181.43	59.40 %
541 Total Council on Aging		2,163.54	747.00		2,910.54			1,729.11	1,181.43	59.40 %
2861054006008	GAR Gift Fund Exp	8,576.05	2,760.33		11,336.38			2,110.00	9,226.38	18.61 %
610 Total Library		8,576.05	2,760.33		11,336.38			2,110.00	9,226.38	18.61 %
2863054006009	Action Cove Gift Exp	5,083.74			5,083.74				5,083.74	0.00 %
2863054006010	Parks & Rec Gift Exp	3,832.00	2,350.00		6,182.00			2,050.00	4,132.00	33.16 %
2863054006013	Moseley Foundation Gift Exp	49,042.34			49,042.34			2,583.65	46,458.69	5.26 %
630 Total Recreation		57,958.08	2,350.00		60,308.08			4,633.65	55,674.43	7.68 %
28006315400540000000000	Mill Pond Gift Expense	750.00			750.00				750.00	0.00 %
631 Total Mill Pond		750.00			750.00				750.00	0.00 %
28006915400540060200000	Historic Comm. Gift/Donate Exp	40.00			40.00				40.00	0.00 %
691 Total Historical Commission		40.00			40.00				40.00	0.00 %
2869554006007	Arts Lottery/Cult Council Exp	248.50	2,346.70		2,595.20				2,595.20	0.00 %
695 Total Cultural Council		248.50	2,346.70		2,595.20				2,595.20	0.00 %
2800 Total Gift Funds		83,104.81	9,954.03		93,058.84			10,183.50	82,875.34	10.94 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

2900 - Insurance Reimbursements					Tot	06/01/2019		YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expend	Balance	% Exp
2912252001008	Ins. Reimb Under \$20K Exp							4,686.27	-4,686.27	100.00 %
122 Total Selectmen								4,686.27	-4,686.27	100.00 %
2900 Total Insurance Reimbursements								4,686.27	-4,686.27	100.00 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

6100 - Water Fund Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted to 06/30/2019	06/01/2019 Encumb	YTD Expend	Balance	% Exp
615960	Transfer Out to GF (Indirect Costs)								100.00 %
000 Total N/A									
615111	Water Dept-Commissioner Stipends		1,700.00		1,700.00			1,700.00	0.00 %
615112	Water Department Salaries & Wages		184,426.00		184,426.00		182,238.84	2,187.16	98.81 %
615201	Water Dept Insurance		30,514.00		30,514.00		28,146.26	2,367.74	92.24 %
615248	Stm 4/09 - Brake Hill Wtr Tank Repa	7,510.00			7,510.00			7,510.00	0.00 %
615249	Stm 4/09 Pipstve Bstr Upgrde	1,742.60			1,742.60			1,742.60	0.00 %
61004295200529041272016	STM 042516 A:4 REMOVE	13,000.00			13,000.00		7,500.00	5,500.00	57.69 %
615400	Water Dept Expenses		400,594.00		400,594.00		339,099.77	61,494.23	84.64 %
61004295400540041262016	STM 04/25/16 A:3 WAT DISTRIB DE	20,389.40			20,389.40			20,389.40	0.00 %
61004295400540041862017	STM 042417 A:4 Newburyport Water	60,000.00			60,000.00			60,000.00	0.00 %
6100-429-5400-5400-8888	WATER-ENCUMBRANCE-EXPENSES 54						20,230.60	-20,230.60	100.00 %
610042955005520	Water Dept INDIRECT COSTS TO GF		49,519.00		49,519.00		49,519.00		100.00 %
615750	Water Dept Budget Reserve		15,000.00		15,000.00			15,000.00	0.00 %
615531	Stm 10/07 - Stage 2 Compliance	509.14			509.14			509.14	0.00 %
61004295800580041002017	ATM 042516 A:7 3/4 TON PICKUP+PL	1,827.61			1,827.61		1,537.80	289.81	84.14 %
61004295800580127002007	Town Meeting Prior 2007-Well Explor	277.19			277.19			277.19	0.00 %
61004295800580440482013	STM 10/12 Art2 Wtr Strge -Eng stdy	6,500.00			6,500.00		5,500.00	1,000.00	84.61 %
61004295800584040682014	STM 4/14 Art#2 Bedrck Well Upgrad	276,522.82			276,522.82		18,031.42	258,491.40	6.52 %
61004295800584041852017	STM 042417 A:3 Upgrade to Wellfiel	180,000.00			180,000.00		5,972.10	174,027.90	3.31 %
61004295800587040532013	*STM 04/13 Art4 Radio Read Meters	267.00			267.00			267.00	0.00 %
615900	Water Dept Debt Service		16,772.00		16,772.00		15,036.18	1,735.82	89.65 %
429 Total Water Dept		568,545.76	698,525.00		1,267,070.76		672,811.97	594,258.79	53.09 %
6100 Total Water Fund		568,545.76	698,525.00		1,267,070.76		672,811.97	594,258.79	53.09 %

TOWN OF WEST NEWBURY

All Departments Expenditure Report

6102 - Water Department Capital Proje					Tot	06/01/2019			YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted	to 06/30/2019	Encumb	Expnd	Balance	%	Exp
6102429580058004187	Capital Projects - Design							76,500.00	-76,500.00	100.00	%
6102429580058014187	Capital Projects - Const in Process									100.00	%
429 Total Water Dept								76,500.00	-76,500.00	100.00	%
6102 Total Water Department Capital Proje								76,500.00	-76,500.00	100.00	%

TOWN OF WEST NEWBURY

All Departments Expenditure Report

6940 - MUNI BLDG INSURANCE CH40 S: 13				Tot	06/01/2019			YTD		
Account	Description	Carry Fwd	Orig Bud	Amended	Budgeted to 06/30/2019	Encumb	Expended	Balance	%	Exp
694012257005700	MUNI BLDG INSURANCE-EXPENSES						5,934.03	-5,934.03	100.00	%
122 Total Selectmen							5,934.03	-5,934.03	100.00	%
6940 Total MUNI BLDG INSURANCE CH40 S:							5,934.03	-5,934.03	100.00	%

TOWN OF WEST NEWBURY

All Departments Expenditure Report

8000 - Trust Funds Account	Description	Carry Fwd	Orig Bud	Amended	Tot Budgeted	06/01/2019 to 06/30/2019	Encumb	YTD Expend	Balance	% Exp
8012257001011	Elliot Charity Exp (Undesignated)	200,895.97			200,895.97			900.00	199,995.97	0.44 %
8012257001015	T Kennet Hospitalization Exp	14,409.33			14,409.33				14,409.33	0.00 %
8012257001019	Bandstand Trust Fund Expense	3,125.51			3,125.51				3,125.51	0.00 %
8012259601013	Transfer Out-WW II GYM	-287.57			-287.57				-287.57	100.00 %
8012259601016	Elwell Square Sign - Transfer Out	714.83			714.83				714.83	0.00 %
8012259601017	John J Mcgrath Agri - Transfers Out	14,035.83			14,035.83				14,035.83	0.00 %
122 Total Selectmen		232,893.90			232,893.90			900.00	231,993.90	0.38 %
800017157001012	Conservation Trust - Expenses	45,599.70			45,599.70				45,599.70	0.00 %
171 Total Conservation		45,599.70			45,599.70				45,599.70	0.00 %
8061054006012	Library Trust - Expense	940,630.95			940,630.95				940,630.95	0.00 %
610 Total Library		940,630.95			940,630.95				940,630.95	0.00 %
8000 Total Trust Funds		1,219,124.55			1,219,124.55			900.00	1,218,224.55	0.07 %
Grand Total		2,969,306.21	16,010,701.46	303,431.07	19,283,438.74			16,261,873.81	3,021,564.93	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019 To 06/30/2019	Estimated	YTD Actual	Amount Uncollected% Collected
10001454110411000002013	Personal Property - 2013	0.00	0.00	606.38	-606.38
10001454110411000002016	PP TAX REVENUE 2016	0.00	0.00	155.36	-155.36
10001454110411000002017	PP TAX REVENUE 2017	0.00	0.00	466.05	-466.05
10001454110411000002018	PP TAX REVENUE 2018	0.00	0.00	215,187.47	-215,187.47
10001454110412000002017	Real Estate Tax Revenue - 2017	0.00	0.00	93,734.40	-93,734.40
10001454110412000002018	Real Estate Tax Revenue - 2018	0.00	0.00	12,684,498.93	-12,684,498.93
Total 4110 PROPERTY TAXES		0.00	0.00	12,994,648.59	-12,994,648.59
4142	Tax Liens Redeemed	0.00	0.00	13,884.72	-13,884.72
Total 4140 Tax Liens		0.00	0.00	13,884.72	-13,884.72
10001454150415000002012	Motor Vehicle 2012	0.00	0.00	192.50	-192.50
10001454150415000002013	Motor Vehicle 2013	0.00	0.00	329.69	-329.69
10001454150415000002014	Motor Vehicle Exc. Rev 2014	0.00	0.00	235.63	-235.63
10001454150415000002015	Motor Vehicle Exc. Rev 2015	0.00	0.00	475.74	-475.74
10001454150415000002016	Motor Vehicle Exc. Rev 2016	0.00	0.00	2,945.20	-2,945.20
10001454150415000002017	Motor Vehicle Exc. Rev 2017	0.00	0.00	119,465.30	-119,465.30
10001454150415000002018	Motor Vehicle Exc. Rev 2018	0.00	0.00	651,033.72	-651,033.72
Total 4150 Motor Vehicle Excise		0.00	0.00	774,677.78	-774,677.78
10001454160416100002017	BOAT EXCISE REVENUE 2017	0.00	0.00	105.00	-105.00
10001454160416100002018	BOAT EXCISE REVENUE 2018	0.00	0.00	2,205.67	-2,205.67
Total 4160 Other Excise		0.00	0.00	2,310.67	-2,310.67
4171	Penalties And Interest	0.00	0.00	46,183.17	-46,183.17
Total 4170 Penalties And Interest		0.00	0.00	46,183.17	-46,183.17
4180	In Lieu Of Taxes	0.00	0.00	5,777.59	-5,777.59
Total 4180 In Lieu Of Taxes		0.00	0.00	5,777.59	-5,777.59
4199	Ch 61A Rollback Taxes	0.00	0.00	36,407.63	-36,407.63
Total 4199 Ch 61A Rollback Taxes		0.00	0.00	36,407.63	-36,407.63
100021043204390	POLICE CRUISER DETAIL FEES	0.00	0.00	3,247.50	-3,247.50
4320	Cable Surcharge Fee	0.00	0.00	41,638.79	-41,638.79
4321	Municipal Lien Certificates	0.00	0.00	4,125.00	-4,125.00
4322	Police Reports	0.00	0.00	196.00	-196.00
4323	Police Serv Chg O/S Detail	0.00	0.00	5,140.96	-5,140.96
4324	Misc Town Clerk Rev	0.00	0.00	675.00	-675.00
4325	Filing Fees	0.00	0.00	11,822.96	-11,822.96
4370	Other Departmental Revenue	0.00	0.00	1,410.00	-1,410.00
Total 4320 Departmental		0.00	0.00	68,256.21	-68,256.21
4360	Rental - Town Other	0.00	0.00	161,254.90	-161,254.90
Total 4360 Rental		0.00	0.00	161,254.90	-161,254.90
4420	Other Licenses	0.00	0.00	1,270.00	-1,270.00

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019		YTD Actual	Amount	
		To 06/30/2019	Estimated		Uncollected	% Collected
4421	Dog Licenses & Fees	0.00	0.00	7,645.00	-7,645.00	
4450	Firearm & Related Permits	0.00	0.00	1,750.00	-1,750.00	
4451	Fire Inspection/Permit Fees	0.00	0.00	10,255.00	-10,255.00	
4452	Building And Occupancy	0.00	0.00	83,619.50	-83,619.50	
4453	Wiring Permits	0.00	0.00	17,425.00	-17,425.00	
4454	Plumbing & Gas Permits	0.00	0.00	12,765.00	-12,765.00	
4455	Septic- Perc- Wells- Misc Bd	0.00	0.00	21,519.34	-21,519.34	
4456	Other Misc Permits	0.00	0.00	245.00	-245.00	
Total 4450	Licenses and Permits	0.00	0.00	156,493.84	-156,493.84	
4610	C.S. Elderly Exempt-C59/S5/41C	0.00	0.00	1,837.00	-1,837.00	
4611	C.S. State Owned Land	0.00	0.00	42,988.00	-42,988.00	
4661	C.S. Lottery- Beano- Charity	0.00	0.00	246,670.00	-246,670.00	
4662	C.S. Exempt- Vets, Blind, Survig Sp	0.00	0.00	11,996.00	-11,996.00	
4663	C.S. Veteran's Benfts Reimb	0.00	0.00	6,686.00	-6,686.00	
4670	C. S. CHAPTER 70	0.00	0.00	26,779.00	-26,779.00	
Total 4610	Intergovernmental - cherry she	0.00	0.00	336,956.00	-336,956.00	
4682	EXTENDED POLLING ELECTIONS -	0.00	0.00	1,484.25	-1,484.25	
Total 4680	Intergovernmental - state	0.00	0.00	1,484.25	-1,484.25	
2104770	Court & Parking Fines	0.00	0.00	19,452.96	-19,452.96	
Total 4770	Fines and Forfeits	0.00	0.00	19,452.96	-19,452.96	
4820	Earnings On Investments	0.00	0.00	44,654.86	-44,654.86	
Total 4820	Earnings On Investments	0.00	0.00	44,654.86	-44,654.86	
4840	Other Misc Revenue	0.00	0.00	30,817.27	-30,817.27	
Total 4840	Recurring Miscellaneous	0.00	0.00	30,817.27	-30,817.27	
100014548414810	NON-RECUR MISC REV-SALE OF	0.00	0.00	2,600.00	-2,600.00	
4841	Non-Recurring Misc Revenue	0.00	0.00	489.29	-489.29	
4843	Vendor Refunds	0.00	0.00	0.00	0.00	
Total 4841	Non-recurring Miscellaneous	0.00	0.00	3,089.29	-3,089.29	
4970	Transfers In	0.00	0.00	49,519.00	-49,519.00	
Total 4970	Transfers In	0.00	0.00	49,519.00	-49,519.00	
Fund 1000 General Fund		0.00	0.00	14,745,868.73	-14,745,868.73	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019			Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected	% Collected
21406304200424160100000	Field User Fees Prk & Rec Revlvg	0.00	0.00	3,250.00	-3,250.00	
Total 4200	User Charges	0.00	0.00	3,250.00	-3,250.00	
	Fund 2140 Park&Recreation Revolv(44/53D)	0.00	0.00	3,250.00	-3,250.00	

TOWN OF WEST NEWBURY
2018 Revenue Statement

Account #	Account Description	06/01/2019		YTD Actual	Amount	
		To 06/30/2019	Estimated		Uncollected	% Collected
22702954450445700000000	Mooring Permit Revenue	0.00	0.00	2,600.00	-2,600.00	
Total 4450	Licenses and Permits	0.00	0.00	2,600.00	-2,600.00	
	Fund 2270 Wtrways Improve.-Mooring	0.00	0.00	2,600.00	-2,600.00	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019		YTD Actual	Amount	
		To 06/30/2019	Estimated		Uncollected	% Collected
230042046804680000000000	Transportation Infrastructure Rev	0.00	0.00	127.20	-127.20	
234680	Chapter 90 Intergovernmental Revenue	0.00	0.00	216,000.00	-216,000.00	
Total 4680	Intergovernmental - state	0.00	0.00	216,127.20	-216,127.20	
	Fund 2300 Chapter 90 Fund	0.00	0.00	216,127.20	-216,127.20	

TOWN OF WEST NEWBURY
2018 Revenue Statement

Account #	Account Description	06/01/2019		YTD Actual	Amount	
		To 06/30/2019	Estimated		Uncollected	% Collected
24295458020082007	Pumpout Grant Rev	0.00	0.00	1,302.23	-1,302.23	
Total 4580	Intergvrnmntl - fed thru state	0.00	0.00	1,302.23	-1,302.23	
	Fund 2400 Federal Funds	0.00	0.00	1,302.23	-1,302.23	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019 To 06/30/2019	Estimated	YTD Actual	Amount Uncollected% Collected
25002004680468020262018	2018 DOER OATA GREEN	0.00	0.00	99,865.50	-99,865.50
25002914680468020062018	FY18 EPZ Local Prep Grant Rev	0.00	0.00	6,375.00	-6,375.00
25002994680468020182016	911 Training Grant Revenue FY16	0.00	0.00	935.22	-935.22
25002994680468020182017	2017-911 Training Grant-Revenue	0.00	0.00	14,827.23	-14,827.23
25002994680468020182018	2018-911 Training Grant-Revenue	0.00	0.00	2,302.70	-2,302.70
25005414680468050012018	FY18 Rev - COA Formula Grant	0.00	0.00	7,781.72	-7,781.72
25006954680468060012018	Cultural Council Grant Rev FY2018	0.00	0.00	4,400.00	-4,400.00
25610468060020000	Mass Library Incentive Rev	0.00	0.00	7,281.19	-7,281.19
Total 4680	Intergovernmental - state	0.00	0.00	143,768.56	-143,768.56
25695482060010000	Arts Cultural Cncl Interest	0.00	0.00	6.03	-6.03
Total 4820	Earnings On Investments	0.00	0.00	6.03	-6.03
	Fund 2500 State Funds	0.00	0.00	143,774.59	-143,774.59

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019			Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected	% Collected
26015104170417550032018	Septic Commit Interest Rev FY18	0.00	0.00	1,081.19	-1,081.19	
Total 4170	Penalties And Interest	0.00	0.00	1,081.19	-1,081.19	
26015104750475050032018	Septic Title 5 Bett Rev FY18	0.00	0.00	9,951.50	-9,951.50	
Total 4750	Special Assessments	0.00	0.00	9,951.50	-9,951.50	
260151047505003	Septic Title 5 Payoffs	0.00	0.00	5,114.17	-5,114.17	
Total 4760		0.00	0.00	5,114.17	-5,114.17	
	Fund 2601 Title 5 Septic Betterments	0.00	0.00	16,146.86	-16,146.86	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019 To 06/30/2019	Estimated	YTD Actual	Amount Uncollected	% Collected
26024142	CPA Tax Liens Redeemed	0.00	0.00	300.71	-300.71	
Total 4140	Tax Liens	0.00	0.00	300.71	-300.71	
2602122417010030000	CPA Interest and Penalties	0.00	0.00	11,488.41	-11,488.41	
Total 4170	Penalties And Interest	0.00	0.00	11,488.41	-11,488.41	
26021224190419010032017	CPA Surcharge Revenue 2017	0.00	0.00	1,571.98	-1,571.98	
26021224190419010032018	CPA Surcharge Revenue 2018	0.00	0.00	305,893.53	-305,893.53	
Total 4190	Other Taxes	0.00	0.00	307,465.51	-307,465.51	
2602122468110030000	CPA State Match Rev	0.00	0.00	102,706.00	-102,706.00	
Total 4681	Community Pres State Match Re	0.00	0.00	102,706.00	-102,706.00	
26021224820482010030000	CPA Earnings on Investment	0.00	0.00	1,023.29	-1,023.29	
Total 4820	Earnings On Investments	0.00	0.00	1,023.29	-1,023.29	
Fund 2602	Community Preservation	0.00	0.00	422,983.92	-422,983.92	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019		Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected% Collected
260317949701004	Transfer In - Open Space	0.00	0.00	38,423.00	-38,423.00
Total 4970	Transfers In	0.00	0.00	38,423.00	-38,423.00
	Fund 2603 Open Space	0.00	0.00	38,423.00	-38,423.00

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019		YTD Actual	Amount	
		To 06/30/2019	Estimated		Uncollected	% Collected
260469149706003	Transfer In - Historic Preservation	0.00	0.00	238,423.00	-238,423.00	
Total 4970	Transfers In	0.00	0.00	238,423.00	-238,423.00	
	Fund 2604 CPA Historic Resources	0.00	0.00	238,423.00	-238,423.00	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019			Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected	% Collected
260517849701005	Transfer In - Community Housing	0.00	0.00	38,423.00	-38,423.00	
Total 4970	Transfers In	0.00	0.00	38,423.00	-38,423.00	
	Fund 2605 CPA Community Housing	0.00	0.00	38,423.00	-38,423.00	

TOWN OF WEST NEWBURY
2018 Revenue Statement

Account #	Account Description	06/01/2019		YTD Actual	Amount	
		To 06/30/2019	Estimated		Uncollected	% Collected
2700199432043296199	CABLE PEG REVENUES-Ch44-53F 3/4	0.00	0.00	23,632.61	-23,632.61	
27006104320434060230000	Library Revolving Revenue	0.00	0.00	771.10	-771.10	
27006304320432760152017	Summer Rec Fees 2017-Ch44-53e1/2	0.00	0.00	27,912.00	-27,912.00	
27006304320432760152018	Summer Rec Fees 2018-Ch44-53e1/2	0.00	0.00	14,628.75	-14,628.75	
Total 4320	Departmental	0.00	0.00	66,944.46	-66,944.46	
27002104680477020160000	State Law Enforce Trst Fnd Rev	0.00	0.00	1,375.00	-1,375.00	
Total 4680	Intergovernmental - state	0.00	0.00	1,375.00	-1,375.00	
2700122483048306000		0.00	0.00	200.00	-200.00	
2717148301006	Rec Res Wetlands Protection Fu	0.00	0.00	19,328.00	-19,328.00	
Total 4830	Gifts and Contributions	0.00	0.00	19,528.00	-19,528.00	
2700122497049706000	Transfer In-Bicentennial Celebration	0.00	0.00	0.00	0.00	
Total 4970	Transfers In	0.00	0.00	0.00	0.00	
	Fund 2700 Revolving Funds	0.00	0.00	87,847.46	-87,847.46	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019 To 06/30/2019	Estimated	YTD Actual	Amount Uncollected% Collected
2861048206008	Gar Library Gift Fund Interest	0.00	0.00	363.33	-363.33
Total 4820	Earnings On Investments	0.00	0.00	363.33	-363.33
28006314830483000000000	Mill Pond Gift Revenue	0.00	0.00	250.00	-250.00
2821048302010	Police Dept Gift Fund Rev	0.00	0.00	1,375.00	-1,375.00
2822048302013	Fire Dept Gift Rev	0.00	0.00	375.00	-375.00
2854148305005	Council on Aging Gift Revenue	0.00	0.00	747.00	-747.00
2861048306008	Gar Memorial Library Donations	0.00	0.00	2,397.00	-2,397.00
2863048306010	Parks & Rec Revolving Gift Rev	0.00	0.00	2,350.00	-2,350.00
2869548306007	Arts Lottery/Cult Council Rev	0.00	0.00	2,346.70	-2,346.70
Total 4830	Gifts and Contributions	0.00	0.00	9,840.70	-9,840.70
Fund 2800	Gift Funds	0.00	0.00	10,204.03	-10,204.03

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019			Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected	% Collected
2912248001008	Ins. Reimb Under \$20K Rev	0.00	0.00	3,686.27	-3,686.27	
Total 4800	Miscellaneous	0.00	0.00	3,686.27	-3,686.27	
	Fund 2900 Insurance Reimbursements	0.00	0.00	3,686.27	-3,686.27	

TOWN OF WEST NEWBURY
2018 Revenue Statement

Account #	Account Description	06/01/2019			Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected	% Collected
614171	Water Interest & Demands	0.00	0.00	4,185.06	-4,185.06	
Total 4170	Penalties And Interest	0.00	0.00	4,185.06	-4,185.06	
614200	Water User Charges	0.00	0.00	707,952.62	-707,952.62	
614201	Water Miscellaneous Revenue	0.00	0.00	76,613.81	-76,613.81	
614202	Water System Development Rev	0.00	0.00	3,090.00	-3,090.00	
Total 4200	User Charges	0.00	0.00	787,656.43	-787,656.43	
614820	Water Earnings On Investments	0.00	0.00	16,673.64	-16,673.64	
Total 4820	Earnings On Investments	0.00	0.00	16,673.64	-16,673.64	
61004295800524841932018	STM 43018 A:3 Brake Hill Tank Elect	0.00	0.00	-6,500.00	6,500.00	
Total 5800	Capital Outlay	0.00	0.00	-6,500.00	6,500.00	
	Fund 6100 Water Fund	0.00	0.00	802,015.13	-802,015.13	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019		Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected% Collected
61014294820482000000000	Earnings on Investment-Water Stabil	0.00	0.00	-693.76	693.76
Total 4820	Earnings On Investments	0.00	0.00	-693.76	693.76
Fund 6101	Water Stabilization Fund	0.00	0.00	-693.76	693.76

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019		Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected% Collected
6102429499059002018	Other Financing Sources	0.00	0.00	1,700,000.00	-1,700,000.00
6102429499059922018	Premium on Bond /Bond Refunding Exp	0.00	0.00	0.00	0.00
Total 4990	Other Financing Sources	0.00	0.00	1,700,000.00	-1,700,000.00
	Fund 6102 Water Department Capital Proje	0.00	0.00	1,700,000.00	-1,700,000.00

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019			Amount	
		To 06/30/2019	Estimated	YTD Actual	Uncollected	% Collected
694012249704970	Transfer In-MUNI BLDG INSURANCE	0.00	0.00	0.00	0.00	
Total 4970	Transfers In	0.00	0.00	0.00	0.00	
Fund 6940	MUNI BLDG INSURANCE CH40 S: 13	0.00	0.00	0.00	0.00	

TOWN OF WEST NEWBURY
2018 Revenue Statement

Account #	Account Description	06/01/2019		YTD Actual	Amount	
		To 06/30/2019	Estimated		Uncollected	% Collected
70009194820482010010000	Interest Earned-OPEB Trust General	0.00	0.00	189,292.25	-189,292.25	
70009204820482010010000	Interest Earned - OPEB Trust Water	0.00	0.00	20,689.12	-20,689.12	
Total 4820	Earnings On Investments	0.00	0.00	209,981.37	-209,981.37	
	Fund 7000 OPEB Trust Fund	0.00	0.00	209,981.37	-209,981.37	

TOWN OF WEST NEWBURY

2018 Revenue Statement

Account #	Account Description	06/01/2019 To 06/30/2019	Estimated	YTD Actual	Amount Uncollected % Collected
8012248001011	Elliot Charity Fund Loan Reimb -Exp	0.00	0.00	6,558.01	-6,558.01
Total 4800	Miscellaneous	0.00	0.00	6,558.01	-6,558.01
8012248201011	Elliot Charity Fund Interest Expend	0.00	0.00	-684.40	684.40
8012248201015	T.Kennett Hosp Fund Interest	0.00	0.00	-50.95	50.95
8012248201016	Elwell Square Sign Interest - Expen	0.00	0.00	-2.54	2.54
8012248201017	John J. Mcgrath Agricultrl Interest	0.00	0.00	-49.63	49.63
8012248201018	Stabilization Fund Interest	0.00	0.00	-4,100.26	4,100.26
8012248201019	Bandstand Trust Fund Interest	0.00	0.00	-11.04	11.04
8012248201020	Pension Stabilization Interest	0.00	0.00	-142.23	142.23
8012248201021	School Stabilization Interest	0.00	0.00	-1,759.03	1,759.03
8017148201012	Conservation Fund Interest - Expend	0.00	0.00	-161.19	161.19
8061048206012	Library Trust Int-Expendable	0.00	0.00	-16,678.54	16,678.54
Total 4820	Earnings On Investments	0.00	0.00	-23,639.81	23,639.81
8000122497049701020	Transfers In-Pension Stabilization	0.00	0.00	0.00	0.00
Total 4970	Transfers In	0.00	0.00	0.00	0.00
Fund 8000 Trust Funds		0.00	0.00	-17,081.80	17,081.80
Grand Total		0.00	0.00	18,663,281.23	-18,663,281.23