



**Town of West Newbury
Board of Selectmen**

Monday, September 24, 2018 @ 6:30pm
381 Main Street, Town Office Building
www.wnewbury.org

AGENDA

Executive Session: 6:30pm in the Town Manager's Office

MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;

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.

Regular Business

- A. Review of easement for Carr Post Property from Cottage Advisors, and consideration of adding an article to the Fall Town Meeting warrant
- B. Joint meeting with the Town Moderator, Finance Committee, Town Counsel and Town Manager to review the 2018 Fall Town Warrant and Meeting set for October 22, 2018.
- C. High School Building Project

Posted Agenda on 9/20/2018 at the Town Offices and the Town's Official Website www.wnewbury.org



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: September 21, 2018
RE: Town Meeting action necessary for acceptance of Carr Post easement

As you know, a condition of approval of the Drake's Landing development requires the developer to convey an easement to the Town for access and parking purposes to serve the Carr Post. The developer's attorney has been working with Town Counsel for some months to finalize the language of the easement, and the easement language (attached) is in a form acceptable to both parties.

Until very recently I had been advised that the acceptance of the easement was within the authority of the Board of Selectmen. This was incorrect. Earlier this week, we learned that a Town Meeting majority vote will be needed to accept the easement. (This acquisition falls under the first category, "General Purpose," in the enclosed chart). Further, MDOT will not issue a curb cut permit to the developer, nor allow them to make improvements within the State right-of-way, until the easement is both accepted and recorded. This is because, concurrent with provision of new access to Carr Post, the existing curb cut must be extinguished; MDOT would not issue a new curb cut in such close proximity to an existing curb cut. The existing curb cut cannot be extinguished until alternate access, including a recorded easement, is established. Time is of the essence.

Therefore, I am respectfully requesting that the Board of Selectmen re-open the Special Town Meeting warrant to add (and sponsor) the following article:

ARTICLE __. To see if the Town will vote to authorize the Board of Selectmen to accept by gift, donation or otherwise an easement for access and parking purposes and for the installation of utilities to be appurtenant to the land commonly referred to as "The Carr Post" as described in deed recorded with the Essex South District Registry of Deed in Book 35514 Page 162 from Cottage Advisors MA, LLC and to take any other action in furtherance thereof.

The developer's attorney has worked in good faith to bring this easement forward, with the initial draft easement provided to the Town in November 2017, and in my opinion does not bear responsibility for the fact that this requirement has become known to us after the close of the warrant. I will be working with key personnel to minimize potential for this type of late addition in the future.

cc: *Finance Committee*
KC Swallow, Town Moderator
Michael McCarron, Town Counsel
Leah Zambernardi, AICP, Town Planner

(space above this line reserved for the Registry of Deeds)

EASEMENT DEED

Cottage Advisors MA LLC, (the “Grantor”) a Massachusetts Limited Liability Company, having a principal place of business located at 487 Groton Road, Suite A, Westford, MA 01886

in consideration of One (\$1.00) Dollar and other good and valuable consideration paid

Grants to the Town of West Newbury, a municipal corporation with an address of 381 Main Street, West Newbury, Essex South County, MA, 01985, by, through and under the care of its Board of Selectmen,

A perpetual right and non-exclusive easement to pass and re-pass and to park vehicles to serve the Existing Building (“Exist Bldg”) as described herein over an access and parking easement area shown as “Access & Parking Easement 5,555 SF +/-“ (hereinafter the “Parking and Access Easement”) on a plan of land entitled, “Easement Plan 365 Main Street, West Newbury, Massachusetts” which plan(s) is/are to be recorded with Essex South Registry of Deeds herewith, and to which plan reference is herein made for a more particular description of the Parking and Access Easement area and all easements described herein (hereinafter the “Plan”).

Said Parking and Access Easement shall be used for vehicular and pedestrian access as well as parking to serve the Exist Bldg as shown on the Plan. Said Parking and Access Easement shall be maintained exclusively maintained by the Town of West Newbury or its successors and assigns. The Town of West Newbury will keep the Parking and Access Easement in good condition and shall maintain the Parking and Access Easement in a sightly and safe condition.

Within said Access and Parking Easement the Town of West Newbury shall also be allowed to install all underground utilities and infrastructure related thereto to serve the Exist Bldg or the abutting “Utility Easement” as described below.

No other activity or installation of any type shall be allowed in the Access and Parking Easement Area except for the specific use detailed above.

The Grantor also grants to the Town of West Newbury the right and non-exclusive easement to pass and re-pass by foot or by vehicle from Main Street to the Parking and Access Easement and the Utility Easement over the area shown as “Access Easement 6,050 SF+/-” (hereinafter the “Access Easement”) on the Plan. No other activity or installation of any type shall be allowed in the Access Easement Area.

The Grantor also grants to the Town of West Newbury a perpetual right and non-exclusive easement for the installation of sanitary septic transmission pipes and underground infrastructure related thereto within the area shown as "Utility Easement 5,165 S.F." (hereinafter the "Utility Easement") on the Plan. Within the Utility Easement area, said Grantee shall have the right to install, maintain, repair, and replace sewer lines, pipes and accessories as needed for the purposes of the transmission of sewerage. Access to allow for the maintenance, installation or repair of infrastructure within the Utility Easement shall be allowed across the Access Easement and the Access and Parking Easement.

Furthermore, should Grantee enter upon the Utility Easement Area for any work described within the stated purposes above, after Grantee completes said work Grantee shall return the Easement Area to its previously existing condition as near as practical.

These Easements are subject to any and all easements and restrictions of record, insofar as the same are in force and applicable.

Being a portion of the premises conveyed to the within named Grantor by Deed recorded with said Essex South Registry of Deeds at Book 36676, Page 482.

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IN WITNESS WHEREOF, the said Cottage Advisors MA LLC, has caused its corporate seal to be hereto affixed and these presents to be signed in its name and behalf by Howard J. Hall, its Manager, this ____ day of _____, 2018.

COTTAGE ADVISORS MA LLC
By:

Howard J. Hall, Manager

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX

On this ____ day of _____, 2018, before me, the undersigned notary public, personally appeared Howard J. Hall and proved to me through satisfactory evidence of identification, which was _____, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

- Notary Public

My Commission Expires:

ACCEPTANCE OF DEED

The undersigned Board of Selectmen of the Town of West Newbury hereby accepts the foregoing Easement Deed from Cottage Advisors MA LLC, pursuant to the authority granted to us by the votes under Articles _____ of Town Meeting of

_____,
Certified copies of which are recorded herewith, this _____ day of _____,
2018.

TOWN OF WEST NEWBURY
By its Board of Selectmen

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX

On this ____ day of _____, 2018, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

- Notary Public

My Commission Expires:

(space above this line reserved for the Registry of Deeds)

EASEMENT DEED

Cottage Advisors ~~MA, LLC~~, (the "Grantor") a ~~Massachusetts~~ Limited Liability Company, having a principal place of business located at ~~487 Groton Road, Suite A,~~ Westford, MA 01886

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Deleted: 5000 Gasparilla Road, Unit 23A, Boca Grande, Florida with a Massachusetts office located at

in consideration of One (\$1.00) Dollar and other good and valuable consideration paid

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Within said Access and Parking Easement the Town of West Newbury shall also be allowed to install all underground utilities and infrastructure related thereto to serve the ~~Exist Bldg~~ or the abutting "Utility Easement" as described below.

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Said Access and Parking Easement shall be allowed to serve the Existing Building for any uses for which are currently allowed by the Town of West Newbury Zoning Bylaws in the underlying zoning district as of the date of execution of this Easement Deed. Any change in use beyond those currently allowed in the underlying zoning district will require the Grantor's, and/or its successors and assigns, written consent.¶

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No other activity or installation of any type shall be allowed in the Access and Parking Easement Area except for the specific use detailed above.

The Grantor also grants to the Town of West Newbury the right and non-exclusive easement to pass and re-pass by foot or by vehicle from Main Street to the Parking and Access Easement and the Utility Easement over the area shown as "Access Easement 6,050 SF+/" (hereinafter the "Access Easement") on the Plan. No other activity or installation of any type shall be allowed in the Access Easement Area.

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Furthermore, should Grantee enter upon the Utility Easement Area for any work described within the stated purposes above, after Grantee completes said work Grantee shall return the Easement Area to its previously existing condition as near as practical.

These Easements are subject to any and all easements and restrictions of record, insofar as the same are in force and applicable.

Being a portion of the premises conveyed to the within named Grantor by Deed recorded with said Essex South Registry of Deeds at Book 36676, Page 482.

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IN WITNESS WHEREOF, the said Cottage Advisors MA, LLC, has caused its corporate seal to be hereto affixed and these presents to be signed in its name and behalf by Howard J. Hall, its Manager, this ____ day of _____, 2018.

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COTTAGE ADVISORS MA, LLC
By:

Deleted: ,

Howard J. Hall, Manager

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX

On this ____ day of _____, 2018, before me, the undersigned notary public, personally appeared Howard J. Hall and proved to me through satisfactory evidence of identification, which was _____, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

- Notary Public

My Commission Expires:

ACCEPTANCE OF DEED

The undersigned Board of Selectmen of the Town of West Newbury hereby accepts the foregoing Easement Deed from Cottage Advisors, MA LLC, pursuant to the authority granted to us by the votes under Articles _____ of Town Meeting of _____,

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Certified copies of which are recorded herewith, this _____ day of _____, 2018.

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TOWN OF WEST NEWBURY
By its Board of Selectmen

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¶ _____ ¶
¶ _____ ¶

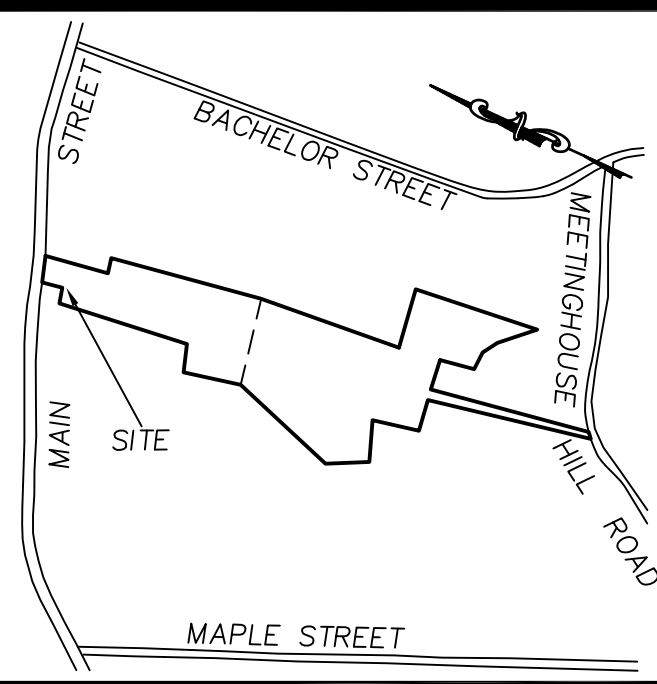
COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX

On this ____ day of _____, 2018, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

- Notary Public

My Commission Expires:

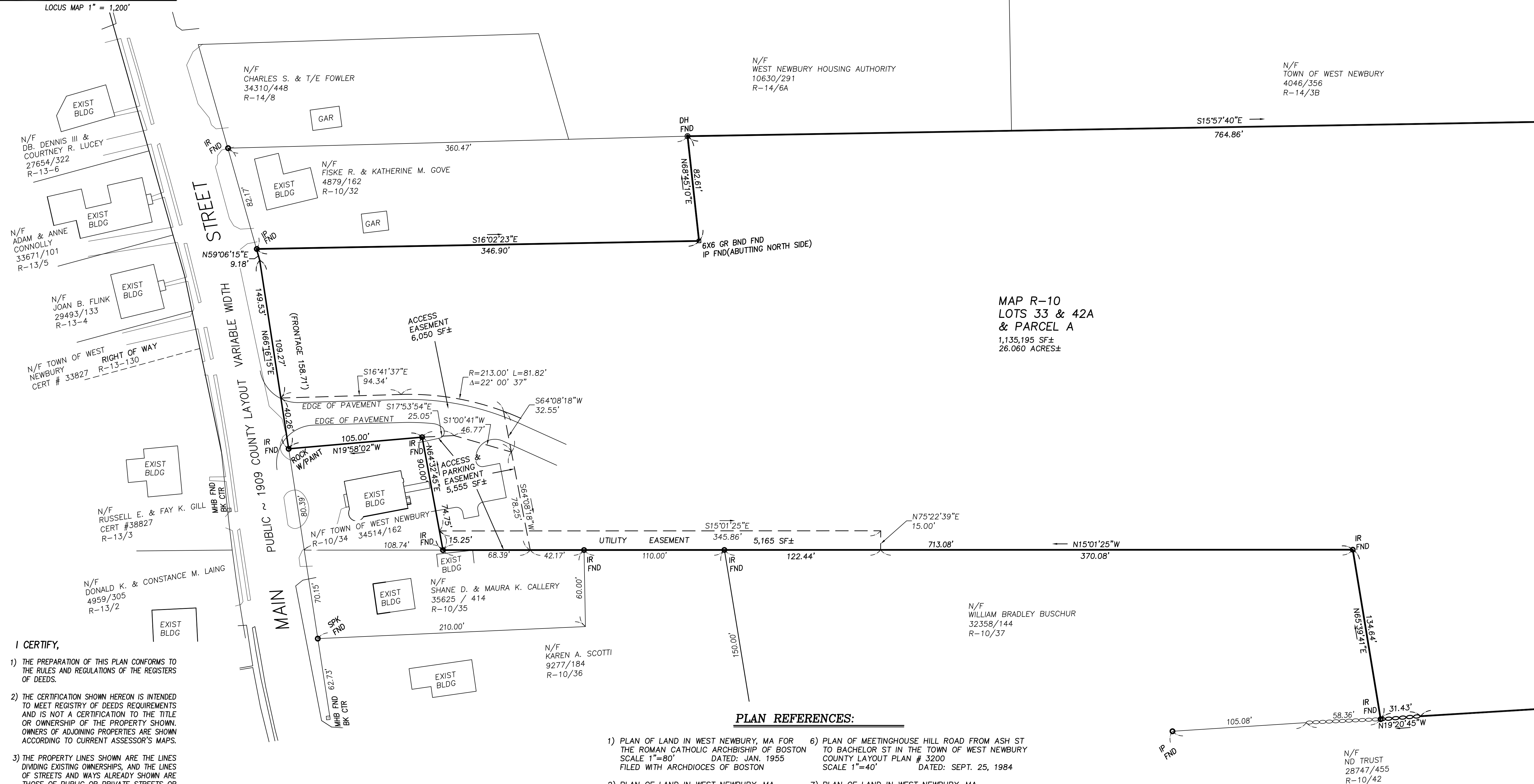
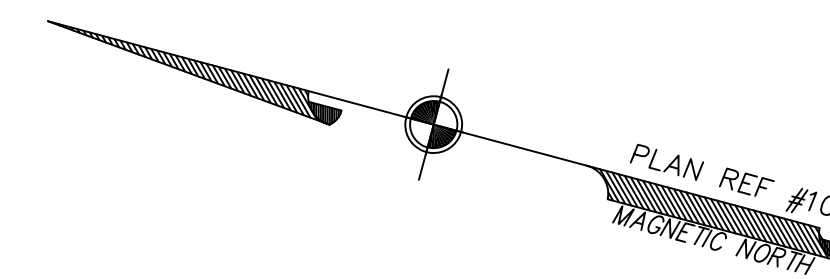


NOTES

- 1) THE PURPOSE OF THIS PLAN IS TO CREATE THREE EASEMENTS, ONE ACCESS EASEMENT, ONE ACCESS AND PARKING EASEMENT AND ONE UTILITY EASEMENT ON LAND OF DALEY (R-10 LOT 33) FOR THE BENEFIT OF THE TOWN OF WEST NEWBURY.

DEED REFERENCE:

- 1.) TO: COTTAGE ADVISORS, LLC
FROM: WILLIAM L. DALEY
DEED BOOK 36193 PAGE 199
DATED: SEPTEMBER 21, 2017
MAP R-10 PARCELS 33 & 42A

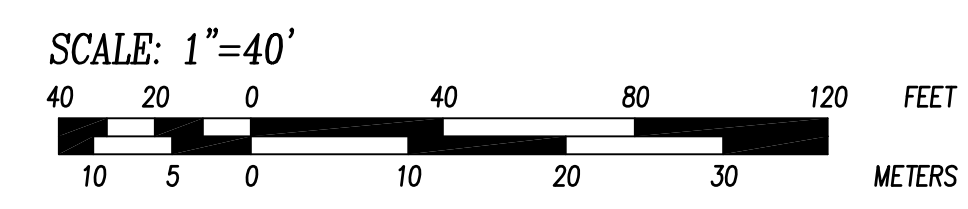


MAP R-10
LOTS 33 & 42A
& PARCEL A
1,135,195 SF±
26.060 ACRES±

- I CERTIFY,**
- 1) THE PREPARATION OF THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.
 - 2) THE CERTIFICATION SHOWN HEREON IS INTENDED TO MEET REGISTRY OF DEEDS REQUIREMENTS AND IS NOT A CERTIFICATION TO THE TITLE OR OWNERSHIP OF THE PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE SHOWN ACCORDING TO CURRENT ASSESSOR'S MAPS.
 - 3) THE PROPERTY LINES SHOWN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS ALREADY SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN. CHAPTER 380, ACTS OF 1966.

PLAN REFERENCES:

- 1) PLAN OF LAND IN WEST NEWBURY, MA FOR THE ROMAN CATHOLIC ARCHBISHOP OF BOSTON SCALE 1"=80' DATED: JAN. 1955 FILED WITH ARCHDIOCESE OF BOSTON
- 2) PLAN OF LAND IN WEST NEWBURY, MA FOR EST. OF MARION H.W. NASON ESRD PLAN 201 OF 1959
- 3) PLAN OF LAND IN WEST NEWBURY PREPARED FOR WELLS ESRD PLAN 330 OF 1969
- 4) PLAN OF LAND IN WEST NEWBURY, MA FOR HUNTINGTON WELLS ESRD PLAN 629 OF 1973
- 5) PLAN OF LAND IN WEST NEWBURY, MA FOR HAROLD T. & WILLIAM L. DALEY ESRD PLAN BOOK 128 PLAN 47
- 6) PLAN OF MEETINGHOUSE HILL ROAD FROM ASH ST TO BACHELOR ST IN THE TOWN OF WEST NEWBURY COUNTY LAYOUT PLAN # 3200 SCALE 1"=40' DATED: SEPT. 25, 1984
- 7) PLAN OF LAND IN WEST NEWBURY, MA FOR LOW ASSOCIATES - ARCHITECTS, INC. ESRD PLAN BOOK 266 PLAN 14
- 8) PLAN OF LAND IN WEST NEWBURY, MA PREPARED FOR PAUL BARTLEY ESRD PLAN BOOK 275 PLAN 45
- 9) WORKSHEET ALTA/ACSM LAND TITLE PLAN FOR HAWTHORNE PARTNERS W.C. CAMMETT RECORDS PROJECT # 06122
- 10) LOTTING PLAN 365 MAIN STREET WEST NEWBURY, MA FOR COTTAGE ADVISORS ESRD PLAN BOOK 458 PLAN 26 DATED APRIL 22, 2016



Sheet Title:
EASEMENT PLAN

Project Title:
365 MAIN STREET
WEST NEWBURY, MA

Applicant & Owners:
[Redacted]

REVISION			
NO.	DATE	DESCRIPTION	BY
1	1/30/18	REVISE DEED REF	RS
2	2/1/18	REVISE ACCESS ESMT	RS

Date: _____
 PROJ. MGR.: D. HAMEL
 FIELD: M. MICHAUD, A. BICK
 DESIGN: _____
 DRAWN: R. SMITH
 CHECKED: W. CAMMETT, R. BLANCHETTE
 DATE: 01-23-2018
 FILE: K:\...16072 PL ESMT PLAN
 FBK: _____
 JOB #: 16072



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: September 21, 2018

RE: Proposed Special Town Meeting article to Raise and Appropriate Free Cash

Town finance staff have been hard at work in recent weeks preparing the various inputs to the FY19 Tax Rate Recapitulation (“Recap”). On the calendar, we are ahead of where we’ve been in recent years, with all inputs finalized except two: balance sheet, which is fully reconciled and which is on track to submit to DOR for certification of free cash in the first half of next week; and new growth.¹

This work is driven by our intent to prepare an estimated FY19 tax rate, and to estimate the tax rate impact of the proposed Special Town Meeting spending articles. We have determined that the tax rate needed to balance the approved budget would exceed the Prop. 2 ½ levy limit. It will therefore be necessary to secure Special Town Meeting authorization to transfer funds from Free Cash, amend the FY19 budget to reduce expenses, or a combination of both. Our conclusion was confirmed earlier today during a conference call with our representative from MassDOR’s Division of Local Services.

The enclosed FY19 Budget Analysis Workbook obtained from DOR details our work, and the conclusion results from many expense and revenue changes from FY18 to FY19; the approved FY18 Recap is enclosed for comparison. However, in summary, these numbers tell the story:

- **Expenses.** The FY19 expense budget (\$14,973,426) increased \$732,742 (5.15%) from the FY18 budget. This amount, plus \$315,000 approved for the School Stabilization Fund through a separate warrant article, comprises the total authorized raise and appropriate amount (\$15,288,426).² These **total** expenses exceed the FY18 raise and appropriate total by **\$768,620**.
- **Revenues.** Prop. 2 ½ allows an increase of \$330,308 in the levy limit. An additional \$100,000 is conservatively estimated to result from New Growth. Non-tax revenues are projected to increase in FY19 by \$83,932 from FY18 estimates. This is a **total** of **\$514,240** in new revenues.
- The combined new revenues fall short of the increased amount needed by over \$200,000. This is before factoring in the \$86,500 in proposed new expenses this fall. (However, these expenses are included in the attached Budget Analysis Workbook).
- Perhaps most importantly, the FY18 Recap relies on a draw of \$1,278,067 from Free Cash.

¹ Although not certified, we are confident that FY18 year-end Free Cash will be approximately \$2.1M. For New Growth, our calculations are carrying a conservative estimate of \$100,000 in new revenue. At the current tax rate, approximately \$7M in New Growth translates to a bit more than \$100,000 in tax revenue. By way of comparison, New Growth over the past 5 years averaged \$168,158, and over the past 3 years averaged \$194,355.

² Memo from Town Clerk to Treasurer dated May 3, 2018, final page.

Where does this leave us?

The FY19 levy limit is \$13,642,609.

With the addition of \$664,559 in FY19 Debt Exclusions, the maximum allowable levy is \$14,307,168.

The enclosed workbook shows an estimated levy of \$13,640,950.

This includes a transfer of \$400,000 from Free Cash (not yet authorized). (See Budget Analysis Workbook, Page 2, item III.d.1.b). This also includes an estimate of \$21,000,000 in new assessed value (which includes but is not limited to New Growth).³

However, even with that Free Cash transfer and new assessed value, an estimated tax rate of \$14.90 would be needed in order to raise that amount. This would be an increase of 2.34% to taxpayers, which is significant, although within what is allowed by Prop. 2 ½.

I am aware that the Annual Town Meeting warrant included an estimated FY19 tax rate of \$14.60. Although the methodology to generate this estimate is not at all clear, and current finance staff were not “in the loop” on the preparation of this estimate, it appears clear that this estimate relied upon an anticipated (but unstated) Fall Town Meeting transfer of Free Cash in an unknown amount, and/or a substantial (but also unknown) amount of New Growth.

In each of the 2017 and 2016 October Special Town Meetings, an article was approved to transfer Free Cash to reduce that year’s tax rate. The same will be necessary this year, although likely a greater amount.

Obviously, the actual tax rate will be a moving target until New Growth is certified; this is our top priority moving forward. Furthermore, Free Cash will also need to be certified in order to authorize its use or transfer at the Special Town Meeting; we are on track to submit this to DOR on Monday or Tuesday.

To ensure that the tax levy can remain within the allowable range under any reasonably probable New Growth scenario, and understanding that, once advertised, an amount printed in the Warrant may decrease but cannot increase, I recommend a warrant article with an amount high enough to cover any scenario.

Therefore, I am respectfully requesting that the Board of Selectmen re-open the Special Town Meeting warrant to add (and sponsor) the following article:

ARTICLE __. To see if the town will vote to transfer from Free Cash the sum of \$400,000 to reduce the current year tax rate.

Needless to say, our work will continue as we finalize the two unknown numbers (Free Cash and New Growth) for certification, but until these are final we need to account for all contingencies. At Monday’s meeting, I’ll have an Excel workbook set up to allow us to “test” different scenarios on the fly.

³ By way of comparison, the average annual increase in assessed values in FY14, FY15, FY17 and FY18 was over \$21M. (FY16 was left out of this average because – with an annual increase of \$77M in a single year – this year was viewed as an outlier). Therefore, a placeholder estimate of \$21M in new assessed value appears reasonable.

Estimated Levy Limit Calculations

Fiscal Year 2019

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2018 LEVY LIMIT

A.	FY 2017 Levy Limit	12,784,193	
A1.	Add Amended FY 2017 Growth	0	
B.	ADD (IA + IA1) X 2.5%	319,605	
C.	Add FY 2018 New Growth	108,503	
C1.	Add FY 2018 New Growth Adjustment	0	
D.	Add FY 2018 Override	0	
E.	FY 2018 Subtotal	13,212,301	
F.	FY 2018 Levy Ceiling	22,362,444	
I.			\$ 13,212,301 FY 2018 Levy Limit

II. TO CALCULATE THE FY 2019 LEVY LIMIT

A.	FY 2018 Levy Limit from I. above	13,212,301	
A1.	Add Amended FY 2018 Growth	0	
B.	ADD (IIA + IIA1) X 2.5%	330,308	
C.	Add FY 2019 New Growth	100,000	
C1.	Add FY 2019 New Growth Adjustment	0	
D.	Add FY 2019 Override	0	
E.	FY 2019 Subtotal	13,642,609	
F.	FY 2019 Levy Ceiling	22,887,444	
II.			\$ 13,642,609 FY 2019 Levy Limit

III. TO CALCULATE THE FY 2019 MAXIMUM ALLOWABLE LEVY

A.	FY 2019 Levy Limit from II. above	13,642,609	
B.	FY 2019 Debt Exclusion(s)	664,559	
C.	FY 2019 Capital Expenditure Exclusion(s)	0	
D.	FY 2019 Stabilization Fund Override	0	
E.	FY 2019 Other Adjustment	0	
F.	FY 2019 Water/Sewer	0	
G.	FY 2019 Maximum Allowable Levy	\$ 14,307,168	

**DIVISION OF LOCAL SERVICES
TAX RATE RECAP & BUDGETING TOOL**

City/Town/District of:

Fiscal Year:

I. TAX RATE SUMMARY

la. Total amount to be raised (from Page 2 IIe)	\$ 17,908,102.78
lb. Total estimated receipts and other revenue sources (from Page 2 IIIe)	4,267,152.78
lc. Tax levy (Ia minus Ib)	\$ 13,640,950.00
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from Options worksheet)	(c) IC above times each percent in col (b)	(d) Valuation class by (from Options worksheet)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	97.3516%	13,279,685.91	891,251,908	14.90	13,279,653.43
Net of Exempt					
Open Space	0.0000%	0.00	0		
Commercial	0.8168%	111,422.96	7,478,033	14.90	111,422.69
Net of Exempt					
Industrial	0.2141%	29,201.09	1,959,800	14.90	29,201.02
SUBTOTAL	98.3825%		900,689,741		13,420,277.14
Personal	1.6175%	220,640.04	14,808,020	14.90	220,639.50
TOTAL	100.0000%		915,497,761		13,640,916.64

Line 1C doesn't equal Total Column F

II. Amounts to be raised

Ila. Appropriations (col. (b) through col. (g) from Page 4)	<u>17,718,770.78</u>
Ilb. Other amounts to be raised	
1. Amounts certified for tax title purposes	0.00
2. Debt and interest charges not included on page 4	0.00
3. Final awards	0.00
4. Total overlay deficit	0.00
5. Total cherry sheet offsets (see cherry sheet 1-ER)	7,378.00
6. Revenue deficits	0.00
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00
8. CPA other unappropriated/unreserved	0.00
9. Snow and ice deficit Ch. 44 Sec. 31D	0.00
10. Other: <input type="text"/>	0.00
TOTAL Ilb (Total lines 1 through 10)	<u>7,378.00</u>
Ilc. State and county cherry sheet charge (C.S. 1-EC)	<u>77,954.00</u>
Ild. Allowance for abatements and exemptions (overlay)	<u>104,000.00</u>
Ile. Total amount to be raised (Total Ila through Ild)	<u>17,908,102.78</u>

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State	
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	382,276.00
2. Massachusetts school building authority payments	0.00
TOTAL IIIa	<u>382,276.00</u>
IIIb. Estimated receipts - Local	
1. Local receipts not allocated (Page 3, col. (b), Line 24)	1,256,032.00
2. Offset receipts (See Schedule A-1)	0.00
3. Enterprise funds (See Schedule A-2)	793,518.00
4. Community Preservation Funds (See Schedule A-4)	599,980.00
TOTAL IIIb	<u>2,649,530.00</u>
IIIc. Revenue sources appropriated for particular purposes	
1. Free cash (Page 4, col. (c))	563,619.69
2. Other available funds (Page 4, col. (d))	271,727.09
TOTAL IIIc	<u>835,346.78</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate	
1. a. Free cash..appropriated on or before June 30, <input type="text"/>	0.00
1. b. Free cash..appropriated on or after July 1, <input type="text"/>	400,000.00
2. Municipal light source	0.00
3. Other source : <input type="text"/>	0.00
TOTAL IIId	<u>400,000.00</u>
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)	<u>4,267,152.78</u>

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)	<u>17,908,102.78</u>
b. Total estimated receipts and other revenue sources (from IIIe)	4,267,152.78
c. Total real and personal property tax levy (from Ic)	13,640,950.00
d. Total receipts from all sources (total IVb plus IVc)	<u>17,908,102.78</u>

PAGE 3 LOCAL RECEIPTS NOT ALLOCATED *

	(a) Actual Receipts <u>FY2018</u>	(b) Estimated Receipts <u>FY2019</u>
→ 1. Motor vehicle excise	\$ 774,582.00	\$ 775,000.00
→ 2. Other excise		
a. Meals	0.00	0.00
b. Room	0.00	0.00
c. Other	2,311.00	2,032.00
d. Cannabis	0.00	0.00
→ 3. Penalties and interest on taxes and excises	46,203.00	40,000.00
→ 4. Payments in lieu of taxes	5,778.00	10,000.00
5. Charges for Services - water	0.00	0.00
6. Charges for Services - sewer	0.00	0.00
7. Charges for Services - hospital	0.00	0.00
8. Charges for Services - solid waste fees	0.00	0.00
9. Other charges for services	0.00	0.00
10. Fees	0.00	0.00
a. Cannabis Impact Fee	0.00	0.00
11. Rentals	161,255.00	145,000.00
12. Departmental revenue - Schools	0.00	0.00
13. Departmental revenue - Libraries	0.00	0.00
14. Departmental revenue - Cemeteries	0.00	0.00
15. Departmental revenue - Recreation	0.00	0.00
16. Other departmental revenue	65,009.00	38,000.00
17. Licenses and permits	156,494.00	175,000.00
18. Special assessments	0.00	0.00
→ 19. Fines and forfeits	17,278.00	17,000.00
→ 20. Investment income	43,846.00	44,000.00
21. Medicaid Reimbursement	0.00	0.00
→ 22. Miscellaneous recurring (please specify)	29,303.00	10,000.00
23. Miscellaneous non-recurring (please specify)	3,089.00	0.00
24. TOTALS	\$ 1,305,148.00	\$ 1,256,032.00

* Do not include receipts in columns (a) or (b) that were voted by the City/Town/District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds or Schedule A-3. Written documentation must be submitted to support increases / decreases of estimated receipts to actual receipts.

→ Written documentation must be submitted to support increases/decreases of current year estimated receipts to prior year estimated receipts to be used in calculating the municipal revenue growth factor.

TAX RATE RECAPITULATION
Fiscal Year 2018

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 17,417,234.33
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	4,393,346.93
lc. Tax Levy (Ia minus Ib)	\$ 13,023,887.40
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	97.2894	12,670,861.91	870,251,908.00	14.56	12,670,867.78
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	0.8360	108,879.70	7,478,033.00	14.56	108,880.16
Net of Exempt					
Industrial	0.2191	28,535.34	1,959,800.00	14.56	28,534.69
SUBTOTAL	98.3445		879,689,741.00		12,808,282.63
Personal	1.6555	215,610.46	14,808,020.00	14.56	215,604.77
TOTAL	100.0000		894,497,761.00		13,023,887.40

MUST EQUAL 1C

Board of Assessors

- Richard Baker, Board Of Assessors Vice Chairman , West Newbury , chief.assessor@wnewbury.org 978-363-1100 | 11/14/2017 10:50 AM
 Comment:
- Thomas M Atwood, Board Of Assessors Clerk , West Newbury , chief.assessor@wnewbury.org 978-363-1100 | 11/14/2017 12:57 PM
 Comment:
- Jennifer A Polisenio, Board Of Assessors Chairman , West Newbury , chief.assessor@wnewbury.org 978-363-1100 | 11/14/2017 4:01 PM
 Comment: Jenn Polisenio

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Bobbi Colburn
Date: 11/21/2017
Approved: Andrew Nelson
Director of Accounts: Mary Jane Handy

Mary Jane Handy

NOTE : The information was Approved on 11/21/2017

TAX RATE RECAPITULATION

Fiscal Year 2018

II. Amounts to be raised

Ila.	Appropriations (col.(b) through col.(g) from page 4)	<u>17,200,154.73</u>
Ilb.	Other amounts to be raised	
1.	Amounts certified for tax title purposes	<u>0.00</u>
2.	Debt and interest charges not included on page 4	0.00
3.	Final Awards	0.00
4.	Total overlay deficit	0.00
5.	Total cherry sheet offsets (see cherry sheet 1-ER)	7,659.00
6.	Revenue deficits	0.00
7.	Offset receipts deficits Ch. 44, Sec. 53E	0.00
8.	CPA other unappropriated/unreserved	<u>0.00</u>
9.	Snow and ice deficit Ch. 44, Sec. 31D	0.00
10.	Other :	0.00
	TOTAL IIb (Total lines 1 through 10)	<u>7,659.00</u>
Ilc.	State and county cherry sheet charges (C.S. 1-EC)	74,255.00
Ild.	Allowance for abatements and exemptions (overlay)	135,165.60
Ile.	Total amount to be raised (Total Ila through IId)	<u>17,417,234.33</u>

III. Estimated receipts and other revenue sources

IIIa.	Estimated receipts - State	
1.	Cherry sheet estimated receipts (C.S. 1-ER Total)	377,379.00
2.	Massachusetts school building authority payments	0.00
	TOTAL IIIa	<u>377,379.00</u>
IIIb.	Estimated receipts - Local	
1.	Local receipts not allocated (page 3, col (b) Line 24)	<u>1,172,100.20</u>
2.	Offset Receipts (Schedule A-1)	<u>0.00</u>
3.	Enterprise Funds (Schedule A-2)	<u>938,525.00</u>
4.	Community Preservation Funds (See Schedule A-4)	<u>387,184.00</u>
	TOTAL IIIb	<u>2,497,809.20</u>
IIIc.	Revenue sources appropriated for particular purposes	
1.	Free cash (page 4, col (c))	<u>1,278,067.00</u>
2.	Other available funds (page 4, col (d))	<u>126,091.73</u>
	TOTAL IIIc	<u>1,404,158.73</u>
IIId.	Other revenue sources appropriated specifically to reduce the tax rate	
1a.	Free cash..appropriated on or before June 30, 2017	0.00
1b.	Free cash..appropriated on or after July 1, 2017	114,000.00
2.	Municipal light source	0.00
3.	Other source :	0.00
	TOTAL IIId	<u>114,000.00</u>
IIIe.	Total estimated receipts and other revenue sources (Total IIIa through IIId)	<u>4,393,346.93</u>

IV. Summary of total amount to be raised and total receipts from all sources

a.	Total amount to be raised (from Ile)	<u>17,417,234.33</u>
b.	Total estimated receipts and other revenue sources (from IIIe)	<u>4,393,346.93</u>
c.	Total real and personal property tax levy (from Ic)	<u>13,023,887.40</u>
d.	Total receipts from all sources (total IVb plus IVc)	<u>17,417,234.33</u>

NOTE : The information was Approved on 11/21/2017

TAX RATE RECAPITULATION

Fiscal Year 2018

LOCAL RECEIPTS NOT ALLOCATED *

	Receipt Type Description	(a) Actual Receipts Fiscal 2017	(b) Estimated Receipts Fiscal 2018
==>	1. MOTOR VEHICLE EXCISE	734,824.00	700,000.00
	2. OTHER EXCISE		
==>	a.Meals	0.00	0.00
==>	b.Room	0.00	0.00
==>	c.Other	1,909.00	1,500.00
==>	3. PENALTIES AND INTEREST ON TAXES AND EXCISES	39,633.00	35,000.00
==>	4. PAYMENTS IN LIEU OF TAXES	12,218.00	10,000.00
	5. CHARGES FOR SERVICES - WATER	0.00	0.00
	6. CHARGES FOR SERVICES - SEWER	0.00	0.00
	7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
	8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
	9. OTHER CHARGES FOR SERVICES	0.00	0.00
	10. FEES	0.00	0.00
	11. RENTALS	148,620.00	145,000.00
	12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
	13. DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
	14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
	15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
	16. OTHER DEPARTMENTAL REVENUE	59,118.00	50,000.00
	17. LICENSES AND PERMITS	175,404.00	175,000.00
	18. SPECIAL ASSESSMENTS	0.00	0.00
==>	19. FINES AND FORFEITS	16,473.00	5,600.20
==>	20. INVESTMENT INCOME	40,881.00	40,000.00
==>	21. MEDICAID REIMBURSEMENT	0.00	0.00
==>	22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	13,931.00	10,000.00
	23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	12,795.00	0.00
	24. Totals	1,255,806.00	1,172,100.20

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2018 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Laurie A. Zywiak, Accountant , West Newbury , lzywiak@wnewbury.org 978-363-1100 | 11/9/2017 11:10 AM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2018 estimated receipts to FY 2017 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 11/21/2017

TAX RATE RECAPITULATION
Fiscal Year 2018

APPROPRIATIONS									AUTHORIZATIONS	
									MEMO ONLY	
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)
04/24/2017	2017	802,000.00	0.00	537,000.00	0.00	0.00	240,000.00	25,000.00	0.00	0.00
04/24/2017	2018	15,746,682.73	14,519,806.00	89,595.00	126,091.73	0.00	649,006.00	362,184.00	127,000.00	1,700,000.00
10/23/2017	2018	651,472.00	0.00	651,472.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		17,200,154.73	14,519,806.00	1,278,067.00	126,091.73	0.00	889,006.00	387,184.00		

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2017 or fiscal 2018.

** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.

Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

Michael McCarron, Town Clerk , West Newbury , mmccarron@wnewbury.org 978-363-1100 | 11/9/2017 11:43 AM

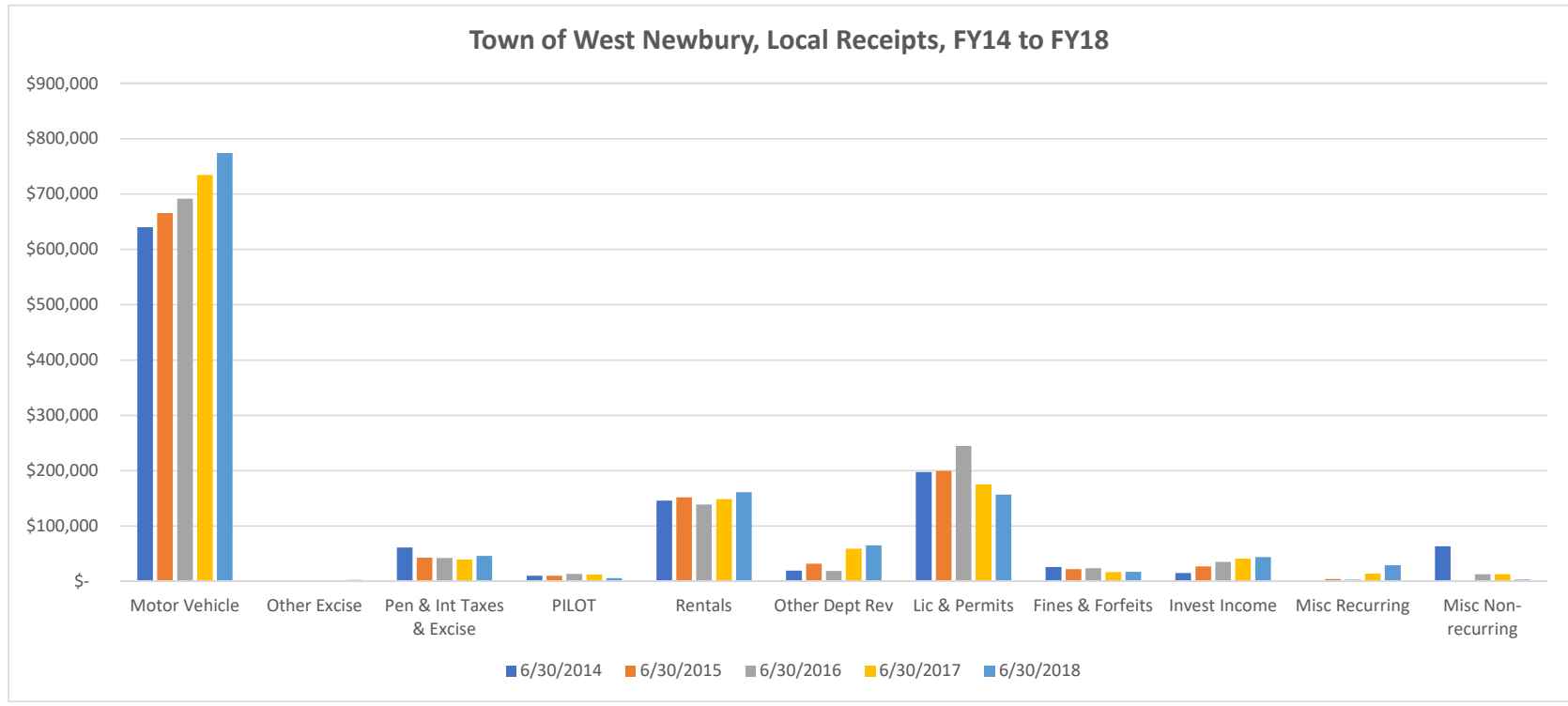
Comment:

NOTE : The information was Approved on 11/21/2017

Local Receipts: Actual, FY14-FY18

	<u>6/30/2014</u>	<u>6/30/2015</u>	<u>6/30/2016</u>	<u>6/30/2017</u>	<u>6/30/2018</u>	<u>Average</u>	<u>2019 Estimate</u>	<u>Trend Line</u>	<u>2018 Est</u>
Motor Vehicle	\$ 640,052	\$ 665,622	\$ 691,907	\$ 734,824	\$ 774,583	\$ 701,397	\$ 775,000		\$ 700,000
Other Excise	\$ 2,083	\$ 2,027	\$ 1,829	\$ 1,909	\$ 2,311	\$ 2,032	\$ 2,032		\$ 1,500
Pen & Int Taxes & Excise	\$ 61,117	\$ 42,727	\$ 42,297	\$ 39,633	\$ 46,203	\$ 46,395	\$ 40,000		\$ 35,000
PILOT	\$ 10,292	\$ 10,020	\$ 13,209	\$ 12,218	\$ 5,778	\$ 10,303	\$ 10,000		\$ 10,000
Rentals	\$ 145,976	\$ 151,762	\$ 138,666	\$ 148,620	\$ 161,255	\$ 149,256	\$ 145,000		\$ 145,000
Other Dept Rev	\$ 19,368	\$ 31,739	\$ 18,946	\$ 59,118	\$ 65,009	\$ 38,836	\$ 38,000		\$ 50,000
Lic & Permits	\$ 197,550	\$ 199,487	\$ 244,413	\$ 175,404	\$ 156,494	\$ 194,670	\$ 175,000		\$ 175,000
Fines & Forfeits	\$ 25,859	\$ 22,075	\$ 23,908	\$ 16,473	\$ 17,278	\$ 21,118	\$ 17,000		\$ 5,600
Invest Income	\$ 15,227	\$ 26,844	\$ 35,191	\$ 40,881	\$ 43,846	\$ 32,398	\$ 44,000		\$ 40,000
Misc Recurring	\$ 1,394	\$ 4,348	\$ 3,168	\$ 13,931	\$ 29,304	\$ 10,429	\$ 10,000		\$ 10,000
Misc Non-recurring	\$ 63,517	\$ 2,223	\$ 12,802	\$ 12,795	\$ 3,089	\$ 18,885	\$ -		\$ -
Total	\$ 1,182,435	\$ 1,158,874	\$ 1,226,336	\$ 1,255,806	\$ 1,305,148	\$ 1,225,720	\$ 1,256,032		\$ 1,172,100

Change in estimated local receipts, FY18 to FY19 (proposed): \$ 83,932



ANNUAL TOWN MEEING APRIL 30, 2018
 FISCAL YEAR 2019
 VOTED

ART. #	ARTICLE DESCRIPTION	AMOUNT	FROM RAISE & APPROPRIATE	FROM FREE CASH	OTHER AVAILABLE FUNDS	WATER DEPT. ENTERPRISE FUND	BORROWING
1.	NO MONEY						
2.	NO MONEY						
3.	Omnibus Budget	\$ 14,973,426.00	\$14,973,426.00				
4.	Water Dept. Budget	\$ 793,518.00				\$793,518.00	
5.	NO MONEY	\$					
6.	Pension Stab Fun	\$ 50,000.00		\$ 50,000.00			
7.	Septic Fund	\$ 22,827.09			\$ 22,827.09		
8.	Dunn Farm	\$ 102,900.00			\$102,900.00		
9.	School Stab Fund	\$ 315,000.00	\$ 315,000.00				
10.	Bicentennial Fund	\$ 140,000.00		\$140,000.00			
11.	Revolving Funds	\$ 72,000.00			\$ 72,000.00		
12.	Building Repairs.	\$ 100,000.00		\$100,000.00			
13.	CPA Reserves	\$ 399,980.00			\$399,980.00		
14.	Fire Alarm Service	\$ 31,000.00			\$ 31,000.00		
15.	Tanker Truck	\$ 17,500.00		\$ 17,500.00			
16.	Firefighter Gear	\$ 115,000.00			\$115,000.00		
17.	Town Manager	\$ 5,000.00		\$ 5,000.00			
18.	Chairs	\$ 2,500.00		\$ 2,500.00			
19.	NO MONEY						
20.	NO MONEY						
21.	NO MONEY						
22.	NO MONEY						
23.	NO MONEY						
24.	NO MONEY						
		\$17,140,651.09	\$15,288,426.00	\$315,000.00	\$743,707.09	\$793,518.00	

TOWN MEETING IMPACTS ON TOWN ACCOUNTS

Balances Report	7/1/17	Estimated				Estimated						
		Town Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	Water Free Cash	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
		1,251,561	100,000	436,338	1,824,005	128,766	150,619	161,392	127,369	326,102	1,109,256	467,498
10/2017 STM	Art #											
Prior Year Bills	2				-1,472							
Reduce Tax Rate	3				-114,000							
Town Manager Salary	4				-150,000							
School Stabilization	5			500,000	-500,000							
Estimated Receipts 2018								38,423	38,423	38,423		228,806
Balances												
	12/31/17	1,251,561	100,000	936,338	1,058,533	128,766	150,619	199,815	165,792	364,525	1,109,256	696,304
Proposed STM	Apr-18											
Generator - Page School	2										-200,000	
Water Tank Electrical Service	3					-40,000	-110,000					
State Elections - Early voting	4											
Snow & Ice Deficit	5				-100,000							
Dispatch Equipment	6				-5,991							
Police Contract	7				-36,000							
Police Vehicle	8				-34,000							
										0		
Balances 4/2018		1,251,561	100,000	936,338	882,542	88,766	40,619	199,815	165,792	364,525	909,256	696,304
Proposed ATM	Apr-18											
Omnibus Budget	3	300,000										
Pension Stabilization	6		50,000		-50,000							
School Stabilization	9			315,000								
Bi-Centennial	10				-140,000							
Page School Repairs	12				-100,000							
Utility Pole Transfer - Fire Dept	14	-31,000										
Grant - Pumper Truck	15				-17,500							
Fire Fighting Gear	16	-115,000										
Town Manager Exps	17				-5,000							
COA Chairs	18				-2,500							
Estimated Receipts 2019								39,998	39,998	39,998		259,987
Balance After TM's		1,405,561	150,000	1,251,338	567,542	88,766	40,619	239,813	205,790	404,523	909,256	956,291

TOWN MEETING IMPACTS ON TOWN ACCOUNTS

Balances Report		Town Stabilization	Pension Stabilization	School Stabilization	Town Free Cash	Water Stabilization	Water Free Cash	CPC Comm Housing	CPC Historical	CPC Open Space	CPC Undesig	CPC Reserve
7/1/2016		1,302,800	50,000	157,216	1,892,315	160,103	262,801	146,176	36,722	311,676	1,267,715	238,692
10/2016 STM	Art #											
Reduce Tax Rate	2				(144,300)							
Essex NS Tech School	3				(2,500)							
Police Vehicle	6				(39,720)							
Fire Dept Repeater	7				(45,000)							
Bd. of Registers - software	8				(1,400)							
Inventory Historic Prop	9								(25,000)			
Pipestave Apts. Repairs	10				(39,000)							
Recreation Salaries	15				(1,500)							
Balances												
12/31/2016		1,302,800	50,000	157,216	1,618,895	160,103	262,801	146,176	11,722	311,676	1,267,715	238,692
Proposed STM	Apr-17											
Fire SCBA	2				(285,000)							
Upgrade Wellfield # 1	3					(80,000)	(100,000)					
Purchase Water - Newbryprt	4						(60,000)					
Police Cruiser	5				(41,000)							
Snow & Ice Deficit	6				(150,000)							
Tractor/Mower	7				(61,000)							
Action Cove Playground	8									(25,000)		
										0		
Balances 4/2017		1,302,800	50,000	157,216	1,081,895	80,103	102,801	146,176	11,722	286,676	1,267,715	238,692
Proposed ATM	Apr-17											
Dole Prop Acquisition	7									(286,676)	(213,324)	
Pension Stabilization	10		50,000		(50,000)							
School Stabilization	13			279,122								
Town Bi-Cent	14				(10,000)							
Town Building Fund	18				(25,000)							
OPEB Actuarial Study	20				(4,595)							
Estimated Reciepts 2018								38,423	38,423	38,423		228,806
Balance After TM"s		1,302,800	100,000	436,338	992,300	80,103	102,801	184,599	50,145	38,423	1,054,391	467,498

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT - SPECIAL TOWN MEETING – MONDAY, OCTOBER 22, 2018**

Essex, ss.

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

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet at the **Town Annex, 379 Main Street**, at 7:00 p.m. on Monday, **October 22, 2018** to act upon or take any other action relative to all of the following articles.

GENERAL GOVERNMENT MATTERS

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

APPROPRIATIONS

ARTICLE 2. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$30,000 to fund the installation of additional monitoring devices and additional frequency of testing for the post-closure of the Steele Landfill. *By request of the Board of Health*

ARTICLE 3. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$50,000 to fund additional costs for disposal of recycled materials. *By request of the Board of Health*

ARTICLE 4. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$4,000 to fund architectural and/or engineering services to review proposed or potential Annex designs, offer recommendations regarding feasibility and cost, and/or prepare visual representations. *By request of the Community Center Committee*

ARTICLE 5. To see if the town will vote to transfer from the Community Preservation Act Funds, Open Space and Recreation Reserve, the sum of \$51,500 for Engineering Services and related expenses to prepare a Conceptual Master Plan for Pipestave Hill Active Recreational Area Expansion to include the Dunn Municipal Owned Land. *By request of the Parks and Recreation Commission*

ARTICLE 6. To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$2,500 to fund temporary office support in the Town Manager/Selectmen Office. *By request of the Board of Selectmen*

BY-LAWS - OTHERS

ARTICLE 7. To see if the Town will vote to amend Section 5.G. Large-Scale Ground-Mounted Solar Photovoltaic Overlay District of the West Newbury Zoning Bylaw as follows:

1. By establishing parameters for the size and scale of Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) utilizing minimum and maximum surface area requirements;
2. By distinguishing commercial LGSPI from Municipal LGSPI;
3. By requiring a special permit for LGSPI projects within an established LGSPI Overlay District where the underlying Zoning District is Residence-A, -B, or -C, or Business;
4. By adding new submission requirements for Site Plan Review Applications regarding utility company notification, operation & maintenance, landscaping plan and visualizations;
5. By increasing setbacks, as measured from the LGSPI to the Overlay District Boundary, from 50 feet to 150-feet for PV Arrays and from 40 feet to 150 feet for appurtenant structures;
6. By reducing the maximum height of Appurtenant Structures from 35-feet to 15-feet.
7. By adding new Design Standards for LGSPI including siting criteria and landscaping & screening;
8. By allowing that the Planning Board hire consultants to assist in project review at the expense of Applicants;
9. By establishing new provisions for abandonment and decommissioning;
10. By establishing new requirements for Applicant's to provide financial surety.

By request of the Planning Board

ARTICLE 8. To see if the Town will vote to amend Section 6.B.8 Open Space Preservation Development (OSPD) of the West Newbury Zoning Bylaw as follows:

To amend the OSPD Bylaw for the purpose of clarifying the following provisions:

1. Basic Maximum Number (S. 6.B.8.iii)
2. Modification of Dimensional Requirements (S.6.B.9)
3. Contiguity of Open Space (S.6.B.10.a.ii)
4. Buffer Areas (S.6.B.11.b.iii.)
5. Density bonuses and Affordable Housing Units (S.6.B.13.d)

To amend Section S.6.B.11.b.iv of the Open Space Preservation Development Bylaw to increase the distance between residential buildings in the development by adding the following provision:

1. Minimum distance between residential buildings of 20-feet (S.6.B.11.b.iv.)

By request of the Planning Board

ARTICLE 9. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 32B, § 20 to establish a GASB-compliant OPEB Trust Fund. *By request of the Board of Selectmen*

ARTICLE 10. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 203C to adopt the Massachusetts Prudent Investment Act to make available

the options required to meet the investment goals of the OPEB trust. *By request of the Board of Selectmen*

ARTICLE 11. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 32B, §20 to designate a trustee or board of trustees which shall have the general supervision of the management, investment and reinvestment of the OPEB Fund. *By request of the Board of Selectmen*

ARTICLE 12. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 200A, §9A to establish procedures for the disposition of abandoned funds. *By request of the Board of Selectmen*

ARTICLE 13. To see if the Town will vote to accept the provisions of Massachusetts General Law Ch. 60, §62A to authorize the establishment of payment agreements for properties in tax title. *By request of the Board of Selectmen*

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

LOCATIONS TO POST WARRANT:

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

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

Given under our hands this ____ day of October 2018.

BOARD OF SELECTMEN:

Glenn A. Kemper, Chairman
David W. Archibald
Joseph H. Anderson, Jr.

A true copy, Attested: Michael P. McCarron, Town Clerk

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

Brian Richardson, Constable

Date of Posting: October ____, 2018

DRAFT

Finance Committee Minutes 9/17/2018

Kelly, Durey, Roberts, Beaudoin, Jennings, Knezek in attendance

1. Call to Order
2. No public comment
3. Late File Items

Durey noted that fincom doesn't have an e-mail address and that we should get one. Durey notes that this e-mail will be available to all members collectively. Roberts motions to create financecommittee@wnewbury.com. Vote 5-0 to approve.

4. Approval of minutes
Minutes from previous meeting, 8/13/18 approved 5-0

5. Review of proposed warrant articles for Fall Town Meeting
 - A. Board Of Health Articles, 1,2 6:30-6:50

Bob Janes and Paul Sevigny in attendance. There has been elevated levels of 1,4 dioxane of the old dump. 1993 and 1995 there was some initial testing done at the old dump-this led to DEP getting involved in the landfill. Over the years, the Board of Health has periodically tested the site for ground water contamination. In early 2018 well sites #1 and 5 have tested about allowable levels. This has led to a DEP letter on non-compliance. The town manager and the Board of Health have been working with DEP to follow required remedial actions required, but will likely require 10 years of 3rd party testing along with placement of additional test wells. This will likely cost \$30,000 initially and then as much as \$20,000 annually thereafter for the foreseeable future.

Voted to recommend this article 5-0.

[Chairman Roberts excused himself from this discussion and left the room due to conflict of interest]

The second article reviewed was for \$50,000 to offset increased cost of recycling secondary changes in China's recycling processing policy. This reflects a change in the processing fee from \$9 per ton in 2017 to roughly \$93 today. Bob Janes recommended switching from single stream recycling back to separate glass, plastic, paper, cardboard in the future; however it should be noted that regardless of how recycling is collected at our curbside, all the local recycling processing plants use single stream processing anyhow so as far as the processing plants are concerned all recycling goods are single stream. Kelly objected to the price increase on grounds of it violating our existing contract. He notes that for years that G Mello was profiting off of the recycling waste

Voted to recommend this article 4-0-1 with Chairman Roberts obtaining from the discussion due to conflict of interest.

- B. Community Center Committee, 6:50-7:15

Vanessa Graham in attendance. The CCC would like \$4,000 for architectural fees to look at converting the Annex into a intergenerational community center. Beaudoin noted that this is not a unforeseen or emergency expenditure and therefore this article should wait for the annual spring town meeting. Durey raised concerns with the accounting and proper use of previous funds.

Voted to recommend this article 3-2 with Durey and Beaudoin dissenting.

C. Community Preservation Committee, Article 4 7:15-7:40

Bill Bacharach, Tom Flaherty in attendance.

This article looks to seek funds for an engineering study to expand the recreational area at Pipestave Hill Rec area. Requested amount is \$51,500. Currently field usage in town is at 100%; serving a number of youth sports activities. The engineering study will also include evaluation on parking needs. Short term goals are to go forward with the engineering study and public meetings. Roberts asked why the parking at Pipestave is reserved for equestrian use only. Bill did not have an answer for this.

Voted to recommend this article 5-0

D. Planning Board, 7:40-8:00

Leah Zambenardi, Ann Bardeen, Mike Bridges in attendance

Two articles are presented to modify existing bylaws with respect to the Large scale ground mounted solar arrays and minimal distances between houses in open-space preservation developments. The changes reflect changes and clarifications the planning board feels are appropriate considering recent experience with the Drake's Landing Development and the proposed commercial solar array on Coffin St. FinCom generally approved of the changes with Beaudoin asking about why the calculation for Basic Maximal Housing number does NOT include the required affordable housing units. The Planning Board members confirmed that this was correct and that it is the way they preferred the bylaw to be interpreted.

Voted to recommend this article: 5-0.

E. Board of Selectman Articles 7,8,9,10,11,12

To see if the town will vote to raise and appropriate and/or transfer from available funds the sum of \$2,500 to fund temporary office support in the Town Manager/Selectmen Office. *By request of the Board of Selectmen*

Voted to recommend this article: 5-0

Collectively reviewed the remaining articles that represent modifications to the Town's bylaws to reflect recommendations of the 2018 Division of Local Services(DLS) report for best town financial practices. These recommendations have been reviewed with the Board of Selectmen,

DLS, FinCom and the Town manager and generally been accepted as best practices moving forward.

Voted to recommend this article 5-0.

6. Communications

Beaudoin reports that there will be a presentation on “TOWN CENTER INFRASTRUCTURE STUDY” 9/26/18 at 7PM which is the culmination of the working group on the feasibility and impact of a town sewage treatment plant.

7. Adjournment

Mary Winglass

To: Town Manager
Subject: RE: Important update re School Building project

From: Seymour, Jonathan <seymour@prsd.org>
Sent: Thursday, September 20, 2018 3:28 PM
Subject:

Good Afternoon,

This message is for the Building Committee and the School Committee. Although it is coming from my email address, please consider that this is coming from both Jonathan Seymour and Dr. Bartholomew.

After submitting the Preferred Schematic Report for plan 3.3f (the 7-12 "Courtyard" option) last week, the MSBA contacted Vertex (Owner's Project Manager) and Dore & Whittier (Architect) with some initial feedback. Two significant comments were shared. First, the MSBA asked us to change the wording to emphasize that the reimbursement rate of 40% is an estimate as the final reimbursement rate will not be known until schematic design is completed and approved. This estimate came from the initial % MSBA gave of around 53%, and was conservatively adjusted as many required items are not considered reimbursable which leaves the % well below 53%. Second, the MSBA also shared that, contrary to their past practice, they would participate and reimburse a percentage on a "Repair Only" project for the high school. The Repair Only option addresses mechanical systems, windows, roof, etc., but does not renovate or move walls to improve the building design to align with Educational Objectives.

This is a significant change to all of the messaging we have shared with the Building Committee, the School Committee and the community. As a result, we feel it is necessary to share this change with the committees and the community as soon as possible. In order to do this we are scheduling a meeting of the School Committee and Building Committee to review, discuss and reaffirm our PSR selection considering this new information. That meeting will be Tuesday, September 25th at 6:30pm in the HS Cafeteria. In preparation for this meeting we will be sending an email and survey to the community this afternoon. This message will explain this unexpected change, provide update financial estimates for Repair Only and ask for input and feedback on our PSR choice.

We apologize for the additional unplanned meeting, however this information was just shared with us on Tuesday, and after discussing at the working group today we feel that it is important to let the committees and all constituents know as soon as possible before proceeding with next steps in the process.

Please let me know if you have any questions and please respond to the survey when it arrives this afternoon. Thank you.

Jonathan Seymour and Dr. Justin Bartholomew

The Right-To-Know Law provides that most e-mail communications, to or from School District employees regarding the business of the School District, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure. This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately and delete the material from any device.

From: PENTUCKET REGIONAL SCHOOL DIST
To: [Mary Winglass](#)
Subject: Quick Survey on Building Project
Date: Thursday, September 20, 2018 4:31:31 PM

A message from PENTUCKET REGIONAL SCHOOL DIST

Dear Pentucket Family,

After submitting the Preferred Schematic Report for plan 3.3f (the 7-12 "Courtyard" option) last week, the MSBA contacted Vertex (Owner's Project Manager) and Dore & Whittier (Architect) with some initial feedback. Two significant comments were shared. First, the MSBA asked us to change the wording to emphasize that the reimbursement rate of 40% is an estimate as the final reimbursement rate will not be known until schematic design is completed and approved. This estimate came from the initial % MSBA gave of around 53%, and was conservatively adjusted as many required items are not considered reimbursable which leaves the % well below 53%.

Second, the MSBA also shared that, contrary to their past practice, they would participate and reimburse a percentage on a "Repair Only" project for the high school. The Repair Only option addresses mechanical systems, windows, roof, etc., but does not renovate or move walls to improve the building design to align with Educational Objectives.

We want to make sure that the School Committee and Building Committee have an understanding of what the communities feelings are given this new information. Ultimately, we are wanting your feedback to determine if the community wants to proceed with the current, 7-12, new building (Courtyard) or if this new information changes the preference to a "Repair Only" to the high school's infrastructure.

We apologize for the additional survey, however this information was just shared with us on Tuesday, and after discussing at the working group today, we feel that it is imperative to let all constituents know as soon as possible before proceeding with the next steps of the process.

Here is the link: [SURVEY](#)

This e-mail has been sent to you by PENTUCKET REGIONAL SCHOOL DISTRICT. To maximize their communication with you, you may be receiving this e-mail in addition to a phone call with the same message. If you no longer wish to receive email notifications from PENTUCKET REGIONAL SCHOOL DIST, please [click here](#) to unsubscribe. By unsubscribing, you will not receive District News or Emergency Broadcasts via email.

Building Survey

After submitting the Preferred Schematic Report for plan 3.3f (the 7-12 "Courtyard" option) last week, the MSBA contacted Vertex (Owner's Project Manager) and Dore & Whittier (Architect) with some initial feedback. Two significant comments were shared. First, the MSBA asked us to change the wording to emphasize that the reimbursement rate of 40% is an estimate as the final reimbursement rate will not be known until schematic design is completed and approved. This estimate came from the initial % MSBA gave of around 53%, and was conservatively adjusted as many required items are not considered reimbursable which leaves the % well below 53%.

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We apologize for the additional survey, however this information was just shared with us on Tuesday, and after discussing at the working group today, we feel that it is imperative to let all constituents know as soon as possible before proceeding with the next steps of the process.

* Required

Email address *

Your email



Which town are you from *

- Merrimac
- Groveland
- West Newbury

With the new information, which option would be your preference?

- 7-12 Courtyard Building
- 9-12 Repair Only now; Middle School addressed later





OPTIONS	<u>RP1.1</u> Repair Only	<u>N3.3f</u> New, Open Courtyard
Grades	9th-12th	7th-12th
Building System Upgrades	○	●
Accessibility Upgrades	●	●
Code Compliance	●	●
Middle School Issues Resolved Now	○	●
Educational Program	○	●
Separation of Middle School & High School	●	●
Impact to Students During Construction	○	●
Site Improvements	○	●
New Multi-Purpose Artificial Turf Field		✓
Baseball Field	✓	
Practice Field	✓	✓
Site Circulation Improvements		✓
Main Project - Total Project Cost	\$65.2	\$151.1
MSBA Share	-\$26.10	-\$60.44
Phasing Costs	\$8.00	\$0.20
District Offices	N/A	\$4.3
Main Project District Share	\$47.1	\$95.2
Household Tax Impact		
Groveland	\$480	\$969
Merrimac	\$498	\$1,005
West Newbury	\$490	\$989
Future MS District Share	\$41.7	\$0.0
Household Tax Impact		
Groveland	\$425	\$0
Merrimac	\$441	\$0
West Newbury	\$434	\$0
Total All-In District Cost	\$88.8	\$95.2
Household Tax Impact		
Groveland	\$904	\$969
Merrimac	\$938	\$1,005
West Newbury	\$924	\$989