



Town of West Newbury
Council on Aging Meeting
Tuesday, January 10, 2023 at 9 am

381 Main Street | Town Office Building | First Floor Hearing Room

AGENDA

1. Call to Order
2. Secretary's Report – Draft minutes from December 13, 2022
3. Treasurer's Report – December 2022
4. Director's Report – December 2022
5. New Business
 - a. Draft COA Annual Report for FY22
 - b. FY24 Budget Packet
 - c. Yoga schedule – Library Yoga at Old Town Hall January 4 – February 15
6. Old Business
 - a. Wheelchair lift transportation options – MeVa – Lunch & Learn event on January 12
 - b. Proposal to expand SAGE Center hours to include Wednesday evenings
 - c. Foot Care update
7. Adjourn



Minutes of Town of West Newbury

Council on Aging Minutes

Tuesday, December 13, 2022 at 9:00 am

The Council on Aging met in person in the First Floor Hearing Room on December 13, 2022 at 9 am.

Chair: Jacqueline Johnston called the meeting to order at 9:02 am.

Present: Jacqueline Johnston, Richard Preble, Gail DiNaro, Dianne Faulkner, Vicky Beaumier, Barbara Warne, Marjorie Peterson

Absent: Laurie Spielvogel, Joseph Publicover, Dorothy Cavanaugh, Jessa Haynes

Staff: Christine Marshall

Secretary's Report: Marge Peterson moved to approve the minutes of November 15, 2022. Gail DiNaro seconded the motion. Approved unanimously

Treasurer's Report: The Financial Report and Expenses were reviewed. Christine noted the budget is on track. A motion to approve the Treasurer's Report was made by Barbara Warne, seconded by Dianne Faulkner. Approved unanimously

Director's Report: The Director's Report was reviewed. It was noted that most programs are doing well.

- The new food pantry in the lobby is moving slowly. Because of so many Monday holidays, the weekly food pantry is changing its pickup day from Monday to Tuesdays. This will allow time for Jen to shop for perishable items on Mondays and provide more parking.
- The parking lot is often full when 3B classes are held, and it was discussed that we encourage parking in the rear lot. Christine will share this information with both exercise instructors.
- Christine reported her attendance at a meeting sponsored by the MVPC. The Merrimack Valley Transportation Authority is rebranding as MeVa. The Ring and Ride program is wheelchair accessible, and all MeVa vans have a wheelchair lift. Christine is working with MeVa to schedule an informational session at a Lunch and Learn program to promote the public transportation options in West Newbury. The disposition of the van is currently on hold.
- There was discussion regarding the complexity of Medicare insurance coverage options. It was agreed that an explanation of plans be presented prior to open enrollment next year. SHINE (Serving Health Insurance Needs of Everyone) is a volunteer program where counselors are certified to offer free, unbiased, confidential counseling on all aspects of health insurance to anyone on or eligible for Medicare. SHINE information is included in every newsletter under Health & Resources. This year during open enrollment twelve residents utilized the service. Christine will work with AgeSpan to schedule a Lunch and Learn prior to open enrollment in 2023.
- Christine reported that she is waiting to see if Valerie Horgan will provide foot care on Saturday mornings. Christine is also looking at purchasing a chair designed for this purpose.

- Christine reported that she is waiting for a response from the Town Manager regarding evening office hours and an additional 3B class on Wednesday evenings. In the proposal, Christine would work from home on Fridays.
- Dinners are on hold during the Winter because most seniors do not want to drive in the dark.
- The Holiday Luncheon and Musical Performance with Page School 6th Grade Chorus has received a huge response. We currently have 25 registrations. The Page School principal indicated she would like to work more with the SAGE Center. Christine communicated with the principal that our attendance for programs is still low, and she would prefer waiting until the spring to offer another intergenerational program. We currently have only one senior participating in the Games & Puzzles with Pentucket student volunteers, and hope to increase participation in that program.
- Christine distributed a draft of an article for the newsletter regarding the dissolution of the Friends of the COA and how donations may be made to the COA Gift Account. This is currently being reviewed by the Town Manager. Dianne said she had asked Ann O’Sullivan for a list of the former members of the Friends and it has not yet been received.

Jacque moved, seconded by Vicky that the Directors Report be accepted. Voted unanimously

Adjournment:

Richard moved, seconded by Gail to adjourn. Voted unanimously. The meeting adjourned at 9:30 am.

Respectfully submitted,

Marjorie Peterson
Secretary

Meeting Documents:

Draft minutes of COA Meeting on November 15, 2022
COA Financial Report as of November 30, 2022
COA Director’s Report for November 2022



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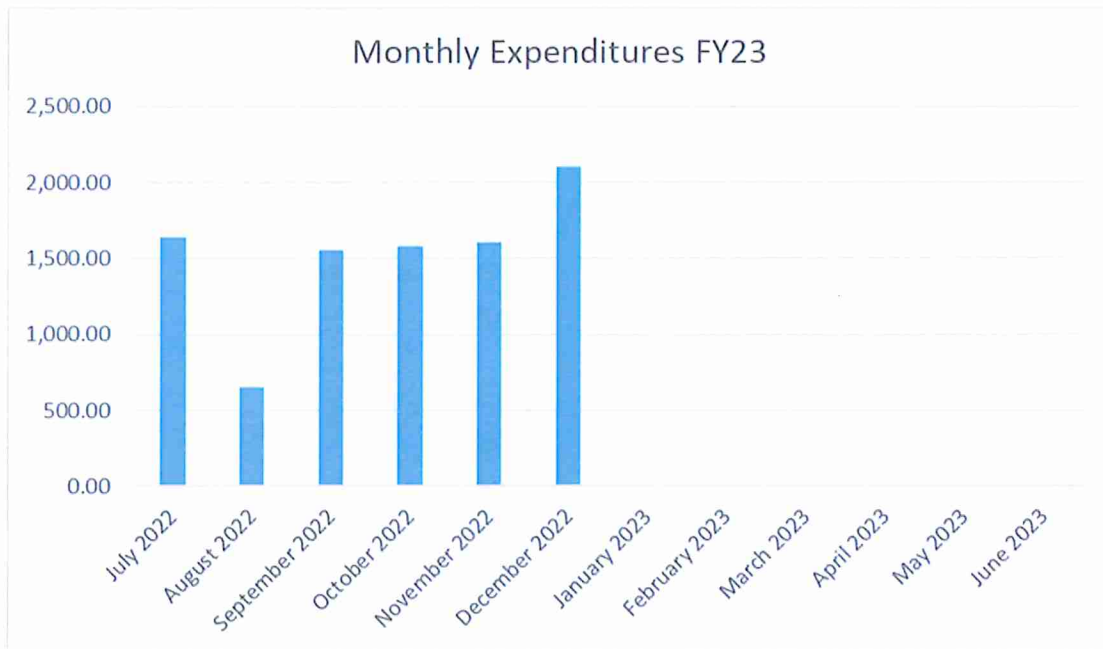
TOWN OF WEST NEWBURY | COUNCIL ON AGING

Financial Report as of December 31, 2022

Balances as of December 31, 2022				
General Fund	Allocated	Expended	Ending Balance	% Used
COA Salary & Wages	100,308.00	-44,984.88	55,323.12	-44.85%
COA Expenses	19,500.00	-9,132.63	10,367.37	-46.83%
Gift Accounts	Starting Balance	Expended	Donations	Ending Balance
COA Gift Account	3,196.91	-239.69	7,011.96	9,969.18
Food Pantry Gift Account	16,931.00	-8,179.97	3,894.34	12,645.37
Grants	Starting Balance	Expended		Ending Balance
Formula Grant	15,996.00	-1,081.20		14,914.80

General Fund Expenses by Category			
Programs	Budget	General Fund YTD Expenses	Remaining
Sunray Café - lunches, dinners, ice cream socials		-1,673.76	
3B Class - Balance, Bones & Brain			
Yoga Class		-1,260.00	
Reiki, Meditation, Aromatherapy		-600.00	
Program Supplies		-541.02	
Other Expenses			
Newsletters		-2,111.78	
Office Supplies		-723.71	
Kitchen Supplies		-477.66	
Van Maintenance / gas			
Software annual contract / MSC		-790.00	
Dues and memberships		-265.00	
Mileage reimbursement		-440.76	
Cell phone		-248.94	
FY23 Budget \$19,500	19,500.00	-9,132.63	10,367.37

Monthly Expenditures FY23	
July 2022	1,640.73
August 2022	653.90
September 2022	1,556.94
October 2022	1,581.76
November 2022	1,600.54
December 2022	2,098.76
January 2023	
February 2023	
March 2023	
April 2023	
May 2023	
June 2023	
	9,132.63



	Dec 22	Nov 22	Oct 22	Sept 22	Aug 22	July 22	
Meals on Wheels - West Newbury	102	99	126	127	86	61	Total meals for month
Meals on Wheels - Groveland	357	360	372	353	391	365	Total meals for month
Congregate Lunch (in-person)	4	17	14	20	39	47	Total meals for month
Sunray Café Lunch Delivery	-	-	-	-	28 / 1	25 / 1	Total meals for month / # of meals offered
Lunch & Learn Speaker Series	-	11	18	-	-	-	Attendance
Sunray Café In-Person Lunch	44	8	11	5	-	-	Attendance *December Holiday Luncheon
Dinner -- monthly themed dinners	-	25	cancelled	16	-	-	Attendance
Birthday Party Luncheon	-	-	-	-	3	5	Attendance
Special Town Meeting Q&A	-	-	6	-	-	-	Attendance
Food Pantry-Food Out	1,048 lbs.	852 lbs.	648 lbs.	578 lbs.*	279 lbs.	295 lbs.	*Added Mini-Pantry in Housing on 9/9 (219 lb)
Food In	815 lbs.	782.5 lbs.	1,031	602.25	304 lbs.	309 lbs.	
Residents served	22	22	22	22	21	19	
Volunteers / Hours	4 / 20 hrs	4 / 23.5	5 / 21 hrs.	4 / 13 hrs	4 / 9 hrs	6 / 12.5 hrs	
Yoga Class	8	8	9	10	10	11	Average weekly attendance (includes Zoom)
3B Exercise Class -- Mondays	15	19	13	12	13	11	Average weekly attendance
3B Exercise Class -- Thursdays	14	16	18	14	14	12	Average weekly attendance
Pickleball - Mondays	-	-	-	15	-	-	Attendance
Guided Reiki / Meditation series	-	-	5	-	-	-	Attendance
Outdoor Adventure Walking Group	-	-	3	2	-	-	Attendance
Eat the Rainbow Nutrition Talk	-	-	9	-	-	-	Attendance
Winter Sand Pail Delivery	27	-	-	-	-	-	Delivered
Games & Puzzles with Pentucket	2	1	-	-	-	-	Attendance
NEET Rides	2	1	2	3	3	7	Total rides for month
Foot Care	-	12	23	22	23	21	Total clients served for month
Senior Tax Work-Off Program FY23	18 applications	15 currently working		17	-	-	Prior Year - FY22 - 4 volunteers participated



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Town of West Newbury

Council on Aging | Director's Report | FY22

	June 22	May 22	April 22	March 22	Feb. 22	Jan. 22	
Meals on Wheels - West Newbury	80	88	76	85	50	57	Total meals for month
Meals on Wheels - Groveland	460	619	546	569	429	438	Total meals for month
Congregate Lunch (in-person)	39	40	81	56	n/a	n/a	Total meals for month
Sunray Café Lunch Delivery	30 / 1	33 / 1	116 / 3	170 / 5	138 / 4	109 / 4	Total meals for month / # of meals offered
Lunch & Learn Speaker Series	13	20	n/a	n/a	n/a	n/a	Meals
Birthday Party Luncheon	2	4	n/a	n/a	n/a	n/a	Meals
Food Pantry-Food Out	262 lbs.	267 lbs.	411 lbs.*	249 lbs.	265 lbs.	316 lbs.	* April included 10 Spring Holiday Baskets
Food In	188.5 lbs.	398.5 lbs.	260 lbs.	102 lbs.	99.5 lbs.	424.5 lbs.	
Residents served	16	15 + 4	16	16	17	14 + 5	
Volunteers / Hours	5 / 22 hrs.	4 / 15.5 hrs.	4 / 25 hrs.	4 / 26 hrs.	4 / 15 hrs.	4 / 30 hrs.	
Yoga Class	9	9	11	15	9	10	Average weekly attendance (includes Zoom)
3B Exercise Class - Mondays	9	11	13	n/a	n/a	n/a	Average weekly attendance
3B Exercise Class - Thursdays	14	14	17	20	18	11	Average weekly attendance
Pickleball - Tuesdays	15	n/a	n/a	n/a	n/a	n/a	Average weekly attendance
Pickleball - Thursdays	13	n/a	n/a	n/a	n/a	n/a	Average weekly attendance
Guided Reiki / Meditation series	12	12	n/a	n/a	n/a	n/a	6 week series - May 10 - June 14
Van Rides	n/a	n/a	n/a	4	5	4	Total rides for month
NEET Rides	4	7	3	4	n/a	n/a	
Foot Care	23	22	14	16	12	16	Total clients served for month
Senior Tax Work-Off Program	4						# of Volunteers in program



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COUNCIL ON AGING TOWN OF WEST NEWBURY Annual Report, Fiscal Year 2022

To the Honorable Select Board:

Fiscal Year 2022 brought about many changes for the Council on Aging. Members of the Council on Aging (COA) decided to rebrand the Senior Center with a new name and logo as the SAGE Center. SAGE represents social, activities, growth and education – important areas of focus in this department. The name change was voted unanimously by the COA Board and accepted by the Select Board. The newsletter underwent a transformation; being redesigned with color print and published bi-monthly.

In December of 2021, we bid farewell to longtime Director Theresa Woodbury. Theresa served the residents of West Newbury for more than 16 years, and her contributions will remain part of the foundation of services offered by the Council on Aging.

The SAGE Center collaborated with other town departments and community businesses to offer new programs, such as pickle ball at the Newburyport Tennis Club and Lunch & Learn information sessions featuring the Town Manager, Assessor, Veterans' Agent, Town Clerk, and Conservation Agent. The SAGE Center also collaborated with the Bandstand Coordinator to offer free ice cream socials at some of the summer concerts.

The SAGE Center continued offering regular programs, such as meals on wheels, daily congregate lunch, exercise classes, food pantry, medical transportation, foot care, SHINE/Medicare services, senior tax work-off program, home cooked lunch events, games, and craft groups.

The SAGE Center increased its social media presence as an important communication tool for seniors and their families. Printed media is also being used to increase visibility within the community. You will see event posters in the Post Office, Food Mart, West Newbury Pizza and at Nick's Pizza.

We asked for the community's help and received it with many new volunteers folding newsletters, working in the food pantry, and delivering meals on wheels. Volunteers are vital to keep our department running smoothly, and we appreciate each and every one of them for their contributions.

Lastly, the SAGE Center created Policies and Procedures to formalize the operations of our department. We have created a membership/waiver form, have entered that data into our software, and now have emergency information at our fingertips.

We welcome prospective members to stop by the SAGE Center to see how these programs and events can benefit them, keep them active, and keep them engaged in the wonderful community of West Newbury!

Respectfully submitted,

Christine Marshall, Director



**Town of West Newbury
Departmental Expense Budgeting Form**

Draft

	FY2021		FY2022			FY2023			FY2024	
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Year to Date Expended	Budget Requested	
COA										
Personnel										
Salary & Wages	55,905		81,682	71,524	10,158	100,308	100,308	44,985	100,340	
Overtime	0		0			0				
Other (incentives, longevity, stipends)	0		0			0				
Sub-Total:	55,905	0	81,682	71,524	10,158	100,308	100,308	44,985	100,340	
Expenses										
Advertising / Newsletters							5,420	2,112	5,420	
Communications / Cell Phone							540	249	540	
Equipment / Kitchen Supplies							1,000	478	1,000	
Office Supplies							1,500	724	1,500	
Mileage / Travel							1,000	441	1,000	
Professional / Technical Svcs							1,140	790	1,140	
Training / Education / Dues							900	265	900	
Fitness Programs							4,000	1,860	4,000	
Program Food							3,000	1,674	3,000	
Vehicle Maintenance							0	0	0	
Other Programs							1,000	541	1,000	
Sub-Total:	16,097	0	22,500	21,808	692	0	19,500	9,133	19,500	
Department Total:	72,002	0	104,182	93,332	10,850	100,308	119,808	54,118	119,840	

Please complete the above current fiscal year budget request.
For each line item that varies from prior year actual, provide a detailed explanation below.
Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

Budget request submitted by: _____

Contact (phone/email): _____



Town of West Newbury Departmental Salary and Wage Worksheet

Draft

Grade	Position	Hrs/Wk (FY23)	Rate (FY23)	Amount / Year	Proposed Rate (FY24)	Proposed Hrs/Wk (FY24)	Proposed Amt / Year (FY24)
G	Nutrition Coordinator*	24	\$ 23.61	\$ 29,465.28	\$ 23.61	24.00	\$ 29,465.28
D	COA Director	40	\$ 37.44	\$ 77,875.20	\$ 37.44	40.00	\$ 77,875.20
	Driver						
	*Formula Grant						\$ (7,000.00)

Note: Add additional lines if needed.

Proposed Salary/Wages: \$ 100,340.48

For any salary/wage increases/decreases, provide all relevant information. (prior hours/rate, new hours/rate, approvals received, and reason for request)

*Nutrition Coordinator position is partially funded by the Formula Grant. My recommendation for FY 24 is to use \$7,000 of Formula Grant funds.

Budget request submitted by: _____

Contact (phone/email): _____



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: Department Heads, Town Officials, Boards/Commissions/Committees
FROM: Angus Jennings, Town Manager
DATE: December 22, 2022
RE: Budget Package: Guidance and Policy Direction for FY24 Budget Process

This Budget Package is intended to provide uniform guidelines to Department Heads and Boards / Commissions / Committees (B/C/Cs) for the formation of the FY24 Town Operating Budget. Please find enclosed the following to support your preparation of a proposed FY24 Expense Budget:

- FY24 Budget Schedule
- Select Board Budget Policy Direction
- Town Manager Budget Guidelines
 - Budget Narrative with Goals and Objectives
 - Line Item Budget Form
 - Salary and Wage Worksheet
 - Article Request Form
 - What to Expect When Presenting an Article or Budget for FinCom Vote
 - Capital Planning Process
 - Expenditure Detail Report: FY20 and FY21 YTD

Following the adoption of special legislation in 2017, this year marks the fourth budget cycle with a Town Manager form of government. My office and the Finance Department will continue to work closely with the Finance Committee, Capital Improvements Committee and the Select Board to manage the budget process in a manner that is consistent with the legislation, existing Town Bylaws and Policies, and that builds on prior years' budget formats and processes so as to provide you – as the initial preparers of Departmental budget – a clear and familiar process.

We will work to communicate with participants in the budget process on an ongoing basis in order to provide a clear and effective FY24 budget process. If you do have questions, please feel free to contact me or Town Accountant Jennifer Walsh. Thank you.



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

FY24 Budget Schedule

December 5	Select Board review/adopt FY24 Budget Policy Direction
December 22	Budget Package sent to Dept. Heads, Town Officers, Boards, Commissions and Committees (B/C/Cs)
January 11 ¹	Requested FY24 Expense Budgets, and proposed FY24 Capital items, for all Dept. Heads or Town Officers due to Town Manager and Town Accountant
January 24 ²	Requested FY24 Expense Budgets, and proposed FY24 Capital items, for all B/C/Cs due to Town Manager and Town Accountant
January (various)	Review by Town Manager and Town Accountant, including budget working sessions. (Depts. and B/C/Cs will be contacted individually to schedule your reviews, if/as needed)
January 24	Joint meeting of all 3 Pentucket towns' Select Boards and Finance Committees to preview anticipated PRSD school budget
February 6	Town Manager proposed FY24 Capital Improvements Program presented to Select Board
February 6	Town Manager proposed FY24 budget, with Town Manager budget message and proposed FY24 departmental and organizational structure, presented to Select Board.
February 6	Town Meeting Warrant closes. <u>Article requests due to Select Board.</u>
February 6	Select Board referral of proposed FY23 budget to Finance Committee ³
Feb. 9 th	Capital Improvements Committee meeting to review proposed Capital Program and FY24 projects. Capital Improvements Committee likely to schedule 1 or more add'l meetings in Feb. or March as needed.
Feb-March (Feb. 22; March 1, March 8, 15, 22)	Finance Committee meetings to review proposed budget. Departments and B/C/Cs will be notified regarding timing of meetings related to your section(s) of the budget.
March 7 (anticipated)	Pentucket School Committee to vote Regional School District Assessments
March 8 (anticipated)	Joint meeting of all 3 Pentucket towns' Select Boards and Finance Committees to review proposed PRSD school budget
March 13	Capital Improvements Committee report due to Select Board
On/around March 22	Finance Committee Referral of Proposed FY24 Budget to Town Meeting
BY April 10	Posting of Warrants (14 days prior)
BY April 10	Publication of Finance Committee booklet
April 14, 7pm	Annual and Special Town Meetings
May-June	Select Board approval of FY24 Wage/Salary Schedule

¹ If this date presents a problem for any department, please let Angus and Jenny know and we can work with you.

² This date is later than the due date for budgets prepared by Department Heads, to allow extra time for the B/C/Cs (i.e. Library Trustees, Board of Health, Planning Board, Conservation Commission) to prepare and review proposed budgets. If this timeline is not achievable for any specific B/C/C, please contact Angus and Jenny no later than January 11. (Note: the Water Commission's proposed budget typically comes in later in the cycle. As an enterprise budget, it does not affect the bottom-line operating budget, so could be received as late as Jan. 31st.)

³ Per the Town Manager Act Sec. 4(j): "The [select board] shall review the annual proposed budget prepared by the town manager and make changes as the [select board] deems advisable. The town manager shall present the budget which incorporates the changes of the [select board] to the finance committee and the town meeting." Therefore the budget as proposed to Finance Committee will reflect any changes as may be directed by the Board.



Town of West Newbury

Select Board FY '24 Budget Policy Direction

Approved December 5, 2022

To insure the growing and continued financial health of the Town of West Newbury, provide the public with confidence that Town officials respect their responsibility for fiscal stewardship and demonstrate to taxpayers and bond rating agencies that the Town has thoughtfully prepared for its future, the Select Board present to our employees, Boards, Commissions and Committees the following guidance in preparing the FY24 budget.

1. We propose a FY24 operating budget that will limit the overall increase in the expense budget to no more than 2.5%, not including any school budget increases including related to the Pentucket Middle/High School override. If, in order to meet this budgetary goal, the proposed budget includes any changes in organizational structure, employee head count, hours of operation and/or budgeted level of service, these changes should be specified.
2. We will carry out a clear, transparent public process for finance committee and public review of the proposed FY24 budget, taking into account information from taxpayers, town officials, department heads, Boards/ Commissions/ Committees, and residents.
3. We propose to recommend that Town Meeting continue to draw-down the balance in the School Stabilization fund in FY24 based on a multi-year plan to mitigate the taxpayer impact of the Middle/High School project.
4. We propose that updates and revisions to the Capital Improvement Program be presented by the Town Manager in accordance with the timeline requirements in the Capital Improvements Committee Bylaw. We propose that the Capital Improvements Committee and the Town Manager evaluate whether an appropriation of \$500,000 from the operating budget into the Capital Stabilization Fund is an appropriate amount when taking into account FY24 and future years' anticipated capital funding needs.
5. We propose that the FY24 budget process identify which Town and/or Water capital project costs or other eligible expenses will be paid in full or in part through the Town's allocation of Federal American Rescue Plan Act (ARPA) funds, with a priority on one-time capital projects and related expenses.
6. We propose that the Town Manager and Department Heads both continue to consider, and expand consideration of, potential opportunities to regionalize some town services, if this can be achieved at cost savings while maintaining or enhancing current levels of service, including exploring potential opportunities that may not be ready for implementation in time for FY24.
7. We propose that Department Heads and Boards/Commissions/Committees review, for programs and services that generate fees, the existing fee structures, their comparability to other municipalities in the region, and the sufficiency of projected fee revenues to cover or suitably offset the underlying town operating costs for such fee-supported programs and services.
8. We propose that the FY24 budget should take into account the estimated impacts, if any, of any newly effective requirements imposed by statute, bylaw, regulation or policy, and should specify the estimated impact of any such newly effective requirements. These estimates should take into account the anticipated impacts of any new statute, bylaw, regulation or policy that is known to affect FY24 or is proposed to take effect during FY24.
9. We propose that, for each section of the proposed budget, the proposed budget specify the individual(s) or the Board/Commission/Committee that will have authority to expend the budgeted funds.

Approved by the Select Board
December 5, 2022

Town Manager Budget Guidelines

- **Budget Narrative with Goals and Objectives**
Initial requested expense budgets should include current statements of goals and objectives for FY24. This should include focus on the cost impact – positive or negative – of any such goals and objectives. This is also the appropriate section of your budget to respond to the Select Board Budget Policy item 8 (estimating the impact of known/proposed policy changes/mandates on your operations) and item 9 (identifying authorized signer(s) for departmental expenses).
- **Line Item Budget Form** *(available in editable Excel format)*
Please clearly explain ANY changes from the previous fiscal year budget amounts in the notes section provided, and/or in an attached memorandum. THIS WORKSHEET IS JUST A GUIDE. ALL LINE-ITEM DESCRIPTIONS INCLUDED ARE SAMPLES WHICH MAY OR MAY NOT APPLY TO YOUR DEPARTMENT. All proposed expenses should be clearly identified in the notes section and/or in an attached memorandum. For example, if the proposed budget for “Training / Education / Dues” is \$800, the backup information should specify that this is comprised of, for example, \$400 for seminars and workshops, \$250 to attend an annual conference, and \$150 for dues for professional organizations. These subset numbers will not be binding through the budget year, but will assist my office and the Finance Committee to understand what is “behind the numbers.” Departments with projected overtime line items must submit documentation of the basis and need for this overtime.
- **Salary and Wage Worksheet** *(available in editable Excel format)*
This worksheet should list all employees in your Department, FY23 budgeted hours and rate of pay, FY24 budgeted amount/year (salary/wages only), and proposed hours, rate of pay, and proposed budgeted amount/year (salary/wages only). The updated salary/wage grade/step schedule approved by the Select Board on December 19, 2022 will be provided separately. For employees with a union or employment contract, budget the contracted amount for FY24. For non-union and non-contract personnel, use the current pay, with no increase for cost of living. Cost of living adjustments (COLAs) will be added to non-union wages at a later date. If you wish to propose a step increase due to changes in a position’s responsibilities, longevity, and/or merit pay increases, justification must be provided in the notes section or in a separate memorandum. The Town Manager will review all such proposals on a case-by-case basis, and any such changes in pay rate are subject to approval by the Select Board. You will receive prior notice of any public meeting which will include discussion of your department’s proposed budget.
- **Expenditure Detail Report** *(available in editable Excel format)*
My office with the Town Accountant prepared the enclosed report of FY21 and FY22 Budget and Expended, FY23 Budget and Year-to-Date (as of 12/22/22, which was 47.7% through the current fiscal year). On request, the Town Accountant will run a detailed report for your section(s) of the budget showing all expenditures made from your accounts during the current or prior fiscal years.
- **Article Request Form** *(available in editable Word or Excel format)*
This form is unchanged from last year’s budget cycle. Due to there being several newer members on the Finance Committee, **Article Request Forms will be expected for all proposed Town Meeting Articles, even for recurring articles**. Article Request Forms may include supporting documentation (basis of estimates, etc.). Departments proposing capital items should work with my office to prepare Form Bs to be provided to the Capital Improvements Committee.

Line Item Budget Form (available in editable Excel format)

**Town of West Newbury
Departmental Expense Budgeting Form**



	FY2018		FY2019				FY2020				FY2021
	Actual Expended		Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested
SAMPLE DEPARTMENT											
Personnel											
Salary & Wages	237,551		245,000	245,000	236,520	8,480	245,000	245,000	236,520	8,480	
Overtime	28,542		35,000	30,000	26,250	3,750	35,000	29,000	26,250	2,750	
Other (incentives, longevity, stipends)	2,000		2,000	2,000	1,850	150	2,100	2,100	1,250	850	
Sub-Total:	268,093		282,000	277,000	264,620	12,380	282,100	276,100	264,020	12,080	0
Expenses											
Advertising	265		500	500	220	280	500	500	385	115	
Communications	379		500	500	385	115	500	500	385	115	
Equipment Purchase, Repairs	379		500	500	385	115	500	500	385	115	
Materials & Supplies	3,750		4,000	4,000	2,650	1,350	5,000	4,000	3,251	749	
Mileage / Travel	265		500	500	220	280	500	500	385	115	
Professional / Technical Svcs	3,750		4,000	4,000	2,650	1,350	5,000	4,000	3,251	749	
Training / Education / Dues	2,835		5,000	5,000	3,251	1,749	5,000	4,000	3,251	749	
Uniforms	1,350		1,500	1,500	879	621	1,500	1,500	879	621	
Utilities	265		500	500	220	280	500	500	220	280	
Vehicle Maintenance	379		500	500	385	115	500	500	385	115	
Other Expenses	1,350		1,500	1,500	879	621	1,500	1,500	879	621	
Sub-Total:	14,967		19,000	19,000	12,124	6,876	21,000	18,000	13,656	4,344	0
Department Total:	283,060		301,000	296,000	276,744	19,256	303,100	294,100	277,676	16,424	0

Please complete the above current fiscal year budget request.
For each line item that varies from prior year actual, provide a detailed explanation below.
Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

Budget request submitted by: _____

Contact (phone/email): _____

Salary and Wage Worksheet *(available in editable Excel format)*



**Town of West Newbury
Departmental Salary and Wage Worksheet**

Grade	Position	Hrs/Wk (FY23)	Rate (FY23)	Amount / Year	Proposed Rate (FY24)	Proposed Hrs/Wk (FY24)	Proposed Amt / Year (FY24)

Note: Add additional lines if needed.

Proposed Salary/Wages: \$ _____ -

For any salary/wage increases/decreases, provide all relevant information (prior hours/rate, new hours/rate, approvals received, and reason for request).

Budget request submitted by: _____

Contact (phone/email): _____

ARTICLE REQUEST FORM

ARTICLE:

AMOUNT REQUESTED:

CONTACT PERSON:

PHONE NUMBER:

Why should the town make this purchase? What needs will be met? Who will benefit?

What factors affect the timing of this purchase?

When should this Article be sunsetted--how long will the project take?

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)

Does this Article involve improvement, preservation or creation of tangible assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

Please attach additional pages or other supporting documentation.

What to Expect When Presenting an Article or Budget for FinCom Vote

Under Town Bylaws, the Finance Committee is charged with vetting, analyzing and voting whether to recommend “all Articles in the Warrant, especially those involving the appropriation of money.” We also must present an Omnibus Budget at the Annual Town Meeting. We must prepare a booklet to guide Town Meeting and explain our rationales to the Town. The FinCom takes these responsibilities seriously and works hard to obtain a full understanding of the pros and cons of all matters that come before it.

The FinCom cannot in good faith recommend a proposal that it does not fully understand. To help you help us do our job when you have a matter that will require a FinCom vote, we have prepared this guide, which will be circulated to every Town Department, Board, and Committee approximately four months prior to each Town Meeting.

In preparation for the FinCom to vote on your proposed Article or Budget item, the Town Manager’s office will provide us with requested information, and b) work with the FinCom Chair to schedule a meeting with the Committee. In order to facilitate a smooth process, please:

- 1) Provide any Article submission on the Town Article Request Form and any supporting materials to the Town Manager so that the submission may reach us in a timely manner—and provide summary answers as opposed to “see attached”;
- 2) Provide any proposed budget and any supporting materials (with prior comparative data) to the Town Manager for timely submission to us;
- 3) When we ask to meet with you, make yourself available in time for FinCom to complete its evaluation;
- 4) Provide the Town Manager with any additional written materials, timely for the Town Manager’s distribution of materials to the FinCom at least one week prior to meeting with us;
- 5) Be prepared to answer questions relating to such matters as a) the short- and long-term costs and benefits of your proposal; b) your consultation with/approvals from other affected Town departments, committees, boards; c) the alternatives you considered in developing your proposal; d) your proposed funding source(s); e) your plan to implement the proposal if approved at Town Meeting; f) date for completion/sunsetting of Article;
- 6) Keep us up to date with follow-up information FinCom may request as well as any changes to or further developments regarding your proposal;
- 7) Recognize that the FinCom booklet – the culmination of months of Committee work – will go to press at least two weeks before Town Meeting, making last minute changes infeasible.

FY23 Committee Members		
<u>Name</u>	<u>Title</u>	<u>Term</u>
Christopher Wile	Chair	2023
Jim Sperelakis	Secretary	2024
Walter Burmeister	Member	2023
Daniel Innes	Member	2024
Rob Phillips	Member	2025
Ross Capolupo	Member	2025
Committee webpage: https://www.wnewbury.org/finance-committee		

Capital Planning Process

The role of the Capital Improvements Committee (CIC) is set forth in the CIC Bylaw, and includes consideration of the relative need, impact, timing and cost of proposed capital expenditures and the effect each will have on the financial position of the town. Working with the DPW Director, Chief Fire Engineer, Page School Administration and facilities personnel, Parks & Rec Commission, and other Department Heads and B/C/Cs, my office maintains a database of all known and potential capital items into a consolidated Capital Improvements Program. This is updated periodically, and annually within the capital budgeting process. Specific projects proposed for FY24 funding will proceed through the familiar CIC review process.

The comprehensive Capital Improvements Program is intended to support clear decision-making regarding the comparative costs and benefits of the Town's capital needs. The CIC review process and recommendations for specific projects will proceed in parallel with the overall budget process.

The Capital Improvements Committee shall study proposed capital projects involving the planning for and the improvement, preservation and creation of tangible assets and projects which:

- 1) have useful life of at least five years;
- 2) cost over \$20,000; and/or
- 3) for which the town is authorized to borrow funds.

The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report. The Committee shall not fail to report on any proposal that has been properly submitted.

The CIC shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, including any items to be funded in the current fiscal year, and a Capital Improvements Program including recommended capital improvements for the following five (or more) fiscal years. The report shall be submitted to the Select Board not later than six weeks prior to the Annual Town Meeting for its consideration and recommendations. The Board shall submit the Capital Budget together with its recommendations to the Annual Town Meeting.

FY23 Committee Members	
<u>Name</u>	<u>Title</u>
Judith Mizner	Chair
Polly McDowell	Vice Chair
Elisa Grammer	Clerk
Julie Boria	Member
Ross Capolupo	Finance Committee Representative
Rick Parker	Select Board Representative
Angus Jennings, Town Manager	Ex Officio
Committee webpage: https://www.wnewbury.org/capital-improvements-committee	

Expenditure Detail Report: 21, FY22 and FY23 YTD

The Town Accountant prepared the enclosed reports of FY21 Budget and Expended, FY22 Budget and Expended, FY23 Budget and Year-to-Date (as of 12/22/22, which was 47.7% through the current fiscal year).

On request, the Town Accountant will run a detailed report for your section(s) of the budget showing all expenditures made from your accounts during the current or prior fiscal years.

*Provided separately to each Department Head and
Board/Commission/Committee*

WINTER YOGA

for Calm and Stability



Drop-in
Beginners welcome

Wednesdays @ 9AM
Old Town Hall @ 491 Main Street
\$5/class

January 4 - February 15

978-363-1105 | westnewburylibrary.org

Sponsored in part by the Friends of the West Newbury Library



SAGE CENTER

social | activities | growth | education

LUNCH & LEARN SPEAKER SERIES

THURSDAY, JAN. 12

11:30 AM - 1:00 PM

Lunch: Stuffed Peppers
Suggested donation: \$5

Amy Jenkins from MeVa (formerly MVRTA) will provide information to help us navigate the transportation system in the Merrimack Valley. All Mini MeVa Vans have wheelchair lifts and are handicapped accessible.

Come for lunch - Stay for info and Q&A.



with Amy Jenkins,
Director of Paratransit
Operations at MeVa



REGISTER

at 978-363-1104 or
coa@wnewbury.org

381 Main Street, West Newbury
978-363-1104 | coa@wnewbury.org



SAGE CENTER

social | activities | growth | education

To: Angus Jennings, Town Manager
From: Christine Marshall, COA Director *CM*
Date: October 21, 2022
Re: Expanding SAGE Center Hours

As we discussed, I am interested in expanding the SAGE Center hours to include one evening per week. This will allow us to grow participation and make services available to older adults who work full time.

The SAGE Center is currently open Monday through Thursday from 8 am – 4:30 pm and Friday from 8 am – noon. I would recommend extending Wednesday's hours until 7 pm and adding an exercise class on Wednesday evenings.

Over the summer, we started offering evening events once a month, which were successful. They included:

- Ice Cream Socials at the Summer Concerts on July 21 and August 25
- End of Summer Cookout on September 15
- Taco Tuesday on October 18 – unfortunately it was cancelled due to illness

I am available to work the additional hours on Wednesday evenings. In exchange, I am requesting to work from home on Fridays – keeping my total hours at 40.

If approved, I will discuss the idea with the COA Board at its November meeting. Other details to consider are the Annex availability and a start date. My thought is that there is a high demand for an evening exercise class and it could start as early as December.



West Newbury Council on Aging

381 Main Street, West Newbury, MA 01985 | (978) 363-1104 | coa@wnewbury.org

COA

From: Corinn Flaherty <cflaherty@westnewburylibrary.org>
Sent: Tuesday, January 3, 2023 2:22 PM
To: COA
Subject: Fw: winter adult programs
Attachments: Topics.docx

Hi Christine,

I hope your holidays were relaxing and enjoyable.

Thanks for the flyers and newsletters, we put them out.

Wanted to ask you two things:

First, Robin Putnam from the Office of Consumer Affairs in Boston is going to do 3 virtual talks for me this Winter/Spring. I wanted to know if you wanted to cross promote these events? There is no fee for the programs and I'll handle registration and Zoom links etc., but I thought your population would likely benefit from these programs most, so wanted to check in with you. I also thought that if some of your seniors are not able to easily access Zoom, maybe you'd consider holding a "watch party" at the senior center - which I'd be happy to help you set up - we have spare laptop and projector - but you may have a smart TV - we are not yet so sophisticated 😊

The scheduled is as follows:

Feb Feb. 28 at 6pm Identity theft and online safety

Wed March 22 at 6pm Skimming

Wed April 26 at 6pm Contracting

You can see descriptions on the attached Topics doc.

Let me know if you're interested and once I make a flyer I can send some over to you.

Second, wondering if you have any seniors interested in the tax write off program who would like to volunteer at the library? The person would need to have basic computer skills and some finger dexterity, as this person would be handling our discarded books to make sure they have been cleared from the system and sticking them to mark them as such. It would require about 2 hours/week, sometimes a little more, sometimes a little less and the hours are very flexible. Work can be done essentially any time we are open.

Thanks,
Corinn

Corinn Flaherty

Director
G.A.R. Memorial Library
490 Main Street

Skimming Devices Wed. March 22

Robin Putnam, Events & Outreach Manager from the Office of Consumer Affairs and Business Regulation, will present on credit card skimming devices. The presentation will include information about the Office and what we do. It will also cover tips on how to spot skimming devices found at gas stations and ATMs.

Identity Theft & Fraud Prevention Tue. Feb 28

Robin Putnam, Events & Outreach Manager from the Office of Consumer Affairs and Business Regulation, will present on identity theft & fraud prevention. The presentation will include information about the Office and what we do. It will also cover how to spot and avoid scams, recent scams that the Office has learned about, how to prevent identity theft & steps to take if you have fallen victim.

Online Safety

Robin Putnam, Events & Outreach Manager from the Office of Consumer Affairs and Business Regulation, will present on online safety. The presentation will include information about the Office and what we do. It will also cover how to be safe online whether it be on your smart device, social media or online banking, phishing emails, and general protection from scams and identity theft.

Home Improvement Contractors Wed. April 26

Robin Putnam, Events & Outreach Manager from the Office of Consumer Affairs and Business Regulation, will present on home improvement contractors. The presentation will include information about the Office and what we do. It will also cover registration of contractors, what to do about complaints, arbitration, and the guaranty fund.

Shopping Rights

Robin Putnam, Events & Outreach Manager from the Office of Consumer Affairs and Business Regulation, will present shopping rights. The presentation will include information about the Office, expressed & implied warranties, return policies, defective merchandise, pricing discrepancies, and shopping online, through the mail or television.