

MEETING NOTICE-WEST NEWBURY
FINANCE COMMITTEE

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2022 MAR 25 AM 8:47

Date & Time: Tuesday, March 29th, 2022 6pm
Location : 1910 Building 1st Floor Hearing Room
By: Gary L. Roberts Jr., Chairman

AGENDA

1. Call to Order
2. Public Comment, Public Comment is limited to residents of West Newbury and to items on the Agenda. Residents will be allowed 2 minutes to share their comments, the Chair may allow for more time at their discretion.
3. Review sunset clauses for proposed DPW articles
4. Approval of Minutes
5. Review and discuss budgets and articles from the following departments:
 - A. Water
 - B. Community Preservation Committee
 - C. Parks & Recreation
 - D. Mill Pond Committee
 - E. Bandstand
 - F. Select Board
 - G. Town Manager
 - H. Finance Department
 - I. Finance Committee
 - J. Medicare Insurance (FICA)
 - K. Transfers – Stabilization
6. Review division of labor for preparation of Finance Committee Town Meeting booklet, and determine need for any future meetings (in addition to joint meeting with Select Board, Moderator, etc., date/time TBD)
7. Appoint Finance Committee representative to Capital Improvements Committee
8. Appoint Finance Committee representative to Investment Policy Committee
9. Communications
10. Adjournment

This meeting is being broadcast on local cable TV and recorded for rebroadcast on the local cable channels and on the internet.

Town of West Newbury										
Capital Improvement Committee "Form E" rating test for budget request priorities:										
FY 2023	<i>Amount</i>	\$27K	\$25K	\$85K	\$65K	\$56K	\$80K	\$39K	\$27.5K	\$35.9K
	<i>Dept</i>	Water	DPW	DPW	DPW	DPW	DPW	Fire	DPW	DPW
	<i>Project</i>	System & Hydraulic Study	Page Exterior Evaluation	Page Structural Study	Phone Replacement	Electric Truck & Charger	F-550 1 Ton Dump Truck w/ Plow	Remove & Replace Communication Equipmt	Garage Roof Shingle Replacement	Create a New Carpentry Work Area
\$27K										
Chuck Wegrzyn		-	-	-	-	-	-	-	-	-
Patricy McCoy		-	-	-	-	-	-	-	-	-
Julia Boria		1,300	1,650	1,250	1,500	1,050	1,450	1,550	1,300	950
Elisa Grammer		1,510	1,435	1,390	960	1,140	720	855	895	785
Rick Parker		1,740	1,440	1,590	1,470	1,495	1,255	1,365	1,020	915
Polly McDowell		1,300	1,800	1,325	1,300	1,650	1,700	1,300	1,425	950
Judy Mizner		1275	1275	1250	1250	1250	1250	1325	1275	1275
Total Number		7,125	7,600	6,805	6,480	6,585	6,375	6,395	5,915	4,875
Ranking		2	1	3	5	4	7	6	8	9

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT -- ANNUAL TOWN MEETING
SATURDAY, MAY 14, 2022 @ 9am**

Essex, ss.

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

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet outdoors behind the Town Annex (near the Bandstand), 379 Main Street, at 9:00 a.m. on Saturday May 14, 2022 to act upon or take any other action relative to all but the first of the following articles.

GENERAL GOVERNMENT MATTERS

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.*

ARTICLE 2. To see if the Town will vote to transfer the sum of \$397,325 from the School Stabilization Fund to pay a portion of the Town share of debt services associated with the building of the new Middle/High School, or take any other action relative thereto. *By request of the Select Board.*

ARTICLE 3. To determine what sums of money the Town will raise and appropriate for defraying the expenses of the Town for ensuing fiscal year and for the payment of Town debt, or take any other action relative thereto. *By request of the Select Board.*

WATER ENTERPRISE FUND

ARTICLE 4. In accordance with the provisions of Chapter 38 of the Acts of 1936, to see what instructions, rules, and regulations the Town may wish to impose on the Board of Water Commissions, 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 appropriate, in anticipation of Water Department revenues, the sum of \$_____ of which \$_____ for salaries and wages which include \$_____ for Water Commissioners' Stipends; \$_____ for insurances; \$_____

for expenses; \$_____ for debt services; \$_____ for extraordinary and unforeseen expenses; and \$_____ for indirect cost, or take any other action relative thereto. *By request of the Board of Water Commissioners.*

ARTICLE 6. To see if the Town will vote to transfer the sum of \$7,500 from the Water Enterprise Fund Free Cash Account to the Water Enterprise Stabilization Fund, or take any other action relative thereto. *By request of the Board of Water Commissioners.*

APPROPRIATIONS

ARTICLE 7: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$80,542 for the Pension Liability Stabilization Fund, or take any other action related thereto. *By request of the Select Board.*

ARTICLE 8: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$15,000 for the Other Post-Employment Benefits (OPEB) Stabilization Fund, or take any other action related thereto. *By request of the Select Board.*

ARTICLE 9: To see if the Town will vote to limit the total amount that may be expended from each revolving fund established pursuant to Section XL of the Bylaws of the Town of West Newbury, to wit:

▪ Section 5.1 Summer Recreation Revolving Fund	\$ 44,350
▪ Section 5.2 GAR Library Fines and Penalties Revolving Fund	\$ 10,000
▪ Section 5.3 Police Vehicle Revolving Fund	\$ 20,000
▪ Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund	\$ 5,000
▪ Section 5.5 Electric Vehicle Charging Stations Revolving Fund	\$ 10,000
▪ Section 5.6 Curbside Collection of Trash, Recycling and Food Waste Revolving Fund	\$150,000

or take any other action related thereto. *By request of the Select Board.*

ARTICLE 10: To see if the Town will vote to transfer the sum of \$10,364.00 from the Septic Loan Revolving Account for the repayment of debt service, or take any other action related thereto. *By request of the Board of Health.*

ARTICLE 11: To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2023, with each item to be considered a separate appropriation,

- Appropriate \$35,765 from FY 2023 estimated revenues for Committee Administrative Expenses.
- Reserve \$71,530 from FY 2023 estimated revenues for Community Housing Reserve.
- Reserve \$71,530 from FY 2023 estimated revenues for Historic Resources Reserve.
- Reserve \$71,530 from FY 2023 estimated revenues for Open Space & Recreation Reserve.
- Reserve \$464,942 from FY 2023 estimated revenues for Budgeted Reserve.

or take any other action related thereto. *By request of the Community Preservation Committee.*

ARTICLE 12: To see if the Town will vote to transfer from available funds the sum of \$____ to fund unbudgeted personnel costs, or take any other action related thereto. *By request of the Select Board.*

[NOTE: Amount pending; comprehensive Personnel Wage/Classification Study, funded in part by a Mass. Dept. of Revenue Municipal Best Practices grant awarded to the Town in late 2021, said study now underway.]

ARTICLE 13: To see if the Town will vote to transfer from available funds the sum of \$48,000 to fund the study and design for improved parking and circulation within Pipestave and the adjacent Dunn property (so-called), or take any other action related thereto. *By request of the Select Board.*

[NOTE: Amount subject to change based on ongoing review.]

ARTICLE 14: To see if the Town will vote to transfer from available funds the sum of \$9,900 to fund vegetation management at Pipestave and the adjacent Dunn property (so-called), or take any other action related thereto. *By request of the Parks & Recreation Commission.*

ARTICLE 15: To see if the Town will vote to transfer from Community Preservation Act funds, Open Space and Recreation Reserve, the sum of \$45,000 for costs and expenses pertaining to a site assessment and master plan for the Cammett Park land on Bachelor Street, or take any other action related thereto. *By request of the Community Preservation Committee and the Parks & Recreation Commission.*

(Note: Currently pending review by the Community Preservation Committee; would only remain on Warrant with CPC approval. The CPC is scheduled to meet again on Thursday, March 24th at 6:30pm).

ARTICLE 16: To see if the Town will vote to transfer from available funds the sum of \$15,000 to fund a study for the potential to generate solar electricity at several town-owned parcels, or take any other action related thereto. *By request of the Energy and Sustainability Committee.*

ARTICLE 17: To see if the Town will vote to transfer from available funds the sum of \$2,500 to provide matching funds for the next phase of a Historic Property Survey/Inventory, or take any other action related thereto. *By request of the Historical Commission.*

ARTICLE 18: To see if the Town will vote to transfer from available funds the sum of \$25,000 to fund an evaluation/audit of the Page School brick exterior/lintels, or take any other action related thereto. *By request of the DPW Director.*

(NOTE: Currently pending review by the Capital Improvements Committee; would only remain on Warrant with CIC approval. The CIC is scheduled to meet again on Thursday, March 24th at 7:30pm).

ARTICLE 19: To see if the Town will vote to transfer from available funds the sum of \$85,000 to fund a Structural Safety and Component Assessment Study for Page School, or take any other action related thereto. *By request of the DPW Director.*

(NOTE: Currently pending review by the Capital Improvements Committee; would only remain on Warrant with CIC approval. The CIC is scheduled to meet again on Thursday, March 24th at 7:30pm).

ARTICLE 20: To see if the Town will vote to transfer from available funds the sum of \$65,000 to fund the replacement of Town Offices phone system, or take any other action related thereto. *By request of the DPW Director.*

(NOTE: Currently pending review by the Capital Improvements Committee; would only remain on Warrant with CIC approval. The CIC is scheduled to meet again on Thursday, March 24th at 7:30pm).

ARTICLE 21: To see if the Town will vote to transfer from available funds the sum of \$56,000 to fund the replacement of a pickup truck for the Facilities Division of DPW, or take any other action related thereto. *By request of the DPW Director.*

(NOTE: Currently pending review by the Capital Improvements Committee; would only remain on Warrant with CIC approval. The CIC is scheduled to meet again on Thursday, March 24th at 7:30pm).

ARTICLE 22: To see if the Town will vote to transfer from available funds the sum of \$80,000 to fund the replacement of a F-350 Dump Truck with new F-550 Dump Truck for Highway Division of DPW, or take any other action related thereto. *By request of the DPW Director.*

(NOTE: Currently pending review by the Capital Improvements Committee; would only remain on Warrant with CIC approval. The CIC is scheduled to meet again on Thursday, March 24th at 7:30pm).

ARTICLE 23: To see if the Town will vote to transfer from available funds the sum of \$39,000 to fund the purchase of new Public Safety Emergency Communication equipment and removal of outdated equipment, or take any other action related thereto. *By request of the Board of Fire Engineers.*

(NOTE: Currently pending review by the Capital Improvements Committee; would only remain on Warrant with CIC approval. The CIC is scheduled to meet again on Thursday, March 24th at 7:30pm).

ARTICLE 24: To see if the Town will vote to transfer from available funds the sum of \$15,000 to fund the purchase of 6 new automated external defibrillators (AED) for public safety responders and town-wide facilities, or take any other action related thereto. *By request of the Board of Fire Engineers.*

ARTICLE 25: To see if the Town will vote to transfer from available funds the sum of \$10,000 to fund the replacement/purchase of a new rescue air bag system, or take any other action related thereto. *By request of the Board of Fire Engineers.*

ARTICLE 26: To see if the Town will vote to transfer from available funds the sum of \$14,500 to fund the replacement/purchase of 2 new saws and power tools, or take any other action related thereto. *By request of the Board of Fire Engineers.*

ARTICLE 27: To see if the Town will vote to transfer from available funds the sum of \$342 to reimburse prior fiscal year expenses incurred by Town Committee members, or take any other action related thereto. *By request of the Town Manager.*

BY-LAWS – OTHERS

ARTICLE 28: To see if the Town will vote to accept as a public way the layout of Sullivans Court Extension, as heretofore laid out by the Select Board and shown more particularly on a plan entitled “Sullivans Court Extension’ Street Acceptance Plan,” dated March 9, 2022, prepared by The Morin-Cameron Group, Inc., a copy of which is on file with the Town Clerk’s Office, and to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, the fee simple title to or a permanent easement in said roadway for all purposes for which public ways are used in the Town of West Newbury, including utility purposes, and any drainage, access, utility and other easements related thereto. *By request of the Select Board.*

ARTICLE 29: Planning Board (pending public hearing) – To see if the Town will vote to amend the West Newbury Zoning Bylaw to amend Section 5.F, to update the local preference section of the Inclusionary Housing Requirements Bylaw, or take any other action related thereto.

ARTICLE 30: To see if the Town will vote to amend the West Newbury Town Bylaws to adopt a new Section __, Municipal Affordable Housing Trust Fund Bylaw, or take any other action related thereto. *By request of the Select Board.*

ARTICLE 31: To see if the Town will vote to amend the West Newbury Town Bylaws to adopt a new Section __, Building Numbering/Street Naming, to regulate the numbering of buildings, or take any other action related thereto. *By request of the Building Inspector.*

ARTICLE 32: To see if the Town will vote to amend the West Newbury Town Bylaws to adopt a new Section __, Wetlands Protection Bylaw, or take any other action related thereto. *By request of the Conservation Commission.*

ARTICLE 33: To see if the Town will amend Article XXXVI of the Town Bylaws, the Community Preservation Committee Bylaw, to designate that a permanent member of the Community Preservation Committee be a member of the West Newbury Open Space Committee, or take any other action related thereto. *By request of the Open Space Committee.*

ARTICLE 34: To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 140, Section 139, to authorize the waiving of fees for dog licenses for residents over the age of 70, or take any other action related thereto. *By request of the Town Clerk.*

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Annual Town Meeting, as provided within the Town By-Laws

LOCATIONS TO POST WARRANT:

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

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

Given under our hands this ____ day of _____, 2022.

BOARD OF SELECTMEN

Richard G. Parker, Chairman

David W. Archibald

Wendy J. Reed

**TOWN OF WEST NEWBURY
COMMONWEALTH OF MASSACHUSETTS
WARRANT – SPECIAL TOWN MEETING
SATURDAY, MAY 14, 2022 @ 9am**

Essex, ss.

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

In the name of the Commonwealth, you are hereby required to notify and warn all the inhabitants of the Town of West Newbury, who are qualified to vote in the elections and Town affairs, to meet outdoors behind the Town Annex (near the Bandstand), 379 Main Street, at 9:00 a.m. on Saturday May 14, 2022 to act upon or take any other action relative to all but the first of the following articles.

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.*

ARTICLE 2. To see if the Town will vote to transfer the sum of \$27,000 from Water Enterprise Fund Account for Engineering services to update the Water Departments existing hydraulic model and water distribution system study originally completed in 2003. The capital improvement plan associated with the distribution system study was updated in 2008, or take any other action relative thereto. *By request of the Board of Water Commissioners.*
[NOTE: Amount subject to change. Discussions among Board of Water Commissioners and the Select Board regarding the recommended scope of work for such study, and associated budget number, now underway.]

ARTICLE 3. To see if the Town will vote to rescind a \$1,250,000 portion of the \$1,500,000 appropriation and the related borrowing authority voted by the Town under Article 10 of the November 4, 2019 Town Meeting for repairs to the Soldiers and Sailors Memorial Building; or take any action relative thereto. *By request of the Select Board.*

ARTICLE 4. To see if the Town will vote to authorize the disposition, by sale or lease, of the Soldiers and Sailors Memorial Building, subject to procurement requirements, and subject to a Historic Preservation Restriction, and to transfer from available funds the sum of \$_____ to fund costs associated with the preparation of such Historic Preservation Restriction and costs associated with disposition, or take any other action related thereto. *By request of the Select Board.*
[NOTE: Amount subject to ongoing review.]

ARTICLE 5. To see if the Town will vote to transfer from available funds the sum of \$_____ to fund the removal of the Soldiers and Sailors Memorial Building, site stabilization, and the preparation of a design plan by a landscape architect to establish a veterans' memorial park on the site, or take any other action related thereto. *By request of the Select Board.*
[NOTE: Amount subject to ongoing review.]

ARTICLE 6. To see if the Town will vote to transfer from available funds the sum of \$_____ to fund the fiscal year 2022 snow and ice deficit, or take any other action related thereto. *By request of the DPW Director. [NOTE: Amount subject to change based on eligible costs incurred. As of March 11, based on invoices paid year-to-date, the FY22 Snow & Ice deficit is approximately \$3,905.]*

ARTICLE 7: To see if the Town will vote to transfer from available funds the sum of \$111,245 to fund several facility improvements throughout the town, including ADA accessibility improvements, roof replacement at the former highway garage, DPW work station relocation, annex repairs, and furniture renovations for both hearing rooms in the 1910 Building, establishment of a new reception desk in the 1910 Building, or take any other action related thereto. *By request of the DPW Director. [NOTE: Amount and scope subject to change based on ongoing review.]*

ARTICLE 8: To see if the Town will vote to transfer from available funds the sum of \$34,000 to fund a town-wide audit of the effects of the Emerald Ash Borer on all our public right-of-way Ash trees, or take any other action related thereto. *By request of the DPW Director.*

You are hereby directed to serve this warrant by posting attested copies thereof at least 14 days before the date of the Annual Town Meeting, as provided within the Town By-Laws

LOCATIONS TO POST WARRANT:

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

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

Given under our hands this ____ day of _____, 2022.

BOARD OF SELECTMEN

Richard G. Parker, Chairman

David W. Archibald

Wendy J. Reed

WATER DEPARTMENT - EXPENDITURE REPORT

	FY 2020	FY 2020	FY 2020	FY 2021	FY 2021	FY 2021	FY2022	FY2022	FY2023
	Final Budget	Expended	Turned Back	Final Budget	Expended	Turned Back	Final Budget	Thru 3-22 Expended	Budget Requested
	\$ 795,009			\$ 861,446			\$ 863,649		\$ 949,888 2% COLA
WATER DEPARTMENT									
Salaries & Wages	197,603	199,208	-1,650	205,579	178,229	27,350	280,038	174,835	319,297
Insurance	34,282	32,917	1,365	27,141	24,153	2,988	47,248	29,046	73,196
Expenses	395,564	343,478	52,086	379,896	354,177	25,719	339,399	223,839	440,313
Debt Service	101,696	101,646	0	176,920	113,671	63,249	124,068	123,711	144,188
Extraordinary & Unforeseen	15,000	0	15,000	20,000	0	20,000	20,000	0	20,000
<hr/>									
SUBTOTAL	744,145	677,249	66,801	809,536	670,230	139,306	810,753	551,431	996,994
INDIRECT COST	50,954	50,954	0	51,910	51,910	51,910	52,896	52,896	53,954 2% increase
TOTAL EXPENDITURE	795,099	728,203	66,801	861,446	722,140	191,216	863,649	604,327	1,050,948

EXPLANATION OF INCREASE/DECREASE

Salaries & Wages	\$31,672 increase.
2% COLA	\$1.50/hr. for possible change to water operator (Brian) job description to be promoted to lead operator. (\$3,132) \$1/hr. raise when water operator (Donny) receives his Grade II T License. (\$2,088) 10 weeks training new Manager/Superintendent, August, September and two weeks in October (\$17,452) Ex-Manager/Superintendent account for Consultant fees after his retirement. (\$10,000) \$500 decrease On-Call pay
SCADA throughout town,	\$3,000 increase
Comcast (cost increase new site, phones & scada)	
Bottled Water	\$100 decrease
Clothing Allowance	\$600 increase (\$400X3=\$1,200) Now paid through payroll and it is taxed)
Essex County Retirement	\$12,917 increase Amount came from the Finance Department (added cost for new employee)
Education	\$500 increase for additional classes which is required to maintain a water license
NEWWA Conference	\$500 increase for Manager/Superintendent to attend NEWWA Conference
Water Testing	\$5,000 increase additional cost for the new bedrock well
Tools, equipment, brass	\$6,000 decrease supply is now in good shape
Water Purchase/NBPT	\$16,000 decrease purchased water from the City of Newburyport (New Bedrock Well on line)
Operating to Stabilization	\$100,000 if there are enough funds in the operating budget in June, transfer funds to Stabilization for capital fun
Mileage Reimbursement and Man/Supt stipend	\$2,400 increase Mileage Reimbursement and \$200/month stipend for Manager/Supt use of his/hers car during work hours
Insurances	\$25,948 increase Mikes 4 months town health and 8 months Medex2 (\$4,449), new Man/Supt Family Plan if need be \$24,170, Donny's Family Plan \$24,170, Marie O'Brian Maedex2 \$2,257, Jodi and Brian Opt-Out \$2,400 P&C \$15,750
Debt	\$20,120 increase in debt. \$87,688 (1.7M New Tank and Chemical Building) \$56,500 (1.1M \$40,000 Principal and \$16,500 in Interest.)
Indirect cost to Town	\$1,058 increase 2% increase Total = \$53,954



WATER DEPARTMENT

Explanation of Line Items

FY 2023

Expenses:

Salary and Wage Account	- employees / Water Commissioners payroll, overtime, seasonal help and On-Call duty
Facilities Expense	- oil, natural gas, propane, electricity and telephone and comcast internet SCADA cost
Office Expense	- postage, printing, advertising, office supplies, office equipment maintenance and clothing allowance
Retirement Expense	- essex county retirement and post retirement
Dues and Memberships	- dues, licenses, seminars, training, and conference
Outside Services Expense	- consultants, engineering, instrumentation control maintenance, water testing and police details
Computer Expense	- computer consultant, maintenance and supplies
Vehicle Expense & Rental Equipment	- fuel, maintenance, repair and rental equipment
Materials/Supplies/Outside Contractors	- wellfield chemicals, meter materials, brass goods, hydrant materials, tools, contractors and road repair
Newburyport Water Expense	- purchased water from the City of Newburyport
Transfer from Operating to Stabilization	- If there are enough funds in the operating budget at the end of the year transfer funds to stabilization for capital improvements
DEP Safe Drinking Water Assessment	- DEP assessment cost based on annual metered gallons
Legal Expense	- minor legal expenses
Mileage Reimbursement	- vehicle use reimbursement
Insurances Expense	- total of all insurances
Debt Expense	- annual debt and future debt
Extraordinary & Unforeseen Expense	- unexpected emergencies
Town Indirect Cost	- bill from town for services rendered

ARTICLE REQUEST FORM

(To be presented at the FY 2023 ***SPECIAL*** Town Meeting)

ARTICLE:

To see if the town will vote to transfer the sum of \$27,000.00 from the Water Enterprise Fund Account for engineering services to update the Water Departments existing hydraulic model and water distribution system study originally completed in 2003. The capital improvement plan associated with the distribution system study was updated in 2008.

AMOUNT REQUESTED	\$27,000.00
CONTACT PERSON	Mike Gootee
PHONE NUMBER	363-1100 ext.128

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

Who will benefit?

- The study will outline the needs for the distribution system upgrades in the future.
- Update the water department existing Hydraulic Model.
- Work with water department personnel to address any changes to the distribution system that has taken place since 2008.
- Conduct fire flow test in the field for ISO recommendations.
- Estimate future demands.
- Assess water storage needs through the year 2042.

Please see the attached proposal from Tata and Howard for more details.

What factors affect the timing of this purchase?

The study will give the water department guidance for the water main replacement program which will start in the near future and any other upgrades needed in the water distribution system.

What ancillary cost do you anticipate? (Maintenance, Insurance, Training)

This is a study so we do not anticipate any ancillary cost.



February 8, 2022

Mr. Michael Gootée, Manager/Superintendent
West Newbury Water Department
381 Main Street
West Newbury, MA 01985

Subject: Proposal for Engineering Services
Hydraulic Model and Water Distribution System Study Update
T&H No. 7152

Dear Mr. Gootée:

Tata & Howard (ENGINEER) is pleased to provide a proposal for engineering services to the Town of West Newbury (OWNER) to update the Town's existing hydraulic model and water distribution system study originally completed in 2003. The capital improvement plan associated with the original water distribution system study was updated in 2008. The following is our proposed scope of services for the project.

Scope of Services

HYDRAULIC MODEL UPDATE

1. Update Existing Water System Hydraulic Model

- Utilizing water distribution system maps, reports, and other information provided by the OWNER, update the existing computer hydraulic model of the distribution system using WaterGems Software. Include all water mains 4-inches in diameter and greater. Provide a copy of the water distribution system map to the OWNER for review. OWNER will confirm all pipe sizes, material, and age.
- New developments and water main replacements will be provided by the OWNER and input into hydraulic computer model.
- Distribute estimated current water system demands throughout the hydraulic model. Allocation of demands will be based on parcel maps and billing data provided by the OWNER. The billing data provided by the OWNER in an electronic format, such as Excel, will be on an annual basis and per customer account with parcel number.

2. Model Verification

- Provide OWNER with a listing of proposed fire flow locations.

- Review fire flow locations with OWNER. Adjust locations, as necessary.
- Conduct one day of fire flow tests throughout the water distribution system with field assistance from the OWNER. Flow tests will be set up to evaluate prior distribution system improvements and locations with deficiencies. OWNER shall provide system operating data such as tank levels and pump rates for the flow testing period. If more than one day of fire flow testing is required, an amendment to our engineering agreement will be required.
- OWNER shall provide information on existing broken valves, fire flow data, and pressure deficiencies.
- Verify the existing computer hydraulic model to within five percent of field observations. Information used for the verification process includes fire flow data, water levels in the water storage facilities, pumping rates, and system data recorded during the field fire flow tests.

WATER DISTRIBUTION SYSTEM STUDY UPDATE

1. Compile and review pertinent available existing information. OWNER will provide copies of all pertinent available reports and information on existing fire flow and pressure deficiencies to supplement information the ENGINEER currently has on file.
2. Utilize Department of Conservation and Recreation (DCR) demand projections to evaluate future water supply and storage needs. Project trends through the year 2042.
3. Review the existing OWNER's Water Management Act registration/permit relative to estimated future demands.
4. Assess water storage needs through the year 2042.
5. Using the verified computer model, evaluate the condition of the existing distribution system infrastructure to determine adequacy in meeting current and estimated future demands to the year 2042.
6. Evaluate estimated fire flow recommendations throughout the distribution system. Fire flow recommendations will be based on available and estimated Insurance Services Office (ISO) data and will be used to determine the present distribution system capacity.
7. Conduct hydraulic simulations to identify priority hydraulic improvements based on system pressures, ISO recommended fire flows, and basic fire flow.
8. Assess and prioritize system improvements intended to mitigate existing and future system deficiencies.

9. Create a prioritizing map and table of water system improvements.
10. Prepare a draft Water Distribution System Study Update Report for system upgrades to correct existing deficiencies and meet future needs. Study will include a phased implementation program for prioritized projects with budgetary estimated costs of recommended water system improvements for the rehabilitation or replacement of identified assets.
11. Submit two hard copies and one electronic copy of the draft report to OWNER for review and comment.
12. Attend one meeting with OWNER to discuss comments on the draft report.
13. Incorporate comments from the OWNER into the final report. Submit four hard copies and one electronic copy of the final report to OWNER.

We propose a lump sum fee of \$24,000 to complete this project. However, we recommend that the Town appropriate \$27,000 for this project to cover contingency funding, if required.

We appreciate the opportunity to submit a proposal for this important project. Please call should you have any questions or require additional information.

Sincerely,

TATA & HOWARD, INC.



Paul B. Howard, P.E.
Senior Vice President

ARTICLE REQUEST FORM

(To be presented at the Fiscal Year 2023 ***ANNUAL*** Town Meeting.)

ARTICLE: To see if the town will vote to transfer the sum of \$ 7,500.00 from the Water Enterprise Fund Free Cash Account to the Water Enterprise Stabilization Fund.

AMOUNT REQUESTED: \$7,500.00
CONTACT PERSON: Mike Gootée
PHONE NUMBER: 363-1100 x128

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

The Water Department maintains a capital items spreadsheet “C.I.C. spreadsheet,” and the Water Stabilization Fund will provide funding for projects and purchases on that spreadsheet. It is subject to state laws governing Stabilization Funds.

What factors affect the timing of this purchase?

The \$7,500.00 figure represents System Development Fees collected in CY 2021.

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

It is important that the System Development Fee receipts be used for capital items only and not operating expenses. This transfer moves the specified receipts into an account to be used only for Capital Projects. Additionally, we will attempt to transfer in from Free Cash as needed to support future year projects and purchases as indicated by the Water Department Capital Items Spreadsheet.

ARTICLE REQUEST FORM

ARTICLE: Community Preservation Act, Annual Budget Article for CPA Funding for Fiscal Year 2022, Annual Town Meeting Warrant

AMOUNT REQUESTED: \$715,296

CONTACT PERSON: Barbara Gard, CPC Administrator

PHONE NUMBER: 978-363-1100 x132, cpc@wnewbury.org

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

ARTICLE: To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee (CPC) for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2023, with each item to be considered a separate appropriation.

Appropriations:

From FY 2023 estimated revenues for Committee Administrative Expenses: \$35,765.00

Reserves:

From FY 2023 estimated revenues for Community Housing Reserve \$71,530.00

From FY 2023 estimated revenues for Historic Resources Reserve \$71,530.00

From FY 2023 estimated revenues for Open Space & Recreation Reserve \$71,530.00

From FY 2023 estimated revenues for Budgeted Reserve \$464,942.00

Sponsored by the Community Preservation Committee

TO BE REVISED

The Community Preservation Committee voted on March 24, 2022 to approve this Article and to submit it to the Town Manager for inclusion on the Annual Town Meeting Warrant. Present and voting were,

Please note that if the Department of Revenue releases estimates of a state match prior to the posting of the Warrant, or a date specified by the Town Manager, the CPC may submit updated estimates for the Warrant article.

What factors affect the timing of this purchase? N/A

When should this Article be ended; how long with the project take? N/A

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

Does this Article involve improvement, preservation or creation of tangible Town-owned 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 Improvement Schedule for future capital investments. **N/A**

Please attach additional pages or other supporting documentation.

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	6/30/2020	6/30/2021	10/23/2021	Percent of yr:	65%				
Recreation Wages	1,666	239	2,445	-	0%	2/1/2022 1,200	2,700	255	10.4%
Recreation Expenses	240	16,415	16,000	9,641	60%	26,520	19,085	3,085	19.3%
Action Cove Expenses	2,219	1,320	3,000	-	0%	-	3,000	-	0.0%
630/637 Total Recreation	4,125	17,974	21,445	9,641	45%	27,720	24,785	3,340	15.6%

Notes

Parks & Rec Commission proposed budget assumes draw of \$3,000 from Action Cove Gift Funds for playground maintenance expenses (primarily engineered wood fiber/playground surfacing). Town Manager budget does not make this assumption, pending confirmation that intended purposes are within eligibility for gift funds.

P&R Comm budget carries reduced pay for seasonal wages, with intent to pay \$600 from Gift Account.

Town Manager budget carries FY22 budgeted amount adjusted for (assumed) 2% COLA; carries funds for 180 hrs at \$15/hr. Does not assume draw from Gift Account for wages.

Town Manager budget assumes 50/50 cost split (between tax base and user fees) for port-a-potties (\$12,870 total expense) and baseball field restoration (\$7,500 total expense).

Proposed budget may change as more info becomes available re projected non-tax revenues (field use fees) to support O&M costs.

One-time use accounts (early Jan 2022)	<u>Balances</u>
Parks & Rec Revolving 44 53D	5,350
Action Cove Gift	3,617

PARKS & RECREATION

Draft FY 23 Budget

Recreation Expenses	\$26,520
Recreation Salary & Wages	\$1,200
	\$27,720

Notes

1. Action Cove Expenses merged in Recreation Expenses line item

Revenue & Expense Detail

REVENUE

Fall Field Use Fees	\$4,820
Spring Field Use Fees	\$10,000
	<u>\$14,820</u>

EXPENSES & FUNDING SOURCE	General Fund	P&R Revolving	Action Cove Gift	WNYL Gift
Salaries & Wages	\$1,200	-	\$600	-
Portable Toilet Rentals	\$12,870	-	-	-
Baseball Field Restoration	\$3,750	\$3,750	-	-
Action Cove Expenses	-	-	\$3,000	-
Pipestave Kiosk Trail Map	-	-	-	-
Pipestave Vegetation Management	\$9,900	-	-	-
Subtotal by Funder	\$27,720	\$3,750	\$3,600	\$0
Total FY Budget	\$35,070			

EXPENSES DETAIL

Salaries & Wages	Hours	Unit Price	Cost
Laborer	\$80	\$15	\$1,200
Helper	\$40	\$15	\$600

Services & Materials	Qty	Unit Price	Cost	Notes
Baseball field restoration	3	\$2,000	\$6,000	Bachelor fields only / Assumes renters maintain Page
Engineered wood mulch	100	\$30	\$3,000	100 CY estimated volume
Pipestave Vegetation Management	1	\$8,900	\$8,900	Maintaining egde between Pipestave and Dunn and the Recycling Center

Portable Toilets

Action Cove	12	\$450	\$5,400	Year round
Bachelor	6	\$450	\$2,700	Little league: End of April thru first week of July /
Pipestave	8	\$450	\$3,600	Fall Soccer: September thru November
Page School	0	\$450	\$0	April thru November
				Renters provide own facilities / Assumes no WNYL

Portable Toilet Subtotal	\$11,700
10% contingency for toilets	\$1,170
TOTAL	<u>\$12,870</u>



Town of West Newbury
381 Main Street, West Newbury, MA 01985
Stephanie Frontiera, Town Accountant/Business Manager
976-363-1100, Ext. 112
townaccountant@wnewbury.org

TO: Parks and Rec Commission

FROM: Stephanie Frontiera, Town Accountant/Business Manager
and Angus Jennings, Town Manager

DATE: January 12, 2022

RE: "Budget 101" Overview

In discussion between the Town Manager and the P&R Chair Brad Buschur earlier this winter, it was agreed that a "Budget 101" overview would be helpful to the Commission in understanding the various accounts that, collectively, document the Commission's financial activity. Because the Commission's expenses have come from different types of accounts over the years – multiple sections of the operating budget, multiple revolving accounts, as well as grant or gift accounts – it can quickly become confusing to get a true picture of the expense and revenue history associated with Parks & Rec activities.

This memo is intended to provide information on Park and Rec accounts, balances, and procedures for authorizing or expending funds. I hope you will find this information helpful.

Operating Budget

Fiscal Year- Starts on July 1st and goes through June 30th

Expenses included in the Town operating budget approved at the Annual Town Meeting.

General Fund expense accounts appropriated at Town Meeting for the subsequent fiscal year become available for expenditure on July 1st. Any remaining balances at fiscal year end (June 30th) close out to the General Fund (and, upon certification by MassDOR, add to the Town's Free Cash balance).

Multiple sections of the operating budget carry expenses related to Parks & Rec, as follows:

Recreation Budget

01-630-5112 Recreation Dept Salaries and Wages Budget FY22 \$2,445 Expended YTD 0
01-630-5400 Recreation Expenses Budget FY22 \$16,000 Expended YTD \$9,450

DPW Budget

01-420-5405 Parks Expenses Budget FY22 \$15,000 Expended YTD \$9,746.40

Special Revenue Accounts (Revolving, Gift Accounts)

These accounts hold their fund balances and do not close out at year-end; rather, any accrued balances would roll forward to the next fiscal year. The following is a summary of current balances in these Special Revenue Accounts:

Balances

Park and Recreation 44 53D Revolving	Current balance \$5,350.13
Summer Recreation 44 53E1/2 Revolving	Current balance \$34,644.40
Moseley Foundation Grant	Current balance \$44,825.81
Action Cove Gift	Current balance \$3,616.74

Parks and Recreation Gift Current balance \$0

Expenses

The following is a summary of expenses paid out of Special Revenue Revolving Accounts in recent years:

Park and Rec

24-630-5420-241001 Field Usage FY20 \$4,188.20
FY21 \$0 (Reds invoices reclassified to General Fund)

Summer Rec Wages

24-630-5112-241004 FY20 \$4,670.10
FY21 \$0

Summer Rec Expenses

24-630-5580-241004 FY20 \$31,351.76
FY21 \$0

Revenue

The following revenues were deposited into Parks & Rec Special Revenue Accounts in recent years:

Park and Recreation 44 53 D

24-630-4320-241001 Field Use Fees
FY22 Revenue deposited YTD \$4,590
FY21 Revenue deposited \$2,025
FY20 Revenue deposited \$6,750

Summer Recreation 44-53e1/2

24-630-4320-241004
FY20 Revenue deposited \$9,863.50

Obviously, the FY20 summer rec revenues are not indicative of an entire summer program; this amount represents those revenues collected in FY20 (i.e. after July 1, 2019) for the 2019 summer program. The total revenues for an entire cycle of a summer program (which would, in every instance, include revenues reported in 2 fiscal years due to some collections in spring/early summer (on/before June 30) and other collections in mid/late summer (on/after July 1). Review of Town accounting records from FY16-19 show a typical revenue amount for a full summer would be about \$46,000. Based on a known per-student per-week fee of \$125.00, this would indicate an average weekly camp attendance (during that 4-year period) of about 61 campers per session.

Authority to Expend Funds

Over the years, the Finance Department has looked to the Parks & Rec Commission for authorization to incur costs or expend funds from Parks & Rec accounts. However, there are other accounts with direct relevance to Parks & Rec – namely, the “Parks Expense” line in the DPW operating budget – that the DPW Director has authority to expend.

In practice, over the years, the Parks & Rec Commission Chair has been recognized as having authority to authorize expenditures from these accounts (i.e. a vote of the Commission was not expected). In the spring and fall of 2020, following the change in Commission composition and chairmanship, this topic was discussed at meetings of the Commission, and the Commission agreed that the Chair would continue to have authorization to expend funds from these accounts. If the Commission were to take on expenses “outside the norm,” it would be prudent to bring any such proposed expenditures to the Commission for review.

It should also be noted that, in practice, the Summer Rec Director have incurred expenses payable from the Summer Rec revolving account as part of the summer program operations. Other than whatever role the Commission may have played in approving an overall summer rec operating budget, no specific authorization (other than from the staff Director) was expected. Because there was only one summer program (calendar year 2019) during current

Finance/Manager staff tenure (due to COVID-related cancelations in 2020 and 2021), we do not have institutional memory (in the Town Offices) regarding what role the Commission played in establishing the operating budget for the summer program.

General Fund Recreation Accounts

01-630-5112 Recreation Dept Salaries/Wages
01-630-5400 Recreation Expenses

Special Revenue Accounts

Summer Recreation 44 53E1/2 Revolving
24-630-5112-241004 Wages
24-630-5580-241004 Summer Rec expenses

Park and Recreation 44 53D Revolving

Field Usage 24-630-5420-241001

Grants and Gifts

Moseley Foundation 25-630-5580-25107
Action Cove Gift 25-630-5580-251008
Parks and Recreation Gift 25-630-5580-251009

General Fund Parks Expense (under oversight of DPW Director)

01-420-5405 Parks Expenses

We hope this information is helpful to the Commission in considering budgeting (operating budget) and fee structures for both field use and summer rec programs.

We are both available if you have any questions.

Thank you.

Town Manager

From: Town Manager
Sent: Monday, February 14, 2022 9:15 AM
To: Rick Parker; David Archibald; Wendy Reed
Cc: Town Clerk; Town Accountant; Finance Admin
Subject: P&R article re Pipestave vegetation management
Attachments: proposal_75962.pdf

Newly received article request. Brad had carried some of this expense in the proposed P&R operating budget but once I became aware it was a one-time (not recurring) expense I recommended it may be more appropriate as an article than in the operating budget. If this is included as an article I would revise downward the FY23 op budget which carried \$9,900 for this purpose.

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
[381 Main Street](#)
[West Newbury, MA 01985](#)
[\(978\) 363-1100 x111](#)
townmanager@wnewbury.org

Sent from my mobile device

Begin forwarded message:

From: Brad Buschur <bbuschur@gmail.com>
Date: February 14, 2022 at 7:55:25 AM EST
To: Town Manager <townmanager@wnewbury.org>
Subject: Free cash article

Hi Angus,

This is the proposal I received from Mayer for the work at Pipestave.

Thanks, Brad



Mayer Tree Service, Inc.
 PO Box 517
 Essex, MA 01929

Proposal #75962
 Created: 01/26/2022
 From: Thomas, Jeff

Proposal For

Location

West Newbury Parks and Recreation

West Newbury, MA 01985

Newbury Parks West
 381 Main St
 West Newbury, MA 01985

main:
 mobile: 617-874-6498
bbuschur@gmail.com

West Newbury Parks and Recreation

Terms
 Due Upon Receipt

ITEM DESCRIPTION	AMOUNT
<p>1) Municipal Mow woody brush and invasive species along access road between recycling center and fields back to stone wall Remove Norway maples and declining ash trees along access road Prune remaining trees to remove deadwood, raise canopies and remove bittersweet Goal is to expose the stonewall, remove invasive plants, open view and connectivity to Dunn field and improve mower access for DPW crews</p>	\$ 15,250.00

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

TOTAL	\$ 15,250.00
--------------	---------------------

Signature

x

Date:

Please sign here to accept the terms and conditions

Assigned To

Jeff Thomas
 Mobile: 978-500-4921
jthomas@mayertree.com

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>10/23/2021</u>	Percent of yr:	65%				
Mill Pond Operating Expenses	1,189	-	2,100	74	4%	<u>2/2/2022</u> 2,100	2,100	-	0.0%
631 Total Mill Pond	1,189	-	2,100	74	4%	2,100	2,100	-	0.0%
Bandstand Expense	4,849	-	6,000	3,797	63%	<u>1/24/2022</u> 6,000	6,000	-	0.0%
635 Total Bandstand	4,849	-	6,000	3,797	63%	6,000	6,000	-	0.0%
Historical Commission Expenses	175	312	600	-	0%	<u>2/3/2022</u> 600	600	-	0.0%
691 Total Historical Commission	175	312	600	-	0%	600	600	-	0.0%
Cultural Council Expense	-	-	100	-	0%	100	100	-	0.0%
695 Total Cultural Council	-	-	100	-	0%	100	100	-	0.0%
TOTAL CULTURE & RECREATION:	366,722	378,733	403,137	256,299	64%	451,063	418,871	15,134	3.8%

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	6/30/2020	6/30/2021	10/23/2021	Percent of yr:	65%				
Select Board Appointed Salary & Wages		31,069	34,162	18,457	54%	34,845	30,116	(4,046)	-11.8%
Professional and Technical Services	7,590	8,500	10,000	-	0%	10,000	10,000	-	0.0%
Operating Expenses	6,399	8,286	14,000	3,864	28%	14,000	14,000	-	0.0%
122 Total Select Board	13,989	47,854	58,162	22,321	38%	58,845	54,116	(4,046)	-7.0%

Notes

Budget maintains level staffing with assumed 2% COLA.

However, proposed FY23 budget does not carry funds for meeting minutes, in anticipation that meeting minutes will continue to be prepared by vendor, payable as expenses (not wages).



Town of West Newbury Massachusetts

Published on *Town of West Newbury MA* (<https://www.wnewbury.org>)

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Public Meeting regarding Soldiers & Sailors Memorial Building (a/k/a “Carr Post”)

Input invited from residents and all interested parties



Public Meeting regarding Soldiers & Sailors Memorial Building (a/k/a “Carr Post”)

This coming **Monday, Oct. 25 at 7pm**, the Select Board is hosting a public meeting to discuss the Soldiers & Sailors Memorial Building located at 363 Main Street. All residents and interested parties are welcome, and encouraged to attend! The meeting will be held in-person, and will also provide for remote participation, with details included on the meeting agenda posted [here](#).

As you may know, in Fall 2019 Town Meeting voters appropriated Community Preservation Act (CPA) funds, and borrowing authority, to fund the restoration of this building which is listed on the National Register of Historic Places. (The original CPA funding application is online [here](#), with a supplemental narrative regarding project financing online [here](#)).

Since that time, following a lengthy procurement, contracting, design, engineering and permitting process, the restoration project was put out to bid for construction this summer.

Unfortunately, the two bids received – one for \$2,109,600 and the other for \$2,251,800 – were both well in excess of the roughly \$1.2M construction budget. Therefore, no contract was awarded.

The Town is faced with a series of decisions regarding the future of this Town-owned building, which has been vacant for several years, and is in deteriorating condition.

Many comments and recommendations have been received, and are included below. This includes a memo from the Town’s architectural consultant, Lynne Spencer of Spencer, Sullivan & Vogt, which is posted [here](#).

Do you agree or disagree with recommendations the Board has received? Do you have other ideas or suggestions you'd like the Board to consider?

It is very likely that, one way or another, the Soldiers & Sailors Memorial Building will be the subject of one or more Town Meeting articles in the spring of 2022. The Board is seeking broad input from all interested residents and others, to ensure that whatever direction the Board considers is informed by as much citizen input as possible.

If you have comments you'd like the Board to consider, or questions you'd like answered, you may present them at the meeting, you can email them to selectboard@wnewbury.org, or you can call or email Town Manager Angus Jennings (978-363-1100 x115 or townmanager@wnewbury.org).

The following illustrates several written comments and suggestions have been received in the past couple of months, since it was reported that the construction bids came in well above budget:

- Resident comment, Sept. 2: In the event this project comes again before a future Town Meeting for additional funding, I ask the Select Board, Town Manager, and Finance Committee members to take note of Fincom Committee votes in 2019 AND 2015 with respect to this project and to re-read their rationales before making a decision on providing any additional funding. [Note: the FinCom recommendations referenced in this resident comment are online [here](#) (pp 21-23) and [here](#) (pp. 4-5).]
- Resident comment, Sept. 6: I respectfully suggest that the Selectboard: Authorize no more than minimum actions to preserve the exterior from further decay; and invite Carr Post supporters to form a citizens' committee to develop a plan, fundraise, and take appropriate action. After their action plan is developed and approved by the Selectboard or Town vote, Town staff involvement could be restricted to as little as possible yet appropriate.
- Resident comment, Sept. 12: This is in response to the information recently shared about the status of the Soldiers and Sailors Memorial. With bids for reconstruction coming in higher than anticipated, I'd like to weigh in on possible next steps. I would support the option to spend a limited amount of money for partial repairs, specifically the \$850,000 suggested by Lynne Spencer of the architectural firm, to take care of some of the exterior and framing work, window and door preservation, etc. This would not only greatly improve the appearance of this beautiful building, this option would also take advantage of the Drake's Landing developer's commitment to build the parking lot, walkways, and provide additional plantings. While I understand this would put a strain on municipal employees, I wouldn't want to see the town miss the opportunity to have this developer contribute to the project. I'm sure there is much to consider when deciding how to go forward. Thank you to all involved for your time, hard work and your consideration.
- Resident comment, Sept. 23: I have been a west Newbury resident for almost 30 years. the soldiers hall has always been a building that no one ever quite knew what to make of it. It seems like nothing has changed, to now spend an additional \$2M on a project that no one will use is not fiscally responsible. To honor our veterans the money would be better spent on affordable housing or support resources. \$2M in a town with 1200 houses is alot of money per household
- Resident comment, Oct. 15: I respectfully submit an idea to honor all of West Newbury's veterans instead of restoring the Soldiers and Sailors Memorial for which no designated purpose has been found. I think the town of Falmouth, MA has done a great job honoring its veterans, see pictures provided below and the few I attached. [Note: photos attached to resident's email are posted [here](#)]. A memorial park was built which includes two beautiful monuments to memorialize the town's vets, yet also provides its' citizens with a lovely park in which to reflect upon and honor its beloved veterans. There is a "Memorial Lane" one can walk and read the names of Falmouth veterans marked by bronze plaques and a flag. In West Newbury, likely one monument could be erected, trees planted, benches provided etc. for our townspeople to come and visit, perhaps read from a book just taken out of the library. Signage

can be utilized, similar to that along the Whittier Bridge Rail Trail, to provide the history of the Soldiers and Sailors Memorial, artifacts/architecture from the memorial could perhaps be implemented into the design of a memorial park. My father, many uncles and my brother were all in the armed forces. I have great respect for them and anyone who chooses to serve our country. I would never want to disrespect any veteran and yet I cannot in good conscience continue to support a very expensive project whose purpose is not in any way clearly defined. Preserving an old building is admirable but the cost to do so is extremely prohibitive. I believe the land can be used in such a way as to honor all of our veterans, preserve history and provide our community with a memorial park that can benefit all of us.

Comments above represent a subset of opinions in the community. Please make your voice heard on this important set of issues!

Source URL: <https://www.wnewbury.org/select-board/news/public-meeting-regarding-soldiers-sailors-memorial-building-aka-%E2%80%9Ccar-post%E2%80%9D>



Town of West Newbury
 Office of
 Inspectional Services
 West Newbury, MA 01885
 Phone: 978-363-1100 x122

TO: Board of Selectmen, Town Manager
 FROM: Sam Joslin, Building Commissioner
 DATE: January 12, 2022
 SUBJECT: 363 Main Street (Map R34, Lot 10) – Soldiers and Sailors Building

Required and Existing/Proposed Lot Dimensions and Zoning Requirements for Zone Residential C:

	<u>Required</u>	<u>Existing/proposed</u>
Lot Size	20,000	9,024*
Required Frontage	150'	183'
Setback Requirements	40,20,20	28*,10*,30
Max Bldg Coverage	30%	27%
Max Lot Coverage	35%	24%

*Existing non-conformities

Allowed Used in the RC Zone As-Of-Right:

Single and Two-Family Dwelling	Municipal Buildings and Uses
Family Day Care	Bed & Breakfast
Farm Produce Sales	Conservation Area
Keeping of Pets & Animals	Boarding or Rooming House

Exempt Uses Under 40A Section 3:

Agriculture (As Defined in MGL Ch. 128)	Religious and Educational Uses Under 40A
Telecom and Cable	Childcare
Housing for the Disabled (Group Homes)	

Uses Allowed by Special Permit:

Three & Four Family Dwelling	Commercial Greenhouse
Saw or Cider Mill	Riding Stable
Kennel	Animal Hospital or Vet
Restaurant or Inn	Telephone or Radio Utility
Funeral Home	Cemetery
Nursing Home	Hospital or Sanitarium
Elderly Housing	Non-Profit School
Non-Profit Member Club	Public Alert System
Large Solar Array	Wireless Facility
Wind or Meteorological Tower	Wind Facility

Prior to moving forward with any of the above uses the Town will need to address 40A Section 6 which allows for towns to “define and regulate non-conforming uses and structures abandoned or not used for a period of two years or more”. Our zoning Section 4.A.2 states “If a non-conforming use is discontinued or abandoned for a period of more than two (2) years, it shall not be re-established, and any future use shall be in conformance with this by-law.” I don’t believe anyone would or could question that the structure has not been in use for the past two years. Section 4.A.2 of the Zoning Bylaw only addresses non-conforming uses in regard to 40A Section 6 and not non-conforming structures. Assuming this section applies to the lot, the Town would not be able to re-establish use except for what would be allowed pursuant to the current bylaw listed above. Any use other than what is currently allowed would require a change to the Town Zoning Bylaw.

If it is determined that one of the uses listed above is viable, two major hurdles left would be the lack of public sewer and the very limited parking. Section 7.B.1.a requires all uses to provide “adequate off-street parking and loading spaces...for daily and/or customary uses in connection with the use.” The current parking allows for 7 spaces plus one additional handicap parking space. The lack of parking will eliminate a large number of the allowed uses as parking would not be adequate pursuant to the bylaw and would not be practical for the use to be successful. The Board of Health has determined the maximum capacity for a tight tank on site would be for a design load of 220 gallons per day which further limits the potential uses on site. Under this limitation the two uses listed in zoning that this size tank would accommodate are a single-family dwelling with two bedrooms or a municipal office. To alternative to a tight tank would be an off-site septic system that would require an easement on another abutting property.

Next to the allowed uses below I have listed the major factors to consider (including some limitations) with potential for re-occupying the structure with that use.

Allowed Used in the RC Zone As-Of-Right:

Single and Two-Family Dwelling	Cost
Municipal Buildings and Use	Parking, Title 5 and cost
Family Day Care	Cost for limited capacity use
Bed & Breakfast	Cost, Title 5
Farm Produce Sales	Cost
Conservation Area	Not a likely use
Keeping of Pets & Animals	Lot size, Title 5 and cost
Boarding or Rooming House	Parking, Title 5 and cost

Exempt Uses Under 40A Section 3:

Agriculture (As Defined in MGL Ch. 128)	Not a likely use
Religious and Educational Uses Under 40A	Building size, parking, Title 5 and cost
Telecom and Cable	Not a likely use
Childcare	Cost for limited capacity use, Title 5
Housing for the Disabled (Group Homes)	Building size, parking, Title 5 and cost

Uses Allowed by Special Permit:

Three & Four Family Dwelling	Building size, parking, Title 5 and cost
Commercial Greenhouse	Not a likely use

Saw or Cider Mill	Not a likely use
Riding Stable	Not a likely use
Kennel	Cost
Animal Hospital or Vet	Cost, Title 5
Restaurant or Inn	Building size, parking, Title 5 and cost
Telephone or Radio Utility	Not a likely use
Funeral Home	parking, Title 5 and cost
Cemetery	Not a likely use
Nursing Home	Building size, parking, Title 5 and cost
Hospital or Sanitarium	Building size, parking, Title 5 and cost
Elderly Housing	Building size, parking, Title 5 and cost
Non-Profit School	Building size, parking, Title 5 and cost
Non-Profit Member Club	Building size, parking, Title 5 and cost
Public Alert System	Not a likely use
Large Solar Array	Lot too small to accommodate
Wireless Facility	Not a likely use
Wind or Meteorological Tower	Not a likely use
Wind Facility	Not a likely use

Any and all other uses not allowed under the current zoning bylaw would require the parcel be re-zoned at town meeting.

Respectfully,

Sam Joslin
 West Newbury
 Building Commissioner &
 Zoning Enforcement Officer

Town Manager

From: Rick Parker
Sent: Tuesday, January 18, 2022 10:04 AM
To: Town Manager
Subject: RE: Soldiers and Sailors Building

At this point it's clear that the Town will not be able to renovate the Soldiers & Sailors Building at an acceptable cost, with the only two bids received in response to the design coming in at more than 50% over remaining available authorized funding.

Well over two years since the Fall 2019 STM approved \$1.5M CPA funds for design and renovation of the building, there are no proposals for realistic potential uses, municipal or otherwise, sufficient to justify expenditure of additional Town funds for renovation, even when considering the significant but intangible historic value. And that says nothing of what would become ongoing municipal O&M expenses. I voted in favor of S&S Building preservation in 2019, actively supported the idea as the BoS representative on the CPC at that time and have supported it since, but I'm done grasping at straws.

As thoroughly explained in Building Commissioner Sam Joslin's 1/12/22 email (included in the 1/18/22 SB OS packet), there are numerous constraints on renovation and reuse, some combination of which affects all possible plans involving this particular building on this particular site:

- **Zoning** - Residential C allows a 1- or 2-family home plus various other uses, none of which are practical for the site size and/or preservation of the building given combinations of other constraints. Rezoning to allow other uses is highly unlikely based on history and the likelihood that abutting homeowners will object to the idea of rezoning to allow uses not currently by right. Even grandfathering the most recent use, however it is defined, is no longer possible without zoning gymnastics; West Newbury's Zoning Bylaw Section 4.A.2, derived from MGL Ch. 40A, Sec. 6, states "if a non-conforming use has been discontinued or abandoned for a period of more than two years, it shall not be re-established, and any further use shall be in conformance with this by-law."
- **Parking** – limited to 7 spaces + 1 handicap space in the existing lot accessed from Daley Drive. There is a *possibility* of on-street parking being allowed on Main Street (Route 113), but this would require review and approval by MassDOT. If so, parking *might* be allowed only on the opposite (sidewalk) side of the highway with a pedestrian highway crossing to access the building, would likely require marked and widened spaces on whichever side was allowed with a corresponding lane shift toward the opposite side to accommodate the widened parking spaces, would negatively impact driveway sight

distances from whichever side of the street new parking was allowed and would present a new hazard to bicyclists who currently have a wide shoulder on both sides of the street within which to ride. In short, Main Street/Route 113 on-street parking at this location might come with a set of new safety compromises.

- **Septic** - Small parcel => insufficient space for conventional in-ground septic system and no municipal sewer system, therefore limited to tight tank and design load of 220 gallons/day. This system would require maintenance by regular pumping of the tank.

- **\$\$ Renovation Costs**

We've anguished over preserving this building for years and can no longer delude ourselves in imagining that some great municipal use(s) will appear that justifies additional expense. Absent some generous philanthropist willing to renovate the building regardless of cost coming forward between now and Town Meeting, I believe we should bring two mutually exclusive articles to West Newbury's 2022 Annual Town Meeting for consideration by voters:

- 1) Offer the building for sale at a nominal price with a well-defined historic preservation restriction for uses allowed as-of-right or by special permit. This would most likely be as a single-family home, but need not be restricted to such. It seems unlikely that any of the other options would attract a buyer, but that should not be presupposed. Renovation for appropriate reuse to be accomplished within a reasonable time and guaranteed by a sum held in escrow, to be sacrificed if the obligation is not met.

- 2) Repurpose the site by designing/constructing a respectful West Newbury Veterans Memorial honoring our town's veterans to replace the existing building, possibly listing the names of those veterans who died in service, and incorporating this into a small town park where visitors are able to contemplate the intent and meaning of the dedicated space. The form of the memorial could incorporate design characteristics resembling the existing building and employ repurposed materials from the building as much as possible.

Note that if the option listed as "1)" is approved by voters, there is no guarantee that a buyer will come forward. If neither option is approved by the voters at ATM we'll continue to suffer the opportunity cost of spending limited town funds and staff resources with no clear direction.

Town Manager

From: Liz Oltman <LOltman@theengineeringcorp.com>
Sent: Tuesday, February 1, 2022 2:08 PM
To: Town Manager
Cc: DPW Director
Subject: RE: Pipestave Planning
Attachments: TEC Scope of Services Pipestave Planning.pdf

Good afternoon,

I know Wayne may have some additional comments, but I thought I would try again.

The attached includes \$5000 for wetlands delineation in the area shown on the enclosed map. It does make sense to have this information outside of the conservation restriction area for planning purposes.

I increased to four concept plans and eliminated the Mill Pond area.

I made a note that TEC would make every effort possible to have collaborative meetings with stakeholders.

I have hours and personnel estimated for the enclosed number that we can put into a formal proposal when funding is secured.

Let me know further comments!

Best,

Liz

Elizabeth Oltman, P.E.
Transportation Planning & ITS Services Director
T 978.794.1792 x1031 | C 732.500.7834
loltman@theengineeringcorp.com



From: Town Manager <townmanager@wnewbury.org>
Sent: Tuesday, January 25, 2022 2:22 PM
To: Liz Oltman <LOltman@theengineeringcorp.com>
Cc: DPW Director <dpwdirector@wnewbury.org>
Subject: RE: Pipestave Planning

Hi,

Thanks for this. Wayne will have add'l comments but here are my first impressions:

- I think the fee is much more in line with the level of effort I would expect this project to require. However, I would look for some breakdown of tasks, hours, staffing so we're clear on what's driving the costs. (This can be provided later, but would be needed once we're all on the same page re scope items).
- Re the third bullet point, I have attached a base map that I exported from the interactive (public) online GIS tool, which can be found [here](#). The Conservation Restriction layer is accurate, so can be relied upon for base

mapping. The actual recorded CR (incl. the carve-out “Municipal Use Area”), on which the GIS data layer is based, is online [here](#). So I think the 3rd bullet can be removed from the scope.

- In the 5th bullet, I would like to see (at least) 3 concept plans, not 2. In reality we’ll probably receive more ideas than that. I know this can be a budget driver, but if initial concepts are just that – concepts – we’d like the work to follow up on ideas received during the public process.
- Re geographic scope, I think we should limit this to Pipestave and the Dunn property (so, basically imagine a line coming south from about where the “113” appears on the attached map). Mill Pond is currently the subject of an active land use planning process, and if it’s included in this scope it is a recipe for confusion. **The driving objectives here are parking and circulation – vehicular, ped, equestrian – at Pipestave.** The adjacent Dunn parcel (which is Town-owned, but not subject to the CR) may be part of the solution. Some in the community will fiercely object to this idea (due to an interest in keeping Dunn as pristine open space), but in fact it’s not dedicated as open space, and in the decades to come may have utility to the town for any number of needs – open space, rec, potentially a new school, affordable housing, and even potentially a Town cemetery. Not all of these potential uses are mutually exclusive. All of these ideas have been floated; some are more realistic than others, but when you take the long view (50-100 years), it’s hard to rule out any possibility here.
- Regarding the 8 scoped meetings, I think that’s a good number, but I don’t want to see them squandered by, for instance, 1 meeting apiece with each of the named groups. To be successful, this initiative will need to bring together these user groups into multiple larger meetings. This scope item should be clarified so it doesn’t imply that each group will get its own meeting; the scope item should specify that this may include meetings with individual boards/commissions/committees, but will include some number of larger public meetings. (Town staff/representatives can assist in facilitating outreach and meeting logistics, as well as having a role in facilitating discussion at larger mtgs).
- Re the exclusion of wetlands delineation, might we want to separately solicit this service so that we have good data on which to base this planning effort? In particular, I’m thinking of wetlands in proximity to the DPW garage and recycling drop-off area. It seems that we’d want to have good info re delineated wetlands and applicable buffer areas.

All in all, this scope is a step in the right direction, but still needs work. Wayne will chip in his comments when he can, and let’s take it from there. Our deadline to submit proposed spring Town Meeting articles is Feb 14th.

Thanks,
Angus

Angus Jennings, Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985
(978) 363-1100 x111
townmanager@wnewbury.org

From: Liz Oltman <LOltman@theengineeringcorp.com>
Sent: Tuesday, January 25, 2022 1:32 PM
To: Town Manager <townmanager@wnewbury.org>
Cc: DPW Director <dpwdirector@wnewbury.org>
Subject: Pipestave Planning

Hi Angus,

My apologies for the delay on getting you this. Our scope/fee includes all the conceptual design, consensus building and planning for the Pipestave/Mill Pond area. Our thought is that a final “concept” would be the ultimate deliverable. The we would be able to give you a better idea of a design scope/fee. Easy to implement would be lower fee, for example.

I hope this helps and if you have more questions please let me know!

Thank you for the opportunity to provide you this information.

Best,

Liz

Elizabeth Oltman, P.E.

Transportation Planning & ITS Services Director

T 978.794.1792 x1031 | **C** 732.500.7834

loltman@theengineeringcorp.com



SCHEDULE A – SCOPE OF SERVICES

The Town of West Newbury (Client) has retained TEC, Inc. (TEC) to provide professional engineering and planning services for the study and design of improved parking and circulation (pedestrian, equestrian and vehicular) within the Pipestave Recreation Area and the Dunn property to address current concerns as represented by the residents of and visitors to West Newbury. The proposed study and design would be in conjunction with future multi-modal complete streets improvements along Main Street. TEC understands that there will be a significant public outreach element to the project to ensure all stakeholders are represented.

The following is a summary of the scope of services as outlined in the tasks below:

Planning and Conceptual Study \$48,000.00

- Facilitate one (1) initial public informational meeting with the abutters, area stakeholders, Town officials and the public to help develop the project goals to ensure that the objectives of the community are met.
- Obtain and review available record plans, or available aerial mapping, and prior studies conducted within or adjacent to the study area. Perform field reconnaissance to verify the base plan, document pavement conditions, and observe traffic and parking operations, pedestrian/equestrian activity, and historic use of the site during peak months.
- Utilize available GIS mapping (Merrimack Valley Planning Commission West Newbury MIMAP) of the Conservation Restriction for the Recreation Areas.
- Review prior concept plans and historic information provided by the Town.
- Delineate wetland resource areas subject to jurisdiction under the Massachusetts Wetlands Protection Act and the Town of West Newbury Wetlands Protection Bylaw within the Recreation Area that are outside of the conservation restriction, specifically those within the boundary area shown on the attached exhibit. TEC would subcontract this effort to a certified wetland scientist.
- Prepare up to four (4) initial alternative conceptual design plans on the aerial base plan, depicting the proposed improvements within the project limits to meet the project goals, for public presentation and incorporating initial public feedback.
- The conceptual designs will also incorporate the recommended mitigation measures identified through the School Safety Audit conducted at Main Street for the Page School to the extent feasible. Key features, constraints and critical impacts will be identified with callouts on the plans.
- Facilitate up to eight (8) public informational meetings with the existing area stakeholders, including Town Boards, Commissions and Committees to solicit feedback on the conceptual design plans. TEC will make every effort to conduct collaborative meetings with multiple stakeholders to promote efficient working group sessions. Identified area stakeholders include:
 - Parks and Recreation Commission
 - Mill Pond Committee
 - Select Board
 - Conservation Commission
 - Open Space Committee
 - West Newbury Riding and Driving Club
 - West Newbury Youth League and other youth sports groups as necessary

- Prepare one (1) final conceptual design to advance to final design and permitting incorporating stakeholder feedback to the greatest extent feasible.

This proposal does not include property survey, wetlands delineation outside of the defined scope area, final construction design, or permitting.

Additional services not listed above may be performed at the request of the Client and will be considered an amendment to this scope of work. Services will begin upon signed authorization and TEC will invoice the Client monthly on a percent complete basis for the services performed.

Town of West Newbury Pipestave / Dunn Property

1/25/2022



Primary Concept
Development Area/
Wetlands Review
Scope

Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of West Newbury & MassGIS. MVPC AND THE TOWN OF WEST NEWBURY MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE TOWN OF WEST NEWBURY AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION.

Meeting packet for FinCom on 3/29/22

Legend	
MVPC Boundary	Open Space Monitoring
In Progress	Complete
Denied	Conservation Restriction
Interstate	Local Road
Major Road	CR
Streams	Wetlands
Other	Other
Building Footprints	APR
Parcels	Requested
Trails	Scheduled
Roads	Easements
Chapter Land	

1:7,200



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 Town-owned 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.

Town Manager

From: Town Clerk
Sent: Wednesday, January 12, 2022 4:36 PM
To: Town Manager
Subject: town meeting item
Attachments: 20220112163510759.pdf

Accepting MGL Chapter 140 Section 139C

We currently do not charge residents over the age of 70 for dog license but we never accepted the MGL to allow that. This would bring us into compliance with the law. Attached is the highlighted and printed version.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter140/Section139>

James RW Blatchford

Town Clerk
Town of West Newbury
Phone 978-363-1100 X 110
Mobile 978-891-0039
www.WNewbury.org



Part I ADMINISTRATION OF THE GOVERNMENT

Title XX PUBLIC SAFETY AND GOOD ORDER

Chapter 140 LICENSES

Section 139 FEES; CERTIFICATE OR STATEMENT THAT DOG HAS BEEN SPAYED; SERVICE DOGS DEFINED BY AMERICANS WITH DISABILITIES ACT; DOGS OWNED BY PERSONS AGED 70 OR OVER; REFUNDS

Section 139. (a) The fee for a license shall, except as otherwise provided, be determined by a city or town; provided, however, that no fee shall be increased without a majority vote of the city or town council or the voters present at a town meeting.

(b) The license fee for a spayed or neutered dog shall be less than the license fee for an intact dog. Upon application for a license, a city or town clerk shall require a certificate from the veterinarian who spayed or neutered the dog as proof that the dog is spayed or neutered; provided, however, that if the city or town clerk is satisfied that the certificate of the veterinarian who spayed or neutered the dog cannot be obtained, the clerk may instead accept a receipt of a bill from the veterinarian who performed such procedure or a statement signed under the penalties of perjury by a veterinarian registered and practicing in the commonwealth

describing the dog and stating that the veterinarian has examined the dog, which appears to have been spayed or neutered and incapable of propagation.

(c) No fee shall be charged for a license issued under this section for a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder. No fee shall be charged for a license for a dog owned by a person aged 70 years or over in a city or town **that accepts this provision.** No license fee or portion thereof shall be refunded because of the subsequent death, loss, spaying or removal from the commonwealth or other disposal of the dog, nor shall a license fee or portion thereof paid by mistake be paid or recovered after it has been paid over to a city or town under section 147.

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	6/30/2020	6/30/2021	10/23/2021	Percent of yr: 65%					
Town Manager Salary	147,900	150,858	153,875	94,913	62%	156,952	156,952	3,077	2.0%
Town Manager Office Wages	62,523	70,679	72,092	44,475	62%	73,541	73,541	1,449	2.0%
Technology Expenses	40,056	48,342	51,865	44,362	86%	66,061	67,061	15,196	29.3%
Town Manager Expenses	12,688	17,695	33,055	13,991	42%	23,055	24,553	(8,502)	-25.7%
Vehicle Allowance	3,600	3,600	3,600	2,400	67%	3,600	3,600	-	0.0%
123 Total Town Manager	266,767	291,174	314,487	200,140	64%	323,209	325,707	11,220	3.6%

Notes

Staffing budget removes 1 position included in FY22 budget (Asst. to the Town Manager and Finance Dept) and relocates it to Finance Department salary/wage budget.

Staffing budget includes new Asst. to the Town Manager position, while removing budgeted (but unfilled) FY22 new support position in Finance Department.

Increase in Technology budget driven primarily by:

- proactive equipment replacement budgeting (for all Town Offices, not just TM/Finance offices)
- increased server backup costs due to vendor change, increased protections
- includes 1-time costs totaling \$6,724 for server rack security project
- added \$1,000 to Technology budget to support addition of Planning permitting to PermitLink software

Reduction in Expense budget because FY22 carried funds for personnel policy updates, now underway. Dedicated funds for this initiative not proposed in FY23 budget.

IT Budget 2023		Blue: 2023 Project 1 Time Cost	Black: Existing Annual Costs	Red: New Recurring Costs					
Project	Hardware	Software	Quantity	Hardware/Software Costs	Cost				
2023 Projects:									
PC Upgrades	Dell Optiplex 7090 i7, 16RAM, 256SSD	Office/Adobe Std	3	\$1,600.00	\$4,800.00				
New Server Backup Software		Altero Ultimate	1	\$950.00	\$950.00				
Local Backup Server	Synology NAS Diskstation		1	\$1,200.00	\$1,200.00				
Server Rack Security Project:									
Server Room Rack	Dell EMC NetShelter 42U Rack		1	\$1,300.00	\$1,300.00				
Rack Shelves	4, 200lb shelves		4	\$398.00	\$1,592.00				
Patch Panel (24 Port)	Amazon Cable Matters		3	\$44.00	\$132.00				
Aruba 2500 Switch			1	\$2,500.00	\$2,500.00				
UPS Rack Battery Backup	APC 2200 SMT		1	\$1,200.00	\$1,200.00				
				Sub Total	\$13,674.00				
Recurring Services									
Carbonite File Backups		1 year renewal	1	\$1,800.00	\$1,800.00				
Sonicwall Firewall Maintenance		3 yr Renewal	1	\$1,200.00	\$1,200.00				
Microsoft Exchange mailboxes		Microsoft 12/mo	48	\$96.00	\$4,608.00				
Antivirus Subscription		TrendMicro 12/mo	50	\$28.00	\$1,400.00				
Cloud Backups		Wasabi Cloud 2TB 12/mo	1	\$175.00	\$175.00	70-80% cheaper than Amazon Web Services			
Server Backup Maint		Altero Maintenance 12/mo	1	\$400.00	\$400.00				
PermitLink - planning module		PermitLink	1	\$1,000.00	\$1,000.00	Added per request of Planning			
				Sub Total	\$8,783.00				
				Sub Total	\$22,457.00				
Appletree Networks (base fee)			12	1785	21,420.00	Base fee 1785/month			
Appletree Networks (as needed)			12	243	2,916.00	YTD monthly avg 2028			
Civic Plus Inc.					3,300.00				
Vadar Systems Inc.		Cloud/Support & Maint.	1	6690	6,690.00				
Vadar Systems Inc.		Software licenses/support	1	8718	8,718.00				
Verizon Communications			12	130	1,560.00				
				Sub Total	44,604.00				
				Grand Total	67,061.00				

Survey of Finance and Accounting Departments

Comparative Staffing Levels, Municipal Finance & Administration - WORKING DRAFT

Groveland - Population 6,752		Merrimac - Population 6,723		Wenham - Population 5,284		Essex - Population 3,789	
Town Administrator	40	Finance Director, Town Administrator, Treasurer Collector	40	Town Administrator	40	Town Administrator	36.5
Treasurer Collector	35	Town Accountant (Add'l IT Coordinator TH)	40	Town Accountant, Finance Director	40	Town Accountant	36.5
Assistant Treasurer Collector	37.5	Tax Collector	35	Treasurer Collector	40	Treasurer Collector	36.5
Town Accountant	30	Assistant Treasurer Collector	30	Assistant Treasurer Collector	36.5	Collector Clerk	36
		HR Admin - BOS Assistance	5			PT Clerk Town Accountant	8
						PT Clerk - Treasurer Collector	5
	142.5	Total Hours	150		156.5		158.5

W Newbury - Population 4,691		Newbury - Population 6,716		Hamilton - Population 7,561		Rowley - Population 6,358	
Town Manager	40	Town Administrator, Finance Director	35	Town Manager	40	Town Administrator	40
Town Accountant Business Manager	40	Town Accountant/ Asst Finance Director	35	Finance Director Town Accountant	40	Assistant Town Administrator	35
Treasurer Collector	40	Assistant Town Accountant	35	Assistant Finance Director Town Accountant	37.5	Assistant Town Administrator	15
Asst to Town Manager and Finance Dept.	40	Treasurer Collector	35	Treasurer Collector	37.5	Treasurer Collector	40
		Assistant Treasurer Collector	35	Assistant Treasurer	37.5	Assistant Treasurer Collector	37
				Admin A/R Specialist	37.5	Assistant Collector	16
						Town Accountant	24
						Assistant Town Accountant	23
	160		175		230		230

Topsfield - Population 6,568		Boxford - Population 8,203		Ipswich - Population 14,118		Salisbury - Population 9,236	
Town Administrator, Finance Director, HR	40	Town Administrator	40	Finance Director	35	Town Manager	40
Town Accountant	40	Assistant Town Administrator	40	Accountant	35	Chief Aide	37.5
Assistant Town Accountant	40	Admin TA & FD	34	Assistant Accountant	35	Finance Director, Town Accountant	38
Treasurer Collector	40	Finance Director, Accountant	40	AP Clerk	35	Assistant Town Accountant	37.5
Assistant Treasurer Collector	34	A/P Clerk	20	PT Accounting	10	Treasurer Collector	38
Payroll Coordinator	38	Treasurer Collector	40	Treasurer Collector	35	Assistant Treasurer	37.5
		Assistant Treasurer Collector	34	Assistant Treasurer Collector	35	Accounting Clerk	19
				Collection Clerk	35	Clerk (Treasurer)	17.5
	232		248		255		265

Middleton - Population 9,779		Boxborough - Population 5,506		Georgetown - Population 8,470		Awaiting for Boxborough and Georgetown	
Town Administrator	40	Town Administrator INTERIM		Town Administrator			
Assistant Town Administrator, HR	40	Town Accountant		Town Administrator Admin		Average Population	7,307
Finance Director, Town Accountant	40	Treasurer Collector		Town Accountant		Median Population - Merrimac	6,723
Assistant Town Accountant	32			Treasurer Collector			
Treasurer Collector	40			Assistant Treasurer Collector		Average Total Hours	205.7
Assistant Treasurer Collector	40			Assistant Tax Collector		Median Total Hours - Rowley	230.0
Tax Collector	40					MERRIMAC	150.0
	272		0		0		

TOWN	POP	TTL HRS
Middleton	8,987	272.0
Salisbury	9,236	265.0
Ipswich	14,118	255.0
Boxford	8,203	248.0
Topfield	6,568	232.0
Rowley	6,358	230.0
Hamilton	7,561	230.0
Newbury	6,716	175.0
W. Newbury	4,691	160.0
Essex	3,789	158.5
Wenham	5,284	156.5
Merrimac	6,723	150.0
Groveland	6,752	142.5
Boxborough		
Georgetown		

Out of 15 communities surveyed, 13 responded.

Source: Carol McLeod, Town of Merrimac, 10/27/21

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	6/30/2020	6/30/2021	10/23/2021	Percent of yr:	65%				
Finance Dept Salaries & Wages	200,794	195,647	237,918	120,173	51%	270,594	270,594	32,676	13.7%
Annual Audit	20,500	20,500	20,500	20,500	100%	20,500	20,500	-	0.0%
Tax Title and Foreclosure	75	478	1,000	-	0%	800	800	(200)	-20.0%
Postage Expense	12,942	14,847	15,400	10,918	71%	16,430	16,430	1,030	6.7%
Finance Dept Expenses	18,209	23,157	27,955	16,843	60%	28,805	27,280	(675)	-2.4%
Travel	1,018	518	2,000	911	46%	2,000	2,000	-	0.0%
135 Total Finance	253,538	255,148	304,773	169,345	56%	339,129	337,604	32,831	10.8%

Notes

Staffing budget includes 1 position (Asst. to the Town Manager and Finance Dept) included in FY22 Town Manager salary/wages budget, with revised FY23 Finance responsibilities.

Staffing budget does not include unfilled FY22 position budgeted in Finance Department (~\$49k).



Fund Accounting Suite for West Newbury, MA

One Time Set Up Charges:

Data Conversion & File Set-Up All Master Financial Applications	\$ 1,980.00
Software Configuration, Installation & Implementation	\$ 2,970.00
User Training - Application Features/Functions (3 visits)	\$ 2,370.00
Chart of Account Creation/Optimization	\$ 3,990.00
Client Consulting - Workflow Process and Procedures (3 visits)	\$ 2,970.00
Subtotal One Time Charges:	\$ 14,280.00

	FY 21		FY 22		FY 23		
	Year 1	Year 2	Year 3	(Year 4)	(Year 5)		
Software Licenses	Acquisition	License	License	License	License	License	
VADAR® Fund Accounting Suite	\$ 14,990.00	\$ -	\$ -	\$ -	\$ -	\$ -	
General Ledger, Expense Ledger & Revenue Ledger	included	included	included	included	included	included	
Ledger Reporting - Standard Reporting Suite	included	included	included	included	included	included	
Accounts Payable	included	included	included	included	included	included	
Budgeting	included	included	included	included	included	included	
Harper's Payroll Interface	included	included	included	included	included	included	
Treasurer's Receipts	included	included	included	included	included	included	
Treasurer's Cash Book	included	included	included	included	included	included	
Bank Account Maintenance & Reconciliation	included	included	included	included	included	included	
Schedule A	included	included	included	included	included	included	
Custom Report Builder	included	included	included	included	included	included	
External Report Writer	included	included	included	included	included	included	
Collector Revenue Turnover Premium	included	included	included	included	included	included	
All Transaction Types							
Assessing Data Bridge	included	included	included	included	included	included	
Support and Maintenance	Support	Support	Support	Support	Support	Support	
Personalized Customer Support and Maintenance	\$ -	\$ 3,490.00	\$ 3,490.00	\$ 3,490.00	\$ 3,490.00	\$ 3,490.00	
Assigned Expert for Installation, Training, and Beyond	included	included	included	included	included	included	
IT Maintenance with Free Patches and Updates	included	included	included	included	included	included	
VADAR Cloud™	Cloud	Cloud	Cloud	Cloud	Cloud	Cloud	
Network, Storage, and Maintenance - 6 user license (tax & accounting):	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	
Enterprise-Grade Encryption and Security	included	included	included	included	included	included	
Anti-Virus, Data Backup and Disaster Recovery	included	included	included	included	included	included	
Current Client Discount	\$ (3,000.00)	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)	Grand Totals:
Annual Totals with Traditional Payment	\$ 30,470.00	\$ 6,690.00	\$ 6,690.00	\$ 6,690.00	\$ 6,690.00	\$ 6,690.00	\$ 57,230.00
	Paid						



Attachment A

Property Tax Suite

VADAR® Systems, Inc.
Financial Software Proposal for West Newbury, MA

Annual Support

Software Licenses & Support Charges:

Quarterly Real Estate, Personal Property, MLC	\$3,516.92
Motor Vehicle Excise Billing & Collection	\$2,163.22
Delinquent Real Estate Billing & Collection	\$1,080.23
Tax Title Billing & Collection	\$809.52
Abatement/Exemption	\$809.52
Boat Excise	\$338.43

Annual Software & Support Subtotals:

\$8,717.84

Additional Optional Services:

VADAR Cloud™ - \$990 per cloud user account per year (annual cost); multi-user bundled discounts available
Workflow Process and Procedure Consulting - \$990 per visit

Additional Notes:

This proposal is reflective of a three (3) year contract

This proposal is a packaged deal and requires all components for pricing to remain valid

Additional on-site training for features/functions is \$790 per day minimum one day billed

No manual data entry included

Approved special programming quoted on a project basis

VADAR Cloud™ - 24/7 secure Internet access to all data and applications, remote server monitoring, anti-virus software, daily data backups, disaster recovery

VADAR Cloud™ requires reliable high-speed Internet connection

Additional professional services are quoted on a project basis

This pricing has been provided in Commercial Confidence

Proposal valid through June 30, 2020

ACTUARIAL SERVICES AGREEMENT

THIS ACTUARIAL SERVICES AGREEMENT (herein "Agreement"), is made and entered into this 11th day of June, 2019 ("Effective Date"), by and between KMS Actuaries, LLC ("KMS") and the Town of West Newbury, Massachusetts (the "Town"). The parties hereto agree as follows:

1. Services. KMS agrees to perform the services specified in "Scope of Services" attached hereto as Exhibit A (hereinafter referred to as "Services") for the benefit of the Town. The Town agrees for each full valuation that it will provide data in two files electronically - one for active employees and one for retirees - that is complete and consistent with data requirements provided by KMS and in a timely manner as indicated in "Valuation Data Requirements" attached hereto as Exhibit B.
2. Term and Termination. The term of this Agreement shall commence on the Effective Date and shall be continuous through December 31, 2022. Continuation and amendment of this Agreement shall occur by periodic acknowledgement of revised Exhibits A and B. Each party may terminate this Agreement with ninety (90) days' prior written notice. In the event this Agreement is terminated by either party, KMS will work to ensure an orderly transition process; however, KMS' obligation and the obligation of its affiliates to provide the Services shall cease as of the effective date of such termination. The Town is responsible for payment for work performed through date of termination and for any additional expenses incurred in transition.
3. Payment for Services. The Town and KMS acknowledge and agree that as consideration for KMS' Services, the Town agrees to pay KMS the following Fees (hereinafter referred to as "Fees"):

<u>Valuation Date</u>	<u>Disclosures</u>	<u>Valuation Type</u>	<u>Fee</u>
July 1, 2018	June 30, 2019 - GASB 74/75	Full valuation	\$5,000
July 1, 2018	June 30, 2020 - GASB 74/75	Roll-forward	\$2,500
July 1, 2020	June 30, 2021 - GASB 74/75	Full valuation	\$5,000
July 1, 2020	June 30, 2022 - GASB 74/75	Roll-forward	\$2,500

Fees include all clerical, printing, administrative and overhead costs required to perform the services. KMS will provide an electronic copy of the actuarial valuation reports. Any printed and copied reports will be provided at the Town's expense. KMS will submit invoices for services upon completion and delivery of the valuation report. The Town agrees to remit payment within thirty days of receipt of our invoice. A late charge of 1% per month will accrue on unpaid balances after 45 days.

It may be necessary to adjust Fees if significant time and effort is required to collect usable employee and retiree data from the Town that is needed for the performance of Services or if revisions are needed to the completed actuarial valuation report as a result of inaccurate or incomplete data submitted by the Town. KMS will promptly notify the Town if such a situation develops.

Fees set forth above does not cover specialized consulting services outside the scope of this proposal letter. If such additional services are necessary, they will be billed on a fee-for-service basis at the following hourly rates, unless an alternate agreement is developed in advance:

ACTUARIAL SERVICES AGREEMENT

- Lead and Reviewing Actuaries -- \$400
- Associate Actuaries -- \$225
- Analysts -- \$175
- Other technical and administrative -- \$95 to \$150

4. Confidentiality. Each party hereto may disclose to the other party confidential information, whether written, oral or in any other form, including, but not limited to, certain programs, including without limitation, (i) KMS' processes, models, templates, techniques, innovations, forms and documents, and other trade secrets and proprietary information relating to KMS' Services; and (ii) the Town's covered employees, retirees and spouses under their current health insurance program, product(s), business and financial information and plans, budgets, sales and marketing plans and information, promotions, supplier lists, customer lists, findings and results from the performance of the Services by KMS (collectively, "Confidential Information"), as may be necessary to further the performance of this Agreement. Neither of the parties shall directly or indirectly disclose, allow access to, transmit or transfer any such information to a third party without obtaining the prior written consent of the other party. The receiving party is liable for any unauthorized use and disclosure of Confidential Information by its officers, employees and agents. The obligations of the parties hereunder shall not apply to information provided to the other party which at the time of disclosure is readily available to the public. The parties' obligations under this Section 4 shall survive termination of this Agreement.

5. Exclusion of Warranty. During the term of this Agreement, periodic reports will be submitted to the Town based upon conditions, practices and observations from information made available to KMS, with the full and timely cooperation of the Town. The observations and opinions in such reports will represent only the best judgment of KMS as to the condition reported. It is understood that the Town will be free to adopt or reject, in whole or in part, any information and/or recommendations given by KMS as the result of the Services performed pursuant to the Agreement.

6. Disclaimer of Undertaking. KMS does not by virtue of the Services rendered to the Town, expressly or implied, undertake to perform or assume any duty owed by the Town to any of the Town's employees, visitors or any other persons in respect to the safe/healthful maintenance and/or the operation of the workplaces with respect to which the Services are performed. The Town will therefore hold KMS harmless from liability to any employee, visitor or other person claiming damages based upon alleged breach by KMS of a duty owed by the Town to such employee, visitor or other person. Neither party shall be liable to the other party or to any third party for any consequential damages arising out of or related to this Agreement, even if the party has been advised of the possibility of such damages.

7. Compliance with Laws. KMS and the Town agree to comply with all applicable federal and state laws and regulations concerning labor and labor relations and the terms and conditions thereof. Each party shall furnish to the other, upon written request, evidence of compliance with

ACTUARIAL SERVICES AGREEMENT

such provisions as may be applicable to each party's obligations under this Agreement. KMS has not undertaken any fiduciary liability under any of the Town's qualified or nonqualified plans.

8. Independent Contractor. The relationship between the Town and KMS is that of independent contracting entities. Neither the Town nor KMS is, nor shall be construed to be, the agent, representative, or employee of the other. KMS is free to contract for similar services with other parties while this Agreement is in force. The Town retains no control or direction over KMS with respect to the detail, manner or method of the performance of the Services by KMS. KMS does not by virtue of the Services rendered to the Town expressly or impliedly undertake to perform or assume any duty owed by the Town.

9. Assignment and Successors. Any assignment of this Agreement or of any rights hereunder shall be void and of no force or effect, unless agreed to by the parties in writing. This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns and legal representatives, and references to KMS and the Town shall include their respective successors and permitted assigns.

10. Governing Law. Except to the extent preempted by any applicable federal law, this Agreement shall be governed by and interpreted in accordance with the laws of the State of New Hampshire, without reference to laws governing conflicts of law.

11. Entire Agreement. This Agreement and the Exhibits hereto constitute the entire and complete understanding between the parties and supersede all prior and contemporaneous verbal and written agreements, communications and representations relating to the subject matter hereof. Its terms can be modified only by an instrument in writing signed by both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

KMS ACTUARIES, LLC

TOWN OF WEST NEWBURY

By: Linda Bournival

By: Angus Jennings

Name: Linda L. Bournival

Name: Angus Jennings

Title: Manager

Title: Town Manager

Date: June 11, 2019

Date: 6/26/19

EXHIBIT A

SCOPE OF SERVICES

We will prepare full valuations every other year. For the interim years, we will use the census data and related information from the most recent full valuation, develop liabilities using the discount rate computed as of the measurement date and roll-forward the results to the measurement date. Our methodology for completing the required services is outlined below:

- **Hold initial teleconference** to discuss project specifics, data requirements, deliverables, timeline, objectives, etc.

During our initial telephone conference, we will go over the data requirements in detail and answer any questions regarding the data requirements.

- **Collect member data**, premiums, plan benefits and asset information

For completing each full valuation, we require employee and retiree census data, the OPEB trust asset activity, if applicable, premium information and other information as outlined in Exhibit B, Retiree Medical Valuation Data Requirements.

For completing each roll-forward valuation, we require the OPEB trust investment policy, contribution policy, monthly cash flow, expected return rates for each asset class and target asset allocation starting with the 2018 fiscal year.

- **Verify the accuracy of the data submitted** and make recommendations to enhance the quality of the data.

We perform edits on the data to ensure that it is reasonable and complete. Examples of data that are screened and flagged as invalid or questionable are employees hired prior to age 14, missing birth dates and gender codes and missing health plan indicators. We will bring to your attention any invalid or missing employee and retiree data for correction. If data are missing and cannot be corrected in a timely manner, and the missing data are not material, we will make certain assumptions regarding the missing data so that results will not be materially affected. We will determine if the data appear reasonable and consistent for purposes of the assignment, however we will not audit the data. Upon review of the data, we will make a judgment whether the data are of sufficient quality to perform the analysis. If the data require enhancements before the analysis can be performed, we will make adjustments that allow us to perform our work or, alternatively, we will ask that corrected data be provided that can be used.

- **Review current assumptions** and select demographic and economic assumptions for the valuation.
- **Develop per capita claims costs by age.** We will analyze premium information for retired members to develop per capita medical claim costs by age that reflect the implicit rate subsidies utilized in the actuarial calculations.

EXHIBIT A

SCOPE OF SERVICES

- **Develop required actuarial liabilities and calculations** under the GASB standards.

<u>Valuation Date</u>	<u>Disclosures</u>	<u>Valuation Type</u>
July 1, 2018	June 30, 2019 - GASB 74/75	Full valuation
July 1, 2018	June 30, 2020 - GASB 74/75	Roll-forward
July 1, 2020	June 30, 2021 - GASB 74/75	Full valuation
July 1, 2020	June 30, 2022 - GASB 74/75	Roll-forward

- **Prepare and deliver annual Actuarial Valuation Reports** containing the information required under the appropriate GASB standard.

Our report will identify the methods, procedures, assumptions and data used in the actuarial valuation. In addition, our report will contain a glossary of terms and will be in language clearly understood by lay readers.

Specifically, our actuarial reports will contain the following:

- Table of Contents
- Actuarial Certification
- Principal Valuation Results
- OPEB trust assets
- Actuarial accrued liability
- Normal cost
- Discount rate development under GASB 74 and GASB 75
- GASB required disclosures
- Summary of Principal Plan Provisions
- Methods and Assumptions
- Demographic information
- Glossary of Terms essential to an understanding of actuarial valuations
- Unit breakouts as requested

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	6/30/2020	6/30/2021	10/23/2021	Percent of yr:	65%				
Finance Committee Expenses	1,067	751	2,000	452	23%	2,000	2,000	-	0.0%
Reserve Fund	-	-	76,000	20,000	26%	60,000	60,000	(16,000)	-21.1%
131 Total Finance Committee	1,067	751	78,000	20,452	26%	62,000	62,000	(16,000)	-20.5%

Notes

Typical annual budgeting for FinCom Reserve at \$60k.

During FY22 budget process last year, FinCom added to Reserve proportional amounts it had reduced from other budget sections (resulting in FY22 budgeted amount of \$96,000).

Within FY23 budget process, FinCom may choose to add to or otherwise modify its proposed Reserve Fund and Expenses accounts.

FY22 Reserve Fund Amended balance accounts for FinCom approval (in Jan 2022) of \$20k transfer to Special Counsel expense line.

(Reserve Fund was budgeted at \$96k, but once transfer is approved this shows up as a change to budgeted amounts in both this and the Special Counsel budget lines).

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	6/30/2020	6/30/2021	10/23/2021	Percent of yr:	65%				
BENEFITS									
Essex Regional Retirement Assessment	660,171	687,493	731,433	731,432	100%	<u>1/14/2022</u> 805,420	805,420	73,987	10.1%
911 Total Essex Regional Retirement	660,171	687,493	731,433	731,432	100%	805,420	805,420	73,987	10.1%
Unemployment Insurance & Benefits	10,301	-	1,500	370	25%	1,500	1,500	-	0.0%
913 Total Unemployment Insurance	10,301	-	1,500	370	25%	1,500	1,500	-	0.0%
Group Insurance	373,473	394,029	408,755	254,146	62%	<u>2/7/2022</u> 476,670	481,857	73,102	17.9%
914 Total Group Insurance	373,473	394,029	408,755	254,146	62%	476,670	481,857	73,102	17.9%
FICA Insurance	47,512	46,737	50,476	32,679	65%	<u>2/14/2022</u> 51,990	51,485	1,010	2.0%
916 Total FICA Insurance	47,512	46,737	50,476	32,679	65%	51,990	51,485	1,010	2.0%
Other Post Employment Benefits	-	-	1	-	0%	-	-	(1)	-100.0%
919 Total OPEB - GF	-	-	1	-	0%	-	-	(1)	-100.0%
Insurance and Bonds	150,797	174,508	185,081	183,713	99%	<u>2/2/2022</u> 199,205	199,865	14,784	8.0%
945 Total Insurance and Bonds	150,797	174,508	185,081	183,713	99%	199,205	199,865	14,784	8.0%
TOTAL BENEFITS:	1,242,254	1,302,767	1,377,246	1,202,341	87%	1,534,785	1,540,127	162,882	11.8%

TOWN OF WEST NEWBURY



Proposed FY23 Operating Budget

	FY 2020	FY 2021	FY 2022	YTD thru 2/25/2022		DH/BCC	TM proposed / SB referred	Proposed Change	
	Expended	Expended	Amended	\$	%			\$	%
	6/30/2020	6/30/2021	10/23/2021	Percent of yr:	65%				

TRANSFERS OUT - STABILIZATION									
Transfers Out - to Capital Stabilization	500,000	500,000	500,000	500,000	100%	500,000	500,000	-	0.0%
Transfers In - from School Stabilization							-	-	
992 Total Transfers Out	500,000	500,000	500,000	500,000	100%	500,000	500,000	-	0.0%

Notes

Capital Stabilization:

Town Manager-proposed FY23 budget carries \$500k transfer to Capital Stabilization, consistent with prior 3 budget cycles. Updates to Capital Improvements Program ongoing, and may result in recommended change to amount of proposed FY23 Transfer.

School Stabilization:

Budget may be revised to include draw of \$397,325 from School Stabilization Fund, as part of multi-year drawdown of one-time reserve funds to offset tax impact of new school. This draw would be used toward West Newbury's share of Pentucket RSD debt for new Middle/High School.

TOTAL TRANSFERS OUT:	500,000	500,000	500,000	500,000	100%	500,000	500,000	-	0%
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1000 Total General Fund	15,167,848	16,080,976	16,709,999	11,379,994	68%	18,377,101	18,109,308	1,399,309	8.4%
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