



# 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](mailto:townmanager@wnewbury.org)

TO: Select Board, Finance Committee  
FROM: Angus Jennings, Town Manager  
DATE: September 25, 2023  
RE: Proposed FY24 Pentucket budget amendments

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At the monthly meeting among PRSD administrators and the three towns' Administrators/Managers held on Sept. 19<sup>th</sup>, we were made aware that Pentucket's FY24 budget assessment letters included an error. The error resulted from an incorrect formula in the student population worksheet, and did not properly take into account the numbers of students, per town, educated outside of Pentucket (i.e. home school, parochial, private, choice etc.).

Once corrected, West Newbury's FY24 operating budget assessment will fall by \$9,616 (from the approved FY24 operating budget), its capital budget assessment will increase by \$31,301. This results in a net increase in the approved FY24 operating budget of \$21,685.

The enclosed documents provide more detail. (The error is on the page with the heading "FY24 Town Assessment Calculation by Enrollment as of Oct. 1, 2022", and the paperwork provided by Pentucket includes two versions marked "OLD" and "NEW".)

It is recommended that these budget amendments be added to the draft Article 3 for the Fall STM warrant. The enclosed materials included an updated draft warrant and updated draft "scorecard" in anticipation that these amendments may be added. We have also prepared a draft "Appendix A" for inclusion in the FinCom booklet to better communicate all proposed FY24 budget amendments.

cc: Town Accountant

## Town Manager

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**From:** Town Accountant  
**Sent:** Tuesday, September 19, 2023 3:35 PM  
**To:** Town Manager  
**Subject:** PRSD FY24 Budget Amendment  
**Attachments:** Updated PRSD Budget Worksheets 9-19-2023.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Angus,

I've saved the attached to T:\Budget\FY24\Initial proposed budgets\Education\Pentucket

I've also verified the Capital Assessment using the amended percentage and updated the DE-1 in Gateway.

Below is the budget amendment that is needed:

### PRSD FY24 Assessment

Assessment	Original	Amended	Differential
Operating	\$ 7,871,758.00	\$ 7,862,142.00	\$ 9,616.00
Capital	\$ 1,123,070.00	\$ 1,154,371.00	\$ (31,301.00)
Town Specific Capital	\$ 479,838.00	\$ 479,838.00	\$ -
	\$ 9,474,666.00	\$ 9,496,351.00	\$ (21,685.00)

Thank you,

Jenny Walsh  
Town Accountant  
Town of West Newbury  
381 Main Street  
West Newbury, MA 01985  
(978) 363-1100 x112

FY24 Town Assessment Calculation by Enrollment as of Oct 1 2022

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1. Students Educated outside of Pentucket

	Groveland	W. Newbury	Merrimac	Total
Home Schooled	14	22	18	54
Parochial	16	51	19	86
Private	4	21	11	36
Choice Out (Includes N.S. Voc. Tech)	20	20	28	68
River Valley Charter School	9	19	4	32
Spec. Ed OOD	14	9	9	32
Whittier	35	13	40	88
<b>Total Educated outside of PRSD (A)</b>	<b>43</b>	<b>48</b>	<b>41</b>	
Only Choice Out, Charter, Spec. Ed				

2. Students Educated at Pentucket

	Groveland	W. Newbury	Merrimac	Teacher Students	Choice- In Students	Grade Total W/Choice	Grade Total W/O choice
<b>Pentucket High School</b>							
PG (18-22)	2	1	3			6	6
12	62	44	49		6	161	155
11	62	30	50		1	143	142
10	63	36	58		2	159	157
9	51	34	44			129	129
8	70	60	56			186	186
7	71	33	69	1		174	173
<b>Middle School</b>							
6	50		2			52	52
5	67		1			68	68
4	58		1			59	59
3	63	1				64	64
2	63					63	63
1	79					79	79
K	62					62	62
Pre-K	35					35	35
<b>Bagnall</b>							
6		40				40	40
5		41	1			42	42
4		38	1			39	39
3	3	52	3			58	58
2		30				30	30
1	1	39	1			41	41
K	1	38	1	1		41	40
Pre-K	4	21	1			26	26
<b>Donaghue</b>							
6	2		60			62	62
5	2		61			63	63
4	2		63			65	65
3	1		59			60	60
<b>Sweetsir</b>							
2	2	1	52			55	55
1			66			66	66
K	2	1	66			69	69
Pre-K	3		34			37	37
<b>Subtotal</b>	<b>881</b>	<b>540</b>	<b>802</b>	<b>2</b>	<b>9</b>	<b>2234</b>	<b>2223</b>
<b>Total Students Educated in Pentucket (B)</b>							
<b>Assessment Calculation</b>	<b>Groveland</b>	<b>W. Newbury</b>	<b>Merrimac</b>	<b>Total</b>			
<b>Total Students In &amp; out of Pentucket (A+B)</b>	<b>881</b>	<b>540</b>	<b>802</b>	<b>2223</b>			
<b>Town Assessment % of Budget</b>	<b>0.39631</b>	<b>0.24291</b>	<b>0.36077</b>	<b>1.00</b>			

Ground Rules for Calculating Student Populations:

1. Include all Pre-K to 12 students not paying tuition and residing in one of the three member towns
  2. Include all students from member towns attending out of district charter, choice, or sped schools
- \*No tuition in Students

FY24 Town Assessment Calculation by Enrollment as of Oct 1 2022

1. Students Educated outside of Pentucket

	Groveland	W. Newbury	Merrimac	Total
Home Schooled	14	22	18	54
Parochial	16	51	19	86
Private	4	21	11	36
Choice Out (Includes N.S. Voc. Tech)	20	20	28	68
River Valley Charter School	9	19	4	32
Spec. Ed OOD	14	9	9	32
Whittier	35	13	40	88
<b>Total Educated outside of PRSD (A)</b>	<b>43</b>	<b>48</b>	<b>41</b>	

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2. Students Educated at Pentucket

	Groveland	W. Newbury	Merrimac	Teacher Students	Choice-In Students	Grade Total W/Choice	Grade Total W/O choice
<b>Pentucket High School</b>							
PG (18-22)	2	1	3			6	6
12	62	44	49		6	161	155
11	62	30	50		1	143	142
10	63	36	58		2	159	157
9	51	34	44			129	129
<b>Middle School</b>							
8	70	60	56			186	186
7	71	33	69	1		174	173
<b>Bagnall</b>							
6	50		2			52	52
5	67		1			68	68
4	58		1			59	59
3	63	1				64	64
2	63					63	63
1	79					79	79
K	62					62	62
Pre-K	35					35	35
<b>Page</b>							
6		40				40	40
5		41	1			42	42
4		38	1			39	39
3	3	52	3			58	58
2		30				30	30
1	1	39	1			41	41
K	1	38	1	1		41	40
Pre-K	4	21	1			26	26
<b>Donaghue</b>							
6	2		60			62	62
5	2		61			63	63
4	2		63			65	65
3	1		59			60	60
<b>Sweetsir</b>							
2	2	1	52			55	55
1			66			66	66
K	2	1	66			69	69
Pre-K	3		34			37	37
<b>Total Students Educated In Pentucket (B)</b>	<b>881</b>	<b>540</b>	<b>802</b>	<b>Tot. Teach. 2</b>	<b>Total Choice 9</b>	<b>W/Choice 2234</b>	<b>W/O choice 2223</b>

Assessment Calculation	Groveland	W. Newbury	Merrimac	Total
Total Students In & out of Pentucket (A+B)	924	588	843	2355
Town Assessment % of Budget	0.39236	0.24968	0.35796	1.00

Ground Rules for Calculating Student Populations:

1. Include all Pre-K to 12 students not paying tuition and residing in one of the three member towns
  2. Include all students from member towns attending out of district charter, choice, or sped schools
- \*No tuition in Students

843 + 47708  
924 = 52292  
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1,767 1.000

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FY24 Town Assessments

Pentucket Regional School District Operating and Capital Assessment Worksheet for FY24

General Fund Budget	\$	50,720,090
Operating	\$	45,057,522
District Wide Capital	\$	4,659,854
Town Specific Capital	\$	1,002,714

**Town Assessment Calculations** **Two Step Methodology**

Operating Budget	\$	45,057,522
Revenue In	\$	15,440,105
Amount Assessed to Towns	\$	29,617,417

**Minimum Contributions- DOE**

Groveland	7,848,340
Merrimac	7,031,799
West Newbury	5,668,857
<b>Total</b>	<b>20,548,996</b>

**Amount Above Minimum**

Total Assessment To Towns	\$	29,617,417
Total Minimum Contributions	\$	20,548,996
Difference ( Assessment- Total Minimum)	\$	9,068,421

**Per Pupil Assessment** **Actual ratio**

	Difference	Enrollment	2 Town %	3 Town %	Total Above Minimum	
Groveland	\$ 9,068,421	X	0.52347	0.39631	=	\$ 3,593,906
Merrimac	\$ 9,068,421	X	0.47653	0.36077	=	\$ 3,271,614
West Newbury	\$ 9,068,421	X		0.24292	=	\$ 2,202,901
<b>Total</b>			<b>1.000000</b>	<b>1.000000</b>		<b>\$ 9,068,421</b>

**Minimum + Percentage Above Minimum = Local Assessment**

Groveland	\$	7,848,340	+	\$	3,593,906	\$	11,442,246
Merrimac	\$	7,031,799	+	\$	3,271,614	\$	10,303,413
West Newbury	\$	5,668,857	+	\$	2,202,901	\$	7,871,758
<b>Total</b>	\$	<b>20,548,996</b>		\$	<b>9,068,421</b>	\$	<b>29,617,417</b>

**District Wide Capital Assessment**

Three Town Debt Service	\$	4,623,354
Two Town Debt Service	\$	36,500
State Construction Aid	\$	-
Amount Assessed to Towns	\$	4,659,854

	FY 23 Total Capital Assessment	FY 24 Three Town Capital Assessment	FY 24 Two Town Capital Assessment	FY 24 Total Capital Assessment
Groveland	\$ 1,793,158	\$ 1,832,300	\$ 19,107	\$ 1,851,407
Merrimac	\$ 1,634,341	\$ 1,667,984	\$ 17,393	\$ 1,685,377
West Newbury	\$ 1,232,822	\$ 1,123,070		\$ 1,123,070
<b>Total</b>	\$ <b>4,660,321</b>	\$ <b>4,623,354</b>	\$ <b>36,500</b>	\$ <b>4,659,854</b>

**Town Specific Capital Assessment**

	FY24 QECB Debt Service	FY24 QECB Subsidy	FY24 G.O. Debt Service	FY24 Total Town Specific Capital Assessment
Groveland	\$ 92,563	\$ (13,192)	\$ 327,807	\$ 407,178
Merrimac	\$ 110,446	\$ (15,148)	\$ 20,400	\$ 115,698
West Newbury	\$ 131,213	\$ (18,660)	\$ 367,285	\$ 479,838
Total	\$ 334,222	\$ (47,000)	\$ 715,492	\$ 1,002,714

<b>FY 24 Total Town Assessment</b>
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	FY 24 Operating Assessment	FY 24 DW Capital Assessment	FY 24 Town Specific Capital Assessment	FY 24 Total Assessment
Groveland	\$ 11,442,246	\$ 1,851,407	\$ 407,178	\$ 13,700,831
Merrimac	\$ 10,303,413	\$ 1,685,377	\$ 115,698	\$ 12,104,488
West Newbury	\$ 7,871,758	\$ 1,123,070	\$ 479,838	\$ 9,474,666
Total	\$ 29,617,417	\$ 4,659,854	\$ 1,002,714	\$ 35,279,985

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**FY24 Town Assessments**

**Pentucket Regional School District Operating and Capital Assessment Worksheet for FY24**

General Fund Budget	\$	50,720,090
Operating	\$	45,057,476
District Wide Capital	\$	4,659,900
Town Specific Capital	\$	1,002,714

<b>Town Assessment Calculations</b>	<b>Two Step Methodology</b>
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Operating Budget	\$	45,057,476
Revenue In	\$	15,724,096
Amount Assessed to Towns	\$	29,333,380

<b>Minimum Contributions- DOE</b>
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Groveland	7,848,340
Merrimac	7,031,799
West Newbury	5,668,857
<b>Total</b>	<b>20,548,996</b>

<b>Amount Above Minimum</b>
-----------------------------

Total Assessment To Towns	\$	29,333,380
Total Minimum Contributions	\$	20,548,996
Difference ( Assessment- Total Minimum)	\$	8,784,384

<b>Per Pupil Assessment</b>	<b>Actual ratio</b>
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	Difference	Enrollment	2 Town %	3 Town %	Total Above Minimum	\$	
Groveland	\$ 8,784,384	X	0.52292	0.39236	=	\$	3,446,641
Merrimac	\$ 8,784,384	X	0.47708	0.35796	=	\$	3,144,458
West Newbury	\$ 8,784,384	X		0.24968	=	\$	2,193,285
<b>Total</b>			<b>1.000000</b>	<b>1.000000</b>		\$	<b>8,784,384</b>

<b>Minimum + Percentage Above Minimum = Local Assessment</b>
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Groveland	\$ 7,848,340	+	\$ 3,446,641	\$	11,294,981
Merrimac	\$ 7,031,799	+	\$ 3,144,458	\$	10,176,257
West Newbury	\$ 5,668,857	+	\$ 2,193,285	\$	7,862,142
<b>Total</b>	<b>\$ 20,548,996</b>		<b>\$ 8,784,384</b>	<b>\$</b>	<b>29,333,380</b>

**District Wide Capital Assessment**

Three Town Debt Service	\$	4,623,400
Two Town Debt Service	\$	36,500
State Construction Aid	\$	-
Amount Assessed to Towns	\$	4,659,900

	<u>FY 23 Total Capital Assessment</u>	<u>FY 24 Three Town Capital Assessment</u>	<u>FY 24 Two Town Capital Assessment</u>	<u>FY 24 Total Capital Assessment</u>
Groveland	\$ 1,793,158	\$ 1,814,037	\$ 19,087	\$ 1,833,124
Merrimac	\$ 1,634,341	\$ 1,654,992	\$ 17,413	\$ 1,672,405
West Newbury	\$ 1,232,822	\$ 1,154,371		\$ 1,154,371
Total	\$ 4,660,321	\$ 4,623,400	\$ 36,500	\$ 4,659,900

**Town Specific Capital Assessment**

	<u>FY24 QECB Debt Service</u>	<u>FY24 QECB Subsidy</u>	<u>FY24 G.O. Debt Service</u>	<u>FY24 Total Town Specific Capital Assessment</u>
Groveland	\$ 92,563	\$ (13,191)	\$ 327,807	\$ 407,179
Merrimac	\$ 110,446	\$ (15,149)	\$ 20,400	\$ 115,697
West Newbury	\$ 131,213	\$ (18,660)	\$ 367,285	\$ 479,838
Total	\$ 334,222	\$ (47,000)	\$ 715,492	\$ 1,002,714

**FY 24 Total Town Assessment**

	<u>FY 24 Operating Assessment</u>	<u>FY 24 DW Capital Assessment</u>	<u>FY 24 Town Specific Capital Assessment</u>	<u>FY 24 Total Assessment</u>
Groveland	\$ 11,294,981	\$ 1,833,124	\$ 407,179	\$ 13,535,284
Merrimac	\$ 10,176,257	\$ 1,672,405	\$ 115,697	\$ 11,964,359
West Newbury	\$ 7,862,142	\$ 1,154,371	\$ 479,838	\$ 9,496,351
Total	\$ 29,333,380	\$ 4,659,900	\$ 1,002,714	\$ 34,995,994



**Revenue**

	<u>FY24 Projected</u>
Chapter 70	\$13,522,442
Transportation	\$861,404
Medicaid Reimbursement	\$125,000
Interest Income	\$50,000
Misc Receipts	\$20,000
Excess and Deficiency	\$1,098,250
Treasury Subsidy	\$47,000
	<u>\$15,724,096</u>

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Debt Payments 7/1/2023 - 6/30/2024

Eastern Bank - MS Roof + Heating System			Two Town Debt			High School Auditorium / Grounds Project			Middle / High #1			Middle / High #2			
Payment Date	Principal	Interest		Payment Date	Principal	Interest	Payment Date	Principal	Interest	Payment Date	Principal	Interest	Payment Date	Principal	Interest
8/1/2023		5,750.00	\$36,500.00			\$16,625.00	9/1/2023	\$990,000.00	\$738,456.25	12/1/2023		\$551,493.75			
2/1/2024	25,000.00	5,750.00			\$185,000.00	\$16,625.00	3/1/2024	\$990,000.00	\$1,452,162.50	6/1/2024	\$860,000.00	\$551,493.75			
	<u>\$25,000.00</u>	<u>\$11,500.00</u>		District Wide Debt	\$4,623,400.00	\$33,250.00					\$860,000.00	\$1,102,987.50			
<b>Green Repair Projects</b>														\$4,405,150.00	\$1,702,502.37
Groveland			Merrimac			West Newbury									
Payment Date	Principal	Interest	Principal	Interest	Principal	Interest									
11/1/2023	76,133.42	9,069.27	91,578.84	10,461.64	107,971.81	12,832.46									
5/1/2024		7,360.07		8,405.69		10,408.49									
	<u>\$76,133.42</u>	<u>\$16,429.34</u>	<u>\$91,578.84</u>	<u>\$18,867.33</u>	<u>\$107,971.81</u>	<u>\$23,240.95</u>									
<b>Phase II Projects</b>															
Groveland			West Newbury			Merrimac - Donaghue									
Payment Date	Principal	Interest	Principal	Interest	Principal	Interest									
9/1/2023	160,000.00	56,050.00				2,700.00									
12/1/2023		9,853.75		48,642.50											
3/1/2024		52,050.00				2,700.00									
6/1/2024	40,000.00	9,853.75													
	<u>\$200,000.00</u>	<u>\$127,807.50</u>	<u>\$270,000.00</u>	<u>\$48,642.50</u>	<u>\$15,000.00</u>	<u>\$5,400.00</u>									
Total LTD Interest		\$2,888,930.12													
Total LTD Principal		<u>\$2,820,684.07</u>													
		\$5,709,614.19													

Treasury Subsidy			Reduced by 7.2%		Treasury Sub.		Full		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Original Amount					Groveland	Merrimac	West Newbury		Red. 7.3%	Refunded / Red. 7.3%	Reduced 7.3%						
11/1/2018	54,897.47		50,944.85		\$34,388.00	\$40,658.53	\$48,722.54		\$31,877.68	\$29,497.54	\$27,095.49	\$26,614.98	\$23,977.50	\$21,316.57	\$18,631.99	\$18,435.56	\$13,191.04
5/1/2019	50,184.15		46,570.89			\$40,658.53	\$48,722.54		\$37,690.46	\$34,824.02	\$31,932.47	\$31,286.05	\$28,126.26	\$24,924.20	\$21,694.05	\$15,923.55	\$15,148.49
	<u>\$105,081.62</u>		<u>\$97,515.74</u>				\$123,769.07		\$45,165.79	\$41,789.25	\$38,382.69	\$37,697.78	\$33,957.33	\$30,183.63	\$26,376.38	\$22,535.29	\$18,660.05
									\$114,733.93	\$106,110.81	\$97,410.65	\$95,598.81	\$86,061.09	\$76,424.40	\$66,702.42	\$56,894.40	\$46,999.58

Two Town Debt			District Wide Debt:			Green Repair			Subsidy			Phase II			Total		
			Three Town DW Debt	Two Town DW Debt Percentage	Two Town DW Debt												
	\$36,500.00		\$1,654,992.26	0.47708	\$17,413.42	\$110,446.17	\$15,148.49	\$95,297.68	\$20,400.00	\$1,788,103.36							
**from Enrollment		0.35796	\$1,814,037.22	0.52292	\$19,086.58	\$92,562.76	\$13,191.04	\$79,371.72	\$327,807.50	\$2,240,303.02							
		0.24968	\$1,154,370.51	0	\$0.00	\$131,212.76	\$18,660.05	\$112,552.71	\$367,285.00	\$1,634,208.22							
		1.00	\$4,623,400.00	1.00	\$36,500.00	\$334,221.69	\$46,999.58	\$287,222.11	\$715,492.50	\$5,662,614.61			\$5,662,614.61				

APPENDIX A  
Article #3  
PROPOSED AMENDMENTS TO FY24 OMNIBUS BUDGET

Budget Section	Budget Line	Approved Budget	Proposed Increase (Decrease)	Proposed Amended Budget	Purpose
3 Town Manager	Technology Expenses	\$70,032	+ \$6,423	\$76,455	Select Board laptop replacements (3)
9 Board of Registrars	Salary & Wages	\$6,800	+ \$1,600	\$8,400	Extra election (Whittier Tech school building project)
9 Board of Registrars	Expenses	\$8,250	+ \$1,920	\$10,170	
21 Pentucket Regional School District	School Assessment	\$7,871,758	- \$9,616	\$7,862,142	Error in initial PRSD Assessment
21 Pentucket Regional School District	Capital Assessment	\$1,123,070	+ \$31,301	\$1,154,371	
22 – Essex North Shore Ag & Tech School	Tuition	\$46,327	+ \$47,783	\$94,110	Enrollment increase (from 2, budgeted, to 4, actual)
25 – Board of Health	Steele Landfill Monitoring	\$36,315	+ \$600	\$36,915	Vendor price increase for monthly monitoring
<b>Combined Net Effect of Proposed FY24 Budget Amendments:</b>			<b>+ \$80,011</b>		

Special Warrant Articles - Fall 2023 Town Meeting							Recommendations			
# (DRAFT)	Article	Funding Source	Sunset (EOFY)	Amt (if \$)	Sponsor	Date of FinCom review	Select Board	FinCom	Rationale	Notes
2	Transfer funds to reduce current year tax rate	Free Cash	N/A	TBD	Select Board	9/27/2023				
3	Amend Line Items from 2024 Town Omnibus Budget (see lines below)	Raise & appropriate	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Rob	
	Amend Item Line 3- Town Manager (Tech Expenses)	"	"	\$ 6,423	"	"	"	"	"	
	Amend Item Line 9- Board of Registrars (Salary & Wages)	"	"	\$ 1,600	"	"	"	"	"	
	Amend Item Line 9- Board of Registrars (Expenses)	"	"	\$ 1,920	"	"	"	"	"	
	Amend Item Line 21- Pentucket School Assessment	"	"	\$ (9,616)	"	9/27/2023				
	Amend Item Line 21- Pentucket Capital Assessment	"	"	\$ 31,301	"	9/27/2023				
	Amend Item Line 22- Essex North Shore Ag & Tech	"	"	\$ 47,783	"	"	"	"	"	
	Amend Item Line 25- Board of Health (Steele Landfill monitoring costs)	"	"	\$ 600	"	"	"	"	"	
4	Amend Expense Line FY24 Water Dept Budget	N/A	N/A	\$ (70,000)	BOWC	9/14/2023	3-0-0	4-0-0	Rob	
5	Transfer funds for Pension Liability Stabilization Fund	Free Cash	N/A	\$ 67,514	Select Board	9/14/2023	3-0-0	4-0-0	Rob	
6	Water Site Identification and/or Testing			TBD	Select Board	9/27/2023				
7	FY25 Assessing Revaluation Consultant	Free Cash	Sunset FY25	\$ 20,000	Board of Assessors	9/18/2023	3-0-0	4-0-0	Dan	
8	Police/Fire audio recording (911)	Free Cash	Sunset FY25	\$ 28,000	Police Chief	9/14/2023	3-0-0	4-0-0	Ross	
9	Gas Meters for Fire and First Responders	Free Cash	Sunset FY24	\$ 7,400	Fire Chief Engineer	9/14/2023	3-0-0	4-0-0	Ross	
10	Portable Speed Monitoring Trailer	Free Cash	Sunset FY24	\$ 12,000	Police Chief	9/14/2023	3-0-0	4-0-0	Ross	
11	Stormwater Drainage			\$ 24,000	Town Manager	9/27/2023				
12	Invasive Species Management	Free Cash	Sunset FY25	\$ 50,000	Conservation Agent	9/18/2023	3-0-0	4-0-0	Ann	
13	Invasive Species Intern Program	Free Cash	Sunset FY24	\$ 3,500	Conservation Agent	9/18/2023	3-0-0	4-0-0	Ann	
14	Acquisition of CR (114 Ash Street) Pending CPC Approval			TBD	Open Space	9/27/2023				
15	Unpaid FY23 Bills	Free Cash	Sunset FY24	\$ 2,430	Town Manager	9/14/2023	3-0-0	4-0-0	Rob	9/10th vote
16	ADU Zoning Bylaw	N/A	N/A	n/a	Planning Board	9/27/2023				
17	Nonconforming Uses and Structures	N/A	N/A	n/a	Planning Board	9/27/2023				
18	Establish COA Revolving Fund	N/A	N/A	n/a	Council on Aging	9/14/2023	3-0-0	4-0-0	Dan	
19	Authorize use of COA Revolving Fund	N/A	N/A	n/a	Council on Aging	9/14/2023	3-0-0	4-0-0	Dan	
20	Repeal Short Term Rental Bylaw	N/A	N/A	n/a	Select Board	9/14/2023	3-0-0	4-0-0	Rob	
21	Repeal Personnel Bylaw	N/A	N/A	n/a	Select Board	9/27/2023				
22	Certification Stipend Assessors	N/A	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Ann	
23	Certification Stipend Town Clerk	N/A	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Ann	
24	Certification Stipend Treasurer/Collector	N/A	N/A		Town Manager	9/14/2023	3-0-0	4-0-0	Ann	
25	Opioid Settlement Stabilization Account	N/A	N/A	n/a	Town Accountant	9/27/2023				
<b>Notes:</b>										
Numbering may not correspond to order or numbering that will appear on Town Meeting warrant.										

Please note: Article numbers included below are solely for ease of reference. As the final slate of warrant articles is set by Select Board vote, the specific article numbers used here **may change**.

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**GENERAL GOVERNMENT MATTERS**  
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**ARTICLE 1.** To hear and act upon the reports of Town officers and committees, or take any other action relative thereto. *By request of the Select Board.*

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**APPROPRIATIONS**  
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**ARTICLE 2.** To see if the Town will vote to transfer from available funds the sum of \$\_\_\_\_\_.00 to reduce the current year tax rate, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 3.** To see if the Town will vote to amend Line Items as set forth in the Fiscal Year 2024 Town Omnibus Budget adopted under the Motion for Article 4 of the Annual Town Meeting on April 24, 2023, as follows:

- 3 – Town Manager Technology Expenses; (increase from \$70,032 to \$76,455)
- 9 – Board of Registrars Salary & Wages; (increase from \$6,800 to \$8,400)
- 9 – Board of Registrars Expenses; (increase from \$8,250 to \$10,170)
- 21 – Pentucket Regional School Assessment; (decrease from \$7,871,758 to \$7,862,142)
- 21 – Pentucket Capital Assessment; (increase from \$1,123,070 to \$1,154,371)
- 22 – Essex North Shore Ag & Tech School; (increase from \$46,327 to \$94,110)
- 25- Board of Health Steele Landfill Monitoring; (increase from \$36,315 to \$36,915)

and vote to raise and appropriate a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2024, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 4.** To see if the Town will vote to amend the Expenses line in the FY24 Water Department budget, to reduce the budgeted line item from \$445,027.00, as set forth in the Fiscal Year 2024 Water Budget adopted under the Motion for Article 6 of the Annual Town Meeting on April 24, 2023, to \$375,027.00, or take any other action relative thereto. *By request of the Board of Water Commissioners.*

**ARTICLE 5.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$67,514.00 for the Pension Liability Stabilization Fund, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 6.** To see if the town will vote to transfer and/or appropriate from available funds the sum of \$\_\_\_\_\_.00 for costs associated with potential identification and evaluation of sites with

potential to support well field development of public well fields, to include all necessary expenses associated there with. *By request of the **Select Board(?)**.*

**ARTICLE 7.** To see if the Town will vote to transfer from available funds the sum of \$2520,000.00 for the purpose of engaging consultant support relative to the FY25 assessing revaluation, including all incidental and related expenses, or take any other action relative thereto. *By request of the Board of Assessors.*

**ARTICLE 8.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$28,000.00 to fund the purchase of police/fire audio recording, playback and archiving equipment for use by Police, Fire and Dispatch personnel, including associated training and setup costs, or take any other action relative thereto. *By request of the Police Chief.*

**ARTICLE 9.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$7,400.00 to fund the purchase of gas meters for use by Fire personnel and other first responders, including associated training and setup costs, or take any other action relative thereto. *By request of the Fire Chief Engineer.*

**ARTICLE 10.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$1512,000.00 to fund the purchase of a portable speed monitoring trailer, including associated training and setup costs, and pedestrian safety signs, or take any other action relative thereto. *By request of the Police Chief.*

**ARTICLE 11.** To see if the town will vote to transfer and/or appropriate from available funds the sum of \$1024,000.00 for costs associated with the costs associated with undertaking a stormwater drainage and infrastructure engineering study for the neighborhood generally bounded by Main Street (Route 113), Bachelor Street, Meetinghouse Hill Road, and Maple Street, or take any other action relative thereto. *By request of the Town Manager (**Select Board(?)**).*

**ARTICLE 12.** To see if the Town will vote to transfer and/or appropriate from available funds the sum of \$2550,000.00 to fund professional invasive species management on town owned land, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 13.** Funds for invasive species intern/steward program, for early summer 2024. To see if the Town will vote to transfer from available funds the sum of \$3,500.00 for all costs and expenses pertaining to identifying, mapping and remediating invasive species on public lands in the Town of West Newbury, including all incidental and related expenses, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 14.** To see if the Town will vote to transfer and/or appropriate from Community Preservation Act funds, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the sum of \$175,000.00 to purchase a conservation restriction, and costs incidental or related thereto, in conjunction with Essex County Greenbelt Association, Inc., on real estate located at 114 Ash Street, being a portion of West Newbury Assessors Map 70 Lot 40, consisting of approximately 14 acres; to authorize the Select Board and/or Conservation Commission to

acquire and hold said conservation restriction; to authorize the Select Board, the Conservation Commission, and/or their designee to apply for, accept and expend funds from other public or private sources to defray all or a portion of the costs of acquisition, including, but not limited to, grants and/or reimbursements from any federal, state or other grants or reimbursement programs in any way connected with the scope of this article, including but not limited to funds contributed by Essex County Greenbelt Association; and to enter into any and all agreements and execute any and all documents necessary or convenient to effectuate the foregoing; or take any other action relative thereto. *By request of the Open Space Committee and the Community Preservation Committee.*

**ARTICLE 15.** To see if the Town will vote to transfer from available funds the sum of \$2,430.00 to fund the payment of unpaid bills incurred from the previous fiscal year, or take any other action relative thereto. *By request of the Town Manager.*

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**BY-LAWS - OTHERS**

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**ARTICLE 16.** To see if the Town will vote to amend the West Newbury Zoning By-law by revising Section 2 Definitions, and by adding a new Section 6.2 Accessory Dwelling Unit (ADU) Bylaw; and further to authorize the Town Clerk's office to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the By-law, or take any other action relative thereto. *By request of the Planning Board.*

**ARTICLE 17.** To see if the Town will vote to amend the West Newbury Zoning By-law by deleting in its entirety existing Section 7 (including 7.1.-7.4) and replacing it with a new Section 7 (including 7.1-7.9), Nonconforming Uses and Structures; and further to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting to ensure consistency with the remainder of the Zoning By-law, or take any action relative thereto. *By request of the Planning Board.*

**ARTICLE 18.** To see if the Town will vote to amend Section XL of the Town Bylaws by adding sections 5.7.1 thru 5.7.5 in order to establish a revolving fund for revenues and expenses associated with Council on Aging programs:

- 5.7.1 Council on Aging Program Revolving Fund.
- 5.7.2 Department. There shall be a separate fund called the Council on Aging Program Revolving Fund.
- 5.7.3 Revenues. The town accountant shall establish the Council on Aging Program Revolving Fund as a separate account and credit to the fund all the monies received in connection with fees charged for programs, events, trips and transportation.
- 5.7.4 Purposes and Expenditures. During each fiscal year, the Town may incur liabilities against and spend monies from the Council on Aging Program Revolving Fund for the payment of expenses for programs, events, trips,

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transportation and related expenses. The Council on Aging Director shall have authority to expend from such fund a maximum of \$30,000 per fiscal year.

5.7.5 Fiscal Years. The Council on Aging Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023 and shall continue until such time as Town Meeting votes to eliminate the fund.

*By request of the Council on Aging.*

**ARTICLE 19.** To see if the Town, in accordance with Massachusetts General Laws Chapter 44, Section 53E½, and Section XL of the By-laws of the Town of West Newbury, will fix the maximum amount that may be spent during the fiscal year beginning on July 1, 2023 for the revolving funds established in town bylaws, as set forth below for certain departments, boards, committees, agencies or officers, with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to revise the same; or take any other action relative thereto:

- Section 5.7 Council on Aging Revolving Fund \$ 30,000.00

*By request of the Council on Aging.*

**ARTICLE 20.** To see if the Town will vote to amend the West Newbury Town Bylaws to delete in its entirety Section XXXIX Short Term Rentals Bylaw, and further, to authorize the Town Clerk to make any non-substantive, ministerial changes to numbering and formatting, so as to ensure consistency with the rest of the Town Bylaws, as necessary, or take any other action relative thereto. *By request of the Select Board.*

**ARTICLE 21.** To see if the Town will vote to repeal the Personnel Bylaw, adopted at the third session of the 1999 Annual Town Meeting, in its entirety. *By request of the Select Board.*

**ARTICLE 22.** To see if the Town will vote to accept the provisions of Mass. Gen. Laws Ch. 59 Sec. 21A regarding certification stipends to Assessors. *By request of the Select Board.*

**ARTICLE 23.** To see if the Town will vote to accept the provisions of Mass. Gen. Laws Ch. 41 Sec. 19K regarding certification stipends to Town Clerks. *By request of the Select Board.*

**ARTICLE 24.** To see if the Town will vote to accept the provisions of Mass. Gen. Laws Ch. 41 Sec. 108P regarding certification stipends to Treasurer/ Collectors. *By request of the Select Board.*

**ARTICLE 25.** To see if the Town will vote to establish a special purpose stabilization fund pursuant to Mass. Gen. Laws Ch. 40, Sec. 5B, to be known as the Opioid Settlement Stabilization Fund, to supplement and strengthen resources for prevention, harm reduction, treatment, and recovery, in accordance with the purposes and subject to the requirements in the Massachusetts Abatement Terms; and, vote to accept the fourth paragraph of Mass. Gen. Laws Ch. 40, Sec. 5B, which allows the dedication, without further appropriation, of all of the receipts from settlements on behalf of the Town with persons and entities involved in the sale,



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distribution and manufacture of opioid products. *By request of the Town Accountant (Select Board?).*