



TOWN OF WEST NEWBURY

Michael P. McCarron
Town Clerk

381 Main Street
West Newbury, MA 01985
978-363-1100 ext. 110
978-363-1117 (Fax)
mmccarron@wnewbury.org

May 12, 2017 REVISED June 20, 2017

Mr. Andrew Gould
Finance Director
Town of West Newbury
381 Main Street
West Newbury, MA 01985

Dear Mr. Gould:

The following is a report of expenditures voted at the Annual Town Meeting which convened on April 24, 2017 and adjourned the same date, together with other votes affecting the finances of the Town. Also included with this report is a schedule of the funding of appropriations. Pursuant to the Warrant issued by the Selectmen on April 3, 2017, which was posted on April 7, 2017 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Annual Town Meeting was held on April 24, 2017 at the Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:06 P.M. by the Moderator Kathleen C. Swallow, upon report of the Board of Registrars of Voters of a quorum of 90 or more registered voters. The Town Clerk read the return of service. The Moderator introduced Town Officials and reviewed Town Meeting procedures. There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary. At 7:31 P.M., the Moderator recessed the Annual Town Meeting to open the Special Town Meeting. The Annual Town Meeting was re-opened at 7:47 P.M. following adjournment of the Special Town Meeting. The record of the Special Town Meeting follows the record of the Annual Town Meeting. The reconvened Annual Town Meeting continued with discussion under Article 3 of the Annual Town Meeting warrant.

ARTICLE 1. NO MONEY ARTICLE

ARTICLE 2. NO MONEY ARTICLE

ARTICLE 3. (The Budget) The Finance Committee Booklet contained the Finance Committee's Fiscal Year 2018 recommended budget and also a recommended budget from the Selectmen which varied from the Finance Committee's recommended budget on a number of Line Items. The Moderator addressed the procedure for adoption of the Line

Town Clerk's Report

Item Budget for Fiscal Year 2018. For purposes of this Article the recommendation of the Finance Committee is considered the main motion. Each Line Item is considered a separate appropriation and the main motion for each line item may be considered separately. Any Town Meeting member wishing to discuss a line item or move a different amount may call out "Hold" when the line item is read. Amending a line item requires two steps; first a motion to amend the main motion (the Finance Committee recommendation) and then a motion to approve the main motion, as amended. The Moderator read each Line Item.

A Hold was placed on:

Line 14 Police Salary and Wages-School Resource Officer;

Line 14 Police Overtime

Line 14 Police FMLA

Line 21 Public Safety Dispatch Overtime

Line 23 DPW Town Building Operating Expense

Line 23 DPW Street Lighting

Line 14 Police Salary and Wages School Resource Officer: The implementation of a School Resource Officer was discussed. No change was made to the Finance Committee motion of \$34,260.00. The Board of Selectmen indicated that the Pentucket Regional School District would contribute \$26,000.00 to the cost of the new officer and Chief of Police Art Reed explained that the new officer would be part time as the SRO and the rest of the time as a police officer for the Town. The Moderator declared that the Motion passed by a majority vote.

Line 14 Police Officer Overtime. Town Meeting Member Richard Baker moved to amend this line item from \$52,608.00 to \$30,000.00. The motion to amend failed. The Moderator declared that the original motion passed by majority vote.

Line 14 FMLA: Chief of Police Art Reed explained that this stood for the Family Medical Leave Act and that one on his officers would be out on FLMA for a portion of FY 2018.

Line 21 Public Safety Dispatch Overtime. There was no Motion to amend presented. The Moderator declared that this line item passed unanimously.

Line 23 DPW Town Building Operating Expense. There was a question of whether there would be any savings from the new solar field that could be recognized in this line item. DPW Superintendent Gary Bill indicated that this was an amount needed to maintain the town buildings. The Moderator declared that the motion passed unanimously.

Town Clerk's Report

Line 23 DPW Street Lighting. The question was asked as to whether this reflected any savings from the solar field, to which DPW Superintendent indicated that the solar field would have no impact on this line item. The Moderator declared that the motion passed unanimously.

Selectmen David Archibald moved to adopt the Line Item Budget as stated. The Moderator declared that the motion passed unanimously. It was voted to raise and appropriate the sum of \$14,240,684.00 for the Total Line Item Budget.

**Town of West Newbury
Line Item Appropriations
FY 2018**

1	***** TOWN MODERATOR *****		
	Salary & Wages	200.00	
	Expenses	60.00	
	Department Total	260.00	
2	***** BOARD OF SELECTMEN *****		
	Selectmen's Stipend	0.00	
	Salary & Wages	62,564.00	
	Temporary Pay		
	Overtime		
	Professional & Technical Services	10,000.00	
	Expenses	9,500.00	
	Department Total	82,064.00	
3	***** FINANCE COMMITTEE*****		
	Expenses	1,800.00	
	Salary	1,000.00	
	Reserve Fund	60,000.00	
	Department Total	62,800.00	
4	***** BOARD OF ASSESSORS *****		
	Assessors' Salary		
	Salary & Wages	119,455.00	
	Expenses	38,458.00	
	Vehicle Allowance	1,500.00	
	Department Total	159,413.00	
5	***** FINANCE DEPARTMENT *****		
	Salary & Wages	292,226.00	
	Annual Audit	20,500.00	
	Tax Title & Foreclosure	1,000.00	
	Expenses	36,400.00	
	1910 Building Technology Expense	35,744.00	

Town Clerk's Report

	1910 Building Telephone Expense	8,000.00	
	1910 Building Postage Expense	13,517.00	
	Department Total	<u>407,387.00</u>	
6	***** SPECIAL COUNSEL *****		
	Legal Fees	1.00	
	Department Total	<u>1.00</u>	
7	***** TOWN CLERK/TOWN COUNSEL *****		
	Salary & Wages	109,729.00	
	Preservation of Town Records	-	
	Operation of Facsimile Machine/Photocopiers	5,100.00	
	Expenses	9,475.00	
	Department Total	<u>124,304.00</u>	
8	***** BOARD OF REGISTRARS/ELECTIONS *****		
	Town Clerk Compensation	150.00	
	Salary & Wages	2,450.00	
	Expenses	6,100.00	
	Department Total	<u>8,700.00</u>	
9	***** CONSERVATION COMMISSION *****		
	Salary & Wages	28,615.00	
	Expenses	2,410.00	
	Vehicle Allowance	600.00	
	Department Total	<u>31,625.00</u>	
10	***** PLANNING BOARD *****		
	Salary & Wages	46,443.00	
	Expenses	3,600.00	
	MVPC Assessment	1,546.00	
	Department Total	<u>51,589.00</u>	
11	***** BOARD OF APPEALS *****		
	Salary & Wages	1,000.00	
	Expenses	500.00	
	Department Total	<u>1,500.00</u>	
12	***** OPEN SPACE & RECREATION COMMITTEE *****		
35	Expenses	750.00	
	Department Total	<u>750.00</u>	

Town Clerk's Report

13	***** CABLE ADVISORY COMMITTEE *****		
	Expenses		1.00
		Department Total	1.00

TOTAL - GENERAL TOWN GOVERNMENT	930,394.00
--	-------------------

14	***** POLICE DEPARTMENT *****		
	Salary & Wages		816,293.00
	Salary and Wages (School Resource Officer)		34,260.00
	Overtime		52,808.00
	Expenses		99,379.00
	FMLA		9,600.00
		Department Total	1,012,340.00

15	***** FIRE DEPARTMENT *****		
	Alarms		82,302.00
	Drills		25,769.00
	Miscellaneous Fire Department Wages		22,633.00
	Administration		25,225.00
			-
	Fire Protection Fees		68,720.00
	Fire Alarm & Communications		11,000.00
	Expenses		42,600.00
	Capital Outlay		
	Medical Exams		3,000.00
		Department Total	281,249.00

16	***** AMBULANCE SERVICE *****		
	Ambulance Retainer		1.00
		Department Total	1.00

17	***** INSPECTION DEPARTMENT *****		
	Salary & Wages		120,284.00
	Expenses		9,490.00
	Vehicle Allowance		4,980.00
		Department Total	134,754.00

18	***** EMERGENCY MANAGEMENT AGENCY *****		
	Salary & Wages		7,746.00
	Expenses		3,265.00
		Department Total	11,011.00

19	***** ANIMAL CONTROL OFFICER *****		
----	---	--	--

Town Clerk's Report

	Salary & Expenses	21,500.00
		21,500.00
	Department Total	
20	***** HARBORMASTER *****	
	Salary &Wages	2,000.00
	Expenses	2,000.00
		4,000.00
	Department Total	
21	***** PUBLIC SAFETY DISPATCH *****	
	Salary & Wages	247,186.00
	Overtime	22,700.00
	Expenses	24,910.00
		294,796.00
	Department Total	
TOTAL - PUBLIC SAFETY		1,759,652.00
	EDUCATION	
22	***** ASSESSMENTS *****	
	Pentucket Minimum Contribution	6,794,510.00
	Pentucket Other Assessment	.00
	Pentucket Capital Assessment	57,860.00
	Page School Phase II	526,060.00
	Whittier Minimum Contribution	305,615.00
	Whittier Other Assessment	60,891.00
	Whittier Capital Assessment	15,056.00
	Essex North Shore Reg/Voc Tech/Essex Agr	18,643.00
		7,778,635.00
	Department Total	
TOTAL - EDUCATION		7,778,635.00
23	***** DEPARTMENT OF PUBLIC WORKS *****	
	Salary & Wages	436,253.00
	Overtime Wages	10,612.00
	Snow & Ice Removal	150,000.00
	Town Buildings Operating Expenses	185,400.00
	Town Buildings Improvements	51,000.00
	Children's Castle Operating Expense	16,000.00
	Road Improvement Program	70,000.00
	Highway, Sidewalk & Trees	140,000.00
	Vehicle Allowance	6,000.00
	Expenses	4,800.00
	Parks & Playground Expenses	15,000.00
	Road Machinery Expense	49,000.00
	Capital Outlay	-

Town Clerk's Report

Street Lighting	13,000.00
Department Total	1,147,065.00

TOTAL - DEPARTMENT OF PUBLIC WORKS	1,147,065.00
---	---------------------

24 *** HEALTH DEPARTMENT *******

Salary & Wages	115,930.00
Newburyport Health Center	5,500.00
Waste Collection	315,640.00
Hazardous Waste Collection	2,500.00
Expenses	11,915.00
Department Total	451,485.00

25 *** COUNCIL ON AGING *******

Salary & Wages	63,673.00
Expenses	18,500.00
FMLA	2,000.00
Department Total	84,373.00

26 COMMUNITY CENTER

Expenses	<u>6,000.00</u>
Department Total	6,000.00

27 *** VETERANS *******

Rental C.L. Carr Post	1.00
Soldiers' Graves Expenses	2,600.00
Assessment	18,149.00
N. Essex Veterans Services Benefits	9,355.00
Memorial Day Expenses	600.00
Department Total	30,705.00

TOTAL - HUMAN SERVICES	572,564.00
-------------------------------	-------------------

28 *** GAR MEMORIAL LIBRARY *******

Salary & Wages	250,899.00
Expenses	32,500.00
Books & Periodicals	66,000.00
Department Total	349,399.00

29 *** RECREATION *******

Parks & Recreation Expense	7,344.00
Mill Pond Operating Expense	4,450.00

Town Clerk's Report

	Bandstand Operating Expense		6,000.00
		Department Total	17,794.00
30	***** CULTURAL COUNCIL *****		
	Expenses		100.00
		Department Total	100.00
31	*****HISTORICAL COMMISSION*****		
	Expenses		500.00
		Department Total	500.00
TOTAL - CULTURE & RECREATION			367,793.00
32	***** MATURING DEBT SERVICE *****		
	Maturing Debt		470,000.00
	Interest & Paydowns on Long/Short Term Debt		41,000.00
		Department Total	511,000.00
TOTAL - DEBT SERVICE			511,000.00
	***** BENEFITS/INSURANCE *****		
33	Essex Regional Retirement		563,649.00
34	Unemployment Insurance		1.00
35	Group Health Insurance		398,877.00
	OPED GF		1.00
36	F.I.C.A. Insurance		43,774.00
37	Insurance & Bonds		167,280.00
		Department Total	1,173,583.00
TOTAL - BENEFITS/INSURANCE			1,173,583.00
TOTAL TOWN LINE ITEM BUDGET			14,240,684.00

ARTICLE 4: NO MONEY ARTICLE

ARTICLE 5. The Finance Committee recommended approval.

Water Commissioner Robert Janes moved to appropriate, in anticipation of Water Department revenue, the sum of \$698,525 of which \$186,126 for Salaries and Wages, which include \$1,700 for Water Commissioners stipends, \$30,514 for Insurances, \$400,594 for Expenses, \$16,772 for Debt Service, \$15,000 for Extraordinary and Unforeseen, and \$49,519 for Indirect Cost.

The Moderator declared the motion passed unanimously.

ARTICLE 6. NO MONEY ARTICLE

ARTICLE 7. NO MONEY ARTICLE

ARTICLE 8. The Finance Committee recommended approval.

Water Commissioner Robert Janes moved to appropriate the sum of \$1,700,000.00 for purchasing, constructing and installing a new water tank to replace the original 1936 Standpipe, including all related equipment and payment of costs and expenses incidental or related thereto; and that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under Chapter 44 of the General Laws or any other enabling authority; and that the Board of Water Commissioners is authorized to take any other action necessary or convenient to carry out this project. Although any bonds or notes issued under this vote will be general obligations of the town, it is the intent of the town that such bonds or notes be paid from Water Enterprise Fund revenues. Any premium received by the town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Since this Vote would authorize the issuance of indebtedness, the Moderator declared that a 2/3 vote was necessary to pass this Motion

The Moderator declared the motion passed by a vote of 90 in favor and 2 opposed.

ARTICLE 9. NO MONEY ARTICLE

ARTICLE 10. The Finance Committee recommended approval.

Selectman David Archibald moved to transfer from Free Cash the sum of \$50,000.00 to the Pension Liability Stabilization Fund.

Town Clerk's Report

The Moderator declared the Motion passed by majority vote.

ARTICLE 11. The Finance Committee recommended approval.

Board of Health Member, Robert Janes moved to transfer from the Septic Loan Revolving Account the sum of \$21,191.73 for the repayment of septic loan debt service.

The Moderator declared that the Motion passed unanimously.

ARTICLE 12. The Finance Committee recommended approval.

Selectman Glenn Kemper moved to transfer from the Receipts Reserved for Dunn Debt Account, the sum of \$104,900.00 to pay the debt service associated with the Dunn Property Acquisition.

The Moderator declared that the Motion passed unanimously.

ARTICLE 13. The Finance Committee recommended approval.

Selectman Joseph Anderson moved to raise and appropriate the sum of \$279,122.00 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws Chapter 40, Section 5B in order to fund future capital expenditures for school related building projects

The Moderator declared that the Motion passed unanimously.

ARTICLE 14. The Finance Committee recommended approval.

Selectman David Archibald moved to transfer from Free Cash the sum of \$10,000.00 to add to the special fund established in accordance with the provisions of MGL Chapter 44, Section 53 I for a celebration of West Newbury's Bicentennial in 2019.

The Moderator declared that the Motion passed unanimously.

ARTICLE 15. The Finance Committee recommended approval.

Park and Recreation Commission Chairman Tom Flaherty moved to reauthorize the Summer Recreation Revolving Fund for the Park and Recreation Commission under Massachusetts General Law Chapter 44, Section 53E ½ for the Fiscal Year 2018. This revolving fund would be to accept receipts from fees charged to participants of the Summer Recreation Program. The receipts would be expended, not to exceed \$42,000.00 in FY 2018 by the Park and Recreation Commission for the payment of program related wages, expenses and field trips of the 2018 Summer Recreation Program.

The Moderator declared that this Motion passed unanimously.

Town Clerk's Report

ARTICLE 16. The Finance Committee recommended approval.

Selectman Glenn A. Kemper moved to re-authorize a Revolving Fund for FY 2018 for the Cable Advisory Committee as described in Chapter 44, Sections 53E½ and 53F ¾ of the Massachusetts General Laws. This revolving fund would be to accept funds received in connection with a franchise agreement between a cable operator and a municipality commonly referred to as PEG (Public Education and Government). The receipts would be expended, not to exceed \$75,000.00 in FY 2018 by the Cable Advisory Committee for the payment of program-related wages, expenses, and equipment or such other purposes as permitted by said Section 53F 3/4 .

The Moderator declared that this Motion passed unanimously.

ARTICLE 17. The Finance Committee recommended approval.

Selectman Joseph Anderson moved to authorize the Police Vehicle Revolving Fund for the Police Department, as revolving funds are described in Chapter 44, Section 53E ½ of the Massachusetts General Laws, for FY 2018. This revolving fund would be to accept receipts from fees charged for use of police vehicles for details. The receipts would be expended, not to exceed \$10,000 in FY 2018 by the Police Department for the payment of costs and expenses for replacement of police vehicles in accordance with the vehicle replacement policy established by the Police Department.

The Moderator declared that the Motion passed unanimously.

ARTICLE 18. The Finance Committee recommended approval.

Selectman David Archibald moved to transfer from Free Cash the sum of \$25,000 to be deposited into a Municipal Buildings' Insurance Fund.

The Moderator declared that the Motion passed unanimously.

ARTICLE 19. The Finance Committee recommended approval.

CPC Chairperson Judy Mizner moved to allocate and reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2018, with each item to be considered a separate appropriation:

Allocate Reserves:

From FY 2018, estimated revenues for Community Housing Reserve:	\$38,423.00
From FY 2018, estimated revenues for Historic Resources Reserve:	\$38,423.00
From FY 2018, estimated revenues for Open Space & Recreation Reserve:	\$38,423.00
From FY 2018, estimated revenues for Committee Administrative Expenses:	\$18,109.00
From FY 2018, estimated revenues for Budgeted Reserve:	<u>\$228,806.41</u>

Town Clerk's Report

TOTAL \$362,184.41

The Moderator declared that the Motion passed unanimously.

ARTICLE 20. The Finance Committee recommended approval of this Article.

Selectman Glenn A. Kemper move to transfer from free cash the sum of \$4,595 to fund an actuarial study for Other Post Employment Benefits "OPEB".

The Moderator declared that the Motion passed unanimously.

ARTICLE 21. NO MONEY ARTICLE

ARTICLE 22. NO MONEY ARTICLE

ARTICLE 23. NO MONEY ARTICLE .

ARTICLE 24. NO MONEY ARTICLE

ARTICLE 25. NO MONEY ARTICLE

ARTICLE 26. NO MONEY ARTICLE

ARTICLE 27. NO MONEY ARTICLE

Upon the motion of Selectman Glenn Kemper, it was voted to adjourn and dissolve the 2017 Annual Town Meeting at 11:15 P.M.

Very truly yours,



Michael P. McCarron
Town Clerk

Cc: Board of Selectmen
Board of Assessors
Town Accountant (2)
Finance Committee